# Data Entry – Roles and Responsibilities

These are the roles and responsibilities of the State Plant Health Director (SPHD), State Plant Regulatory Official (SPRO), Pest Survey Specialist (PSS), and State Survey Coordinator (SSC) for entering survey results in the Survey Summary Form (SSF) and the National Agricultural Pest Information System (NAPIS).

Survey Data: Where does it go and who is responsible for getting it there

1. ***Cooperative Agricultural Pest Survey (CAPS) Data***

CAPS survey data is collected by the SSC and/or other State survey staff under a Pest Detection-funded CAPS cooperative agreement between the State and Plant Protection and Quarantine (PPQ). The SSC is responsible for entering survey information into the SSF and preparing and uploading survey results into NAPIS.

1. ***PPQ Pest Detection Survey Data***

PPQ Pest Detection survey data is collected by the PSS and/or other PPQ staff with hours charged to Pest Detection. The PSS is responsible for entering survey information into the SSF and preparing survey results in the correct format for uploading into NAPIS. The PSS sends the data to the SSC to upload it to NAPIS.

1. ***Plant Protection Act (PPA) 7721 Goal 1 Survey Data\* - CAPS Cooperator***

PPA 7721 survey data is collected by the SSC and/or other State survey staff under a PPA 7721 cooperative agreement between the State and PPQ. The SSC is responsible for entering survey information into the SSF and for preparing and uploading survey results into NAPIS.

*\*For national priority pest surveys, as denoted in the PPA 7721 Implementation Plan.*

1. ***PPA 7721 Goal 1 Survey Data - Non-CAPS Cooperator***

PPA 7721 survey data is collected by individuals, organizations, or institutions, other than those who traditionally participate in the CAPS program, under a PPA 7721 cooperative agreement between the cooperating individual, organization, or institution and PPQ. The cooperator is responsible for preparing survey information and survey results in the correct format and sending it to the SSC to upload into NAPIS. The SPHD, SPRO, and/or PSS will assist the SSC in identifying and communicating with these cooperators in their state. The SSC will provide cooperators with survey templates before the survey season begins.

Each year when the PPA 7721 Spending Plan is released, guidance is provided for each funded survey regarding whether the survey and/or target pests must be documented on the Survey Summary Form, and the proper final repository for survey data. This information is posted on the PPA 7721 Goal 1 Survey page of the CAPS Resource & Collaboration website. For example, the file for FY 2024 funded PPA Goal 1 Survey projects can be found here: [Survey Summary Form and Data Requirements for Funded Surveys](https://download.ceris.purdue.edu/file/4474).

*Process for non-CAPS cooperators conducting PPA 7721 Goal 1 surveys: Survey Summary Form and NAPIS Data Entry*

* 1. The ADODR will email the non-CAPS cooperator and the SSC when the PPA 7721 spending plan is announced, matching them up to work together and identifying their responsibilities.
  2. The SSC will send the cooperator an Excel version of the SSF for them to complete.
  3. The cooperator will fill out the Excel SSF and return to the SSC.
  4. The SSC will enter this information into the PPA 7721 SSF on the CAPS Resource and Collaboration website.
  5. The SSC will send the cooperator an Excel spreadsheet to record survey results (My Survey spreadsheet).
  6. The cooperator will record survey results and return the spreadsheet to the SSC.
  7. The SSC will enter the data into NAPIS.

1. ***Other PPQ Pest Program Agreements and PPA 7721 - Non-National Priority Pest Surveys***

This data is collected by the SSC and/or other State survey staff under a PPQ Pest Program or PPA 7721 cooperative agreement (excluding PPQ Pest Detection or PPA 7721 national priority pest survey) between the State and PPQ. Examples in this category are spongy moth, emerald ash borer, or Asian longhorned beetle. Survey information is not collected using a SSF. Survey results should be entered into the appropriate database indicated in the cooperative agreement. Survey data should be entered by the SSC or other designated party as indicated in the cooperative agreement. In some instances, local PPQ staff may assist with data entry as agreed by the SPRO, SPHD, PSS, and SSC. Survey data also may be entered into NAPIS if the SPRO, SPHD, PSS, and SSC determine this is appropriate.

If the state CAPS committee or a PPQ cooperative agreement determines that the SSC will enter data into IPHIS, IPHIS access and training may be required. The SSC should approach their PSS or SPHD for assistance with acquiring IPHIS access and training.

1. ***Other PPQ Pest Programs (survey conducted by PPQ Staff)***

Survey information is not entered into the SSF. Survey data should be entered into the database required by the program. Survey data also may be entered into NAPIS as deemed appropriate by the SPRO, SPHD, PSS, and SSC. The PSS will format the data and send to the SSC for upload into NAPIS.

Table 1. Summary of survey data entry responsibilities

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| --- | --- | --- |
| **Type of Survey** | **Required database** | **Who enters data** |
| CAPS | NAPIS | SSC |
| PPQ Pest Detection | NAPIS | SSC (PSS formats data) |
| PPA 7721 Goal 1 Survey\*; CAPS cooperator | NAPIS | SSC |

|  |  |  |
| --- | --- | --- |
| PPA 7721 Goal 1 Survey\*; non-CAPS cooperator | NAPIS | SSC (Cooperator formats data) |
| Other PPQ pest program agreements and PPA 7721 - non-national priority pest surveys | As stated in agreement; NAPIS is optional | SPRO, SPHD, PSS, and SSC  determine on case-by-case basis |
| Other PPQ pest programs (survey conducted by PPQ staff). | Per Program guidance; NAPIS is optional | SPRO, SPHD, PSS, and SSC  determine on case-by-case basis |

If the SPHD, SPRO, PSS, and/or SSC needs clarification or aid in identifying cooperators for PPA 7721 surveys, please contact the Pest Detection National Operations manager Darrell Bays ([Darrell.a.bays@usda.gov](mailto:Darrell.a.bays@usda.gov))