

Roles and Responsibilities of Federal and State Employees Engaged in the Cooperative Agricultural Pest Survey (CAPS) Program

Introduction

In a 2006 review of the CAPS program, a National Plant Board CAPS Advisory Subgroup recommended several changes to the roles and responsibilities of key personnel involved in the CAPS program. In the ensuing years, the National CAPS Committee (NCC) has vetted and endorsed the roles and responsibilities listed here of the four main peer groups directly engaged in the CAPS Program: State Plant Health Director (SPHD), State Plant Regulatory Official (SPRO), State Survey Coordinator (SSC), and Pest Survey Specialist (PSS).

The CAPS Program recognizes each state is structured differently, and the roles and responsibilities presented below may be general in nature. The Program suggests and encourages that each peer group periodically discuss, review, and suggest changes to the roles and responsibilities of that group. By updating this document periodically, we can record for those who come after us a sense of their role, what is expected, and how they fit into the CAPS community. Lastly, tribes and territories may also be CAPS cooperators and while their titles may differ the positions should mirror the state roles.

Roles and Responsibilities of the State Plant Health Director (SPHD)

1. Provides input and guidance into the selection and prioritization of target pests
2. Ensures the CAPS program within the state is aligned with the APHIS mission
3. Provides guidance and support to the PSS
4. Promotes close working relationships and communications between the PSS, SSC and SPRO
5. Directs federal resources and personnel assigned for pest detection activities in support of CAPS
6. Assists SPRO, SSC, and PSS, in the establishment of a CAPS State Survey Committee to assist in the identification and selection of plant pest targets, represents APHIS-PPQ on the committee, and assists in scheduling CAPS meetings
7. Works with SPRO, SSC, PSS and CAPS State Survey Committee in the development of a comprehensive proposal for pest survey and detection on an annual basis
8. Reviews and evaluates CAPS work and financial plans prior to submitting to PPQ Field Operations
9. Meets with the SPRO, SSC, and PSS as needed to review and evaluate progress and to troubleshoot issues

10. Evaluates accomplishment and financial reports for concurrence on completion of the plan of work as noted in the cooperative agreement prior to submitting them to PPQ Field Operations
11. Aids PSS and SSC in coordination and implementation of outreach activities associated with/for government representatives, military installations, tribal leaders, pest risk committees, public and private sector organizations, etc.
12. Serves as the administrative officer (ADODR) for CAPS cooperative agreements within the state
13. Communicates with SPRO or other cooperators as necessary to ensure plan of work is implemented and expenditures conform with the financial plans
14. Facilitates communication of information between state and PSS
15. Interacts with PPQ Field Operations as needed to promote the state's effort in CAPS
16. Reviews and approves Survey Summary Form (SSF) (or designee)
17. Ensures PSS attends and participates in annual regional Plant Board meetings

Roles and Responsibilities of the State Plant Regulatory Official (SPRO)

1. Provides input and guidance into the selection and prioritization of target pests
2. Ensures the CAPS program meets the needs of the state
3. Supports SSCs function within CAPS program, and provides guidance as needed; each state will determine who/how their state personnel are supervised
4. Promotes close working relationships and communications between SSC, PSS and SPHD
5. Manages personnel assigned for pest detection activities in support of CAPS
6. Assists SPHD, PSS, and SSC in the establishment of a CAPS State Survey Committee to assist in the identification and selection of plant pest targets and represents state regulatory authority on the Committee and assists with scheduling CAPS meetings
7. Works with SPHD, PSS, SSC, and CAPS State Survey Committee in the development of a comprehensive proposal for pest survey and detection on an annual basis
8. Reviews and forwards draft CAPS work and financial plans to SPHD for review and evaluation

9. Meets with the SPHD, PSS, and SSC as needed to review and evaluate progress and to troubleshoot issues
10. Reviews accomplishment reports from SSC prior to their submission to the SPHD
11. Aids in coordination and implementation of outreach activities associated with/for government representatives, military installations, tribal leaders, pest risk committees, public and private sector organizations, etc.
12. Approves and monitors expenditures pursuant to Cooperative Agreement funding, in some states (SPRO) may serve as Recipient Organization Authorized Representative (ROAR)
13. Communicates with SPHD as necessary to ensure work and financial plans are conducted in accordance with cooperative agreements
14. Ensures communications from PPQ are received by the SSC
15. Participates as needed with the National and Regional Plant Boards to support the CAPS program and work towards improving its efficiency and effectiveness
16. Ensures SSC attends and participates in annual Regional Plant Board meetings

Roles and Responsibilities of the State Survey Coordinator (SSC) and/or Tribal Nation Cooperator

1. Serves as the primary contact for the CAPS program within the state and/or Tribal Nation
2. Responsible for the establishment and coordination of a CAPS State Survey Committee that reflects stakeholders, and provides guidance and assistance to the program
3. Prepares draft work and financial plans (in collaboration with the PSS) in accordance with the National CAPS Guidelines and with the input of the SPHD and SPRO
4. Works with the PSS and CAPS cooperators to identify personnel, their coordination, necessary supplies, training, database requirements, compilation/reporting requirements, and time commitments necessary to implement work plan
5. Meets with SPHD, SPRO, and PSS to discuss draft plans and amend as needed
6. Checks the Accountability Report on the CAPS Resource & Collaboration website to ensure data from previous years surveys have been entered into the appropriate database (NAPIS) before submitting a new work and financial plan

7. Finalizes proposed work and financial plan and submits to SPRO and appropriate state channels. The state approved plans are forwarded to the SPHD for approval and subsequent submission to PPQ Field Operations
8. Upon review and evaluation of State CAPS work and financial plan by PPQ National Operations Manager (NOM), SSC and/or Tribal Nation Cooperator submits revised work and financial plan to SPHD, if necessary
9. Inputs information into SSF and online financial plans by established due dates for all state cooperators
10. Acquires necessary supplies for survey implementation
11. Collaborates with the PSS and agrees on tracking and monitoring protocols charting progress of individual surveys; reports problems to SPHD, PSS and SPRO for assistance and guidance in meeting work obligations
12. Follows the Approved Methods for Pest Surveillance in all CAPS and PPA 7721 Goal 1 surveys
13. Maintains communication with diagnostic labs and taxonomists supporting CAPS surveys and coordinates with the PSS and NOM
14. Ensures State CAPS data is entered into the database specified in the work plan in accordance with National guidelines
15. Enters PPQ data into NAPIS as appropriate
16. Submits semi-annual and annual accomplishment reports to SPHD
17. Works with PSS to identify outreach opportunities with key groups, and determines what meetings and outreach activities will enhance CAPS goals and objectives
18. Communicates with other SSCs and PSSs for information sharing and coordination of surveys
19. Attends and participates in regional Plant Board meetings and training opportunities

Roles and Responsibilities of the Pest Survey Specialist (PSS)

1. Collaborates with SSC to establish and maintain a state CAPS Committee. Assists, guides, and supports SSC in Committee interactions and provides PPQ updates as needed

2. Supports and guides SSC in the preparation of work and financial plans
3. Collaborates with SPHD, SPRO, and SSC to present, discuss, and review draft work and financial plans. Assists SSC in the review and finalization of work and financial plans
4. Collaborates with SSC and CAPS cooperators to identify operational needs necessary to implement work plans - e.g.: personnel, equipment/supplies, training, database and reporting requirements, time commitments and deadlines
5. After work plan is submitted to PPQ Field Operations, assists SSC in making requested revisions to finalize work and financial plan
6. Coordinates with SSC, SPHD, and SPRO to secure federal and state personnel required to implement surveys and to verify/confirm cooperator participation and assistance
7. Assists SSC by reviewing survey summaries and accomplishment reports. Provides advice and guidance in reporting format and structure
8. Reviews and approves IPHIS supply orders and troubleshoots issues
9. Assists SSC in preparation of annual accomplishment reports
10. Collaborates with SSC to explore and identify outreach activities that enhance CAPS goals and objectives
11. Communicates with other PSSs, to assist in the promotion of multi-state surveys and to enhance uniformity in survey methodologies
12. Follows the Approved Methods for Pest Surveillance in all Pest Detection funded surveys
13. Attends and participates in regional Plant Board meetings
14. Interacts with CAPS National Operations Manager and staff as needed and briefs SPHD and SSC on these communications
15. Reviews data entered into NAPIS and brings discrepancies to the attention of the SSC, as needed
16. Uses tools developed by PPQ Science and Technology (maps, approved methods, etc.) for survey planning
17. Aids SSC and state CAPS Committee in the procurement of plant pest information on proposed targets

18. Working with SSC, cooperators, and federal and state personnel, identifies improved methods and procedures for CAPS goals and objectives
19. Working with SSC, state CAPS Committee and cooperators develops a state priority pest list for review and evaluation by SPHD and SPRO

Respectfully submitted by,

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Revised by Laurinda Ramona to clarify and update the roles and responsibilities of the SSC position.

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Revised to reflect current roles and responsibilities for SPHDs, SPROs, SSCs and PSSs.

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Revised to reflect participation of SPHD, SPRO, and Tribal Nation Cooperators.