

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice CP-700**

**For:** AL, AZ, AR, FL, GA, LA, MS, MO, NM, NC, OK, SC, TN, TX, and VA State and County Offices

**Crop Year 2014 Policy and Procedure for the Boll Weevil Eradication Program (BWEP)**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

In 2008, Boll Weevil MOU's were established and executed between FSA, APHIS, and State cotton grower organizations, that outlined policy and procedure for sharing cotton data with applicable parties. In addition, primary and secondary point-of-contacts (POC's) for all applicable parties were identified and listed in MOU, Appendix B. Annually, the Boll Weevil MOU, Appendix B (Exhibit 1) **must** be reviewed and updated, if needed, to verify the accuracy of POC's.

The BWEP data identified in this notice is for internal FSA use until FSA has verified the accuracy of POC's provided in Boll Weevil MOU, Appendix B, and executed a revised Boll Weevil MOU, Appendix B, if applicable.

Notice CP-695 provided State and County Offices with crop year 2013 policy and procedure for BWEP. The format of the cotton acreage reporting data for the 2014 crop year has **not** changed from the previous year.

**B Purpose**

This notice provides applicable State and County Offices with the following:

- National and State Office BWEP responsibilities
- procedure for updating primary and secondary POC's listed in Boll Weevil MOU, Appendix B, between FSA, APHIS, and State cotton grower organizations

Disposal Date	Distribution
January 1, 2015	Above State Offices; State Offices relay to County Offices

## **1 Overview (Continued)**

### **B Purpose (Continued)**

- change in procedure with respect to required cotton data transfer dates
- procedure for:
  - obtaining the standardized cotton acreage reporting dataset (cotton dataset)
  - transferring the cotton dataset to the applicable State cotton grower organization.

## **2 Responsibilities**

### **A National Office Responsibilities**

For each BWEP State, the National Office shall:

- compile cotton acreage, share, and name and address information in a personal geodatabase (\*.mdb)
- post each State's geodatabase on the GIS SharePoint in a secure ZIP file 7 calendar days in advance of the transfer due date provided in subparagraph 4 D.

### **B State Office Responsibilities**

The State Office shall:

- ensure that County Offices complete the skip row data entry field in the Common Acreage Reporting System (CARS), when applicable, because the State cotton grower organizations use skip row acreage when calculating assessments
- update the primary and secondary POC's listed in the State's Boll Weevil MOU, Appendix B (Exhibit 1), as applicable
- download the secure ZIP file containing the State's geodatabase to their workstation
- link the cotton acreage information provided in the geodatabase with CLU shapefiles for identified counties with cotton production, as instructed in paragraph 4
- encrypt the combined cotton dataset and transfer the cotton dataset to the applicable cotton grower organization, according to subparagraph 4 F.

### 3 Updating Boll Weevil MOU, Appendix B

#### A Appendix B

Boll Weevil MOU, Appendix B outlines the roles and responsibilities of primary and secondary POC's for FSA, APHIS, and State cotton grower organizations, and identifies the primary and secondary POC's for applicable parties to MOU. To ensure the security of FSA cotton data, each State shall review POC's listed in their Boll Weevil MOU, Appendix B for accuracy and update accordingly, as instructed in subparagraph B.

#### B BWEP State Office Specialist

State Office specialists responsible for BWEP shall ensure that primary and secondary POC's, for all applicable parties to their State's Boll Weevil MOU, as listed in Appendix B, are accurate for the 2014 crop year. If updates to the primary and/or secondary POC's for the 2014 crop year are needed, the BWEP State Office specialist shall:

- use the Boll Weevil MOU, Appendix B template, provided in Exhibit 1, to make the required changes to primary and secondary POC's for the applicable parties to MOU
- execute an updated Boll Weevil MOU, Appendix B with all applicable parties of MOU
- e-mail revised Boll Weevil MOU, Appendix B, if applicable, to Amy Mitchell, Special Programs Manager, at [amy.mitchell1@wdc.usda.gov](mailto:amy.mitchell1@wdc.usda.gov).

**Important:** BWEP data identified in this notice shall **not** be shared until FSA has verified the accuracy of POC's provided in the State's Boll Weevil MOU, Appendix B, and executed a revised Appendix B, if applicable.

### 4 Obtaining and Transferring Data to State Cotton Grower Associations

#### A Linking Cotton Acreage Data and CLU

Instructions for running an ArcGIS tool that adds the crop data to CLU are provided in the GIS SharePoint web site in the "tt\_gn\_addcrops2clus.doc" tips and tricks document. The document, crop data, ArcToolbox, and Python script that the ArcToolbox executes are available at <https://fsa.sc.egov.usda.gov/mgr/GIS/bolweevil/default.aspx>.

#### B Proper Distribution of Cotton Dataset

State GIS specialists shall coordinate with the State specialist responsible for BWEP to ensure that proper distribution of the cotton dataset is provided to the appropriate POC's for the State cotton grower organizations, as listed in the State's Boll Weevil MOU, Appendix B, or revised Appendix B, for the 2014 crop year.

**4 Obtaining and Transferring Data to State Cotton Grower Associations (Continued)**

**C Secondary POC's**

According to Boll Weevil MOU, Appendix B:

- FSA's secondary POC's are responsible for encrypting and transferring the cotton datasets to the State cotton grower organizations
- State cotton grower organizations' secondary POC's are responsible for receiving and securing the cotton dataset from FSA.

The State Office shall provide cotton datasets **only** to the State cotton grower organization's secondary POC listed in the State's Boll Weevil MOU, Appendix B, or revised Appendix B, for the 2014 crop year.

**D Required Data Transfer Dates**

For 2014, State Offices shall transfer the encrypted CD's to the State cotton grower organizations' secondary POC's, as provided in subparagraph C, **before** the following dates:

- July 7, 2014
- July 14, 2014
- August 4, 2014
- August 25, 2014
- September 29, 2014
- October 27, 2014
- December 8, 2014.

**E Exception to Required Data Transfer Dates**

If the State cotton grower organization indicates that they do **not** have a need to receive the cotton dataset each month listed in subparagraph D, then the BWEP State Office specialist shall work with the State cotton grower organization to arrange for less frequent delivery of the cotton dataset for 2014.

## 4 Obtaining and Transferring Data to State Cotton Grower Associations (Continued)

### F Cotton Dataset Transfer

The FSA secondary POC shall:

- send the cotton dataset to the State cotton grower organization's secondary POC by 1 of the following:

- CD, by UPS
- encrypted e-mail
- secure FTP site

**Important:** The State GIS specialist must confirm that the secure FTP site provides at least a 256-bit Advanced Encryption Standard (AES) encryption methodology that safeguards the data while in transit and at rest.

- provide the password to the encrypted file, by telephone, to the State cotton grower organization's secondary POC.

**Notes:** Passwords must be a minimum of 12 characters and contain a mix of at least 2 lowercase letters, 2 uppercase letters, 2 numbers, and 2 special characters.

Passwords shall **not** contain dictionary words spelled frontward or backward; slang words; names of persons, places, and/or things, including derivatives or modifications of these words; or a word that has simply been split with a single number or single character.

Passwords shall **not** be patterns of letters on the keyboard and must **not** contain any personal identity information, to include username or user ID.

**Template for Boll Weevil MOU, Appendix B**

State Office specialists responsible for BWEP shall ensure that primary and secondary POC's, for all applicable parties to the Boll Weevil MOU, as provided in their State's Appendix B, are accurate for the 2014 crop year. If updates to the primary and/or secondary POC's for the 2014 crop year are needed, the BWEP State Office specialist shall:

- use the following Boll Weevil MOU, Appendix B template to make the required changes to primary and secondary POC's for the applicable parties to MOU
- execute an updated Boll Weevil MOU, Appendix B with all applicable parties of MOU
- e-mail the updated Appendix B to **amy.mitchell1@wdc.usda.gov**.

**Appendix B - Communications Requirements for Memorandum of Understanding (MOU) for Boll Weevil Eradication Program Data Sharing in [*enter appropriate State name*]**

The Department of Agriculture's Farm Service Agency (FSA) and Animal and Plant Health Inspection Service (APHIS), the \_\_\_\_\_ Foundation [*enter full name of applicable boll weevil eradication foundation; omit these references for California, Louisiana, Kansas and Kentucky as no such foundation exists*], and the [*enter appropriate State name*] Department of Agriculture [*enter full name of State government entity*] [NOTE: Identify all cooperators here, for example, "Cotton Ginners Association of Oklahoma".] (hereinafter "Parties") respect the privacy rights of customers and are committed to ensuring that the Privacy Act and related laws, regulations, and directives are followed. The Parties agree to maintain open lines of communication at both the managerial and technical levels to ensure full cooperation in sharing data under the MOU.

To facilitate and ensure compliance with the underlying MOU between the Parties, this Appendix identifies the roles and responsibilities for the respective Party's primary and secondary points of contact. Frequent formal, as well as informal, communications are essential to ensure the successful management and operation of the data sharing called for in the MOU.

**Primary and Secondary Contacts:**

Primary points of contact are FSA, APHIS, State Agency, or Foundation leads for the State. The primary contact is responsible for facilitating compliance with governmental laws and directives regarding suspected or confirmed compromises to the security or confidentiality of information in the data shared under this MOU. In the absence of the primary contact, the secondary contact will act in the primary contact's capacity. Secondary contacts are the technical staff responsible for gathering, transmitting, accessing, and/or securing identified datasets. To support and validate each Party's data needs, the secondary contacts will be responsible for verifying the authenticity of the data requester and the need for the information.

## Template for Boll Weevil MOU, Appendix B (Continued)

Primary and secondary contacts are listed below.

**Formal Communications:**

All communications described below must be in writing unless otherwise noted. To safeguard the confidentiality, integrity, and availability of the stored, processed, and transmitted shared data, all Parties agree to provide notice of specific events, with respect to shared data impacted:

- **Security Incidents:** Each Party's secondary contact will immediately notify his/her primary contact, by landline telephone or e-mail, as appropriate, of any suspected or confirmed compromises to the security or confidentiality of information in the data shared under this MOU, following USDA, FSA, and APHIS guidelines. The notice should include the following elements:
  - Brief description of what happened, including the date(s) and how discovered;
  - Description of the types of personal information involved (for example, full name, Social Security Number, date of birth);
  - Statement whether the information was encrypted or protected by other means;
  - Describe what steps, if any, are currently being taken to investigate or mitigate the breach.

If the notice is provided via landline telephone, a written summary of the information provided should be prepared for the official records, as described below. The Party's primary contact will gather further information, as appropriate, and see that additional notification is provided, following USDA and agency guidelines. These communication procedures are intended to complement the general USDA guidance for reporting security incidents.

- **Disasters and Other Contingencies:** As appropriate, each Party's secondary contact will immediately notify his/her primary contact by telephone or e-mail, as appropriate, in the event of a natural or man-made disaster or other contingency that disrupts the normal sharing of data. Depending on the nature and severity of such contingency, the primary contact will gather further information, as appropriate, and see that further notification is provided, following USDA and agency guidelines.
- **Material Changes to Data Configuration:** As appropriate, each Party's secondary contact will report planned technical changes to the data structure to the primary contact before such changes are implemented. The primary contact will see that his/her counterpart, of the respective Party, is informed of the technical changes, as soon as possible.

**Template for Boll Weevil MOU, Appendix B (Continued)**

- **Personnel Changes:** Primary contacts will see that his/her counterpart, of the respective Party, is informed as soon as possible, of any anticipated separations, long-term absences, new hires, or other personnel changes impacting the data sharing under the MOU.
- **Official Record and Audit Trail Responsibilities:** Primary contacts are responsible for maintaining official records of all communications referenced herein as pertains to the sharing of program specific data. These records will be maintained in electronic and paper form, as appropriate. The primary contacts will maintain all official records pertaining to development and maintenance of the MOU and its supporting documentation.

**Other Communications:** Nothing in this appendix is intended to preclude the primary contacts from initiating other communications, as necessary, to ensure the continuous implementation of the MOU, in furtherance of the USDA boll weevil eradication program. **List of Contacts Under MOU:**

**Primary Contacts:****For FSA:**

[name]

[title]

[e-mail, FAX, phone, mailing address]

**For APHIS:**

[name]

[title]

[e-mail, FAX, phone, mailing address]

**For Foundation:**

[name]

[title]

[e-mail, FAX, phone, mailing address]

**For State Department of Agriculture:**

[name]

[title]

[e-mail, FAX, phone, mailing address]



## Template for Boll Weevil MOU, Appendix B (Continued)

**Secondary Contacts:****For FSA:***[name]**[title]**[e-mail, FAX, phone, mailing address]***For APHIS:***[name]**[title]**[e-mail, FAX, phone, mailing address]***For Foundation:***[name]**[title]**[e-mail, FAX, phone, mailing address]***For State Department of Agriculture:***[name]**[title]**[e-mail, FAX, phone, mailing address]*