

## **Roles and Responsibilities of Federal and State Employees Engaged in the Cooperative Agricultural Pest Survey Program**

### **Introduction**

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

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

1. Provides input and guidance into the selection and prioritization of pest targets
2. Ensures CAPS program meet the needs of APHIS
3. Oversees (supervises) PSS; provides guidance and support as needed
4. Promotes close working relationship and communications between PSS and SSC
5. Directs federal resources of office and personnel assigned for pest detection activities in support of CAPS
6. Assists SPRO, SSC and PSS in the establishment of a CAPS State Survey Committee to assist in the identification and selection of plant pest targets, and represents APHIS-PPQ on the committee.
7. Works with SPRO, SSC, PSS and CAPS State Survey Committee in the development of a comprehensive proposal for pest survey and detection on an annual basis
8. Assists in determining the frequency and timing of CAPS State Survey Committee Meetings
9. Reviews and evaluates CAPS work and financial plan submitted through the SPRO prior to submitting it to the PPQ Regional Office
10. Together with the SPRO, SSC and PSS meets as needed to review and evaluate progress and to trouble-shoot unforeseen situations
11. Evaluates accomplishment and financial reports submitted through the Office of the SPRO prior to submitting them to the PPQ Regional Office
12. Evaluates final report as submitted through the Office of the SPRO for concurrence on completion of the plan of work as noted in the cooperative agreement

13. Aids PSS and SSC in coordination and implementation of outreach activities associated with/for government representatives, military installations, tribal leaders, port risk committees, public and private sector organizations, etc.
14. Serves as the administrative officer (ADODR) for cooperative agreements with the state
15. Communicates with SPRO as necessary to insure plan of work is implemented and expenditures conform with financial plan
16. Facilitates communication of information between State and PSS
17. Interacts with the PPQ Regional Office as needed to promote the State's effort in CAPS
18. Coordinates the PPQ initial emergency response if an exotic pest is detected in the State (ICS)

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

1. Provides input and guidance into the selection and prioritization of pest targets
2. Ensures the CAPS program meets the needs of the State
3. Oversees SSC's function within CAPS program, and provides guidance and support as needed; Each state will determine who/how their state personnel are supervised
4. Promotes close working relationship and communications between SSC and PSS
5. Directs resources of Office and personnel assigned for pest detection activities in support of CAPS
6. Assists SPHD, PSS and SSC in the establishment of a CAPS State Survey Committee to assist in the identification and selection of plant pest targets and represents State Department of Agriculture on the Committee.
7. Works with SPHD, PSS, SSC and CAPS State Survey Committee in the development of a comprehensive proposal for pest survey and detection on an annual basis
8. Assists in determining the frequency and timing of CAPS State Survey Committee Meeting
9. Reviews and forwards draft CAPS work and financial plan to SPHD for review, evaluation and submission to PPQ Regional Office

10. Together with the SPHD, PSS and SSC meets as needed to review and evaluate progress and to trouble shoot unforeseen situations
11. Reviews accomplishment and financial reports from SSC prior to their submission to the Office of the SPHD for review, evaluation, and approval for submission to the PPQ Regional Office
12. Aides in coordination and outreach with other government agencies and Departments and public and private sector organizations
13. Approves and monitors expenditures pursuant to Cooperative Agreement, in some States (SPRO) may serve as Recipient Organization Authorized Representative (ROAR)
14. Communicates with SPHD as necessary to insure work and financial plans are conducted in accordance with cooperative agreements
15. Communicates information from PPQ to the SSC
16. Participates as warranted through the National Plant Board System to support the CAPS program and to work towards improving its efficiency and effectiveness
17. Coordinates the State's initial emergency response if an exotic pest is detected in the state (ICS)

**Roles and Responsibilities of the State Survey Coordinator (SSC)**  
**Updated 12/3/2010**

During the 2010 National CAPS Conference in Kansas City, Missouri, the SSCs met in a breakout group and reviewed the roles and responsibilities of their position. The outcome of that discussion is reflected below in the updated roles and responsibilities of the SSC position.

1. Serves as the primary contact for the CAPS program within the State
2. Is responsible for the establishment and coordination of a CAPS State Survey Committee that reflects stakeholders, and is capable of providing guidance and assistance to the program
3. Will prepare a draft work and financial plan (in collaboration with the PSS) in accordance with the National CAPS Guidelines and with the input of the SPHD and SPRO.
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. Finalizes proposed work and financial plan and submits to SPRO and appropriate state channels. The state-approved plans are forwarded to the Office of the SPHD for approval and subsequent submission to the respective PPQ Regional Office
  7. Upon review and evaluation of State CAPS work and financial plan by the appropriate regional office, SSC submits revised work and financial plan to SPRO with SF-424 and related forms for submission to the PPQ Regional Office through the SPHD.
  8. Working with PSS, agrees upon tracking and monitoring protocols charting progress of individual surveys; reports problems to SPHD and SPRO for assistance and guidance in meeting work obligations
  9. As needed, maintains communication with diagnostic labs and taxonomists supporting CAPS surveys and coordinates with the PSS. Maintains oversight of work progress (sample load) and notifies SPHD and SPRO of problems
  10. Ensures State CAPS data is entered into the database specified in the work plan in accordance with National guidelines.
  11. SSC prepares annual accomplishment report for SPRO for submission to the appropriate primary PPQ contact (SPHD, PSS, etc.)
  12. SSC works with PSS to identify outreach opportunities with key groups, and determines what meetings and outreach activities will enhance CAPS goals and objectives
  13. Communicates with other SSC's and PSS's for information sharing and coordination of surveys
  14. Participates in national and regional CAPS meetings and training opportunities
  15. 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
  16. Assists in pest response activities and planning

**Roles and Responsibilities of the Pest Survey Specialist (PSS/DPC)**

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. Assists SSC in the finalization of a work and financial plan
6. After plan is submitted to PPQ Regional Office, assists SSC in making revisions requested by Region to finalize work and financial plan
7. Meets with SSC, SPHD, and SPRO to secure federal and state personnel required to implement surveys and to verify/confirm cooperator participation and assistance
8. With SSC agrees 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
9. Assists SSC by reviewing summaries and accomplishment reports. Provides advice and guidance in reporting format and structure.
10. Assists SSC in preparation of annual accomplishment report
11. With SSC, identifies outreach activities to enhance CAPS goals and objectives; identifies key groups and meetings to target
12. Communicates with other PSS, to assist in the promotion of multi-state surveys and to enhance uniformity in survey methodologies
13. Participates in national and regional meetings
14. Interacts with CAPS Regional Program Managers and staff as needed; briefs SPHD and SSC on these communications
15. Reviews the CAPS website for accuracy
16. Ensures quality of data entered into NAPIS and brings discrepancies to the attention of the SSC and/or SPRO and SPHD

17. Interacts with CPHST for information on pest risk, pathways, and improved survey methodologies
18. Aids SSC and State CAPS Committee in the procurement of plant pest information on proposed targets
19. Work with SCC, federal and state personnel and cooperators in the identification of improved methods and procedures for CAPS goals and objectives
20. Working with SSC, State CAPS Committee and Cooperators develops a State priority pest list for review and evaluation by SPHD and SPRO
21. Assists in pest response activities and planning (ICS)

Respectfully submitted by,

Ann Gibbs, ME Dept of Agriculture  
Bob Mungari, NY Dept of Agriculture and Markets  
Tim McNary, USDA APHIS PPQ, Western Region

November 21, 2006

Revised for distribution with the 2008 CAPS National Guidelines April 2, 2007

December 3, 2010

Revised for distribution with the 2012 CAPS National Guidelines April 18, 2011

April 18, 2011

Further revised for distribution with the 2012 CAPS National Guidelines April 18, 2011