



2008 Farm Bill: Section 10201

Plant Pest and Disease Management
and Disaster Prevention

FY13 Process: Submitting a Suggestion

Adobe Connect--Logistics

- Chat Boxes - We will monitor for questions
- Polls – Provide Feedback
- Mute unless you want to speak
- *6 will mute a cell phone



Agenda:

- Suggestion Process: Overview and the Areas of Emphasis
- Metastorm Farm Bill Suggestion System Demonstration
- Question & Answer Period

Farm Bill – Section 10201

➤ **APHIS Farm Bill 10201 Website:**

- www.aphis.usda.gov/section10201

➤ **Be sure to review:**

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



Goal Area Strategies

Goal Area	Revised Strategies
Goal 1: Enhance plant pest/disease analysis and survey	<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>
Goal 2: Target domestic inspection activities at vulnerable points in the safeguarding continuum	<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



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)

Group Email: PPQ.Section.Farmbill-10201@aphis.usda.gov



Metastorm Application:

- 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.

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



Metastorm Access - Registration

Metastorm BPM Application Registration

Please complete the contact information below. You will receive information via email regarding this access request.

Select application you are requesting access to

Indicate your relationship to APHIS

Please enter your existing Metastorm BPM username. If this is your first request for BPM access and you are an APHIS employee, please enter your Windows network login name. Otherwise, if not an APHIS employee, please enter desired login name.

Name

Email Address

Address

City State Zip Code

Country

Work Telephone

Select: PPQ_Farm_Bill_Suggestion1

- 1) Click Green Arrow.
- 2) Pop up window may ask if you want to close window – click “Yes”

<https://bpm7.aphis.usda.gov/MetaStorm/eForm.aspx?Map=APHIS Proc Reg&Client=External>



Slide 9

j1

Is this the correct link? I think: <https://publicbpm.aphis.usda.gov/MetaStorm/> Will work.

jcrowe, 2/15/2012

Metastorm Access - Registration

Three E-Mails should be received within 48 hours.

- 1) User ID
- 2) Initial Password
- 3) Access granted to “PPQ Farm Bill Suggestion”

emails come from: donotreply@aphis.usda.gov

(Check your Junk Mail or Spam folder)



Metastorm – Tips

Metastorm BPM Application Registration

Please complete the contact information below. You will receive information via email regarding this access request.

Select application you are requesting access to

Indicate your relationship to APHIS

Please enter your existing Metastorm BPM username. If this is your first request for BPM access and you are an APHIS employee, please enter your Windows network login name. Otherwise, if not an APHIS employee, please enter desired login name.

Name

Email Address

Address

City State Zip Code

Country

Work Telephone

When registering –

- This window should close
- No immediate confirmation your request was received
- E-mails to follow



Metastorm – Password Reset

- Resetting Expired, Lost or Forgotten User Name or Passwords:
 - CALL ATAC at (877) 944 – 8457, select Option 1
 - E-mail at aphisremedy@aphis.usda.gov
- ONLY APHIS Technical Assistance Center (ATAC) can reset passwords or User Names.

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*****
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BPM Service:

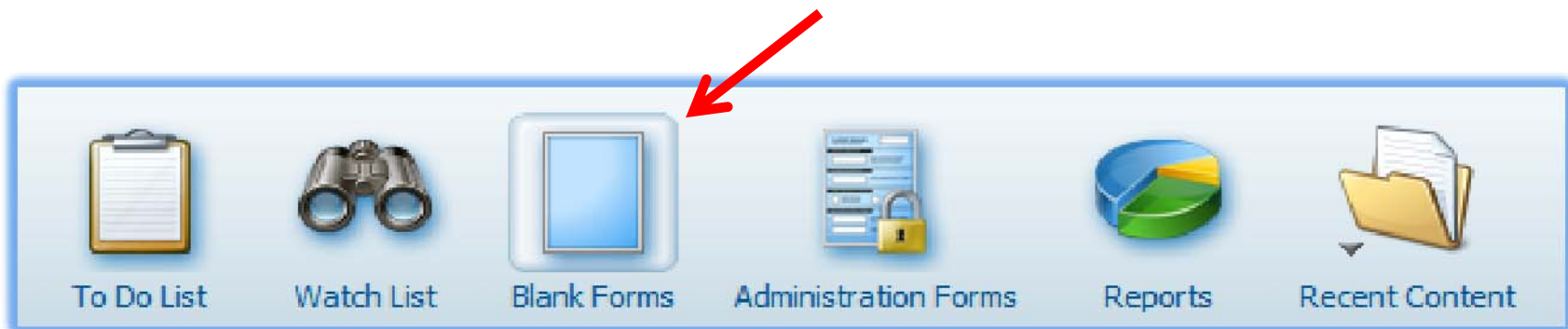
User name:

Password:

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

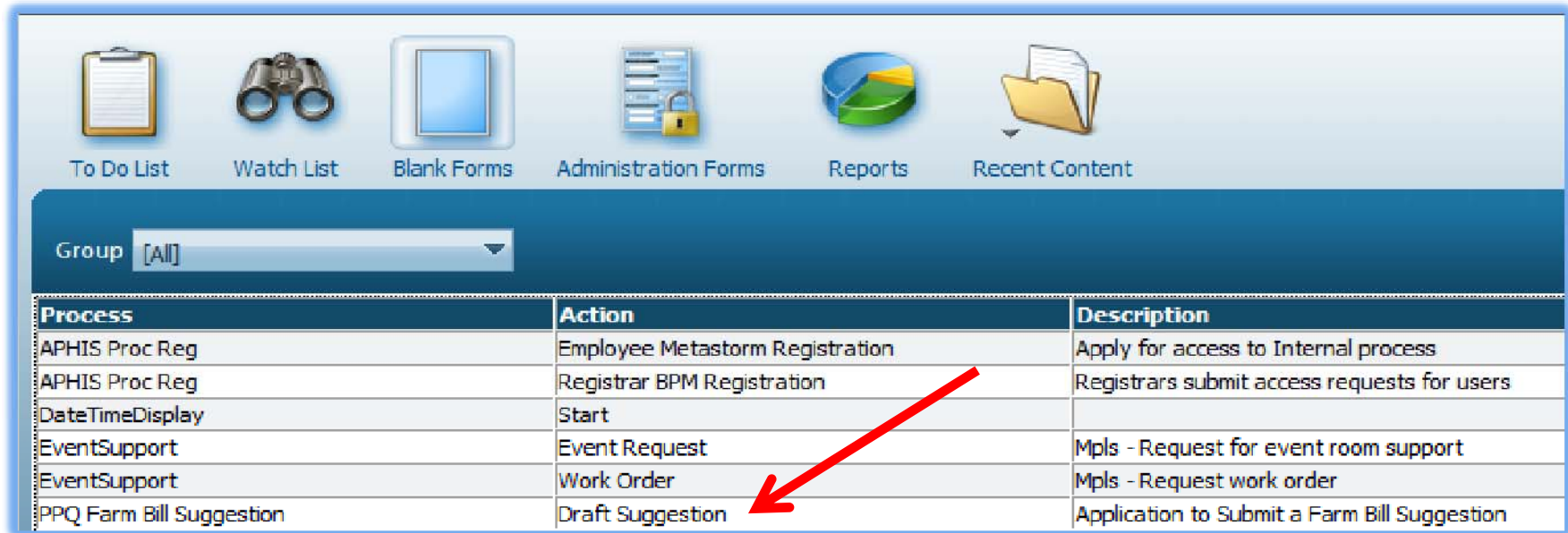


Metastorm – Drafting a Suggestion



➤ Click the 'Blank Forms' icon



Metastorm – Drafting a Suggestion



Process	Action	Description
APHIS Proc Reg	Employee Metastorm Registration	Apply for access to Internal process
APHIS Proc Reg	Registrar BPM Registration	Registrars submit access requests for users
DateTimeDisplay	Start	
EventSupport	Event Request	Mpls - Request for event room support
EventSupport	Work Order	Mpls - Request work order
PPQ Farm Bill Suggestion	Draft Suggestion	Application to Submit a Farm Bill Suggestion

➤ Click on the row for PPQ Farm Bill Suggestion

Metastorm – Drafting a Suggestion

 United States Department of Agriculture
America's Farm Bill 

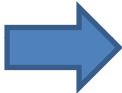
Fiscal Year: 2013 | Date of Submission: | Suggestion Number:

Basic Information		Applicant Information		Cooperators and Other Participating Institutions	
Title *		Last Name *		List the cooperators and other institutions that will be working together	
<input type="text"/>		<input type="text"/>			
Primary Goal	Category *	First Name *	Institution *	Coop #1 Name	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Type	<input type="text"/>
	<input type="text"/>	Address *	City *	State	<input type="text"/>
Project Year	Budget This Project Year *	State or Territory *	Zip Code *	Coop #2 Name	<input type="text"/>
2013	<input type="text"/> \$0	<input type="text"/>	<input type="text"/>	Type	<input type="text"/>
Project Year	Budget Next Project Year	Phone *	Fax	State	<input type="text"/>
2014	<input type="text"/> \$0	<input type="text"/>	<input type="text"/>	Coop #3 Name	<input type="text"/>
Project Year	Budget Project Year--Two Years Out	Email *		Type	<input type="text"/>
2015	<input type="text"/> \$0	<input type="text"/>		State	<input type="text"/>

Multiple States? (Identify all in the Cooperator Efforts box below)

Alignment with 10201 Goals * *Identify how the project furthers the goals of Section 10201, as well as the Strategies and Categories of the implementation Goal areas*

Impact * *Describe the potential benefit(s) from the proposed activities or deliverables. Emphasis should be placed on projects that will affect high-risk states/areas, address pests of regulatory significance, and or benefit specialty crop producers and minority or underserved communities.*



Metastorm – Drafting a Suggestion

USDA United States Department of Agriculture
America's Farm Bill

Basic Information

Title *

Primary Goal Category * New? *

Select the Primary Goal

Project Year	Budget This Project Year *
2013	\$0
Project Year	Budget Next Project Year
2014	\$0
Project Year	Budget Project Year--Two Years Out
2015	\$0

Title – Descriptive

Primary Goal Select one

- 1) Enhanced Analysis and Survey
- 2) Targeted Domestic Inspection
- 3) Enhanced Pest ID and Technology
- 4) Safeguard Nursery Production
- 5) Conduct Outreach and Education
- 6) Enhanced Mitigation Capabilities

Red asterisk indicates a required field




Metastorm – Drafting a Suggestion

Applicant Information	Cooperators and Other Participating Institutions
Last Name *	<i>List the cooperators and other institutions that will be working together</i>
First Name *	Coop #1 Name
Institution *	Type
Address *	State
City *	Coop #2 Name
State or Territory *	Type
Zip Code *	State
Phone *	Coop #3 Name
Fax	Type
Email *	State
Multiple States? <input type="checkbox"/> <i>(Identify all in the Cooperator Efforts box below)</i>	

- Exact cooperators don't need to be known
 - Be sure to communicate with potential cooperators before submitting suggestion. If funded, the exact cooperators will be needed during the agreement process.

Metastorm – Drafting a Suggestion

 United States Department of Agriculture
America's Farm Bill 

Fiscal Year: 2013 | Date of Submission: 3/31 | Suggestion Number: _____

Basic Information		Applicant Information		Cooperators and Other Participating Institutions	
Title *		Last Name *		List the cooperators and other institutions that will be working together	
Primary Goal		First Name *		Coop #1 Name	
Category *		Institution *		Type	
New? *		Address *		State	
Project Year		City *		Coop #2 Name	
Budget This Project Year **		State or Territory *		Type	
2013		Zip Code *		State	
\$0		Phone *		Coop #3 Name	
Project Year		Fax		Type	
Budget Next Project Year		Email *		State	
2014		Multiple States? <input type="checkbox"/> (Identify all in the Cooperator Efforts box below)			
\$0					
Project Year					
Budget Project Year--Two Years Out					
2015					
\$0					

Alignment with 10201 Goals * *Identify how the project furthers the goals of Section 10201, as well as the Strategies and Categories of the implementation Goal areas*

Impact * *Describe the potential benefit(s) from the proposed activities or deliverables. Emphasis should be placed on projects that will affect high-risk states/areas, address pests of regulatory significance, and or benefit specialty crop producers and minority or underserved communities.*

Metastorm: Drafting a Suggestion

Suggestion Form: 6 questions to answer

- 1) Alignment with 10201 goals - *Identify how the project furthers the goals of Section 10201, as well as the Strategies and Categories of the implementation Goal areas*
- 2) Impact – *Describe the potential benefit(s) from the proposed activities or deliverables. Emphasis should be placed on projects that will affect high-risk states/areas, address pests of regulatory significance, and or benefit specialty crop producers and minority or underserved communities.*

Metastorm: Drafting a Suggestion

- 3) Technical Approach – *Describe the technical approach to be employed, including a description of methodology and a summary of the various tasks to be undertaken. Briefly discuss project milestones, time tables, and performance measures.*

- 4) Cooperator Efforts - *Discuss the roles of any cooperators or other participating institutions (states, universities, others).*

Metastorm: Drafting a Suggestion

- 5) Budget Plan - *Describe the budget spending plan, with emphasis on types of expenses, utilization of additional resources and timing (phasing).*

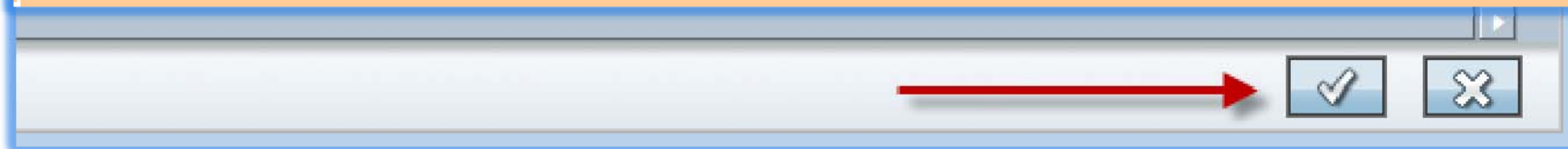
- 6) Prior Experience/Accomplishments – *Describe directly relevant prior experience or other evidence of ability to perform: special projects, scientific papers, trade publications, etc. For renewing projects, list experience and accomplishments to date.*

Metastorm – Drafting a Suggestion

Click the Check Mark icon in the bottom-right corner of this window to SAVE the content in this form.

How to Submit this Form

- 1. Click the Check Mark icon in the lower right corner of this window to SAVE the content in this form. This will NOT SUBMIT the Suggestion. After you click the Check Mark icon, the form will reopen as your saved DRAFT.*
- 2. To submit your DRAFT, you MUST FIRST click the Submit Completed Suggestion button.*
- 3. When your DRAFT reappears, you MUST click the Check Mark icon in the lower right corner of this window to SUBMIT.*



After you click the Check Mark icon the form will reopen as your saved draft.

Saves Draft – This WILL NOT Submit the Suggestion

Metastorm – Entering a Suggestion

What happens when you save a DRAFT:

- A unique suggestion number is assigned,
- The information in the suggestion form is saved,
- An email is transmitted to the Suggestor, acknowledging the receipt of the DRAFT suggestion (and including all contents),
- The form refreshes and reopens in read-only mode,

- The following actions are available to the Suggestor at this pre-Submittal point,
 - Add Note
 - Edit
 - Close (or Exit); because the suggestion is saved, you can close the form and return later to review and finalize, by Adding Notes or Editing.
 - Submit Completed Suggestion (see details below)

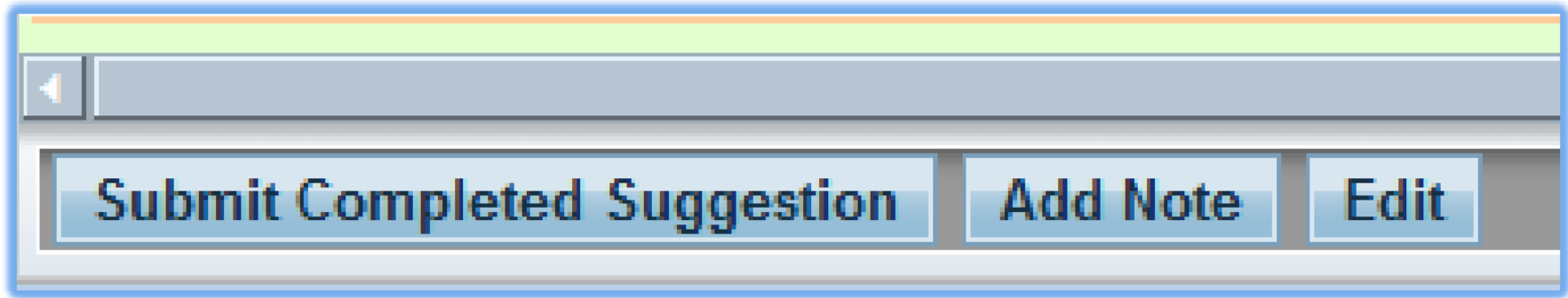
Metastorm – Locating Draft Suggestion

Process [All] Stage [All]

Folder	Subject	Updated	Stage	Priority	Deadline	Message
DateTimeDisplay0006		9/27/2012 7:16:59 AM	First stage	9	12/31/1752 10:01:00 PM	Start
PPQ Farm Bill Sugg-2013-0530	Farm Bill 10201 FY13: New Suggestion Drafted-Not Yet Submitted	11/07/2012 2:55:40 PM	suggestion	9		Draft_Suggestion

- Log in to Metastorm
- Click on To Do List icon
- Click on the row for Draft_Suggestion
 - note that a unique suggestion number has been assigned (e.g., 2013-NNNN)

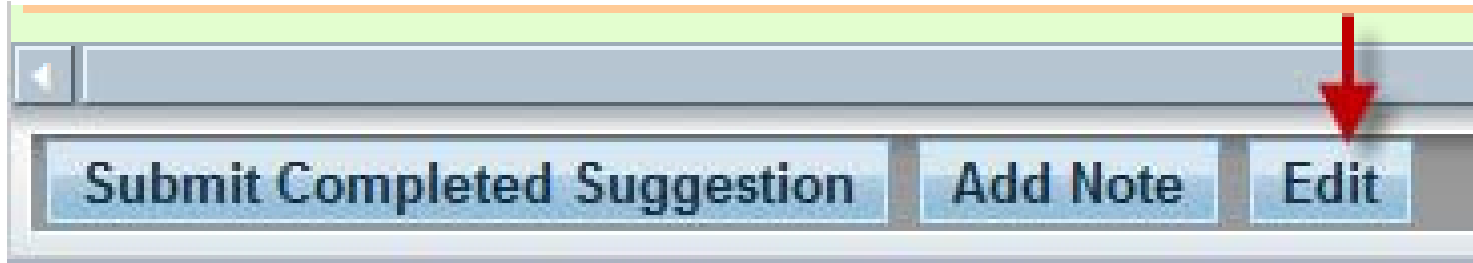
Metastorm – Entering a Suggestion



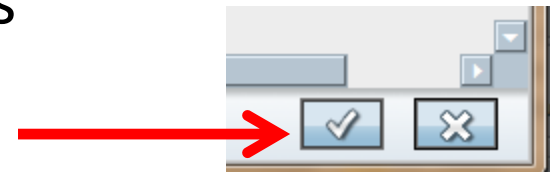
- Submit Completed Suggestion – Submits the form for consideration.
- Add a Note – Comments for future reference; not seen by the Review Team. Information for review should be in the form.
- Edit – Allows editing of the suggestion.

IMPORTANT – AFTER SUBMISSION NO EDITS CAN OCCUR!

Metastorm – Editing a Suggestion



- Click the “Edit” button at bottom left of the page. When editing is complete, click the check button in the lower right corner of the page to save your changes.
- Follow same process for Adding Notes




Metastorm – Entering a Suggestion

To submit your DRAFT you MUST click the Submit Completed Suggestion button on the lower left corner of the page. This will start the submittal process; there is one more step...

Describe the potential benefit(s) from the proposed activities or deliverables. If states/areas, address pests of regulatory significance, and or benefit speciality

Impact

Etiam dapibus pharetra nunc consectetur tristique. Ut a libero metus. Nullam tristique suscipit porttitor. Nam cor malesuada. Aliquam sed laoreet diam. Maecenas auctor mollis quam nec vestibulum. Cras vitae ultrices mauris. S magnis dis parturient montes, nascetur ridiculus mus. Vivamus lacinia pretium leo, eget facilisis ligula suscipit vita lacinia.

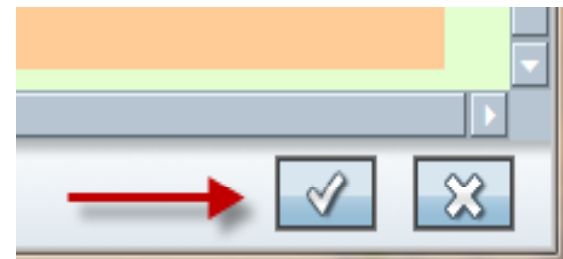


Submit Completed Suggestion Add Note Edit

Metastorm – Entering a Suggestion

Click the Check Button:

- Submits the suggestion and closes the form
- Updates status (from To Do list to Watch list)
- Generates a system email back to the Suggestor.



IMPORTANT – AFTER SUBMISSION NO EDITS CAN OCCUR!

Metastorm – Submitting a Suggestion

Metastorm Account emails come from: donotreply@aphis.usda.gov

Thank you for Drafting the suggestion **G1_Analysis_FH_0530_xdgg** for the Farm Bill Section 10201 FY13 Suggestion Review Process.

Your suggestion is currently Drafted but **Not Yet Submitted**. Therefore, you may still log in to the Metastorm FY13 Farm Bill Suggestion System to review and edit it.

IMPORTANT: you must log in to Metastorm and Submit your suggestion in order for us to review it for funding consideration.

Farm Bill Program Team

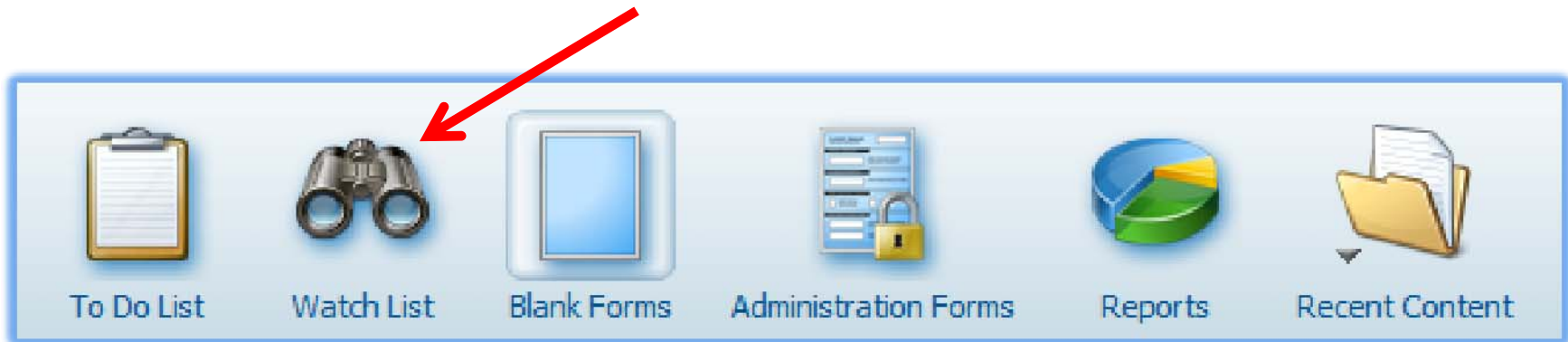
DO NOT REPLY TO THIS EMAIL ADDRESS

If you have any questions about the FY13 suggestions submittal and review process, please send them to PPQ.Section.Farmbill-10201@aphis.usda.gov

You will also receive an e-mail Confirmation after successful submission



Metastorm – Confirming Suggestion



- Log back into Metastorm
- Click “Watch List” icon
- Confirm/Review suggestion(s) is/are there
- Status can also be checked here

IMPORTANT – AFTER SUBMISSION NO EDITS CAN OCCUR!

Metastorm – Tips

- Make sure your Pop-Up blocker is off.
- Close all Internet Explorer Windows and Reopen.

Metastorm Account emails come from: donotreply@aphis.usda.gov

- Check your Junk Mail or Spam folder just in case.
- Make sure you're using Internet Explorer.



Contacts:

Goal Team Leads		
<p>Goal 1 Survey John Bowers John.Bowers@aphis.usda.gov</p> <p>Goal 1 Analysis Dan Borchert Daniel.M.Borchert@aphis.usda.gov</p>	<p>Goal 2 Tim McNary Timothy.J.McNary@aphis.usda.gov</p>	<p>Goal 3 Joe Cavey Joseph.F.Cavey@aphis.usda.gov</p>
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<p>Valerie Defeo Valerie.DeFeo@aphis.usda.gov</p>	<p>Farm Bill Management Team Ken Bloem Kenneth.Bloem@aphis.usda.gov</p>	<p>Kristian Rondeau Kristian.C.Rondeau@aphis.usda.gov</p>

Group Email

PPQ.Section.Farmbill-10201@aphis.usda.gov



Stay Connected

- Go to the Farm Bill Section 10201 Web Site
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>

Questions?

PPQ.Section.Farmbill-10201@aphis.usda.gov

