

PIERCE'S DISEASE CONTROL PROGRAM MONTHLY ACTIVITY REPORT GUIDELINES

GENERAL GUIDELINES

- All entries are to be reported on a monthly basis (reporting period).
- Time-oriented entries must be entered fractionally in a decimal format (e.g. 4½ hours of work should be entered 4.5).
- Areas identified as "SUM" automatically calculate the time of the associated entries and should correspond with invoices submitted to the program.
- Ensure that if data are entered in one column, all of the corresponding columns reflect entries as well. For example, in a given month, if there are urban/residential traps in service (A13), there should be a number of properties with traps (A14), numbers of traps inspected for the month (A15), and trap inspection hours (A16).
- All hours reported in the Monthly Activity Reports must reflect county employees only.
- The hours reported in the Monthly Activity Report must match the corresponding invoice for payment.
- If in doubt or you need clarification, please contact the Pierce's Disease Control Program (PDCP) at pdcpinfo@cdfa.ca.gov for assistance.
- For login issues, contact cmr@cdfa.ca.gov for assistance.

STATEWIDE DETECTION & SURVEY

The visual survey, trapping, and positive properties sections (A1 – A28) are for non-infested counties or non-infested areas of partially infested counties. Activities in Sections A1-8 can be done only with prior written approval from PDCP.

Visual Survey

Nursery:

A1	Total number of distinct nursery properties visually surveyed (count each property only once). Each growing ground is a separate and distinct property.
A2	Total hours to conduct nursery visual surveys.

Urban/Residential:

A3	Total number of distinct urban/residential properties visually surveyed (count each property only once). These would include properties within ¼ mile of high-risk nurseries and newly landscaped commercial and residential developments.
A4	Total hours to conduct urban/residential visual surveys.

Cropland:

A5	Total number of distinct cropland properties visually surveyed (count each property only once). These would include citrus orchards adjacent to packinghouses and remaining commercial citrus, host plantings along major
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	routes used to transport citrus to packing facilities, and any other new commercial plantings.
A6	Total hours to conduct cropland visual surveys.

Other:

A7	Total number of distinct other/undesigned properties visually surveyed (count each property only once). Properties other than urban, nursery, and cropland, such as woodland or riparian. Also includes leading edge survey activities.
A8	Total hours to conduct cropland visual surveys.

Trapping

Nursery:

A9	Peak number of traps on distinct nursery properties during the reporting period. Use the highest recorded number of traps out during the reporting period.
A10	Total number of nursery properties with traps. Each growing ground is a separate and distinct property.
A11	Total number of traps inspected in nurseries (includes servicing, relocation, and removal).
A12	Total hours to conduct nursery trap inspections (includes placement, servicing, relocation, and removal).

Urban/Residential:

A13	Peak number of traps on distinct urban/residential properties during the reporting period. Use the highest recorded number of traps out during the reporting period.
A14	Total number of urban/residential properties with traps.
A15	Total number of traps inspected on urban/residential properties (includes servicing, relocation, and removal).
A16	Total hours to conduct urban/residential trap inspections (includes placement, servicing, relocation, and removal).

Cropland:

A17	Peak number of traps on distinct cropland properties during the reporting period.
A18	Total number of cropland properties with traps.
A19	Total number of traps inspected in cropland areas.
A20	Total hours to conduct cropland trap inspections.

Other:

Properties other than urban/residential, nursery, and cropland, such as woodland, riparian, or undesignated. Also includes leading edge trapping activities.

A21	Peak number of traps on other/undesigned properties during the reporting period.
A22	Total number of other/undesigned properties with traps.

A23	Total number of traps inspected on other/undesigned properties.
A24	Total hours to conduct trap inspections on other/undesigned properties.

Positive Properties:

Number of properties where one or more viable stages of the glassy-winged sharpshooter were detected.

A25	Total number of positive nursery properties.
A26	Total number of positive urban/residential properties.
A27	Total number of positive cropland properties.
A28	Total number of positive other/undesigned properties.

Administrative Support Hours:

S1	Total number of administrative support hours to support the designated activities in the <i>Statewide Detection & Survey</i> section. This includes coordination activities, compliance activities, and reporting activities directly related to the designated activities in the <i>Statewide Detection & Survey</i> section
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NURSERY SHIPMENTS

Shipments TO Non-Infested Areas:

B1	Total number of nursery shipment inspections conducted in infested areas for nursery stock shipped to non-infested areas.
B2	Total hours to perform inspections of nursery shipments in infested areas.

Shipments FROM Infested Areas:

B3	Total number of nursery shipment inspections conducted at destination.
B4	Total hours to perform inspections of nursery shipments at destination. This includes time spent on phone releases, profiling, inspecting shipments at landscaping sites, and inspecting shipments at new subdivisions where plants are being received.

Other:

Includes quarantine activities, monitoring nurseries, other miscellaneous activities.

B5	Total number of other activities.
B6	Total hours to perform other activities.

Enforcement Actions (Origin):

When a single inspection leads to multiple enforcement actions, each action should be reported in its respective category.

B7	Total number of suspensions issued.
B8	Total number of restrictions issued.
B9	Total number of revocations issued.
B10	Total number of other/undesigned enforcement actions.

Problem Shipments:

B11	Total number of nursery shipments rejected (NOR). This includes paper rejections, shipments returned to origin, destroyed, treated or reconditioned and allowed to stay at destination.
B12	Total number of nursery shipments found to contain one or more viable life stages of the glassy-winged sharpshooter.

Enforcement Actions (Destination):

When a single inspection leads to multiple enforcement actions, each action should be reported in its respective category.

B13	Total number of nursery shipments treated/reconditioned.
B14	Total number of nursery shipments returned.
B15	Total number of nursery shipments destroyed.
B16	Total number of other/undesignated enforcement actions (warning letters, NOV, NOPA, etc.).

Nurseries Within Infested Areas:

All entries should be for the reporting period.

B17	Total number of nurseries within an infested area shipping to non-infested areas.
B18	Total number of nurseries within an infested area meeting program regulations (non-infested premise) requirements.
B19	Total number of nurseries within an infested area meeting the master permit (infested premise) requirements.

Nurseries (Non-Infested Areas):

All entries should be for the reporting period.

B20	Total number of nurseries in a non-infested area receiving shipments from an infested area.
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Administrative Support Hours:

S2	Total number of administrative support hours to support the designated activities in the <i>Nursery Shipments</i> section. This includes coordination activities, compliance activities, and reporting activities directly related to the designated activities in the <i>Nursery Shipments</i> section.
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COMMODITIES CERTIFICATION

This section is specific to activities conducted to comply with bulk commodity movement regulations. Routine survey and detection activities should be recorded in the *Statewide Survey & Detection* section. Use site number as issued by the County Agricultural Commissioner to determine distinct property.

Bulk Grape:

Bulk Grape fields are inactive at this time. Please contact PDCP if there are any questions regarding this activity.

C1	Total number of distinct vineyards visually surveyed.
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C2	Total hours to conduct visual surveys of vineyards.
C3	Total number of traps inspected at vineyards.
C4	Total hours to conduct vineyard trap inspections.
C5	Total number of vineyards where one or more viable life stages of the glassy-winged sharpshooter were detected.

Bulk Citrus:

C6	Total number of distinct citrus groves visually surveyed.
C7	Total hours to conduct visual surveys of citrus groves.
C8	Total number of traps inspected at citrus groves.
C9	Total hours to conduct citrus grove trap inspections.
C10	Total number of citrus groves where one or more viable life stages of the glassy-winged sharpshooter were detected.

Other:

C11	Total number of other/undesigned commodity properties visually surveyed.
C12	Total hours to conduct visual surveys of other/undesigned commodity properties.
C13	Total number of traps inspected at other/undesigned commodity properties.
C14	Total hours to conduct other/undesigned commodity property trap inspections.
C15	Total number of other/undesigned commodity sites where one or more viable life stages of the glassy-winged sharpshooter were detected.

Shipment Activities

Bulk Grape:

Bulk Grape fields are inactive at this time. Please contact PDCP if there are any questions regarding this activity.

C16	Total number of bulk grape shipments visually inspected.
C17	Total hours to conduct visual inspections of bulk grape shipments.
C18	Total number of bulk grape shipments where one or more viable life stages of the glassy-winged sharpshooter were detected.

Bulk Citrus:

C19	Total number of bulk citrus shipments visually inspected.
C20	Total hours to conduct visual inspections of bulk citrus shipments.
C21	Total number of bulk citrus shipments where one or more viable life stages of the glassy-winged sharpshooter were detected.

Other:

C22	Total number of other/undesigned commodity shipments visually inspected.
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C23	Total hours to conduct visual inspections of other/undesigned commodity shipments.
C24	Total number of other/undesigned commodity shipments where one or more viable life stages of the glassy-winged sharpshooter were detected.

Administrative Support Hours:

S3	Total number of administrative support hours to support the designated activities in the <i>Commodities</i> section. This includes coordination activities, compliance activities, and reporting activities directly related to the designated activities in the <i>Commodities</i> section.
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DELIMITATION

This section is specific to delimitation activities conducted after a viable life stage of the glassy-winged sharpshooter is detected. Routine survey and detection activities should be recorded in the *Statewide Survey & Detection* section. All entries are for the current reporting period.

Properties Visually Surveyed:

D1	Total number of distinct properties visually surveyed, regardless of whom (i.e., California Conservation Corps (CCC)) conducts the survey, after the detection of one or more viable life stages of the glassy-winged sharpshooter.
D2	Total hours to perform delimitation visual surveys.
D3	Total number of sites where one or more viable life stages of the glassy-winged sharpshooter were detected. This includes finds in nurseries that are not associated with a recent shipment.

Trap Inspections:

D4	Total number of traps inspected, regardless of whom (i.e., CCC) conducts the inspections, after the detection of one or more viable life stages of the glassy-winged sharpshooter. This includes delimitation traps on nursery and cropland properties. Repeat inspections for the same trap should be counted each time. For example, if 3 traps were deployed and the first trap was inspected 3 times, the second was inspected 1 time, and the third inspected 2 times, the number of trap inspections is 6.)
D5	Total hours to perform delimitation trap inspections.
D6	Total number of sites where one or more viable life stages of the glassy-winged sharpshooter were detected. This includes trap finds in nurseries.

Traps in Service:

D7	Total number of traps in service for delimitation activities. This includes delimitation traps on nursery and cropland properties.
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Nursery Find Activities:

D8	Total number of hours to perform nursery delimitation activities (i.e., trace forward/backward, inspections) after a confirmed viable life stage of the glassy-winged sharpshooter is detected.
D9	Total number of distinct nursery properties where delimitation activities were conducted.

Administrative Support Hours:

S4	Total number of hours to support the designated activities in the <i>Delimitation</i> section. This includes coordination activities, compliance activities, and reporting activities directly related to the designated activities in the <i>Delimitation</i> section.
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TREATMENT

Properties Treated:

Total number of properties treated at least one time during the reporting period.

E1	Nursery properties.
E2	Urban/residential properties.
E3	Cropland properties.
E4	Receiver properties (packinghouses, juice plants, etc.).
E5	Total hours to perform and/or assist with treatments. Do not include pest control operator hours, CCC time or non-reimbursable assistance.

Administrative Support Hours:

S5	Total number of administrative support hours to support the designated activities in the <i>Treatment</i> section. This includes coordination activities, compliance activities, and reporting activities directly related to the designated activities in the <i>Treatment</i> section.
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OTHER

Outreach Activities:

“Outreach” is defined as the development and delivery of information and training to local communities, groups, and individuals to organize their involvement with the county workplan and to raise awareness regarding Pierce’s disease and its vectors. As defined, outreach activities are focused (i.e. formal, planned, scheduled), not incidental actions to deliver the information and training. Outreach activities reported must receive prior written approval from PDCP.

F1	Total number of outreach sessions performed by county staff during the reporting period.
F2	Total number of persons (non-county employees) attending outreach sessions.
F3	Total hours to perform outreach activities.

Employee Training:

“Qualified training” is defined as the development and delivery of training to employees in the biology, survey, and treatment of Pierce’s disease and its vectors.

F4	Total hours to develop or conduct qualified training.
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Miscellaneous:

Activities reportable in the Miscellaneous section may include the preparation of county workplan documents and monthly invoicing. All other miscellaneous activities reported must receive prior written approval from PDCP.

F5	Total hours to perform PDCP activities not specified elsewhere in the monthly report.
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Administrative Support Hours:

S6	Total number of administrative support hours to support the designated activities in the <i>Other</i> section. This includes coordination activities and reporting activities directly related to the designated activities in the <i>Other</i> section.
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