



National CAPS Committee (NCC) Meeting
Newnan, Georgia
January 27-28, 2010

Minutes

Participants

John Bowers	Adam Silagyi
Matt Royer	Marge Rayda
Brian Kopper	Beth Long
Kristian Rondeau	Kay Kromm
Dan Fieselmann	(for Julie Van Meter
Bruce Shambaugh	& John Kaltenbach)
Jason Watkins	Lisa Jackson
Vicki Smith	Todd Schroeder
Benny Graves	Kathy Handy
Clair Allen	
(for Dan Hilburn)	

Introduction

The National CAPS Committee (NCC) met in Newnan, GA, January 27-28, 2010, at the PPQ National Detector Dog Training Center. Lisa Beckett acted as our host for the Director, Mike Smith, who was on travel. A welcome and introduction to Georgia was given by Bill Kaufmann, the Georgia SPHD, who also presented the state perspective for Mike Evans, the Georgia SPRO, who was not able to attend. The NCC received a tour of the facility, and all were impressed with the physical facilities, as well as the training and work being conducted with the detector dogs.

Farm Bill

Matt Royer (Dir., Pest Detection) gave a brief update on the status of the Farm Bill. The NCC had some questions, and discussed several aspects of the spending plan to gain clarification.

NCC Bylaws

The NCC agreed to increase membership on the NCC by two State Survey Coordinators (SSC). At present, the two SSCs on the NCC, one each from the PPQ Eastern (ER) and Western (WR) Region, represent a large constituency that is sometimes outside of their natural or regional sphere. To better represent their natural constituency, and to bring about an increased cohesiveness among the SSCs, the NCC will include an SSC from each of the Plant Board regions. The expectation will be that the SSC representatives will be able to communicate better with their regional constituency, discuss what is going on in the CAPS program, and forward

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.



National CAPS Committee (NCC) Meeting
Newnan, Georgia
January 27-28, 2010

input from the states and field back to the NCC and CAPS Program for consideration. This type of communication is vital to the success of the CAPS program.

This change will entail the identification of additional individuals to serve on the NCC, and a change to the constituency of those already serving on the NCC. John Kaltenback (CO), presently the PPQ WR representative, will now serve as the SSC representative for the Western Plant Board states. Beth Long (TN), presently the PPQ ER representative, will now serve as the SSC representative for the Southern Plant Board states. SSC representatives for the Eastern and Central Plant Board states will be nominated and selected according to the procedures established in the NCC Bylaws. The upcoming CAPS sessions at the Regional Plant Board meetings will serve as venues to facilitate the process.

The CAPS mission statement, a topic of much discussion in past NCC meetings, will not undergo any changes this year, with the exception of highlighting the early detection component. Suggested wording will be sent to the NCC for review before incorporation into the Bylaws and Survey Guidelines.

Currently, there is language in the Bylaws about a July meeting in years when no CAPS Conference is scheduled. Due to the economy and travel scrutiny and restrictions, this meeting is no longer feasible. The NCC agreed to delete this meeting from the by Bylaws. The NCC will continue to meet annually in January to review and evaluate the CAPS program and to update the Survey Guidelines.

CAPS Survey Guidelines

The NCC felt, based on discussions with their constituencies, that the 2010 Survey Guidelines were well received by the states, and that very little needs to be changed or edited for 2011. The concept and practice of using 'bundled' surveys will continue. Some of the more important topics that were discussed are:

- The Data Management section needs to be revised to incorporate language covering the transition from NAPIS to IPHIS, including expectations, and clarifying the transition plan over the next several years. Since data entry in IPHIS will be completely different than in NAPIS, the expected time frames for data entry also need to be clearly defined. The transition language also needs to be included in the Survey Work Plan Template (Appendix J-2), section V, Data Collection and Maintenance. The NCC also agreed to review the time lines for positive and negative NAPIS data entry to be more in line with reality in the field, and also to amend the J-2 to reflect these changes.

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.



National CAPS Committee (NCC) Meeting
Newnan, Georgia
January 27-28, 2010

- Many states have been asking how many CAPS Priority Pests and how many Pests of State Concern can be placed in a bundled survey. The NCC agreed that up to 49% of the total pests targeted in a bundled survey can be of state concern, or slightly more than half need to be pests from the Priority Pest List (AHP and Commodity Pest Lists). This language will be inserted in the 2011 CAPS Guidelines.
- In 2011, as in 2010, CAPS will not fund citrus surveys. Citrus surveys are mainly funded through the Citrus Health Response Program (CHRP), and there is no reason to also fund these through Pest Detection, where the funds can be used for other surveys. Pests on the Citrus Commodity Pest List, however, will remain as part of the Priority Pest List and be available for bundling in Priority Surveys. Also, the Citrus Reference document is in need of an update, but the personnel for CAPS support in CPHST is not available to do the work. The Citrus Reference will either be archived as is, or handed off to CHRP to update and maintain.
- The Corn Commodity Reference document is undergoing internal review, and will be available for review by the CAPS community soon. The Corn Survey Guidelines will be ready in a couple of months. As such, the Corn Commodity Survey will be available as a Priority Survey in 2011.
- The Potato Commodity documents, both Reference and Survey Guidelines, may be available by the end of the summer. However, these documents are still in the hands of the authors, and CPHST has not yet seen them and does not know how much editing will need to be done. As of now, the Potato Commodity Survey will not be available in 2011, but will be included in the CAPS Survey Guidelines for 2012.
- The Stone Fruit Commodity documents are being worked on by the author, and should be available for 2012. There is money in the Farm Bill for outreach efforts in stone fruits to help states interact with the industries and growers in their states and obtain buy-in for survey efforts. A similar effort for stone fruits is planned by the National Institute of Food and Agriculture (NIFA, formerly CSREES), and a joint effort will be investigated.
- The Farm Bill also provides funding for the development of a Cotton Commodity Survey. This effort is due to begin soon.
- During the course of the year, 15-20 species were evaluated by the Pest List Working Group (PLWG) for addition, removal, or continued listing in the Commodity Pests Lists and the Exotic Woodboring & Bark Beetles (EWB/BB) list. Lisa Jackson (CPHST) presented the recommendations of the PLWG to the NCC, and all were

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.



National CAPS Committee (NCC) Meeting
Newnan, Georgia
January 27-28, 2010

accepted. The revised lists will be incorporated into the 2011 CAPS Survey Guidelines. The Commodity Survey Guidelines will be updated to reflect changes to the lists. This will be a yearly task for the PLWG.

- As in 2010, the Priority Pest List again in 2011 will consist of the AHP Prioritized Pest List and the Commodity and Taxon Pest Lists.
- The PLWG recommended the development of a Mollusk Pathway-based Survey Protocol to complement the EWB/BB and Cyst Nematode taxon-based surveys. It has become clear that the commodity survey approach does not fit for polyphagous pests like mollusks, which are usually detected along a pathway of introduction. This made sense to the NCC, and CPHST will investigate and initiate its development.
- Visual surveys and negative data was discussed. Extra guidance will be included in the CAPS Survey Guidelines as a minimal protocol for a visual survey in order to enter negative data for a particular pest. Suggestions and comments by the NCC will be incorporated into a document being prepared by Adam Silagyi (PSS, FL), and will be available for review by the NCC in mid-March.
- State Discretionary Surveys will continue to be funded in 2011.
- There will be no change to the funding formula (Priority:Discretionary Surveys) for 2011.
- Appendix M will be expanded for 2011 to include the approved trap and lure for negative data entry for all pests on the Priority Pest List. As mentioned in the minutes of previous NCC conference calls, Appendix M reflects the up-to-date status of approved traps and lures for pests targeted in CAPS surveys, and should be used as a guide for surveys in 2010 if possible. Appendix M supercedes information in the commodity or taxon survey guidelines, and often, NAPIS data entry in 2010 will reflect the information in Appendix M. Information in the Commodity Survey Guidelines will be updated as work load allows. Since this appendix is very large, the folks at Purdue are developing a web-based version (as opposed to the current pdf version) to facilitate navigation and information display. This also will allow this appendix to be displayed as a stand-alone document.
- Appendix J-3 is an integral part of the work plan submission process, and will be continued without substantial changes. It was discovered that some folks were deleting or altering the formulas on the J-3 spreadsheet. All formulas will now be locked down

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.



National CAPS Committee (NCC) Meeting
Newnan, Georgia
January 27-28, 2010

to prevent alterations. A web-based version of the J-3 was discussed, and this will be investigated and developed as time allows.

- Appendix N contains guidelines for data entry at the genus level for *Xyleborus* and *Xylotrechus*, nematodes, and mollusks. The NCC would like to remind everyone that if the requirements in this appendix cannot be met, then no data entry should occur. Surveys should be planned accordingly. The information for mollusks may change based on information uncovered during the development of the Mollusk Pathway Survey.

Transition from NAPIS to IPHIS

Todd Schroeder (National Data Management Coordinator) presented an in-depth, 4-hour demonstration of the new Integrated Plant Health Information System (IPHIS). The system is more than just a vehicle for data entry, but encompasses total survey management and reporting capabilities. There was a lot of discussion during the presentation, and the NCC offered many suggestions on how the system needs to be adapted for use by the CAPS program. It was suggested that these changes will need to be incorporated before IPHIS will be ready for use by the CAPS program. Todd assured the NCC that he will work with them to facilitate the use of IPHIS by CAPS cooperators.

This year, 2010, will be a learning and preparation year for the CAPS program. Complexes and standardized templates for CAPS surveys will be developed at a national level for use by the states. Other 'ground' work also will be completed before the end of the year. The goal will to present this information, and a roadmap of the future, at the CAPS Conference at the end of November. The present overall plan is: 2010, Conduct an analysis of the CAPS program, and develop business and system requirements; 2011, Pilot IPHIS version 3 in the CAPS program, and gather feedback and enhance the system as necessary; and 2012, Fully support the CAPS program, and begin to transition away from NAPIS. The regional Plant Board meetings and CAPS breakout session will be one venue where the NCC will attempt to obtain some feedback.

The role and services that the Center for Environmental and Regulatory Information Systems (CERIS) at Purdue University will play and provide in the future are still under consideration and discussion among PPQ, Purdue, and stakeholders. As these become more clear over time, the NCC will distribute the information to their constituency.

The NCC will discuss several aspects of this issue on the March conference calls.

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.



National CAPS Committee (NCC) Meeting
Newnan, Georgia
January 27-28, 2010

CAPS Conference

The 2010 CAPS Conference will be held November 30 - December 2, 2010, in New Orleans, LA. The initial destination of Austin, TX, did not pan out for a number of reasons, so we moved to our backup plan. The Decision Memorandum for the Department was submitted to the PPQ Deputy's Office, signed off, and forwarded to the Department for review. Official approval is still pending, but the expectation is that it will be approved. Word will go out as soon as the meeting is officially approved. The PPQ meeting staff will travel to New Orleans soon to evaluate seven properties that are available for our meeting to determine if the facilities meet the requirements of the meeting.

The NCC discussed the format of the meeting, and suggested several topics for consideration as agenda items. Overall, the NCC liked the format of the last meeting in Phoenix, with breakout sessions, workshops, and presentations, and suggested that we develop a similar format keeping in mind lessons learned and comments received from the Phoenix meeting. Items for the agenda will be developed through discussions with the various NCC constituencies and at the regional Plant Board meetings this spring. Everyone is reminded that a successful meeting will depend on wide participation in the planning stages, and no suggestion or comment is too small to be ignored.

Troy Fine (Professional Development Center, Ft. Collins, CO) has been selected to be the lead facilitator for the CAPS Conference. After the NCC met in GA, John Bowers, Brian Kopper, and Kristian Rondeau met with Troy to start the process of designing the meeting and talking about the expectations and roles and responsibilities of the facilitators. One change that we talked with Troy about is to have the NCC representatives take on a larger role in leading discussions, especially in the breakout sessions.

The NCC agreed, acknowledging the large amount of preparation needed for the meeting and the survey season fast approaching, that we would hold two conference calls each month, our regularly scheduled call on the first Thursday of each month, and an additional call on the third Thursday of each month.

Miscellaneous

The NCC discussed several smaller issues.

- The question was raised as to who has the legal authority to negotiate indirect costs on cooperative agreements. This question will be forwarded to the agreements staff for clarification. If necessary, we will include a clarification in the CAPS Survey Guidelines and/or cite any appropriate regulation.

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.



National CAPS Committee (NCC) Meeting
Newnan, Georgia
January 27-28, 2010

- The ER and WR have a series of planned developmental assignments aimed at determining the cost of a survey. This will help all involved in surveys to determine cost effectiveness and aid in management decisions.
- The last topic that the NCC discussed is just as important to the CAPS program as those above. The CAPS program and the NCC would like to know;

What support or product do you need to do your job?

We want everyone to be successful at what they do in support of the CAPS program. What can we give back to you to help in that effort? The NCC is available to listen.

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.