



National CAPS Committee (NCC) Conference Call

February 4, 2021

Participants

x	Megan Abraham	x	Brad Danner	x	Helmuth Rogg	x	Feridoon Mehdizadegan
x	Dale Anderson		Eric Ewing		Michael Hill	x	Heather Moylett
X	Gregory Aydelotte	x	Lisa Ferguson	x	Emilie Inoue	x	Cynthia Music
X	Darrell Bays	x	Joy Goforth	x	Lisa Jackson		Darcy Oishi
X	Stephen Bullington	x	Michelle Gray		Kim Rice		Alana Wild
x	John Crowe	x	Jesse Hardin	x	Daniel Mackesy	X	David Nielsen
X	Christopher Pierce						

PPA Reminder

March 5th Deadline, please get your workplans completed and approved before the deadline.

Online Workplan interface:

PPA Goal 1 Surveys –

Online Work Plan Interface

The interface is required for all PPA Goal 1 Survey work plans except for Honeybee and *P. ramorum*. For these two surveys, please use the templates found here:

[Honey Bee Survey Work and Financial Plan Template](#)

[P. ramorum Nursery Survey Accomplishment Report](#)

[P. ramorum Survey Work and Financial Plan Template](#)

The Survey Summary Form is still required for Honeybee and *P. ramorum*.

All Goal 1 Survey work and financial plans are due to Field Operations by **Friday March 5, 2021**.

Work plans should be signed by the ROAR and ADODR and posted to the PPQ Agreements SharePoint site.

This work flow includes the new online interface steps and also shows the bigger picture of other steps in the process: [Work Plan Process for Goal 1 Surveys](#)

The interface can be found here: [Work Plan Interface](#)

The Work Plan Interface webinar is available through the CAPS Collaboration Site; [recording](#).

Survey Supplies – Lisa Jackson

Final FY 2021 Ordering Period

The Survey Supply Ordering System in IPHIS is open now through February 26 for orders supporting Approved PPA 7721 – Goal 1 Surveys. We have extended the closing date by one week. During this time period, you may also submit orders for any additional items for:

- FY2021 CAPS
- PPQ Supported Programs

Please be sure to place your orders. The Survey Supply Program requests that State Plant Health Directors and Pest Survey Specialists work closely with their state counterparts to ensure orders are placed accurately and that no supplies are missing.

For orders placed outside of the open period, the Survey Supply Procurement Program cannot guarantee that products will be in stock or able to be shipped by the requested date.

The next ordering period will be in the Fall of 2021. If this is the first time you will be ordering supplies or reviewing orders, please review the slide deck of the "Placing Survey Supply Orders in IPHIS" webinar:

[Slide Deck](#)

There are other resources on the [Survey Supplies page of the CAPS website. Please review the Survey Supplies Best Practices.](#)

IPHIS Web Address update

New IT Security enhancements may cause issue when attempting to access IPHIS. Please use the following web address to access the system - <https://iphis.aphis.usda.gov/>. You can also access IPHIS from the USDA APHIS page [HERE](#). Please remember to update any bookmarks within your browser with the web address. IPHIS functionality works best when accessed from the Chrome web browser.

Important COVID Information

We realize that some offices may be closed/individuals may be working at home during the 2021 shipping season. **When placing your orders, please make sure that the shipping address will have someone available to accept deliveries**, to the best of your current knowledge. If needed, we can amend shipping addresses as we get closer to your shipping date. However, this is not a perfect system; addresses and contact information cannot be amended in IPHIS. If changes are needed, please reach out to the National Operations Manager for your state Lisa Jackson (lisa.d.jackson@usda.gov) or Darrell Bays (darrell.a.bays@usda.gov). **Include your order number, new shipping address, and contact information.** Shipments can be placed on hold if needed.

IMPORTANT: Ensure the e-mail and phone number is correct (use a cell number if the office may be closed). UPS will call if they try to make a delivery and the office is closed. Due to COVID, UPS is dropping off packages at the doors without signatures and a lure package could potentially be left unattended for a long period of time. If lures are not able to be properly refrigerated/frozen, they could become ineffective.

*Note: we do incur high additional charges when a shipping address needs to be changed once the item has been shipped. Please try to tell us as soon as possible when an address may need to change or put your order on hold if there is uncertainty.

Courier Shipping notifications vs. IPHIS notification

- There is up to a 24-hour delay from when orders are shipped to when the order is updated in the IPHIS system.
- You will receive an email from IPHIS with shipping information once the order has been updated in IPHIS.
- Order status can be viewed in IPHIS in the My Orders screen.
- We recommend signing up for UPS and FedEx apps to track your orders.

UPS

- When the package leaves the Survey Supply warehouse, a UPS e-mail will automatically generate that notifies you of a shipment being delivered.
- All labels and UPS notifications references the IPHIS order number. It is listed under “Reference No.” block.
- If a package is lost, please call your local UPS store and provide the tracking number.
- **Once the package has left the warehouse, the customer should contact the local UPS store for any shipping changes or specific instructions.**

Hints on what may be coming in your order:

- If the UPS/FedEx notice is “Overnight” – the package definitely contains a lure.
- If the UPS is “Ground Shipment” 2 to 3 day delivery – it is only traps, no lures.
- Freight are about 5 to 7-day delivery. This really only applies to FL and CA.

Communication

For questions about your orders, if you are a state cooperator, please reach out to your state’s Pest Survey Specialist first. From there, please reach out to your assigned National Operations Manager (NOM), Lisa Jackson (lisa.d.jackson@usda.gov) or Darrell Bays (darrell.a.bays@usda.gov). **Please do not contact the Moore Airbase or S&T Otis Lab staff directly unless you have been told by the NOM to do so.** Include the order number and the product(s) in question for reference.

Plastic Lure Holders

Remember to order this product separately in IPHIS as it is no longer included with the rubber septa lures shipments. There are photos of the lure holders in this job aid: [Lure attachment](#)

CAPS Biological Assessment:

To date - we have several states completed with the avoidance approach or simply don't have insects present:

No ESA Listed Insects Present:

Alaska, Idaho, Utah, Arizona, New Mexico, New Jersey, Pennsylvania, South Carolina, Georgia, Louisiana, Vermont

Completed States via Avoidance:

New York, Massachusetts, Connecticut, Kentucky, Arkansas, Tennessee, Montana, Texas

[CAPS Mission Review](#)

Shared document screen reviewing the captured themes from the NCC. We welcome additional comments from NCC regarding CAPS objectives and tasks.