

2010 CAPS Conference

White Papers for the Breakout Sessions





How Do We Improve Pathway Approaches to Planning Surveys?

There is continual increased need to identify pest threats with increased trade and changes in transportation from the port to destination. The use of the best analytical approaches will result in better targeting of resources to directly mitigate these high risk pathways and prevent pests from being introduced. It will provide time to prepare for the potential introduction of high-risk pests, and smarter allocation of scarce survey resources to discover small infestations so that rapid response will effectively mitigate those incursions. APHIS, States, and industry organizations need to work together to analyze the risks. No one organization has all the data, nor is a single analytical tool available to meet the complex requirements of a robust approach for any given pathway. Increased cooperation will lead to the identification of high risk pathways, allowing a more focused allocation of resources.

The Pathway Survey, also known as targeted surveillance, or risk based survey enhances the ability of the CAPS Program to identify and target high risk areas, zones, locations and sentinel sites that have the highest potential for exotic pest introductions. These surveys examine high risk pathways based on the analysis of phytosanitary data such as emergency action notifications (EAN) or pest interception data (USDA PESTID). Once a high risk pathway is identified, individual sites are targeted based on factors such as: the type of establishment, phytosanitary history, distance from the importation pathway and sales data.

One of the key barriers in the CAPS program is that there are thousands of potential pest targets, a large number of economically and/or environmentally important commodities/environmental niches. The CAPS commodity based surveys approach was developed to improve survey efficiency, allowing inspectors to search for multiple pest targets. A possible mechanism to further improve this approach is an expanded partnership with industry stakeholders.

The CAPS program could be expanded by utilizing privately collected data as a supplement to the publically collected CAPS data. The most important cooperators would include agronomic companies and crop consultants. Many agronomic companies have field agronomists that routinely collect observations of pest presence or absence. Many larger companies also maintain certified diagnostic laboratories that handle thousands of agronomic samples. Other data sets are available from plant inspections. In addition, there are thousands of independent crop consultants in the United States. Crop consultants provide a potentially rich and geographically diverse source of field survey data.

Why is this important?

Questions for Discussion:

- What can be done or is being done to consistently apply this concept to planning?
- What are best practices to coordinate the development of pathway surveys?
- What are the major obstacles to effectively developing pathway surveys?



National Cooperative Agricultural Pest Survey (CAPS) Conference December 1-3, 2010



Are We Targeting the Right Pests?

This session will involve general topics regarding the various CAPS pest lists. Discussion will focus on improving the process and tailoring the list to better assist the CAPS community in safeguarding American agriculture. Outcomes of this session would be to assess the successfulness and/or deficiencies of the current lists, and to identify improvements to the processes and system.

The various lists to be discussed:

- Priority Pest List - AHP
- Priority Pest List – Commodities
- Additional Pests of Concern

Questions for Discussion:

- Does one AHP list suit our needs or should the list be broken into smaller units?
 - ✓ By taxon?
 - ❖ If broken out by taxon, should the criteria be tailored for each taxon (i.e., getting more specific for each taxonomic group)?
 - ✓ By region (e.g., plant board, climatic, or some other delineation)?
- Are there other factors that should be considered when making up the pests list (e.g., pathways, survey techniques, port interceptions, etc.)?
 - ✓ If so, then how should we handle “bad” pests that might drop out if these filters are applied?
- Should a pest be listed in more than one list? For example, if a pest is covered in a commodity list should it also be listed in the AHP list?
- Are there other lists we should be concerned with / be aware of?



What Is Early Detection?

The stated goal of the CAPS program, as well as PPQ detection programs, is early detection of exotic pests. But what do we mean when we say early detection?

One approach is detecting the pest as early as possible along the pathway of introduction. Under this definition, we would concentrate our efforts on intercepting the pests at ports of entry, originally the responsibility of PPQ, and now of agricultural officers of Customs and Border Protection (CBP). As it is apparent that many pests enter the country despite these efforts, PPQ developed domestic pest detection efforts as a second “line of defense.” Keeping with the pathway approach, survey efforts have concentrated primarily on sites where the pests are likely to be introduced. For example for wood boring insects, targeted sites would include warehouses with foreign solid wood packing materials, importers of wood products, and nurseries.

A second approach is: if the pest is out there, we wish to detect it as early as possible. This definition recognizes that pathway analysis may not necessarily identify the location where the pest is introduced, and that the pest may not necessarily become established at a detectable level at the point of introduction. With this approach, we incorporate into our survey “environmental” sites where the pest is likely to become established. For wood boring insects, these would be concentrations of trees in urban areas, such as urban parks and forests, cemeteries, and arboretums. Essentially, this is equivalent to current CAPS commodity surveys, with trees being the commodity.

For a more specific example, we wish to survey for pests of spruce trees in Ohio. Taking the second approach, we decide to survey at Christmas tree plantations (the commodity), and divert resources from our regular exotic wood borer/bark beetle survey. However, under the first approach, which puts the emphasis on site of introduction, this would be considered an inappropriate use of resources.

Why is this important? The Asian longhorned beetle infestation in Worcester, MA, was detected more than a decade after its establishment, resulting in a very costly eradication effort and an increased risk of the infestation spreading to the natural forest of New England. Given that we had been surveying in Worcester for wood borers during this period, could we have detected this infestation earlier using a different approach to early detection?

Questions for Discussion:

- How do we define “early detection?”
- How does this definition affect our allocation of resources?
- Which approach is more likely to prevent infestations from being undetected for prolonged periods?



National Cooperative Agricultural Pest Survey (CAPS) Conference December 1-3, 2010



How Do We Standardize Our Accomplishment Reports?

The purpose of this break out session is to share and encourage dialogue with the audience regarding the status of the proposed CAPS accomplishment reporting template (see attached appendix). Each group, SPHD, SPRO, PSS, and SSC, has unique roles in the CAPS program. This session will provide the opportunity to collect input from each group's point-of-view, and obtain direct feedback on how to improve the CAPS accomplishment report template.

Currently, there is no standard reporting template for submitting annual and semiannual CAPS reports. USDA has proposed creating an accomplishment report template that standardizes the information that is submitted in a predefined format. This template will simplify and streamline the reporting submission. The Code of Federal Regulations (CFR) sections 3016.40 and 3019.51 (see attached appendix) served as a guide in creating the proposed accomplishment reporting template. The intent is to create a CAPS reporting template that will meet the minimum reporting requirements as outlined in the CFR, the CAPS guidelines, and cooperative agreement language. States may choose to provide additional information, or expand the report to meet the individual needs of the particular state.

This session will capture the items and fields that a standardized reporting template needs to contain from the perspective of both PPQ and the states, so that it is mutually beneficial and widely accepted. This information will be used to create a standardized accomplishment report template that meets the needs of PPQ and state cooperators.

Questions for Discussion:

- Does this meet the needs and requirements from Region and PPQ?
- Does this meet the needs and requirement from the States?
- What enhancements would you like to see?

Proposed Accomplishment Report for Discussion

Cooperator:			
State:			
Project:			
Project Report period:	Quarterly Report <input type="checkbox"/> Semi-annual Accomplishment Report <input type="checkbox"/> Annual Accomplishment Report <input type="checkbox"/>		
Project funding source:	Farm Bill Survey <input type="checkbox"/> Line Item Survey <input type="checkbox"/> Pest Detection (CAPS) <input type="checkbox"/>		
Project Coordinator:			
Agreement Number			
Contact Information:	Address:		
	Phone:		Fax:
	Email Address:		

A. Compare actual accomplishments to objectives established as indicated in the work plan. When the output can be quantified, a computation of cost per unit is required when useful. *(Use a narrative or insert tables to document bulleted items below. If survey in nature use tables below to document results from work completed.)*

- **Activities**
- **Outreach and Education**
- **Meetings**
- **Training**
- **Other**

Pest:	Common Name	Scientific Name	Sites (Locations):		Traps:	
			Proposed	Actual	Proposed	Actual
	Emerald Ash Borer	<i>Agrilus planipennis</i>	50	50	250	230

Number of Counties:	
Counties:	<i>(List counties here: indicate which counties are impacted by any changes if appropriate)</i>

	ISIS	IPHIS
Data Management:		

- B. If appropriate, explain why objectives were not met.** *(Provide a narrative in this section if the stated objectives from work plan are not completed. For example: if a survey or other activity was delayed or cancelled due to weather or other factor indicate the reasons here)*
- C. Where appropriate, explain any cost overruns.**

§ 3016.40

7 CFR Ch. XXX (1–1–08 Edition)

and Indian tribal governments. States shall:

(1) Ensure that every subgrant includes any clauses required by Federal statute and executive orders and their implementing regulations;

(2) Ensure that subgrantees are aware of requirements imposed upon them by Federal statute and regulation;

(3) Ensure that a provision for compliance with § 3016.42 is placed in every cost reimbursement subgrant; and

(4) Conform any advances of grant funds to subgrantees substantially to the same standards of timing and amount that apply to cash advances by Federal agencies.

(b) *All other grantees.* All other grantees shall follow the provisions of this part which are applicable to awarding agencies when awarding and administering subgrants (whether on a cost reimbursement or fixed amount basis) of financial assistance to local and Indian tribal governments. Grantees shall:

(1) Ensure that every subgrant includes a provision for compliance with this part;

(2) Ensure that every subgrant includes any clauses required by Federal statute and executive orders and their implementing regulations; and

(3) Ensure that subgrantees are aware of requirements imposed upon them by Federal statutes and regulations.

(c) *Exceptions.* By their own terms, certain provisions of this part do not apply to the award and administration of subgrants:

(1) Section 3016.10;

(2) Section 3016.11;

(3) The letter-of-credit procedures specified in Treasury Regulations at 31 CFR part 205, cited in § 3016.21; and

(4) Section 3016.50.

REPORTS, RECORDS, RETENTION, AND ENFORCEMENT

§ 3016.40 Monitoring and reporting program performance.

(a) *Monitoring by grantees.* Grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance

with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function or activity.

(b) *Nonconstruction performance reports.* The Federal agency may, if it decides that performance information available from subsequent applications contains sufficient information to meet its programmatic needs, require the grantee to submit a performance report only upon expiration or termination of grant support. Unless waived by the Federal agency this report will be due on the same date as the final Financial Status Report.

(1) Grantees shall submit annual performance reports unless the awarding agency requires quarterly or semi-annual reports. However, performance reports will not be required more frequently than quarterly. Annual reports shall be due 90 days after the grant year, quarterly or semi-annual reports shall be due 30 days after the reporting period. The final performance report will be due 90 days after the expiration or termination of grant support. If a justified request is submitted by a grantee, the Federal agency may extend the due date for any performance report. Additionally, requirements for unnecessary performance reports may be waived by the Federal agency.

(2) Performance reports will contain, for each grant, brief information on the following:

(i) A comparison of actual accomplishments to the objectives established for the period. Where the output of the project can be quantified, a computation of the cost per unit of output may be required if that information will be useful.

(ii) The reasons for slippage if established objectives were not met.

(iii) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

(3) Grantees will not be required to submit more than the original and two copies of performance reports.

(4) Grantees will adhere to the standards in this section in prescribing performance reporting requirements for subgrantees.

(c) *Construction performance reports.* For the most part, on-site technical inspections and certified percentage-of-completion data are relied on heavily by Federal agencies to monitor progress under construction grants and subgrants. The Federal agency will require additional formal performance reports only when considered necessary, and never more frequently than quarterly.

(d) *Significant developments.* Events may occur between the scheduled performance reporting dates which have significant impact upon the grant or subgrant supported activity. In such cases, the grantee must inform the Federal agency as soon as the following types of conditions become known:

(1) Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.

(2) Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more beneficial results than originally planned.

(e) Federal agencies may make site visits as warranted by program needs.

(f) *Waivers, extensions.* (1) Federal agencies may waive any performance report required by this part if not needed.

(2) The grantee may waive any performance report from a subgrantee when not needed. The grantee may extend the due date for any performance report from a subgrantee if the grantee will still be able to meet its performance reporting obligations to the Federal agency.

§ 3016.41 Financial reporting.

(a) *General.* (1) Except as provided in paragraphs (a) (2) and (5) of this section, grantees will use only the forms specified in paragraphs (a) through (e) of this section, and such supplementary or other forms as may from time to time be authorized by OMB, for:

(i) Submitting financial reports to Federal agencies, or

(ii) Requesting advances or reimbursements when letters of credit are not used.

(2) Grantees need not apply the forms prescribed in this section in dealing with their subgrantees. However, grantees shall not impose more burdensome requirements on subgrantees.

(3) Grantees shall follow all applicable standard and supplemental Federal agency instructions approved by OMB to the extent required under the Paperwork Reduction Act of 1980 for use in connection with forms specified in paragraphs (b) through (e) of this section. Federal agencies may issue substantive supplementary instructions only with the approval of OMB. Federal agencies may shade out or instruct the grantee to disregard any line item that the Federal agency finds unnecessary for its decisionmaking purposes.

(4) Grantees will not be required to submit more than the original and two copies of forms required under this part.

(5) Federal agencies may provide computer outputs to grantees to expedite or contribute to the accuracy of reporting. Federal agencies may accept the required information from grantees in machine usable format or computer printouts instead of prescribed forms.

(6) Federal agencies may waive any report required by this section if not needed.

(7) Federal agencies may extend the due date of any financial report upon receiving a justified request from a grantee.

(b) *Financial Status Report*—(1) *Form.* Grantees will use Standard Form 269 or 269A, Financial Status Report, to report the status of funds for all non-construction grants and for construction grants when required in accordance with paragraph § 3016.41(e)(2)(iii) of this section.

(2) *Accounting basis.* Each grantee will report program outlays and program income on a cash or accrual basis as prescribed by the awarding agency. If the Federal agency requires accrual information and the grantee's accounting records are not normally kept on the accrual basis, the grantee shall not be

terminated because of circumstances beyond the control of the contractor.

(c) Except as otherwise required by statute, an award that requires the contracting (or subcontracting) for construction or facility improvements shall provide for the recipient to follow its own requirements relating to bid guarantees, performance bonds, and payment bonds unless the construction contract or subcontract exceeds \$100,000. For those contracts or subcontracts exceeding \$100,000, the Federal awarding agency may accept the bonding policy and requirements of the recipient, provided the Federal awarding agency has made a determination that the Federal Government's interest is adequately protected. If such a determination has not been made, the minimum requirements shall be as follows.

(1) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder shall, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

(2) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(3) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by statute of all persons supplying labor and material in the execution of the work provided for in the contract.

(4) Where bonds are required in the situations described herein, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR part 223, "Surety Companies Doing Business with the United States."

(d) All negotiated contracts (except those for less than the small purchase threshold) awarded by recipients shall include a provision to the effect that the recipient, the Federal awarding agency, the Comptroller General of the

United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions.

(e) All contracts, including small purchases, awarded by recipients and their contractors shall contain the procurement provisions of Appendix A to this part, as applicable.

REPORTS AND RECORDS

§ 3019.50 Purpose of reports and records.

Sections 3019.51 through 3019.53 set forth the procedures for monitoring and reporting on the recipient's financial and program performance and the necessary standard reporting forms. They also set forth record retention requirements.

§ 3019.51 Monitoring and reporting program performance.

(a) Recipients are responsible for managing and monitoring each project, program, subaward, function or activity supported by the award. Recipients shall monitor subawards to ensure subrecipients have met the audit requirements as delineated in Section 3019.26.

(b) The Federal awarding agency shall prescribe the frequency with which the performance reports shall be submitted. Except as provided in paragraph (f) of this section, performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. The Federal awarding agency may require annual reports before the anniversary dates of multiple years awards in lieu of these requirements. The final performance reports are due 90 calendar days after the expiration or termination of the award.

(c) If inappropriate, a final technical or performance report shall not be required after completion of the project.

(d) When required, performance reports shall generally contain, for each

award, brief information on each of the following.

(1) A comparison of actual accomplishments with the goals and objectives established for the period, the findings of the investigator, or both. Whenever appropriate and the output of programs or projects can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.

(2) Reasons why established goals were not met, if appropriate.

(3) Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

(e) Recipients shall not be required to submit more than the original and two copies of performance reports.

(f) Recipients shall immediately notify the Federal awarding agency of developments that have a significant impact on the award-supported activities. Also, notification shall be given in the case of problems, delays, or adverse conditions which materially impair the ability to meet the objectives of the award. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

(g) Federal awarding agencies may make site visits, as needed.

(h) Federal awarding agencies shall comply with clearance requirements of 5 CFR part 1320 when requesting performance data from recipients.

§ 3019.52 Financial reporting.

(a) The following forms or such other forms as may be approved by OMB are authorized for obtaining financial information from recipients.

(1) SF-269 or SF-269A, Financial Status Report.

(i) Each Federal awarding agency shall require recipients to use the SF-269 or SF-269A to report the status of funds for all nonconstruction projects or programs. A Federal awarding agency may, however, have the option of not requiring the SF-269 or SF-269A when the SF-270, Request for Advance or Reimbursement, or SF-272, Report of Federal Cash Transactions, is determined to provide adequate information to meet its needs, except that a final SF-269 or SF-269A shall be re-

quired at the completion of the project when the SF-270 is used only for advances.

(ii) The Federal awarding agency shall prescribe whether the report shall be on a cash or accrual basis. If the Federal awarding agency requires accrual information and the recipient's accounting records are not normally kept on the accrual basis, the recipient shall not be required to convert its accounting system, but shall develop such accrual information through best estimates based on an analysis of the documentation on hand.

(iii) The Federal awarding agency shall determine the frequency of the Financial Status Report for each project or program, considering the size and complexity of the particular project or program. However, the report shall not be required more frequently than quarterly or less frequently than annually. A final report shall be required at the completion of the agreement.

(iv) The Federal awarding agency shall require recipients to submit the SF-269 or SF-269A (an original and no more than two copies no later than 30 days after the end of each specified reporting period for quarterly and semi-annual reports, and 90 calendar days for annual and final reports. Extensions of reporting due dates may be approved by the Federal awarding agency upon request of the recipient.

(2) SF-272, Report of Federal Cash Transactions.

(i) When funds are advanced to recipients the Federal awarding agency shall require each recipient to submit the SF-272 and, when necessary, its continuation sheet, SF-272a. The Federal awarding agency shall use this report to monitor cash advanced to recipients and to obtain disbursement information for each agreement with the recipients.

(ii) Federal awarding agencies may require forecasts of Federal cash requirements in the "Remarks" section of the report.

(iii) When practical and deemed necessary, Federal awarding agencies may require recipients to report in the "Remarks" section the amount of cash advances received in excess of three days.



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How Can We Fulfill Our Mission in a Down Economy?

The President has proposed a budget that focuses on flat funding for the federal government for the next three years. The CAPS program already has experienced flat funding for the last couple of years, and states are losing money simply due to inflation. The outlook for improving this situation is bleak. The lack of an increase in the Pest Detection line item, and the general state of the economy, presents some challenges to our core business of surveying for exotic pests. If we are to continue to grow as a program, then we may need to think differently and develop new strategies. Below are some questions to consider as a start to the conversation in the hope that the discussion will develop others to help us to look at new ways of thinking.

- If Pest Detection funding is flat over the next several years;
 - ❖ How would that affect survey activities in the states?
 - ❖ What would be lost or discontinued?
 - ❖ How can we make up the difference between what may be lost and where we want to be?
- Other than increased line item funding, what strategies do we need to employ to maintain an acceptable level of early detection surveillance?
 - ❖ Who needs to be part of the solution?
 - ❖ Does industry play a role, especially in commodity surveys?
- Are multi-state and/or regional surveys more effective and efficient if resources are shared?
 - ❖ What are those resources and how would they be shared?
- How can we fulfill our mission in a down economy?



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How Do We Improve Roles, Responsibilities, and the CAPS Program?

The purpose of this breakout session is to meet with your peer-group and discuss issues pertaining to the CAPS program. One area that the NCC would like discussed is the roles and responsibilities of your position and how it relates to the CAPS program. It has been a number of years since the roles and responsibilities were last reviewed. By periodically reviewing the roles and responsibilities we ensure that they are general enough to capture the work being conducted but specific enough to provide guidance. Also, the roles and responsibilities should complement those of your counterpart (in this case the SSC position) and their roles should be reviewed as well. At the end of this session, we are looking for suggestions on how these two positions can work closer together to fulfill the mission of CAPS.

Questions for Discussion:

- Review the PSS CAPS Roles and Responsibilities (no more than 30 min)
 - Do these still capture their responsibilities?
 - Are there some that need to be added/removed?
- Review the SSC Roles and Responsibilities (no more than 30 min)
 - Do these still capture their responsibilities?
 - Are there some that need to be added/removed?

The other area that the NCC would like to hear about is the unique perspective that the PSSs have of any facet of the CAPS program. We would like to know what your thoughts are, and to make recommendations and suggestions on how to improve the CAPS program.

Questions for Discussion:

- What is working in the CAPS program?
- What needs improvement?
- What topics not covered in this meeting still need to be addressed?
- Are there other issues that the NCC needs to consider?



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Questions for Discussion:

- Review the SSC CAPS Roles and Responsibilities (no more than 30 min)
 - Do these still capture their responsibilities?
 - Are there some that need to be added/removed?
- Review the PSS Roles and Responsibilities (no more than 30 min)
 - Do these still capture their responsibilities?
 - Are there some that need to be added/removed?

The other area that the NCC would like to hear about is the unique perspective that the SSCs have of any facet of the CAPS program. We would like to know what your thoughts are, and to make recommendations and suggestions on how to improve the CAPS program.

Questions for Discussion:

- What is working in the CAPS program?
- What needs improvement?
- What topics not covered in this meeting still need to be addressed?
- Are there other issues that the NCC needs to consider?



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How Do We Improve Roles, Responsibilities, and the CAPS Program?

Roles and Responsibilities of the Pest Survey Specialist (PSS)

1. Assists SSC in the establishment of a State CAPS Committee. Provides assistance and guidance to SSC in all Committee interactions
2. Provides assistance and guidance to the SSC in the preparation of a draft work and financial plan
3. Meets with SPHD, SPRO and SSC to present and discuss draft plan
4. Working with the SSC and CAPS cooperators identify personnel, coordination, equipment/supplies, training, database requirements, compilation/reporting requirements and time commitments necessary to implement work plan
5. In conjunction with SSC presents draft plan to State CAPS Committee for review and comment
6. Assists SSC in the finalization of a work and financial plan
7. After plan is submitted to Region assists SSC in making revisions requested by Region and finalize work and financial plan
8. Meet with SSC, SPHD and SPRO to secure federal and State personnel required to implement surveys and to verify/confirm cooperator participation and assistance
9. With SSC agree upon tracking and monitoring protocols charting progress of individual surveys. Notifies SPHD and SPRO of problems and/or need for assistance in meeting plan of work
10. Assist SSC by reviewing summaries and accomplishment reports. Provides advice and guidance in reporting format and structure.
11. Assist SSC in preparation of annual accomplishment report
12. With SSC identifies outreach activities to enhance CAPS goals and objectives. identifies key groups and meetings to target
13. Communicates with other PSS, to assist in the promotion of multi-state surveys and to enhance uniformity in survey methodologies
14. Participates in National and Regional meetings
15. Interacts with CAPS Regional Coordinators and staff as needed. Briefs SPHD and SSC on these communications



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How Do We Improve Roles, Responsibilities, and the CAPS Program?

16. Reviews the CAPS website for accuracy
17. Ensures quality of data entered into NAPIS and brings discrepancies to the attention of the SSC and/or SPRO and SPHD
18. Interacts with CPHST for information on pest risk, pathways, and improved survey methodologies
19. Aids SSC and State CAPS Committee in the procurement of plant pest information on proposed targets
20. Work with SCC, federal and State personnel and cooperators in the identification of improved methods and procedures for CAPS goals and objectives. Interacts with CPHST personnel as warranted
21. Working with SSC, State CAPS Committee and Cooperators develops a State priority pest list for review and evaluation by SPHD and SPRO
22. Assists in pest response activities and planning (ICS)



How Do We Improve Roles, Responsibilities, and the CAPS Program?

Roles and Responsibilities of the State Survey Coordinator (SSC)

1. Serves as the primary contact for the CAPS program within the State
2. Is responsible for the establishment and coordination of a State CAPS Committee that reflects stakeholders and is capable of providing guidance and assistance to the program
3. In collaboration with the PSS, the RSC will prepare a draft work and financial plan in accordance with the National CAPS guidelines and the input of SPHDs and SPROs
4. Working with the PSS and CAPS cooperators 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 plan and amends as needed
6. Submits amended draft to State CAPS Committee for review and comment (recommend convening committee for this purpose)
7. Finalize proposed work and financial plan and submits to SPRO. SPRO will forward to the Office of the SPHD for approval and submission to the respective PPQ regional office
8. Upon review and evaluation of State CAPS work and financial plan by the regional CAPS Committee SSC submits revised work and financial plan to SPRO with SF-424 and related forms for submission to the region through the SPHD
9. Schedule briefing meeting with SPHD and SPRO to secure allocation of federal and State personnel as well as to verify/confirm cooperator participation and assistance
10. With PSS agree upon tracking and monitoring protocols charting progress of individual surveys. Report problems to SPHD and SPRO for assistance and guidance in meeting work obligations
11. Maintain communication with diagnostic labs and taxonomists supporting CAPS surveys, coordinating with the PSS. Maintain oversight of sample load and notify SPHD and SPRO of problems
12. Prepares summaries to accompany billings as needed (required quarterly in New York)
13. Ensures State CAPS data is entered into NAPIS database in accordance with National guidelines (Data Management a-f)
14. SSC prepares annual accomplishment report to SPRO for submission to the SPHD



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How Do We Improve Roles, Responsibilities, and the CAPS Program?

15. Develops and outreach plan for CAPS and works with PSS to identify key groups and determines what meetings and outreach activities will enhance CAPS goals and objectives
16. Communicates with other SSC's and PSS's from within the Region for information sharing and coordination of surveys (commodities)
17. Participates in National and Regional CAPS meetings
18. Works with PSS, federal and State personnel and cooperators in the identification of improved methods and procedures for CAPS goals and objectives. Interacts with CPHST personnel as warranted
19. Working with PSS, State CAPS Committee, and Cooperators develops a State priority pest list for review and evaluation by SPHD and SPRO
20. Assists in pest response activities and planning (ICS)