

Comparison of Duties and Tasks of State and Federal CAPS Personnel

Appendix C

State Plant Health Director	State Plant Regulatory Official	Pest Survey Specialist	State Survey Coordinator
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State Survey Committees			
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A. assists, SPRO, SSC and PSS in the establishment of a State Survey Committee to assist in the identification and selection of plant pest targets	A. assists, SPRO, SSC and PSS in the establishment of a State Survey Committee to assist in the identification and selection of plant pest targets	A. assists SSC in the establishment of a State CAPS Committee. provides assistance and guidance to SSC in all Committee interactions	A. 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
B. works with SPRO, SSC, PSS and CAPS Pest Survey Committee in the development of a comprehensive proposal for pest survey and detection on an annual basis	B. works with SPRO, SSC, PSS and CAPS Pest Survey Committee in the development of a comprehensive proposal for pest survey and detection on an annual basis		B. submits amended draft to State CAPS Committee for review and comment
C. assists in determining the frequency and timing of State Survey Committee Meetings	C. assists in determining the frequency and timing of State Survey Committee Meetings		

Determining Pest Targets			
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A. provides input and guidance into the selection and prioritization of pest targets	A. provides input and guidance into the selection and prioritization of pest targets	A. aids SSC and State CAPS Committee in the procurement of plant pest information on proposed targets	A. working with PSS, statewide CAPS Committee, and Cooperators develops a priority pest list for review by SPHD and SPRO.
		B. working with SCC, CAPS Committee and cooperators helps develop a pest list for review and evaluation of SPHD/SPRO	

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Developing Work & Financial Plans & Reports
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<p>A. reviews and evaluates CAPS work and financial plan submitted through the SPRO prior to submitting it to the Region</p> <p>B. evaluates quarterly reports submitted through the Office of the SPRO prior to submitting them to the Region</p> <p>C. evaluates final report as submitted through the Office of the SPRO for concurrence on completion of the plan of work under the cooperative agreement</p>	<p>A. reviews and forwards draft CAPS work and financial plan to SPHD for review, evaluation and submission to Region</p> <p>B. reviews quarterly progress reports from SSC prior to their submission to the Office of the SPHD for review, evaluation and approval for submission to the Region</p> <p>C. reviews final program report from SSC prior to its submission to the Office of the SPHD for review, evaluation and approval for submission to the Region</p> <p>D. approves and monitors expenditures</p>	<p>A. provides assistance and guidance to the SSC in the preparation of a draft work and financial plan</p> <p>B. meets with SPHD, SPRO and SSC to present and discuss draft plan</p> <p>C. in conjunction with SSC presents draft plan to State CAPS Committee for review and comment</p> <p>D. assists SSC in the finalization of a work and financial plan</p> <p>E. after plan is submitted to Region assists SSC in making revisions requested by Region and finalize work and financial plan</p>	<p>A. in collaboration with the PSS and in accordance with the annual CAPS guidelines prepares a draft work and financial plan for review by SPHD and SPRO</p> <p>B. meets with SPHD, SPRO and PSS to discuss draft plan and amends as needed</p> <p>C. finalizes proposed work and financial plan and submits to SPRO. SPRO will forward to the Office of the SPHD for approval and submission to the region</p> <p>D. 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</p> <p>E. SSC prepares annual accomplishment report to SPRO for submission to the SPHD</p>
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Appendix C

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- F. assist SSC by reviewing summaries and accomplishment reports. Provides advice and guidance in reporting format and structure
- G. assist SSC in preparation of annual accomplishment report

Coordination and Outreach

<p>A. promotes close working relationship and communications between PSS and SSC</p> <p>B. together with the SPRO, SSC and PSS meets quarterly to review and evaluate progress and to trouble shoot unforeseen situations</p> <p>C. Aids PSS and SSC in coordination and outreach activities associated with government representatives, military installations, Tribal Leaders, Port Risk Committees, public and private sector organizations, etc.</p>	<p>A. promotes close working relationship and communications between SSC and PSS</p> <p>B. together with the SPHD, PSS and SSC meets quarterly to review and evaluate progress and to trouble shoot unforeseen situations</p> <p>C. aides in coordination and outreach with other government agencies and Departments and public and private sector organizations</p>	<p>A. with SSC identifies outreach activities to enhance CAPS goals and objectives. identifies key groups and meetings to target</p> <p>B. participates in National and Regional meetings</p> <p>C. interacts with CAPS National Coordinators and staff as needed. Briefs SPHD and SSC on these communications</p>	<p>A. 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</p> <p>B. 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</p> <p>C. working with PSS determines what outreach activities will enhance CAPS goals and objectives</p>
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Appendix C

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<p>D. interacts with the Region as needed to promote the State's effort in CAPS</p> <p>E. coordinates the PPQ initial emergency response if an exotic pest is detected in the State</p>	<p>D. communicates with SPHD as necessary to insure work and financial plans are conducted in accordance with cooperative agreement</p> <p>E. communicates information from PPQ to the SSC</p> <p>F. participates as warranted through the Plant Board System to support the CAPS program and to work towards improving its efficiency and effectiveness</p> <p>G. coordinates the State's initial response if an exotic pest is detected in the State</p>		<p>D. together with PSS identifies key groups and meetings to attend and/or provide CAPS coverage</p> <p>E. communicates with other SSC's and PSS's from within the Region for information sharing and coordination of surveys (commodities)</p> <p>F. participates in National and Regional CAPS meetings</p> <p>G. interacts as needed with CAPS National Coordinator and staff for clarification and guidance. Briefs SPHD and SPRO on communications regarding policy.</p> <p>H. Works with PSS, Federal and State personnel and cooperators in the identification of improved methods and procedures for CAPS goals and objectives</p> <p>I. Assist in pest response activities and planning</p>

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Pest Survey Details			
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<p>A. controls Federal resources and personnel assigned for pest detection activities in support of CAPS</p>	<p>A. controls State resources and personnel assigned for pest detection activities in support of CAPS</p>	<p>A. 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</p> <p>B. meet with SSC, SPHD and SPRO to secure Federal and State personnel required to implement surveys and to verify/confirm cooperator participation and assistance</p> <p>C. 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</p> <p>D. communicates with other PSS, to assist in the promotion of multi-state surveys and to enhance uniformity in survey methodologies</p> <p>E. ensures quality of data entered into the approved database and brings discrepancies to the attention of the SSC and/or SPRO and SPHD</p>	<p>A. 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</p> <p>B. 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</p> <p>C. Responsible for entering CAPS data in the approved database in accordance with national guidelines</p>
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F. interacts with CPHST for information on pest risk, pathways, and improved survey methodologies

Other		
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A. ensure the role of CAPS meets the needs of APHIS
 B. oversees (supervises) PSS; provides guidance and support as needed

A. ensures the CAPS program meets the needs of the State
 B. oversees (supervises) SSC; provides guidance and support as needed

A. serves as the primary contact for the CAPS program within the State

C. serves as the Authorized Designated Official Designated Representative (ADODR) for CAPS