

Farm Bill Goal 1 Survey: Work Plans, Survey Summary Form, and Data Entry

The following guidance is presented for surveys funded through Goal 1 Survey in the [FY18 Farm Bill Spending Plan](#) regarding work plans, entering information in the Farm Bill Survey Summary Form, and data entry into the required database. This guidance covers the three types of surveys in Farm Bill Goal 1 Survey as described in the [Farm Bill Implementation Plan](#): 1) National Priority Surveys, 2) PPQ Pest Program Surveys, and 3) Cooperator or Other Surveys.

The [Survey Work Plan and Budget Template](#) for Goal 1 Surveys can be found on the [2018 Farm Bill](#) page of the [CAPS Resource & Collaboration](#) website. All surveys should use this template unless otherwise directed by the PPQ pest program.

All funded surveys and pests must be entered into the 2018 Farm Bill Survey Summary Form. This is necessary to gather program performance measures, facilitate reporting, estimate trap and lure procurement needs, and determine identification and diagnostic needs. This guidance includes PPQ Pest Program Surveys even though pest-specific data management guidance may differ.

Survey results from all 1) National Priority Surveys and 3) Cooperator/Other Surveys must be entered into the National Agricultural Pest Information System (NAPIS). It is critical to enter this information in the Survey Summary Form as it forms the basis for facilitating data entry into NAPIS and populates the Farm Bill Accountability Report. The NAPIS database can be accessed at: <https://napis.ceris.purdue.edu/home>. A system login is required. The NAPIS database includes data validation rules ensuring the [Approved Methods for Pest Surveillance](#) are adhered to. Additional information on approved survey methods can be found on the CAPS Resource and Collaboration website.

Data from 2) PPQ Pest Program Surveys will follow the direction of the specific PPQ pest program managers. If NAPIS data entry is required, then the planned surveys are required to be entered into the Survey Summary Form.

To facilitate this guidance, a spreadsheet has been posted on the CAPS Resource & Collaboration website summarizing the information. For each funded survey, guidance is given for entry into the Farm Bill Survey Summary Form, whether NAPIS data entry is required, the required database for survey results, and whether or not the survey will appear in the 2018 Farm Bill Accountability Report. This guidance is the final word for FY18 Farm Bill surveys. The spreadsheet also contains contact information for each survey. See [Survey Summary Form and Data Requirements for Funded Surveys](#).

As there may be surveys performed by non-traditional cooperators, such as universities, tribes, or other partners, the State Plant Health Director (SPHD) and State Plant Regulatory Official (SPRO) can work together to communicate this information to the various funded parties. The State Survey Coordinator, with the assistance of the Pest Survey Specialist, will need to work with these partners to get a pest list and other information necessary for entry into the Survey Summary Form. The SSC should take the responsibility for entering or making sure the information is entered into the Survey Summary Form. As work plans are due May 25, we

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suggest that the SPHDs and SPROs contact the funded parties early in the process. Being proactive will save time and energy trying to get this information later and will prevent delays in the approval of work plans.

As SPHDs review and submit work plans to the Field Operations SharePoint site, they also should review the Survey Summary Form on the CAPS R&C website. Once the work plans are submitted, then the Survey Summary Forms also should be passed to the Field Operations National Operation Manager (Lisa Jackson) through the Survey Summary Form's interface. When approving work plans, Lisa also will be looking for accurate Survey Summary Forms.