



National CAPS Committee (NCC) Conference Call

April 2, 2020

Minutes

Participants

John Bowers	Kim Rice	Brad Danner	Feridoon Mehdizadegan
Lisa Jackson	Joy Goforth	Dale Anderson	Mike Hill
Shelley Gray	Helmuth Rogg	Darcy Oishi	Jesse Hardin
Eric Ewing	Chris Pierce	Heather Moylett	Steve Bullington
Alana Wild	Emilie Inoue	Cindy Music	

2020 Survey Challenges

Everyone realizes that there may be challenges to the 2020 survey season based on the current situation of the pandemic, physical distancing, and state-by-state stay-at-home orders. We are developing a process to track any changes to surveys due to the current situation, so please keep notes on any impacts to surveys in terms of whole surveys, target pests, locations, sites, #traps/samples, etc. This information also will be important to include in your 2020 Accomplishment Reports. Communications have gone out to the National Plant Board and SPHDs for impacts, so just be aware of those requests from PPQ.

Survey Supplies

The open period for ordering survey supplies runs through Monday, April 6. This is planned to be the last FY20 open period, so please get your orders entered. The warehouse at Moore is shipping as usual. If there are any changes on the receiving end, please contact Paul and/or Lisa right away via phone or email so that corrections can be made. Include order number, address, contact information, etc. Do not put the information in the comments of the order, call or email. Shipments can be put on hold if need be. Timely communication is the key.

2020 Guidance Updates

Several updates to the guidance for 2020 surveys recently have been communicated through the NCC. Please be aware of these directions.

2020 Identification Guidance: An email was sent on March 23, 2020. In light of our ongoing challenge of providing help with screening and identification of raw survey samples (preliminary identification), we offer the following stop-gap guidance for 2020 surveys. Unfortunately, much of the responsibility for confirming identification and diagnostic help this year is being placed on you. Confirming that someone will accept your samples is paramount now, before samples are collected. We have been communicating this to the CAPS community for over a year now, and this guidance serves as a reminder of where we stand.

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.



Note that the National Identification Service (NIS) and the S&T Beltsville Lab perform confirmatory identification only; they do not screen or identify pests in raw samples, with the exceptions noted below.

This guidance has been posted on the [Taxonomic Services page](#) of the CAPS R&C website, and at the link below, and has been updated from the Minutes of the 2020 Annual NCC Meeting. [2020 Guidance for Preliminary Identification and Diagnostic Services](#)

2020 Approved Methods: An email was sent on March 20, 2020 from STCAPS@usda.gov. The file below was posted on the 2020 Guidelines page of the CAPS R&C, and contains updated guidance for several Priority Pests: *Lymantria xyliana*, *Monilinia fructigena*, Cocadviroid Coconut Cadang Cadang Viroid, *Phytophthora alni*, *P. austrocedrae*, *P. kernoviae*, *Ceratocystis manginecans*, and *Raffaelea quercivora*. This guidance has been posted on the [2020 Guidelines](#) page in the file [Summary of Approved Methods Changes](#).

2020 Pollinator Bycatch: Updated guidance for avoiding pollinators as bycatch in traps, especially the tri-colored bucket traps, was included with the minutes of the March 12 NCC call that was distributed on March 13, 2020, through the NCC. Please note the very specific guidance for *Bombus affinis*, Rusty patch bumble bee, and *B. franklini*, Franklin's bumble bee. Trapping should not occur in the areas designated by the U. S. Fish & Wildlife Service (FWS) where these bumble bees have been observed. See the links to the FWS webpages in the document for specifics. It is very, very important that surveys using the tri-colored bucket traps, or any trap that attracts bees, not be used in the designated States, Counties, or areas. It is important for protecting endangered pollinators and for our Section 7 Consultation with FWS. This guidance is posted on the [Endangered Species Act](#) page in the file [Pollinator Bycatch Guidance for 2020 Surveys](#).

Changes to the Survey Summary Form for Bundling Pests: Changes were incorporated into the Survey Summary Form that will alert you to instances where 1) bundling is not allowed due to a lack of survey methodology and 2) bundling a pest needs National Operations Manager review. These changes are active now for CAPS, PPQ Pest Detection, and PPA Goal 1 Survey. This guidance has been posted on the [2020 Guidelines](#) page in the file [Guidance for Bundling Pests in the Survey Summary Form](#).

2021 Guidelines

The 2021 National Pest Surveillance Guidelines are due to be published on April 22, 2020. If all goes well, the plan is to open the 2021 Guidelines page on the CAPS R&C on April 20 for final NCC review before the page goes public. If anyone has any final comments, suggestions, or thoughts on the 2021 Guidelines, now would be a good time to express them as we update all the files from the 2020 Guidelines. The online work plan is due to be available around August 1, and will be required. If, however, the online work plan will not be ready for 2021, the Word templates will be available as in previous years.

All work plans for 2021 will be due on September 11, and this will be a much harder deadline than last year. Last year the soft deadline turned into mush with a few States being very lax in sending in their work plans. December is not an appropriate time. This year the deadline needs to be much, much firmer. What can we do to encourage timely submission? Perhaps a running tally of states that have submitted with the minutes of the NCC conference call?

2020 PPA Goal 1 Survey - Work Plans

PPA Goal 1 Survey Work Plans are due on **May 1**. The work plan needs to be uploaded to the Agreements SharePoint site and the Survey Summary Form (SSF) needs to be entered. The SPHD or PSS needs to review the SSF and move it forward to Lisa.

2020 PPA Goal 1 Survey – Expectations

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.

The process for Non-Traditional Cooperators conducting PPA Goal 1 Surveys to fill out the Survey Summary Form and have data entered is:

- 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.

Refer to this file to determine if the SSF is needed for each survey:

Survey Summary Form and Data Requirements for Funded Surveys

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. For 2020, Lisa and fellow NOMs will not approve work plans until data has been entered for similar 2018 surveys (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.

Each year, John creates an Excel file that has guidance for each funded survey and whether NAPIS data is required. Here is the file for 2018: [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.

This guidance has been posted on the [2020 Guidelines](#) page in the file [Data Entry Roles and Responsibilities](#).

2021 PPA 7721

The open period for 2021 PPA 7721 suggestions will be similar to last year. The PPA Team continues to discuss alternate timeframes for the open period, and may move the times in future years, but for now, the status quo remains.

CAPS Webinars

A webinar on the Objective Prioritization of Exotic Pests (OPEP) model is scheduled for the last Wednesday in April, April 29, 2020, at 2:00 pm eastern time. Alison Neely and Cynthia Landry will be presenting. We are working on logistics now, and will send out an invitation in the near future. Please add this webinar to your calendars.

Last year we held a webinar on the Guidelines and changes for that year. Did the CAPS community find it instructive and valuable? Should we do it again this year? Please discuss with your constituency and let us know so we can plan it.

A webinar also is tentatively scheduled for early August on the new Online Work and Financial Plan.



In Case You Missed It

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.