

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Price Support Loan and LDP Administrative Systems 17-PS	Amendment 4
--	--------------------

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Part 10 has been added to provide automation procedure for the Reasonable Quantity Management System for 2022 and subsequent years.

Page Control Chart		
TC	Text	Exhibit
1, 2	4-13, 4-14 10-1 through 10-18 (add) 10-19 (add)	1, page 1 3, page 1

Table of Contents

Page No.

Part 1 General Information

1	Overview.....	1-1
2	Responsibilities and Functionality.....	1-2
3-19	(Reserved)	

Part 2 Warehouse Information

20	General Information.....	2-1
21	Warehouse Menu Screen.....	2-2
22	(Withdrawn--Amend. 3).....	2-3
23	Warehouse Data Search Screen.....	2-4
24	Warehouse Data Search Results Screen.....	2-5
24.5	View Warehouse Results Screen.....	2-6
25	Warehouse Favorites.....	2-6.6
26	Creating Warehouse Favorites.....	2-9
27	Adding Warehouses to Warehouse Favorites.....	2-10
28	Warehouse Search Results Screen.....	2-12
29	Deleting Warehouse From Warehouse Favorites.....	2-13
30-99	(Reserved)	

Part 3 COC Yields

100	COC Yields Main Menu.....	3-1
101	COC Yields Screen.....	3-2
102	COC Yields Results Screen.....	3-4
103	COC Yields Second Party Approval.....	3-6
104	COC Yields Approval Results Screen.....	3-9
105	Modify COC Yields.....	3-11
106-199	(Reserved)	

Part 4 Other Administrative Functions

200	State Maximum Moisture Main Menu.....	4-1
201	State Maximum Moisture Screen.....	4-3
202	State Maximum Moisture Results Screen.....	4-5
203	State Maximum Moisture Approval Main Menu.....	4-7
204	State Maximum Moisture Approval Screen.....	4-9
205	State Maximum Moisture Approval Results Screen.....	4-11
206	Modify State Maximum Moisture.....	4-13
207-299	(Reserved)	

Parts 5-9 (Reserved)

300-799 (Reserved)

Table of Contents

Page No.

Part 10 Reasonable Quantity Management System

800	General Information.....	10-1
801	Accessing RQ Records	10-3
802	Common Selection Screen.....	10-4
803	Producers with Reasonable Quantities Screen.....	10-6
804	Reasonable Quantity Management Screen	10-7
805	Total RQ Screen.....	10-8
806	Farm Level RQ Screen.....	10-10
807	COC Yield	10-12
808	Manual Crops Screen.....	10-14
809	Manual Crops Entry Screen	10-16
810	Graze-Out Screen.....	10-18

Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	(Reserved)
3	Menu and Screen Index

***--206 Modify State Maximum Moisture**

A Overview

The State Maximum Moisture Results Screen allows the user to edit maximum moisture.

B Example of State Maximum Moisture Results Screen

The following is an example of the State Maximum Moisture Results Screen.

The screenshot shows the LPAS (Loan and LDP Program Administration) interface. At the top, it displays the USDA logo and 'United States Department of Agriculture' on the left, and 'Farm Service Agency' on the right. Below this is a green header with 'LPAS | Loan and LDP Program Administration'. A navigation bar includes 'Home', 'Warehouse', 'COC Yields & Moisture', 'Grading Factors', 'Crops', and 'Maintenance'. The main title is 'State Maximum Moisture' with a 'Crop Year : 2020' dropdown and a 'Change Selection' button. A 'State' dropdown menu is set to 'Nebraska (31)'. Below is a table with the following data:

Commodity Name	Commodity Code	Standard Moisture	Shrink Factor	State Maximum Moisture
Barley	2200	14.50	1.30	18.50
Canola	7200	10.00	1.10	
Chickpeas	5100	15.00	1.30	
Corn	2000	15.50	1.30	20.00

--*

206 Modify State Maximum Moisture (Continued)

C Action

Modify the State maximum moisture according to the following:

- access the State Maximum Moisture Screen according to paragraph 200
- for the applicable commodity, click the field for the moisture to modify, and enter the revised maximum moisture
- CLICK “Save” to save the entry
- CLICK “Cancel” to cancel the process.

Note: Second Party Approval is required for all changes according to paragraph 203. The user who entered the maximum moisture information, cannot perform second party approval.

207-299 (Reserved)

Parts 5-9 (Reserved)

300-799 (Reserved)

***--Part 10 Reasonable Quantity Management System**

800 General Information

A Overview

RQMS is a web-based system that contains a producer's RQ information that is used to determine available quantity for MALs and LDPs.

Note: RQ records are automatically created for eligible commodities with an acreage report on file upon the first request for a MAL or LDP. Manual records will need to be created for all commodities not supported by a report of acreage, such as wool, mohair, pelts, honey, and seed cotton, before the corresponding MAL or LDP request.

Users have the option to search RQ records for individual producers or for the entire county.--*

***--800 General Information (Continued)**

B Example of RQMS Home Screen

The following is an example of the RQMS Home Screen.



C Action

Access the RQMS application according to the following.

Step	Action
1	Access the FSA Applications Intranet page at https://intranet.fsa.usda.gov/fsa/applications.asp .
2	Under “FSA Applications”, “Application Directory”, CLICK P-Z.
3	CLICK “Reasonable Quantity Management System (RQMS)” .

--*

***--801 Accessing RQ Records**

A Overview

Users have the option to access a specific producer's record or select a producer from the list of all records previously created in a county.

B Action

To display the Common Selection Screen and view a producer's RQ record, go to the RQMS Home Screen top navigation bar:

- CLICK "Search" and select either:
 - "By Producer"

Note: Select the producer from the SCIMS Search Page.
 - "By County"
- The Common Selection Screen is displayed.

Note: For producers who do not already have a RQ record created, RQMS will create the record at the time of the search request.--*

***--802 Common Selection Screen**

A Overview

The Common Selection Screen is the starting point for administering RQ records.

B Example of the Common Selection Screen

The following is an example of the Common Selection Screen.

USDA United States Department of Agriculture Farm Service Agency

CS | Common Selection COUNTY USER

RQMS

Crop Year *Required*
Select One

Show All States and Counties
 Remember State and County Selected

State *Required*
United States (00)

County *Required*
Select One

Select Cancel

[Return to top](#)

--*

*--802 Common Selection Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Common Selection Screen.

Field/Button	Description	Action
Crop Year	Crop year selected will be displayed.	Using the drop-down menu, select the applicable crop year.
Show All States and Counties	System will display all States and counties.	Select the checkbox to view all States.
Remember State and County Selected	Allows user to select a defaulted State and county.	Select the checkbox to default the selected State and county.
State	State selected will be displayed.	Using the drop-down menu, select the applicable State.
County	County selected will be displayed.	Using the drop-down menu, select the applicable county.
Select	Clicking "Select" will display either the producer's RQ record, or all records in the county based on what was selected according to subparagraph 801 B.	CLICK "Select"
Cancel	Cancels the action.	CLICK "Cancel" and return to RQMS Home Screen.

--*

***--803 Producers with Reasonable Quantities Screen**

A Overview

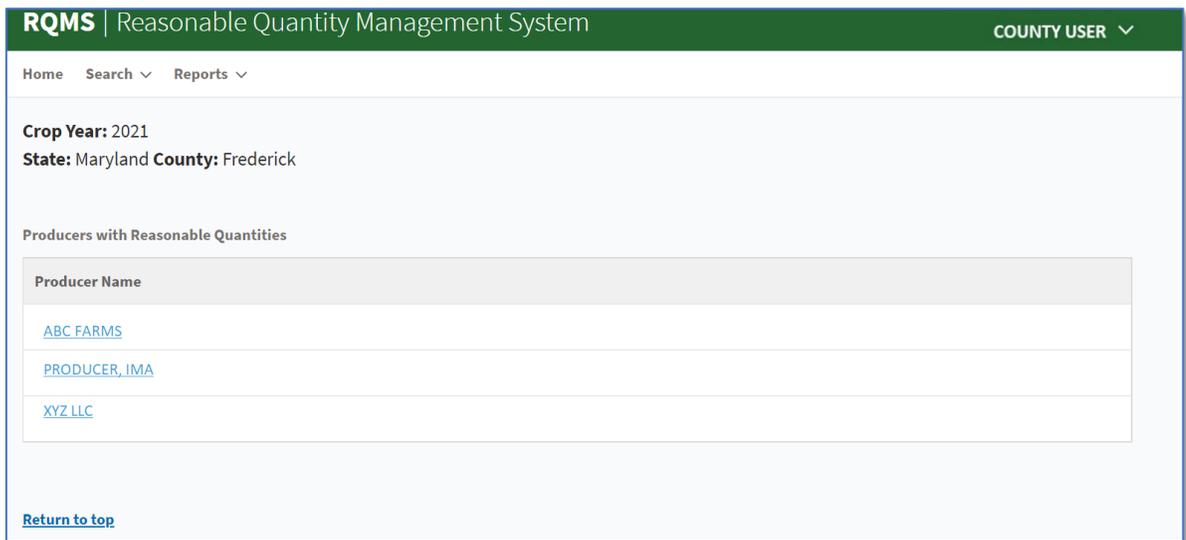
When the user selects “County” from the “Search” option, a list of all producers with a RQ record for the selected crop year, State, and county is displayed.

Note: If the user does not see an RQ record for the producer, the user will need to create a RQ record by selecting “Producer” from the “Search” according to subparagraph 801 B.

To access a producer’s RQ record, click the applicable hyperlink of the producer.

B Example of Producers with Reasonable Quantities Screen

The following is an example of the Producers with Reasonable Quantities Screen.



--*

***--804 Reasonable Quantity Management Screen**

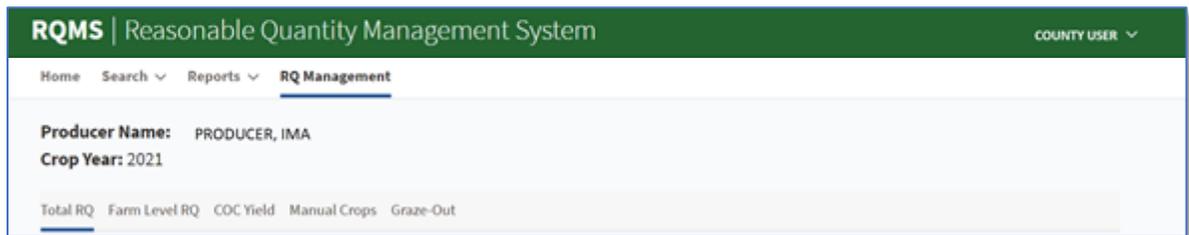
A Overview

After selection of the producer, the Total RQ Screen is displayed on the Reasonable Quantity Management Screen. Users can navigate throughout RQMS by clicking any of the following tabs:

- Total RQ
- Farm Level RQ
- COC Yield
- Manual Crops
- Graze-Out.

B Example of Reasonable Quantity Management Screen

The following is an example of the Total Reasonable Quantity Management Screen after a producer is selected.



--*

***--804 Reasonable Quantity Management Screen (Continued)**

C Fields Descriptions and Actions

The following table provides the field descriptions and actions for the Total Reasonable Quantity Management Screen.

Field/Button	Description	Action
Producer Name	Displays the producer’s name.	
Crop Year	Displays the crop year.	
Total RQ	Displays the producer’s RQ when a certified FSA-578 is on file.	CLICK “Total RQ” to display the producer’s total RQ record. Note: See paragraph 805.
Farm Level RQ	Displays the producer’s farm level RQ.	CLICK “Farm Level RQ” to display the producer’s farm level record. Note: See paragraph 806.
COC Yield	Displays the established COC yield for the farm record.	CLICK “COC Yield” to display the COC yield data. Note: See paragraph 807.
Manual Crops	Displays the producer’s manual crops.	CLICK “Manual Crops” to display the producer’s manual crops. Note: See paragraph 808.
Graze-Out	Displays the producer’s eligible graze-out options.	CLICK “Graze-Out” to display graze-out options. Note: See paragraph 809.

805 Total RQ Screen

A Overview

The Total RQ Screen displays the producer’s RQ when a certified FSA-578 has been recorded and the COC yield has been entered in LPAS. If there is no certified FSA-578 on file or the COC-established yield has not been entered in LPAS, then “No record was found” will be displayed.

Note: If the FSA-578 is modified while in RQMS, the user must exit the RQMS application and re-access the record to update the reasonable quantity.--*

*--805 Total RQ Screen (Continued)

B Example of the Total RQ Screen

The following is an example of the Total RQ Screen for the selected producer.

Commodity	Total Reasonable Quantity	Available Reasonable Quantity
Corn - YC	26,900.00	26,900.00
Barley - BRL	1,404.80	1,404.80
Wool - NON	500.00	500.00
Wheat - SRW	4,293.00	4,293.00

C Field Descriptions

The following table provides the field descriptions for the Total RQ Screen.

Field/Button	Description
Producer Name	Displays the producer’s name.
Crop Year	Displays the crop year.
Commodity	Displays the commodity type.
Total Reasonable Quantity	<p>Displays the total RQ.</p> <p>This is a calculated field of the producer’s acreage multiplied by the COC yield.</p> <p>Note: This field is a sum of the calculated irrigated and non-irrigated acres.</p>
Available Reasonable Quantity	Displays the available RQ to be used for an LDP or MAL application.

--*

***--806 Farm Level RQ Screen**

A Overview

The Farm Level RQ Screen displays the producer’s reasonable quantity at the State, county, and farm level.

B Example of the Farm Level RQ Screen

The following is an example of the Farm Level RQ Screen for the selected producer.

RQMS | Reasonable Quantity Management System COUNTY USER

Home Search RQ Management

Producer Name: IMA FARMER
Crop Year: 2019

Total RQ **Farm Level RQ** COC Yield Manual Crops Graze-Out

State	County	Farm	Commodity	Class	Compliance Crop Type	Acres	Farm Reasonable Quantity
Maryland	Frederick	0000297	Barley	BRL	SPR	17.56	1,404.80
Maryland	Carroll	0001561	Corn	YC	YEL	75.20	9,400.00
Maryland	Frederick	0000297	Corn	YC	YEL	175.00	17,500.00
Maryland	Frederick	0000318	Wheat	SRW	SRW	71.55	4,293.00

--*

*--806 Farm Level RQ Screen (Continued)

C Field Descriptions

The following table provides the field descriptions for the Farm Level RQ Screen.

Field/Button	Description
Producer Name	Displays the producer's name.
Crop Year	Displays the crop year.
State	Displays the State's physical location of the acreage.
County	Displays the county's physical location of the acreage.
Farm	Displays the farm number for the acreage.
Commodity	Displays the commodity.
Class	Displays the commodity class.
Compliance Crop Type	Displays the crop type.
Acres	Displays reported acres for the farm record.
Farm Reasonable Quantity	<p>Displays the producer's calculated farm RQ.</p> <p>The Farm Reasonable Quantity is determined by multiplying the acreage of the commodity/crop type/irrigation status by the COC yield for each farm.</p> <p>Example: Farm 1 is 100 acres, 50 acres Corn-Yellow (non-irrigated) and 50 acres Corn-Yellow (irrigated)</p> <p>COC Yield for Corn Yellow</p> <ul style="list-style-type: none"> • 160 bu/ac (irrigated) • 100 bu/ac (non-irrigated) <p>50 x 160 = 8,000 bu 50 x 100 = 5,000 bu Total Farm RQ =13,000 bu.</p>

--*

*--807 COC Yield

A Overview

The COC Yield Screen:

- displays RQ information for each commodity at the farm level and the COC yield used to calculate RQ
- allows users associated with the farm's physical county location to override the COC yield for a Farm level RQ record. See 8-LP for guidance on establishing and managing COC-established yields.

B Example of the COC Yield Screen

The following is an example of the COC Yield Screen for the RQ record of the producer selected.

RQMS | Reasonable Quantity Management System COUNTY USER ▾

Home Search **RQ Management**

Producer Name: IMA FARMER
Crop Year: 2019

Total RQ Farm Level RQ **COC Yield** Manual Crops Graze-Out

Select	State	County	Farm	Commodity	Class	Compliance Crop Type	Acres	Practice	COC Yield	Override Yield	Farm RQ
<input type="radio"/>	Maryland	Frederick	0000297	Barley	BRL	SPR	17.56	N	80.000		1,404.80
<input type="radio"/>	Maryland	Carroll	0001561	Corn	YC	YEL	75.20	N	125.000		9,400.00
<input type="radio"/>	Maryland	Frederick	0000297	Corn	YC	YEL	175.00	N	100.000		17,500.00
<input type="radio"/>	Maryland	Frederick	0000318	Wheat	SRW	SRW	71.55	N	60.000		4,293.00

[Edit COC Yield](#)

--*

*--807 COC Yield (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the COC Yield Screen.

Field/Button	Description	Action
Producer Name	Displays the producer's name.	
Crop Year	Displays the crop year.	
Select		Click the radio button to select an existing COC yield record to edit.
State	Displays the physical State for the farm record.	
County	Displays the physical county for the farm record.	
Farm	Displays the farm number.	
Commodity	Displays the commodity for the farm record.	
Class	Displays the commodity class.	
Compliance Crop Type	Displays the crop type.	
Acres	Displays the reported acres for the farm record.	
Practice	Displays the irrigation practice for the commodity record.	
COC Yield	Displays the established COC yield for the farm record.	
Override Yield	Displays data when the COC yield has been overridden.	
Farm RQ	Displays the farm RQ.	
Edit COC Yield	Displays the adjusted existing COC yields.	CLICK "Edit COC Yield".

--*

***--808 Manual Crops**

A Overview

Manual records must be created **before** a producer has requested a loan or LDP for the following commodities:

- honey
- mohair
- pelts
- seed cotton
- wool.

B Example of the Manual Crops Screen

The following is an example of the Manual Crops Screen when a record has been created for a producer.

The screenshot shows the RQMS interface. At the top, it says "RQMS | Reasonable Quantity Management System" and "COUNTY USER". Below that are navigation links: "Home", "Search", and "RQ Management". The main content area displays "Producer Name: IMA FARMER" and "Crop Year: 2019". There are tabs for "Total RQ", "Farm Level RQ", "COC Yield", "Manual Crops" (which is highlighted with a red box), and "Graze-Out". Below the tabs is a table with the following data:

Select	State	County	Farm	Commodity	Class	Reasonable Quantity
<input type="radio"/>	Maryland	Frederick	123	Wool	NON	500.00

At the bottom of the table are three buttons: "Add", "Edit", and "Delete".

--*

*--808 Manual Crops (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Manual Crops Screen.

Field/Button	Description/Action	Actions
Producer Name	Displays the producer's name.	
Crop Year	Displays the crop year.	
Select		Click the radio button next to the applicable crop to edit.
State	Displays the physical State for the farm record.	
County	Displays the physical county for the farm record	
Farm	Displays the farm number.	
Commodity	Displays the commodity for the manual crop record.	
Class	Displays the commodity class.	
Reasonable Quantity	Displays the reasonable quantity for the manual crop record.	
Add	Adds a manual crop record.	CLICK "Add".
Edit	Edits an existing manual crop record.	CLICK "Edit".
Delete	Deletes an existing manual crop record.	CLICK "Delete".

--*

***--809 Manual Crops Entry Screen**

A Overview

The Manual Crops Entry Screen allows the user to enter the details for the manual crop.

B Example of the Manual Crops Entry Screen

The following is an example of the Manual Crops Entry Screen when adding a new manual crop record.

The screenshot displays the 'Manual Crops' entry screen within the RQMS. The header includes the system name and user information. The main content area shows the producer's name and crop year, followed by a set of tabs. The 'Manual Crops' tab is active and highlighted with a red box. Below the tabs, there are six required input fields arranged in two columns. The first column contains 'State', 'County', and 'Farm'. The second column contains 'Commodity', 'Class', and 'Reasonable Quantity'. Each field has a 'Required' label. At the bottom left, there are 'Save' and 'Cancel' buttons.

--*

--809 Manual Crops Entry Screen (Continued)*C Field Descriptions and Actions**

The following table provides the field descriptions and actions for the Manual Crops Entry Screen.

Field/Button	Description	Action
Producer Name	Displays the producer's name.	
Crop Year	Displays the crop year.	
State	Displays selected State.	Using the drop-down menu, select the State.
County	Displays selected County.	Using the drop-down menu, select the county.
Farm	Displays the farm number associated with the commodity.	Enter the farm number associated with the commodity.
Commodity	Displays selected commodity.	Using the drop-down menu, select the commodity.
Class	Displays the class selected, if applicable.	Select the class from the drop-down menu, if applicable.
Reasonable Quantity	Displays the RQ for the selected commodity.	Enter the RQ for the selected commodity
Save	Saves new manual crop record.	CLICK "Save".
Cancel	Cancels the draft manual crop entry and returns the user to the previous screen.	CLICK "Cancel".

--*

*--810 Graze-Out Screen

A Overview

The Graze-Out Screen displays the producer’s eligible commodities when an FSA-578 has been recorded for the following commodities with an intended or actual use of “GZ”:

- barley
- oats
- triticale
- wheat.

B Example of Graze-Out Screen

The following is an example of the Graze-Out Screen when a record has been found for a producer.

The screenshot shows the RQMS interface with the following details:

- Header: RQMS | Reasonable Quantity Management System
- Navigation: Home, Search, RQ Management
- Producer Name: IMA FARMER
- Crop Year: 2019
- Navigation tabs: Total RQ, Farm Level RQ, COC Yield, Manual Crops, **Graze-Out** (highlighted)

State	County	Farm	Tract	Field	Acres	Practice	Commodity	Class	Yield	Reasonable Quantity
Maryland	Frederick	0000323	1962	1	21.13	N	Wheat	SRW	59.000	1,246.67
Maryland	Frederick	0000323	1962	3	12.75	N	Wheat	SRW	59.000	752.25
Maryland	Frederick	0000323	1962	4	6.57	N	Wheat	SRW	59.000	387.63
Maryland	Frederick	0000323	1962	5	6.14	N	Wheat	SRW	59.000	362.26
Maryland	Frederick	0000323	1962	6	1.84	N	Wheat	SRW	59.000	108.56

--*

***--810 Graze-Out Screen (Continued)**

C Field Descriptions

The following table provides the field descriptions for the Graze-Out Screen.

Field/Button	Description
Producer Name	Displays the producer's name.
Crop Year	Displays the crop year.
State	Displays the State's physical location of the acreage.
County	Displays the county's physical location of the acreage.
Farm	Displays the farm number.
Tract	Displays the tract number.
Field	Displays the field number.
Acres	Displays the number of reported eligible acres for the farm record.
Practice	Displays the irrigation practice for the commodity record.
Commodity	Displays the commodity type for the crop.
Class	Displays the commodity class.
Yield	Displays the yield for the commodity.
Reasonable Quantity	Displays the calculated RQ for the crop.

--*

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

Number	Title	Display Reference	Reference
FSA-578	Report of Acreage		Part 10

Abbreviations Not in 1-CM

Approved Abbreviation	Term	Reference
LPAS	Loan and LDP Program Administration System	Text
PDD	Program Delivery Division	1, 2
RQ	reasonable quantity	Part 10
RQMS	Reasonable Quantity Management System	Part 10

Re delegations of Authority

None.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Title	Reference
Add Warehouse Favorites Screen	27, 28
LPAS Home Screen	20
LPAS Warehouse Favorites Screen	25
View Warehouse Results Screen	24.5
Warehouse Data Search Results Screen	24
Warehouse Data Search Screen	23
Warehouse Favorites Screen	26
Warehouse Menu Screen	21
COC Yield Menu Screen	100
COC Yield Screen	101
COC Yields Results Screen	102, 105
COC Yield Approval Screen	103
COC Yields Approval Results Screen	104
State Maximum Moisture Main Menu Screen	200
State Maximum Moisture Screen	201
State Maximum Moisture Results Screen	202, 206
State Maximum Moisture Approval Main Menu Screen	203
State Maximum Moisture Approval Screen	204
State Maximum Moisture Approval Results Screen	205
RQMS Home Screen	800
Common Selection Screen	802
Producers with Reasonable Quantities Screen	803
Reasonable Quantity Management Screen	804
Total RQ Screen	805
Farm Level RQ Screen	806
COC Yield Screen	807
Manual Crops Screen	808
Manual Crops Entry Screen	809
Graze-Out Screen	810

