October 2011 PMC Meeting - Executive Summary & Minutes

TO: Project Management Committee/Administrative Advisors/Meeting Attendees

FROM: Sherrilynn Novack & Van Starner

DATE: January 24, 2012

SUBJECT: Fall 2011 Project Management Committee (PMC) Meeting Executive Summary & Minutes

Please find attached the fall 2011 PMC meeting Executive Summary and Minutes from discussions October 26-27, 2011 at IR-4 HQ in Princeton, NJ

If you have any questions about this report, please feel free to contact the appropriate PMC or Headquarters Staff member listed by the agenda item, or us, for clarification.
October 2011 PMC Meeting - Executive Summary

The IR-4 Project Management Committee (PMC) held its fall 2011 meeting on October 26-27, at IR-4 HQ in Princeton, NJ. There was also an All-hands meeting with the PMC, RFC, LRD, SD, QAU and other IR-4 personnel before the PMC meeting (notes from that meeting are not included within this document).

- PMC met first with the Regional Field Coordinators, then with the Laboratory Research Directors, to discuss topics of particular interest to these functional units of IR-4. Specific action items are in this summary, and more details of discussions are in the minutes.
- The State Agricultural Experiment Station Directors do not support IR-4 being administered through regional IPM centers.
- The CLC will concentrate its efforts in keeping IR-4 in the proper line item of NIFA funding.
- ARS has released $338,000 ARS lab issues; due to funding shortfalls s, ARS is closing the Weslaco, TX, site. NIFA – The RFA timing will be later than recent years, but review and distribution of funds in 2012 is expected to be faster when compared to recent years.
- HQ - J. Baron met with Associate Director at NIFA to express concerns about the proposed consolidation of IR-4 funding within IPM. There have been some issues with industry surrounding expedited and bundled submissions - there are approximately 65 reports waiting on registrants providing registration documents.
- CropLife America has been very support of IR-4, providing support with PRIA/Public Interest Finding and consolidation of IR-4 funding into IPM issues.
- North Central Region – B. Hollingworth is retiring in 2012 but is willing to stay on PMC if the MSU administration desires.
- Northeast Region – All work associated with NER lab is completed and analytical portion closed - still have samples in freezer; the NER would like to state the formal procedure for decominishing the lab
- Southern Region – Hired a new chemist and the lab is working on backlog; the region is planning on opening a center in Puerto Rico with R. Olszack overseeing studies initially
- Western Region - Work at the University of Hawaii lab is being phased out
- Budget – Members of the CLC, CropLife, Minor Crop Farmer’s Alliance, Public Health Pesticide Stakeholders and Society for American Florists all made visits to Congress related to IR-4 funding concerns;
- Food Use Program - 2011 Food Use Workshop new project prioritization format was well received
- V. Starner has agreed to Chair the IR-4 Training Committee (TC). PMC agrees to set aside funds from the 2012 budget for 2013 National Education Conference if 2012 funding is favorable.
- The ACAC committee was applauded by the PMC on how much they have accomplished and how well they are working together.
- Ornamentals Program – Format of the current every-other-year workshop is being examined, to determine if a face-to-face venue will be planned for 2013
- Public Health Program – is well supported by the DoD and ARS (~50% of funding from each)
- Communication – Analysis of communication via Constant Contact shows that over 900 people are reading IR-4 news emails that are now being delivered through this medium.
- QA – The investigated electronic QA system appears to also be a useful tool for SD and RFC to track projects, and the QAU is now more positive about it - more investigation is warranted and will be conducted over the coming months.
- Awards - PMC selected R. Sisco and R. Batts to receive National Recognition of Excellence Awards.
- The PMC has a new chair, D. Soderlund.
Action Items

- **ACTION ITEM**: P. Schwartz will see if IR-4 samples remaining in Cornell freezers can go to the Tifton/ARS lab until they can be discarded
- **ACTION ITEM**: HQ review/adjust the FRD/research center funding needs spreadsheet with the actual trial numbers planned, compared to minimums required, and calculate supplemental funding needed for each FRD/center in 2012
- **ACTION ITEM**: D. Soderlund will look into whether Cornell can loan Geneva lab equipment to UFL
- **ACTION ITEM**: before the next PMC/CLC meeting J. Baron/R. Lundy to identify 3 categories of CLC responsibility and re-examine the CLC charter for inclusion of a Public Health representative
- **ACTION ITEM**: HQ should prioritize E/CS trials and give the PMC the funding requirement for those trials
- **ACTION ITEM**: The IR-4 operational handbook is in the process of being updated. It will be sent to the TC for review and comment **ACTION ITEM**: T. Barkalow will investigate more about the electronic QA system and will interview other clients using the system as references
- **ACTION ITEM**: D. Soderlund/J. Baron to discuss and decide on a plan for the summer PMC meeting; target is July 17-19 (using help of Cornell events planning manager)
- **ACTION ITEM**: PMC to determine whether 2012 National Research Planning/Fall PMC meetings should be planned for the week of Oct. 22 or Oct. 29
October 2011 PMC Meeting - Minutes

The IR-4 Project Management Committee (PMC) held its fall 2011 meeting on October 26-27, at IR-4 HQ in Princeton, NJ.

PMC Attendees:

- Tammy Barkalow - Assistant Director, Quality Assurance
- Jerry Baron* - Executive Director
- Michael Braverman – Biopesticide and Organic Support Program Manager
- Debbie Carpenter - Assistant Director, Registrations
- Matt Hengel – Western Region LRD (for Ron Tjeerdema* – Western Region Director)
- Bob Hollingworth* - North Central Region Director
- Monte Johnson - NIFA National Program Leader
- Dan Kunkel - Associate Director, Food & International Programs
- Rocky Lundy* - Commodity Liaison Committee Chair
- Karl Malamud-Roam - Public Health Pesticides Program Manager
- Marty Marshall* - Southern Region Director and PMC Chair
- Sherrilynn Novack – Public Relations & Communications Manager
- Cristi Palmer – Ornamental Horticulture Program Manager
- Dan Rossi – Northeast Region Administrative Advisor
- Paul Schwartz* - ARS Regional Director
- Dave Soderlund* - Northeast Region Director
- Van Starner - Assistant Director, Research Planning & Outreach
*Voting members

Regional Field Coordinators (RFC) & Laboratory Research Directors (LRD) who met with PMC:

- Rebecca Sisco – Western Region RFC
- Stephen Flanagan – Western Region Assistant RFC
- Michelle Samuel-Foo – Southern Region RFC
- Edith Lurvey – Northeast Region RFC
- Satoru Miyazaki - North Central Region RFC
- Gail Mahnken – Univ. of FL chemist
- Tom Hendricks – ARS/Tifton LRD
- Wlodek Borejsza-Wysocki – Southern Region LRD
- Sue Erhardt – North Central Region LRD
- Todd Wixson (on phone) – ARS/Wapato LRD
Wednesday - Thursday, October 26-27, 2011

The PMC met with IR-4 Regional Field Coordinators (RFC) and IR-4 Lab Research Directors (LRD) as the first part of the PMC meeting.

**Discussion with RFC**
Concern was expressed by RFC about the per-trial cost being cut, and the preference for paying Field Research Directors (FRD) for work and not subsidizing centers. The fee for service concept makes it very manageable within the university bureaucracy, but in a tough budget year, maybe there should be some sort of hybrid formula to pay researchers for work done, but with sufficient compensation to keep centers open. The suggestion was made to use the per-trial cost times the number of trials planned for each FRD and compare this total with the minimum funding needed to keep each FRD functional. This would make all regional funding needs more transparent, and would help PMC manage field trial funding in the most appropriate manner. **ACTION ITEM:** HQ review/adjust the FRD/research center funding needs spreadsheet with the actual trial numbers planned, compared to minimums required, and calculate supplemental funding needed for each FRD/center in 2012.

RFC also commented that IR-4 needs to consider elimination of excess capacity in certain EPA regions - consider if all centers are needed. Or, what can be done to reduce the funding needs of particular centers? Maybe we just need to inform a center that they will need to operate on reduced funding and ask them to figure out how they can function in that scenario. J. Baron suggested we all have to look at innovative ways to work; for example, are there personnel who might be better utilized elsewhere?

Suggestion was made that perhaps some of the money set aside at HQ for equipment/capital costs should remain in regions for unforeseen costs such as needing to build a structure for a wasabi trial, or other unexpected expense. Also, there will be some start-up costs for the trials in Puerto Rico, a center that has not been used for a number of years. D. Soderlund suggested a large capital/regional pool.

**Discussion with LRD**
M. Hengel began the discussions talking about the state of the labs and equipment needs. UC Davis lab needs to replace an aging freezer. Most labs’ equipment is working well, or is new, but UFL will need a new GC soon. **ACTION ITEM:** D. Soderlund will look into whether Cornell can loan Geneva lab equipment to UFL.

The MSU lab needs data software updates and computer replacements and estimates those costs at $5K. The LC/MS/MS will need to be replaced soon; looking into costs to replace/lease.

ARS Wapato – funding issues: had money set aside for QA but has disappeared. Currently they have been outsourcing QA, but might consider hiring a QA; may use Western Region QA for facility audits, with Ken K. doing many other audits. Matt thought this is doable, especially with the HI lab ramping down.

The LRDs and PMC were pleased with the lab workflow spreadsheet (example for MI lab was demonstrated), but LRD asked that it be assessed in the proper perspective (related to dates, dwell times, etc.). PMC recommended the labs provide the spreadsheets to the PMC three times a year when they meet (PMC asked for the flowcharts to be sorted by field study year, and these reports be available other times of the year as needed by Regional Directors, SDs, etc.). The ACAC committee was applauded by the PMC on how much they have accomplished and how well they are communicating and working together.

**Approval of Minutes/new agenda items:** Minutes of the July 1-2, 2011, PMC meeting in Niagara Falls, D. Soderlund needed a clarification that the PMC recommended the efficacy/crop safety budget of $100K would come out of the 2012 food program - it was not to be zeroed out; no new agenda items were offered.

**MOTION:** to approve minutes with addition as noted - approved
NIFA – M. Johnson reported that the RFA timing will be later than recent years, but review and distribution of funds in 2012 is expected to be faster when compared to similar to recent years. Monte was made the NIFA liaison to the Master Gardener program.

Administrative Advisors – D. Rossi reported the State Agriculture Experiment Station directors are still very supportive of IR-4 and do not see the option of IR-4 being administered through regional IPM centers as viable. The directors are under a serious charge to reduce budget line items, and they are looking for creative ways to “hibernate” some lines. He talked about the importance of branding results in clear impact statements in CRIS reports to NIFA.

CLC – R. Lundy reported that all budgets are unknown so IR-4 should consider across the board cuts. The CLC is concentrating their efforts in keeping IR-4 in the proper line item. They will try to talk with the top people at ARS, insisting on the importance of the IR-4/ARS program. Many CLC members’ budgets are tight, limiting travel. R. Lundy asked if IR-4 could help with travel expenses for Hill visits. Jerry stated HQ has money for CLC travel. The CLC will try to visit the Secretary of Agriculture in late February (around time of the next PMC/CLC meeting).

R. Lundy has served 13 years as chair of the CLC and his term will end at the next CLC meeting Feb/Mar 2012. The Executive Committee of the CLC will be the search committee for a new chair. R. Lundy feels the Chair of the CLC needs strong political and national commodity connections; who will be nominated is unknown, but several potential nominees have not had the support of their commodity boards. Karl Malamud-Roam’s suggestion of a mosquito representative (American Mosquito Control Assoc.) serving on the CLC (since they have strong political connections) was a welcome suggestion, and possibly a representative could be identified in time to attend the next PMC meeting in D.C. (Karl to pursue)

D. Rossi suggested the CLC look at structuring itself to have subcommittees that perform specific functions (i.e. one could focus on legislative issues), all working under a chair – this could help bring in leaders who can’t commit to doing everything, but who could commit to doing certain aspects of CLC work. It was also recommended the CLC change the charter to include a mosquito control rep. These were welcome suggestions, and Jerry/Rocky took on the ACTION ITEM: before the next PMC/CLC meeting to identify 3 categories of CLC responsibility and re-examine the CLC charter for inclusion of a mosquito rep.

ARS – P. Schwartz reported that ARS provided funding to IR-4 HQ for QA operations, NJ Cream Ridge facility, replacing state field studies lost in the Beltsville, MD freezer malfunction, and to complete ASRs from Beltsville project terminations. Funding was also provided to Wapato and Tifton to supplement the purchase of an LC/MS/MS at each location. The Maricopa field site is still not officially shut down. Budget issues resulted in cancellation of the annual ARS liaisons’ meeting in October.

HQ – J. Baron reported there were no new personnel, but should begin considering how IR-4 will look in the next decade as many at HQ will soon be approaching retirement age (“aging gracefully”). If budgets are cut, HQ may need to cut staff, and may consider hiring temporary employees.

The Annex was acquired when the building was almost empty and IR-4 got a very good price on a 7-year lease; the effort to sublet some of this office space to other university departments resulted in no interest; the space is being utilized more fully now.

From industry there are new AIs coming out continually now, and some are being shared with IR-4 much earlier in the development process; trend is for a very limited total number of submissions around a new active ingredient, maybe only two in some cases. Industry is doing this because they don’t want to “open the books” as often and make themselves vulnerable to data call-ins or public comment as often. There have been some issues with industry surrounding expedited and bundled submissions, and some confidentiality issues have been
resolved. HQ is spending more time with companies to identify how much data (such as efficacy and crop safety) they need. There are approximately 65 reports waiting on registrants providing registration submission documents.

IR-4 is recently gaining more support/lobbying on the Hill from CropLife America including extensive comments on the PRIA/Public Interest Finding issue and the consolidation of IR-4 funding into an IPM line.

There seems to be a breakthrough regarding PRIA issues due to IR-4 stakeholder outcry and support for the program to remain exempt from fees. Dan/Jerry met with the PRIA Coalition along with EPA, which was beneficial. IR-4 continues to have great ties with EPA, RD, ChemSAC and HED, but there are some pending retirements that could impact these associations.

Jerry was able to meet with the new Associate Director at NIFA (Deborah Sheehy) to express concerns about the proposed consolidation of IR-4 with IPM – this issue will require continued diligence. **IPM** - D. Soderlund and D. Kunkel attended the National IPM meeting, where the recommendation was made that all IPM related funding lines be consolidated into one line, and be coordinated through the regional IPM centers. They feel this will garner more stakeholder support; however, the CLC and other IR-4 stakeholders strongly disagree and would not support such an initiative to include funding for IR-4 with the IPM centers.

The overall ARS budget is being cut and they are closing 13 facilities including Weslaco. ARS continues to provide solid support the Public Health program along with the DoD funding. FAS continues providing funding to IR-4 for international projects (like residue studies to support Codex MRLs, support of Global Summit II in Feb. 2012, and other lab and residue study efforts in Africa, Central and South America). APHIS has also provided more than $400,000 for invasive species efficacy testing, particularly in the ornamentals area.

IR-4 is now attending Minor Crop Farmer’s Alliance meetings. MCFA efforts have been extremely helpful in impacting the IR-4 budget. There is a US/Canada joint effort in the area of pesticide regulations (Regulatory Cooperation Council – RCC) to promote additional harmonization between EPA and PMRA. The EU struggles continue with efforts to develop a minor use programs like IR-4.

**Budget** - The PMC will conference call to see where additional funding should be placed if the budget comes in high. **ACTION ITEM:** HQ should prioritize E/CS trials and give the PMC the funding requirement for those trials. If there is significant budget cut, the PMC may need to consider cutting field centers, etc.

**North Central Region (NCR)** – B. Hollingworth reported the region has had a calm productive season and things are progressing well. The region completed 2 Canadian residue studies in the lab. Bob Kon is retiring. Bob will also be retiring in June 2012 but is willing to continue working with IR-4, but will be happy with whatever the MSU administration decides.

**Northeast Region (NER)** – D. Soderlund reported all the work associated with the NE lab is complete. Jane DeCann completed sample prep for the global residue study. Barbara Anderson worked with Wlodek to complete the ASRs. Currently, the NER at Cornell consists of two people, he and Edie. Roxanne Fish may come back part time as needed. The NER expects to contract QC for completing the FDBs. The NER has money for a FTE QA person that can serve the Northeast, but has put off hiring someone until the budget becomes clear and a determination is made about how best to configure use of such a person. Cornell still has a freezer full of samples. Paul Schwartz will see if Tifton can store what samples need to be kept. Dave also requested a formal procedure for de-commissioning the lab.

**Southern Region (SOR)** – M. Marshall reported the field is progressing and they are trying to re-open the Puerto Rico center to work on tropical crops. Reed Olszack will direct the studies until W. Robless can be GLP-trained. They will begin with a few studies and see how it goes. K. Malamud-Roam commented that could really help to increase collaboration for the PHP program. Sample shipping from Puerto Rico is an issue to be worked out (possibly first get them to UFL, then transfer to ACDS) – this must be discussed further as progress
is made. The SOR lab is working on the backlog and have kept J. Yoh working as a temp until they get caught up – numerous “late” ASRs are about to be signed. They have hired a new chemist who will be taking LC/MS/MS training to take over those lab projects.

**WSR** – M. Hengel reported that the lab is working off the analytical backlog and the field program is in good shape. The work at the University of Hawaii is being phased out. Next year, they will be working on obtaining a permit to bring into California produce from quarantined states. No QA issues.

**Food Program** – D. Kunkel reported on new uses granted by EPA in FY 2011. The 2011 Submissions, Submission backlog (of over 65 reports), Field data notebooks, 2011 and 2012 Residue Program, and Submission Time Line Progress. For the most part field data are coming to IR-4 HQ in a timely manner, but here are still analytical delays that result in delays of final reports to EPA. Hopefully with the good work of the ACAC the analytical backlog will reduce as will the submission backlog.

**2011 FUW** – V. Starner reported that the new project prioritization process (no discipline quotas of “A” priorities) was well received by workshop attendees. One concern was completing the agenda so efficiently (this workshop was finished in record time) because that might make people not want to attend for a less-than-two-day workshop in the future, thus reducing networking opportunities, which are valuable intangibles. Holding the workshop via video conferencing was also discussed, but that idea will be held until HQ hears that participants cannot make future workshops due to travel constraints. There was a question about exploring if the 2013 FUW should be held in Princeton at the Wyndam, but there was limited support for this idea.

**IT topics** – From the All-hands meeting, the plan was to consider including members on the IR-4 IT committee from outside HQ, but PMC encouraged an initial focus on data and data-sharing aspects of IR-4, and to clearly determine, conceptually, what are desired outcomes of such a group before committing to a committee membership make-up. PMC agreed and directed that IT efforts must first focus on database aspects and HQ should follow-up as appropriate.

**IR-4 Training Committee** - V. Starner will take over the role as chair of the committee to free up D. Carpenter, who has been working more with lab backlogs/chemists/submission timeline juggling/etc., which is taking more of her time. Due to budget concerns, the training committee has been in a holding pattern for the next National Education Conference (NEC). M. Marshall proposed that all of IR-4 set aside money from the 2012 budget for the NEC in 2013, if budget is better than anticipated. The agenda for the NEC was well along the way when a hold was put in place due to budget concerns, so finalizing it can easily be put in gear again.

**ACTION ITEM:** The operational handbook is in the process of being updated. It will be sent to the TC for comment and review. POST MEETING NOTE: based on a favorable 2012 budget scenario, plans will move forward to hold the NEC in early 2013.

**International Activities** – D. Kunkel reported activities of the Registration Cooperative Council that should increase the amount of joint work with Canada and result in much more cooperative work (mutual recognition) between EPA and PMRA. We are also hopeful the we can gain even greater-reductions in overall field trials needed for a joint NAFTA projects. There seems to be good support from EPA as well. There is also a lot momentum within OECD for reducing field trials. In 2012 there is expectation that Codex will finalize update on crop groups for all fruit types. For the Global Minor Use Summit II, expecting ~200+ attendees, from 60 countries. There will be about 70 participants s sponsored by USDA-FAS for the trip, plus large delegation from China and S. America.

**Ornamental Horticulture** - C. Palmer reported that the ornamental program is earning more respect because of its work on invasive species. IR-4 is able to bring access to new chemistries to the table. Format of the current every-other-year ornamentals workshop is being examined, to determine if a face-to-face venue will be planned for 2013, or if a webinar type format will be more appropriate; stakeholder input will be critical before seeking a potential south-central venue.
**Public Health Pesticides** – K. Malamud-Roam reported the IR-4 PHP program is very much supported by DoD and ARS. Now IR-4 is 3 years into a 5-year funding agreement with DoD/ARS (each provide about 50% of funding), but it is not certain if the military budget is cut, if the funding will be extended. There is very good communication with IR-4, AMCA, military and ARS to foster the PHP program.

**Communication Update** – S. Novack reported on a Constant Contact project where she went through ~1600 emails and discovered that over 900 people are reading IR-4 emails.

**Biopesticide and Organic Support Program** – M. Braverman reported on a very successful year, but there are some continuing issues working with BPPD. BPPD remains more of a challenging group with which to work and this is especially a problem with regard to with Division meeting review timelines; almost all IR-4 submission require a renegotiated PRIA date.

**QAU** T. Barkalow reported that from the All-hands meeting comments it appears an electronic QA reporting system would benefit Study Directors and RFC, and regional QA are now more interested. Tammy suggests the QAU look further into the system, perhaps beta testing could be done in the regions. The low cost of the program/vendor that Tammy identified ($30-40K to set-up, $1500 annual maintenance) is surprising, and PMC encouraged HQ to examine other clients’ as references to provide an assessment of the system. Next QA meeting is Feb. 20-21 at U.C. Davis. Tammy commented on the impact of 2 new losses of EPA inspectors who won’t be replaced (with over 2000 labs needing to be inspected). Int’l regulatory agencies are rejecting US studies done at sites which have never (or not recently) been inspected by EPA. This could particularly impact any data for Int’l crops like tropical fruits, hops, etc.

**ACTION ITEM**: T. Barkalow will investigate more about the electronic QA system and will interview other clients of the vendor.

**Awards** – The award process needs to be more transparent. The criteria are not widely known or understood. The PMC reviewed the candidate nominations for the National Recognition of Excellence award, and voted through a blind ballet and two awardees (from 6 nominations) were selected: Rebecca Sisco and Roger Batts.

**New PMC Chair** - D. Soderlund was nominated to be the next PMC chair.

**MOTION**: PMC to approve the appointment of D. Soderlund as next PMC chair – approved

**Upcoming Meetings**

**Western Region Training**

Will be held via monthly webinars held the second Friday of each month from January 13 through December 14, 2012. The webinars will be held from 11AM-12:15 PM Pacific Time.

- Global Minor Use Summit 2
  - February 21-23, 2012
  - Rome, Italy

- Spring PMC Meeting (confirmed post-PMC meeting):
  - Mar. 6 a.m. – CLC
  - Mar. 6 p.m. – CLC/PMC
  - Mar. 7 all day – PMC

- Summer PMC meeting (due to be held in the Northeast Region):
  - **ACTION ITEM**: D. Soderlund/J. Baron to discuss and decide on a plan
    - Target is for July 17-19 (using help of Cornell events planning manager)

**2012 Food Use Workshop (FUW)**
2012 National Research Planning Meeting (NRPM) and Fall PMC meeting:

ACTION ITEM: week of Oct. 22 or Oct. 29 (raised as a question – does PMC want to avoid Halloween day by holding it the week of Oct. 22? – remains unresolved)