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To: Pest Detection / CAPS Community

From: Pest Detection Management Team
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Subject: 2020 National Pest Surveillance Guidelines



The Pest Detection Management Team (PDMT) and the National CAPS Committee (NCC) and would like to announce the publication of the Cooperative Agricultural Pest Survey (CAPS) [2020 National Pest Surveillance Guidelines](#). The National Pest Surveillance Guidelines can be found on the [CAPS Resource & Collaboration web site](#) by hovering over Survey in the top menu row, and clicking on the Guidelines link, or directly from the link above. These Guidelines pertain to surveys conducted by state cooperators and PPQ personnel funded through the Pest Detection line item, and National Priority Surveys funded through Goal 1 Survey of Section 7721 of the Plant Protection Act (PPA 7721) (except where indicated in the PPA 7721 Implementation Plan).



The 2020 Guidelines continue to 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 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 when possible. Most changes from the 2019 Guidelines consist of clarifications, edits, updates, and other changes to various aspects of the Program’s policies and /or processes. New guidance is provided for ADODR responsibilities, bundling pests removed from the Priority Pest List, and the roles and responsibilities for data entry. Otherwise, the 2020 Guidelines look very similar to the 2019 Guidelines.

Some highlights to the 2020 National Pest Surveillance Guidelines are:

- 2020 Work and Financial plans are due to Field Operations no later than September 6, 2019.

- States should plan on the final 2019 Pest Detection/CAPS funding amount for planning 2020 surveys.
- Surveys have been split between CAPS and PPA 7721 for 2020 as in previous years. Asian Defoliators and Grape, Palm, Solanaceous, and Stone Fruit Commodity Surveys, and other surveys based on specialty crops will not be offered through CAPS for 2020 funding. These surveys should be requested through PPA 7721 funding.
- States continue to have the flexibility to combine their Pest Detection Surveys into one combined work and financial plan, or to submit separate work plans for each Survey. Individual states will determine which options work best for them based on their state financial and accounting systems and processes. This guidance is only for Pest Detection funding, and only for Survey. An example of a [combined survey work plan](#) can be found on the 2020 Guidelines page.
- The [Survey Work Plan Template](#) carries over the updates made for 2018 to include a table under the Approach section to summarize the survey, and structured so that it can be used for both a single survey and a combined surveys work plan. Notation has been added to indicate that the work plan is for 2020 as recommended by the NCC, and must be used for 2020. The same for the [Infrastructure Work Plan Template](#).
- When planning surveys for CAPS and PPA 7721, remember to use a standard name for the survey in the Survey Summary Form. This helps with reporting obligations. See [Guidance for Selecting Survey Names](#).
-  The [Financial Plan Template](#) was updated for 2020 with the addition of a second Financial Plan template. The second Financial Plan is required and to be used to describe and detail all contractual costs. It is necessary for the program to know and evaluate costs associated with the Contractual item.
-  New guidance is given for the ADODR of CAPS and PPA 7721 agreements. The ADODR should check the [Accountability Report](#) on the CAPS Resource & Collaboration website to ensure data from previous years surveys have been entered into the appropriate database. New work plans may not be processed until data entry requirements are met.
- All work plans and accomplishment reports should be submitted via the PPQ SharePoint site as in previous years. APHIS will continue to use ezFedGrants for the complete administration of cooperative agreements. Links to reference material are provided on the [Resources](#) page.

-  New guidance is provided regarding the bundling of pests that have been removed or delisted from the Priority Pest List. It may not be appropriate to include these pests in a survey. See [Guidance for Bundling Delisted Priority Pests](#) and [Bundling Former Priority Pests](#) for more detail.
-  New guidance is provided that outlines the role and responsibility of the State Plant Health Director (SPHD), State Plant Regulatory Official (SPRO), Pest Survey Specialist (PSS), and State Survey Coordinator (SSC) in the entering of information and survey results in the Survey Summary Form (SSF) and the National Agricultural Pest Information System (NAPIS), respectively. This guidance attempts to add clarity to the responsibility of preparing and entering information across programs, and addresses what needs to be done, who does what, and what goes where. See [Data Entry Roles and Responsibilities](#).
- The [Pest Assessment and Prioritization Process](#) has been updated and refined to incorporate the [Objective Prioritization of Exotic Pests](#) (OPEP) model Impact Assessment. This process with a flow chart will be the only process by which pests are assessed for the Priority Pest List.
- No new pests were added to the Priority Pest List for 2020. Eighteen pests were removed from the 2019 Priority Pest List for 2020. See the [Summary of Pest List Changes](#) for details. Pests removed from the Priority Pest List are still available for bundled surveys, unless indicated otherwise. Review [Guidance for Bundling Delisted Priority Pests](#) for more information.
- All Pest Detection and CAPS survey data will be entered into the National Agricultural Pest Information System (NAPIS) for the 2020 field season as in previous years. As states prepare for 2020, remember to complete entry of 2018 and earlier survey results into NAPIS. Refer to the [Accountability Report](#) for missing data.

If you have any questions regarding the 2020 National Pest Surveillance 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:

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