



## National CAPS Committee (NCC) Conference Call

March 12, 2020

### Minutes

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#### Participants

John Bowers	Kim Rice	Dale Anderson	Feridoon Mehdizadegan
Lisa Jackson	Megan Abraham	Darcy Oishi	Jesse Hardin
Shelley Gray	Chris Pierce	Heather Moylett	Steve Bullington
Eric Ewing	Tiffany Mauro	Dan Mackesy	
Alana Wild	Brad Danner	Cindy Music	

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#### CAPS Agreements

PPQ Filed Ops is still waiting for the 2020 Pest Detection allocation to be released. Until that happens, agreements will not be able to be funded at 100%. The budget staff has been asked to give notice as soon as the allocation has been received. Please reach out to your PPQ agreements specialist with any specific questions.

#### Annual NCC Meeting – Post-Meeting Review

The NCC discussed the past NCC meeting in Chicago, and ways that it can be improved. Comments were fairly consistent in that there was a lot to cover in a short period of time, and a need to be more dynamic and have more engagement. The PDMT and NCC will need to take a fresh look at the agenda and format of the meeting, and not dwell on or roll over what worked in the past. The group needs to decide what the important topics are, and allow time for those discussions. Prioritize the decisional topics, and go from there. Other topics could be dropped from the agenda and covered elsewhere. Avoiding too much presentation and enhancing discussion may be a key factor.

The PDMT committed to start planning for the meeting much earlier, and to convene a subgroup to help build a focused agenda and format for the meeting. Asking for help with meeting design is an option. Providing information in the form of white papers with questions for discussion well ahead of time may be beneficial to help focus the meeting. We need to do our due diligence. Planning for the meeting should start no later than August/early September. Eric volunteered to be on the Agenda Committee (are not Alana, Chris, and Tiffany that far behind?). Other volunteers are welcome to participate. The CAPS Community at large also has a role, because the NCC needs to talk about what the Community wants the NCC to talk about.

#### 2020 PPA Goal 1 Survey – Expectations

- Goal 1 Survey work plans are due on the Field Ops SharePoint site before COB Friday, May 1. Note changes to the Taxonomic Support section of the work plan. See the updated ‘In Case You Missed It’ section at the end of these minutes.

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Note: A reminder to the NCC, please distribute CAPS updates, conference-call minutes, and other CAPS-related information to the constituency that you represent in a timely manner. Also, please bring their items, issues, concerns, and opinions back to the NCC for discussion. It is our responsibility that everyone is kept engaged in the CAPS program.

- All 2020 PPA 7721 cooperative agreements need to be signed and obligated before July 31.

The PPA Team has been informed that any PPA projects not obligated by July 31 will be de-obligated, and no funding will be awarded. All work plans need to be in well ahead of the July 31 deadline to ensure that review and paperwork can be completed on time.

During the NCC meeting it was mentioned the possibility of moving the open period to a much earlier timeframe. After receiving feedback from the CAPS community, the PPA Team decided to postpone the changes until a future date. Thanks to those who provided feedback, there were very helpful.

### Non-Traditional Cooperators

For PPA Goal 1 surveys conducted by non-traditional cooperators (surveys that are conducted by other institutions than the typical State/SSC), the ADODR should work with the cooperator and the SSC to have the Survey Summary Form and data entered.

Process for Non-Traditional Cooperators conducting PPA Goal 1 Surveys to fill out the Survey Summary Form and have data entered [Data Entry Roles and Responsibilities](#) :

- When the PPA Spending Plan is announced, the ADODR will need to email the non-traditional cooperator and the SSC, effectively matching them up to work together and identifying their responsibilities.
- The SSC will send the cooperator an Excel version of the Survey Summary Form (SSF) for them to complete.
- The SSC will enter this information into the PPA SSF.
- The cooperator will need to prepare their data for the SSC.
- The SSC will enter the prepared data into NAPIS.

### Data Entry Expectations

Similar to what was expected during the 2020 CAPS work plan process, during the 2020 PPA Goal 1 Survey work plan submission process, the SSC and ADODR should ensure data from previous year's surveys has been entered into NAPIS. This should be done before the work plan reaches Lisa and the other NOMs. For 2020, Lisa and fellow NOMs will not approve work plans until data has been entered for 2018 surveys from the same cooperator. \*Note, a traditional cooperator (State/SSC) will not have work plans held up if data from a non-traditional cooperator has not been entered and vice versa.

An Excel file has been posted on the PPA page of the CAPS R&C that contains Survey Summary Form and data entry guidance for each funded survey, and whether NAPIS data is required. [Survey Summary Form and Data Requirements for Funded Surveys](#). Only surveys that require NAPIS as the official database for survey data will appear in the PPA Accountability Report.



1) SSCs – before submitting a new work and financial plan to the ADODR, check the Accountability Report on the CAPS Resource & Collaboration website to ensure data from previous years surveys have been entered into the appropriate database (NAPIS). ***SSCs may wish to do this now before the spending plan is announced.***

2) ADODRs – before uploading a new work and financial plan to the Field Operations Cooperative Agreements Work Plan Management Site, check the Accountability Report on the CAPS Resource & Collaboration website to ensure data from previous years surveys have been entered into the appropriate database (NAPIS). If the data has not been entered, the ADODR should communicate this deficiency to the cooperator. Once the missing data is entered, or an acceptable justification is provided, submission of new work and financial plans may proceed. New work plans will not be processed until data entry requirements are met.

For example: For review of a 2020 work plan (PD and PPA 7721), the ADODR should check and determine that all 2018 and earlier data from the cooperator has been entered into NAPIS. Surveys for 2019 are in progress, and all the 2019 data is not expected to be available when 2020 work plans are due. However, 2018 and earlier data should be available and properly entered into NAPIS.

## **Survey Supplies**

### Ordering Database is Open

With the release of the FY20 PPA 7721 public spending plan, the Survey Supply Catalog in IPHIS has been opened for your FY20 PPA 7721 Goal 1 survey supply needs. The catalog will be open for ordering from now through April 6. You may also include orders for any additional items needed for FY2020 CAPS or other PPQ Supported Programs. **This is your last chance to place orders for survey supplies for the FY20 survey season.** Please refer to the [Survey Supplies Best Practices](#) for best management practices regarding ordering supplies.

### Multi-Funnel Traps

It has come to our attention that the Multi-funnel Trap may have shipped from the vendor missing some pieces. If you have ordered this piece of equipment, once it arrives, please verify that all components are accounted for. If you are missing any parts, please contact either Lisa Jackson or Paul Ijams so we can arrange for replacement pieces. We are correcting this issue with the vendor. Please include your order number and number of specific parts needed.

### IPHis – trouble with log in

It has come to our attention that some IPHIS users are unable to log into the system. Instead, when attempting to login, they receive a message that the site is not secure or that the connection is not private. Please use the following link to access IPHIS:

<https://iphis.aphis.edc.usda.gov/>



In order to gain access, you may need to use a different internet browser or clear the cache of the browser that you are using. Clearing the cache may also help if you have an issue of items not showing up correctly in your cart. If you are still unable to access IPHIS, please contact either Lisa Jackson or Paul Ijams.

## **2021 National Pest Surveillance Guidelines**

The 2021 Guidelines are on track to be published on the CAPS R&C website on April 22 (Earth Day). The various guidance and documents will be finalized in early April. Any comments or suggestions for the 2021 Guidelines need to be known now, or else they will have to wait until next year's cycle.

## **CAPS R&C Changes**

Following up on the discussion at the NCC meeting, the following changes to the CAPS R&C website will be implemented in the near future. Please contact John, Lisa, or Shelley if you have any comments and/or suggestions to make the site better.

- The Resources page (under Survey menu) will be deleted, and the files on this page will find a home on the appropriate page of the website. Files without a home likely will appear on the Guidelines page. This page initially was envisioned to hold the most up-to-date documents, but was rarely used. Most files have a home on another page, and folks went directly to that page for the file.
- The 2021 Guidelines page (under Survey menu) will be consistent with the 2020 Guidelines page, and contain similar, but updated files. The original suggestion at the NCC meeting was to expand the files on this page to include most of the files on the Resources page so that the information would be all together on one page. The PDMT further discussed this suggestion, but felt that the number of files on the Guidelines page need to be concise and focused on the guidance for that year. This also makes updating the files more manageable.
- An Endangered Species Act, Trapping, & Bycatch page (under Survey menu) will be created. This page will contain information about the Endangered Species Act (ESA), Section 7 Consultation with Fish & Wildlife Services (FWS), a biological assessments, and guidance on areas to avoid trapping. Special guidance will be on *Bombus affinis*, Rusty patch bumblebee.
- An ezFedGrants page (under Survey menu) will be created. This page will hold information related to ezFedGrants (formerly located on the Resources page).
- The Taxonomic Services pages (under Community menu) are in need of revision and organization. This likely will not happen until a Preliminary Identification Coordinator has been identified. In the meantime, files under the Identification and Diagnostic heading on the Resources page have been relocated here.



- The Pest Lists page (under Survey menu) also will be deleted as it contains the same files and information as the Guidelines pages.

### **Accomplishment Reports and Outreach**

Chris initiated a conversation about adding outreach to semi/annual reports as a mechanism of our surveys and/or infrastructure. The work plan template addresses outreach, but that information does not appear in accomplishment reports. Outreach is a component of how success is measured, and the NCC had a good conversation on outreach measures and metrics, and how they support survey. Chris and Darcy will lead an effort to delve into this deeper, look at how other programs measure outreach, and come up with some ideas to incorporate into CAPS accomplishments. Please reach out to Chris and Darcy if you or anyone you know would like to participate in this venture.

### **CAPS Success Stories**

The CAPS Program Review Team is looking for success stories. For example, a major success story is the detection of pale cyst nematode.

On April 19, 2006, officials of USDA's Animal and Plant Health Inspection Service (APHIS) and the Idaho State Department of Agriculture (ISDA) announced the detection of Pale cyst nematode (PCN), a major pest of potato crops. This was the first detection of the pest in the United States. The detection was made by a CAPS survey of tare dirt at a Blackfoot, Idaho grading facility in April 2006. (from the PCN Knowledge Management Document)

If you have any success stories related to the CAPS program in your state, please share your story with John, Lisa, and Shelley. The success story can be a detection and the circumstances of the detection, be it either directly or indirectly related to the CAPS program or a survey, or even a non-detection with negative data that facilitated exports through a phytosanitary certificate. A short narrative/paragraph would very much be appreciated.

### **CAPS Webinars**

Four CAPS Webinars are being considered for 2020. The times are yet undetermined, but announcements will go out in plenty of time. The practice has been to schedule on Wednesdays at 2:00 pm eastern time. The four are:

- Objective Prioritization of Exotic Pests (OPEP) Model
- 2021 Guidelines and Changes
- Online Work Plan
- Endangered Species and Trapping

Suggestions for other topics are always welcome.

### **Alternatives to Regional Plant Board Meetings**

In lieu of the cancellations of the Regional Plant Board meetings, and with them the CAPS/SSC/PSS breakout sessions, The PDMT would like to encourage the PSSs and SSCs to



work together to plan for conference calls, webinars, and other forms of communication during the previously-scheduled meeting week. John, Lisa, Shelley, Heather, and Cindy are available to assist and participate as needed and requested. Please consult with your original planning committees and work something out. It is important that we not let this opportunity pass us by. This also would be a good time for SPHD/SPRO participation as appropriate, as they miss out on discussions during the regular meetings.

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**The next NCC call will be held on Thursday, April 2, 2020, at 2:00 pm eastern time**  
**Note the time change. An updated meeting invitation was sent 3/12/20.**

Please review the minutes and forward to your NCC representative any agenda topics for discussion on the next NCC call.

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## **In Case You Missed It**

### **Taxonomic Assistance – PPA and CAPS Surveys**

As was mentioned on the [September 5, 2019](#) NCC Call and included in the notes, the Pest Detection Management Team (PDMT) is struggling with the coordination of preliminary identification, which is the screening and identification of raw samples from CAPS, Pest Detection, and Goal 1 Surveys.

Some background: We define the identification process as taking place in two phases, termed preliminary and confirmatory identification. The National Identification Service (NIS) has ownership and coordination of the confirmatory process; that is the confirmation of samples preliminarily identified. Steve Bullington is the point of contact for the protocol.

We currently do not have sufficient staff to coordinate where states should send samples to (PPQ Domestic Identifiers and cooperating identification centers). The Pest Detection Management Team has begun conversations with NIS and management regarding the dire need for a dedicated person to coordinate the screening and preliminary identification of survey samples. We will keep you informed as this progresses.

In the meantime, and with the current limited resources, the PDMT cannot continue to coordinate requests for taxonomic assistance with the appropriate identifier or cooperating institution.

For CAPS and PPA surveys, if you used an identifier/institution previously, we ask that you please reach out to the identifier/institution and confirm that they will be able to support you in the 2020 season. You can send the information out of your Survey Summary Form:



- Target(s)
- Type of samples: raw or screened samples
- Number of samples
- Expected number of samples
- Point of contact name and email of who will be submitting samples

Note the changes to the Taxonomic Support section of the Survey work plan template. The onus is on the cooperator to ensure that identification and diagnostic services have been organized, and that the connections have been made. The changes to the Taxonomic Support section communicates and confirms to the program that samples have been match with identification.

You can find contact information for PPQ Domestic Identifiers here: [Domestic Identifiers](#).

If you need assistance in finding an identifier or institution for a target (Priority Pests only) you may reach out to Lisa Jackson ([lisa.d.jackson@usda.gov](mailto:lisa.d.jackson@usda.gov)) for arthropods or mollusks and Heather ([heather.moylett@usda.gov](mailto:heather.moylett@usda.gov)) for pathogens and nematodes.