UNITED STATES DEPARTMENT OF AGRICULTURE
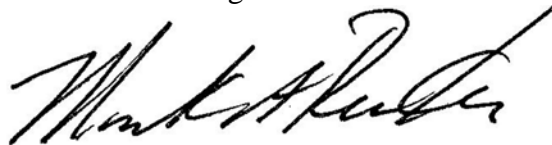Farm Service Agency
Washington, DC 20250

For: State and County Offices

Preparation for the Food, Feed, Seed, and Fertilizer Listing (FFSFL) Automated Program

Approved by: Deputy Administrator for Management

1   Overview

A Background

The Farm Service Agency (FSA) is responsible for identifying food, feed, seed, and fertilizer facilities within the states and counties. FSA partners with other federal agencies to provide the information for use in emergency related services to both Federal Emergency Management Agency and the Department of Homeland Security.

The information gathered will provide USDA with a general inventory and location of critical food and food resource facilities. Emergency Preparedness Division (EPD) has the overall responsibility for the policy and procedures for implementing this program.

EPD has worked with program developers to automate the system that will be used to collect the data. County office users will enter the information gathered on the facilities in the automated system, and the state approvers will verify and approve county entries. Using the automated system will eliminate the use of FSA-249, Changes in Food, Feed, and Seed Facility Listing Data, FSA-249-1, Transmittal of Food, Feed, and Seed Facility Listing Information, FSA-250, Changes in Fertilizer Facility Listings Data, and FSA-250-1, Transmittal of Fertilizer Facility Listing Information.

Note: Notice SEM-46, Food, Feed, Seed, and Fertilizer Listing Program instructed counties and states to no longer submit the data to Kansas City pending release of the automated process. Previous data collected and processed in Kansas City will be loaded into the new automated system to the maximum extent possible.

Several states were selected to pilot the automated program beginning in June 2015 and EPD is working with the selected states. After a successful run, the automated FFSFL program will be deployed to state and county users in a phased approach. The pilot states will be the first to receive the deployment of the program. It is anticipated that all state and county offices will have the program deployed for use by September 2015.

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

1   Overview (Continued)

B   Purpose

This notice:

- informs state and county offices that the program to automate the FFSFL information is in the final stages of testing

- obsoletes Notice SEM-51 to clarify subparagraph 4 B reporting requirements.

C   Contact

For questions regarding this notice contact Jerry Epting by:

- e-mail to **jerry.epting@wdc.usda.gov**, or
- telephone at 202-380-5010.

2   FFSFL Roles in the Automated FFSFL System

A   County Editors

Users of the system at the county level will have the role of county editor. The county editor will:

- collect and enter facility data information into the FFSFL automated system according to instructions that will be provided, and

- only be able to enter or change facility information for the county or counties for which they are responsible.

After the new information is entered or previously approved information is changed, the county's information is then submitted automatically to their state office approver for review and approval, or returned to the county editor for additional information and/or correction.

B   State Approver

State office personnel assigned responsibility for FFSFL will have the role of state approver. The state approver will:

- be notified by the system when new data has been submitted by a county editor, and
- review and approve information submitted by the county for the facility.

When approved by the state approver, the information goes live into the national FFSFL database. State approvers will also have the option to reject the information back to the county user for additional information and/or correction. All additions, changes, or corrections must be approved by the state approver before posting to the web site.

3   Information Needed In Preparation for Release of the Automated System

   A   County User

   Counties must identify one county editor who will be responsible for entering or correcting
   FFSFL data in the automated data system. Counties may add one additional county editor
   after the system has been fully implemented.

   B   State Approver

   State offices must identify at least one state approver who will be responsible for approving
   or rejecting county submitted FFSFL data in the automated system. State offices may add
   one additional state approver after the system has been implemented.

4   State and County Office Action

   A   Approval of County Editors and State Approvers

   To gain access to the automated FFSL system, users in state and county offices who will be
   assigned the role of county editor or state approver will need to be approved using a Data
   Security Access Authorization Form, FSA-13-A. EPD will use a group FSA-13-A for each
   state. A group FSA-13-A will allow multiple users to be approved using one form for all
   users within the state. EPD will develop the group FSA-13-A for use in a state.

   B   County Editor Information

   Information for each county editor shall be entered into the spreadsheet in Exhibit 1 and
   submitted to the state office providing the information to EPD according to
   subparagraph 5 B. EPD will submit the county editor information to FSA's Information
   Security Officer (ISO) for access to the system.

   Note: Exhibit 1 is available in a fillable format at **http://intranet.fsa.usda.gov**. CLICK
   FFAS Employee Forms/Publications Site and CLICK **Find Current Forms Using
   Our Form Number Search**. For Form Number, ENTER **Notice SEM-52**.

   C   State Approver Information

   State approvers must also submit their information to the ISO through EPD and should add
   their information to Exhibit 1.

5   Submitting County Editor and State Approver Information

   A   Pilot States

   The pilot states are Georgia, Iowa, Kansas, Minnesota, and Texas. For individuals involved in the pilot test in these states, their information has already been submitted. The information for additional county editors that were not in the pilot must be submitted by **July 24, 2015**, using Exhibit 1 that is available at **http://intranet.fsa.usda.gov**. CLICK **FFAS Employee Forms/Publications Site** and CLICK **Find Current Forms Using Our Form Number Search**. For Form Number, ENTER **Notice SEM-52**.

   For the additional counties in the identified states that were not in the pilot, it is anticipated that access will be granted to the automated system during July 2015.

   B   Nonpilot States

   After the information for the county editors and state approvers has been combined and entered onto Exhibit 1, download and save Exhibit 1, and e-mail to EPD at **ra.dcwashing3.fsa.epd**. This information must be submitted to EPD no later than **July 31**. EPD will work with nonpilot states to phase in access during the August 2015 through September 2015 timeframe.

County Editors and State Approver Information Spreadsheet

Following is an example spreadsheet for entering county editor and state approver information.

Note: The spreadsheet is available in a fillable format at **http://intranet.fsa.usda.gov**. CLICK **FFAS Employee Forms/Publications Site** and CLICK **Find Current Forms Using Our Form Number Search**. For Form Number ENTER **Notice SEM-52.**

Notice SEM-52, Exhibit 1

COUNTY EDITORS AND STATE APPROVER INFORMATION

NOTE: Use this spreadsheet to enter county editor and state approver information.

1. First Name	2. Middle Initial	3. Last Name	4. E-mail Address	5. Physical City Location	6. State	7. User Role	
						County Editor	State Approver
						☐	☐
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