



## **2008 Farm Bill: Section 10201**

Plant Pest and Disease Management  
and Disaster Prevention

# **FY13 Process: Reviewing a Suggestion**

# Live Meeting--Logistics

- Q&A Tool- We will monitor for questions
- Polls – Provide Feedback
- Mute unless you want to speak
- \*6 will mute a cell phone

# Agenda:

- Suggestion Review Process
- Metastorm Farm Bill Suggestion System Demonstration
- Question & Answer Period

# Farm Bill – Section 10201

## ➤ **APHIS Farm Bill 10201 Website:**

- [www.aphis.usda.gov/section10201](http://www.aphis.usda.gov/section10201)

## ➤ **Be sure to review:**

- FY 2013 Overview of Section 10201 Goals, Strategies, and Categories
- FY13 Reviewer Help Session Webinar slides

# Goal Area Strategies

Goal Area	Revised Strategies
<b>Goal 1: Enhance plant pest/disease analysis and survey</b>	<p>Identify risk factors and high-risk pathways by analysis of available data</p> <p>Target high priority pests for survey along national and local high-risk pathways</p> <p>Fully fund high priority nationally-directed pest surveys in support of specialty crops, trade, and regulatory activities</p> <p>Fully fund state-specific pest surveys in support of state pest risk and priorities</p>
<b>Goal 2: Target domestic inspection activities at vulnerable points in the safeguarding continuum</b>	<p>Promote and expand inland inspections of containers and mail facilities, where possible</p> <p>Expand the use of canine teams for domestic survey activities</p> <p>Promote increased levels of inspection for regulated articles for interstate movement</p>

**Group Email: [PPQ.Section.Farmbill-10201@aphis.usda.gov](mailto:PPQ.Section.Farmbill-10201@aphis.usda.gov)**

# Goal Area Strategies

## Goal 3: Enhance and strengthen pest identification and technology

Improve all aspects of early detection resources

Enhance pest screening expertise and taxonomic capacity

Increase the deployment of molecular diagnostic tools

Develop and implement a comprehensive traps and lures management program

Pursue offshore initiatives to optimize early detection programs

## Goal 4: Safeguard nursery production

Develop science-based best management practices and risk mitigation practices to exclude, contain, and control regulated pests from the nursery production chain

Develop and harmonize audit-based Nursery Certification Programs

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# Goal Area Strategies

**Goal 5: Conduct outreach and education to increase understanding, acceptance, and support of plant pest and disease eradication and control efforts**

Prevent the introduction or spread of high-consequence pests into and around the United States, particularly in high-risk areas

Develop people to strengthen the safeguarding system

Increase the number of people actively looking for and reporting high-consequence pests at vulnerable points along high-risk pathways

**Goal 6: Enhance mitigation capabilities**

Improve the mechanism to assess and decide an appropriate short term course of action to a new pest

Utilize initial response protocols for the overarching goals of containment, control, or eradication at the onset of plant health emergencies

Prepare the agency and collaborative programs in the use of the Incident Command System (ICS)

Provide technical assistance prior to, during, and immediately following the development of a plant health emergency through the development of New Pest Response Guidelines (Action Plans)

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# Metastorm Overview

- Web-Based tool (no downloads).
- Metastorm works best with Microsoft Internet Explorer (IE) – Other Browsers or other versions of IE **may NOT** work properly.
  - IE versions 7.0, 8.0 and 9.0 are certified on Windows 7 and Windows Vista (though IE 9.0 on Vista requires SP2)
  - Mozilla Firefox 8 has been certified on Windows operating systems
- 60 minute time out with no activity.
  - Save your work often.



# Metastorm--Assumptions

- You are a registered user of Metastorm and have a current Metastorm User ID and password. If not, refer to guidance in the [FY13 Suggestor Help Webinar materials](#) or the online [Metastorm Quick Start Guide](#)
- You are a member of the Farm Bill Suggestion Review Team, with appropriate roles assigned: *Goal Team Lead, Review Team Member, SPHD or SPRO or designee*
  - May hold multiple or overlapping roles—that's OK
  - Contact the group email at: [PPQ.Section.Farmbill-10201@aphis.usda.gov](mailto:PPQ.Section.Farmbill-10201@aphis.usda.gov) with any questions about role assignments

# Metastorm – Accessing the System

```
*****WARNING*****
```

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.

Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

```
*****WARNING*****
```

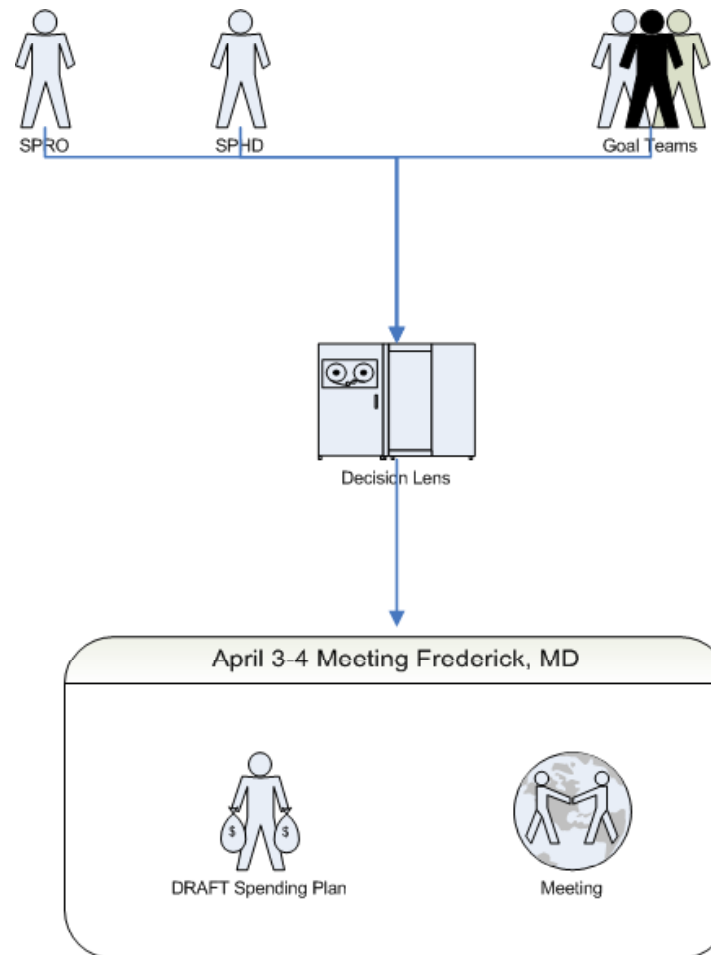
BPM Service:

User name:

Password:

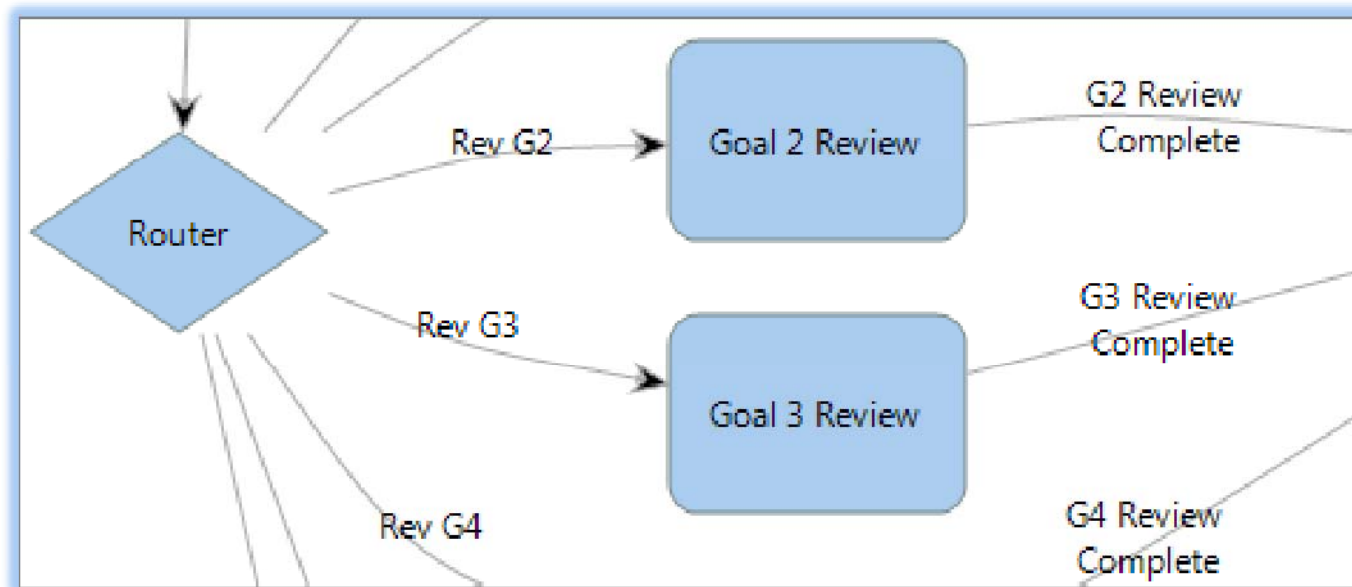
<https://bpm.aphis.usda.gov/Metastorm/Login.aspx>

# Farm Bill Review Process



# The Suggestion Workflow

- Once accepted, Metastorm automatically routes the suggestion to the appropriate Goal Review Team









# Locating a Suggestion



- Will appear on the “To Do” list for the Goal Team Lead
- Will appear on the “Watch List” for SPHDs, SPROS and Review Team Members

# Watch List (SPHD, SPRO, Reviewer)

User name : sphd-test    Service : Metastorm BPM Server    Logged in : 1:11 PM

 To Do List     Watch List     Blank Forms     Administration Forms     Reports     Recent Content

Process [All]    Stage [All]







Folder	Subject	Updated	Stage
PPQ Farm Bill Sugg-2013- 0075	Preliminary Review	10/31/2012 2:31:09 PM	Goal 1 Analysis Review
PPQ Farm Bill Sugg-2013- 0080	Preliminary Review	11/7/2012 3:24:11 PM	Goal 5 Review
PPQ Farm Bill Sugg-2013- 0085	Preliminary Review	11/12/2012 11:18:05 PM	Goal 1 Analysis Review

## ➤ Key items:

- The unique Suggestion Number
- The current stage of the Suggestion (i.e., *Goal 5 Review*)

# Opening a Suggestion

User name : sphd-test    Service : Metastorm BPM Server    Logged in : 1:11 PM

 To Do List     Watch List     Blank Forms     Administration Forms     Reports     Recent Content

Process [All]    Stage [All]

Folder	Subject	Updated	Stage
PPQ Farm Bill Sugg-2013- 0075	Preliminary Review	10/31/2012 2:31:09 PM	Goal 1 Analysis Review
PPQ Farm Bill Sugg-2013- 0080	Preliminary Review	11/7/2012 3:24:11 PM	Goal 5 Review
PPQ Farm Bill Sugg-2013- 0085	Preliminary Review	11/12/2012 11:18:05 PM	Goal 1 Analysis Review

- Click on the row of the suggestion you are interested in; this will open the suggestion folder in read-only mode

# Header Tabs

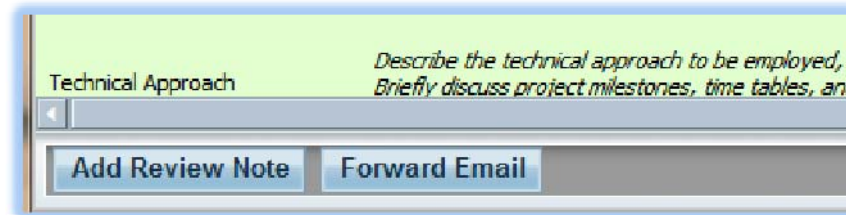
The screenshot shows a web application header with a blue background. At the top, there is a row of navigation tabs: "Section 10201 Planning", "Alignment", "Impact", "Technical", "Cooperator Efforts", "Budget and Prior", "Tracking", "SPHD-SPRO Notes", and "Review Notes". Below the tabs is a banner with the USDA logo and the text "United States Department of Agriculture". On the right side of the banner, there are two input fields: "Fiscal Year" with the value "2013" and "Date of Submission" with the value "11/2/2012 12:05 PM".

Section 10201 Planning	Alignment	Impact	Technical	Cooperator Efforts	Budget and Prior	Tracking	SPHD-SPRO Notes	Review Notes
USDA United States Department of Agriculture							Fiscal Year	Date of Submission
							2013	11/2/2012 12:05 PM

- Complete form will appear, along with several other tabs that contain helpful details (along the top row)
- Actions available will depend upon your role(s) and are shown along the bottom left of the display



# Review Team Role--Actions



- **Add Review Note** will open a form to allow you to enter your comments and recommendations for the suggestion into a common and cumulative area (*Review Notes*) available as a tab along the top
- **Forward Email** will open a form to allow you to forward the entire contents of the suggestion to anyone—to notify them or perhaps to elicit their feedback

# Add Review Note Form

Add Review Note (PPQ Farm Bill Sugg-2013- 0085) - Windows Internet Explorer

USDA United States Department of Agriculture

America's Farm Bill

**Add Review Notes for**

Enter Review Notes

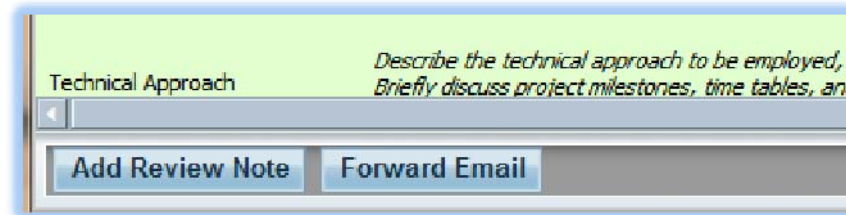
TEST--TEST--TEST of Adding RView Team Notes...

# Review Notes Tab

The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** PPQ Farm Bill Sugg-2013- 0085 - Metastorm BPM - Windows Internet Explorer
- Navigation Tabs:** Section 10201 Planning, Alignment, Impact, Technical, Cooperator Efforts, Budget and Prior, Tracking
- Sub-Tabs:** SPHD-SPRO Notes, Review Notes (selected)
- Header:** USDA United States Department of Agriculture America's Farm Bill 2012
- Section Header:** **Cumulative Review Notes for**
- Content:**
  - Cumulative Review Notes (minus Suggestor, SPHDs, SPROs)
  - sphd-test - 11/15/2012 1:49:27 PM
  - TEST--TEST--TEST of
  - Adding Review Team Notes...

# Review Team Role--Actions



- **Add Review Note** will open a form to allow you to enter your comments and recommendations for the suggestion into a common and cumulative area (*Review Notes*) available as a tab along the top
- **Forward Email** will open a form to allow you to forward the entire contents of the suggestion to anyone—to notify them or perhaps to elicit their feedback

# Forward Email Form

Forward Email (PPQ Farm Bill Sugg-2013- 0085) - Windows Internet Explorer

 United States Department of Agriculture

**America's Farm Bill** 

**Forward Suggestion**

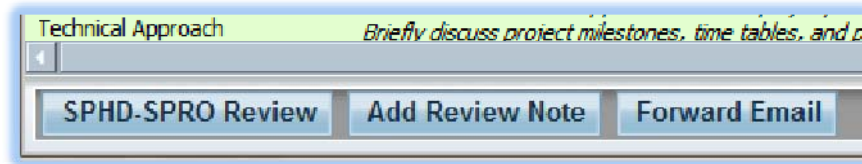
 Email to this Address  Salutation   
Enter one or more email addresses, separated by comma

Short Message to add something specific to some basic text ("Please review this, etc.")

*Click the Submit icon below to send the email*

*This message and the contents of the suggestion will be forwarded to the recipient.*

# SPHD or SPRO Role--Actions



- **Add Review Note & Forward Email** are also available, as described earlier
- **SPHD-SPRO Review** will open a form that will allow you to enter your comments and recommendations for the suggestion into a common and cumulative area (*SPHD-SPRO Review Notes*), available as a tab along the top
- **SPHD-SPRO Review Deadline= December 14th**

# Metastorm – SPHD-SPRO Notes

SPHD-SPRO Review (PPQ Farm Bill Sugg-2013- 0085) - Windows Internet Explorer

USDA United States Department of Agriculture  
**America's Farm Bill**

**SPHD and SPRO Review for**

SPHD for this State  SPRO for this State

**Names Auto-Fill**

**Questions to Consider When Reviewing the Suggestion**

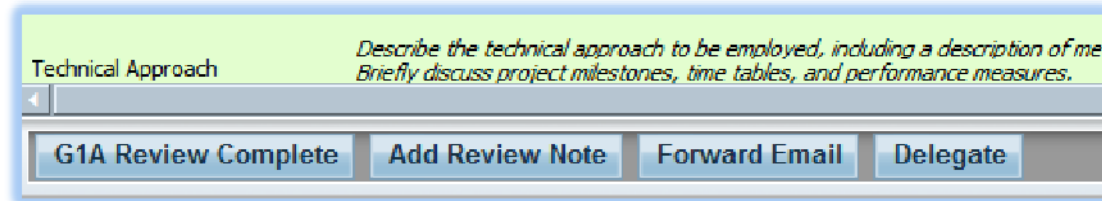
- (1) Do you support the proposed work? Why or why not?
- (2) If you worked with the Suggestor on prior occasions, how would you rate their past performance?
- (3) Would you look forward to collaborating with them again? Why or why not?
- (4) Does the proposed work enhance or detract from your responsibilities in the State? How and why?
- (5) Does the proposed work help address or solve a program issue? How so?

Enter SPHD-SPRO Review Notes

- Enter your SPHD-SPRO Review Notes in box.
- **SPHD-SPRO Review Deadline= December 14th**



# Goal Team Lead Role--Actions



Technical Approach *Describe the technical approach to be employed, including a description of me. Briefly discuss project milestones, time tables, and performance measures.*

G1A Review Complete Add Review Note Forward Email Delegate

- **Add Review Note & Forward Email** are also available, as described earlier
- **Delegate** will open a form to allow the Team Lead to assign a suggestion to a specific person
- **Review Complete** will open a form that will allow the Team Lead to summarize the review efforts and recommendations of the team for this suggestion; also moves the suggestion folder to the next stage



# Delegate Form

Delegate (PPQ Farm Bill Sugg-2013- 0078) - Windows Internet Explorer

## Delegate

Delegated By: jns-G1 Lead

Delegated To: jbowers

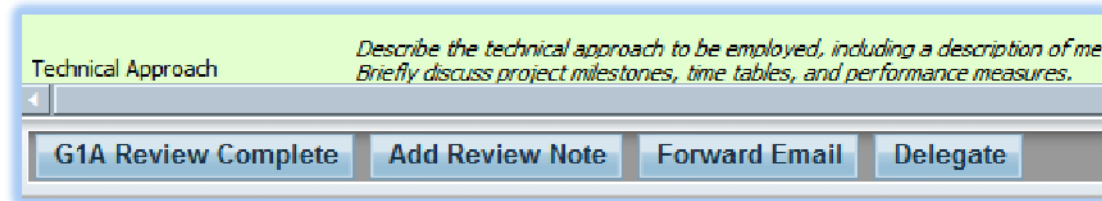
New Deadline: 12/6/2012

Notes

John,  
Please be sure to review this specific suggestion by the requested date...

Confirmation buttons: [✓] [✗]

# Goal Team Lead Role--Actions




Technical Approach *Describe the technical approach to be employed, including a description of me. Briefly discuss project milestones, time tables, and performance measures.*


G1A Review Complete Add Review Note Forward Email Delegate

- **Add Review Note & Forward Email** are also available, as described earlier
- **Delegate** will open a form to allow the Team Lead to assign a suggestion to a specific person
- **Review Complete** will open a form that will allow the Team Lead to summarize the review efforts and recommendations of the team for this suggestion; also moves the suggestion folder to the next stage

# Review Complete Form


G1A Review Complete (PPQ Farm Bill Sugg-2013- 0078) - Windows Internet Explorer

 United States Department of Agriculture

**America's Farm Bill** 

**Goal Team Review Complete**

SPHD  SPHD Acknowledge  SPRO  SPRO Acknowledge



Enter Notes re Overall Goal Team Review

# Locating a Suggestion



- First click on the “Administration Forms” icon, then select the row for *Farm Bill Query-2*

PPQ Farm Bill Admin	Farm Bill Archive Review	Prior Year Suggestions
PPQ Farm Bill Admin	Farm Bill Query-2	

A red arrow points from the top right towards the 'Farm Bill Query-2' cell in the second row of the table.

# Locating a Suggestion



## Farm Bill Suggestion Query-v2

Page: 1 of 11 Total: 535 Items

Goal	Category	Title	Sugg #	State	Folder	Institution	Requested	Stage	New	Multiple	Budget Yr_1
1	Analysis	TEST-initial test after migration	2013-0524	MD	Open folder	PPQ	jnsanders	Archive	Yes		\$50,000
1	National Survey	Multistate Thousand Cankers Disease Survey	2013-0011	KS	Open folder	Kansas Department of Agriculture	rinda14	Suggestor	Yes		\$23,304
1	National Survey	National Honey Bee Survey	2013-0010	SD	Open folder	South Dakota Department of Agriculture	daleanderson	Goal_1_Survey_Review	Yes		\$9,800
1	National Survey	Grape Commodity Survey	2013-0009	KS	Open folder	Kansas Department of Agriculture	rinda14	Suggestor	Yes		\$38,440
6	Other	California Noxious and Invasive Weed Program for 2013	2013-0008	CA	Open folder	California Agricultural Commissioners and Sealers	mboitano	Suggestor	Yes		\$1,500,000
1	National Survey	Khapra Beetle Survey	2013-0007	SD	Open folder	South Dakota Department of Agriculture	daleanderson	Suggestor	Yes		\$6,779
1	State Specific Survey	Grape Commodity Survey	2013-0006	NC	Open folder	NCDA&CS	kahlstrom	Goal_1_Survey_Review	Yes		\$16,000
1	Analysis	test	2013-0005	DC	Open folder	k	jnsanders	Dead	Yes		\$20,000
1	Analysis	test	2013-0004	CN	Open folder	k	jnsanders	Dead	Yes		\$10,000
6	Preparation	Mitigation TCD	2013-0003	PA	Open folder	Pennsylvania Department of Agriculture	ddrhodes	Suggestor	Yes		\$1,000
1	Analysis	TEST-2	2013-0002	CN	Open folder	k	jnsanders	Dead	Yes		\$10,000
1	Analysis	SAMPLE: Test Run Through the Whole Honey Bee Hive--for FY 2013	2013-0001	CN	Open folder	PPQ	jnsanders	Archive	Yes		\$100,000
6	Applied Mitigation R&D	Methyl Bromide Alternative Treatments for Unprocessed Wood and Log Exports	2012-0522	MA	Open folder	APHIS PPQ CPHST	jnicholson	Archive	No	Yes	\$64,350

# Locating Previous Year Suggestions



- First click on the “Administration Forms” icon, then select the row for *Farm Bill Archive Review*

PPQ Farm Bill Admin	Farm Bill Archive Review	Prior Year Suggestions
PPQ Farm Bill Admin	Farm Bill Query-2	

# Locating a Suggestion

## *Prior Year Archives*

https://bpm.aphis.usda.gov/?Map=PPQ\_Farm\_Bill\_Admin&Action=Farm\_Bill\_Archive\_Review&Service=Met - Windows Internet Explorer

Page: 1 of 9 Total: 505 Items

View	Sugg-#	Goals	Category	Title
<a href="#">Open folder</a>	2013- 0001	1 - Enhance Analysis and Survey	Analysis	SAMPLE: Test Run Through the Whole Honey Bee Hive--for FY 2013
<a href="#">Open folder</a>	2013- 0524	1 - Enhance Analysis and Survey	Analysis	TEST-initial test after migration
<a href="#">Open folder</a>	2012- 0001	1 - Enhance Analysis and Survey	State Specific Survey	European Pepper Moth ( <i>Duponchelia fovealis</i> Zeller) Survey and Outreach in Idaho Nurseries
<a href="#">Open folder</a>	2012- 0000	2 - Target Domestic Inspection	Destination Inspection	SAMPLE: Test Run Through the Whole Honey Bee Hive
<a href="#">Open folder</a>	2012- 0400	1 - Enhance Analysis and Survey	National Survey	National survey for <i>Tuta absoluta</i> and other pests of Solanaceous crops
<a href="#">Open folder</a>	2012- 0320	1 - Enhance Analysis and Survey	State Specific Survey	Laurel Wilt/Redbay Ambrosia Beetle Enhanced Survey in Miami Dade County
<a href="#">Open folder</a>	2012- 0322	1 - Enhance Analysis and Survey	Analysis	Predicting the Cumulative and Ecological Impacts of Exotic Pests and Pathogens on the Eastern United
<a href="#">Open folder</a>	2012- 0325	5 - Conduct Outreach and Education	Producer/First Detector Training	Asian Longhorned Beetle Survey Project
<a href="#">Open folder</a>	2012- 0346	1 - Enhance Analysis and Survey	National Survey	Honey Bee Pest Survey 2012
<a href="#">Open folder</a>	2012- 0349	3 - Enhance Pest ID and Technology	Taxonomic Support	Improving Pacific Island Diagnostic Capacity for Protection of California Agricultural Industries
<a href="#">Open folder</a>	2012- 0456	1 - Enhance Analysis and Survey	State Specific Survey	Idaho Spotted Wing Drosophila (SWD) ( <i>Drosophila suzukii</i> ) Survey
<a href="#">Open folder</a>	2012- 0402	3 - Enhance Pest ID and Technology	Detection Technologies	Enhancing PlantSearch to help APHIS-PPQ predict and prevent invasive plants and plant pests
<a href="#">Open folder</a>	2012- 0432	1 - Enhance Analysis and Survey	National Survey	Honey Bee Health/Pest Survey
<a href="#">Open folder</a>	2012- 0458	3 - Enhance Pest ID and Technology	Diagnostic Capacity Building	Improving DNA Barcoding Diagnostics
<a href="#">Open folder</a>	2012- 0235	6 - Enhance Mitigation Capabilities	Applied Mitigation R&D	Mitigation of soilborne <i>Phytophthora ramorum</i> to prevent recurrent nursery infestations
<a href="#">Open folder</a>	2012- 0236	6 - Enhance Mitigation Capabilities	Applied Mitigation R&D	Steaming as a method of eradicating <i>Phytophthora ramorum</i> and associated <i>Phytophthora</i> species in nurseries

# Metastorm – Suggestor Notes

- Suggestor Notes:
  - were added by Suggestors
  - were for the use of the Suggestor only.
- Will not be included as part of the suggestion.
- They are not visible to any reviewer role and will not be considered in the review process.





# Metastorm – SPHD/SPRO Notes

- SPHD-SPRO Notes can be added by those users with the SPHD-SPRO role.
  
- SPHD-SPRO notes can be viewed by:
  - ALL reviewer roles Including:
    - SPHD-SPRO, Review Team, and Goal Team Leads.
  
- ***SPHD-SPRO Review Deadline= December 14th***



# Metastorm – Review Team Notes

- Review Team Notes can be added by those with the Review Team and Goal Team Leads roles.
- Review Team notes can be viewed by **ALL** those with the Review Team and Goal Team Leads roles but not by those with only the SPHD-SPRO role.
- Important: These notes are **NOT** viewable by a user with only the Suggestor role.



# Stay Connected

- Go to the Farm Bill Section 10201 Web Site  
[www.aphis.usda.gov/section10201](http://www.aphis.usda.gov/section10201)
- Subscribe to the Stakeholder Registry - Farm Bill Section 10201 topic at: <http://bit.ly/aphisupdates>



or click the red envelope on <http://www.aphis.usda.gov>

# Contacts:

Goal Team Leads		
<b>Goal 1 Survey</b> John Bowers <a href="mailto:John.Bowers@aphis.usda.gov">John.Bowers@aphis.usda.gov</a> <b>Goal 1 Analysis</b> Dan Borchert <a href="mailto:Daniel.M.Borchert@aphis.usda.gov">Daniel.M.Borchert@aphis.usda.gov</a>	<b>Goal 2</b> Tim McNary <a href="mailto:Timothy.J.McNary@aphis.usda.gov">Timothy.J.McNary@aphis.usda.gov</a>	<b>Goal 3</b> Joe Cavey <a href="mailto:Joseph.F.Cavey@aphis.usda.gov">Joseph.F.Cavey@aphis.usda.gov</a>
<b>Goal 4</b> Eric Rudyj <a href="mailto:Erich.S.Rudyj@aphis.usda.gov">Erich.S.Rudyj@aphis.usda.gov</a>	<b>Goal 5</b> Lora Katz <a href="mailto:Lora.Katz@aphis.usda.gov">Lora.Katz@aphis.usda.gov</a>	<b>Goal 6</b> Andrea Simao <a href="mailto:Andrea.B.Simao@aphis.usda.gov">Andrea.B.Simao@aphis.usda.gov</a>
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## Group Email

[PPQ.Section.Farmbill-10201@aphis.usda.gov](mailto:PPQ.Section.Farmbill-10201@aphis.usda.gov)

# Questions?

[PPQ.Section.Farmbill-10201@aphis.usda.gov](mailto:PPQ.Section.Farmbill-10201@aphis.usda.gov)

