

Emerald Ash Borer Survey Work Plan – March 1, 2014 – February 28, 2015

Cooperator:	Kansas Department of Agriculture		
State:	Kansas		
Project:	Emerald Ash Borer Survey		
Project funding source:	CAPS Priority Survey <input type="checkbox"/> Other Line Item Pest <input checked="" type="checkbox"/>		
Project Coordinator:	Laurinda Ramonda		
Agreement Number	14-8420-1227-CA		
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This Work Plan reflects a cooperative relationship between the Kansas Department of Agriculture (KDA) (the Cooperator) and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ). It outlines the mission-related goals, objectives, and anticipated accomplishments as well as the approach for conducting an Emerald Ash Borer survey and control program and the related roles and responsibilities of the Kansas Department of Agriculture and USDA-APHIS-PPQ as negotiated.

I) OBJECTIVES AND NEED FOR ASSISTANCE

The Emerald Ash Borer (pest of national concern) has been detected in several states in the United States, but is not known to occur in Kansas. Early detection and containment of this pest is of great importance since it can cause the demise of ash trees which is about 5-7% of the tree population in Kansas but can be as high as 20% in some communities.

The need to identify the range of this pest is great and without funding the Kansas Department of Agriculture will be unable to participate in the national trapping survey for the Emerald Ash Borer.

II) RESULTS OR BENEFITS EXPECTED

The Cooperator seeks to conduct a program which is expected to result in:

A. What results or benefits will be derived from the cooperative effort?

1. Early detection and containment of the Emerald Ash Borer, if found.
2. Identification of pathways.
3. Provide the Kansas Department of Agriculture, USDA-APHIS-PPQ, and surrounding states with information regarding the status of this pest.
4. Additional geographic assessment from data gathered.

III) APPROACH

What is the plan of action or approach to the work?

Purple prism traps with Manuka oil and Z-3 Hexanol will be used. Lure is good in the field for 60 days. These will need to be replaced once during the flight season depending on when the trap was set. Traps should be checked at least once during the season. A trap inspection for emerald ash borer should be done during lure replacement. KDA will be trapping Barton, Bourbon, Douglas, Ellsworth, Leavenworth, Marion and Osage counties.

Any suspect emerald ash borer specimens collected will be placed in a vial with 70% ethanol and sent via overnight service to:

Dr. James Zablotny
USDA, APHIS, PPQ
11200 Metro Airport Center Drive, Suite 140
Romulus, MI 48174

KDA will be following the PPQ Emerald Ash Borer Survey Guidelines/FHTET Model for the survey.

A. The Cooperator and APHIS Mutually Agree to/that:

- Follow the PPQ Emerald Ash Borer Survey Guidelines/FHTET Model for surveying.
- There will be 80 traps deployed by KDA.
- Share in monitoring, lure changes and removing of traps.
- Split funding as noted in financial plan.

1. What is the quantitative projection of accomplishments to be achieved?

a. By activity or function, what are the anticipated accomplishments by month, quarter or other specified intervals?

1. Fact sheets, webpage, resources and pest reporting will be continually updated as new information becomes available or new pests found.
2. Survey data will be entered into the IPHIS database.
3. Trapping will occur during April 2014 through September 2014 or by degree day model.

b. What criteria will be used to evaluate the project? What are the anticipated results and successes?

1. Pest detection survey completed.
2. All data collected from the pest detection survey will be entered into the IPHIS database.
3. Maps of the pest detection survey activities are produced to aid in planning of future pest detection surveys, pathway risk analysis and outreach activities.
4. USDA/APHIS/PPQ and KDA meetings to keep updated on issues.

c. What methodology will be used to determine if:

1. Identified needs are met

- Survey completed within specified timeframe.

2. Results and benefits are achieved

- Review of the IPHIS database to ensure that data from the pest detection activities have been entered.
- Review of the survey and accomplishment reports, supporting outreach materials (if applicable), and maps.
- KDA and SPHD, SPRO, PSS, SSC meetings to keep updated on issues.

2. What type of data will be collected and how will it be maintained?

a. Address timelines for collection and recording of data.

- All survey data from cooperative agreements involving pest survey will be entered by the State Survey Coordinator or KDA staff into the IPHIS database to include but not limited to observation number, observation date, GPS coordinates, agency doing survey, state/county, site, pest, pest status and survey method.

The data entry requirements are:

- Enter new national, state, and county records into the IPHIS database within 48 hours of confirmation of a pest or pathogen identification by a recognized identifier.
- Non-time sensitive records, including negative data, must be entered into IPHIS within 2 weeks of confirmation.
- Negative data should be entered within 2 weeks of decommissioning a trap, obtaining the results from an identifier, or performing a laboratory assay.
- Survey data will be collected with GPS technology for internal pathway analyses. Survey maps will be developed from approved GIS mapping software.

b. How will APHIS be provided access to the data?

- Complete, accurate, and timely pest survey data will be entered into IPHIS using approved protocol and accessible.
- Semi-annual and annual survey accomplishment reports submitted to ADODR.
- USDA/APHIS/PPQ has access to IPHIS.

B. The Cooperator will:

Eighty traps will be set following the PPQ Emerald Ash Borer Survey Guidelines/FHTET Model for the survey.

1. By function, what work is to be accomplished?

- Set 80 traps following the PPQ Emerald Ash Borer Survey Guidelines/FHTET Model.
- Change lure in traps every 60 days.
- Check traps at least once during season.
- Start setting traps in April or by degree days, if traps have been received.
- Remove traps by the end of September or depending on degree days.
- Enter data into IPHIS.

2. What resources are required to perform the work?

- KDA staff, vehicle, fuel, GPS units and computers.

3. What numbers and types of personnel will be needed and what will they be doing?

- KDA staff will be setting and checking traps.
- Data acquired will be entered into IPHIS by the State Survey Coordinator or KDA staff.

4. What equipment will be needed to perform the work? Include major items of equipment with a value of \$5,000 or more.

a. What equipment will be provided by the cooperator?

The cooperator will provide GPS units, vehicle and computers.

b. What equipment will be provided by APHIS?

N/A

c. What equipment will be purchased in whole or in part with APHIS funds?

Equipment that will be purchased with APHIS funds will be telescoping poles and parts, if more needed.

d. How will the equipment be used?

The equipment will be used to hang, check, replace lure and remove traps and specimens.

e. What is the proposed method of disposition of the equipment upon termination of the agreement/project?

The equipment will be maintained at KDA for other surveys upon the termination of the agreement/project.

5. Identify information technology equipment, e.g., computers, and their ancillary components.

- GPS units to document locations
- KDA computers with internet to enter data

6. What supplies will be needed to perform the work?

- GPS units
- Computers
- Telescoping poles
- Traps
- Lures
- Spreaders
- Hangers
- Cleaner with mineral spirits
- Telescoping poles and parts, if more needed
- HistoClear II, if more needed.
- Latex gloves
- Fuel for rental vehicle

a. What supplies will be provided by the Cooperator?

- GPS units
- Computers
- Telescoping poles
- Mineral spirit cleaner
- HistoClear II
- Latex gloves

b. What supplies will be provided by APHIS?

- Traps
- Lures
- Spreaders
- Hangers

c. What supplies will be purchased in whole or in part with APHIS funds?

- Telescoping poles, if more needed
- Telescoping pole replacement parts, if needed
- Mineral spirit cleaner, if needed

- Histoclear II, if needed
- Latex gloves, if needed
- Rental vehicle and fuel (shortage of state vehicles)

d. How will the supplies be used?

- Surveying and trapping for Emerald Ash Borer

e. What is the proposed method of disposition of the supplies with a cumulative value over \$5,000 upon termination of the agreement/project?

- N/A

7. What procurements will be made in support of the funded project and what is the method of procurement (e.g., lease, purchase)?

- Supplies for support in trapping.
- Most procurements will be made by purchase orders.
- Some procurements will be made by reimbursable personal purchase.

8. What are the travel needs for the project?

a. Is there any local travel to daily work sites? Who is the approving official? What are the methods of payment? Indicate rates and total costs in the Financial Plan.

- Travel will be required to survey sites by use of a rental vehicle or KDA vehicle. A rental vehicle is used because of a shortage of state vehicles.
- The KDA Plant Protection and Weed Control Plant Program Manager is the approving official.
- Payments are by purchase order.
- Some procurements will be made by reimbursable personal purchase.
- Costs are included in the financial plan.

b. What extended or overnight travel will be performed (number of trips, their purpose, and approximate dates). Who is the approving official?

- Should not be any.

c. What is the method of payment? Indicate rates and total cost in the Financial Plan.

- Payments are done by purchase order.
- Some procurements will be made by reimbursable personal purchase.

9. Reports:

- a. Submit all reports to the APHIS Authorized Department Officer's Designated Representative (ADODR). Reports include:
 1. Narrative accomplishment reports in the frequency and time frame specified in the Notice of Award, Article 4.
 2. Federal Financial Reports, SF-425 (replaces SF-269 October 1, 2009) in the frequency and time frame specified in the Notice of Award, Article 4.

10. Are there any other contributing parties who will be working on the project?

a. List Participating Agency/Institution:

- KDA
- USDA/PPQ/APHIS
- Kansas Forest Service
- Kansas Wildlife, Parks and Tourism
- Corp of Engineers

b. List all who will work on the project:

- KDA-state staff for trapping
- USDA/APHIS/PPQ
- Kansas Forest Service-foresters
- Kansas Wildlife, Parks and Tourism-park manager
- Corp of Engineers-park manager

c. Describe the nature of their effort:

- KDA -Trapping, site selection and outreach
- USDA/PPQ/APHIS-trapping, site selection, pest suspect identification and outreach
- Kansas Forest Service-outreach
- Kansas Wildlife, Parks and Tourism-permission to set traps
- Corp of Engineers-permission to set traps

d. Contribution:

- Site selection
- Outreach
- Trapping
- Permission for trapping on land
- Pest identification

C. APHIS Will:

Place traps by following the PPQ Emerald Ash Borer Survey Guidelines/FHTET Model.

1. Outline the Agency's (USDA APHIS PPQ) substantial involvement.

a. Include any significant Agency collaboration and participation

- Provide any new information that becomes available on emerald ash borer and traps and lure.
- Provide outreach materials.
- Provide traps and lure.
- Provide replacement traps and replacement lure.
- Collaboration in trapping
- Provide funds to the Cooperator to cover costs outlined in the Financial Plan.
- Taxonomic support in identification.

b. Project oversight and performance management

- Review of data submitted to IPHIS database.
- Review and submit accomplishment reports.
- Provide training, when necessary.

2. What equipment will be needed to perform the work? Include major items of equipment with a value of \$5,000 or more.

a. Will Equipment be loaned or provided by APHIS? Yes No
(If Yes, please list:

b. How will the equipment be used? N/A

IV) GEOGRAPHIC LOCATION OF PROJECT

A. Is the project statewide or in specific counties, townships, and/or national or state parks?

Trapping will occur throughout the state following the PPQ Emerald Ash Borer Survey Guidelines/FHTET Model. KDA will be trapping Barton, Bourbon, Douglas, Ellsworth, Leavenworth, Marion and Osage counties.

B. What type of terrain (e.g., cropland, rangeland, woodland) will be involved in the project?

Many types of terrain will be involved from forests, to rural, to urban areas.

C. Are there any unusual features which may have an impact on the project or activity such as rivers, lakes, wild life sanctuaries, commercial beekeepers etc?

Urban and recreational areas might have disruption through human contact.

D. Identify the kind of data to be collected:

The kinds of data to be collected will include, but not limited to, observation number, observation date, GPS coordinates, data source, state/county, site code, pest code, pest status and survey method.

E. Establish criteria to evaluate the results and successes of the project:

1. Results:

- Pest detection survey activities for the project are completed.
- All data collected from the pest detection survey is entered into the IPHIS database.
- Maps of the pest detection survey activities are produced to aid in planning of future pest detection surveys, pathway risk analysis, and outreach activities.
- USDA/APHIS/PPQ and KDA meetings to keep updated on issues.

2. Successes:

- If pests are found, a quick response and regulatory action will occur.
- Identification of high risk areas for the pest.

F. Methodology used to determine if the results and benefits are achieved:

1. Identified needs are met:

- Survey completed in timeframe specified.

2. Results and benefits are achieved:

- Review of the IPHIS database to ensure that data from the pest detection activities have been entered.
- Review the accomplishment reports, supporting outreach materials (if applicable), and maps.
- USDA/APHIS/PPQ and KDA meetings to keep updated on issues.

V) DATA COLLECTION AND MAINTENANCE

A. All survey data from each survey will be entered into the IPHIS database.

- 1.** First record for the State and/or County will be entered within **48 hours** of confirmation of identification by a qualified identifier.
- 2.** All other required records, as indicated in the ***Emerald Ash Borer Survey Guidelines***, as well as both positive and negative sample results, must be entered **within two weeks** of the activity or confirmation.
- 3.** All positive records are to be entered into the IPHIS database by **October 1** of the year of survey, so these data are included in the survey model design for next season. All other records are to be entered into the IPHIS database by **December 1** of the year of survey, so these data are included in the yearly Statistical Report.

Detailed Financial Plan - KDA

PROJECT: Emerald Ash Borer Survey

COOPERATOR NAME: Kansas Department of Agriculture

AGREEMENT NUMBER: 13-8420-1227-CA

TIME PERIOD: March 1, 2014 – February 28, 2015

Financial Plan must match the SF-424A, Section B, Budget Categories

ITEM			APHIS FUNDS	COOPERATOR FUNDS (Show even if zero)	TOTAL
PERSONNEL:	Hours	Salary			
KDA staff - Paid by APHIS funds	160	\$25	\$4,000		\$4,000
KDA staff - Paid by Cooperator Funds	130	\$25		\$3,250	\$3,250
Subtotal			\$4,000	\$3,250	\$7,250
FRINGE BENEFITS:	Percent (enter as decimal not %)				
KDA staff - Paid by APHIS funds - 25%	0.25		\$1,000		\$1,000
KDA staff - Paid by Cooperator Funds - 25%	0.25			\$813	\$813
Subtotal			\$1,000	\$813	\$1,813
TRAVEL:	Cost	Length of time			
Vehicle rental 3 weeks @ \$280/week-SUV for KDA staff (shortage in state vehicles) **	\$280	3	\$840		\$840
Subtotal			\$840	\$0	\$840
EQUIPMENT:	Cost				
			\$0		\$0
Subtotal			\$0	\$0	\$0
SUPPLIES:	Cost	Length of time			
mineral spirits, telescoping poles and ends	\$70		\$70		\$70
Fuel 1,625 miles/20mpg x \$3.75 per gallon-for rental vehicles**	\$305		\$305		\$305
Traps and lure provided by USDA	\$0		\$0		\$0
Subtotal			\$375	\$0	\$375

CONTRACTUAL:	Cost	Length of time			
Subtotal			\$0	\$0	\$0
OTHER:	Cost				
Subtotal			\$0	\$0	\$0
TOTAL DIRECT COSTS			\$6,215	\$4,063	\$10,278
INDIRECT COSTS	Percent (enter as decimal not %)				
(19.7% on Total Direct Cost of salary and fringe benefits)*	0.197		\$985	\$800	\$1,785
TOTAL			\$7,200	\$4,863	\$12,063
COST SHARE INFORMATION (Percent)			60%	40%	

*Kansas' Negotiated Cost Rate (Salary + Fringe Benefits x %=Indirect Cost)

** There is a shortage of state vehicles. We give the option of renting a vehicle or using personally owned vehicles. If renting we pay for the fuel and if a personal vehicle is used we pay mileage.