

Survey Work Plan - Fiscal Year 2014

Cooperator:	Oklahoma Department of Agriculture Food and Forestry		
State:	Oklahoma		
Project:	Wood Commodity Survey		
Project funding source:	CAPS Priority Survey <input checked="" type="checkbox"/> Other Line Item Pest <input type="checkbox"/>		
Project Coordinator:	Elizabeth Nguyen		
Agreement Number	14-8444-1446-CA		
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This Work Plan reflects a cooperative relationship between the *Oklahoma Department of Agriculture Food and Forestry* (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 a *Wood Commodity Survey* and the related roles and responsibilities of the parties [e.g., mutual roles, APHIS role(s), Cooperator role(s)] as negotiated.

I) OBJECTIVES AND NEED FOR ASSISTANCE

Financial assistance from APHIS will facilitate the cooperator in carrying out the goals of the Plant and Animal Disease, Pest Control, and Animal care program number 10.025 by “conducting surveys and inspections to detect and appraise infestations, eradication and control activities, and carry out regulatory actions to prevent interstate spread of infestations and disease.” (Catalog of Federal Domestic Assistance).

There is an ongoing need to survey for wood boring insects due to their regulatory significance and the possibility of their artificial spread with human assistance. The presence of wood-boring insects could potentially limit the movement people and articles, negatively affecting the Oklahoma economy. Wood-boring insects have many pathways of introduction into Oklahoma. Any piece of wood brought to the state of Oklahoma could potentially be harboring an invasive insect. The early detection of any of the wood boring insects in this survey would severely reduce the economic impact of one of these pests by reducing the potential spread and cost of recovering from the damage an invasive insect can do.

The goal of early detection aligns with the goals of APHIS by protecting the plant health of the state of Oklahoma. Financial assistance from APHIS will facilitate this survey project’s goal of

the early detection of wood boring insects to minimize or avoid the potential damage to Oklahoma's nurseries, forests, and parks.

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? Use of bulleted Statements is acceptable.

The benefit of this survey will be an accurate assessment of invasive wood-boring and leaf defoliating insects in Oklahoma. Early detection of any pests invasive to Oklahoma will minimize the impact on Oklahoma's recreational areas, nurseries, and forests. Regulatory officials will be able to continue issuing accurate federal and state phytosanitary certificates to ease the movement of plant products out of Oklahoma.

III) APPROACH

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

This survey includes 2 hosts: oak and pine. Four field personnel will set 120 traps at 40 trap sites for oak pests. Traps will be set in Osage, Tulsa, Creek, Payne, Ottawa, Delaware, Mayes, Wagoner, Adair, Cherokee, Sequoyah, Haskell, Oklahoma, Comanche, Caddo, Murray, Atoka, Pittsburg, and Latimer Counties. Traps will be installed at the beginning of May, checked every two weeks, and removed in August. Each trap site will have 4 different traps for:

- *Spodoptera littoralis, Egyptian cottonworm (40 bucket trap)*
- *Thaumototibia leucotreta, False codling moth (40 wing trap)*
- *Adoxophyes orana, Summer fruit tortrix moth (40 delta trap)*
- *Epiphyas postvittana, Light brown apple moth (40 Jackson trap)*

Visual surveys will be conducted for the following pests at each oak trap location looking for visual signs of damage:

- *Oak splendor beetle, Agrilus biguttatus*
- *Asian longhorned beetle, Anoplophora glabripennis*
- *European oak bark beetle, Scolytus intricatus*

Pine-host traps will be limited to Sequoyah, Cherokee, McCurtain, Latimer, Leflore, Pittsburg, and Pushmataha counties. 40 pine traps at 20 sites for pine pests will be set in addition to oak-host trap. Each trap site will have 2 different traps for:

- *Monochamus alernatus, Japanese Pine Sawyer (20 lingren with the AP+EtOH lure)*
- *Tomicus destruens, Lesser Pine Shoot Beetle (same as Japanese Pine Sawyer)*
- *Hylobius abietis, Large Pine Weevil (same as Japanese Pine Sawyer)*
- *Hylurgus ligniperda, Redhaired Pine Bark Beetle (same as Japanese Pine Sawyer)*
- *Tomicus piniperda, Pine Shoot Beetle (20 Lingren with the AP(slower release)lure)*

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

1. *APHIS will provide the Cooperator with access to IPHIS*
2. *APHIS will provide lures for all traps and supply the purple traps, wing traps, and Jackson traps.*
3. *APHIS will provide funds or a pre-award letter to start surveys in April*
4. *The Cooperator will notify APHIS of any positive finds immediately*

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?

Traps will be set in May, serviced every two weeks, and removed in August. Mid-Year reports will be completed by July 31st. Final reports will be completed by March 31st. Data will be entered by December 31st into NAPIS.

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

Criteria used to evaluate the project will be the timeliness of trap installation dates, locations of traps in high-risk sites, positive and negative data collected about the insect population in Oklahoma, and reports performed on time.

- c.** What methodology will be used to determine if:

1. Identified needs are met

Traps have been set in appropriate locations, GPS coordinates and dates of installation have been recorded.

2. Results and benefits are achieved

Invasive wood-boring and leaf-defoliating insect populations will be accurately assessed in Oklahoma.

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

- a.** Address timelines for collection and recording of data.

GPS coordinates and trap service dates will be recorded for each trap.

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

Data will be entered into NAPIS.

B. The Cooperator will:

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

(Cite program standards, action plans, or other program guidelines as a standard for conducting the particular functions for this program, as applicable.)

Four field surveyors employed by the cooperator will set 120 oak traps and 40 pine traps for a total of 160 traps in Eastern Oklahoma where the risk is greatest. Samples will be submitted to a USDA identifier. The field surveyors will also distribute outreach materials supplied by the State Survey coordinator to park managers, nursery owners, and interested individuals.

2. **What resources are required to perform the work?**
Field personnel, vehicles, GPS units, trap supplies, outreach materials
3. **What numbers and types of personnel will be needed and what will they be doing?** Tie these needs back to the activities outlined in III.A
Four field personnel will set traps and distribute outreach materials and one State Survey Coordinator will train the field personnel, collect their data, and supply outreach materials.
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? *Vehicles, GPS units, laptops, cellphones*
 - b. What equipment will be provided by APHIS? *None*
 - c. What equipment will be purchased in whole or in part with APHIS funds? *None*
 - d. How will the equipment be used? *Travel to work sites*
 - e. What is the proposed method of disposition of the equipment upon termination of the agreement/project?
5. **Identify information technology equipment, e.g., computers, and their ancillary components.** All information technology supplies (e.g., small items of equipment, connectivity through air cards or high speed internet access, GPS units, radios for emergency operations etc.) should be specifically identified.
GPS units, laptops, cellphones
6. **What supplies will be needed to perform the work?** Identify individual supplies with a cumulative value of \$5,000 or more as a separate item. **All information technology supplies (e.g., small items of equipment, connectivity through air cards or high speed internet access, GPS units, radios for emergency operations) should be specifically identified above.
 - a. What supplies will be provided by the Cooperator? *None.*
 - b. What supplies will be provided by APHIS? *Traps, lure for traps, traps from previous surveys*
 - c. What supplies will be purchased in whole or in part with APHIS funds? *Anti-freeze, gloves, hand tools, sample bags, anti-bacterial wipes*
 - d. How will the supplies be used? *Anti-freeze is required for lindgren traps, handtools help install traps, sample bags to keep insects, and wipes to clean hands and tools after trapping*
 - e. What is the proposed method of disposition of the supplies with a cumulative value over \$5,000 upon termination of the agreement/project?
7. **What procurements will be made in support of the funded project and what is the method of procurement (e.g., lease, purchase)?**
(Cooperator procurements shall be in accordance with OMB Circulars A-102 or A110, as applicable.)
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.

There is local travel to worksites, approximately 200 miles roundtrip to oak sites and 400 miles roundtrip to pine sites. The state survey coordinator is the approving official.

- b. What extended or overnight travel will be performed (number of trips, their purpose, and approximate dates). Who is the approving official?
None

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

None

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: *USDA APHIS*
- b. List all who will work on the project: *N/A*
- c. Describe the nature of their effort: *Identifying insects*
- d. Contribution: *Identifying insects*

C. APHIS Will:

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

1. (a) Include any significant Agency collaboration and participation
APHIS will provide direction, input, and outreach efforts to The Cooperator. APHIS approved methods will be used during the survey for each insect pest. APHIS will provide lures and traps, along with advice that may be requested. APHIS will be providing taxonomic support.

1. (b) Project oversight and performance management

APHIS may provide training to field personnel along with the Cooperator. APHIS will review all data entered into NAPIS for accuracy.

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?

IV) GEOGRAPHIC LOCATION OF PROJECT

- A. Is the project statewide or in specific counties, townships, and/or national or state parks? (List the names of ALL counties, townships, and/or national or state parks, and tribal areas that apply)

Osage, Tulsa, Creek, Payne, Ottawa, Delaware, Mayes, Wagoner, Adair, Cherokee, Sequoyah, Haskell, Oklahoma, Comanche, Caddo, Murray, Atoka, Pittsburg, Latimer, Pushmataha, McCurtain, and Leflore Counties.

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

Woodland, nurseries, tree farms

- 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? (list all that apply)

Outdoor enthusiasts have been known to tamper with traps. Heavy winds and storms may blow traps down.

- D. Identify the kind of data to be collected:

GPS coordinates, dates of trap service

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

1. Results: *Traps placed in high-risk areas to determine early detection or for confirmation of the negative status of an invasive insect*
2. Successes: *All traps are hung, samples collected and identified and results entered into NAPIS.*

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

1. Identified needs are met: *GPS coordinates are in a high-risk location*
2. Results and benefits are achieved: *Insects surveyed for are confirmed present or absent in Oklahoma*

V) DATA COLLECTION AND MAINTENANCE

All data will be entered into NAPIS.

VI) TAXONOMIC SUPPORT

- A. Person or Institution that will screen targets (Name & Contact Information)

OR

- B. Request for taxonomic support.

(If you request taxonomic support the Program managers and PPQ's National Identification Services will use the information you provide in the J-3 Appendix to assign your survey samples to the appropriate taxonomic personnel.)

VII) SIGNATURES

[Handwritten Signature] 7/30/2013
ROAR Date

ADODR Date

Detailed Financial Plan (submit with Wood Commodity

Work Plan)

COOPERATOR NAME: OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, and FORESTRY

TIME PERIOD: January 1st 2014 through December 31st 2014

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

ITEM	APHIS FUNDS		COOPERATOR FUNDS (Show even if zero)
PERSONNEL:			
4 field inspectors @ 75 hours @ \$18/hour	\$5,400.00		\$0.00
Subtotal		\$5,400.00	\$0.00
FRINGE BENEFITS:			
28% of salary for permanent employees	\$1,512.00		\$0.00
Subtotal		\$1,512.00	\$0.00
TRAVEL:			
4 field inspectors @ 3,000 miles @\$0.555 per mile	\$6,660.00		\$0.00
Subtotal		\$6,660.00	\$0.00
EQUIPMENT			
	\$0.00		\$0.00
Subtotal		\$0.00	\$0.00
SUPPLIES			
Anti-freeze, supply bags, zip ties	\$200.00		\$0.00
Subtotal		\$200.00	\$0.00
CONTRACTUAL (NO IDC)			
	\$0.00		\$0.00
Subtotal		\$0.00	\$0.00
OTHER			
Outreach materials	\$100.00		\$0.00
Subtotal		\$100.00	\$0.00
TOTAL DIRECT COSTS	\$13,872.00		\$0.00
INDIRECT COSTS (18.57% on Total Direct Cost)	\$2,576.00		
TOTAL	\$16,448		\$0.00
Cost Share Information	100%		0%