FSA
HANDBOOK

Acreage and Compliance Determinations

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

2-CP
(Revision 15)

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

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Farm Service Agency
Washington, DC 20250

Acreage and Compliance Determinations 2-CP (Revision 15)	**Amendment 40**

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 25A has been amended to reference 1-DCP for rules for determining FAV double-cropping.

Subparagraph 84 F has been amended to reference the cropland indicator field.

Paragraph 140 has been amended to remove obsolete procedure in subparagraphs C and D.

Subparagraph 508 has been amended to provide conflict of interest procedure.

Exhibit 6 has been amended to:

- correct language on final reporting dates for value loss and controlled environment crops
- change the Utah reporting dates.

Exhibit 10.5 has been amended to include additions and revisions to the crop table.

Exhibit 11 has been amended to restore the intended use definitions.

Exhibit 50 has been amended to reflect Dual Purpose Grain Sorghum varieties provided in Notice LP-1955.

Page Control Chart		
TC	**Text**	**Exhibit**
	2-25, 2-26 2-137 through 2-142 2-231, 2-232 5.5-2.5, 5.5-2.6	6, pages 1, 2 pages 9, 10 10.5, pages 45, 46 pages 49, 50 11, page 3 50, pages 1-6 pages 7, 8 (remove)

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Part 1 General Information

1 Overview

A Handbook Purpose

This handbook provides State and County Offices with procedure needed to perform compliance activities for FSA programs.

B Compliance Activities

Procedure for compliance activities includes:

- acreage reports
- spot-check selection
- measurement services
- aerial photography
- field determinations
- aerial and ground compliance techniques
- measurement equipment.

C Handbook Withdrawal and Supplementation

Do not withdraw any procedures in this handbook.

This handbook may be supplemented if STC does either or both of the following:

- directs SED to supplement this handbook to reflect STC policies that have received DAFP authorization

- determines appropriate standard deductions and service charge rates to be used in compliance activities.

2 Source of Authority and Related Handbooks

A
Source of Authority

7 CFR Part 718 provides authority to establish procedures for acreage determinations and compliance activities.

B
Related Handbooks

The handbooks in the following table relate to acreage determinations and compliance activities.

IF the material concerns...	THEN see...
aerial photography	1-AP.
program appeals	1-APP.
State and County Office records operations	25-AS.
common management and operating provisions; farm reconstitutions; farm, tract, crop data	1-CM, 2-CM, or 3-CM.
digital photography	8-CM.
failure to fully comply; * * * HELC/WC provisions; finality rule	4-CP, 6-CP, or 7-CP.
resource conservation programs	1-CRP or 2-CRP.
disaster assistance programs	*--3-DAP, 4-DAP, or 5-DAP.
Direct and Counter-Cyclical Program	1-DCP or 2-DCP.--*
CCC checks; receipts	1-FI or 3-FI.
information policies and procedures; information available to the public	1-INFO or 2-INFO.
computer operations	2-IRM.
loans and LDP's	applicable Price Support procedure.
noninsured crop disasters; loss adjuster and crop appraisal	1-NAP or 2-NAP.
AMTA program and payments	1-PF or 2-PF.
payment limitations	1-PL.

Continued on the next page

2 Source of Authority and Related Handbooks (Continued)

B
Related Handbooks (Continued)

IF the material concerns...	THEN see...
* * *	* * *
NAP; LAC and loss claims management; accepting complaints or documenting FSA observation	1-NAP, 3-RM, or 4-RM.
allotments and marketing quotas for all tobacco, except burley and flue-cured	1-TB SCOAP.
flue-cured tobacco	9-TB SCOAP.
burley tobacco quota program	10-TB SCOAP.

3 Access to Information

A
Access to Farm and Farm Records

Any authorized representative of the Secretary shall have access to farm and farm records to make determinations on eligibility and compliance with:

- program provisions
- highly erodible and wetland conservation provisions.

* * *

4 Responsibilities

A Producer's Responsibilities

Each producer who expects to receive benefits under an FSA program is responsible for complying with every provision of that program, including:

- complying with highly erodible and wetland conservation provisions
- providing accurate acreage reports and production evidence when required.

B CED's Responsibilities

CED's shall:

- ensure that all compliance activities are completed in a timely manner and according to procedure
- recruit, train, and qualify County Office employees for compliance activities
- obtain producers' reports of acreage
- monitor quality of producer-filed acreage reports by inspecting a statistically sound random sample, in addition to required inspections
- develop plans for the following:
  - preparing materials needed for producer acreage and production reports
  - assembling documents and equipment for field and program assistants
  - ensuring efficient workflow in the office and the field
  - checking *** * *** compliance work as directed by STC

•***--**make farm and field inspections, using approved compliance method

- if aerial compliance is the approved compliance method, assist aerial**--***compliance key County Office CED's in securing vendor agreements for aircraft and pilots to provide aerial compliance flights.

Continued on the next page

4 Responsibilities (Continued)

C
COC Responsibilities

COC shall:

- ensure that compliance activities are performed using techniques provided by STC
- establish rates for measurement services and ensure that measurement service requests are completed in a timely manner
- review all late-filed acreage reports.

D
DD Responsibilities

DD shall:

- serve as liaison officer between the State and County Office
- supervise all County Office compliance activities
- review County Office compliance operations according to 3-IC
- assist the State Office in supervising and reviewing all phases of compliance work
- assist CED in training employees involved in acreage and production determinations
- review certification registers and send a copy to the State Office.

Continued on the next page

E
SED Responsibilities

--**SED shall FAX the State Compliance Plan of Operation to PECD, Compliance Branch (202-720-4941) by February 1 of each year, and shall include plans for:**--

- helping CED's train employees involved in acreage and production determination methods
- supervising County Office compliance operations
- ***--**if aerial compliance is the approved compliance method, coordinating**--*** aerial compliance activities and selecting a key County Office coordinator
- requiring DD's and CED's to make an adequate check of employees' work and provide additional training when necessary
- establishing policy and providing guidance to DD's in the review of County Office compliance activities.

F
STC Responsibilities

STC's shall:

- review producer services in the State to ensure that service rates in all counties are equitable
- establish deadlines for County Offices to provide the State Office rates for producer services
- establish the deadline by which County Offices will have completed *** * *** compliance activities
- determine whether FSN's are to be maintained on aerial photography, and establish color codes on photography for:
  - farm boundaries
  - tract boundaries
  - field boundaries
  - land classification
  - land use ID's

  Note: See 8-CM for digital photography requirements.

Continued on the next page

F
STC Responsibilities (Continued)

- obtain DAFP's approval before implementing deviations from measurement standards
- examine COC recommendations for using other than 3 percent standard deduction for ground measurement
- establish grid ID for use in tract ID
- ensure that all County Offices offer a full range of services, such as:
  - measurement service
  - production determinations
- *--set measurement service rates for slide or digital image, measurements over--* 25 acres and an optional inspection (verification) fee for ground verification
- provide guidelines for flying service, including additional items or conditions to add to the agreement.

5-14 (Reserved)

Part 2 Acreage Report Procedures

Section 1 Responsibilities, Guidelines, and Reporting Dates

15 Using FSA-578

A Introduction

County Offices shall use FSA-578 to collect data relating to crops. The collection is to:

- determine compliance with farm programs
- preserve allotments for marketing quota crops
- verify compliance with HELC and WC provisions
- collect data for FSA and other USDA agencies for *** * *** program decisions
- determine eligible producers for loans and LDP's
- determine crop and producer eligibility for NAP.

B Accepting Acreage Reports

This table describes the steps that are taken when accepting an acreage report.

Step	Action
1	Enter crops and acreage data on FSA-578 provided by an individual or entity identified in subparagraph 16 D.
2	Review the data with the person reporting to ensure that: • all applicable crops are included • the farm is in compliance, if applicable.
3	Perform any measurement service that was requested.
4	Provide a copy of FSA-578 and aerial or digital photocopy.
5	Perform random inspection and apply tolerance rules, when applicable.
6	Send operator FSA-468 or FSA-409, as applicable.
7	Process redetermination requests.
8	***--**COC makes determinations according to Part 3, Section 4.**--***
9	Process payment reduction reports and notification letters, if applicable.

16 Required Acreage Reports

A Importance of Accurate and Timely Reporting

Filing an accurate and timely acreage report for all crops and land uses, including failed acreage, can prevent loss of benefits for programs listed in the following table. Producers are required to file FSA-578 by the applicable final reporting date in Exhibit 6. To be considered timely filed, acreage reports for:

- prevented planted acreage are required to be submitted no later than 15 calendar days
--**after the final planting date for the applicable crop**--

- failed acreage shall be filed before the disposition of the crop.

Benefit	Acreage Reporting Requirement	Reason for Requirement
Marketing Assistance Loans and LDP's	All cropland on the farm **Note:** Farms that have zero cropland will have the flag set to "Y" in the cropland comparison file. No producer or County Office action will be necessary.	• Requirement of the Farm Security and Rural Investment Act of 2002 • Needed to determine reasonableness of claimed production
Direct and counter-cyclical payments under DCP	All cropland on the farm **Note:** Farms that have zero cropland will have the flag set to "Y" in the cropland comparison file. No producer or County Office action will be necessary.	Requirement of the Farm Security and Rural Investment Act of 2002
CRP annual rental payment	CRP acreage according to CRP-1 Appendix	Needed to determine that the producer has maintained CRP acreage
NAP	Crop acreage for which NAP benefits may be requested	Needed to establish eligibility of the crop and producer for NAP benefits
Quota tobacco	All quota tobacco	Needed to establish tobacco eligibility

*--16 Required Acreage Reports (Continued)

B Informing Producers

Producers of crops for which FSA-578 must be filed should be informed of the following:

- requirements for filing an accurate crop and acreage report, including the following:
  - the requirement for reporting all cropland on the farm for DCP, marketing assistance loans, and LDP benefits--*
  - the importance of correctly reporting crop acreage
  - crops that should be reported
  - final crop reporting dates
- responsibilities regarding HELC and WC provisions
- availability and advantages of measurement services
- loss of program benefits for noncompliance.

C Methods of Notification

County Offices shall notify all producers of acreage reporting requirements by any means of communication, including the following:

- news releases
- newsletters
- radio and television
- meetings.

D Who Can Certify

County Offices shall accept FSA-578 certification from 1 of the following:

- farm operator
- farm owner
- person authorized by power of attorney
- tenants and share-croppers, but only for crop acreage for which the person has a share.

--However, all cropland on the farm must be certified for applicable programs.--

*--17 Other Acreage Reports

A Accepting Other Acreage Reports

Producers are not required to report crop acreages, other than those in subparagraph 16 A.--* However, County Offices shall accept FSA-578's from all producers who wish to report their crop acreages for any purpose.

B BWEP

BWEP, which is administered by APHIS, has used cotton acreage reports that were provided by producers to local FSA offices since the first trial program in 1978.

To continue providing this service, County Offices that are in States designated for participation in BWEP shall continue accepting acreage reports for BWEP purposes.

* * *

C Special Tobacco Combinations

Tobacco acreage planted on farms included in a special tobacco combination shall be reported on FSA-578 for the farm on which the tobacco is planted.

18 Reporting Dates

A Final Reporting Dates

--**To be eligible for FSA benefits according to subparagraph 16 A, crops must be reported**-- by the final reporting dates in Exhibit 6.

B Exceptions

This table provides exceptions to reporting dates in Exhibit 6.

IF...	**THEN, to be timely filed, this acreage must be reported by...**
crop has not been planted by the final reporting date in Exhibit 6	15 calendar days after planting is completed.
measurement service has been ***--**requested, but not performed by the final reporting date**--***	the final reporting date. If the measured acreage differs from the reported acreage, the acreage report shall be revised within 5 workdays of the notification of the measurement service results.
there is CRP	• the latest reporting date in the county, if small grains are not planted on CRP • the applicable reporting date for the small grain, if small grains are planted on CRP.

18 Reporting Dates (Continued)

C Reporting Acreage by Appointment

If appointments are used to report acreage, sufficient personnel shall be assigned to ensure that all appointments can be scheduled before the applicable final reporting dates.

D Using Registers

--**A register for acreage reports shall be used, according to 1-CM, paragraph 3, when a certification register is necessary.**--

All automated FSA-578's with a certification signature from the farm operator, owner, or duly authorized representative dated more than 10 workdays after the final reporting date shall be listed by FSN, operator's name, and reason for accepting the report after the final reporting date. DD shall review and initial this list and forward a copy to the State Office.

Note: DAFP may request the State Office to provide a list of County Offices that needed to prepare a list of FSA-578's certified more than 10 workdays after the final reporting date.

19 Assisting Persons in Reporting Acreage

A Before FSA-578 Is Filed

***--**County Offices shall advise persons identified in subparagraph 16 D of the following before FSA-578 is filed:

- an accurate and timely report is required
- farms participating in DCP and those requesting LDP's and marketing assistance loans are required to report all cropland on the farm to be eligible for benefits**--***
- photography, official acreages, and past records are available to help in reporting acreage
- measurement services are available and recommended if there is any doubt about the accuracy of any data being reported
- if a discrepancy arises between previously reported crop acreage and crop acreage being reported.

  Note: The person reporting crop acreage shall be notified if the person's report is in conflict with previously reported crop acreage. The person shall be advised that FSA will accept the report; however, all acreage reports are subject to spot check. Determined acreage will be compared against the most recent report given for the acreage regardless of whether previously filed reports that were later revised are more accurate. No acreage report revisions are permitted after crop acreage is spot-checked. County Offices shall **not**, in any way, advise any person on the quantity of acreage that should be reported.

19 Assisting Persons in Reporting Acreage (Continued)

B Assisting Operators

County Offices should take the following steps to assist a producer with filing FSA-578.

Step	Action	
1	When possible, make an appointment to file FSA-578.	
2	***--**Require a report for all crops for which FSA-578 must be filed. Require a report for **all** cropland on each farm for which DCP, marketing assistance loans, and LDP benefits are being requested. Accept acreage reports for all other crops and farms.**--***	
3	Explain impact of HELC and WC provisions on farming operations.	
4	• Use official acreages, where applicable. • Subtract deductions from all acreages. • Enter data on FSA-578.	
5	Review each field on the farm, using photographs, photocopies, and slides or digital images, if available.	
6	Use the following to determine whether certification is possible from visual inspection of official field acreages on the photograph.	
	IF...	**THEN...**
	visual inspection is possible	accept FSA-578 and go to step 8.
	visual inspection is not possible	go to step 7.
7	Suggest measurement service if the producer: • is uncertain about the acreage being reported • wants to guarantee that the farm acreage meets program requirements • wants to establish or correct an official acreage for an area that cannot be delineated from features that are visible on the photograph. **Note:** See paragraph 459 for procedure on measurement service.	
8	Assist the producer in filing FSA-578, if the producer provides specific information or acreage measurements, according to subparagraph C.	
9	Ensure that the producer provides acreage of any deductions, skip-row patterns, etc. Enter unusual patterns on FSA-578, remarks section.	

19 Assisting Persons in Reporting Acreage (Continued)

C Calculating Acreage Measurements

County Offices shall follow these steps when the producer, operator, or owner provides specific data or acreage measurements and requests assistance.

Step	Action
1	Delineate subdivisions on the photograph or MDOQ.
2	Compute acreage from scaled dimensions, digitizing, or planimetering. **Note:** Do not enter acreage on the photograph or MDOQ, except for official acreage.
3	Remind the person reporting that acreages they provided: • are not official • cannot be guaranteed.
4	Emphasize the importance of providing an accurate acreage report on FSA-578.
5	Ensure that the producer: • reads and understands the certification on FSA-578 • understands that by signing FSA-578, the producer is agreeing with this certification. ***--Note:** See subparagraph 16 D for certification restrictions.--*

20 Crop Data on Aerial Photocopies

A What to Include on * * * Photocopies

--Use aerial or digital photocopies to record the following information before data is-- entered on FSA-578:

- crop
- intended use of the crop
- number of acres
- approximate boundaries of the crop
- nonirrigated or irrigated (optional)
- skip-row pattern, when applicable.

***--Note:** For counties with a certified CLU layer, the maintenance tool will create a photocopy and allow entry of the above data.--*

B Review for HEL Noncompliance

Use this table to review * * * photocopies to identify potential HELC or WC noncompliance if FSA-578 was completed and an agricultural commodity is planted on either of the following:

- a field for which HEL determination is not made
- land designated as CW.

IF...	THEN...
any producer on the farm has filed AD-1026	prepare FSA-569 and refer to NRCS for a determination according to 6-CP, paragraph 434.
no producer on the farm has filed AD-1026	• explain to the producer who certifies on FSA-578 that the report indicates a potential HELC or WC noncompliance, which will be verified if any producer on the farm requests USDA benefits • maintain a record of the potentially ineligible producer who is associated with land on which there is a potential noncompliance • prepare FSA-578 for the farm and refer to NRCS for a determination if any producer on the farm files AD-1026.

21 Late-Filed Report of Acreage

A Accepting Late-Filed FSA-578

COC may accept a late-filed FSA-578 as timely filed when all of the following apply:

- the operator pays the cost of a farm visit and the costs of verification and determination of crop acreage

  Note: See subparagraph D to determine when to charge a late-filed fee.

- physical existence of the late-filed crop or crop residue for the crop year being reported exists, if applicable, according to subparagraph E

- the crop's use can be verified

- ***--**the crop's acreage for the specific crop year can be determined.**--***

Note: All late-filed crops reported on FSA-578 are required checks.

*--B Late-Filed FSA-578 for FAV History, NAP APH, or CRP Cropping History

A late-filed FSA-578 may be accepted after physical existence of the crop or crop residue is gone if the producer:

- is reporting acreage for establishing FAV history, APH data base for NAP eligibility purposes, or cropping history for CRP purposes

- provides acceptable evidence, to COC's satisfaction, to prove existence and disposition of the crop, according to subparagraph F.**--***

21 Late-Filed Report of Acreage (Continued)

C Late-Filed FSA-578 for Ornamental Nursery and Aquaculture

FSA-578 filed after September 30 for the ensuing ornamental nursery or aquacultural crop year *** * *** may be approved if all of the following occur:

- the producer was prevented by circumstances beyond the producer's control from timely filing the report

•***--**the late-filed FSA-578 is for the inventory for the remaining months of the crop year

- the late-filed FSA-578 is filed before the date of disaster, which is the basis for an application for payment.

A late-filed FSA-578 shall **not** be accepted after either of the following:

- the end of the crop year for which FSA-578 is required
- the natural disaster occurs, which is the basis for an application for payment.

Crop years for ornamental nursery and aquaculture begin October 1 and end**--***
September 30.

21 Late-Filed Report of Acreage (Continued)

D Late-Filed Fees and Acreage Verification

The following table provides instructions for charging late-filed fees and verifying acreage.

*--IF the reason for the late-filed acreage report is...	THEN the late-filed fee is...
within the operator's control	equal to measurement service fees according to paragraph 460 and the crop acreage is a required spot check.
beyond the operator's control	waived, and acreage determination is not required unless the farm is selected for a random spot check.
for 1991 through 1995 FAV or to--* establish NAP APH approved yield	waived. **Note:** Once the producer has and FAV history or APH approved yield established, annual acreage reports are required by the reporting date or a late-filed fee shall be charged and physical evidence verified.

E Physical Evidence Requirements

The following table provide physical evidence requirements for late-filed FSA-578's.

IF the late-filed acreage report is for purposes...	THEN the crop or crop residue...
other than those in subparagraph B	must be identifiable and verified by a farm visit.
in subparagraph B	verification is not required. Other satisfactory evidence must be provided. **Note:** See subparagraph F for examples of acceptable evidence.

21 Late-Filed Report of Acreage (Continued)

F Examples of Acceptable Crop Evidence

The following are examples of acceptable nonphysical evidence that may be provided to or *--requested by COC when determining FAV history for DCP, to establish NAP APH for the first time, or for cropping history for CRP.--*

IF the evidence is to prove...	THEN COC may accept nonphysical evidence, such as...
existence of the crop	seed receipts showing the amount, variety, and date purchased.
	receipts for cleaning, treating, etc., for seed planted on the farm.
	documentation obtained and certified by another Governmental agency indicating the acreage, location, and crop year.
	acreage reported for any crop insurance policy or loss adjustment.
	a written contract or documentation of an oral contract to produce a specific crop.
	aerial or digital slides, if a positive determination can be made of the crop's identity and boundaries.
disposition of the crop	receipts showing number and units sold if the sale can be positively identified as sale of the crop for the farm for the year represented.
	a written contract or documentation of an oral contract to produce a specific crop.
	records showing the crop was fed to livestock.
	positive documentation of payment for custom harvesting indicating acreage, location, and crop year.

22 Partial and Revised Reports

A Partial FSA-578's

A partial FSA-578 for a farm may exist when:

- at least 1 crop has been reported
- all acreage on the farm has not been reported.

B Revising Crop or Acres

FSA-578's may be revised at any time if the revised acreage can be verified by physical evidence to COC's satisfaction.

Note: The revised FSA-578 may not nullify the results of a spot check, if the results of the spot check have been provided to the operator.

C Revising Intended Use

The intended use field shall not be revised.

Note: This is the anticipated use at the time of planting and should not need to be revised.

D Revising Shares

Shares may be revised at anytime if the revised shares can be verified by providing documentation to COC's satisfaction. For example, a lease showing the shares.

E Accepting Revised Acreage Reports

Accepting a revised acreage report does not guarantee program eligibility.

Note: See specific program procedure for guidelines for eligibility.

F Spot Checks

Partial and revised FSA-578's shall be subject to the same compliance spot checks as other FSA-578's.

*--23 Planted Acreage for Program Purposes

A Planted Acreage

Planted acreage includes the following:

- **corn** includes field corn in all stages of growth, including sterile high sugar field corn and hybrid seed corn

  Note: Planted acreage of corn does not include popcorn, sweet corn, Zea Mays Amylacea (blue corn), cuzco gigantica (corn nuts), regardless of use, and any other corn varieties grown for decorative uses. However, acreage planted to popcorn in 1998 to 2001 is considered planted to corn for DCP base acres purposes.

- **grain sorghum**, acreage of grain or dual purpose variety, including crosses having grain or dual purpose variety characteristics during all stages of growth, and acreages of millage

- **ELS cotton**, including stub cotton, which is cotton acreage meeting all of the following conditions:

  - American-Pima, Sea Island, Sealand, all other varieties of the Barbandense species of cotton and any hybrid thereof, and any other variety of cotton in which 1 or more of these varieties is predominant

  - the acreage is grown in a county designated as an ELS county by the Secretary

  - the production from the acreage is ginned on a roller-type gin

  Note: ELS cotton that does not meet these criteria is considered other cotton.

- **upland cotton**, including stub cotton, which is produced from other than pure strains of the Barbandense species, any hybrid thereof, or any other variety of cotton in which 1 or more of these varieties predominate, including colored lint--*

*--23 Planted Acreage for Program Purposes (Continued)

A Planted Acreage (Continued)

- **rice**, including volunteer rice harvested

- **barley, oats, and wheat**, if the crop could have been harvested as grain, regardless of whether the crop is actually harvested as grain.

  Note: This includes the following:

  - planted and volunteered acreage not capable of reaching the hard dough stage solely because of a disaster, if CCC-576 was filed and approved by COC

  - malting barley.

B Excluded From Planted Acreage

Planted acreage does not include acreages:

- of the crop that fail or are destroyed and that could have been replanted by the ending planting date set for the commodity but were not replanted

- of planted or volunteered small grain that COC determines was planted or volunteered so late that it would not reach the hard dough stage or is not economically feasible to be harvested because of yield

- of black or red rice

- that COC determines was not planted with the intent for harvest.**--***

24 Prevented Planting and Failed Acreage

A Prevented Planting

Prevented planting occurs when a crop cannot be planted during the established planting period for the crop because of natural disaster. A producer must be able to prove, to COC's satisfaction, an intention to plant for harvest the acreage to the crop.

B Establishing Intent of Planting

--**Producers who are requesting prevented planted acreage credit shall complete manual CCC-576, Part B and provide sufficient information that:**--

- all cropland feasible to plant and prevented from being planted was affected by a natural disaster rather than a management decision

  Note: The unavailability of equipment, seed, or fertilizer, even if this unavailability is because of or related to the natural disaster, is not an eligible cause of prevented planting.

- preliminary efforts made by the producer to plant the crop are evident, such as disking the land or orders for purchase or delivery of seed and fertilizer.

--Note:** CCC-576 should be processed according to 1-NAP (Rev. 1), paragraph 401, but marked as "Not for NAP" if it is only for a prevented planting acreage determination that does not have a NAP policy.**--

If COC is not satisfied that the crop was intended, but not planted because of natural disaster, the claim for prevented planting shall be denied.

C Failed Acreage

Failed acreage is acreage that was timely planted with the intent to harvest, but because of disaster-related conditions, the crop failed before it could be brought to harvest.

24 Prevented Planting and Failed Acreage (Continued)

D Proof of Failed Acreage

Producers who are requesting failed acreage credit shall complete manual CCC-576, Part B and prove to COC's satisfaction that:

- the crop was planted with the intent to harvest using farming practices consistent for the crop and area
- the acreage failed because of disaster-related conditions.

Notes: Acreage reports for failed crops shall be filed before the disposition of the crop.

CCC-576 should be processed according to 1-NAP (Rev. 1), paragraph 401, but marked as "Not for NAP" if it is only for a failed acreage determination that does not have a NAP policy.

E * * * Verifying Prevented Planting and Failed Acreage

*** * ***

Verify prevented and failed acreage by 1 of the following methods:

- crop insurance data if the data supports FSA-578
- COC knowledge

  Example: If COC has knowledge that an area is affected by a natural disaster, COC can approve the acreage without performing a field visit.

- field visit.

Note: If the acreage is verified by crop insurance data or COC knowledge, follow Exhibit 6 for the final reporting date. However, if the acreage is verified by a field visit, the final reporting date is 15 calendar days after the final planting date.

24 Prevented Planting and Failed Acreage (Continued)

*--F Recording Prevented Planted Acreage

Producers with claimed prevented planting acreage shall report acreage on FSA-578. The farm and/or crop must be flagged as a required spot check in the AFIS software according to subparagraph 376 G. **All** acreage of the crop must be determined and recorded in the acreage reporting software.

Example: The farm is reported and determined as follows.

		Reported		Determined
Field #1	Corn	10.0 acres	Prevented	10.0
Field #2	Corn	10.0 acres	Planted	10.0
Field #3	Corn	10.0 acres	Prevented	10.0

G Recording Failed Acreage

Producers with claimed failed acreage shall report acreage on FSA-578. The acreage shall be recorded in the acreage reporting software as reported. Determined acreage for the failed crop shall only be entered in the acreage reporting software if the crop is selected as a spot check through the AFIS software.--*

--

25 Double-Cropping

A Definition of Double-Cropping

Approved double-cropping occurs when both of the following are met:

- the specific combination of crops recommended by COC is approved by STC
- the 2 specific crops can be planted and harvested on the same acreage in the same crop year under normal growing conditions.

One or both of the crops could have been prevented from planting and/or failed as long as both of the crops had reasonable expectations and realistic possibilities of reaching maturity and being harvested within the same crop year under normal growing conditions.

--Note:** See 1-DCP, paragraph 473 for definition of double-cropping FAV's or wild rice with covered commodities or peanuts.**--

B Establishing Double-Cropping Crops

COC shall submit to STC recommendations of specific combinations of crops that can annually meet the definition of double-cropping. This applies to all combinations that are requested to be reported as double-cropped.

COC supporting documentation shall include the following:

- length of growing season and moisture requirements required to produce the recommended crops
- documentation of rainfall amounts normally received in the county during the growing season for each crop
- irrigation requirements, if any
- RMA- or COC-established final planting date for each crop
- COC-established normal harvest date for each crop.

The normal harvest dates and final planting dates are established based on normal growing single cropping conditions.

25 Double-Cropping (Continued)

*--C COC Action

COC shall annually submit any changes or additions in cropping practices to STC for approval.

D STC Action

STC shall review annually and approve or disapprove COC-recommended changes or additions to the combinations of crops based on the data submitted by COC.**--***

STC shall **not** approve any of the following:

- any combination of crops that were disapproved as a multiple-cropping practice under CDP or disaster assistance programs
- a combination comprised of plantings of the same crop
- any specific combination of crops if both crops cannot be planted, taken to maturity, and harvested for grain or lint, as applicable, on the same acreage within the same crop year under normal growing conditions.

  Note: A second planting of the same crop on the same acreage in the same crop year is a repeat planting situation, not double-cropping.

E Exception

There may be some cases where a producer has a verifiable record of double-cropping a specific combination of crops that were either of the following:

- not recommended by COC
- not approved by STC.

25 Double Cropping (Continued)

E Exception (Continued)

At the request of the producer, those cases shall be reviewed by STC on a case-by-case basis. STC may approve the specific combination of crops for that particular producer only if the following requirements are met:

- producer provides verifiable and documentable proof that the specific crops have been successfully planted and harvested on the same acreage in the same crop year in at least 2 of the previous 4 crop years

- for crops requiring irrigation, evidence must be provided to show that the specific crops planted and harvested were irrigated.

This exception does not apply nor shall STC approve any combination of crops for a specific producer if any of the following are met:

- 1 or both of the crops were prevented from being planted or failed

- 1 or both of the crops require irrigation and no verifiable evidence of irrigation is provided

- 1 or both of the crops were not taken to maturity and harvested as grain or lint, as applicable.

26-38 (Reserved)

39 Accessing Acreage and Compliance Determinations Menu

A Accessing Menu MEAL00

Access the current year's Acreage and Compliance Determinations Menu MEAL00, according to this table.

Step	Action	Result
1	On Menu M00000, ENTER "3".	Menu MEA000 will be displayed.
2	ENTER "2".	Menu MEAL00 will be displayed.

B Example of Menu MEAL00

This is an example of Acreage and Compliance Determinations Menu MEAL00.

*--

```
COMMAND                        MENU: MEAL00
Compliance - 199? Acreage and Compliance Determinations Menu
-----------------------------------------------------------------------

        1.   Select Predominant Crops and Set Crop Defaults (2-CP)

        6.   Load FSA-578 Data (2-CP)
     *  7.   Summarize Acreage Data and Update Farm Crop Records
             for Peanuts and Tobaccos
     *  8.   Farm Inspection Selection (2-CP)
     *  9.   FSA-468, Notice of Determined Acreage (2-CP)
       10.   Reports (2-CP)
       19.   Digital Compliance Determination Menu
       20.   Return to Application Primary Menu
       21.   Return to Application Selection Screen
       22.   Return to Office Selection Screen
       23.   Return to Primary Selection Menu
       24.   Sign Off


Cmd3-Previous Menu             *=Option currently not available.

Enter option and press "Enter"
```

--*

40 Crop Characteristic Default Rollover Process

A
Accessing Process

***--**On Menu MEAL00, ENTER "1" to access Screen MEALD401.

B
Defaults Rolled Over From Previous Year

The first time the default process is accessed, the previous year's defaults that pass validation roll over to the current year's default file. The previous year's defaults with invalid crop characteristics are displayed on Screen MEALD401 for updating.

- Screen MEALD201 is automatically displayed.

- PRESS "Cmd7" to exit Screen MEALD201. This accesses Screen MEALD501 to print those crops that were updated and rolled**--*** over for the current year's defaults.

Warning: The routine shall not be exited when the County Office begins to update invalid defaults. After updating the last entry, files are validated and rolled over.

Continued on the next page

C
Screen
***--MEALD401**

Screen MEALD401:

- displays only during the initial access to the default process
- automatically accesses Screen MEALD101 to allow corrections and deletions to crop characteristic defaults.

D
Example of Screen MEALD401

This is an example of Rollover Selection Screen MEALD401.

```
Defaults                                                                    MEALD401

-------------------------------------------------------------------------------------


          The 1995 Crop Default will be rolled over to 1996.  Any crops
          with invalid characteristics for 1996 will be rejected and
          displayed one at a time for updating.  After all rejects have
          been updated, PRESS "Cmd7" to obtain a listing of rolled over
          1996 Crop Defaults.

          NOTE:  Once you proceed with this process, you will be
                 unable to exit until all rejects have been updated.




     Cmd7-End                                                Enter-Continue
```

--*

Continued on the next page

E
Command Keys

This table contains the function of command keys on Screen MEALD401.

Key	Function
Cmd7	Redisplay Menu MEAL00.
Enter	Displays Screen MEALD101.

F
Screen MEALD101

Use Screen MEALD101 to correct and delete invalid crop characteristic defaults.

G
Example of Screen MEALD101

This is an example of Rejected Defaults Rollover Screen MEALD101.

*--

```
Defaults                                                        Entry         MEALD101
Rejected Defaults Rollover Screen
-----------------------------------------------------------------------------------------


            Irr       Pred Rpt       Crop Int       Var/ Lnd        PlntPrc
   Crop Prc       Num       Unit Stat Use       Type Use         FCIC
   Wheat     I         90        A         I        HY        WTR        C


Cmd24-Delete  Help-Help Text                                   Enter-Continue
```

--*

H
Printing Default File

When all rejects have been revised, the user may PRESS "Cmd7" on Screen MEALD501 to exit and print a list of all crops that rolled over for the current year.

The print function prepares a list of all valid current year's crop characteristic default files.

Continued on the next page

I
Accessing Screen *--MEALD501

On Screen MEALD201, PRESS "Cmd7" to access Screen MEALD501.

J
Screen MEALD501

Use Screen MEALD501 to print crop characteristic defaults as the user exits the default process. Print the defaults in predominate number order or alphabetic crop order.

K
Example of Screen MEALD501

This is an example of Print Selection Screen MEALD501 after "Cmd7" is pressed on Screen MEALD201 in the default process.

```
 Defaults                                                                    MEALD501

 Print Selection Screen
-------------------------------------------------------------------------------------


          To print the Crop Characteristic Defaults, enter either
          the predominant number order or alphabetic crop code.
          (NOTE: Leaving the entries blank will print the Crop
          Characteristic Defaults by predominant number.)

                 Predominant Number     (Y)           O
                        or
                 Alphabetic Crop        (Y)           O


          Enter the ID number of the printer to be used   00

          Leave blank to default to the system printer

       Cmd7-End                                                   Enter-Continue
```

--*

41 Establishing Predominant Crops and Crop Characteristic Defaults

A Introduction

This paragraph explains how to establish predominant crops and crop characteristics, including displaying, selecting, and entering data.

Notes: See Exhibit 10.5 for valid current year's crops and crop characteristics. *** * ***

If the crop is not listed in Exhibit 10.5, see Exhibit 9 for requesting additions.

B Accessing Process

On Menu MEAL00, ENTER "1" to:

- display Screen MEALD201
- access the predominant crop and crop default process.

C Screen MEALD201

Assign Crop Defaults Screen MEALD201 will be displayed with the first page of defaults that passed validation and were rolled over from the previous year's default file.

D Example of Screen MEALD201

This is an example of Assign Crop Defaults Screen MEALD201.

```
 Defaults                                                                    MEALD201
 Assign Crop Defaults Screen
 ---------------------------------------------------------------------------------------

                  County Crop Characteristic Defaults

       Irr  Pred  Rpt    Crop    Int   Var/  Lnd     Num  Row     Pattern   Skip   Conv
Crop   Prc  Num   Unit   Stat    Use   Type  Use     Rows Width   In  Out   Width  Fact

Barly   I   105    A      IF      Gr   Wtr


  Help-Help Text
  Cmd7-End                                (A)dd Additional Defaults, Enter=Continue
```

Continued on the next page

E
Command Keys

***--**This table contains the function of command keys on Screen MEALD201.

Key	Function
Help	Displays appropriate help screen.
Cmd7	Displays Screen MEALD501.--*
A	Displays blank screen for entering additional defaults.
Enter	Runs validations, updates displayed defaults, and displays next screen of defaults, if present.

F
Crop Characteristic Default Requirement

One or more crop characteristic defaults shall be entered for every crop and crop type that will be reported in the current year. The crop and crop type cannot be entered on FSA-578 unless it is present on the current year's default file.

G
Crop Characteristic Default Recommendation

Enter a crop characteristic default for every use that a crop will be reported in the current year. This allows full use of defaults during the entry process. See subparagraph 84 C for an explanation of the process.

H
Revising Crop Characteristic Defaults

Crop characteristic defaults can be revised by entering a new crop or characteristic in place of the old.

Continued on the next page

I
Entering Crop Characteristic Defaults

To establish a default, do the following on Screen MEALD201.

Note: Help is available for all fields on the screen. PRESS "Help" while the cursor is in the applicable field to access help.

Step	Field	Action
1	Crop	Enter crop from Exhibit 10.5.
	Irr Prc	Enter irrigation practice code IR or NI.
	***--**Rpt Unit	Enter the applicable reporting unit: • A = Acres • T = Taps • H = Hives.**--***
	Pred Num	Enter predominant number.
	Crop Stat	Enter crop status code according to paragraph 73.
	Int Use	Enter intended use code according to paragraph 75.
	Var/Type	Enter variety and type code according to paragraph 74.
	Lnd Use	Enter land use code according to paragraph 76.
	Num Rows	Enter the normal number of rows.
	Row Width	Enter the normal row width.
	Pattern In	Enter the row pattern in.
	Pattern Out	Enter the row pattern out.
	Skip Width	Enter the skip width.
	Conv Fact	Enter the conversion factor.

Warning: The planting pattern will default to "blank" for tomatoes and peppers. Planting pattern defaults must be entered for crops and crop types with practices on the FCIC actuarial table file.

Continued on the next page

I
Entering Crop Characteristic Defaults (Continued)

Step	Field	Action
2		PRESS "Enter" to validate the entries. **Notes:** If all crops with corresponding practices from the crop data table cannot be displayed on 1 screen, the message, "More crops", will be displayed. If a change is made after predominant crop numbers have been assigned, notify all users of the new predominant crop numbers and defaults.
3		PRESS "Cmd7" to exit. ***--Result:** Screen MEALD501 will be displayed.
4		PRESS "Cmd7" to exit without printing defaults. **Result:** Menu MEAL00 will be redisplayed. Follow instructions on Screen MEALD501 to print crop--* characteristic defaults.

Continued on the next page

J
Adding Additional Defaults

Add additional defaults for crops according to this table.

Step	Action
1	*--ENTER "A" on Screen MEALD201.--*
2	PRESS "Enter".
3	Enter additional defaults.
4	On the final crop, PRESS "Enter" to update crop file.
5	*--PRESS "Cmd7" to display Screen MEALD501.
6	Take either of the following actions: • PRESS "Cmd7" to return to Menu MEAL00 without printing defaults • make print selection and PRESS "Enter" to print crop defaults before returning to Menu MEAL00.--*

42-62 (Reserved)

63 Accessing Option Selection Menu MEAO0101

A Accessing Data Entry Screens

Access the load crop option screens according to this table.

Step	Action	Result
1	On Menu MEAO0101, ENTER “6”.	Screen MEAO0102 will be displayed.
2	ENTER “1”.	Screen MEAO0201 will be displayed.
3	Enter either of the following: • farm number • operator's last name. Access an optional entry by entering “T” to display tracts and cropland on Screen MEAO0601.	The farm is selected. Either of the following screens will be displayed: • Screen MEAS1101 will be displayed if the farm does not have any fields rolled over from the previous year and is being accessed for the first time in the current year • Screen MEAL1401 will be displayed if the farm has been accessed before.

B Example of Menu MEAO0101

This is an example of Option Selection Menu MEAO0101.

*--

```
Acreage Report                                                          MEAO0101
Option Selection Menu
-----------------------------------------------------------------------------------
                                  200X Program Year

                        1  Load a farm
                        2  Review a farm
                        3  Revise a farm
                        4  Enter determined acreage for a farm
                        6  Print Acreage Reports
                        7  Farm summary
                        8  Tract summary
                        9  Certify FSA-578
                       10  Delete FSA-578
                       11  Add Other Producers
                       12  Update Eligibility File
                       13  Access Farm Maintenance

   Cmd7=End                                          Enter desired selection
```

--*

64 Initial Access to Acreage Report

*--A Screen MEAS1101

Producer Share Screen MEAS1101 will be displayed for farms accessed for the first time in the current year. The name and ID of the operator, owner, and other producers will be displayed by ID number sequence.

B Example of Screen MEAS1101

This is an example of Producer Share Screen MEAS1101.

```
Acreage Report                                                    Entry          MEAS1101
Producer Share Screen
-----------------------------------------------------------------------------------------
Farm Number     9901283                                     Identifier  NONE
Operator Name   PROD-0382                                   Operator ID  85-0352718   E

   Producer Name                          ID                          Share
   DAN B PROD-0222                   463 07 2858
   TRUMAN PROD-0380                  525 78 9140
   PROD-0382                         85 0352718                        2500
   PROD-0383                         85 0352719                        2500
   PROD-0384                         85 0353035                        5000


 Cmd7-End, Cmd3-Previous        (D)efault,  (S)elect producer, Enter-Continue  D
```

--*

C Producer Shares

*** * *** Shares are from the previous year's FSA-578.

Producer shares can be entered as "ALL" or in 4 digits. The **total shares must equal 1.000 to pass validation.**

*** * ***

64 Initial Access to Acreage Report (Continued)

D Entering Producer Shares

--**On Screen MEAS1101, enter producer shares. If there are more than 12 producers, the**--
message, "More Producers", will be displayed. PRESS "Enter" to redisplay
Screen MEAS1101 with additional producers.

Warning: The automated FSA-578 process can handle a farm with a maximum of 200 producers, and cannot be accessed when more producers are associated to the farm. FSA-578 is **deleted** for a farm if producers added during FSA-578 cause the total number of producers to exceed 200. FSA-578 is kept only by removing the excess over 200 **before** exiting the process.

--Note:** Software no longer allows defaulted shares.**--

E Field Rollover

If fields with an end date were present on the previous year's FSA-578 for the farm, fields roll over to the current year before Screen MEAL1401 displays.

Note: Fields will not roll over for farms that have been reconstituted for the current year.

*** * ***

64 Initial Access to Acreage Report (Continued)

F Defaults on Screen MEAL1401

The first time Screen MEAL1401 displays for a farm that did not have data fields rolled over from the previous year:

- the tract number defaults to the first tract for the farm

- the following data fields default to the crop defaults shown for the first predominant crop on Screen MEALD201:

  - "Crop"
  - "Irr Prc"
  - "Crop Stat"
  - "Int Use"
  - "Var/Type"
  - "Lnd Use"
  - "Plnt Prc"
  - ***--**"Rpt Unit"**--***

- the producer shares default to the producers' names and shares entered on Screen MEAS1101.

65-71 (Reserved)

72 General Information About Entering Basic Data

A Validations

Field **and** producer share entries must pass validations before an update is completed.

PRESS “Help” while the cursor is on the applicable field to obtain help screens that list all automated validations for the entries on the default, load, and revise screens.

B Suggestions for 2-Character Field ID

Use the 2-character field ID for special coding to facilitate tracking special conditions on a field, such as:

- HEL
- WC violations
- CRP
- WBP
- late planted.

72 General Information About Entering Basic Data (Continued)

C Entering Planting Pattern

Enter the planting pattern for cotton, tobacco, tomatoes, and peppers according to this table. The planting pattern must match a planting pattern entered for the crop and crop type in the *--default process. This data is for informational purposes only. The net acreage calculated according to paragraph 393 must be entered.--*

IF the planting pattern is...	THEN...
skip row	enter data in the following fields: • "Row Width" • "Row Pattern In" rows planted • "Row Pattern Out" rows not planted.
sled row	enter data in the following fields: • "Row Width" • "Conv Fact".
solid planting	leave fields blank.

Note: Entries in "Num Rows" and "Skip Width" fields are optional.

D Setting Coverage Flag

The following table lists the valid entries for the coverage flag.

IF the crop is...	THEN coverage flag is...
a NAP crop	"N".
insurable	"I".
	Note: This field defaults to blank.

72 General Information About Entering Basic Data (Continued)

E Command Keys

This table contains the function of command keys for the acreage report data entry process.

Key	Function
Cmd2	Returns to load process.
Cmd22	Displays Screen MEAEL601.
Cmd23	Displays county crop characteristic defaults.
Enter	Validates data, updates files, and provides the next field line.
C	Accesses Screen MEAL2401 to enter multiple fields with the same crop characteristics. See paragraph 86.
D	Switches to determined process.
E	Summarizes field data and calculates the producer's shares. **Note:** Use the end load process each time fields are added, revised, or deleted.
R	Reviews fields.
S	Displays Screen MCA91001.
Help	Displays applicable help screens.

73 Crop Status Codes

*--A Using Crop Status Code “D”, “E”, “F”, “G”, or “H”

Use crop status code “D”, “E”, “F”, “G”, or “H” in the first character field for double crop when a crop meets all of the following:

- is not the first crop in the field
- is not a repeat of the first crop in the field
- meets the double-cropping guidelines in paragraph 25.

This table defines the valid codes to be used when entering double crop acres.

Code	Definition
D	Covered commodity followed by a different covered commodity - meets double cropping definition.
E	Covered commodity followed by FAV or wild rice or vice versa - meets double cropping definition.
F	FAV followed by a different FAV - meets double cropping definition.
G	Noncovered commodity/non-FAV followed by covered commodity or vice versa - meets double cropping definition.
H	Noncovered commodity/non-FAV followed by FAV or vice versa - meets double cropping definition.
O	Noncovered commodity/non-FAV followed by a noncovered commodity/non-FAV meets double cropping definition.

B Using Crop Status Code “J”, “K”, “L”, “M”, or “N”

Use crop status codes “J”, “K”, “L”, “M”, or “N’ in the first character field for a subsequent crop when a crop meets all of the following:

- is not the first crop in the field
- is not a repeat of the first crop in the field
- does not meet the double-cropping guidelines in paragraph 25.--*

73 Crop Status Codes (Continued)

*--B Using Crop Status Code "J", "K", "L", "M", or "N" (Continued)

This table defines the valid codes to be in the first character field used when entering subsequent crop acres.

Code	Definition
J	Covered commodity followed by a different covered commodity – does not meet double cropping definition.
K	Covered commodity followed by FAV or wild rice or vice versa – does not meet double cropping definition.
L	FAV followed by a different FAV – does not meet double cropping definition.
M	Noncovered commodity/non-FAV followed by covered commodity or vice versa – does not meet double cropping definition.
N	Noncovered commodity/non-FAV followed by FAV or vice versa – does not meet double cropping definition.
P	Noncovered commodity/non-FAV followed by a noncovered commodity/non-FAV does not meet double cropping definition.

Note: A second or subsequent crop is the crop planted after the first crop on the same field or subdivision within a crop year that does not meet the definition of a double crop or a repeat crop.

C Using Crop Status Code "R"

Use crop status code "R" in the first character field when the crop is a repeat of the same initial crop planted.

Example: If the first crop planted on the field was "Carrots" with a type of "Minnie" and an intended use of FH and the second planting has all of the same characteristics, use crop status code "R".

D Using Crop Status Code "X"

Use crop status code "X" in the first character field when a crop is considered experimental. A crop is considered experimental if it meets all of the following:

- crop is planted for experimental purposes conducted under the direct supervision of a State experiment station or commercial company
- production is destroyed before harvest or used for testing or other experimental purposes
- a representative of the State experiment station or the commercial company certifies that any production harvested from the experiment will not be marketed in any form
- the farm operator certifies that no harvested production of the crop has or will be received
- by the final reporting date, the farm operator reports the acreage to be excluded and identifies the acreage on a photocopy.--*

73 Crop Status Codes (Continued)

*--E Using Crop Status Code "F" or "P"

Use crop status code "F" in the second character field when the crop meets the definition of failed according to paragraph 24.

Use crop status code "P" in the second character field when the crop meets the definition of prevented planted according to paragraph 24.

F Using Crop Status Code "M"

Use crop status code "M" in the third character field when either of the following apply:

- a field has multiple different crops planted at the same time, and a planting pattern cannot be determined

- a field has the same crop growing in different stages at the same time, and a planting pattern cannot be determined.

Example: Coffee, plaintain, and bananas are planted in the same field at the same time. All 3 crops should be reported with crop status code "I" for initial in the first character field and "M" in the third character field.

G Using Crop Status Codes "1" Through "9"

Use crop status codes "1" through "9" in the third character field when more than 1 repeat crop is reported.

Example: The first planting of yellow corn is coded with "I" for initial in the first character field. The second planting of yellow corn is coded with "R" for repeat in the first character field. The third planting of yellow corn is coded with "R" in the first character field and "1" in the third character field. The fourth planting of yellow corn is coded with "R" in the first character field and "2" in the third character field.

Note: The "1" through "9" in the third character field can also be used to identify up to 11 different planting periods.**--***

74 Variety and Type Selection

A Selecting Crop Variety and Type

Select the proper crop variety and type from Exhibit 10.5 based on producer input for crop year 2001 and future years.

Warning: Selection of the correct variety and type code for crops is crucial to identify type for correct NAP benefit rates. Do **not** use "other", "regular", or other generic references as a type or variety for NAP purposes. If the specific type or variety is not listed, contact PECD to request the type or variety to be added.

B Selecting Soybean Variety and Types

Selection of the correct variety and type code for soybeans is crucial to protect loan eligibility and identify type for correct potential NAP benefit rates.

Refer to the following:

- 2-LP Grains and Oilseeds for loan eligibility
- 1-NAP (Rev. 1) for NAP eligibility.

--

75 Intended Use Codes

A Determining Proper Codes

Intended use codes can affect eligibility for NAP benefits, loans, CRP, etc.

Follow subparagraph B for CRP.

***--**Follow Exhibits 10.5 and 11 to determine proper status and intended use codes for a current year's crop.

Note: The intended use code "LS" (Left Standing) has been added to all small grains. This code is to be used to identify crops planted for a cover crop. If the crop was planted with the intent to harvest or graze, the "LS" code should not be used.**--***

75 Intended Use Codes (Continued)

B CRP Intended Use Codes

CRP intended use codes are listed in this table.

CRP Intended Use Code	CRP Practice Number	CRP Practice Description
1	CP1	Establishment of permanent introduced grasses and legumes
2	CP2	Establishment of permanent native grasses
3	CP3	Tree planting
4	CP4	Permanent wildlife habitat
5	CP5	Field windbreak establishment
6	CP6	Diversions
7	CP7	Erosion control structure
8	CP8	Grass waterways
9	CP9	Shallow water areas for wildlife
10	CP10	Vegetative cover, such as grass, that was already established
11	CP11	Vegetative cover, such as trees, that were already established
12	CP12	Wildlife food plot
13	CP13	Vegetative filter strips
14	CP14	Bottomland timber that was established on wetlands

75 Intended Use Codes (Continued)

B CRP Intended Use Codes (Continued)

CRP Intended Use Code	CRP Practice Number	CRP Practice Description
15	CP15	Establishment of permanent vegetative cover (contour grass strips)
16	CP16	Shelterbelt establishment
17	CP17	Living snow fence
18	CP18	Establishment of permanent vegetation to reduce salinity
19	CP19	Alley cropping
20	CP20	Alternate perennial
21	CP21	Filter strips
22	CP22	Riparian buffer
23	CP23	Wetland Restoration
24	CP24	Cross Wind Trap Strips
25	CP25	Rare and Declining Habitat
*--27	CP27	Farmable Wetland Pilot Wetland
28	CP28	Farmable Wetland Pilot Buffer--*
30	CP3A	Hardwood tree planting
31	CP4A	Permanent wildlife habitat (corridors)
32	CP13A	Vegetative filter strips (grass)
33	CP18A	Establishment of permanent salt tolerant vegetative cover
34	CP13B	Vegetative filter strips (trees)
35	CP4B	Permanent wildlife (corridors), noneasement
36	CP4C	Permanent wildlife habitat

75 Intended Use Codes (Continued)

B CRP Intended Use Codes (Continued)

CRP Intended Use Code	CRP Practice Number	CRP Practice Description
37	CP5A	Field windbreak establishment, noneasement
38	CP8A	Grass waterways, noneasement
39	CP13C	Vegetative filter strips (grass), noneasement
40	CP13D	Vegetative filter strip (trees), noneasement
41	CP15A	Establishment of permanent vegetative cover (contour grass strips), noneasement
42	CP16A	Shelterbelt establishment, noneasement
43	CP17A	Living snow fences, noneasement
44	CP18B	Establishment of permanent vegetation to reduce salinity, noneasement
45	CP18C	Establishment of permanent salt tolerant vegetative cover, noneasement
46	CP4D	Permanent wildlife habitat, noneasement
*--47	CP15B	Marginal pastureland (Contour Grass Strips) on Terraces
48	CP29	Marginal pastureland wildlife habitat buffer
49	CP30	Marginal wetland buffer
50	CP31	Bottomland timber established on wetland--*

76 Land Use Codes

*--A Required Entry

If the crop is a fruit or vegetable with an intended use of “Fh”, “Pr”, or “Ju”, enter “F” as the land use code.

Note: Leave the land use code as “blank” in all other situations.**--***

B Determining FAV’s

Follow 1-PF, subparagraph 207 A, for additional procedures for determining FAV’s.

77 Entering "M", "O", and "S" Codes

A Measured Farms Eligible for Spot Check

All crops and land uses are subject to spot check and will not be by-passed by the AFIS process only because:

- "M" flag was entered for every field of a crop or land use
- combination of "M" and "O" flags were entered for every field of a crop or land use.

B Critical Entries on Load, Revise, or Determined Screens

If the flag was entered on the:

- load or revise screen, **reported** acreage for the field will be subtracted before tolerance is calculated

- determined screen, **determined** acreage for the field will be subtracted before tolerance is calculated.

C "O" Flag Entries

An entry of "O" is not mandatory in the load process when a crop did not have total measurement after planting.

If an "O" was entered in the load process, remove "O" in the revise process, unless COC believes that the producer had reason to know that the actual acreage differed from the official acreage.

D "S" Flag Entries

An entry of "S" indicates that the field had staking and referencing. This code may be entered either in load process or in the revise or determined process according to the table in subparagraph E.

77 Entering “M”, “O”, and “S” Codes

E When to Use “M”, “O”, and “S” Flags

Use the following table to decide when an “M”, “O”, or “S” flag must be entered.

--Note:** Always use “M” or “O”, as applicable, when the determined acreage is the same as reported and “M” or “O” was entered during the reported or revised process.**--

WHEN...	AND...	THEN for the field...
the crop had total measurement after planting	producer reports acreage equal to official acreage on the field	ENTER “O” on the load screen. **Note:** This is required.
	all of the following apply: • producer paid for total measurement after planting on the crop • field was measured because it was not an official field • producer reports acreage exactly as measured	ENTER “M” on the load screen.
	producer reported acreage as measured, but a spot check finds acreage other than as reported, and “M” was not entered during the load process	ENTER “M” on the revise screen.
	producer reported acreage other than measured for a field and spot check finds acreage other than measured	leave blank.
	producer reported acreage other than measured and a spot check finds acreage as measured	ENTER “M” on the determined screen.
	producer reported acreage as measured and a spot check finds acreage as measured	ENTER “M” on the determined screen.

77 Entering “M”, “O”, and “S” Codes (Continued)

E When to Use “M”, “O”, and “S” Flags (Continued)

WHEN...	AND...	THEN for the field...
the crop had partial measurement after planting	producer reported acreage as measured, but a spot check finds acreage other than measured in the field	ENTER “M” on the revise screen.
	producer reported acreage as measured and a spot check finds acreage as measured in the field	ENTER “M” on the determined screen.
the crop had staking and referencing	producer reported acreage other than staked and referenced and a spot check finds acreage as staked and referenced in the field	ENTER “S” on the determined screen.
	producer reported acreage as staked and referenced, but a spot check finds acreage other than as staked and referenced in the field	ENTER “S” on the revise screen.
	producer reported acreage as staked and referenced and a spot check finds acreage as staked and referenced in the field	ENTER “M” on the determined screen.

77 Entering “M”, “O”, and “S” Codes (Continued)

E When to Use “M”, “O”, and “S” Flags (Continued)

WHEN...	AND...	THEN for the field...
the field has official acreage	producer reported official acreage, “O” was not entered during the load process, and a spot check finds acreage other than official	leave blank on all screens. ***--Exception:** See subparagraph 77 C.--*
	* * *	* * *
	producer reported official acreage, “O” was not entered during the load process, and a spot check finds official acreage equal to reported acreage	ENTER “O” on the determined screen.
	producer did not report official acreage, but a spot check finds official acreage	
specific instructions to enter the “O”, “M”, or “S” flag do not apply	**Note:** This includes cases where the flag was already entered for the field on the load or revise screen and determined acreage equaled the reported acreage.	leave blank on all screens.

78 Entering * * * Dates

*--A Planting Date

The planting date is now a required entry. For each field, enter the actual planting date of the crop. If the crop was planted over several days, enter the average planting date.

Note: For crops that do not have a planting date, such as turn areas, skip rows, and fallow, enter the current date.**--***

B Reason End Year Date Is Important

The end year date must be greater than the present FSA-578 crop year to have fields, including CRP, rolled over to the next crop year.

Examples: End year date of "2001" was entered for a field in a previous year's FSA-578 process. The field will then be rolled over to the current year's FSA-578. It will not be rolled over to the 2002 FSA-578.

End year date was not entered for a field in a previous year's FSA-578 process. The field will not be rolled over to the current year FSA-578.

C CRP and End Year Dates

County Offices shall enter the appropriate end year date, from CRP-1, in all new CRP fields for the current year. Failure to enter the date will mean that the field will not be rolled over to future FSA-578's.

D Other Crops and End Year Dates

Enter an end year date for a field only if that crop will maintain the exact same crop characteristics next year. This includes the same crop status, intended use, and type.

--Example:** A perennial crop that is entered with an end year date will prevent the producer from having to report the crop every year. The end year date will allow the crop to roll over each year.**--

78 Entering * * * Dates (Continued)

E What End Year Date to Enter

Enter end year date according to the examples in the following table for CRP and other fields that meet the qualifications. End year date is optional.

IF field characteristics...	THEN ENTER...
will stay the same through 2001, but may change for 2002	2001.
will stay the same through 2002, but may change for 2003 **Example:** Producer has long-term agreement with perennial cover crop to remain through 2002.	2002.
will stay the same through 2007, but will change for 2008 **Example:** Producer has CRP-1 that expires in 2007.	2007.

Note: Enter the year CRP-1 expires for CRP practices that have easements. Do not enter the year the easement expires.

79-83 (Withdrawn--Amend. 20)

84 Entering Field and Share Data

A Accessing Screen MEAL1401

On Menu MEAO0101, ENTER “1”, “Load a farm”, to access Screen MEAL1401.

B Example of Screen MEAL1401

This is an example of Crop/Share Load Screen MEAL1401.

*--

```
Acreage Report                                                    Entry            MEAL1401
Crop/Share Load Screen
-------------------------------------------------------------------------------------------
Farm Number        558                                  Identifier            Wiebe Place
Operator Name      W. Frank Paulus                      Operator ID        558 75 9807  S

                 Reported          Irr  Crop  I   Var/   L   O/  Fld
Tract    Fld     Acreage   Crop    Prc  Stat  U   Type   U   M   ID   Date
3456     123     1256.60   Barly    N   IF    Gr   Spr       M   RC   02201996
3456     122       87.90   Barly    I   I     Hy   Wtr       O        11011995

End
Date          Ins  Num;Rows  Row;Width  Row;Pattern  Skip;Width  Conv;Fact
1999           Y                 In      Out
                                 In      Out

  Name                        Share                Name                    Share
W. Frank Paulus               7500            Emma V. Klintworth         2500



                                          More Shares
       (C)rop/Share Repeat               (R)eview Fields            (E)nd Load
       Cmd23=View Defaults              Help-Help Text             Enter-continue
```

--*

Note: Command line options will vary depending on whether or not:

- producer shares are defaulted
- this is the initial access to the screen.

84 Entering Field and Share Data (Continued)

C Entering Field Data

On Screen MEAL1401, enter field data according to this table.

Step	Action	
1	Enter tract and field number. Leave blank for zero reports. **Notes:** Use the 4-character field ID for inputting only field numbers. Enter any special coding for tracking special conditions on a field, tillage practices, or HEL, in the 2-character field ID. See subparagraph 72 B for suggestions on using special codes on field ID.	
2	Enter reported net acreage. Acreage should be entered in tenths of an acre with the exception of tobacco, NAP acreage less than one tenth, and acreage entered to balance cropland that should be entered in hundredths. **Example:** The farm has 10 acres of cropland. The producer has reported 9.18 acres of tobacco and the remaining is corn. The corn should be reported as .82 so the acreage report reflects 100 percent of the cropland being reported. **Note:** Acreage planted in a skip row or strip crop pattern must be factored and net crop entered, unless planting practice is an approved exception according to paragraph 393.	
3	Enter crop information. **Notes:** PRESS "Help" to display codes and validations on help screens for each field on the screen. See subparagraph 72 E for command and action keys.	
	IF County Office wants to...	**THEN...**
	enter a crop with the defaults established in the crop characteristic default file	do either of the following: • enter the predominant number • PRESS "Cmd23" to select the predominant number from the alphabetic list of defaults.
	enter a crop with a different "Crop Stat" field, "Var/Type" field, intended use, or land use	enter codes for each field. **Note:** PRESS "Help" to view a list of codes.
	enter planting practice for those crops in Exhibit *** * *** 10.5 with planting practice codes	enter code of planting practice.
	set fields to roll over to a future crop year	enter end year date. **Note:** See paragraph 78.

84 Entering Field and Share Data (Continued)

D Changing Producer Shares

To change producer shares on Screen MEAL1401:

- enter new share
- PRESS "Enter".

If there are more than 8 producers, the message, "More Producers", will be displayed. To change producer shares for a producer who is not displayed:

- ensure that the sum of the shares on previous screens, plus the displayed shares, is less than 1
- PRESS "Enter" to redisplay Screen MEAL1401 with more producers
- enter the change in shares and PRESS "Enter".

Total of shares for the field must equal 1.

E Unit Number

On Screen MEAL1401, enter:

- RMA Unit
- optional unit number.

Note: This information can be found on the insurance policy or from the insurance agent.

*--F Cropland Indicator

A field has been added to the load screen to identify fields that are cropland versus noncropland. The field will default to "Y" but shall be changed if the field is considered noncropland.

Note: Only fields with the indicator set to "Y" will be used in calculating total reported cropland.**--***

G Final Validation on Screen MEAL1401

After all displayed field and share entries are entered, PRESS "Enter". Validations will be applied according to this table.

IF field and share validations are...	THEN...
not passed	Screen MEAL1401 will be redisplayed with an error message indicating action to be taken.
passed	enter data for the next tract or field number.

84 Entering Field and Share Data (Continued)

G Revising Field and Share Data

See paragraph 100 to revise field data and producer shares.

H Command Keys

This table contains the function of command keys on Screen MEAL1401.

Key	Function
Z	Displays Screen MEAL1601.
C	Displays Screen MEAL2401.
R	Displays Screen MEAL3101.
E	Displays Screen MEAEL101.
Cmd3	Displays the previous screen.
Cmd22	Displays Screen MEAEL601.
Cmd23	Displays Screen MEALDH04.
Help	Displays help screens.

* * *

85 Using Field Review Option

A Screen MEAL3101

The review field option displays data for up to 10 fields on Screen MEAL3101. The load, revise, and determined processes can be accessed from Screen MEAL3101.

B Example of Screen MEAL3101

This is an example of Field Review Screen MEAL3101.

*--

```
Acreage Report                                                    Display        MEAL3101
Field Review Screen
-----------------------------------------------------------------------------------------
Farm Number   9900058     Identifier                                      Process Revision
Operator Name PROD-0073                                             Operator ID 75-2026397  E

                              Acreage      I  Cr  I   Var  L  O/  F        End   R  Conv
      Tract   Fld   Crop   Rpt     Det     P  St  U   /Ty  U  M   I        Date  W  Fact
  1     0          WHEAT   0.0            N          HRW
  2     0          CORN    0.0            N
  3     0          SORGH   0.0            N
  4     0          BARLY   0.0            N          WTR
  5     0          OATS    0.0            I          SPR
  6     0          UPCN    0.0            N
  7     0          OFAV    0.0            N                                   58
  8   157    1     HMGRD  10.11           N  I            F
  9   157    2     CRP    35.6            N  I   1                         2002
 10   157    3     CRP    21.0            N  I   1
                                More Fields
 Cmd3-Previous                 Switch to (D)etermined Process
 Cmd2-Return To Load         (E)nd Load,   Enter revision selection,       Enter-Continue
```

--*

Note: The command line will vary depending on whether or not the County Office has accessed the revision or determined process.

85 Using Field Review Option (Continued)

C Command Keys

--**This table contains the function of command keys on Screen MEAL3101.**--

Key	Function	Reference
Cmd2	Returns to load process.	This section
Cmd3	Redisplays fields.	
Enter	Validates data or displays next screen of fields.	
D	Switches to determined process.	Section 11
E	Ends load.	Section 5
R	Switches to revision process.	Section 4
Revision Selection	Selects field for revision.	Section 4
Determined Selection	Selects field for entry of determined acres.	Section 11

--Note:** After revising data or entering determined acres, Screen MEAL3101 will be**-- redisplayed, starting with the revised field. PRESS “Cmd3” to display previous fields, if needed.

86 Using Crop/Share Repeat Load Screen

A Using Screen MEAL2401

Screen MEAL2401 allows County Offices to rapidly enter fields and acres with the same tract number and crop characteristics.

Note: Fields entered on the screen are not validated. Do not enter a field number that has already been entered for the tract.

B Example of Screen MEAL2401

This is an example of Crop/Share Repeat Load Screen MEAL2401.

```
Acreage Report                                          Entry            MEAL2401
Crop/Share Repeat Load Screen
-----------------------------------------------------------------------------------
Farm Number    10078                                Identifier  Belza , Freeman, Foley
Operator Name  Paul Wilmar Chardonay                Operator ID  556 34  2345 S

             Reported       Irr   Crop  I  Var/  L  O/  Fld       FCIC      End
Tract  Fld   Acreage  Crop  Prc   Stat  U  Type  U  M   ID     Date   Prac  Date Tarea
56789  12A   1002.00  WHEAT  I    I  P  Gr HRW      O       02 10 1995 03   1996

           Reported    Fld            Reported     Fld            Reported     Fld
 Fld       Acreage     ID     Fld     Acreage      ID     Fld     Acreage      ID
 .....   ............  ..    .....  ...........   ..    .....  ............  ..
 .....   ............  ..    .....  ...........   ..    .....  ............  ..
 .....   ............  ..    .....  ...........   ..    .....  ............  ..
 .....   ............  ..    .....  ...........   ..    .....  ............  ..
 .....   ............  ..    .....  ...........   ..    .....  ............  ..
 .....   ............  ..    .....  ...........   ..    .....  ............  ..
 .....   ............  ..    .....  ...........   ..    .....  ............  ..
 .....   ............  ..    .....  ...........   ..    .....  ............  ..
 .....   ............  ..    .....  ...........   ..    .....  ............  ..

   Cmd2=Return to Load                                          Enter=continue
```

* * *

86 Using Crop/Share Repeat Load Screen (Continued)

C Command Keys

This table contains the function of command keys on Screen MEAL2401.

Key	Function
Cmd2	Displays Screen MEAL1401 without updating field entries.
Enter	• Updates field entries to current year compliance crop detail file and producer share file for nondefaulted farms. • Displays Screen MEAL2401 for entry of more fields. **Note:** In display mode, PRESS "Enter" to display the next screen of previously entered fields.

87 (Withdrawn--Amend. 2)

*--88 Zero Acreage Reports

A Zero Acreage Reports

Zero acreage reports:

- may be required for certain programs
- shall be taken by crop, practice, type, and intended use.--*

89-98 (Reserved)

99 Accessing Crop/Share Revision Screen

*--A Accessing Screen MEAL3201 From Menu MEAO0101

Access Screen MEAL3201 from Menu MEAO0101 according to this table.

Step	Action	Result
1	On Menu MEAO0101, ENTER “3”, “Revise a farm”.	Screen MEAF0201 will be displayed.
2	Enter farm number.	Screen MEAL3001 will be displayed.
3	Enter tract number only.	Screen MEAL3201 will be displayed.
	Enter tract and field.	Screen MEAL3201 will be displayed. **Note:** Begin at field entered.
	ENTER “Y”.	The following will be displayed: • Screen MEAL3201 • fields in load sequence.

B Accessing Screen MEAL3201 From Screen MEAL1401

Access Screen MEAL3201 from Screen MEAL1401 according to this table.

Step	Action	Result
1	On Screen MEAL1401, ENTER “R”.	Screen MEAL3101 will be displayed.
2	Enter field for revision.	Screen MEAL3201 will be displayed.
3	Enter revised field data.	Field will be revised.
4	PRESS “Enter”.	• Field data will be updated. • Screen MEAL3101 will be redisplayed.**--***

99 Accessing Crop/Share Revision Screen (Continued)

*--C Example of Screen MEAL3001

This is an example of Starting Point Screen MEAL3001.

```
Acreage Report                                    Entry          MEAL3001
Starting Point Screen
--------------------------------------------------------------------------
Farm Number     9901283                       Identifier   NONE
Operator Name   PROD-0382                          Operator ID  85-0352718   E
Cropland          1,341.5


           Tract number                  564

           Field number                  1

           Load sequence









Cmd7-End  Cmd3-Previous                                     Enter-Continue
```

--*

100 Revising Field Data and Producer Shares

A Screen MEAL3201

Screen MEAL3201 displays the data fields corresponding to 1 line on FSA-578, including both share data and acreage data.

B Example of Screen MEAL3201

The following is an example of Crop/Share Revision Screen MEAL3201.

```
Acreage Report                                                    Entry        MEAL3201
Crop/Share Revision Screen
   Farm Number   0000000          Identifier   0000000000000000000000          Sequence   000000
   Operator Name   0000000000000000000000000000000000000        Operator ID   00000000000 0

                 Reported                     Irr    Crop    I    Var/    L   O/  Fld
 Tract   Fld     Acreage          Crop        Prc    Stat    U    Type    U   M   ID   Date
0000000  0000    000000000        00000        0     000     00   000     0   0   00   00000000
0000000  0000    000000000        00000        0     000     00   000     0   0   00   00000000

End
Date           Ins    Num Rows    Row Width    Row Pattern    Skip Width    Conv Fact
0000            0      000          00         00 In 00 Out     000           0000
                0      000          00         00 In 00 Out     000           0000

        Name                            Share            Name                              Share
   0000000000000000000000000000000000   0000         0000000000000000000000000000000000   0000
   0000000000000000000000000000000000   0000         0000000000000000000000000000000000   0000
   0000000000000000000000000000000000   0000         0000000000000000000000000000000000   0000
   0000000000000000000000000000000000   0000         0000000000000000000000000000000000   0000

                      (S)elect Producer,  (R)eview Fields,  (E)nd Load, Enter-Continue
Cmd2-Return to Load   Cmd23-View Defaults   Cmd24-Delete   Help-Help Index
```

C Command Keys

The following table contains the function of command keys for revising field data and producer shares.

Key	Function
Cmd2	Returns to the load process.
Cmd23	Views defaults.
Cmd24	Deletes field data.
Help	Views “Crop Stat”, “IU” (intended use), “LU” (land use), and “Plnt Prac” fields.
Enter	Validates data, records field data, and displays the field.
E	Summarizes field data and calculates producer shares.
R	Reviews fields.
S	Accesses Screen MCA91001 to select producers.

100 Revising Field Data and Producer Shares (Continued)

D Revising Crop Codes and Acreages

--Revise crop codes and acreages on Screen MEAL3201 according to this table.--

Selection	Entry
Enter a crop with defaults established in the crop characteristic default file.	Enter predominant number assigned to the crop and practice during the default process. **Help:** PRESS "Cmd23" to review or select defaults. **Note:** Use the roll keys to display the 5-character crop codes and crop characteristic defaults on the help screens.
Enter a crop with a different "Crop Stat", "Int Use", "Var/Type", or "Lnd Use" field.	Enter changes to display crop codes. **Note:** Validations are applied during the update. *--Screen MEAL3201 will be redisplayed with an--* error message for invalid entries.
Enter reported acres.	Enter number of acres.
Update field and complete the revision process.	Complete the revision process according to subparagraph H.

E Deleting Fields and Shares

--Delete fields and corresponding shares on Screen MEAL3201 according to this table.--

Step	Action	Result
1	PRESS "Cmd24".	The displayed field and its corresponding shares are deleted.
2	Complete the deletion process according to subparagraph H.	The revision process is complete.

100 Revising Field Data and Producer Shares (Continued)

F Entering "M", "O", and "S" Codes

See paragraph 77 for instructions on entering the "M", "O", and "S" codes.

G Changing Producer Shares

--After data is entered for a farm, producer shares may be changed on Screen MEAL3201 or MEAL1401 using the following procedures.--

Procedure 1. Use this procedure to correct previously entered fields.

Step	Menu or Screen	Condition	Action	Result
1	*--MEAO0101		ENTER "3", "Review a farm".	Screen MEAL3201 will be displayed.
2	MEAL3201--*	Producer will not receive a share in any field on the farm.	"Field exit" through share.	• Producer shares are zero. • Producer is deleted from the share file.
		Producer will receive a share in the field.	Enter share.	Shares on the field are revised. **Important:** Shares must total 1. **Note:** If shares are defaulted, *--Screen MEAL3701--* will be displayed to remove default.

100 Revising Field Data and Producer Shares (Continued)

G Changing Producer Shares (Continued)

Procedure 2. Use this procedure to enter correct shares. *** * ***

Step	Menu or Screen	Condition	Action	Result
1	MEAO0101		ENTER "1", "Load a farm".	Screen MEAL1401 will be displayed.
2	MEAL1401	Producer will not receive a share in any field on the farm.	Leave shares blank for producer in all fields.	• Shares are zero for producer on the first new field. • Producer is deleted from the share file.
		Producer will receive a share in 1 or more fields.	Enter share.	Applicable share is recorded for the producer on new fields.

Note: A deleted producer continues to display if a share has been assigned to that producer.

100 Revising Field Data and Producer Shares (Continued)

H Completing Revision Process

--Complete the revision process on Screen MEAL3201 according to this table.--

Step	Action	Result
1	PRESS “Enter” after all entries and shares for the field are correct.	The system: • updates the field • applies validations •*--displays Screen MEAL3101 with the next field in--* the selected sequence.
2	ENTER “E”.	The system ends the entry process and initiates the summarization process after the last field in the selected sequence. **Important:** Use this process to update the field and share summary files.

***--Note:** On Screen MEAL3201, ENTER “R” to review fields or PRESS “Cmd2” to return--* to the load process.

101 Adding Additional Producers

A Example of Screen MCA91001

This is an example of Producer Maintenance Screen MCA91001.

```
                    179-C. WAPELLO - SCB         SELECT              MCA91001
Producer Maintenance                      Version: AB21  03/09/94 12:00 Term W3
-------------------------------------------------------------------------------
                         SELECT PRODUCERS OF A FARM

   Farm Number  9901283
                                                   Prod  Entity    Id #    Type
   Select          Name                            Type   Type

     S        DAN B PROD-0222                       OW     01   463-07-2858 S
              TRUMAN PROD-0380                      OW     04   525-78-9140 S
              PROD-0382                             OP     04   85-0352718  E
              PROD-0383                             OT     04   85-0352719  E
              PROD-0384                             OT     04   85-0353035  E



                                     Place 'S' Next To Producer Selected

Cmd7-End       Cmd5-Update                                  Enter-Continue
```

Note: Additions are made on Screen MEAL3201.

B Command Keys

--**See subparagraph 72 E for the basic commands for the FSA-578 data load process.**--

C Adding Producers to FSA-578

Add additional producers, to FSA-578, who are already associated with the farm according to this table.

Step	Action	Result
1	On Menu MEAO0101, ENTER “3”, “Revise a farm”.	Screen MEAL3201 will be displayed.
2	ENTER “S”.	• Screen MCA91001 will be displayed. • The common routine for adding producers to FSA-578 is accessed.

101 Adding Additional Producers (Continued)

D Adding Producers to Farm File

Add additional producers, to the farm file, who are not shown as being associated with the farm according to this table.

Step	Action	Result
1	On Menu MEAO0101, ENTER “11”, “Add Other Producers”.	Screen MCA21205 will be displayed.
2	Enter farm number.	The common routine for adding producers to the farm file is accessed.

102 Revising Acreage Reports for Destruction of Crops Before Harvest

A Destruction of a Crop

Acreage reports for crops that are destroyed after they are certified but before harvested shall be revised.

See paragraph 24 for crops destroyed or failed because of a natural disaster. For crops destroyed for other than a natural disaster:

- the acreage will not receive credit for any purpose
- a fee to verify the destruction may be required by producer applicants.

--Important:** A paid-for farm visit must be conducted for FAV's and wild rice destroyed without benefit before harvest. See 1-DCP, subparagraph 471 E.**--

B Revision of Acreage Report

If a paid-for fee is required by a program and destruction is verified, the producer shall revise the acreage report to reflect the change. A copy of FSA-409 shall be attached to FSA-578 to document the destruction of acreage.

Example: Producer A reports 7 acres of peas and requests to destroy 3 acres on a farm without benefit. The producer must notify COC of intent to destroy and pay for a farm visit. Once COC verifies the destruction of the crop, the producer must ***--**return to the County Office and revise FSA-578 by changing the 7 acres reported as peas to 4 acres. Make a new entry for the acreage that was destroyed, and report the land according to the subsequent use of the land. If the crop was reported as a subsequent or double crop and the land remains unplanted, an entry for the acreage destroyed is not required.**--***

Note: If this producer had NAP coverage on peas, only the 4 acres remaining would be eligible for benefit in the event a natural disaster subsequently impacted the crop.

103-117 (Reserved)

118 Accessing End Load Process

A
Data Summarized

The summarization of field level crop data and producer shares through the end load process calculates the:

- crop and land use totals for printing FSA-578
- farm and tract totals for FSA-578 screens.

* * *

B
Summary Screens

See Section 12 for information on the farm and tract totals for FSA-578 on the following summary screens:

- Screen MEAU7001
- Screen MEAU8001.

C
When to Use End Load Process

Use end load process to summarize field data and calculate producer shares after the field data is:

- entered on Screen MEAL1401
- revised on Screen MEAL3201
- entered for determined acres on Screen MEAL4001
- reviewed on Screen MEAL3101.

Continued on the next page

118 Accessing End Load Process (Continued)

D
Command Keys

This table contains the function of command keys used when accessing the end load process.

Key	Function
Enter	Accesses selected options.
Cmd3	Redisplays Menu MEAO0101.
Cmd7	Redisplays Menu MEAL00.

E
Accessing Process

To access the end load process, PRESS “E” on any of the following screens:

- Screen MEAL1401
- Screen MEAL3201
- Screen MEAL4001
- Screen MEAL3101.

119-139 (Reserved)

140 Cropland Comparison Override

A Background

The Farm Security and Rural Investment Act of 2002 provides that the Secretary shall require producers on a farm to submit annual acreage reports with respect to all cropland on the farm.

To ensure that all cropland has been reported, the acreage reporting software compares reported cropland acres with a status code of ‘I” to cropland on the farm. If the reported acreage is:

- equal to or greater than the cropland on the farm, the cropland comparison flag in the acreage reporting software will be set to “Y”

- less than the cropland on the farm, the cropland comparison flag will be set to “N”.

Note: Final DCP payments can be issued only for a farm having the cropland comparison flag set to “Y”.

B Cropland Comparison Variance

In the past, County Offices had the capability of overriding the cropland comparison flag in certain situations. That capability no longer exists. Beginning with the 2005 crop year, software will now automatically calculate a variance and will set the flag. County Offices will no longer have the capability to intervene.

The variance is the larger of the following:

- 1 percent of the cropland
- .5 acre.

Note: The maximum variance is 10 acres.

*** * ***

141 Certification Screen

A Certifying Crops

Certify crops in the automated system according to this paragraph as soon as the producer reports the acreage.

If a producer reports intended acres for a crop, the crop cannot be certified until the intended acreage is reported as planted.

*--Any time crop acreage is revised or additional acreage of the crop is reported after it has been certified, it **must** be recertified.--*

B Accessing Screen MEAC7301

Access Screen MEAC7301 according to this table.

Step	Action	Result
1	On Menu MEAO0101, ENTER “9”, “Certify FSA-578”.	Screen MEAF0201 will be displayed.
2	Select the farm.	Screen MEAEL101 will be displayed.
3	ENTER “9”.	• The system runs the routine to check the sum of contract acreage against the cropland. • Screen MEAC7301 will be displayed.

141 Certification Screen (Continued)

C Using Screen MEAC7301

All crops and land uses with a summary report are displayed on Screen MEAC7301.

D Example of Screen MEAC7301

This is an example of Certification Screen MEAC7301.

*--

```
Acreage Report                                        Certify      MEAC7301
Certification Screen
-------------------------------------------------------------------------------
Farm Number    9901283                          Identifier  NONE
Operator Name  PROD-0382                             Operator ID  85-0352718   E

          Irr                    Rpt    Reported    Determined  After Prevented/
   Crop   Prac   Cert            Intd    Acreage      Acreage     Failed Acreage
   WHEAT   I      N                         15.6
   UPCN           Y                        136.9
   FLAX           Y                         53.0
   CORN           N                         28.0
   CRP            N                         31.7
   OFAV           Y                         29.4

                                 Do you wish to certify all crops/land uses?  0

Cmd7-End Cmd3-Previous          (R)eview, (P)rint,              Enter-Continue
```

--*

E Information Displayed on Screen MEAC7301

The following information will be displayed on Screen MEAC7301:

- 1 of the following irrigation practices:
  - “I”, for irrigated
  - “N”, for nonirrigated
  - “B”, for both irrigated and nonirrigated
- 1 of the following certification flags:
  - “N”, when the crop or land use has not been certified
  - “Y”, when the crop or land use has been certified
- either of the following reported intended flags:
  - “Y”, when intended acres were reported
  - blank, when no intended acres were reported
- total reported acres from FSA-578
- total determined acres from FSA-578, if entered according to Section 11.

142 Entries Made to Certify Crops

*--A Crops Certified on Screen MEAC7301

All crops and land uses required to be reported according to paragraph 17 must have the certification flag set on Screen MEAC7301. Crops can be certified all at 1 time or 1 crop at a time according to this paragraph.

B Certifying All Crops Displayed at One Time

Access Screen MEAC7301 according to paragraph 141. Certify all crops displayed for--* the farm at 1 time according to this table.

Step	Action	
1	Are the words “More Crops” displayed at the bottom of the screen?	
	IF...	**THEN...**
	yes	PRESS “Enter” until the words “More Crops” are not displayed.
	no	go to step 2.
2	ENTER “Y” to the statement, “Do you wish to certify all crops/land uses?”	

C Certifying Crops One at a Time

--Access Screen MEAC7301 according to paragraph 141. Certify crops 1 at a time-- according to this table.

Step	Action
1	Move the cursor to the “Cert” column.
2	ENTER “Y” next to the crop being certified.

142 Entries Made to Certify Crops (Continued)

*** * ***

D Reviewing Fields

To review fields:

- ***--**ENTER "R" on Screen MEAC7301
- review fields on Screen MEAL3101.

E Printing FSA-578 After Certification Is Complete

To print FSA-578:

- access Screen MEAC7301 according to paragraph 141**--***
- ENTER "P" on the command line.

143-160 (Reserved)

161 Accessing FSA-578 Print Routine

A

Accessing Print Function From Different Screens

Access the FSA-578 print routine from Menu MEAO0101 according to this table.

***--Notes:** Option 4, “FSA-578 (by producer)”, was created to assist in unit development. Currently there is not an acreage report that summarizes NAP crops by unit. The new print option will print all farms and fields for which the producer has an interest. This option must be used when producers report acres for NAP purposes if all acreage of a crop in which the producer has an interest is not accounted for when printing at the farm level. See 1-NAP, paragraph 151 for NAP annual acreage and production certification.

Step	Action	Result
1	ENTER “6”, “Print Acreage Reports”.	Screen MEAO0201 will be displayed.--*
2	ENTER “1”, “2”, or “3”.	Screen MEAF0201 will be displayed.
	ENTER “4”.	*--Screen MEAP6005 will be displayed.--*
3	Enter the farm number.	Screen MEAP6001 will be displayed.
	*--Enter the producer ID.	Screen MEAP6006 will be displayed.--*
4	Enter the printer ID.	Screen MEAP6002 will be displayed.

Access the FSA-578 print routine from Screen MEAC7301 according to this table.

Step	Action	Result
1	ENTER "P". **Note:** Enter certification flags and PRESS "Enter" before using the print option.	*--Screen MEAO0201 will be displayed.--*
2	ENTER “1”, “2”, or “3”.	Screen MEAF0201 will be displayed.
	ENTER “4”.	*--Screen MEAP6005 will be displayed.--*
3	Enter the farm number.	Screen MEAP6001 will be displayed.
	*--Enter the producer ID.	Screen MEAP6006 will be displayed.--*
4	Enter printer ID.	Screen MEAP6002 will be displayed.

Continued on the next page

A
Accessing Print Function From Different Screens (Continued)

Access the FSA-578 print routine from Screen MEAEL101 according to this table.

Step	Action	Result
1	ENTER “6"	Screen MEAO0102 will be displayed.
2	ENTER “1”, “2”, or “3”	Screen MEAF0201 will be displayed.
	ENTER “4”	*--Screen MEAP6005 will be--* displayed.
3	Enter the farm number.	Screen MEAP6001 will be displayed.
	*--Enter the producer ID	Screen MEAP6006 will be displayed.--*
4	Enter the printer ID.	Screen MEAP6002 will be displayed.

B
Screen MEAP6001

The process prints detail field and summary data and is designed to print on continuous-feed paper.

C
Example of Screen MEAP6001

This is an example of Print Selection Screen MEAP6001.

```
Acreage Report                                    Selection     MEAP6001
Print Selection Screen
-------------------------------------------------------------------------------
Farm Number    9901283                          Identifier  NONE
Operator Name  PROD-0382                            Operator ID  85-0352718   E


     Enter the ID number of the printer to be used
                         OR
     Leave blank to default to the system printer            P1


     Do you wish to print summary information only?    (Y)
     (NOTE:  Leaving this entry blank will print the
             complete FSA-578, Report of Acreage.)



Cmd3-Previous                                                Enter-Continue
```

162 Reviewing FSA-578 Detail List

A
Reason for Reviewing List

County Offices shall review the FSA-578 detail list to determine whether reported cropland equals the cropland for the tract.

B
Validation Message

The message, "All active tracts with cropland have **not** been reported", will be displayed after the FSA-578 detail list displays, if no acreage for a tract has been reported.

C
Other Conditions Resulting in Acreage Differences

The reported acreage and tract cropland acreage may not equal because of additional acreages of:

- double cropping
- subsequent crops
- repeat crops
- multiple crops reported on the same field
- ***--**crop reported on noncropland, such as grass, orchards, native pecans, etc.**--***

163 Reviewing FSA-578 Summary Page

A
Review Requirements

The County Office employee shall review and initial FSA-578, on the "Original" or "Revision" line, as applicable, on the summary page header, using the same page that was signed by the producer.

Note: This eliminates the requirements to initial and date after the last entry on automated FSA-578.

164-174 (Reserved)

Section 8 (Withdrawn--Amend. 20)

175-179 (Withdrawn--Amend. 20)

180-200 (Reserved)

Sections 9 and 10 (Reserved)

201-250 (Reserved)

251 Determined Acreage Process

A
Determining Acreage

Acreage can be determined according to Part 4 using any of the following:

- verifying official acreage
- *--planimetering areas on projected slide images on the hard copy aerial photograph
- digitizing areas on rectified digital imagery--*
- computations from scaled dimensions or ground measurements.

B
Definition of Official Acreage

*--Official acreage is acreage established by FSA as an accurate measure for an area. This acreage is recorded and maintained on photography.

Note: Until CLU is certified, the acreage designated official on the hard copy map will be the official acreage. See paragraph 497 if official acreage changes as a result of new photography.--*

C
Accessing Screen MEAL4001 From Menu MEAL00

Access Screen MEAL4001 to enter determined acres from Menu MEAL00 according to the following table.

Step	Action	Result
1	ENTER "6".	Menu MEAO0101 will be displayed.
2	ENTER "4", "Enter determined acreage for a farm".	Screen MEAF0201 will be displayed.
3	Enter the farm number.	Screen MEAL3001 will be displayed.
4	Enter the order in which fields will be displayed.	Screen MEAL4001 will be displayed.

Continued on the next page

D
Accessing Screen MEAL4001 From Load or Revise Process

Access Screen MEAL4001 to enter determined acres from the load or revise process according to this table.

Step	Action	Result
1	ENTER "R" to review fields.	Screen MEAL3101, in revise mode, will be displayed.
2	ENTER "D" to switch to determined process.	Screen MEAL3101, in determined mode, will be displayed.
3	Enter revision selection number.	Screen MEAL4001 will be displayed.

E
Example of Screen MEAL4001

This is an example of Determined Acres Screen MEAL4001.

***--**

```
Acreage Report                                                  MEAL4001
Determined Acres Screen                                                  TERM OO
-------------------------------------------------------------------------------
Farm Number  OOOOOOO         Identifier  OOOOOOOOOOOOOOOOOOOO    Sequence  Review
Operator Name  OOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOO    Operator ID  OOOOOOOOOOO  O

               Reported            Irr   Crop  I  Var/  L Fld    FCIC
 Tract   Fld   Acreage      Crop   Prc   Stat  U  Type  U ID   Date
OOOOOOO  OOOO  OOOOOOOOOOO   OOOOO   O    O  O  OO OOO   O OO   OO

End
Date               Ins  Num Rows  Row Width  Row Pattern  Skip Width  Conv Fact
OOOO                O     OOO        OO      OO In OO Out    OOO         OOOO

       Determined Acreage          OOOOOOOOO
       Official/Measured Flag      O

       Was this field measured by a farm visit?      O
```

--*

Note: ENTER "Y" for the question, "Was this field measured by a farm visit?" if field should receive credit under workload item 1405, 1406, 1407, or 1408 on FSA-54.

Continued on the next page

F
Entering Determined Acres

--Enter determined acres on Screen MEAL4001 according to this table.--

Step	Field or Line	Action
1	"Determined Acreage"	Enter or change determined acres or "M", "O", and "S" codes for the field. **Note:** See subparagraph G if a spot check determined that the producer reported the wrong crop on the field.
2	Command line	*--To update the entries on Screen MEAL4001:--* • ensure that entries are correct • PRESS "Enter". **Result:** The next field in the sequence will be displayed.
3	Command line	To summarize the data for the farm: • follow steps 1 and 2 for each field on the farm • PRESS "Enter" on the last field on the farm **Note:** The message, "End of selected farm has been reached", will be displayed. • ENTER "E" and PRESS "Enter". **Results:** The summarization process begins. The files for the farm are updated. The summarization process reads the detail files, adds fields, and creates a summary record of the crop acreage for a farm.

Continued on the next page

G
Producer Reported Wrong Crop

If the spot check determines that a producer reported incorrect crop in a field, record findings on FSA-578 by entering:

- zero for determined acreage in the original field
- the new field with:
  - tract
  - unique subdivision number
  - crop
  - zero reported acreage
  - applicable crop characteristics as found in the field
- acreage found during spot check, as determined acres for the new field.

Note: Annotate on FSA-578 the reason for adding subdivision, and have County Office personnel initial and date.

H
Using "M", "O", or "S" Flag

See paragraph 77 for instructions on when to use "M", "O", or "S" flag on ***--**Screen MEAL4001.**--***

252 Farm Deletion Screen

A Deleting FSA-578

The delete command will purge all compliance records for a farm.

A deleted FSA-578 cannot be reactivated. To reinstate FSA-578, all data must be re-entered except for fields rolled over from the previous year.

B Accessing Screen *--MEAL3401

Access Screen MEAL3401 according to the following table.

Note: The software permits deleting FSA-578 records regardless of the status of farm and tract file records.

Step	Action	Result
1	On Menu MEAO0101, ENTER "10", "Delete FSA-578".	Screen MEAF0201 will be displayed.
2	Enter the farm number.	Screen MEAL3401 will be displayed.

C Example of Screen MEAL3401

This is an example of Farm Deletion Screen MEAL3401.

```
Compliance          179-C. WAPELLO - SCB        Deletion       MEAL3401
Farm Deletion Screen                      Version: AB21  03/09/94 11:50 Term W3
-------------------------------------------------------------------------------
Farm Number    9901283                        Identifier  NONE
Operator Name  PROD-0382                          Operator ID  85-0352718   E




        FSA-578 records for this farm are scheduled for deletion.
        To proceed with the deletion process, press Cmd24.




Cmd7-End  Cmd3-Previous  Cmd24-Delete
```

--*

Continued on the next page

252 Farm Deletion Screen (Continued)

D

Command Keys

***--**FSA-578 records are deleted on Screen MEAD3401. This table contains the function of command keys used on Screen MEAD3401 when deleting FSA-578.

Key	Function
Cmd3	Redisplays Screen MEAO0201 without deleting records.
Cmd7	Redisplays Menu MEAL00 without deleting records.
Cmd24	Deletes FSA-578 records.**--***
N	Selects another farm for deletion.

253-273 (Reserved)

274 Displaying Tract Cropland Comparison

A
Accessing Screen *--MEAEL601

To access Screen MEAEL601, PRESS "Cmd22" on Screen MEAL1401.

B
Information on Screen MEAEL601

For each tract on the farm, Screen MEAEL601 displays:**--***

- cropland from tract record
- total reported acreage
- difference between the cropland and the reported acreage for the tract
- acreage reported as other than initial reported cropland.

C
Example of Screen *--MEAEL601

This is an example of Cropland Acres Screen MEAEL601.

```
Compliance                                        Display       MEAEL601
Cropland Acres Screen
-------------------------------------------------------------------------------
Farm Number    9901283                        Identifier  NONE
Operator Name  PROD-0382                          Operator ID  85-0352718   E
Cropland         1,341.5
                                 Reported                   Other Than Initial
     Tract         Cropland      Cropland     Difference    Reported Cropland

        84           261.3          42.6          218.7           32.6
        85           305.2           0.0          305.2
       510           154.8          68.2           86.6
       564           164.8          30.8          134.0
      1761           156.8           0.0          156.8
      1853           145.5           0.0          145.5
      1942           153.1           0.0          153.1




                                                   Enter-Continue
```

Note: The following displays on Screen MEAEL601:**--***

- tracts that do not have acreage reported
- multitracts that have acreage reported.

275 (Withdrawn--Amend. 2)

276 Displaying Tobacco Allotments

A Accessing Screen *--MEAU7101

On Screen MEAEL101, ENTER "3" to access Screen MEAU7101.

Note: At least 1 type of tobacco must be entered on FSA-578 to access Screen MEAU7101.

B Information on Screen MEAU7101

The following information displays on Screen MEAU7101:--*

- all tobaccos that were entered on FSA-578
- 5-character crop code for each kind of tobacco reported on the farm
- effective allotment from the current year farm crop record
- total of reported and determined acreages from the FSA-578 summary file.

C Example of Screen *--MEAU7101

This is an example of Tobacco Allotment Display Screen MEAU7101.

```
Acreage Report        179-C. WAPELLO - SCB        Display      MEAU7101
Tobacco Allotment Display Screen          Version: AB21  03/09/94 12:04 Term W3
--------------------------------------------------------------------------------
Farm Number    9901283                        Identifier  NONE
Operator Name  PROD-0382                      Operator ID  85-0352718   E

       Crop         Eff Allotment        Rpt Acreage       Det Acreage
       FCTB             2.67                 1.00               1.67
      VFCTB             1.25                  .45               1.02
      FICTB             5.81                 4.26               5.82

                                                      Enter-Continue
```

--*

Note: The "Eff Allotment" field will be blank for those tobaccos without an allotment on the farm.

D Command Key

--PRESS "Enter" to redisplay Screen MEAEL101.--

277 Reviewing Farm Summary Screen

A Accessing Screen *--MEAU7001

Access Screen MEAU7001 according to this table.

Step	Action	Result
1	On Menu MEAO0101, ENTER "7", "Farm summary".	Screen MEAF0201 will be displayed.
2	Enter the farm number.	Screen MEAU7001 will be displayed.
3	ENTER "7"	Screen MEAU7001 will be redisplayed.

B Using Screen MEAU7001

Screen MEAU7001 may be used to:

- review crop acreage totals before certifying acreage
- display reported acreage on the farm
- display reported FAV on the farm.

C Example of Screen MEAU7001

This is an example of Farm Summary Screen MEAU7001 that displays crop information entered on FSA-578 for the selected farm number.

```
Acreage Report                                      Display      MEAU7001
Farm Summary Screen
--------------------------------------------------------------------------------
Farm Number    9901283                        Identifier  NONE
Operator Name  PROD-0382                           Operator ID  85-0352718   E
Cropland         1,341.5

          Irr                   Acreages                       After Prevented
   Crop   Prac            Reported    Determined               or Failed Acres
   WHEAT   N                 32.6
   CORN    I                 68.2          43.9
   SORGH   I
   CRP     N                 10.0
   OFAV    N                 20.8

                                        (N)ext Farm,
 Cmd7-End Cmd3-Previous                Enter-Continue, (R)eview Fields
```

--*

Continued on the next page

277 Reviewing Farm Summary Screen (Continued)

D

Command Keys ***--**This table contains the function of command keys on Screen MEAU7001.

Key	Function
Cmd3	Redisplays Menu MEAO0101 or Screen MEAEL101, as applicable.
Cmd7	Returns to Menu MEAL00.
Enter	Redisplays Menu MEAO0101 or Screen MEAEL101, as applicable.**--***
N	Displays the next farm.
R	Reviews field entries. **Note:** If the message, "More crops", is displayed, PRESS ***--**"Enter" to redisplay Screen MEAU7001 with a**--*** continued list of crops on the farm.

278 Reviewing Tract Summary Screen

A Accessing Screen *--MEAU8001

Access Screen MEAU8001 according to this table.

Step	Action	Result
1	On Menu MEAO0101, ENTER “8”, “Tract Summary”.	Screen MEAF0201 will be displayed.
2	Enter the farm number.	Screen MEAU8001 will be displayed.
3	ENTER “8” if the end load process has been run.	Screen MEAU8001 will be redisplayed.

B Information on Screen MEAU8001

Screen MEAU8001 displays:

- the first tract number on file for the farm
- all information entered on FSA-578 for that tract
- the next tract number in the lower right-hand corner.

C Example of Screen MEAU8001

This is an example of Tract Summary Screen MEAU8001 that displays tract information entered on FSA-578 for the selected tract number.

```
Acreage Report                                    Display      MEAU8001
Tract Summary Screen
-------------------------------------------------------------------------------
Farm Number    9901283                        Identifier  NONE
Operator Name  PROD-0382                           Operator ID  85-0352718   E
Cropland         1,341.5
                              564 Tract Summary

          Irr                  Acreages                       After Prevented
   Crop   Prac            Reported    Determined               or Failed Acres
   Wheat   N                 10.0
   Oats    N                 20.8





                                                 Next Tract  ____
                                            (N)ext Farm,
Cmd7-End Cmd3-Previous                   Enter-Continue, (R)eview Fields  ____
```

--*

Continued on the next page

278 Reviewing Tract Summary Screen (Continued)

D
Using Screen MEAU8001

Screen MEAU8001 may be used to:

- review crop acreage on an individual tract basis
- indicate crops planted on each tract.

On Screen MEAU8001, enter the tract number in the “Next Tract” field to redisplay Screen MEAU8001 with entered tract information.

E
Command Keys

This table contains the function of command keys on Screen MEAU8001.

Key	Function
R	To review field entries.
Cmd3	Either of the following will be redisplayed: • Menu MEAO0101 • Screen MEAEL101.
Cmd7	Menu MEAL00 will be redisplayed.

279-294 (Reserved)

Section 13 (Withdrawn--Amend. 27)

295 (Withdrawn--Amend. 27)

*--Section 14 Status Report Procedures

296 Overview

A Introduction

This section provides instructions for accessing and generating status reports. The status report lists farms with:

- unreported cropland
- uncertified crops.

The status reports are a management tool to assist the County Office in identifying which producers have not reported and/or certified 100 percent of their cropland. County Offices shall then contact producers on these reports to inform them that a full acreage report is required to remain eligible for program benefits.--*

*--297 Accessing Status Reports

A Accessing Status Report Selection Menu MEALU0

Begin on Menu M00000 and take the following steps to access Menu MEALU0.

Step	Action	Result
1	ENTER “3”.	Menu MEA000 will be displayed.
2	ENTER “2”.	Menu MEAL00 will be displayed.
3	ENTER “10”.	Menu MEALX0 will be displayed.
4	ENTER “1”.	Menu MEALU0 will be displayed.

B Example of Menu MEALU0

This is an example of Status Report Selection Menu MEALU0.

```
Command                                MEALU0
Compliance - 2004 Compliance Status Report Menu                                AA
-------------------------------------------------------------------------------------------------------------------------------



  1. Farms with unreported cropland
  2. Farms with uncertified crops


 20. Return to Application Primary Menu
 21. Return to Application Selection Screen
 22. Return to Office Selection Screen
 23. Return to Primary Selection Menu
 24. Sign Off


Cmd3=Previous                          * =Option currently not available

Enter Option and press “Enter”     _____
```

--*

***--297 Accessing Status Reports (Continued)**

C Data Displayed on Menu MEALU0

Menu MEALU0 will display a list of reports.

D Reports on Menu MEALU0

The automated FSA-578 reports are accessed through the following options.

Option	Process
1	Farms with unreported cropland.
2	Farms with uncertified crops.

E Printing Reports

Reports can be printed by selecting the report number and pressing “Enter”.**--***

298-320 (Reserved)

Part 3 Farm Inspections

Section 1 General Guidelines

321 Introduction

A Purpose

County Offices are required to conduct farm inspections to ensure that producers comply *--with applicable FSA program requirements and to check the accuracy of reported acreage.--*

* * *

B Time of Inspection

County Offices shall inspect farms before evidence of the crop is destroyed.

C When to Use Ground Compliance

Use ground compliance to determine acreage when:

- *--aerial slides or digital imagery are not received in a timely manner
- the State Office determines it is more cost effective than conducting aerial compliance.--*

D HELC and WC Inspections

County Offices shall conduct HELC and WC inspections at the same time as regular compliance inspections and be on the alert for potential violations of conservation compliance provisions.

NRCS is responsible for conducting spot checks to ensure that producers are actively applying their conservation plan.

322 FSA-568, Manual Register of Farm Certifications

A When to Use Manual FSA-568

County Offices may prepare a separate manual FSA-568 for the following categories:

- farms reporting production data
- farms reporting unmarketed tobacco
- ***--**when manual checking is the only solution for critical situations.

Example: AFIS software was not available at the time spot-checks or certain forms must be complete.**--***

B Completing FSA-568

The following symbols are used on FSA-568:

- "✓" means that the farm is selected for spot check
- a circle means quality check selection
- "X" means discrepancy.

Complete FSA-568 according to this table.

Circle Item	Instructions
1	Enter year and applicable code for FSA-568. For example, "PD" for production data.
2	Enter column headings, as applicable for production, type of tobacco, and carryover unmarketed tobacco.
3	Enter farm number on appropriate FSA-568 each time a certification is filed.
4	Enter a checkmark in appropriate column for the farm.
5	Line out the farm number and checkmark for a farm if the farm is marked for a required spot check.
6	For random selection: • select a starting number between 1 and 6 by lot • beginning with the starting number, circle every sixth farm • disregard lined out entries • do not remove a farm from the random sample after it has been selected • check all acreage or production, as applicable, for which that certification is filed.
7	Circle each checkmark in the column for the selected farm.

322 FSA-568, Manual Register of Farm Certifications (Continued)

B Completing FSA-568 (Continued)

Circle Item	Instructions	
8	After making random selections, using FSA-568 for each reporting period in Exhibit 6, do the following: • count the total farms that have a checkmark under each column heading • compare this count to the number of farms having a check in that column already selected for spot check • if the number of farms selected is less than 10 percent of the total number of farms, make additional random selections from the farms with uncircled entries to increase selection to 10 percent •*****--circle checkmark of these additional farms using a colored pencil and--***** check only applicable crops.	
9	Always draw a line at the end of the reporting period and treat as a separate category for: • making spot checks • determining discrepancies • expanding samples. **Note:** Expanded samples shall be the same percentage of eligible farms as the original selection (10 percent).	
10	**IF...**	**THEN...**
	more than 1 selection will be made during the compliance season	• select a new starting number by lot for each group where random selection is made • check each farm selected on a future sample.
11	Enter “X” through the farm number when a discrepancy is found.	

322 FSA-568, Manual Register of Farm Certifications (Continued)

C Example of FSA-568

Following is an example of FSA-568.

REPRODUCE LOCALLY. Include form number and date on all reproductions.

FSA-568
(12-12-89)

USDA-FSA

1. PROGRAM YEAR 1990-PD (1)

2. PAGE 1 OF 10

REGISTER OF FARM CERTIFICATIONS
(For use in selecting farms to be checked)

(2) PROGRAM

FARM NO. (3)	ELS COTTON PRODUCTION	CARRYOVER TOBACCO	BURLEY TOBACCO FARM	OTHER CROPS
19	√	√		(4)
52	√	√		√
(6) 47	(7) √	√	√	√
15	√		√	
160	√	√	√	
(5) ~~270~~	~~√~~	~~√~~		~~√~~
50	√	√	√	
30	√		√	√
36	√	√	√	
55	√	√		
123	√	√	√	
332	√		√	
141	√		√	
~~73~~	~~√~~	~~√~~		
413	√		√	
571	√		√	
378	√	√	√	√
186	√	√	√	
277	√		√	
321	√	√	√	
120	√		√	
640	√	√	√	√

PROGRAM

FARM NO.	ELS COTTON PRODUCTION	CARRYOVER TOBACCO	BURLEY TOBACCO FARM	OTHER CROPS
110	√		√	
1412	√	√	√	
136	√		√	
1720				
209	√	√	√	√
1245	√		√	
220	√	√	√	
146	√	√	√	
178	√	√	√	
1140	√	√	√	
120	√	√	√	
26	√		√	
182	√	√	√	
1156	√	√	√	√
938	√	√	√	√
797	√	√	√	
512	√	√	√	
118	√		√	
810	√	√		
1484	√		√	
322	√	√	√	
1619	√		√	

PROGRAM

FARM NO.	ELS COTTON PRODUCTION	CARRYOVER TOBACCO	BURLEY TOBACCO FARM	OTHER CROPS
4-13-90		(9)		
~~625~~	~~√~~	~~√~~	~~√~~	~~√~~
1192	√		√	
526			√	
747	√	√	√	
1151	√	√	√	
(10) 60	√	√	√	
172	√	√	√	√
~~250~~	~~√~~	~~√~~	~~√~~	
304		√		√
36			√	
556			√	√
237	√		√	√
1324			√	
417	√			
74	√	√	√	√
1340	√			√
713	√		√	
1778			√	√
(11) ~~556~~	√	√	√	
177	√		√	
820			√	√

PROGRAM

FARM NO.	ELS COTTON PRODUCTION	CARRYOVER TOBACCO	BURLEY TOBACCO FARM	OTHER CROPS
1119	√	√		√
1420			√	(8)
1710	√		√	
1932	√		√	
1816	√		√	
44	√		√	
673	√	√	√	
574	√	√	√	√
917	√	√	√	
~~361~~	~~√~~	~~√~~		
557	√	√	√	
1375	√		√	
1921	√	√	√	
1930	√		√	
173	√	√	√	
1951	√		√	
154				√
216	√	√	√	
817	√		√	
42	√	√	√	
206	√		√	√
606	√	√	√	

323 Refusals to Permit Farm Entry

A Producer Refuses Entry

If a producer refuses to permit an FSA representative to enter the farm, the representative shall:

- immediately notify CED
- document the following on FSA-578, remarks section:
  - refusal date
  - reason for refusal
  - acreage estimate, if obtainable
- sign and date FSA-578, remarks section.

B County Office Action

When advised of a refusal to permit entry, the County Office shall immediately notify the farm operator, in writing, of the following:

- refusal date
- person who made the refusal
- person who was refused entry
- consequences of refusal to permit entry. See subparagraph C.

After notifying the farm operator of the situation and the options available, the FSA representative shall make no further effort to enter the farm.

If the producer does not respond to the letter, or continues to refuse entry, consider all producers on the farm ineligible for program benefits.

323 Refusals to Permit Farm Entry (Continued)

C Consequences of Refusing to Permit Entry

This table contains the consequences of refusing to permit entry.

IF farm entry will...	THEN the...

not be permitted	• farm will be considered ineligible for FSA programs that require crop and acreage reports
	
	• entire crop production will be considered exceeding the farm's MQ. The producer must provide proof of the disposition of:
	
	  • burley and flue-cured tobacco production on the farm that exceeds what is shown on the marketing card
	
	  • other kinds of tobacco produced on the farm. No credit will be given for disposition of excess, other than that properly marketed unless disposed of in the presence of a COC representative.

be permitted after receiving notification	• operator must notify County Office within 15 calendar days of the notification date • producer must pay the cost of the visit to determine the acreage.

324 Required Inspections

A Required Inspections

Farms that fall into 1 of the following categories **must** have applicable crops' acreage determined:

- farms of all State level FSA employees, including SED, STC members, DD's, their spouse and minor children, in all counties within the State in which they are employed

- farms of all county level FSA employees, including CED, COC members, Federal employees employed in the County Office, their spouse and minor children, in the county in which they are employed

  Note: Farms of COC alternates, CMC members, and advisors are not required spot checks.

- farms of producers with controlling interest in a firm, such as a gin or warehouse, if the records of the firm are used to substantiate production for other producers

- farms of a tobacco warehouse operator, dealer, or tobacco warehouse manager who has an interest in tobacco on the farm

  Note: Only tobacco crops on these farms are required spot checks.

- farms for which FSA-578 shows nonquota tobacco is produced in a State where MQ's are in effect for any kind of tobacco

- farms with an effective tobacco allotment greater than zero for 1 of the following:

  - flue-cured
  - dark air-cured, types 35 and 36
  - fire-cured, types 22 and 23

- farms for which FSA-578 is late-filed

- farms required to be spot checked as part of a NAP APH spot check *** * ***.

324 Required Inspections (Continued)

B Other Required Inspections

COC, DD, or STC may make a farm or crop a required inspection when there is reason to believe that:

- the producer's report is inaccurate
- production evidence submitted by the producer indicates that:
  - data is invalid
  - reported production is unreasonable when compared to other farms in the area
- an estimate of production is needed to properly administer the program for any MQ crop.

  Note: County Offices shall make:

  - an initial estimate as soon as possible, but before harvest
  - additional estimates every 2 weeks, as necessary.

C Adding Required Selections to AFIS

Farms selected for required spot checks shall be added in the AFIS process according to paragraph 363.

325 Inspections

A Random Selections

The AFIS process randomly selects farms for spot check. See Part 3, Section 3.

B DCP Maintenance Inspections

In addition to the inspections in paragraph 359, if a farm participating in DCP is physically visited for any compliance related purpose, verify and document in the "Remarks" section of FSA-578 whether producers are controlling the following according to 1-DCP, *--paragraph 427 and 4-CP, paragraph 33:--*

- wind and water erosion
- weeds, including noxious weeds.

C Other Types

Inspect any farm that there is reason to question the producer's compliance with any program provisions.

326 Maintenance Inspections

A CRP Maintenance

In addition to inspections in paragraphs 324 and 325, if a farm or tract where CRP is physically located is visited for any compliance-related purpose, verify and document on FSA-578, remarks section, whether:

- an approved cover has been established, if applicable
- appropriate weed control measures have been applied
- there has been any unauthorized haying or grazing
- there appears to be a discrepancy in the reported acreage
- eligibility of the land appears questionable
- uses on wildlife food plots and other uses are being applied.

Note: The reverse side of FSA-578 summary or detail page may be used as a remarks section.

B CRP Inspections

Perform spot-check inspections on CRP farms as follows:

- CRP farms are not subject to spot check by FSA until NRCS has completed the final status review

  Exception: Spot-check before the final status review if emergency use is authorized.

- if the automated random selection process does not select at least 10 percent of the CRP farms in which a final status review has been completed, manually select additional farms to achieve 10 percent

- after final NRCS status review has been received, randomly spot-check farms to verify that CRP acreage and practices are being maintained according to 2-CRP:

  •*****--using 35mm slides or digital imagery to verify CRP practices, when available--*****
  - performing onsite visits for at least 5 percent of CRP farms selected.

327 NAP Quality Control Reviews

A NAP Reports

Quality control reviews for NAP are required to ensure that NAP is administered according to applicable regulations.

1-NAP, Part 10, Section 8 provides procedure for printing NAP reports.

* * *

B Preharvest Inspections

Conduct a preharvest inspection according to LAM, paragraph 148, on any producer with previous questionable loss history.

C LA Reviews

Complete LA reviews according to subparagraph 332 E.

Note: These reviews may be achieved through a combination of field reviews and review of open claims. Performing reviews only of open claims will not satisfy this requirement.

327 NAP Quality Control Reviews (Continued)

D Second Party Review of Losses

DD's shall complete a second party review of losses before the County Office processes claims, when the following conditions are present:

- the claim is for members of STC or COC, State or County Office employees, LA's, or their spouses

  Note: COC alternates and CMC members are not required spot checks.

- questionable cases, such as unreasonably low production, failure to follow good farming practices, unreasonable producer production certification for APH, or harvested production records that may not be verifiable

  Note: See LAM, paragraph 161 for growing season inspection records and how to document.

- losses inconsistent with other losses in the area

- differences noted in specific claim information, such as producer's share, questionable entities, and acreage, when compared to other FSA producer certifications

- other situations when the information provided to the adjuster appears to be inconsistent with the factual information and cannot be reconciled with third party information

- loss payment in excess of $50,000.

Note: See 1-NAP, paragraphs 36 and 509 where production evidence is not acceptable.

E Employee Reviews

CED's shall:

- perform supervisory reviews of County Office employees to determine their proficiency in administering NAP

- complete FSA-577 according to paragraph 332 for each supervisory review

- maintain records of quality control reviews performed by type, along with review findings and corrective action plans as applicable.

328 (Reserved)

329 Selecting Farms for Compliance With WC Provisions

A Required Spot Checks

County Offices shall spot-check farms for compliance with WC, according to paragraph 330, if a farm is:

- randomly selected for farm inspection on the random or final register

- *****--a required spot check, excluding flue-cured, dark air-cured, dark fire-cured, or burley tobacco farms.

Notes: County Offices shall also select 15 percent of flue-cured, dark air-cured, dark fire-cured, or burley tobacco farms for WC spot checks.

Print a list of certified farms through the AFIS process, at the end of each reporting period to make selections.**--***

B Recording Results

After a spot check has been completed for a farm, County Offices shall:

- record the results of the spot check on FSA-578, remarks section

  Note: If necessary, record results on a manual FSA-578 or the reverse side of the summary or detail page of the automated FSA-578.

- on the automated random selection register:

  - draw a red “X” through the farm number if the farm was determined to have violated WC provisions

  - place a checkmark by the farm number to indicate that the:

    - spot check is completed
    - farm was determined to be in compliance with WC provisions.

329 Selecting Farms for Compliance With WC Provisions (Continued)

C Permanent Files

County Offices shall maintain either of the following lists in a permanent file (CP3-1):

- all lists of farms used for selecting and recording the result of WC spot checks
- a master list of selected farms:

  - printed after all farms were certified and all final registers are printed
  - showing all farms selected and marked for WC spot checks
  - showing marked results of spot checks for WC.

Note: If WC discrepancies are found on more than 10 percent of farms selected for spot check, County Offices shall randomly select an additional 5 percent for WC inspection.

D Signing and Filing Lists

CED and DD shall sign and date the lists described in subparagraph C when:

- all spot checks for WC have been completed
- data on violations has been recorded on the lists.

File the signed lists in the County Office.

*** * ***

330 Selecting Farms for Compliance With HELC Provisions

A Farms Requiring Spot Check

NRCS conducts spot checks to ensure that conservation plans are being actively applied. County Offices shall **not** record the results of these inspections on FSA-578.

County Offices shall send FSA-569 to NRCS for any farm where a potential violation of HELC provisions exists.

*** * ***

B Selected Farms

If farms were referred to NRCS on FSA-569 for spot check of HELC provisions, print a list of selected farms after the final register for the reporting period is processed.

On the list of selected farms, County Offices shall record the results of HELC spot checks that were requested on FSA-569. County Offices shall mark the farms that were spot checked by:

- circling the farm number
- writing “C/C” for HELC to the left of the farm number.

C Recording Spot Check Results

After a spot check has been completed and FSA-569 has been returned by NRCS for a farm, County Offices shall:

- draw a red “X” through the farm number if the farm was:
    - determined to have violated HELC provisions
    - not following an approved conservation plan or system
- place a checkmark by the farm number to indicate that the spot check is completed and the farm was determined to be in compliance with HELC provisions.

330 Selecting Farms for Compliance With HELC Provisions (Continued)

D Permanent Files

County Offices shall maintain either of the following lists in a permanent file:

- all lists of farms used for selecting and recording the result of HELC spot checks
- a master list of selected farms:
    - printed after all farms were certified and all final registers are printed
    - showing all farms selected and marked for HELC spot checks
    - showing marked results of spot checks for HELC.

Note: If HELC discrepancies are found on more than 10 percent of farms selected for spot ***--**check, County Offices shall randomly select an additional 5 percent for HELC**--*** inspection.

E Signing and Filing Lists

CED and DD shall sign and date the list described in subparagraph D when:

- all spot checks for HELC have been completed
- data on violations has been recorded on the list.

File the signed list in the County Office.

331 HELC and WC Inspections

A Introduction

This paragraph describes the processes and responsibilities of FSA and NRCS in performing HELC and WC inspections and determinations.

B Who Makes HELC Inspections

FSA shall check for potential noncompliance with HELC provisions while conducting random and required spot checks.

NRCS will make HELC spot-check determinations for:

- potential noncompliance referred by FSA on FSA-569
- a random selection of conservation plans.

C Spot-Checking HELC

FSA shall review farms selected for spot check to identify potential HELC noncompliance. A potential noncompliance on spot-checked farms may be identified by:

- ***--**comparing the aerial slides with the aerial photographs or digital imagery with the digital photographs**--***

- reviewing past FSA records

- County Office knowledge of farming practices in the area.

D Land Uses for HELC Review

The land planted to an agricultural commodity shall be reviewed for HELC compliance.

331 HELC and WC Inspections (Continued)

E Potential HELC Noncompliance

Potential HELC noncompliance exists on fields planted to agricultural commodities if any of the following conditions are observed or reported:

- a HEL determination is not recorded on the *** * *** photograph

- a HEL determination is made and, according to the *** * *** photography, does not appear to have been cropped in recent years, and is currently being cropped

  Example: Land classified as HEL appeared to have been permanent pasture. This was confirmed by reviewing past records. The pasture was plowed and planted to soybeans.

- it appears that conservation practices that may be required under a conservation system or plan may have been destroyed.

  Example: Contour strips that are visible on the *** * *** photocopy are plowed in a field classified as HEL, and the entire field is planted to cotton.

F Verify Filing AD-1026

Determine whether any producers associated with land are required to comply with HELC provisions if a potential HELC noncompliance is discovered during the spot-check procedure according to subparagraph E, and take action according to this table.

Note: This table does not apply if NRCS requests FSA-569. If NRCS requests FSA-569, prepare FSA-569 according to 6-CP, subparagraph 601 G.

IF a potential HELC noncompliance is discovered during a spot check and...	**THEN...**
a producer filed AD-1026 certifying HELC compliance on the land	prepare FSA-569 according to 6-CP for referral to NRCS for a determination.
no producers have filed AD-1026 to certify HELC compliance on the land	do not refer to NRCS for a determination.

331 HELC and WC Inspections (Continued)

G WC Inspections

Use this table to determine when FSA-569 shall be referred to NRCS for WC compliance determinations on farms selected for spot check according to this table.

Note: This table does not apply if NRCS requests FSA-569. If NRCS requests FSA-569, ***--**prepare FSA-569 according to 6-CP, subparagraph 601 G.**--***

Prepare FSA-569 if the land is...	**AND...**
classified as CW or CWXX	both of the following apply: • AD-1026 was filed by any producer associated with the land • CW or CWXX was planted to an agricultural commodity.
classified as W	all of the following apply • AD-1026 was filed by any producer associated with the land • an agricultural commodity was planted on W • ***--**the land appears to have been manipulated in a way that would alter the W classification.**--***
either of the following: • classified as farmed wetland (FW) • does not have W determinations made by NRCS	the land appears to have been manipulated in any way that would alter W characteristics. **Example 1:** FW that is normally planted only in extremely dry years is planted in a year with average or above average rainfall. **Example 2:** An area that is planted to an agricultural commodity: • appears on aerial photography as a wet area in a year with average or above average rainfall • does not have a W determination by NRCS. **Example 3:** There appears to be a new ditch through a wet area.

Note: If no producer on the farm filed AD-1026 for the crop year, clearly mark "NONPARTICIPATING PRODUCER" at the top of FSA-569.

331 HELC and WC Inspections (Continued)

H Recording Inspections

Record results of inspections on FSA-578, remarks section, according to this table.

IF...	THEN...
there is no apparent HELC or WC noncompliance	on FSA-578, enter “no apparent noncompliance noted”.
a suspected HELC noncompliance is discovered	•***--**prepare FSA-569 according to 6-CP, paragraph 601**--*** • on FSA-578, enter “Potential HELC noncompliance on field no._____ and tract no. _____. FSA-569 referred to NRCS on (enter date referred).”
a suspected WC noncompliance is discovered	•***--**prepare FSA-569 according to 6-CP, paragraph 601**--*** • on FSA-578, enter “Potential WC noncompliance on field no. _____ and tract no. _____. FSA-569 referred to NRCS on (enter date referred).”

I Follow 6-CP for Ineligibility Determinations

When FSA-569 is returned from NRCS to confirm that an HELC or WC noncompliance has occurred, follow 6-CP for:

- determining ineligible producers
- notifying ineligible producers.

332 Employee Reviews

A Purpose

The purpose of employee reviews is to ensure that each employee involved in compliance activities is following procedures and that the compliance determinations are accurate.

An annual review of FSA-577's shall be conducted by a State Office representative.

B Rule

Do not assign a farm for inspection to an FSA representative who has, or whose immediate family has, an interest in the farm.

C Spot-Checking Employees

Select farms for checking from the employee's most recent work to determine the quality of the employee's work and knowledge of program requirements. The selection shall represent the different phases and levels of difficulty on all aspects of compliance determinations required for program participation and determinations necessary for other programs.

Note: Do not remeasure all fields or bins or appraise all fields on the farm unless it is determined that the work must be redone.

332 Employee Reviews (Continued)

D When Errors Are Discovered

Use procedure in this table when employee errors are discovered.

IF...	THEN...
an employee error is discovered	check at least 2 additional farms with the same level of difficulty of work.
further errors are discovered	rate the work unacceptable.
work has been rated unacceptable	• recall or check all work assigned • assign additional training in deficient areas • do not assign further work until additional training has been completed and the deficiencies have been corrected • spot-check a sample of newly assigned work after advance training.
additional training has been assigned	State Offices shall: • review FSA-577 of each employee • verify that additional training was completed and deficiencies have been corrected for employees rated unacceptable.

332 Employee Reviews (Continued)

--E Loss Adjuster--

County Offices shall be responsible for reviewing each LA annually on FSA-577.

Note: Only LA's or certified employees are qualified to perform LA reviews. A designated State Office representative may perform LA reviews when there is an insufficient number of qualified personnel.

- To review experienced LA's, use the larger of the following:
  - at least 2 inspections
  - 2 percent of all completed CCC-576-1's.
- To review new LA's, use the larger of the following:
  - at least 4 inspections
  - 2 percent of all completed CCC-576-1's.

A selection of CCC-576-1's to meet review requirements shall be made periodically while LA is working for the County Office. The following items shall be reviewed:

- all applicable loss documents and certification reports of acreage and production to ensure accuracy and ease of electronic processing
- crop appraisal
- farm photocopies for adequate documentation; such as, unit, FSN, tract, field number, crop, and crop year
- losses submitted that are not consistent with other losses in the area.

County Offices shall follow subparagraph D when errors are discovered.

Note: If LA's are working claims in multiple Counties, coordination between counties should ensure that the required number of reviews are being performed.

332 Employee Reviews (Continued)

F Completing FSA-577

***--**Document employee and loss adjuster spot checks on FSA-577 according to this procedure. See an example of FSA-577 in subparagraph G.

Item	Instructions
1 through 5	Enter county, name of employee or loss adjuster, kind of check, farm--***** number, and crop.
6 and 7	Check applicable items for which errors, omissions, or inadequacies are noted, and provide an explanation.
8	Explain any recommended training and make additional comments as necessary.
9 A and 9 B	***--**The supervisor shall rate the employee or loss adjuster as acceptable or not acceptable, sign, and date.
9 C and 9 D	The employee or loss adjuster shall review FSA-577 with the supervisor and sign and date.
10	The supervisor and employee or loss adjuster shall sign and date after completing the necessary training and recommendations.
11	The State Office representative shall: • ensure that recommended action is appropriate and has been carried out • ensure that FSA-577 was reviewed with employee or loss adjuster--***** that is being checked • sign and date.

332 Employee Reviews (Continued)

G Example of FSA-577

This is an example of a completed FSA-577.

REPRODUCE LOCALLY. Include form number and date on reproductions.

FSA-577 (08-28-95) U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency

REPORT OF SUPERVISORY CHECK

1. COUNTY: OWASCO
2. NAME OF EMPLOYEE: Jane Doe

3. KIND OF CHECK
- [ ] MEASUREMENT SERVICE
- [ ] FCI-74
- [ ] PREACCEPTANCE INSPECTION
- [ ] ACREAGE DETERMINATION
- [x] APPRAISAL
- [ ] OTHER *(Specify)*

4. FARM NUMBER: 110

5. CROP OR LAND USES *(for which determination is made)*: Cotton

6. ERRORS, OMISSIONS, OR INADEQUACIES NOTED *(Check all applicable items and explain in Item 7.)*

A. VERIFICATION OF BASIC DATA		I. COMPUTATIONS		Q. STAGE IDENTIFICATION	
B. NECESSARY SIGNATURES & DATES		J. DEDUCTIONS		R. APPRAISED PRODUCTION	
C. ERASURES	X	K. CROP CONDITION REPORT		S. JUDGMENT	
D. AREA IDENTIFICATION		L. CAUSE OF CROP DAMAGE		T. DAMAGE TO EQUIPMENT	
E. SKETCHES		M. HARVESTED PRODUCTION		U. DATE OF CROP DAMAGE	
F. LANDMARKS		N. TEST WEIGHT		V. SHARE VERIFICATION	
G. CROP & LAND USE	X	O. SHELLING PERCENT		W. OTHER	
H. MEASUREMENTS		P. MOISTURE		X. NONE NOTED	

7. EXPLANATION OF DEFICIENCIES

Program assistant identified subdivision 3A on the aerial slide as cotton and recorded the determined acres as cotton acres on FSA-578 when in fact subdivision 3A on the photocopy for tract 10 above is planted in soybeans. Subdivision 3B was planted to cotton.

The aerial slide shows field 5A has a narrow strip along the north side not planted in cotton. However, the narrow strip was digitized and included in the determined acres for cotton.

No errors found on the 6 other farms checked.

8. RECOMMENDED TRAINING AND ADDITIONAL COMMENTS

9. SUPERVISOR'S REVIEW OF REPORT

A. *The work of the employee has been checked as indicated above and is:*

ACCEPTABLE [x] NOT ACCEPTABLE *(additional training needed)* [ ]

EMPLOYEE'S CONCURRENCE

C. *This report has been reviewed with me and if applicable, any need for corrective action has been discussed.*

B. SUPERVISOR'S SIGNATURE	DATE	D. EMPLOYEE'S SIGNATURE	DATE
/s/ Patrick Thomas	*6-7-9X*	*/s/ Jane Doe*	*6/8/9X*

10. FOLLOWUP TO RECOMMENDED TRAINING

A. *The necessary training and recommendations have been completed.*

B. SUPERVISOR'S SIGNATURE	DATE	C. EMPLOYEE'S SIGNATURE	DATE

11. STATE OFFICE REVIEW

A. *I have reviewed this report and agree with all actions noted.*	B. STATE OFFICE REPRESENTATIVE'S SIGNATURE	DATE
	/s/ E. I. Lawrence	*6-8-9X*

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.

332 Employee Reviews (Continued)

H Distributing FSA-577

Distribute FSA-577 as follows:

- original to CP 3-3 folder for County Office spot checks according to 25-AS, Exhibit 30
- ***--**1 copy to the employee or loss adjuster who was spot-checked**--***
- 1 copy to DD when required by either of the following:
  - State Office review requires County Office action
  - County Office finds deficiencies that may result in an adverse action.

333-343 (Reserved)

344 Tobacco Inspections

A
***--Burley (Type 31), Flue-, Dark Air-, and Fire-Cured Tobaccos**

Determine all acreage planted to tobaccos on the farm when performing tobacco inspections for:

- burley, type 31 (2002 and subsequent years)**--***
- flue-cured
- dark air-cured, types 35 and 36
- fire-cured, types 22 and 23.

Note: For any farm having more than 1 type of tobacco, all types of tobacco must be checked. This includes burley, although burley may not have been pulled in the random selection.

B
MQ Tobacco Zero Allotment

County Office shall randomly verify that no tobacco is grown on MQ farms that have a zero effective allotment for tobacco when:

- the farm is a required spot check
- there is reason to question the producer's compliance with any program provisions.

C
Nonquota With MQ Tobacco

Use this table to complete tobacco inspections for nonquota tobacco that was produced in a State in which MQ's are in effect for any kind of tobacco.

Step	Action
1	Determine acreages on the farm for quota and nonquota tobaccos.
2	Estimate production for: • all nonquota tobacco • quota tobacco separately, if a nonquota kind is also being produced on the same farm.

Continued on the next page

D
Unmarketed Tobacco

Use this table to make tobacco inspections on unmarketed tobacco.

Step	Action
1	Select farms for inspection as follows: • COC determines whether some or all zero reports on MQ-108-1's shall be checked • according to paragraph 325. If selected farm has a report indicating that the tobacco is stored out of the County, submit photocopy of MQ-108-1 to the other County Office to perform spot check. **Note:** A photocopy of all MQ-108-1's showing unmarketed tobacco stored at any location other than a farm shall be sent to the State Office. See 9-TB SCOAP and 10-TB SCOAP.
2	For selected farms: •***--**ensure that **all** farms and production for the producers of the selected farms are checked, including "out-of-county" farms**--*** • verify the existence, location, and quantity of unmarketed tobacco • document the findings on MQ-108-1 or a photocopy • sign and date MQ-108-1 • advise STC of any discrepancy found.
3	State Office employees shall verify all reports that indicate storage at any location other than on a farm no earlier than 30 calendar days before the beginning of the next marketing season. **Note:** STC has the option of delegating the spot check to CED in the county where the tobacco is stored.

345 (Withdrawn--Amend. 33)

346 MQ-92, Estimate of Tobacco Production

A
When to Use MQ-92

Record required production estimates on MQ-92 for the following:

- previous year program violators
- crop not being cared for in a business-like manner
- farms with excess acreage
- other farms determined by COC.

B
Completing MQ-92

Use this table to complete MQ-92.

Item No.	Instructions
6	Do **not** make an entry for burley tobacco.
7	Quota for flue-cured and burley tobaccos.
8	Final acreage from FSA-578.
9	Not required for flue-cured and burley tobaccos.
11	Field assistant's estimate from farm visit.
16	After farm visit, enter all pertinent abnormal conditions or factors concerning growth production and quality.
24	Data from County Office records.
25	Verify pounds of carryover tobacco by farm visit, if deemed necessary by COC.
26	Number resulting by subtracting item 13 from item 24.
27	Number resulting by dividing item 26 by item 8.
28	Pertinent information about actual production.
E	COC signature and date of action. **Note:** If not approved by COC, handle as an indicated violation.

Note: Keep original MQ-92 in the County Office compliance file. If requested, provide the producer with a photocopy.

Continued on the next page

346 MQ-92, Estimate of Tobacco Production (Continued)

C Example of MQ-92

Following is an example of a completed MQ-92.

REPRODUCE LOCALLY. Include form number and date on reproductions. Form Approved - OMB No. 0560-0058

MQ-92 (Tobacco) (03-01-95) U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency

ESTIMATE OF TOBACCO PRODUCTION

(See reverse for Privacy Act and Public Burden Statements.)

1. ST/CO CODE	2. CROP YEAR
37 013	1990

3. NAME & ADDRESS OF FARM OPERATOR	4. OTHER FARMS *(State and county code & Farm No.)*
109 JOE WILLIAMS D Rt. 1 00 BATH, NC 12345	NONE

5. KIND OF TOBACCO	6. EFFECTIVE ALLOTMENT	7. EFFECTIVE QUOTA	8. MEASURED ACREAGE	9. EXCESS ACREAGE
Flue-Cured	3.20	6432	3.08	

PART A - ON FARM ESTIMATE

	POUNDS
10. Cured	1050
11. In process of curing	1370
12. Remaining in field for harvest	1420
13. Carry-over tobacco	225
14. Yield per acre (Item 10+11+12÷item 8)	1247
15. Total estimated *(Item 8x14+13)*	4066

16. REMARKS:
Large growth of 20 leaves per stalk used 1700 lbs. Of 4-18-12 fertilizer per acre, an average of 7 or 8 leaves per stalk have been harvested. Heavy hail, damage and wind damage on July 15. Crop remaining in field about 70 percent destroyed. 3 or 4 leaves are broken from each stalk.

I/We visited the farm in item 3 above and certify that the information was obtained or estimated for items 4 thru 16 to the best of my/our ability.

17. SIGNATURE OF COMMITTEE MEMBER OR REPRESENTATIVE: */s/ Joe Tobacco* DATE VISITED: *July 17, 199X*

18. SIGNATURE OF COMMITTEE MEMBER OR REPRESENTATIVE: DATE VISITED:

PART B - FARM OPERATOR'S ESTIMATE OR PRODUCTION

I estimate that the yield of tobacco on this farm for the crop indicated above will be as shown below. I understand, however, that if the actual yield is materially different from this estimate, I am to furnish to the County FSA Committee satisfactory proof of the disposition of all tobacco actually produced on the farm. I also understand that failure to furnish satisfactory proof of disposition will be considered a cause for subjecting the farm to a penalty and the next established allotment and/or quota for this farm will be reduced in accordance with applicable regulations.

19. ESTIMATED YIELD *(per acre)*

SIGNATURE FARM OPERATOR: */s/ Joe Williams* DATE: *9-20-9X*

PART C - CERTIFICATION OF VOLUNTARY DISPOSITION OR CARRY-OVER

20. CARRY-OVER	21. DESTROYED	PRIOR TO MARKETING / AFTER MARKETING COMPLETED	22. PERSON MAKING DISPOSITION	23. METHOD OF DISPOSITION

This is to certify that I visited this farm on the date indicated below and saw that the estimated quantity of tobacco shown in item 20 or 21 had not been marketed. I also certify that:

24. ☐ *The tobacco in item 21 was destroyed in my presence by the person named in item 22 and in the manner indicated in item 23. (Show on reverse computations for quantity destroyed.)*

25. ☐ *The person named in item 22 indicated that the tobacco in item 20 is to be carried-over.*

SIGNATURE OF COMMITTEE MEMBER OR REPRESENTATIVE: DATE FARM VISITED:

PART D - COUNTY COMMITTEE REVIEW OF ACTUAL PRODUCTION

26. TOTAL SALES	27. CARRY-OVER	28. TOTAL PRODUCTION	29. YIELD PER ACRE
3784	NONE	3559	1156

30. REMARKS

PART E - COUNTY COMMITTEE DETERMINATION

Approved [X] Disapproved [ ]

SIGNATURE OF COUNTY COMMITTEE MEMBER: */s/ John T. Boyd*

DATE: *12-15-9X*

Name and Address of County FSA Office

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.

347 FSA-578 for Disposing of Excess Tobacco

A Disposal of Excess Tobacco

Follow the steps in this table when preparing FSA-578 to dispose of excess tobacco.

Step	Action
1	Prepare automated FSA-578 using information provided by the operator.
2	Determine the tobacco acreage from 35mm slides or field visit.
3	Enter determined acreage in the automated process.
4	Prepare automated FSA-468.
5	If the farm has excess tobacco acreage, the producer will be allowed to request either of the following: • a remeasurement of the acreage • adjustment of the excess acreage.
6	Manually enter the measurement or adjustment on the original printed FSA-578.
7	After remeasurement or adjustment has been completed, revise determined acreage using the automated FSA-578 process.
8	Print a new FSA-578 **and** FSA-468 showing net determined acreage since the adjustment.

Continued on the next page

B

Completing FSA-180

When the disposal of excess tobacco occurs, complete FSA-180 according to this table.

Circle Number	Instructions
1	Use columns 5 through 10 for recording data related to notices of excess acreage.
2	Obtain the signature of the person requesting the service in column 6 when a request is made in person for either of the following • remeasurement • measurement of adjusted acreage.
3	Use column 6 to document requests received by mail or telephone.
4	Use columns 11 through 16 for recording data pertaining to requests for remeasurements.
5	The entry in column 13 will: • make the computation easier when charges are computed by formula • be a factor in determining eligibility for a refund.
6	Use columns 17 through 19 for recording requests for acreage adjustments.
7	Use columns 20 and 21 to relate collections made to the collection register. **Note:** Line out the original entry for a farm when a "Revised" or "Corrected" FSA-468 is mailed. Enter the revised data in columns 5 through 10 on the next unused line.

Note: Keep the letter from the person who requested service in the applicable compliance file when request is received by mail.

Continued on the next page

347 FSA-578 for Disposing of Excess Tobacco (Continued)

C
Example of FSA-180

Following is a completed example of FSA-180.

REPRODUCE LOCALLY. Include form number and date on all reproductions.

FSA-180
(05-25-88)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

REGISTER OF EXCESS FARMS AND RECORD OF REQUESTS FOR REMEASUREMENT OR ADJUSTMENT OF ACREAGE

1. STATE: Tennessee
2. COUNTY: Pike
3. CROP: Fire-cured tobacco
4. PROGRAM YEAR: 199X

5. FARM SERIAL NUMBER	6. FARM OPERATOR NAME	7. ALLOT-MENT ACREAGE	8. ACREAGE DETER-MINED	9. EXCESS ACREAGE	10. DATE OF NOTICE	REMEASUREMENT 11. FIELDS TO BE REMEAS-URED	12. ACREAGE TO BE MEASURED	13. AMOUNT OF DEPOSIT	14. DATE OF REQUEST	15. REMEA-SURED ACREAGE	16. AMOUNT OF REFUND	DISPOSITION OF EXCESS 17. DATE OF REQUEST	18. AMOUNT PAID	19. ACREAGE DISPOSED OF	COLLECTION REG. 20. SHEET NO.	21. LINE NO.
124	John Doe	4.40	4.72	.32	6/5/9X							6/12/90	15.00	.32	112	4
~~20~~	~~Richard Roe~~	~~2.63~~	~~3.10~~	~~.47~~	~~6/8/9X~~	~~1A~~	~~.23~~	~~15.00~~	~~6/12/90~~	~~.22~~	~~None~~				~~111~~	~~8~~
~~4~~	See letter in farm folder	2.75	3.30	.55	6/8/9X							6/15/90	15.00	.53	116	3
4	Bill White	2.75	2.77	.02	Revised 6/19/9X							6/22/90	15.00	.02	120	8
20	Requested by telephone	2.63	3.09	.46	Revised 6/19/9X							6/22/90	15.00	.46	120	5
139	Bob Jones	1.32	1.38	.06	6/5/9X							6/12/90	15.00	.06	112	3
155	Bill Green	2.78	2.97	.19	6/8/9X	All	2.97	15.00	6/22/90	2.83	15.00				120	6

348 FSA-461, Production Evidence Spot Check

A
Completing FSA-461

Use FSA-461 to document production evidence spot check.

Follow this table when preparing FSA-461 when inspecting a producer's report for ginners, warehouses, or buyers.

Item or Part No.	Instructions
	In the heading, enter the commodity for which production evidence is subject to spot check.
2	Enter FSN.
3	Enter State and county where production is located.
7	Check the "yes" or "no" block to indicate if other persons have an interest in the crop. See FSA-578.
8 to 10	Enter: • name and address of ginner, buyer, or storer • a checkmark in the verified or not verified column.
B	If applicable, enter the name, address, and telephone number of firms for checking future records.
C	Enter: • a checkmark for the type of production evidence spot check • the date of the spot check.
D	Enter, as applicable: • discrepancies found when performing the spot check • no discrepancies were found.
11	FSA representative's signature and title, and date signed.

Note: Attach FSA-461 to FSA-658 *** * *** copy, and file in compliance farm folder, as applicable.

Continued on the next page

348 FSA-461, Production Evidence Spot Check (Continued)

B Completed FSA-461

Following is an example of a completed FSA-461.

REPRODUCE LOCALLY. Include form number and date on all reproductions.

FSA-461 (12-20-89) **U.S. DEPARTMENT OF AGRICULTURE** Farm Service Agency

Corn **(COMMODITY)** **PRODUCTION EVIDENCE SPOT CHECKS**

1. FARM OPERATOR: Joe Brown
2. FARM NUMBER: 315
3. STATE: VA
4. COUNTY: Shenadeal
5. FARM OPERATOR: Mary Smith
6. CROP YEAR: 1990
7. ON THIS FARM ARE THERE OTHER PERSONS INTERESTED IN THIS COMMODITY? *(If "Yes", see FSA-578 for Crop Shares)* YES [ ] NO [X]

PART A - VERIFICATION OF ADDRESSES

	VERIFIED	NOT VERIFIED
8. NAME AND ADDRESS OF GINNER		
9. NAME AND ADDRESS OF BUYER		
10. NAME AND ADDRESS OF STORER Sherrey's Warehouse Route 55 Strasburg, VA 12345	X	

PART B - NAME AND ADDRESS OF FIRMS WHERE SUBSEQUENT RECORDS MAY BE CHECKED

A. NAME OF FIRM	B. ADDRESS OF FIRM	C. TELEPHONE NUMBER *(Area Code)*

PART C - TYPES OF PRODUCTION EVIDENCE CHECKED AND DATES

A. SCALE TICKETS	DATE	B. FARMER SALES RECEIPTS	DATE	C. WAREHOUSE RECEIPTS	DATE	D. GINNER RECEIPTS	DATE
				X	9-30-90		

E. BIN MEASUREMENTS	DATE	F. FSA APPRAISALS	DATE	G. FCIC APPRAISAL FORMS	DATE	H. OTHER	DATE

PART D - CERTIFICATION

I certify that I have checked production evidence submitted by the above farm against the firm's records. ***THE FOLLOWING DISCREPANCIES WERE FOUND:***

No discrepancies were found.

11. SIGNATURE AND TITLE OF FSA REPRESENTATIVE: ***/s/ Mark Jones, Inspector*** DATE

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.

349-358 (Reserved)

Section 3 Farm Inspection Selection Process

359 AFIS Process

A Introduction

The AFIS process shall be run immediately after each reporting period ends. This process:

- allows the County Office to process spot checks in a more timely manner
- prints a list of names flagged for required spot-check on the Name and Address file
- determines and randomly selects the correct number of farms
- *****--prints a register of selected farms, specifying crops and land uses to check--*****
- prints a list of all farms that are eligible for spot check
- allows manual spot check to be loaded into the automated system
- allows user to specify additional farms as required spot checks or crops
- selects additional farms to ensure that a minimum have been spot-checked
- selects additional farms when discrepancies exceed an acceptable number.

B Description of Random Selection Register

The random selection register selects 10 percent of active farms:

- with CCC-509's
- *****--without CCC-509's, but with FSA-578's on file.--*****

Note: Deleted farms or deleted FSA-578's will not be included on the register.

C Random Spot Checks

Use this table to determine when farms are randomly selected on future registers.

WHEN a farm is...	THEN the farm will...
selected on a random register	be included on future registers if crops were added or revised after the initial selection.
not selected on a random register	not be included on future registers.

359 AFIS Process (Continued)

D Required Inspections

Required inspections include all crops on any farms with producers that have a required check flag in the Name and Address file. These required spot check flags are:

- ***--**"Y" for FSA employee, committee members, their spouses, minor children, or producers with controlling warehouse interests (paragraph 324)**--***

  Note: COC alternates and CMC members are not required inspections.

- "T" for a warehouse operator or manager with an interest in tobacco on a farm, and producers with a controlling interest in a farm and the records are used to substantiate production for other producers

- "N" for producers on farms with tobacco allotments for flue-cured, dark air-cured, fire-cured tobaccos, types 22 and 23. This includes burley tobacco if any other type tobacco is grown on the farm.

Notes: Farms that are required tobacco spot checks are preceded with "S" if either or both of the following apply:

- the farm was randomly selected because there are other crops reported on FSA-578, such as burley tobacco

- the farm has an approved CCC-509.

See paragraph 363 for entering additional required spot checks.

360 Farms Selected in AFIS Process

A Listed Farms

FSN's on the automated selection register are preceded by any of the following:

- "P" for participating in DCP
- "S" is a random selection
- "R" is a required selection
- "T" is a required tobacco spot check.

B What to Spot Check

Use this table to determine what shall be spot-checked for each FSN on the selection register.

WHEN FSN is preceded by...	AND "Crops Column" shows...	THEN spot check...
"T" or "TP"	"tobacco"	tobacco crops only.
"S" or "R"	"all reported crops"	all crops reported on FSA-578.
	"a specific crop name"	only the crop listed.
"SP" or "RP"	"all reported crops"	• all crops reported on FSA-578 • for FAV's or wild rice on bases acres • idle base acres for maintenance.
	"a specific crop name"	only the crops listed.
	"OFAV"	to verify that FAV's and wild rice were not planted on base acres.

FSA-578 shall be:

- printed after determination of the indicated crop acreage
- filed in the farm folder.

* * *

361 Accessing Selection Registers

A Before Starting

Complete the following before accessing the AFIS process:

- enter all available FSA-578's
- *--enter signature date for applicable CCC-509's
- print "Required Spot-check List" according to subparagraph C--*
- update required spot-check flag in the Name and Address file according to 1-CM.

B Accessing Menu MEALS0

After accessing Application Selection Menu FAX07001, use the following steps to access Farm Inspection Selection Menu MEALS0.

Step	Action	Resulting Menu
1	ENTER "11"	M00000
2	ENTER "3"	MEA000
3	ENTER "3"	MEAL00
4	ENTER "8"	MEALS0

361 Accessing Selection Registers (Continued)

C Menu MEALS0

This is an example of Menu MEALS0.
*--

```
COMMAND                                                    MENU:  MEALS0
Compliance - 2004 Farm Inspection Selection Menu
-----------------------------------------------------------------------------------------------------

    1  Validate Farm Inspection Selection (AFIS) file
    2  Random and Additional (Farm or Crop) Selection Register
    3  Final Selection Register
    4  Discrepancy Selection Register
    5  Print All Selected Farms
    6  Print All Eligible Farms
    7  Required Spot-Check List

   20  Return to Application Primary Menu
   21  Return to Application Selection Menu
   22  Return to Office Selection Screen
   23  Return to Primary Selection Menu
   24  Sign Off

Cmd-Previous                                  * This option is currently not available

Enter option and press "Enter".
```

--*

361.5 Validating AFIS File

A Validating AFIS

FSA-578's that are inactive because of a reconstitution or were entered in error shall be deleted from the AFIS file before running the validation. On Menu MEALS0, ENTER "1", "Validate Farm Inspection Selection (AFIS) file", to delete the inactive farms from the random selection register.

Note: Farms deleted during this validation process will be included on the next random selection register if FSA-578 is activated.

361.5 Validating AFIS File (Continued)

B Printing Farm Lists

Menu MEALS0 contains the following *** * *** options to print farm lists. These options may be selected at any time.

Option Number	Purpose
5	Prints a list of all farms that have been selected for spot check. The list includes farms that were: •*****--randomly selected for spot check • changed required spot checks--***** • added on Screen MEALS203 • farms/crops added on Screen MEALS206.
6	Prints a list of all farms that are eligible for spot check.
*****--7	Prints a list consisting of names flagged "Required Spot-Check" in the Name and Address file. **Note:** Use this option to verify that required spot-check flags on the Name and Address file are correct. Record in COC minutes.--*****

362 Processing Selection Registers

A Printing Options

On Menu MEALS0, ENTER “2” to display Random Print Selection Screen MEALS202.

B Information Warning Screen

An information pop-up screen will display when option 2 on Menu MEALSO is selected to remind the user that certain functions should be performed before registers are run.

This is an example of the information screen.
*--

```
Farm Insp. Selection    325-MEDINA          Display        MEALS2W1
Informational Screen          Version: AC97  07/20/2001  14:23       Term AA

          WARNING!!!    Ensure that you have deleted inactive farms,

               Reviewed and updated list of required spotchecks,

               Added COC farms, and selected Option 1 on MEALSO

                    TO Validate Farm Inspection (AFIS) File.

                Press Enter to continue with additional options
                      or CMD3 to return to previous menu.
```

--*

C Screen MEALS202

This is an example of Screen MEALS202.

```
Farm Insp. Selection                                          MEALS202
Random Print Selection Screen
-----------------------------------------------------------------------------

                Enter the ID of the printer to use for printing
                the register, or Press "Enter" to default to the
                          session printer.

                              P_

     Do you wish to print all selected farms after this register?  (Y/N)  _

     Do you wish to enter additional farms to be spot checked?  (Y/N)  _

     Do you wish to enter additional farms/crops to be spot checked?  (Y/N)  _

Cmd3=Previous                                              Enter=Continue
```

362 Processing Selection Registers (Continued)

*--C Screen MEALS202 (Continued)

Use Screen MEALS202 to:

- select the applicable printer

  Note: Any time this screen is accessed, the printer is selected, and "Enter" is pressed, the random selection process will evoke and a register of the newly selected farms will print.

- elect to print all selected farms after the current random register has been printed

- elect to enter additional farms for required spot check--*

- elect to enter additional **farms/crops** for required check.

D Printing All Selected Farms

To receive a printout of all farms on the register, ENTER "Y" to the question, "Do you wish to print all farms after this register?"

This option is recommended especially if several registers have been processed. It includes all random and required checks. * * *

***--Note:** On Menu MEALS0, ENTER "5" to print all selected farms at any time.

E Selecting Additional Farms for Spot Check

On Screen MEALS202, ENTER "Y" to the question, "Do you wish to enter additional farms to be spot checked?"

Note: On Screen MEALS202, all answers will default to "N".--*

- If "Y" was entered, see paragraph 363 for:

  - determining whether additional spot checks are needed
  - instructions to enter additional farms for spot check.

- If "N", do either of the following:

  - PRESS "Cmd3" to return to Menu MEALS0

  - PRESS "Enter" to continue the selection process. Random Print Information *--Screen MEALS209 will be displayed.--*

362 Processing Selection Registers (Continued)

F Selecting Additional Farms/Crops for Spot Check

--On Screen MEALS202, ENTER "Y" to the question, "Do you wish to enter additional farms/crops to be spot checked?" Screen MEALS206 will be displayed. See-- paragraph 363.5 for procedures to select additional crops.

G Print Screen MEALS209

After electing to continue the automated selection process, according to *--subparagraph D, Screen MEALS209 will be displayed.

Example: This is an example of Random Print Information Screen MEALS209.

```
Farm Insp. Selection                                                    MEALS209
Random Print Information Screen
-----------------------------------------------------------------------------------------------

    Press "Enter" to initiate farm selection processing and to return to compliance
    menu.  Terminal is now free for further processing.  When register is complete,
    it will print on the printer selected.

    Note:   Since register will print immediately upon completion of process, the
            selected printer should contain stock paper.

Cmd7=End                                                          Enter=Continue
```

On Screen MEALS209, do either of the following:--*

- PRESS "Cmd7" to end the automated random selection process
- PRESS "Enter" to continue the process and print applicable registers.

363 Entering Additional Spot-Check Farms

A Additional Spot Checks

County Offices may add farms as required spot checks if:

- the County Office believes that a specific farm needs to be spot checked
- FSA-578 is filed late, according to paragraph 21.

***--Note:** For late reports, use this option only if **ALL** reported crops on the farm were filed late.

If additional spot checks are needed, ENTER “Y” to the 2nd question on Screen MEALS3202, “Do you wish to enter additional farms to be spot checked”. Additional Required Farm Screen MEALS203 will be displayed.

Note: See also paragraph 363.5 to enter additional crops.

B Information Warning Screen

An information pop-up screen will display when the user chooses option 2 or 3 on Random Print Selection Screen MEALS202, (to enter additional spot check farms or crops), to remind the user that certain functions should be performed before adding additional farms or crops.

This is an example of the information screen.

```
Farm Insp. Selection    325.1-MEDINA(COMPL1)        Display MEALINFO
Informational Screen          Version: AA01  03/08/2001  14:23       Term Y5

          WARNING!!!    The Initial Random Selection Register must
                       have been run before "adding" farms or farms/crops.


               Press Enter to continue with additional options
                     or CMD3 to return to previous menu.
```

--*

363 Entering Additional Spot-Check Farms (Continued)

*--C Example of Screen MEALS203

This is an example of Screen MEALS203.

```
Farm Insp. Selection                                                    MEALS203
Additional Required Farm Screen
-----------------------------------------------------------------------------------------

                    Enter farms to be added to the required inspection list

                          000000  000000  000000
                          000000  000000  000000
                          000000  000000  000000
                          000000  000000  000000
                          000000  000000  000000
                          000000  000000  000000

Cmd3=Previous                          (A)dd additional Farms, Enter=Continue
```

--*

363 Entering Additional Spot-Check Farms (Continued)

D Additional Entries

Use this table to enter additional farms for required check on Screen MEALS203.

Step	Action	Result
1	Enter FSN and PRESS "Field Exit". **Caution:** Do not press "Enter" until all farms have been entered. **Note:** If Screen MEALS203 is full: • ENTER "A" for additional farms • PRESS "Enter" • repeat step 1.	Entries are validated for an approved ***--**CCC-509 or filed FSA-578.**--*** The error message, "Listed farms(s) are not eligible for spot check." will be displayed if FSN's do not pass validation.
2	After all FSN's have been entered, PRESS "Enter".	Screen MEALS209 will be displayed.
3	PRESS "Enter".	The following will occur: • the automated random selection register will be initiated • the register will be printed with additional farms.

363.5 Entering Additional Spot-Check Crops

A Additional Crops for Spot-Check

County Offices may add **crops** for a specific farm as required checks if:

- the County Office believes that a specific crop on a farm needs to be spot-checked
- the crop report is filed late on FSA-578
- a manual selection was made and the selection needs to be recorded in AFIS.

*--B Information Warning Screen MEALINFO

Display the following screen when the user chooses Option 4 on Menu MEALSO, to run the discrepancy register. The discrepancy process randomly selects additional farms for spot-check when the current year discrepancy rate exceeds 25 percent.

```
Farm Insp. Selection  xxxx.x   MEDINA (COMPL)       Display        MEALINFO
Informational Screen  Version: AA01 xx/xx/2001      xx:xx          Term XX
-------------------------------------------------------------------------------
       WARNING:       The following registers and processes must have been
                      run and/or completed prior to running the Discrepancy
                      Register:

               1.  Random Selection Registers
               2.  Final Selection Register (see optional guidelines)
               3.  All Spot Checks completed
               4.  FSA-468's Processed

Press "ENTER" to continue or
CMD3 to return to previous screen.
```

C Example of Screen MEALS206

The following is an example of Screen MEALS206. Use this screen to select crops for a specific farm for spot-check.

If additional spot checks are needed, ENTER “Y” on Screen MEALS202 to the question, “Do you want to enter additional farms/crops to be spot checked?”.

Note: Information Screen will be displayed to remind the user that the initial random register must have been run before adding farms or farms/crops.--*

363.5 Entering Additional Spot-Check Crops (Continued)

C Example of Screen MEALS206 (Continued)

Additional Farms/Crops Screen MEALS206 will be displayed.

Note: The farm number must be entered for each crop.
*--

```
                                                              MEALS206
Farm Inspection Selection
Additional Farms/Crops Screen
____________________________________________________________________________

          Enter farm/crop abbreviation to be added to the spot check list:

                Farms          Crops

                000000         000000
                000000         000000
                000000         000000

Cmd3=Previous    _(A)dd more farms/cropsEnter= Continue
```

--*

363.5 Entering Additional Spot-Check Crops (Continued)

D Additional Crop Entries

Use this table to enter additional crops for spot check on Screen MEALS206.

Step	Action	Result
1	On Screen MEALS206: • enter FSN • PRESS "Field Exit" • enter crop abbreviation to be added as required check • PRESS "Field Exit". **Notes:** "Field Exit" will advance the cursor to the adjacent line for crop abbreviation input or the next available line for another FSN entry. If Screen MEALS206 is full and more-entries must be made: • ENTER "A" at the command • PRESS "Enter".	***--**Farm numbers and crop abbreviations entered are validated for an approved CCC-509 or filed FSA-578. The error message, "Listed farm(s) or crop(s) are not eligible for spot check," will display if FSN or crop abbreviation does not pass--***** validation.
2	After all FSN's and crop codes have been entered, PRESS "Enter".	Screen MEALS209 will be displayed to print the register.
3	On Screen MEALS209, PRESS "Enter".	The automated register will be initiated and printed with the additional farms/crops. **Note:** Farms and crops on additional farm/crop register will appear on the all selected farms register, but will not display an AFIS indicator.

364 (Withdrawn--Amend. 25)

365 Final Selection Register

A Introduction

The final selection register:

- ensures that the minimum number of farms, which is 25 farms, have been selected in each county

- *--selects additional farms only when less than 25 non-tobacco or other required farms were randomly selected for spot check on a random selection register.--*

B When to Print Final Register

*--The final selection register must **not** be printed until **at least 1 calendar day after** all random selection registers have been processed and before the discrepancy register is run.

Note: Do not run another random register after printing the final register.

C Printing Final Selection Register

On Menu MEA?S0, ENTER "3", "Final Selection Register", and PRESS "Enter" to print the final selection register. Select the printer ID.

Note: Do not access the final selection register on the **same day** that the random selection register was printed.

D Information Warning Screen MEALINFO Version AA0X

An Information screen will display when the user selects option "3" on Menu MEALSO to run the "Final Selection Register."

This is an example of the information message.

```
Farm Insp. Selection xxx.x.  MEDINA   (COMPL)        Display        MEALINFO
Informational Screen  Version: AA0X  03/xx/2001     xx:xx          Term XX
-------------------------------------------------------------------------------

       WARNING:        This option for the Final Register must only be used
                       when all random registers have been run, but prior to
                       the discrepancy register.

                       Running the final selection register selects
                       additional selections if less than 25 farms were
                       selected on the random selection register.

Press "ENTER" to continue or
CMD3 to return to previous screen
```

--*

365 Final Selection Register (Continued)

--E Additional Farms Selected by Final Register--

The final selection register will select additional farms only when the minimum number * * * of farms had not been selected during the random selection process.

* * *

***--Note:** Required spot checks (including tobacco) are not included in the minimum number (25) of farms selected for spot check.

F No Additional Farms Selected by Final Register--*

When the minimum number of farms have been selected for spot check, the final selection register will print the message, “No farms and crops were selected by this process for spot check.”

366 Discrepancy Selection Process

A Introduction

Except for tobacco, FAV's, and wild rice, the automated discrepancy selection process randomly selects additional farms for spot check when more than 25 percent of the farms selected for spot check for the current year have determined acreage which differs from the reported acreage by more than the larger of the following:

- 1 acre
- 5 percent, not to exceed 50 acres.

Note: The above tolerance rules do not apply to acreage reported as official or measured where there is no tolerance.

*** * *** A discrepancy applies to FAV and wild rice if the determined acreage exceeds the reported acreage.

Before accessing the discrepancy selection process, County Offices shall ensure that all of the following have been completed:

- all random selection registers have been processed
- the final selection process has been completed
- all spot checks have been completed and FSA-468's have been processed.

B Accessing Discrepancy Selection Process

To access the automated discrepancy selection process, ENTER "4", "Discrepancy Selection Register", on Menu MEA?S0.

C Selecting Additional Farms

The automated discrepancy selection process calculates the discrepancy rate of all randomly selected spot checks that have been completed.

IF...	THEN...
the discrepancy rate exceeds 25 percent	the same percentage that was used in the random process will be used to select additional farms for spot check.
the discrepancy rate is 25 percent or less	the "No additional farms or crops were selected in this process" report will be printed.

Note: County Offices shall access the discrepancy selection process as often as necessary until no additional farms are selected.

367-374 (Reserved)

--Section 4 Notice of Acreage Report Determinations--

375 Purpose of FSA-468 and FSA-468T

A Introduction

FSA-468 and FSA-468T are the official notification to the producer of the results of a spot check. Footnotes included on FSA-468 and FSA-468T inform the producer of the effect, if any, that the results of the spot check may have on the program eligibility of a crop or land use.

B FSA-468T for Tobaccos

FSA-468T provides notification of reported and determined acreage to producers with any type of tobacco. This notification:

- includes the applicable footnote for the results of the spot check for both regular tobacco farms and those farms in a special tobacco combination

- does not include any other crops.

See paragraph 377 for processing FSA-468T.

C FSA-468 for All Other Crops

FSA-468 provides notification of reported and determined acreage to producers for all crops other than tobaccos. See paragraph 376 for processing FSA-468 for crops other than tobaccos.

D Timely Processing of FSA-468 and FSA-468T

FSA-468 and FSA-468T shall be processed in a timely manner after acreage has been determined to ensure that, if the producer requests a remeasurement, evidence of the crop is still available.

***--375 Purpose of FSA-468 and FSA-468T (Continued)**

E Information on FSA-468 and FSA-468T

The following information is printed on FSA-468 and FSA-468T for crops with determined acreage.

Producer Data	Mailing Information	Program Data
• farm number • operator's name and address • farm ID • applicable entity ID number	• mailing date • county name, address, and telephone number • form number and revision date	• reported acreage • determined acreage • applicable footnotes • program year • general information • FSN's in the special tobacco combination, if applicable

Note: FSA-468 and FSA-468T compare reported and determined acreage and print only for crops with reported and determined acreage.

F FSA-468 and FSA-468T Footnotes

Footnotes:

- correspond to the crops listed on FSA-468 and FSA-468T
- are dictated by discrepancy codes.

See paragraph 380 for a list of footnotes.**--***

*--376 Processing FSA-468

A Accessing FSA-468

Beginning on Application Selection Menu FAX07001, access the FSA-468 process according to this table.

Step	Action
1	ENTER “11”, “Production Adjustment/Compliance”.
2	On Menu M00000, ENTER “3”, “Acreage and Compliance Determinations”.
3	On Menu MEA000, ENTER “2”, “Fiscal/Program Year”.
4	On Menu MEAL00, ENTER “9”, “Compliance Determinations”.
5	On Menu MEALC0, ENTER “1”, “FSA-468, Notice of Determined Acreage (Non-Tobacco)”.

B Printing FSA-468

FSA-468 prints with the producer’s name and address placed so that window envelopes may be used for mailing. Ensure that the selected or default printer is loaded with 8½- by 11-inch multiple part paper before proceeding. Mail the original to the operator and file a copy with FSA-578. FSA-468’s should be reviewed according to paragraph 382 before mailing.

C Example of Screen MEALN101

This is an example of Farm and Print Selection Screen MEALN101.

```
FSA-468                                                                    MEALN101
Farm and Print Selection Screen
-----------------------------------------------------------------------------------------------------------

                                  Beginning Farm Number  000000

                                   Ending Farm Number  000000

                                              or

                                   Number of Farms to Print  000


     Printer ID  00                Date of Mailing  (MMDDCCYY)

                                  Is this an FSA-468 reprint (Y/N)  0

Cmd7-End  Help-Help-Text                                          Enter-Continue
```

--*

***--376 Processing FSA-468 (Continued)**

D Selecting Farms to Print

Using the following table, select farms to print on Screen MEALN101.

WHEN printing a...	THEN enter...
specific farm	the same FSN in the "Beginning Farm Number" and "Ending Farm Number" fields.
range of farms	• FSN in the "Beginning Farm Number" field • greater FSN in the "Ending Farm Number" filed.
specific number of farms	• FSN in the "Beginning Farm Number" field • the number of farms in the "Number of Farms to Print" field.

E Printing Modes

The following 2 printing modes are available to print FSA-468.

WHEN mode is...	THEN FSA-468 will print those crops that...
initial	• have not been printed on a previous FSA-468 • were printed on a previous FSA-468, but a revision changed the footnote. **Note:** Crops that have a change of footnote since the last printing are indicated with an asterisk (*) and the statement, "The footnote for this crop has changed since the last FSA-468 printing for this farm", will be printed before the footnotes.
reprint	were printed on a previous FSA-468 and there have been no changes since the last printing.

--*

*--376 Processing FSA-468 (Continued)

F Example of FSA-468

This is an example of a printed FSA-468.

FSA-468 NOTICE OF DETERMINED ACREAGE FISCAL/PROGRAM YEAR 20XX

XXXXXX COUNTY FSA OFFICE FARM NUMBER: XXXXXX
BOX XXX XXXX STREET
XXXXXXXXXX, XX XXXXX DATE OF MAILING: 07-06-20XX

Operator Name and Address Operator ID

XXXXXXXXXXXXXX XXXX
XXXXXXXXXXXXXXX
XXXXXXX, XX XXXXX FARM IDENTIFICATION:

IMPORTANT NOTICE:

1. This determination is applicable only to crop acreage that has been determined by this office.
2. Should you believe the determined acreage for any crop is incorrect, you may request a remeasurement of the acreage by contacting this office within 15 calendar days from the date of this notice and depositing a fee for remeasurement. The fee will be refunded to you if the original measurement is found to be in error by at least the larger of 3 percent or 0.5 acre.
3. Information specific to a crop is provided in the footnotes. No footnote will be displayed for crop base acreage. The determined acreage will be used for program purposes.

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.

Crop	Allotment	Reported Acreage	Determined Acreage	Difference	Footnote
Wheat	N/A	33.5	33.5	0.0	
OFAV	N/A	50.0	53.4	3.4	3
CRP	N/A	30.0	28.5	1.5	9

Footnotes:

3. The determined acreage is greater than the reported acreage. See attached letter.
9. The determined acreage is less than the acreage on your contract.

Note: Do not add any additional information or comments to FSA-468. If additional information is necessary, notify the producer by letter.--*

376 Processing FSA-468 (Continued)

G Discrepancy Reports

When FSA-468 does not print for a crop on a farm during the batch process, the following reports will be printed:

- Missing Determined Report, when the crop does not have determined acreage for each reported acreage of the crop

- Farm Inspection Selection Report, if 1 or more crops with determined acreage are not in the AFIS file

***--Notes:** If a farm appears on this report, the acreage has been determined on the farm, but is not on the Farm Inspection Selection Report. The user must add the farm as a required spot check on Screen MEALS206. The register should be reprinted to reflect the added farm.

Crops will be added to the AFIS file by running the automated random selection process according to paragraphs 361 and 362. It is not necessary to enter FSN in this process unless the farm is to be a required spot check.

- Discrepancy Report, when farms with DCP contracts do not have reported and/or certified OFAV's.

Note: See paragraph 376.5 to add zero acreage reports.

H Footnote Status Report

Each time FSA-468's are printed, either by batch or single farm, a report is generated listing FSN's with footnote "3" if any are present on the file. County Offices shall include a--***** letter explaining the status of program benefits along with a copy of each FSA-468 that has a footnote "3".

*--376.5 Unreported FAV

A Recording Unreported FAV Acreage to Ensure Printing of FSA-468

Because producers are not required to file zero acreage reports for FAV, use the steps in this table to ensure that FSA-468 can be processed.

Step	Action
1	Access FSA-578 for the farm according to paragraph 63.
2	Enter reported OFAV as zero.
3	Enter determined OFAV.
4	Set certification flag for OFAV to "Y" according to paragraphs 141 and 142. OFAV will not be displayed for certification unless entered for zero acres only.
5	End load according to paragraph 118.

Note: Printing FSA-578 is optional, however, do **not** request producer to sign FSA-578. Printing FSA-578 may aid as a paper trail that the farm was accessed to dataload OFAV.**--***

377 Processing FSA-468T

A Accessing FSA-468T

Use procedure in subparagraph 376 A to access FSA-468T, by selecting option 2, "FSA-468T, Notice of Determined Acreage (Tobacco)", in step 5.

Follow procedure in subparagraphs 376 B through E to process FSA-468T.

*--377 Processing FSA-468T (Continued)

B Example of FSA-468T

This is an example of FSA-468T.

FSA-468T NOTICE OF DETERMINED ACREAGE FOR TOBACCO FISCAL/PROGRAM YEAR 20XX

XXXXXX COUNTY FSA OFFICE
BOX XXX XXXX STREET
XXXXXXXXXX, XX XXXXX

FARM NUMBER: XXXXXX

DATE OF MAILING: 07-06-20XX

Operator Name and Address

XXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXX, XX XXXXX

Operator ID and Type

XXXX

FSN'S INCLUDED IN SPECIAL COMBINATION:
XXX, XXX, XXX, XXX, XXX, XXX

IMPORTANT NOTICE:

1. This determination is applicable only to crop acreage that has been determined by this office.
2. Should you believe the determined acreage for any crop is incorrect, you may request a remeasurement of the acreage by contacting this office within 15 calendar days from the date of this notice and depositing a fee for remeasurement. The fee will be refunded to you if the original measurement is found to be in error by at least the larger of 3 percent or 0.5 acre.
3. Information specific to a crop is provided in the footnotes.

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.

Crop	Allotment	Reported Acreage	Determined Acreage	Difference	Footnote
DACTB	3.00	3.00	3.10	0.10	6
FCTB	5.00	5.00	5.02	0.02	8

Footnotes:

6. The determined acreage exceeds the allotment by more than the tolerance. If you wish to adjust the acreage to avoid a marketing quota penalty, contact this office within 15 calendar days of the date of this notice. The excess acreage must be destroyed in the presence of an FSA representative and the producer is responsible for the cost of the farm visit. Adjustment of the excess acreage will not establish price support for the crop. If there is a substantial difference between the reported and determined acreage, the farm may be reviewed for a false acreage report. If so determined, you will be notified of any allotment or quota reduction.

8. The determined acreage exceeds the allotment but is within administrative variance. The effective allotment will be used for program purposes. No adjustments of the acreage will be required. If there is a substantial difference between the reported and determined acreage, the farm may be reviewed for a false acreage report. If so determined, you will be notified of any allotment or quota reduction.

--*

*--378 Tolerance and AV

A Tolerance

If the determined acreage or production for a crop is:

- within the prescribed tolerance for the crop, the report is considered in compliance without either of the following:
  - the total loss of benefits
  - the overall accuracy of the acreage report being questioned
- not within the prescribed tolerance, follow paragraph 381.

Rule: Acreage tolerance is the larger of 1 acre or 5 percent of the reported acreage, not to exceed 50 acres for all crops, except for tobacco. For tolerance on:

- tobacco, see subparagraph E
- NAP crops, see 1-NAP, paragraph 39.

Exceptions: Tolerance does not apply to:

- total cropland certification
- burley and flue-cured tobaccos
- CRP
- FAV's or wild rice planting violations unless a FAV planting exception applies according to 1-DCP.

B Tolerance Calculation

Use this table to calculate tolerance.

Step	Calculation
1	Add reported irrigated and nonirrigated crop acreage together before calculating tolerance.
2	Subtract official and measured acreage from the total reported acreage.
3	Multiply the result of step 2 times 5 percent to determine the acreage of tolerance. See tolerance rule in subparagraph A.

--*

***--378 Tolerance and AV (Continued)**

C AV

AV applies to all tobacco acreage allotment marketing quotas, except burley. For all kinds of tobacco, except dark air-cured and fire-cured, AV is the larger of the following:

- 0.1 acre
- 2 percent of the farm's effective acreage allotment.

There is no maximum amount for AV. This table shows the effect of AV.

IF the determined acreage...	THEN the...
does not exceed the effective allotment by more than AV	allotment will be considered the crop acreage.
exceeds the effective allotment by more than AV	determine acreage is the crop acreage.

D AV for Dark Air-Cured and Fire-Cured Tobacco

AV for dark air-cured and fire-cured tobacco is based on the effective acreage allotment. The following table gives an acreage AV for specific ranges of the effective allotment.

Effective Allotment	AV
0.01 to 0.99	0.01
1.00 to 1.49	0.02
1.50 to 1.99	0.03
2.00 to 2.49	0.04
2.50 to 2.99	0.05
3.00 to 3.49	0.06
3.50 to 3.99	0.07
4.00 to 4.49	0.08
4.50 and up	0.09

Note: When AV is exceeded, the determined acreage is used for program purposes.**--***

378 Tolerance and AV (Continued)

E Tolerance for Tobacco

Tolerance is:

- applied to all kinds of tobacco under marketing quotas, except flue-cured and burley
- the larger of the following:
  - 0.1 acre
  - 0.5 percent of the farm's effective acreage allotment
- applied when the determined acreage exceeds the effective allotment by more than AV.

This table shows the effect of tolerance when the determined acreage exceeds the allotment.

WHEN determined acreage exceeds allotment...	THEN crop acreage may be adjusted to within the farm's effective allotment to...
but is within tolerance	regain price support eligibility and relieve a marketing quota penalty.
and tolerance	relieve a marketing quota penalty, but not to restore price support eligibility.

F Burley Tobacco

AV and tolerance do not apply to burley tobacco.

*--G AV for Measurement Service After Planting

AV applies to measurement service after planting for applicable types of tobacco acreage. Calculate and apply AV to measured acreage according to this subparagraph and subparagraph H, except subtract only official acreage from the effective acreage allotment before applying AV.

When the measured acreage exceeds the effective acreage allotment, but is within AV, the effective acreage allotment shall be entered on FSA-578 as the reported and determined acreage. After printing FSA-578, County Office employees shall note the actual acreage measured on the printed copy of FSA-578.

H Dealing With Producers

County Offices shall not encourage producers to use AV or tolerance when planting or reporting their crops.--*

*--379 Discrepancy Flags

A FAV's

Discrepancy flags will be set in the AFIS file for FAV's according to this table. See paragraph 380 for footnotes.

WHEN the determined acreage is...	THEN discrepancy flag is set to...	AND FSA-468 will print footnote...
equal to reported	"S"ame	1.
less than reported	"A"cceptable	2.
greater than reported and within tolerance	"W"ithin tolerance	3.
greater than reported and exceeds tolerance	"O"ut of tolerance	

B Flue-Cured Tobacco

Discrepancy flags will be set in the AFIS file for flue-cured tobacco according to this table. See paragraph 380 for footnotes.

WHEN the determined acreage...	THEN discrepancy flag is set to...	AND FSA-468 will print footnote...
exceeds allotment but is within AV	"W"ithin AV	8.
exceeds allotment and AV	"O"ut of AV	4.
is equal to or less than allotment	"A"cceptable	5.

C Burley Tobacco

Discrepancy flags will be set in the AFIS file for burley tobacco according to this table.

WHEN the determined acreage...	THEN discrepancy flag is set to...	AND FSA-468 will...
equals reported	"A"cceptable	be printed without a footnote.
is less than reported		
is greater than reported		

--*

***--379 Discrepancy Flags (Continued)**

D Other Tobaccos

Discrepancy flags will be set in the AFIS file for all tobaccos, except burley and flue-cured, according to this table. See paragraph 380 for footnotes.

WHEN the determined acreage...	THEN discrepancy flag is set to...	AND FSA-468 will print footnote...
exceeds allotment but is within AV	"W"ithin	8.
exceeds allotment and AV, but is within tolerance		7.
exceeds allotment, AV, and tolerance	"O"ut of tolerance	6.
is equal to or less than allotment	"A"cceptable	5.

E CRP

Discrepancy flags will be set in the AFIS file for CRP according to this table. See paragraph 380 for footnotes.

WHEN the determined acreage is...	THEN discrepancy flag is set to...	AND FSA-468 will print footnote...
equal to reported	"S"ame	1.
greater than reported	"A"cceptable	
less than reported	"O"ut of tolerance	9.

--*

***--379 Discrepancy Flags (Continued)**

F All Other Crops

Discrepancy flags will be set in the AFIS file for all other crops not listed in subparagraphs A through E according to this table.

WHEN the determined acreage...	THEN discrepancy flag is set to...	AND FSA-468 will...
is equal to reported	"S"ame	be printed without a footnote.
is within tolerance	"W"ithin tolerance	
exceeds tolerance	"O"ut of tolerance	

G Land Uses Other Than Crops

Discrepancy flags for land uses other than crops will be set to "A"cceptable in the AFIS file, without regard to the accuracy of the report. These crops include, but are not exclusive to, fallow, summer fallow, turn rows, etc. FSA-468 will print without a footnote for these land uses.**--***

*--380 FSA-468 Footnotes

A List of Footnotes

This table lists the footnotes that will be printed on FSA-468, when applicable.

No.	Footnote
1	The report is considered acceptable.
2	The determined acreage will be used for program purposes.
3	The determined acreage is greater than the reported acreage. See attached letter.
4	The determined acreage exceeds the administrative variance; therefore, the production from this farm is ineligible for price support. If there is a substantial difference between the reported and determined acreage, the farm may be reviewed for a false acreage report. If so determined, you will be notified of any allotment or quota reduction.
5	The determined acreage will be used for program purposes. If there is a substantial difference between the reported and determined acreage, the farm may be reviewed for a false acreage report. If so determined, you will be notified of any allotment or quota reduction.
6	The determined acreage exceeds the allotment by more than the tolerance. If you wish to adjust the acreage to avoid a marketing quota penalty, contact this office within 15 calendar days of the date of this notice. The excess acreage must be destroyed in the presence of an FSA representative and the producer is responsible for the cost of the farm visit. Adjustment of the excess acreage will not establish price support eligibility for the crop. If there is a substantial difference between the reported and determined acreage, the farm may be reviewed for a false acreage report. If so determined, you will be notified of any allotment or quota reduction.
7	The determined acreage exceeds the allotment by more than the administrative variance but is within tolerance. If you wish to adjust the acreage to regain price support eligibility and avoid a marketing quota penalty, contact this office within 15 calendar days of the date of this notice. The excess acreage must be destroyed in the presence of an FSA representative and the producer is responsible for the cost of the farm visit. If there is a substantial difference between the reported and determined acreage, the farm may be reviewed for a false acreage report. If so determined, you will be notified of any allotment or quota reduction.
8	The determined acreage exceeds the allotment but is within administrative variance. The effective allotment will be used for program purposes. No adjustments of the acreage will be required. If there is a substantial difference between the reported and determined acreage, the farm may be reviewed for a false acreage report. If so determined, you will be notified of any allotment or quota reduction.
9	The determined acreage is less than the acreage on your contract.

--*

*--381 Crop and Production Discrepancies

A Discrepancies

If the acreage report for a crop is outside the tolerance for that crop, COC shall:

- determine what program benefits have been based on the specific crop acreage
- refer to the specific program procedure to determine whether:
  - program requirements have been met
  - procedures remain eligible for all or a portion of the program payments or benefits.

382 Total Cropland Results of Acreage Reporting Determinations

A General Rule

County Offices shall consider all acreage reports for total cropland as filed in good faith by the producer unless COC determines that a good faith effort to accurately report the acreage was not made because the report was knowingly and willfully falsified.

B County Office Action

After spot checks are complete, County Offices shall follow this table.

Step	Action
1	CED shall determine questionable cases to be forwarded to COC for review to determine whether the producer filed an acreage report for all cropland on the farm in good faith as required for DCP, loans, and LDP's. **Note:** Questionable cases include cases in which CED believes the producer knowingly and willfully filed a false acreage report or failed to comply with the requirements to file an acreage report.
2	COC shall: • review all questionable cases referred by CED • make "no good faith" determinations when COC determines the producer knowingly and willfully failed to submit or falsified the acreage report.
3	In cases where "no good faith" determinations are made, according to step 2, the County Office shall notify producer that he or she is ineligible for all payments or benefits for DCP, marketing loans, and LDP's, and provide the producer an opportunity to request reconsideration of COC's determination.

--*

***--382 Total Cropland Results of Acreage Reporting Determinations (Continued)**

C Considerations When Making Determination

When making good faith/not good faith determinations, COC shall consider:

- all crops on the farm
- the facts that created the inaccurate acreage report.

COC should consider the following guidelines, as applicable, when determining whether or not the producer made a good faith effort to file an accurate acreage report for all cropland on the farm.

- Should the producer have been reasonably expected to know the subject acreage was in error?

- Was a reasonable effort made to accurately report all cropland acreage?

- Did the producer measure the acreage or employ others to measure the acreage?

- Was there reliance on photocopies or acreage of past determinations?

- Did the producer control or could have controlled the factors contributing to the situation?

- Was lack of compliance because of:

  - carelessness by the producer
  - part of a scheme or device to avoid compliance?

- Would the producer have benefited from the situation if the crop was not selected for spot check?

- Were there extenuating circumstances, such as:

  - inclement weather
  - changes in the farming operation after planting?**--***

383-389 (Reserved)

Part 4 Computing Acreages

Section 1 General Guidelines

390 Acreage Determination Methods

A
Introduction

Determining acreage for measurement service can be done using either or both of the following methods:

- ground compliance
- aerial compliance.

Note: Measurement service includes:

- staking and referencing
- measurement after planting
- performing spot checks
- updating cropland acreage.

B
Ground Compliance

Ground compliance is done by actually going to the field and measuring the ***--**acreage using tapes, measuring wheels, GPS, and other equipment that can determine the acreage.

Note: See paragraph 420 for approved ground compliance equipment.

C
Aerial Compliance

Aerial compliance is done in the County Office by any of the following:

- using 35mm slides
- using digital images
- delineating the acreage on the photograph.**--***

D
Deductions

Authorized and standard deductions are applied to determine the portion of the acres in a planting area devoted to a crop.

Continued on the next page

E
Other Acreage Used as Determined Acreage

Under certain conditions, the following acreages may be considered the determined acreage:

- official acreage is acreage with permanent boundaries previously determined
- it is apparent that acreage reported by the producer on FSA-578 is the official acreage
- *--acreage is determined by LA's.--*

F
Minimum Row Width

To be considered a row crop, the normal row width must be 30 inches. Each STC may establish, with DAFP approval, a minimum row width of less than 30 inches, if cultural operations in the area require this action.

G
Rule for Extent of Measurement Beyond Row

For row crops, consider the crop to extend beyond the planted row to a point equal to the larger of the following:

- 15 inches
- half the distance between the planted rows.

391 Standard and Authorized Deductions

A
Deductions

Acreage not devoted to a crop being measured must be deducted from the gross acreage. The acreage to be deducted can be measured by ground or aerial methods or calculated by applying a standard deduction percentage to the gross acreage.

See paragraph 393 for strip-crop, skip-row, and sled-row patterns.

B
Standard Deductions

Standard deduction is an acreage allowance determined for the turn area by applying a percent of the area planted to the crop, instead of measuring the turn areas.

- The standard deduction is 3 percent of the gross acreage devoted to the crop and must be approved by STC before using in any county.
- COC deviations from the standard must be reasonable and justifiable for the crop area affected.

C
Deductions by Measurement Service

The farm operator may request measurement service to measure deductions instead of accepting the standard deduction.

The request must be made for the entire crop acreage before filing FSA-578.

Note: If the deduction is measured, the standard deduction shall not be used for the crop, regardless of the effect on program participation.

Continued on the next page

D
Authorized Deductions

Any area not devoted to the crop within an area being determined must be deducted from the gross acreage. Deductions are authorized according to this table.

IF the area is...	THEN...
located on the perimeter of a field or subdivision	allow deduction if the standard deduction is not used.
located within the planted area	• consider the part of any perimeter area that is more than 33 links in width to be an internal deduction if the standard deduction is used • use approved width if a different deduction percentage is justified and approved by STC. See approved width in subparagraphs E and F.
either of the following: • part of a skip-row pattern • less than 30-inches wide	no deductions apply.
greater than or equal to: • 0.1 acre for crops other than tobacco • 0.03 acre for tobacco	deduct acreage. **Note:** If terraces, turn areas, sod waterways, noncropland, ditches within a field, or subdivision boundaries are contiguous, they may be combined to meet the minimum.

E
Deviations From Standard and Authorized Deductions

If the normal cultural practices of a county, such as the width of turn areas or the size of fields, are different than the minimums in subparagraph D, the following recommendations may be submitted to DAFP:

- an increase in the minimum row width
- an increase in the minimum area.

Exhibit 20 lists State deviations from standards approved by DAFP.

Continued on the next page

F

Requesting Deviations

COC must submit a recommendation for any proposed deduction deviation with the appropriate justification to STC.

IF recommendation is for deviation in...	THEN it may be approved by...
standard deduction percentage	STC, if both of the following apply: • COC justification is adequate • COC recommendation is reasonable for the crop and area affected.
authorized deduction for: • row width • minimum area	DAFP, if STC has submitted recommendation with adequate justification to Director, CPAD by November 1. **Note:** Deviations remain in effect until DAFP withdraws approval or approves STC request for change.

392 Applying Deductions

A
Rule for Standard Deductions

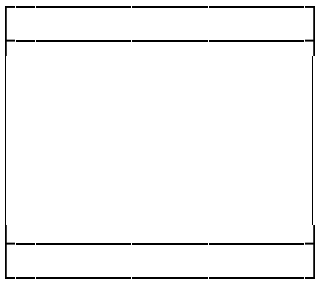
If the standard deduction is applied to a field, the standard deduction shall be applied to all compliance determinations made for that field including:

- staking and referencing
- measurement after planting
- acreage adjustments
- *--GIS-calculated acreage.--*

B
Example of Standard Deduction in a Field

Following is an example of a standard deduction in a field.

Turn areas are in the north and south ends of the field. County Office determined 1.5 percent for average turn areas. 3 percent applies to total acreage for both ends of the field.



30.0 acres x 3 percent = .9 deduction
30.0 - .9 deduction = 29.1 acres remaining after applying deduction

C
Rule for Authorized Deductions

If the authorized deduction is applied to a field, any area inside a cropped acre that is not devoted to the crop shall be deducted from the field. Following are examples of required deductions:

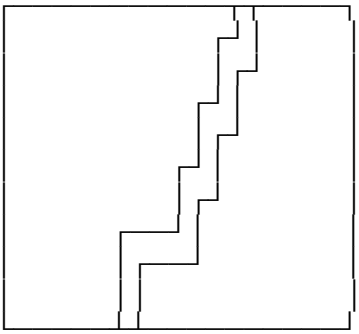
- sod waterways
- rocks and boulders
- barns and buildings.

Continued on the next page

D

Example of Authorized Deduction

Following is an example of an authorized deduction in a field showing a sod waterway in the middle of a 40-acre field. The County Office used aerial slide to measure 4.2 acres in the sod waterway resulting in 35.8 acres devoted to the crop.



40.0 acres - 4.2 deduction = 35.8 total acres

*--393 Solid Plant, Strip-Crop, Skip-Row, and Sled-Row Patterns

A
Introduction

[7CFR.107] Methods of determining acreage differ with planting patterns. This paragraph discusses methods of determining acreage for the cultural practice of alternating strips of rows of the crop area with strips of idle land or another crop and solid plant when row width exceeds 40 inches. For these planting patterns the net acreage for all crops should be reported on FSA-578.

B
Definitions

See Exhibit 2 for definitions of the following planting patterns:

- solid plant
- strip-crop
- skip-row
- sled-row.

C
Strip-Crop

When 1 crop is planted in strips, rows, or areas alternating with another crop, whether or not both crops have the same growing season, only the acreage that is planted to each specific crop will be considered to be acreage devoted to the specified crop.

D
Additional Single-Width Row Procedure

If single rows are planted in a skip-row pattern with 2 or more rows having less than 40-inch spacing, consider the distance in inches devoted to the crop in the single rows the same as the distance between 2 or more rows with less than a 40-inch spacing. See Exhibit 21, subparagraph 2 G.

E
Exception to 40 Inch Width Rule for Single Rows

For this purpose, a normal row width is defined as row crops of 30 to 40 inches. STC's may request DAFP approval to deviate from this formula for crops that are normally grown in widths more than 40 inches, for example, vine crops, tobacco more than 48 inches, etc . The request must provide the formula and supporting information.**--***

Continued on the next page

F
Strip-Crop and Sled-Row Patterns

The following table provides procedure for determining the acreage when a crop is planted in alternating strips of crops or idle land.

Exception: Normal planting patterns for tobacco that range between 36-inch and 48-inch rows do not require DAFP approval.

IF the strip of crops are...	AND the planting pattern of crops are...	AND the distance from plant to plant in the strip is...	THEN...
the same width and the width is uniform for the entire length of the strips	single rows alternating with idle land	40 inches or less	consider the entire area devoted to the crop.
		more than 40 inches	• consider 40 inches devoted to the crop • calculate the net crop acreage according *--to subparagraph I.--* See Exhibit 21, subparagraph C.
	2 or more rows of less than 40 inches planted in a pattern of single rows alternating with idle land	more than 40 inches	• consider half a row width, but no less than 15 inches devoted to the crop • calculate the net crop acreage according *--to subparagraph I.--* See Exhibit 21, subparagraph G.
	2 or more rows alternating with idle land	equal to or less than the distance between 2 or more rows	consider the entire area devoted to the crop.
		more than the distance between the 2 or more rows	• consider half a row width, but no less than 15 inches devoted to the crop • calculate the net crop acreage according *--to subparagraph I.--* See Exhibit 21, subparagraphs D, E, and F.

Continued on the next page

F
Strip-Crop and Sled-Row Patterns (Continued)

IF the strip of crops are...	AND the planting pattern of crops are...	AND the distance from plant to plant in the strip is...	THEN...
not uniform in width of strips	any pattern	40 inches or less	determine the acreage of each strip by doing either of the following: • chain each strip • digitize the area. Enter the acres on the acreage report.
		more than 40 inches	determine the acreage of each strip by doing either of the following: • chain each strip • digitize the area. Consider 40 inches devoted to the crop for rows more than 40 inches in width.

G
Determining Crops With Row Width More Than 40 Inches

--**The maximum area for a row considered planted to a crop shall not exceed 40 inches wide. Consider land between rows exceeding 40 inches as idle land.**--

Example: For a 46-inch row, consider 40 inches to be the crop and the remaining 6 inches is considered a skip. See Exhibit 21, subparagraph 2 C.

Continued on the next page

***--H**

Exceptions

The following exceptions have been approved by DAFP.

STC's have the authority to deviate from this formula for crops that are normally grown in widths more than 60 inches; for example, vine crops, tobacco more than 48 inches, etc . STC's shall provide DAFP a list of all crops and row widths, STC minutes, and supporting documentation for all exceptions granted under this provision. The following information shall be used to identify crops and justifications for exceptions:

- row patterns for the crop with any skip or sled rows
- documentation that supports the yields have been traditionally calculated based on the planting pattern requested for crops with exceptions approved
- State Extension Service recommendation on row widths for these crops
- RMA data
- NASS data.**--***

Continued on the next page

I
Crop Percentage and Acreage

Use the following table to determine the percentage of the area devoted to the crop. The resulting percentages shall be used according to subparagraphs C, D, and E to determine the acreage of the crops. The net acreage shall be reported on FSA-578.

Step	Action
1	Determine the crop row width by measuring the width of each row from plant stem to plant stem. Multiply the number of crop rows in the pattern by the crop row width. This is the area considered planted to the crop. Record in inches. **Note:** For crop row widths exceeding 40 inches, the inches exceeding the 40 inches are a skip.
2	Determine the skip or sled width by measuring the distance from plant stem to plant stem in the skip or sled row. Subtract 1/2 row width for each side the skip or sled rows that touch a crop row from the width of the sled row. The 1/2 row width is the area considered planted to the crop and not part of the skip. Total the skips in the pattern.
3	Determine the planting pattern by adding step 1 and step 2.
4	Determine the percentage of land devoted to the crop by dividing the total crop inches from step 1 by the total inches in the planted pattern from step 3.
5	Determine the net crop acreage by multiplying the land devoted to planted acres times the acreage crop percentage from step 4.

J
Calculating and Applying Gross Acreage Factor Tobacco

The gross acreage factor is a percentage used to convert the permitted acreage or the allotment to the acreage needed to plant the allotted or permitted acreage.

The gross acreage factor:

- is equal to 1 divided by the crop percentage, as determined in
--**subparagraph I, step 4**--

- shall be rounded to 4 decimal places.

Apply factor to allotted or permitted acreage.

Example: 1 divided by **.7287** equals 1.3723068 which rounded equals 1.3723. Multiply 1.3723 times 10.0 permitted equal 13.723.

394 Evaluating and Using Acreages

A Reported Acreage

When a producer reports acreage on a field with no official acreage established, *--determine the acreage by either of the following:

- conducting ground measurement
- digitizing on the photography.--*

B Official Acreage

If official acreage has been established and recorded according to paragraph 497, establish that the crop is planted as previously delineated.

IF the crop is...	THEN...
planted as delineated	the reported acreage for the area is the official acreage minus any authorized deductions.
not planted as delineated	• correct field boundaries on * * * photography • record the circumstances of the boundary change on FSA-578, remarks section • decide whether the change occurred after official acreage was established • determine the crop acreage.

Note: If the producer relies on erroneous official acreage, see paragraph 396.

Continued on the next page

C Measurements *--by LA's for FSA

Use this table to determine when acreage measured by LA for a policy serviced by FSA shall be used as determined acreage.

WHEN measured acreage...	THEN...
includes the entire crop acreage reported on FSA-578	enter LA's measured acreage as the determined acreage on FSA-578.
includes only part of the crop acreage reported on FSA-578 and LA's measured acreage is within 5 percent of the reported acreage	do not enter any of the LA's measurements as determined acreage.
includes only part of the crop acreage and the difference between LA's measured acreage and the reported acreage exceeds 5 percent	• enter LA's measured acreage as determined acreage on FSA-578 • determine the remaining acreage of the crop.
differs from the acreage previously determined by a County Office employee's spot check by more than 5 percent	reconcile the differences.

D Measurements by LA's for Reinsurance Companies

Use this table when LA measures acreage for a policy serviced by a reinsurance company.

WHEN the acreage measured by LA differs--* from the FSA-578 reported acreage...	THEN...
by more than tolerance	determine the acreage.
is within tolerance	use the acreage reported on FSA-578.

Note: Acreage determined by FSA shall always be used for program purposes.

395 Tobacco Adjustment Credits

A Introduction

Acreage adjustments may be used in some situations to adjust excess tobacco crop acreage back to the program requirement when making acreage determinations.

B When to Adjust Acreage

Use this table to determine when to adjust acreage.

IF acreage is determined by...	THEN...
a required farm inspection for all MQ crops, except flue-cured and burley tobacco	adjust acreage back to the allotment under the following conditions: • **before** any tobacco is marketed • **after** receiving FSA-468 and producer pays measurement service costs **Note:** After harvest, give credit toward reducing excess acreage only if COC determines that disposed tobacco is typical of the entire crop. Destroyed tobacco must be unfit to sell.
a required farm inspection for: • flue-cured tobacco • burley tobacco	do not make any adjustments to the acreage.
measurement after planting for MQ crops, and the determined acreage exceeds the allotment	adjust acreage to the MQ allotment.

Continued on the next page

C
When to Give Adjustment Credit

Give adjustment credit for the following areas:

- an area measuring no less than 30 inches wide and containing no less than 0.1 acre for all crops, or .03 acre for tobacco

  Exception: Allow for an area not initially eligible for adjustment because of its size, and enlarge the area to meet the minimum adjustment requirement.

- an entire field or subdivision

- an area smaller than the minimum if it contains at least the total amount of excess or deficiency

  Note: This also applies to the amount remaining after adjusting an entire field or subdivision.

- an area where the method of adjustment forms a skip-row pattern.

396 Erroneous Official Acreages

A Introduction

This paragraph explains:

- the rules for determining acreages for fields with erroneous official acreage determinations
- procedure for correcting acreage.

Note: See paragraph 465 when erroneous acreage results from measurement service.

B Acreage Use Because of Boundary Change

Use determined acreage, instead of official acreage, when both of the following apply:

- the producer reports official acreage
- a boundary change has occurred.

Note: Tolerance is not allowed under these circumstances, except when the boundary change was not readily apparent to the producer.

C When Error Is Not Because of Boundary Change

This table identifies how official and corrected acreages are used when a producer relies on an erroneous official acreage determination and the error is not because of a boundary change.

IF determining acreage for...	THEN use...
• MQ crops • accuracy of FSA-578	erroneous official acreage.
• actual yield • NAP	corrected acreage.

Note: This subparagraph may be applied to the subdivision of a field if the producer relied on a subtraction from an erroneous official acreage when reporting the acreage in the subdivision.

Continued on the next page

D
Correcting Acreage

Use these steps to correct an erroneous official acreage.

Note: Cropland changes made in the system before rollover will affect reported and determined acreages for program purposes.

Step	Action
1	Record the correct acreage on all applicable records.
2	Notify the farm operator, in writing, of the discovery, including: • the correct acreage • a statement that the old acreage determination shall no longer be used • an updated photocopy.

397 Redeterminations

A
Introduction

A redetermination may be requested by a producer who questions an FSA:

- acreage determination
- production determination
- production appraisal
- *--CLU boundary, see paragraph 501.--*

B
Authorizing Redetermination

Authorize redetermination requests according to the following table.

WHEN the redetermination request is for...	THEN the producer must pay the cost of the redetermination and file the request...
acreage	using either of the following: • within 15 calendar days of the date of FSA-468 or FSA-409 • before physical evidence is destroyed or while disaster conditions are still present.
production	before the commodity is removed from the facility.
appraisals	within 5 workdays of initial appraisal and crop has not been disturbed. **Note:** Producer must understand that the acreage to be reappraised is not to be released, abandoned, or devoted to another use until the reappraisal is complete and the acreage is released.

Note: See subparagraph F when cost of redetermination is refunded.

C
Conducting Redetermination

The County Office shall conduct the first redetermination. Second and later redeterminations shall be conducted by either of the following as specified by STC:

- employee from another County Office, designated by the State Office
- State Office employee.

Continued on the next page

D
Instrument Survey

When an instrument survey is required, a licensed engineer may be hired if both of the following apply:

- the producer pays the total cost
- FSA employee accompanies the engineer to advise on FSA program requirements.

E
Reviewing and Documenting Requests

Use this table for reviewing requests and documenting redeterminations.

Step	Action		
1	Review the initial determinations with the producer.		
2	Check the related forms for mechanical errors.		
3	Redetermine the acreage of the areas in question.		
4‘	If preliminary review indicates errors, inform producer that if redetermination does not confirm the apparent errors indicated, producer will be required to pay the redetermination.		
5	**WHEN the redetermination is for...**	**THEN...**	
	reappraisal	void initial appraisal documents and attach to reappraisal.	
	remeasurement	**IF error is...**	**THEN...**
		not found	note this fact on FSA-409 or FSA-578.
		found that affects the original determination	cross out original entry on FSA-578, and relist it on the next available line.

Continued on the next page

F
Redetermination Cost

The costs of a redetermination shall be paid by the producer before a redetermination is made. Use these tables to determine when the cost shall be refunded to the producer.

WHEN the redetermination is for...	THEN refund the cost if...

crop acreage	• remeasured acreage meets the applicable acreage requirement
	• remeasured acreage is changed by the larger of the following:
	  • 3 percent
	  • .5 acre.

production	remeasured production is different from the original measurement. See 7-LP.

WHEN the redetermination is for appraisals of...	THEN refund the cost if yield change is the larger of 5 percent or...
cotton	5 pounds.
barley, oats, rice, or wheat	1 bushel.
corn or grain sorghum	2 bushels.

Note: See Exhibit 20 for deviations on redetermination refunds.

398-418 (Reserved)

Section 2 Ground Compliance

419 Responsibilities

A
CED Responsibility

CED is responsible for overall ground compliance activities. These responsibilities include:

- compliance training
- accurate and timely acreage determinations.

B
County Office Responsibility

County Offices shall:

- conduct accurate and timely ground measurement
- delineate on *** * *** photography.

*** * ***

420 Ground Compliance Equipment

A
Approved Equipment

This paragraph describes ground compliance equipment that is approved by DAFP.

B
Alidade

An alidade is a telescopic surveying instrument, primarily used by professional engineers and technicians, that is mounted on a plane table that can be leveled and rotated clockwise from north to south to measure angles.

This is usually accompanied with a center finder, plumb bob, declinator (measure angles), conversion table for slope and horizontal distance, and a stadia table (a flat table that can be rotated).

C
Chain Tape

A chain tape is a metal measuring tape, graduated in chains and links. One chain is equal to 100 links or 66 feet. One link is equal to 7.92 inches.

D
Digitizer

A digitizer is a measuring tool that computes areas and lengths by tracing an area and directly entering the results into a computer. Some digitizers have small internal computers.

E
Divider

--**A divider is a compass that can be used with the scale ruler. See subparagraph J for a description of a scale ruler.**--

F
Electronic Distance Measuring Instrument

An electronic distance measuring instrument is a surveying tool used to measure distance and height. The instrument is aimed at an object and measurements are recorded.

G
Measuring Wheel

A measuring wheel is an instrument composed of a handle, wheel, and counter, and is used to measure ground area. As the wheel is moved along the ground, the counter measures the number of revolutions of the wheel.

Continued on the next page

420 Ground Compliance Equipment (Continued)

H
Pin, Flag, or Stake

A pin, flag, or stake is an object placed in the ground to mark a point to be surveyed.

I
Polar Planimeter

A polar planimeter is an instrument moved along boundaries on aerial photography. The instrument readings are used to convert photography measurements to acreages.

J
Scale Ruler

A scale ruler is a calibrated ruler for use with tapes graduated in chains and feet. Scale rulers for chains are graduated in 660 feet (50 parts to inch) and 1,000 feet (75.7 parts to inch).

***--K**
GPS Units

A GPS unit is a device that:

- uses satellite positioning to determine points on the earth
- is authorized for all compliance measurement purposes.

Note: Measurements obtained from GPS coordinates must be taken according to the specifications in paragraph 421.**--***

--

421 Using Ground Compliance Equipment

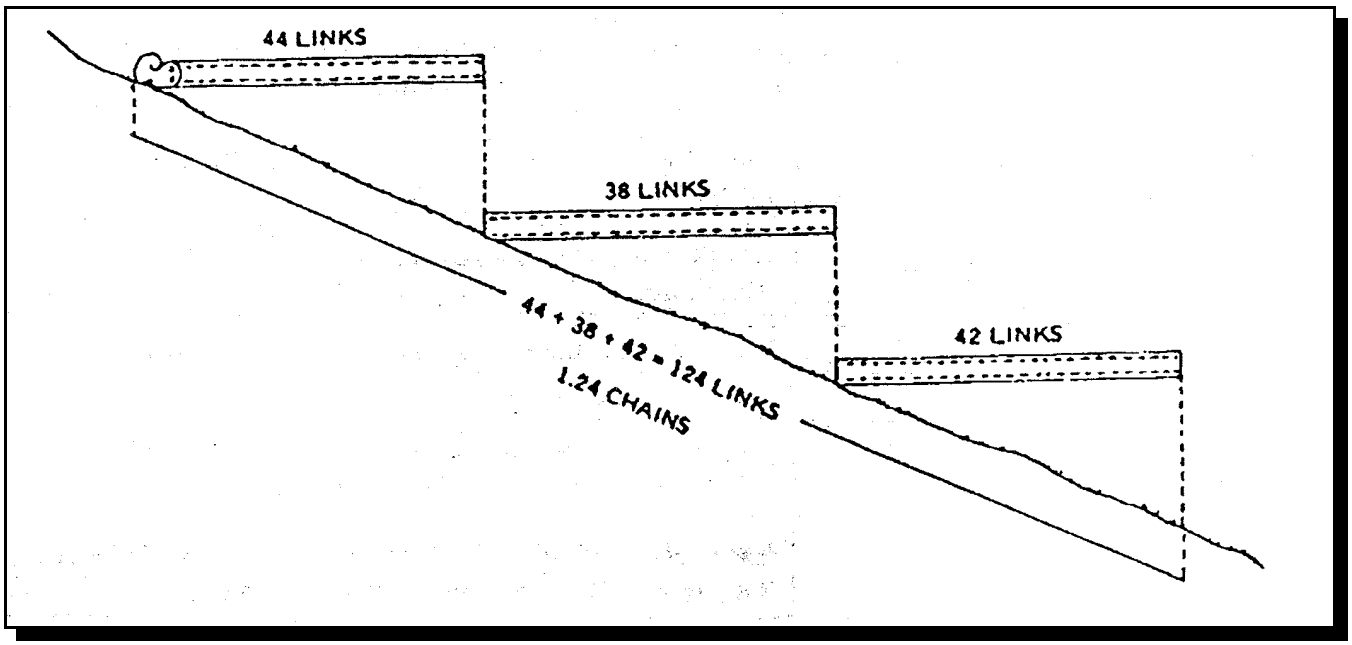
A
Measuring Tape

Follow these steps for using a measuring tape.

Step	Action
1	Holding the tape level, measure in a straight line placing the tape between the 2 points to be measured. In uneven or sloping terrain, break tape. See subparagraph B.
2	Read the graduations on the tape to the nearest link.
3	Plot and record the measurements on the photograph to the nearest 10th, except for tobacco. For tobacco, record to the nearest 100. **Example:** Reading is 3 chains and 84 links. Record 3.8 chains. For tobacco, record 3.84 chains.

B
Example of Breaking Tape

This is an example of breaking tape to measure sloped terrain.



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C
Using Scale Ruler and Divider

The scale ruler and divider are used to:

- locate points on aerial photography when delineating boundaries of fields and subdivision
- convert point-to-point distances on the aerial photograph to ground distance with 1 or multiple measurements of the divider (walking technique).

Use the steps in this table for locating points on aerial photography when delineating boundaries.

Step	Action
1	Set 1 leg of the divider on the zero mark on the scale ruler.
2	Adjust the other leg of the divider to the graduation on the scale representing the measured distance.
3	Place 1 leg of the divider on the landmark on the photograph from which the ground measurement was made. The outer leg will fall at the point to be located. Scribe intersecting arcs where necessary to locate indefinite points.
4	Identify these points by slight pressure on the divider.

Continued on the next page

C
Using Scale Ruler and Divider (Continued)

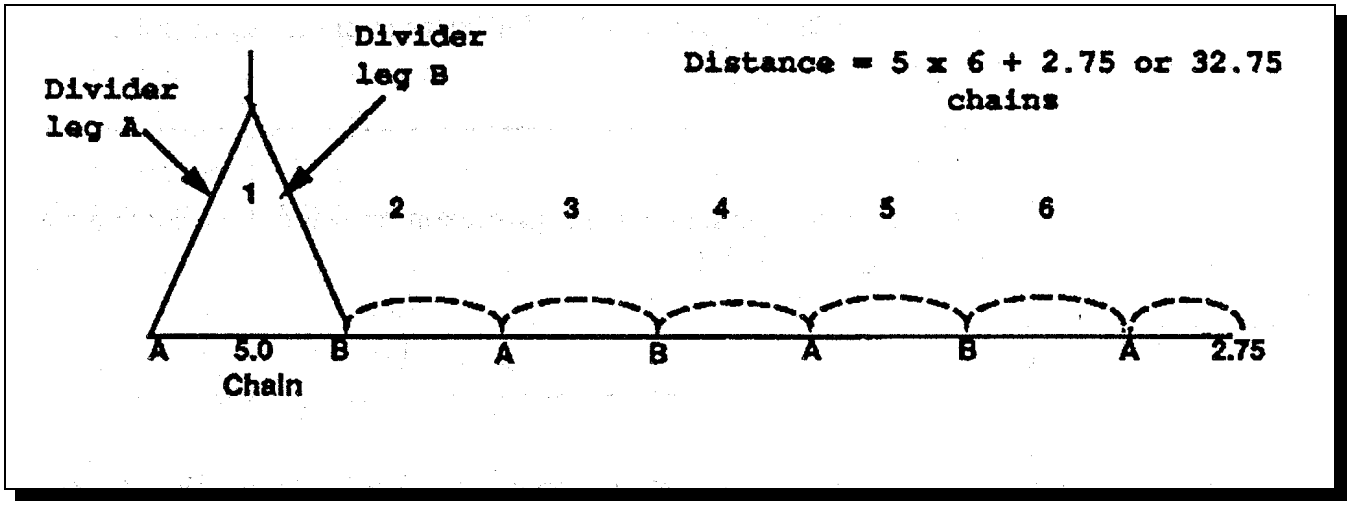
Use the following steps to convert point-to-point distances on the aerial photograph to ground distance using multiple measurements (walking technique).

Step	Action
1	Pre-measure from A to B by setting the divider at a predetermined length on the scale. **Example:** Set length at 5 chains.
2	Place leg A of the divider at the landmark on the photograph from which the ground measurement is needed.
3	Move or walk the divider by raising leg A from the photograph and rotating divider in the direction to be measured until leg A lines up with the boundary.
4	Place leg A on the boundary at new position and repeat the operation with leg B and continue until the desired distance is stepped off.
5	After the last full step is measured, adjust the divider to represent the length of any remaining fraction of a step.
6	Determine the length of the boundary by multiplying the selected distance by the number of full steps taken and adding any remaining fraction of a step.
7	Read the scale and record the measurement according to paragraph 422.

Continued on the next page

D
Example of Walking Technique

The following is an example of the “walking technique” using the divider.



E
Measuring Wheel

Use the measuring wheel only on smooth level terrain. Do not use the wheel to measure across rows.

Multiply the number of times that the wheel turns times the circumference of the wheel to obtain the length of the line.

Note: Measuring wheels with automatic counters need to be reset each time a measurement is needed.

F
Using Other Methods

Use the planimeter conversion tables listed in the planimeter instruction manual to correct between scales.

Follow the instruction manual for using electronic distance measuring instruments.

Continued on the next page

***--G GPS Measurements by Approved Users**

GPS measurements may be used for all FSA compliance purposes if obtained by FSA employees how have completed a training and orientation program supervised by the State Office. Eligible users may include field reporters and FSA contract LA's.

The State Office shall maintain a listing of employees who have successfully completed GPS training including the dates and times of the training.

To successfully complete the training, the employee must demonstrate proficiency in areas applicable to their work as determined by the State compliance specialist. Such areas include the following:

- familiarity with the GPS unit assembly, power sources, menus, and functions
- ability to:
  - record and save waypoints for acreage or distance measurements
  - record acreage or distance measurements using track logs
  - properly determine GPS unit settings, such as mode, map datums, time zones, units of measure, and orientation
  - initiate differential measurements through DGPS and WASS
  - download data from the GPS unit to the office PC
  - use the downloaded data in ArcView or ArcInfo software programs to determine acreage or distance.

H GPS Measurement Specifications

All FSA GPS units used for compliance purposes, the receiver status must be "**3D differential location**".

Note: The status is indicated on the Garmin GPSMAP 76 unit information page.

3 D differential location is when the receiver issuing differential data obtained through DGPS operated by the U.S. Coast Guard or WAAS, such as the system operated by FAA and the receiver is using data on at least 4 satellites.**--***

Continued on the next page

I
Calculating Acres Using GPS Units

Acreage measurements must be calculated using ArcView or ArcInfo software programs which have been licenced to FSA. Acreage measurement readings displayed on the GPS unit should not be used for official FSA compliance purposes.

Acreage measurements displayed on the GPS unit, such as the Garmin GPSMAP 76, are calculated using an internal software program that minimizes the number of tract points in an effort to conserve unit memory. The acreage measurement displayed on the unit may be different than the acreage calculated by Arcview or ArcInfo software using all accumulated track log points for a field.

The track log or boundary points of the area being measured shall first be downloaded from the GPS unit to a PC. The acreage calculated through ArcView or ArcInfo using the downloaded waypoints or all points of the detailed track log may then be used for FSA purposes.

Accumulating track log points, if used instead of point-to-point measurements, shall be set at intervals of 5 seconds or less in the GPS receiver.

The accuracy displayed on the unit, such as the Garmin GPSMAP 76 Information Page, must be 5 meters (16.4 feet), or less.

When operating single waypoint coordinates, the waypoint “averaging” feature on the unit shall be used.

***--J**
FSA National Help Desk Information

County Offices shall contact the FSA National Help Desk at 1-800-255-2434 for troubleshooting, parts replacement, additional accessories, warranty questions, and unit testing for the Garmin 76 GPS units. The County Office shall not contact Garmin or any other GPS vendors for any reason without first receiving authorization from the FSA National Help Desk.**--***

***--K**

Updating GPS Software

GPS units contain operating software that may be updated periodically by the manufacturer. Each FSA office shall ensure that their unit contains the latest software before beginning each compliance season.

Software updates are publicized and available for download on the manufacturers website.

Example: Users of the Garmin Model GPSMAP 76 unit should log onto the Garmin website at **www.garmin.com**. Under the tab labeled "Support", click the "Software Updates" option. Locate the model name "GPSMAP 76". As of January 1, 2004, the latest software version is 3.80 released on October 20, 2003.

Follow the website instructions for downloading and installing the latest version of software on the GPS unit.**--***

422 Computing Acreage

A Measuring Boundaries

Use the steps in this table to measure boundaries.

Step	Action
1	Locate crop lines or boundaries on aerial photographs and on the ground.
2	Measure distance from crop line to nearest specific landmark, such as fence line or center of road, visible on the photograph.
3	Delineate crop lines or boundaries on photograph using scale ruler.
4	Sketch any applicable deductions on the photocopy only.
5	Sketch entire crop area including deductions on FSA-578, remarks sections when either of the following apply: • aerial photography is unavailable • area is too small to delineate and must be measured.
6	Compute acreage using the formulas in this paragraph.

B Procedure for Computing Acreage

Use this table to compute acreage.

Step	Action
1	Determine the shape of the field. • If the field is a single polygon, such as a triangle, rectangle, circle, or trapezoid, follow steps 2, 4, and 5. • If the field is irregularly shaped and must be divided into several polygons, complete remaining steps in this table.
2	Apply the applicable formula, according to paragraph 423, to the measurements to compute acreage of the part or parts.
3	Add together the area of each segment to determine the acreage of the entire field.
4	Confirm computed acreage by digitizing the photograph when possible.
5	Record the acreage on FSA-578, or on FSA-409, if measurement service was requested.

Continued on the next page

C
Reviewing and Finalizing Measurements

The County Office shall determine acreage using ground compliance methods according to this table.

IF...	THEN...
crop lines or boundaries are delineated on the aerial photograph	determine acreage by doing both of the following: • digitize or planimeter photograph to obtain gross acreage • subtract any authorized deductions.
entire crop area is sketched	review and recalculate ground measurements according to this paragraph.
chain measurements are used on single segment areas	review measurements and compute the acreages of fields, subdivisions, and deductible areas: • for tobacco, in acres and 100ths of acres, and drop 1,000ths **Example:** 2.799 becomes 2.79 acres **Note:** For fields of less than 100th of an acre, compute in 1,000ths of an acre. • for crops other than tobacco, in acres and 10ths and drop 100ths of an acre. **Example:** 2.79 acres becomes 2.7 acres
computing the acreage for an area that has been divided into 2 or more segments	• compute the acreage for each segment to 5 decimal places according to subparagraph B **Note:** Do not drop fractions. • add the segment acreages. For tobacco, drop all 100ths or 1,000ths from the sum of segment acreages.

Note: 10 square chains is equal to 1 acre.

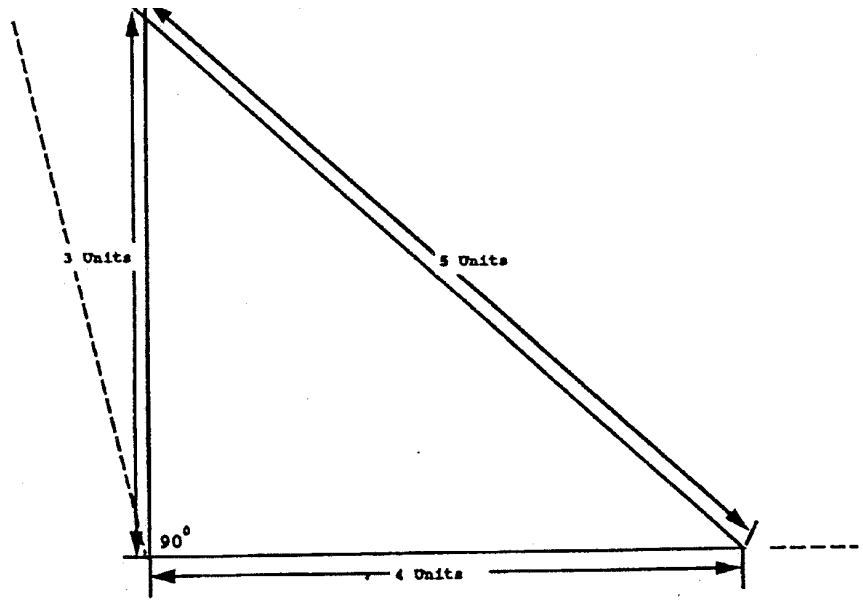
423 Examples of Computing Acreage

A
Right Triangle

Use this formula to compute the area within a right triangle:

area = (base x height) ÷ 2 = ½ BH
4.00 x 3.00 ÷ 2 = 6.00

Use the "3-4-5" right triangle to establish a line perpendicular to a base line if it cannot be accurately determined by another method.



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423 Examples of Computing Acreage (Continued)

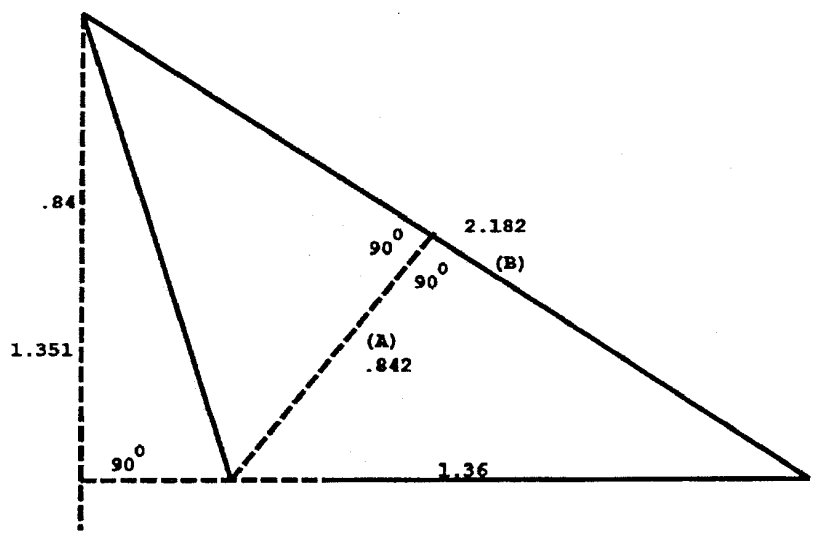
B

Other Triangles

The formula for a right triangle can be used to compute the area of other types of triangles. The following examples show 2 methods of computing the area of the same triangle, other than a right triangle, using the right triangle formula. Rounding causes a slight difference in the acreage computation.

Example 1: This formula for a right triangle can be used to compute the area of a triangle, other than a right triangle, from within a field:

area = (base x height) ÷ 2
(2.182 x 0.842) ÷ 2 = 0.9186 square units



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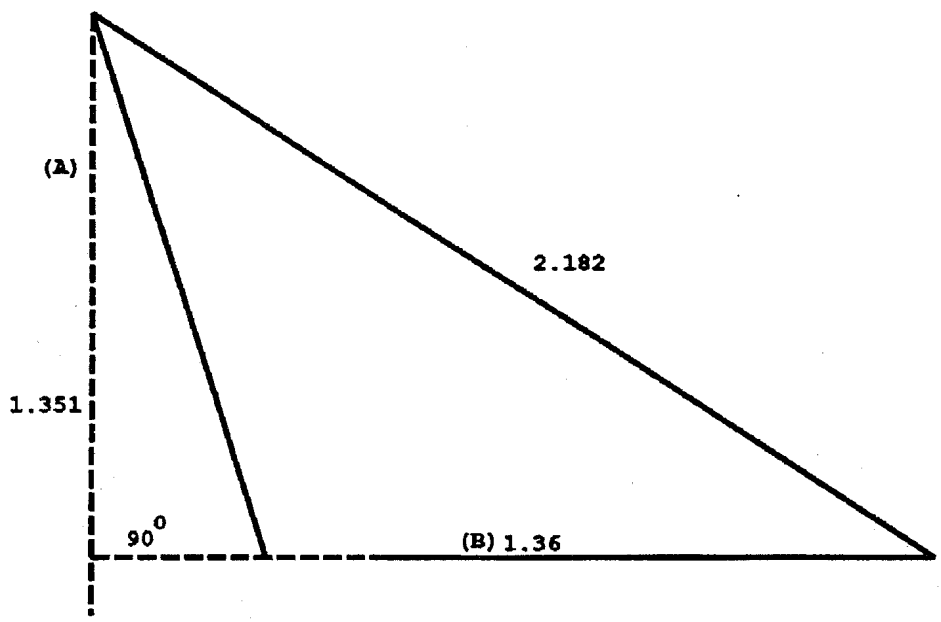
423 Examples of Computing Acreage (Continued)

B
Other Triangles (Continued)

Example 2: This example shows how to use the formula for a right triangle to compute the area of a triangle, other than a right triangle, from outside a field:

area = (base x height) ÷ 2
--(1.351 x 1.36) ÷ 2 = 0.9186--



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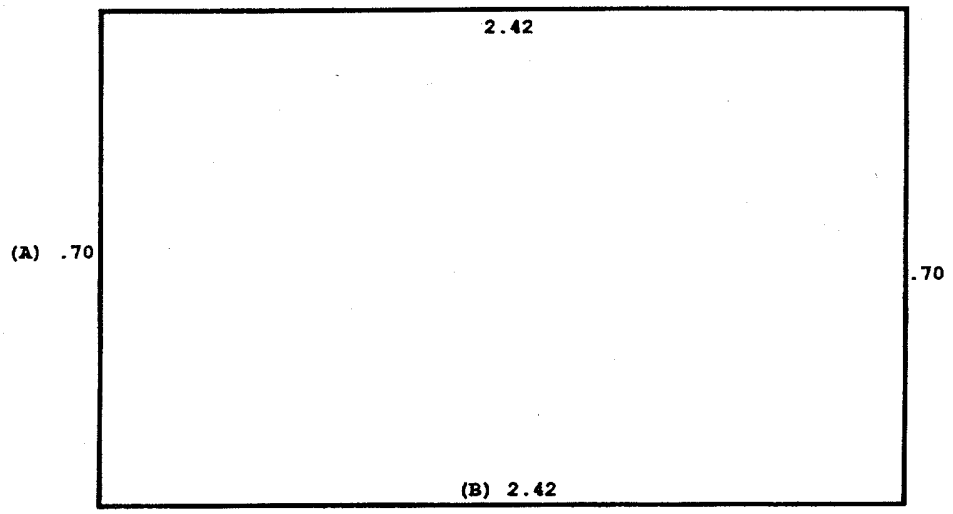
423 Examples of Computing Acreage (Continued)

C
Rectangle

Use this formula to compute the area of a rectangle:

area = A x B
0.70 x 2.42 = 1.694



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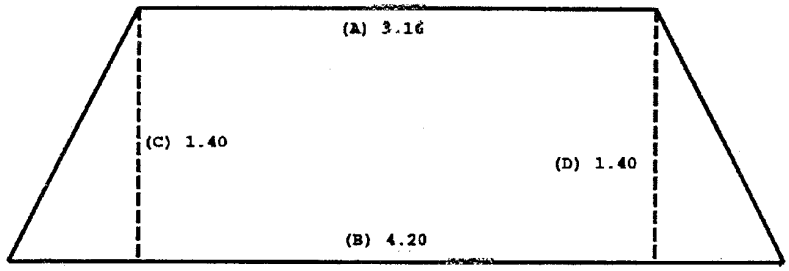
423 Examples of Computing Acreage (Continued)

D

Trapezoid

Use this formula to compute the area of an isosceles trapezoid or any other 4-sided figure:

area = [(A + B) ÷ 2] x C
[(3.16 + 4.20) ÷ 2] x 1.40 = 5.152



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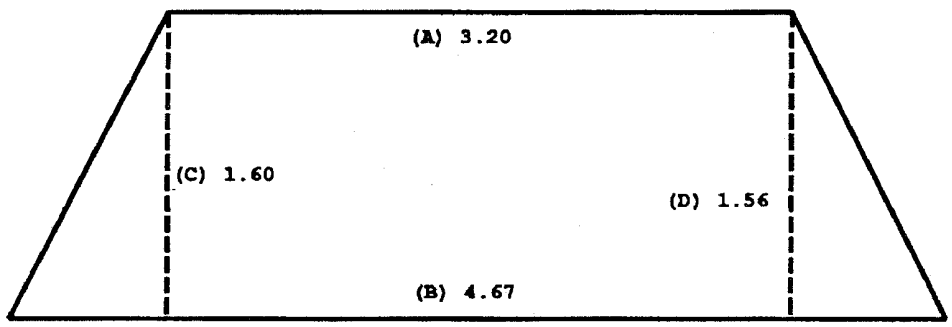
E
Irregular Trapezoid

Use this formula to compute the area of an irregular trapezoid:

$$\text{area} = \frac{(A + B)}{2} + \frac{(C + D)}{2}$$

$$\frac{(3.20 + 4.67)}{2} \times \frac{(1.60 + 1.56)}{2} = 6.2173$$



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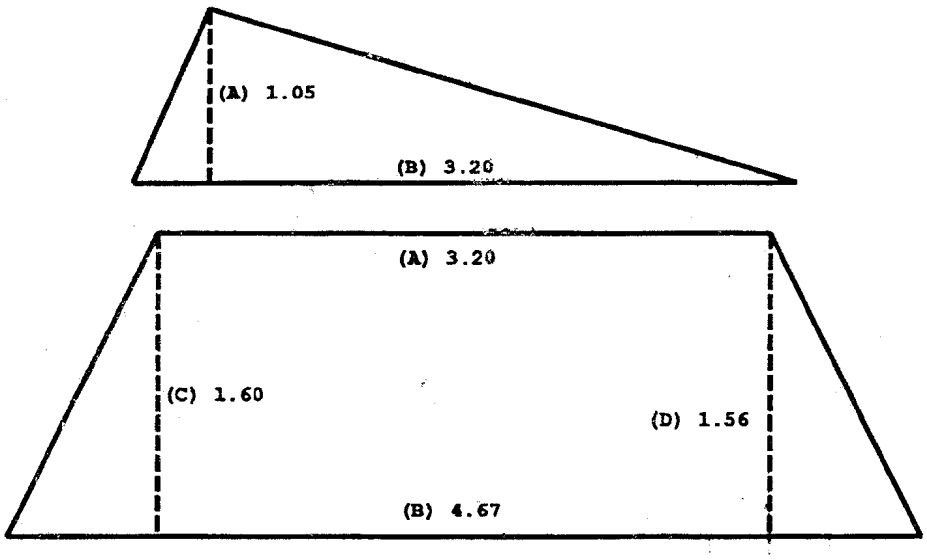
F
Combination of Isosceles Trapezoid and Triangle

This is an example of measuring a field that is composed of an isosceles trapezoid and a triangle:

$$\text{Isosceles trapezoid area} = \frac{(3.20 + 4.67)}{2} \times \frac{(1.60 + 1.56)}{2} = 6.2173$$

Triangle area = (1.05 x 3.20) ÷ 2 = 1.680 square units

Total area = 6.2173 + 1.680 = 7.897 square units



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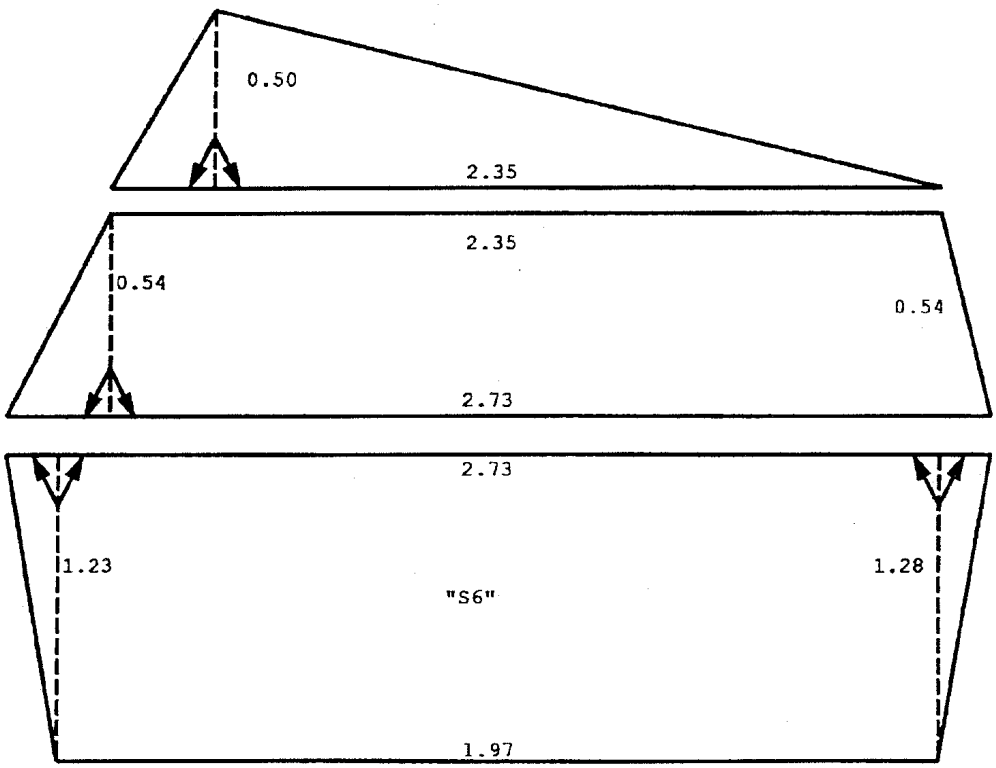
423 Examples of Computing Acreage (Continued)

G

Irregular Shapes

An irregular shaped field is segmented into regular polygons. The total area of the field is the sum of all the segments. The field in this example contains a triangle (A), a trapezoid (B), and an irregular trapezoid (C). Use this formula:

Triangle = ½ BH = (2.35 x .50) ÷ 2 = .05875
Trapezoid 1 = C + B ÷ 2 x F = (2.73 + 2.35) x .54 = .13716
Trapezoid 2 = [(A + B) ÷ 2] x [(G + H) ÷ 2] = .29492
Total = .05875 + .13716 + .29492 = 0.49083



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423 Examples of Computing Acreage (Continued)

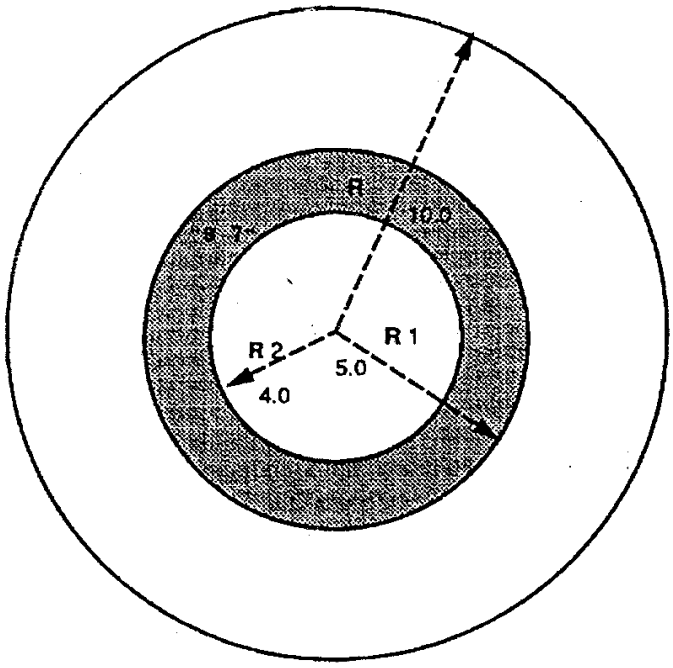
H
Circles and Circular Strips

This is the formula for the area of a circle:

area = π x radius squared = πr^2
π or pi = 3.1416
The radius of a circular field is 10 feet.
3.1416 x 10 x 10 = 314.2 square chains
314.2 chains = 31.42 acres

This is the formula for the area of circular strip of land ("S7"):

area = x $(r1^2 - r2^2)$ = area
"S7" 3.1416 x $(5.0)^2 - (4.0)^2$ =
3.1416 x (25.0) - (16.0) =
3.1416 x 9.0 = 28.2744 square chains
28.2744 square chains = 2.8274 acres



424-436 (Reserved)

Section 3 Aerial Compliance

437 Responsibilities for Aerial Compliance Activities

A STC Responsibilities

STC shall establish:

- requirements for aerial compliance

- ***--**per acre rate when performing measurement service from the slide or digital images on more than 25 acres**--***

  Notes: Cost should be based on national rate.

  See paragraph 460 about service charge rates when using aerial photography.

- a deadline in which all acreage determinations must be completed using aerial compliance; otherwise, the County Office must also begin using ground compliance

- all proposed rates and submit the rates to PECD for approval before release

- rates annually

  Note: Resubmit the rates to PECD for approval when changes are recommended.

- if FSN's are to be maintained on *** * *** photographs

- color codes to be used on aerial or digital photography for farm tract and field boundaries, land classification, and land use identification purposes

- which counties will use aerial compliance

- date flying will begin

- date flying must be completed.

437 Responsibilities for Aerial Compliance Activities (Continued)

B State Office Responsibilities

State Offices shall:

- select Key County Offices for the purpose of coordinating and conducting aerial compliance flights

- submit all compliance methods used by a State to PECD when aerial compliance by slides is not performed for a State

  Note: Include justification for any alternate methods.

- ***--**work with the National Office and APFO if a national contract is used for digital images

- contact the National Office if compliance using digital images will be used.**--***

C SED Responsibilities

SED shall:

- coordinate aerial compliance activities and select the Key County coordinator

- determine whether it is more cost effective to perform tobacco acreage determinations by ground measurement.

D Key County Coordinator Responsibilities

The Key County coordinator shall direct all aerial compliance coordination within the district, according to paragraphs 438 through 442.

437 Responsibilities for Aerial Compliance Activities (Continued)

E County Office Responsibilities

***--**After the county has been flown and 35mm slides or digital images are received, the County Office shall:

- review slides or digital images to determine whether either are acceptable
- contact Key County Office if images are not acceptable
- contact the State Office is national contract images are not acceptable
- index and file slides for easy access using slide carousals, trays, or plastic sheets
- notify DD and State compliance specialist after slides or digital images are received and indexed
- label and store CD's containing digital images for easy access
- follow the standard for Geospatial Dataset File naming if digital images are loaded on hard drive(s).**--***

438 Aerial Compliance Equipment

A Approved Equipment

--**The following table lists equipment approved by DAFP for aerial or digital**-- compliance activities.

Equipment	Specifications
Aircraft	Small, suitable adaptable aircraft with a hole cut in the floor through the underside.
Camera	35mm single lens reflex camera with lens appropriate focal length (20mm-28mm) having at least a 2.8 f-stop and a shutter speed to 1/1000, and appropriate filters to take pictures through haze.
Film	Kodachrome 64 (KR135), Ektachrome, or equivalent.
Positioning Equipment	• Camera support to provide protection and stability. • Spirit level to ensure camera is vertical when picture is taken.
Projector	35mm projector equipped with the following: • remote control with focusing capabilities • minimum capacity of 50 slides • lens, such as 76mm Kodak projection lens f:3.5 or equivalent.
Rear projection unit	Must project a clear image at a 90-degree angle to an appropriate surface. A DA-PLEX acrylic screen is recommended for the best results. See Exhibit 27.
Digitizer	Must determine acreage directly from slide images projected to any scale. Approved digitizers are: • Numonic (1211 S and 1211 H) • GTCO (55A1).
Test grids	Used to test accuracy of 4-point setup with digitizer to correct for tilt, distortion, and scale differences.
***--**High end PC	High end PC equipped with the following: • GIS rectification software • 21-inch monitor • R&W CD drive • 256 RAM • 40 GIG hard drive.**--***

B Additional Equipment

The following additional equipment may be needed:

- compliance instruction aids for training
- video camera and monitor.

438 Aerial Compliance Equipment (Continued)

C Modifications or Replacements

DAFP must approve any of the following:

- modifications to equipment described in this paragraph
- substitution of other types of film
- using any other equipment.

D Inoperable Digitizers

Dispose of inoperable digitizers according to instructions in the following:

- 30-AS for State Offices
- 31-AS for County Offices.

439 Selecting Vendors

A Responsibilities

Key County coordinators are the only employees authorized, under the aerial compliance program, to make and coordinate arrangements required for contracting pilot and aircraft.

B *--Vendor Advertising

Follow these policies to advertise for an aerial photography vendor:

- refer to the State Office contracting officer for guidance to prepare requests for quotations

- advertise annually, unless there is an option for renewal for a second year

  Note: The agreement should never be extended for more than a second year. See paragraph 440 G for renewal option procedure.

- ensure that bid selection specifications are included in the bid package

  Examples: low bid, past performance, best value, etc.

- all bids must be submitted in the same format.

  Example: If hourly bids are accepted, then all bids must be submitted at an hourly rate.

C Vendor Selection Policies

Follow these policies when selecting a vendor.

- Key County coordinator shall obtain a sufficient number of written quotations, at least 2, preferably 3, from aircraft vendors to ensure reasonable competition and best selection.

  Note: Document why less than the recommended numbers were used, that is, required number not received, bids not received timely, etc.

- FSA policy is to purchase the minimum needs at the lowest price when most feasible.**--***

439 Selecting Vendors (Continued)

C *--Vendor Selection Policies (Continued)

- Small, minority, and female-owned businesses are to be given maximum opportunity to compete.

- Retain all written quotations from the vendors in the Key County Office.

- Consideration shall be given to the selection of different vendors whenever possible.

  Example: Consider bids similar in amounts to be competitive when pricing is the determining factor. Establish a guideline for this purpose.

- Prior FSA vendor experience shall not be the only determining factor in selection. This does not encourage competition.

- COC must document reasons for selecting the vendor whenthe selection is the prior vendor.

- An employee may not transact purchasing activities with a business entity, such as a corporation, association, or partnership, in which the employee has any monetary interest.**--***

439 Selecting Vendors (Continued)

*--D Point Value Guidelines

This example may be used when determining a point value for price of bid.

The lowest bidder will receive 30 points in this category. Higher bidders will receive less than 30 points.

Step	Action
1	Identify the lowest bid amount.
2	Multiply step 1 times 30.
3	Divide step 2 by the bid amount.
4	Round to the nearest whole number. This is the point value assigned for price of bid.

Example:

- Vendor A bids $4,000.
- Vendor B bids $4,200.
- Vendor C bids $5,000.

Vendor A's point value for the price of bid would be 4,000 x 30/4,000 = 30.

Vendor B's point value for the price of bid would be 4,000 x 30/4,200 = 29.

Vendor C's point value for the price of bid would be 4,000 x 30/5,000 = 24.

Note: If price is not the decisive selection factor, the bid of $4,000 and $4,200 could be considered "similar," allowing the selection of the higher bid to warrant opportunity.--*

439 Selecting Vendors (Continued)

*--E Timeline and Process for Selecting Vendors

Follow this timeline to select a vendor.--*

WHEN it is at least...	THEN the Key County coordinator shall...
75 calendar days before compliance activities begin	• publicize requirements for aerial compliance vendors as small advertisements in the classified section of local newspapers ***--Note:** Include evaluation factors or how award will be made, that is, low bid and/or past performance, etc.--* • clip advertisement, with name of paper and date and place in county compliance file.

60 calendar days before compliance activities begin	• interview prospective vendors and inspect aircraft, including:
	
	  • verification that the aircraft's (log book) maintenance record is up to date
	
	  • a visual inspection of the aircraft indicates that proper steps have been taken to ensure that the plane is suitable to fly
	
	• review vendor quotations with COC and notify selected vendor that he or she must execute a vendor's agreement. Make certain that the selected vendor understands the scope of the
	--agreement, including cancellation criteria.--

30 calendar days before compliance activities begin	• with concurrence of Key County COC, notify other COC's in the coordinator's area of the vendor selection * * *.
	
	Note: Key County coordinator has the option of selecting a vendor or vendors who can provide partial and/or complete compliance flying services.
	
	• upon approval from COC:
	
	  • notify the vendor of acceptance, and include a copy of the agreement
	
	  ***--Note:** See subparagraph 440 F for example of vendor agreement.--*
	
	  • require the vendor to provide a photocopy of the insurance policy or certification
	
	  • obtain signatures from vendor and Key County CED on the agreement
	
	• notify, in writing, all vendors who were not accepted. Thank the vendor for applying.

440 Vendor Agreements

A Responsibilities

Key County Office shall arrange for vendor agreements. The agreement must be flexible enough to provide for a variety of services.

The State compliance specialist and DD will review the agreement later in the year to ensure that the agreement is properly implemented.

B Minimum Requirements

The following items, at a minimum, must be covered by the agreement.

Item	Conditions
Insurance	The aircraft vendor shall have, as a minimum, effective liability insurance coverage as follows: • bodily injury or death to passengers for at least $100,000 per person • bodily injury or death to others for at least $100,000 per person and $200,000 each occurrence • damage to property for at least $300,000 for each occurrence.
Pilot's credentials	The pilot shall have a valid commercial pilot's license.
Pay scale	***--**The aircraft and pilot may be hired on an hourly basis for both complete and partial services. See subparagraphs C and D for additional conditions.**--***
Flight Time	A Hobbs meter or similar device shall be used to record flight time as a basis for payment.
Termination Provisions	The agreement must provide terms by which either party to the agreement may cancel the agreement.
Scheduling Flights	Flights shall be scheduled according to FSA needs *** * ***.

440 Vendor Agreements (Continued)

C *--FSA's Responsibilities for Flying Service

FSA:

- may supply necessary equipment needed to perform the aerial compliance work unless provided by the vendor, generally for partial service
- shall pay each vendor promptly as bills are received
- must supply updated information on amount of work and flight schedules, considering the variable weather situations
- shall assume the cost of any downtime caused by FSA's equipment breakage or in-operation.

D Vendor's Responsibilities for Flying Service

The vendor shall:

- refly, at own expense unless caused by FSA's equipment failure, any slides that are unacceptable to FSA
- after each day's flight, deliver or mail to the designated County Office a log of flight operations for the day and all exposed 35mm film, labeled and identified by State and county code and roll number
- at the end of each season, deliver all equipment and contact prints in good usable condition under normal use.--*

440 Vendor Agreements (Continued)

E *--Example of Vendor Agreements and Modifications

See subparagraph F for an example of an agreement between FSA and aerial compliance vendors for partial and complete flying services.

Notes: Each vendor agreement may be modified to address specific requirements, conditions, and responsibilities for acquiring acceptable slides in a timely manner.

The Key County coordinator should justify modifications for specific conditions, requirements, and responsibilities in COC minutes.**--***

440 Vendor Agreements (Continued)

F Example of Flying Service Agreement

Following is an example of an agreement between FSA and aerial compliance vendors for partial and complete flying services.
*--

FSA AERIAL COMPLIANCE VENDOR AGREEMENT

9 COMPLETE 9 PARTIAL FLYING SERVICE FOR _____ COUNTY IN _____ STATE

Vendor ID #:

AGREEMENT BETWEEN FSA AND AIRCRAFT OWNERS AND/OR PILOTS (VENDOR) FOR CALENDAR YEAR_____. THE VENDOR AGREES TO THE FOLLOWING CRITERIA CONCERNING SERVICES TO FSA:

1 Insurance (Attach a copy of a CERTIFICATE OF INSURANCE to this Agreement) at least in the amount of the following:

A $100,000 for each person-passenger to cover bodily injury or death.

B $100,000 for each person and $200,000 for each occurrence to cover others for bodily injury or death.

C $300,000 for each occurrence for property damage.

2 A qualified pilot with a valid commercial license, plus all crew members, and an acceptable aircraft.

3 Use a Hobbs meter or similar device to record, on an hourly basis, the flight time of the aircraft provided by the flying service.

4 Schedule flights according to FSA needs. FSA flights will have priority over other vendor scheduling.

5 Modify aircraft, within FAA standards, to accommodate necessary equipment for FSA purposes.

6 Refly, at vendor's expense, any areas where slides are unacceptable for FSA work, as early as weather conditions permit.

7 Provide exposed 35mm film, labeled and identified by State and County code and roll number, to the designated County Office after each day's flight, plus a log of flight operations for that day.

8 Return, at the end of each flying season, all equipment and contact prints in good usable condition considering normal use.

9 FSA maintains ownership of all processed film, photographs, slides, and/or CD's.

FSA AGREES TO SUPPLY THE FOLLOWING:

1 All necessary equipment and/or personnel needed to perform the aerial compliance work.

2 Prompt payment to the vendor, as bills are received.

3 Updated information on amount of work and planned flight scheduling as needed.

--*

440 Vendor Agreements (Continued)

F *--Example of Flying Service Agreement (Continued)

COUNTY _____

THE FSA CED OF THE KEY COUNTY (KEY COORDINATOR) WILL TAKE THE FOLLOWING ACTION WHEN VENDOR'S PERFORMANCE IS DEEMED UNACCEPTABLE:

1 Notify the vendor, in writing, of the deficiency within 7 to 10 business days.

2 Provide vendor 7 workdays to take corrective action, considering favorable weather conditions, if reflying is required.

3 If corrective action is not taken or problem continues to occur, notify the vendor, in writing, of cancellation of the Agreement.

VENDOR MUST COMPLETE THE FOLLOWING:

1 Aircraft owner _____.

2 Type of aircraft _____.

3 Where aircraft will be based _____.

4 Rate for each county for aircraft, crew, and pilot (per hour 9 or per complete job 9) _____

_____.

5 Each pilot's name and telephone number _____

_____.

_____ _____
Aircraft Vendor Representative Date

_____ _____
FSA Key County Coordinator Date
(To be signed only for the approved vendor)

--*

440 Vendor Agreements (Continued)

G Renewal Option

The coordinator may extend the term of the agreement by written notice to the contractor 60 calendar days before the end of the first contract period. The contractor shall be given a preliminary notice of the intent to extend before the extension and before the contract expires.

Advise the contractor that the **intent** does not commit renewal. The renewal option can be used once, after which a general advertisement and selection process must be conducted for the next agreement period.

*--H Digital Compliance

A copy of a sample vendor agreement for flying digital compliance may be obtained by contacting PECD, Compliance Branch.**--***

441 Flight Operations

A Scheduling Flights

Flights should be scheduled:

- to obtain slides when crops have adequate canopy and the greatest color contrast
- when weather permits and shadows or haze do not interfere.

B Preflight Preparation

Prepare for flights according to this table.

Type of Flight	Preparations
Solid slide coverage	Identify flight pattern on county maps or contact prints with flight lines having target areas indicated by dots, X's, or other appropriate symbols. Prepare contact prints with dots, X's, or other appropriate symbols indicating targets.
Selected slide coverage (spot-flying)	Mark a county map to locate the following: • photographs with farms to be checked • course to be flown by drawing a line connecting each area to be checked. Identify farms to be checked by placing a bright colored plastic tape on the contact print or photocopy under the farm number. Do not obstruct identifiable features that may be needed as reference points.
All flights	Organize contact prints or photocopies in the order they will be needed as the flight progresses.

C Observer Responsibilities

During the course of the flight, the observer shall:

- brief the pilot on the route and how the flight is to be conducted
- ensure that materials remain in order during the flight
- observe for other aircraft
- assist the camera person, as necessary.

441 Flight Operations (Continued)

D Camera Person Responsibilities

During the flight, the camera person shall:

- determine the altitude to be flown
- cancel the flight if photographic conditions become unsatisfactory
- make a final check of camera settings
- place the camera into position after the plane is airborne, and remove the camera from position before landing
- assist the observer in directing the pilot flight lines
- keep the camera level for each exposure
- take an exposure directly over each designated target area
- ensure that all photographs are properly identified as follows:
  - for all flights, the roll designation is placed on the film container
  - for segment flights, all pictures taken are recorded on the photocopy, showing film roll, exposure number, and other necessary information.

E Post Flight Activities

After the flight:

- aerial compliance team shall ensure that exposed film is sent for processing
--**by either the vendor or County Office according to the agreement**--
- CED or program assistant shall ensure that 35mm slides are indexed and filed for easy access.

442 Determining Altitude, Projector-to-Photograph Distance, and Photographic Time Intervals

A Introduction

This paragraph provides formulas for determining the flight altitude, projector- to-photograph distance, and photographic time intervals.

The tables in subparagraph D provide quick methods for determining these factors.

B Definitions

The following definitions apply to flight operations.

Term	Definition
Altitude	***--**The height of the plane above ground. The first table in subparagraph D assumes that ground level is at sea level. The**--*** maximum altitude above sea level which may be safely flown without oxygen is 12,000 feet.
Coverage	The total ground area covered by a slide. The coverage area is about 21 percent larger than the target area. This eliminates the need to use the edges of the slide, which may be distorted.
Focal length	Either of the following: • the distance between the camera lens and the film expressed in millimeters • the distance between the projection lens and the slide expressed in inches.
Projector to photograph distance	The distance required to obtain proper scale. The minimum distance for proper focus of the slide image is about: • 7 inches for a 3-inch lens • 14 inches for a 4-inch lens • 21 inches for a 5-inch lens • 28 inches for a 6-inch lens.
Target	The area on the ground that is the subject of the slide.

442 Determining Altitude, Projector-to-Photograph Distance, and Photographic Time Intervals (Continued)

B Definitions (Continued)

Term	Definition
Target length	The dimension of the long side of the target. The target length is always the relationship to the land side (36mm) of the slide.
Target width	The dimension of the short side of the target. The target width is always the relationship to the short side (24mm) of the slide.
Slide image	The projected image. The tables in subparagraph D show the length, in inches, of the projected image at about 660-feet-per-inch scale.
Slide	A photographic transparency that: • measures 35mm (1.37795 inches) long and 23.3mm (0.90945 inches) wide • is mounted in a 2- by 2-inch frame.

442 Determining Altitude, Projector-to-Photograph Distance, and Photographic Time Intervals (Continued)

C Formulas

Use formulas in this table to determine altitude, projector-to-photograph distance, and photographic time intervals.

Determination	Formula
Target length (TL)	TL = 1.5 x TW (target width)
Target width (TW)	TW = 0.6667 x TL
Coverage length in feet (CL)	CL = 1.1 x TL
Coverage width in feet (CW)	CW = 1.1 x TW
Coverage acres in feet (CA) (43,560 square feet per acre)	$CA = \frac{CL \times CW}{43{,}560}$
Altitude (A) • The altitude is related to coverage length as camera lens focal length (FL) is related to slide length (SL) in mm. • The altitude may also be determined by multiplying the target length times the factor for the camera lens focal length.	• $\frac{A}{CL} = \frac{FL}{SL}$ $A = \frac{CL \times FL}{SL}$ • A = TL x FL factor FL factors are: • 20mm = 0.6111 • 24mm = 0.7333 • 28mm = 0.8556 • 35mm = 1.0692 • 50mm = 1.5278 • 100mm = 3.0556 • 135mm = 4.1251.

442 Determining Altitude, Projector-to-Photograph Distance, and Photographic Time Intervals (Continued)

C Formulas (Continued)

Determination	Formula
Altitude above sea level is the altitude (ground to plane distance) plus the mean ground elevation (E)	Altitude above sea level = A + E
Slide image length in inches (IL)	$IL = \frac{CL}{PS \text{ (projected scale)}}$
Projector-to-photograph distance (D) Distance (D) is related to slide image length (IL) as projection lens focal length (FL) is related to slide length (SL) in inches.	$\frac{D}{IL} = \frac{FL}{SL}$ $\quad \frac{IL \times FL}{SL} = D$
Feet per second (fps) from miles per hour (mph)	$fps = \frac{mph \times 5{,}280 \text{ feet per mile}}{3{,}600 \text{ seconds per hour}}$
Time interval Dimension of the covered area (TL or TW) is parallel to the line of flight. *--The second table in subparagraph D is based on--* 50% overlap.	time interval in seconds = $\frac{\text{dimension - (\% overlap x dimension)}}{\text{feet per second}}$ time interval with 50% overlap = TW or TL x air speed factor Factors are: • 80mph = 0.00469 • 90mph = 0.00417 • 100mph = 0.00375

442 Determining Altitude, Projector-to-Photograph Distance, and Photographic Time Intervals (Continued)

D Using Tables

This table may be used to determine the required flight altitude with alternative camera lens focal lengths for different target lengths and widths. With the target length, target width, or both, read across to appropriate camera lens focal length column to find the altitude. If length and width are unknown, see subparagraph C.

Target		Altitude with Alternative Camera Lens Focal Length							Coverage			Slide Image
Length	Width	21mm	24mm	28mm	35mm	50mm	100mm	135mm	Length	Width	Acre 1/	
Feet												Inches
1,980	1,320	1,271	1,452	1,694	2,118	3,025	6,050	8,168	2,178	1,452	73	3.3
2,640	1,760	1,494	1,936	2,259	2,823	4,033	8,067	10,890	2,904	1,936	129	4.4
3,300	2,200	2,118	2,420	2,823	3,529	5,042	10,083	---	3,630	2,420	202	5.5
3,960	2,640	2,541	2,904	3,388	4,235	6,050	---	---	4,356	2,904	290	6.6
4,620	3,080	2,965	3,388	3,953	4,941	7,058	---	---	5,082	3,388	395	7.7
5,280	3,520	3,388	3,872	4,517	5,647	8,067	---	---	5,808	3,872	516	8.8
5,940	3,960	3,812	4,356	5,082	6,353	9,075	---	---	6,534	4,356	653	9.9
6,600	4,400	4,235	4,840	5,647	7,058	10,093	---	---	7,260	4,840	897	11.0
7,260	4,840	4,659	5,324	6,211	7,764	11,092	---	---	7,986	5,324	976	12.1
7,920	5,280	5,082	5,808	6,776	8,470	---	---	---	8,712	5,808	1,162	13.2
8,580	5,720	5,506	6,292	7,341	9,176	---	---	---	9,438	6,292	1,363	14.3
9,240	6,160	5,929	6,776	7,905	9,882	---	---	---	10,164	6,776	1,581	15.4
9,990	6,660	6,410	7,326	8,547	10,684	---	---	---	10,989	7,326	1,848	16.5
10,560	7,040	6,776	7,744	9,035	11,293	---	---	---	11,616	7,744	2,065	17.6
11,220	7,480	7,200	8,228	9,599	11,999	---	---	---	12,342	8,228	2,331	18.7
11,880	7,920	7,623	8,712	10,164	---	---	---	---	13,068	8,712	2,614	19.8
12,540	8,360	8,047	9,196	10,729	---	---	---	---	13,794	9,196	2,912	20.9
13,200	8,800	8,470	9,680	11,293	---	---	---	---	14,520	9,680	3,227	22.0
13,860	9,240	8,894	10,164	11,858	---	---	---	---	15,246	10.154	3,557	23.1
14,520	9,680	9,317	10,648	---	---	---	---	---	15,972	10,648	3,904	24.2
15,180	10,121	9,741	11,132	---	---	---	---	---	16,698	11,133	4,268	25.3
15,840	10,561	10,164	11,616	---	---	---	---	---	17,424	11,617	4,647	26.4
16,500	11,001	10,588	---	---	---	---	---	---	18,150	12,101	5,042	27.5
17,160	11,441	11,011	---	---	---	---	---	---	18,876	12,585	5,456	28.6
17.820	11,881	11,435	---	---	---	---	---	---	19,602	13,069	5,881	29.7
18,480	12,321	11,858	---	---	---	---	---	---	20,318	13,553	6,325	30.8

1/ Slide image length is in 660-feet-per-inch scale.

442 Determining Altitude, Projector-to-Photograph Distance, and Photographic Time Intervals (Continued)

D Using Tables (Continued)

This table may be used to determine the required projector-to-photograph distance and photographic time intervals for continuous slide coverage. If length and width are unknown, see subparagraph C.

Slide Image 1/	Projector-to-Photograph Distance by Focal Length (in inches)				Time Interval Between Pictures to 50% Overlap: Width Parallel to Line of Flight (MPH)			Time Interval Between Pictures to 50% Overlap: Length Parallel to Line of Flight (MPH)			Target	
	3	4	5	6	80	90	100	80	90	100	Length	Width
inches					seconds						feet	
3.3	7.0	--	--	--	6.2	5.5	5.0	9.3	8.3	7.4	1,190	1,320
4.4	9.3	--	--	--	8.3	7.3	6.6	12.4	7.3	6.6	2,640	1,760
5.5	11.7	15.6	--	--	10.3	9.2	8.3	15.5	9.2	8.3	3,330	2,200
6.6	14.0	48.7	23.4	28.0	12.4	11.0	9.9	18.6	11.0	9.9	3,960	2,640
7.7	16.3	21.8	27.2	32.7	14.4	12.8	11.5	21.7	12.8	11.5	4,620	3,080
8.8	18.7	24.9	31.1	37.4	16.5	14.7	13.2	24.8	14.7	13.2	5,280	3,520
9.9	21.0	28.0	35.0	42.0	18.6	16.5	14.9	27.9	16.5	14.9	5,940	3,960
11.0	23.4	31.1	38.9	46.7	20.6	18.3	16.5	31.0	18.3	16.5	6,600	4,400
12.1	25.7	34.2	42.8	51.4	22.7	20.2	18.2	34.0	20.2	18.2	7,260	4,840
13.2	28.0	37.4	46.7	56.0	24.8	22.0	19.8	37.1	22.0	19.8	7,920	5,280
14.3	30.4	40.5	50.6	60.7	26.8	23.9	21.5	40.2	23.9	21.5	8,580	5,720
15.4	32.7	43.6	54.5	65.4	28.9	25.7	23.1	43.3	25.7	23.1	9,240	6,160
16.5	35.0	46.7	58.4	70.1	31.2	27.8	25.0	46.9	27.8	25.0	9,990	6,660
17.6	37.4	49.8	62.3	74.7	33.0	29.4	26.4	49.5	29.4	26.4	10,560	7,040
18.7	39.7	52.9	66.2	79.4	35.1	31.2	28.1	52.6	31.2	28.1	11,220	7,480
19.8	42.0	56.0	70.1	84.1	37.1	33.0	29.7	55.7	33.0	29.7	11,880	7,920
20.9	44.4	59.2	73.9	88.7	39.2	34.9	31.3	58.8	34.9	31.3	12,540	8,360
22.0	46.7	62.3	77.8	93.4	41.3	36.7	33.0	61.9	36.7	33.0	13,200	8,800
23.1	49.0	65.4	81.7	98.1	43.3	38.5	34.7	65.0	38.5	34.7	13,860	9,240
24.2	51.4	68.5	85.6	102.7	45.4	40.4	36.3	68.1	40.4	36.3	14,520	9,680
25.3	53.7	71.6	89.5	107.4	47.5	42.2	38.0	71.2	42.2	38.0	15,180	10,121
26.4	56.0	74.7	93.4	112.1	49.5	44.0	39.6	74.3	44.0	39.6	15,840	10,561
27.5	58.4	77.8	97.3	116.8	51.6	45.9	41.3	77.4	45.9	41.3	16,500	11,001
28.6	60.7	81.0	101.2	121.4	53.7	47.7	42.9	80.5	47.7	42.9	17,160	11,441
29.7	63.0	84.1	105.1	126.1	55.7	49.5	44.6	83.6	49.5	44.6	17,820	11,881
30.8	65.4	87.2	109.0	130.8	57.8	51.4	46.2	86.7	51.4	46.2	18,480	12,321

1/ Slide image length is in 660-feet-per-inch scale.

443 35mm Slides

A Use of Slides

35mm slides are used:

- in aerial compliance counties for all types of acreage measurement activities for the year in which the slides were taken
- to determine the accuracy of a farm operator's report for those programs that require an acreage report.

Important: 35mm slides are not physical evidence of the crop.

B Determining Acreage From Slides

Determine acreage from 35mm slides as follows:

- project and focus the slide image to any undetermined scale
- digitize to obtain acreage.

See Exhibit 31.

C Retaining Slides

Retain 1984 and subsequent years' 35mm slides in the County Office, separated by year and date.

Note: Do not transfer these slides to other agencies.

D Requests for Duplicate Slides

Duplicates of current or previous year's slides may be obtained if the buyer pays the cost in advance, according to the following:

- a duplicate of selected slides may be sold for $1 plus administrative costs
- duplicates of full-county coverage may be sold at a price that fully reimburses FSA; however, the price shall be no less than $50 per set.

444 Digital Images

A Using Digital Imagery

Digital images are used:

- in aerial compliance counties for all types of acreage measurement activities for the year that the digital images were taken
- to determine the accuracy of a farm operator's report for those programs that require an acreage report.

Important: Digital images are not physical evidence of the crop.

B Determining Acreage From Digital Images

Determine acreage from digital images as follows:

- rectify image
- digitize to obtain acreage.

C Counties With CLU's

--**From 2003 on, counties with CLU will receive digital imagery as part of NAIP. If counties with CLU's have not received NAIP imagery, or if they need additional flights, they shall either:**--

- contract to obtain digital images
- scan 35mm slides into a digital image.

Note: Counties using either process shall contact PECD, Compliance Branch for specifications.

445-450 (Reserved)

*--Section 3.5 Airspace Coordination

451 Introduction

A Background

[14 CFR 91] Airspace management is the responsibility of FAA and designated agencies, that is, DOD. Airspace coordination is the responsibility of multiple agencies, including land management organizations. Specific agency missions result in diverse airspace, safety requirements, and mitigation of environmental issues. The Code of Federal Regulations divide the airspace into different classifications and provide complex rules for operating within each classification.

Many agency aviation activities occur in Special Use Airspace, Military Training Routes, or Local Flying Area's used by DOD. A concern for safety exists when land management agency flights are conducted within the perimeters of airspace identified for military use or when military operations are planned in airspace being used for agency operations.

New national security concerns require that the airspace above some areas become restricted and/or prohibited to air carrier or private aircraft. It is the pilot's responsibility to be familiar with the airspace of intended flight and to comply with all rules and regulations for flight through each type of airspace.

Warning: Pilots who enter prohibited or restricted airspace may be intercepted by military aircraft. In these situations, the pilot must strictly adhere to interception procedures and any instructions provided by the military or FAA controllers. Failure to follow instructions could result in the use of deadly force.

B Purpose

The purpose of this section is to assist participators and users in identifying the standards and operational procedures for airspace coordination during aerial photography needs.

Note: Airspace coordination and County and State Office responsibilities for notification on encroachment on restricted airspace in this section apply only to State or county contracted flights. NAIP flights are managed and coordinated through APFO, Salt Lake City.**--***

*--452 Prohibited Areas and Restricted Areas

A Prohibited Areas

PA's are established over sensitive ground facilities such as the White House, Presidential homes, Camp David, etc. The dimensions of PA's vary with the nature of the risk to the ground facility and to overflying aircraft.

PA's are:

- charted on sectionals, IFR enroute charts, and terminal area charts
- identified by the letter "P" followed by a number.

Agency personnel cannot plan any operations into PA unless special authorization has been granted by FAA or using agency.

B Restricted Areas

RA's are established in areas where ongoing or intermittent activities occur that create unusual and often invisible hazards to aircraft, such as artillery firing, missile testing, etc. RA's differ from PA's as follows.

- Most of them have specific hours of operation.
- Entry during these hours require specific permission from FAA or the controlling agency.
- There may be a separate scheduling agency who must also grant permission.

RA's are:

- charted on sectionals, IFR enroute charts, and terminal area charts
- identified by the letter "R" followed by a number.

The floor and ceiling operating hours, and controlling agency for each RA, are in the chart legend.

Note: Each office that has coordination responsibilities for airspace has current copies of all sectionals for their area of responsibility.**--***

*--452 Prohibited Areas and Restricted Areas (Continued)

B Restricted Areas (Continued)

Following is an example of a Special Use Airspace table on legend of a sectional.

Special Use Airspace on Seattle Sectional Chart	
Unless otherwise noted, altitudes are MSL and feet time is local. Contact nearest FSS for information. **Other time by NOTAM, contact FSS.	The word "To" an altitude means "To and including." "Mon-Fri" indicates "Monday through Friday". FL - Flight level. NO A/G - No air to ground communications.

NUMBER	LOCATION	ALTITUDE	TIME OF USE	CONTROLLING AGENCY
R-5701	Boardman, OR	See face of chart	0730-2359 Mon-Fri ** 6 HRS in advance	ZSE CNTR
R-5704	Hermiston, OR	To NOT NOT Including 4000	0900-1700 Mon-Thu	NO A/G
R-5706	Boardman, OR	3500 to 10,000	0730-2359 Mon-Fri **6 HRS in advance	ZSE CNTR
R6701	Admiralty Inlet, WA	To 5000	Intermittent by NOTAM 2 HRS in advance	NAS WHIDBEY ISLAND APP CON
R-6703A	Fort Lewis, WA	To 14,000	0700-2300 Mon-Fri **2 HRS in advance	Seattle- Tocoma APP CON
R-6703B,D	Fort Lewis, WA	To 5000	0700-2300 Mon-Fri **2 HRS in advance	Seattle - Tocoma APP CON

C Military Operations Areas

MOA's were established to contain certain military activities, such as air combat maneuvers, intercepts, acrobatics, etc. Civilian VFR and IFR flights are allowed within MOA, although the area is in use by the military.

D Alert Areas

AA's may contain a high volume of pilot training or an unusual type of aerial activity which could present a hazard to other aircraft. AA's are depicted on sectional charts by defined areas masked with the letter "A" followed by a number.--*

*--452 Prohibited Areas and Restricted Areas (Continued)

E Warning Areas

WA's contain the same kind of hazardous flight activity as restricted areas but have a different title since they are located offshore over domestic and international waters. Likely hazards include artillery firing, etc. WA's are depicted on sectional charts by a "W" followed by a number.

F Controlled Firing Areas

CFA's contain civilian and military activities which, if not contained, could be hazardous to "Nonparticipating" aircraft. These include rocket testing, ordinance disposal, etc. Radar or a ground lookout is used to indicate when an aircraft might be approaching the area. CFA's are not charted.

Note: Agency personnel should contact the nearest FAA regional headquarters or the military representative to determine whether CFA exists in proximity to an agency flight operation.

G Military Training Routes

MTR's are provided for military training at speeds of more than 250 knots and at altitudes that range from the surface to 18,000 feet. There are more than 500 routes. Each MTR route is named with an alphanumeric identifier. MTR's are depicted on aeronautical charts with a solid gray line with a letter/number identifer. The alpha part indicates the type of route.

Note: IR indicates the route is flown under IFR; VR indicates the route is flown under VFR.

Some routes can be up to 55 miles wide in some parts of the U. S. Military pilots may "drop down" and fly some routes unscheduled. This can provide an extreme hazard.**--***

*--452 Prohibited Areas and Restricted Areas (Continued)

H Other Military Airspace Structures

Other airspace for special military use developed outside the Special Use Airspace Program for military training, operations, training, and testing requirements include the following.

Other Military Airspace Structures	Description
Slow Routes	Slow speed, low altitude training. There are about 200 Slow Routes in the U.S.
Low Altitude Tactical Navigation Areas	Large clearly defined geographical areas for random tactical navigation practices.
Local Flying Areas	Local uncharted flying areas for routine nonhazardous training activity.
Aerial Refueling Routes	There are more than 100 Aerial Refueling Routes.
Temporary Special Use Airspace	The military and FAA create temporary areas to accommodate specific needs of a particular military exercise. These operations are published in NOTAM, which can be purchased from GPO in Washington, D.C.
Cruise Missile Routes	Conducted in RA's. Two well-known routes are in Los Angeles and Florida.
National Security Areas	Areas with increased security and safety of ground facilities. Unauthorized aircraft are requested to remain clear of these areas.
Environmentally Sensitive Airspace	Areas where presence or noise associated with aircraft overflight may conflict with the purpose of environmentally sensitive areas.

--*

*--453 Temporary Flight Restrictions and Advisory NOTAM's

A Notification to Airmen

To enhance safety on an incident or project, FAA may be requested to issue NOTAM which could be either TFR or NOTAM (NOTAM (L) or NOTAM (D)) to pilots. In addition to the NOTAM process, agency personnel contact military facilities and/or other agency aviation units to deconflict the involved airspace.

Deconfliction is a process that involves the separation of land management agency and other types of aircraft that may post a flight hazard.

B Categories of NOTAM Information

NOTAM information is classified into the following 3 categories.

- NOTAM (D) information is advisory in nature and is not restrictive. The (D) pertains to the "wide" dissemination method by FAA.

- NOTAM (L) information is advisory in nature and is not restrictive. The (L) pertains to the "local" dissemination method by FAA.

- FDC NOTAM (also known as TFR's, is regulatory in nature and issued by the National Flight Data Center in Washington, D.C. TFR is an area approved for flight restrictions by FAA for use by the requesting agency. Intrusions into TFR may carry a penalty or suspension of license.**--***

*--454 Notification on Encroachment on Restricted Airspace

A County Office Action

County Offices shall notify all FSA-contracted pilots:

- that they are required to contact FSA with the information in subparagraph B after landing when an airspace violation occurs
- of the telephone number for the County Office responsible for the contracting, and to make this number the first point-of-contact after an airspace violation occurs
- of the telephone number for the State Office, for the second point-of-contact, if the County Office is closed
- if the contracting County Office and State Office are closed or cannot be reached, to call and report the incident to USDA Emergency Operations Center at 202-720-5711.

B Additional County Office Action

County Offices shall contact the State Office immediately upon receiving notification from a FSA-contracted pilot that restricted airspace has been violated by that pilot.

Information reported to the State Office shall include:

- date and time restricted airspace violation occurred
- name of County Office reporting the violation
- location of violated airspace
- pilot name and aircraft number
- name of agency that investigated the incident
- any other pertinent details applicable to the incident.

Note: If the State Office is closed or cannot be reached, County Offices shall call USDA Emergency Operations Centers at 202-720-5711 to report the incident.--*

*--454 Notification on Encroachment on Restricted Airspace (Continued)

C State Office Responsibilities

State Offices shall:

- ensure that all Service Centers are aware of this policy
- upon notification that a FSA-contracted pilot has violated restricted airspace, call DAFO at 1-202-690-2807
- for incidents that are being investigated or documents by a Federal or State Bureau of Investigation, immediately notify Jerry Alanko, FSA, by paging 888-360-8675 or Leona Dittus by paging 888-644-1279
- ensure that FSA-contracted pilots and Service Centers follow procedure.**--***

455-458 (Reserved)

459 Measurement Service Requests

A Definition of Measurement Service Request

A measurement service request is a request for any farm visit or acreage determination that is not required by procedure. Included are farm visits to:

- determine exact area designated for specific crop land or land use by the owner, operator, or other tenant
- determine quantity of farm-stored commodities, according to price support procedure
- redetermine measurements of farm-stored production
- make determinations not required to administer a program, such as a crop appraisal.

B Acceptable Requests

Generally, the County Office may accept any measurement service request at any time for:

- staking and referencing
- measurement after planting
- adjustment credits.

Note: Producers requesting measurement service after the final reporting date shall not be allowed to adjust acreage to meet program requirements.

C Completing Requests in Timely Manner

Measurement service should be completed in sufficient time to:

- provide the producer a timely notice of the measured acreage
- allow the producer:
  - 5 calendar days to request remeasurement if the producer believes the acreage is incorrect
  - to make an acreage adjustment, if necessary
  - to report the acreage in a timely manner.

Continued on the next page

459 Measurement Service Requests (Continued)

D
COC Responsibility

COC shall:

- ensure that measurement service requests are completed in a timely manner according to subparagraph C
- if necessary, do either or both of the following:
  - establish a cutoff date for accepting requests
  - with State Office concurrence, hire and train additional temporary compliance employees.

E
Records of Requests and Fees

Use FSA-409 to maintain a record of measurement service requests. See paragraph 462 for instructions on completing FSA-409.

To maintain a record of fees, enter the following items on FSA-603, according to 3-FI:

- combination of request numbers for all requests
- sum of fees collected.

460 Measurement Service Rates

A Differences in Rates

Measurement service rates are charged to recover the County Office cost to perform the service. Because costs vary by region, cultural practices, and crops, rates may be determined and applied differently for each county. A measurement service rate may be set as any of the following:

- a flat charge for a farm or bin, with or without a minimum or additional charge per acre
- a charge per producer or acre on the farm
- an hourly rate.

Note: COC should consider all costs for office and field work associated with measurement service requests.

B Services Requiring Rates

Measurement service rates shall be set to cover costs for different types of services, including the following:

- measuring crops after planting
- staking and referencing acreages to be planted
- measuring acreage that has been adjusted
- verifying crops and disaster acreage
- making crop appraisals and reappraisals
- remeasuring any acreage that had been measured previously
- measuring or sampling farm-stored commodities
- verifying production evidence
- late-filed fees.

Continued on the next page

C
Considerations When Setting Rates

--**COC determines rates for all services, except for when using aerial slides or digital images, which are determined by DAFP. COC shall consider only those**-- office costs that are in addition to the regular compliance operations when determining measurement service rates. Include the following:

- measuring equipment and supplies; such as, tapes, digitizer, and stakes
- training time for field assistants, inspectors, and digitizer operators
- travel costs involved in training and performing measurement services
- determining service charges
- accepting requests and handling measurement service fees
- performing pre-work layout; such as, predelineating and digitizing
- supervising field assistants and digitizer operators
- reviewing, and notifying farm operator of, completed service.

D
Mandatory Rates for Aerial Slides *--and Digital Images

Measurement service rates, when using aerial slides or digital images for:

- 25 acres or less, are set by DAFP and apply to all States and counties
- more than 25 acres, are set at a maximum rate by DAFP.

Note: STC has authority to adjust this rate for measurements using aerial slides or digital images for more than 25 acres.**--***

The following table contains the mandatory rates.

Acres	Dollars	Acres	Dollars
0-10	$8.00	20	$16.00
11	8.80	21	16.80
12	9.60	22	17.60
13	10.40	23	18.40
14	11.20	24	19.20
15	12.00	25	20.00
16	12.80	26 or more	Charge $20.00, plus no more than 20 cents for each acre over 25.
17	13.60		
18	14.40		
19	15.20		

Note: Drop 10ths of acres and do not round.

Example: Both 13.4 and 13.8 acres become 13 acres when computing measurement service rates.

Continued on the next page

460 Measurement Service Rates (Continued)

E

Optional Ground Verification Fee for Official Fields

When producers request measurement service after planting, but before the availability of aerial slides, a field visit must be made to verify that an entire official field has been planted.

STC may establish a policy on whether to charge operators an inspection or verification fee for ground verification that an entire official field is planted to the crop.

F

Displaying Rates

COC may use the tables in Exhibit 33 as a guideline for displaying and recording rates.

461 Completing FSA-409, Measurement Service Record

A Completing FSA-409

Follow this table to complete FSA-409.

Item Number	Instructions
1	Enter: • FSN • producer's name and address.
2	Enter the applicable year.
3	Enter the number of the photo that shows the field requested for measurement.
4	Enter the control number assigned by the County Office. Number the request serially by FY.
5	Enter the name and address of alternate contact, if applicable, and telephone number.
6	Enter the farm location by township, range, and section.
7	Do either of the following: • enter a checkmark in the applicable box • if another kind of service was requested, enter the kind of request.
8	Enter the crop.
9	Enter the total acres of the crop to be physically measured less internal deductions. See paragraph 393 for crops with strip-crop, skip-row, or sled-row planting patterns.
10	Enter the number of applicable plots.
11	Enter the cost calculated by multiplying the acres in column 9 times the acreage or hourly rate. Round acreage to the nearest whole acre. * * * **Note:** See paragraph 460 for rates.

Continued on the next page

461 Completing FSA-409, Measurement Service Record (Continued)

A
Completing
FSA-409
(Continued)

Item Number	Instructions
12	Enter the total number of plots and total cost of service.
13	Enter the farm rate. This rate is a flat rate set to cover administrative costs, such as planimetering.
14	Enter the total cost of column 11 rounded to the nearest whole dollar. The minimum cost is $1.
15	Enter the sum of items 13 and 14.
16	Signature of person requesting measurement service and date requested.
17A	Enter the amount of payment. Mark appropriate box for method of payment.
17B	Signature of County Office employee recording the request and the date.
18	• If a refund is not due, check box. • If refund is due, enter the crop or service, refund amount, and number and date of CCC-184 issued. CED shall initial.
19	If applicable, enter: • special instructions • name of field assistant or FSA reporter • date instructions delivered to reporter • date reporter returns measurement.
20	Enter the tract number.
21	Enter the number of field or subdivision to be measured.

Continued on the next page

A
Completing FSA-409 (Continued)

Item Number	Data Entered
22	Enter the crop, including planting patterns or practices.
23	Enter total acres or area measured for each field or subdivision. Do not include AV or tolerance for staking and referencing.
24	Enter deductions for each field or subdivision. See paragraph 392 for deductions.
25	Subtract gross acres (column 16) from total deductions (column 17) and enter net acres.
26 to 30	Enter crop according to column heading.
31	Enter the method of measurement as 1 of the following: • "P" for planimetered • "O" for official • "C" for computed.
32	Enter sum of measured acreage.
33	Enter sum of official acreage.
34	Enter sum of columns 26 through 30.
35	Signature of FSA reporter or field assistant and date of completion.
36	Producer’s initials and date records are reviewed.

Continued on the next page

B
Example of FSA-409

This is an example of a completed FSA-409.

*--

FSA-409 (08-09-96)

1. FARM NO.	NAME & ADDRESS	2. PROGRAM YEAR	4. SERIAL NO.
687	John Jones Rt. 2 Anytown, US 12345	199X	301
		3. PHOTO NUMBERS: A-18	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency **MEASUREMENT SERVICE RECORD**

5. NAME AND ADDRESS OF PERSON TO CONTACT	TELEPHONE NO.	6. FARM LOCATION
John Jones Rt. 2 Anytown, US 12345	668-6878	T 36N R 131W Section 34

PART A - SERVICE REQUEST AND COST

7. KIND OF SERVICE REQUEST	8. PROGRAM CROP OR LAND USE	9. NO. ACRES	10. NO. PLOTS	11. COST	13. BASIC FARM RATE
X Stake and Reference	Cotton	25.8	1	7.74	
Measurement after Planting	Corn	7.4	1	2.22	$ 8.00
Remeasurement	Wheat	23.7	1	0.0	14. TOTAL ACREAGE COST
OTHER *(Specify)*					$ 10.00
					15. TOTAL COST OF SERVICE REQUESTED
	12. TOTALS →		3	9.96	$ 18.00

16. PERSON MAKING REQUEST	17. CASH RECEIPT
I hereby agree to pay the cost of the service as requested.	A. PAYMENT RECEIVED FOR SERVICES REQUESTED $ 18.00 X CK OR MO ☐ CASH
SIGNATURE OF PERSON MAKING REQUEST: */s/ Jane Jones* DATE: *2-24-9X*	B. SIGNATURE OF COUNTY OFFICE EMPLOYEE DATE
18. FOR REMEASUREMENT ONLY	19A. SPECIAL INSTRUCTIONS TO REPORTER
A. **No Refund** ☐ REFUND FOR *(Crop or service)*	
B. AMOUNT $ CHECK NO. DATE APPROVAL	19B. REPORTER NAME DATE ISSUED DATE RETURNED

PART B - RECORD OF MEASUREMENT SERVICE PERFORMED

20. TRACT NO.	21. FIELD NO.	22. CROP OR LAND USE	ACRES DETERMINED 23. GROSS	24. DEDUCTIONS	25. NET	26. Cotton	27. Corn	28. Wheat	29.	30.	31. Method
3212	1A	Cotton	26.9	1.12	25.8	25.8					P
	1B	Corn	7.4		7.4		7.4				P
	11	Wheat - Grain	23.7		23.7			23.7			O
32. MEASURED ACREAGE											
33. OFFICIAL ACREAGE											
		34. TOTALS →				25.8	7.4	23.7			

35. REPORTER: All required determinations for this farm visit have been made in accordance with applicable procedures.	REPORTER	DATE
	/s/ William. Roberts	*3-4-9X*

PART C - PRODUCER'S CERTIFICATION

I have read the measurement service statements and dishonored check statements on the back of the Operators Receipt.

36. PRODUCER'S INITIALS DATE

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.

--*

Continued on the next page

461 Completing FSA-409, Measurement Service Record (Continued)

C
Distributing FSA-409

Distribute copies of FSA-409 as follows.

Copy	Distribution
1	Operator's request to person requesting measurement service.
2	Accounting copy, which serves as an official copy of fees collected.
3	Operator's receipt and result of service performed. Distribute this copy and photocopy to the person making the request after the service is performed and fees have been paid.
4	COC copy showing service performed. File this copy in farm folder.
5	COC copy for use while work is assigned to reporter. Discard this copy after farm operator has been informed of completed service.

462 Completing FSA-409A, Measurement Service Request Register

A Using FSA-409A

Use FSA-409A to maintain a record of the number and types of measurement service requests. Use of FSA-409A is optional; however, it may be useful in County Offices with a large volume of requests.

FSA-409A is reproduced locally and maintained in the applicable compliance file.

B Completing FSA-409A

Use this table to complete FSA-409A.

Item No.	Instructions
3	FSN on FSA-409.
4	Name of person requesting service.
5	Date measurement service request was made.
6	Date measurement service was completed.
7	Date County Office sends completed FSA-409 to person requesting service.

Continued on the next page

C
Example of FSA-409A

This is an example of a completed FSA-409A.

REPRODUCE LOCALLY. Include form number and date on reproductions.

FSA-409A
(01-19-90)

U. S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

MEASUREMENT SERVICE REQUEST REGISTER

1. COUNTY: Any County

2. STATE: VA

NOTE: This form is used to aid in accounting for measurement service requests in counties where a large volume of requests are received.

3. FARM NUMBER	4. FARM OPERATOR	5. DATE MEASUREMENT SERVICE REQUEST RECEIVED	6. DATE MEASUREMENT SERVICE PERFORMED	7. DATE OPERATOR IS NOTIFIED OF DETERMINATION
5	Joe Brown	4-20-9X	5-1-9X	5-3-9X
389	Mary White	5-15-9X	5-29-9X	6-3-9X
515	Deb Smith	6-1-9X		

463 Staking and Referencing

A
Introduction

Staking and referencing is a method of identifying and marking points on permanent and temporary boundaries on a farm and measuring the distance between the points to determine the acreage in the area.

This service is conducted at the request of a producer allowing the producer to accurately plant, designate, or adjust acreage.

***--**Staking in the field may be done by a County Office representative or the producer requesting the service. See paragraph 465 for measurement service guarantees.

Notes: Tolerance is not applicable when performing staking and referencing.

Staking in the field by the producer is not allowed for measurement service for marketing quota crops.**--***

Examples: See subparagraphs G through I for examples of FSA-409.

B
Definitions

The following definitions apply to staking and referencing.

Term	Definition
Temporary boundary	A boundary that is easy to identify and easily moved, such as a crop line or turn area between fields.
Permanent boundary	A boundary that is easy to identify but not readily moved; such as, a property line, ditch, road, fence, or hedgerow.
Temporary fixed point	A point that is easy to identify and easily movable. **Note:** A stake referenced to a permanent point or a permanent point on a permanent boundary is a fixed point.
Permanent point or object	A point that is easy to identify and not easily moved; such as, a boulder, tree, pole, or fence post.

Continued on the next page

463 Staking and Referencing (Continued)

C How to Mark Points on Boundaries

Locate and mark points on:

- temporary boundaries with stakes
- permanent boundaries using either of the following:
  - paint the object
  - place a stake close to the permanent boundary to locate the point but far enough from the cultivated area to avoid interference with field operations.

D Where to Mark Points on Boundaries

Mark points on boundaries by placing stakes at:

- both ends of the field
- each change in direction in temporary boundary lines
- each junction of temporary and permanent boundaries.

Stake only 1 end of a field if measuring a row crop with the same number of rows planted for the length of the field and if planting begins along a straight line.

E Staking

To reference where the stake is placed, provide the following information on the photocopy:

- a description of the points
- identification of the relationship between the points
- the measurement between the points.

Note: Do not reference stakes placed as a guide for deductions.

Continued on the next page

F
Procedure for Staking and Referencing

Use the steps in this table when staking and referencing in the field.

Step	Action
1	Identify a minimum of 2 permanent points. One point must be on a permanent boundary.
2	Physically mark or place stakes on or near identified permanent points.
3	Mark these permanent points on the sketch or photocopy. If a photocopy is used in the field, a second photocopy may be needed for official files.
4	• Measure the distance between these points. • Record the distance in chains and mark the stake reference on the sketch or photocopy.
5	Place a stake at a point along the boundary of the area to be measured. Each stake must be referenced to either of the following: • 2 fixed, recognizable points or objects, which are not necessarily visible on the photograph • a stake placed along a permanent boundary.
6	Mark the point in step 5 on the sketch or photocopy.
7	• Measure and record distance in chains. • Mark the stake reference on the sketch.
8	Continue to place stakes at permanent and temporary points, marking and recording on the sketch or photocopy until the area to be measured is covered.
9	Record sketched points on the aerial photograph enlargement using the scale ruler and draw lines between the points.
10	Planimeter distances between points to verify field measurements.
11	Record the following on the photocopy: • rough sketch of the area • field number • acreage in the field • code for the crop planted in the field.
12	• Attach a copy of sketch and photocopy to FSA-409 and file in FSA-409 folder. • Attach sketch and photocopy to FSA-578.

G Example of FSA-409 for Cotton

Following is an example of FSA-409 for staking and referencing cotton, with accompanying field sketch and photocopy.

FSA-409 (08-09-96)

1. FARM NO.	NAME & ADDRESS	2. PROGRAM YEAR	4. SERIAL NO.
817	John Jones 123 Cotton Anytown, US 12345	199X	302
		3. PHOTO NUMBERS: A-18	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency **MEASUREMENT SERVICE RECORD**
5. NAME AND ADDRESS OF PERSON TO CONTACT		TELEPHONE NO.	6. FARM LOCATION
Gene James Rt. 1 Anytown, US 29010		668-6878	T 68 N R 43W Section 15

PART A - SERVICE REQUEST AND COST

7. KIND OF SERVICE REQUEST	8. PROGRAM CROP OR LAND USE	9. NO. ACRES	10. NO. PLOTS	11. COST	13. BASIC FARM RATE
X Stake and Reference	Cotton	6.2	1	1.86	$ 8.00
Measurement after Planting					14. TOTAL ACREAGE COST
Remeasurement					$ 2.00
OTHER *(Specify)*					15. TOTAL COST OF SERVICE REQUESTED
	12. TOTALS →				$ 15.00 min

16. PERSON MAKING REQUEST		17. CASH RECEIPT	
I hereby agree to pay the cost of the service as requested.		A. PAYMENT RECEIVED FOR SERVICES REQUESTED $ 15.00 X CK OR MO ☐ CASH	
SIGNATURE OF PERSON MAKING REQUEST	DATE	B. SIGNATURE OF COUNTY OFFICE EMPLOYEE	DATE
/s/ John Jones	*2-26-9X*	*/s/ Paul Walker*	*2-26-9X*

18. FOR REMEASUREMENT ONLY				19A. SPECIAL INSTRUCTIONS TO REPORTER		
A. **No Refund** ☐	REFUND FOR *(Crop or service)*					
B. AMOUNT $	CHECK NO.	DATE	APPROVAL	19B. REPORTER NAME	DATE ISSUED	DATE RETURNED

PART B - RECORD OF MEASUREMENT SERVICE PERFORMED

20. TRACT NO.	21. FIELD NO.	22. CROP OR LAND USE	ACRES DETERMINED 23. GROSS	24. DEDUCTIONS	25. NET	26.	27.	28.	29.	30.	31.
6336	1A	Cotton	6.8	0.6	6.2	6.2					
32. MEASURED ACREAGE											
33. OFFICIAL ACREAGE											
		34. TOTALS →				6.2					

35. *REPORTER: All required determinations for this farm visit have been made in accordance with applicable procedures.*	REPORTER	DATE
	/s/ I.M. Writer	*3-4-9X*

PART C - PRODUCER'S CERTIFICATION

I have read the measurement service statements and dishonored check statements on the back of the Operators Receipt.

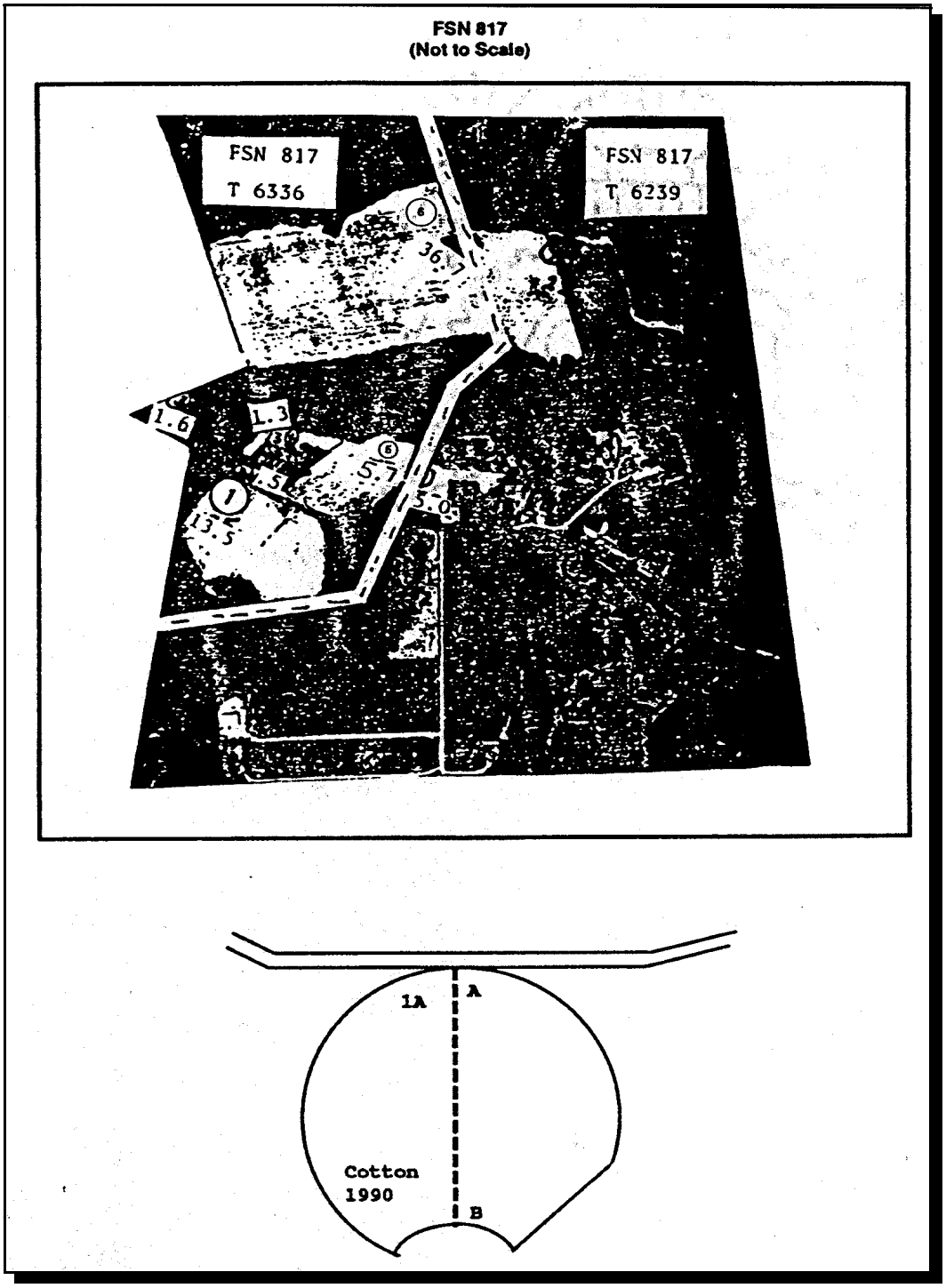
36. PRODUCER'S INITIALS	DATE

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.

Continued on the next page

H
Documents for FSA-409 for Cotton

The diagram of a sketch in this subparagraph includes a drawing of an irregular field, stake references, and an explanation of some of the permanent points.



Continued on the next page

I Example of FSA-409 for Multiple Fields

Following is an example of FSA-409 for staking and referencing multiple fields, with accompanying field sketch and photocopy.

Note: The cotton and corn acreage was planimetered. The wheat acreage is the official acreage.

*--

FSA-409 (08-09-96)

1. FARM NO.	NAME & ADDRESS	2. PROGRAM YEAR	4. SERIAL NO.
687	John Jones Rt. 2 Anytown, US 12345	199X	301
		3. PHOTO NUMBERS: A-18	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency **MEASUREMENT SERVICE RECORD**
5. NAME AND ADDRESS OF PERSON TO CONTACT		TELEPHONE NO.	6. FARM LOCATION
John Jones Rt. 2 Anytown, US 12345		668-6878	T 36N R 131W Section 34

PART A - SERVICE REQUEST AND COST

7. KIND OF SERVICE REQUEST	8. PROGRAM CROP OR LAND USE	9. NO. ACRES	10. NO. PLOTS	11. COST	13. BASIC FARM RATE
X Stake and Reference	Cotton	25.8	1	7.74	
Measurement after Planting	Corn	7.4	1	2.22	$ 8.00
Remeasurement	Wheat	23.7	1	0.0	14. TOTAL ACREAGE COST
OTHER *(Specify)*					$ 10.00
					15. TOTAL COST OF SERVICE REQUESTED
	12. TOTALS →		3	9.96	$ 18.00

16. PERSON MAKING REQUEST	17. CASH RECEIPT
I hereby agree to pay the cost of the service as requested.	A. PAYMENT RECEIVED FOR SERVICES REQUESTED $ 18.00 X CK OR MO ☐ CASH
SIGNATURE OF PERSON MAKING REQUEST: */s/ Jane Jones* DATE: *2-24-9X*	B. SIGNATURE OF COUNTY OFFICE EMPLOYEE DATE
18. FOR REMEASUREMENT ONLY	19A. SPECIAL INSTRUCTIONS TO REPORTER
A. **No Refund** ☐ REFUND FOR *(Crop or service)*	
B. AMOUNT $ CHECK NO. DATE APPROVAL	19B. REPORTER NAME DATE ISSUED DATE RETURNED

PART B - RECORD OF MEASUREMENT SERVICE PERFORMED

20. TRACT NO.	21. FIELD NO.	22. CROP OR LAND USE	ACRES DETERMINED 23. GROSS	24. DEDUCTIONS	25. NET	26. Cotton	27. Corn	28. Wheat	29.	30.	31. Method
3212	1A	Cotton	26.9	1.12	25.8	25.8					P
	1B	Corn	7.4		7.4		7.4				P
	11	Wheat - Grain	23.7		23.7			23.7			O
32. MEASURED ACREAGE											
33. OFFICIAL ACREAGE											
		34. TOTALS →				25.8	7.4	23.7			

35. *REPORTER: All required determinations for this farm visit have been made in accordance with applicable procedures.*	REPORTER: */s/ William. Roberts*	DATE: *3-4-9X*

PART C - PRODUCER'S CERTIFICATION

I have read the measurement service statements and dishonored check statements on the back of the Operators Receipt.

36. PRODUCER'S INITIALS DATE

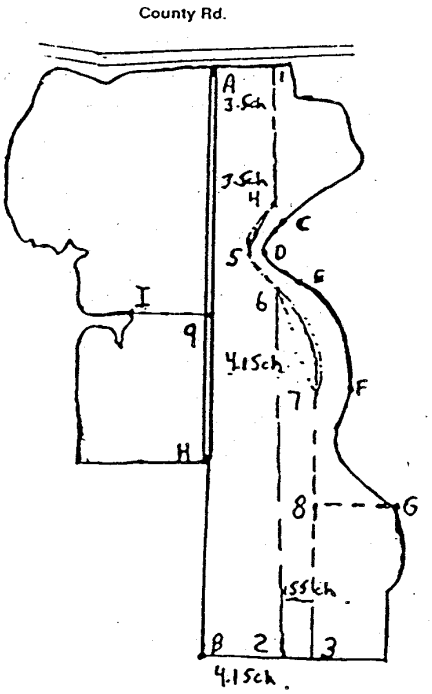
This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.

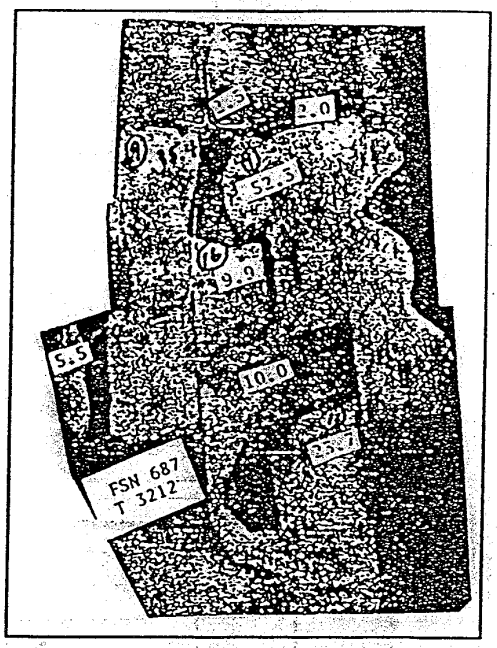
--*

Continued on the next page

463 Staking and Referencing (Continued)

I
Example of FSA-409 for Multiple Fields (Continued)





Letters	A, B, C, D, E, F, G, H, & I are permanent identifiable fixed points.
Numbers	1, 2, 3, 4, 5, 6, 7, 8, & 9 are temporary points (flags) that are measured, however they can be moved.
Int.	Abbreviation for intersection.
C/L	Abbreviation for center line, such as, center of road or center of canal.
Note:	Sketch is not to scale as are official photos. Place measurements on sketch but do not attempt measurements from sketches or photos.

Reference Fields Numbers 1A, 1B, 1C, 1D.

Stk. 1 to A Int. C/L Field Rd.- Hwy 3.50 ch.
Stk. 2 to B Int. C/L Field Rd. - Woods 4.15 ch.
Stk. 2 to 3 5.5 ch. Ground Measured

Ground Measured

4-C at edge of woods 1.00 ch.
5-D " " " " " "
6-E " " " " " "
7-f " " " " " "

A-B & 1-4 Parallel
A-B & 2-6 Parallel
2-6 & 3-7 Parallel

G Blazed oak limb.
G to line 3-7 at point 8, 2.0 ch.
9-H Blazed oak limb 8.5 ch.

I C/L of canal.

Continued on the next page

J Example of FSA-409 for Wheat

Following is an example of FSA-409 for bin measurement for wheat.

*--

FSA-409 (08-09-96)

1. FARM NO.	NAME & ADDRESS	2. PROGRAM YEAR	4. SERIAL NO.
446	Sally Doe Rt. 3 Anytown, SC 29111	199X	5
		3. PHOTO NUMBERS: B-5	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency **MEASUREMENT SERVICE RECORD**
5. NAME AND ADDRESS OF PERSON TO CONTACT		TELEPHONE NO.	6. FARM LOCATION
Jack Doe Rt. 7 Anytown, SC 29111		999-9999	T xxx Rxxx x Section X

PART A - SERVICE REQUEST AND COST

7. KIND OF SERVICE REQUEST	8. PROGRAM CROP OR LAND USE	9. NO. ACRES	10. NO. PLOTS	11. COST	13. BASIC FARM RATE
Stake and Reference	Bin of wheat		1	12.00	
Measurement after Planting					$ 8.00
Remeasurement					14. TOTAL ACREAGE COST
OTHER *(Specify)*					
Bin measurement					$ 12.00
					15. TOTAL COST OF SERVICE REQUESTED
	12. TOTALS →				$ 20.00

16. PERSON MAKING REQUEST	17. CASH RECEIPT
I hereby agree to pay the cost of the service as requested.	A. PAYMENT RECEIVED FOR SERVICES REQUESTED $ 20.00 X CK OR MO ☐ CASH
SIGNATURE OF PERSON MAKING REQUEST: */s/ Sally Doe* — DATE: *8-2-9X*	B. SIGNATURE OF COUNTY OFFICE EMPLOYEE: */s/ Jerry Smith* — DATE: *8-2-9X*
18. FOR REMEASUREMENT ONLY	19A. SPECIAL INSTRUCTIONS TO REPORTER
A. **No Refund** ☐ — REFUND FOR *(Crop or service)*	Measure bin next to feedlot.
B. AMOUNT: $ — CHECK NO. — DATE — APPROVAL	19B. REPORTER NAME: */s/ Bob Reese* — DATE ISSUED: *8-3-9X* — DATE RETURNED: *8-6-9X*

PART B - RECORD OF MEASUREMENT SERVICE PERFORMED

20. TRACT NO.	21. FIELD NO.	22. CROP OR LAND USE	ACRES DETERMINED 23. GROSS	24. DEDUCTIONS	25. NET	26. Wheat Bu.	27.	28.	29.	30.	31.
111	1	1 bin of wheat				2815	**See CCC-677-1 for computation of bin measurement*				
32. MEASURED ACREAGE											
33. OFFICIAL ACREAGE											
		34. TOTALS →				2815					

35. *REPORTER: All required determinations for this farm visit have been made in accordance with applicable procedures.*	REPORTER	DATE
	/s/ Bob Reese	*8-6-9X*

PART C - PRODUCER'S CERTIFICATION

I have read the measurement service statements and dishonored check statements on the back of the Operators Receipt.

36. PRODUCER'S INITIALS	DATE

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.

--*

464 Measurement Service After Planting

A
***--Definition of Measurement Service After Planting**

Measurement service after planting means determining a crop or designated acreage after planting, but before the farm operator files a report of acreage for the crop.

Examples: See subparagraphs C and D for examples of FSA-409's for--* measurement service after planting.

B
Timely Requests

Requests for measurement service after planting may be taken until the final reporting date for the crop or land use.

Note: See paragraph 459 for completing measurement service requests in a timely manner.

Continued on the next page

* * *

464 Measurement Service After Planting (Continued)

C
FSA-409, Example 1

Following is an example of FSA-409 for measurement after planting tobacco.
***--**

FSA-409 (10-10-02) — This form is available electronically.

1A. FARM NO.	1B. NAME AND ADDRESS	2. PROGRAM YEAR	4. SERIAL NO.
2	Joe Farmer Rt. 1 Anytown, US 29111	20XX 3. PHOTO NOS. E-9	201 U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency MEASUREMENT SERVICE RECORD

5A. NAME AND ADDRESS OF PERSON TO CONTACT	5B. TELEPHONE NO. (Include Area code)	6. FARM LOCATION
Mary Farmer Rt. 1 Anytown, US 29111	777-7777	T 27 N R 43 W Section 1

PART A - SERVICE REQUEST AND COST

7. KIND OF SERVICE REQUEST	8. PROGRAM CROP OR LAND USE	9. NO. ACRES	10. NO. PLOTS	11. COST $	13. BASIC FARM RATE
[ ] Stake and Reference	FC - Tobacco 7.86 x Gross Acres	9.83	1	11.00	$ 8.00
[X] Measurement after Planting	1.25 Factor				14. TOTAL ACREAGE COST
[ ] Remeasurement					$ 11.00
[ ] Other (Specify)					
					15. TOTAL COST OF SERVICE REQUESTED
	12. TOTALS →				$ 19.00

16. PERSON MAKING REQUEST	17. CASH RECEIPT
I hereby agree to pay the cost of the service as requested.	A. PAYMENT RECEIVED FOR SERVICES REQUESTED $ 19.00 [ ] CK OR MO [X] CASH
A. SIGNATURE OF PERSON MAKING REQUEST: /s/ Joe Farmer B. DATE (MM-DD-YYYY): 4 17 XX	B. SIGNATURE OF COUNTY OFFICE EMPLOYEE
18. FOR REMEASUREMENT ONLY	19A. SPECIAL INSTRUCTIONS TO REPORTER
A. No Refund [ ] B. REFUND FOR (Crop or service)	
C. AMOUNT $ D. CHECK NO. E. DATE (MM-DD-YYYY) F. APPROVAL (CFO Initials)	19B. REPORTER NAME 19C. DATE ISSUED (MM-DD-YYYY) 19D. DATE RETURNED (MM-DD-YYYY)

PART B - RECORD OF MEASUREMENT SERVICE PERFORMED

20. TRACT NO.	21. FIELD NO.	22. CROP OR LAND USE	ACRES DETERMINED 23. GROSS	24. DEDUCTIONS	25. NET	26.	27.	28.	29.	30.	31.
1164	7A	SR 4 + 1 RW 48" Tobacco	10.25	.42	7.86	7.86					
		The tobacco acreage measured on this farm is the amount you requested and is not your 20XX effective allotment J.F. 4-22-XX									
32. MEASURED ACREAGE											
33. OFFICIAL ACREAGE											
		34. TOTALS →				7.86					

35A. REPORTER: All required determinations for this farm visit have been made in accordance with applicable procedures.	B. FSA REPORTER OR FIELD ASSISTANT	C. DATE (MM-DD-YYYY)
	/s/ George R. David	4-22-XX

PART C - PRODUCER'S CERTIFICATION

I have read the measurement service statements and dishonored check statements on Page 2.

36A. PRODUCER'S INITIALS	36B. DATE (MM-DD-YYYY)

[ ] OPERATOR'S RECEIPT [ ] ACCOUNTING COPY [ ] OPERATOR'S COPY OF SERVICE PERFORMED [ ] COUNTY OFFICE COPY

--*

Continued on the next page

D
FSA-409, Example 2 With Attachments

Following is an example of FSA-409 for measurement after planting wheat, with accompanying field sketch and photocopy.

*--

FSA-409 (10-10-02) This form is available electronically.

1A. FARM NO.	1B. NAME AND ADDRESS	2. PROGRAM YEAR	4. SERIAL NO.
207	Jim James Rt. 1 Anytown, US 29010	20XX 3. PHOTO NOS. H-9	300 U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency MEASUREMENT SERVICE RECORD

5A. NAME AND ADDRESS OF PERSON TO CONTACT	5B. TELEPHONE NO. (Include Area code)	6. FARM LOCATION
Gene James Rt. 1 Anytown, US 29010	953-6891	T 36 N R 131 W Section 3

PART A - SERVICE REQUEST AND COST

7. KIND OF SERVICE REQUEST	8. PROGRAM CROP OR LAND USE	9. NO. ACRES	10. NO. PLOTS	11. COST $	13. BASIC FARM RATE
[ ] Stake and Reference	Wheat	4.9	1	1.50	$0.00
[X] Measurement after Planting					14. TOTAL ACREAGE COST
[ ] Remeasurement					$ 2.00
[ ] Other (Specify)					15. TOTAL COST OF SERVICE REQUESTED
	12. TOTALS →				$15.00 min

16. PERSON MAKING REQUEST

I hereby agree to pay the cost of the service as requested.

A. SIGNATURE OF PERSON MAKING REQUEST: /s/ Jim James
B. DATE (MM-DD-YYYY): 2-24-XX

17. CASH RECEIPT

A. PAYMENT RECEIVED FOR SERVICES REQUESTED: $ 15.00 [X] CK OR MO [ ] CASH

B. SIGNATURE OF COUNTY OFFICE EMPLOYEE: /s/ Joe Johns

18. FOR REMEASUREMENT ONLY

A. No Refund [ ]
B. REFUND FOR (Crop or service)
C. AMOUNT $
D. CHECK NO.
E. DATE (MM-DD-YYYY)
F. APPROVAL (CED Initials)

19A. SPECIAL INSTRUCTIONS TO REPORTER

19B. REPORTER NAME
19C. DATE ISSUED (MM-DD-YYYY)
19D. DATE RETURNED (MM-DD-YYYY)

PART B - RECORD OF MEASUREMENT SERVICE PERFORMED

20. TRACT NO.	21. FIELD NO.	22. CROP OR LAND USE	ACRES DETERMINED 23. GROSS	24. DEDUCTIONS	25. NET	26.	27.	28.	29.	30.	31.
3118	2A	Wheat - grain	4.9		4.9	4.9					
32. MEASURED ACREAGE											
33. OFFICIAL ACREAGE											
		34. TOTALS →				4.9					

35A. REPORTER: All required determinations for this farm visit have been made in accordance with applicable procedures.
B. FSA REPORTER OR FIELD ASSISTANT: /s/ William Roberts
C. DATE (MM-DD-YYYY): 2-24-XX

PART C - PRODUCER'S CERTIFICATION

I have read the measurement service statements and dishonored check statements on Page 2.

36A. PRODUCER'S INITIALS
36B. DATE (MM-DD-YYYY)

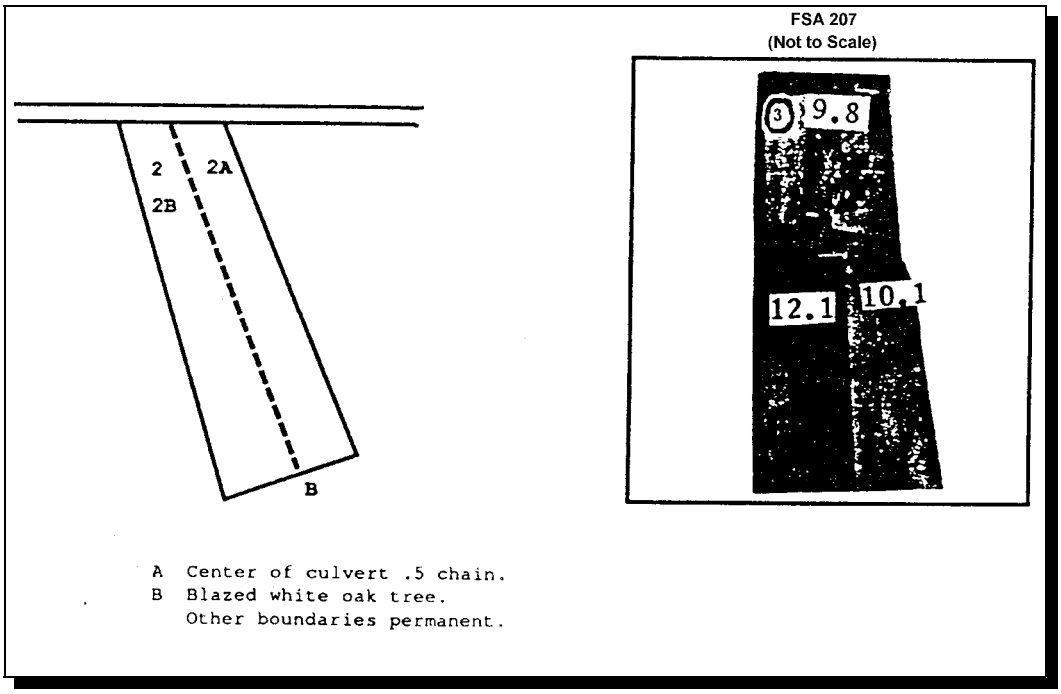
[ ] OPERATOR'S RECEIPT [ ] ACCOUNTING COPY [ ] OPERATOR'S COPY OF SERVICE PERFORMED [ ] COUNTY OFFICE COPY

--*

Continued on the next page

464 Measurement Service After Planting (Continued)

D
FSA-409, Example 2 With Attachments (Continued)



465 Measurement Service Guarantee

A
Guaranteed Service

***--**Measurement service is guaranteed for the current crop year when all of the following apply:

- service was requested and fees were paid in a timely manner
- acreage was measured by COC representative
- producer took action based on the measurement service.

The guarantee also applies to staking and referencing when the producer places field markers and plants exactly as directed by the County Office.

Note: Guarantee does not apply to compliance with the conservation plan**--*** required by 6-CP.

B
Incorrect Measurement Service

If a producer takes action on an incorrect measurement service, COC will consider the farm in compliance with acreage requirements for the current year, if that measurement service was performed for the entire crop or allotment on the farm. This includes errors made in:

- recording program or allotment requirements
- measurement
- field assistant's judgment
- placement of field or subdivision lines
- planimetry or computation.

Note: Measurement service is not guaranteed if the producer did not take action based on the measurement service.

C
Dataloading Measurement Service Errors

Use this table to enter acreage on FSA-578 when acreage is in error but is guaranteed according to this paragraph.

IF the guaranteed acreage is...	THEN enter guaranteed acreage as the reported acreage and the determined acreage, and...
less than the actual acreage	enter an additional field with the remaining acreage using the land use code "N".
more than the actual acreage	on FSA-578, document the reason for reported acreage exceeding cropland acreage, if applicable.

466-490 (Reserved)

*--Part 5 Photography

Section 1 Aerial Photography

491 Receiving and Recording Aerial Photographs

A Definitions

The following definitions apply to aerial photography.--*

Term	Definition
Aerial photographs	Rectified enlargements made from negatives by APFO. Aerial photographs can be 24 by 24 inches or 17 by 17 inches. Because of the accuracy of the enlarging method, all images on the prints are usable for measurements. **Note:** The tick marks that appear on the photographs are for rectification checking. Do not use the tick marks as "usable area" marks.
Line index sheet	A sheet showing the entire county with all flight lines mapped out.
Contact prints	12- by 12-inch prints of aerial photographs overlapping 50 percent from photo-to-photo, going from north to south and from east to west.

B APFO Responsibilities

APFO shall send contact prints to the State or County Office as requested.

Reference: See 1-AP, paragraph 26.

C County Office Responsibilities

County Offices shall receive and record the aerial photographs.

Note: FSA-maintained * * * photographs are official USDA * * * photography.

491 Receiving and Recording Aerial Photographs (Continued)

C County Office Responsibilities (Continued)

- use the steps in this table to receive and record photographs.

Step	Action
1	Receive the aerial photographs from APFO.
2	Check the photographs against the packing slip.
3	If all photographs ordered on FSA-441 and checked against the packing slip are included in the shipment, go to step 4. If all photographs were not received, inform APFO of discrepancies.
4	Retain the line index sheet with the enlargements in the county.

492 Numbering Photographs

A Flight Line

Arrange a new flight of aerial photographs in flight line order and assign alphanumeric identifiers to the back of the photographs using a red or black felt tip marker.

Alphanumeric identifiers indicate flight lines by letter and positions within a flight line by number.

Example: A5 indicates the 5th photo of flight line A.

B Assigning Identifiers

Assign alphanumeric identifiers as follows.

For the flight line code:

- begin at the northwest corner of the county for counties flown in a north-south direction, or southwest corner for counties being flown in an east-west direction, at the first flight line

- use the alpha identifiers as follows:

  - "A" for the line of left sectionals of the first flight line
  - "B" for the line of right sectionals
  - "C" for the line of left sectionals of the second flight line
  - and so forth

- assign double letters, such as AA, AB, and BB, if the county has more than 26 flight lines or segments.

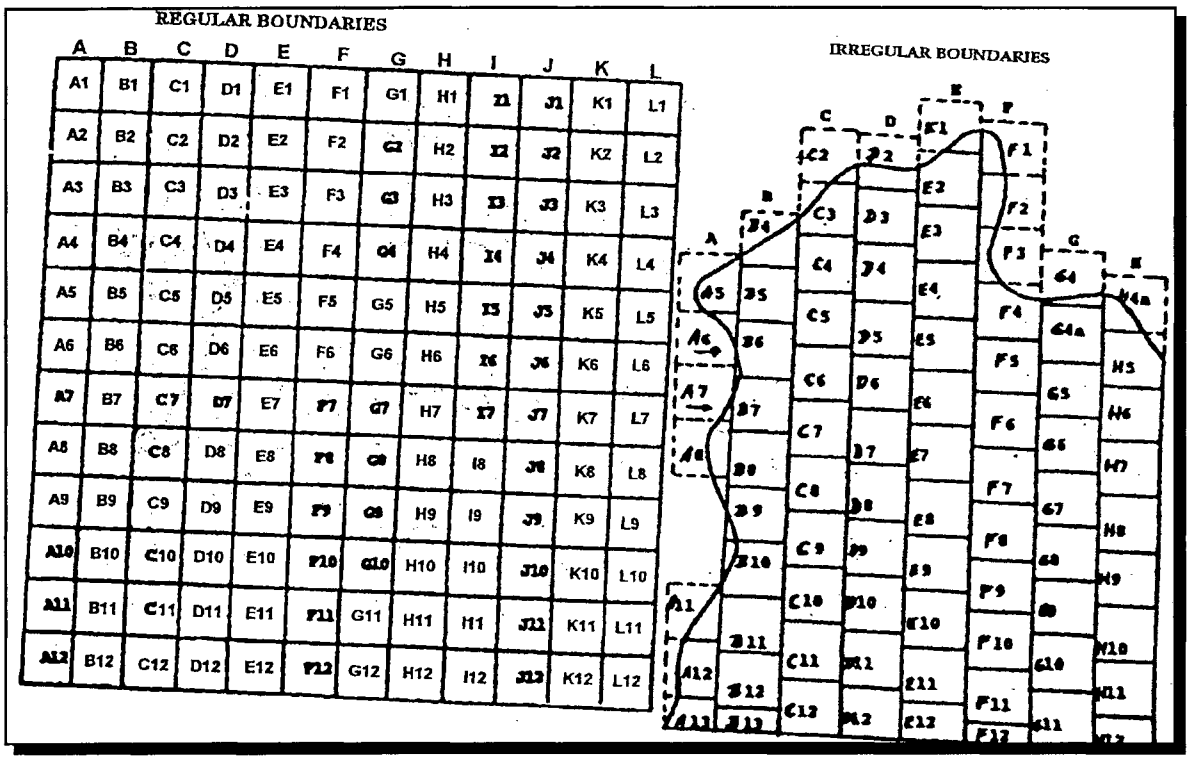
For positions within the flight line, assign a number to each photograph, beginning the sequence with the number 1 for each flight line.

Note: See the diagram in subparagraph C, which shows how photographs may be numbered in counties in regular and irregular boundaries.

492 Numbering Photographs (Continued)

C Numbering Regular and Irregular Shaped Counties

The following illustrates how photographs may be numbered in counties with regular and irregular shaped boundaries.



493 Photographic Grids and Legal Descriptions

A Introduction

This paragraph explains how to determine the grid identification and legal description (township and range). Tracts, fields, and boundaries are referenced within these areas. Locating and marking the legal sections on photography is optional. The original 13 States do not use township and range descriptions.

Note: Enter tract information in the automated system according to 3-CM.

B Marking Grid Identification

County Offices must mark aerial photographs with grid identification according to the following table.

Example: See subparagraph C for an example of grid identification on aerial photographs.

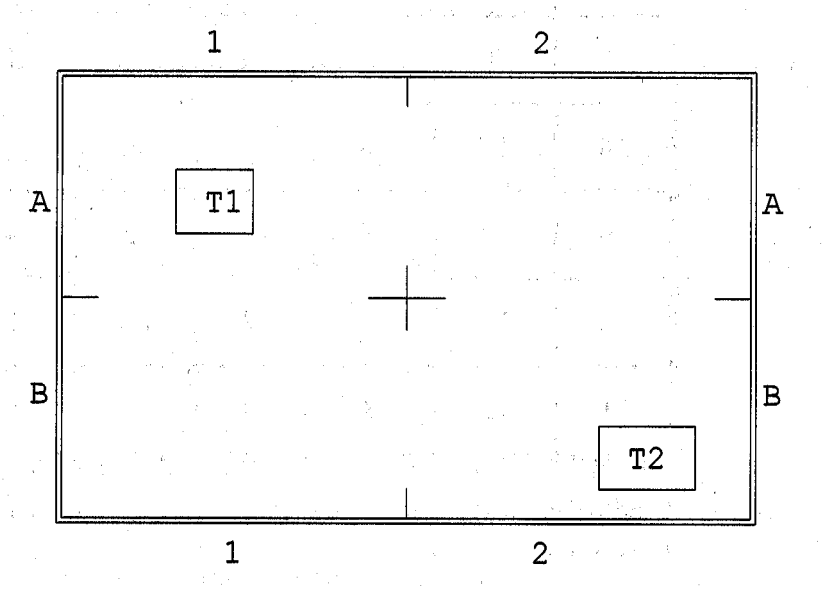
Step	Action
1	ENTER “1” and “2” an equal distance apart on the top and bottom margins of the photograph. Separate, by brackets, to form 2 imaginary vertical columns at the top, bottom, and center.
2	ENTER “A” and “B” an equal distance apart on both sides of the photograph margin with “A” on the top and “B” on the bottom. Separate, by brackets, to form 2 imaginary horizontal columns at the middle of each side and center.
3	Assign the appropriate numeric-alpha grid number to tracts of land located in each grid. **Examples:** 1A, 2A, 1B, 2B

493 Photographic Grids and Legal Descriptions (Continued)

C Example of Grid Identification

This is an example of an aerial photograph marked with the grid identification. The grid reference for tract:

- 1 (T1) is 1A
- 2 (T2) is 2B.



D Definitions of Legal Descriptions

Following are definitions of legal descriptions.

Term	Definition
Township	A division of territory in surveys of U.S. public land containing 36 sections of 1 square mile each.
Range	One of the north-south rows of townships in a U S. public land survey that are numbered east and west from the principal meridian of the survey.

493 Photographic Grids and Legal Descriptions (Continued)

E Diagram of Township Sections

This is a diagram of a township showing the numbering system for sections.

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36

Note: A 660-foot scale aerial photograph enlargement will cover about 4 sections of a township.

F Township Identifiers

The township identifier consists of:

- “T” for township
- numeric character
- letter indicating north or south.

Example: T-18-N

493 Photographic Grids and Legal Descriptions (Continued)

G Range Identifier

The range identifier consists of:

- "R" for range
- numeric character
- letter indicating east or west.

Example: R-3-E

Note: These numeric characters are unrelated to the section number of the township.

H Marking Legal Description

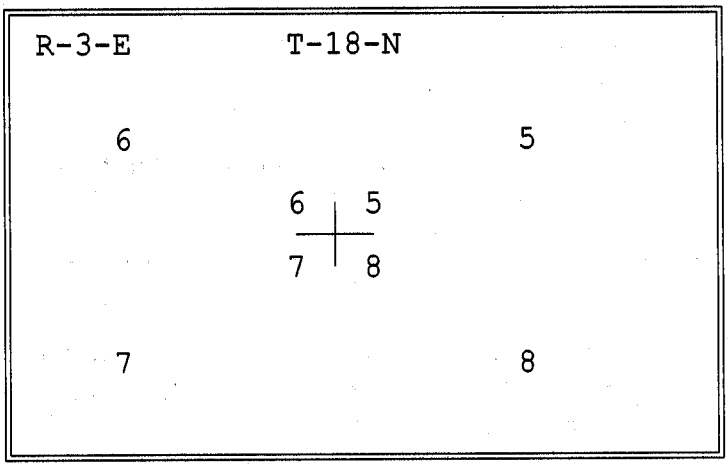
Use this table to mark the aerial photograph with the legal description. This procedure is optional and is only applicable for those States with established townships and ranges.

Step	Action
1	Write the township identifier in the middle on the top of the photograph and the range identifier in the top left of the photograph. **Note:** For photographs covering more than 1 township and/or range, write the identifiers in the appropriate positions on the top and left side of the photograph.
2	Separate sections by brackets to form 2 imaginary horizontal columns and vertical columns at the center and at the middle of each side for split sections. **Note:** Optionally, township sections may be identified by writing the section number on the photograph in the middle of the section.

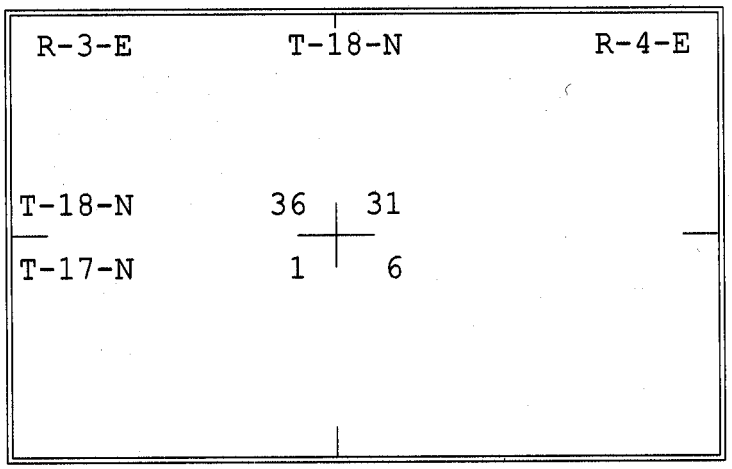
493 Photographic Grids and Legal Descriptions (Continued)

I Legal Identification on Aerial Photograph

This is an example of a marked aerial photograph evenly covering 4 sections of 1 township. Two methods of indicating township sections are shown; only 1 method is necessary.



This is an example of a marked aerial photograph covering 2 townships and 2 ranges.



494 Identifying Tracts, Fields, and Boundaries

A General Guidelines

Follow these guidelines when identifying tracts, field boundaries, and FSN's on all current and replacement photographs.

- Structure and number the tracts and farms according to 2-CM.
- Use colors determined by STC for use on aerial photographs. STC determines colors to ensure Statewide uniformity, and may set different colors for farm, tract, and field boundaries. All land classification or land uses should be identified in 1 color that is different from the boundary colors.
- Place as few inked or penciled entries on the photographs as possible, while still maintaining accurate up-to-date data.
- Enter razor sharp lines on the photographs.
- Ensure markings do not cover landmarks needed for program determinations.

B Delineating Areas

Use this table to delineate an area on aerial photographs.

Area	Marking Photographs
Farm	Place a solid line precisely on each boundary.
Tract	Place a bracket in each corner of the tract boundary. **Example:** ┌ ┐ └ ┘
Field	If the field boundary is not easily recognizable, place a solid line precisely on each boundary.
Subdivision	Review to determine whether the subdivision line is outside the field boundary. • If yes, do nothing. • If no, place a thin, dashed, easily removable line precisely on the crop boundary.

494 Identifying Tracts, Fields, and Boundaries (Continued)

C Identifying Areas

Use this table when identifying an area on an aerial photograph.

Area	Marking Photographs
FSN	Enter FSN in the upper-left corner of the farm.
Tract	Enter the tract number that was assigned according to 2-CM in the upper-left corner of the tract and precede it with "T". **Example:** T50
Field	Assign each field an ID number, such as "1" or "2", and enter the number in the lower-left corner of the field. Do not reuse this number. **Note:** Ensure that any tract with cropland contains at least 1 field ID number.
Subdivision	Use the field ID number, followed by a letter suffix, such as "1A", to identify parts of the fields planted to more than 1 crop. Enter the subdivision number in the upper-right corner of the subdivision with an easily erasable pencil.
Sketched or ground measured areas	For crops and land uses, follow the same instructions as for subdivisions. For field deductions only, enter "S1", "S2", etc., relative to the area's location in the field or subdivision. Use an easily erasable pencil.

494 Identifying Tracts, Fields, and Boundaries (Continued)

C Identifying Areas (Continued)

Area	Marking Photographs
NRCS classified areas: • HEL • NHEL • NW • W, FW, CW, PC, AW, MW, MG, RW, CWTE, CWNA	Delineate area or field specified by NRCS. Within the designated field or area, ENTER: • "HEL" to show a "highly erodible" determination • "NHEL" to show a "not highly erodible" determination • "NW" to show a "not wetland" determination • "codes used by NRCS" for "wetland" determinations. **Note:** Combined codes shall be separated with "/". ***--Example:** NHEL/NW/PC. See 6-CP, paragraph 221 for--* additional field ID's for W determinations.
Certified wetlands	See paragraph 495 for wetlands certified by NRCS according to the Food, Agriculture, Conservation, and Trade Act of 1990 requirements.
Unclassified land	Do not identify land not yet classified.
Noncropland	Enter "NC" within the delineated area for noncropland pasture and acreage reclassified as noncropland by COC according to 2-CM.
CRP	ENTER "CRP" within the delineated field to show that the land is being devoted on a nonagricultural use.

494 Identifying Tracts, Fields, and Boundaries (Continued)

C Identifying Areas (Continued)

Area	Action
CRP released before the scheduled expiration date under special authority in 1995	Do the following. • Line through the CRP entry and ENTER "BCSYR" on the fields approved for early release. The "YR" value shall be the year the CRP contract was scheduled to expire. • Submit a photocopy to NRCS. • When the originally scheduled CRP expiration date has been reached: •*--remove the CRP designation--* * * * • notify NRCS by letter that the scheduled CRP expiration date has been reached. Attach a revised photocopy.

Note: Exceptions to this procedure must be approved by DAFP.

494 Identifying Tracts, Fields, and Boundaries (Continued)

D Special Situations for NRCS Determinations

Some parts of the country have entire counties or portions of the county that NRCS determines has no HEL or wetlands. If NRCS certifies in writing that an entire area on the aerial photography has been officially determined "NHEL" or "NW":

- "NHEL" or "NW" is not required to be entered on each individual field on the official aerial photography

- indicate the following in margins on aerial photography, as applicable:

  - "ALL AREAS DETERMINED NHEL"
  - "ALL AREAS DETERMINED NW"

- ensure that the same statement that was used on the aerial photography is clearly displayed on photocopies reproduced from the aerial photography.

Note: Do **not** use a blanket statement for an area, unless a signed statement by NRCS is on file to verify the technical decision.

494 Identifying Tracts, Fields, and Boundaries (Continued)

E Example of Marked Aerial Photograph

This is an example of a marked aerial photograph.

494 Identifying Tracts, Fields, and Boundaries (Continued)

F Maintaining Official Acreage

To maintain official acreage, mark aerial photographs as follows:

- enter the gross acreage in each field beside the field ID number
- underline each field acreage
- if a permanent boundary has been removed:
    - delineate the entire field
    - determine and enter the corrected acreage.

*** * ***

--Note:** There are no alpha numeric field numbers. For CRP fields with alpha numbers, either renumber or create a layer with the subfield according to 8-CM, subparagraph 92 C. All other alpha number fields need to be renumbered.**--

G Updating Tract and Field Identifications

Update tract and field identifications according to the following:

- tract and farm numbers after reconstitution
- field boundaries and acreage when changes are discovered
- aerial photograph numbers in tract record maintenance according to 3-CM.

H Renumbering Split or Combined Fields

Use these steps to assign field numbers to split or combined fields that result in an increase or decrease in the number of fields on the tract.

Step	Action
1	Look for the highest number for any field on the tract.
2	Use the next highest number to that found in step 1. **Example:** Tract 12 has fields 2, 4, and 9. If field 2 is split into 2 fields, the field numbers for the resulting fields shall be 10 and 11.

494 Identifying Tracts, Fields, and Boundaries (Continued)

I When New Field Numbers Are Not Assigned

Do not assign new field numbers when:

- the number of fields in a tract does not increase or decrease
- a tract is split and the fields in the resulting tracts have not changed.

Example 1: Fields 1 and 2 are 10 acres each. The permanent boundary between fields 1 and 2 is moved so field 1 is 5 acres and field 2 is 15 acres.

Example 2: Field 1 is 10 acres. Two acres of native grass is broken out and field 1 is increased from 10 to 12 acres.

Example 3: Old tract number 100 contained fields 1, 2, and 3. The new tract *** * *** now contains fields 2 and 3 from the original tract.

J NRCS Determinations

When field boundaries or field numbers are changed:

- review the area to determine whether an HEL determination has been made by NRCS

- ***--**refer information to NRCS for making HEL determinations according to 6-CP, paragraph 501 if any of the land is classified HEL or non-HEL**--***

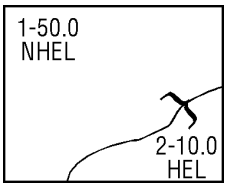
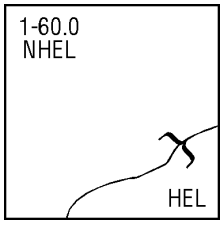
- identify potential HELC or WC violations according to paragraphs 20 and 331.

494 Identifying Tracts, Fields, and Boundaries (Continued)

*--K NRCS Determines Redefined Field as Part HEL and Part NHEL

Follow the procedure in this table for documenting aerial photography when NRCS determines that a HEL field that is combined with other land results in a portion of the field classified as HEL, and the balance of the field is NHEL.

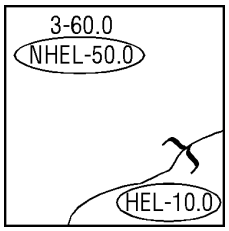
Note: NRCS will require a conservation plan for HELC compliance only on the HEL portion of the field.

Step	Action
1	Do not erase the boundary outline on the aerial photograph that existed before the producer removed the boundary and combined the fields. Instead, show that the 2 fields are combined using a connecting bracket. **Example:** Field 1 is NHEL and field 2 is HEL. The producer removes the boundary between the fields, so they are combined into 1 field. Bracket the 2 fields to show that the fields are combined. 
2	Erase the original field numbers and acreage entries for the separate fields. Enter the new field number and total acres for the combined field. **Example:** 

--*

494 Identifying Tracts, Fields, and Boundaries (Continued)

*--K NRCS Determines Redefined Field as Part HEL and Part NHEL (Continued)

Step	Action
3	Enter the applicable acres for the HEL and NHEL areas and circle these entries. **Example:** 

--*

495 Documenting Wetlands Certified by NRCS

A Background

New W determinations that are requested by producers and some previous W determinations that were completed by NRCS will be considered "officially certified" by NRCS. The official certification is the initial phase for verification by NRCS that W determinations are accurate. This certification is required according to the Food, Agriculture, Conservation, and Trade Act of 1990.

This paragraph only applies for wetlands that NRCS determines are officially certified.

- Existing W determinations that will not be officially certified at this time are still valid and will continue to be used.

- Continue to document noncertified wetlands according to paragraph 494.

B Requests to Verify All Wetlands

If NRCS determines that it wants to verify all wetlands in a State or county, NRCS must make a request to the NRCS National Office. The request must include a statement by:

- NRCS providing the reasons to justify the expanded review

- FSA State or County Office providing the assessment of the need for the expanded review.

National NRCS and FSA officials will determine whether the expanded review is warranted.

C NRCS Documentation on Aerial Photography

County Offices shall provide NRCS with marking pens and instructions regarding the methods used by FSA, such as size of print and where to place the W labels. Monitor the documentation to maintain as much consistency as possible in documentation by FSA and NRCS.

NRCS shall use the same methods that are being used by FSA to document wetlands. Using different ink or other identification to distinguish the NRCS documentation from the FSA documentation is **not** authorized.

Note: Existing noncertified wetlands shall be documented on official USDA aerial photography by FSA according to this handbook.

495 Documenting Wetlands Certified by NRCS (Continued)

D Wetland Labels Approved

This table lists the certified W labels that NRCS may use on official USDA aerial photography. No other labels are authorized.

Note: W labels used by FSA for existing wetlands shall not be changed.

Wetland Label	NRCS Definition
AW	Artificial or irrigation induced wetland.
CC	Commenced conversion exemption.
CW	Wetland converted between December 23, 1985, and November 28, 1990.
CW+year	Wetland converted after November 28, 1990.
CWNA	Wetland converted to other than agricultural commodity production.
CWTE	Wetland converted or commenced based on an incorrect NRCS determination.
Easement	A wetland easement exists on the land.
FW	A farmed wetland that was manipulated and planted before December 23, 1985, but still meets wetland criteria.
FWP	Pasture or hayland converted before December 23, 1985, that still meets wetland criteria and is not abandoned.
GFW	CW that has been restored under the good faith provision.
GFW+year	CW+YR that has been restored under the good faith provision.
MIW	A frequently cropped wetland area that is converted under an agreement that another wetland, that was converted before December 23, 1985, is restored to replace it. The restored area may be protected by an easement.
MW	Conversion activity was determined to have a minimal effect.

495 Documenting Wetlands Certified by NRCS (Continued)

D Wetland Labels Approved (Continued)

Wetland Label	NRCS Definition
NI	Area that is not inventoried by NRCS.
NW	The field does not contain wetland.
PC	Land converted before December 23, 1985, to make agricultural production possible.
RPW	A not frequently cropped wetland area that is converted to improve efficiency under an agreement that another wetland, that was converted before December 23, 1985, is restored to replace it.
RSW	A wetland area that was converted between December 23, 1985, and November 28, 1990, that is restored to preconversion conditions. No violation by planting on the converted wetland has occurred.
RVW+year	A wetland converted after December 23, 1985, on which: • NRCS determined a violation occurred • restoration to preconversion conditions has been completed.
TP	Wetland converted by a third party.
W	Wetland or wetland farmed under natural conditions and no drainage has occurred.
WX	Wetland manipulated after December 23, 1985, but agricultural production was not made possible.

495 Documenting Wetlands Certified by NRCS (Continued)

E Removing Photography From FSA Office

Generally, NRCS will not be required to remove the official USDA aerial photography from the FSA office to document certified W determinations.

In limited circumstances, NRCS may want to remove the aerial photographs for short periods to complete its responsibility. Make every effort to coordinate with NRCS to allow removal of the aerial photographs at a time when it is the least disruptive to FSA's ability to provide services needed.

F Providing Photocopies

NRCS will provide FSA and the producer with SCS-CPA-026, with an attached photocopy of the documented certified W. The photocopies that are attached to SCS-CPA-026 shall be prepared using either of the following methods.

- FSA will photocopy the original photography that was documented by NRCS and mark the photocopy "NOT TO SCALE". This method shall be used if the FSA County Office has photocopy equipment available to make legible copies.

- NRCS will modify available FSA photocopies by marking the certified W delineation if the FSA County Office is unable to provide legible photocopies.

Note: FSA-maintained photocopies shall reflect the NRCS-documented wetlands.

495 Documenting Wetlands Certified by NRCS (Continued)

G Maintaining List of Tracts With Certified Wetlands

Because NRCS has agreed that wetlands will be certified by tract, all wetlands in the tract will be identified when the certification is complete. This allows FSA to maintain an automated record of certified wetlands by tract.

At this time, a certified W flag is not available in the tract file. Maintain a manual record of tracts on which NRCS has certified wetlands that can be used to set a certified W flag in the tract file when software is modified.

H Transferring to New Aerial Photography

When FSA receives new aerial photography, follow the steps in this table for transferring wetlands that were certified by NRCS on a previous set of official USDA aerial photography.

Note: The new aerial photography shall not be used until written documentation is received to indicate that the NRCS review is complete and certified wetlands are accurate.

Step	Action
1	FSA employees shall transfer certified wetlands to new aerial photography.
2	NRCS employees will review new aerial photography to verify accuracy of the certified wetlands and make applicable corrections.
3	NRCS will provide FSA with written documentation that lists aerial photography by map numbers that have been reviewed and certified as accurate.

496 Transferring Data to Photographs

A Data To Be Transferred

The following data must be transferred from the old aerial photographs to the new photographs to administer current programs:

- tract and farm boundaries
- FSN and tract numbers
- field data that has not changed.

Note: Use:

- markers to transfer data determined by NRCS
- black erasable ink for field delineations if the boundary is not easily identified.

B Transfer Rules

County Offices shall use the following to transfer data to new photographs.

- Delineate farm boundaries on the new photographs according to paragraph 494.

- Transfer all farm boundaries to a new photograph before putting aside the old photograph. Exceptions to this rule are in subparagraph D.

- Transfer official acreage that is available and correct. Do not redigitize official acreage.

- Do not transfer subdivision boundaries, unless there is a positive indication that the subdivision will be maintained for future crop years.

- Do not duplicate the same farm area on 2 or more photographs.

- Complete transferring data from the old to the new photographs for the entire county before releasing the new photographs.

- Require NRCS to verify accuracy of certified wetlands according to paragraph 495 before photographs are used for official purposes.

496 Transferring Data to Photographs (Continued)

C Transferring Data

Use this table to transfer data from old to new photographs.

Step	Action	
1	Arrange old photographs to match the flight line of new photographs.	
2	Begin with the first photograph in flight line A to transfer all tracts and farm boundaries from the old to the new photographs.	
3	Enter a checkmark beside the farm number on the old photograph after the transfer of boundaries have been completed for that farm.	
4	On the new photograph, enter FSN and tract number near the upper left-hand corner of the farm boundary.	
5	Enter FSN and tract number more than once to clearly identify the farm's location if the farm is large or spread out over irregular boundaries.	
6	Repeat steps 2 through 5 until all farm and tract boundaries have been transferred.	
7	**IF farm boundaries...**	**THEN...**
	can be determined	go to step 8.
	cannot be determined	see subparagraph D.
8	Transfer field data that has not been changed.	
9	Transfer official acreage that are available and correct.	
10	Complete transfer of data for the entire county before releasing the new photographs for use.	

Note: Farm records may be used to assist in locating tracts on all photographs on which the farm is located.

496 Transferring Data to Photographs (Continued)

D Exceptions

When a farm's boundaries cannot be determined from the old photograph, contact the owner or review courthouse records.

Note: Do not attempt to transfer the boundaries until the boundaries can be accurately determined.

E Recording Numbers

Record the new photograph numbers within the County Office records according to this table after completing the transfer of data to the new photographs.

Step	Action
1	Enter the photograph numbers on all applicable County Office records.
2	File in applicable compliance file after all farm records are updated.

F Transferring Field Numbers

Field numbers shall not be changed when transferred from old to new photography. This may result in nonconsecutive field number for a tract.

Example: Tract 10 originally had fields 1, 2, and 3. A permanent boundary was removed between fields 1 and 3. The combined field was numbered field 4. The tract now consists of fields 2 and 4. Do not renumber the fields when transferring to new aerial photography.

Note: See subparagraphs H and I for exceptions to this rule.

496 Transferring Data to Photographs (Continued)

G Reason for Field Numbering Rule

NRCS identifies field numbers in conservation plans on HEL. If fields are renumbered, NRCS would be required to revise conservation plans to reflect the new field numbers. This additional workload can be avoided if only required changes are made in field numbers.

Note: Required changes are when fields are split or combined and result in an increase or decrease in the number of fields in the tract according to paragraph 494.

H Exceptions to Field Numbering Rule

Consecutive field numbers on aerial photographs may be used if the following conditions are met:

- NRCS and FSA employees agree on procedures to coordinate renumbering changes to provide NRCS with needed information to maintain their records

- NRCS has sufficient resources available in the County Office to change NRCS records affected by the renumbered fields.

Note: Renumbering fields so they are consecutive shall not be approved, unless NRCS county and State employees agree that approval of an exception to the rules in subparagraphs F and G will not jeopardize NRCS' ability to maintain accurate records for the county.

496 Transferring Data to Photographs (Continued)

I Approval of Field Numbering Exception

Use this table to seek approval for using consecutive field numbers.

Step	Action	
1	Meet with local NRCS employees to discuss procedures that may be used for coordinating field numbering changes.	
	IF county NRCS...	**THEN...**
	employees do not agree to allow FSA to renumber fields so that they are consecutive	field numbering shall be done according to subparagraphs F and G.
	and FSA employees are in agreement to use consecutive field numbers, and procedures for coordination are developed	a description of the procedures to be used shall be referred to the State Office for approval.
2	State NRCS and FSA employees jointly shall review County Office requests to use consecutive field numbers.	
	IF State NRCS...	**THEN notify the County Office that the request is...**
	employees determine that they do not have sufficient employees in the NRCS County Office to maintain changes caused by consecutive field numbering	denied and field numbering shall be done according to subparagraphs F and G.
	and FSA employees agree with the exception to the field numbering rule	approved.

497 Determining Acreage

A Introduction

--When the transfer of data from the old to the new photographs or imagery for an entire-- county is complete, do the following for each farm:

- determine unknown acreage
- establish and maintain official acreage
- reconcile acreage.

B Unknown Acreage

If program operations require the determination of unknown acreage, digitize or planimeter all nonofficial acreage until all acreage for the farm has been determined.

C Establishing and Maintaining Official Acreage

Use the following to establish or maintain official acreage for fields or subdivisions that have permanent boundaries.

- If program operations require the determination of the entire acreage of a permanent field, enter the gross acreage on the photograph.

- Do not subtract turn rows or other deductions before entering gross acreage on the photograph.

- Correct the official acreage according to this part if an error is found or the field boundary has changed.

  Note: For farms having active contracts, agreements, or applications that include acreages and those acreages change as a result of digitizing new photography, the change shall be effective either the next:

  - FY for programs operating on a FY, including CRP
  - crop year for programs operating on a crop year basis.

497 Determining Acreage (Continued)

D Comparing Cropland Acreage Data

Compare the cropland acreage on the tract record with the cropland acreage for the tract on the new photograph. If necessary, correct the tract record to agree with the photograph. Enter the corrected tract acreage on all farm records.

E Notification

Mail updated photocopies of the farm to the applicable owners, operators, or both. Notify the farm operator of any change in the cropland acreage for the farm, and allow the operator
--30 calendar days to file a request for a redetermination. Follow procedure in--
paragraph 397 if operator requests a redetermination.

F Maintaining Data

Maintain current status of County Office records if land classification changes by:

- the photograph
- tract record, according to 3-CM
- other records.

498 Maintaining, Using, and Disposing of Photographs

A Maintaining and Storing Photographs

Maintain and store photographs according to the following.

- Test inks, marking pens, pencils, erasers, cleaning products, etc., on a sample area of an unused photograph. Observe the following precautions:
  - if ink or ballpoint pens are used, the ink must be water soluble or removable with rubbing alcohol
  - if colored pencils are used, the marks must be removable with gum erasers.
- File the photographs in the County Office in a way that will protect them from rolling, breaking, emulsion, damage to edges, dust, moisture, and excessive heat.

B Availability of Photography

Photograph enlargements, photo index sheets, and 35mm slides may be used according to this table.

IF use is to be...	THEN photograph enlargements, photo index sheets, and 35mm slides may be used by...
in County Office	• anyone, to identify photographs to be purchased, or for any other purpose, at CED's discretion • anyone, to make tracings of aerial photographs if County Office operations will not be disrupted.
outside the County Office	• FSA employees while performing official duties • Federal or State agencies while performing official duties in making FSA program determinations.

498 Maintaining, Using, and Disposing of Photographs (Continued)

C Retaining, Replacing, or Selling Photographs

County Offices shall retain only the following photography:

- latest scale enlargement provided by APFO
- previous set of enlargements from which farm data was transferred.

See to 1-AP for instructions about replacing or selling photographs.

D Disposing of Obsolete Photographs

Dispose of obsolete contact prints and photography in 1 of the following ways:

- offer the prints or photographs to other Federal agencies or State, county, or local governments

- donate the prints or photographs to schools

- destroy the prints or photographs.

499 Working With Photocopies

A County Office Responsibilities

***--**County Offices may:

- reproduce photocopies locally, as needed
- request State Office to reproduce photocopies.**--***

B Preparing Photographs for Photocopies

Step	Action
1	Remove subdivision delineations that cannot be used in the current or any later program year.
2	Review the photograph to determine whether remaining delineations and field acreage are current.
3	Prepare an identification tab for each photocopy needed. On this tab, mark “NOT TO SCALE”.

C Providing Photocopies

Before providing photocopies to anyone, the County Office shall ensure that the:

- current program year is stamped or written on the photocopies
- photocopies show the latest acreage available.

Photocopies shall be provided to any producer on the farm under the following circumstances:

- upon producer’s request
- each time a reconstitution is completed
- when changes in the owner or operator occur.

Note: Producers shall **not** be charged for photocopies of farms in which they have an interest.

499 Working With Photocopies (Continued)

D Charging for Photocopies

County Offices shall provide photocopies according to the following table.

WHEN a request for photocopies is made by...	THEN the photocopies are...
• farm operators, owners, or other producers on the farm • LA's for all crop insurance • NRCS for HEL and W determinations • farm credit appraisers for performing appraisals of FSA direct or guaranteed loans •*--other Federal or State agencies, including persons contracted by these agencies, to perform their official--* duties in making FSA program determinations	provided free upon request.
• Federal, State, or local agencies to perform official duties **not** related to making FSA program determinations **Example:** NRCS for national resources inventories or county governments for assessments. • all others	sold for $1 per copy.

*--500 Measurement Equipment Repair

A Definition of Numonic Planimeter

Numonic Planimeter is equipment used manually in determining acreage through use of 35mm slides projected over aerial photography.

B County Office Responsibilities

County Offices using Numonic Planimeter equipment shall make certain that the equipment is well maintained and in good working order.

C Repair Sources

Two sources are available for equipment repair. Machines will be repaired on a first-come, first-served basis. It is recommended that a repair quote be requested when sending equipment for servicing. If an office decides not to proceed with the equipment repair, the office will be billed for diagnostic analysis and shipping costs.

Repair Sources	
Numonics Corporation 101 Commerce Drive Montgomeryville, PA 18936 215-362-2766 Will repair model number 1211H machines under 5 years of age at an approximate cost of $450 per machine.	NovaTech Industries, Inc. 1221 Bridge Road Skippack, PA 19474 610-584-8996 Will repair both model numbers 1211S and 1211H at an approximate cost of $150 per machine. NovaTech Industries, Inc. designed and built the newer Numonic Planimeters for sale through Numonics Corporation.

Refer to 30-AS, paragraph 212 or 31-AS, paragraph 199, as applicable, when requesting equipment repair. Ship machines using State Office established methods.--*

Section 2 Digital Photography

501 Certifying CLU's

A Introduction

Before the CLU layer can be certified for use as the official USDA photography, the State and County Office must be assured the CLU layer is correct and that all attributes associated with the layer are accurately entered.

B Training

One program technician and 1 additional staff, at the State Office's discretion, from each county shall receive a minimum of 3 days training on using GIS tools. Each trained program technician will need to demonstrate proficiency by having their work reviewed by the State office CLU data manager or designee.

*--C SED Responsibilities

SED's shall ensure that:

- CLU certification is a high priority task for County Offices
- CED's appropriately direct resources to complete this work in a timely manner.--*

D APFO Responsibilities

APFO shall maintain a copy of DOQ's and CLU's for each County Offices after CLU's have been digitized and quality checked.

E County Office Responsibilities

County Offices shall:

- receive and review DOQ's and CLU's
- *--follow subparagraphs F through J to certify the CLU layer.--*

501 Certifying CLU's (Continued)

E County Office Responsibilities (Continued)

***--**County Offices are directed to complete CLU certification within the following timeframe:

- 90 calendar days from August 14, 2003, if the County Office has received CLU maintenance training

- 90 calendar days from the date of completing CLU maintenance training.

Notes: The 90-calendar-day period does not include the producer appeal process.**--***

FSA-maintained CLU's used with DOQ's are official USDA photography.

F CLU Data

County Offices shall:

- review the CLU data table
- correct any errors in the State and County codes, farm, tract, and CLU numbers.

Note: Specifically review those that have 999 or 0 for farm, tract, and CLU numbers.

G Quality Assurance

***--**County Offices with CLU's that are not certified shall use the latest version of the quality assurance tool that is included in the CLU maintenance tool.

County Offices shall:

- use the FSA versus GIS acreage tool to identify CLU's that are out of tolerance

- perform a 100 percent check of all CLU's instead of using the random 20 percent check

- for any acreage that exceeds tolerance, compare the source document with CLU and determine which acreage is correct. The tolerance is the larger of 5 percent or .5 of an acre not to exceed 10.0 acres. If the GIS acreage is correct, accept it and continue with the next discrepancy. If the source document is correct, the CLU boundary must be redigitized.**--***

501 Certifying CLU's (Continued)

H Notifying Producers of Acreage Changes

--**Owners and operators shall be notified by mail of any changes in acreage and CLU bounderies by the following:**--

- Ca letter (Exhibit 36) explaining how the acreage on each farm was redetermined

- a computer-generated map of the revised CLU boundaries with redetermined acres identified on the map for each CLU

  Note: If wetlands have not been digitized on the wetland layer, also attach a photocopy from SCS-CPA-026 showing the wetland delineations if the farm operator has not been provided a copy of AD-1026 if the operator questions the blue dot provided on the photocopy of the wetland delineations.

- reconsideration rights according to 1-APP.

Note: The producer may appeal the location of a line, but not the determination of the acres in CLU.

I Archive Certified CLU Layer

Once all producers have been notified and determinations are final, the certified CLU layer shall be archived with the State Office and APFO. State Offices shall notify the National Data Manager that the CLU layer is now certified.

A CLU Intranet website has been established to track the progress of the CLU digitizing effort by county. The website is at **http://fsagis.usda.gov/clutracking/.** State Office GIS coordinators or GIS specialists are responsible for timely updating the progress of their State's CLU certification through the website.

J Updating the System With New Official Acres

Once the National Data Manager has been notified that the CLU layer is certified, counties shall use the GIS acres as the official acres. See 3-CM to update tract acreage.

501 Certifying CLU's (Continued)

K Checklist

The following tasks are the minimum requirements County Offices shall complete before CLU data can be considered official.

*--

Step	County Steps for CLU Certification	Complete
1	Review and correct all missing or incorrect data in the CLU shapefile.	
	• All State and County FIPS codes for all CLU's shall reflect the physical location of the CLU.	
	• All farm, tract, and CLU boundaries shall be delineated.	
	• All farm numbers shall be correctly attributed for all CLU's.	
	• All tract numbers shall be correctly attributed for all CLU's.	
	• All CLU's shall be correctly attributed.	
	• Official FSA acres from the hard copy maps shall be added for each cropland CLU.	
	• All HEL determinations for all cropland CLU's shall be added.	
2	All reconstitutions and cropland changes shall be updated to reflect current farming practices.	
3	All comments provided by the digitizing center or contractor shall be reviewed and corrected, as applicable. All comments corrected shall be deleted from the CLU attribute table.	
4	Quality Control Tools shall be ran and corrected as needed.	
	Recommended Daily Quality Control Review:	
	• Clean Polygon Tool	
	• Multi-part Polygon Tool	
	• Void Polygon Tool	
	• Sliver Polygon Tool	
	• Overlap Polygon Tool	
	• Duplicate CLU ID Tool.	
	Quality Control Review Ran As Needed:	
	• Tract/Farm Ratio Tool	
	• Tract/CLU Ratio Tool	
	• FSA vs. GIS Acres Comparison Tool.	

--*

501 Certifying CLU's (Continued)

K Checklist (Continued)

Step	County Steps for CLU Certification	Complete
5	All wetland points shall be identified and attributed using the Wetland Point Toolbar.	
	• All inventoried wetlands shall be identified and attributed.	
	• All certified wetlands shall be identified and attributed.	
6	All out-of-county land shall be delineated and attributed * * *.	
7	Once all updates have been completed, the State GIS Specialist or State Office Representative shall review the CLU data to ensure that all above actions have been completed.	
8	After CLU data passes State Office review, the County Office shall be notified.	
9	Owners and operators shall be notified of mapping changes. See 2-CP, subparagraphs 501 G and H.	
	CLU Data Is Considered Certified (State Office Representative logs on CLU Tracking Site at **http://fsagis.usda.gov/clutracking/** and enters CLU certification date for the county.)	
10	Settle requests for re-determination of CLU boundary lines by owners and operators.	
	GIS Acres Are Considered Official	
11	Update Farm Records with official GIS acres according to 3-CM, (Rev. 3), subparagraph 29 A.	
*--12	FTP a copy of the certified CLU to APFO. See Exhibit 37 for instructions. **Note:** Post an updated copy of CLU to the APFO FTP site every 30 calendar days thereafter. When the CRP data file is completed, include this file with the updated CLU posting. Use zipped files only.--*	
13	CED sign and date checklist certifying that all the above has been completed.	
14	Send copy of certified CLU's to APFO.	
15	All CRP contract data for all existing contracts shall be attributed in the CRP table. For each CRP CLU, the following data must be added:	
	• Most predominant practice number	
	• Contract number	
	• Contract acres	
	• Contract expiration date.	
	Important: Before loading CRP data to the CRP attribute table, the "Check for Duplicate CLU ID Number" button on the quality control toolbar shall be run. CRP data for CLU should be entered after completing corrections on CLU within 30 calendar days after certification.	

502 Identifying CLU's

A General Guidelines

Follow these guidelines when identifying CLU's:

- structure and number the tracts and farms according to 2-CM
- use the following colors:
    - red for farm boundaries
    - green for tract
    - yellow for CLU boundaries.

B Delineating Areas

Determine when to delineate an area on digital photographs. For CLU's, digitize boundaries according to 8-CM.

C Identifying Areas

Use this table when identifying an area on a digital photograph.

Area	Marking Digital Photographs
FSN	See subparagraph 494 C.
Tract	
CLU	***--**Assign each CLU an ID number such as "1" or "2". See**--*** 8-CM, Part 4.
NRCS-classified areas: • HEL and NHEL • wetland	Attribute the CLU table for HEL and NHEL designations, and use the wetland point tool to enter wetlands. **Note:** See 8-CM, paragraph 194 for entering wetland point data.
Certified wetlands	NRCS will designate certified wetland on the wetlands layer.
Noncropland	Should be delineated as CLU and identified from 1 of the land cover classifications according to 8-CM, Part 3.
CRP	Attribute using CRP tool.

502 Identifying CLU's (Continued)

D Maintaining Official Acreage

Official acreage will be GIS-calculated acreage once CLU is certified according to paragraph 501. For all changes, send results to the producer for review and to reconcile differences.

E Updating Tract CLU Identifications

Update tract and CLU identifications using the maintenance tool according to the following:

- tract and farm numbers after reconstitution
- CLU boundaries when changes are discovered.

F Renumbering Split or Combined CLU's

Use these steps when CLU's have been split or combined resulting in an increase or decrease in the number of CLU's on the tract.

Step	Action
1	Determine the highest number for any CLU on the tract.
2	Use the next highest number determined in step 1. **Example:** Tract 12 has CLU's 1, 2, and 3. If CLU 2 is split into 2 CLU's, the *****--CLU numbers for the resulting CLU's shall be 4 and 5.--*****

Note: See subparagraph 494 I when new CLU's are not assigned.

***--502 Identifying CLU's (Continued)**

G NRCS Determinations

When CLU boundaries or CLU numbers are changed:

- review the area to determine whether a HEL determination has been made by NRCS
- refer information to NRCS for making determinations according to 6-CP, paragraph 501 if any of the land is classified as HEL or NHEL
- identify potential HELC or WC violations according to paragraphs 20 and 331.

H NRCS Determines Redefined CLU as Part HEL and Part NHEL

Use the following procedure for documenting digital photography when NRCS determines HEL CLU, which is combined with other land, results in a portion of CLU classified as HEL and the balance of CLU is NHEL.

- Set HEL attribute as "H".
- Show in the comments field that CLU has HEL and NHEL.
- Photocopy and draw out CLU, see paragraph 396.
- Provide the producer a copy.

503 Documenting Wetland Certified by NRCS

A Background

New wetland determinations that are requested by producers and some previous wetland determinations that are completed by NRCS will be considered "officially certified" by NRCS. The official certification is the initial phase for verification by NRCS that wetland determinations are accurate. This certification is required according to the Food, Agriculture, Conservation, and Trade Act of 1990.

Note: This paragraph only applies for wetlands that NRCS determines are "officially certified". Existing wetland determinations that will not be "officially certified" at this time are still valid and will continue to be used. Continue to document noncertified wetland using the wetland point tool and FSA will provide a photocopy to the producer made from the hard copy map or SCS-CPA-026. See subparagraph 495 G about maintaining a list of tracts with certified wetlands.**--***

***--503 Documenting Wetland Certified by NRCS (Continued)**

B Requests to Verify All Wetlands

If NRCS determines that it wants to verify all wetlands in a State or county, NRCS must make a request to the NRCS National Office. The request must include a statement by:

- NRCS providing the reasons to justify the expanded review
- FSA State or County Office providing the assessment of the need for the expanded review.

National NRCS and FSA officials will determine whether the expanded review is warranted.

C NRCS Documentation on Digital Photography

NRCS shall identify certified wetlands on the wetlands layer that will be maintained by NRCS.

D Wetland Labels Approved

See subparagraph 495 D for a list of the certified "W" labels that NRCS may use on official USDA digital photography. No other labels are authorized.

E Providing Photocopies

FSA will have access to the wetlands layer showing the certified wetland for the county. SCS-CPA-026 will be provided to the County Office. FSA will provide a copy of SCS-CPA-026 with an attached printed copy of the photo of the documented certified wetlands from the wetlands layer showing wetland boundary along with CLU boundaries, farm, tract, and CLU numbers.**--***

504 Maintaining CLU's

A Introduction

When the transfer of data from the old to the new digital photographs for an entire county is complete and certified, do the following for each farm:

- determine nondigitized acreage
- establish and maintain official acreage
- reconcile acreage.

B Determining Nondigitized Acreage

If program operations require the determination of nondigitized acreage, digitize all nonofficial acreage until all applicable acreage has been determined. Identify these CLU's according to land cover definitions in 8-CM, Part 4.

C Comparing Cropland Acreage Data

Compare cropland acreage on the tract record in System 36 with the cropland acreage for the tract. If necessary, correct the tract record to agree with the CLU acreage for the tract. Enter corrected tract acreage on all farm records, according to 3-CM.

D Maintaining Data

Update County Office records if land classification changes by:

- CLU layer
- tract record, according to 3-CM
- other records.

*--E Updating CLU to FTP

Post an updated copy of CLU to the APFO FTP site every 30 calendar days. When the CRP data file is completed, include this file with the updated CLU posting. See Exhibit 37 for instructions. Use zipped files only.--*

*--505 Working With Digital Photocopies

A County Office Responsibilities

County Offices may reproduce digital photocopies locally as needed.

B Providing Photocopies

Before providing digital photocopies to anyone, the County Office shall ensure that the digital photocopies show the latest acreage available and until the wetland layer is complete, provide a photocopy showing NRCS the wetland delineations.

Digital photocopies shall be provided to any producer on the farm under the following circumstances:

- upon the producer's request
- each time a reconstitution is completed
- when changes in the owner or operator occur.

Note: Producers shall **not** be charged for digital photocopies of farms in which they have an interest.**--***

505 Working With Digital Photocopies (Continued)

C Charging for Photocopies

County Offices shall provide digital photocopies according to the following table.

WHEN a request for digital photocopies is made by...	THEN the digital photocopies are...
• farm operators, owners, or other producers on the farm • LA's for all crop insurance • NRCS for HEL and wetland determinations • farm credit appraisers for performing appraisals of FSA direct or guaranteed loans • other Federal or State agencies to perform their official duties in making FSA program determinations	provided free upon request.
• Federal, State, or local agencies to perform official duties **not** related to making FSA program determinations **Example:** NRCS for national resource inventories or county governments for assessments. • all others	sold for $1 per copy.

*--506 Map Projects

A General Guidelines

Before creating a map-labeling project, a standard geodata folder must be created on the server. Contact the local geodata administrator to ensure that the geospatial directory tree standards are in place. The standard folder structure is stored on the F:\ drive. See examples on page 3 and in Appendix A of the Manual for Managing Geospatial Datasets in the Service Centers.

B Creating a Working Folder

The first step to starting a project is to create a working folder to store the project files. The following table provides instructions on creating a working folder.

Note: The working folder named in these instructions is used as an example only. Each user will need to create an individual working folder for their project.

Step	Action
1	At the desktop, right mouse click the “Start” button.
2	Select “Explore”.
3	Select the F:\ drive.
4	Select “geodata” to open the geodata folder.
5	Select “project_data” to open the project_data folder.
6	Select “FSA” to open the FSA folder. **Note:** The user has navigated to the directory tree of f:\geodata\project_data\fsa.
7	Select “File” from the menu bar.
8	Select “New”.
9	Select “Folder” to create a folder called “Labeling Project”.
10	Type “Labeling Project” as the folder name in the box with the blinking cursor.
11	PRESS “Enter”.
12	Select “Labeling Project” to open the labeling project folder.
13	Select “File” from the menu bar.
14	Select “New”.
15	Select “Folder”.

--*

***--506 Map Projects (Continued)**

B Creating a Working Folder (Continued)

Step	Action
16	Type the name of the folder in the box where the cursor is blinking. • **For single county Service Centers**, create a folder with the names of those who will be working in the project. **Example:** f:\geodata\project_data\fsa\labeling project\jantrice • **For multi-county Service Centers**, create a folder for each county in the Service Center. Then create a folder of the user's name who will be working in the project. **Example:** f:\geodata\project_data\fsa\labeling project\jonecounty\jantice **Notes:** If more than 1 user will be working in the labeling project, a separate folder for each user must be created within the county folder. The PT (name) folder is where the project will be saved, which now becomes the working folder. Because of file corruption possibilities, 2 or more PT's cannot be working in the same project at the same time.
17	PRESS "Enter".
18	Copy the CLU files to the project. See subparagraph C for files to copy.
19	Click "X" to close the Explorer.

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***--506 Map Projects (Continued)**

C Files to Copy

Copy the files represented in the following table from various locations in the f:\geodata folder. The files listed are examples; therefore, select the files that represent the State and county. State codes are expressed as 2-letter abbreviations (MD, AZ, TX, etc.). County codes are expressed as 3-digit FIPS numbers. See the Manual for Managing Geospatial Datasets for more information.

Copied files will be pasted to the f:\geodata working directory folder. For instructions on copying files, see subparagraph D.

Examples: For:

- single county:

  f:\geodata\project_data\fsa\labeling project\jantrice

- multi-county:

  f:\geodata\project_data\fsa\labeling project\jonecounty\jantice

Note: These files must be copied before the initial work can begin.

Folder Location	Files to Copy
Common land unit (CLU files) Navigate to f:\geodata\Comon_land_unit\fsa_clu	clu_a_mn141.dbf clu_a_mn141.shp clu_a_mn141.shx wet_p_mn141.dbf wet_p_mn141.shp wet_p_mn141.shx crp_t_mn141.dbf

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***--506 Map Projects (Continued)**

D Copying Files

This table provides instructions on how to copy files.

Step	Action
1	At the desktop, right mouse click on the “Start” button.
2	Select “Explore”.
3	Maneuver to the f:\geodata subfolder that contains the files wanted to copy to the map labeling working folder. The files in that subfolder will be shown in the window on the right of the Explorer. **Example:** f:\geodata\common_land_unit\fsa clu
4	Select the files according to subparagraph C. **Note:** Select the correct file extensions (.dbf, .shp, .shx). To determine the file extension, go to the Explorer and select “Details” from the view drop down menu. Select a file by clicking directly on the filename. To select multiple files, hold down the “Ctrl” key and click directly (do **not** double click) on the filename to be copied.
5	Select “Edit” from the menu bar.
6	Select “Copy”. **Note:** Ensure that the correct files to be copied are highlighted.
7	Navigate to the location of the map labeling working folder where the files will be pasted. **Example:** f:\geodata\project_data\fsa\labeling project\jantrice **Note:** If multiple files will be copied, hold down the “Shift” key while simultaneously clicking directly on the file to be copied. Each file will become highlighted. Proceed to step 8.
8	Select “Edit” from the menu bar.
9	Select “Paste”.

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***--506 Map Projects (Continued)**

E Renaming Files

This table provides instructions on how to rename files.

Step	Action
1	From the Windows Explorer, highlight the file to be renamed by clicking once on the filename.
2	Select “File” from the menu bar.
3	Select “Rename” from the drop down menu.
4	Type the new filename in the box where the cursor is blinking.
5	PRESS “Enter”.
6	Close the Windows Explorer.

506.5 CLU Labeling Guidelines

A Identifying CLU Areas on a Digital Map

Use this table when identifying polygons on a digital map.

Area	Marking Digital Photography	
	Color	**Linework/Point Size**
Dissolved Tract Boundary (optional) **Note:** Dissolving the tract boundary is optional and will allow the user to identify a tract boundary as green vs. a field boundary that is yellow. If the user opts not to dissolve the tract boundary, both the tract and field boundaries will be yellow in color. See subparagraph E for instructions.	Green (Outline)	1
Field Boundary	Yellow (Outline)	2
PLSS Boundary (if PLSS is available)	Blue (Outline)	1
Wetland **Note:** Associated wetland information is represented as points on a layer separate from CLU.	Blue (Point)	8

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*--506.5 CLU Labeling Guidelines (Continued)

B Labeling Areas on a Digital Map

Use this table to label delineated fields or areas on a digital map.

Area	Marking Photography
Farm Number	The farm number will be shown in the heading of the map template.
Tract Number	The tract number will be shown in the heading of the map template. Tract numbers are assigned according to 2-CM.
CLU (field) Number	Assign each field an ID number. Do not reuse this number. Do not use subdivisions.
Calc Acres	Calculated acreage shall be in hundredths.
NRCS classified areas: • HEL • NHEL	• "HEL" to show a "highly erodible" determination • "NHEL" to show a "not highly erodible" determination
Wetlands	Associated wetland information is represented as points on a layer separate from CLU. See 8-CM, paragraph 194. **Note:** Wetlands are not labeled on the map. Wetlands on the map are represented as a point identifier only. For more information, the producer may contact FSA for a copy of SCS-CPA-026.
Noncropland	ENTER "NC" within the delineated area for noncropland pasture and acreage reclassified as noncropland by COC according to 2-CM.
CRP	To show that the land is being devoted to a nonagricultural use. **Note:** Any CRP labels that appear on a printed map that do not represent a tract or farm for which a copy is requested must be completely marked through before releasing the map.

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*--506.5 CLU Labeling Guidelines (Continued)

C Creating a CLU Labeling Project in ArcView 3.x

The following table provides instructions on creating a CLU labeling project. The filenames represented in these instructions are used as examples. Each user must use the State abbreviation and county FIPS code for their represented area.

The ArcView 3.x software, the latest version of the CLU Maintenance Tool, must be installed before starting a project. CLU utilities, which contains the Theme Definition Tool, must be "installed." For additional information on tools, contact the GIS Specialist if it exists; if not, the GIS Coordinator.

Note: Because of file corruption possibilities, only 1 user shall work in a project at any given time.

Step	Action
1	At the desktop, double click the ArcView icon to launch the ArcView software.
2	From the ArcView pop-up window, select "As a blank project".
3	Select "OK".
4	Select "New".
5	Select "File" from the menu bar.
6	Select "Extensions".
7	Check the box next to "CLU Maintenance Tool and Geoprocessing".
8	Select "OK". **Note:** The "CLU Maintenance Tool" and "Geoprocessing" extensions are now loaded to the project.
9	Select either of the following on the "Do you wish to login as" pop-up window: • "Yes" to use the indicated login ID • "No" to enter a manual login ID. **Note:** The maintenance tools will not run unless an ID is specified. This will bring up the "View" window.
10	Click the green "CLU" button on the tool bar of the ArcView interface to open the Maintenance Toolbar.
11	Click the "CLU Control Panel" button in the Maintenance Tool Bar pop-up window to add themes. **Note:** To reveal the button name, slowly move the cursor over each button.

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*--506.5 CLU Labeling Guidelines (Continued)

C Creating a CLU Labeling Project in ArcView 3.x (Continued)

Step	Action
12	Click the "Add" button to the right of the CLU theme to add a CLU layer. The following are additional functions: • "Switch" to switch the themes with other themes that are in the view • "Create" to create a new theme.
13	From the CLU Theme pop-up window, click the drop down arrow from the "Drive" option to navigate to the subfolder that contains the files wanted to add to the labeling project. The files in that folder will be shown on the right. For **CLU**: • maneuver to f:\geodata\project_data\fsa\labeling project\jantrice • add the "**clu_a_mn141.shp**" file. **Notes:** To select a file, click on the filename. To select multiple files, hold down the "Ctrl" key while simultaneously clicking multiple filenames. See the Manual for Managing Geospatial Datasets for more information on file structure.
14	Select "OK".
15	At the Add/Create CRP Table pop-up window, select "Add existing CRP table" from the drop down arrow menu. **Note:** This will automatically turn the green light to light green for CRP in control panel.
16	Select "OK".
17	From the working directory (f:\geodata\project_data\fsa\labeling project\jantrice), select the "crp_t_mn141.dbf" file.
18	Select "OK".

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*--506.5 CLU Labeling Guidelines (Continued)

C Creating a CLU Labeling Project in ArcView 3.x (Continued)

Step	Action
19	At the Not a Standard CLU File pop-up window, if the user selects: • "**No**", attributes in this file are not consistent with standard CLU attribute structure • "**Yes**", any nonstandard fields in the CLU attribute file will be permanently removed. **Examples:** Would you like to remove the attribute named Crpprac? Would you like to remove the attribute named Crp? **Notes:** As the items are loaded, the green light indicator to the left of each listed item or theme will turn light green and the themes will appear within the table of contents on the left in the view. The box to the left of the theme must be checked to make it visible. Once the theme is turned on, data/imagery that represents each theme will appear in the view.

20	Continue adding the following themes to the view:
	
	• **"PLSS"** to:
	
	  • maneuver to f:\geodata\cadastral
	  • add the "**plss_a_mn141.shp**" file
	
	• **"Wetland"** to:
	
	  • maneuver to f:\geodata\project_data\fsa\labeling project\jantrice
	  • add the "**wet_p_mn141.shp**" file
	
	• **"Imagery"** to:
	
	  • select the "Image(s)" button to the right of the "Imagery" option
	  • maneuver to f:\geodata\ortho-imagery
	  • add the "**ortho_1-1_mn141.sid**" file.
	
	  • **Image** allows the user to select individual image files to the view.
	
	  • **Catalog** allows the user to create a new image catalog or add an existing image catalog.

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*--506.5 CLU Labeling Guidelines (Continued)

C Creating a CLU Labeling Project in ArcView 3.x (Continued)

Step	Action
21	Click "X" to close the CLU Control Panel.
22	Dissolve the "Tract" Boundary (optional). **Note:** See subparagraph E for instructions on dissolving features.
23	To change the text (theme name) in the table of contents, click on the theme to be renamed in the table of contents to make it active.
24	Select "Theme" from the menu bar.
25	Select "Properties".
26	At "Theme Name", delete the current name.
27	Type the new name. The name shall be indicated as follows: **Current Name** — **New Name** clu_a_mn141.shp — CLU Boundary disslv1.shp — Tract Boundary (if applicable) plss_mn141.shp — PLSS Boundary (if available) wet_p_mn141.shp — Wetland Boundary
28	Select "OK".
29	If applicable, change the theme symbol features (outlines, color, and/or line thickness). **Notes:** See subparagraph F for guidelines and instructions on how to change the way a feature/symbol within a theme is displayed in the view/table of contents. Label parameters must be set for each labeling theme.
30	Select "File" from the menu bar.
31	Select "Save Project". **Note:** Give the project a name that will make it easy to identify for future use. Save the project to a location that will be easy to locate in the future. **Example:** f:\geodata\project_data\fsa\labeling project\jantrice **Note:** Once a project has been created and saved, there is no need to recreate it unless the file becomes corrupt.

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*--506.5 CLU Labeling Guidelines (Continued)

D Opening an Existing Map Labeling Project

Use this table to open an existing map labeling project.

Step	Action
1	At the desktop, double click the ArcView icon to launch the ArcView software.
2	Select "Open an existing project".
3	Select "OK".
4	Maneuver to f:\geodata\project_data\fsa\labeling project.
5	Click on the ArcView project filename to select the file. **Note:** Filenames will be in the window to the left.
6	Select "OK".
7	At "Do you wish to login in as (user's name)", do either of the following: • select "Yes" if the user's name appears • select "No" to change the login name.
8	At the Not a Standard CLU File pop-up window, select "**No**" for attributes in this file are not consistent with standard CLU attribute structure. **Examples:** Would you like to remove the attribute named Crpprac? Select "No". Would you like to remove the attribute named Crp? Select "No". The project will appear in the view. **Note:** If the user selects "Yes", any nonstandard fields in the CLU attribute file will be permanently removed.

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*--506.5 CLU Labeling Guidelines (Continued)

E Dissolving Features

Dissolving the tract boundary is optional and will allow the user to identify a tract boundary as green vs. a field boundary that is yellow. If the user opts not to dissolve the tract boundary, both the tract and field boundaries will be yellow.

This table provides instructions on dissolving a feature using the Geoprocessing Wizard.

Step	Action
1	Select “File” from the menu bar. **Note:** If the geoprocessing extension has been previously loaded, go to step 5.
2	Select “Extension”.
3	Select the box to the left of “Geoprocessing”. A checkmark will appear in the box and the geoprocessing extension is now active.
4	Select “OK”.
5	Select “View” from the menu bar.
6	Select the Geoprocessing Wizard.
7	From the Geoprocessing pop-up window, select “Dissolve features based on an attribute” operation.
8	Select “Next”.
9	From the Geoprocessing pop-up window: • select a “Theme” to dissolve **Note:** Tracts will be dissolved; therefore, from the drop down arrow, select the CLU (.shp) shape. **Example:** CLU_a_mn141.shp **Note:** If renamed, the filename will appear as “CLU Boundary”. • select an “Attribute” to dissolve **Note:** Since the tract is the theme to be created, click the drop down arrow and select “**Tractnbr**”. • specify the output file. **Note:** This is the area where the new tract shape file will be stored (user’s workstation). **Example:** f:\geodata\project_data\fsa\labeling project\tract_amn141.shp

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*--506.5 CLU Labeling Guidelines (Continued)

E Dissolving Features (Continued)

Step	Action
10	Select “OK”.
11	Select “Next”.
12	Select “Farmnbr by Maximum Value” at the screen to choose 1 or more additional fields and operations to be included in the output file.
13	Select “Finish”.

F Changing Theme Symbols

This table provides instructions for changing the appearance of a theme symbol feature within the table of contents of the view. The FSA tools automatically symbolize themes; therefore, in most cases, the user may skip this section.

Step	Action
1	When in ArcView, from the view, go to the table of contents and double click on the symbol of the theme to be changed. **Note:** Start with the CLU theme.
2	From the Legend Editor pop-up window, double click the symbol again to access palette options. **Note:** This pop-up window contains the following tool buttons: • first button – Fill Palette • second button – Pen Palette • third button – Marker Palette • fourth button – Font Palette • fifth button – Color Palette • sixth button – Palette Maker.
3	Select the “Fill Palette” option from the tool bar.
4	Select the “Outline Fill” option (the first option under “Fill Palette”).
5	From the outline drop down arrow, select “2” for the outline thickness.
6	Select the “Color Palette” option from the tool bar.
7	From the color drop down arrow, select “Outline”.
8	From the color palette, use the scroll up/down arrow to select “Yellow”.
9	Select “Apply”.
10	Click “X” to close the legend editor window.
11	Click “X” to close the palette window.
12	From the view, go to the table of contents and double click on the Dissolved Tract theme symbol.

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*--506.5 CLU Labeling Guidelines (Continued)

F Changing Theme Symbols (Continued)

Step	Action
13	From the Legend Editor pop-up window, double click the symbol again to access palette options.
14	Select the “Fill Palette” option from the tool bar.
15	Select the “Outline Fill” option (the first option under “Fill Palette”).
16	From the outline drop down arrow, select “1” for the outline thickness.
17	Select the “Color Palette” option from the tool bar.
18	From the color drop down arrow, select “Outline”.
19	From the color palette, use the scroll up/down arrow to select “Green”.
20	Select “Apply”.
21	Click “X” to close the legend editor window.
22	Click “X” to close the palette window.
23	From the view, go to the table of contents and double click on the Wetland point symbol.
24	From the Legend Editor pop-up window, double click the symbol again to access palette options.
25	Select the “Marker Palette” option from the tool bar.
26	Select the “Point” option (the first option under “Marker Palette”).
27	From the size drop down arrow, select “8”.
28	At the angle window, ENTER “360”.
29	From the color palette, use the scroll up/down arrow to select “Blue”.
30	From the color drop down arrow, select “Foreground”.
31	Select “Apply”.
32	Click “X” to close the legend editor window.
33	Click “X” to close the palette window.
34	From the view, go to the table of contents and double click on the PLSS theme symbol.
35	From the Legend Editor pop-up window, double click the symbol again to access palette options.
36	Select the “Fill Palette” option from the tool bar.
37	Select the “Outline Fill” option (the first option under “Fill Palette”) on the palette.
38	From the Outline drop down arrow, select “1” for the line thickness.
39	Select the “Color Palette” option from the tool bar.
40	From the color drop down arrow, select “Outline”.
41	From the color palette, use the scroll up/down arrow to select “Blue”.
42	Select “Apply”.
43	Click “X” to close the legend editor window.
44	Click “X” to close the palette window.
45	Save the project.

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*--506.5 CLU Labeling Guidelines (Continued)

G Other Information

To save a legend for each individual theme, click the "Save" button on the Legend Editor, name the file, and maneuver to the project location to save the file.

Example: f:\geodata\project_data\fsa\labeling project\jantrice

To access this or other saved legends, click the "Load" button on the Legend Editor and select a file to load to accordingly.

When choosing a color from the color palette, select a color from the center of the palette for best quality and viewing capability.

H Standard Label Guidelines for Text Color and Font Size

Follow these standard guidelines when selecting the text color and font size for labels.

Label Information	Guideline
Text Color	White, if area is too light choose grey or black. **Note:** Any callouts shall be the same color as the text.
Text Mask	None, a mask will display a solid fill background around the text label.
Text Font Size	Times New Roman 14 pt. The user may alter based on the number of fields and the scale of the map.
Map Scale	1:7920 is the standard scale (approximately 1 square mile). In certain cases, the user may alter the scale size. If the tract is too large, keep the scale at 1:7920 and manually zoom into 1 part of the tract.

I Digital Map Labeling

Before labeling, ensure that the correct label template as well as the correct parameter template is loaded to the project. All label templates are saved on the hard drive and, therefore, can only be accessed when using the terminal to which it was saved. All map templates are saved to the temp folder.

For better accuracy when using the Theme Definition Tool, ensure that the latest "clu_utilities.avx" file is loaded before labeling the map. The "clu_utilities.avx" file, the CLU Utilities User Guide, and the "read.me" file can be downloaded from the tool download page located at **http://fsagis.usda.gov/fsagis/tools/tools_download.cfm?toolid=10&version=5.7&release_date=2003%2D12%2D04%2000%3A00%3A00**. Once at the site, click the "Download" button to actually download the tool. Install instructions are provided in the "read.me" file that is part of the downloaded zip file. Contact the State GIS Specialist or GIS Coordinator for assistance.**--***

*--506.5 CLU Labeling Guidelines (Continued)

I Digital Map Labeling (Continued)

Labels stored in the project will be saved to a special file called an ODB file. The ODB file is stored in the "c:\Temp\labels" directory on the user workstation. Additional information on the ODB file is provided in the CLU Utilities User Guide.

Once a change is made in the maintenance project, it will not be reflected in the map labeling project. To ensure that all labels are current, a fresh copy of CLU from f:\geodata\common_land_unit\fsa_clu must be copied and pasted to the labeling project.

Example: f:\geodata\project_data\fsa\labeling project\jantrice

Step	Action
1	From the ArcView labeling project, click the "CRP" tool button from the tool bar to ensure that the "Join/Unjoin" button reads "Unjoin". **Note:** If the "Join/Unjoin" button reads "Join", click on the button to change it to "Unjoin".
2	Click "X" to close the CRP Attribute pop-up window.
3	Click the "Theme Definition" button from the tool bar. **Notes:** The CLU theme must be the active theme when using the "Theme Definition" search tool. This tool will allow the user to zoom to and display specific tract and field CLU's.
4	From the Select Tract pop-up window, do either of the following: • type in a tract number to be selected, then click the "Next Tract" button • use the up/down scroll arrow to locate and select a tract, then click the "Next Tract" button. **Notes:** The view will display only the CLU boundaries for the selected tract. If the selected tract area appears shaded, click the "Clear Selected Features" button from the tool bar menu. Ensure that the scale size is set at 1:7920 (approximately 1 square mile). If the tract is too large, manually zoom into 1 part of the tract. Scale and text differences – text size of 14 pt. set at 1:7920 will appear larger than the text size of 14 pt. set at a scale of 1:2600.

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506.5 CLU Labeling Guidelines (Continued)

I Digital Map Labeling (Continued)

Step	Action
5	Select the "Multi-Item Labeling Tool" button found on the "CLU Maintenance Tool".
6	If label items and label parameters were previously saved, go to step 24. If not, go to step 7.
7	Click the second button "Append Label Manually to Polygons". **Note:** This button allows the user to label each polygon manually.
8	Select the CLU shape file from the "Label Theme" drop down arrow. **Example:** clu_a_mn141.shp or CLU Boundary
9	Select "Yes" under HEL Definition.
10	Select the following items from the "Item" list drop down arrow: • CLU Number (Clunbr) • Calc Acres • CRP • Hel_def. **Notes:** These labels will be on the digital map. The farm number and the tract number will be in the heading of the digital map. ***--**For counties that do **not** have a CRP field in the CLU attribute table, see subparagraph M for instructions on how to create a CRP field in the CLU attribute table. Adding a CRP field to the CLU attribute table will allow the user to label a polygon with a "CRP" label.**--*** **Any CRP label information, which appears on a printed map that does not represent the tract or farm for which a copy is requested, must be completely marked through before releasing the map to the producer.**
11	Select "Save" to save the labeling template.
12	Name the template "CLU Labeling Template".
13	Select "OK" to create and save a labeling template with specific labeling parameters.
14	Select "Load" from the multi-item labeler to access the saved label template.
15	Choose a label file to load by highlighting the file.
16	Select "OK". The file is now loaded to the labeling project. **Note:** If the error message, "This template will not work with the chosen labeling theme", is displayed, go back to step 2 to ensure that the CRP table reads "unjoin". If the message does not display, go to step 17.
17	From the multi-item labeler, select a "Label Theme" to label from the drop down menu.

*--506.5 CLU Labeling Guidelines (Continued)

I Digital Map Labeling (Continued)

Step	Action
18	Select “Properties” from the menu bar to bring up the Label Parameters pop-up window.
19	Set the following parameters: • Label Position – Center is suggested, but the text tool may be used to set text properties to adjust and rotate labels to better fit various shaped fields • Text Size – 14 or adjust to scale • Font – Times New Roman • Font Style – Normal • Text Mask – None • Text Color – White, if area is too light, choose grey or black to adjust to background • Numeric Decimals – Hundreths.
20	From the “Setting Template” option, select “Save” to save the labeling parameters. **Additional Options:** The “Load” button allows the user to reload previously saved parameter templates. The “Delete” button allows the user to remove saved parameter templates from the project.
21	Name the template “Labeling Parameters”.
22	Select “OK”.
23	Select “Apply” on the Label Parameters pop-up window.
24	Select “Load” from the multi-item labeler.
25	Select a “File” to load from the Load Setting pop-up window.
26	Select “Properties” from the Multi-Item Labeler pop-up window.
27	Select “Load” from the Label Parameters pop-up window.
28	Select a “Parameter” file to load.
29	Select “Apply”.

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*--506.5 CLU Labeling Guidelines (Continued)

I Digital Map Labeling (Continued)

Step	Action
30	Do either of the following: • click the "Append Label Manually to Polygon" button (the second button from the left in the multi-item labeler), then click on the selected polygon area within the view **Note:** As the selected area is clicked, the labels will appear. • click the "Append Bullet Text Label Manually to Polygons" button (the third button from the left in the multi-item labeler) to draw callouts for small or odd shaped polygon areas, then click and drag the mouse from the field that needs to be labeled location where the label will be placed. As the mouse is released, the callout label will appear. **Notes:** The multi-item labeler must remain open during the labeling process. To reposition manual labels, click the pointer from the ArcView button bar and click on the label the user wishes to move. As the label is selected, small squares will appear around the label. Right click the mouse and move to the desired position. To reposition manual callout labels, delete the label and repeat the steps. A callout is a line that connects a field to its label. Use as few callouts as possible before ArcGIS implementation. To limit the number of callouts, the text tool may be used to position labels by setting text properties. The use of the text tool will allow the user to adjust and rotate labels to better fit various shaped fields.
31	Label all polygons within the selected tract that need to be labeled.
32	Click once on the "Add Labels" button to save the labels for the selected tract to the ODB file. **Note:** Each time the user clicks the "Add Labels" button, the selected labels for the tract will be saved to the label's ODB file. So be careful to click the button only once for each tract.
33	Repeat steps 4 and 5 and 30 through 32 to label all tracts as they are selected. **Note:** Any labels that fall within the boundary of a neighboring tract will appear on the selected tract even though it is not a label for that tract. Therefore, the user will need to manually delete the labels that do not represent the selected tract. This will only remove the label from the zoomed-in area, but will not remove it from the ODB file or the project.

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*--506.5 CLU Labeling Guidelines (Continued)

I Digital Map Labeling (Continued)

Step	Action
34	Click "X" to close the multi-item labeler. Click the "Reset CLU" button to reset the definition of CLU to the full extent of the theme so that all CLU boundaries and labels in the theme are redisplayed. **Note:** The reset button restores all the labels stored in the ODB file to the project. It also clears the theme definition that was set to a single tract's CLU's with the "Next Tract" button to be the entire CLU. All CLU boundaries and labels in the project are redisplayed in the view.
35	Click "X" to close the Theme Definition Tool, if open.
36	Save the project.

Note: See Exhibit 38 for map template examples.

J Standard Map Layout

This table provides guidelines for creating a standard map layout.

Step	Action
1	From the CLU Maintenance Tool, click the "Custom Layout" button.
2	From the FSA Layout Tool pop-up window, select the following options as indicated: • Use Map Template – "None" • Map Orientation – "Portrait" • Legend – "On" • North Arrow – "On" • Scale Bar – "On" • Set Map Scale – "No" • Map Title – The selected "Tract" and "Farm" Numbers will appear.
3	Select "Make Map".
4	At the North Arrow Manager pop-up window, choose the "First North Arrow" option.
5	Select "OK".
6	Save the project.

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506.5 CLU Labeling Guidelines (Continued)

J Standard Map Layout (Continued)

***--Notes:** To maintain an acceptable level of tolerance for a view or layout refresh in a map labeling/printing project, it is recommended that the user have only 1 view and 1 layout in a project (apr).

As the user creates a layout for each selected tract, a default name for the layout will be created in the layout project window. Every tract will have a related layout identified by the date and time created, making it difficult to differentiate between each layout. It is not a requirement to rename each layout; however, the more layouts in a project, the slower the project becomes. Therefore, it is recommended that the user delete any additional views and layouts in the project window of the map labeling/printing projects before saving. For additional assistance on this issue, contact the State GIS Specialist/Coordinator.**--***

**

***--506.5 CLU Labeling Guidelines (Continued)**

K Storing a Customized Map Layout as a Map Template

Use this table when storing a customized map template.

Step	Action
1	Open a "Map of View mm/dd/yy" Layout in the Project (this will be the map layout of the searched tract) window.
2	Select "Layout" from the menu bar.
3	Select "Store as Template" from the drop down menu.
4	At the "Name" option from the Template Properties pop-up window, type in the name of the map template. **Example:** Digital Map Template
5	The icon should be set as "Template Default". If not, click the "Select" button and set the icon as "Template Default".
6	Select "OK".

L Retrieving a Customized Map Template

Follow this table to retrieve a customized map template.

Step	Action
1	From the view in the ArcView project, select the "Theme Definition" tool to select and zoom to a tract.
2	Select "View" from the menu bar.
3	Select "Layout" from the drop down menu.
4	From the Template Manager pop-up window, select the map template the user wishes to use. **Example:** Digital Map Template
5	Select "OK".
6	From the View-Layout pop-up window, the user shall select "Map of View" to create a particular map layout. **Note:** Select the current view of the map the user wants to create. If the map is in View2, View3, View4, etc, the user will need to select that view to create a map of that particular tract.
7	Select "OK".

--*

506.5 CLU Labeling Guidelines (Continued)

*--M Creating a CRP Field in the CLU Attribute Table

Complete the following steps to create a CRP field in the CLU attribute table for counties that do not have a field in the CLU table or the CRP table. Adding the CRP field to the CLU attribute table will allow the user to label a polygon with a "CRP" label. For assistance, contact the State GIS Specialist.

Step	Action
1	From ArcView, open the CLU Maintenance Project.
2	Open the CLU attribute table.
3	Click "Table" from the menu bar.
4	From the drop-down menu, select "Start Editing".
5	Click "Edit" from the menu bar.
6	From the drop-down menu, select "Add Field".
7	At the Field Definition pop-up window, enter the following parameters. • at the **Name** option window, ENTER "CRP". • from the **Type** option window drop-down menu, select "String" • at the **Width** option window, ENTER "8".
8	Click "OK". **Note:** The new field will be added to the far right of the CLU attribute and joined CRP table. Click and drag on the field name to move it to a different location in the table.
9	To save the new field to the CLU attribute table, select "Table" from the menu bar.
10	From the drop-down menu, select "Stop Editing".
11	From the Stop Editing pop-up window, select "Yes" to save edits.
12	Do either of the following: • If all contracts have been entered in the CRP table, click on the "Contract" field name in the joined CRP table • If contracts are not all entered, click on the joined CRP table attribute field that has the most records/entries.
13	Select the "Sort Ascending" button from the tool bar.
14	Query out or select all records that have a CRP contract or have an entry in the field used to sort ascending.
15	With the new CRP field selected, click "Table" from the menu bar.
16	From the drop-down menu, select "Start Editing".

--*

506.5 CLU Labeling Guidelines (Continued)

*--M Creating a CRP Field in the CLU Attribute Table (Continued)

Step	Action
17	Click the "Promote" button from the tool bar to bring all of the selected records to the top of the CLU attribute table. **Note:** The "Promote" button is the eleventh button on the tool bar.
18	With the CRP field still selected, click on the "Calculate" button from the tool bar. **Note:** The "Calculate" button is the fourteenth button on the tool bar.
19	From the Field Calculator pop-up window, ENTER "CRP" in the white box area. **Note:** When entering "CRP", the user must include the quotation marks as indicated.
20	Click "OK". **Note:** All selected records will now have an entry of "CRP" in the CRP field.
21	Click "Table" from the menu bar.
22	From the drop-down menu, select "Stop Editing".
23	At the Stop Editing pop-up window, click "Yes" to save edits to the CLU attribute table.
24	Click the "Select None" button from the tool bar menu to clear the selected records in the attribute table. **Note:** From this point on, the user will manually enter "CRP" in the record for new contracts.
25	Close the CLU Maintenance Project.
26	Save the project. **Note:** Refresh/replace any copy of CLU used in other projects, especially the map labeling and printing project. This will allow the user to label CRP using the Multi-Item Labeling Tool.

--*

507 Printing the Map Template

A Printing Maps in Color

Color printed maps are recommended. Color maps will provide the producer with:

- a clear visual picture of the information that represents the producer's farm
- the capability to identify tract and field boundaries that are represented in color, as well as other areas on the map.

B Printing Maps in Black and White

Black and white printed maps are permitted. However, keep in mind that printing maps in black and white will not produce the same type of clarity that is produced with color prints. In certain cases, this may require the County Office to interpret the map information to the producer or reproduce the map in color.

Part 5.5 Data Sharing

508 Providing Data to Multiple Peril Crop Insurance Companies, Agents, and LA's

A Introduction

This part provides procedure for making the following documents available to private crop insurance company representatives using FSA-426:

- AD-2007
- FSA-578 producer print
- ***--**photocopies.

Note: FSA-426 is the **only** acceptable form to be used. Alternative FSA-426's shall **not** be accepted.**--***

B County Office Responsibilities

County Offices shall:

- continue to give priority service to producers
- maintain a supply of FSA-426's to give to the following:
  - a company representative
  - a crop insurance agent
  - LA
- enter on FSA-426, item 1, the County Office's:
  - name
  - address
  - telephone number.

C Unlawful Disclosure

County Offices shall ensure that companies, agents, and LA's provide proof that the producer has a policy with the agent or company requesting producer information. When a third party submits a FOIA request for information that is subject to the Privacy Act, and the information is not required to be released under FOIA, the material may not be disclosed without the prior written approval of the individual on whom the record is maintained.

508 Providing Data to Multiple Peril Crop Insurance Companies, Agents, and LA's (Continued)

D Documents for Proof of Insurance

County Offices shall require and, where applicable, retain a photocopy of the documentation that indicates the company employee, agent, or LA is authorized access to the producer's ***--**records. Acceptable documentation includes 1 or more of the following **for the current--* crop year:**

- a producer-signed transfer policy document
- a claim document completed or partially completed indicating loss adjustment work will be performed for the producer
- a personal request by the producer
- a signed statement or telephone call from the producer asking for copying or releasing FSA documents to a named agent
- Summary of Insurance Protection
- Notice of Acceptance
- Schedule of Insurance
- insurance company representatives certify on FSA-426, *** * *** the following:

  "I certify that the producer(s) listed above has a current policy with the insurance company I represent. This information will be used *** * *** by the insurance company I represent for the express purpose of fulfilling its loss adjustment and compliance obligations."

508 Providing Data to Multiple Peril Crop Insurance Companies, Agents, and LA's (Continued)

E Crop Insurance Representatives

Crop insurance representatives requesting information shall:

- complete FSA-426, items 2 through 10
- sign FSA-426, item 11
- return FSA-426 to the County Office for processing
- make photocopies when duplicate copies are needed.

Note: County Offices shall not agree to a telephone request for producer documents.

In cases where requests are made for AD-2007, refer to 4-RM, paragraph 21. Releasing requests for AD-2007 to insurance companies requires that the request be submitted on the company's official letterhead that shall be attached to FSA-426. The insurance company shall request AD-2007 by notation in FSA-426 remarks section. Under no circumstances shall AD-2007 be used by or released to insurance agents.

*--F Conflict of Interest

According to the 2005 Standard Reinsurance Agreement, Section F, 4, Conflict of Interest, paragraph v and vi, the insurance company and its service providers **shall not permit** their sales agents, agency employees, sales supervisors, or any relative of its sales agents, agency employees, or sales supervisors **to be involved in loss adjustement activities in a county** or **adjoining county** where the sales agent, agency employee, or sales supervisor performs sales functions (except receipt and transfer to the insurance company of a loss), including the following:

- advising or assisting the policyholder in any manner regarding the preparation of the claim and the determination of the indemnity, including but not limited to, whether the loss adjuster correctly applied loss adjustment procedures

- any other function reserved for loss adjusters in the procedures.

Example: A policyholder filing a claim of crop loss notifies his/her sales agent. The sales agent provides notification of the policyholders claim filing to the insurance company. The insurance company assigns a crop loss adjuster to provide loss adjustment procedures for the policyholder. The sales agent shall no longer be involved with the policyholders crop loss claim except as provided in the Standard Reinsurance Agreement (like simplified claims).**--***

508 Providing Data to Multiple Peril Crop Insurance Companies, Agents, and LA's (Continued)

F Example of FSA-426

The following is an example of FSA-426.

*--

THIS FORM IS AVAILABLE ELECTRONICALLY.

FSA-426 (01-29-02)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

MPCI/FCIC INFORMATION REQUEST WORKSHEET

1. COUNTY OFFICE NAME, ADDRESS, AND TELEPHONE NO. *(Include area code)*
Bearden County FSA Office
Main Street
Anytown, USA 11111-2222
( )

2. PROGRAM YEAR: 1999

3. DATE: 07-06-1999

ITEMS 4 THROUGH 11 TO BE COMPLETED BY REQUESTER

4A. REQUESTER'S NAME	4B. TELEPHONE NUMBER	4C. ID NUMBER	4D. ID TYPE
John Doe	( )	N/A	N/A

5. PRODUCER'S NAME	6. ID NUMBER	7. ID TYPE	8. INFORMATION REQUESTED (✓) Check appropriate box(es) that are applicable to producer.) A. FSA-578 Producer Print	B. Map Photocopies
Bill Smith	111-22-4444	S	X	X
Larry Smith	222-11-3333	S	X	X

9A. INFORMATION WILL BE:
[ ] MAILED [X] PICKED UP

9B. ADDRESS, IF MAILED

10. REMARKS

11. CERTIFICATION

I certify that the producer(s) listed above has a current policy with the insurance company I represent. This information will be used by the insurance company I represent for the express purpose of fulfilling its loss adjustment and compliance obligations.

A. REQUESTER'S SIGNATURE	B. TITLE	C. DATE
/s/ John Doe		

12. TO BE COMPLETED BY FSA ONLY

A. DATE RECEIVED	B. DATE FURNISHED	C. WORKLOAD DATA	D. INITIALS

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

--*

508 Providing Data to Multiple Peril Crop Insurance Companies, Agents, and LA's (Continued)

G Providing Information

Request for information under this part shall be served as promptly as possible, consistent with subparagraph A. A 3-workday turnaround for the printouts should be feasible in most cases.

Information requested on FSA-426 is provided free of charge.

County Offices shall provide **1 copy** of all forms requested on FSA-426 per reinsured company free of charge. Insurance company representatives shall be informed that it is their responsibility to provide copies to all other representatives within the company for fulfilling loss adjustment or internal control obligations. Additional copies of aerial photographs may be sold for $1 per copy.

If FSA-426 is submitted and contains requests for an unreasonable number of producers, County Offices shall forward the request to the State Office. State Offices shall FAX the *****--request to Eloise Taylor, Branch Chief, Compliance Branch, PECD, at 202-720-4941.--*****

H Workload Requirement

County Offices shall record time spent on providing FSA-426's in the workload data block, work items 118 and 210.

I Filing

File processed FSA-426's by FY in folder CI-1, Reports and Statistics.

509 Identifying Producers and Requesters

A Type of ID Numbers

The ID number for producers may be any of the following:

- Social Security number
- entity ID number
- IRS identifying number.

B Producer ID Number

The representative of a private insurance company, agent, or LA shall provide, on FSA-426, the ID number for each producer for whom information is requested.

510 Data for Federal Crop Insurance Main Menu MCD810

A Processes

Options on Menu MCD810 initiate processes using the following:

- Interactive Data Definition Utility to update a file that contains the ID number of the applicable producers
- a query to generate a file to contain the basic agent and producer information.

*** * ***

B Accessing Menu MCD810

Use this table to access Menu MCD810.

Step	Action
1	On Menu FAX250, ENTER “3”, “Application Processing”, and PRESS “Enter”.
2	On Menu FAX09002, enter the number for the County and PRESS “Enter”.
3	On Menu FAX07001, ENTER “11”, “PFC/Compliance”, and PRESS “Enter”.
4	On Menu M00000, ENTER “2”, “Farm Records Management”, and PRESS “Enter”.
5	On Menu MC0097, ENTER “5”, “Date Sharing With Other Agencies”, and PRESS “Enter”.
6	On Menu MCD800, ENTER “1”, “Provide Data for Federal Crop Insurance”, and PRESS “Enter”.

510 Data for Federal Crop Insurance Main Menu MCD810 (Continued)

C Example of Menu MCD810

This is an example of Menu MCD810.

*--

```
COMMAND                          MCD810                                W1
Data for Federal Crop Insurance Main Menu
-----------------------------------------------------------------------------------------

        1.      Enter Requester's and Insured Producer's ID Numbers

        7.      Upload Flue Cured Tobacco Data
        8.      Upload Peanut Data

        23.     Return to Application Selection Menu
        24.     Return to Primary Selection Menu

Cmd3=Previous Menu
                        *Option not available
Enter option and press "Enter"
```

--*

511 Entering Requester's and Insured Producer's ID Numbers

A Menu MCD810, Option 1

Option 1, "Enter Requester's and Insured Producer's ID Numbers", will:

- delete all previously entered ID numbers
- display the Work With Data in a File Screen.

*--511 Entering Requester's and Insured Producer's ID Numbers (Continued)

B Example of Work With Data in a File Screen

This is an example of the Work With Data in a File Screen.

```
                                WORK WITH DATA IN A FILE
File:    AQ.MCICA          Mode:  ENTRY        Format: 01          Last Format:

ID
ID
IDNUM
ID





Cmd3=Select Format          Cmd5=Record Backspace Cmd7=End      Cmd12=Record Advance
DATA ENTRY MODES: Cmd9=Insert Mode      Cmd10=Enter Mode      Cmd11=Update Mode
```

--*

511 Entering Requester's and Insured Producer's ID Numbers (Continued)

C Making Entries on the Work With Data in a File Screen

Use this table to make entries on the Work With Data in a File Screen.

Step	Field	Action
1	(1st) ID	Do either of the following: • leave blank and PRESS "Field Exit" • enter the requester's ID number and PRESS "Field Exit" (optional).
2	(2nd) ID	Do either of the following: • leave blank and PRESS "Field Exit" • enter the requester's ID type, capitalized, and PRESS "Field Exit" (optional).
3	IDNUM	Enter the producer's ID number and PRESS "Field Exit".
4	(3rd) ID	Enter the producer's ID type, capitalized, and PRESS "Enter". To enter additional producer ID types by the same requester or if the requester ID type was blank: • PRESS "Dup" key twice • enter the producer's ID number and PRESS "Field Exit" • enter the producer's ID type, capitalized, and PRESS "Enter".
5		PRESS "Cmd7" to end the process. The IDDU End Data Entry Screen will be displayed.
6		PRESS "Enter" to print the data entered on the session printer.
7		Check the printout to ensure that ID numbers were entered correctly.

512-515 (Withdrawn--Amend. 26)

*--516 Service Center CLU Data Sharing

A Overview

CLU is a geospatial dataset that is created, updated, maintained, and managed by FSA. The official copy of CLU that is governed by FSA shall not be accessed by any other agencies. However, a read-only copy of CLU shall be made available for other Service Center agencies to use.

This data sharing refers to sharing in the ArcView 3.x software environment. The sharing of CLU within the Service Center agencies will be handled differently once a County Office migrates to the ArcGIS environment.

The geospatial dataset of CLU shall be stored on the Service Center's shared server located on the f: drive according to subparagraphs C and D.

B Purpose

The purpose of this procedure is to clarify the location, accessibility, naming convention, and refresh cycle of CLU as it pertains to agencies in the Service Center.

C FSA CLU Users

All FSA employees who are authorized to manage CLU shall do so to the official CLU located at the following directory tree location, using the naming conventions from the Geospatial Dataset File Naming Standard. All maintenance, labeling, and printing of CLU for FSA purposes will be applied at this level.

f:\\geodata\common_land_unit\fsa_clu\clu_a_<stnnn>.shp

Note: The <stnnn> in the CLU file naming convention is a placeholder for the Service Center's State postal abbreviation and county FIPS code.

Example: clu_a_mn141.shp

D Other USDA Service Center Users

All other USDA Service Center users shall access a copy of the official CLU at the following directory tree location, using the naming convention provided for the CLU file. This is a non-editable and read-only copy of the official CLU used as a viewable layer for other agencies' day-to-day use.

f:\\geodata\common_land_unit\clu_copy_a_<stnnn>.shp--*

***--516 Service Center CLU Data Sharing (Continued)**

E Refresh Responsibilities

A refresh of the read-only dataset shall be performed according to this subparagraph. An updated digital copy of the CLU will be copied from the following directory tree location.

f:\\geodata\common_land_unit\fsa_clu\clu_a_<stnnn>.shp

The copy shall be pasted to the following directory tree location. Rename the file using the naming convention provided. This file shall be overwritten at each refresh.

f:\\geodata\common_land_unit\clu_copy_a_<stnnn>.shp

The refresh task shall be done at least weekly, or more often depending on the amount of updates to the official CLU performed by FSA. The employee responsible for this task shall be the FSA-Local CLU Data Editor as described in the Manual for Managing Geospatial Datasets in Service Centers.

F Certified Versus Noncertified CLU's

Once a Service Center has a digital copy of CLU, it shall be made available to all Service Center agencies with access to the shared server in each office. The official copy of CLU used for FSA purposes shall be the certified CLU. Noncertified CLU's shall not be used for FSA purposes unless a specific program handbook provides an exception. Other Service Center agencies may copy CLU, certified or noncertified, for their own program purposes. Those agencies shall understand that all data is unofficial until CLU is certified. It shall also be understood that data may change during the CLU certification process. Once certified, all CLU data shall be maintained by FSA.**--***

517-524 (Reserved)

525 Compliance Data Reports

A
Introduction

GSA requires that data on Aircraft Services are collected in the Federal Aviation Management Information System each FY. The Aerial Compliance Data Report will provide the necessary data required by GSA. The Crop Compliance Data Report includes results of acreage and supervisory spot checks.

Note: Only Key County Offices shall enter and transmit aerial compliance data. This data shall include all costs incurred for County Offices within the Key County Office's responsibility.

B
Submitting Reports

Aerial and Crop Compliance Data Reports shall be transmitted according to this table.

*--

Compliance Data Report	County Office to State Office	State Office to KC-ITSDO
Aerial	February 5th	February 10th
Crop	The 5th of each month after AFIS software is received, until completed.	The 10th of each month after AFIS software is received, until completed.

525.5 County Compliance Data Report

A
Accessing County Compliance Data Reports

On Application Selection Menu FAX07001, access County Compliance Data Reports according to the following table.

Step	Action	Result
1	ENTER "11".	Menu M00000 will be displayed.
2	ENTER "3".	Menu MEA000 will be displayed.
3	Enter crop year.	Menu MEAL00 will be displayed.
4	ENTER "10".	Menu MEALX0 will be displayed.
5	ENTER "2".	Menu MEALT0 will be displayed.

--*

*--525.5 County Compliance Data Report (Continued)

B

Menu MEALT0 The following is an example of Compliance Data Report Menu MEALT0.

```
COMMAND                                    MEALT0
Compliance - 200X Compliance Data Report Menu
-------------------------------------------------------------------------------------------------------------------------------

                    *1.  Aerial Compliance Data Report
                     2.  Crop Compliance Data Report
                     3.  Prepare Report for Transmission

                    20.  Return To Application Primary Menu
                    21.  Return To Application Selection Screen
                    22.  Return To Office Selection Screen
                    23.  Return To Primary Selection Menu
                    24.  Sign Off

Cmd3=Previous                                                    Enter option and press "Enter"
```

--*

*--526 Crop Compliance Data Report (PA-118R)

A
Before Accessing Crop Data Report

Before accessing the Crop Data Report, County Offices shall:

- enter available FSA-578's and process the random selection register
- load determined acreage and process FSA-468's
- run the discrepancy selection process.

B
Crop Data Report Process

When County Office access the Crop Compliance Data Report, the automated process checks the AFIS file for the number of farms:

- with certified crops
- selected for spot checks
- with spot checks completed
- with discrepancies.

The County Office transmits the report to the State Office. The State Office compiles County Office reports and transmits data to KC-ITSDO.

C
Screen MEALT101

To display Maintenance Load Screen MEALT101, ENTER "2" on Menu MEALT0.

```
Compliance Data Report                                                    MEALT101
Maintenance Load Screen
-----------------------------------------------------------------------------------------------------------------------------
                                Idle PFC        CRP                    HELC/WC
                                Acreage         Maintenance
   Eligible Farms                               00000000000            00000000000000
   Selected Farms                               00000000000            00000000000000
   Farms Checked                0000000000000   00000000000            00000000000000
   Farms With Violations        0000000000000   00000000000            00000000000000
                                                00000000
                                                              HEL      00000000000000
                                                              Wetland  00000000000000
                                   Is this your county's Final Reports (Y/N)
Cmd3=Previous                                                                Enter=Continue
```

--*

Continued on the next page

***--526 Crop Compliance Data Report (PA-118R) (Continued)**

D
Entries on Screen MEALT101

Use the following table for applicable entries on Screen MEALT101.

Data Field	Entry
Eligible Farms	Number of farms with DCP's, CRP, or HELC/WC on AFIS file. No entry required.
Selected Farms	Must not exceed number of eligible farms. Automated process will enter number of farms selected for HELC/WC spot check.
Farms Checked	Must not exceed number of selected farms.
Farms With Violations	Must not exceed number of checked farms.
HEL	Entry by County Office must not exceed number of checked farms. Zero is acceptable.
Wetland	

The response to the question, "Is this your county's Final Reports", may be "Y", "N", or blank.**--***

Continued on the next page

***--526 Crop Compliance Data Report (PA-118R) (Continued)**

E
Supervisory Spot Check Screen MEALTK01

The following is an example of Supervisory Spot Check Screen MEALTK01.

Note: To display Screen MEALTK01, PRESS "Enter" on Screen MEALT101.

```
Compliance Data Report                                                    MEALTK01
Supervisory Spot Check Screen
-------------------------------------------------------------------------------------
                    Number of Supervisory Spotchecks for County Employees:

                        Subject to Check          00000000
                        Checked                   00000000
                        With Discrepancies        00000000

Cmd3=Previous                                                   Enter=Continue
```

F
Entries for Supervisory Spot Checks

Use the following table for entries on Screen MEALTK01.

Data Field	Validation
Subject to Check	Insert the number of County Office employees performing compliance work. **Note:** Refer to subparagraph 332 A for persons to spot check. Must equal or exceed "1" for Final Report.
Checked	Must not exceed number of employees subject to check. For Final Report, number must equal number subject to check.
With Discrepancies	Must not exceed number of employees checked.

--*

527 (Withdrawn--Amend. 27)

*--528 Printing County Crop Compliance Data Report

A

Format for Number of Farms

The following is an example of the print format for the number of farms that were spot-checked. Only those crops that are on the AFIS file will print.

State Name USDA-FSA Prepared: MM-DD-YY
County Name
Report ID: PA-118R 200X Crop Compliance Data Report Page: xx

Number of Farms Spot-checked

	Certified Farms	Selected Random	Selected Required	Total Selected	Total Checked	Total Discrepancy Random	Total Discrepancy Required	Expanded Sample
XXXXX	0,000	0.000	0,000	0,000	0,000	0,000	0,000	0,000
XXXXX	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000
XXXXX	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000
XXXXX	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000
XXXXX	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000
XXXXX	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000
XXXXX	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000
XXXXX	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000
XXXXX	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000
XXXXX	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000
XXXXX	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000
TOTAL FARMS	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000

--*

Continued on the next page

***--528 Printing County Crop Compliance Data Report (Continued)**

B
Number of Farms

The following table describes each category.

Category	Description
Certified Farms	Number of farms on AFIS file.
Random Selected	Number of farms randomly selected in the AFIS process.
Required Selected	Number of farms that are required spot checks.
Total Selected	Number of random and required farms.
Total Checked	Number of random and required farms with a discrepancy indicator of “O”, “W”, “S”, or “A”.
Total Random Discrepancy	Number of randomly selected farms with a discrepancy indicator of “O”.
Total Required Discrepancy	Number of required farms with a discrepancy indicator of “O”.
Expanded Sample	Number of farms selected in the AFIS discrepancy selection process.
Total Farms	Number of eligible farm records on AFIS file.

--*

Continued on the next page

*--528 Printing County Crop Compliance Data Report (Continued)

C

Format for Percentage of Farms

The following is an example of the print format for the percentage of farms that were spot-checked. Only those crops that are on the AFIS file are printed.

State Name USDA-FSA Prepared: MM-DD-YY
County Name
Report ID: PA-118R 200X Crop Compliance Data Report Page: xx

Percentage of Farms Spot-checked

	Certified Farms	Selected Random	Selected Required	Total Selected	Total Checked	Total Discrepancy Random	Total Discrepancy Required	Expanded Sample
XXXXX	0,000	000%	000%	000%	000%	000%	000%	000%
XXXXX	0,000	000%	000%	000%	000%	000%	000%	000%
XXXXX	0,000	000%	000%	000%	000%	000%	000%	000%
XXXXX	0,000	000%	000%	000%	000%	000%	000%	000%
XXXXX	0,000	000%	000%	000%	000%	000%	000%	000%
XXXXX	0,000	000%	000%	000%	000%	000%	000%	000%
XXXXX	0,000	000%	000%	000%	000%	000%	000%	000%
XXXXX	0,000	000%	000%	000%	000%	000%	000%	000%
TOTAL FARMS	0,000	000%	000%	000%	000%	000%	000%	000%

--*

Continued on the next page

***--528 Printing County Crop Compliance Data Report (Continued)**

D
Percentage of Farms

The following table describes each category.

Category	Requirement
Certified Farms	Number of farms on AFIS file.
Random Selected	Percentage of randomly selected farms.
Required Selected	Percentage of required spot check farms.
Total Selected	Percentage of random and required farms.
Total Checked	Percentage of random and required farms with a discrepancy indicator of “O”, “W”, “S”, or “A”.
Total Random Discrepancy	Percentage of randomly selected farms with a discrepancy indicator of “O”.
Total Required Discrepancy	Percentage of required farms with a discrepancy indicator of “O”.
Expanded Sample	Percentage of farms selected in the AFIS discrepancy selection process.
Total Farms	Number of eligible farm records on AFIS file.

--*

Continued on the next page

E
Format for Maintenance and Supervisory Spot Check

The following is an example of the print format for maintenance and supervisory spot check.

State Name USDA-FSA Prepared: MM-DD-YY
County Name
Report ID: PA-118R 200X Compliance Data Report Page: xx

	Idle PFC Acreage	CRP Maintenance		HELC/WC
Eligible Farms		00000000000		00000000000000
Selected Farms		00000000000		00000000000000
Farms Checked	0000000000000	00000000000		00000000000000
Farms With Violations	0000000000000	00000000000		00000000000000
			HEL	00000000000000
			Wetland	00000000000000

Supervisory Spot-Check Data

Employees to be checked	000
Employees checked	000
Discrepancies	000

Signature	Date

Note: CED shall review and sign this report.**--***

*--528.5 Transmitting County Compliance Data Reports

A
Access

To prepare Compliance Data Reports for transmission, ENTER “3” on Compliance Data Report Menu MEALT0.

Note: Screen will blink and return to Menu MEALT0. Report has been prepared for transmission queue.

B
Queuing for Transmission

On Menu MEALT0, use the following table to queue Compliance Data Reports for transmission.

Step	Action	Result
1	ENTER “21”.	Application Selection Menu FAX07001 will be displayed.
2	ENTER “7”.	Queue Files for Transmission (to State) Menu FMA901 will be displayed.
3	ENTER “3”.	Queue Production Adjustment Files for Transmission Menu FMA903 will be displayed.
4	ENTER “1”.	File has been queued for transmission.
5	ENTER “1”.	The question, “Do you want to queue for all counties? ‘Y’ or ‘N’”, will be displayed. The message, “The Compliance Data Report File has been queued for transmission”, will be displayed.

--*

529, 530 (Withdrawn--Amend. 37)

--

531 State Compliance Data Reports

A

--Menu MEFS00** Use the following table to access State Compliance Data Report Menu MEFS00.**--

Step	Action	Result
1	ENTER “11”, “Production Adjustment/Compliance”, on Application Selection Menu FAF07001.	Production Adjustment/Compliance Menu M0F000 will be displayed.
2	ENTER “10”, “Production Adjustment/Compliance Reports”.	State Report Selection Menu T0F000 will be displayed.
3	ENTER “9”, “Compliance Data Report”.	State Program Year Selection Menu MEFT00 will be displayed.
4	Enter the program year.	State Compliance Data Report ***--**Menu MEFS00 will be displayed.

The following is an example of State Compliance Data Report Menu MEFS00.

```
COMMAND                                                                    MEFS00
Compliance-200X State Compliance Data Report
-------------------------------------------------------------------------------------------------------------------------------

                                  1.  Print Missing County Report
                                  2.  Print County Report(s)
                                  3.  Select County Files for Transmission
                                  4.  Calculate and Print State Summary Reports
                                  5.  Print State Summary Reports
                                  6.  Select State Summary File for Transmission

                                 20.  Return to Application Primary Menu
                                 21.  Return to Application Selection Screen
                                 22.  Return to Office Selection Screen
                                 23.  Return to Primary Selection Menu
                                 24.  Sign Off

Cmd3=Previous                                                  Enter option and press "Enter"
```

--*

Continued on the next page

B
Missing County Report

To print a list of all counties that have not transmitted a report since the last State ***--**Office transmission, ENTER “1” on Menu MEFS00.

C
Printing County Reports

ENTER “2” on Menu MEFS00 to allow the print of 1 or more County**--***
Compliance Data Reports. On Screen MEFLT301, enter county code and PRESS “Enter” to enter additional county codes, or ENTER “ALL” to print all County Compliance Data Reports. After selections have been made, PRESS “Cmd7” to print Compliance Data Reports.

```
COMMAND                                                                    MEFLT301
County Report Select Screen
-----------------------------------------------------------------------------------------

                Enter State Code                          00

                Enter "ALL" or Select County Code      000

Enter=Continue                                                   Cmd7=Print Reports
```

D
State Summary Reports

***--**ENTER “5” on Menu MEFS00 to print State summary reports.

E
Transmitting Reports

To transmit applicable reports to KC-ITSDO, ENTER “3” or “6” on Menu MEFS00. See subparagraph F for transmitting county reports with the**--***
State report.

Continued on the next page

F
County Transmission Select Screen

--ENTER "3" on Menu MEFS00 to transmit specified county reports to KC-ITSDO. Enter the State and county codes of selected counties on Screen MEFLT401. PRESS "Cmd3" to return to Menu MEFS00. To initiate-- the transmission process, PRESS "Enter".

```
Compliance Data Report                                                    MEFLT401
County Transmission Select Screen
-----------------------------------------------------------------------------------------------------------------------------

            To select county reports (5 maximum) transmitted along with the State report, Enter:

                                  State Code        County
                                                     Code

                                     00              000
                                     00              000
                                     00              000
                                     00              000
                                     00              000

Enter=Initiate transmission process                                       Cmd3=Previous
```

G
Supervisory Spot Checks

To display Supervisory and Printer Load Screen MEFLT501, ENTER "4" on *--Menu MEFS00. Enter applicable data and PRESS "Enter" to print State--* reports.

```
Compliance Data Report                                                    MEFLT501
Supervisory and Printer Load Screen
-----------------------------------------------------------------------------------------------------------------------------

                                  Number of Supervisory spot checks for:

     County employees subject to State Office spot check                 00000
     County employees checked (ASCS-577)                           00000
     Discrepancies found by State spot checks                            00000

     Enter ID of the printer to be used for printing the report, or leave blank to default to the session
     printer.

                                          00

     CAUTION:      Pressing "Enter" will initiate the summary and report process and return to report menu.
                   Since the report will print immediately upon completion, the selected printer should
                   contain stock paper until the report is printed.

Enter=Continue                                                            Cmd3=Previous
```

532 Printing State Compliance Data Reports

A

Crop Report Format

Crop Compliance Data Report will print in the same format used for County ***--**Office Crop Data Report in subparagraphs 528 A, C, and E.**--***

533-535 (Reserved)

*--536 Aerial Compliance Data Report (PA-115R)

A Aerial Compliance Data Report

The Aerial Compliance Data Report will be submitted by Excel spread sheet. The spread sheet can be accessed and downloaded from the individual State or County Office Intranet Home Page. A link for each State Office library is available under the "Secured Operation" column on the right side of the page.

Note: Key County Offices shall submit the Aerial Compliance Data Report to State Offices. State Offices shall compile the State report and submit to the National Office.

B Accessing the Aerial Compliance Data Report Spread Sheet

Use the following table to complete the Aerial Compliance Data Report spread sheet on the FSA Intranet.

Step	Action
1	In the location bar of the FSA Intranet, ENTER "**http://intranet.fas.usda.gov/fsa**".
2	Under "Quick Links", PRESS "State and County Intranet:.
3	Select the appropriate State from the map.
4	State Offices shall PRESS "State Library" under the "Secured Operations" column. County Offices shall: • select their County Office from the drop down menu • PRESS "State Library" under the "Secured Operations" column. **Note:** After selecting the State library, the user will be prompted to enter the user name and password.
5	PRESS "200X Aerial Compliance Data Report".
6	The question, "What do you want to do with this file?" will be displayed. Select "Save it to disk" and PRESS "OK".
7	Using Excel, open the spread sheet saved in step 6 on **your** computer.
8	Scroll to the left margin of the spread sheet and enter the required information according to paragraph 3. Save the file after data has been entered. **Note:** Do **not** change the name of the report.

--*

Continued on the next page

*--536 Aerial Compliance Data Report (PA-115R) (Continued)

C
Completing the Aerial Compliance Data Report

Use the following table to complete the Aerial Compliance Data Report.

Column Title	Explanation or Requirement	Reference
Reporting Organization	State or County Office submitting the report. **Example:** Dinwiddie County Office.	
Address	Mailing address of the key county of the State Office.	
Number Vendor Agreements	Number of different vendor agreements for the reporting key county area or State.	
Number of Planes	Number of planes used in the reporting key county area or State to complete the photography.	
Reporting Date	Date the report is submitted.	
State Abbreviation	State submitting the report, or State where county is located.	
County Code	Numeric code for the county flown. Aircraft and expenses for each county must be separated. Prorate hourly, if necessary.	
Agreement Number	Alpha suffix for a unique agreement number for each aircraft.	
Agreement Type	Numeric character 1, 2, or 3 (from agreement categories).	Subparagraph D
Aircraft Code	Contact State Office for entry.	
FAA Number	Alpha-numeric characters.	
Model Number	Number associated with aircraft model. (Optional)	
Model Letter	Letter associated with aircraft model. (Optional)	
Navigation System	Navigation system code.	Subparagraph E
Equipment	Equipment code.	Subparagraph F
Agreement Beginning Date	Effective date of the agreement.	
Agreement Ending Date	The last effective date of the agreement.	
Fly Period - Beginning Date	Date the first flight was made.	
Fly Period - Ending Date	Date the final flight was made.	

--*

Continued on the next page

*--536 Aerial Compliance Data Report (PA-115R) (Continued)

C Completing Aerial Compliance Data Report (Continued)

Column Title	Explanation or Requirement	Reference
Flying Cost	One of the following: • total price or bid submitted for the entire project (ENTER "Y" in the "Turnkey Price" column) • flying price only (complete other columns).	
Film/Slide Processing Cost	Cost for film and slide processing.	
Digit Processing (Y/N)?	Does the cost include digital processing and/or equipment (Y/N)?	
Scanning & CD Cost for Digital	Scanning and CD costs for digital processing.	
Turnkey Price (Y/N)?	Is a single cost recorded because of a (turnkey) total price bid?	
Total Aerial Cost	Total of all aerial photography costs. **Note:** Excel will total the costs automatically.	
Square Miles Flown	Total square miles flown for the county.	
Cost Per Square Mile	Automatically computed by Excel. **Note:** This block will not be completed if total costs and square miles flown have not been entered.	

D Agreement Type

Agreement categories are as follows on Screen HLPAGR01.

```
Compliance                                                    HLPAGR01
Agreement Category Display Screen
-----------------------------------------------------------------------
                        Agreement Categories

                            1. Contract
                            2. Charter
                            3. Rental
Enter=End help                                   Roll=page help text
```

--*

Continued on the next page

*--536 Aerial Compliance Data Report (PA-115R) (Continued)

E Navigation System Codes

Navigation system codes are as follows on Screen HLPNAV01.

```
Compliance                                                                    HLPNAV01
Navigation System Display Screen
-------------------------------------------------------------------------------------------
                    Navigation System Codes for Compliance Data Report
   Code     Navigation System                    Code     Navigation System
    1       Loran C                               9       GPS (Global positioning system)
    2       Loran C and visual                   10       GPS and visual
    3       Loran C, visual, and video           11       GPS, visual, and video
    4       Loran C and video                    12       GPS and video
    5       Rband                                13       Visual
    6       Rband and visual                     14       Visual and video
    7       Rband , visual, and video            15       Video
    8       Rband and video                      16       Other

   Enter=End Help                                                   Role=page help text
```

F Equipment Codes

Equipment codes are as follows on Screen HLPEQU01.

```
Compliance                                                                    HLPEQU01
Equipment Display Screen
-------------------------------------------------------------------------------------------
                    Equipment Codes for Compliance Data Report
   Code     Equipment                            Code     Equipment
    1       None                                  7       Air crew
    2       Camera                                8       Air crew and camera
    3       Film                                  9       Air crew and film
    4       Film and processing                  10       Air crew, camera, and film
    5       Camera and film                      11       Air crew, camera, film, and processing (Turn
    6       Camera, film, and processing                  Key)

Enter=End help                                                   Roll=page help text
```

--*

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

This table lists the reports required in this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
PA-115R	Aerial Compliance Data Report	Annually	County Offices submit to State Offices by February 5th State Offices submit to KC-ITSD by February 10th	Not required	525, 526
PA-118R	Crop Compliance Data Report	Monthly	County Offices submit to State Offices by 5th of each month, after AFIS crop year software is received until spot checks are completed State Offices submit to KC-ITSD by 10th of each month, after AFIS crop year software is received until spot checks are completed	Not required	525, 528, 529, 532

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (Includes Appendix)		20, 331, 501
AD-2007	FSA/RMA Compliance Referral		508

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-509	Direct and Counter-Cyclical Program Contract		359, 361, 363, 363.5
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program		23, 24
CCC-576-1	Appraisal/Production Report Noninsured Crop Disaster Assistance Program		332
CRP-1	Conservation Reserve Program Contract		78, 497
CRP-1 Appendix	Appendix to Form CRP-1, Conservation Reserve Program Contract		16
FSA-54	County Office Work Measurement System		251
FSA-180	Register of Excess Farms and Record of Requests for Remeasurement or Adjustment of Acreage	347	
FSA-409	Measurement Service Record	461, 463, 464	15, 397, 442, 459, 462
FSA-409A	Measurement Service Request Register	462	
FSA-426	MPCI/FCIC Information Request Worksheet	508	509
FSA-441	Order for Aerial Photography		491
FSA-461	_____ (Commodity) Production Evidence Spot Checks	348	

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-468	Notice of Determined Acreage	376	15, 347, 360, 366, 375, 379, 380, 395, 397, 526
FSA-468T	Notice of Determined Acreage for Tobacco	377	375
FSA-568 Manual	Register of Farm Certifications	322	329, 330
FSA-569	NRCS Report of HELC and WC Compliance for Spotcheck Purposes		20, 330, 331
FSA-577	Report of Supervisory Check	332	327
FSA-578	Report of Acreage		Text, Ex. 2, 10.5, 33
FSA-603	Collection Register for State and County Offices		459
FSA-658	Record of Production and Yield		348
MQ-38	Certification for Eligibility to Receive Price Support on Tobacco		329
MQ-92 (Tobacco)	Estimate of Tobacco Production	346	
MQ-108-1	Report of Unmarketed Tobacco		344
SCS-CPA-026	Highly Erodible Land and Wetland Conservation Determination		495, 501, 502, 503, 505, 506.5

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM (Continued)

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AA	Alert Area	452
AFIS	automated farm inspection selection	Text
AMTA	Agricultural Market Transition Act	2
APH	actual production history	21, 324, 327
AV	administrative variance	378, 379, 461, Ex. 2
BWEP	Boll Weevil Eradication Program	17
CDP	Crop Disaster Program	25
CFA	Controlled Firing Area	452
CLU	common land unit	Text, Ex. 2, 37
CW	converted wetland	20, 331, 494, 495
DGPS	Differential Global Positioning System	421
DOD	Department of Defense	451
DOQ	Digital Orthophotography	501, Ex. 2
FAA	Federal Aviation Administration	421, 451-453
FAV	fruits and vegetables	21, 73, 76, 102, 360, 378, 379, Ex. 10.5, 11, 12
FIPS	Federal Information Processing Standards	501, 506, 506.5, 516
FTP	File Transfer Protocol	501, 504, Ex. 37
GIS	Geographic Information System	392, 438, 501, 502, 506.5, Ex. 2, 12
GPS	global positioning system	390, 420, 421, 526, Ex. 2
HEL	highly erodible land	494, 499, 501, 502, 505, 528
IFR	Instrument Flight Rules	452
LAM	Loss Adjustment Manual	327
MDOQ	Mosiac Digital Orthophoto Quadrangle	19

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
MOA	Military Operations Area	452
MTR	Military Training Route	452
NAIP	National Agricultural Imagery Program	444, 451
NHEL	non highly erodible land	494, 502
NOTAM	"Notices to Airmen"	452, 453
OCROP	other cropland	141
ODB	object data base	506.5
OFAV	other fruits and vegetables	85, 141
PA	Prohibited Area	452
PLSS	Public Land Survey System	506.5
PT	Program Technician	506
R & W	read and write	438
RA	Restricted Area	452
"T" area	transitional area	86
TFR	Temporary Flight Restriction	453
VFR	Visual Flight Rules	452
W	wetland	331, 494, 495, 499
WA	Warning Area	452
WAAS	Wide Area Augmentation System	421

Redelegations of Authority

This table lists redelegations of authority in this handbook

Redelegation	Reference
STC has the option of delegating a spot check to CED in the county where the tobacco is stored.	344
DAFP authorizes STC to adjust measurement service rates when aerial slides are used.	460

Definitions of Terms Used in This Handbook

3 D Differential Location	3 D differential location is when the receiver issuing differential data obtained through DGPS operated by the U.S. Coast Guard or WAAS, such as the system operated by FAA and the receiver is using data on at least 4 satellites.
Accurate Report of Acreage	An accurate report of acreage is a producer's correct acreage certification of the crop and land use for the farm or farms, critical to program benefits. **Note:** An inaccurate report is used to determine a discrepancy, not the potential advantage to the producer.
Acreage Discrepancy	An acreage discrepancy is when a determined crop acreage exceeds or differs from the allotted or reported acreage by more than the allowable tolerance.
Administrative *--Variance (AV)	AV is the amount by which the determined acreage of tobacco may exceed the effective allotment and be considered in compliance with program regulations.
Aerial Compliance	Aerial compliance is a method of determining acreage and updating aerial photography using 35mm slides, digital images, and other approved--* equipment.
Aerial Compliance Team	The aerial compliance team is FSA employees involved in aerial compliance flights and camera operations.
Aerial Photographs	Aerial photographs are rectified enlargements made from negatives by APFO. Aerial photographs can be 24- by 24-inches or 17- by 17-inches. Because of the accuracy of the enlarging method, all images on the prints are usable for measurements.
***--Alidade**	An alidade is a telescopic surveying instrument, primarily used by professional engineers and technicians, that is mounted on a plane table that can be leveled and rotated clockwise from north to south to measure angles.--*
Allotment Crop	An allotment crop is a crop for which acreage allotments are established. Acreage allotments are currently established for all kinds of tobacco, except burley tobacco.

Continued on the next page

Definitions of Terms Used in This Handbook (Continued)

Altitude	Altitude is the height of the plane above ground. The table in subparagraph 442 D assumes that ground level is at sea level. The maximum altitude above sea level, which may be safely flown without oxygen, is 12,000 feet.
Attribute	An attribute is descriptive data attached to CLU.
***--Chain Tape**	A chain tape is a metal measuring tape, graduated in chains and links. One chain is equal to 100 links or 66 feet. One link is equal to 7.92 inches.**--***
Common Land Unit (CLU)	CLU is formerly known as a field.
CLU Layer	A CLU layer is a digital layer made up of a county's CLU's.
Contact Prints	Contact prints are 12- by 12-inch prints of aerial photographs overlapping 50 percent from photo-to-photo, going from north to south and from east to west.
Coverage	Coverage is the total ground area covered by a slide. The coverage area is about 21 percent larger than target area. This eliminates the need to use the edges of the slide, which may be distorted.
Crop Reporting Date	***--**The crop reporting date is the latest date the Administrator, FSA will allow the farm operator, farm owner, or their agent to submit a crop acreage report for the report to be considered timely.**--***
CRP Acreage Maintenance Inspections	CRP acreage maintenance inspections are inspections made to find out if a producer is continuing to maintain designated acreages according to CRP regulations. Do not confuse this inspection with the regular random inspection.
Determined Acreage	***--**Determined acreage means acreage established by a representative of FSA by use of official acreage, digitizing or planimetering areas on the photograph or other photographic image, or computations from scaled dimensions or ground measurements.**--***

Continued on the next page

Definitions of Terms Used in This Handbook (Continued)

Digital Orthophotography (DOQ)	DOQ is a digital representation (map) of an aerial photograph. Ground and land features are accurately located in their true map positions on DOQ. Distortions caused by differences in terrain relief and aerial camera tilt have been removed. Service Centers will use DOQ's as the base map in GIS.
Digital Photographs	Digital photographs are digital representations of a aerial photograph.
***--Digitizer**	A digitizer is a measuring tool that computes areas and lengths by tracing an area and directly entering the results into a computer. Some digitizers have small internal computers.**--***
Digitizing	Digitizing is encoding map features, such as points, lines, and polygons, as coordinates in a digital form, that is, using the computer to draw lines and points on a digital map. Field Service Agencies will be digitalizing tract/CLU boundaries on top of DOQ is drawing of CLU boundaries.
***--Divider**	A divider is a compass that can be used with the scale ruler. See subparagraph 420 J for a description of a scale ruler.
Electronic Distance Measuring Instrument	An electronic distance measuring instrument is a surveying tool used to measure distance and height. The instrument is aimed at an object and measurements are recorded.
Farm Inspection	A farm inspection is an inspection by an authorized FSA representative using aerial or ground compliance to determine the extent of producer adherence to program requirements.**--***

Continued on the next page

Field

--A field is a part of a farm that is separated from the balance of the farm by-- permanent boundaries, such as:

- fences
- permanent waterways
- woodlands
- *--croplines in cases where farming practices make it probable that this cropline is not subject to change--*
- other similar features.

Focal Length

Focal length is the distance between the camera lens and the film expressed in millimeters or the distance between the projection lens and the slide expressed in inches.

Geographic Information System (GIS)

*--GIS is a system that:

- stores, analyzes, and manipulates spatial or geographically referenced data
- computes distances and acres using stored data and calculations.

Geographic Positioning System (GPS)

GPS is a positioning system using satellites that continuously transmit coded information. The information transmitted from the satellites is interpreted by GPS receivers to precisely identify locations on Earth by measuring distance from the satellites.--*

Gross Acreage Factor

The gross acreage factor is a percentage used to convert the permitted acreage or the allotment to the acreage needed to plant the allotted or permitted acreage.

Ground Compliance

Ground compliance is an onsite method for determining acreage and updating aerial photography.

Note: Ground compliance is done by actually going to the field and measuring the acreage using tapes, measuring wheels, and other equipment that can determine the acreage.

Continued on the next page

Ground Measurement

Ground measurement is the technique of finding the distance between 2 points on the ground using the chain and is expressed in chains and links.

GPS Units

A GPS unit is a device that:

- uses satellite positioning to determine points on the earth
- is authorized for all compliance measurement purposes.

Note: Measurements obtained from GPS coordinates must be taken according to the specifications in paragraph 421.

Initial Crop

An initial crop is the first crop planted on a field or subdivision during a crop year.

Key County Office

The key County Office is the County Office that provides aerial compliance flight service for itself, other County Offices, or both.

Late-Filed FSA-578

A late-filed FSA-578 is a report that has not been filed by the reporting date according to paragraph 18.

Measurement Service After Planting

--**Measurement service after planting means determining a crop or designated acreage after planting, but before the farm operator files a report of acreage for the crop.**--

Measurement Service Fee

Measurement service fee is a fee set by COC to cover the cost of providing a specific producer service; such as, acreage determinations, bin measurements, and crop appraisals.

Continued on the next page

Measurement Service Request

A measurement service request is a request for any farm visit or acreage determination that is not required by procedure. Included are farm visits to:

- ***--**determine exact area designated for specific crop land or land use by the owner, operator, or other tenant**--***
- determine quantity of farm-stored commodities
- redetermine measurements of farm-stored production
- make determinations not required to administer a program, such as a crop appraisal.

***--Measuring Wheel**

A measuring wheel is an instrument composed of a handle, wheel, and counter, and is used to measure ground area. As the wheel is moved along the ground, the counter measures the number of revolutions of the wheel.

Normal Row Width

Normal row width is the distance between the rows of the crop in the field, but not less than 30 inches for all crops.

Numonic Planimeter

Numonic Planimeter is equipment used manually in determining acreage through use of 35mm slides projected over aerial photography.**--***

Official Acreage

Official acreage is acreage established by FSA as an accurate measure for an area. This acreage is recorded and maintained on photography.

Note: Until CLU is certified, the acreage designated official on the hard copy map will be the official acreage. See paragraph 497 if official acreage changes as a result of new photography.

Permanent Boundary

A permanent boundary is a recognized established boundary that is not readily movable, such as a:

- property line
- ditch
- road
- fence
- hedgerow.

Continued on the next page

Definitions of Terms Used in This Handbook (Continued)

Permanent Point or Object

A permanent point or object is a point that is easy to identify and not easily moved; such as, a boulder, tree, pole, or fence post.

***--Pin, Flag, or Stake**

A pin, flag, or stake is an object placed in the ground to mark a point to be used to determine a measurement.**--***

Photocopy

A photocopy is a copy of a portion of a rectified aerial photograph or DOQ showing a farm or a group of farms with tract and field boundaries.

Photograph

A photograph includes both hard copy aerial photograph and DOQ's. All uses cover both aerial and digital unless specified.

***--Polar Planimeter**

A polar planimeter is an instrument moved along boundaries on aerial photography. The instrument readings are used to convert photography measurements to acreages.**--***

Population

Population is the total number of APH's for production reviews.

Projector-to-Photograph Distance

The projector-to-photograph distance is the distance required to obtain proper scale. The minimum distance for proper focus of the slide image is about:

- 7 inches for a 3-inch lens
- 14 inches for a 4-inch lens
- 21 inches for a 5-inch lens
- 28 inches for a 6-inch lens.

Continued on the next page

Definitions of Terms Used in This Handbook (Continued)

Random Inspection	A random inspection is an examination of a farm selected by an impartial sample conducted by an authorized FSA representative to check accuracy of producer's certification.
Repeat Crop	A repeat crop is numerous plantings of the same crop on the same acreage after the harvesting of the original planting in the same crop year.
Reported Acreage	Reported acreage is acreage reported by the farm operator, farm owner, or a properly authorized agent.
Required Inspection	***--**A required inspection is an examination by an authorized FSA representative for a farm specifically selected by application of prescribed rules to determine adherence to program requirements or to verify the farm operator's, farm owner's, or farm producer's or agent's report.
Scale Ruler	A scale ruler is a calibrated ruler for use with tapes graduated in chains and feet. Scale rulers for chains are graduated in 660 feet (50 parts to inch) and 1,000 feet (75.7 parts to inch).**--***
Skip	Skip is the distance from the center of planted row to the center of planted row.
Skip Credit	Skip credit is the distance of the skip minus ½ width of each adjoining planted row.
Skip-Row or Strip-Crop Planting	Skip-row or strip-crop planting is a cultural practice in which rows of the crop area are alternated with strips of idle land or another crop in a regular pattern.
Skip-Row Pattern	A skip-row pattern is a cultural practice of alternating strips of row crops with idle land.

Continued on the next page

Sled-Row Pattern

A sled-row pattern is a cultural practice of alternating strips of tobacco with idle land. Originally, this idle land was used as a transportation lane for the sled that carried the harvested tobacco.

--Note:** Sled-row pattern could also apply to other crops, such as vine crops.**--

---

Slide

A slide is a photographic transparency measuring 35mm (1.377.95 inches) long and 23.3mm (0.90945 inches) wide and mounted in a 2- by 2-inch frame.

Slide Image

The slide image is the projected image. The tables in subparagraph 442 D show the length, in inches, of the projected image at about 660 feet-per-inch scale.

Solid Plant Pattern

A solid plant pattern is a cultural practice of uniform rows where the distance between row widths do not exceed 40 inches.

Staking and Referencing

Staking and referencing is the determination of acreage before planting, designating, or adjusting by:

- planimetering or digitizing a delineated area on photography or computing the chains and links from ground measurement
- sketching the field or subdivision
- placing markers on the ground and noting the position
- guaranteeing the acreage which is later planted, designated, or adjusted within the staked area
- placing markers on the land to allow a producer to accurately plant, designate, or adjust acreage.

Standard Deduction

Standard deduction is an acreage allowance determined for the turn area by applying a percent of the area planted to the crop, instead of measuring the turn areas. COC deviations from the standard must be reasonable and justifiable for the crop and area affected.

Continued on the next page

Definitions of Terms Used in This Handbook (Continued)

Strip-Crop Pattern

A strip-crop pattern is a cultural practice of alternating strips of crops and idle land or other crops.

Subdivision

--**A subdivision is a part of a field that is separated from the balance of the field by temporary boundary, such as a cropline that could be easily moved or will likely disappear.**--

Subsequent Crop

A subsequent crop is the crop planted after the second crop on the same field or subdivision within a crop year or a second crop that does not meet double-cropping requirements in 1-PF.

Target

The target is the:

- area on the ground
- subject of the slide.

Target Length

The target length is the dimension of the long side of the target. The target length is always the relationship to the land side (36mm) of the slide.

Target Width

The target width is the dimension of the short side of the target. The target width is always in relationship to the short side (24mm) of the slide.

Temporary Boundary

A temporary boundary is an easily movable boundary generally recognizable, including croplines and turn areas between fields.

Temporary, Fixed Point

A temporary, fixed point is a point that is easy to identify and easily movable. A stake referenced to a permanent point or a permanent point on a permanent boundary is a fixed point.

Continued on the next page

Definitions of Terms Used in This Handbook (Continued)

Tolerance	***--**Tolerance is a prescribed amount within which the reported acreage and/or production of a crop may differ from the determined acreage and/or production and still be considered in compliance.**--***
Turn Area	Turn area is the area perpendicular to the crop row that is necessary for turning operating equipment. A turn area is also called turn row, headland, or end row.
Verifying Acreage	Verifying acreage is any method used to prove the accuracy of the reported acreage and land use and compliance with program requirements.
Zero Acreage	Zero acreage is when no crop acreage was planted on the farm for the year.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
HLPAGR01	Agreement Category Display Screen	526
HLPNAV01	Navigation System Display Screen	526
HLPEQU01	Equipment Display Screen	526
MCA91001	Producer Maintenance Screen	101
MCD810	Data for Federal Crop Insurance Main Menu	510
MEAC7301	Certification Screen	141
MEAEL601	Cropland Acres Screen	274
MEAL00	Acreage and Compliance Determinations Menu	39
MEAL1401	Crop/Share Load Screen	84
MEAL2401	Crop/Share Repeat Load Screen	86
MEAL3001	Starting Point Screen	99
MEAL3101	Field Review Screen	85
MEAL3201	Crop/Share Revision Screen	100
MEAL3401	Farm Deletion Screen	252
MEAL4001	Determined Acres Screen	251
MEALD101	Rejected Defaults Rollover Screen	40
MEALD201	Assign Crop Defaults Screen	41
MEALD401	Rollover Selection Screen	40
MEALD501	Print Selection Screen	40
MEALN101	Farm and Print Selection Screen	376
MEALT0	Compliance Data Report Menu	525
MEALT101	Maintenance Load Screen	528

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Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
MEALTK01	Supervisory Spot Check Screen	528
MEALU0	Status Report Selection Menu	297
MEAO0101	Option Selection Menu	63
MEAP6001	Print Selection Screen	161
MEALINFO	Informational Screen	363, 363.5, 365
MEALS0	200 Farm Inspection Selection Menu	361
MEALS202	Random Print Selection Screen	362
MEALS203	Additional Required Farm Screen	363
MEALS206	Additional Farms/Crops Screen	363.5
MEALS209	Random Print Information Screen	362
MEALS2W1	Information Screen	362
MEAS1101	Producer Share Screen	64
MEAU7001	Farm Summary Screen	277
MEAU7101	Tobacco Allotment Display Screen	276
MEAU8001	Tract Summary Screen	278
MEFLT301	County Report Select Screen	531
MEFLT401	County Transmission Select Screen	531
MEFLT501	Supervisory and Printer Load Screen	531
MEFS00	200X State Compliance Data Report Menu	531
	Work With Data in a File Screen	511

Crop Reporting Dates

A Introduction

This exhibit lists FSA farm program crop reporting dates established by State.

B NAP Acreage Reports

The final date for reporting any specific crop acreage for which NAP assistance may be paid is the earlier of the following:

- the established acreage reporting date in this exhibit
- 15 calendar days before the onset of harvest or grazing of the specific crop acreage being reported.

--Notes:** The final reporting date for value loss and controlled environment crops, with the exception of floraculture, is September 30 for the ensuing crop year. Follow 1-NAP, subparagraph 189 E, for reporting floraculture.**--

The final reporting date for honey is:

- by January 2 for the calendar year or crop year ending December 31

  Example: January 2, 1998, for the 1998 calendar year or crop year ending December 31, 1998.

- within 30 calendar days of the date colonies of bees are acquired, brought into, or removed from the county.

If the crop has NAP coverage, the crop must be reported 15 calendar days before the onset of harvest. If the crop does not have NAP coverage, the acreage reporting date would be the date listed in this exhibit.

C List of Crop Reporting Dates

The following table lists crop reporting dates for farm programs, including NAP, except as provided in subparagraphs B and 18 B.

State	Crop	Date
Alabama	Small grains: • fall-seeded • spring-seeded	May 1
	All crops, except small grains and tobacco	July 15
	Tobacco	May 31
Alaska	All crops	June 15

Crop Reporting Dates (Continued)

C List of Crop Reporting Dates (Continued)

State	Crop	Date
Arizona	Small grains: • fall-seeded • spring-seeded	May 15
	All crops, except small grains	July 15
Arkansas	Small grains: • fall-seeded • spring-seeded	May 15
	All crops, except small grains	July 15
California	All crops, except small grains **Note:** See subparagraph D for small grains.	July 15
Colorado	All crops	July 15
Connecticut	Small grains: • fall-seeded • spring-seeded	May 31
	All crops, except small grains	July 15
Delaware	Small grains: • fall-seeded • spring-seeded	May 31
	All crops, except small grains	August 5
Florida	Small grains: • fall-seeded • spring-seeded	April 15
	All crops, except small grains and tobacco	June 30
	Tobacco	May 31
	Summer-seeded crops	June 30

Crop Reporting Dates (Continued)

C List of Crop Reporting Dates (Continued)

State	Crop	Date
Georgia	Small grains: • fall-seeded • spring-seeded	***--**March 1**--***
	All crops, except small grains and tobacco	July 15
	Tobacco	May 31
Hawaii	All other crops	15 calendar days before the onset of harvest for the specific crop
	Forage	December 16
	Banana, papaya, orchard crops, sugar cane, pineapple, CRP	December 31
Idaho	All crops	June 30
Illinois	Small grains: • fall-seeded • spring-seeded	May 31
	All crops, except small grains	July 15
Indiana	See subparagraph E for crops and reporting dates.	
Iowa	All crops	June 30
Kansas	Small grains: • fall-seeded • spring-seeded	May 31
	All crops, except small grains	August 1
Kentucky	Small grains: • fall-seeded • spring-seeded	May 31
	All crops, except small grains and tobacco	July 15
	Tobacco	July 15

Crop Reporting Dates (Continued)

C List of Crop Reporting Dates (Continued)

State	Crop	Date
Louisiana	Small grains: • fall-seeded • spring-seeded	April 15
	All crops, except small grains	July 15
Maine	All crops	July 15
Maryland	Small grains, except Garrett county: • fall-seeded • spring-seeded	***--**June 15**--***
	All crops, except small grains	July 15
	All crops for Garrett county	July 15
Massachusetts	Small grains: • fall-seeded • spring-seeded	June 15
	All crops, except small grains	July 15
Michigan	Fall-seeded small grains	June 30
	All crops, except fall-seeded small grains	July 15
Minnesota	All crops	July 15

Crop Reporting Dates (Continued)

C List of Crop Reporting Dates (Continued)

State	Crop	Date
Mississippi	Small grains: • fall-seeded • spring-seeded	May 1
	All crops, except small grains	**Note:** See subparagraph F for reporting dates.
Missouri	All crops	July 31
Montana	All crops	July 15
Nebraska	Small grains: • fall-seeded • spring-seeded	June 30
	All crops, except small grains	***--**July 15**--***

Crop Reporting Dates (Continued)

C List of Crop Reporting Dates (Continued)

State	Crop	Date
Nevada	Small grains, Clark and South Nye counties: • fall-seeded • spring-seeded	April 15
	Small grains, South Lincoln county: • fall-seeded • spring-seeded	May 31
	Small grains, North Nye, North Lincoln, and all other counties: • fall-seeded • spring-seeded	June 15
	All crops, except small grains	July 15
New Hampshire	All crops	July 15
New Jersey	Small grains: • fall-seeded • spring-seeded	May 31
	All crops, except small grains	July 15

Crop Reporting Dates (Continued)

C List of Crop Reporting Dates (Continued)

State	Crop	Date
New Mexico	Small grains: • fall-seeded • spring-seeded	May 15
	All crops, except small grains	July 15
New York	Small grains: • fall-seeded • spring-seeded	June 15
	All crops, except small grains	July 15
North Carolina	Small grains: • fall-seeded • spring-seeded	May 15
	All crops, except small grains and burley tobacco	June 30
	Burley tobacco	July 15
North Dakota	All crops	July 15

Crop Reporting Dates (Continued)

C List of Crop Reporting Dates (Continued)

State	Crop	Date
Ohio	Small grains	June 30
	All crops, except small grains	July 15
Oklahoma	See subparagraph G for crops and reporting dates.	
Oregon	See subparagraph H for crops and reporting dates.	
Pennsylvania	Small grains: • fall-seeded • spring-seeded	June 15
	All crops, except small grains	July 15
Puerto Rico	All crops	***--**15 calendar days before the onset of harvest for the specific crop**--***
Rhode Island	Small grains: • fall-seeded • spring-seeded	May 31
	All crops, except small grains	July 15
South Carolina	Small grains: • fall-seeded • spring-seeded	May 1
	All crops, except small grains and tobacco	July 15
	Tobacco	May 31

Crop Reporting Dates (Continued)

C List of Crop Reporting Dates (Continued)

State	Crop	Date
South Dakota	All crops	July 15
Tennessee	Small grains: • fall-seeded • spring-seeded	May 15
	All other crops, except small grains and tobacco	July 15
	Tobacco	July 1
Texas	Small grains: • fall-seeded • spring-seeded	See subparagraph I.
	All crops, except small grains and peanuts	See subparagraph J.
	Peanuts	July 15
Utah	All crops	***--**June 30**--***
Vermont	Small grains: • fall-seeded • spring-seeded	June 30
	All crops, except small grains	July 15

Crop Reporting Dates (Continued)

C List of Crop Reporting Dates (Continued)

State	Crop	Date
Virginia	Small grains: • fall-seeded • spring-seeded	May 31
	***--**All crops, except small grains, tobacco, grain sorghum, and soybeans	June 30
	Tobacco, grain sorghum, soybeans, hay, pasture, and CRP**--***	July 15
Washington	All crops	June 30
West Virginia	Small grains: • fall-seeded • spring-seeded	May 31
	All crops, except small grains	July 15
	Maple sap	January 2
	Tobacco	July 15
Wisconsin	All crops	July 15
Wyoming	All crops	See subparagraph K.

Crop Reporting Dates (Continued)

D Acreage Reporting Dates for Small Grain Crops in California

The following table provides California's acreage reporting dates for small grains.

Crop	County	Practice	Date
Wheat	Imperial	Fall-seeded	March 15
	Lassen, Modoc, Siskiyou, Eastern Shasta	Fall-seeded	December 15
		Spring-seeded	July 15
	All other counties	Fall- and spring-seeded	April 30
Barley	Lassen, Modoc, Siskiyou, Eastern Shasta	Fall-seeded	December 15
		Spring-seeded	July 15
	All other counties	Fall- and spring-seeded	April 30
Oats	Lassen, Modoc, Siskiyou, Eastern Shasta	Spring-seeded	July 15
	All other counties	Fall- and spring-seeded	April 30

Crop Reporting Dates (Continued)

E Acreage Reporting Dates for Indiana

The following table provides acreage reporting dates for Indiana.

Crop	County			Date
Small grains: • fall-seeded • spring-seeded	Bartholomew Brown Clark Clay Crawford Daviess Dearborn/Ohio Decatur Dubois Floyd Franklin Gibson Greene Harrison	Hendricks Jackson Jefferson Jennings Johnson/Marion Knox Lawrence Martin Monroe Morgan Orange Owen Parke Perry	Pike Posey Putnam Ripley Rush Scott Shelby Spencer Sullivan Switzerland Vanderburgh Vigo Warrick Washington	May 31
All crops, except small grains				July 15

Crop Reporting Dates (Continued)

E Acreage Reporting Dates for Indiana (Continued)

Crop	County			Date
All crops, including small grains	Adams	Hancock	Porter	July 15
	Allen	Henry	Pulaski	
	Benton	Howard	Randolph	
	Blackford	Huntington	St. Joseph	
	Boone	Jasper	Starke	
	Carroll	Jay	Steuben	
	Cass	Kosciusko	Tippecanoe	
	Clinton	LaGrange	Tipton	
	De Kalb	Lake	Union	
	Delaware	La Porte	Vermillion	
	Elkhart	Madison	Wabash	
	Fayette	Marshall	Warren	
	Fountain	Miami	Wayne	
	Fulton	Montgomery	Wells	
	Grant	Newton	White	
	Hamilton	Noble	Whitley	

Crop Reporting Dates (Continued)

F Acreage Reporting Dates for Mississippi

The following table provides acreage reporting dates for Mississippi.

Crop	County			Date
Small grains: • fall-seeded • spring-seeded	All counties			May 1
All crops, except small grains	All counties **not** in the following list			July 15
	Alcorn Attala Benton Bolivar Calhoun Carroll Chickasaw Choctaw Clay Coahoma De Soto Grenada Hinds Holmes Humphreys Issaquena Itawamba	Kemper Lafayette Leake Lee Leflore Lowndes Madison Marshall Monroe Montgomery Neshoba Noxubee Oktibbeha Panola Pontotoc Prentiss Quitman	Sharkey Sunflower Tallahatchie Tate Tippah Tishomingo Tunica Union Washington Warren Webster Winston Yalobusha Yazoo	August 1

Crop Reporting Dates (Continued)

G Acreage Reporting Dates for Oklahoma

The following table provides acreage reporting dates for Oklahoma.

Crop	County	Date
Small grains: • fall-seeded	Alfalfa, Beaver, Cimarron, Ellis, Garfield, Grant, Harper, Kay, Major, Noble, Texas, Woods, Woodward	May 31
• spring-seeded	All other counties	May 15
All crops, except small grains	All counties	August 1

H Acreage Reporting Dates for Oregon

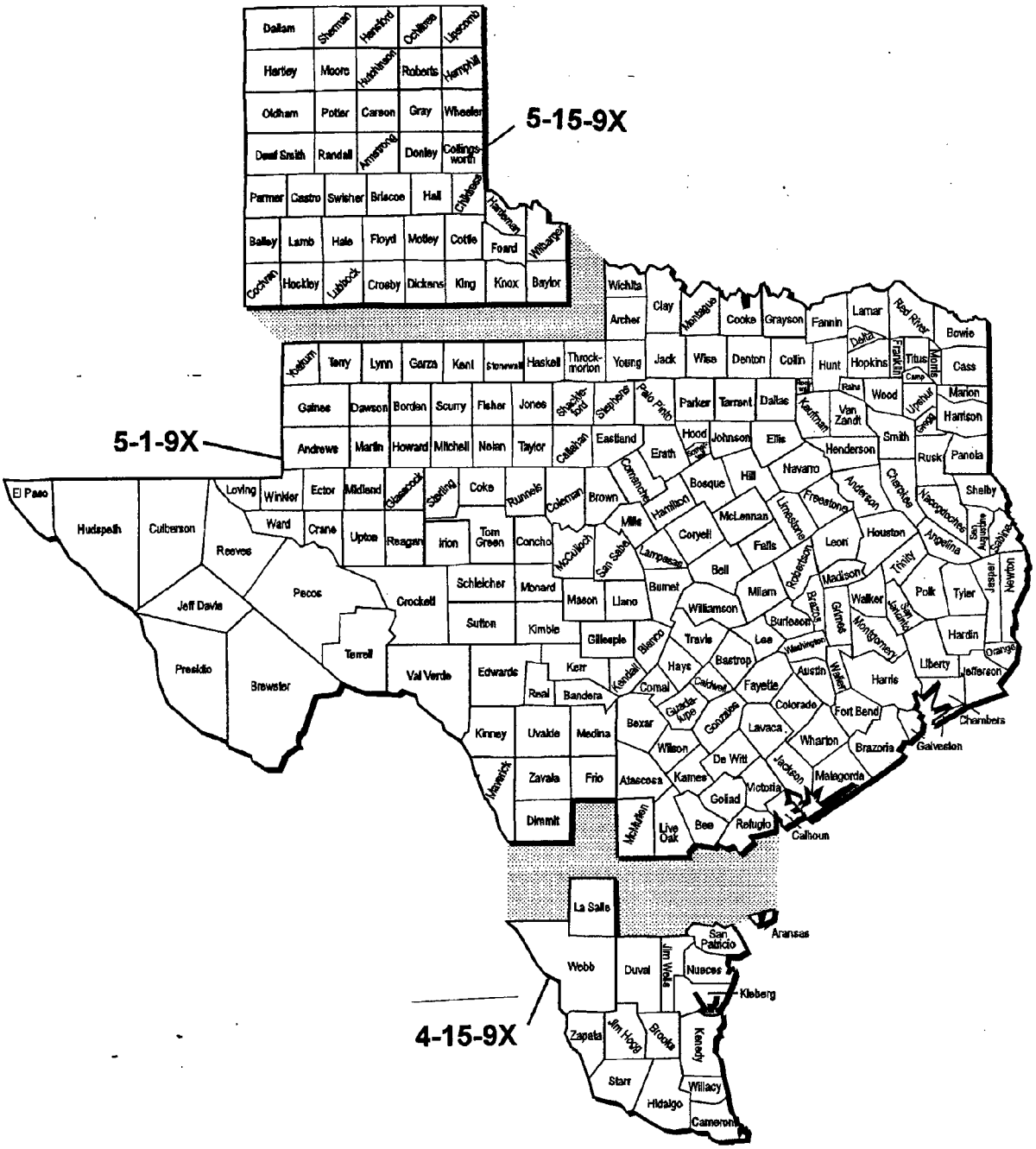
The following table provides acreage reporting dates for Oregon.

Crop	County	Date
All crops	Baker, Grant, Harney, Klamath, Lake, Wallowa	August 15
	***--**Union	July 15**--***
	All other counties	June 30

Crop Reporting Dates (Continued)

I Acreage Reporting Dates for Small Grain Crops in Texas

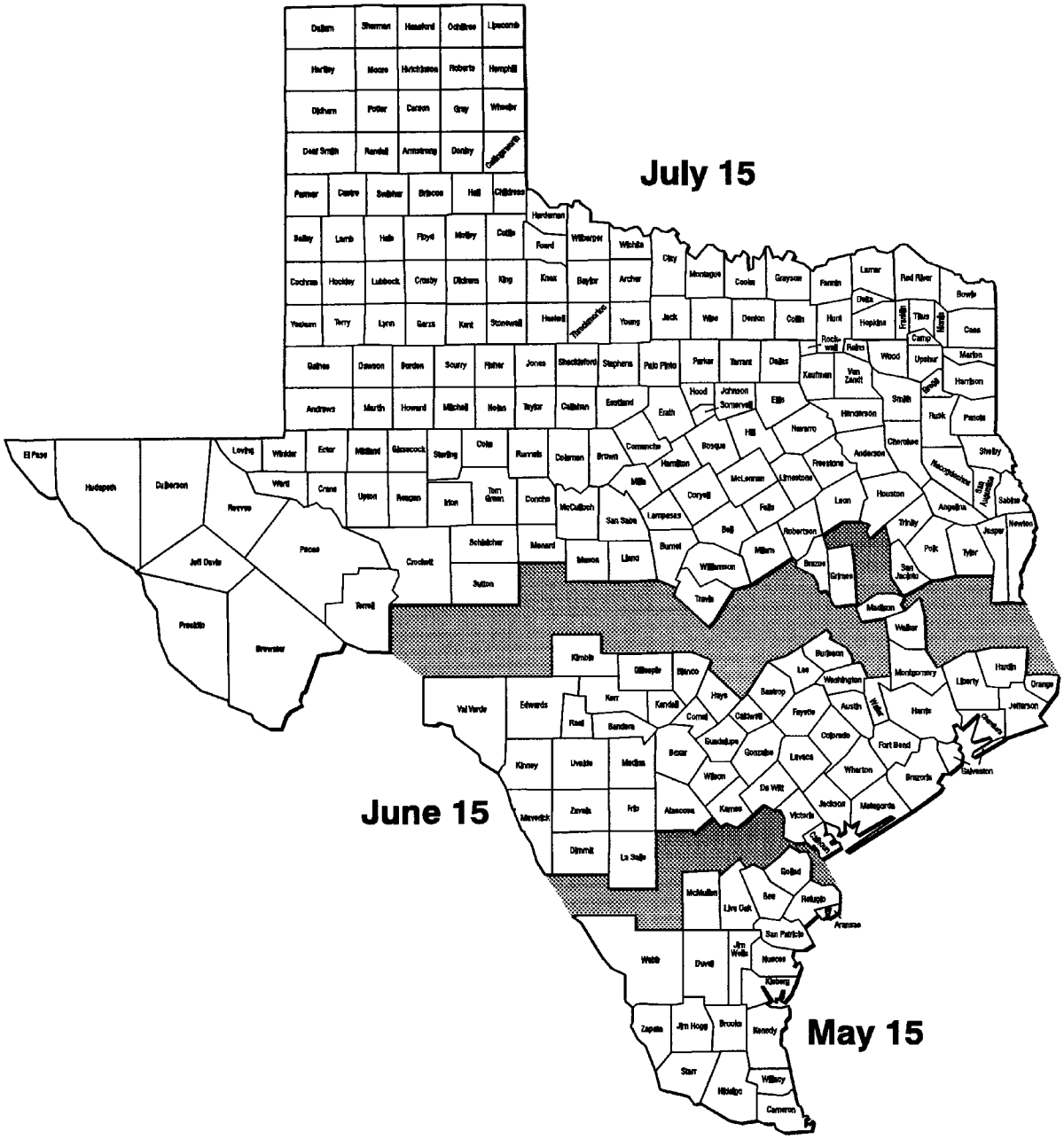
Following is a map of the Texas small grain crops' acreage reporting dates for farm programs.



Crop Reporting Dates (Continued)

*--J Acreage Reporting Dates for Spring- Seeded Crops in Texas

Following is a map of the Texas acreage reporting dates for spring-seeded crops.



--*

Crop Reporting Dates (Continued)

K Acreage Reporting Dates for Wyoming

The following table provides acreage reporting dates for Wyoming.

Crop	County	Date
All crops	Albany, Big Horn, Campbell, Carbon, Converse, Crook, Fremont, Goshen, Hot Springs, Johnson, *--Laramie, Lincoln, Natrona, Niobrara, Park, Platte, Sheridan, Sublette, Sweetwater, Teton, Uinta, Washakie, Weston--*	July 1
* * *	* * *	* * *

Additions to Crop Table

*--

U.S. Department of Agriculture
Farm Service Agency

Additions to Crop Table

1. FSA State Office Name and Address Telephone No. ( )		2. FAX Request or e-mail to: FAX Information: USDA, FSA, PECD, CB ATTN: HELEN MATHEW FAX NO. (202) 720-4941 E-mail Address: Helen.Mathew@wdc.usda.gov	
Crop Name	Description of Crop (Include final harvested use of the crop, whether it is a fruit or vegetable, and if its purpose is for food or fiber.)	Types	Intended Use

--*

2003 and Subsequent Year Crops Reported on FSA-578

This table lists the crop names, crop codes, abbreviations, intended uses, and land uses for crops and aquaculture reported on FSA-578.

Note: Crops historically reported with land uses Sg, Hy, Gc, or Hg shall now be reported with an intended use of "Fg".

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Acerola ("Barbados Cherry")	0172	AZARL	Fh	F
Airlayers	8285	AIRLY	Blank	Blank
Alfalfa	0027	ALFAL	Fg, Gz, * * * or Sd	Blank
*--Algae OGO (Red)	3003	ALGAE	Fh or Pr	Blank--*
Almonds	0028	ALMND	Blank	F
Aloe Vera	9032	ALOEV	Blank or Sd	Blank
Amaranth Grain	0516	AMAGR	Gr	
Antidesma	1165	ANTID	Fh	F
Apples COM Common SPCS Speciality **Note:** The type "SPC - Speciality" includes Fuji, Braeburn, Gala, Jona Gold, Crispin, Honeycrisp, Sommerfeld, Royal Gala, Macoun, Cameo, and Pink Lady. All other types are considered "COM - Common".	0054	APPLE	Fh, Ju, Pr, or Rs	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Apricots	0326	APRCT	Fh, Pr, or Rs	F
Artichokes	0458	ARTIC	Fh or Pr	
Asparagus	0104	ASPRG	Fh, Pr, Rs, or Sd	F
Atemoya (“Custard Apple”)	0997	ATMYA	Fh or Pr	
Avocados	0106	AVOCD		
Bamboo Shoots	0111	BAMBO	Fh or Pr	F
Bananas BAB Baby BFB Bluefield CVB Cavendish JON Johnson	0173	BANAN	Fh, Lv, or Pr	F
Barley SPR Spring WTR Winter WXY Waxy	0091	BARLY	*--Fg, Gm, Gr, Gz, or Ls--*	Blank
Beans (exempt from FAV) ADZ Adzuki CASC astor LUP Lupine MUN Mung	0047	BEANS	De or Sd	Blank

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Beans ANA Anasazi BBL Baby Lima BTU Black Turtle BUT Butter CHI Chinese String CRA Cranberry DRK Dark Red Kidney FAV Fava/Broad/Faba FSW Flat Small White GAD Garbanzo - Desi GAR Garbanzo - Kabuli GTN Great Northern GRN Green GBF Green Baby French	0047	BEANS	De, Fh, Pr, or Sd	F
JAC Jacobs Cattle KEB Kentucky Blue KIN Kintoki LGL Large Lima LRK Light Red Kidney LON Long *--MRW Marrow--* MYO Myothe OCT October PAP Papdai - Valvor PEA Pea/Navy PNK Pink PNT Pinto PLE Pole PLC Pole Lima Beans			Fg or Gm	Blank

--2003 and Subsequent Year Crops Reported on FSA-578 (Continued)--

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Beans (Continued) ROM Roma SHL Shelli SMR Small Red SMW Small White WAX *** * *** Wax SOL Soldier SUL Sulfer TEB Tebo	0047	BEANS	De, Fh, Pr, or Sd	F
TIG Tiger Eye Kidney VEL Velvet WHR White Half Runner WKD White Kidney ***--**WHT White Adzuki**--*** WIN Wing YRD Yardlong YEY Yellow Eye			Fg or Gm	Blank
Beets HYB Hybrid Red MAN Mangel OPN Open Pollinated	0642	BEETS	Fh, Pr, Sd, or Se	F
Birdsfoot/Trefoil	0355	BIFFO	***--**Fg, Gz, or Sd**--***	Blank
*** * ***				

--2003 and Subsequent Year Crops Reported on FSA-578 (Continued)--

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Blueberries HBS Highbush LWB Lowbush RAB Rabbiteye	0108	BLUBR	Fh or Pr	F
* * *				
Breadfruit	1290	BREAD	Fh	F
Broccoflower	0905	BRCFL	Fh, Pr, or Sd	
Broccoli	0110	BRCLI		
Broccolo-Cavalo	7073	BRCXC	Fh, Pr, Rs, or Sd	
Brussel Sprouts	0112	BRUSL	Fh, Pr, or Sd	
* * *				
Buckwheat	0114	BUKWT	*--Gm, Gr, or Sd--*	Blank
* * *	* * *	* * *	* * *	* * *

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Cabbage CHO Choy HYB Hybrid NAP Napa OPN Open Pollinated RED Red	0116	CABAG	Fh, Pr, Sd, or *--Se--*	F
Caimito	1166	CAMTO	Fh or Pr	
Calabaza Melon	9999	CALAB	Fh	
Calaloo	9056	CALAL		
Canary Melon	9998	CANAR		
Canary Seed	9039	CNRSD	Sd	Blank
*--Cactus	2050	CACTS	Fh	Blank--*

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Caneberries BLK Black Raspberries BOY Boysenberries CAS Cascadeberries CHT Chester Blackberries EVG Evergreen Blackberries KOT Kotata Blackberries LOG Loganberries MAR Marionberries OLA Olallieberries RED Red Raspberries TAY Tayberries	6000	CANBR	Fh or Pr	F
***--**Canistel	9057	CANIS	Fh	F**--***
Canola FAL Fall SPR Spring	0711	CANOL	Sd	Blank
Cantaloupe	0759	CANTL	Fh	F
Carambola (“Star Fruit”)	0999	CRMBA		
Carob	0494	CAROB	Pr	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Carrots HYB Hybrid MNE Minnie OPN Open Pollinated	0120	CARRT	Fh, Pr, or Sd	F
Casaba Melon	9997	CASAS	Fh	
Cashew	1291	CASHE	Blank	F
Cassava BGE Beige WHT White	0174	CASAV	Fh	Blank
Cauliflower	0124	CLFLW	Fh, Pr, or Sd	F
Celeric	0509	CLERI		
Celery	0126	CLERY		
Cherimoya (Sugar Apple)	8045	CHRMY	Fh	F
Cherries *--JAM Jamaica--* SWT Sweet TRT Tart	0128	CHERY	Fh or Pr	
Chestnuts	0375	CHENT	Blank or Fh	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Chia	0840	CHIA	Fh, Pr, or Rs	Blank
Chicory/Radicchio COM Common CHW Witloof	0511	CHICO	Fh or Rs	F
Chinese Bitter Melon	9996	CHIBT	Fh	
Christmas Trees ARI Arizona Cypress AUS Austrian Pine BAL Balsam Fir BLU Blue Spruce CAN Canaan Fir COL Colorado Blue Spruce CON Concolor Fir DOU Douglas Fir FRA Frasier Fir LEY Leyland Cypress NOB Noble Fir NRD Nordman Fir NOR Norway Spruce RED Red Cedar SCO Scotch Pine VAP Va Pine WPN White Pine Norway WHT White Spruce	7321	CHRUT	Fh or Rs	Blank
--**Chufes**--	0645	CHUFS	Sd	F
Chumgamoo	8001	CHUNG	Fh, Pr, Rs, or Sd	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Cinnamon	1298	CINNA		Blank
Citron Melon	9995	CTRON	Fh	F
Clover ALS Alsike ALC Alyce AHD Arrowhead BER Berseem CRM Crimson KUR Kura MAM Mammoth ***--**PPR Purple Prairie**--*** RED Red SUB Sub YEL Yellow WHT White	0265	CLOVR	Fg, Gz, or Sd	Blank
Coconuts	0175	COCON	Fh	F
Coffee ARA Arabica LIB Liberica ROB Robusta	0176	COFFE	Pr	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Corn BLU Blue NUT Corn Nuts RED Red SWT Sweet TRO Tropical WHE White YEL Yellow	0041	CORN	Fg, Fh, Gr, Gz, Pr, or Sd	Blank or F
ORN Ornamental POP Popcorn PSB Strawberry Popcorn			Pr, Fg, Gz, or Sd	Blank
Cotton, ELS	0022	ELSCN	Blank	Blank
Cotton, Upland	0021	UPCN		
Crambe (Colewort)	0714	CRAMB	Sd	Blank
Cranberries	0058	CRNBR	Fh or Pr	F
Crenshaw Melon	9994	CRENS	Fh	F
CRP	0099	CRP	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, ***--**23, 24, 25, 26, 27, 28, 30, 31 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, or 50**--***	Blank

--2003 and Subsequent Year Crops Reported on FSA-578 (Continued)--

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Crustacean CRB Crab CRA Crayfish GOB Gobo Shrimp LGE Large Shrimp MED Medium Shrimp PRW Prawns SML Small Shrimp	3002	CRUST	Fh or Pr	Blank
Cucumbers COM Common ENG English PKL Pickling	0132	CUCUM	Fh, Pr, or Sd	F
* * *				
Currants	0325	CURRN	Fh or Pr	F
* * *				
Dasheen/Taro Root/Malanga PUR Purple WHT White	0177	DASHE	Fh	F
Dates	0496	DATES	Fh or Pr	
* * *				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Eggplant CHE Cherry EUR European MIN Mini ORN Oriental	0318	EGGPL	Fh, Pr, or Sd	F
*****--Elderberries BSH Brush Hills CHE Cherokee MIL Mill Creek	0032	ELDER	Fh or Pr	F
EQIP	0098	EQIP	Blank	Blank--*****
Fallow	0101	FALOW		Blank
Figs ADR Adriatic BMF Black Mission CAL Calimyrna KDT Kadota	0060	FIGS	Fh	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Finfish	3000	FINFH	Fh or Pr	Blank
AWA Awa				
BIG Bighead Carp				
BLK Black Tilapia				
BLU Bluegill				
CHN Channel Catfish				
CHI Chinese Carp				
CNS Chinese Catfish				
CRP Crappie				
DIP Diploid Amur				
FLN Flounder				
GUP Guppy				
HAP Haplochromine Tropical				
KOI Koi Carp				
LAM Lamprologuine Tropical				
LGE Large Mouth Bass				
MBU Mbuna Chichlid Tropical				
--MNW Minnows--				
PER Perch				
RDT Red Tilapia				
RED Redfish				
SHL Shellcrack				
SHU Shubunkin Carp				
STR Striped Bass				
--STU Sturgeon (Caviar)--				
TAN Tanganyika Tropical				
THD Threadfin Shad				
TRI Triploid Amur				
TRO Tropical				
TRT Trout				
Flax	0031	FLAX	Sd	Blank
COM Common				
LIN Linola				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Flowers	7501	FLOWR	Ed, Fh, Ol, Sd, or Se	Blank
ACH Achillea				
ACR Acronlinium				
AFV African Violet				
AGA Agapanthus				
AGR Ageratum				
ALL Allium				
ALS Alstroemeria				
AMR Amaranth				
AMA Amaryllis				
AMM Ammobium				
ANM Anemone				
ANT Anthurium				
ANO Anthurium Obake				
ANP Anthurium Pastel				
ANR Anthurium Red				
ART Artemisia				
ASP Aspen Daisy				
AST Aster				
BAB Baby's Breath				
BAC Bachelor Buttons				
BAN Banana Bloom				
BAS Banksia				
BLD Belladonna				
BEL Bells of Ireland				
BIR Bird of Paradise				
BLS Black-eyed Susans				
BLT Bletilla				
--BEG Blue-eyed Grass--				
BUP Buplerum				
BUS Bush Clover				
BUT Butterfly Milkweed				
CLL Calla Lily				
CAL Calladium				
CMM Camomile				
CAM Campanelle				
CND Candy Tuft				
CAN Canna Lily				
CNM Carnation Miniature				
CSA Carpet of Snow Alyssum				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Flowers (Continued)	7501	FLOWR	Ed, Fh, Ol, Sd, or Se	Blank
CRY Caryopteris				
CAT Catchfly				
CEL Celesia				
CEO Celosia Plume				
CTR Centaurea				
CEN Centranthus				
CHR Cherimoya				
CHO Chocolate				
CRS Chrysanthemum				
CRP Chrysanthemum Pompon				
CHH Church				
CIR Cirisium				
CLE Clematis				
COC Cockscomb				
COL Coleus				
CFL Coneflower				
*--CCL Coneflower, Clasping				
CPP Coneflower, Pinnata Prairie				
CYP Coneflower, Yellow Prairie				
COR Coreopsis				
CRN Cornflowers--*				
COS Cosmos				
CRA Craspedia				
CPG Creeping Phlox				
CRO Crocosmia				
DAF Daffodil				
DAH Dahlia				
DSG Daisy Gloriosa				
DSM Daisy Marguerite				
DSS Daisy Shasta				
DEL Delphinium				
DIC Dicon				
DID Didiscus				
ECH Echeveria				
ELE Elephant Ear				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Flowers (Continued)	7501	FLOWR	Ed, Fh, Ol, Sd, or Se	Blank
IVY English Ivy				
EUC Eucalyptus				
EUP Euphorbia				
EPR Evening Primrose				
FSF False Sunflower				
FLA Flamingo				
FMN Forget-me-not				
FRE Freezia				
GIL Gilia				
GIN Ginger				
GIP Ginger Pink				
GIR Ginger Red				
GPS Gipsy				
GLA Gladioli				
GOD Godetia				
GOM Gomphrena				
GRG Green Goddess				
GYP Gypochilla				
HON Hall's Honeysuckle				
HEF Heather Firecracker				
HEM Heather Melanthria				
HEP Heather Persoluta				
HER Heather Regemina				
HLC Helichrysum				
HLI Heliconia				
HLP Heliconia Psittacorm				
HHC Hollyhock				
--HOS Hostas--				
IRI Iris				
IRD Iris Dutch				
KAL Kalanchoe				
KAN Kangaroo				
LAR Larkspur				
LAV Lavendar				
LEU Leucondendron				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Flowers (Continued)	7501	FLOWR	Ed, Fh, Ol, Sd, or Se	Blank
LIA Liatris				
LIL Lilac				
LLA Lily Asiatic				
LLE Lily Easter				
LLO Lily Oriental				
LNL Linaria - Northern Lights				
LIN Lineum				
LIS Lisianthus				
LLN Llima Lantern				
LOB Lobelia				
LUP Lupine				
LYC Lychnis Scarlet				
MAR Marigold				
--MGP Mexican Gold Poppy--				
MIN Mini Jacks				
CUT Mixed Cut				
MOL Molluccella				
MND Monarda				
MON Montbretia				
MNC Monte Casino				
MTM Mountain Mint				
--MGM Munros Globemallow--				
MYR Myrtle				
NAR Narcissus				
NIG Nigela				
NSO Northern Sea Oats				
OFG Old Field Goldenrod				
OCC Orchid Cattleyas				
OCY Orchid Cymbidium				
OCD Orchid Dendrobium				
ODS Orchid Dendrobium Spray				
OCM Orchid Moth				
OCP Orchid Phalaenopsis				
--OBF Ornamental Blue Flax--				
ORO Ornamental Okra				
ORP Ornamental Peppers				
OXE Oxeye				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Flowers (Continued)	7501	FLOWR	Ed, Fh, Ol, Sd, or Se	Blank
PAC Pachysandra				
PAN Pansey				
PNW Pansey Wild				
PRT Partridge Pea				
PEO Peony				
PEA Pearly Everlasting Anaph				
PET Petunia				
PHY Physostegia				
PRC Prarie Coneflower				
PRV Prarie Violet				
PRO Protea				
*--PRP Purple Phacilia				
PPC Purple Prairie Clover--*				
PYR Pyrethrum				
QUN Queen Anne's Lace				
RAB Ranunculus				
ROS Rose				
RHT Rose Hybrid Tea				
RSM Rose Miniature				
RSS Rose Sweetheart				
RUD Rudbeckia				
SAL Salva				
SCA Scabiosa				
--SGM Scarlet Globemallow--				
SCH Schizostilis				
SEA Seafoam				
SED Sedahlia				
SDM Sedum				
SNP Snapdragon				
--SPC Spanish Clover--				
SPD Spiderwort				
STR Star of Bethlehem				
STT Statice				
STD Statice Dinuata				
STG Statice German				
STF Stiff Goldenrod				
STC Stock				
STW Strawflowers				
SUN Sunflowers				
SWM Swamp Milkweed				
SWA Sweet Annie				
SWP Sweet Pea				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Flowers (Continued) SWW Sweet William TAN Tansy THG Thistle Globe TIG Tigridia TRA Trachelium TRI Tritoma TUB Tuberose TUL Tulip UMB Umbrella VRB Verbena VER Veronica WAT Water Hyancinth WAX Waxflower WLD Wild Gyp WIL Wildflowers WOD Wood Lilies XER Xeranthemum YAR Yarrow ZIN Zinnia	7501	FLOWR	Ed, Fh, Ol, Sd, or Se	Blank
Forage Soybean/Sorghum	0125	FORSS	Fg or Gz	Blank
Gailon/Gai Lein/Chinese Broccoli	0953	GALON	Fh, Pr, Rs, or Sd	F
Galanga	7041	GALAX		
Garlic COM Common ELE Elephant	0423	GARLC	Fh, Pr, or Sd	Blank or F
Genip/Quenapa	1292	GENIP	Fh	F
Ginger	0178	GINGR	Fh, Pr, or Sd	
Ginseng	0089	GINS	Fh or Sd	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Gooseberries	0424	GOOBR	Fh or Pr	F
Gourds CHN Chinese Okra COM Common ORN Ornamental/Nonedible LUF Sponge Luffa TIN Tindora	0322	GORDS	Fh, Pr, or Sd	Blank
Grapefruit SRJ Rio Red/Star Ruby Grapefruit RRJ Ruby Red Grapefruit SDY Seedy WHT White	0030	GFRUT	Fh, Ju, or Pr	F
Grapes ALB Alicante-Bouschet ALM Almeria AUR Aurora AUT Autumn Royal BAC Baco Noir BAR Barberas *--BTY Beauty Seedless--* BLM Black Mission BLA Black Seedless BLU Bluebell BUF Buffalo BUR Burger CAB Cabernate CBF Cabernet Franc CPF Cabernet Pfeffer CBS Cabernet Sauvignon CAL Calmeria CAM Cambell CAD Canadice CDR Cardinals CAR Carignane CAN Carnelian	0053	GRAPE	Fh or Pr	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Grapes (Continued)	0053	GRAPE	Fh or Pr	F
CAC Cascade				
CAS Castel				
CAT Catawba				
CAY Cayuga				
CMB Chambourcin				
CHN Chancellor				
CHD Chardonel				
CHA Chardonnay				
CHE Chelois				
CHB Chenin Blanc				
CHR Christmas Rose				
CLI Clinton				
COB Colobel				
COL Columbard French				
CON Concord				
COU Courduric				
CRI Crimson				
CSL Crimson Seedless				
CYN Cynthia				
CYT Cynthiana				
DEC Dechaunac				
DEL Delaware				
DIA Diamond				
DOL Dolcetto				
DUT Dutchess				
EDE Edelwiess				
EIN Einsett				
ELV Elvira				
EMR Emerald Riesling				
EPP Emperors				
--ESP Espirit--				
EXT Exotic				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Grapes (Continued)	0053	GRAPE	Fh or Pr	F
FST Fiesta				
FLS Flame Seedless				
FLR Flora				
FOC Foch				
FOS Fosch				
FRE Fredonia				
FRO Frontenac				
GAM Gamay				
GAB Gamay Beaujolais				
GEN Geneva Red No. 7				
GEW Gewurtztraminer				
GRH Green Hungarian				
GRE Grenache				
GRY Grey Riesling				
HIM Himrod				
ISA Isabella				
ITA Italia				
IVE Ives				
KER Kerner				
KYO Kyoho				
LCT Lacresent				
LAC Lacrosse				
LAK Lakemont				
LEM Lemberger				
LEO Leon Miller				
MAL Malbec				
MAB Malvasia Bianca				
MSB Malvoisie Black				
MAC Marchel Foch				
MAR Marque				
MAS Mars				
MAT Mataro				
MRT Meriot				
MER Merlot				
MEU Meunier				
--MYR Meyers--				
MIS Mission				
MOR Missouri Riesling				
MUL Mullerthurgau				
MUS Muscadine				
MUC Muscat				
MUA Muscat of Alexander				
MUB Muscat Blanc/Muscat Canneli				
MUG Muscat, Golden				
MUH Muscat Hamburg				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Grapes (Continued)	0053	GRAPE	Fh or Pr	F
NAG Napa Gamay				
NEP Neptune				
NIA Niagara				
NOR Norton				
PGC Palomino Chasselas				
PAY Payon-D' Or				
PER Perlette				
PES Petita Sirah				
PEV Petita Vardot				
PTB Pinot Blanc				
PGR Pinot Gris				
PNO Pinot Noir				
PSG Pinot St George				
PRT Port				
--RAY Rayon Dior--				
RDG Red Globe				
RML Red Malaga				
RDZ Red Zinfundel				
RED Redal Blanc				
REL Reliance				
RIB Riber				
RIE Riesling				
RTY Royalty				
RBD Rubired				
RUC Ruby Cabernet				
RRS Ruby Red Seedless				
RUB Ruby Seedless				
SAL Salvador				
SAN San Gioveto				
SAT Saturn				
SAB Sauvignon Blanc				
SAU Sauvignon Vert				
SCH Schurebe				
SEM Semillon				
SEY Seyval				
STC St. Croix				
STE St. Emilion (Ugni Blanc)				
--STP St. Pepin--				
STV St. Vincent				
STB Steuben				
STU Stuken				
SUL Sultana				
--SUN Sunbelt--				
SSL Superior Seedless				
SYL Sylvaner				
SYM Symphony				
SYR Syrah/French Syrh Shiraz				
--TAN Tannat--				
TEM Tempranillo				
TRA Traminette				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Grapes (Continued)	0053	GRAPE	Fh or Pr	F
THP Thompson Seedless				
TMD Tinta Madera				
TOK Tokay				
VDP Valdepenas				
VAN Vanessa				
VNI Venifera				
VNT Ventura				
VER Verdelet Blanc				
VEN Venus				
VDL Vidal				
VDB Vidal Blanc				
VIG Vignoles				
VBL Villard Blanc				
VNR Villard Noir				
VIN Vincent				
VVN Vitis Vinifera				
VIV Vivant				
VOI Voignier				
WCY White Cayuga				
WML White Malaga				
WHR White Riesling				
ZIN Zinfandel				
Grass	0102	GRASS	Fg, Gz, Ls, Sd, or So	Blank
AES Aeschynomene				
ALK Alkalai				
AWR Altai Wild Rye				
--AMV American Vetch--				
ARG Argentine Bahia				
ARI Arizonia				
BAH Bahalia				
BHI Bahia				
BRB Barbed Wire				
BAR Baron Goto				
*--BAS Basin Wild Rye				
BER Beardless Wildrye--*				
BGC Bent, Colonial				
BCR Bent, Creeping				
BGO Bent, Other				
BCM Bermuda, Common				
BCS Bermuda, Costal				
BGH Bermuda, Hybrid				
BSP Bermuda, Sprigs				
BBL Big Blue				
BLB Big Bluestem				
BPG Blue Panic				
CBG Bluegrass, Canadian				
BLK Bluegrass, Kentucky				
BLH Bluegrass, Rough				
BLR Bluegrass, Rugby				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Grass (Continued)	0102	GRASS	Fg, Gz, Ls, Sd, or So	Blank
TBL Bluegrass, Tundra				
BLG Bluestem, Gordo				
KLB Bluestem, Kleberg				
BLL Bluestem, Little				
BLM Bluestem, Medio				
BOW Bluestem, Old World				
BLS Bluestem, Sand				
BLY Bluestem, Yellow				
*--BOS Bosiaski Wild Rye				
BSB Bottlebrush Quirrelail Burchgrass				
BRD Broadleaf Signal--*				
BRM Brome, Mountain				
BRP Brome, Polar				
BRR Brome, Regar				
BMI Browntop Millet				
BUF Buffalo				
BFF Buffel				
*--CAL California				
CFB California Brome				
COG California Oat				
CBG Canadian Bluegrass				
CMV Canadian Milkvetch--*				
CAN Canary				
CBY Canby				
CEN Centipede				
CRG Crabgrass				
CFG Creeping Foxtail, Garrison				
DAL Dallis				
EAS Eastern Grama Grass				
EME Emerald				
*--FEM Fescue				
FAC Fescue, Arctared				
FSA Fescue, Arizona				
FSB Fescue, Bearded--*				
FCH Fescue, Chewing				
FSH Fescue, Hard				
FRE Fescue, Red				
*--FSR Fescue, Roemers				
FRO Fescue, Rough--*				
FSH Fescue, Sheep				
FTA Fescue, Tall				
GBM George Black Medic				
GBU Grama, Blue				
GBH Grama, Blue Hachita				
GBL Grama, Blue Lovington				
GHA Grama, Hairy				
GSO Grama, Side Oats				
GNE Green Needle				
GPG Green Panic				
GST Green Sprangle Top				
GUI Guinea				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Grass (Continued)	0102	GRASS	Fg, Gz, Ls, Sd, or So	Blank
HIL Hilo				
HON Hontax				
HBG Hybrid Bent Grass				
BGH Hybrid Bermuda				
IDA Idaho Fescue				
ILL Illinois Bundle				
ING Indian				
--IRG Indian Rice Grass--				
RIN Intermediate Ryegrass				
WIN Intermediate Wheat Grass				
JOH Johnson				
JOS Jose Tall Wheatgrass				
JUN Junegrass				
KEN Kentucky 31 Fescue				
KIK Kikuyu				
KLB Kleberg Bluestem				
KLE Klein				
LER Leriope				
--LIM Limosine--				
LMS Lovegrass, Mason Sandhill				
LSA Lovegrass, Sand				
LWE Lovegrass, Weeping				
WIL Lovegrass, Wilmon				
MAG Magnar				
*--MAM Mammoth Wildrye				
MAT Matua				
MAX Maxmillian Sunflower				
MBG Meadow				
MUT Mutton--*				
NAP Napier				
NAG Native				
NAT Needle and Thread				
--NEW Newhy Hybrid Wheatgrass--				
HNC Norcoast Tufted Hairgrass				
HNT Nortran Tufted Hairgrass				
BOW Old World Bluestem				
ORG Orchard				
PAM Pampas				
*--PAN Pangola				
RPE Perennial Ryegrass				
PIT Pitcher Sage--*				
PBL Plains Blue Stem				
PLB Plains Bristle				
PRA Prairie				
*--PRC Prairie Cordgrass				
PRD Prairie Dropseed				
PJG Prairie Junegrass--*				
PRS Prairie Sandreed				
WPU Pubescent Wheat				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Grass (Continued)	0102	GRASS	Fg, Gz, Ls, Sd, or So	Blank
RRA Ratibita, Red				
RDT Redtop				
RCA Reed Canary				
RHO Rhodes				
RAN Rye, Annual				
RCW Rye, Canadian Wild				
RPE Rye, Perennial				
RRW Rye, Russian Wild				
SAI Sainfoin				
STA Saint Augustine/Floratam				
--SDR Sand Dropseed--				
SDB Sandberg/ Bluegrass				
SEC Secar Bluebunch				
BLB Sherman Bluestem, Big				
*--SWR Slender Wild Rye				
SMB Small Burnett				
SPI Spike Muhley--*				
STR Stargrass				
SUD Sudan Grass				
SUN Sun				
SWI Switch				
TSW Thick Spike Wheatgrass				
TIM Timothy				
TRL Trailhead Basin				
TBW Trailhead Basin Wild Rye				
TRU Trudane				
--THG Tufted Hairgrass--				
TBL Tundra Bluegrass				
TUR Turf				
WAI Wainaku				
WBB Wheat Grass, Blue Bunch				
WCR Wheat Grass, Crested				
WRG Wheat Grass, Egyptian				
WIN Wheat Grass, Intermediate				
WPU Wheat Grass, Pubescent				
WRF Wheat Grass, Ruf Fairway Crested				
WSI Wheat Grass, Siberian				
WSL Wheat Grass, Slender				
WST Wheat Grass, Streambank				
WTA Wheat Grass, Tall				
WWE Wheat Grass, Western				
*--WHB Wheeler Bluegrass				
WPR White Prairie Clover				
WBG Wild Berganot--*				
WIL Wilmon Lovegrass				
ZOY Zoysia				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Grassland Reserve Program	1250	GRP	Blank	Blank
Greens ARU Arugula *--ASI Asian--* CHN Chinese Mustard CHI Chinese Spinach/Amaranth COL Collards COM Common Kale CRE Cressie CUR Curly Endive DAN Dandelions ESC Escarole FLW Flowering Kale EDF Frizee/Belgian Endive GRN Green Swisschard HAN Hanover HYB Hybrid Mustard LEF Leaf Spinach MIZ Mizuna/Japanese Mustard OMS Open Pollinated Mustard PER Perilla/Shiso/Japanese Basil RAP Rape/Rapini/Chinese Broccoli RED Red Swisschard SHA Shanghi Bok Choy SHC Shum Choy SOR Sorrell SUK Suk Gat TUR Turnip TOC Toc Choy VIN Vine Spinach WAT Water Spinach YUC Yu Choy	4000	GREEN	Fg, Fh, Gz, Pr, Rs, or Sd	F
Guanabana	1167	GUANA	Fh	

--2003 and Subsequent Year Crops Reported on FSA-578 (Continued)--

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Guar	0134	GUAR	Sd	Blank
Guavaberry	1299	GUBRY	Fh	F
Guavas	0498	GUAVA	Fh or Pr	
Guayule	0492	GUAYU	*--Blank--*	Blank
* * *				
Hazel Nuts	0376	HAZNT	Blank	F
Herbs HYA Anise Hyssop BAS Basil BAY Bay Leaf BOR Borage BUC Bu Choo/Garlic Chives BUR Burdock/Gobo CMM Camomile CWY Caraway CAR Cardoon CAT Catnip CHR Chervil CHI Chives CIL Cilantro/Coriander HYC Common Hyssop CRO Crotolaria CUP Cuphea DIL Dill ECH Echinacea FEN Fenigreek FNL Fennel/Anise GLD Goldenseal	5000	HERBS	Fh, Pr, or Sd	Blank

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Herbs (Continued) LEM Lemon Verbena LMB Lemon Balm LMG Lemon Grass MAR Marjoram MLK Milkthistle MNT Mint MTA Mint Apple MUL Mullein NAT Native Spearmint ORE Oregano PAR Parsley PEP Peppermint REC Recao ROS Rosemary SAG Sage SAV Savory SCO Scotch Spearmint ***--**SLF Self Heal**--*** STJ St. Johns Wort TAR Tarragon THY Thyme WRG Worm Grass	5000	HERBS	Fh, Pr, or Sd	Blank
Hesperaloe/Agave	0837	HSPRL		Blank
Home Garden (2 acres or less)	0772	HMGRD		
Honey	1190	HONEY	Ph, Nt, or Tb	
Honeydew	0758	HNYDW	Fh or Sd	F
Hops	0138	HOPS	Fh	Blank
Horseradish	0090	HORSE	Fh, Pr, or Sd	
Huckleberries	0622	HUKBR	Fh or Pr	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Indigo	0440	INDIG	Fh	F
Israel Melon	9030	ISRAL	Fh	F
Jack Fruit	7037	JCKFR	Fh or Pr	
Jerusalem Artichokes/Sunchoke	0522	ARTIJ	Fh	
Jojoba	0490	JOJOB		Blank
*--Jujube	2018	JUJUB	Fh or Pr	F--*
Kamut	0019	KAMUT	Gr	Blank
Kenaf	0489	KENAF	Blank or Fh	Blank
Kenya	8050	KENYA	Fh	F
Kiwifruit	0463	KIWIF	Fh or Pr	
Kochia	2002	KOCHI	Fg, Gz, or Sd	Blank
Kohlrabi	0374	KOLRA	Fh	F
			Gz	Blank
Korean Golden Melon	9993	KORGD	Fh	F
Kumquats	0473	KUMQU	Fh or Pr	
Leeks	0377	LEEKS	Fh or Sd	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Lemons	0035	LEMON	***--**Fh or Pr**--***	F
Lentils	0401	LENTI	De, Gm, or Gz	
Lespedeza	0273	LESPD	Gz, Fg, Gm, or Sd	Blank
Lesquerella	0834	LSQRL	Sd	
Lettuce BIB Bibb BOS Boston BTR Butterhead CRS Crisphead LEF Leaf RMW Romaine	0140	LETUC	Fh or Sd	F
Limequats	0499	LIMEQ	Fh	
Limes KEY Key MEX Mexican TAH Tahiti	0036	LIMES	Fh or Pr	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Longan	8004	LONGN	Fh or Pr	F
Loquats	0500	LOQUA	Fh	
Lotus Root	7087	LOTRT	Fh or Sd	
Lupine (see Flowers)				
Lychee (“Litchi”)	8005	LYCHE	Fh	F
Macadamia Nuts	0469	MACAD	Blank	
Malanga (see Dasheen)				
Mangos	0464	MANGO	Fh or Pr	F
Mangosteen	7208	MNGST		
Maple Sap	0100	MAPSP	Pr	Blank
* * *				
Mayhaw Berries	9904	MAYHW	Fh or Pr	F
Meadowfoam	0793	MDWFM	Sd	Blank
Melongene	8139	MELNG	Fh or Sd	F
Mesple	1294	MESPL	Fh or Pr	
*--Milkweed	2010	MLKWD	Fg, Fh, Gm, Gr, Gz, or Sd--*	
Millet COM Common DOP Dove Proso	0080	MILET	Fg, Gr, Gz, or Sd	Blank

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Mixed Forage ICG 2 or More Interseeded Coarse Grains IGS 2 or More Interseeded Grass Mixture MSG 2 or More Interseeded Small Grains LEG 2 or more Legumes Interseeded AGM Alfalfa Grass Mix ASG Alfalfa, Small Grain Interseeding GMA Grass Mix Below 25% Alfalfa OTP Hay Oats and Peas LCG Legume/Coarse Grain NSG Native Grass Interseeded LGM Legume/Grass Mixture LSG Legume/Small Grain LGG Legume/Small Grain/Grass ***--**SSG Small Grain/GrassInterseeding**--***	0296	MIXFG	Fg, Gz, Ls, Sd, or So	Blank
Mohair	2015	MOHAR	Blank	Blank
Mollusk ABA Abalone BAY Bay Scallops GRO Growout Clams NUR Nursery Clams OYS Oysters RAC Raceway Clams	3001		Fh or Pr	Blank
Mulberries	0370	MULBR	Fh or Ju	F
Mushrooms COM Common SHI Shitake	0403	MUSHR	Fh or Pr	F
Mustard BWN Brown ORN Oriental YEL Yellow	0130	MUSTD	Sd	Blank

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Nectarines	0250	NECTR	Fh or Pr	F
*--Niger Seed	2011	NGRSD	Blank	Blank--*
Nursery CON Container FLD Field	1010	NRSRY		Blank
Oats SPR Spring WTR Winter	0016	OATS	Fg, Gm, Gr, *--Gz, Ls,--* or Sd	Blank
Okra	0286	OKRA	Fh, Pr, or Sd	F
Olives	0501	OLIVE	Pr	F
			Ol	F

Onions
BEL Bunching
FWY Fall Planted White & Yellow
GRN Green
HYB Hybrid
LWP Little White Pearl
OPN Open Pollinated
RED Red
STR Storage
SWE Sweet, Early
SWL Sweet, Late
TLW Tokyo Long White Bunching
WHT White
YHY Yellow Hybrid
	0142	ONION	Fh, Pr, Sd, or Se	F

			Gz	Blank

Note: Report Ferns, Holly, Plants, Vines, and Shrubs under Nursery.

--2003 and Subsequent Year Crops Reported on FSA-578 (Continued)--

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
* * *				
Oranges BLT Blood & Toerh ERL Early ETM Early/Midseason LAT Late MND Mandarins NAV Navel SWT Sweet TMP Temple VLN Valencia	0023	ORANG	Fh, Ju, or Pr	F
* * *				
Other Fruits and Vegetables **Note:** For Zero Reports Only	0773	OFAV	Blank	F
* * *				
Papaya RED Red YEL Yellow	0181	PAPAY	Fh or Ju	F
* * *				
Parsnip HYB Hybrid OPN Open Pollinated	0338	PARSN	Fh or Sd	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Passion Fruits	0502	PASFT	*--Ds or Fh--*	F
Peaches CLI Cling FRE Freestone SCE SF Cling Earlies SCL SF Cling Late SCP SF Cling Ext Early SCX SF Cling Extra Late	0034	PEACH	Fh or Pr	
Peanuts RUN Runner SPE Spanish Southeast SPW Spanish Southwest VAL Valencia VIR Virginia	0075	PNUTS	Gp, Hp, or Np	Blank
Pears ANJ Anjou ASN Asian BLT Bartlett BOS Bosc *--CMC Comice--* COM Common SPC Speciality	0144	PEARS	Fh, Pr, or Rs	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Peas BLE Black Eye BUT Butter CAL Caley CHI China COW Cow CRM Cream CRO Crowder ENG English FLT Flat MIN Mini PAR Partridge PIG Pigeon PHL Purple Hull RON Rondo SNA Snap SNO Snow SOA Southern Acre SUG Sugar Pod **Important:** Green peas raised for the fresh market, canning, or freezing are not considered dry peas. They shall be reported as snap, snow, ***--**or sugar pod.**--***	0067	PEAS	De, Fh, Pr, or Sd	F
			Fg or Gm	Blank
Peas (Exempt from FAV's) AUS Austrian YEL Yellow GRN Green UMA Umatilla WSD Wrinkled Seed	0067	PEAS	De, Fg, Gm, or Sd	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Pecans IMP Improved NAT Native	0146	PECAN	Blank	F
*--Pelt	2017	PELT	Blank	Blank--*
Peppers ANA Anaheim BAN Banana CAY Cayenne CUB Cubanells *--FIN Fingerhots--* GOU Gourmet Mini GRC Green Chili HTC Hot Cherry ITA Italian JAL Jalapeno LNG Long Johns MIN Mini ORD Oriental Red ORS Oriental Sweet PAP Paprika PEP Pepino PIM Pimiento POB Poblano RED Red Chili *--SER Serrano--* SPT Sport SWC Sweet Cherry GRN Green Bell TOB Tobasco *--YEL Yellow--*	0083	PEPRS	Fh, Pr, Sd, or Se	F

--2003 and Subsequent Year Crops Reported on FSA-578 (Continued)--

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
* * *				
Perennial Peanuts	9033	PRNPT	Fg or Gz	Blank
* * *				
Perique Tobacco	0887	PERIQ	Blank	Blank
Persimmons	0465	PERSI	Fh or Pr	F
Pineapple ABA Abacaxi/Sugar Loaf QUN Queen RED Red Spanish SMO Smooth	0185	PNAPL		
Pistachios	0470	PISTA	Blank	
* * *				
Plantain MAR Maricongo SHT Short SUP Super COM Common	0186	PLANT	Fh	F
* * *				
Plumcots	0466	PLUMC	Fh or Rs	F
Plums ERL Early LAT Late MID Midseason	0254	PLUMS		
Pomegranates	0467	POMEG	Fh, Ju, or Pr	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Potatoes FIN Fingerlings IRS Irish RED Reds RUS Russets SPC Speciality WHT Whites YEL Yellow	0084	PTATO	Fh, Pr, or Sd	F
Potatoes, Sweet BEA Beauregard DIA Dianne GAR Garnet GEO Georgia Red GSW Golden Sweet HAN Hannah HER Hernandez JPN Japanese JER Jersey JEW Jewel MAM Mameya ORI Oriental RGL Redglow SBE Sweet Boniato SHA Sweet Hayman WHT White	0156	SWTPO	*--Fh, Pr, Sd, or Se--*	
Prunes	0086	PRUNS	Fh, Pr, or Rs	F
Psyllium/Plantago Ovato	0715	PSYLM		Blank
Pummelo	0906	PUMLO	Fh or Pr	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Pumpkins CUS Cushaw CHI Chinese GHO Ghost HOD Howden JAC Jack-O-Lantern KOB Kobacha/Calabaza MAM Mammoth MIN Mini SUG Sugar	0147	PUMKN	Fh, Pr, or Sd	F
Quinces	0468	QUINC	Fh or Pr	
Quinoa	0716	QUINO	Gr	Blank
Radishes CHI Chinese DAI Daikon/Lobok HYB Hybrid KOR Korean OPN Open Pollinated	0148	RADIS	*--Fh, Gm, or Sd--*	F
Raisins	0037	RAISN	Blank	
Rambutan	7164	RMBTN	Fh, Pr, Rs, or Sd	
Rapeseed	0129	RAPE	Sd	Blank

--2003 and Subsequent Year Crops Reported on FSA-578 (Continued)--

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
* * *				
Rhubarb	0335	RHUBR	Fh, Pr, or Rs	F
Rice LGR Long Grain MGR Medium Grain SGR Short Grain	0018	RICE		Blank
Rice, Sweet	0904	RICES		
Rice, Wild	0641	RICEW		
* * *				
Rutabaga	0339	RUBAG	Fh, Pr, or Sd	F
Rye	0094	RYE	Fg, Gm, Gr, Gz, *--or Sd--*	Blank
* * *	* * *	* * *	* * *	* * *
Safflower	0079	SFLWR	*--Fg, Fh, or Sd--*	Blank
* * *				
Salsify (“Oyster plant”)	0532	SALSI	Fh or Pr	F
Sapodilla	8008	SPDLA	Fh	

--2003 and Subsequent Year Crops Reported on FSA-578 (Continued)--

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Sapote BLA Black MAM Mamey WHI White	0998	SAPBK	Fh or Pr	F
* * *				
Scallions	8109	SCALN	*--Fh, Pr, or Sd--*	F
* * *				
Sesame	0396	SESME	Lf or Sd	Blank
Shallots	0533	SHALL	Fh or Sd	F
* * *				
Skip Rows/Sled Rows	0790	SKPRW		Blank
* * *				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Sorghum, Dual Purpose	0052	SORGD	Fg, Gm, Gr, Gz, or Sd	Blank
Sorghum, Grain GRS Grain ***--**HIG Hybrid**--***	0051	SORGH	Fg, Gr, Gz, or Sd	Blank
Sorghum, Forage ALU Alum CAN Cane SWT Sweet SUD Sudex	0050	SORGF	Fg, Gm, Gz, Ml, Pr,or Sd	Blank
Soybeans COM Common EDA Edamame LER Lerado	0081	SOYBN	Fg, Fh, Gr, Gz, or Sd	Blank
Speltz	0131	SPELZ	Fg, Gm, Gr, or Gz	Blank

Note: Report sorghum according to Exhibit 50.

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Squash ACN Acorn BIT Bittermelon *--BTR Buttercup--* BTT Butternut CHY Chayote CRK Crookneck DNG Dungua MOQ Moqua OPO Opo SNG Singua SPG Spaghetti SUM Summer Yellow WTR Winter ZUC Zucchini	0155	SQASH	Fh, Pr, or Sd	F
Strawberries	0154	STWBR	Fh, Pr, or Rs	
Sugar Beets	0039	SBEET	Pr or Sd	Blank
Sugarcane	0038	SCANE	*--Blank, Ds, Fh, or--* Pr	
Suk Gat (see greens)				
Sunflowers NON Nonoil (Confectionary) OIL Oil	0078	SNFLR	Fg, Gr, or Sd	Blank
Tangelos MIN Minneloa ORL Orlando	0024	TANGL	*--Fh or Ju--*	F

--2003 and Subsequent Year Crops Reported on FSA-578 (Continued)--

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Tangerines/Murcotts	0048	TANGR	*****--Fh, Ju, or Rs--*****	F
Tangors	1302	TANGS	Fh	
Tangos	0478	TANGO		
Tannier PUR Purple RAS Rascana WHT White YEL Yellow/Kelly	0187	TANRS		
* * *				
Teff	1223	TEFF	Gr	Blank
Temporary	7000	TEMP		
* * *				

--2003 and Subsequent Year Crops Reported on FSA-578 (Continued)--

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Tobacco, Burley	0001	BURTB	Blank	Blank
Tobacco, Cigar Binder CBA Cigar Binder (051) CBB Cigar Binder (052)	0008	CIBTB		
Tobacco, Cigar Filler CGA Cigar Filler (41)	0010	CIFTB		
Tobacco, Cigar Filler/Binder CFA Cigar Filler/Binder (054) CFB Cigar Filler/Binder (055)	0007	CFBTB		
Tobacco, Cigar Wrapper	0012	CIWTB		
Tobacco, Dark Air-cured DAA Dark Air-cured (035) DAB Dark Air-cured (036)	0005	DACTB		
Tobacco, Fire-cured FRA Fire-cured (022) FRB Fire-cured (023)	0004	FICTB		
Tobacco, Flue-cured FCD Flue-cured (11A) FCE Flue-cured (11B) FCA Flue-cured (012) FCB Flue-cured (013) FCC Flue-cured (014)	0002	FCTB		
Tobacco, Maryland	0009	MDTB		
Tobacco, Virginia Fire-cured	0003	VFCTB		
Tobacco, Virginia Sun-cured	0006	VSCTB		
Tomatillos	7158	TOMTL	Fh or Pr	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Tomatoes CHR Cherry GRP Grape GRN Green HYB Hybrid JPN Japanese PLM Plum/Roma	0087	TMATO	Fh, Pr, Rs, or Sd	F
Trees, Pulp	7506	TREES		
Triticale	0158	TRICL	Fg, Gm, Gr, Gz, *--Ls, or Sd--*	Blank
Turn Areas, Terraces, etc.	0105	TRNAR		Blank
Turnips	0160	TRNIP	Gz	Blank
HYB Hybrid OPN Open Pollinated			Fh, Pr, or Sd	F
Vanilla	1295	VANIL		Blank
Vetch CIC Cicer Milkvetch COM Common CRW Crown HRY Hairy	0435	VETCH	Fg, Gm, Gz, or Sd	Blank
Walnuts BLK Black ENG English	0029	WLNUT	Blank	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Wampee	7320	WAMPI		Blank
Water Impoundment Structure	0776	WTRIS		
Waterbank	0093	WBP		
Water Cress	0613	WACRE	Fh or Pr	F
Watermelon JUB Jubilee COM Common CRM Crimson Sweet SED Seedless STR Striped SUG Icebox/Sugar Babies	0757	WATRM	Fh or Sd	
Wax Jambo Fruit	7302	WXJMB	Fh	
Wetland Bank Reserve	9011	WBR	Blank	Blank
Wetland Reserve Program	2006	WRP	Blank	Blank
Wheat HAD Hard Amber Durum HRS Hard Red Spring HRW Hard Red Winter HWS Hard White Spring HWR Hard White Winter SRW Soft Red Winter SWS Soft White Spring SWW Soft White Winter	0011	WHEAT	Fg, Gm, Gr, Gz, Ls, or Sd	Blank
Wildlife Food Plot	0777	WLDFP		Blank
*--Wildlife Habitat Incentive Program	2007	WHIP	Blank	Blank--*
Yam DMD Diamond HAB Habanero PUR Purple SWT Sweet	0188	YAM	Fh, Lt, or Pr	F
Yu Cha (“Tea Oil Tree” - oilseed plant)	0695	YUCHO	Fh, Pr, Rs, or Sd	

Crop Characteristic Codes

*--A Crop Status Codes for First Character Field

Following are the crop status codes for the first character field.

Code	Description
Status Code for Initial Crops	
I	Initial - the first crop planted on the acreage.
Status Codes for Crops Meeting Double Cropping Definition	
D	Covered commodity followed by a different covered commodity - meets double cropping definition.
E	Covered commodity followed by FAV or wild rice or vice versa - meets double cropping definition.
F	FAV followed by a different FAV - meets double cropping definition.
G	Noncovered commodity/non-FAV followed by covered commodity or vice versa - meets double cropping definition.
H	Noncovered commodity/non-FAV followed by FAV or vice versa - meets double cropping definition.
O	Noncovered commodity/non-FAV followed by noncovered commodity/non-FAV meets double cropping definition.
Status Codes for Crops Not Meeting Double Cropping Definition	
J	Covered commodity followed by a covered commodity - does not meet double cropping definition.
K	Covered commodity followed by FAV or wild rice or vise versa - does not meet double cropping definition.
L	FAV followed by a different FAV - does not meet double cropping definition.
M	Noncovered commodity/non-FAV followed by a covered commodity or vice versa - does not meet double cropping definition.
N	Noncovered commodity followed by FAV or vice versa- does not meet double cropping definition.
P	Noncovered commodity/non-FAV followed by noncovered commodity/non-FAV does not meet double cropping definition.
R	Repeat – planting of the same crop on the same acreage.
Status Code for Experimental Crops	
X	Experimental - when the crop does not meet the definition of a crop when all of the following are met: • crop is planted for experimental purposes conducted under the direct supervision of a State experiment station or commercial company • production is destroyed before harvest or used for testing or other experimental purposes • a representative of the State experiment station or the commercial company certifies that any production harvested from the experiment will not be marketed in any form • the farm operator certifies that no harvested production of the crop has or will be received • by the final reporting date, the farm operator reports the acreage to be excluded and identifies the acreage on a photocopy.

--*

Crop Characteristic Codes (Continued)

***--B Second Character Field Status Codes**

The following status codes will be used in the second character:

- "P" for prevented
- "F" for failed
- "_" for planted.

C Third Character Field Status Codes

The following status codes will be used in the third character field.

- **"M" or Interplanted**. The third character status code is "M", which represents interplanted (also known as multiple plantings). For example, the field is 10 acres. The field has been planted to coffee according to the normal spacing requirements and the field should be reported as 10 acres. Now the producer goes back in and plants a second crop in between the coffee plants. The crop planted is plantains. This crop too has been planted according to the normal spacing requirements. Therefore, it too should be reported as 10.0 acres. This is when the "M" status code would be used to allow both fields to be reported as initial. The following is an example of how the crops would be reported.

Field #	Crop	Type	Acres	Int Use	Status
1	Coffee	ARA	10.0	Fh	I
1	Plaintain	PUR	10.0	Fh	I M

- **Codes 1 Through 9**. The key to the acreage reporting file is crop, type, intended use, land use, and status. In 2004 and prior years, if a change is not made in the key, then each crop will not summarize. For example, if we have tomatoes planted as the initial crop, followed by a second planting of tomatoes and then followed by a third planting of tomatoes, the third planting does not summarize. The crops would be reported as follows.

Field #	Crop	Type	Acres	Int Use	Status
1	TMATO	CHR	10.0	Fh	I
1	TMATO	CHR	10.0	Fh	R
1	TMATO	CHR	10.0	Fh	R

In this example, the third planting of tomatoes would not summarize.**--***

Crop Characteristic Codes (Continued)

***--C Third Character Field Status Codes (Continued)**

For 2005, status codes 1 through 9 are added in the third character. By assigning this code to the third and subsequent plantings of a crop, a change in the key has been made and each planting of the crop will be summarized. In 2005, the crops would be reported as follows.

Field #	Crop	Type	Acres	Int Use	Status
1	TMATO	CHR	10.0	Fh	I
1	TMATO	CHR	10.0	Fh	R
1	TMATO	CHR	10.0	Fh	R 1
1	TMATO	CHR	10.0	Fh	R 2

Note: NAP as well as other programs have a need to know the planting period. Using the third character for codes 1 through 9 will identify up to 11 different planting periods.

D Intended Use Codes

Code	Intended Use	FSA-578 Printout
De	Dry Edible	Dry Ed
Ed	Edible	Edible
Fh	Fresh	Fresh
Fg	Foraging	Forage
Gm	Green manure	Gr Mnre
Gn	Greens	Greens
Gp	Green peanuts	Green
Gr	Grain	Grain
Gz	Grazing	Graze
Hp	Hogged peanuts	Hogged
Ju	Juice	Juice
Ls	Left standing	Lft Std
Lt	Leaf tips	Leaftip
Lv	Leaves	Leaves
Ml	Molasses	Molass
Np	Nut peanuts	Nut
Ns	New seeding	New Seed
Ol	Oil	Oil
Pr	Processed	Proces
Rs	Root stock	Rtstck
Sd	Seed	Seed
Se	Sets	Sets
So	Sod	Sod

--*

A
States With Authorized Deviations

This exhibit lists States with authorized deviations from prescribed standards. See paragraph 391.

State	Deviation From Prescribed Standards

California	Deduction credit:
	
	• minimum area is 5/10ths of an acre for all crops
	• following is the minimum width:
	
	  • perimeter of field is 10 links for all crops
	  • within the planted area:
	
	  • 4 normal rows, except when planted in a skip-row pattern
	  • 20 links for close-sown crops within planted area.

Delaware	Deduction credit is a minimum width of 6 links.
Georgia	Redetermination refund is 1/10th of an acre for tobacco.
Indiana	Deduction credit: • minimum width is 15 links for terraces, permanent irrigation, drainage ditches, and sod waterways • minimum width for all other areas is 5 links. Adjustment credit: • minimum area is 5/10ths acre for all crops except tobacco • minimum width is 5 links. Redetermination refund is 1/10th acre for tobacco.
Iowa	Deduction credit • minimum width is 7 links • minimum area is 5/10ths of an acre.

Continued on the next page

A
States With Authorized Deviations (Continued)

State	Deviations From Prescribed Standards
Louisiana	Unplanted contour levees within rice fields are not eligible for deduction.

Mississippi	Deduction credit is minimum width of 10 links
	
	Adjustment credit:
	
	• minimum area is the lesser of the following:
	
	  • total excess
	  • total deficiency
	  • .3 acre
	
	  Exception: An exception is if the excess or deficiency is more than .3 acre, 1 plot may be less than .3 acre.
	
	• minimum width is 20 links.

Missouri	Deduction credit is minimum width of 10 links.
Nebraska	Deduction credit: • minimum area for all crops is .2 acre • minimum row width for all crops is 20 links.
***--**North Dakota	Deduction credit is .2 acre.**--***
Ohio	Deduction credit • minimum width is 20 links • minimum area is .3 acre, except .03 acre for tobacco. Adjustment credit is a minimum width of 8 links for all crops, except tobacco. Redetermination refund is 1/10th of an acre for tobacco acreage.

Continued on the next page

A
States With Authorized Deviations (Continued)

State	Deviations From Prescribed Standards
Oklahoma	Redetermination refund is 3/10ths of an acre for all acreage.
Oregon	Deduction credit is minimum width of 6 feet within the planted area for close-sown crops.
South Dakota	Deduction and adjustment credit is a minimum area of .5 acre.

Tennessee	Adjustment credit for minimum width:
	• for tobacco is:
	  • 1 row along field boundary
	  • 2 rows within planted area
	• 4 links for all other crops.
	Redetermination refund is 1/10th of an acre for tobacco acreage.

Texas	Deduction credit is a minimum width of 9 links.
Virginia	Redetermination refund for all acreage is the larger of the following: • .1 acre • 10 percent for areas of less than 5 acres.
Wisconsin	Deduction credit is a minimum width of 10 links for all crops, except tobacco. Redetermination refund is 1/10th of an acre for tobacco acreage.

*--Determining Acreage in Solid Plant, Skip-Row, and Sled-Row Patterns

1 Overview

A
Introduction

This exhibit shows examples of a acreage determination of skip-row patterns for crops and sled-row patterns for tobacco.

B
In This Exhibit

This exhibit contains the following.

Title	Page
Determining Skip-Row Crop Acreage	1
Determining Sled-Row Tobacco Acreage	9

2 Determining Skip-Row Crop Acreage Examples

A
Introduction

Acreage determination is explained for the following 6 examples of solid plant exceeding 40 inches, and skip- or sled-row planting patterns for crops:

- single uniform rows of more than 40 inches, see subparagraph C
- 4 uniform width rows with even alternating skip, see subparagraph D
- 2 uniform width rows with uneven widths of alternating skip, see subparagraph E
- 4 uniform width rows with even alternating skip, with rows exceeding 40 inches, see subparagraph F
- single rows planed in a skip-row pattern with 2 or more rows having less than a 40-inch spacing, see subparagraph G.

B
Definitions of Skip and Skip Credit

See definitions of skip and skip credit in Exhibit 2.--*

Continued on the next page

***--Determining Acreage in Solid Plant, Skip-Row, and Sled-Row Patterns (Continued)**

2 Determining Skip-Row Cop Acreage Examples (Continued)

C
Single Uniform Rows of More Than 40 Inches

The following diagram shows a planting pattern of 72-inch single wide rows on 50.0 acres.

```
| 72" Pattern |
      Plant        Plant        Plant        Plant    Same pattern across the field
       Row          Row          Row          Row
|       72"   |      72"     |    72"    |     72"    |
    | 40"  | 32 |  40"  |  32"  |  40"  | 32"  | 40"  |
```

crop row width	40" width
skip credit	72" skip width -40" Two, ½ row widths (20" each) 32" skip credit
planting pattern	40" crop 32" skip 72" planting pattern
crop percentage	40 ÷ 72 = .5556
net acreage	50.0 acres of land devoted to planted acres x .5556 crop percentage 27.78 acres considered planted to the crop--*

Continued on the next page

2 Determining Skip-Row Crop Acreage Examples (Continued)

D
4 Uniform-Width Rows With Even Alternating Skip

The following diagram shows a planting pattern with 4 uniform rows of crop alternating with a 40-inch skip of idle land on 50.0 acres. In this example, *** * * *--**36 inches of each row is considered planted to the crop.

```
|                 148" Planting Pattern                 |

Plant      Plant      Plant      Plant                  Plant      Plant      Plant      Plant
   Row        Row        Row        Row       Skip         Row        Row        Row        Row
| 36"    | 36"    | 36"    | 36"    | 40"    | 36"    | 36"    | 36"    | 36"    |

                 144" Crop                 4" Skip
```

crop row width	36" width x 4 rows 144" crop pattern
skip credit	40" skip width -36" Two, ½ row widths (18" each)* 4" skip credit
planting pattern	144" crop 4" skip 148" planting pattern
crop percentage	50.00 acres of land devoted to planted acres and skip-row or sled-rows .9730 crop percentage
net acreage	48.65 acres considered planted to the crop--*

Continued on the next page

***--Determining Acreage in Solid Plant, Skip-Row, and Sled-Row Patterns (Continued)**

2 Determining Skip-Row Crop Acreage Examples (Continued)

E
2 Uniform-Width Rows With Uneven Widths of Alternating Skip

The following diagram shows a planting pattern with 2 uniform rows of crop alternating with 72-inch and 58-inch skips of idle land on 50.0 acres. In the following example 36 inches of each row is considered planted to the crop.

```
|                              296" planting pattern                              |

   Plant      Plant          Plant      Plant          Plant      Plant          Plant      Plant
    Row        Row            Row        Row            Row        Row            Row        Row
|   36"   |   36"   |      |  36"       36"   |    |   36"   |   36"   |    |   36"   |   36"   |
                 |     58"     |          |     58"     |          |     72"     |

216" Crop          22" Skip                22" Skip                36" Skip
```

crop width	36" width x 6 rows 216" crop pattern
skip credit	58" skip width x 2 skips 116" skip width +72" skip width 188" total skip credit -108" Six, ½ row widths (18" each) 80" skip credit
planting pattern	216" crop +80" skip 296" planting pattern
crop percentage	216" ÷ 296" = .7297
net acreage	50.0 acres of land devoted to planted acres and skip or sled rows x .7297 crop percentage 36.49 acres considered planted to the crop--*

Continued on the next page

2 Determining Skip-Row Crop Acreage Examples (Continued)

F

4 Uniform-Width Rows With Even Alternating Skip, With the Rows Exceeding 40 Inches

***--**

The following diagram shows a planting pattern with 4 uniform rows of crop exceeding 40 inches, alternating with a 64-inch skip of idle land on 50.0 acres. In the following example 40 inches of each row is considered planted to the crop.

```
|                 202" Planting pattern                    |

   Plant      Plant      Plant      Plant                 Plant      Plant      Plant      Plant
    Row        Row        Row        Row                   Row        Row        Row        Row
|   46"   |  46"   |  46"   |  46"   |            |   46"   |  46"   |  46"   |  46"   |
  | 40 | 6" | 40" | 6" | 40" | 6" | 40" |
                                        |      64"      |

                160" Crop                        24" Skip
```

crop row width	40" width	
	x 4	rows
	160" crop pattern	
skip credit	64" skip width	
	-40"	Two, ½ row widths (20" each)
	24	
	+18	skips of 6"+ 6"+6"
	42" skip credit	
planting pattern	160" crop	
	+ 42" skip	
	202" planting pattern	
crop percentage	160" ÷ 202" = .7921	
net acreage	50.0	acres of land devoted to planted acres and skips or sled rows
	x .7921	
	39.61	acreage considered planted to the--* crop

Continued on the next page

***--Determining Acreage in Solid Plant, Skip-Row, and Sled-Row Patterns (Continued)**

2 Determining Skip-Row Crop Acreage Examples (Continued)

G
Single Rows Planted in a Skip-Row Pattern with 2 or More Rows Having Less Than a 40-inch Spacing

The following diagram shows a planting pattern of single rows alternating with 2 uniform rows of 36 inches and with 60-inch strips of idle land on 50.0 acres.

```
|                          216" crop pattern                                |

  Plant    Plant                  Plant                Plant                Plant    Plant
   Row      Row                    Row                  Row                  Row      Row
| 36"   | 36"  |              | 36"  |        |  36"   |              | 36"  | 36"  |
            |        60"          |      60"      |        60"          |      |      60"    |

                144" Crop                                28" Skip
```

crop width	36" width x 4 crop rows 144" crop pattern
skip credit	60" skip width x3 180" total skip width -108 Six, ½ row widths (18" each) 72" skip credit
planting pattern	144" crop +72" skip 216" planting pattern
crop percentage	144" ÷ 216" = .6667
net acreage	50.0 acres of land devoted to planted acres and skip or sled rows x .6667 crop percentage 33.34 acres considered planted to the crop--*

Continued on the next page

3 Determining Sled-Row Tobacco Acreage

A
Introduction

Acreage determination is explained for the following 2 examples of sled-row planting patterns for tobacco:

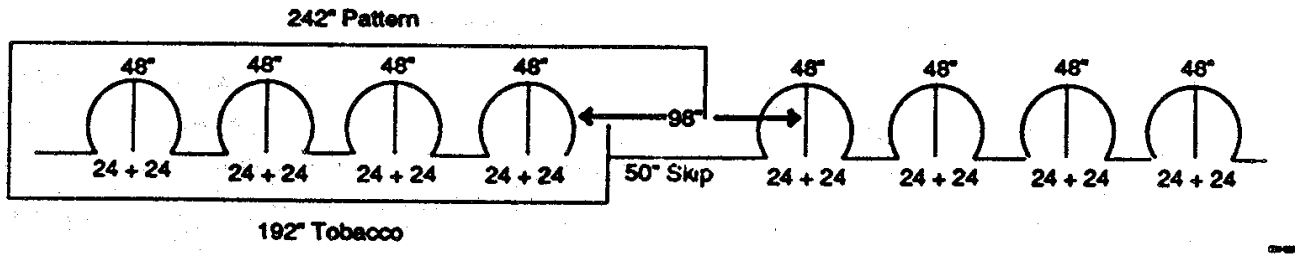
- 4 uniform width rows with the same width of alternating sled-row
- 6 uneven width rows with the same width of alternating sled-row.

Continued on the next page

3 Determining Sled-Row Tobacco Acreage (Continued)

B
4 Uniform-Width Rows With Even Alternating Sled

The following diagram shows a planting pattern with 4 uniform rows of tobacco alternating with a minimum 98-inch sled of idle land.



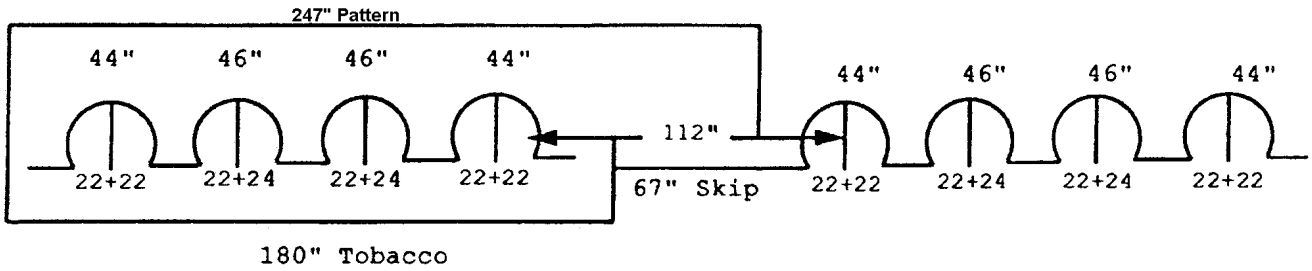
crop width	48" width x 4 rows 192" crop pattern
sled credit	98" sled width -48" 2 (½ row widths) 50" sled credit
planting pattern	192" tobacco + 50" skip 242" planting pattern
skip percentage	50 ÷ 242 = .2066%
tobacco percentage	192 ÷ 242 = .7934%
gross acreage factor	1 ÷ .7934 = 1.26039% round to 1.26
gross acreage	50.0 acre tobacco allotment x 1.26% acreage factor 63.0 gross acreage

Continued on the next page

3 Determining Sled-Row Tobacco Acreage (Continued)

C
4 Uneven-Width Rows with Even Alternating Sled

The following diagram shows a planting pattern with 4 uneven-width rows of tobacco alternating with a minimum 112-inch sled of idle land.



crop width	44" width x 2 rows = 88" 46" width x 2 rows = 92" 180" crop 180" ÷ 4 = 45" avg row width
sled credit	112" sled width -45" 2 (½ avg row widths) 67" sled credit
planting pattern	180" tobacco + 67" skip 247" planting pattern
skip percentage	67 ÷ 247 = .271255%
tobacco percentage	180 ÷ 247 = .7287%
gross acreage factor	1 ÷ .7287 = 1.3723% round to 1.37
gross acreage	10.0 acre tobacco allotment x 1.37% acreage factor 13.723 gross acreage

--

Aerial Compliance Projection Stands

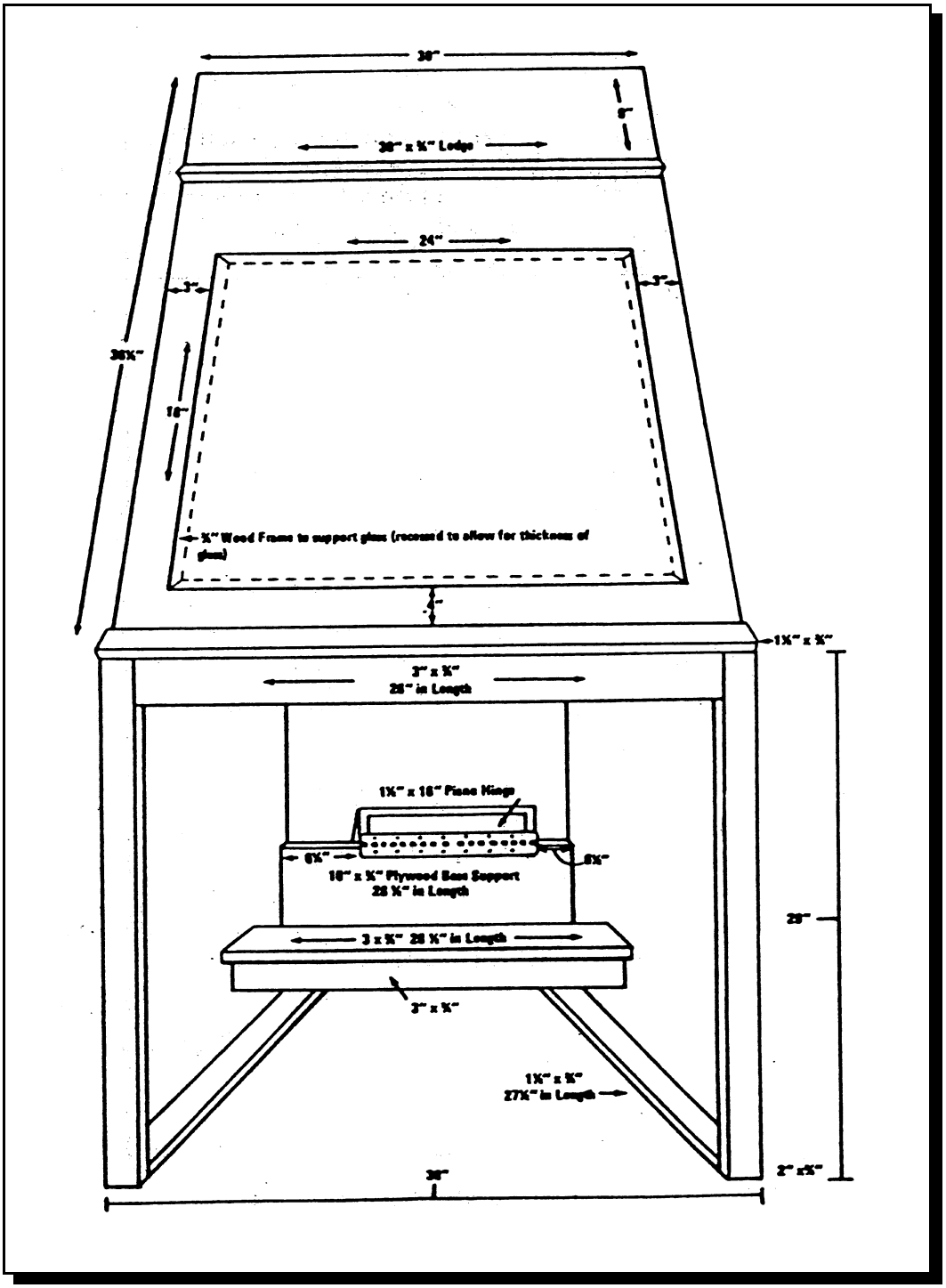
A
Introduction

This exhibit shows diagrams of rear projection units. A rear projection unit should ensure a clear image when images are projected at a 90-degree angle to an appropriate surface. The specifications shown are to be used as guidelines only and not as required measurements.

Continued on the next page

B
Examples of Rear Projection Units

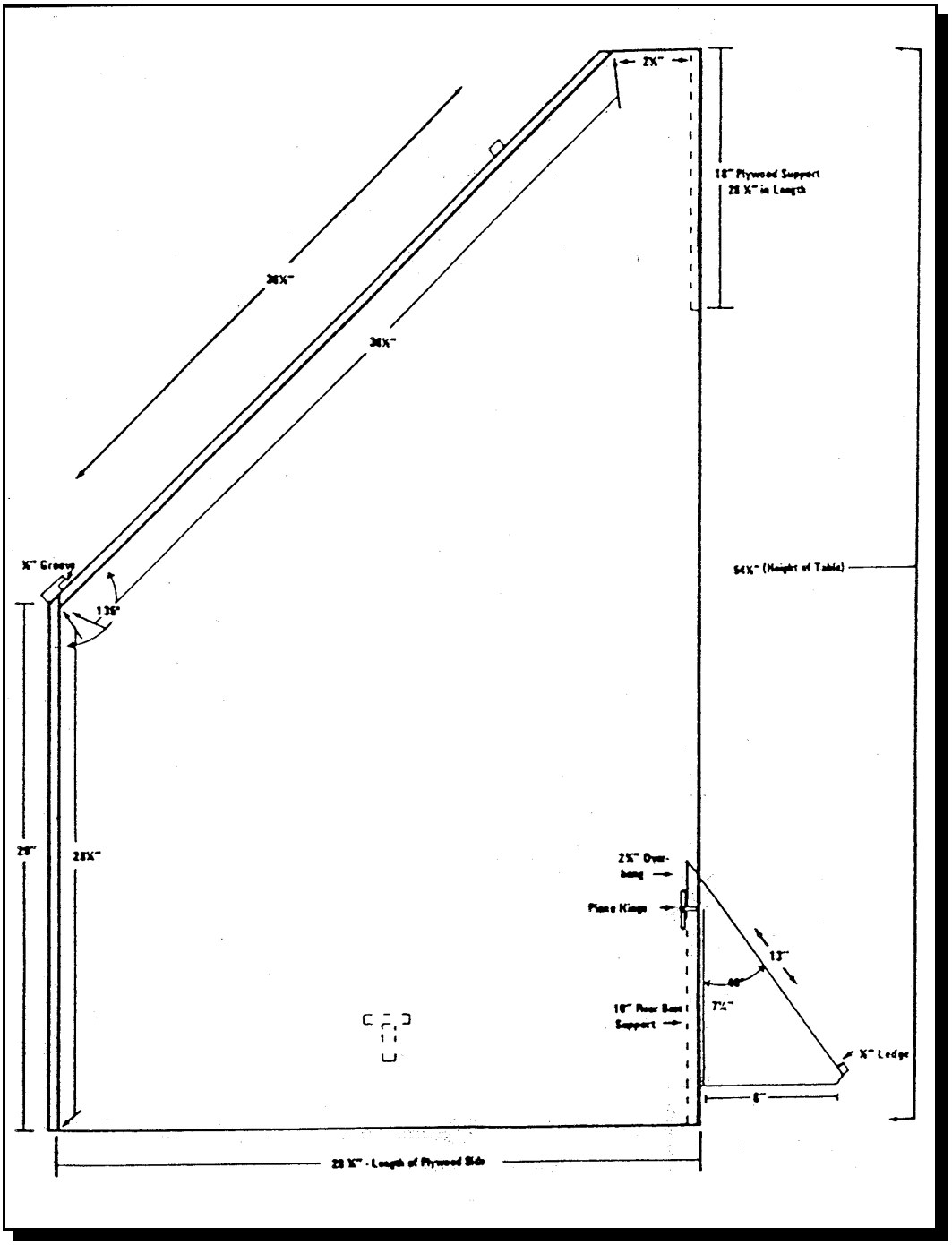
Following is an example of the front view of a rear projection unit for numonics digitizer.



Continued on the next page

B
Examples of Rear Projection Units (Continued)

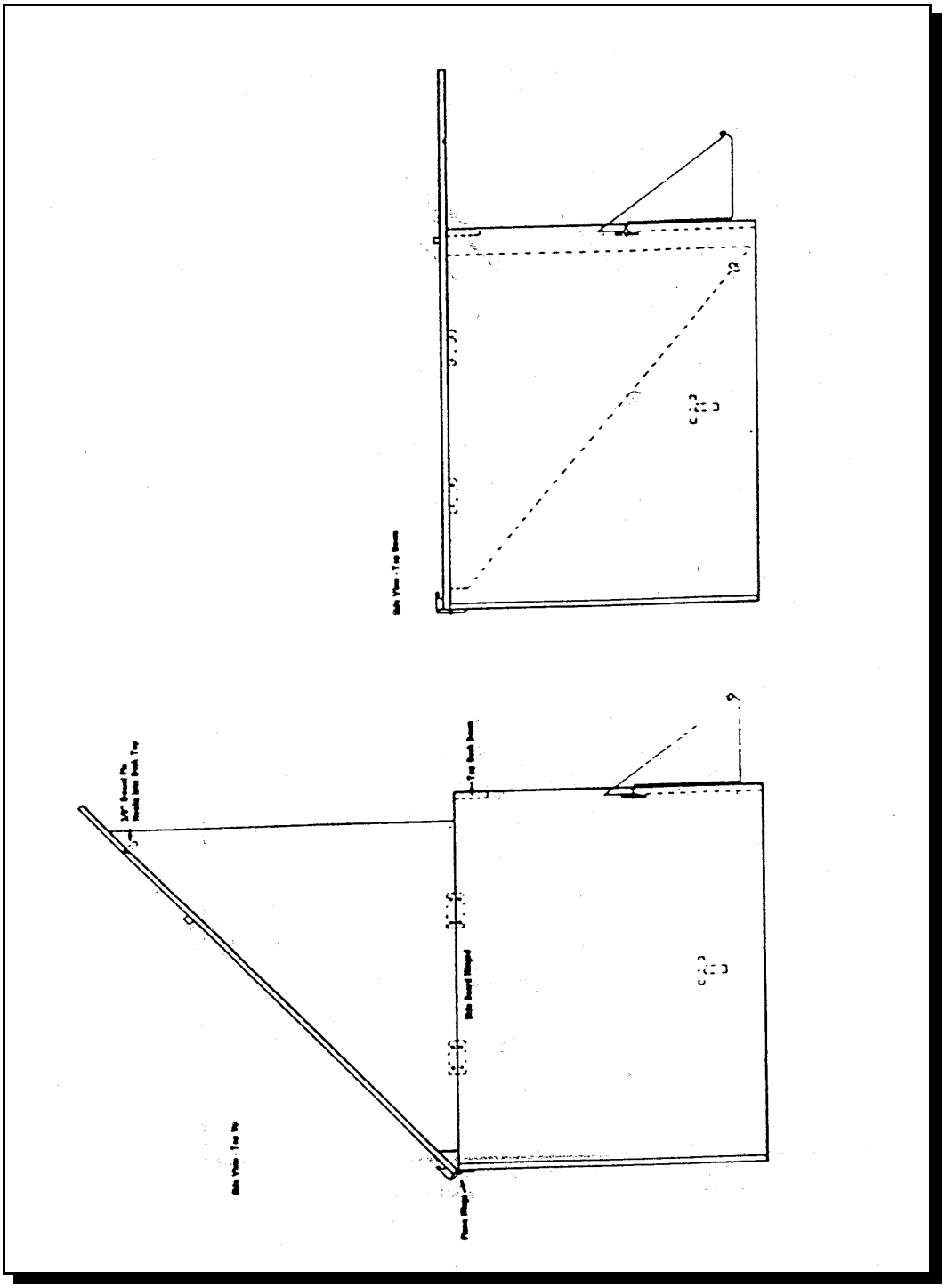
Following is an example of the side view of a rear projection unit for numonics digitizer.



Continued on the next page

C
Example of Rear/Overview Projection Stand

Following is an example of the rear/overview projection stand for numonics digitizer.



Compliance Instructional Aids

A
Aids A Through G

Compliance instructional aids A through G apply to Numonics Model 1211.

B
Digitizers

Use digitizers to determine acreages directly from 35mm slide images. Program the digitizer for tilt compensation (4-point setup) before determining any acreage. Use compliance instructional aid B for Numonics Model 1211.

Continued on the next page

C
Compliance Instructional Aid A

Following is an example of compliance instructional aid A for Numonics Model 1211.

USING DIGITIZER TEST GRIDS

1. Depress **ENTER** until **AE. 0.** is displayed.
2. Depress **ORTHO SETUP**. Display will be **O-A**
3. Starting with TEST GRID No. 1, position cursor exactly over point and depress **ENTER** for each of points A, B, C, D in turn. Display will be **O-b**, **O-C**, **O-d**, **P-A**.

CAUTION: DO NOT MOVE TEST GRID NO. 1 UNTIL ALL FOUR POINTS HAVE BEEN ENTERED.

4. Depress **ENTER** for points A, B, C, D on TEST GRID No. 2 in the same manner. Display will be **P-b**, **P-C**, **P-d**, until fourth point is entered, then display will count from **0** through **9**.

CAUTION: DO NOT MOVE TEST GRID NO. 2 AFTER POINT A HAS BEEN ENTERED

5. Wait until display is **PCd xx.x**.
6. Depress **ENTER**. Display will be **AE. 0**.
7. Using **PT.-PT.** measure area of various squares. Answers should be in the range 9.9 - 10.1.

Continued on the next page

D
Compliance Instructional Aid B

Following is an example of compliance instructional aid B for Numonics Model 1211.

TILT COMPENSATION PROGRAM
(4-Point Set-up)

1. Find four permanent reference points (buildings, intersections, etc.) on the slide that can also be seen on the county office photograph.
2. Depress [ENTER] until (AE. 0.) is displayed.
3. Depress [ORTHO SETUP]. Display will be (O-A)
4. Starting with lower left hand point on county office photograph, position cursor over point and depress [ENTER] for each of the four reference points in turn, going clockwise. Display will be (0-b), (0-C), (0-d), (P-A).

CAUTION: DO NOT MOVE PHOTOGRAPH UNTIL ALL FOUR POINTS HAVE BEEN ENTERED.

5. Depress [ENTER] for the same four reference points on the slide in the same manner. Display will be (P-b), (P-C), (P-d), until fourth point is entered then display will count from (0) through (9).
6. Wait until display is (PCd xx.x).

   If the PCd value is 10 or larger, repeat steps 4-6, making sure reference points on photograph and slide are exactly the same. Depress [ORTHO SETUP] twice before starting step 4.
7. Depress [ENTER]. Display will be (AE. 0.).
8. Measure using [TRACE] or [PT.-PT.] as appropriate.

CAUTION: DO NOT ADJUST SLIDE IMAGE WITHOUT REPEATING STEPS 5-8.

DEPRESS [SELECT], [.0], [PROJ. SETUP] BEFORE STARTING STEP 5.

(Depress [PROJ. SETUP] ONLY for Model 1211-S.)

9. If (□□□□□□□□) is displayed, that area or point cannot be used because it is too far from the 4-point area.

Continued on the next page

E
Compliance Instructional Aid C

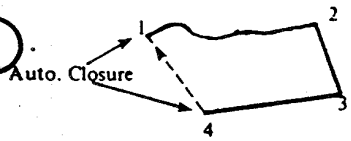
Following is an example of compliance instructional aid C for Numonics Model 1211.

Notes: Use steps 1 and 5 for Model 1211 S.
Use all steps for Model 1211 H.

DETERMINING ACREAGE ON A FARM

1. Complete 4-point setup procedure according to Compliance Instruction Aid - B. Display will be **AE. 0.**
2. Depress **FARM** . Enter farm number from keyboard. Use **SELECT** and appropriate key for alpha character of farm number. Depress **ENTER**
3. Depress **CROP** . Depress appropriate key for crop alpha designation of first field to be measured.
4. Depress **FIELD** . Enter field number from keyboard. Use **SELECT** and appropriate key for alpha character of field subdivision. Depress **ENTER** .
5. Determine acreage of first field as shown below:

   a. Using trace mode, position on point 1 and depress **ENTER** . Display will be **AE.** .

   b. Using cursor, trace carefully from point 1 to point 2. With cursor positioned on point 2, depress **PT. - PT.** . Display will remain **AE.** .

   c. Move cursor and position exactly on point 3. Depress **ENTER** . Display will be **01** . NOTE: Cursor may be lifted or diverted from crop line in POINT-POINT mode without affecting acreage measurement provided **ENTER** is not depressed when cursor is off line.

   d. Move cursor and position exactly on point 4. Depress **ENTER** until acreage is displayed. (Normally 2 times on POINT - POINT, 1 time on TRACE.)
6. Depress **STORE** . This will complete measurement procedures for first field.

FOR OTHER FIELDS, PROCEED AS FOLLOWS:

7. Change farm, crop, and/or field as appropriate, following steps 2, 3, and/or 4.
8. Repeat steps 5-6 for other fields until finished with all measurements on slide image.

Continued on the next page

F
Compliance Instructional Aid D

Following is an example of compliance instructional aid D for Numonics Model 1211 H.

RECALLING AND SUMMARIZING FARM DATA

1. Determine and store acreage for farms (maximum storage approximately 300 measurements) according to Compliance Instruction Aid - C.

2. Depress [EDIT] All four mode lights will be on. Display will show identifiers and acreage for last measurement stored, i.e., A101/WH /1B / 37.5

3. Key in farm, crop and/or field identifiers for desired sum. Acreage sums may be calculated for a particular farm, a particular crop on a particular farm, a particular field on a particular farm, etc. NOTE: If some identifiers are not to be used in summing they must be blanked out, i.e., to find the sum of all measurements on farm A-100, display must be: A100/ / / XX.X (Crop and field blanked). to find the sum of all peanuts on farm A-100, display must be: A100/PN/ / XX.X (field blanked); to find the sum of all subdivision measurements of field 1 on farm A-100, display must be A100/ / 1 / XX.X (crop blanked).

   Follow procedure in steps 2, 3, and 4 of Compliance Instruction Aid - C for keying in identifiers.

4. Depress [SUM] Display will show number of measurements combined and total acreage, i.e., TOTA/L /002 / 30.5 "ENTER DATA" light will flash.

5. If a comparison total (reported acreage, NCA, etc.) is NOT to be used go to step 8. If a comparison total is to be used, depress [ENTER]

6. Key in comparison total. Depress [ENTER] Display will show acreage difference, i.e., DIFF/ER/ENCE / .8 "ENTER DATA" light will flash.

7. Depress [ENTER] Display will show percentage acreage difference is of total, i.e., PERC/EN/T / 2.6 "ENTER DATA" light will flash.

8. Depress [EDIT] to return to step 3 and repeat procedure for additional farms and/or fields, or depress [EXIT] two times to return to measurement mode.

Continued on the next page

G
Compliance Instructional Aid E

Following is an example of compliance instructional aid E for Numonics Model 1211 H.

USEFUL EDITOR OPERATIONS

When in the editor mode (EDIT has been depressed, all four mode lights are on, and memory is not empty), there are 13 operations which may be used. These are as follows:

Buttons to be Depressed	Operation
FARM, CROP, FIELD, STORE, SUM, EXIT	Discussed in Compliance Instruction Aids C and D
STEP UP	- Display contents (farm, crop, field, acreage) of memory location immediately following current display. END/OF/MEM will be displayed following last used storage location.
STEP DOWN	- Display contents (farm, crop, field, acreage) of memory location immediately preceding current display. BEG/OF/MEM will be displayed following first used storage location.
SEARCH 1	- Used to find a particular stored entry. Searches memory from Beginning until currently displayed identifiers are found and corresponding stored acreage is displayed. NOTE: Searches for Exact Set of identifiers (farm, crop, AND/OR field) displayed when button is depressed.
SEARCH 2	- Used to find a second entry stored under a particular set of identifiers. Searches memory from Current Location until displayed identifiers are found and corresponding stored acreage is displayed.
CLR MEM	- Used to clear entire memory. ENTER must be depressed after CLEA/R/MEM? is displayed before memory is cleared (reset button on rear of console clears all data including memory).
CHG DATA	Used to change an acreage stored under a set of identifiers. Key in new acreage figure, depress ENTER, then depress STORE Replaces previously stored contents in current location.
2	- Displays last Measured value. Used as follows: Determine an acreage in measurement mode, go to editor mode, search to see if acreage previously determined is stored for same set of identifiers; if so, depress 2 to recall last measurement, depress STORE to replace previous measurement.

Continued on the next page

H
Compliance Instructional Aid F

Following is an example of compliance instructional aid F for Numonics Model 1211.

SPECIAL OPERATIONS

Buttons to Be Depressed	Operation
CHG DATA	- Used to key in an acreage that does not have to be determined, i.e., permanent field acreages. NOTE: First key in identifiers according to Compliance Instruction Aid - C, steps 2, 3, and 4. Then depress CHG DATA, key in acreage, depress ENTER. Depress STORE to have the identifiers and acreage placed in a new storage location.
SELECT, SCALE	- Used to change scale for reference photograph which is pre-set to 660 feet per inch when digitizer is turned on or reset. Key in new scale, depress ENTER Display will show EEEEEEEE momentarily.
SELECT, LENGTH	- Used to change from area measurement mode to length measurement mode. NOTE: Lengths are displayed in chains for Model 1211-H, in feet for Model 1211-S.
SELECT, AREA	-Used to change from length measurement mode to area measurement mode.
SELECT, L-CONS	- Used to change constant multiplier for all length measurements, normally set at 1. Key in new constant multiplier, depress ENTER. NOTE: Set at .01515 to have lengths displayed in chains on model 1211-S.
SELECT, ORTHO SETUP	- Temporarily removes 4-point setup used when measuring directly from slide image to allow for measuring directly from county office photograph.
SELECT, PROJ. SETUP	Replaces 4-point setup temporarily removed by SELECT ORTHO SETUP commands. WARNING: Slide image must not have been adjusted.
SELECT, 0, PROJ. SETUP	- Calls projection setup mode, display P - A. Used to re-enter 4 points from slide image after slide image has been changed (refocused, etc.). NOTE: Digitizer remembers 4 points from county office photograph until a new ortho setup is done.
SELECT, 0, 2	- Used to change constant multiplier for all area measurements, normally set at 1. Key in new constant multiplier, depress ENTER (Useful in skip-row planting, tobacco sled-rows, etc.)
SELECT, 0, LENGTH	- Used to continue length measurements. (Next measurement is accumulated with previous one.)
SELECT, 0, AREA	- Used to continue area measurements. (Next measurement is accumulated with previous one - may be used to deduct areas by going in opposite direction of previous measurement.)

Continued on the next page

I
Compliance Instructional Aid G

Following is an example of compliance instructional aid G for Numonics Model 1211 H.

TOBACCO SLED ROWS, SKIP-ROW PATTERNS, ETC.

I. When sled rows or skip-rows are a known percentage of total field area:

1. Depress [ENTER] until (AE. 0.) is displayed.
2. Depress [SELECT] . [0] . [2] . Display will be (AE. CON. 1.) .
3. Key in known percentage as a decimal - i.e., use .6667 for 66.67% = 2/3.
4. Depress [ENTER].
5. Determine and store acreage according to Compliance Instruction Aid - C. NOTE: ALL AREA MEASUREMENTS WILL BE MULTIPLIED BY NEW CONSTANT (i.e., 2/3) UNTIL A DIFFERENT CONSTANT IS ENTERED OR THE DIGITIZER IS RESET.

II. When sled rows or skip-rows are of a known width but varying lengths:

1. Determine and store acreage of entire field including sled rows or skip-rows according to Compliance Instruction Aid - C.
2. Depress [SELECT] . [LENGTH] . Display will be (LE. 0.)
3. Depress [SELECT] . [L-CONS] . Display will be (LE. CON. 1.)
4. Key in known width of sled rows or skip-rows in chains divided by 10 as a negative number. (EXAMPLE: If sled rows or skip-rows are 0.2 chains wide, key in - .02 by depressing [TRACE ±] . [PT.-PT.] . [0] . [2]).
5. Depress [ENTER] .
6. Determine length of first sled row or skip-row - measurement should be closed and (LE. XX.X) displayed. (Depress [ENTER] to begin measurement - to close measurement, depress [ENTER] one time if tracing, two times if going point to point).
   NOTE: THE "LENGTH" DISPLAYED HERE IS ACTUALLY AN ACREAGE FIGURE.

7. Depress [STORE] .
8. Repeat steps 6 and 7 for all other sled rows or skip-rows.
9. Depress [EDIT]
10. Depress [SUM] to display net acreage.

OR

7. Depress [SELECT] . [0] . [LENGTH] to continue length measurement.
8. Determine length of next sled row or skip-row.
9. Repeat steps 7 and 8 until total length of sled rows or skip-rows have been determined.
10. Depress [STORE] .
11. Depress [EDIT] .
12. Depress [SUM] to display net acreage.

AT THIS POINT DEPRESS [EXIT] . [EXIT] . [SELECT] . [AREA] TO READY DIGITIZER FOR DETERMINING OTHER ACREAGES.

Examples of Discretionary Measurement Service Rates

A
Introduction

This exhibit shows examples of how measurement service rates may be displayed. See paragraph 460.

B
In This Exhibit

This exhibit covers the following topics.

Title	Subparagraph Reference
Rates per Acre for Farm Visits	C
Rates for Measuring and Sampling Farm-Stored Commodities	D
Rates for Excluding Experimental Acreage by Farm Visit	E
Rates for Verifying Production Evidence	F

Continued on the next page

C
Rates per Acre for Farm Visits

Following is an example of a table for measurement service dollar rates per acre for farm visits.

Acres	Staking and Referencing for All Crops Except Rice (Dollars)	Premeasurement for Rice (Dollars)	Adjusted Acreage and Land Use by Surface Measurement (Dollars)	Verified Crops, Disaster Acreage Late-Filed FSA-578 by Surface Measurement (Dollars)	Cropland, Crop Measurement, Appraisal, Reappraisal, Remeasurement by Surface Measurement (Dollars)
0-5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Continued on the next page

Examples of Discretionary Measurement Service Rates (Continued)

C
Rates per Acre
for Farm Visits
(Continued)

Acres	Staking and Referencing for all Crops Except Rice (Dollars)	Premeasurement for Rice (Dollars)	Adjusted Acreage and Land Use by Surface Measurement (Dollars)	Verified Crops, Disaster Acreage, Late-Filed FSA-578 by Surface Measurement (Dollars)	Cropland, Crop Measurement, Appraisal, Reappraisal, Remeasurement by Surface Measurement (Dollars)
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					

Continued on the next page

Examples of Discretionary Measurement Service Rates (Continued)

C
Rates per Acre for Farm Visits (Continued)

Acres	Staking and Referencing for all Crops Except Rice (Dollars)	Premeasurement for Rice (Dollars)	Adjusted Acreage and Land Use by Surface Measurement (Dollars)	Verified Crops, Disaster Acreage, Late-Filed FSA-578 by Surface Measurement (Dollars)	Cropland, Crop Measurement, Appraisal, Reappraisal, Remeasurement by Surface Measurement (Dollars)
56					
57					
58					
59					
60					
61					
62					
63					
64					
65					
66					
67					
68					
69					
70					
71					
72					
73					
74					
75					
76					
77					
78					
79					
80					

Continued on the next page

Examples of Discretionary Measurement Service Rates (Continued)

C
Rates per Acre for Farm Visits (Continued)

Acres	Staking and Referencing for all Crops Except Rice (Dollars)	Premeasurement for Rice (Dollars)	Adjusted Acreage and Land Use by Surface Measurement (Dollars)	Verified Crops, Disaster Acreage, Late-Filed FSA-578 by Surface Measurement (Dollars)	Cropland, Crop Measurement, Appraisal, Reappraisal, Remeasurement by Surface Measurement (Dollars)
81					
82					
83					
84					
85					
86					
87					
88					
89					
90					
91					
92					
93					
94					
95					
96					
97					
98					
99					
100					
101 to 500					
500 and above					

Continued on the next page

D
Rates for Measuring and Sampling Farm-Stored Commodities

Following is an example of a table for determining rates for measuring and sampling farm-stored commodities. Apply these rates to bins, lots, or structures.

Commodity	Measuring (Dollars)	Sampling (Dollars)	Measuring and Sampling (Dollars)
Rice	$ ____ for first $ ____ for each additional	$ ____ for first $ ____ for each additional	$ ____ for first $ ____ for each additional
Other Commodities	$ ____ for first $ ____ for each additional	$ ____ for first $ ____ for each additional	$ ____ for first $ ____ for each additional

Continued on the next page

Examples of Discretionary Measurement Service Rates (Continued)

E
Rates for Excluding Experimental Acreage by Farm Visit

A rate for confirming the exclusion of experimental acreage by farm visit should cover costs for verifying the crop acreage planted and destroyed.

A rate for this service may be charged for an hour or part of an hour.

F
Rates for Verifying Production Evidence

This table shows an example of how to set up a rate for verifying production evidence.

IF the crop was...	**THEN charge...**
requested to be reported	• $ ___ for first 25 documents, plus. • $ ___ for each additional set of 25 documents.
not requested to be reported	• $ ___ for first 10 documents, plus. • $ ___ for each additional set of 10 documents.

Letter Notifying Producers of Acreage Changes

*--

Date

Producer
Producer Address
Any Town, XX

Dear Producer,

Your (County Name) FSA office is currently creating a new set of computer-generated maps for each farm. In the process, we are measuring each field that may result in changes in acreage for some fields. We recognize the methods used to determine acres in the past were not as accurate as legal surveys. We know, however, the acres were close and did meet the needs of USDA programs. Our tests have shown that the acreage calculations using computer software are equal to or slightly more accurate than methods we have used in the past.

The process of converting to a new system will eventually allow for online services. This means that producers who wish to do so, may one day be able to make acreage reports or complete program applications from their own home on a personal computer (PC). One component of this conversion involves computer-generated maps.

The process of converting to a GIS-based mapping system requires that FSA contact owners and operators to ensure that the field boundaries are in the right location. Please review the field boundaries on the enclosed map(s) for accuracy. If you identify fields that appear to be incorrectly placed on the map(s), please let the _____ County FSA Office know within 30 calendar days from the date of this letter so that we can make any appropriate corrections. If the _____ County Office does not agree with all of the requested changes to the map(s), you will receive a second letter informing you of appeal rights to COC.

If we do not hear from you within 30 calendar days from the date of this letter, we will consider the field boundary information correct and use it for future USDA/FSA program purposes. **Please note that the maps are intended for FSA program purposes only.**

In closing, we appreciate your cooperation in this matter and hope that our new mapping system will provide better service to you.

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Sincerely,

County Executive Director

--*

Instructions for Posting Copies of CLU to FTP

A FTP Instructions for the Internet Explorer

***--**According to subparagraph 501 K, County Offices are required to FTP a copy of the certified CLU to APFO. County Offices are also required to post an updated copy of CLU to the APFO FTP site every 30 calendar days thereafter.

Use the following Internet Explorer instructions to send the certified CLU to the APFO FTP site.

Step	Action
1	Open the Internet Explorer.
2	In the address box, type "ftp://ftp.apfo.usda.gov". **Note:** This will give the employee access to the APFO FTP server.
3	Right click on the "Start" button and navigate up to "Explore" in the pop-up menu.
4	Once Explore has opened, navigate to the drive that has the CLU files.
5	Do 1 of the following: • to select consecutive files or folders, click on the first item, press and hold down the "Shift" key, and click on the last file name • to select nonconsecutive files or folders, press and hold down the "Ctrl" key and click on each file name • to select all the files and folders in the window, click on "Edit" from the menu bar and then click on "Select All".
6	Left click on "Edit" in the toolbar.
7	Select "Copy" from the drop-down menu.
8	Go back to the Internet Explorer to access the "CERTIFIED_CLU" folder that was opened in step 3.
9	Click "Edit" in the toolbar.
10	Select "Paste". **Note:** The files should start copying to the APFO server.

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Instructions for Posting Copies of CLU to FTP (Continued)

B FTP Instructions for DOS Command Window

Follow this table for FTP instructions for DOS command window.
***--**

Step	Action
1	To start the DOS command prompt window, click the "Start" button.
2	Select "All Programs".
3	Select "Accessories".
4	Select "Command Prompt".
5	At the c:\ prompt (or the drive where the CLU files are located), type "ftp ftp.apfo.usda.gov". **Example:** c:\>ftp ftp.apfo.usda.gov Connected to ftp.apfo.usda.gov 220 ftp.apfo.usda.gov FTP Server ready.
6	Log in as user "anonymous" and give the e-mail address as the password. **Note:** The user will see the following: User (ftp.apfo.usda.gov:(none)): anonymous 331 Anonymous login ok, send your complete e-mail address as password. Password: (enter in your email address here) 230- ***Welcome to this anonymous ftp server!*** You are user 1 out of a maximum of 5 authorized anonymous logins. The current time here is *date and time*. If you experience any problems here, contact: root@localhost 230 Anonymous login ok, restrictions apply.
7	Set file transfer type as binary. **Note:** It is important that this step is done. Type "binary" at the ftp> prompt. **Example:** ftp> binary 200 Type set to 1.

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Instructions for Posting Copies of CLU to FTP (Continued)

B FTP Instructions for DOS Command Window (Continued)

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Step	Action
8	To connect to the destination directory, at the ftp prompt, type 1 of the following: • cd "YOUR STATE ABBREVIATION" • "CERTIFIED_CLU" **Example of what should happen:** ftp> cd UT • ftp> cd CERTIFIED_CLU 250 CWD command successful.
9	To upload the files with the mput command, at the ftp prompt, type "mput c:\(or the drive where the CLU files are located)clu_(fips code)*". **Example of what should happen:** ftp>mput c:\temp\clu_29151.* 200 PORT command successful. 150 Opening BINARY mode data connection for clu_29151.shp. 226 Transfer complete. 6735916 bytes sent in 234.02 seconds (3.92 Kbytes/sec).
10	To exit the ftp session, type "Quit" at the ftp prompt. **Example of what should happen:** ftp> quit 221-Goodbye. C:\> **Note:** If the employee has difficulties in transferring the files and/or the employee receives an error message of some type, the employee shall contact APFO. Because of the securities built into the server, the employee will not be able to overwrite files that are on the server, even if the file is only partial or corrupt. They must be deleted by APFO. Once that happens, the employee can resend the files.

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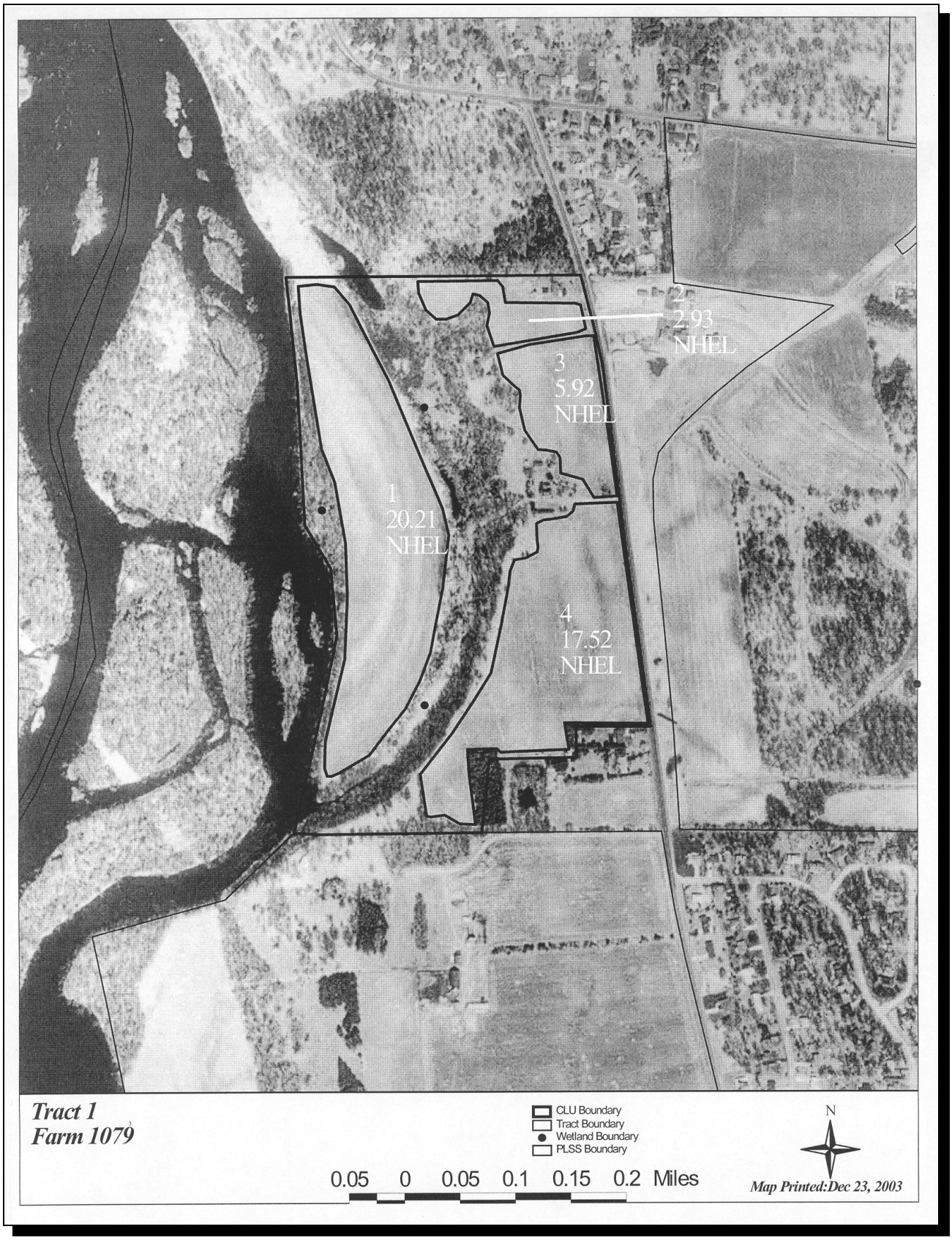
Map Template Examples

Map Template Examples (Continued)



Grain Sorghum Varieties

A Dual Purpose Grain Sorghum Varieties With 100 Percent Yield Potential

The dual purpose grain sorghum varieties listed in the following table have yield potential equal to 100 percent of hybrid varieties.

*--

Ag Venture FS111D	**Asgrow** BBT	**AVA Seeds** AVA 7102 AVA 7110 AVA 7103 AVA 7111 AVA 7105	**Channel Bio Corp** SugarGold
Crosbyton Seed Company GW 3072 F GW 8528 F BMR GW 9530 Silo-N-Feed	**Den Besten Seed Co.** Pheasant Acres Sweet Chop Sweet Chop BMR	**Drussel Seed and Supply** DSS Dividend BMR	**Frontier Hybrids** Silmaker 6000 Silmaker 6500 Silmaker 7000
Garrison & Townsend BMR-100 Silo-Milo BMR-101 Sweet T Sile-ALL	**Garst Seed Co.** 320 344 BMR 325 N-322-X 333 331-X Hi-Energy II 1020F	**Golden Acres Genetics, LLC** FS466	**Golden Harvest** **J C Robinson Seed** Si-Gro H-45 Si-Gro H-46
Hoegemeyer Hybrids 591F 602F	**Hytest Seeds** HT 110 BMR HT 555 HT 111 HY-Grow 77	**Kaystar Seed** Forari IV	**Kelly Green Seeds, Inc.** Silamax BMR Silamaster
Land O Lakes Croplan NK300 Croplan Hikane II	**Legend Seed Company** LFS-501	**MMR Genetics** MMR 304/24	**Monsanto - DeKalb** DKS59-09 FS-22 FS-2 FS-25E
Mycogen Seeds FS466	**NC+ Hybrids** NC+965 Nutri-Ton NC+ 8R18 NC+ Y 363 Nutri-Choice Nutri-Choice II	**Patriot Seed, Inc.** BMR-101	**Phillips Seed** Phillips 1000 bmr
Producers Hybrids Chaps Rodeo	**Production Plus+** Silobuster SiloBuster S Silo + Plus BMR	**Richardson Seed, Inc.** Eversweet Silo 600D Silomaster Silo 700D Silomaster D Sweet R Dairy Master BMR	**Roth Seed Company** Cattle King II
Seed Resource Fame BMR 100 FS 515 HQ	**Sharp Brothers Seed Co.** Canex BMR 208 Canex BMR 310 Canex 50/50	**Sorghum Partners** KF 429 NK 300 HiKane II	**Star Seed, Inc.** Star Elite BMR

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Grain Sorghum Varieties (Continued)

A Dual Purpose Grain Sorghum Varieties With 100 Percent Yield Potential (Continued)
***--**

Triumph Seed Company, Inc.	**Walter Moss Seed Co.**	**Warner Seeds Inc.**	**Wilbers Seed Solutions**
Super Sile 20 Super Sile SH26	Millenium BMR	2-Way F-103 2-Way 2-Way F-145 Husky 2-Way SRS 2-Way BMR	Sweet-N-Low

Note: This list will be supplemented with additional varieties based upon field trials conducted by the National Grain Sorghum Producers Association.--*****

Grain Sorghum Varieties (Continued)

B Dual Purpose Grain Sorghum Varieties With 80 Percent Yield Potential

The dual purpose grain sorghum varieties listed in the following table have yield potential equal to 80 percent of hybrid varieties.

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AgriBioTech, Inc. FS-555 BMR-100	**Asgrow Seed Company** Beefbuilder T Titan R	**AVA Seeds** AVA 7109 FT	**Browning Seed, Inc.** Silage Master
Casterline & Sons Seed, Inc. Duro	**Coop Seed, Inc.** SSF-550 SSF630 SSF660	**Crosbyton Seed Company** GW 8228 BMR GW 9110F	**Delta and Pine Land Co.** 102F
Den Besten Seed Com Bundle & Chop	**Douglass King Co.** K-100	**Fontanelle Hybrids** F-310	**Garrison & Townsend** BMR Exp 2201 BMR Exp 2202 Silo Milo + 992003 bmr 991005 bmr
Garst Seed Co. 348BMR T-E Milk-A-Lot	**Gayland Ward Seed Co., Inc.** Ensile Master	**Giant Seed Company** Razin Silage Razin Feed Classic Razin Kane GM Razin Kane	**Golden Acres Genetics, LLC** T-E Milk-A-Lot T-E Milkmaker T T-E Silomaker T-E Greenchopper
Golden Harvest **J C Robinson Seed** EX 47 Si-Gro H-47	**Greenbush Seed & Supply** Chop-N-Milo Hygrachop	**Hawkeye Hybrids** SS1740	**Hogemeyer Hybrids** 691 F Bale-All III
Kelly Green Seeds, Inc. 2-Way F-190 BMR	**Land O Lakes** Croplan Silo-Plus Croplan Silo-Plus BMR Croplan Sucrosorgo 405	**Legend Seed Company** LFS 601	**Mallard Seed Company** Mallard Rine AAA
Midland Genetics Silo-Fill II Dual Sil	**MMR Genetics** MMR327M/438BMRxMMR MMR 366/35 BMR MMR 366/23 BMR	**Monsanto - DeKalb** FS-5	**NC + Hybrids** Nutri-Ton II

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Grain Sorghum Varieties (Continued)

B Dual Purpose Grain Sorghum Varieties With 80 Percent Yield Potential (Continued)

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Ohlde-Midwest Seed Genetics	**Ottilie Seed**	**Phillips Seed Farms, Inc.**	**Pioneer Hi Bred International**
110D 111F 112F Daisy Su Evergreen Sugar Cane	RO 219	Top Notch BMR	819F 947 839F 838F 840F 931 841F 956 849F
Production Plus	**Rainbow Seeds**	**Richardson Seeds, Inc.**	**Roth Seed Company**
MS505 DS BMR x	FS-45	Bundle King II Bundle King IV Sugar Red Sugar King Sweeter N Honey BMR	Sugar Loaf Chopper Stopper
Seed, Inc.	**Seed Resource, Inc.**	**Sharp Bothers Seed Company**	**Sorghum Partners**
101F	FS-555 BMR 106 FS-575	Mixed Red Canex BMR 248 Canex BMR 340	Sucrosorgo 405 SS 405 SS 506
Star Seed, Inc.	**Valley Feed and Seed, Inc.**	**Walter Moss Seed Co.**	**Warner Seeds, Inc.**
Magnum LDP Magnum Ultra+BMR LDP	Udder Buster Silo Max	Century BMR	Sweet Bee

Miscellaneous Varieties/Company Unknown

39-30-S	Dairy D	Kansas Sourless	Red Amber	RS 301	White Amber
Amber	Ellis	Landsaver	Red Top	Sil-X	X-SDR6
Atlas	Fremont	Leoti Red	Royal RS-301F	Sumac	
Coes	Hegari	McLean	Rox Orange	Tricker	
Collier	Improved Orange	Norkan	RP 30F	Waconia Amber	
Colman	Kansas Orange	Rancher	RP 40F	Waconia Orange	

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Grain Sorghum Varieties (Continued)

C Grain Sorghum Varieties

The following is a list of Grain Sorghum that should be reported as crop code 0050.
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AgriBioTech, Inc. Sug-R-Cane Brand Hybrid Forage Pik Nik II	**AR-B Seed** AR-B Hay N Graze AR-B Sweet N Mor AR-B Sweet Choice Sweet Choise BMR	**Asgrow** Titan MS	**AVA Seeds** AVA 7108ST AVA 7109ST
Browning Seed, Inc. Bundel King	**Casterline & Sons Seeds** Sucane	**Coffey Forage Seed, Inc.** MS 7469 MS 85 MS 7445 AML 74-2 MSCA 27469	**Crosbyton Seed Company** Mor Bane II GW 9430 F GW 9530 F Goldmaker
Frontier Hybrids Mucho Sweet	**Garrison & Townsend** Bale-All II Bale-All III	**Golden Acres Genetics, LLC** T-E Goldmaker T-E Goldmaker - S T-E Goldmaker - T	**Golden Harvest** **J C Robinson Seed** Si-Gro H-1
Greenbush Seed & Supply Sweetall Sterile	**Hoegemeyer Hybrids** 612 F 625F 613 F	**Hytest Seeds** Honey Kane	**J.C. Robinson Seed Co., Inc**. Si-Gro-H-1
Kelly Green Seeds, Inc. Lucky Leaf	**MMR Genetics** MMR 366/31 BMR MMR 366/36 BMR	**Moews Seed Co.** Moews Chop 1	**Monsanto - DeKalb** Asgrow Titan MS
Mycogen Seeds T-E Goldmaker T-E Goldmaker II	**NC+ Hybrids** Nutri-Cane II NC 305 F	**Ottilie Seed** RO219A 210 A	**Phillips Seed Farms** Sweet Bale
Production Plus+ Cane-Maker Cane-Maker II Sweet-N-Red Ultra+Cane BMR Red + Top Plus BMR	**Richardson Seed** Bundle King BMR	**Roth Seed Company** Rocky Top Cattle King	**Seed, Inc.** Big Crop 101FS
Seed Resource, Inc. Sugar-R-Cane Brand Hybrid Forage Pik Nik II Sweet-N-Tall	**Sharp Brothers Seed** Canex Canex II Canex BMR 702	**Sorghum Partners** X 909-NK	**Star Seed, Inc.** Magnum
Valley Feed and Seed, Inc. Kane King	**Warner Seed, Inc.** Sweet Bee Sterile Sweet Bee Sterile II	**Wilbers Seed Solutions** Sweet-N-Tall	**Miscellaneous Varieties/Company Unknown** Crop Guard

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Grain Sorghum Varieties (Continued)

C Grain Sorghum Varieties (Continued)

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Coffey Forage Seeds, Inc. Maxi Gain Sugar Graze Ultra	**Delta and Pine Land Co.** G-1990	**Drussell Seed and Supply** Bonus
Garrison & Townsend BMR 301 BMR 302 22053 bmr	**Garst Seed Company** Graze-N-Bale N 765 BMR-X R 723 BMR-X	**Hytest Seeds** HT 311 BMR PPS HT-311
Legend Seed Company LFS-801	**MMR Genetics, LLC** 336/70 BMR	**Pioneer Hi Bred International** 811 F
Richardson Seeds, Inc. Megagreen Pacesetter Pacesetter Plus	**Seed Resource, Inc.** Forage King BMR Green Graze Extra PS-210 BMR	**Sorghum Partners** 1990
UAP Danny Boy BMR	**Walter Moss Seed Co., Ltd.** 4-EverGreen BMR 4 -EverGreen Mega Green	**Warner Seed, Inc.** 2-Way 199PS 2-Way 199 Sucrossee 9-R PS

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