



Animal and Plant
Health Inspection
Service

Plant Protection and
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Plant Health
Programs

Pest Detection &
Emergency
Programs

4700 River Road
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To the CAPS Community:

The National CAPS Committee (NCC) and I would like to announce the publication of the Cooperative Agricultural Pest Survey (CAPS) 2015 National Survey Guidelines. The [2015 Guidelines](#) can be found on the CAPS Resource & Collaboration web site (<http://caps.ceris.purdue.edu/>) under the Guidelines link in the CAPS ribbon on the left-hand side of the page.

The 2015 Guidelines retain the focus, format, policy, and philosophy of the previous Guidelines. The Guidelines are centered on the 'bundled survey' concept for efficiency and economy of survey. The emphasis is on surveys based not only on commodities, but also environments, habitats, industries, businesses, and the continuum along pest introduction pathways. The State CAPS Committees are charged with creating bundled surveys that best fit the pest risk, agriculture, and environment of their state or region in their efforts of early detection of exotic pests. A pathway approach to planning and conducting surveys always is strongly encouraged.

The CAPS Program is continually evolving. Ideas, suggestions, and comments from the National CAPS Committee and their constituencies and stakeholders throughout the year have been discussed and incorporated into this year's Guidelines. Some changes from the 2014 Guidelines consist of small clarifications, others may involve a larger shift in the way we collect, manage, and report data.

These Guidelines pertain to surveys conducted by PPQ and state cooperators funded through the Pest Detection line item, as well as surveys funded through Section 10007 of the Farm Bill.

Some highlights to the 2015 National Survey Guidelines are:

- The Roles and Responsibilities section has been streamlined and repurposed to a Program Overview and Organization section. More detail regarding roles and responsibilities can be found in the NCC Bylaws (Appendix F).
- States should plan on 2014 funding amount for planning 2015 surveys. Guidance for cooperator share is given (also in Appendix J-3).
- New commodity survey manuals for 2015 CAPS and/or Farm Bill are Mollusks, Palm, and Solanaceous Crops.

- Surveys have been split between CAPS and Farm Bill for 2015 as in previous years. Asian Defoliators, Grape, Palm, Solanaceous Crops, and Stone Fruit Commodity Surveys, and other surveys based on specialty crops, will not be offered through CAPS for 2014 funding. These surveys should be requested for Farm Bill funding.
- The 2014, the Survey Summary Form (Appendix J-3) will be completed online on the [CAPS Resource & Collaboration site](#) as in previous years. The online Survey Summary Form must be completed when the work plans are submitted to the SPHD's office. No work plans will be reviewed or approved without a completed Survey Summary Form. Only Pest Detection-funded surveys should be entered.
- All work plans and accomplishment reports should be submitted via the PPQ SharePoint site as in previous years. See the Guidelines document for detailed information or contact the National Operations Manager.
- The Data Management section has been updated and is consistent with Appendices J-2 and L.
- All CAPS survey data will be entered into NAPIS for the 2015 field season (also in Appendix L). For 2015, additional data entry fields will be required.
- Appendix B encourages peer groups to periodically review and update their roles and responsibilities.
- A new Appendix E-3 has been added: One spreadsheet for Insects and another for Pathogens. These can be used for submitting multiple samples for identification or diagnostics. See Appendix E-2 for details.
- Appendix H, formerly Additional Pests of Concern, has been repurposed, and is now an explanation of the Pest Assessment Process.
- Appendix K outlines and expanded CAPS timeline.
- Data management in Appendix L has been revised and rewritten.
- Appendix M-1 links to the 2015 CAPS Approved Methods.
- Appendix M-2 contains a summary of pest list changes.
- In Appendix N, guidance for Plum Pox Virus has been added.

If you have any questions regarding the 2015 National Survey Guidelines, feel free to discuss the matter with your representative on the NCC. The Pest Detection Management Team also is available to answer any questions.

If you have any concerns or suggestions on how to improve the CAPS program, please contact the National Survey Coordinator, Dr. John Bowers at (301) 851-2087, by email at John.Bowers@aphis.usda.gov; the National Operations Manager for Pest Detection, Dr. Brian Kopper at (919) 855-7318, by email at Brian.J.Kopper@aphis.usda.gov; or The Director of CAPS Support in CPHST, Dr. Rick Zink at 970-490-4472, by email at Richard.T.Zink@aphis.usda.gov.

Sincerely,

/s/John H. Bowers

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National CAPS Committee