



# 2010 CAPS Conference

## Summary Reports from Breakout Sessions





## Pathway Approaches for Planning Surveys

### Summary Report

#### **K. Rondeau:** PPQ WR

- Recognizes Dan Borchert (wrote white paper, NAPPFAST), Lisa Kennaway (spatial analysis, CPHST) and Kevin Harriger (CBP).
- Scarce survey resources; do more with less; sharing resources can help increase ability and efficiency.
- Currently data is scattered and needs to be shared.

#### **M. Kelley:** NYSDAM - NY

- Multiple international ports (sea, land); JFK (international port); Buffalo (ships); border crossing with Canada.
- From states perspective, what is between port and nursery?
- How to handle railroad car/shipping container points?
- Unsure how to handle these with a pathway perspective.

#### **H. Rogg:** ODA - OR

- Stated that the pathway is known. It is the port, but lack access/ jurisdiction (CBP).

#### **K. Harriger:** DHS CBP

- Cannot come in and impose state regulations on federal land. In a perfect world, the state would be right outside gate doing so. CBP is limited by federal regulations.
- State pest risk committees (state, port, PPQ) – determine what CBP does. Open the door to demystify port of entry. Venue to make connections. States should inquire through local chain to visit the local port and learn what CBP does.
- It is not legal for state inspectors to board vessels with CBP plus preemption.
- It is important for everyone to understand their role in the exclusion spectrum.

#### **H. Rogg:**

- Basically there is a communication problem stemming from legal issues. What pests are of concern to states may not be of federal interest (pest list issues). The state would benefit by knowing what ALL the pests were that were intercepted, or somehow get access to that information.
- Data sharing issue.

**Question about Number of Ports:** All 50 states have them (331 in all)

**C. Holko:** MDA - MD

- The pest risk committee in Baltimore is excellent.
- Knowing the people and opening dialog is key. Some states have the ability to define the pathway in their state and don't need a national model to explain what their risks are.
- Helped her learn her role in spectrum.

**T. Bourgoin:** PPQ ME

- Are there established pathways for certain commodities, or do we have to figure them out on our own?

**D. Borchert:** CPHST

- Working on it. Developing framework combining EANs, Sales Genie, SIC codes to highlight risk areas. Need input from states to incorporate local data.
- Port of introduction maps

**L. Kennaway:** CPHST

- Using AGM model as the example, each state has different priorities.
- Usually has to be a pest by pest basis or location by location basis.

**M. Travis:** PPQ MD

- Risk committee helps to talk and pool info; agree on shared federal and state priorities. These are your stakeholders.
- EAN sharing.

**T. Bourgoin:**

- Issue is not the ports, but more internal pathways.

**T. Chanelli:** PPQ ER

- Risk Analysis reports to pest risk committees.
- Pest, commodity, and interception rate and comparison with ports that have same imports facilitates discussion.

**K. Rondeau:**

- There are a few tools that are available right now.
- Commodity guidelines address high risk pests associated with commodities.
- Local knowledge of current host distributions, and industry facilities key.

- NAPPEFAST maps for risk look at host distribution information and climate suitability.
- NAPPEFAST point of introduction mapping (see previous D. Borchert comment). Uses freight analysis framework that looks at Department of Transportation data. This data does not show what is moving or where it came from, but inferences can be made on the risk. The data shows volumes of cargo moving within the United States and where it is destined.
- DOT, imports, volume of commodity, pest associated with commodity, time of year.
- Need input if need to add non-traditional data sources.
- Are we over thinking? Are we looking too broad?

**C. Holko :**

- White paper talks about both pathway and commodity surveys? Are they intersected?

**K. Rondeau**

- Even though we have come a long way with commodity surveys, simply surveying for more pests and getting more ‘bang for the buck’ isn’t enough.
- Need to incorporate risk. The tools to assign risk to different sites within a state relative to one another need to be improved.
- Should you look in site A or site B?

**C. Holko :**

- CAPS is state executed, because we know our state better than anyone.
- Done through risk committee, state CAPS committee.

**D. Borchert:**

- But what is happening in your neighbor state?

**C. Holko :**

- PSS/SSC talking to each other will develop that linkage.

**N. Richwine: PDA - PA**

- Everything will still need to be tailored to the specific state.

**H. Rogg:**

- What are we looking for in a pathway survey? How do we define a pathway survey? Is it something like Oregon’s Exotic Pest planned survey, where you essentially “Go Fishing” at high risk sites.

**K. Rondeau:**

- It depends on where you want to find it. Linked to where is the best place to look? Need to choose the best places to look with limited resources.

**P. Hornby: PPQ FL**

- It can mean different things.
- FL has surveys targeting and surveying tile warehouses.
- Also doing the Greater Caribbean Safeguarding Initiative – Look at offshore intelligence to know what is coming.
- Red palm mite example: Emergence in the Caribbean, FL designated a sentinel site survey. Worked with CBP and the cruise ship industry. Found RPM in palm handicrafts (hats, etc.). Led to change in import regulations.

**T. Chanelli:**

- Dealing with bad parcels/international mail.
- Special Ops with CBP – *Prunus* spp. at JFK, propagative material.
- Not using this in the CAPS program.
- Mail interception module in AQAS (287). Future data mining ability? Where going? Which county?

**K. Rondeau:**

- Camper Data is an example of internal movement (WR Risk and Data shop) – using reservation service information to target camp sites for people coming out of regulated/quarantine areas. PSS has access to this info.
- Creating a toolbox (catalog tools) to collect all this information (plus examples and contacts for more info).

**K. Harriger**

- DMV records (AGM movement)
- Dept. of Commerce
- NASS
- Ag. Enforcement Alerts – SPHD and SPRO get them
- Cannot legally target for wood packing material, but can target for “non compliance” of WPM.
- CBP press releases

**S. Kuehn: PPQ TX**

- Meeting locally.
- Notification process for state – significant (high consequence) pest to SPHD and SPRO.
- Triggers trapping response immediately.
- Laredo – maintains an updated list of phone numbers – if there is an issue or a response, they are prepared.
- Movement of people through post office (like DMV)- Target by zipcode and tie into quarantine areas.

**A. Olofson: TDA -TX**

- Farm Bill pest risk analysis
- Looking at regulations, policies, procedures, pest lists.
- Ensuring proper actions – changing if need be.

**K. Rondeau:**

- What is not working well?
- In the past data sharing related to EANs was an issue. Now “scrubbed” reports are being shared and this is an improvement.

**B. Kauffman: PPQ GA**

- Interstate movement information improving but can be better.
- Good that region responds to interception and does area trace survey.
- Challenge to PSS/SSC to communicate/interact often and be transparent; don’t hold back interception information because it can impact neighbors. The longer you wait the longer you put your neighbors at risk.
- Think Area Wide

**A. Olofson:**

- How does Section 1619 of the Farm Bill impact surveying?

**L. Stretch: PPQ WR**

- Limits the ability of USDA to share data with state. Must have a signed MOU and state must agree to abide by 1619.
- Example, grasshopper data sharing cannot happen without a signed MOU.
- Regulated pests are a little more lenient.
- Gray areas.
- See Kathy Handy.

**C. Holko:**

- MOUs are problematic; issue with 1619 is states with sunshine laws cannot sign.
- General MOUs to allow PPQ entry is a problem.
- Lawyers are actually reading everything now.
- There are just some things states cannot agree to.

**T. Taylor:** ADAI - AL

- E-commerce is a new threat.
- How get control of it?

**T. Chanelli:**

- SITC special ops, analysts visit sites looking for contraband.
- Agreements with ebay to get notification.
- Working on Amazon agreement.
- International mail difficult to target unlike FedEx/UPS due to manifests.

**C. Holko:**

- Difficult to find in rules of ebay, now trying to make it obvious
- People want to do the right thing, just need the info.

**H. Rogg:**

- Don't just follow obvious pathways (prohibited items). OR got gypsy moth from Chevy bought on ebay.

**T. Chanelli:**

- PSS question. 523 address box shows brokerage firm. Have you been able to get actual destination?

**D. Restom Gaskill:** PPQ FL

- This is a difficult issue. Need to contact one by one to identify actual sites but still don't know if they are telling the truth.
- Interceptions not brought to genus/species levels. We really need to get more IDs down to genus/species. How target pathway?

**K. Harringer:**

- Often action is taken on family.
- Huge volumes to process to get done holding cargo.

**D. Restom Gaskill:**

- Is it possible to send to another identifier (Carnegie)?

**K. Rondeau:**

- Expensive \$12-18 per sample. Just isn't a budget for it.

**P. Hornby:**

- Are trying to work with identifiers to see if can take some to genus/species level (CAPS list/OPIS list).

**D. Kowalksi:** WR Data Manager for IPHIS – asked by K. Rondeau to speak to the data available through IPHIS.

- PPQ info available to all PPQ personnel
- State only access to its own data and grant access to how info is shared (county level, zipcode level, etc.)
- Cooperative agreement pest surveys will be fluffed specially for access at county (?) level.

**J. Bowers:** PPQ MD

- Sharing up to SPHD and SPRO
- All surveys published to system at county level (like NAPIS).





## Are We Targeting the Right Pests?

### Summary Report

- By taxon?
  - o The group reached consensus that they would like to see the AHP list broken out by taxon, with the model adjusted for each taxon group to better match their specific biological parameters.
  - o The overall list is still desired but might be hard to do if the AHP parameters change.
- By region?
  - o Would like to see the master AHP list in a sortable format so that a state could hide pests that couldn't become established there based on host information, climate or some other parameters.
  - o Would it be possible to assign hardiness zone numbers to AHP pests similar to what the USDA has done for plants?
- Are there other factors that should be considered when making pest lists?
  - o It would be good to have a list of parameters by which the state could sort the AHP. However there was little interest in removing any AHP pests where there are no surveys or taxonomic information available.
- Should a pest be listed in more than one list?
  - o Yes, but pests listed in the commodity surveys should also be run through the AHP to see where they rank. States use this information to help them prioritize survey targets.

### Additional notes/highlights:

This section was compiled from notes from Vicki Smith, Jeanetta Cooper, Susan Schechter and Brian Kopper). Order of comment have been grouped from their original order include them under specific areas discussed in the meeting.

What is working well with the pest lists? What is not working well?

1. Concern: pests with no good taxonomic tools for identification are on the pest list (e.g., *Otiorynchus*)? May remove or place in a slightly different category. Need to direct different resources to this pest?
  - a. Do we use visual identification or need to use DNA technology?
  - b. Are there effective lures/traps for the insect?
  - c. Leave these pests on the list because a lack of a tool (e.g., survey methods) may drive research in this area.
2. Concern: Need information as to the native climate of the insect. Help to assess the relative threat of that insect to our situation. Information will be in NAPPFAST. GPPD for range data. Would be nice to do a database search as to climate range.

3. May want to include host and climatic factors in the lucid key. Use to screen out factors that may be climatic or biological in nature (as opposed to basing lucid keys totally on morphology).
4. Assess major plant pests that were found but are not on the list. Doing so may help us consider new criteria to include in the model.

What pests make the AHP universe? The pest must be exotic, not already have line item funding, and cannot be considered non-actionable or non-reportable at the port of entry.

Are there too many pests on the list? Why is the list so big? Why not limit the list and focus resources on ones we are concerned about? Better to break the lists out by taxa?

1. Tropical areas may find pest list too small, as pests may be present and they may have trouble finding pests for which to survey.
2. Searchable database: custom design pest lists for each state. Consider estimated economic impact, potential for eradication. Regional pest lists may be equivalent to discretionary lists. Searchable database is preferred to many different lists for a particular region or state.

State level: Resources are limited. Need to quickly prioritize the list for survey. Need better tools/resources for pest risk analysis at the state level.

1. Searchable database seemed to fit the state's needs here. As does the new pests ranking system developed by NAPPFAST that reports ranks on a per state basis for each pest.

Plant pathogens are neglected on the list. Pathogens may be more difficult to survey for, harder to identify, mutate more. Want to treat pathogens differently? Want to split the list between insects and diseases (breakout by taxon).

1. Overall the list is biased toward insects, which is likely due to the parameters used in the model. They simply do not fit the general biology of a plant disease or a nematode which affects their rating.

States pick pests based on what is important to the agriculture of that state – not necessary based on pathways.

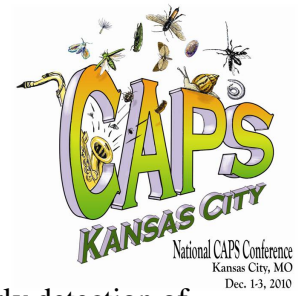
How should we be hearing about pests for consideration for inclusion on the list?

1. Novel sources include pest interception data base [problematic as identifications at the port usually runs down to the lowest taxonomic level necessary to make a decision (i.e., order or family level)].
2. SEL database may still yield some good information.
3. Other sources include trading partners (are the pests present there?), NPAG lists, forest service, and invasive species councils.

Should a pest be on multiple lists? Should commodity survey pests also be on AHP list? Oak pest go directly into the oak commodity survey, or land on the AHP list?

1. States liked the lists but thought that the extra pests in the commodity guideline should also be run through the AHP.

States are still much in favor of the bundled survey idea because it gives states the flexibility for choosing/designing their own surveys. States may choose based on ratings or not. Ranked AHP gives states guidance.



## What is Early Detection?

### Summary Report

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?

- “Early detection” is very difficult to define concisely. Some proposed definitions include:
  - Detection before there is significant/greater economic damage.
  - Detection early enough to mitigate.
  - Detection as early as possible based on our resources.
  - Detection earlier than we would without our survey/outreach efforts.
- The term “early” may be species specific: one species may become abundant and widespread shortly after introduction; while another may persist at low population levels for years before it is detected or before it causes economic damage.
- Regardless of how it is defined, the consensus among participants in the session was that early detection should not necessarily be tied to the pathway, or limited to the site of introduction. There are numerous pathways, and we cannot monitor them all.
- Rather, early detection surveys should incorporate both potential introduction sites and potential establishment sites, or a combination of early interception of individual pests and early detection of established pest populations.
- We should indeed allocate significant resources to high risk sites along the pathway of introduction, as it is best to intercept/control pests before they are widespread in the environment.
- But as we recognize that early detection at the site of introduction is not always achievable, we should not ignore other sites where established populations may be present.
- Pathway and commodity surveys are not mutually exclusive, and should be combined whenever possible.

- We should think “outside the box”, developing surveys for new pests and commodities, employing various approaches within each survey, varying survey locations, and incorporating outreach to maximize our chance of success.



## How Do We Standardize Our Accomplishment Reports?

### Summary Report

During this session, meeting participants discussed and debated the proposed CAPS accomplishment reporting template. Discussion involved the need for a standardized template, its purpose and target audience, and the needs and requirements of the states, Regions and PPQ. There was general consensus on the following points:

- Separate templates are needed for Infrastructure and Survey agreements;
- The report(s) should be concise and not redundant, similar to an executive summary;
- The report should document that the state has met its responsibilities under the work plan;
- Financial reports should not be included in this report. There are already specific financial reporting templates in place;
- It would be beneficial to develop an IPHIS summary report on specific pest data that could be queried out by the state and submitted with this report; and
- Additional information could be included, if desired by both parties, to better fit individual needs.

The reports should indicate whether or not the objectives from the cooperative agreement have been met by the state. They should not reiterate background information from the workplan. Because of the large number of cooperative agreements entered into by USDA, it is important to keep these reports focused and concise.

Parts of the proposed template did not fit well with the general objectives of both infrastructure and survey agreements. In order to avoid modification of the template at the state level, it was determined that separate templates should be created for the infrastructure and survey agreements. Agreement was reached on several additions and modifications to the proposed reporting template (see attached appendices).

USDA already uses specific financial reporting forms to document the disbursement of federal funds, specified in the cooperative agreements. State cooperators expressed strong concern that the current financial reporting system was adequate, and a detailed financial accounting as part of the accomplishment reporting template was unnecessary. Reporting cost overruns and any de-obligation of funds in excess of \$1,000 has been included on the templates.

It was suggested that a report be developed within IPHIS that would allow summary data to be queried out by the state cooperator, printed, and included with the reporting template. This would provide proof that the data has been entered, and alleviate the SPHD/Regional/National Program Manager from having to query this out. This report would be similar to an expanded version of the Accountability Report currently found within NAPIS.

The decision was made to deliberately create templates that would meet the minimum reporting requirements found within the CFR. Because of the great variability between state programs and needs, it was quickly recognized that no template could be created that would meet all reporting wishes for all states. Additionally, it was not deemed desirable to create a lengthy report that

would be difficult and time consuming for USDA staff to navigate in an attempt to retrieve specific information. If both cooperators determine that additional information is desirable, that information can be added.

Corrections and edits were made to the existing reporting templates for consideration by the National CAPS Committee and follow this report.

## Infrastructure Accomplishment Report Template – January 2011

<b>Year:</b>	
<b>State:</b>	
<b>Cooperative Agreement Name:</b>	
<b>Cooperative Agreement Number:</b>	
<b>Project Funding Period:</b>	Quarterly Report <input type="checkbox"/> Semi-Annual Accomplishment Report <input type="checkbox"/> Annual Accomplishment Report <input checked="" type="checkbox"/>
<b>Project Report:</b>	CAPS Infrastructure <input type="checkbox"/> CAPS Pest Detection <input checked="" type="checkbox"/>
<b>Project Document Date:</b>	
<b>Cooperators Project Coordinator:</b>	
<b>Name:</b>	
<b>Agency:</b>	
<b>Address:</b>	
<b>City/ Address/ Zip:</b>	
<b>Telephone:</b>	
<b>E-mail:</b>	



- A. Compare actual accomplishments to objectives established as indicated in the workplan. When the output can be quantified, a computation of cost per unit is required when useful. *\*(Use a narrative or insert tables to document completed work. Document work accomplished by the cooperator, as determined by the objectives in the work plan)\*.*
- Activities
  - Outreach and Education
  - Meetings
  - Training
  - Other
- 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 or unobligated funds in excess of \$1,000. *\* (Required for Final Reporting. Report on semi-annual report if information is available.)*
- D. Supporting Documents *(if applicable)*

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*\*indicates information is required per 7 CFR 3016.40 and 7 CFR 3019.51*

Approved and signed by

\_\_\_\_\_  
Cooperator

Date: \_\_\_\_\_

\_\_\_\_\_  
ADODR

Date: \_\_\_\_\_

<b>Year:</b>	
<b>State:</b>	
<b>Cooperative Agreement Name:</b>	
<b>Cooperative Agreement Number:</b>	
<b>Project Funding Source:</b>	Quarterly Report <input type="checkbox"/> Semi-Annual Accomplishment Report <input type="checkbox"/> Annual Accomplishment Report <input checked="" type="checkbox"/>
<b>Project Report:</b>	CAPS Infrastructure <input type="checkbox"/> CAPS Pest Detection <input checked="" type="checkbox"/>
<b>Project Document Date:</b>	
<b>Cooperators Project Coordinator:</b>	
<b>Name:</b>	
<b>Agency:</b>	
<b>Address:</b>	
<b>City/ Address/ Zip:</b>	
<b>Telephone:</b>	
<b>E-mail:</b>	

- A. Write a brief narrative of work accomplished. 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 completed work. Document work accomplished by the cooperator, as determined by the objectives in the work plan).***

Funding Amount	Total Number of Traps	Cost Per Unit
Proposed =	Proposed =	Proposed=
Actual =	Actual =	Actual =

**1. Survey methodology (trapping protocol):**

	Common Name	Scientific Name
<b>Pest:</b>		

Survey Accomplishment Survey Report Template – January 2011

	Proposed	Actual
Sites (Locations):		
Traps:		

Number of Counties:	
Counties:	(List counties here)

2. Survey dates:

	Proposed	Actual
Survey Dates:		

3. Benefits and results of survey:

	Positive	Negative	Total Number
Traps			

4. IPHS database submissions:

- 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 factors indicate the reasons here.*)
- C. Where appropriate, explain any cost overruns or unobligated funds in excess of \$1,000. \* (*Required for Final Reporting. Report on semi-annual report if information is available.*)

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*\*indicates information is required per 7 CFR 3016.40 and 7 CFR 3019.51*

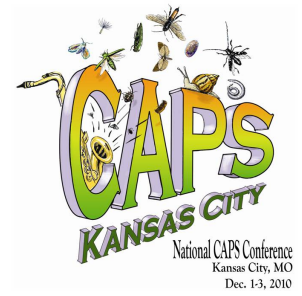
Approved and signed by

\_\_\_\_\_  
Cooperator

Date: \_\_\_\_\_

\_\_\_\_\_  
ADODR

Date: \_\_\_\_\_



## How Can We Fulfill Our Mission in a Down Economy?

### Summary Report of SPHD Breakout Session

The SPHD's realize the importance and value of the cooperative relationships for Pest Detection efforts between the State and Federal regulatory Agencies and the value of the State CAPS Committees. It is critical to work together and move forward in these difficult times of flat and decreasing budgets. Communication is the key during these times. The common themes and suggestions from the breakout session are (in no particular order):

- Work together to seek out more cooperation with Stakeholders to identify possible solutions.
- Get more creative in utilizing different sources to get the work done.
  - e.g. explore the use of contracting services (overseen by either the state or PPQ) for survey work, utilizing Tribes more, look at various volunteer groups such as local arborists, Master Gardeners, local entomological groups, etc.
  - NOTE. Use caution concerning the reporting of Regulatory Significant Pests as there may be a hesitancy to report them by these groups.
- Engage the industry early to obtain support of EDRR surveys and efforts.
- PPQ can help fill in some of the gaps as appropriate
  - AZ & NY downsizing the CAPS program and PPQ may take over some survey efforts
- Need to prioritize surveys
  - Evaluate and utilize the variety of CAPS survey options such as Bundled and/or Pathway Surveys and the 75%/25% option to customize survey efforts
  - Rotate surveys every other or 3<sup>rd</sup> year
  - Use the available tools to evaluate and target higher risk locations
- Do a better job at identifying unused agreement moneys
  - Projecting unused funding is a challenge with agreement cycles differing from Federal Fiscal Year

### More specific notes during meeting discussions:

- If Pest Detection funding is flat over the next several years:  
(All Pest Detection funds...both Cooperative Agreements and PPQ Funding)
  - How would that affect survey activities in the states?
    - Some States are unable to take on the work due to their budget issues.
    - Personnel cost is similar, but PPQ may need more vehicles to accomplish work.
    - Some states need PD funding to maintain their staff/infrastructure.
    - Regulatory entity needs to stay involved.
  - What would be lost or discontinued?
    - Support PPQ infrastructure first. Possibly take on some of the survey work in-house.
    - The States/Regulatory Agency must be the primary player for Pest Detection funding.
    - Fewer surveys or fewer survey points focused more on risk.
    - Discontinue annual surveys and conduct less frequently.
  - How can we make up the difference between what may be lost and where we want to be?
    - PPQ absorb funds that used to be utilized by States when they cannot do work and do the work.
    - Utilize volunteers and PPQ use funds for supplies, etc.
    - Contracting is often an efficient way to conduct work.
      - MRPBS uses a Statement of Work to find Contractors.
      - Process may take 2 months.
      - State Regulatory Agencies can remain in control of program, committees, etc.
      - States can often contract easier than PPQ.
    - States pass funds through to Universities, etc. who can do the work.
    - Combine bundled survey and pathway survey methodologies.
    - More focus on early detection and less on general surveys.
    - States tie surveys in with other existing activities for efficiency.
    - Leverage Farm Bill funds
    - Some other State and Federal Agencies may be able to assist without funding.
    - Tribes may be able to assist and there may be alternative funding sources.

- 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?
    - Other state and/or Federal agencies or Tribes.
    - Extension
      - NPDN
      - Master Gardeners
    - Citizen Naturalists
    - Invasive Species Councils
    - Crop Consultants (conflicting alliances)
    - Volunteers (by statute cannot replace employees)
    - Associations
      - Nursery
      - Arborists
      - Etc.
  - Does industry play a role, especially in commodity surveys?
    - Regulatory Impacts need to be clear
    - Relationships built early/prior to detections.
    - Share examples of success stories.
- 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?
    - PPQ in west share survey areas due to distance/travel.
    - PSS' serving multiple states is a benefit to all states.
    - States likely can NOT share resources across lines.
    - Hire other State employees as Collaborators to cross state lines.
    - Need to explore cross-regional resources more.
    - Have multi-state discussions to identify options.
- How can we fulfill our mission in a down economy?
  - Have these conversations with our cooperators to gain input on solutions.
  - Maintain relationships with our State Regulatory Agencies.
  - Be creative with more non-traditional partners (associations, Tribes, contracting
  - Engage Industry.
  - Utilize PPQ more as appropriate.
  - Prioritize via CAPS committees and possibly reduce annual surveys.
  - Earlier identification of unobligated funds.



## How Can We Fulfill Our Mission in a Down Economy?

### Summary Report of SPRO Breakout Session

SPROS from the following states were present:  
UT, KS, TX, MS, KY, MO, NE, OR, CO, MD,  
NC, NY, CT, WV, NJ, HI, OK, and AL

- State Budget situations are sobering and shrinking.
- Flat USDA Funding was considered good news among the states.
- Loss of state personnel is an issue of concern. This involves several actions with negative effects on CAPS.
  - Furloughs
  - Retirements with no replacements
  - Added Duties
- States are looking at what are the bare minimums required in the CAPS agreements.
- Farm bill funds are in some cases being turned back because of lack of people.
  - The group requested more flexibility from APHIS PPQ with the program.
- No increase was possible for the state side.
- The group did feel that the CAPS program can be innovative in working with other groups to capture survey and pest information.
  - Groups suggested included:
    - Crop consultants
    - Cooperative Extension Service
    - Seed Certifying Agencies
    - RMA crop insurance
- We need to work with these groups to get them to share pest information already being collected and to persuade them to look for exotic plant pests of concern.
- Industry should be engaged to lobby for pest detection funding so that the necessary phytosanitary requirements can be met.
- Regional surveys sharing resources was not thought to be possible. However a better way to approach needed survey information would be to coordinate survey work among states.
- Cross training for emergency response was thought to be important.

- The CAPS community needs to be proactive in getting the message out of the importance of pest detection and the very negative consequences when pest become established. This message is not getting out to the public or key policy makers.
- During these upcoming hard economic times the group suggested CAPS stick to its core mission.
- Agreements with the states need continued streamlining.
- Greater Cooperation will be the key, more than ever before, to accomplish future CAPS goals.





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

### **Summary Report of PSS Breakout Session**

The Pest Survey Specialists peer group was tasked with reviewing the roles and responsibilities of both the state survey coordinators positions and the pest survey specialists.

As usual the dialog was fairly wide ranging because the opportunities for a peer group to sit together and have time to compare notes is rare. However, there were recurring themes identified through the course of these discussions. These themes are not listed by position in a tabular form as the discussion was more centered on the interworking of the two positions.

The one resounding theme of the session was, with the coming of IPHIS, that it is important that we get buy-in from the state cooperators to use the system. In the past we, (PPQ), have told the cooperators that they were not required to use ISIS, but the data had to end up there. This put the Pest Survey Specialists or Domestic Program Coordinators in the position of data entry personnel. It was suggested that we require in the cooperative agreements that any data that is required to be entered into IPHIS be done by the cooperator. We provide the training, pay for the equipment and the survey, therefore, we should be able to get the data in the format we need.

Another item included response plans. There was discussion centered around response to exotic pests. Not every state has been involved with the ICS structure, and there was some feeling that a response plan or ICS training should be included in the role and responsibility section of the state survey coordinator.

In general it was felt that, outside some of the specific data collection and entry and response plans, the roles and responsibilities were fairly loose. This was generally accepted as a good thing for both the State Survey Coordinators and Pest Survey Specialists. It is accepted that the Pest Survey Specialists work in a supporting role to the State Survey Coordinators with outcome oversight. In the context of the roles defined by the guidelines, there were no shortcomings identified. In the broader context of the position, it is largely defined by the SPRO in each state just as the PSS position is defined by the SPHD in each state. From state to state these positions can vary greatly in job duties and description. The Pest Survey Specialists have a defined position description, but the State Survey Coordinators do not. PPQ has no discretion in who is hired as the SSC or what their duties are outside what is outlined in the roles and responsibilities in the CAPS manual.



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

### Summary Report of SSC Breakout Session

The charge of the breakout session was to review the "roles and responsibilities" of the SSC and the PSS positions, and to discuss the SSC perspective on the CAPS program. (Due to time constraints, the SSC session was not able to review the PSS roles and responsibilities.) The session was well-attended by SSCs and participation by attendees was good. SSCs greatly appreciated the opportunity—along with the SSC-PSS networking session—to meet as a peer group.

### Introductions

#### 'Roles' review

1. Serves as the primary contact for the CAPS program within the state. – OK
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.

Allison Olofson – Texas: suggested roles and responsibilities guidance for State CAPS committee. Existing guidance is vague, even though some language in guidelines.

Suggestion to see how committees work within several states

- Pennsylvania: Group meets once per year. Mostly folks from PDA involved in CAPS plus CBP, forestry, extension plus SPHD/PSS. Right now, have no industry representatives. Mostly, invitees are too busy to attend. PA uses committee meeting to coordinate activities and communication. More people on distribution list than attendees (e.g., diagnostician gets all SPRO letters). Wanted a Farm Bureau rep but haven't been successful. Very informal meeting overall, but meeting is called by SSC.
- North Carolina: Members of State CAPS committee can't be non-government. There seems to be some issues with who can serve on the committee. Have about 4 meetings per year.
- Missouri: One meeting with the four required members, plus forest entomologist, forest plant pathologists, pathologist from MO, and an ad hoc member for whatever survey we are doing. Right now doing grape commodity survey, so have members of the grape board. Pests of Concern list developed with committee

input. Communication between departments and discussion of upcoming field work is key.

Suggestion to add language, re: CAPS committee, to infrastructure workplan to better define composition and/or expected functions of the committee.

Allison will add a discussion thread on CAPS Resource and Collaboration site.

3. In collaboration with the PSS, the **RSC (change to SSC)** will prepare a draft work and financial plan in accordance with the National CAPS guidelines and the input of SPHDs and SPROs.

Variable approaches in states with respect to PSS involvement. PSS looks them over (review) but not always involved. Some negotiation occurs. Financial information and how handled varies among states.

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. – OK
5. Meets with SPHD, SPRO, and PSS to discuss draft plan and amends as needed.

Varies as to how discussions are conducted but all agree this should occur. OK to leave in.

6. Submits amended draft to State CAPS Committee for review and comment (recommend convening committee for this purpose).

No, annual meeting is generally prior to work plan. Mostly involves past, present, future discussion at meeting. Consensus was to remove #6.

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.

ROAR or other appropriate state official must sign (may not be SPRO) and/or SPRO must review. All agreed that it is going through appropriate state channels.

- 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.**

Change "regional committee" to "appropriate regional office."

- 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.**

Not generally the procedure followed. TX holds occasional meeting between State Department of Agriculture and PPQ. Otherwise the consensus was to drop # 9.

- 10. With PSS agree upon tracking and monitoring protocols for charting progress of individual surveys. Report problems to SPHD and SPRO for assistance and guidance in meeting work obligations.**

FL is reporting quarterly. Otherwise mainly annual. WV is doing semiannual. This is negotiable and a concern. ADODR must agree to this. Timelines are variable (calendar year versus fiscal year). Clarification would be appreciated on REQUIRED reporting for Farm Bill versus CAPS.

- 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.**

Add 'as needed', arrangements made in work plan

- 12. Prepare summaries to accompany billing as needed (required quarterly in New York).**

Remove # 12. Financial officer prepares billings.

- 13. Ensures State CAPS data is entered into NAPIS database in accordance with National guidelines (Data Management a-f)**

Add "database as specified in work plan" to cover future changes.

**14. SSC prepares annual accomplishment report to SPRO for submission to the SPHD.**

OK. Often PSS receives annual report. The primary federal contact for the SSC may be the PSS (who sends to SPHD) but sometimes is the SPRO (send to SPHD). Should read send to appropriate primary contact. Agreement that SPRO needs to be in the loop.

**15. Develops and outreach plan for CAPS and works with PSS to identify key groups and determine what meetings and outreach activities will enhance CAPS goals and objectives.**

Recommendation versus mandate. Not everyone doing; resource dependent. Discussion about who maintains website and how that is part of outreach. SSC should be mindful of outreach but not required to write a plan. It doesn't have to be something formal. TX gave a presentation about CAPS in an introductory entomology class. The cost was just the time involved.

**16. Communicates with other SSC's and PSS's from within the Region for information sharing and coordination of surveys (commodities).**

Remove "from within the region." Some states like MO need to communicate with states in both regions (artificial line). A valuable interaction for SSCs.

**17. Participates in National and Regional CAPS meetings.**

OK. Make Regional into regional, add trainings. Not all states are being allowed to do this and there was discussion about this issue. One state noted that states should make sure the language in the notice of award includes SSC participation at the National meeting, making it "obligatory" for SSCs to attend—or at least, providing more support for travel approval.

**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. - OK.**

**19. Working with PSS, State CAPS Committee, and Cooperators develops a State priority pest list for review and evaluation by SPHD and SPRO.**

OK. Some discussion about why necessary to have state priority pest list. This list is used to justify the 25% discretionary funds, but does not seem to feed to the AHP universe or impact the national priority pest list in any way.

## **20. Assists in pest response activities and planning (ICS).**

OK, but some states (like FL) try to keep the SSC out of ICS.

No additional roles/responsibilities were identified.

### **PSS Duties:**

There needs to be some liaison between federal and states to communicate any relevant information; an example is that states do not have access to the Farm Bill SharePoint. The PSS have a vital role as a 'go between' for communication.

### **SSC perspective on the CAPS Program:**

Good Stuff:

- Transparency in the workings of the program has improved.
- Decision making is more apparent.
- SSC Representation on NCC is good, and provides SSCs with a sense of participation.
- The value of the national meeting has improved greatly. This has been a great meeting; a working meeting with actual productive events and not just watching presentations. Well-planned, well-run. The breakouts and the networking sessions are particularly helpful. SSC participants were reminded that evaluations are very important to guide and plan CAPS meeting – be specific on providing feedback to the organizers.
- Customer Service from NAPIS has been great and much improved.
- Concern about IPHIS and continuing the focus on state cooperators.
- SSCs very helpful to one another.

Improvements:

- SPHD meeting stepped on states. General feeling that they took over the meeting. There is a general feeling that CAPS is not equal. Many feel that states are overlooked and not appreciated.
- Not enough state partners in the program.
- Would like to see more recognition of state partners in the program. Almost all PPQ presenters.
- More flexibility in use of funding – e.g. West Virginia state funds SSC –would like to use infrastructure funds to support surveys. There appears to be differences in how each region handles what can and cannot be covered with these funds. Some states have been able to move infrastructure funds to survey.

- Better support for new SSCs (perhaps mentoring by neighboring SSC). Training tool box for cooperative agreements, reporting, and data requirements. A one-day training may be adequate.
- Not having a PSS in each state can be a loss. Each SPHD should have own PSS. Some states aren't getting the benefit of having a PSS. PSS should have to have a schedule that includes visits to all states servicing.
- Common Services through Forest Service has been used by some states to support travel by acting as a pass-through for funds. Several states added it wouldn't help. They still have their travel approval process regardless of who is paying.

Request for a list of names, affiliations, and contact information of meeting participants to be made available (via website?).



## **Pest Survey Specialist / State Survey Coordinator Networking Session**

### **Summary Report**

This session had two objectives:

- 1) Establish personal relationships among PSSs and SSCs from different PPQ regions and Plant Boards who do not otherwise have the opportunity to interact on a regular basis.
- 2) Discuss professional issues of mutual concern.

To address the second objective, we established five “stations” where we discussed various issues in a semi-formal fashion. Following are major points raised during the discussions.

### **Multi-State Surveys**

Facilitator: Nancy Richwine

- Most participants appreciated the efficiencies of scale that could be gained by multi-state surveys, and agreed it would be easier to justify funding to a project where several states were collaborating.
- If the multi-state idea were promoted for CAPS surveys, some SSCs perceived this as further limiting state choice of survey target and more restriction on how CAPS funds could be used.
- However, for Farm Bill-funded surveys, a multi-state or regional approach would be successful if:
  - SPROs and SPHDs support the plan.
  - Communication between states and among states in a region was given high priority.
  - Application procedures and submission deadlines were announced well in advance.
  - Parties actively discussed possible surveys either in person, such as at Plant Board meetings, or via phone conferencing.
  - Some direction on targets or surveys was provided by regional staff.
  - If a coordinator stepped forward to create a work plan template and example budget that each state could tailor to their needs.
  - Pest Tracker was used to see level of effort from participating and/or neighboring states, and to learn which pests were being targeted.

### **Commodity-Based vs. Pathway Surveys**

Facilitator: Avi Eitam

- Need to identify pathways and the resources necessary to find the pathways.
- Commodity and pathway surveys are not mutually exclusive. Commodity surveys should consider the pathway, and pathway surveys should include the commodity.



- Need to enable surveys on specialty crops. States like Hawaii have difficulty identifying bundled surveys with current pest lists.
- The commodity-based approach supports export.

## **IPHIS**

Facilitator: Chris Pierce

This subject generated much discussion that lasted the duration of the session. Main points discussed include:

- What program data is going into IPHIS for 2011? Just non-CAPS data?
- Access to data:
  - Does state get access to all state data (state and federal)?
  - Access to neighboring states' data.
  - International access.
- What will happen to ISIS and NAPIS data after each is closed?
- Concerns states will need funding for its specialists.
- Like NAPIS data, does all data have to go through the State Department of Agriculture before going into IPHIS?

## **Reporting Templates**

Facilitator: Laurinda Ramonda

- Need basic key point requirements that are standardized and understood the same by each state.
- Need to be able to add more if each state wants.
- 424 financial reports should be enough for reporting financials.

## **Miscellaneous Topics**

Facilitator: Marge Rayda

Discussed everything from suggestions for the next meeting to questions about specific budget items.

The resounding theme is that we want more examples and definitions in the appendices of the guidelines. Examples:

- More details in work plan templates.
- More guidance on state CAPS committees including any example bylaws that may exist.
- Capturing in an appendix more of the budgetary knowledge that many long-timers know but new people do not.