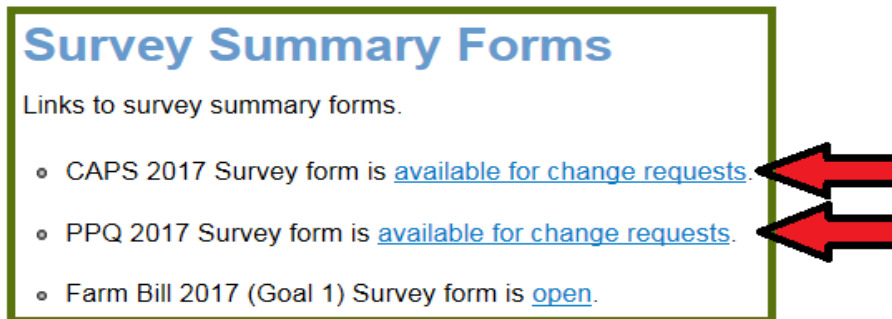


## Change Request for the Survey Summary Form

The Survey Summary Form plays a central role in the management and reporting of survey efforts across the country in the CAPS Information Systems (CAPIS). To be fully useful and functional, it is necessary to keep the information in the Survey Summary Form up-to-date throughout the survey season. Just as it is necessary to have the Survey Summary Form match the submitted work plan, it is equally necessary to record any changes to the work plan in the Survey Summary Form as the season progresses so that the information in the Survey Summary Form is current with what was completed. The end result should be that the information in the Survey Summary Form matches the information in the Accomplishment Report at the termination of the agreement. To keep the Survey Summary Form information up-to-date, the submission of a Change request is necessary.

A change request must be submitted after a Survey Summary Form has closed, and survey names and/or targeted pests need to be modified, added, or deleted. The Change Request link is located on the [Survey Summary Form page](#) of the [CAPS Resource and Collaboration website](#). Please click on “available for change requests” as in the example shown below.

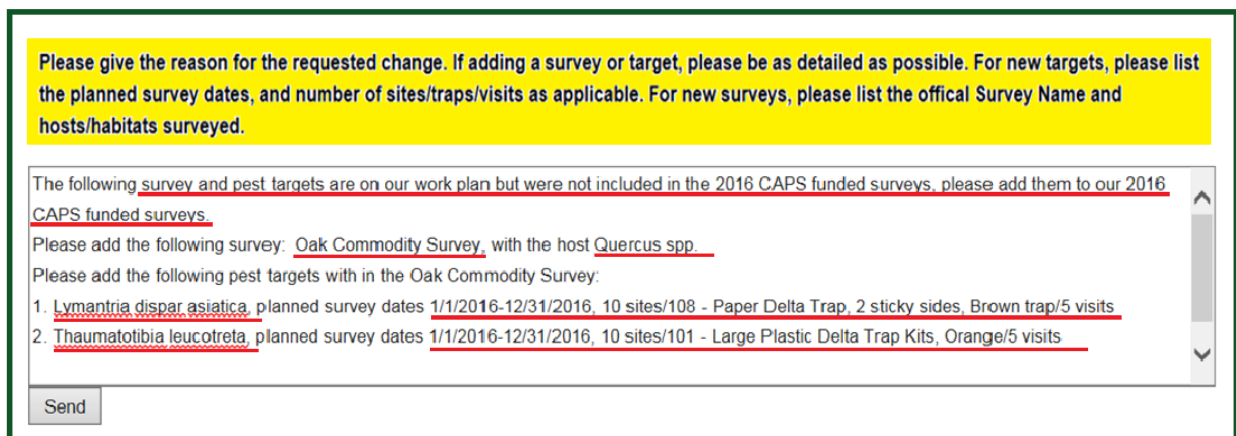


**Survey Summary Forms**

Links to survey summary forms.

- CAPS 2017 Survey form is [available for change requests](#).
- PPQ 2017 Survey form is [available for change requests](#).
- Farm Bill 2017 (Goal 1) Survey form is [open](#).

It is very important that a very detailed request and justification be submitted. Required details are listed on the change request page as shown below.



Please give the reason for the requested change. If adding a survey or target, please be as detailed as possible. For new targets, please list the planned survey dates, and number of sites/traps/visits as applicable. For new surveys, please list the official Survey Name and hosts/habitats surveyed.

The following survey and pest targets are on our work plan but were not included in the 2016 CAPS funded surveys, please add them to our 2016 CAPS funded surveys.

Please add the following survey: Oak Commodity Survey, with the host Quercus spp.

Please add the following pest targets with in the Oak Commodity Survey:

1. Lymantria dispar asiatica, planned survey dates 1/1/2016-12/31/2016, 10 sites/108 - Paper Delta Trap, 2 sticky sides, Brown trap/5 visits
2. Thaumatotibia leucotreta, planned survey dates 1/1/2016-12/31/2016, 10 sites/101 - Large Plastic Delta Trap Kits, Orange/5 visits

Send

Once the change request is submitted, there is an administrative review for content and accuracy. The change request is then forwarded to the appropriate program manager for approval. When approved by the program manager, CAPS Information Services will then make the approved modifications and inform the appropriate parties that the request has been completed. Any

modification(s) made to survey names and/or targeted pests will impact and alter the specified Survey Summary, which in turn will affect All Planned Surveys, survey supplies, My Surveys, diagnostic resource planning, Metrics, Accountability Reports, State Summary Reports, and other aspects CAPSIS.