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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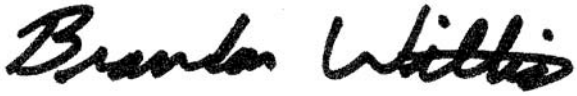
Farm Service Agency
Washington, DC 20250

Acreage and Compliance Determinations 2-CP (Revision 15)	Amendment 64

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 305 C has been amended to add Determined Acreage as an available option on the Crop Acreage Reports Screen.

Paragraph 308 has been amended to change title heading for loading crop acreage information.

Subparagraph 308:

- B has been amended to clarify policy for display of the report of acreage screen and update the Report of Acreage Screen.
- C has been amended to add Submit and Bulk Copy and Submit and Certify as available buttons on the Report of Acreage Screen
- H has been added to provide policy for Bulk Copy.
- I has been added to provide options available on the Bulk Copy Screen.

Paragraph 308.5 has been added to provide policy for predominant crops and crop characteristic defaults.

Subparagraph 309:

- B has been amended to update the Crop Review Screen.
- C has been amended to include Certify and Bulk Copy as available buttons on the Crop Review Screen.

Subparagraph 310 C has been amended to add predominant number as applicable information on the Crop Review Screen.

A Reasons for Amendment (Continued)

Subparagraph 314:

- B has been amended to update the Certification Screen
- C has been added to provide available buttons on the Certification Screen.

Subparagraph 317 B has been amended to include DCP Contract and Unreported Cropland and ACRE Contract and Unreported Cropland as available status reports.

Subparagraph 318 B has been amended to remove the note that DCP Contract and Unreported Cropland and ACRE Contract and Unreported Cropland status reports are not available. These reports are now available.

Paragraph 319 has been added to provide policy for recording determined acreage.

Page Control Chart		
TC	**Text**	**Exhibit**
3, 4	2.5-5, 2.5-6 2.5-9 through 2.5-14 2.5-14.5 through 2.5-14.12 (add) 2.5-15, 2.5-16 2.5-16.5, 2.5-16.6 (add) 2.5-17, 2.5-18 2.5-25 through 2.5-28 2.5-31, 2.5-32 2.5-35 2.5-36 (add) 2.5-37 through 2.5-40 (add)	1, page 3 3, pages 1, 2

Table of Contents

Page No.

Part 1 General Information

1	Overview	1-1
2	Source of Authority and Related Handbooks	1-2
3	Access to Information	1-2
4	Responsibilities	1-5
5-14	(Reserved)	

Part 2 Acreage Report Procedures

Section 1 Responsibilities, Guidelines, and Reporting Dates

15	Using FSA-578	2-1
16	Required Acreage Reports	2-2
17	Other Acreage Reports	2-4
18	Reporting Dates	2-9
19	Assisting Persons in Reporting Acreage	2-11
20	Crop Data on Aerial Photocopies	2-15
21	Late-Filed Report of Acreage	2-16
22	Partial and Revised Reports	2-20
23	Planted Acreage for Program Purposes	2-21
23.5	WRP Acreage	2-22.5
24	Prevented Planting Acreage	2-22.7
24.5	Failed Acreage	2-24.6
25	Double Cropping	2-25
26-38	(Reserved)	

Section 2 Creating Crop Default Records

39	Accessing Acreage and Compliance Determinations Menu	2-51
40	Crop Characteristic Default Rollover Process	2-52
41	Establishing Predominant Crops and Crop Characteristic Defaults	2-56
42-62	(Reserved)	

Page No.

Part 2 Acreage Report Procedures (Continued)

Section 3 Entering Basic Field Data

63 Accessing Option Selection Menu MEAO0101 2-91
64 Initial Access to Acreage Report 2-92
65-71 (Reserved)
72 General Information About Entering Basic Data..... 2-107
73 Crop Status Codes..... 2-110
74 Variety and Type Selection..... 2-115
75 Intended Use Codes 2-115
76 Land Use Codes 2-119
77 Entering “M”, “O”, and “S” Codes..... 2-121
78 Entering Dates..... 2-125
78.5 Irrigation Practice Codes..... 2-127
79-83 (Withdrawn--Amend. 20)
84 Entering Field and Share Data 2-135
85 Using Field Review Option 2-143
86 Using Crop/Share Repeat Load Screen..... 2-145
87 (Withdrawn--Amend. 2)
88 Zero Acreage Reports 2-146
89-98 (Reserved)

Section 4 Revising Acre and Share Data

99 Accessing the Crop/Share Revision Screen..... 2-169
100 Revising Field Data and Producer Shares..... 2-171
101 Adding Additional Producers 2-177
102 Revising Acreage Reports for Destruction of Crops Before Harvest 2-178
103-117 (Reserved)

Section 5 Using End Load Processing

118 Accessing End Load Process 2-199
119-139 (Reserved)

Page No.

Part 2 Acreage Report Procedures (Continued)

Section 6 Certifying Crops on FSA-578

140 Cropland Comparison 2-231
141 Certification Screen 2-233
142 Entries Made to Certify Crops 2-237
143 Loading Determined Acres for Unreported Fields 2-238
144-160 (Reserved)

Section 7 Printing FSA-578

161 Accessing FSA-578 Print Routine 2-271
162 Reviewing FSA-578 Detail List 2-273
163 Reviewing FSA-578 Summary Page 2-273
164-174 (Reserved)

Section 8 (Withdrawn--Amend. 20)

175-179 (Withdrawn--Amend. 20)
180-200 (Reserved)

Sections 9 and 10 (Reserved)

201-250 (Reserved)

Section 11 Entering Determined Acreage and Deleting FSA-578

251 Determined Acreage Process 2-377
252 Farm Deletion Screen 2-381
253-273 (Reserved)

Section 12 Displaying Summary Information

274 Displaying Tract Cropland Comparison 2-413
275 (Withdrawn--Amend. 2)
276 (Withdrawn--Amend. 41)
277 Reviewing Farm Summary Screen 2-421
278 Reviewing Tract Summary Screen 2-423
279-294 (Reserved)

Table of Contents (Continued)

Page No.

Part 2 Acreage Report Procedures (Continued)

Section 13 (Withdrawn--Amend. 27)

295 (Withdrawn--Amend. 27)

Section 14 Status Report Procedures

296 Overview 2-441
297 Accessing Status Reports 2-442
298-300 (Reserved)

Part 2.5 Crop Acreage Reporting System (CARS)

301 Overview 2.5-1
302 Access to the CARS Web Site 2.5-2
303 State, County, and Program Year Selection 2.5-3
304 Acreage Report Search Screen 2.5-4
305 Farm Selection Process 2.5-5
306 Producer Shares 2.5-7
307 Selecting Tract 2.5-8
308 Loading Report of Acreage 2.5-9
309 Reviewing Acreage Reported in CARS 2.5-14
310 Revising Crop/Commodity and Share Information 2.5-16
311 Deleting Acreage Report Information 2.5-18
312 Cropland Comparison 2.5-22
313 Zero Acreage Report 2.5-23
314 Certifying Acreage Report 2.5-25
315 Farm Summary Review 2.5-27
316 Tract Summary Review 2.5-29
317 Printing FSA-578 Report of Commodities 2.5-31
318 Status Reports 2.5-34
319, 320 (Reserved)

Page No.

Part 3 Compliance Reviews and Spot Checks

Section 1 General Guidelines, Applicable Programs, and Selection Process

321 Introduction 3-1
322 National Compliance Review and Spot Check Selections 3-2
323 Refusals to Permit Farm Entry 3-4.5
324-327 (Withdrawn--Amend. 53)
328 (Reserved)
329, 330 (Withdrawn--Amend. 49)
331 (Withdrawn--Amend. 53)
332 Employee Reviews 3-29
333, 334 (Reserved)
335 (Withdrawn--Amend. 53)
336-343 (Reserved)

Section 2 (Withdrawn--Amend. 41)

344 (Withdrawn--Amend. 41)
345 (Withdrawn--Amend. 33)
346-348 (Withdrawn--Amend. 41)

Section 2.5 Performing Compliance Reviews and Spot Checks

349 Crop Disaster Compliance Reviews 3-55
350 CRP Compliance Reviews 3-56
351 DCP Compliance Reviews 3-59
352 FSA-578/Crop Acreage Compliance Reviews 3-64
353 HELC and WC Compliance Reviews 3-66
354 LDP's/MAL Compliance Reviews 3-70
355 NAP Compliance Reviews 3-72
356 2005 Hurricane TAP Compliance Reviews 3-74
357, 358 (Reserved)

Section 3 National Compliance Review Database

359 General Information 3-95
360 Accessing the National Compliance Review Database 3-96
361 Data Entry and Navigation Instructions for the National Compliance Review Database 3-101
361.5 (Withdrawn--Amend. 53)
362, 363 (Withdrawn--Amend. 53)
363.5 (Withdrawn--Amend. 53)
364 (Withdrawn--Amend. 25)
365, 366 (Withdrawn--Amend. 53)
367-374 (Reserved)

Page No.

Part 3 Farm Inspections (Continued)

Section 4 Notice of Acreage Report Determinations

375 Purpose of FSA-468 3-131
376 Processing FSA-468 3-133
376.5 (Withdrawn--Amend. 41)
377 (Withdrawn--Amend. 41)
378 Tolerance 3-137
379 Discrepancy Flags 3-141
380 FSA-468 Footnotes 3-143
381 Crop Acreage Discrepancies 3-145
382 Total Cropland Results of Acreage Reporting Determinations 3-145
383-389 (Reserved)

Part 4 Computing Acreages

Section 1 General Guidelines

390 Acreage Determination Methods 4-1
391 Standard and Authorized Deductions 4-3
392 Applying Deductions 4-6
393 Solid Plant, Strip-Crop, Skip-Row, and Sled-Row Patterns 4-11
394 Evaluating and Using Acreages 4-17
395 (Withdrawn--Amend. 41)
396 Erroneous Official Acreages 4-21
397 Redeterminations 4-25
398-418 (Reserved)

Section 2 Ground Compliance

419 Responsibilities 4-59
420 Ground Compliance Equipment 4-60
421 Using Ground Compliance Equipment 4-63
422 Computing Acreage 4-69
423 Examples of Computing Acreage 4-71
424-436 (Reserved)

Page No.

Part 4 Computing Acreages (Continued)

Section 3 Aerial Compliance

437 Responsibilities for Aerial Compliance Activities 4-101
438-442 (Withdrawn--Amend. 49)
443 Transferring 35mm Slides 4-129
444 Digital Images 4-129
445-450 (Reserved)

Section 3.5 (Withdrawn--Amend. 49)

451-454 (Withdrawn--Amend. 49)
455-458 (Reserved)

Section 4 Measurement Services

459 Measurement Service Requests 4-151
460 Measurement Service Rates 4-153
461 Completing FSA-409, Measurement Service Record 4-157
462 Completing FSA-409A, Measurement Service Request Register 4-165
463 Staking and Referencing 4-167
464 Measurement Service After Planting 4-179
465 Measurement Service Guarantee 4-187
466-490 (Reserved)

Table of Contents (Continued)

Page No.

Part 5 Photography and Geospatial Data

Section 1 Aerial Photography

491 Receiving and Recording Aerial Photographs 5-1
492 Numbering Photographs 5-3
493 Photographic Grids and Legal Descriptions 5-5
494 Identifying Tracts, Fields, and Boundaries 5-11
495 Documenting Wetlands Certified by NRCS 5-21
496 Transferring Data to Photographs 5-27
497 Determining Acreage 5-35
498 Maintaining, Using, and Disposing of Digital Imagery and Photographs 5-39
499 Working With Photocopies 5-41
500 Measurement Equipment Repair 5-43

Section 2 CLU's and Digital Photography

501 Certifying CLU's 5-61
502 Identifying CLU's 5-64.6
503 Documenting Wetland Certified by NRCS 5-66
504 Maintaining CLU's 5-68
505 Working With Digital Photocopies 5-69
505.5 Working With Geospatial Data 5-70.5
506 Map Projects 5-71
506.5 CLU Labeling Guidelines 5-75
506.6 NAIP One-Meter Replacement Imagery 5-94
507 Printing the Map Template 5-96

Part 5.5 Data Sharing

508 Providing Data to Multiple Peril Crop Insurance Company Agents and LA's - General Information 5.5-1
509 LA Requests 5.5-3
510 Crop Insurance Agent Requests 5.5-6
511 (Withdrawn--Amend. 48)
512-515 (Withdrawn--Amend. 26)
516 Service Center CLU Data Sharing 5.5-9
517-524 (Reserved)

Part 6 (Withdrawn--Amend. 53)

525 (Withdrawn--Amend. 53)
525.5 (Withdrawn--Amend. 53)
526-528 (Withdrawn--Amend. 53)
528.5 (Withdrawn--Amend. 53)
529, 530 (Withdrawn--Amend. 37)
531-536 (Withdrawn--Amend. 53)

Exhibits

1 Reports, Forms, Abbreviations, and Redelegations of Authority
2 Definitions of Terms Used in This Handbook
3 Menu and Screen Index
4, 5 (Reserved)
6 Crop Reporting Dates
7 Completing CCC-576 for Prevented Planting
8 (Reserved)
9 Request for New Crop or Intended Use
10 (Withdrawn--Amend. 37)
10.1-10.4 (Reserved)
10.5 2003 and Subsequent Year Crops Reported on FSA-578
11 Crop Characteristic Codes
12-19 (Reserved)
20 Deviations From Prescribed Standards
21 Determining Acreage in Solid Plant, Skip-Row, and Sled-Row Patterns
22-26 (Reserved)
27 Aerial Compliance Projection Stands
28-30 (Reserved)
31 Compliance Instructional Aids
32 (Reserved)
33 (Withdrawn--Amend. 49)
34, 35 (Reserved)
36 Letter Notifying Producers of Acreage Changes
36.1-36.4 (Reserved)
36.5 Letter Notifying Producers of Acreage Changes When CLU Map Is Not Sent
37 Instructions for Posting Copies of CLU, CRP, and Wetland Points Data to FTP
38 Map Template Examples
39-49 (Reserved)
50 (Withdrawn--Amend. 63)

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, 4-DAP (Rev. 1), 5-DAP, or 5-DAP (Rev. 1).--*
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.
* * *	* * *
payment limitations	1-PL.
*--NAP; LA and loss claims management; accepting complaints or documenting FSA observation	1-NAP, 2-NAP, 3-RM, or 4-RM.--*
* * *	* * *

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 FSA programs is responsible for complying with every provision of that program, including:

- * * * HELC and WC provisions
- * * * 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 number of producers, employees, and committee members, as well as all late-filed acreage reports filed for crops
- 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
- *--maintain a copy of the acreage reports register, if using an acreage report register was necessary according to subparagraph 18 D.--*

4 Responsibilities (Continued)

C COC Responsibilities

COC shall:

- ensure that compliance activities are performed using techniques provided by STC
- 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
- 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.

* * *

E STC Responsibilities

STC's shall:

- establish the deadline by which County Offices will have completed compliance activities

- establish:

  - begin flying dates
  - end flying dates

- obtain DAFP's approval before implementing deviations from measurement standards

- examine COC recommendations for using other than 3 percent standard deduction for ground measurement

- ensure that all County Offices offer a full range of services, such as:

  - measurement service
  - production determinations.

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 data collection is-- to:

- determine compliance with farm programs

* * *

- verify compliance with HELC and WC provisions
- collect data for FSA and other USDA agencies for program decisions
- *--determine producer eligibility for loans and LDP's
- determine crop and producer eligibility for ACRE, DCP, ELAP, Livestock Forage Disaster Program, NAP, SURE, and TAP.--*

B Accepting Acreage Reports

The following describes the steps to take 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, types, and intended uses 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 inspections 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.

***--Note:** A manual FSA-578 may be accepted only when the automated FSA-578 is **not** available. All manual FSA-578's must be loaded in the automated FSA-578 once the system becomes available.--*

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 certification for the farm by the applicable final reporting date in Exhibit 6. An FSA-578 producer print is also required when reporting NAP crops according to 1-NAP * * * and **must** be signed by the producer. 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

***--Notes:** Beginning in 2007, the final planting date for each crop is based on final planting dates established by RMA for insurable crops and NCT planting dates for noninsurable crops.

If no date is established by RMA, COC may establish final planting dates for insurable and non-insurable crops in a county with approval from STC. When establishing final planting dates COC shall take into consideration the applicable dates established for surrounding counties.

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

Benefit	Acreage Reporting Requirement	Reason for Requirement
MAL's 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.	• Authorized by the Food, Conservation, and Energy Act of 2008. • 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.	
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 established eligibility of the crop and producer for NAP benefits.

--*

16 Required Acreage Reports (Continued)

A Importance of Accurate and Timely Reporting (Continued)

*--

Benefit	Acreage Reporting Requirement	Reason for Requirement
SURE	All crops, in all counties. **Note:** This includes crops on cropland and/or noncropland, including native or improved grass that will be hayed or grazed.	• Authorized by the Food, Conservation, and Energy Act of 2008. • Needed to establish eligibility of the crop and producer for SURE benefits.
ACRE Program	All cropland on the farm. **Note:** Emphasis must be placed on accurate reporting of irrigated status and intended use of a crop.	• Authorized by the Food, Conservation, and Energy Act of 2008. • Needed to establish eligibility of the crop and producer for ACRE benefits.
LFP	Pastureland or grazing land acreage for which LFP benefits may be requested.	• Authorized by the Food, Conservation, and Energy Act of 2008. • Needed to establish eligibility of the crop and producer for LFP benefits.

--*

16 Required Acreage Reports (Continued)

B Informing Producers

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

- responsibilities regarding HELC and WC provisions
- availability and advantages of measurement services
- loss of program benefits for noncompliance
- 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.

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 signed and dated 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.

Exception: For CRP, County Offices shall accept signed and dated FSA-578 from 1 of the following according to 2-CRP * * *:

- owner on CRP-1
- operator on CRP-1
- person authorized by power of attorney.

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.

* * *

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

The following 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 timely, 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

--An acreage report register shall be used, according to 1-CM when a certification register is necessary. County Office shall maintain a copy of the acreage report register for future reference.--

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.

Notes: 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.

--A copy of the register or registers shall be filed in the CP folder and remain on file according to 25-AS.--

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 and dating 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 Hard Copy Maps

Use hard copy maps printed from the ArcGIS CLU Maintenance Tool to record the following information before data is entered on FSA-578:

- *--farm number
- tract number
- field/subfield number
- crop
- intended use
- number of acres
- approximate boundaries of the crop
- skip-row pattern, when applicable.

Note: Additional items may be included on the photocopy to provide clarification.--*

B Review for HEL Noncompliance

Use the following table to review hard copy maps 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 WC.

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.
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: County Offices shall perform spot checks on all late-filed crops reported on FSA-578's.

--B Late-Filed FSA-578 for FAV History, NAP APH, CRP Cropping History, or 2008 SURE--

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, cropping history for CRP purposes, or 2008 SURE.--*

- 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 operator/producer**--*** is selected for *** * *** spot check.
for 1991 through 1995 FAV or to establish NAP APH approved yield	waived. **Note:** Once the producer has an 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.

*--G Revising Irrigation Practice

The irrigation practice shall **not** be changed.

Note: A change may be manually notated on the hardcopy FSA-578.

H Revising Planting Date

The planting date shall **not** be changed.**--***

*--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

--**For any crop, 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, including acreage that is planted as a cover crop and not harvested, hayed, or grazed.**--***

*--23.5 WRP Acreage

A Introduction

Under certain conditions NRCS will allow for the planting of a crop on acres that have been enrolled in WRP.

B Planting and Harvesting Crops on WRP Acreage

Under NRCS procedure, land enrolled in WRP is under the control of the landowner or operator until the WRP easement is recorded or the restoration agreement is approved. Any crops planted before the easement is recorded or the restoration agreement is approved can be harvested. Crops may also be planted and harvested during the crop year following the easement closing when the easement is recorded after October 1. Any subsequent cropping after the easement is closed is prohibited, unless specifically authorized by NRCS.

C Reporting Crops Planted on WRP Easement Acreage

There are different situations in which a producer may be granted permission by NRCS to plant crops on WRP easement land. The following examples are provided to clarify how the land shall be reported on FSA-578.

Example 1: WRP easement is recorded on July 20, 2006. The producer is allowed to harvest crops planted before the easement was recorded. This acreage **shall** be reported on FSA-578 as the crop that is planted on the WRP acreage.

Example 2: WRP easement is filed on October 4, 2006. The producer may harvest crops planted before the easement was recorded and plant crops before July 1, 2007, for crop year 2007. Crops planted in this example **shall** be reported on FSA-578 as the crop planted on the WRP acreage.

The producer is prohibited from planting crops beginning July 1, 2007; any crop planted on or after July 1, 2007, **shall** be reported as WRP.**--***

***--23.5 WRP Acreage (Continued)**

C Reporting Crops Planted on WRP Easement Acreage (Continued)

Example 3: For easement projects, in situations where there would be a substantial savings in restoration costs, the producer may be granted special temporary permission by NRCS to crop that portion of the WRP easement that, if left idle, would subsequently need special site preparation as a part of the restoration effort.

This NRCS policy authorizes special temporary permission to crop easement lands only when it is possible to initiate the restoration practice before costly site preparation occurs. Producers who use this policy crop at their own risk. They are not entitled to any USDA benefits related to such cropping. This acreage planted to a crop according to this example **shall** be reported on FSA-578 as WRP.

Producers are notified in writing by NRCS of cropping rights for WRP easement land. A copy of the notification is also provided to the producer's local FSA office.

D State Office Action

State Offices shall ensure that County Offices follow procedure in this paragraph for reporting WRP easement acreage.

E County Office Action

County Offices shall report WRP easement acreage according to procedure in this paragraph. When producers are reporting crops on WRP easement acreage, County Office shall review written notification of cropping rights provided by NRCS.

Important: The language in this paragraph does **not** override or change procedure in other handbooks including 1-DCP.**--***

24 Prevented Planting Acreage

A Definition of Prevented Planting

Prevented planting is the inability to plant the intended crop acreage with proper equipment *--by the final planting date for the crop type because of a natural disaster.

The inability to plant a crop includes the following situations:

- irrigated crops were not planted because of lack of water resulting from a natural disaster or contamination by saltwater intrusion of an irrigation supply resulting from a natural disaster if there was not a reasonable probability of having adequate water to carry out an irrigated practice

  Notes: See Exhibit 2 for definitions of adequate water supply or source, good irrigation practice, irrigation, and irrigation equipment and facilities.

- amount of irrigation water available or expected to be available by the final planning date should be the determining factor in approving prevented planting

- adequacy of water shall be based on the following:

  - available water by the final planting date as established by governmental or authorities responsible for allocation of irrigation water

  - snow pack storage levels

  - precipitation that would normally be received during the growing season.

- for nonirrigated crops that by the final planting date, there was insufficient soil moisture for germination and progress toward crop maturity because of a prolonged period of dry weather.

  Note: The lack of moisture must be verified by the following documentation.

  - Prolonged precipitation deficiencies exceeded the D2, D3, or D4 level as determined by using the U.S. drought monitor.

  - Verifiable information is collected from sources whose business or purpose is to record weather conditions, as determined by COC; the sources shall include, but is not limited to the:

    - U.S. National Weather Service
    - Bureau of Reclamation
    - U.S. Army Corps of Engineers
    - CREES
    - NRCS.--*

24 Prevented Planting Acreage (Continued)

B Prevented Planting of Tree Crops and Other Perennials

Prevented planting of tree crops and other perennials applies only if the producer can prove resources were available to plant, grow, and harvest the crop, as applicable, but the crop was not planted because of a natural disaster.

* * *

C Ineligible Acreage for Prevented Planting

Acreage ineligible for prevented planting credit includes, but is not limited to, acreage:

- not planted because of a management decision

  Note: Failure to plant when other producers in the area were planting will result in the denial of the prevented planting claim.

- * * * required to be left unharvested under the terms of the lease or any other agreement

- where any other person receives a prevented planted payment for any crop for the same crop year, unless double-cropping requirements have been met

- where pasture or another forage crop is in place on the acreage during the time that planting of the crop generally occurs in the area

- used for conservation purposes or intended to be or considered to have been left unplanted under any program administered by USDA, including CRP planting history or conservation plans indicated would remain fallow for crop rotation purposes

- that had a previous or subsequent crop planted that does not meet the double-cropping definition in paragraph 25

  Note: "A previous or subsequent crop planted on the acreage" does **not** include acreage excluded as planted acreage according to subparagraph 23 B.

- affected by the containment or release of water by any governmental, public, or private dam or reservoir project, if an easement exists on the acreage affected for the containment or release of the water

24 Prevented Planting Acreage (Continued)

C Ineligible Acreage for Prevented Planting (Continued)

- where any volunteer or cover crop is hayed, grazed, or otherwise harvested for the acreage for the same crop year

  Note: A planted crop may only be considered a cover crop if no benefit was derived from the planted crop.

- where there is an inadequate supply of irrigation water beginning before the RMA sales closing date for the previous crop year or the NAP application closing date for the crop according to 1-NAP, paragraph 22 through the final planting date of the current year

  --Note:** See subparagraphs D and E for exceptions for ineligible acreage when**-- irrigation water is reduced and Exhibit 2 for the definition of an adequate water supply or source.

- where there is a failure or breakdown of irrigation equipment or facilities

- quarantined by a county, State, or Federal government agency

- affected by chemical and herbicide residue

* * *

- where the producer was unable to find a market for the crop

- for value loss crops, including, but not limited to, Christmas trees, aquaculture, or ornamental nursery, for which NAP assistance is provided under value loss procedure

- affected by wildlife damage

- for tree crops and other perennial, unless the producer can prove resources were available to plant, grow, and harvest the crop, as applicable

- where reduction in irrigation water supply is because of participation in an electricity buy-back program, the sale of water under a water buy-back is ineligible for prevented planted credit, or changes in water use because of legislation changes or any other cause which is not a natural disaster

- devoted to noncropland.

24 Prevented Planting Acreage (Continued)

D Exceptions for Ineligible Prevented Planted Acreage When Surface Water Is Reduced

The following provides exceptions to be used when determining ineligibility for prevented planting when surface water is reduced because of a natural disaster.

IF source information indicates normal snow pack, precipitation, and inflows beginning on the prior years' RMA or NAP normal harvest date for the crop would have provided enough water for the current year to carry out the irrigated practice to produce the crop on…	**BUT…**	**THEN prevented planted credit…**
the entire crop acreage	the producer is not able to plant the crop acreage because expected irrigation water is not received due to drought	may be considered on the entire crop acreage, if all other requirements are met.
	the producer is able to plant the crop on part of the acreage because expected irrigation water is not received due to drought	may be considered on only the part of the acreage where the crop could not be planted, if all other requirements are met.

24 Prevented Planting Acreage (Continued)

D Exceptions for Ineligible Prevented Planted Acreage When Surface Water Is Reduced (Continued)

IF source information indicates normal snow pack, precipitation, and inflows beginning on the prior years' RMA or NAP normal harvest date for the crop would have provided enough water for the current year to carry out the irrigated practice to produce the crop on…	**BUT…**	**THEN prevented planted credit…**
part of the crop acreage	because of drought conditions the water level is reduced to an extent that the indicated water is not received which further decreases the acreage expected to be available to plant the crop	will be limited to the part of the acreage that could not be planted based on the initial water expected to be available as indicated, if all other requirements are met.
	Example: Producer normally irrigates 100 acres. Producer expects to receive enough water to plant 50 acres (normal snow pack, precipitation, and inflows during the covered time period would have provided enough water to plant 50 acres). Producer is able to only plant 25 acres and is unable to plant the remaining 25 acres because of the reducing of irrigation water because of drought. Only 25 acres would be eligible for prevented planted credit. **Note:** * * * Eligible prevented planting acreage will be based on the irrigated acreage expected to be available for the current crop year.	

Example: Lettuce (LEF):

- 2007 sales closing date: March 15, 2007
- 2007 normal harvest date: October 31, 2007
- 2008 sales closing date: March 15, 2008
- 2008 normal harvest date, October 31, 2008.

In this situation COC would look at the availability of normal snow pack, precipitation, and inflows as of October 31, 2007, to determine eligibility for prevented planted credit for the 2008 crop year.

Note: If source information indicates drought conditions **before the prior years' RMA or NAP normal harvest date** for the crop are such that a normal snowpack, precipitation, and inflows after that date would still not produce adequate water to provide sufficient water to irrigate the crop acreage for the current crop year, then prevented planted credit shall not be considered for the acreage because the disaster conditions occurred before the time period considered for the current year.

24 Prevented Planting Acreage (Continued)

E Exceptions for Ineligible Prevented Planted Acreage When Ground Water Is Reduced

If source information is not available to indicate the amount of irrigation water that would be provided from snow pack, precipitation, and inflows beginning on the prior years' RMA or NAP normal harvest date for the crop, then for the current year prevented planted credit will be restricted to the amount of crop acres irrigated in the previous year.

Example: Producer normally irrigates 1000 acres from well water. In 2006, producer plants 750 acres and is prevented planting on 250 acres because of drought. For the 2007 crop year, there is no information available as to the amount of well water that would be available to irrigate the acreage under normal snow pack, precipitation, and inflow conditions. Ultimately for 2007, the producer receives enough water to irrigate 650 acres. Only 100 acres would be eligible for prevented planted because eligibility is determined based on the 750 planted acres irrigated in 2006.

* * *

F Timely Reporting of Prevented Planting

To be considered timely, producers who request prevented planting acreage credit must report the acreage on FSA-578 and complete CCC-576, Part B within 15 calendar days after the final planting date. CCC-576 will be manual for crops without NAP coverage.

Note: County Offices shall use established final planting dates according to subparagraph 16 A.

G Late-Filed Prevented Planting Acreage Claim

In the event prevented planting acreage is reported on FSA-578 and CCC-576, Part B is filed *--beyond the period identified in subparagraph F, COC shall consider acceptable CCC-576's--* that are filed at such time to permit COC or their authorized representative the opportunity to:

- make a farm visit to verify the eligible disaster conditions which prevented the specific acreage or crop from being planted

- determine, based on information obtained by visual inspection of the specific acreage or crop, that eligible disaster conditions, such as damaging weather or other adverse natural occurrences, opposed to other factors, prevented the acreage or crop from being planted.

Prevented planting **shall be denied** in each case where CCC-576, Part B is submitted beyond *--the period specified in subparagraph F and at a time that would not permit COC or an--* authorized representative the opportunity to make a farm visit to inspect the specific acreage or crop to verify eligible disaster conditions which prevented the acreage or crop from being planted.

24 Prevented Planting Acreage (Continued)

G Late-Filed Prevented Planting Acreage Claim (Continued)

Example 1: Producer late-filed CCC-576 on July 10 claiming prevented planted soybeans because of flooding. County Office employee makes a farm visit on July 17 and verifies flooding as the condition that prevented the producer from planting the intended crop. In this case, COC may accept the late-filed CCC-576, Part B, because flood condition can be verified by the farm visit.

Example 2: Producer late-filed CCC-576 on June 25 claiming prevented planted corn because of drought. Rain fell on June 30, before inspection was performed. In this case, COC cannot accept the late-filed CCC-576, Part B, because drought condition cannot be verified by the farm visit.

Example 3: Producer late-filed CCC-576 on August 2 claiming prevented planted wheat because of excessive rain. When the field inspection was performed on August 10, the field was determined to be dry enough for planting. In this case, COC cannot accept the late-filed CCC-576, Part B, because wet condition was not verified by the farm visit.

--**A farm visit is required with each late-filed CCC-576. In no case shall CCC-576, Part B filed beyond the period identified in subparagraph F be determined acceptable unless the criteria in this subparagraph are met. STC's and COC's do **not** have authority to waive the requirement for a field inspection of CCC-576, Part B filed beyond the period identified in subparagraph F. Findings shall be documented on each filed CCC-576, and recorded in**--
COC minutes to support determination.

H Establishing Intent of Planting

Producers must establish to the satisfaction of COC that:

- all cropland feasible to plant but 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, orders for purchase, delivery of seed and fertilizer, or financing documents.

24 Prevented Planting Acreage (Continued)

I Verifying Prevented Planted Acreage Claim

Verify prevented planted acreage by 1 of the following methods:

- crop insurance data if the data supports FSA-578
- field visit
- 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 as long as the claim was *--timely filed according to subparagraph F.--*

J Processing Prevented Planting Acreage Claim

CCC-576 shall be processed according to this paragraph, but marked as "Not for NAP" if it is only for acreage that is not covered by NAP.

CCC-576, Part B shall:

- be completed by the producer or farm operator

- provide sufficient information for COC to determine that the claimed prevented planting or damage to specific acreage or crop was the result of natural disaster and not a management decision

- be date-stamped when received by the County Office

  Note: A photocopy of the date-stamped completed CCC-576 shall be given to the producer as evidence of filing.

- be reviewed and acted on by COC or a representative.

  Notes: County Office shall publicize to all producers that prevented planting acreage claims will only be accepted on CCC-576.

  For the purpose of prevented planting acreage claims, see Exhibit 7 for instructions on how producer shall complete CCC-576.

24 Prevented Planting Acreage (Continued)

K Review Prevented Planting Acreage Claim

COC, or CED if delegated authority exists, shall review each CCC-576, Part B and determine whether:

•*--notice of loss has been filed according to subparagraph F or G

- the claimed disaster condition or period, in CCC-576, item 9, appears reasonable and meets the definition of "natural disaster"

- a field visit is required to verify information on CCC-576 according to subparagraph I.--*

Note: COC may delegate authority to CED to act in Part C of CCC-576. This delegation shall be recorded in the COC minutes.

*--L Prevented Planted History

Beginning with the 2009 crop year, using prior years' planting history will no longer be considered when making determinations for prevented planted acreage claims. COC shall determine that all other prevented planted requirements are met according to this paragraph.--*

M Approving Prevented Planted Acreage Claim

COC must make a determination of eligibility on each request for prevented planting acreage *--credit filed by a producer. COC may request the producer show there was intent to plant the acreage by providing documentation of field preparation, seed purchase, and other information that shows the acreage could have been planted and harvested under normal conditions. If COC is not satisfied with the supporting documentation provided, then the--* request shall be denied.

If the County Office is notified that a case involving prevented planting is under review by other USDA agencies, such as OIG or RMA, or crop insurance companies, COC shall not make a determination on the request for prevented planting until the claim has been resolved by the other agency or crop insurance companies.

COC shall, before approving prevented planting, be satisfied that:

•*--the prevented planting acreage was reported according to subparagraph F or G--*

- the producer intended to plant the crop acreage for harvest

- other producers in the area were similarly affected

Note: Failure to plant the crop when other producers in the area were planting the crop shall result in the disapproval of the prevented planting claim.

24 Prevented Planting Acreage (Continued)

M Approving Prevented Planted Acreage Claim (Continued)

- the reason the crop acreage could not be planted was because of natural disaster and not a management decision
- for a crop type with a single planting in a crop year, the eligible cause of loss occurred:
  - after the final planting date for the same crop type in the previous crop year
  - before the final planting date for the same crop in the crop year the request for prevented planting credit is filed
- for a crop type with multiple plantings in a single crop year, the eligible cause of loss occurred:
  - after the final planting date of the final planting period for the same crop type in the previous crop year
  - before the final planting date of the same crop type for the planting period the request for prevented planting credit is filed
- generate a letter to the producer or producers filing CCC-576, Part B according to instruction in 1-NAP.

***--Notes:** Approved prevented planted acreage shall be limited to the number of acres physically able for planting.

To ensure accuracy of the acreage being reported, land that is destroyed to the extent that the acreage cannot be restored or the acreage is no longer tillable may need to be reclassified.**--***

N Disapproving Prevented Planted Acreage Claim

***--**Notify, in writing, each producer with an interest in the specific acreage or crop when COC:

- disapproves entire acreage claimed on CCC-576, Part B
- approves less than the entire acreage claimed on CCC-576, Part B.

Notification letter shall include the determination along with a detailed explanation supporting the determination and a right of reconsideration to COC according to 1-APP**--***

O Recording Approval of Prevented Planted Acreage

Producers with claimed prevented planting acreage shall report acreage on FSA-578. COC must make a determination of eligibility on each CCC-576, Part B request for prevented planting credit.

When prevented planting acres are approved based on a measurement service or a farm visit, record the acreage as determined.

24 Prevented Planting Acreage (Continued)

O Recording Approval of Prevented Planted Acreage (Continued)

When prevented panting claims are approved without a measurement service, process CCC-576's according to the following.

IF the producer has reported prevented planted acreage and COC determines that…	THEN…	AND…
the entire acreage claimed on CCC-576 was prevented	the County Office shall accept the reported FSA-578 and determined acres do not have to be entered on FSA-578	the reported acreage will be summarized for the farm in the FSA-578 automated process.
less than the entire acreage claimed on CCC-576 is approved	the approved acres must be entered as determined **Note:** For the summary of determined acres to be calculated correctly, all acres of the crop reported must be loaded as determined, this includes both prevented planted and planted.	the determined acreage will be summarized for the farm in the FSA-578 automated process.

24.5 Failed Acreage

A Definition of 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.

B Proof of Failed Acreage

Producers who are requesting failed acreage credit shall 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.

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

24.5 Failed Acreage (Continued)

C Requesting Failed Acreage Credit

To be approved as failed acreage, the acreage must have been reported as failed acreage before the disposition of the crop; and the acreage must have been planted under normal conditions but failed as the result of a natural disaster and not a management decision.

--Exception:** For insured crops, acreage must have been reported as failed acreage before the final crop reporting date according to Exhibit 6 and the producer must provide the County Office crop insurance data to support the data reported on FSA-578.**--

D Verifying Failed Acreage

Verify 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.

E Approving Failed Acreage

COC must make a determination of eligibility on each request for failed acreage credit filed by a producer. If COC is not satisfied with the supporting documentation provided, the request shall be denied.

F 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 with a status code of "F" for failed. 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.

24.5 Failed Acreage (Continued)

*--G Reporting the Replanting of Failed Acreage

If the initial crop fails and the producer replants the same crop on the same land, the crop shall only be reported once. The crop shall be considered a replacement crop, **not** a subsequent or double-crop. County Offices may notate on FSA-578 that the crop was replanted.

Example 1: Producer replants failed crop of corn and has **not** reported the first planting of the crop on FSA-578.

Failed crops that are replanted to the same crop and no acreage report has been filed, shall report the acreage only once, with planting date as the date the crop was replanted. Treat the second planting of the same crop as the first planting of the crop.

Example 2: Producer planted corn, the acreage failed, and the producer filed an acreage report with a status code of "F" (failed) and CCC-576.

If the producer notifies the County Office that the acreage has been replanted to the same crop, the acreage report shall be revised to remove the "F" (failed) and change the date to reflect the date of the second planting of the same crop. Treat the second planting of the same crop as the first planting of the crop.

Note: Producers who report the first crop as failed and replant the acreage to the same crop without revising their acreage report to reflect that the acreage was replanted may **not** be eligible for LDP's or price support loans on the acreage because the acreage report will reflect that there will be no production of the crop.**--***

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
- *** * ***established *** * *** final planting date for each crop according to subparagraph 16 A
- 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.

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

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 the applicable crop/commodity year.	Menu MEAL00 will be displayed.

B Example of Menu MEAL00

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

*--

```
COMMAND                                MEAL00
 Compliance - 2010 Acreage/Quantity and Compliance Determinations Year Menu
 ---------------------------------------------------------------------------------------------------

    1.  Select Predominant Crops/Commodities and Set Defaults (2-CP)
    6.  Load Crop/Commodity Data (2-CP)
  * 7.  Summarize FSA-578 Data
        Peanuts and Tobaccos
  * 8.  Farm Inspection Selection (2-CP)
    9.  Compliance Determinations (2-CP/4-CP)
   10.  Reports (2-CP)
  *11.  Flue Cured Revisions and Adjustments of Allotments/Quotas
  *12.  Transfer of Burley Quota by Lease

   20.  Return To Application Primary Menu
   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.

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

40 Crop Characteristic Default Rollover Process (Continued)

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/Commodity Characteristic Defaults,
                        select either predominant number order or alphabetic
                        crop/commodity order.
                        (NOTE:   Leaving the entries blank will print the Crop/
                                 Commodity Defaults by predominant number.)

                            Predominant Number        (Y)
                                 or
                            Alphabetic Crop/Commodity        (Y)

                        Enter the ID number of the printer to be used

                        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.

Exhibit 10.5 contains the valid current year's crops and crop characteristics. The crops in Exhibit 10.5:

- are also known as CVS
- contain all crops for acreage reporting purposes.

Note: For a list of NAP-eligible crops, refer to 1-NAP.

B Requesting Additional Crops, Types, and/or Intended Uses

Use Exhibit 9 when requesting additional crops, crop types, or intended uses. To validate the request, State Offices shall:

- complete Exhibit 9, indicating 1 of the following on the form:
  - the request is for adding a new crop to CVS for acreage reporting purposes only
  - the request is for a NAP crop eligibility determination for a crop currently listed on CVS only
  - the request is for both crop addition to CVS for acreage reporting purposes **and** for NAP eligibility determination

  Note: Ensure that a request is handled according to 1-NAP.

- perform a thorough review and analysis of all available data for the crop and its characteristics
- prepare a written document to **justify** the addition of the crop/type or intended use. The justification documentation should, at a minimum, answer the following questions.
  - Is the crop or crop type currently listed on the CVS crop table under another name or synonym?
  - What specific differences are there in the crop type being requested and the crop types already available on the CVS crop table?
  - What are the differences in the characteristics of the crop types being requested, such as prices and yields?

41 Establishing Predominant Crops and Crop Characteristic Defaults (Continued)

B Requesting Additional Crops, Types, and/or Intended Uses (Continued)

--**State Offices shall submit **all 3** of the following information to Todd Anderson by e-mail at **todd.anderson@wdc.usda.gov** or FAX to 202-720-4941:**--

- completed Exhibit 9
- written justification based on State Office research and analysis
- documents to support justification (research from Internet, universities, cooperative extension, etc.).

Note: Requests for additions will **not** be considered unless all required parts are included.

C Accessing Process

On Menu MEAL00, ENTER "1" to:

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

D 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.

41 Establishing Predominant Crops and Crop Characteristic Defaults (Continued)

E Example of Screen MEALD201

This is an example of the county Assign Crop Defaults Screen MEALD201.

*--

```
Defaults                                    Add/Change          MEALD201
 Assign Defaults Screen
 ---------------------------------------------------------------------------------------------------

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


 ALFAL    N      0002    A      I      FG
 ALGAE    N      0003    A      I      FH     OGO
 ALMND    N      0004    A      I                    F
 ALOEV    N      0005    A      I      SD
 AMAGR    N      0006    A      I      GR
 ANTID    N      0007    A      I      FH           F


                          More Crops/Commodities

                                                          Enter Crop abbreviation…
 Help=Help Text  Cmd13=Info
 Cmd7=End                                  (A)dd Additional Defaults, Enter=Continue..
```

--*

41 Establishing Predominant Crops and Crop Characteristic Defaults (Continued)

F Command Keys

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

Key	Function
Help	Displays appropriate help screen.
*--Cmd13	Displays a list of values for crop/commodity and type.--*
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.

G 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.

H 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.

I Revising Crop Characteristic Defaults

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

J 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 "I", "N", or "O". **Note:** Use "O" when reporting honey and TAP **only**.
	Rpt Unit	Enter the applicable reporting unit: • A = Acres • T = Taps • H = Hives.

41 Establishing Predominant Crops and Crop Characteristic Defaults (Continued)

J Entering Crop Characteristic Defaults (Continued)

Step	Field	Action
1 (Cntd)	*--Crop/Comm	Enter crop abbreviation according Exhibit 10.5.
	Irr Prc	Enter irrigation practice according to paragraph 78.5.--*
	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/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.
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.

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.

41 Establishing Predominant Crops and Crop Characteristic Defaults (Continued)

K 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 MEAL00, ENTER "6".	Screen MEALO002 will be displayed with the message, "Fields are being built and allocated". Screen MEAO0101 will be displayed.--*
2	ENTER "1".	Screen MEAO0201 will be displayed.
3	Enter either of the following: • farm number • operators 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.

*--

```
Commodity Report                                                    MEAO0101
 Option Selection Screen
 ----------------------------------------------------------------------------------------------------

                          20?? Program Year

                     1  Load a farm
                     2  Review a farm
                     3  Revise a farm
                     4  Enter determined acres/quantity for a farm
                     5  Load determined acres for unreported fields
                     6  Print Reports of Commodities
                     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
                    14  Override for DCP contract farms with zero cropland
                                                  *=Option currently not available.

 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.

*--

```
Commodity Report                                        MEAS1101
 Producer Share Screen
 ---------------------------------------------------------------------------------------
 Farm Number     xxxx                                    Identifier
 Operator Name   ANY OPERATOR                           Operator ID  xxxx

   Producer Name                    ID        Share
   Any 1 Producer                   xxxx      5000
   Any 2 Producer                   xxxx      5000

 Cmd7=End  Cmd3=Previous                  (S)elect Producer, Enter=Continue
```

--*

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
- *--planting period.--*

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.

* * *

72 General Information About Entering Basic Data (Continued)

D Command Keys

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

Key	Function
Cmd2	Returns to load process.
*--Cmd3	Displays previous screen.--*
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", "H", or "O"

Use crop status code "D", "E", "F", "G", "H", or "O" 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 in the first character field 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", "N", or "P"

Use crop status codes "J", "K", "L", "M", "N", or "P" 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", "N", or "P" (Continued)

This table defines the valid codes to be used in the first character field 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 been 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", "P", or "V"

Use crop status code:

- "F" in the second character field when the crop meets the definition of failed according to paragraph 24.5
- "P" in the second character field when the crop meets the definition of prevented planted according to paragraph 24
- "V" in the second character field when the crop is volunteer.--*

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, plantain, 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 2003 and subsequent years.

Warning: Selection of the correct variety and type code for crops is crucial to identify type for correct program benefit. If the specific type or variety is not listed, use Exhibit 9 to request additional crops and/or types according to paragraph 41.--*

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, SURE, ACRE, 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.

***--Warning:** Selection of the correct variety and type code for crops is crucial to identify intended use for correct program benefits. If the specific intended use is not listed, use Exhibit 9 to request additional crops indeed uses according to paragraph 41.

Actual use is not captured in the System 36. If an actual use is reported by the producer, the actual use shall be notated on the hardcopy FSA-578 and initialed by the producer.--*

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
* * *	* * *	* * *

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
51	CP23A	Wetland restoration, nonflood plain
52	CP32	Expired hardwood tree planting
53	CP33	Habitat for upland birds
*--54	CP34	Flood Control System
55	CP35A	Emergency Forestry – Longleaf Pine – New
56	CP35B	Emergency Forestry – Longleaf Pine – Existing
57	CP35C	Emergency Forestry – Bottomland Hardwood – New
58	CP35D	Emergency Forestry – Bottomland Hardwood – Exiting
59	CP35E	Emergency Forestry – Softwood – New
60	CP35F	Emergency Forestry – Softwood – Existing
61	CP35G	Emergency Forestry – Upland Hardwood – New
62	CP35H	Emergency Forestry – Upland Hardwood – Exiting
63	CP35I	Emergency Forestry – Mixed Trees – Existing
64	CP36	Longleaf Pine Initiative
65	CP37	Duck Nesting Habitat
66	CP38A	State Acres for Wildlife Enhancement – Buffers
67	CP38B	State Acres for Wildlife Enhancement – Wetlands
68	CP38C	State Acres for Wildlife Enhancement – Trees
69	CP38D	State Acres for Wildlife Enhancement – Longleaf Pine
70	CP38E	State Acres for Wildlife Enhancement – Grass--*

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 4-CP 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 because of the following codes:**--

- “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 paragraph 77 * * *.
	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 require a planting date, see subparagraph F.**--

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 "2003" 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 2004 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 will stay the same through...	THEN ENTER...
2001, but may change for 2002	2001.
2002, but may change for 2003 **Example:** Producer has long-term agreement with perennial cover crop to remain through 2002.	2002.
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.

***--**End year date must be removed before deleting FSA-578 for purpose of processing a recon.

F Crops Without a Planting Date

The following crops do not require a planting date if an end date is entered, the crop characteristics will roll over to the next year.**--***

Crop/Land Use	Crop Type	Crop Code
CRP		0099
Grass	NAG - Native Grass	0102
Fallow		0101
Herbs	NAT - Native Spearmint	5000
Honey		1190
Maple Sap		0100
Mixed Forage	NSG - Native Grass Interseed	0296
Pecans	NAT - Native Pecans	0146
Skip Rows/Sled Rows		0790
Turn Area/Terraces		0105

G Entering Dates

Dates should be entered on FSA-578 as “MM-DD-YYYY”.

78.5 Irrigation Practice Codes

A Practice Codes

Irrigation practice codes can affect eligibility for prevented planted credit. Use the following irrigation practice codes for a crop based on producer input:

- "I" for irrigated
- "N" for nonirrigated
- *--"O" for other; honey and TAP **only**.--*

Note: Rice should be reported as irrigated.

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 C/C Share Load Screen MEAL1401.

*--

```
Acreage Report                                                          MEAL1401
 C/C Share Load Screen
 ---------------------------------------------------------------------------------------------------
 Farm Number     xxxx                                  Identifier
 Operator Name   Any Operator                          Operator ID   xxxx

          CLU/    Reported   Rpt   Crop/    Irr   C/C   I   Var/    L  O/  Fld  Crop   DA
 Tract    Fld     Quantity   Unit  Comm     Prc   Stat  U   Type    U  M   ID   Land   Acre

   xxx                              ALFAL   N     I     FG                  Y

 Plnt Date    End Date    Num Rows Row Width Row Pattern  Skip Width Conv Fact
                                In    Out
                                In    Out
                                  RMA                                       RMA
       Name                 Share Unit O/U          Name                 Share Unit O/U
ANY 1 PRODUCER                5000             ANY 2 PRODUCER                5000




                                      (S)elect Producer
 Cmd3=Previous  Cmd23=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:** * * * Enter any special coding for tracking special conditions on a field, tillage *--practices, HEL, or planting periods, in the 2-character field ID. The field number on FSA-578 of any field being reported shall match the CLU number assigned to that field. Follow procedure in paragraph 494 for correctly--* numbering subdivisions. See paragraph 72 * * * 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. GIS acreage shall not be used for acreage reporting purposes until farm records have been updated with certified GIS acreage. **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 paragraph 72 * * * 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 or 100 percent.--

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 to "N" 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. See paragraph 22 for policy on revising FSA-578 data.--

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.

*--

```
Commodity Report                                    MEAL3101
 CLU/Fld Review Screen
 ---------------------------------------------------------------------------------------
 Farm Number      xxx                          Identifier
 Operator Name ANY OPERATOR                    Operator ID xxxx


          CLU     Crop/     Quantity     I   C/C   I   Var/   L  O/ F   End  R   Conv
    Tract  Fld    Comm      Rpt     Det  P   St    U   Type  U M  I   Date W  Fact
 1     x          ALFAL     0.00        N         FG                P1
 2     x          CORN      0.00        N         FH  SWT   F     P2
 3   xxxx   1     WHEAT    10.11        N   I     GR  HRW
 4   xxxx   2     CRP      35.60        N   I     1
 5   xxxx   3     CRP      21.00        N   I     1                       2015





 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.

*--

```
Commodity Report                                        MEAL2401
 Crop/Commodity/Share Repeat Screen
 ---------------------------------------------------------------------------------------
 Farm Number      xxx                              Identifier
 Operator Name ANY OPERATOR                        Operator ID  xxx

       CLU/   Reported  R  Crop/    I  C/C  I   Var   L  O/  Fld   Plnt   Crp   End
 Tract  Fld   Quantity  U  Comm    P  St   U   Typ   U  M   ID    Date   Lnd  Date
  xxxx   3     21.0     A  CRP     N  I    1                              Y   2015

  CLU/  Reported   Fld    CLU/  Reported   Fld     CLU/  Reported   Fld
  Fld   Quantity   ID     Fld   Quantity   ID      Fld   Quantity   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

***--**A zero acreage report is required for NAP crops according to 1-NAP, paragraph 151.

Zero acreage reports shall be taken by crop, practice, type, and intended use.

Note: No tract or field number is required.**--***

88 Zero Acreage Reports (Continued)

--B Loading a Zero Acreage Report With Multiple Planting Records--

* * *

To load zero acreage reports for multiple planting periods for a crop, all of the following must be loaded:

- tract number
- field number (different number must be entered per planting period)
- crop
- practice
- type
- intended use
- reporting unit
- status code
- *--land use, if applicable--*
- "P" followed with a numeric value in sequential order under "FLD ID" column on Screen MEAL1401.

  Example: "P1", "P2", etc.

***--Note:** See paragraph 143 for loading determined acre for unreported crops.--*

* * *

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.

*--

```
Commodity Report                                        MEAL3001
 Starting Point Screen
 ---------------------------------------------------------------------------------------
 Farm Number      xxx                              Identifier
 Operator Name  ANY OPERATOR                       Operator ID  xxxx
 Cropland         44.9


        Tract number              xxx

        CLU/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.

*--

```
Commodity Report                                                                                    MEAL3201
 Crop/Share Revision Screen
 ---------------------------------------------------------------------------------------------------------------
 Farm Number      xxx                                    Identifier
 Operator Name  ANY OPERATOR                             Operator ID  xxxx
 Sequence  TRACT
          CLU  Reported  Rpt   Crop/     Irr   C/C   I     Var/   L   O/   Fld   Crop    DA
 Tract    Fld   Quantity  Unit  Comm     Prc   Stat  U     Type   U   M    ID    Land    Acre
  xxxx     1    10.11       A    WHEAT    N     I     GR    HRW              Y


 Plnt Date        End Date     Num Rows Row    Width Row Pattern    Skip Width   Conv Fact
 03132010                                                 In      Out

                          RMA                                  RMA
      Name            Share  Unit O/U          Name        Share  Unit O/U
ANY PRODUCER          ALL




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

--*

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 *--equal 1 or 100 percent.--* **Note:** If shares are defaulted, Screen MEAL3701will 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.

*--

```
Farm Records                                                    MCA91001
 Producer Maintenance
 ---------------------------------------------------------------------------------------------

                    SELECT PRODUCERS OF A FARM

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

        ANY 1 PRODUCER                  OP        01     XXXX      S
        ANY 2 PRODUCER                  OW        01     XXXX      S
        ANY 3 PRODUCER                  OW        01     XXXX      S





                                 Place 'S' Next To Producer Selected

 Cmd5=Complete Transaction  Cmd7=End
```

--*

Note: Additions are made on Screen MEAL3201.

B Command Keys

See paragraph 72 * * * 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 MEAF0201 will be displayed.
2	ENTER “farm number”.	Screen MEAL3001 will be displayed.
3	ENTER “tract number”.	Screen MEAL3201 will be displayed.--*
4	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

County Offices are required to add additional producers who are not shown as being associated with the farm, through farm records. See 3-CM for information on adding producers to farm records.

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 24.5 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 * * *.

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

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 acreage accordingly. If a subsequent or double crop is reported, 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

A Background

* * *

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 and not within the calculated variance, 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 for Reported Acreage--

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 * * * 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.

140 Cropland Comparison * * * (Continued)

*--C Cropland Comparison Override Software

In some cases, there is no cropland remaining on a farm because it has been converted to agricultural use land. In these cases, an acreage report may not be filed for the farm. A process has been developed that allows County Offices to manually change the cropland comparison flag when the County Office determines that there is zero cropland for the farm and an acreage report has not been certified.

D Overriding Cropland Certification Flag

After the County Office has determined that there is zero cropland acreage for a farm, the farm is required to be certified according to 1-DCP to be eligible for a DCP payment. The County Office shall take the following steps to override the cropland certification flag in the acreage reporting software if an acreage report is not filed.

Step	Action
1	On Application Selection Menu FAX07001, ENTER “11”, “PFC/DCP/Compliance”.
2	On PFC/DCP/Compliance Menu M00000, ENTER “3”, “Acreage and Compliance Determinations”.
3	On Acreage and Compliance Determination Year Menu MEA000, select the applicable crop year.
4	On Acreage and Compliance Determinations Menu MEAL00, ENTER “6”, “Load Acreage Data”.
5	On Acreage Report Option Selection Screen MEAO0101, ENTER “14”, “Cropland Comparison Override for Zero Cropland Farms”.
6	On Acreage Report Farm Selection Screen MEAF0201, enter the applicable FSN. **Note:** If cropland is greater than zero, the error message, “Cropland Comparison Override is invalid for a farm w/ cropland”, will be displayed.
7	On Acreage Report Cropland Comparison Screen MEAL5001, the question, “Has cropland been fully reported?”, will be displayed. This field will be defaulted to “Y” and cannot be changed.

--*

141 Certification Screen

A Certifying Crops

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

* * *

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.

C Using Screen MEAC7301

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

141 Certification Screen (Continued)

D Example of Screen MEAC7301

This is an example of Certification Screen MEAC7301.

*--

```
Commodity Report                                        MEAC7301
 Certification Screen
 ---------------------------------------------------------------------------------------
 Farm Number      xxx                                   Identifier
 Operator Name  ANY OPERATOR                            Operator ID  xxxx

     Crop/        Irr            Rpt      Reported      Determined  Rpt
     Comm         Prc  Cert      Intd     Quantity      Quantity    Unit
     ALFAL        N    N                       0.00
     CORN         N    Y                       0.00
     CRP          N    N                      56.60                  A
     WHEAT        N    N                      10.11                  A




                  Do you wish to certify all crops/commodities & land uses?

 Cmd7=End  Cmd3=Previous     (N)ext Farm, (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
  - *--"O", for other--*
- 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 Loading Determined Acres for Unreported Fields

A Overview

During routine spot checks, field or crop acreage may have been determined that were not reported on FSA-578. For these determined acres to be loaded into the determined acreage software, those fields or crops must be loaded as reported. Since FSA-578 is a report of acreage certified by the producer and the producer has not reported these fields or crops, the County Office must have a method for reporting these discrepancies.

B Unreported Fields or Determined Acres

The County Office shall create FSA-578 when a field or crop has been determined that was not reported according to this table.

Step	Action	Result
1	ENTER "5", "Load Determined Acres for Unreported Fields", on Menu MEAO0101.	Screen MEAF0102 will be displayed.
2	On Screen MEAF0102, enter the valid farm number or producer's last name.	Screen MEAL1401 will be displayed. **Note:** The County Office shall enter all applicable data according to paragraph 84. The "Reported Quantity" field shall be defaulted to zero. The County Office shall enter determined acreage according to paragraph 251.

--Note:** Load zero reports for NAP purpose according to paragraph 88.**--

144-160 (Reserved)

Section 7 Printing FSA-578

161 Accessing FSA-578 Print Routine

A Accessing Print Function From Different Screens

The "C/C Type" and "Planting Date" will not print on the hardcopy print if option 1, "FSA-578 (8 ½ x 11 Letter)", is selected because of space limitations. If the "C/C Type" and "Planting Date" is preferred, County Offices may use either of the following alternative printing methods:

- option 3, "FSA-578 (11 x 8 ½ - Landscape)"
- option 4, "FSA-578 (by Producer)".

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. This 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. In addition to the FSA-578 producer print, an FSA-578 farm certification is required. See 1-NAP, paragraph 151 for NAP annual acreage and production certification.

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

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's last name.--	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's last name.--	Screen MEAP6006 will be displayed.
4	Enter printer ID.	Screen MEAP6002 will be displayed.

161 Accessing FSA-578 Print Routine (Continued)

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’s last name.--	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.

*--

```
Commodity Report                                MEAP6001
 Print Selection Screen
 ---------------------------------------------------------------------------------------
 Farm Number      XXX                           Identifier
 Operator Name    ANY OPERATOR                  Operator ID  XXXX



    Enter the ID number of the printer to be used
                   OR
    Leave blank to default to the system printer            L6



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




 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.
- *--crop reported on noncropland that has been converted to cropland.--*

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)

Section 11 Entering Determined Acreage and Deleting FSA-578

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.

251 Determined Acreage Process (Continued)

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/Quantity Screen
-----------------------------------------------------------------------------------------------------------------
Farm Number     xxx                          Identifier    xxxx
Operator Name   Any Operator                 Operator ID xxxx
Sequence        TRACT
          CLU/  Reported    Rpt    Crop/    Irr   C/C   I    Var/   L    Fld   Plnt
 Tract    Fld   Quantity    Unit   Comm     Prc   Stat  U    Type   U    ID    Date
 xxxx     1        20.00    A      MIXFG    I     I     FG   NSG

  End Date
   2013


     Determined Acres/Quantity     ……————
     Official/Measured Flag        ..

     Was this CLU/field measured by a farm visit?    ..



 Cmd3=Previous                 (R)eview Fields, (E)nd Load, Enter=Continue
```

--*

* * *

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.

*--

```
Commodity Report                    Deletion          MEAD3401
Farm Deletion Screen
-----------------------------------------------------------------------------------------------
Farm Number      xxx                          Identifier
Operator Name    Any Operator                 Operator ID xxxx



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



Cmd7=End  Cmd3=Previous   Cmd24=Delete
```

--*

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.
* * *	* * *

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, including acres reported as "I", initial and "X", experimental
- difference between the cropland and the reported acreage for the tract
- acreage reported as other than initial and experimental reported cropland.

C Example of Screen MEAEL601

This is an example of Cropland Acres Screen MEAEL601.

*--

Acreage Report MEAEL601
Cropland Acres Screen

Farm Number **xxx** Identifier
Operator Name **Any Operator** Operator ID **xxxx**
Cropland **1,341.5**

Tract	Mtract	Cropland	Reported Cropland	Difference	Other Than Initial Reported Cropland
xx		261.9	42.60	218.70	32.60
xx		305.2	0.00	305.20	
xxx		154.8	68.20	86.60	
xxx		164.8	30.80	134.00	
xxxx		156.8	0.00	156.80	
xxxx		145.5	0.00	145.50	
xxxx		153.1	0.00	153.10	

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 (Withdrawn--Amend. 41)

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.

*--

```
Commodity Report                                                    MEAU7001
 Farm Summary Screen
 ---------------------------------------------------------------------------------------------------------
 Farm Number     xxx                                                Identifier
 Operator Name   Any Producer                                       Operator ID xxxx
 Cropland        1,341.5

  Crop/                  Irr     Int     Rpt                  Quantities
  Comm        Type       Prac    Use     Unit     Reported    Determined   Experiment   Prevented
  WHEAT       HRS         I       FG      A         32.60
  CORN        YEL         I       GR      A         68.20        43.9

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

--*

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.

*--

```
Commodity Report                                                    MEAU8001
 Tract Summary Screen
 ---------------------------------------------------------------------------------------------------------------
 Farm Number     xxx                                                    Identifier
 Operator Name   Any Operator                                           Operator ID xxxx
 Cropland        1,341.5
                                        xxxx Tract Summary

  Crop/                  Irr     Int     Rpt                    Quantities
  Comm      Type         Prac    Use     Unit     Reported      Determined   Experiment   Prevented
  WHEAT     HRS           I      GZ       A        10.00
  OATS      SPR           I      GR       A        20.80

                                                   Next Tract ……
                                              (N)ext Farm,
 Cmd7=End  Cmd3=Previous                      Enter=Continue, (R)eview Fields  ..
```

--*

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.
*--N	Displays the next farm.
Enter	Redisplays Menu MEAO0101 or Screen MEMEL101, as applicable.--*

279-294 (Reserved)

Section 13 (Withdrawn--Amend. 27)

295 (Withdrawn--Amend. 27)

Section 14 Status Report Procedures

296 Overview

A Introduction

This section list the available status reports and provides instructions for accessing and generating reports. Status reports are a management tool that allows County Offices to identify data discrepancies.

B Available Status Reports

The following provides a list of available status reports.

Options	Status Report
1	Farms with unreported cropland.
2	Farms with uncertified crops.
3	Farms with no FSA-578.
4	Farms with incomplete determined acres.
5	Farms with reported acres on noncropland.
6	Farms with DCP contract and unreported cropland.
7	Farms with invalid crops and/or invalid crop attributes.
8	Farms with prevented acres.
*--9	Farms with disapproved acres.--*

C County Office Action

The following provides action required by the County Office for each status report.

IF the farm has…	THEN the County Office shall…
unreported cropland	contact producers on the reports to inform them that a full acreage report is required to remain eligible for DCP or price support program benefits.
*--uncertified crops	contact producers on the reports to inform them that a full acreage report is required to remain eligible for DCP or price support program benefits or certify crop, if already reported/certified by the producer and loaded in the automated system.--*
no FSA-578	take no action unless the producer is requesting program benefits.
incomplete determined acres	determine the remainder of the field(s) for the crop selected for spotcheck.
reported acres on noncropland	take no action. This report is for informational purposes only.
DCP contract and unreported cropland	contact producers on the reports to inform them that a full acreage report is required to remain eligible for DCP or price support program benefits.
invalid crops and/or invalid crop attributes	compare the crop, type, and intended use combinations on the report to the crop, type, and intended use provided in Exhibit 10.5. Make corrections through the revised option of the FSA-578 software as needed.
reported prevented acres	take no action. This report is for informational purposes only and provides a list of all farms with reported prevented planted acres.
*--disapproved acres	take no action. This report is for informational purposes only.--*

297 Accessing Status Reports

A Accessing Status Report Selection Menu MEALSR

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

Step	Action	Result
1	ENTER “3”.	Menu MEA000 will be displayed.
2	Enter applicable crop year.	Menu MEAL00 will be displayed.
3	ENTER “10”.	Menu MEALX0 will be displayed.
4	ENTER “1”.	Menu MEALSR will be displayed.

B Example of Menu MEALU0

This is an example of Status Report Selection Menu MEALSR.

*--

```
COMMAND                                   MEALSR
 Compliance - 2010 Compliance Status Report Menu
 ----------------------------------------------------------------------------------------------------------------
       1.  Farms with Unreported Cropland
       2.  Farms with Uncertified Crops
       3.  Farms with NO FSA-578
       4.  Farms with Incomplete Determined Acres
       5.  Farms with Reported Acres on Noncropland
       6.  Farms with DCP Contract and Unreported Cropland
       7.  Farms with Invalid Crops and/or Invalid Crop Attributes
       8.  Farms with Prevented Acres
       9.  Farms with Disapproved Acres

      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 MEALSR

Menu MEALU0 will display a list of reports.

D Reports on Menu MEALSR

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

Option	Process
1	Farms with unreported cropland.
2	Farms with uncertified crops.
3	Farms with no FSA-578.
4	Farms with incomplete determined acres.
5	Farms with reported acres on noncropland.
6	Farms with DCP contract and unreported cropland.
7	Farms with invalid crops and/or invalid crop attributes.
8	Farms with prevented acres.
*--9	Farms with disapproved acres.--*

E Printing Reports

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

298-300 (Reserved)

Part 2.5 Crop Acreage Reporting System (CARS)

301 Overview

A Background

CARS is a web-based system that provides the capability to perform the following functions:

- load an acreage report
- record a zero acreage report
- review an acreage report
- revise an acreage report
- print an acreage report
- delete an acreage report
- certify acreage report data
- summarize acreage
- set the cropland comparison flag
- generate status reports.

B Accessing CARS

Users shall access CARS through the Intranet, which will be accessed using the eAuthentication log-in.

C Security Accessibility

The following table provides a list of the approved users that security will check before allowing access.

Group	User	Access Capability
	Administrative County Personnel	Update
	Nonadministrative County Personnel	View-Only
	Specified State Office Personnel	View-Only
	Other State Office Personnel	View-Only
	Specified National Office Personnel	View-Only
	Other National Office Personnel	View-Only
	Specified Kansas City Computer Personnel	Update/Override
	Other Kansas City Computer Personnel	View-Only
Others	Specified Non-FSA Personnel	View-Only
All	Anyone not listed in this table	Denied

302 Access to the CARS Web Site

A Accessing the CARS Home Page

To access the CARS Home Page, go to FSA's Applications Intranet web site at **http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html**. Under "Common Applications", CLICK "**Crop Acreage Reporting System (CARS)**".

The USDA eAuthentication Warning Screen will be displayed.

B USDA eAuthentication

On the USDA eAuthentication Warning Screen, CLICK "**I Agree**" to proceed or "**Cancel**" to end the process. When the user clicks "I Agree", the USDA eAuthentication Login Screen will be displayed.

On the USDA eAuthentication Login Screen, the user **must** do the following:

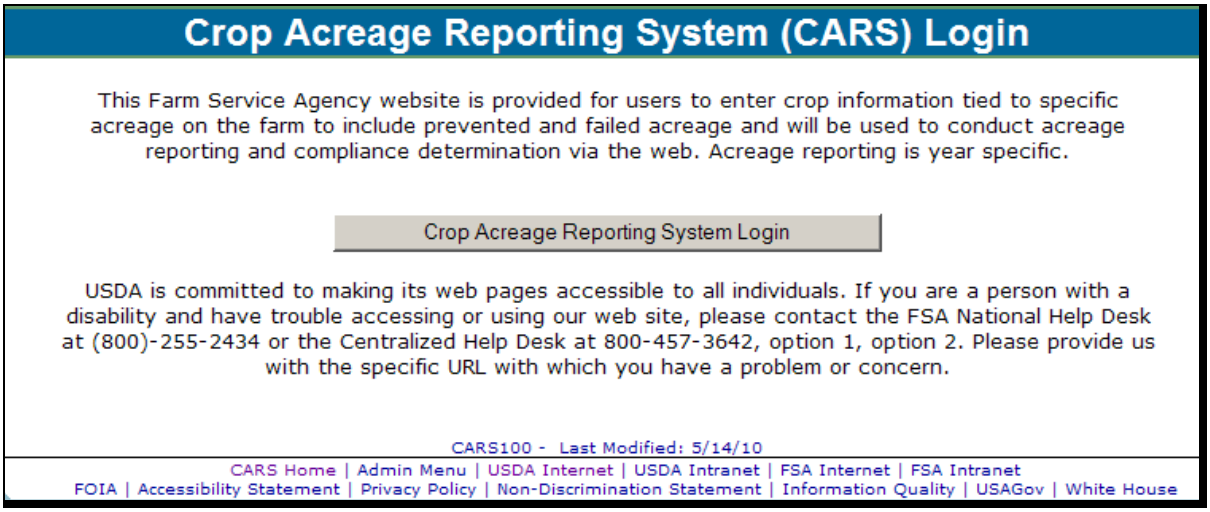
- enter the eAuthentication user ID
- enter the eAuthentication password
- CLICK "**Login**".

After the user successfully completes the eAuthentication login, the Crop Acreage Reporting System (CARS) Login Screen will be displayed.

C Crop Acreage Reporting System (CARS) Login Screen

On the Crop Acreage Reporting System (CARS) Login Screen, CLICK "**Crop Acreage Reporting System Login**" to continue.

The following is an example of the Crop Acreage Reporting System (CARS) Login Screen.



The State and County Selection Screen will be displayed.

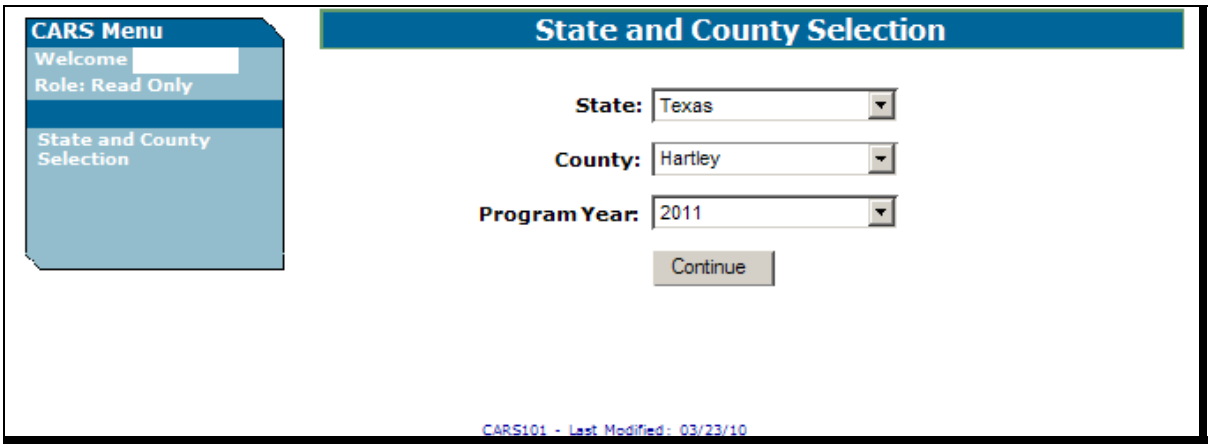
303 State, County, and Program Year Selection

A Overview

County Offices can view acreage reports entered by other County Offices, but an acreage report can only be updated for farms located in the recording county. The State and county will be set by default based on the user's role. The user will have the capability to select a different State and county.

B State and County Selection Screen

The following is an example of the State and County Selection Screen.



C Action

The user shall use the drop-down lists to select the applicable:

- State and county, if not previously set by default
- program year, if not previously set by default.

CLICK "**Continue**". The Acreage Report Search Screen will be displayed.

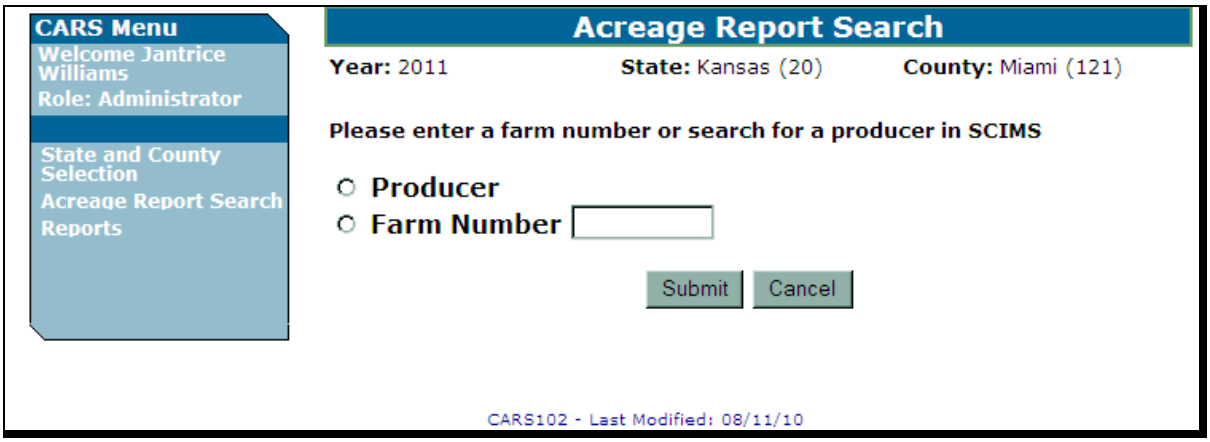
304 Acreage Report Search Screen

A Overview

From the State and County Selection Screen, the Acreage Report Search Screen will be displayed. The Acreage Report Search Screen allows the user to enter a farm for acreage reporting through CARS by accessing a producer through SCIMS or by a specific farm number.

B Acreage Report Search Screen

The following is an example of the Acreage Report Search Screen.



C Action

Users can search by a:

- producer by clicking:
  - the "**Producer**" radio button
  - "**Submit**"

  Note: The SCIMS Customer Search Screen will be displayed. When a producer has been selected, the Crop Acreage Reports Screen will be displayed.

- specific farm number by:
  - entering the applicable farm number
  - clicking "**Submit**".

  Note: The Crop Acreage Reports Screen will be displayed.

305 Farm Selection Process

A Overview

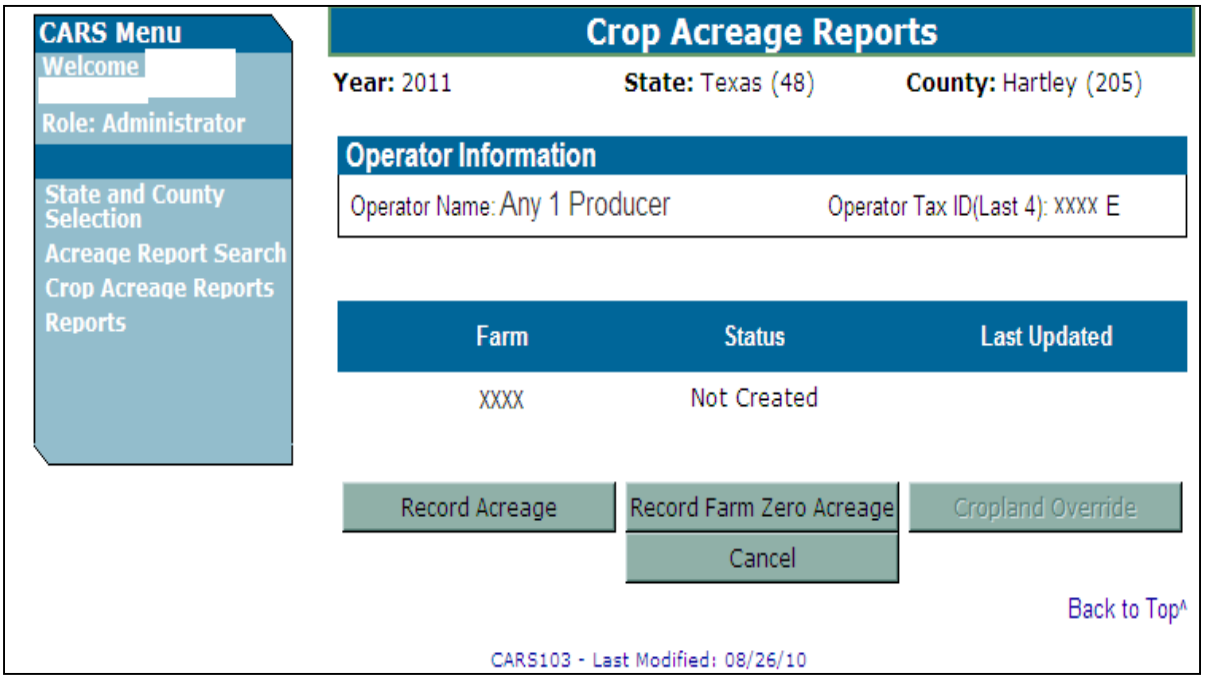
Based on the search method selected on the Acreage Report Search Screen, the Crop Acreage Reports Screen will display the following:

- farm numbers, associated with the producer, or a specific farm number
- status indicator to show if an acreage report is not created, certified, or not certified
- date the acreage report was last updated, if applicable.

Note: If a selected producer is associated with multiple farms, **all** farms with which the producer is associated will be displayed for selection on the Crop Acreage Reports Screen.

B Crop Acreage Reports Screen

The following is an example of the Crop Acreage Reports Screen.



305 Farm Selection Process (Continued)

C Options Available on the Crop Acreage Reports Screen

The following table provides a list of options available on the Crop Acreage Reports Screen.

Button	Result
Record Acreage	Click this button to record acreage and share information for the farm. The Default Producer Shares Screen will be displayed.
Record Farm Zero Acreage	Click this button to record a farm zero acreage report for a specific crop.
*--Determined Acreage 1/	Click this button to record determined acreage for a specific crop.--*
Certify 1/	Click this button to set the certification flag for crops or commodities that have been reported.
Cropland Override 1/	Click this button to override the cropland comparison flag according to *--paragraph 140. This option will be grayed out until it becomes available--*
Delete 1/	Click this button to delete a farm that has been recorded in CARS.
Farm Summary 1/	Click this button to display a summary of crops or commodities reported by farm.
Tract Summary 1/	Click this button to display a summary of crops or commodities reported by tract.
Cancel	Click this button to return the user back to the Acreage Report Search Screen.

1/ These options are **not** present until a crop or commodity is loaded for the farm.

D Action

The user shall click the radio button next to the applicable farm number. Only 1 farm can be selected.

Note: If only 1 farm number is displayed, the user shall click the applicable button to begin the acreage reporting process.

The Default Producer Shares Screen will be displayed.

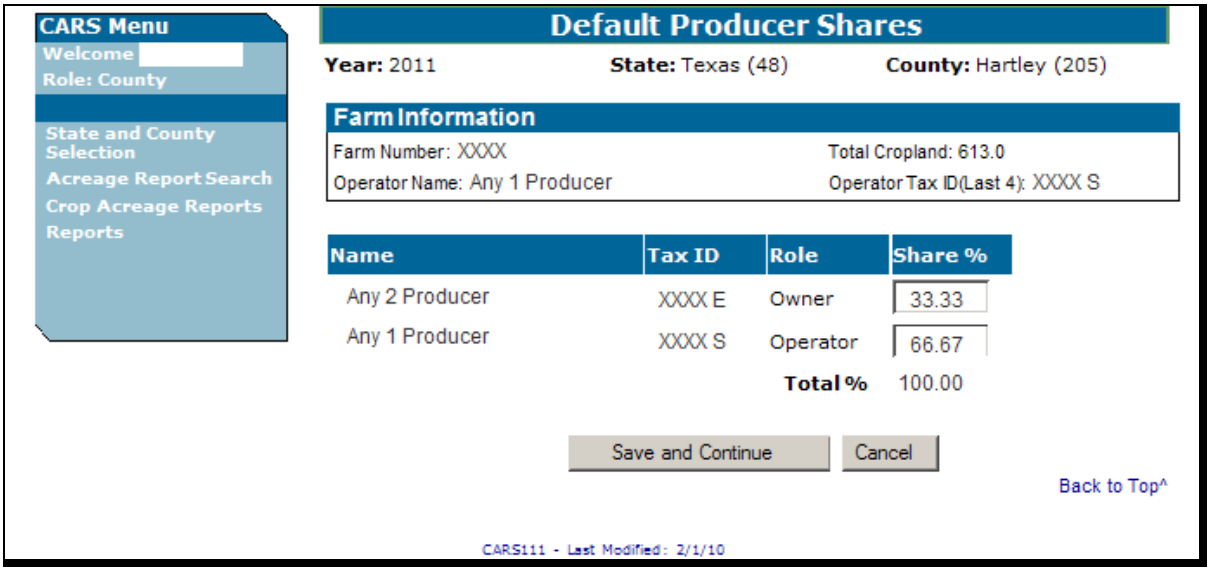
306 Producer Shares

A Overview

From the Crop Acreage Reports Screen, the Default Producer Shares Screen will be displayed. The Default Producer Shares Screen provides users the ability to enter the default crop share for producers associated with the farm.

B Default Producer Shares Screen

The following is an example of the Default Producer Shares Screen.



C Options Available on the Default Producer Shares Screen

The following table provides a list of options available on the Default Producer Shares Screen.

Button	Result
Save and Continue	For: • multiple tracts, the Tract Selection Screen will be displayed **Note:** After the tract is selected, the Report of Acreage Screen will be displayed. • farms with only 1 tract, the Report of Acreage Screen will be displayed.
Cancel	Returns the user back to the Crop Acreage Reports Screen.

306 Producer Shares (Continued)

D Action

Enter the producer shares applicable to the farm. Enter shares from .01 to 100 percent. Two decimal places may be entered, if needed.

Example: Producer A and Producer B share 33⅓ percent and 66⅔ percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all producers **must** equal 100 percent.

Once the default shares have been loaded for the farm, CLICK "Save and Continue".

307 Selecting Tract

A Overview

The Tract Selection Screen will be displayed after the "Save and Continue" button is clicked on the Default Producer Shares Screen if there are multiple tracts on the farm. If there is only 1 tract on the farm, the Report of Acreage Screen will be displayed.

B Tract Selection Screen

The following is an example of the Tract Selection Screen.

307 Selecting Tract (Continued)

C Options Available on the Tract Selection Screen

The following table provides a list of options available on the Tract Selection Screen.

Button	Result
Continue	If no crops have previously been: • entered for the tract, the Report of Acreage Screen will be displayed • recorded for the tract, the Crop Review Screen will be displayed.
Back	Returns the user back to the Crop Acreage Reports Screen.

D Action

The user shall select the applicable tract and CLICK "Continue". The Report of Acreage Screen will be displayed.

*--308 Loading Crop Acreage Information

A Overview

Users have the capability to load crop acreage information in CARS within their administrative county only. Loading options include Crop Defaults and Bulk Copy.--*

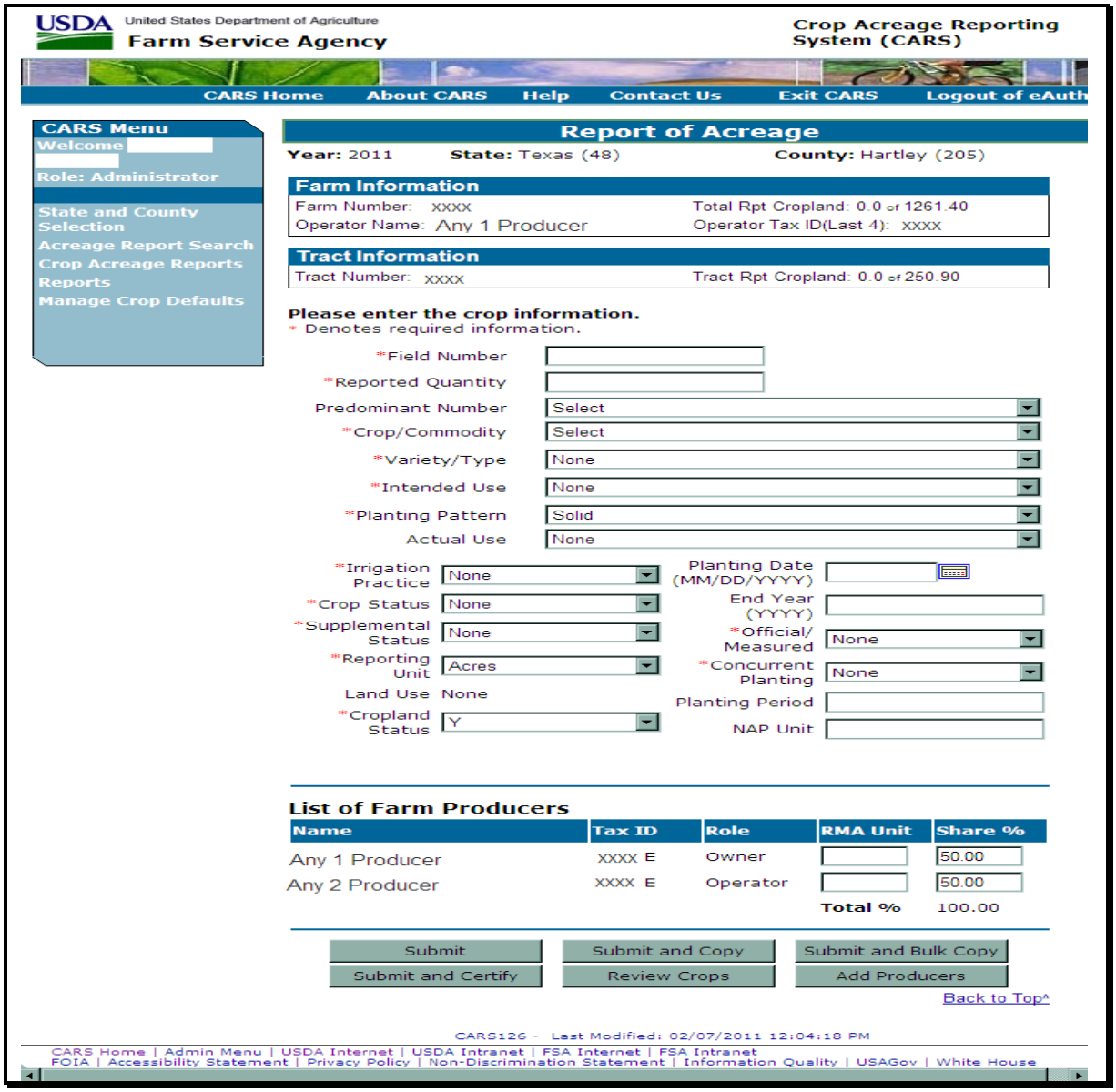
--308 Loading Crop Acreage Information (Continued)--

B Report of Acreage Screen

The following is an example of the Report of Acreage Screen.

*--The Report of Acreage Screen:

- will be displayed after a tract is selected or after the default shares are loaded if a farm only has 1 tract
- is used to enter field and share data.



--*

--308 Loading Crop Acreage Information (Continued)--

C Options Available on the Report of Acreage Screen

The following table provides a list of options available on the Report of Acreage Screen.

Button	Result
Submit	Click this button once all crop information is loaded. The Crop Review Screen will be displayed.
Submit and Copy	Click this button to update the crop data entered on the screen. Another data entry screen will be opened with the same entries as the field that was copied. The field number and reported quantity are the only required entries that must be made on the newly opened screen.
***--**Submit and Bulk Copy	Click this button to save the crop data entered on the Report of Acreage Screen. The Bulk Copy Screen will be displayed to allow the same crop characteristics as the field that was copied across multiple tracts and fields.
Submit and Certify	Click this button to save the crop data entered on the Report of Acreage Screen. The Certification Screen will be displayed to allow certification of crop data entered on the Report of Acreage Screen.**--***
Review Crops	Click this button to review crops or commodities that have been loaded for the farm. The Crop Review Screen will be displayed.
Add Producers	Click this button to display all producers associated with the farm.
Hide Zero Shares	This button is present only when the "Add Producers" button is clicked. When the "Hide Zero Shares" button is clicked, it removes all producers from being displayed who do **not** have a share greater than zero entered.

D Entering Crop/Commodity Information

On the Report of Acreage Screen, enter field data according to the following table.

Field	Action
Field Number	Enter the field number. **Note:** Use the 4-character field number entry for inputting only field numbers. The field number loaded in CARS shall match the CLU number assigned to that field. Follow procedure in paragraph 494 for numbering subdivisions.
***--**Reported Quantity	Enter the reported quantity. Acreage should be entered in tenths of an acre with exception of tobacco, NAP acreage less than one-tenth, and acreage entered to balance cropland that would be entered in hundredths. GIS acreage shall **not** be used for acreage reporting purposes until farm records have been updated with certified GIS acreage. **Note:** Acreage planted in a skip-row or strip-crop pattern must be factored and net crop entered, unless the planting practice is an approved exception according to paragraph 393.**--***

--308 Loading Crop Acreage Information (Continued)--

D Entering Crop/Commodity Information (Continued)

Field	Action
*--Predominant Number	If applicable, enter the crop default number for the crop/crop characteristics to be entered. Once the predominant number is entered, all applicable fields will be automatically pre-populated.--*
Crop/Commodity	Select the crop from the drop-down list. The crops listed in the drop-down list are from CVS.
Variety/Type	Select the variety and type from the drop-down list. The drop-down list is populated based on the crop that was selected in the crop/commodity drop-down list.
Intended Use	Select the intended use from the drop-down list. The intended uses displayed will be pulled from CVS for the crop selected.
Planting Pattern	Select the planting pattern from the drop-down list. Orchard crops and crops planted in skip/strip row patterns will need additional information loaded in data fields displayed at the bottom of the screen. **See subparagraph E for skip/strip row and subparagraph F for orchard entries.**
Actual Use	This is **not** a required entry. This field is used to document the actual use of the reported crop/commodity when the actual use is different than the intended use.
Irrigation Practice	Select the irrigation practice from the drop-down list.
Crop Status	Select the crop status from the drop-down list. The definition of the crop status is located in Exhibit 11.
Supplemental Status	Select the supplemental status code from the drop-down list. The selection options are “Planted”, “Prevented”, “Failed”, or “Volunteer”.
Reporting Unit	Select the reporting unit from the drop-down list applicable to the crop being reported. The drop-down list is customized depending on the crop entered.
Land Use	This entry is prefilled based on data pulled from CVS.
* * *	* * *
Cropland Status	The cropland status will default to “Y”, but the user shall change it to “N” if the crop/commodity being loaded is considered to be on noncropland. **Note:** Only fields with the indicator set to “Y” will be used in calculating total reported cropland.
Planting Date	Enter the plant date in “MMDDYYYY” format or choose the date by clicking on the calendar icon and selecting the date from the calendar.

--308 Loading Crop Acreage Information(Continued)--

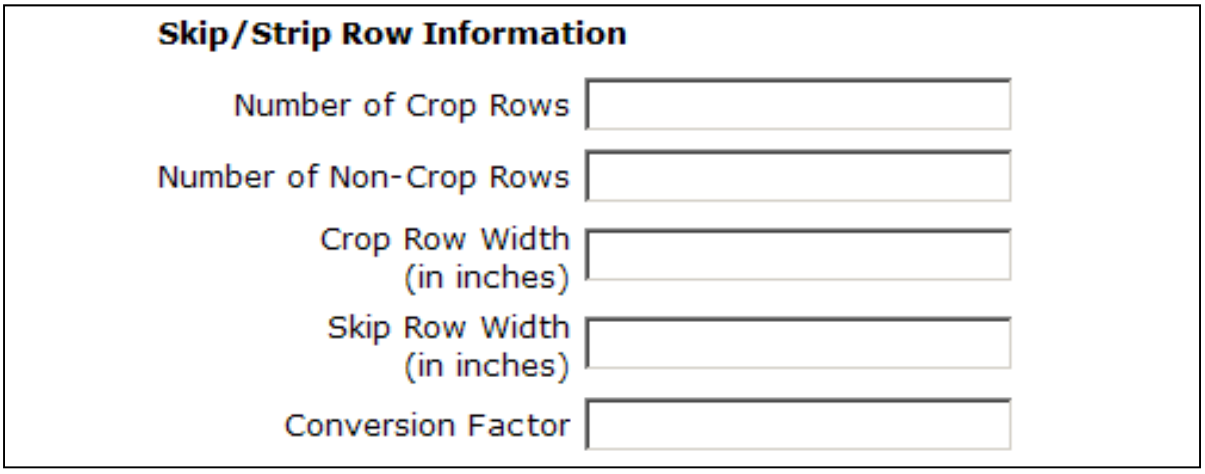
D Entering Crop/Commodity Information (Continued)

Field	Action
End Year	This is **not** a required entry. 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. 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 the field will **not** be rolled over to the future year in CARS. See paragraph 78.
Official/Measured	This field is defaulted to "None". Select "Official", "Measured", or "Staked" from the drop-down list, as applicable, according to procedure in paragraph 77.
Concurrent Planting	This field is defaulted to "None". Enter the applicable value from the drop-down list. Only crops with a concurrent planting value, in CVS, will be available for selection in the drop-down list. The options are "Alternate", "Interplant", and "Multiuse".
Planting Period	This is **not** a required entry.
NAP Unit	This is **not** a required entry.
RMA Unit	This is **not** a required entry.

E Skip/Strip Row Information

If skip/strip row pattern is selected according to the table in subparagraph D, additional data entry fields will be displayed. Each data field is a required entry. Follow paragraph 393 to determine the data that must be entered.

The following is an excerpt from the Report of Acreage Screen displaying the data fields that must be entered.

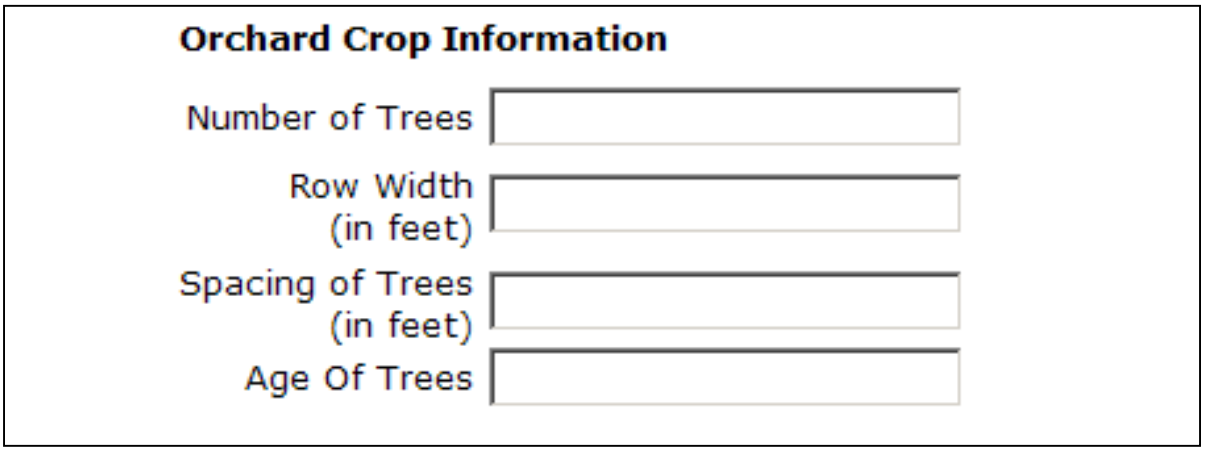


--308 Loading Crop Acreage Information (Continued)--

F Orchard Crop Information

If the orchard pattern is selected according to the table in subparagraph D, additional data entry fields will be displayed. Each data field is a required entry.

The following is an excerpt from the Report of Acreage Screen displaying the data fields that must be entered.



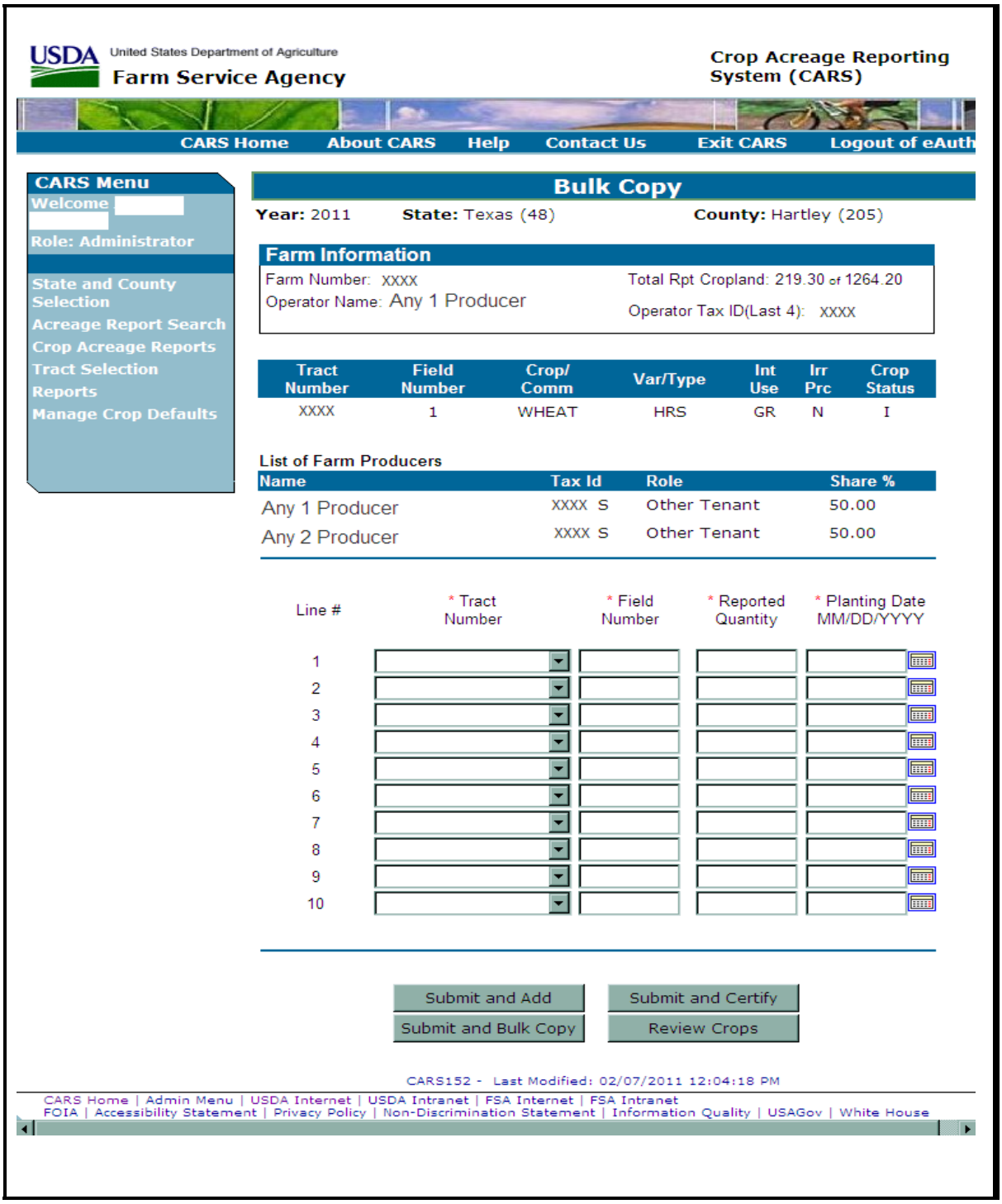
G Crop Share

The List of Farm Producers is displayed at the bottom of the Report of Acreage Screen with the share listed based on the default share that was entered for the farm. The share can be modified between the producers shown. If the "Add Producers" button is selected, all producers associated with the farm will be displayed so a share can be entered for any producer associated with the farm. If a share needs to be loaded for a producer that is **not** already associated with a farm, the producer must be added through farm records to be displayed in CARS to receive a share.

*--308 Loading Crop Acreage Information (Continued)

H Bulk Copy Screen

Users have the capability to use the bulk copy option to copy pre-existing crop information across a single tract or across multiple tracts. The following is an example of the Bulk Copy Screen.



--*

*--308 Loading Crop Acreage Information (Continued)

I Options Available on the Bulk Copy Screen

The following table provides a description of the options available on the Bulk Copy Screen.

Button	Result
Submit and Add	Click this button to save acreage report information. The Report of Acreage Screen will be displayed.
Submit and Certify	Click this button to save acreage report information. The Certification Screen will be displayed.
Submit and Bulk Copy	Click this button to save acreage report information. The Bulk Copy Screen will continue to be displayed.
Review Crop	Click this button to review acreage report information. The Review Crop Screen will be displayed.

--*

*--308.5 Predominant Crops and Crop Characteristic Defaults

A Overview

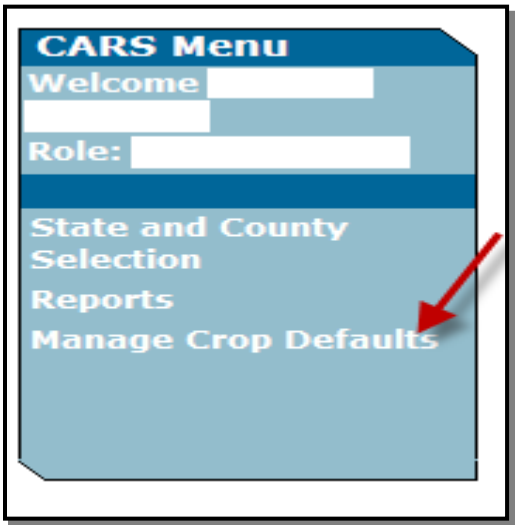
User will have the capability to create predominant crops and crop characteristic defaults specific to their county. Exhibit 10.5 contains the valid current year's crops and crop characteristics. The crops in Exhibit 10.5:

- are also known as CVS
- contain all crops for acreage reporting purposes.

Note: For a list of NAP-eligible crops, see 1-NAP.

B Accessing "Manage Crop Defaults" Option

The "Manage Crop Defaults" option is available under the CARS Menu on every screen throughout CARS beginning on the Acreage Report Search Screen. The following is an example of the "Manage Crop Defaults" option.

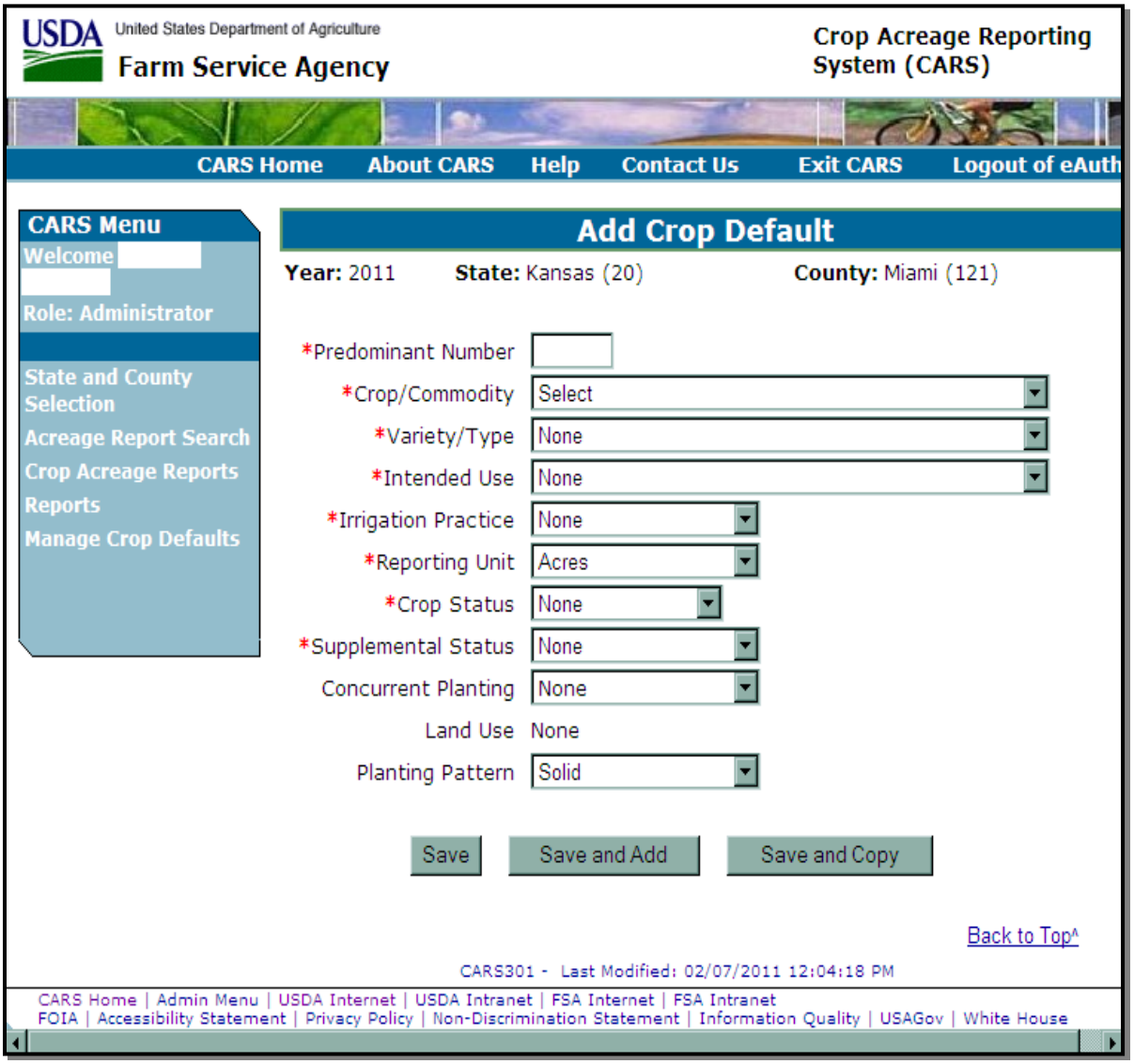


If no predominant crop and crop characteristic default is created, the Add Crop Default Screen will be displayed. If at least 1 predominant crop and crop characteristic default is created, the List Crop Defaults Screen will be displayed.--*

*--308.5 Predominant Crops and Crop Characteristic Defaults (Continued)

C Add Crop Default Screen

The following is an example of the Add Crop Default Screen. User will only see this screen when no crop defaults have been created.



--*

*--308.5 Predominant Crops and Crop Characteristic Defaults (Continued)

D Adding Crop Default Information

On the Add Crop Default Screen, enter field data according to the following table.

Field	Action
Predominant Number	Enter the number to be assigned for the crop default information entered.
Crop/Commodity	Select the crop from the drop-down list. The crops listed in the drop-down list are from CVS.
Variety/Type	Select the variety and type from the drop-down list. The drop-down list is populated based on the crop that was selected in the crop/commodity drop-down list.
Intended Use	Select the intended use from the drop-down list. The intended uses will be pulled from CVS for the crop selected.
Irrigation Practice	Select the irrigation practice from the drop-down list.
Reporting Unit	Select the reporting unit from the drop-down list applicable to the crop being reported. The drop-down list is customized depending on the crop entered.
Crop Status	Select the crop status from the drop-down list. The definition of the crop status is located in Exhibit 11.
Supplemental Status	Select the supplemental status code from the drop-down list. The selection options are “Planted”, “Prevented”, “Failed”, or “Volunteer”.
Concurrent Planting	This field is defaulted to “None”. Enter the applicable value from the drop-down list. Only crops with a concurrent planting value in CVS, will be available for selection in the drop-down list. The options are “Alternate”, “Interplant”, and “Multiuse”.
Land Use	This entry is prefilled based on data pulled from CVS.
Planting Pattern	Select the planting pattern from the drop-down list. Orchard crops and crops planted in skip/strip row patterns will need additional information loaded in data fields displayed at the bottom of the screen. **See subparagraph 308 E for skip/strip row and subparagraph 308 F for orchard entries.**

--*

*--308.5 Predominant Crops and Crop Characteristic Defaults (Continued)

E Options Available on the Add Crop Default Screen

The following table provides a description of the options available on the Add Crop Default Screen.

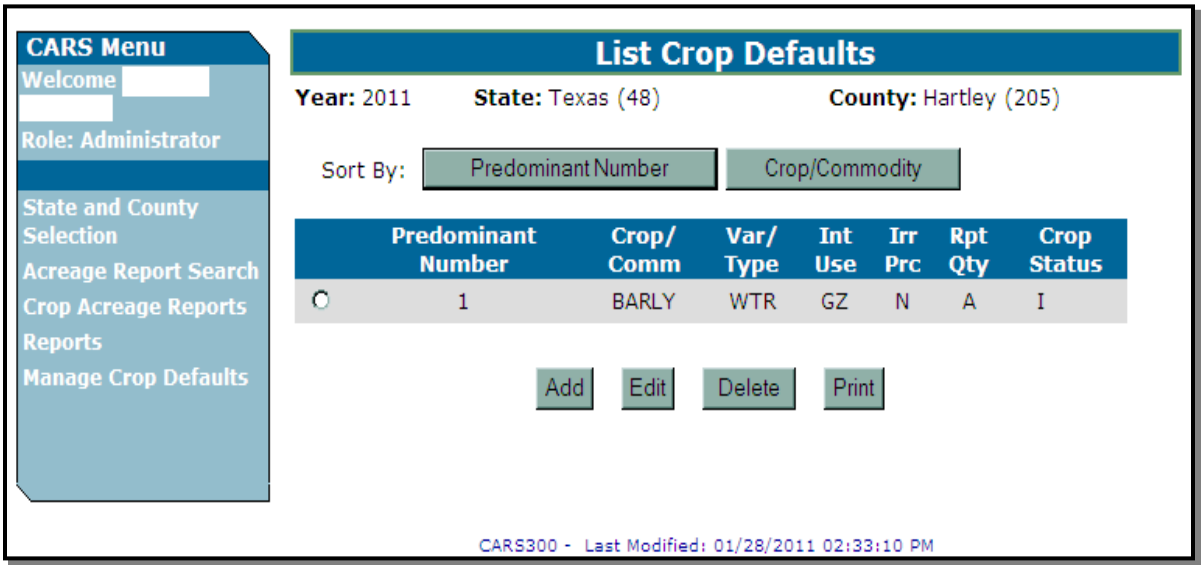
Button	Result
Save	The crop defaults for the applicable predominant number will be saved. The List Crop Defaults Screen will be displayed.
Save and Add	The crop defaults for the applicable predominant number will be saved. The Add Crop Default Screen will continue to be displayed for another crop to be recorded.
Save and Copy	The Add Crop Default Screen will continue to be displayed with all previously saved crop characteristics with the exception of the predominant number.

--*

*--308.5 Predominant Crops and Crop Characteristic Defaults (Continued)

F List Crop Defaults Screen

The following is an example of the List Crop Defaults Screen. This screen is displayed only after at least 1 predominant crop and crop characteristic default is created.



G Options Available on the List Crop Defaults Screen

The following table provides a description of the options available on the List Crop Defaults Screen.

Button	Result
Predominant Number	Sort default list by predominant number.
Crop/Commodity	Sort default list by crop/commodity.
Add	Add Crop Default Screen will be displayed.
Edit	Edit Crop Default Screen will be displayed.
Delete	Delete Crop Default Screen will be displayed.
Print	A PDF of crop defaults previously saved for the specific State, county, and program year will be displayed.

--*

309 Reviewing Acreage Reported in CARS

*--A Overview

An option is available to allow users to view data already loaded in CARS. The data can be reviewed for a producer acreage report in any county where a report has already been loaded. The Crop Review Screen:

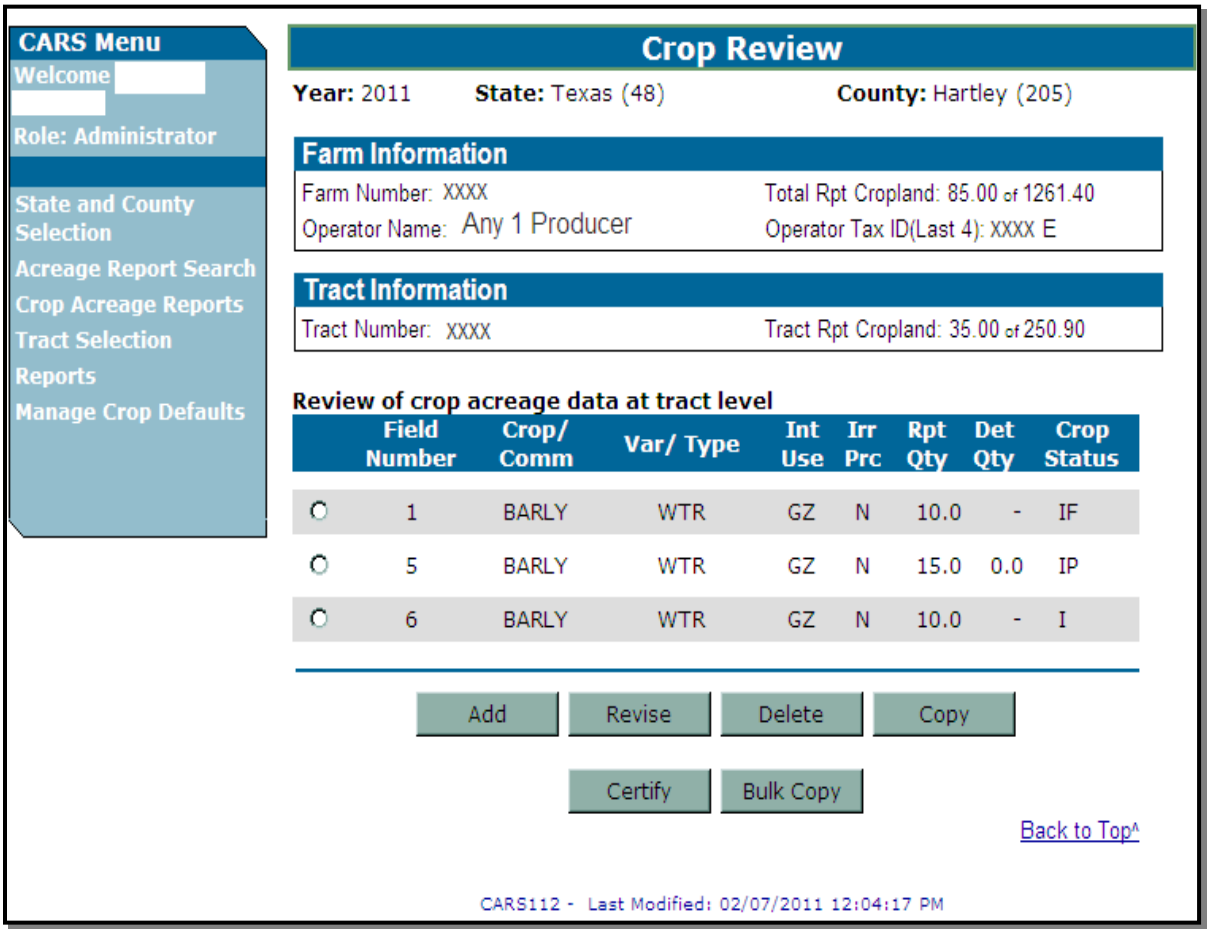
- is accessed by clicking the "Review Crops" button on the Report of Acreage Screen

  Note: See subparagraph 308 B for an example of the Report of Acreage Screen.

- will be displayed when a farm and/or tract is selected to report additional crop/commodity data.

B Crop Review Screen

The following is an example of the Crop Review Screen.



--*

309 Reviewing Acreage Reported in CARS (Continued)

C Options Available on the Crop Review Screen

The following table provides a description of the options available on the Crop Review Screen.

Button	Result
Add	Click this button to add another field to the existing acreage report for the farm and tract selected. **Note:** This option is available when an acreage report has been loaded in CARS and an additional acreage report now needs to be loaded.
Revise	Click this button to revise the acreage report for the field selected. **Note:** See paragraph 310 for instructions to revise a previously loaded acreage report.
Delete	Click this button to delete an acreage report for the field selected. **Note:** See paragraph 311 for instructions to delete a previously loaded acreage report.
Copy	Click this button to copy the pre-existing attributes of a selected field for entry to a new field on the Report of Acreage Screen. Only 1 field can be copied at a time.
*--Certify	Click this button to certify the acreage report for the field selected.
Bulk Copy	Click this button to copy the pre-existing crop and crop characteristics of a selected field for entry of that same crop information across multiple fields and/or tracts on the Bulk Copy Screen.--*

310 Revising Crop/Commodity and Share Information

A Overview

Users have the capability to revise applicable data loaded in CARS **only** within their administrative county, including zero acreage reports, as necessary.

B Accessing the "Revise" Option

Access the "Revise" option on the Crop Review Screen as follows.

Step	Action	Result
1	On the Acreage Report Search Screen, enter the applicable farm number or search for a producer in SCIMS. CLICK "Submit".	The Crop Acreage Reports Screen will be displayed.
2	CLICK "Record Acreage".	The Crop Review Screen will be displayed.
3	Select the radio button of the applicable crop or field to be revised.	
4	CLICK "Revise".	The Report of Acreage Screen will be displayed.
5	A revision may be made to any entry, as applicable.	
6	After the applicable revisions have been made, CLICK "Submit".	The message, "The crop acreage report has been successfully updated", will be displayed.

310 Revising Crop/Commodity and Share Information (Continued)

C Revising Specific Crop/Commodity Information

The crop/commodity information that was previously entered in CARS can be revised by clicking the "Revise" button on the Crop Review Screen.

To revise the applicable crop information on the Report of Acreage Screen, refer to the following table.

Field	Action
Field Number	Enter the correct field number.
*--Predominant Number	If applicable, enter the crop default number for the crop/crop characteristics to be entered. Once the predominant number is entered, all applicable fields will be automatically pre-populated.--*
Crop/Commodity	Select the correct crop name from the drop-down list.
Variety/Type	Select the correct variety/type from the drop-down list.
Intended Use	Select the correct intended use from the drop-down list.
Planting Pattern	Select the correct planting pattern from the drop-down list.
Actual Use	This is **not** a required entry. Select the correct actual use from the drop-down list.
Irrigation Practice	Select the correct irrigation practice from the drop-down list.
Crop Status	Select the correct crop status from the drop-down list.
Supplemental Status	Select the correct supplemental status from the drop-down list.
Reporting Unit	This field cannot be revised as it is system-established based on the crop/commodity selected.
Land Use	This field cannot be revised as it is based on the crop/commodity selected.
Reported Quantity	Enter the correct quantity in reporting units.
Cropland Status	Select the correct cropland status from the drop-down list.
Planting Date	This is a required entry. Enter the correct planting date in "MM/DD/YYYY" format or using the calendar provided.
End Year	This is **not** a required entry. Enter the correct end year.
Official/Measured	Enter the correct value from the drop-down list.
Concurrent Planting	Enter the correct value from the drop-down list.
Planting Period	This is **not** a required entry. Enter the correct planting period.
NAP Unit	This is **not** a required entry. Enter the correct NAP unit.
RMA Unit	This is **not** a required entry. Enter the correct RMA unit.
Share %	Enter the correct share percentages for each respective producer. **Note:** Shares must equal 100 percent.

311 Deleting Acreage Report Information

A Overview

Users have the capability to delete an acreage report record, including a zero acreage report, by farm or field.

--Note:** The automatic removal of uncertified FSA-578 records after 90 calendar days of inactivity has been deactivated. Notification will be provided when the automatic delete process is reactivated.**--

B Delete Acreage Report Screen

The following is an example of the Delete Acreage Report Screen.

C Deleting Acreage Report by Farm

This option will provide the user the capability to select a farm record to delete. Once that farm number is selected, the farm number, operator name, and report status will be displayed. The user will have the option to delete the farm record from CARS or cancel the delete process.

Farm deletion will result in the permanent elimination of all crop records from CARS for a specified farm.

311 Deleting Acreage Report Information (Continued)

D Accessing the Farm Report "Delete" Option

Access the farm report "Delete" option on the Crop Acreage Reports Screen as follows.

Step	Action	Result
1	On the Acreage Report Search Screen, do either of the following and CLICK "Submit": • select the farm to be deleted by entering the applicable farm number • select the farm by searching for the producer in SCIMS.	The Crop Acreage Reports Screen will be displayed. If the user searched for the producer, the user will have to select the applicable farm by clicking the radio button to the left of the farm.
2	Once the farm has been selected by either method in step 1, the user shall CLICK "Delete".	The Delete Acreage Report Screen will be displayed.
3	The user will be prompted to answer the question, "Are you sure you want to delete the acreage report?"	If: • "No" is selected, the user will be returned to the Crop Acreage Reports Screen • "Yes" is selected, the user will receive the message, "The acreage report has been successfully deleted for farm number XX", on the Crop Acreage Reports Screen.

E Deleting Acreage Report Records by Field

This option will provide a complete list of all crop data associated with a farm and tract. The user will have the capability to select a crop record to delete. The user will have the option to delete the crop record or cancel the delete process. The crop record will display the farm number, tract number, crop, crop type, practice, intended use, report unit, crop status, supplemental status, and acreage.

Field deletion will result in the permanent elimination of all crop records for a specified field.

311 Deleting Acreage Report Information (Continued)

F Delete Crop Screen

The following is an example of the Delete Crop Screen.

CARS Menu
Welcome
Role: County

State and County Selection
Acreage Report Search
Crop Acreage Reports
Reports

Delete Crop

Year: 2011 **State:** Texas (48) **County:** Hartley (205)

Farm Information

Farm Number: XXXX Total Cropland: 3191.1
Operator Name: Any 1 Producer Operator Tax ID(Last 4): XXXX S

Tract Information

Tract Number: XXXX Tract Cropland: 1285.2

Crop Information

Field Number: 1
Crop/Commodity: WHEAT
Variety/Type: HRW
Intended Use: Grain
Irrigation Practice: Non-Irrigated
Crop Status: I - Initial - first crop planted on acreage
Supplemental Status: Planted
Reported Quantity: 25.0
Determined Quantity:
Disapproved Acres: No

Are you sure you want to delete the Crop?

Yes No

CARS113 - Last Modified: 12/16/09

311 Deleting Acreage Report Information (Continued)

G Accessing the Field Record "Delete" Option

Access the field record "Delete" option on the Crop Review Screen as follows.

Step	Action	Result
1	On the Acreage Report Search Screen, enter the applicable farm number or search for a producer in SCIMS. CLICK "Submit".	The Crop Acreage Reports Screen will be displayed.
2	CLICK "Record Acreage".	The Crop Review Screen will be displayed.
3	Select the radio button of the applicable crop or field to be deleted.	
4	CLICK "Delete".	The Delete Crop Screen will be displayed.
5	The user will be prompted to answer the question, "Are you sure you want to delete the Crop?".	If: • "No" is selected, the user will be returned to the Crop Review Screen • "Yes" is selected, the user will receive the message, "The crop has been successfully deleted", on the Crop Review Screen.

312 Cropland Comparison

A Cropland Comparison Flag

To ensure that all cropland has been reported, the software will compare total certified reported initial (I) and experimental (X) acreage to the total cropland on the farm.

The cropland comparison flag will be automatically set once all cropland on the farm has been reported or all cropland reported is within the cropland comparison variance. Total cropland is retrieved from Farm Records.

If cropland on the farm is zero and DCP cropland is greater than zero, the cropland comparison flag will be set to "Y" on a monthly basis.

B Cropland Comparison Variance

To account for minor acreage differences, software will:

- automatically calculate a variance between total cropland on the farm and reported cropland
- set the cropland comparison flag accordingly.

If within the following variance, the cropland comparison flag will be set to "Y". The variance is the larger of the following:

- 1 percent of the cropland
- .5 acre.

Note: The maximum variance is 10 acres.

313 Zero Acreage Report

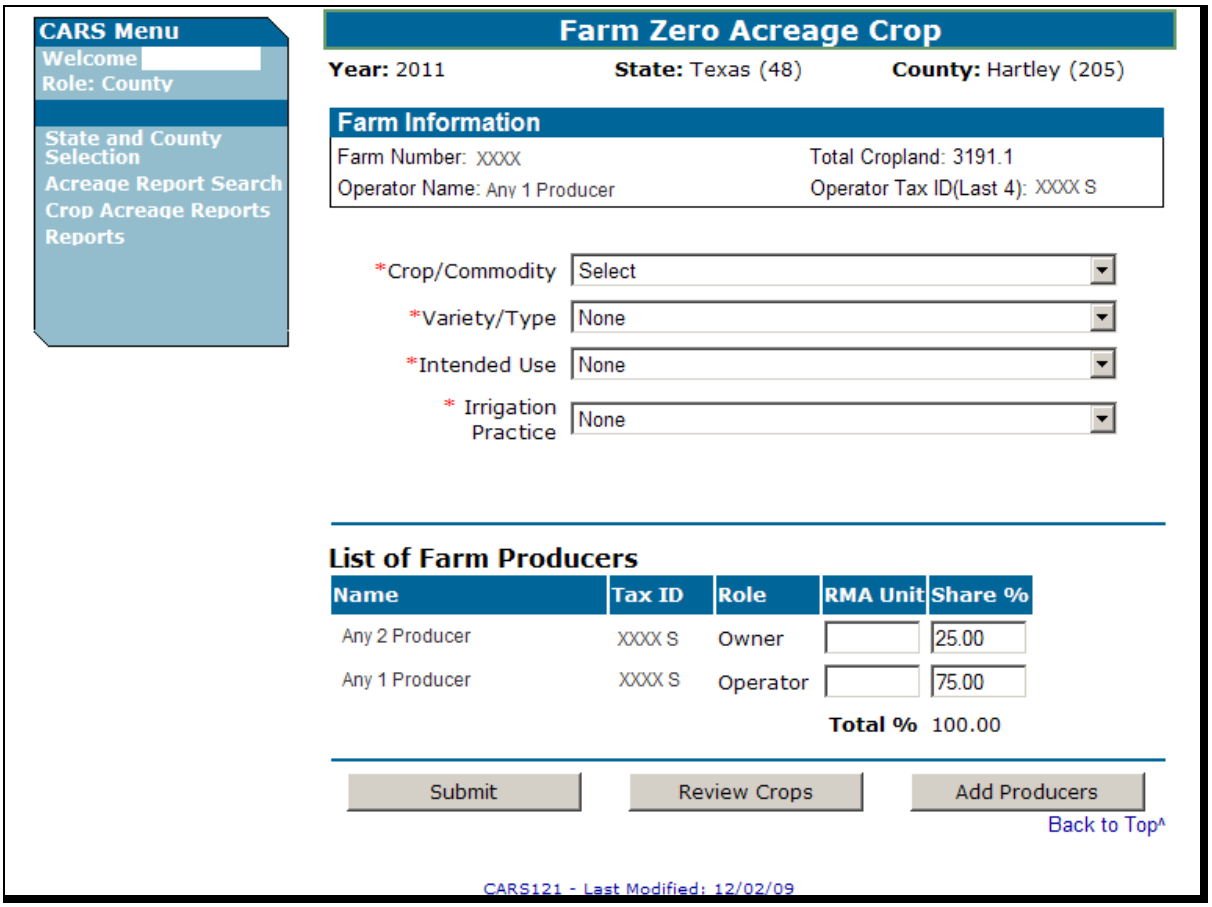
A Overview

A zero acreage report may be required for certain programs when the crop is **not** planted. Multiple producers with a share interest may file a zero acreage report for the same crop, type, practice, and intended use.

Note: No tract, field, or planting period is required for this report; however, all zero acreage reports must contain a farm number.

B Farm Zero Acreage Crop Screen

The following is an example of the Farm Zero Acreage Crop Screen.



313 Zero Acreage Report (Continued)

C Loading a Zero Acreage Report in CARS

Load a zero acreage report in CARS as follows.

Step	Action	Result
1	On the Acreage Report Search Screen, enter the applicable farm number or search for a producer in SCIMS. CLICK "Submit".	The Crop Acreage Reports Screen will be displayed.
2	CLICK "Record Farm Zero Acreage".	The Default Producer Shares Screen will be displayed if status is "Not Created" on the Crop Acreage Reports Screen. **Note:** If status is other than "Not Created", the Farm Zero Acreage Crop Screen will be displayed requiring the following entries: • crop/commodity • variety/type • intended use • irrigation practice.
3	Record shares on the Default Producer Shares Screen and/or enter required information on the Farm Zero Acreage Crop Screen, as applicable. CLICK "Submit".	The message, "The farm zero acreage crop has been successfully saved", will be displayed.

314 Certifying Acreage Report

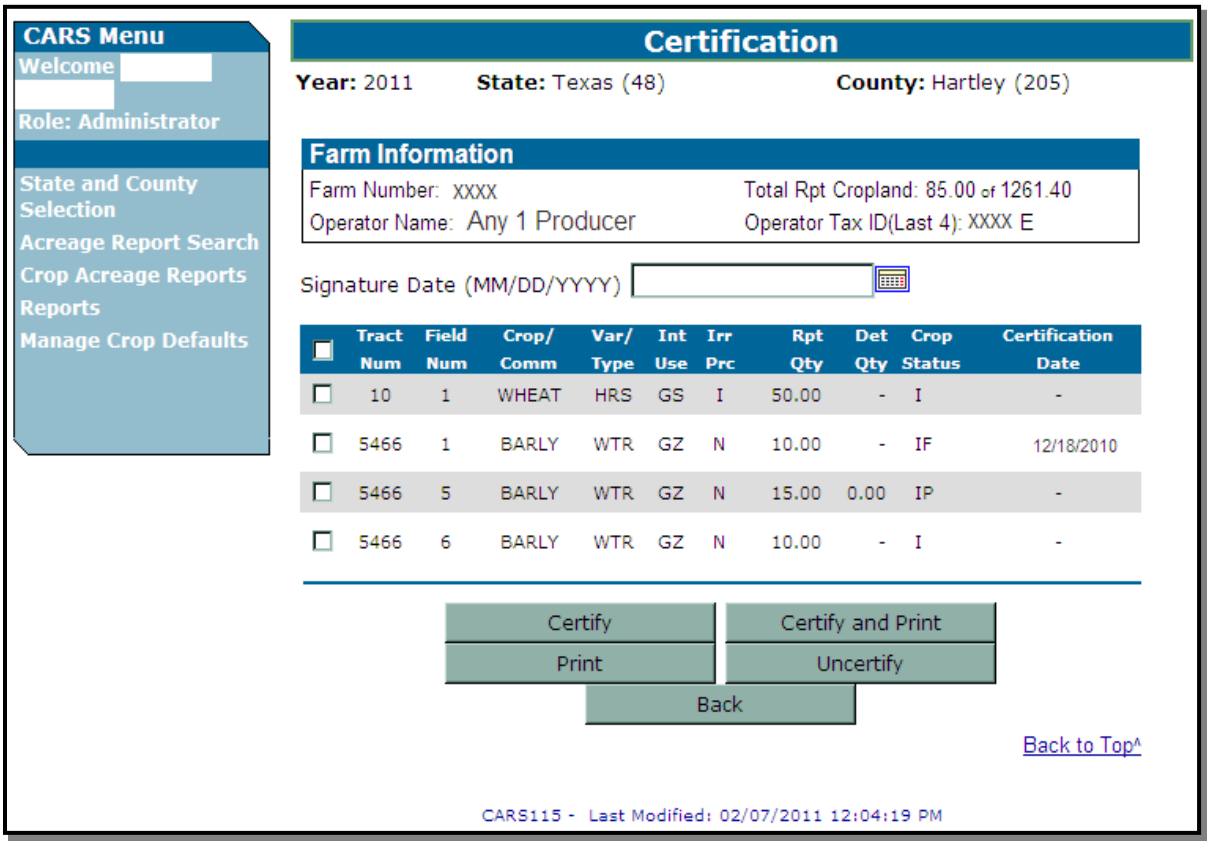
A Overview

All crops reported in CARS are required to be certified by the applicable reporting deadline according to Exhibit 6.

***--Note:** The automatic removal of uncertified FSA-578 records after 90 calendar days of inactivity has been deactivated. Notification will be provided when the automatic delete process is reactivated.

B Certification Screen

The following is an example of the Certification Screen.



C Options Available on the Certification Screen

The following options are available on the Certification Screen.

Button	Result
Certify	Click this button to certify the selected crop acreage.
Certify and Print	Click this button to certify and print the selected crop acreage.
Print	Click this button to print the selected crop acreage.
Uncertify	Click the button to uncertify crop acreage previously certified.
Back	Click the button to return to the Crop Acreage Reports Screen.

--*

314 Certifying Acreage Report (Continued)

D Certifying Crops

Certify crops as follows.

Step	Action	Result
1	On the Acreage Report Search Screen, enter the applicable farm number or search for a producer in SCIMS. CLICK "Submit".	The Crop Acreage Reports Screen will be displayed.
2	CLICK "Certify".	The Certification Screen will be displayed.
3	Enter the signature date from FSA-578 and provide the option to certify by either of the following methods: •*--select the radio button in the heading bar to certify all fields in the tract--* • select the fields individually if **not** certifying the entire tract.	
4	CLICK "Certify".	On the Crop Acreage Reports Screen, the user will receive the message, "The selected crops have been certified". The status will change from "Not Certified" to "Certified" for all fields selected. The date certified will display under the "Certification Date" column.

314 Certifying Acreage Report (Continued)

E Uncertifying Crops

Uncertify crops as follows.

Step	Action	Result
1	On the Acreage Report Search Screen, enter the applicable farm number or search for a producer in SCIMS. CLICK "Submit".	The Crop Acreage Reports Screen will be displayed.
2	CLICK "Certify".	The Certification Screen will be displayed.
3	Select either of the following: • the tract to uncertify all fields • each field individually to uncertify.	
4	CLICK "Uncertify".	On the Crop Acreage Reports Screen, the user will receive the message, "The selected crops have been uncertified". The date certified will be removed from the "Certification Date" column.

315 Farm Summary Review

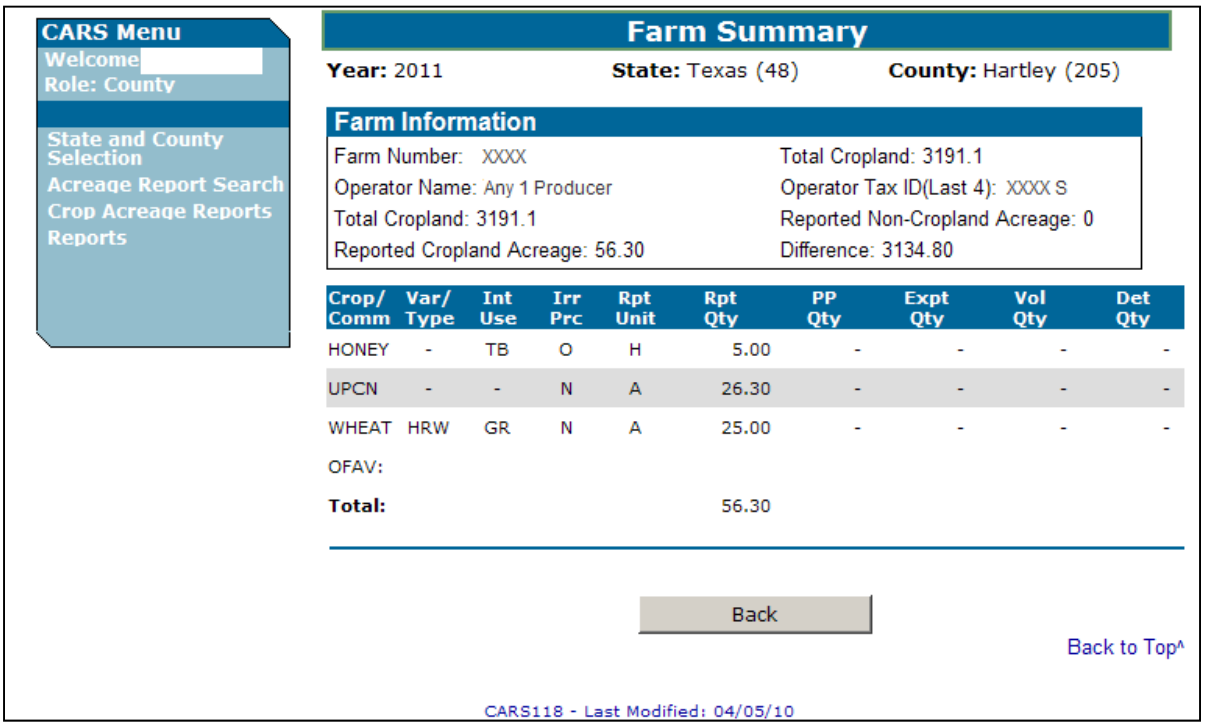
A Overview

Users have the capability to select a farm for purposes of viewing a complete summary of crop data attributes reported at the farm level. The summary will display a complete list of all crops or commodities associated with the farm.

315 Farm Summary Review (Continued)

B Farm Summary Screen

The following is an example of the Farm Summary Screen.



CARS Menu
Welcome
Role: County

State and County Selection
Acreage Report Search
Crop Acreage Reports
Reports

Farm Summary

Year: 2011 **State:** Texas (48) **County:** Hartley (205)

Farm Information

Farm Number: XXXX
Operator Name: Any 1 Producer
Total Cropland: 3191.1
Reported Cropland Acreage: 56.30
Total Cropland: 3191.1
Operator Tax ID(Last 4): XXXX S
Reported Non-Cropland Acreage: 0
Difference: 3134.80

Crop/ Comm	Var/ Type	Int Use	Irr Prc	Rpt Unit	Rpt Qty	PP Qty	Expt Qty	Vol Qty	Det Qty
HONEY	-	TB	O	H	5.00	-	-	-	-
UPCN	-	-	N	A	26.30	-	-	-	-
WHEAT	HRW	GR	N	A	25.00	-	-	-	-
OFAV:									
Total:					56.30				

Back

Back to Top^

CARS118 - Last Modified: 04/05/10

C Information Displayed on the Farm Summary Screen

Reported acreage will be summarized by the following attributes:

- crop
- variety/type
- intended use
- irrigation practice
- reporting unit.

Acreage totals displayed on the Farm Summary Screen are as follows.

Summarized Quantity	Summarized Total
Reported (Rpt Qty)	Equals initial, double, subsequent, and repeat
Prevented Planted (PP Qty)	Equals initial, double, subsequent, repeat, and experimental
Experimental (Expt Qty)	Equals totals reported as experimental
Volunteer (Vol Qty)	Equals initial and subsequent
Determined (Det Qty)	Equals initial, double, subsequent, repeat, and experimental

315 Farm Summary Review (Continued)

D Accessing Farm Summary

Access the farm summary as follows.

Step	Action	Result
1	On the Acreage Report Search Screen, enter the applicable farm number or search for a producer in SCIMS. CLICK "Submit".	The Crop Acreage Reports Screen will be displayed.
2	CLICK "Farm Summary".	The Farm Summary Screen will be displayed with data summarized by crop or commodity.
3	CLICK "Back" to exit the Farm Summary Screen.	The Crop Acreage Reports Screen will be redisplayed.

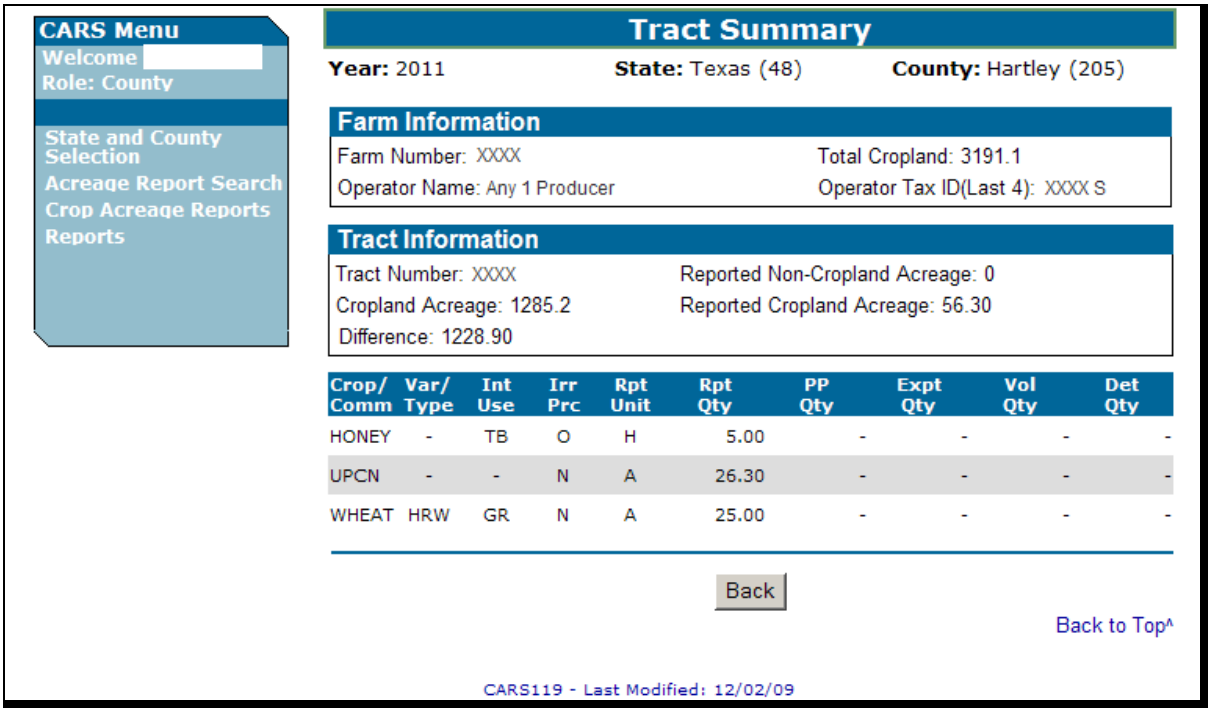
316 Tract Summary Review

A Overview

Users have the capability to select a tract for purposes of viewing a complete summary of crop data attributes reported at the tract level. The summary will display a complete list of all crops or commodities associated with the tract.

B Tract Summary Screen

The following is an example of the Tract Summary Screen.



316 Tract Summary Review (Continued)

C Options Available on the Tract Summary Screen

The following table provides a list of options available on the Tract Summary Screen.

Button	Result
Back	Click this button to take the user to the Crop Acreage Reports Screen.
Previous Tract	Click this button to take the user to the previous tract summary reviewed, if applicable.
Next Tract	Click this button to take the user to the next tract to be reviewed, if applicable.

D Information Displayed on the Tract Summary Screen

Reported acreage will be summarized by the following attributes:

- crop
- variety/type
- intended use
- irrigation practice
- reporting unit.

Acreage totals displayed on the Tract Summary Screen are as follows.

Summarized Quantity	Summarized Total
Reported (Rpt Qty)	Equals initial, double, subsequent, and repeat
Prevented Planted (PP Qty)	Equals initial, double, subsequent, repeat, and experimental
Experimental (Expt Qty)	Equals totals reported as experimental
Volunteer (Vol Qty)	Equals initial and subsequent
Determined (Det Qty)	Equals initial, double, subsequent, repeat, and experimental

Note: If a zero acreage report has been loaded for the farm, the zero acreage report will display on the first screen separate from any other crop or commodity reported on the farm.

316 Tract Summary Review (Continued)

E Accessing Tract Summary

Access the tract summary as follows.

Step	Action	Result
1	On the Acreage Report Search Screen, enter the applicable farm number or search for a producer in SCIMS. CLICK "Submit".	The Crop Acreage Reports Screen will be displayed.
2	CLICK "Tract Summary".	The Tract Summary Screen will be displayed with data summarized by crop or commodity.
3	The user will be able to CLICK "Next Tract" or "Previous Tract", as applicable, to review crop information by tract for multi-tract farms.	
4	CLICK "Back" to exit the Tract Summary Screen.	The Crop Acreage Reports Screen will be redisplayed.

317 Printing FSA-578 Report of Commodities

A Overview

The user has the option to print the following:

- FSA-578 Farm and Tract Detail Listing
- FSA-578 Summary
- FSA-578 (Producer Print).

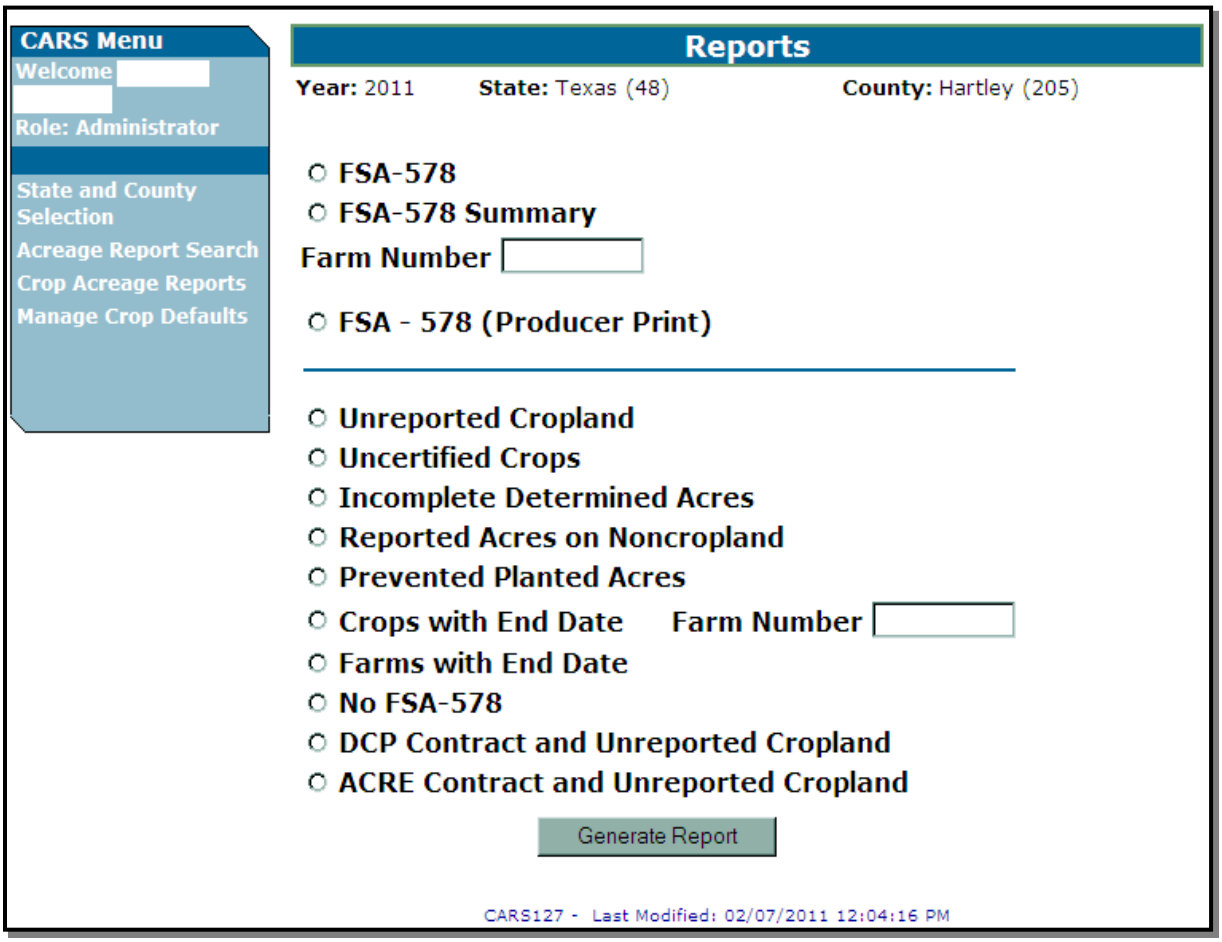
Note: To ensure that all information is displayed on FSA-578, all FSA-578's will be printed in landscape mode.

317 Printing FSA-578 Report of Commodities (Continued)

B Reports Screen

The following is an example of the Reports Screen.

*--



--*

317 Printing FSA-578 Report of Commodities (Continued)

C Accessing FSA-578 Print Routine

Users have the capability to print FSA-578 after reported crop data has been saved. FSA-578 will print in landscape mode only.

Access the FSA-578 print routine from CARS as follows.

Step	Action	Result
1	On any screen, the user shall CLICK "Reports" under "CARS Menu" on the left side of the screen.	The Reports Screen will be displayed.
2	The user has the option of printing by selecting the radio button beside 1 of the following: • FSA-578 **Note:** Includes both the Farm and Tract Detail Listing and Farm Summary. • FSA-578 Summary **Note:** A farm number must be entered for the FSA-578 and FSA-578 Summary options. • FSA-578 (Producer Print).	The respective report will be generated.

D Reviewing the FSA-578 Summary Page

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.

318 Status Reports

A Overview

Status reports shall be used as a management tool to allow County Offices to identify data discrepancies. The available reports are as follows:

- Unreported Cropland
- Uncertified Crops
- Incomplete Determined Acres
- Reported Acres on Noncropland
- Prevented Planted Acres
- Crops With End Date
- Farms With End Date
- No FSA-578
- DCP Contract and Unreported Cropland
- ACRE Contract and Unreported Cropland.

B Report Descriptions

The following table provides the report and the description of the results that will be obtained when the report is run.

Report	Description
Unreported Cropland	Provides a list of farms with cropland on the farm record that has **not** been reported in CARS.
Uncertified Crops	Provides a list of farms that does **not** have the certification flag set to "Y" for all crops.
Incomplete Determined Acres	Provides a list of farms where determined acreage is loaded for a specific crop and all acreage of that crop does **not** have determined acreage entered.
Reported Acres on Noncropland	Provides a list of farms with acres recorded on noncropland.
Prevented Planted Acres	Prints the following information for each farm with reported prevented planted acreage: • farm number • operator • crop/commodity • acreage quantity • variety/type • intended use • irrigation practice.

318 Status Reports (Continued)

B Report Descriptions (Continued)

Report	Description
Crops with End Date	Prints a report of all crops with end dates for the farm number entered.
Farms with End Date	Prints a report of all farms with crops entered with an end date.
No FSA-578	Prints a list of active farms with no FSA-578 on file.
DCP Contract and Unreported Cropland	Prints a list with an active DCP contract and unreported cropland. * * *
ACRE Contract and Unreported Cropland	Prints a list with an active ACRE contract and unreported cropland. * * *

C Action

To access the Reports Screen:

- CLICK "**Reports**" under "CARS Menu" on the left side of an opened screen in CARS
- select the radio button next to the report to be printed
- CLICK "Generate Report".

The selected report will be:

- created in a "PDF" format
- available for the user to save, view, and/or print.

*--319 Determined Acreage

A Overview

Users will have the capability to record the determined acreage quantity for crops loaded in CARS.

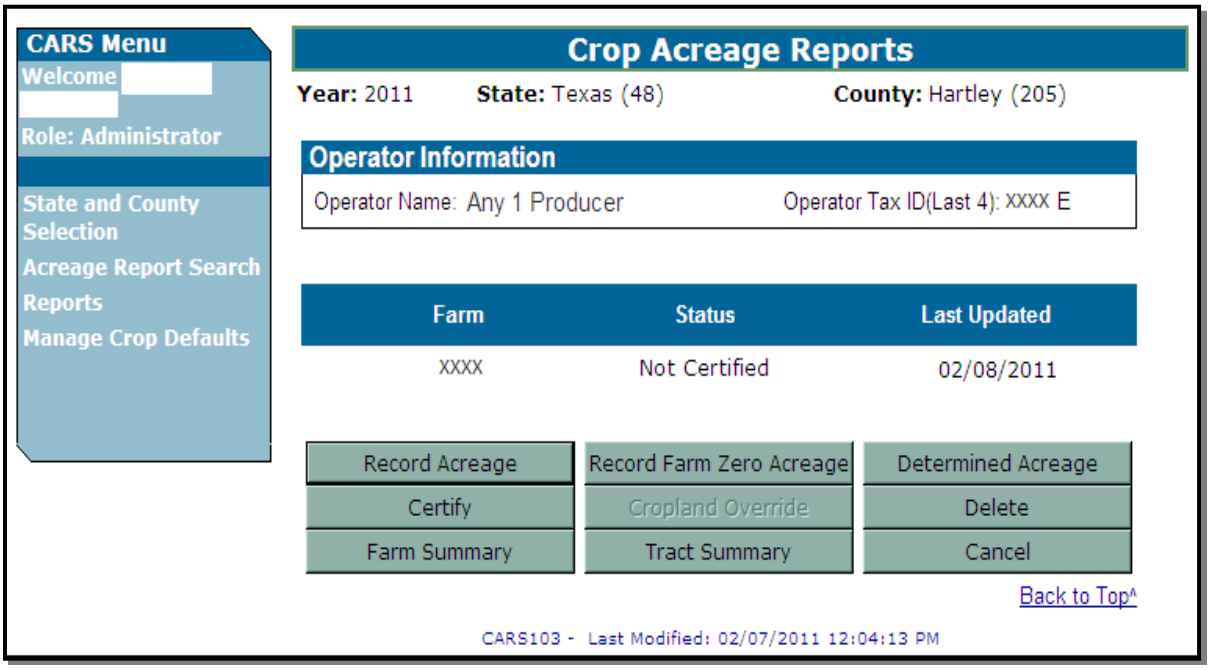
B Determining Acreage

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.

C "Determined Acreage" Option

The "Determined Acreage" option is available on the Crop Acreage Reports Screen. The following is an example of the Crop Acreage Reports Screen.



--*

***--319 Determined Acreage (Continued)**

D Accessing the Determined Acreage Option

Access the "Determined Acreage" option on the Crop Acreage Reports Screen according to this table.

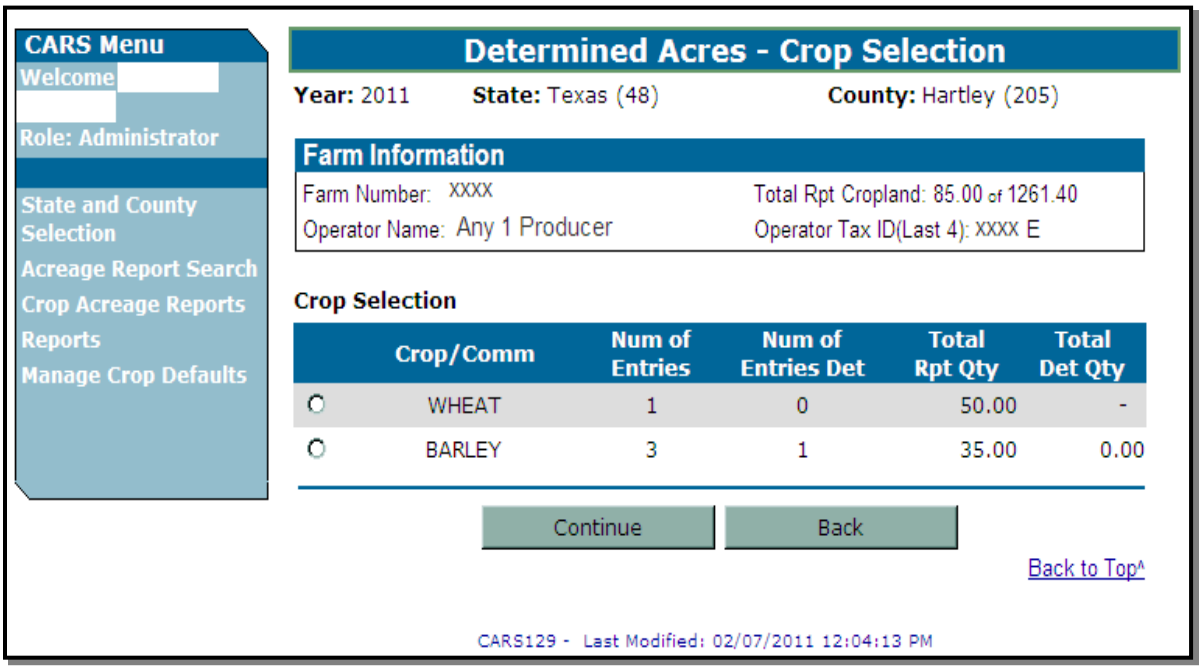
Step	Action	Result
1	On the Acreage Report Search, enter the applicable farm number or search for a producer in SCIMS. CLICK "Submit".	The Crop Acreage Reports Screen will be displayed.
2	CLICK "Determined Acreage".	The Determined Acres – Crop Selection Screen will be displayed.
3	Select the radio button of the applicable crop to be determined.	
4	Click either of the following.	
	"Back"	The Crop Acreage Reports Screen will be displayed.
	"Continue"	The Determined Acres Screen will be displayed.

--*

*--319 Determined Acreage (Continued)

E Determined Acres – Crop Selection Screen

The following is an example of the Determined Acres – Crop Selection Screen.



F Information Available on the Determined Acres – Crop Selection Screen

The following table provides a description of the information available on the Determined Acres – Crop Selection Screen.

Information	Description
Crop Name	Crops reported for the farm.
Number of Entries	Number of entries recorded of the crop for the farm.
Number of Entries Determined	Number of entries with determined acreage loaded for the farm.
Total Reported Quantity	Total quantity of reported acreage by crop loaded for the farm. **Note:** This total can represent one entry or multiple entries. Including entries of zero acreage .
Total Determined Quantity	Total quantity of determined acreage by crop loaded for the farm. **Note:** This total can represent one entry or multiple entries. Including entries of zero acreage.

--*

*--319 Determined Acreage (Continued)

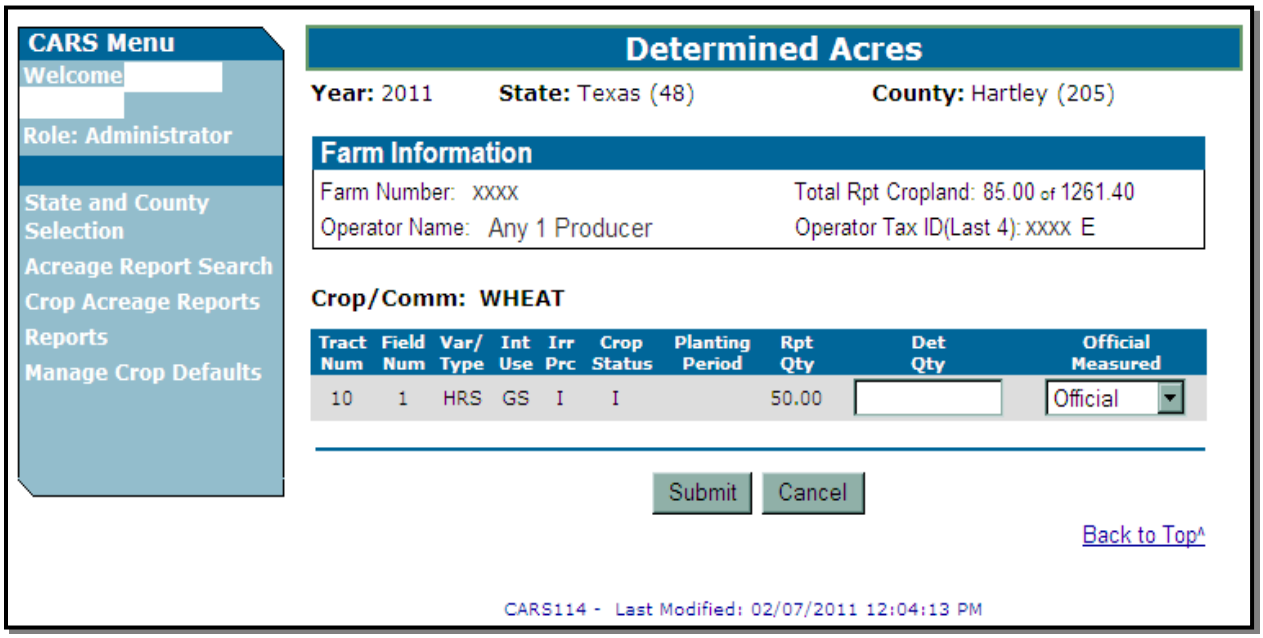
G Option Available on the Determined Acres – Crop Selection Screen

The following options are available on the Determined Acres – Crop Selection Screen.

Button	Result
Continue	The Determined Acres Screen will be displayed.
Back	The Crop Acreage Reports Screen will be displayed.

H Determined Acres Screen

On the Determined Acres Screen, user will enter the determined quantity for the applicable field(s) of the specified crop. The following is an example of the Determined Acres Screen.



I Options Available on the Determined Acres Screen

The following table provides descriptions of the options available on the Determined Acres Screen.

Button	Result
Submit	The Determined Acres Screen will be re-displayed with the message: "The selected crops have been successfully updated".
Cancel	The Determined Acres – Crop Selection Screen will be displayed.

--*

***--319 Determined Acreage (Continued)**

J Producer Reports the Wrong Crop

Follow instructions in this table when it is determined that the producer reported the wrong crop.

IF a spot check determines that the producer reported an incorrect…	THEN record findings on FSA-578 by…

zero crop record for the farm	• deleting the farm zero crop record from CARS
	• entering the determined field with:
	  • tract
	  • field 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.

crop in a field	entering:
	• zero for determined acreage in the original field
	• the new field with:
	  • tract
	  • unique field 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: Notate on FSA-578 the reason for modification. County Office employee must initial and date. The producer will not be required to sign.**--***

320 (Reserved)

Part 3 Compliance Reviews and Spot Checks

Section 1 General Guidelines, Applicable Programs, and Selection Process

321 Introduction

A Purpose

County Offices are required to conduct farm inspections to ensure that producers comply with FSA program requirements.

In prior years, County Offices selected farms, loans, contracts, etc., for spot check and review using separate automated processes for each program. For 2007 and subsequent years, producers will be selected for compliance reviews and spot check through a national selection process. Producers selected shall be spot checked and reviewed for the following programs/activities:

* * *

- CDP, if applicable
- CRP maintenance and practice checks
- DCP or other Farm Bill programs
- FSA-578's
- HELC/WC compliance
- LDP's/MAL's
- *--LCP/LIP, if applicable
- NAP
- TAP, if applicable.--*

B Time of Inspection

County Offices shall conduct inspections on producers selected through the national selection process at times applicable for the specific program/activity involved. County Offices shall follow applicable program procedure for timing of inspections.

*--322 National Compliance Review and Spot Check Selections

A National Producer Selection Process

Rather than selecting individual farms, loans, contracts, etc., for compliance reviews, a nationwide selection of producers will be made annually by the National Office using a statistical sampling method. Producers will be selected based on their participation in various programs. FSA employees, committee members, and other required producers are included in the national selection.

Note: Because FSA employees, STC and COC members and other "required produces" are included in the national selection, County Offices shall no longer conduct separate spot checks on required producers.

Early each calendar year, the National Office will post the listing of producers selected for annual compliance reviews on the Intranet at http://dc.ffasintranet.usda.gov/farmbill/ccc/default.htm.

The national producer selection list will be broken down by State and county. Under each county, the list will display the following:

- producer first and last name and/or business name
- last 4 digits of the producer's tax ID number.

Note: Producers may operate as an individual and an entity. The national producer selection list will identify the tax ID associated with the selected producer. County Offices shall only review farms, loans, contracts, etc., associated with the tax ID listed.

Example: Joe Farmer farms as an individual under tax ID "111-11-1111". He also farms as a member of a partnership under tax ID "22-222-2222". Joe Farmer was selected for 2007 compliance reviews. The national producer selection list included his first and last name and the tax ID of "111-11-1111". In this example Joe Farmer was selected as an individual (based on his tax ID). Therefore, County Offices shall only check/review farms, loans, and contacts he is associated with as an individual.

Producers will be listed for each State/county they are associated; thus, compliance reviews and spot checks may be performed for a producer in multiple States/counties depending on the scope of the operation.

County Offices shall print and maintain the list of producers selected in their county. The National Office will **not** make another selection of producers for the year.

Note: Not all States and counties may have producers selected for spot check and review.**--***

*--322 National Compliance Review and Spot Check Selections (Continued)

B DD Concurrence For Nonparticipating Selected Producers

Because the national selection process is based in part on prior years' payments and program participation, some producers selected may not be farming or participating in FSA programs for the current year.

If a County Office determines a producer is not farming for the current year, the County Office shall:

- notate "N/A" by the producer's name on the national producer selection list to indicate that the producer is not participating in FSA programs for the year
- forward the list to DD for review and concurrence.

DD's shall review, initial, and date the list indicating their agreement that the producer is not farming or participating in FSA programs for the year.

C Adding Additional Producers for Spot Check/Review

Only the producers identified on the national producer selection list are required to be spot checked and reviewed for the programs listed in subparagraph A. However, State and County Offices may spot check any producer not identified on the national producer selection list if there is reason to question the producer's compliance with any program provisions.

D County Office Responsibilities

*--County Offices shall:

- continue to flag all required producers in the name and address file in the System 36 according to 1-CM, subparagraph 208 C

  Notes: Although separate inspections will not be conducted on required producers, all required producers must be flagged in the System 36 to ensure they are included in the national selection process. Separate inspections for required producers shall **not** be conducted unless the producer has been selected for spot check under the national selection process.

  Required producers include the following:

  - State level FSA employees, including SED's, STC members, DD's, and their spouse and minor children
  - County level FSA employees, including CED's, COC members, Federal employees employed in the County Office, and their spouse and minor children
  - 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.--*

322 National Compliance Review and Spot Check Selections (Continued)

D County Office Responsibilities (Continued)

- ***--**perform compliance reviews on all producers selected under the national selection process throughout the year for all programs listed in subparagraph 321 A

  Note: County Offices shall follow Section 2.5 when performing compliance reviews/spot checks.

- document questions from each program area to record in the National Compliance Review Database according to paragraphs 360 and 361.**--***

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

The following provides 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.
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.

324-327 (Withdrawn--Amend. 53)

328 (Reserved)

329, 330 (Withdrawn--Amend. 49)

331 (Withdrawn--Amend. 53)

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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 LA 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, 334 (Reserved)

335 (Withdrawn--Amend. 53)

336-343 (Reserved)

Section 2 (Withdrawn--Amend. 41)

344 (Withdrawn--Amend. 41)

345 (Withdrawn--Amend. 33)

346-348 (Withdrawn--Amend. 41)

*--Section 2.5 Performing Compliance Reviews and Spot Checks

349 Crop Disaster Compliance Reviews

A Performing Reviews

County Offices shall conduct crop disaster compliance reviews for any producer participating in the disaster program (if applicable) that has been selected for spot check and review according to the national producer selection process in subparagraph 322 A.

When performing reviews, "Yes" or "No" answers shall be documented to the following questions. These answers shall be entered into the National Compliance Review Database according to paragraphs 360 and 361.

For yield based crops:

- did producer exceed tolerance when reporting production or acreage?
- did tolerance exceed 15 percent of the reported production or acreage? If "Yes", then did COC determine producer eligible or ineligible? Enter either "Eligible" or Ineligible".

For value loss crops, did the field market value A and field market value B reflect the inventory and value of the crop used for determining loss? If "No", then what was the overpayment or underpayment? Enter either the overpayment or underpayment.**--***

350 CRP Compliance Reviews

A CRP Maintenance Reviews

The national producer selection process for compliance described in subparagraph 322 A shall be used for CRP compliance. CRP spot checks shall be performed on all contracts where selected producers have a share. When completing spot checks, County Offices shall collect information sufficient to answer the National Compliance Review Database questions and document that information on FSA-578 * * *. This information shall be recorded in the National Compliance Review Database according to paragraphs 360 and 361. The questions included in the National Compliance Review Database are as follows.

- Has an approved cover been maintained according to the conservation plan? **Yes or No**. If "No", select all of the following that apply.
  - Did COC determine that the participant made a good faith effort to comply with the terms and conditions of CRP-1?
  - Is the finding currently in the process of being appealed?
  - Was a violation found on all or a portion of the contract?
- Has the producer(s) performed required management activities according to the conservation plan? **Yes or No**. If "No", select all of the following that apply.
  - Did COC determine that the participant made a good faith effort to comply with the terms and conditions of CRP-1?
  - Is the finding currently in the process of being appealed?
  - Was a violation found on all or a portion of CRP-1?
- Has the approved cover been harvested or grazed without authorization or has other commercial use has been made of the forage (exception: emergency haying or grazing)? **Yes or No**. If "Yes", select all of the following that apply.
  - Did COC determine that the participant made a good faith effort to comply with the terms and conditions of CRP-1?
  - Is the finding currently in the process of being appealed?
  - Was a violation found on all or a portion of CRP-1?

***--350 CRP Compliance Reviews (Continued)**

A CRP Maintenance Reviews (Continued)

- Has an unauthorized crop such as an agricultural commodity has been planted on acreage under CRP-1? **Yes or No**. If "Yes", select all of the following that apply.
  - Did COC determine that the participant made a good faith effort to comply with the terms and conditions of CRP-1?
  - Is the finding is currently in the process of being appealed?
  - Was a violation found on all or a portion of CRP-1?
- Has the producer(s) conducted an activity on CRP acres without authorization, including unauthorized treatment, such as mowing, spraying, or burning of CRP under the primary nesting or brood rearing season? **Yes or No**. If "Yes", select all the following that apply.
  - Did COC determine that the participant made a good faith effort to comply with the terms and conditions of CRP-1?
  - Is the finding currently in the process of being appealed?
  - Was a violation found on all or a portion of CRP-1?
- Have trees been harvested or sold, or other commercial use been made of trees, including the shearing or shaping of trees for Christmas trees or removal of pine straw? **Yes or No**. If "Yes", select all of the following that apply.
  - Did COC determine that the participant made a good faith effort to comply with the terms and conditions of CRP-1?
  - Is the finding currently in the process of being appealed?
  - Was a violation found on all or a portion of CRP-1?
- Have undesirable weeds, plants, insects, or pests, as determined by COC, not been controlled on the designated acreage? **Yes or No**. If "Yes", select all of the following that apply.
  - Did COC determine that the participant made a good faith effort to comply with the terms and conditions of CRP-1?
  - Is the finding currently in the process of being appealed?
  - Was a violation found on all or a portion of CRP-1?**--***

*--350 CRP Compliance Reviews (Continued)

A CRP Maintenance Reviews (Continued)

- Has a satisfactory cover or required practice been established or re-established within the time prescribed? **Yes or No**. If "No", has an extension of time to complete the practice been authorized? If "No" to both, select all of the following that apply.

  - Did COC determine that the participant made a good faith effort to comply with the terms and conditions of CRP-1?

  - Is the finding currently in the process of being appealed?

  - Was a violation found on all or a portion of CRP-1?

  Note: The reverse side of FSA-578 may be used as an additional remarks section.

B CRP Acreage/Practice Reviews

Perform spot-check inspections on CRP acres as follows.

- CRP acres are not subject to spot check until NRCS has completed the final status review.

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

- After final NRCS status review has been received, perform spot-checks through on-site inspections for participating producers selected according to subparagraph 322 B to verify that CRP acreage and practices are being maintained according to 2-CRP.--*

*--351 DCP Compliance Reviews

A Introduction

The DCP spot check process is State, county, and farm specific. Reviews shall be completed on all producers participating in DCP and selected for spot check according to national producer selection process in subparagraph 322 A. County Offices shall ensure that the spot check process is completed for each farm associated with the selected producer.

The State, county, and farm shall be recorded in the National Compliance Review Database according to the following.

Question	Required Entry
1 - State	Select the State from the drop-down menu.
2 - County	Type the first letter of the producer's administrative county. A drop-down menu of all counties beginning with the letter entered will be displayed. County Offices shall use the drop-down menu to select the applicable county where the farm is administratively located.
3 - Farm Serial Number	Enter the farm number for the applicable farm being spot checked. County Office users shall take extra caution when entering the farm number because there is not a validation to the farm records maintenance system.

B Question 4 - Does Each Producer Sharing in the Base Acreage for the Applicable Farm have Control of Enough Effective DCP Cropland to Support their Share of the DCP Base Acreage on CCC-509?

IF the spot check results indicate the division of payment provisions have…	THEN County Offices shall select…
been met	"Yes".
not been met	"No".

See 1-DCP, paragraph 354 for specific guidelines for determining whether the division of payment provisions have been met, including whether producers claiming a DCP payment share have control of enough DCP cropland to support base acreage.

Reminder: Determining whether a producer has control of sufficient acreage to support their claimed payment share is not simply a comparison of the acres on FSA-578 and CCC-509. Various factors, including the terms of the lease agreement, may impact this determination.**--***

***--351 DCP Compliance Reviews (Continued)**

C Question 5 - Did the Producer Accurately Report All Fruits and Vegetables Planted on DCP Base Acres for the Farm?

IF the spot check results indicate fruits, vegetables, and wild rice are…	**THEN County Offices shall select…**
planted on base acreage and accurately	"Yes".
planted on base acreage but not accurately reported	"No".
not planted on base acreage or the farm	"Not Applicable".

Note: Subparagraphs D through F shall be skipped if "Not Applicable" is selected.

Producers enrolled in DCP agreed to comply with the planting flexibility provisions, which include the prohibition of planting fruits, vegetables, and wild rice on DCP base acreage, when they signed CCC-509 Appendix. See 1-DCP, Part 8 and 4-CP for provisions about the planting of fruits, vegetables, and wild rice on base acreage.

D Question 6 - If Fruits and Vegetables Were Planted on Base Acres on the Farm, Does 1 of the FAV Planting Exceptions Apply?

IF the spot check results indicate that fruits, vegetables, and/or wild rice are planted on the farm and 1 of the 3 planting exceptions are…	**County Offices shall select…**
applicable to the farm and/or producer selected for spot check	"Yes".
not applicable to the farm and/or producer selected for spot check	"No".

Note: This subparagraph shall be skipped if fruits, vegetables, and/or wild rice are not planted on the farm.

This subparagraph is only applicable if fruits, vegetables, and/or wild rice are planted on the farm and "Yes" or "No" was selected for subparagraph C. See 1-DCP, Part 8 for planting exceptions that may be applicable for the farm and/or producer.**--***

***--351 DCP Compliance Reviews (Continued)**

E Question 7 - If Yes, Specify Which Exception Applies.

IF the spot check results indicate the…	THEN County Offices shall select…
double-cropping exception is applicable according to 1-DCP, paragraph 475	"Double Cropping".
producer history exception is applicable according to 1-DCP, paragraph 477	"Producer History".
farm history exception is applicable according to 1-DCP, paragraph 476	"Farm History".

Note: This subparagraph shall be skipped if subparagraph D is skipped or "No" is selected.

This subparagraph is only applicable if both of the following are applicable:

- fruits, vegetables, and/or wild rice is planted on the farm
- 1 of the 3 exceptions is applicable to the farm and/or producer selected for spot check.

F Question 8 - If "Producer History" or "Farm History" was the Acre-for-Acre Payment Reduction Assessed Properly?

IF the spot check results indicate the acre-for-acre payment reduction was…	THEN County Offices shall select…
assessed properly	"Yes".
not assessed	"No".

Note: This subparagraph shall be skipped if subparagraph E is skipped or "Double-Cropping" is selected.

This subparagraph is only applicable if "Producer History" or "Farm History" was selected for subparagraph E.**--***

***--351 DCP Compliance Reviews (Continued)**

G Question 9 - If 1 of the Exceptions was not Applicable, was a Planting Violation Accessed Properly for the Farm?

IF the spot check results indicate the planting violation was…	**THEN County Offices shall select…**
assessed properly	"Yes".
not assessed	"No".

Note: This subparagraph shall be skipped if the answer to subparagraph D is "No".

This subparagraph is only applicable if both of the following are applicable:

- fruits, vegetables, and/or wild rice was planted on base acreage for the farm
- the planting exceptions are not applicable for the farm and/or producer selected for spotcheck.

H Question 10 - Were Wind Erosion, Water Erosion, and Weeds, Including Noxious Weeds, Controlled as Required on the Applicable Farm?

IF the spot check results indicate wind erosion, water erosion, and weeds were…	**THEN County Offices shall select…**
adequately controlled on the farm	"Yes".
not controlled on the farm	"No".

Producers enrolled in DCP agreed to control wind erosion, water erosion, and weeds, including noxious weeds, when they signed CCC-509 Appendix. See 1-DCP, paragraph 427 and 4-CP, paragraph 33 for provisions about controlling wind erosion, water erosion, and weeds, including noxious weeds.**--***

***--351 DCP Compliance Reviews (Continued)**

I Question 11 - If "No", Did the Producer Take Corrective Action to Correct the Maintenance Default on DCP Base Acreage?

IF the spot check results indicate the producer(s) on the farm have…	**THEN County Offices shall select…**
taken acceptable corrective action to meet the protection of base acre requirements	"Yes".
not taken acceptable corrective action to meet the protection of base acre requirements	"No".

Note: This subparagraph shall be skipped if the answer to subparagraph H is "Yes".

This subparagraph is only applicable if wind erosion, water erosion, and/or weeds were not controlled on the farm as determined necessary by STC.

J Question 12 - Is There Another Entry for Direct and Cyclical Payments?

IF there are…	**THEN County Offices shall select…**
additional spot check results to record for DCP for the **selected producer**	"Yes".
no additional spot check results to record for DCP for the **selected producer**	"No".

--*

*--352 FSA-578/Crop Acreage Compliance Reviews

A Introduction

County Offices shall:

- perform acreage spot checks to ensure the accuracy of reported acreage
- conduct acreage spot checks on all:
  - producers selected in the county through the national compliance review/spot check selection process in subparagraph 322 A
  - late-filed acreage reports filed for crops according to subparagraph 21 A.

B Time of Inspection

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

C When to Use Ground Compliance

County Offices shall use ground compliance to determine acreage when digital imagery is not received or is not received timely.

D Performing Reviews

The entire acreage for the crop reported on FSA-578 must be spot checked.

If a selected producer is a field rent tenant on a farm that has several tenants and landowners, County Offices must check the entire crop acreage of the crop that the selected producer has an interest in, not all crops on the farm.

Example: Producer A is a tenant on the farm and only has control of 10 acres on which he has planted corn. Producer A is selected for spot check. In this case, the County Office must check all of the corn on the farm. The County Office does not have to check any other crops on the farm unless Producer A plants another crop.

E Recording Determined Acreage Results

County Offices shall:

- enter acreage determinations in the FSA-578 software according to paragraph 251
- use FSA-468 software to notify producers of spot check results.**--***

***--352 FSA-578/Crop Acreage Compliance Reviews (Continued)**

F Data Entered into the National Compliance Review Database

For all producers selected for compliance review and spot check according to the national compliance selection process in subparagraph 322 A, the following data shall be recorded for entry into the National Compliance Review Database. See paragraphs 360 and 361 for instructions on accessing and entering data in the National Compliance Review Database.

- How many farms does the selected producer have an interest in? Enter the number of farms. For each farm and crop, enter "Yes" or "No" to the following.
  - Is producer out of tolerance on acreage?
  - If "Yes", did COC determine producer knowingly and willfully submitted an inaccurate FSA-578?**--***

*--353 HELC and WC Compliance Reviews

A Introduction

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

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.

B Who Makes HELC Inspections

FSA shall check for potential noncompliance with HELC provisions while conducting regular compliance 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 for producers selected for spot check to identify potential HELC noncompliance. A potential noncompliance on spot-checked farms may be identified by:

- current year imagery, if available, or field observations with the CLU layer
- 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.**--***

***--353 HELC and WC Compliance Reviews (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 CLU layer

- a field has been designated HEL and it does not appear to have been cropped in prior years but 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.

- 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 digital imagery 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 the following.

Note: The following 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.

--*

***--353 HELC and WC Compliance Reviews (Continued)**

G WC Inspections

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

Note: The following does not apply if NRCS requests FSA-569. If NRCS requests FSA-569, prepare FSA-569 according to 6-CP, paragraph 602.

Prepare FSA-569 if the land is...	**AND...**
classified as CW or CWXX	both of the following apply: • producer is a program participant • CW or CWXX was planted to an agricultural commodity.
classified as W	the land appears to have been manipulated in a way that would alter the W classification.
either of the following: • classified as 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.

--*

***--353 HELC and WC Compliance Reviews (Continued)**

H Recording Inspections

Record results of inspections on FSA-578, remarks section, according to the following.

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 602 • 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 602 • on FSA-578, enter "Potential WC noncompliance on field no. _____ and tract no. _____. FSA-569 referred to NRCS on (enter date referred)."

The following results shall be recorded in the National Compliance Review Database. See paragraphs 360 and 361 for accessing and entering data in the National Compliance Review Database. The following information shall be recorded by farm for each producer selected for spot check according to paragraph 321.

- Were there potential HEL violations on the farm? If "Yes", where potential violations referred to NRCS?

- Were there potential WC violations on the farm? If "Yes", where potential violations referred to NRCS?

I Following 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.--*****

*--354 LDP's/MAL Compliance Reviews

A Performing Reviews

Spot checks of MAL and LDP activity for producers selected through the national selection process according to subparagraph 322 A shall be conducted in the same manner as previous crop years as provided in 8-LP. Details of the spot check findings for LDP's or MAL's shall be recorded in the National Compliance Review Database by answering the following questions, if applicable.

Note: Violations and shortages that are discovered as a result of the spot check must be recorded in APSS according to 12-PS.

For LDP's:

- State Code: _____
- County Code: _____
- Crop Code: _____
- LDP No.: _____
- Original LDP Quantity: _____
- Original LDP Amount: _____
- Was a farm-visit conducted to complete the spot check? **Yes or No**. If No, explain.

  Example: Production evidence was provided for certified LDP; indicate the type of acceptable production evidence provided.

- Will the spot check farm visit (paid measurement service) be used as final production evidence? **Yes or No**.
- How many farm-storage structures (bins) were spot checked and measured?
- Provide Total Measured Quantity: _____
- Was the LDP quantity spot checked equal to or greater than the LDP quantity requested and disbursed? **Yes or No**. If no, indicate whether the LDP quantity measured resulted in a shortage or violation? **Shortage or Violation**.
- Has the producer violated the LDP terms and conditions? **Yes or No**. If yes, explain and indicate the actions taken.**--***

***--354 LDP's/MAL Compliance Reviews (Continued)**

A Performing Reviews (Continued)

For MAL's:

- State Code: _____
- County Code: _____
- Crop Code: _____
- Loan No.: _____
- Original Loan Quantity: _____
- Original Loan Amount: _____
- Outstanding Loan Quantity: _____
- Outstanding Loan Amount: _____
- Was a farm-visit conducted to complete the spot check? **Yes or No**. If No, explain.

  Example: MAL repaid to zero, but market gain was earned; indicate the type of acceptable production evidence provided.

- Will the spot check farm visit (paid measurement service) be used as final production evidence? **Yes or No**.
- How many farm-storage structures (bins) were spot checked and measured? _____. Provide total measured quantity. _____
- Was the loan quantity spot checked equal to or greater than the total loan quantity pledged as collateral? **Yes or No**. If no, was loan quantity measured resulted in a shortage or violation? **Shortage or Violation**.
- Was the spot checked quantity properly maintained? **Yes or No**. If no, explain.
- Was the storage structure in good condition? **Yes or No**. If no, explain.
- Has the producer violated the terms and conditions of the Loan Note and Security Agreement? **Yes or No**. If yes, explain and indicate the actions taken.**--***

*--355 NAP Compliance Reviews

A NAP Approved Yield Reviews

County Offices shall conduct NAP approved yield reviews on all producers participating in NAP that have been selected through the National selection process according to subparagraph 322 A. NAP approved yield reviews shall be performed according to 1-NAP, paragraph 600.

After completing CCC-579 according to 1-NAP, paragraph 600, record the findings according to paragraphs 360 and 361.

Note: Findings shall be recorded by unit, crop, type, use, practice, and planting period.

- Does production evidence support certified production for the most recent three APH years?
- Was the current approved yield changed as a result of a spot check?
- Will a correction be made to the approved yield for the following year?

B General NAP Reviews

County Offices shall conduct general NAP reviews for any producer participating in NAP that has been selected for review and spot check through the National selection process according to subparagraph 322 A.

For general NAP reviews, County Offices shall review and document the following for entry into the National Compliance Review Database. See paragraphs 360 and 361 for accessing and entering data in the National Compliance Review Database.

Note: Findings shall be recorded by unit, crop, type, use, practice, and planting period.**--***

For yield based crops:

- did producer exceed tolerance when reporting production or acreage?
- did tolerance exceed 15 percent of the reported production or acreage? If “Yes”, did COC determine the producer “Eligible” or “Ineligible”?

For value loss crops, did the field market value A and field market value B reflect the inventory and value of the crop used for determining loss? If “No”, what was the overpayment or underpayment? Enter either the overpayment or underpayment.

***--355 NAP Compliance Reviews (Continued)**

C NAP Reports

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

See 1-NAP, Part 10, Section 7 for printing NAP reports.

D Preharvest Inspections

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

E 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.

F Second Party Review of Losses

See 5-DAP (Rev. 2), subparagraph 276 B for second party review of losses.**--***

*--356 2005 Hurricane TAP Compliance Reviews

A Performing Reviews

County Offices shall perform 2005 TAP compliance reviews for any producer that participated in 2005 TAP that was selected for spot check and review through the national producer selection process in subparagraph 322 A.

During reviews, answers to the following questions shall be recorded for entry into the national compliance review database. See paragraphs 360 and 361 for accessing and entering data in the National Compliance Review Database.

The following shall be recorded by stand.

- Did the producer complete practices as indicated on CCC-896, Part D?

- Did producer's receipts accurately reflect costs incurred for all components of the completed practices? If:

  - "Yes", no further action is required
  - "No", what was the overpayment or underpayment?

- Did the producer accurately certify that no other benefit was received from any other Federal program for the same loss? If "No", what was the TAP benefit received in error?--*

357, 358 (Reserved)

Section 3 National Compliance Review Database

359 General Information

A Purpose

The National Compliance Review Database is used to collect data and generate reports from compliance review and spot check findings. At the County Office level, access to the database is restricted to data entry only. Reports will be generated at the National Office level. State Offices will be notified of reporting results and any necessary corrective action.

In addition to sharing compliance results with State Offices, PECD will also share reports with other FSA divisions. The reports will consist of an analysis that identifies any discrepancies, noncompliance trends, and common problems, including errors resulting in improper payments and steps taken to reduce them. This information will assist the agency in:

- identifying noncompliance trends
- directing limited resources to known problem areas
- improving the integrity of FSA programs.

*--B Time of Data Entry

Data shall be entered as soon as compliance reviews and spot checks have been completed. Data for all programs is not required to be entered at the same time. After a program review has been completed, data can be entered and saved. Additional data can be entered throughout the year as necessary.**--***

*--360 Accessing the National Compliance Review Database

A Instructions for Accessing the National Compliance Review Database

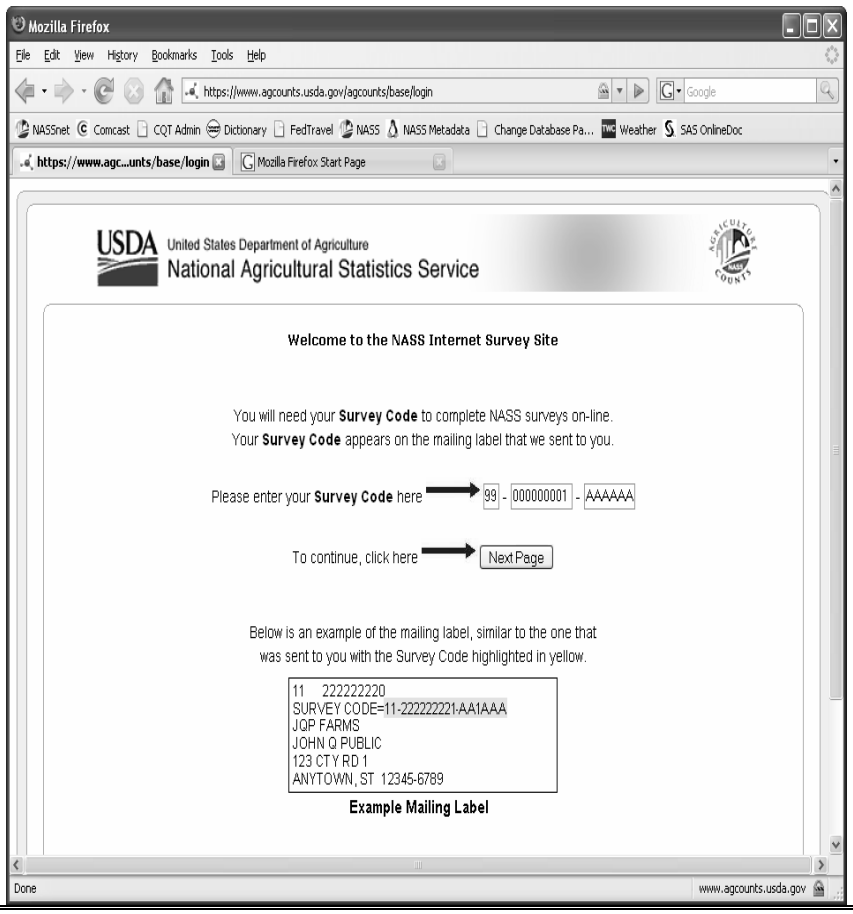
Access the National Compliance Review Database according to the following.

Step	Action
1	Access the National Agricultural Statistics Service Survey Site at http://www.agcounts.usda.gov. The Web Based Data Collection Site Screen will be displayed. CLICK "Next Page".

--*

*--360 Accessing the National Compliance Review Database (Continued)

A Instructions for Accessing the National Compliance Review Database (Continued)

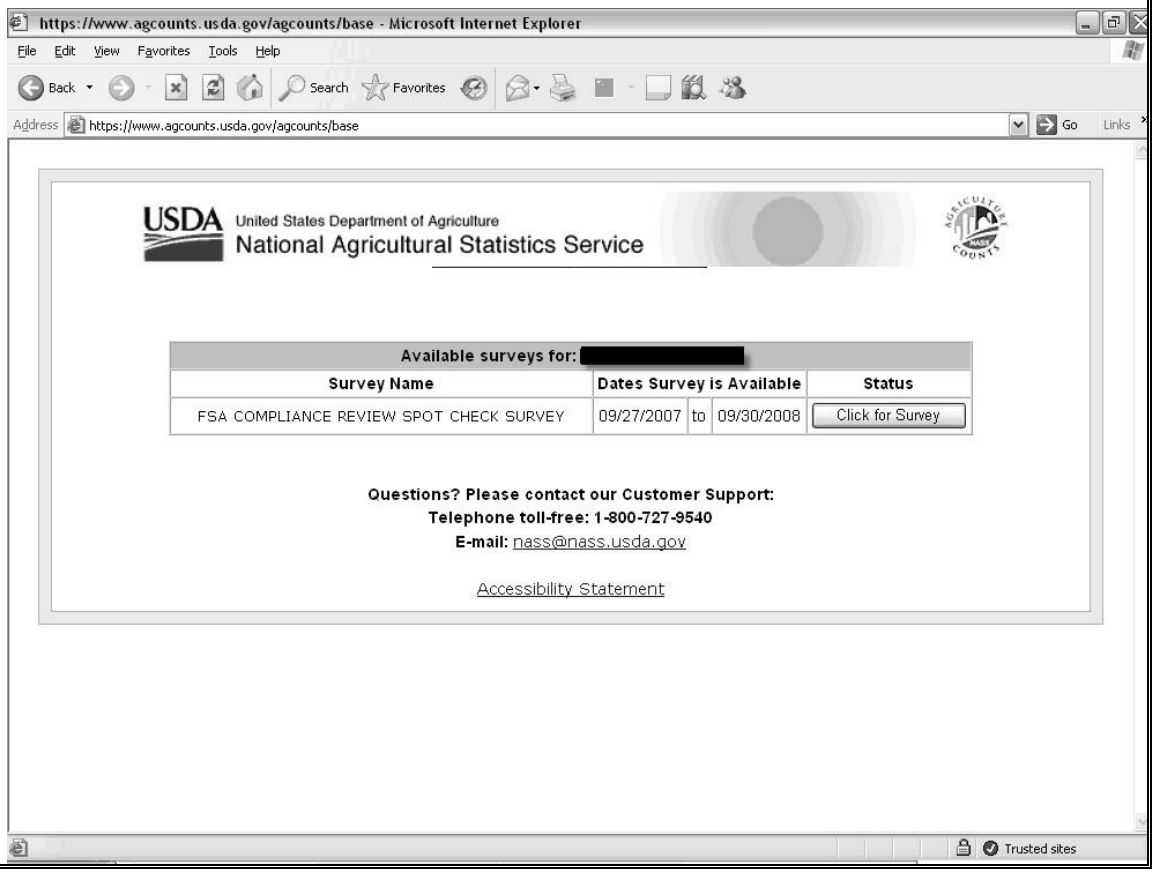
Step	Action
2	Each producer selected for spot check and review will have a unique survey code. The survey code for a producer must be entered to enter compliance review data. The survey codes for all producers selected for spot check and review will be added and displayed on the national producer selection list posted on the Intranet at http://dc.ffasintranet.usda.gov/farmbill/ccc/default.htm. Survey codes for producers shall consist of the following: 2 digit number-9digit number-sequence of 6 characters consisting of both letters and numbers. **Example:** 01-556677889-ABC123. On the Welcome to the NASS Internet Survey Site Screen, enter the appropriate survey code for the selected producer. CLICK "Next Page". **Note:** If the survey code is entered incorrectly, then an error message will be displayed. Re-enter the survey code and CLICK "Next Page". 

--*

*--360 Accessing the National Compliance Review Database (Continued)

A Instructions for Accessing the National Compliance Review Database (Continued)

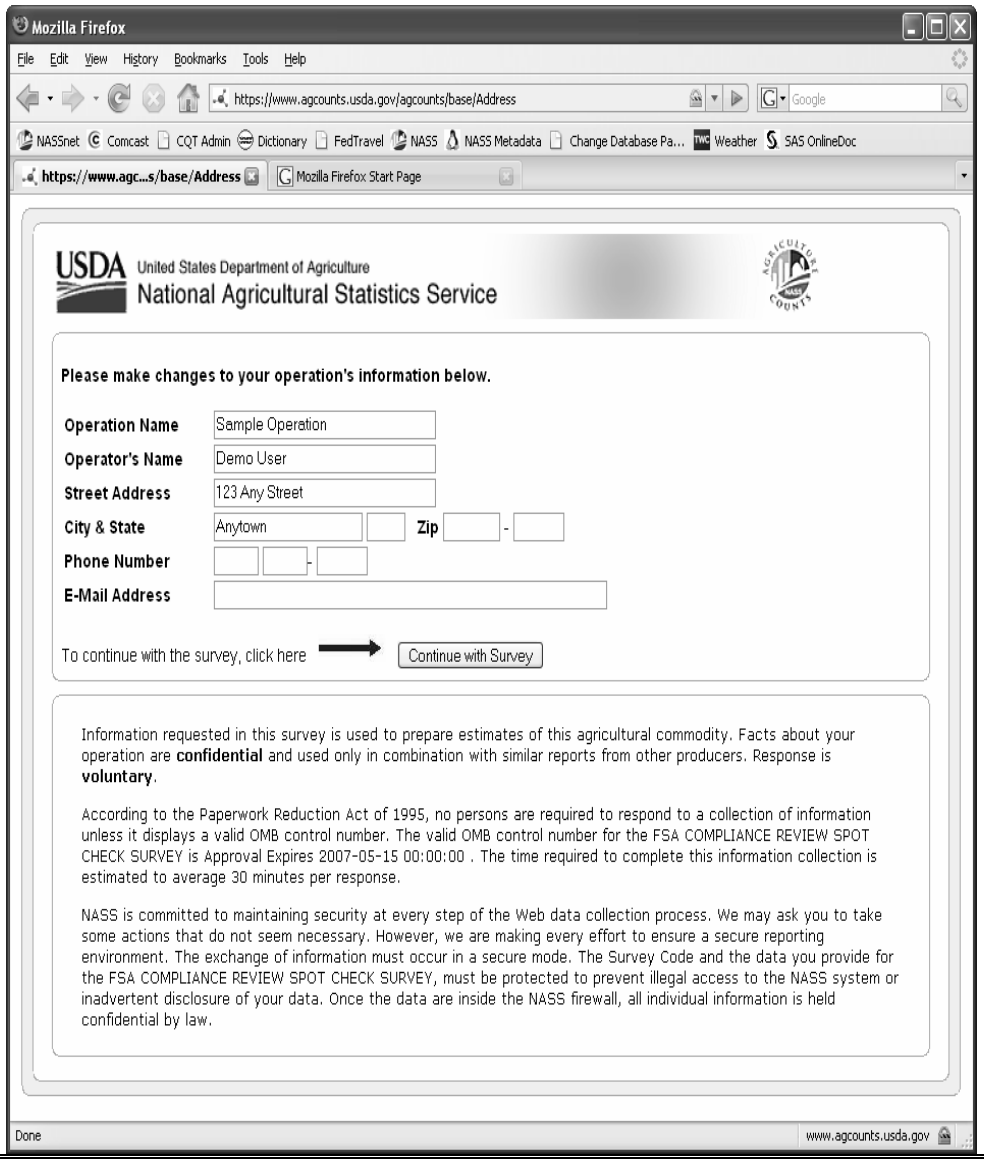
Step	Action
3	The FSA Compliance Review Spot Check Survey Screen will be displayed. The producer's name will be displayed next to "Available surveys for". County Offices shall verify that the correct producer's name is displayed and CLICK "Click for Survey".



--*

*--360 Accessing the National Compliance Review Database (Continued)

A Instructions for Accessing the National Compliance Review Database (Continued)

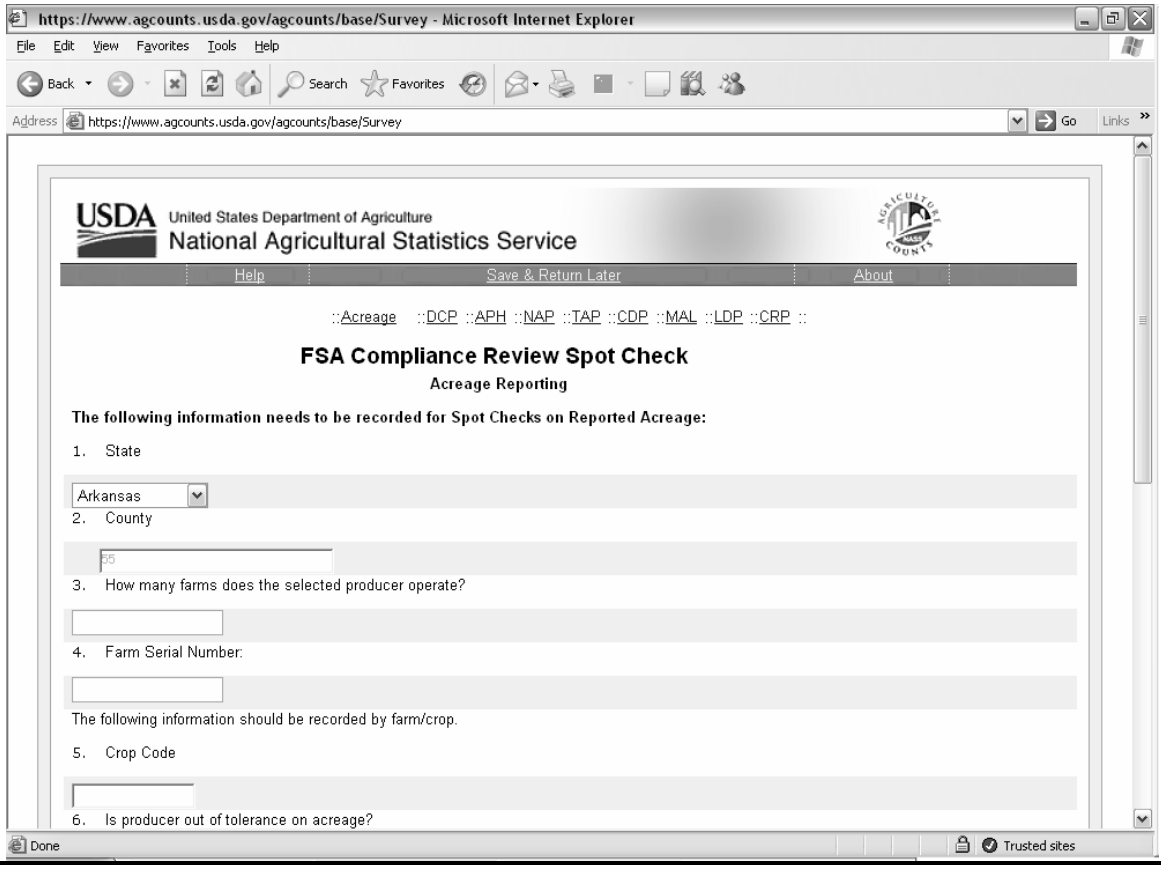
Step	Action
4	The producer's name will be displayed with the address left blank. Verify that the data being entered is for the correct producer. Once verified, CLICK "Continue with Survey". **Note:** This screen shall be used to identify cases where a producer was selected for compliance review and spot check but was not farming or participating in FSA programs for the year. If DD has concurred that the selected producer was not farming or participating in FSA programs for the year according to subparagraph 322 B, County Office users shall enter "NA" for the "E-Mail Address". No additional data is required to be entered for the producer. 

--*

*--360 Accessing the National Compliance Review Database (Continued)

A Instructions for Accessing the National Compliance Review Database (Continued)

Step	Action
5	The FSA Compliance Review Spot Check Screen will be displayed. County Office users can begin entering data collected from compliance reviews and spot checks. Name tabs for each program included in the compliance review and spot check process are displayed in blue at the top of the screen. County Office users can click on the applicable program tab to go directly to the program to enter data.



*--361 Data Entry and Navigation Instructions for the National Compliance Review Database

A Entering Data

Screens for each program area identified in subparagraph 321 A can be accessed through the National Compliance Review Database. On each program screen, County Offices must select the applicable State for the producer from the drop-down menu. After a State is selected, County Offices shall type the first letter of the producer's administrative county. A list of all counties beginning with the letter entered will be displayed. County Offices shall select the appropriate administrative county name.

Note: The number "55":

- is superimposed in the "County" text box displayed on each program screen
- **cannot** be deleted or removed
- will **not** interfere in the input of data.

After the State and county names have been selected, County Offices can begin entering the answers to the questions for the applicable program. After the data has been entered, CLICK "Save and Return Later" at the top of the screen. This will save the data and allow County Offices to go back in the national Compliance Review Database and enter additional data for the producer as needed.

B Navigating Through the Screens

Use the mouse or tab key to move from question to question on a page. Use the scroll bar on the right side of the screen as necessary. CLICK "Next" to move to the next screen.

C Exiting the Database

The survey can be exited at any time, however, CLICK "Save & Return Later" to save the data entered on the current page. To return to a saved survey, go to http://www.agcounts.usda.gov and enter the survey code for the applicable producer when prompted. When returning to an individual's survey, the data previously entered will be displayed. Enter additional data or make changes to the existing data.**--***

***--361 Data Entry and Navigation Instructions for the National Compliance Review Database (Continued)**

D Contact Information

County Offices shall contact their State Office if they are experiencing problems or have questions on entering data into the National Compliance Database. State Offices can e-mail questions or concerns to Melonie Sullivan at Melonie.Sullivan@udc.usda.gov.**--***

361.5 (Withdrawn--Amend. 53)

362, 363 (Withdrawn--Amend. 53)

363.5 (Withdrawn--Amend. 53)

364 (Withdrawn--Amend. 25)

365, 366 (Withdrawn--Amend. 53)

367-374 (Reserved)

Section 4 Notice of Acreage Report Determinations

375 Purpose of FSA-468

A Introduction

FSA-468 is the official notification to the producer of the results of a spot check. Footnotes included on FSA-468 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 Timely Processing of FSA-468

FSA-468 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.

C Information on FSA-468

The following information is printed on FSA-468 for crops with determined acreage.

Producer Data	Mailing Information	Program Data
• farm number • operator's name and address • farm ID •*****--last 4 digits of producer's ID and ID type--*****	• mailing date • county name, address, and telephone number • form number and revision date	• reported acreage • determined acreage • applicable footnotes • program year • general information

Note: FSA-468 compares reported and determined acreage and print only for crops with reported and determined acreage.

D FSA-468 Footnotes

Footnotes:

- correspond to the crops listed on FSA-468
- 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”, “PFC/DCP/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 applicable crop/commodity year.--*
5	On Menu MEALC0, ENTER “1”, “FSA-468, Notice of Determined Acreage”.

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 covered commodities. 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	
Tomatoes	N/A	50.0	53.4	3.4	3
CRP	N/A	30.0	28.5	1.5	9

Footnotes:

3. The difference between the reported and the determined acreage exceeds the tolerance. 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. 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” or “9”.--*

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 (farms with crops that have acreage determined for 1 or more fields, but not all fields of a crop)

*** * ***

- Farms Having FAV's With Determined Acres Greater Than Reported

- Farms Having FAV's Not Reported and/or Certified.

H Covered Commodities Out-of-Tolerance Report (But Not Footnoted)

Each time FSA-468's are printed, either by batch or single farm, a report is generated listing FSN's and covered commodity crops that are in an "out-of-tolerance" mode, but do not have a footnote "3". County Offices shall use this list to assist in ascertaining "good faith" status.

376.5 (Withdrawn--Amend. 41)

377 (Withdrawn--Amend. 41)

378 Tolerance

A Acreage 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 382.

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 wild rice and FAV's.

Exceptions: For specific programs, tolerance does not apply to:

- total cropland certification
- CRP
- FAV's or wild rice planting violations unless a FAV planting exception applies according to 1-DCP.

Note: For discrepancy *** * *** purposes, wild rice and FAV's are included for expanded samples at the 1.0 acre or 5 percent level. However, there is no tolerance on wild rice and FAV's for program purposes.

B Tolerance Calculation

Calculate tolerance according to the following.

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.

379 Discrepancy Flags

A FAV's

Discrepancy flags will be set for FAV's according to the following. See paragraph 380 for footnotes.

WHEN the...	THEN discrepancy flag is set to...	AND FSA-468 will print footnote...
determined acreage is equal to reported	"S"ame	1.
determined acreage is less than ***--**reported, but within tolerance**--***	"A"cceptable	2.
difference is greater than reported and within tolerance	"W"ithin tolerance	2.
--**difference is greater or less**-- than reported and exceeds tolerance	"O"ut of tolerance	3.

B CRP

Discrepancy flags will be set *** * *** for CRP according to the following. 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)

C All Other Crops

Discrepancy flags will be set *** * *** for all other crops not listed in subparagraphs A and B according to the following.

WHEN the determined acreage...	**THEN discrepancy flag is set to...**	***--AND…**
is equal to reported	"S"ame	FSA-468 will be printed with **no** footnote.**--***
is within tolerance	"W"ithin tolerance	
exceeds tolerance	"O"ut of tolerance	

D Land Uses Other Than Crops

Discrepancy flags for land uses other than crops will be set to "A"cceptable, *** * *** 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 difference between the reported and the determined acreage exceeds the tolerance. See attached letter.**--***
*** * ***	*** * ***
9	***--**The determined acreage is less than the acreage on your contract. See attached letter.**--***

--381 Crop Acreage 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

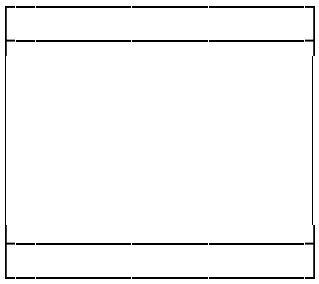
If the standard deduction is applied to a field, the standard deduction shall be applied to all compliance determinations made for that field including:

- 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:

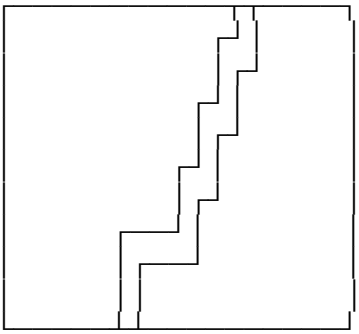
- sod waterways
- rocks and boulders
- barns and buildings.

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 changes in field boundaries, or acreage with no official acreage established, determine the acreage by either of the following:

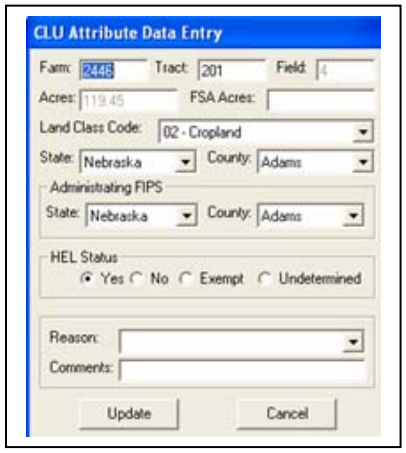
- conducting ground measurement by field visit
- conducting ground measurement by digital imagery.

Notes: For counties that are CLU certified, digitize the new CLU boundary or modify the current CLU boundary using the CLU MT's Editing Tools.

If no imagery is available that reflects the current land use changes, and the County Office does **not** have the resources to go to the field, correct field boundaries based on what the producer reports. Validate field boundaries once the new imagery is received or when resources become available to do a field visit and correct, as appropriate.--*

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 CLU field boundaries using GPS points, digital imagery, or field measurements taken in the field **Note:** Before digitizing or modifying the new CLU boundary, use the CLU MT's Acreage Toolbar and Measure Toolbar for better accuracy. • record the circumstances on the boundary change on FSA-578, Remarks Section, and in the "Reason" drop-down box on the CLU Attribute Data Entry Screen **Note:** Add additional remarks in the "Comments" box, if applicable.  --*

394 Evaluating and Using Acreages (Continued)

B Official Acreage (Continued)

IF the crop is...	THEN...
not planted as delineated (Continued)	• 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.

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 (Withdrawn--Amend. 41)

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...
* * * 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.

396 Erroneous Official Acreages (Continued)

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

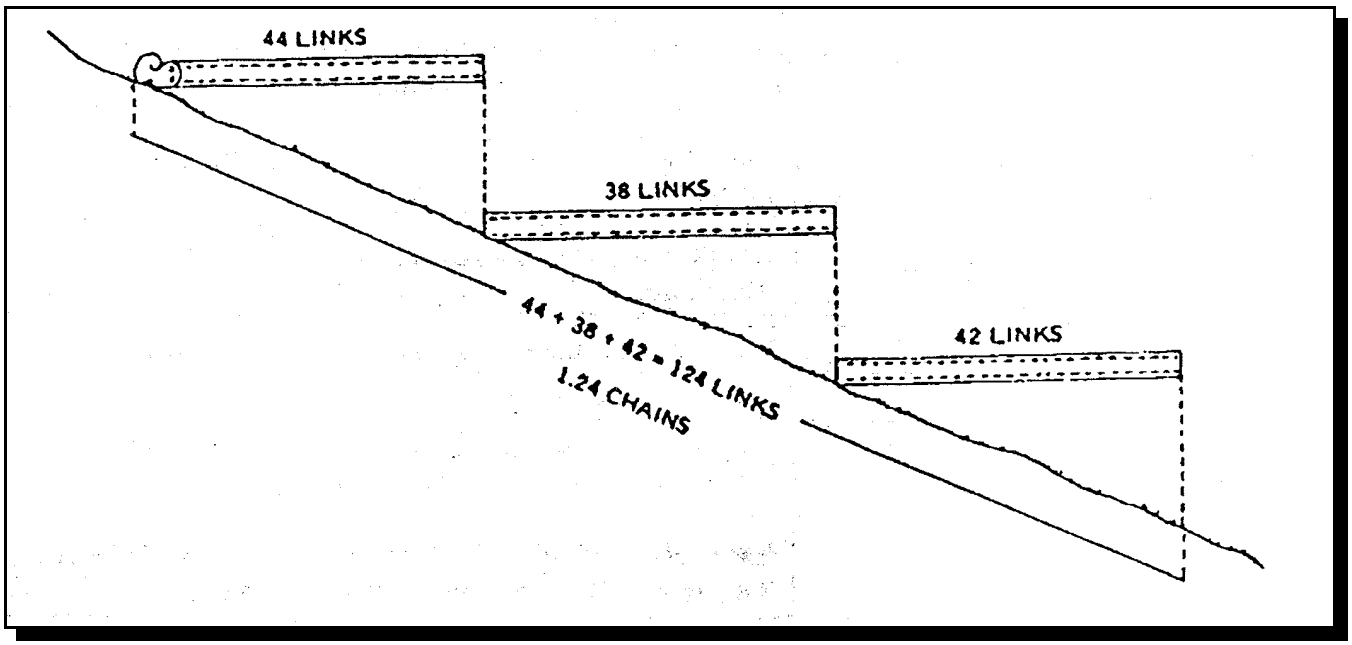
A
Measuring Tape

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.



Continued on the next page

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)

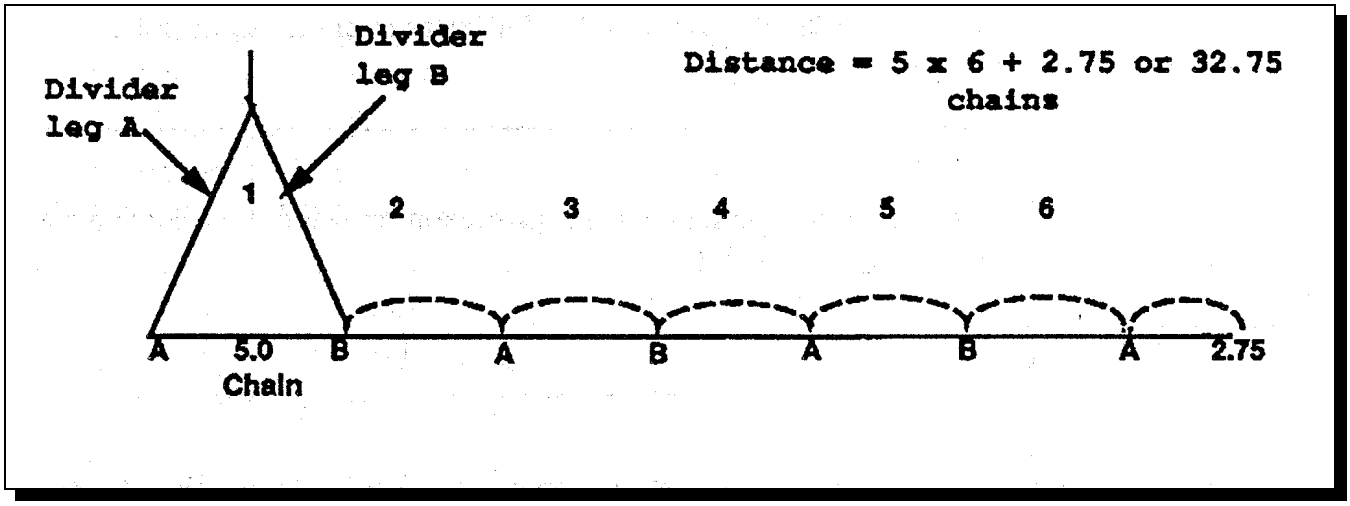
Use the following steps to convert point-to-point distances on the aerial photograph to ground distance using multiple measurements (walking technique).

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.**--***

---

421 Using Ground Compliance Equipment (Continued)

K Updating GPS Software

*--All Garmin GPS software updates for XP workstations will be made available for download from the IT-resource web site that is only available to the ITS organization. The most current CCE-approved software can be viewed through the OCIO web site at **https://itsalerts.sc.egov.usda.gov/default.aspx**. Under "**Documents**", CLICK "**Software and Hardware Certification**", and CLICK "**Software Certification Listing**".

For DNR Garmin software deployment, the State GIS specialist shall contact the State ITS Group Manager. The State ITS Group Manager directs the State ITS staff to upgrade all or specific workstations, as requested by the State GIS specialist.

Software	Version	Procedure
DNR Garmin for XP Workstation	5.3.2	Current software version.
Garmin Map76 Hand-Held Unit	4.0	Current firmware version for Garmin Map76 hand-held unit.

Note: For questions about DNR Garmin software or GPS equipment, the State GIS specialist shall contact Alison Lenz by either of the following:

- e-mail to **alison.lenz@wdc.usda.gov**
- telephone at 202-720-6194.--*

421 Using Ground Compliance Equipment (Continued)

L Updating Digital Camera Software

The State GIS specialist shall:

- identify XP workstations required for any digital camera software upgrades or installations based on County Office need

- request, through the State ITS Group Manager, to upgrade or install digital camera software for County Office workstations.

Identified XP workstations shall be updated according to the following.
*--

Brand of Camera	Software	Model	Version	Procedure
Olympus	Camedia Master	2040	4.1	Camedia version is available for download through ITS-resources web site.
		4000	4.1	

Note: For questions about digital cameras or camera software, the State GIS specialist shall contact Alison Lenz by either of the following:**--***

- e-mail to **alison.lenz@wdc.usda.gov**
- telephone at 202-720-6194.

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.

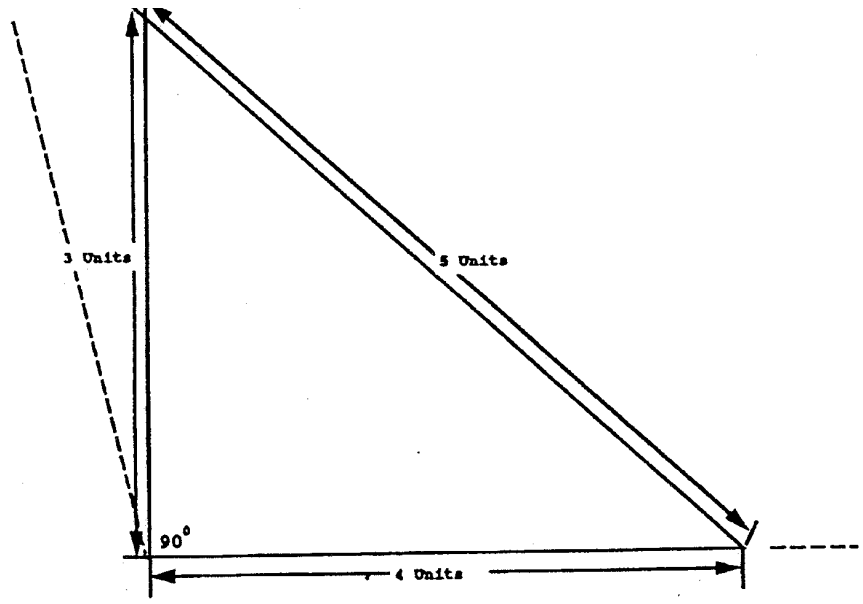
423 Examples of Computing Acreage

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)

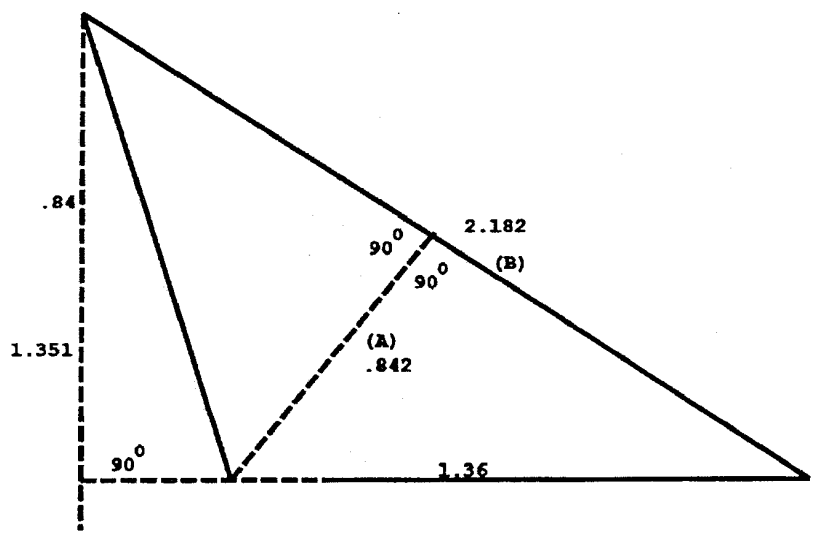
B

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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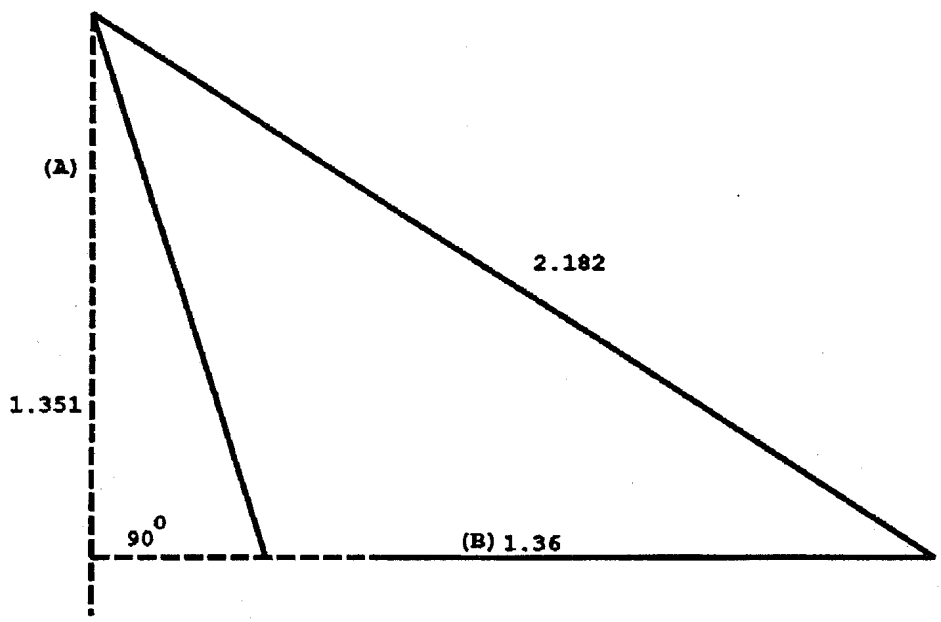
423 Examples of Computing Acreage (Continued)

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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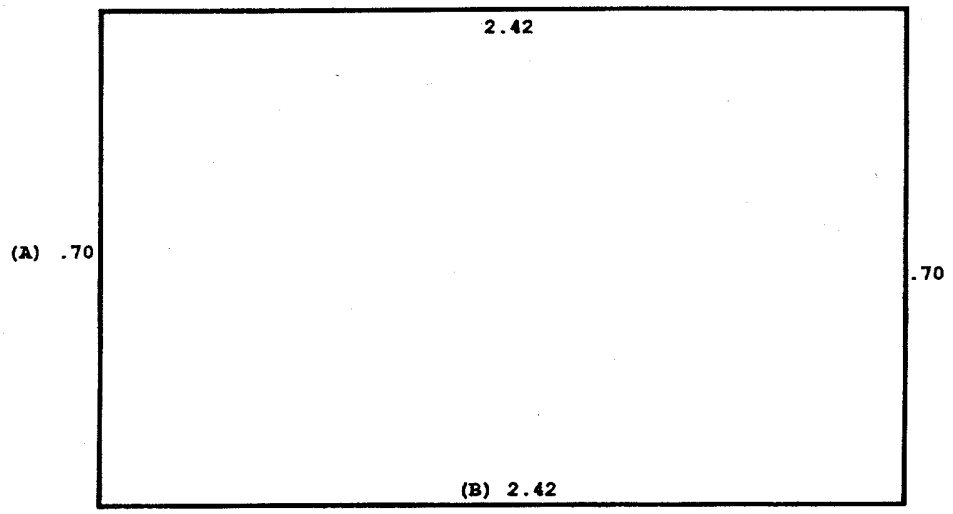
423 Examples of Computing Acreage (Continued)

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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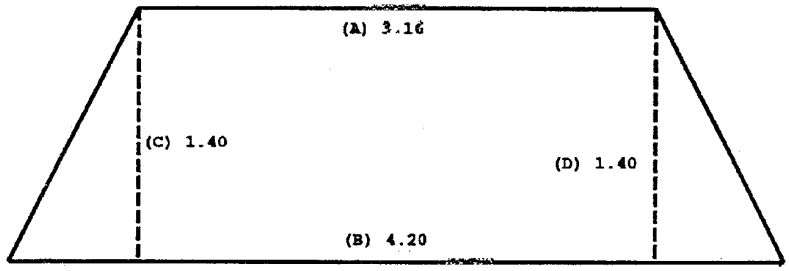
423 Examples of Computing Acreage (Continued)

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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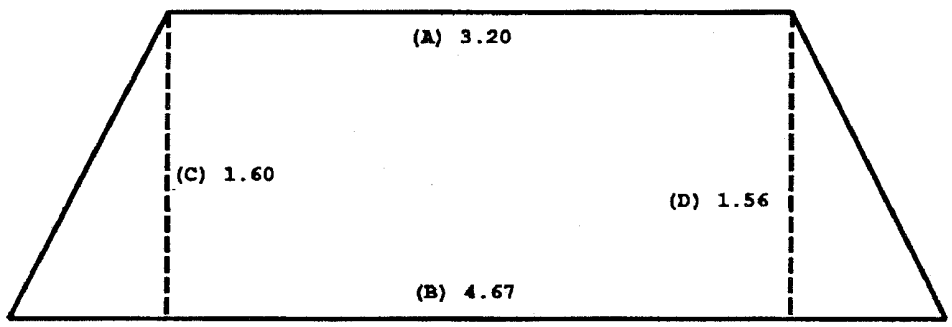
E
Irregular Trapezoid

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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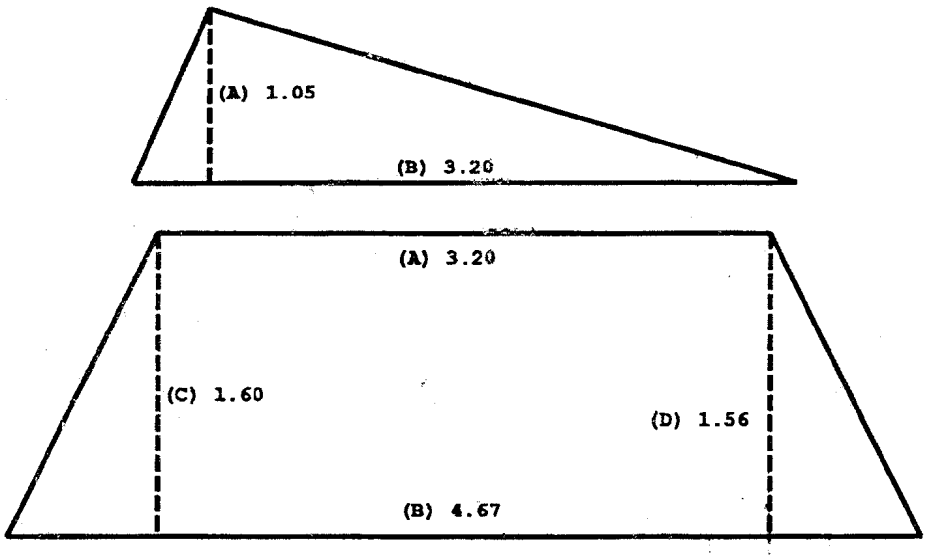
F
Combination of Isosceles Trapezoid and Triangle

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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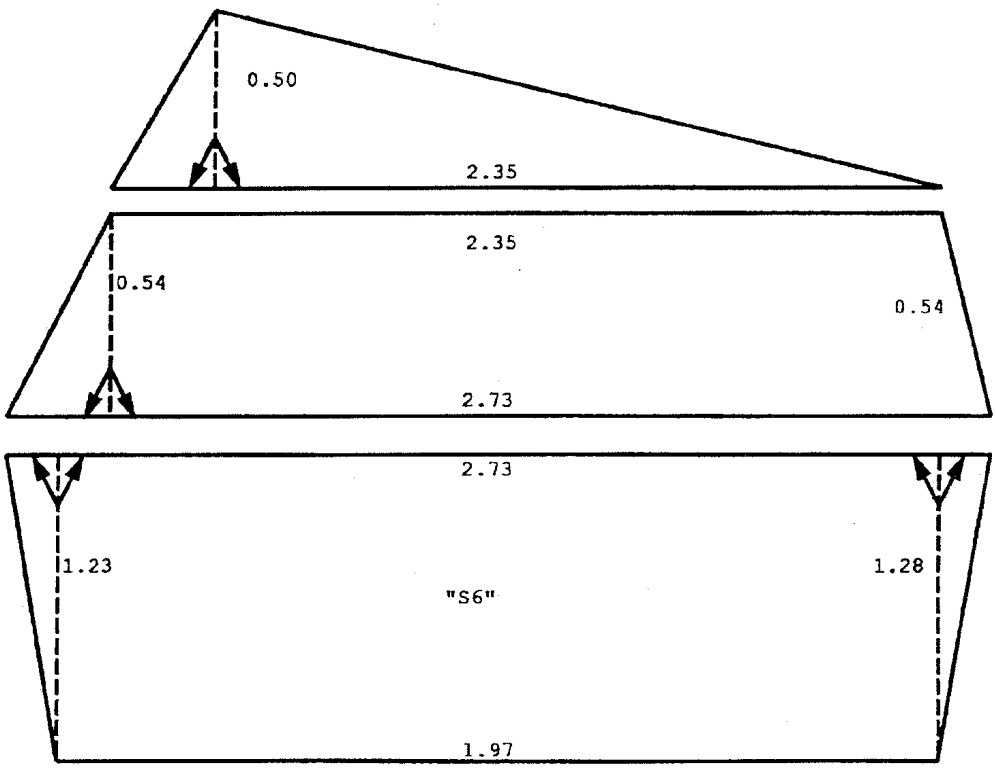
423 Examples of Computing Acreage (Continued)

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)

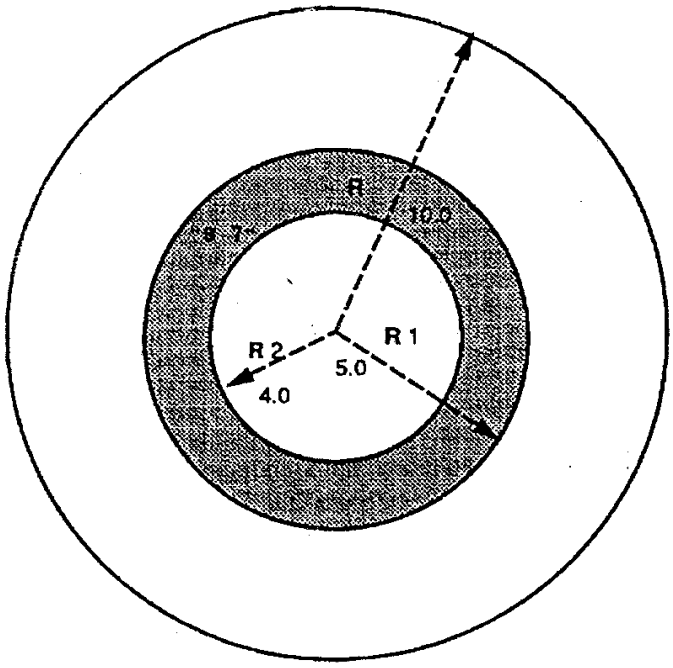
H
Circles and Circular Strips

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 State Office Responsibilities

State Offices shall:

*** * ***

- submit all compliance methods used by a State to PECD when aerial compliance *** * *** is not performed for a State

  Note: Include justification for any alternate methods.

- ***--**work with the National Office and APFO to provide requested flight planning information for the NAIP acquisition and to determine corrective action if delays occur during acquisition or if problems are found with the imagery after it is delivered

- receive NAIP CCM's from APFO

- provide NAIP CCM's to County Offices on media or by remotely placing the dataset on the County Office server. Follow Geospatial Dataset File naming standards when loading these data sets.**--***

*** * ***

437 Responsibilities for Aerial Compliance Activities (Continued)

B County Office Responsibilities

***--**After the county has been flown and digital imagery is received, the County Office shall:

- review the digital imagery to determine acceptability
- contact the State Office if the imagery is not acceptable
- notify DD and State compliance specialist after imagery is received
- label and store CD's containing digital imagery for archival purposes when received from the State Office
- follow the standard for Geospatial Dataset File naming when loading imagery on the server or for project specific use on local hard drives.**--***

438-442 (Withdrawn--Amend. 49)

***--443 Transferring 35mm Slides**

A Transferring Slides

Nontobacco-producing counties may transfer their 1984 and subsequent years 35mm slides to NRCS at the local level. If NRCS declines the slides transfer, FSA must keep them in the County Office. Counties that have a history of producing tobacco shall not transfer their 35mm slides to NRCS. Follow instructions in Exhibits 27 and 31 for using digitizers to determine acreage for 35mm slide images.**--***

*** * ***

444 Digital Images

A Using Digital Imagery

***--**Digital images are used for numerous verification and measurement purposes.

Important: Digital imagery is not physical evidence of the crop.

B Determining Acreage From Digital Imagery

Determine acreage by digitizing around crop boundaries from digital imagery.

C NAIP Imagery

From 2003 on, counties will receive digital imagery as part of NAIP. If counties have questions about the NAIP imagery, they shall contact their State Office. The State Office shall contact PECD, Common Processes Section.**--***

445-450 (Reserved)

Section 3.5 (Withdrawn--Amend. 49)

451-454 (Withdrawn--Amend. 49)

455-458 (Reserved)

Section 4 Measurement Services

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.

* * *

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:
  - 15 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.

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-409A to maintain a record of measurement service requests. See paragraph 462 for instructions on completing FSA-409A.

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 Mandatory Rates for Performing Measurement Service That Includes Farm Visit

Measurement service rates are charged to recover the County Office cost to perform the service. When an on-site visit is required to perform measurement service, rates set by DAFP apply to all State and County Offices.

Exception: Measurement service fees may be deducted from loan proceeds according to 8-LP, paragraph 427.

STC's will select 1 of the following 2 options as a Statewide rate.

The following table contains the mandatory rates.

Option	Basic Farm Fee 1/	Plus Hourly Rate 2/	Mileage
1	$15	$16 first hour/$8 every 30 minutes after first hour. Minimum of 1 hour.	Add mileage times the rate published in the latest applicable FI notice.
2	$30	$16 first hour/$8 every 30 minutes after first hour. Minimum of 1 hour.	Mileage charge is included in the basic farm rate. There is no charge for mileage.

1/ This rate:

- was established to recover overhead expenses incurred by the government for items such as office rent, printing supplies, measuring equipment and supplies, and training

- includes costs for processing request, calculating measurements, and notifying producer of results.

Note: Measurement service fees are charged for the farm where the stored commodity will be measured regardless of the number of farms on which the commodity was *--produced. (Only one FSA-409 is required per FSN.) The location where the--* measurement service will be performed is entered in FSA-409, item 1.

2/ This rate was established to recover County Office employee expense and is set at a CO-9 rate. Hourly rate charges begin when the employee leaves the County Office and ends when the employee returns to the County Office. Hourly rate is rounded to the nearest 30-minute increment after the first hour when computing costs.

460 Measurement Service Rates (Continued)

B Services Requiring Rates

Measurement service rates will apply to, but not limited to, the following services:

- measuring crops after planting
- staking and referencing acreages to be planted
- measuring acreage that has been adjusted
- verifying crops and disaster acreage
- appraisals
- remeasuring any acreage that had been measured previously
- measuring or sampling farm-stored commodities
- late-filed fees.

C Mandatory Rates for Performing Measurement Service With No Farm Visit

Measurement service rates, when using digital imagery and on-site visit is **not** required, are set by DAFP and apply to all State and County Offices.

The following table contains the mandatory rates when using digital imagery to perform measurement services.

Basic Farm	Plus 30-Minute Rate
$15	$8 (minimum of 30 minutes)

460 Measurement Service Rates (Continued)

*--D Collection of Measurement Service Fees

Measurement service fees must be collected from the producer before performing the service, based on an estimate of the cost.

Exception: Measurement service fees may be deducted from loan proceeds according to 8-LP, paragraph 427.

At a minimum, the estimated cost shall include the basic farm rate plus the hourly rate for the first hour; plus estimated mileage cost if option 1 is selected.

Example 1: If Option "2" was selected by STC, according to subparagraph A, the estimated cost that a producer must pay before the service can be completed would be the basic farm rate of $30, plus a minimum of $16 for the first hour is selected.

Example 2: If Option "1" was selected by STC, according to subparagraph A, the estimated cost that a producer must pay before the service can be completed would be the basic farm rate of $15, plus a minimum of $16 for the first hour, plus estimated mileasge charge.

The actual cost shall be recalculated based on actual travel time; time required to complete the service and actual travel mileage, if applicable. If the amount collected from the producer before performing the service is:

- **less** than the actual cost of performing the service, the County Office must notify the producer of the additional amount due based on the actual cost

  Note: A copy of the results of the measurement service will not be provided to the producer until the additional amount is paid.

  Exception: If the difference in the amount paid in advance by the producer and the actual cost is $9.99 or less, no additional funds shall be collected.

- **greater** than the actual cost of performing the serice, the producer is due a refund.**--***

460 Measurement Service Rates (Continued)

E Examples of Rates Charged for Performing Measurement Service That Includes Farm Visit

The following are examples of rates charged to perform measurement services.

Example 1: Producer A requests bin measurement in County XYZ in State AB. State AB uses option 1 as a statewide rate. Time to travel from County Office to farm, document bin measurements, and return to County Office is 2 hours 40 minutes (rounded to 2 hours 30 minutes). Trip distance from County Office to farm and back was 45 miles. Total cost to producer for this measurement service is $15 (basic farm fee) + $40 ($16 for first hour plus $24 for three 30-minute increments) + $20.61 (45 miles x $.458) = $75.61.

Example 2: Producer C requests after planting measurement service in County ZXY in State AE. State AE has selected option 2 as their statewide rate. Producer C has requested measurement service on 6 tobacco plots on 1 farm. Time to travel from County Office to farm, complete acreage boundary determinations, and return to County Office is 3 hours 25 minutes (rounded to 3 hours 30 minutes). Total cost to producer for this measurement service is $30 (basic farm fee) + $56 ($16 for first hour plus $40 for five 30-minute increments) = $86.

Example 3: Producer B requests digitizing field boundaries on digital imagery for acreage measurement. Producer B has 1 farm and provides GPS points for measuring 3 subfields. Time to process measurement service request, load GPS data, compute acreage using GIS software calculations, and provide results to producer is 35 minutes (rounded to 30 minutes). Total cost to producer for this service is $15 (basic farm fee) + $8 (first 30 minutes) = $23.

461 Completing FSA-409, Measurement Service Record

A Completing FSA-409

Complete FSA-409 according to the following.

*--

Item	Instructions
1	Enter FSN where the service will be performed.
2	Enter the applicable program year.
3	Enter the request number assigned by the County Office. Number the request serially by FY.
4	Enter the farm location by township, range, and section. **Note:** This is optional.
5A	Enter the producer's name and address, **including ZIP Code**.
5B	Enter the producer's telephone number, **including Area Code**.
6A	Enter the alternate contact's name and address, **including ZIP Code**, if applicable.
6B	Enter the alternate contact's telephone number, **including Area Code**.
7	Check the applicable box or boxes. If "Measurement after Planting" or "Remeasurement" is selected, select either "Ground" or "NAIP". **Note:** Specify if other types of service are requested.
8	Enter the commodity or land use.
9	Enter the estimated total number of acres of the crop to be physically measured, minus internal deductions. See paragraph 393 for crops with strip-crop, skip-row, or sled-row planting patterns.
10	Enter the number of applicable bins or plots.
11	Enter the basic dollar rate for either of the following: • performing measurement service that includes farm visit according to subparagraph 460 A • performing measurement service with no farm visit according to subparagraph 460 C.
12A	Enter the total number of hours required to perform the service, including travel time.
12B	Enter the total hourly cost. Calculate by multiplying the number of hours in item 12A times the applicable rate according to paragraph 460.

--*

461 Completing FSA-409, Measurement Service Record (Continued)

A Completing FSA-409 (Continued)

*--

Item	Instructions
13A	Enter the total round-trip mileage.
13B	Enter the total mileage cost, if applicable. Calculate by multiplying the mileage in item13A times the current mileage rate according to the latest applicable FI notice. **Note:** If not applicable, ENTER "N/A".
14	Enter the total sum of items 11, 12B, and 13B, if applicable.
15A	The person requesting measurement service shall sign.
15B	Enter the date (**MM-DD-YYYY**) the person making the request signed FSA-409.
16A	Enter the amount of payment received for services requested.
16B	The County Office employee recording/receiving payment for requested service shall sign.
17A	For refunds only, check the applicable "YES" or "NO" box, which is to be completed after the service is performed. If a refund is: • due, check "YES" and complete items 17B through 17F • **not** due, check "NO" and go to item 18A.
17B	Enter the crop or service for the refund.
17C	Enter the refund amount.
17D	Enter the check number.
17E	Enter the date (**MM-DD-YYYY**) of refund.
17F	The approving CED shall initial.
18A	Enter special instructions for the person who will perform the service, if applicable.
18B	Enter the name of the person who will perform the service.
18C	Enter the date (**MM-DD-YYYY**) work is issued to the person who will perform the service.
18D	Enter the date (**MM-DD-YYYY**) the person performing the service returns the measurement.
18E	Enter the date (**MM-DD-YYYY**) measurement is mailed to the producer. **Note:** Complete within 10 workdays after performing the service.

--*

461 Completing FSA-409, Measurement Service Record (Continued)

A Completing FSA-409 (Continued)

*--

Item	Instructions
19	Enter the bin or tract number.
20	Enter the CLU number.
21	Enter the commodity or land use, including planting patterns or practices.
22	Enter the total acres or area measured for each CLU or subdivision.
23	Enter the deduction for each CLU or subdivision. See paragraph 392 for deductions.
24	Subtract the total deductions (item 23) from the gross acres (item 22) and enter the results in item 24.
25-29	Enter the name of the applicable crop in the space beneath items 25 through 29. Under each crop name, enter the applicable acreage.
30	Enter 1 letter for the method of measurement. Use either "M" or "O" as follows: • "M" for measured • "O" for official.
31	Enter the sum of measured acreage or production.
32	Enter the sum of official acreage.
33	Enter the sum of items 25 through 29.
34A	The employee performing the service shall sign.
34B	Enter the date (**MM-DD-YYYY**) the employee performing the service signed FSA-409.
35	Enter remarks, as applicable.

--*

461 Completing FSA-409, Measurement Service Record (Continued)

B Example of FSA-409

*--The following is an example of a completed FSA-409 for measurement after planting for solid planting pattern.

This form is available electronically.

Form Approved - OMB No. 0560-0260

FSA-409 (06-13-08)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

MEASUREMENT SERVICE RECORD

1. FARM NUMBER	2. PROGRAM YEAR	3. REQUEST NUMBER
47	2008	13

4. FARM LOCATION (OPTIONAL): Sec. 204 - Barnes & Noble

5A. PRODUCER'S NAME AND ADDRESS *(Including Zip Code)*
John Doe
P.O. Box 2900
Anywhere, USA 11111

5B. TELEPHONE NO. *(Including Area Code)*: (222) 111-5555

6A. NAME AND ADDRESS OF PERSON TO CONTACT: Same as Item 5A

6B. TELEPHONE NO. *(Including Area Code)*:

PART A - SERVICE REQUEST AND COST

7. KIND OF SERVICE REQUEST
- [ ] Stake and Reference
- [X] Measurement after Planting
  - [X] Ground
  - [ ] NAIP
- [ ] Remeasurement
  - [ ] Ground
  - [ ] NAIP
- [ ] Bins
- [ ] Other *(Specify)*

8. COMMODITY/LAND USE	9. NO. ACRES	10. NO. BINS/PLOTS
Cotton	50.0	1
Soybeans	50.0	1
Corn	75.0	1
Watermelons	25.0	1

11. BASIC RATE: $ 30.00

12A. NO. of HOURS: 2 — 12B. HOURLY COST: $ 32.00

13A. NO. of MILEAGE: 24 — 13B. MILEAGE COST: $ N/A

14. TOTAL COST: $ 62.00

15. PERSON MAKING REQUEST

I have reviewed the request and hereby agree to pay the cost of the service as requested.

A. SIGNATURE OF PERSON MAKING REQUEST: /s/ John Doe

B. DATE *(MM-DD-YYYY)*: 06/05/2008

16. CASH RECEIPT

A. PAYMENT RECEIVED FOR SERVICES REQUESTED: $ 62.00

B. SIGNATURE OF COUNTY OFFICE EMPLOYEE: /s/ Sam Doe

17. FOR REFUNDS ONLY

A. REFUND — YES [ ] NO [X]

B. NAME OF CROP OR SERVICE FOR REFUND

C. REFUND AMOUNT: $

D. CHECK NO.

E. DATE *(MM-DD-YYYY)*

F. APPROVAL *(CED Initials)*

18A. SPECIAL INSTRUCTIONS
Call before going out to farm to schedule appointment.

18B. EMPLOYEE NAME	18C. DATE WORK ISSUED *(MM-DD-YYYY)*	18D. DATE WORK RETURNED *(MM-DD-YYYY)*	18E. DATE MAILED *(MM-DD-YYYY)*
Tom Smith	06/14/2008	06/16/2008	06/20/2008

PART B - RECORD OF MEASUREMENT SERVICE PERFORMED

19. BIN/TRACT NO.	20. CLU NO.	21. COMMODITY OR LAND USE	ACRES DETERMINED 22. GROSS	23. DEDUCTIONS	24. NET	CROP NAMES/ACRES)BELOW: 25. Cotton	26. Soybeans	27. Corn	28. Watermelon	29.	30. METHOD 1/
T-31	1A	Cotton - Solid	51.1	- 0 -	51.1	51.1					M
	1B	Soybeans - Solid	49.3	- 0 -	49.3		49.3				M
	1C	Corn - Solid	72.6	- 0 -	72.6			72.6			M
	1D	Watermelons - Solid	26.3	- 0 -	26.3				26.3		M
31. MEASURED ACREAGE/PRODUCTION			199.3	- 0 -	199.3	51.1	49.3	72.6	26.3		
32. OFFICIAL ACREAGE			- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -		
33. TOTALS:						51.1	49.3	72.6	26.3		

34. ***ALL required determination for this farm visit have been made in accordance with applicable procedures.***

A. SIGNATURE OF EMPLOYEE

B. DATE *(MM-DD-YYYY)*: 06-16-2008

35. REMARKS:

1/ Item 30. Method of Measurement. Enter "M" for measured or "O" for official.

--*

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.

* * *

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.

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.

F
Procedure for Staking and Referencing

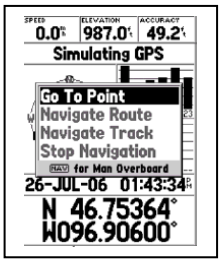
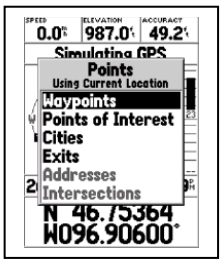
Use the steps in this table when staking and referencing in the field.

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.

463 Staking and Referencing (Continued)

*--G Procedure for Staking and Referencing Using GPS

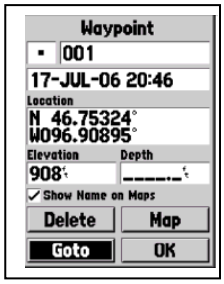
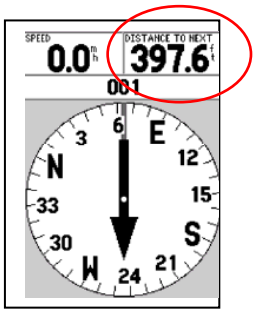
Use the steps in this table for staking and referencing using GPS.

Step	Action
1	Identify a minimum of 2 permanent points. One point must be on a permanent field boundary. Use the Navigation feature in the Garmin Map76 hand-held unit to measure the distance. **Note:** Measurements of up to 500 feet can be measured before the display unit changes to miles.
2	Physically mark or place stakes on or near identified permanent points. Mark GPS waypoints for each stake. Keep a log of the location coordinates for each waypoint taken on the sketch or digital map.
3	Mark these points on the sketch or digital hard-copy map to be used for field notes. A second digital map showing Acreage Toolbar graphic measurements will be needed for official files. **Note:** The GPS Measurement Service Map Template must be the official map.
4	Measure the distance between these points. Determine the starting point and mark it with a waypoint, or locate the waypoint already taken for the starting point. • PRESS "**NAV**" and select "**Go To Point**".  • Select "**Waypoints**". 

--*

463 Staking and Referencing (Continued)

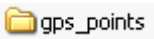
*--G Procedure for Staking and Referencing Using GPS (Continued)

Step	Action
4 (Cntd)	• Select "**Goto**" and PRESS "**Enter**".  • PRESS "**Page**" until the compass screen is displayed. • "**Distance to Next**" will determine the distance from the waypoint. Travel until the desired distance is reached. If the distance to be traveled is greater than 500 feet, stop at 400 feet and mark another waypoint.  • Add line segments together to get the total distance between the 2 identified permanent points. Record the total number of feet and mark the stake reference on the sketch or digital map.
5	Place a stake and record distance in feet noted in the "**Distance to Next**" box on the compass screen. Each stake or GPS waypoint must be referenced to either of the following: • 2 fixed, recognizable points or objects, which are **not** visible on the digital imagery • a stake placed along a permanent boundary.
6	Continue to place stakes at permanent and temporary points, marking and recording on the digital map until the area to be measured is covered. • PRESS "**NAV**" again and set the newly marked waypoint as the destination. • Repeat the process of marking the waypoint and navigating to the next distance. Record distance on the sketch or digital map until the area is covered. Add all line segments together to get the total distance.

--*

463 Staking and Referencing (Continued)

*--G Procedure for Staking and Referencing Using GPS (Continued)

Step	Action
7	Create a new subfolder under "F:\geodata\measurement_services\gps_points". 
8	Download the GPS waypoints. Name the file as indicated in the Manual for Managing Geospatial Datasets in Service Centers as "meas_service_xd_<stnnn>_<yyyymmdd>_<producer last name>". **Note:** Save the file to the "F:\geodata\measurement_services\gps_points" directory.
9	Open a CLU MT map .mxd document. Open the MT Control Panel.
10	In "Other Layers", CLICK "Add" and navigate to the folder location noted in step 7. Select the file and CLICK "Add". To connect to the F drive, CLICK "Connect to Folder".
11	Locate the tract associated with the GPS points.
12	Open the Acreage Toolbar.
13	Use the "New Acreage Graphic" button to measure the area of the GPS points.
14	Change the graphic lineweight and color for best map readability. Use the "Change Acreage Graphic Symbol" button.
15	Display only the acreage graphic in map view and the GPS point layer. Unselect the CLU layer, wetland, and other layers, such as transportation. To add any additional text to the map, such as waypoint numbers (flags), use the "New Text" button on the ArcGIS Draw Toolbar.
16	Go to Layout View. On the Layout toolbar, select the "Change Layout" button. Load the GPS Measurement Service Map Template.

--*

463 Staking and Referencing (Continued)

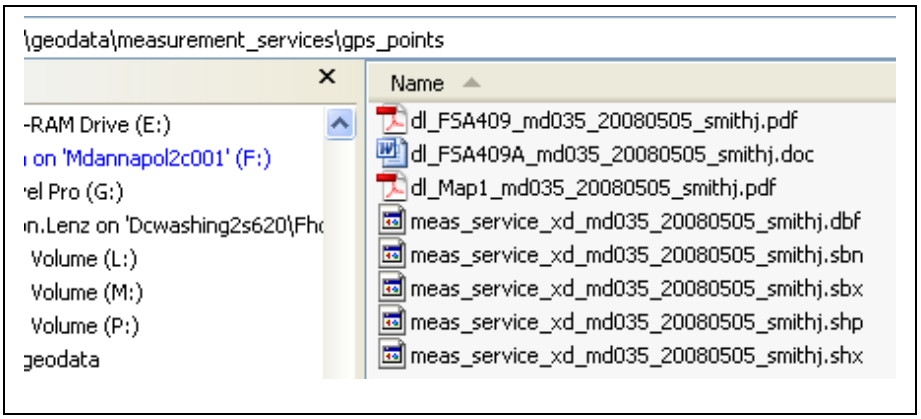
*--G Procedure for Staking and Referencing Using GPS (Continued)

Step	Action
17	Record the following on the GPS Measurement Service Map Template: • name of requestor • FSN • tract • field • measured acres • date measured • horizontal accuracy • differential method used • reference station • by whom the measurement is performed.
18	Print the map and save the map as a PDF file. On the Layout Toolbar, select the "Export Map" button. Name the file as "dl_Map<nnn>_<stnnn>_<yyyymmdd>_<producer last name>". **Example:** dl_Map1_md035_20080505_jsmith **Note:** Save the file to the "F:\geodata\measurement_services\gps_points" directory.
19	Attach the field notes sketch or digital map and the official GPS Measurement Service digital map to FSA-409 and file in the FSA-409 folder. Attach a copy of the field notes sketch or digital map and the official GPS Measurement Service digital map to FSA-578. **Note:** Save the FSA-409 file to the "F:\geodata\measurement_services\gps_data" directory. Name the file "dl_FSA409_<ssccc>_yyyymmdd_<producer last name>".

--*

463 Staking and Referencing (Continued)

*--G Procedure for Staking and Referencing Using GPS (Continued)

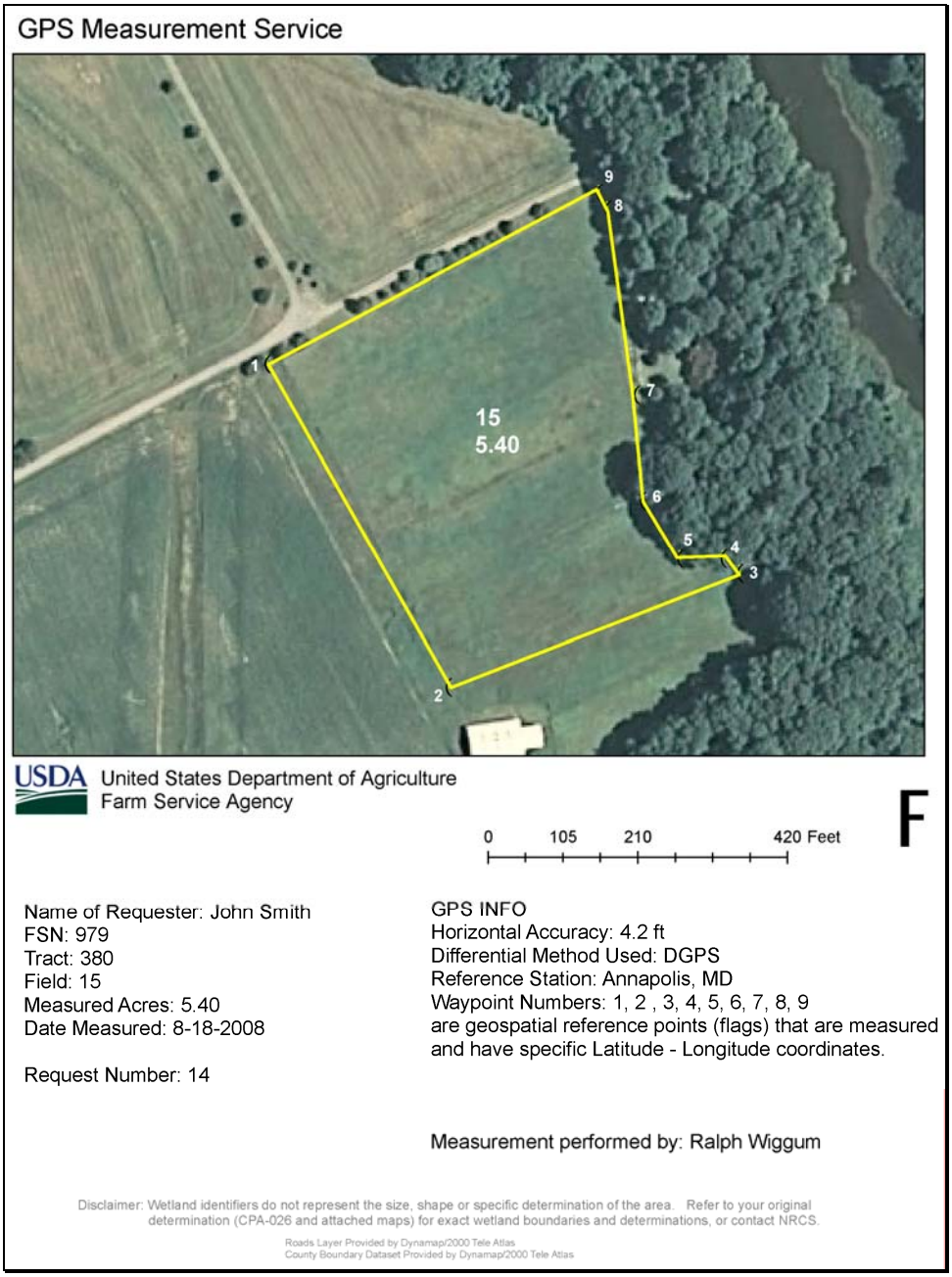
Step	Action
20	For this example, the "F:\geodata\measurement_services\gps_points" directory will contain the following files for a measurement service field visit.  **Note:** Archive files by program year. **Example:** F:\geodata\measurement_services\gps_points\2008

Note: The geodata folder and file naming convention identified in steps 7 through 20 can be used for all measurement services.**--***

463 Staking and Referencing (Continued)

*--H Example of GPS Measurement Service Map Template

The following is an example of the GPS Measurement Service Map Template.



Note: This GPS Measurement Service Map Template example can be used for all measurement services. Adding a section of labeled points on the map is optional. The numbered points are GPS waypoint numbers with specific latitude and longitude coordinates.**--***

* * *

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.

Example: See subparagraph C * * * for an example of FSA-409 for measurement service after planting.

B Timely Requests

Requests for measurement service after planting may be filed no later than the final reporting date for the crop or land use to be considered timely filed. Requests filed after the final reporting date may be accepted if the producer pays the cost of the measurement service in addition to the late-filed fee for reporting the acreage. This would result in the producer paying twice the cost of the measurement service.

Note: Producers requesting measurement service after the final reporting date shall not be allowed to adjust acreage to meet program requirements if previously spot-checked.

464 Measurement Service After Planting (Continued)

*--C Example of FSA-409

The following is an example of FSA-409 for measurement service after planting for skip row planting pattern.

This form is available electronically.

Form Approved - OMB No. 0560-0260

FSA-409 (06-13-08)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

MEASUREMENT SERVICE RECORD

1. FARM NUMBER	2. PROGRAM YEAR	3. REQUEST NUMBER
	2cxx	201

4. FARM LOCATION (OPTIONAL): T 27 K R 43 W Section 1

5A. PRODUCER'S NAME AND ADDRESS *(Including Zip Code)*
John Doe
P.O. Box 2900
Anywhere, USA 11111

5B. TELEPHONE NO. *(Including Area Code)*:

6A. NAME AND ADDRESS OF PERSON TO CONTACT: Same as Item 5A

6B. TELEPHONE NO. *(Including Area Code)*: (222) 111-6666

PART A - SERVICE REQUEST AND COST

7. KIND OF SERVICE REQUEST	8. COMMODITY/LAND USE	9. NO. ACRES	10. NO. BINS/PLOTS
☐ Stake and Reference	FS - Tobacco 7.86	9.83	1
☒ Measurement after Planting			
☐ Ground	1.25		
☐ NAIP			
☐ Remeasurement			
☐ Ground			
☐ NAIP			
☐ Bins			
☐ Other *(Specify)*			

11. BASIC RATE: $ 30.00

12A. NO. of HOURS: 2 12B. HOURLY COST: $ 32.00

13A. NO. of MILEAGE: 13B. MILEAGE COST: $ N/A

14. TOTAL COST: $ 62.00

15. PERSON MAKING REQUEST

I have reviewed the request and hereby agree to pay the cost of the service as requested.

A. SIGNATURE OF PERSON MAKING REQUEST: /s/ John Doe

B. DATE *(MM-DD-YYYY)*: 06/22/2008

16. CASH RECEIPT

A. PAYMENT RECEIVED FOR SERVICES REQUESTED: $ 62.00

B. SIGNATURE OF COUNTY OFFICE EMPLOYEE:

17. FOR REFUNDS ONLY

A. REFUND: YES ☐ NO ☒

B. NAME OF CROP OR SERVICE FOR REFUND:

C. REFUND AMOUNT: $

D. CHECK NO.:

E. DATE *(MM-DD-YYYY)*:

F. APPROVAL *(CED Initials)*:

18A. SPECIAL INSTRUCTIONS:

18B. EMPLOYEE NAME: /s/ Sam Doe

18C. DATE WORK ISSUED *(MM-DD-YYYY)*:

18D. DATE WORK RETURNED *(MM-DD-YYYY)*:

18E. DATE MAILED *(MM-DD-YYYY)*:

PART B - RECORD OF MEASUREMENT SERVICE PERFORMED

19. BIN/TRACT NO.	20. CLU NO.	21. COMMODITY OR LAND USE	ACRES DETERMINED 22. GROSS	23. DEDUC-TIONS	24. NET	CROP NAMES/ACRES)BELOW: 25.	26.	27.	28.	29.	30. METHOD 1/
1164	7A	SR 4 + 1 RW 48 " Tobacco	10.25	.42	7.06	7.86					
The tobacco acreage measured on this farm is the amount you requested and is not your 20xx effective allotment. J. F. 06/22/0											
31. MEASURED ACREAGE/PRODUCTION											
32. OFFICIAL ACREAGE											
33. TOTALS:						7.86					

34. ***ALL required determination for this farm visit have been made in accordance with applicable procedures.***

A. SIGNATURE OF EMPLOYEE: /s/ George R. David

B. DATE *(MM-DD-YYYY)*: 06/22/2008

35. REMARKS:

1/ Item 30. Method of Measurement. Enter "M" for measured or "O" for official.

--*

* * *

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 and Geospatial Data--

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.

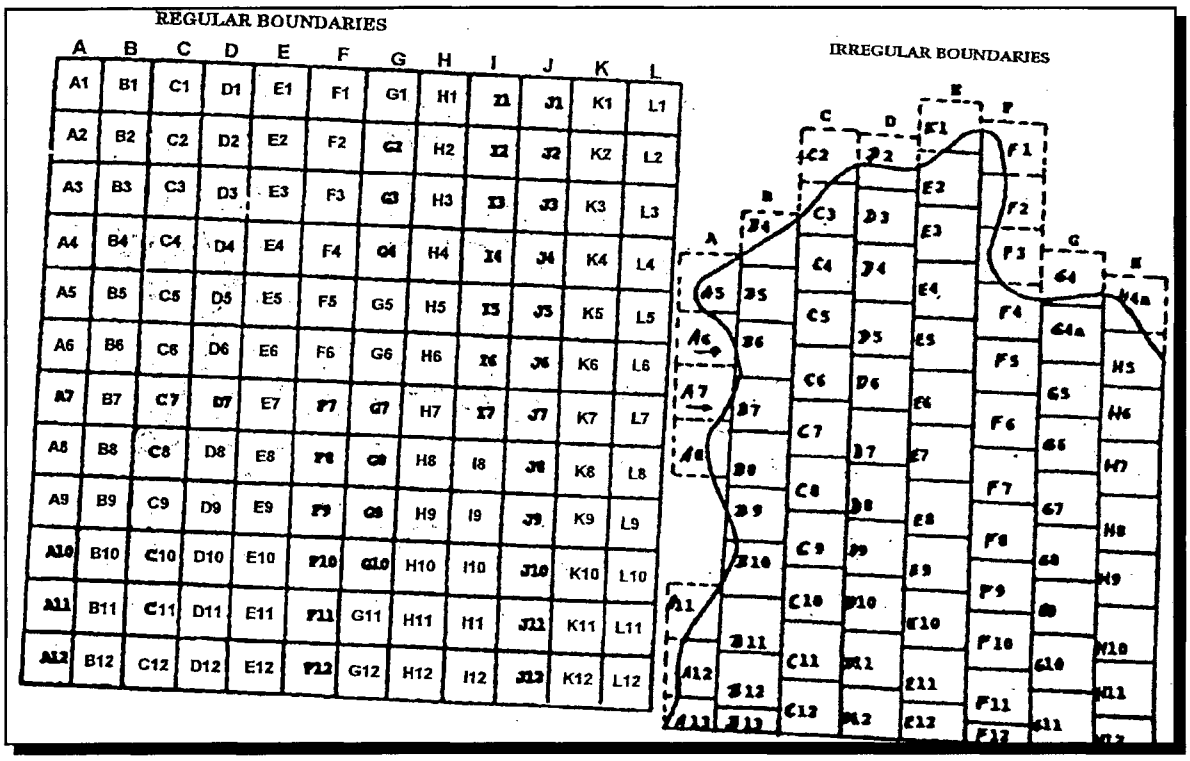
For positions within the flight line, assign a number to each photograph, beginning the sequence with the number 1 for each flight line.

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.

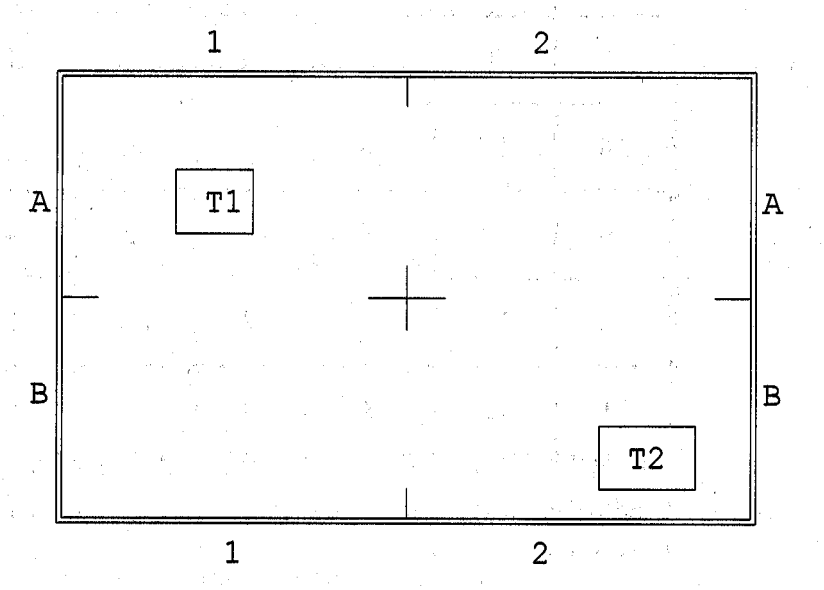
Step	Action
1	ENTER “1” and “2” an equal distance apart on the top and bottom margins of the photograph. Separate, by brackets, to form 2 imaginary vertical columns at the top, bottom, and center.
2	ENTER “A” and “B” an equal distance apart on both sides of the photograph margin with “A” on the top and “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

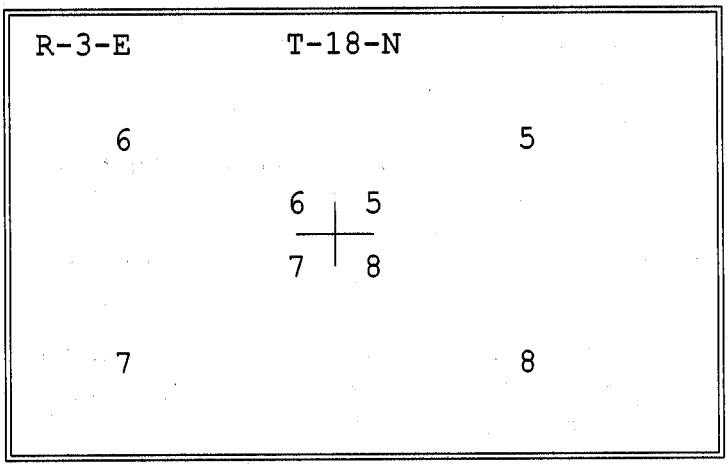
Use this table to mark the aerial photograph with the legal description. This procedure is optional and is only applicable for those States with established townships and ranges.

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.

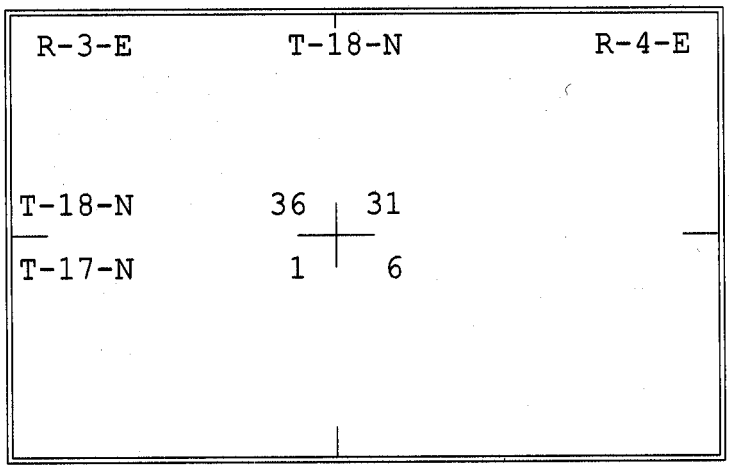
493 Photographic Grids and Legal Descriptions (Continued)

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**--***

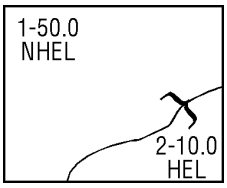
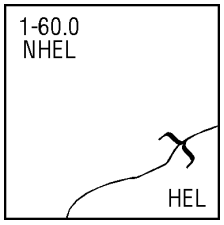
- identify potential HELC or WC violations according to paragraphs 20 and 331.

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.

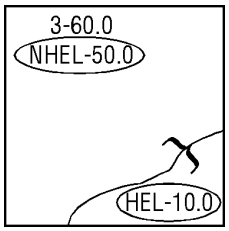
Note: NRCS will require a conservation plan for HELC compliance only on the HEL portion of the field.

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

--**State and County Offices shall refer to 6-CP, paragraph 221 for a list of wetland labels certified by NRCS.**--

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 NRCS-CPA-026, with an attached photocopy of the documented certified W. The photocopies that are attached to NRCS-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.

--**Record tracts on which NRCS has certified wetlands by entering a Y/N flag in the wetlands fields on the Tract Land Data Screen.**--

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 Digital Imagery and 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 Digital Imagery and Photographs (Continued)

C Retaining Digital Imagery and Photographs

County Offices shall retain only the following digital imagery and photography:

- most current digital imagery
- previous set of enlargements from which farm data was transferred to MDOQ's indefinitely.

***--Note:** Do **not** dispose of these photographs.

If the county has a digital scan of the most recent photographs, that county still must retain the most recent copy of the photographs.

Any digital copies of imagery in the format of NAIP 1 - Meter do **not** deem that county's most recent photographs obsolete. They do not contain the same information and both shall be retained.

D Disposing of Obsolete Photographs

Photographs older than the set of enlargements from which data was transferred to MDOQ's are considered obsolete. Each county shall retain the most recent copy of the photographs, all older or duplicate copies are considered obsolete and can be diposed of according to the following.**--***

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 or nonprofit organizations after first removing (or making unreadable) all personal identifiers contained on the maps
- destroy the prints or photographs.

Note: Federal agencies or State, county, or local governments shall be advised that they are responsible for keeping secure all personal identifiers contained on the maps.

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 CLU's and Digital Photography--

501 Certifying CLU's

A Introduction

--Before the digital CLU layer can be certified as the official FSA farm, tract, and field data,-- the State and County Office **must** be assured that 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 *** * *** 90 calendar days from the date of completing CLU maintenance training.

Note: The 90-calendar-day period does not include the producer appeal process. *** * ***

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 boundaries by either of the following 2 methods.

- Method 1:

  - Notification letter with new farm information explaining how the acreage on each farm was redetermined (Exhibit 36)

  - computer-generated map of the revised CLU boundaries with redetermined acres identified on the map for each CLU

    Note: Until a geospatial wetland polygon layer has been developed, attach a photocopy of the CLU map to NRCS-CPA-026 showing the wetland delineations if the:

    - farm operator has not been provided a copy of AD-1026
    - operator questions the wetland points provided on the CLU map.

  - reconsideration rights according to 1-APP.

  Note: The producer may appeal the determination.

- Method 2:

  - Detailed notification letter eliminating the need for mailing CLU maps according to Exhibit 36.5, with the following requirements.

    - The letter shall:

      - notify the owners and operators of the old and new cropland figures

      - contain a detailed field-by-field list with the old and new acreage figures

        Note: The owners and operators shall be notified that they can review with the County Office the difference in the old and new acreage but only to the extent of the placement of the CLU boundaries.

      - notify owners and operators that the CLU maps will be provided upon request

  - Reconsideration rights according to 1-APP.

  Note: The producer may appeal the determination.**--***

501 Certifying CLU's (Continued)

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 web site 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 web site.

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 subparagraphs 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. 4), paragraph 28. **Note:** GIS acreage shall not be used for any purpose until farm records have been updated with certified GIS acreage.	
12	***--**The State Office GIS Specialist or Coordinator shall FTP a copy of**--*** the certified CLU to APFO. See Exhibit 37 for instructions. * * *	
13	CED sign and date checklist certifying that all the above has been completed.	
14	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.

*--Any area for which FSA-578 is being required according to subparagraph 16 A, shall exist in the CLU layer. In addition, all other areas within the tract boundary, not required for reporting; such as farmsteads, **must** continue to reside in the CLU layer.--*

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 paragraph 20 *** * ***.

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 NRCS-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. NRCS-CPA-026 will be provided to the County Office. FSA will provide a copy of NRCS-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 Delivering CLU, CRP, and Wetland Point Data to APFO by FTP

The CLU shapefiles, CRP tables, and wetland point shapefiles shall be delivered monthly to APFO through FTP by the first of the month.

The State Office GIS Specialist or Coordinator is responsible for extracting the CLU shapefiles, CRP tables, and wetland points shapefiles from the County Office servers and delivering the data to APFO by FTP.

See Exhibit 37 for instructions. Use zipped files only.

Note: Counties still going through the certification process shall also be sent. There are separate folders on the FTP site for uncertified counties. The files should be zipped separately from certified counties and placed in the appropriate folders.--*

*--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.

505.5 Working With Geospatial Data

A Background

USDA SCA's, consisting of FSA, NRCS, and RD:

- have joined in establishing a shared set of geospatial (digital) data

- are working to develop a common policy for distribution that will be circulated to all State and County Offices.

Data sets include the following:

- CLU's
- imagery
- soils
- others.

Some data sets are produced by SCA's. Others are acquired from public and private sources.

FSA has primary responsibility for CLU data and digital imagery. APFO:

- is the official collection and distribution point for CLU data and digital imagery
- has been involved in developing:

  - SCA's GDW where the data is stored
  - USDA Gateway that enables web access to the geospatial data in GDW.

It is FSA's policy to safeguard individual privacy from the misuse of Federal records while granting individuals access to records about themselves. FSA information that is now available in digital form has no new release procedure than when it was retained in paper format.

--Notes:** Fully attributed CLU data is Privacy Act/FOIA protected. Transmission of fully attributed CLU's by e-mail (including within the USDA system), CD, or other media must be encrypted.**--

As before, the information that is released to agencies of USDA should only be provided when they have an official use for the information. Releasing this information to other Government agencies or a third party is allowable only if there has been a routine use established in the FSA Privacy Act system of records granting use of the information.

See 2-INFO for procedure for calculating the cost of providing digital data for all FSA offices to follow when making records available to the public, other Federal agencies, and Congress. See 3-INFO for procedure to be followed by all offices when collecting, maintaining, or disclosing data or information about an individual.

505.5 Working With Geospatial Data (Continued)

B County Office Responsibilities

County Offices shall:

- fill all requests from an individual producer for CLU covering their land (commonly referred to as a clip) locally as needed

* * *

- fill all requests from an individual producer for ortho-imagery and CLU covering their land
- refer all public requests for ortho-imagery and CLU to APFO
- download their metadata using FTP.

Note: Metadata is required on any digital data product that FSA distributes. FGDC compliant metadata will be available to County Offices after certified CLU files are sent to APFO at **ftp://ftp.apfo.usda.gov/pub/uploads**. Metadata files for certified CLU's already sent to APFO will also be posted to the same web site for County Offices to download their metadata using FTP.

C Releasing Geospatial Data to the Producer

If the producer requests a CLU clip which covers their land as well as their ortho-imagery, then County Offices shall provide the producer full county ortho-imagery at no cost to the producer. The current software does not provide the capability to clip ortho-imagery (raster data). However, ArcGIS will provide users the ability to link to other software applications to clip ortho-imagery.

If a producer requests full county ortho-imagery or CLU covering land on a farm for which the producer has no interest, then the request is considered as a public order and the producer shall be directed to contact APFO. County Offices will soon be able to direct all geospatial data orders, including CLU's, through Gateway at **http://datagateway.nrcs.usda.gov**.

***--505.5 Working With Geospatial Data (Continued)**

D APFO Responsibilities

APFO is the official collection and distribution point for FSA CLU data. County Offices shall provide copies of their CLU to APFO, though the APFO FTP web site, immediately following certification.

APFO shall fill all public requests for ortho-imagery (NAIP or MDOQ) and CLU's.

Note: Expedite as a public request when a request is made by any Federal, State, or local agencies to perform official duties not related to making FSA program determinations and all other entities.

E Releasing Geospatial Data to the Public

Expedite all requests for ortho-imagery and CLU's for the public according to the following.

Note: CLU cost listed is based on a single county. The vast majority of compressed imagery will fit on a single CD. There are a few very large counties that will require more than one CD to cover the entire area. An additional charge will be applied for each CD requested. Multiple counties' CLU files may be placed on a single CD at no additional charge.

Available Ortho-Imagery	Cost	Source
Compressed County Mosaic of Ortho-Imagery (NAIP or base MDOQ)	$50 per CD	APFO (**only**)
County Certified CLU (**line work and calculated acreage only**) **Note:** FSA is working with OGC to attain clarification on which CLU attributes are considered personal, and therefore private information. Until this clarification is received, APFO shall strip all attribute information except calculated acreage figures from CLU before distribution.		
Compressed County Mosaic of Ortho-Imagery (NAIP or base MDOQ) and County Certified CLU (**line work and calculated acreage only**)		

Note: For more information on NAIP 03 and other ortho-imagery, see the APFO web site at **http://www.apfo.usda.gov**.**--***

*--505.5 Working With Geospatial Data (Continued)

F APFO Ordering Information

Order information from APFO according to the following.

IF ordering by…	THEN…
telephone	contact APFO customer service at **801-975-3503**.
e-mail	send requests for information and availability of digital imagery to **sales@apfo.usda.gov**.
Internet	find current status and ordering information of compressed county mosaics at **www.apfo.usda.gov**. Information on ordering CLU's is available at **www.apfo.usda.gov/Common_Land_Unit.html**.
mail	send requests for information and availability to: USDA Aerial Photography Field Office Sales Section 2222 West 2300 South Salt Lake City, UT 84119-2020

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*--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”.

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***--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.

--*

***--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 NRCS-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.

*--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.

--*

*--506.6 NAIP One-Meter Replacement Imagery

A Receiving, Using, and Storing NAIP One-Meter

Periodically, each Service Center will receive updated NAIP one-meter digital imagery. The imagery will come from either their FSA State Office as the original dataset or APFO as a corrected dataset. This imagery is more accurate and provides an up-to-date view of the earth's landscape. The NAIP one-meter imagery will replace previous copies of official digital imagery used by FSA Service Centers for maintenance of CLU.

The procedure in this paragraph shall be followed by FSA Service Centers with digitized CLU's, both certified and non-certified.

Each FSA Service Center will receive a compact disk from APFO, which contains the data files of each county they administer. FSA Service Centers shall work with the Local Geodata Administrator or FSA – Local Geodata Editor to remove the old digital imagery and download the new NAIP imagery on the shared server.

The NAIP one-meter imagery shall be saved on the shared server in each Service Center in the "f:\geodata\ortho_imagery" folder.

Follow the naming convention as described in the Service Center Data Management manual, "**Standard; Geospatial Dataset File Naming, April 2005**".

Access an electronic copy of the manual at the following link:
http://www.itc.nrcs.usda.gov/scdm/docs/SPG-GeospatialDataSetFileNaming_4-6-05.pdf.

B Data Adjustments Resulting From Replacement NAIP One-Meter Imagery

NAIP one-meter imagery provides a current view of the earth's landscape. Because of the age of the previous one-meter base imagery, changes may have occurred because of road construction or other topographical changes. Actual changes to the landscape require updates to CLU according to general maintenance procedures.

In some cases, CLU overlay will not match exactly with the new base imagery. This will not result in re-certification, change of contracts, or any additional maintenance. In addition, acreages will not change on CLU because of any mismatch. After CLU is certified, boundary and acreage changes cannot be made unless initiated by the owner/operator or general maintenance occurs.**--***

***--506.6 NAIP One-Meter Replacement Imagery (Continued)**

B Data Adjustments Resulting From Replacement NAIP One-Meter Imagery (Continued)

If the NAIP one-meter imagery does not line up with CLU, the Service Center may use the Quick Acreage Calculator to assist the County Office. The Quick Acreage Calculator temporarily creates a visual graphic of line work and acres. This functionality can be found in the USDA Acreage Toolbar in ArcGIS and in the FSA Acreage Calculator Toolbar in ArcView.

Note: Do not use the image shift tool functionality as it was not created or designed for use with replacement NAIP one-meter imagery.

C Inspecting Replacement NAIP One-Meter Imagery

Inspect all imagery at the time it is initially sent to County Offices. Compare the imagery to CLU to ensure that everything lines up. If inconsistencies occur between the replacement imagery and CLU, contact the State Office GIS Specialist. The State Office will contact the National Office if the State GIS Specialist determines that some or all of that State's replacement imagery has too many errors. Failure to contact the National Office may result in forfeiting any imagery corrections that would be covered by a time limited warranty.**--***

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 Company Agents and LA's - General Information

A Introduction

This part provides procedure for making FSA-578 producer prints and map photocopies available to private crop insurance company agents and LA's.

Note: Refer to procedure in 4-RM for requests for information made in connection with the following:

- claims and other quality control audits
- discrepancy reviews
- suspected program abuse, misuse, or fraud reviews.

B County Office Responsibilities

County Offices shall provide information to crop insurance agents and LA's according to the provisions of this part.

C Unlawful Disclosure

County Offices shall ensure that crop insurance LA's provide proof that the producer has a policy with the agent or company requesting producer information. When a 3rd 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 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 Conflict of Interest

County Offices shall be aware of the "Conflict of Interest" policy in the 2005 SRA. According to SRA, Section F, 4, Conflict of Interest, paragraphs 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 adjustment activities in a county or adjoining county where the 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 in preparing the claim and the determination of the indemnity, including but **not** limited to, whether the LA correctly applied loss adjustment procedures

- any other function reserved for LA's in the procedures.

Example: A policyholder filing a claim of crop loss notifies his/her sales agent. The sales agent provides notification of the policyholder's claim filing to the insurance company. The insurance company assigns a crop LA 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 SRA, like simplified claims.**--***

*--509 LA Requests

A Providing Information to LA's

Information provided to LA's shall be used for the express purpose of fulfilling loss adjustment and for loss adjustment associated compliance obligations performed by an LA. Requests for information shall **not** be honored unless a crop claim of loss has been filed.

LA's working loss claims and related compliance activities shall use FSA-426 to request the following information:

- current year FSA-578 producer prints
- map photocopies.

LA's shall provide in FSA-426, item 6 **only** the last 4 digits of the producer's tax ID number for each producer for whom information is requested. See subparagraph F for an example of a completed FSA-426.

In certain cases, LA's may have loss claim activities that require the use of data from previous years. In those cases, LA's may use FSA-426 to request data from previous years. LA's **must** note in FSA-426, Remarks Section the years for which the data is requested.

Information requested on FSA-426 for the purpose of crop loss activity is provided at **no charge**. County Offices may mail or FAX the information requested on FSA-426 to LA's if requested.**--***

509 LA Requests (Continued)

B Acceptable Proof of Insurance

When submitting a request for information on FSA-426, LA's shall provide proof that they are authorized access to the producer's records. Acceptable proof 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
- Summary of Insurance Protection
- Notice of Acceptance
- Schedule of Insurance

•*****--written certification on FSA-426.

Note: By signing FSA-426, the insurance company representative certifies that the producer, for whom the information is requested, has a current policy and that the information will be used for the express purpose of fulfilling loss adjustment obligations.**--***

C Processing Requests for Information

County Offices shall fulfill requests for information under this section as promptly as possible. A 3-workday turnaround for responding to the requests is feasible in **most** cases.

Note: The following provides contact information if County Offices receive requests for an unreasonable number of producers.

IF request for an unreasonable number of producers is received in the...	**THEN FAX the request to…**
County Office	State Office.
State Office	Eloise Taylor, PECD, Common Processes Section, Section Head, at 202-720-4941.

D Workload Requirement

County Offices shall record time spent on providing FSA-426's in workload items 118 and 210.

E Filing

File processed FSA-426's by FY in folder CI-1, Reports and Statistics.

*--509 LA Requests (Continued)

F Example of FSA-426

The following is an example of a completed FSA-426.

Note: In item 6 **only** use the last 4 digits of a producer's ID number.

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)*
Beardon County FSA Office
Main Street
Anytown, USA 11111-2222
(111) 222-3333

2. PROGRAM YEAR: 2006

3. DATE: 7/1/2006

ITEMS 4 THROUGH 11 TO BE COMPLETED BY REQUESTER

4A. REQUESTER'S NAME	4B. TELEPHONE NUMBER	4C. ID NUMBER	4D. ID TYPE
John Doe	( )		

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	4444	S	X	X
Larry Smith	4444	S	X	X

9A. INFORMATION WILL BE: ☐ MAILED ☐ 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

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 program and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (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 to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

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*--510 Crop Insurance Agent Requests

A Providing Information to Crop Insurance Agents

Crop insurance agents do not work loss claims or perform related loss adjustment compliance activities. Therefore, crop insurance agents shall not use Form FSA-426.

Crop insurance agents may be provided copies of FSA-578 producer prints and maps provided that both of the following are provided:

- a signed statement from the producer authorizing the release of documents to the named agent, specifying the crop year, farm numbers, and any related documents that the producer wishes to be released

  Note: FSA shall **not** create a form for this statement.

- payment for the cost for the copies as set forth in subparagraph B.

B Charges for copies

FSA will charge crop insurance agents for copies as follows:

- FSA-578 producer print - $0.20 per page
- map photo copy - $1.00 per page.

Notes: Payment shall be collected at the time the copies are picked up in the County Office.

County Offices shall **not** provide information to crop insurance agents if a statement is not provided from the producer and the cost is **not** paid. Further, County Offices are **not** responsible for mailing or FAXing copies to crop insurance agents.

County Offices shall use the program code for other reimbursement outlined in 3-FI to account for the money collected for information requests.**--***

511 (Withdrawn--Amend. 48)

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)

Part 6 (Withdrawn--Amend. 53)

525 (Withdrawn--Amend. 53)

525.5 (Withdrawn--Amend. 53)

526-528 (Withdrawn--Amend. 53)

528.5 (Withdrawn--Amend. 53)

529, 530 (Withdrawn--Amend. 37)

531-536 (Withdrawn--Amend. 53)

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

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, 353, 501
AD-2007	FSA/RMA Compliance Referral		508
AD-2027	RCO Spot Checklist Growing Season Inspection Form		508
CCC-509	Direct and Counter- Cyclical Program Contract		351
CCC-509 Appendix	Appendix to Form CCC-509, Direct and Counter- Cyclical Program Contract		351
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program	Ex. 7	23, 24, 24.5
CCC-576-1	Appraisal/Production Report Noninsured Crop Disaster Assistance Program		332
CCC-577	Transfer of NAP Coverage		355
CCC-579	NAP Approved Yield Compliance Worksheet		355
CCC-896	2005 Hurricane Tree Assistance Program Application for Assistance		356
CRP-1	Conservation Reserve Program Contract		16, 78, 308, 350, 497
CRP-1 Appendix	Appendix to Form CRP-1, Conservation Reserve Program Contract		16
FSA-54	County Office Work Measurement System		251

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-409	Measurement Service Record	461, 464	15, 397, 459, 460, 462
FSA-409A	Measurement Service Request Register	462	459
FSA-426	MPCI/FCIC Information Request Worksheet	509	510
FSA-441	Order for Aerial Photography		491
FSA-468	Notice of Determined Acreage	376	15, 352, 360, 375, 379, 380, 397
FSA-569	NRCS Report of HELC and WC Compliance for Spotcheck Purposes		20, 353
FSA-577	Report of Supervisory Check	332	
FSA-578	Report of Acreage		Text, Ex. 2, 10.5
FSA-603	Collection Register for State and County Offices		459
NRCS-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

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AV	administrative variance	378, 461
BWEP	Boll Weevil Eradication Program	17
CARS	Crop Acreage Reporting System	Part 2.5
CCM	compressed county mosaic	437
CVS	Compliance Validation System	41, 308, 308.5
DGPS	Differential Global Positioning System	421
DOQ	Digital Orthophotography	501, Ex. 2
ELAP	Emergency Assistance for Livestock, Honeybees, and Farm Raised Fish Program	15, 16
FAA	Federal Aviation Administration	421
FGDC	Federal Geographic Data Committee	505.5
FTP	file transfer protocol	501, 504, 505.5, Ex. 37
FW	farmed wetland	353
Gateway	Geospatial Data Gateway	505.5
GDW	Geospatial Data Warehouse	505.5
GPS	global positioning system	390, 394, 420, 421, 460, 463, Ex. 2
ITS	Information Technology Services	421
LAM	Loss Adjustment Manual	355
MDOQ	Mosaic Digital Orthophoto Quadrangle	19, 498, 505.5
MT	Maintenance Tool	394, 463
NAIP	National Agricultural Imagery Program	437, 444, 505.5, 506.6
NCT	National Crop Table	16
NHEL	non highly erodible land	494, 502
ODB	object data base	506.5
OFAV	other fruits and vegetables	85, 141
PFC	Production Flexibility Contract	376
PLSS	Public Land Survey System	506.5
SRA	Standard Reinsurance Agreement	508
SURE	Supplemental Revenue Assistance Program	15, 16, 21, 75
“T” area	transitional area	86
W	wetland	353, 494, 495, 499
WAAS	Wide Area Augmentation System	421

Redelegations of Authority

None

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.

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.

Adequate Water Supply or Source

--Adequate water supply or source means there will be a reasonable expectation of having-- enough water physically and legally available to carry out good irrigation practices on the entire acreage reported as irrigated for the entire growing season regardless of drought. If the producer knows or had reason to know that the water supply or source is not adequate or their water rights will be limited or reduced to an extent that good irrigation practices are not possible or *--practicable for the entire growing season, then no reasonable expectation exists. It is the--* producer's responsibility to demonstrate a reasonable expectation of receiving adequate water to carry out good irrigation practices on the entire acreage reported as irrigated for the entire growing season. Producer shall be expected to be prepared to provide documentation of the factors which were considered in reporting the acreage as irrigated.

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.

Definitions of Terms Used in This Handbook (Continued)

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.

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 (formerly known as a field), is the smallest unit of land that has a permanent, contiguous boundary, common land cover and land management, common owner, and common producer association.**--

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.

Definitions of Terms Used in This Handbook (Continued)

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.

***--Current Year**

Current year is the year for which acreages and bases, or other program determinations are established for that program.**--***

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.

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.

Definitions of Terms Used in This Handbook (Continued)

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.

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.

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.

Final Planting Date

--**The final planting date is the last date a specific crop can be planted for which a normal yield can be reasonably expected to be produced.**--

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.

Definitions of Terms Used in This Handbook (Continued)

***--Good Irrigation Practice**

Good Irrigation Practice means application of adequate water to adequately grow the crop in a reasonable and sufficient manner, at the proper times necessary to produce the irrigated yield expected for the area or individual's established approved yield if applicable.**--***

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.

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.

Definitions of Terms Used in This Handbook (Continued)

***--Irrigation**

Irrigation means a method of producing a crop by which water is artificially applied in sufficient amounts to grow the applicable crop during the growing season by appropriate systems and at the proper times. Only acreage for which the producer has both the following, to carry out good irrigation practice for the crop, may be considered irrigated acreage:

- adequate irrigation equipment and facilities
- physical and legal control and physical and legal access to an adequate volume of water needed to irrigate a crop in a reasonable and sufficient manner for the entire growing season.

Important: Surface water, such as a lake, pond, or natural flowing river, stream, brook or creek may be the source of water for irrigating crops; however, the acreage adjacent to such water shall not be considered irrigated acreage based solely on its proximity to the water.

Irrigation Equipment and Facilities

Irrigation Equipment and Facilities means the physical resources, other than water, used to regulate the flow of water from a water source to the acreage. This includes, but is not limited to, pumps, valves, sprinkler heads, turn-outs, gates and other water utilization devices.

Note: A functioning center pivot irrigation system is considered irrigation equipment and facilities.**--***

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.

Definitions of Terms Used in This Handbook (Continued)

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.

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.

Definitions of Terms Used in This Handbook (Continued)

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:

- property line
- ditch
- road
- fence
- hedgerow.

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.

Definitions of Terms Used in This Handbook (Continued)

Population

Population is the total number of APH's for production reviews.

Prevented Planting

Prevented planting is the inability to plant the intended crop acreage with proper equipment *--by the final planting date for the crop type because of a natural disaster.--*

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.

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).

Definitions of Terms Used in This Handbook (Continued)

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 2 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.

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.

*** * ***

Solid Plant Pattern

A solid plant pattern is a cultural practice of uniform rows where the distance between row widths does not exceed 40 inches.

Definitions of Terms Used in This Handbook (Continued)

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.

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.

Definitions of Terms Used in This Handbook (Continued)

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.

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
	Acreage Report Search Screen	304
	Add Crop Default Screen	308.5
	Bulk Copy Screen	308
	Certification Screen	314
	Crop Acreage Reporting System (CARS) Login Screen	302
	Crop Acreage Reports Screen	305, 319
	Crop Review Screen	309
	Default Producer Shares Screen	306
	Delete Acreage Report Screen	311
	Delete Crop Screen	311
	Determined Acres Screen	319
	Determined Acres - Crop Selection Screen	319
	Farm Summary Screen	315
	Farm Zero Acreage Crop Screen	313
	FSA Compliance Review Spot Check Survey Screen	360
	FSA Compliance Review Spot Check Screen	360
	List Crop Defaults Screen	308.5
	Report of Acreage Screen	308
	Reports Screen	317
	State and County Selection Screen	303
	Tract Selection Screen	307
	Tract Summary Screen	316
	Web Based Data Collection Site Screen	360
	Welcome to the NASS Internet Survey Site Screen	360
MCA91001	Producer Maintenance Screen	101
MEAC7301	Certification Screen	141
MEAEL601	Cropland Acres Screen	274
MEAL00	Acreage and Compliance Determinations Menu	39
MEAL1401	C/C 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

Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
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
MEALU0	Status Report Selection Menu	297
MEAO0101	Option Selection Menu	63
MEAP6001	Print Selection Screen	161
MEALS0	200 Farm Inspection Selection Menu	361
MEAS1101	Producer Share Screen	64
MEAU7001	Farm Summary Screen	277
MEAU8001	Tract Summary Screen	278

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	*--See subparagraph E for crops and reporting dates.--*	
	* * *	* * *
Indiana	See subparagraph F 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	***--**Small grains: • fall-seeded • spring-seeded	June 30
	All crops, except small grains	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 Illinois**

The following table provides acreage reporting dates for Illinois.

Crop	County			Date
Small grains: • fall-seeded • spring-seeded	Adams Alexander Bond Calhoun Clark Clay Clinton Crawford Edwards Effingham Fayette Franklin Gallatin Greene	Hamilton Hardin Jackson Jasper Jefferson Jersey Johnson Lawrence Macoupin Madison Marion Massac Monroe Montgomery	Perry Pike Pope Pulaski Randolph Richland St. Clair Saline Union Wabash Washington Wayne White Williamson	May 31
All crops, except small grains				July 15
All crops, including small grains	Boone Brown Bureau Carroll Cass Champaign Christina Coles Cook Cumberland De Kalb De Witt Douglas Du Page Edgar Ford Fulton Grundy Hancock Henderson	Henry Iroquois Jo Daviess Kane Kankakee Kendall Knox Lake La Salle Lee Livingston Logan McDonough McHenry McLean Macon Marshall Mason Menard Mercer	Morgan Moultrie Ogle Peoria Piatt Putnam Rock Island Sangamon Schuyler Scott Shelby Stark Stephenson Tazewell Vermilion Warren Whiteside Will Winnebago Woodford	July 15

--*

Crop Reporting Dates (Continued)

F 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
All crops, including small grains	Adams Allen Benton Blackford Boone Carroll Cass Clinton De Kalb Delaware Elkhart Fayette Fountain Fulton Grant Hamilton	Hancock Henry Howard Huntington Jasper Jay Kosciusko LaGrange Lake La Porte Madison Marshall Miami Montgomery Newton Noble	Porter Pulaski Randolph St. Joseph Starke Steuben Tippecanoe Tipton Union Vermillion Wasbash Warren Wayne Wells White Whitley	July 15

Crop Reporting Dates (Continued)

G 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)

H 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

I Acreage Reporting Dates for Oregon

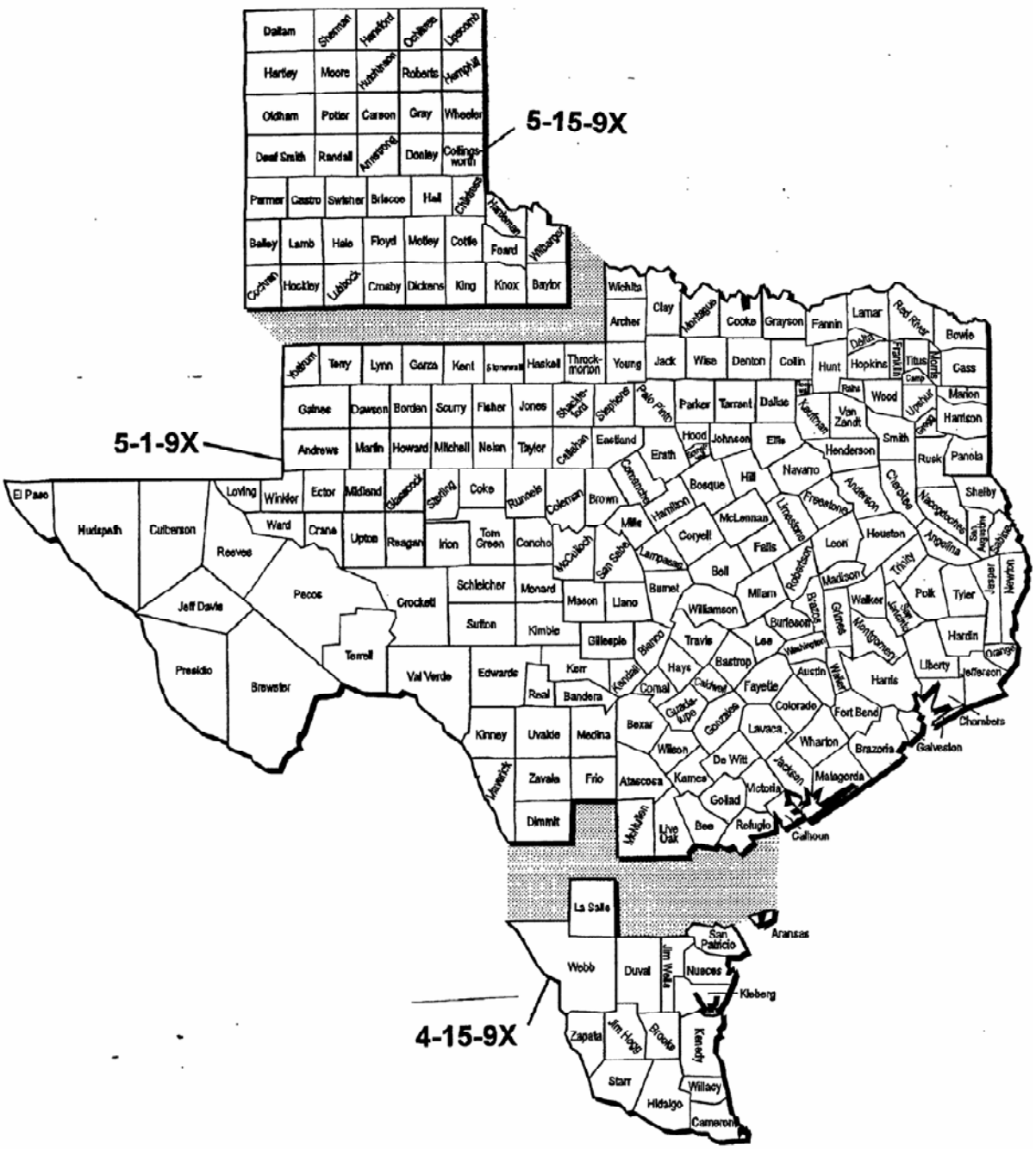
The following table provides acreage reporting dates for Oregon.

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)

J Acreage Reporting Dates for Small Grain Crops in Texas

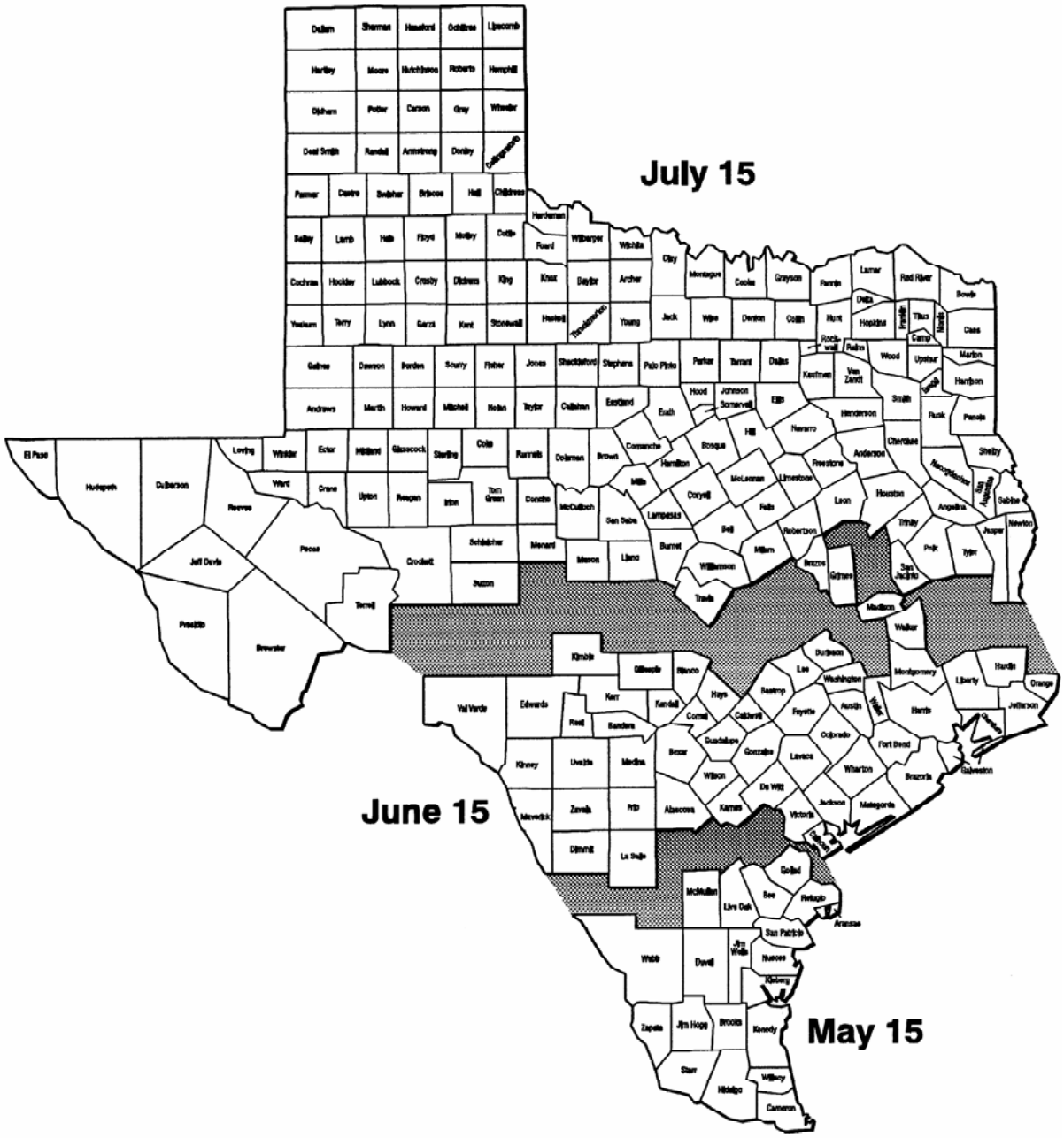
Following is a map of the Texas small grain crops' acreage reporting dates for farm programs.



Crop Reporting Dates (Continued)

K 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)

L 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

*--Completing CCC-576 for Prevented Planting

A Instructions for Completing CCC-576 by County Office

The following provides instructions on how County Offices shall complete CCC-576 for the purpose of prevented planting.

Item	Instructions
	Part A- General Information **(To be completed by the County Office.)**
1A	Enter County Office name, address, and telephone number.
1B	Enter State and administrative county code.
2	Enter NAP unit number. **For NAP crops only**.
3	Date stamp indicating when application is received.
4	Enter the name and address of the producer who is providing the notice of loss for the unit.
5A	Enter the telephone number, including area code, for the producer entered in item 4.
5B	Enter e-mail address of producer, if available.
6	Enter the farm number.
7A	Enter the 4 or 5 character alpha crop abbreviation from Exhibit 10.5. **Example:** The alpha crop abbreviation for cabbage is “CABAG”.
7B	Enter the 4 character numeric pay crop code according to 1-NAP, subparagraph 170 C. **For NAP crops only**. **Example:** The numeric pay crop code for cabbage is “0116”.
7C	Enter the 3 character numeric pay type code according to 1-NAP, subparagraph 170 D. **For NAP crops only**. **Example:** The numeric pay type code for choy is “001”.
7D	If applicable, enter the numeric planting period as established according to 1-NAP, paragraph 178.

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***--Completing CCC-576 for Prevented Planting (Continued)**

B Instructions for Completing CCC-576 by Producer

The following provides instructions on how producers shall complete CCC-576 for the purpose of prevented planting.

A separate CCC-576, Part B shall be filed for each:

- crop and type within the pay crop and pay type grouping recorded for each
- planting period for crops with multiple planting periods.

Item	Instructions
	CCC-576, Part B – Notice of Loss **(To be completed by the producer.)**
Note:	If a subsequent disaster event occurs on the same acreage, crop, type, and variety, the producer must complete a separate CCC-576, Part B and attach it to the original filed CCC-576.
8A	Enter crop name that prevented as result of disaster event identified in item 9.
8B	Enter the crop type that was prevented as result of disaster event identified in item 9. Use a separate CCC-576 for each type of crop affected by disaster.
9	Enter disaster event that prevented, such as tornado, hurricane, drought, flood, disease, aflatoxin, virus, insect infestation, etc.
10A and 10B	Enter beginning and ending dates of the disaster event.
11	Enter date when damage or loss of crop was apparent.
12	CHECK (✓) "Yes" or "No" to answer the question in this item. • If "No", go to item 13. • If "Yes", document any written or verbal grower contract or arrangement with a potential buyer to sell or purchase a guaranteed amount, regardless of production. If such contract or arrangement exists, then include any indemnity not covered by USDA and document in item 37. **Note:** COC will adjust net production upward by the amount of production corresponding to amount of the contract guarantee according to 1-NAP, paragraph 332. Results will be entered in item 39.
13	Check prevented planting as type of loss suffered as a result of event identified in item 9.
14	Check the applicable practice for the crop identified in item 8. If both practices are used, check both.
15	Record intended but prevented acreage in item A, and planted acreage in item B.

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Completing CCC-576 for Prevented Planting (Continued)

B Instructions for Completing CCC-576 by Producer (Continued)

Item	Instructions
16A and 16B	For intended but prevented acreage entered in item 15, provide evidence of purchase, delivery, and/or arrangement for seed, chemicals, fertilizer, and land preparation measures for acreage affected. **Note:** COC may require attachment of expense receipts to verify preparation measures. Retain copies of expense receipts only; return originals to the producer.
17A and 17B	Not applicable.
18	Explain cultivation practices for intended crop on affected crop acreage.
19	Describe what will be done with the affected crop acreage (include dates), that is, will it be replanted to another crop or not planted.
20	Describe what has been done with the affected crop acreage (include dates), that is, was it replanted to another crop or not planted.
21A and 21B	Producer shall sign and date, certifying to accuracy of all information provided, and acknowledgement of receipt of photocopy of the notice of loss to be maintained by producer as evidence of filing. **Note:** If not signed and dated by the producer, Part B is considered **not** filed.

C Instructions for Completing CCC-576 by COC

The following table provides instructions for COC on completing CCC-576.

Item	Instructions
Part C - COC Approval or Disapproval of Loss **Note:** This part shall be completed by COC or delegate representative based on criteria in paragraph 23.	
22A, 22B, and 22C	Not applicable.
22D, 22E, and 22F	CHECK (✓) "Approved" or "Disapproved", enter applicable signature, and date. ***--Note:** If prevented planting acreage is approved, COC may record in the minutes, supporting documentation provided by the producer for which the determination was made according to subparagraph 24 M.**--***

*--Completing CCC-576 for Prevented Planting (Continued)

C Example of CCC-576

The following is an example of CCC-576.

This form is available electronically.

Form Approved - OMB No. 0560-0175

CCC-576 (01-26-05) U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation

NOTICE OF LOSS AND APPLICATION FOR PAYMENT NONINSURED CROP DISASTER ASSISTANCE PROGRAM

See Page 2 for Privacy Act and Public Burden Statements.

PART A - GENERAL INFORMATION *(To be completed by County Office)*

1A. COUNTY FSA OFFICE NAME & ADDRESS *(Including Zip Code)*
Your County FSA Office
123 Our Street
Everytown, USA 12345-6789
Telephone Number *(Area Code)* 090-123-4567

2. NAP UNIT NO.

1B. STATE & COUNTY CODE

3. DATE RECEIVED BY COUNTY FSA OFFICE *(MM-DD-YYYY)*
06-03-XXXX

4. PRODUCER'S NAME AND ADDRESS *(Include street, city, State and Zip Code)*
John and Jane Doe
My Lane
Any Place, USA 12345-6789

5A. TELEPHONE NO. *(Area Code)*
123-456-7800

5B. E-MAIL ADDRESS

6. FARM NUMBERS ASSOCIATED WITH UNIT
1234

7A. CROP ABBREVIATION: Cabag
7B. PAY CROP: 0116
7C. PAY TYPE: 001
7D. PLANTING PERIOD: 01

PART B - NOTICE OF LOSS *(To be completed by Producer)*

8. For loss suffered, enter
A. Crop Name: Cabbage
B. Crop Type: Choy

9. What disaster event(s) caused loss?
Flood

10A. Beginning date of disaster *(MM-DD-YYYY)*
05-21-XXXX

10B. Ending date of disaster *(MM-DD-YYYY)*
05-25-XXXX

11. When was loss apparent? *(MM-DD-YYYY)*
05-25-XXXX

12. For the crop type entered in Item 8, was there any agreement or contract for payment for growing the crop, as opposed to delivery of production?
YES [ ] NO [X]
If "YES", provide a copy of such agreement, contract, or a written narrative explanation of agreement or contract.

13. Check type of loss suffered as a result of event identified in Item 9.
Prevented Planting [X]
Low Yield [ ]

14. Was the crop in Item 8 Irrigated or Non-Irrigated? *Check the applicable practice(s) used for the crop identified in Item 8.*
IR [ ] NI [X]

15. If "Prevented Planting" is checked in Item 13, enter the following:
A. Intended but Prevented Acreage: 10.0
B. Planted Acreage: 0.0

16. For the intended but prevented acreage entered in Item 15, complete the following entries:

A. Purchased, Delivery, or Arranged for:	YES	NO	B. If "YES", Explain and attach copies
(1) Seed, Chemical, and Fertilizer	X		See attached copy for documentation
(2) Land Preparation Measures	X		See Item 18 below

17. If "Low Yield" is checked in Item 13, enter the following:
A. Total Crop Acreage
B. Affected Acreage

18. What cultivation practices have been and will be employed on damaged crop acreage *(e.g., fertilizer, seeding, irrigation, pesticide and herbicide applications; before and after date of damage)?*
Acreage prepared for seed on April 30.

19. What will be done with damaged crop acreage (e.g., destroyed, replanted to another crop, unharvested, harvested, or not planted)?
NOTE: *"You must request an appraisal of any planted acreage of the specified crop that will be abandoned, destroyed, or put to another use. You must not destroy or put acreage to another use before written consent is given by an authorized CCC or FCIC loss adjuster for such destruction or other use." Failure to do so will result in loss of program assistance. Complete Part D:*
Nothing

20. What has been done with prevented planted or damaged crop acreage *(include dates crop was destroyed, harvested, or replanted, as applicable)*
Nothing

21. Producer certifies that all information in Part B is correct and acknowledges receipt of copy of this form.

A. PRODUCER'S SIGNATURE: /s/ Jane Doe
B. DATE *(MM-DD-YYYY)*: 06-03-XXXX

PART C - COC APPROVAL OR DISAPPROVAL OF LOSS

22. COC must approve or disapprove for low yield and or prevented yield, as applicable.

A. For Low Yield: APPROVED [ ] DISAPPROVED [ ]
B. COC SIGNATURE
C. DATE *(MM-DD-YYYY)*

D. For Prevented Planted: APPROVED [X] DISAPPROVED [ ]
E. COC SIGNATURE: /s/ COC Member
F. DATE *(MM-DD-YYYY)*: 06-03-XXXX

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Request for New Crop or Intended Use

U.S. Department of Agriculture
Farm Service Agency

Request for New Crop or Intended Use

1. FSA State Office Point of contact: Telephone No.: ( )	☐ Addition to CVS/NCT (For acreage reporting purposes.) ☐ Determination of NAP crop eligibility ☐ BOTH	2. FAX Request or E-mail to: FAX Information: USDA, FSA, PSD, CPB, CPS *--ATTN: Todd Anderson--* FAX No. (202) 720-4941 E-mail Address: ***--todd.anderson@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 if requesting a determination of an eligible NAP crop.)	Types	Intended Use

The following lists the crop names, crop codes, abbreviations, intended uses, and land uses for crops and aquaculture reported on FSA-578.

Notes: Except for sorghum, crops historically reported with intended uses "Sg", "Hy", "Gc", or "Hg" shall now be reported with an intended use of "Fg".

When a crop has both "Gr" and "Sd" as intended uses, the intended use of "Sd" should be used to report hybrid seed.

When a small grain crop is planted and had 2 intended uses of grain and grazing, the intended use of "Gs" shall be used.

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Acerola (Barbados Cherry)	0172	AZARL			FH	F
Alfalfa	0027	ALFAL			FG, GZ, LS, SD	
Algae	3003	ALGAE	Ogo (Red)	OGO	FH, PR	
Almonds	0028	ALMND			blank	F
Aloe Vera	9032	ALOEV			SD or blank	
Amaranth Grain	0516	AMAGR			GR	
*--Ambrosia	0520	AMBRO			PR--*	
Antidesma	1165	ANTID			FH	F
Apples	0054	APPLE	Common	COM	FH, JU, PR, RS	F
			Specialty	SPC	FH, JU, PR, RS	F
Note: The type "SPC – Specialty" includes Fuji, Braeburn, Gala, Jona Gold, Crispin, Honeycrisp, Sommerfeld, Royal Gala, Macoun, Cameo, and Pink Lady. All other types are considered "COM – Common".						
Apricots	0326	APRCT			FH, PR, RS	F
Aronia (Chokeberry)	0143	ARONI			FH, PR	F
Artichokes	0458	ARTIC			FH, PR, SD	F
Asparagus	0104	ASPRG			FH, PR, RS, SD	F
Atemoya (Custard Apple)	0997	ATMYA			FH, PR	F
Avocados	0106	AVOCD			FH, PR	F
Bamboo Shoots	0111	BAMBO			FH, PR	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Bananas	0173	BANAN	Baby	BAB	FH, LV, PR	F
			Bluefield	BFB	FH, LV, PR	F
			Brazilian	BRZ	FH, LV, PR	F
			Cavendish	CVB	FH, LV, PR	F
			Johnson	JON	FH, LV, PR	F
			*--Thai	THA	FH, LV, PR	F
Barley	0091	BARLY	Hulless	HUL	FG, GM, GR, GS, GZ, LS, SD	
			Spring Barley	SPR	FG, GM, GR, GS, GZ, LS, SD	
			Waxy Barley	WXY	FG, GM, GR, GS, GZ, LS, SD	
			Winter Barley	WTR	FG, GM, GR, GS, GZ, LS, SD--*	
Beans (exempt from FAV)	0047	BEANS	Adzuki	ADZ	DE, SD	
			Castor	CAS	DE, SD	
			Lupine	LUP	DE, SD	
			Mung	MUN	DE, FG, SD	
Beans	0047	BEANS	Anasazi	ANA	FG, GM	
			Anasazi	ANA	DE, FH, PR, SD	F
			Baby Lima	BBL	FG, GM	
			Baby Lima	BBL	DE, FH, PR, SD	F
			Black Turtle	BTU	FG, GM	
			Black Turtle	BTU	DE, FH, PR, SD	F
			Butter	BUT	FG, GM	
			Butter	BUT	DE, FH, PR, SD	F
			Canario - Yellow	CAN	FG, GM	
			Canario - Yellow	CAN	DE, FH, PR, SD	F
			Chinese String	CHI	FG, GM	
			Chinese String	CHI	DE, FH, PR, SD	F
			Cranberry	CRA	FG, GM	
			Cranberry	CRA	DE, FH, PR, SD	F
			Dark Red Kidney	DRK	FG, GM	
			Dark Red Kidney	DRK	DE, FH, PR, SD	F
			Fava	FAV	FG, GM	
			Fava	FAV	DE, FH, PR, SD	F
			Flat Small White	FSW	FG, GM	
			Flat Small White	FSW	DE, FH, PR, SD	F
			*--Garbanzo, Small Desi (Chickpeas)	GAD	DE, FG, FH, GM, PR, SD	
			Garbanzo, Small Kabuli (Chickpeas)	GAS	DE, FG, FH, GM, PR, SD	
			Garbanzo, Large Kabuli (Chickpeas)--*	GAR	DE, FG, FH, GM, PR, SD	
			Great Northern	GTN	FG, GM	
			Great Northern	GTN	DE, FH, PR, SD	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)(Par. 41, 74, 75, 84, 296, Ex. 7)
***--**

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Beans (Continued)	0047	BEANS	Green	GRN	FG, GM	
			Green	GRN	DE, FH, PR, SD	F
			Green Baby French	GBF	FG, GM	
			Green Baby French	GBF	DE, FH, PR, SD	F
			Jacobs Cattle	JAC	FG, GM	
			Jacobs Cattle	JAC	DE, FH, PR, SD	F
			Kentucky Blue	KEB	FG, GM	
			Kentucky Blue	KEB	DE, FH, PR, SD	F
			Kintoki	KIN	FG, GM	
			Kintoki	KIN	DE, FH, PR, SD	F
			Large Lima	LGL	FG, GM	
			Large Lima	LGL	DE, FH, PR, SD	F
			Light Red Kidney	LRK	FG, GM	
			Light Red Kidney	LRK	DE, FH, PR, SD	F
			Long	LON	FG, GM	
			Long	LON	DE, FH, PR, SD	F
			Marrow	MRW	FG, GM	
			Marrow	MRW	DE, FH, PR, SD	F
			Mayocoba	MYC	FG, GM	
			Mayocoba	MYC	DE, FH, PR, SD	F
			Myothe	MYO	FG, GM	
			Myothe	MYO	DE, FH, PR, SD	F
			October	OCT	FG, GM	
			October	OCT	DE, FH, PR, SD	F
			Papdai Valor	PAP	FG, GM	
			Papdai Valor	PAP	DE, FH, PR, SD	F
			Pea	PEA	FG, GM	
			Pea	PEA	DE, FH, PR, SD	F
			Pink	PNK	FG, GM	
			Pink	PNK	DE, FH, PR, SD	F
			Pinto	PNT	FG, GM	
			Pinto	PNT	DE, FH, PR, SD	F
			Pole	PLE	FG, GM	
			Pole	PLE	DE, FH, PR, SD	F
			Pole Colombus	PLC	FG, GM	
			Pole Colombus	PLC	DE, FH, PR, SD	F
			Roma	ROM	FG, GM	
			Roma	ROM	DE, FH, PR, SD	F
			Shelli	SHL	FG, GM	
			Shelli	SHL	DE, FH, PR, SD	F
			Small Red	SMR	FG, GM	
			Small Red	SMR	DE, FH, PR, SD	F

--*

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)(Par. 41, 74, 75, 84, 296, Ex. 7)
***--**

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Beans (Continued)	0047	BEANS	Small White	SMW	FG, GM	
			Small White	SMW	DE, FH, PR, SD	F
			Snap Wax	WAX	FG, GM	
			Snap Wax	WAX	DE, FH, PR, SD	F
			Soldier	SOL	FG, GM	
			Soldier	SOL	DE, FH, PR, SD	F
			Sulfur	SUL	FG, GM	
			Sulfur	SUL	DE, FH, PR, SD	F
			Tebo	TEB	FG, GM	
			Tebo	TEB	DE, FH, PR, SD	F
			Tiger Eye Kidney	TIG	FG, GM	
			Tiger Eye Kidney	TIG	DE, FH, PR, SD	F
			Velvet	VEL	FG, GM	
			Velvet	VEL	DE, FH, PR, SD	F
			White Adzuki	WHT	FG, GM	
			White Adzuki	WHT	DE, FH, PR, SD	F
			White Half Runner	WHR	FG, GM	
			White Half Runner	WHR	DE, FH, PR, SD	F
			White Kidney	WKD	FG, GM	
			White Kidney	WKD	DE, FH, PR, SD	F
			Wing	WIN	FG, GM	
			Wing	WIN	DE, FH, PR, SD	F
			Yardlong	YRD	FG, GM	
			Yardlong	YRD	DE, FH, PR, SD	F
			Yellow Eye	YEY	FG, GM	
			Yellow Eye	YEY	DE, FH, PR, SD	F
Beets	0642	BEETS	Hybrid	HYB	FH, PR, SD, SE	F
			Mangel Beets	MAN	FH, PR, SD, SE	F
			Open Pollinated	OPN	FH, PR, SD, SE	F
Birdsfoot/Trefoil	0355	BIFFO			FG, GZ, SD	
Blueberries	0108	BLUBR	Highbush	HBS	FH, PR	F
			Low Bush Blueberries	LWB	FH, PR	F
			Rabbiteye Blueberries	RAB	FH, PR	F
Breadfruit	1290	BREAD			FH	F
Broccoflower	0905	BRCFL			FH, PR, SD	F
Broccoli	0110	BRCLI			FH, PR, SD, SE	F
Broccolo-Cavalo	7073	BRCXC			FH, PR, RS, SD	F

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2003 and Subsequent Year Crops Reported on FSA-578 (Continued)(Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Brussel Sprouts	0112	BRUSL			FH, PR, SD	F
Buckwheat	0114	BUKWT			GM, GR, SD	
Cabbage	0116	CABAG	Choy Sum Cabbage	CHO	FH, PR, SD, SE	F
			Hybrid Cabbage	HYB	FH, PR, SD, SE	F
			Napa Cabbage	NAP	FH, PR, SD, SE	F
			Open Pollinated	OPN	FH, PR, SD, SE	F
			Red Cabbage	RED	FH, PR, SD, SE	F
			Savoy	SAV	FH, PR, SD, SE	F
Cactus	2050	CACTS			FH	
Caimito	1166	CAMTO			FH, PR	F
Calabaza Melon	9999	CALAB			FH	F
Calaloo	9056	CALAL			FH	F
Camelina	0033	CAMEL	Camelina		PR, SD	
Canary Melon	9998	CANAR			FH, SD	F
Canary Seed	9039	CNRSD			SD	
Caneberries	6000	CANBR	*--Apache Blackberries	APC	FH, PR	F--*
			Arapaho Blackberries	ARA	FH, PR	F
			Black Raspberries	BLK	FH, PR	F
			Boysenberries	BOY	FH, PR	F
			Cascadeberries	CAS	FH, PR	F
			Chester Blackberries	CHT	FH, PR	F
			Chickasaw Blackberries	CHI	FH, PR	F
			Doyle Blackberries	DOY	FH, PR	F
			Evergreen Blackberries	EVG	FH, PR	F
			Kiowa/Ouachita Blackberries	KIO	FH, PR	F
			Kotata Blackberries	KOT	FH, PR	F
			Loganberries	LOG	FH, PR	F
			Marionberries	MAR	FH, PR	F
			*--Natchez Blackberries	NAT	FH, PR	F--*
			Navaho Blackberries	NAV	FH, PR	F
			Olallieberries	OLA	FH, PR	F
			Red Raspberries	RED	FH, PR	F
			Tayberries	TAY	FH, PR	F
			Triple Crown Blackberries	TRI	FH, PR	F
Canistel	9057	CANIS			FH	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)(Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Canola	0711	CANOL	Fall Seeded	FAL	*--FG, SD	
			Spring Canola	SPR	FG, SD--*	
Cantaloupes	0759	CANTL			FH, SD	F
Carambola (Star Fruit)	0999	CRMBA			FH	F
Carob	0494	CAROB			PR	F
Carrots	0120	CARRT	Hybrid	HYB	FH, PR, SD	F
			Mini Carrots	MNE	FH, PR, SD	F
			Open Pollinated	OPN	FH, PR, SD	F
Casaba Melon	9997	CASAS			FH	F
Cashew	1291	CASHE			blank	F
Cassava	0174	CASAV	Beige	BGE	FH	F
			White	WHT	FH	F
Cauliflower	0124	CLFLW			FH, PR, SD	F
Celeriac	0509	CLERI			FH, PR, SD	F
Celery	0126	CLERY			FH, PR, SD	F
Cherimoya (Sugar Apple)	8045	CHRMY			FH	F
Cherries	0128	CHERY	Chokecherry	CHK	FH, PR	F
			Jamaica	JAM	FH, PR	F
			Sweet	SWT	FH, PR	F
			Tart	TRT	FH, PR	F
Chestnuts	0375	CHENT			FH or blank	F
Chia	0840	CHIA			FH, PR, RS	
Chickpea (see Beans, Garbanzo)						
Chicory/Radicchio	0511	CHICO	Common	COM	FG, GZ	
			Common	COM	FH, RS, SD	F
			Witloof	WIT	FG, GZ	
			Witloof	WIT	FH, RS, SD	F
Chinese Bitter Melon	9996	CHIBT			FH	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Christmas Trees	7321	CHRUT	Afghan Pine	AFG	FH, RS	
			Arizona Cypress	ARI	FH, RS	
			Austrian Pine	AUS	FH, RS	
			Balsam Fir	BAL	FH, RS	
			Blue Spruce	BLU	FH, RS	
			Canaan Fir	CAN	FH, RS	
			Carolina Sapphire	CAR	FH, RS	
			Colorado Blue Spruce	COL	FH, RS	
			Concolor Fir	CON	FH, RS	
			Douglas	DOU	FH, RS	
			*--Engelman Spruce	ENG	FH, RS--*	
			Frasier Fir	FRA	FH, RS	
			Grand Fir	GRD	FH, RS	
			*--Korean Fir	KOR	FH, RS--*	
			Leyland	LEY	FH, RS	
			*--Meyer Spruce	MEY	FH, RS--*	
			Noble Fir	NOB	FH, RS	
			Nordman Fir	NRD	FH, RS	
			Norway Pine/Red Pine	NRP	FH, RS	
			Norway Spruce	NOR	FH, RS	
			Red Cedar	RED	FH, RS	
			Scotch Pine	SCO	FH, RS	
			Serbian Spruce	SER	FH, RS	
			Va Pine	VAP	FH, RS	
			White Pine	WPN	FH, RS	
			White Spruce	WHT	FH, RS	
Chufes	0645	CHUFS			SD	F
Cinnamon	1298	CINNA			blank	
Citron Melon	9995	CTRON			FH	F
Clover	0265	CLOVR	Alsike Clover	ALS	FG, GM, GZ, SD	
			Alyce Clover	ALC	FG, GM, GZ, SD	
			Arrowhead Clover	AHD	FG, GM, GZ, SD	
			Arrowleaf	ARL	FG, GM, GZ, SD	
			*--Ball Clover	BAL	FG, GM, GZ, SD--*	
			Berseem Clover	BER	FG, GM, GZ, SD	
			Crimson Clover	CRM	FG, GM, GZ, SD	
			Kura Clover	KUR	FG, GM, GZ, SD	
			Mammoth Clover	MAM	FG, GM, GZ, SD	
			Purple Prairie	PPR	FG, GM, GZ, SD	
			Red Clover	RED	FG, GM, GZ, SD	
			Sub Clover	SUB	FG, GM, GZ, SD	
			White Clover	WHT	FG, GM, GZ, SD	
			Yellow	YEL	FG, GM, GZ, SD	
Coconuts	0175	COCON			FH	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Coffee	0176	COFFE	Arabica	ARA	PR	F
			Liberica	LIB	PR	F
			Robusta Coffee	ROB	PR	F
*--Conservatoin Stewardship Program	0097	CSP--*				
Corn	0041	CORN	Amylose	AMY	FG, FH, GR, GZ, LS, PR, SD	
			*--Grainless Forage	GLF	FG, GZ--*	
			Ornamental	ORN	FG, FH, GR, GZ, LS, PR, SD	
			Popcorn	POP	FG, FH, GR, GZ, LS, PR, SD	
			Strawberry Popcorn	PSN	FG, FH, GR, GZ, LS, PR, SD	
			Tropical	TRO	FG, FH, GR, GZ, LS, PR, SD	
			White	WHE	FG, GR, GZ, LS, SD	
			Yellow	YEL	FG, GR, GZ, LS, SD	
			Red	RED	FG, GR, GZ, LS	
			Blue	BLU	FG, GR, GZ, LS	
			Blue	BLU	FH, PR, SD	F
			Corn Nuts	NUT	FG, GR, GZ, LS	
			Corn Nuts	NUT	FH, PR, SD	F
			Sweet	SWT	FG, GR, GZ, LS	
			Sweet	SWT	FH, PR, SD	F
Cotton, Els	0022	ELSCN			blank	
Cotton, Upland	0021	UPCN			blank	
Crambe (Colewort)	0714	CRAMB			SD	
Cranberries	0058	CRNBR			FH PR	F
Crenshaw Melon	9994	CRENS			FH SD	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, 27, 28, 30, 31, 32, 33, 34, 35, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, or 70	
Crustacean	3002	CRUST	Crab	CRB	FH, PR	
			Crayfish	CRA	FH, PR	
			Gobo Shrimp	GOB	FH, PR	
			Large Shrimp	LGE	FH, PR	
			Medium Shrimp	MED	FH, PR	
			Prawns	PRW	FH, PR	
			Small Shrimp	SML	FH, PR	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Cucumbers	0132	CUCUM	Common	COM	FH, PR, SD	F
			English	ENG	FH, PR, SD	F
			Pickling	PKL	FH, PR, SD	F
Currants	0325	CURRN			FH, PR	F
Dasheen/Taro Root/Malanga	0177	DASHE	Purple	PUR	FH	F
			White	WHT	FH	F
Dates	0496	DATES			FH, PR	F
Eggplant	0318	EGGPL	Cherry Eggplant	CHE	FH, PR, SD	F
			European	EUR	FH, PR, SD	F
			Mini Eggplant	MIN	FH, PR, SD	F
			Oriental	ORN	FH, PR, SD	F
*--Einkorn	0136	EINKN			GR--*	
Elderberries	0032	ELDER	Brush Hills	BSH	FH, PR	F
			Cherokee	CHE	FH, PR	F
			Mill Creek	MIL	FH, PR	F
Emergency Watershed/Floodplain	3025	EWFP			blank	
Emmer	0133	EMMER			GR	
EQIP	0098	EQIP			blank	
Fallow	0101	FALOW			blank	
Figs	0060	FIGS	Adriatic	ADR	FH	F
			Black Mission	BMF	FH	F
			Brown Turkey	BTK	FH	F
			Calimyrna	CAL	FH	F
			Kadota	KDT	FH	F
Finfish	3000	FINFH	Almaco Jack	JAK	FH, PR	
			Awa	AWA	FH, PR	
			Bighead Carp	BIG	FH, PR	
			Black Tilapia	BLK	FH, PR	
			Bluegill	BLU	FH, PR	
			Channel Catfish	CHN	FH, PR	
			Chinese Carp	CHI	FH, PR	
			Chinese Catfish	CNS	FH, PR	
			Crappie	CRP	FH, PR	
			Diploid Amur	DIP	FH, PR	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Finfish (Continued)	3000	FINFH	Flounder	FLN	FH, PR	
			Guppy	GUP	FH, PR	
			Haplochromine Tropical	HAP	FH, PR	
			Koi Carp	KOI	FH, PR	
			Lamprologuine Tropical	LAM	FH, PR	
			Large Mouth Bass	LGE	FH, PR	
			Mbuna Chichlid Tropical	MBU	FH, PR	
			Minnows	MNW	FH, PR	
			Perch	PER	FH, PR	
			Red Tilapia	RDT	FH, PR	
			Redfish	RED	FH, PR	
			Shellcrack	SHL	FH, PR	
			Shubunkin Carp	SHU	FH, PR	
			*--Small Mouth Bass	SML	FH, PR--*	
			Striped Bass	STR	FH, PR	
			Sturgeon (Caviar)	STU	FH, PR	
			Tanganyika Tropical	TAN	FH, PR	
			Threadfin Shad	THD	FH, PR	
			Triploid Amur	TRI	FH, PR	
			Tropical	TRO	FH, PR	
			Trout	TRT	FH, PR	
Flax	0031	FLAX	Common	COM	OL, SD	
			Linola	LIN	SD	
Flowers	7501	FLOWR	Achillea	ACH	ED, FH, OL, SD, SE	
			Acronlinium	ACR	ED, FH, OL, SD, SE	
			African Violet	AFV	ED, FH, OL, SD, SE	
			Agapanthus	AGA	ED, FH, OL, SD, SE	
			Ageratum	AGR	ED, FH, OL, SD, SE	
			Allium	ALL	ED, FH, OL, SD, SE	
			Alstroemeria	ALS	ED, FH, OL, SD, SE	
			Amaranth	AMR	ED, FH, OL, SD, SE	
			Amaryllis	AMA	ED, FH, OL, SD, SE	
			Ammobium	AMM	ED, FH, OL, SD, SE	
			Anemone	ANM	ED, FH, OL, SD, SE	
			Anthurium	ANT	ED, FH, OL, SD, SE	
			Anthurium Obake	ANO	ED, FH, OL, SD, SE	
			Anthurium Pastel	ANP	ED, FH, OL, SD, SE	
			Anthurium Red	ANR	ED, FH, OL, SD, SE	
			Artemesia	ART	ED, FH, OL, SD, SE	
			Aspen Daisy	ASP	ED, FH, OL, SD, SE	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)(Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Flowers (Continued)	7501	FLOWR	Aster	AST	ED, FH, OL, SD, SE	
			Baby's Breath	BAB	ED, FH, OL, SD, SE	
			Bachelor Buttons	BAC	ED, FH, OL, SD, SE	
			Banana Bloom	BAN	ED, FH, OL, SD, SE	
			Banksia	BAS	ED, FH, OL, SD, SE	
			Belladonna	BLD	ED, FH, OL, SD, SE	
			Bells of Ireland	BEL	ED, FH, OL, SD, SE	
			Bird Of Paradise	BIR	ED, FH, OL, SD, SE	
			Black Eyed Susans	BLS	ED, FH, OL, SD, SE	
			Bletilla	BLT	ED, FH, OL, SD, SE	
			Blue Eyed Grass	BEG	ED, FH, OL, SD, SE	
			Bupleurum	BUP	ED, FH, OL, SD, SE	
			Bush Clover	BUS	ED, FH, OL, SD, SE	
			Butterfly Milkweed	BUT	ED, FH, OL, SD, SE	
			Calla Lily	CLL	ED, FH, OL, SD, SE	
			Calladium	CAL	ED, FH, OL, SD, SE	
			Campanelle	CAM	ED, FH, OL, SD, SE	
			Candy Tuft	CND	ED, FH, OL, SD, SE	
			Canna Lily	CAN	ED, FH, OL, SD, SE	
			Carnation/Dianthus	CAR	ED, FH, OL, SD, SE	
			Carpet Of Snow	CSA	ED, FH, OL, SD, SE	
			Caryopteris	CRY	ED, FH, OL, SD, SE	
			Catchfly	CAT	ED, FH, OL, SD, SE	
			Celesia	CEL	ED, FH, OL, SD, SE	
			Celosia Plume	CEO	ED, FH, OL, SD, SE	
			Centaurea	CNT	ED, FH, OL, SD, SE	
			Centaurea Black Magic	CBM	ED, FH, OL, SD, SE	
			Centranthus	CEN	ED, FH, OL, SD, SE	
			Chamomile	CMM	ED, FH, OL, SD, SE	
			Cherimoya	CHR	ED, FH, OL, SD, SE	
			Chocolate	CHO	ED, FH, OL, SD, SE	
			Chrysanthemum	CRS	ED, FH, OL, SD, SE	
			Church	CHH	ED, FH, OL, SD, SE	
			Cirisium	CIR	ED, FH, OL, SD, SE	
			Clematis	CLE	ED, FH, OL, SD, SE	
			Cockscomb	COC	ED, FH, OL, SD, SE	
			Coleus	COL	ED, FH, OL, SD, SE	
			Coneflower, Clasping	CCL	ED, FH, OL, SD, SE	
			Coneflower, Pinnata Prairie	CPP	ED, FH, OL, SD, SE	
			Coneflower, Yellow Prairie	CYP	ED, FH, OL, SD, SE	
			Coneflowers	CFL	ED, FH, OL, SD, SE	
			Coreopsis	COR	ED, FH, OL, SD, SE	
			Cornflower	CRN	ED, FH, OL, SD, SE	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)(Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Flowers (Continued)	7501	FLOWR	Cosmos	COS	ED, FH, OL, SD, SE	
			Craspedia	CRA	ED, FH, OL, SD, SE	
			Creeping Phlox	CPG	ED, FH, OL, SD, SE	
			*--Crown Flower/Giant Milkweed	CWN	ED, FH, OL, SD, SE--*	
			Daffodil	DAF	ED, FH, OL, SD, SE	
			Dahlia	DAH	ED, FH, OL, SD, SE	
			*--Daisy, Gerbera	DGE	ED, FH, OL, SD, SE--*	
			Daisy Gloriosa	DSG	ED, FH, OL, SD, SE	
			Daisy Marguerite	DSM	ED, FH, OL, SD, SE	
			Daisy Shasta	DSS	ED, FH, OL, SD, SE	
			Dames Rocket	DAM	ED, FH, OL, SD, SE	
			Day Lily	LLD	ED, FH, OL, SD, SE	
			Delphinium	DEL	ED, FH, OL, SD, SE	
			Echeveria	ECH	ED, FH, OL, SD, SE	
			Edible	EDI	ED, FH, OL, SD, SE	
			Elephant Ear	ELE	ED, FH, OL, SD, SE	
			English Ivy	IVY	ED, FH, OL, SD, SE	
			Eucalyptus	EUC	ED, FH, OL, SD, SE	
			Euphorbia	EUP	ED, FH, OL, SD, SE	
			Evening Primrose	EPR	ED, FH, OL, SD, SE	
			False Sunflower	FSF	ED, FH, OL, SD, SE	
			Flamingo	FLA	ED, FH, OL, SD, SE	
			Forget-Me-Not	FMN	ED, FH, OL, SD, SE	
			Fresia	FRE	ED, FH, OL, SD, SE	
			*--Gardenia	GAR	ED, FH, OL, SD, SE--*	
			Gilia	GIL	ED, FH, OL, SD, SE	
			Ginger	GIN	ED, FH, OL, SD, SE	
			Ginger Pink	GIP	ED, FH, OL, SD, SE	
			Ginger Red	GIR	ED, FH, OL, SD, SE	
			Gladioli	GLA	ED, FH, OL, SD, SE	
			Godetia	GOD	ED, FH, OL, SD, SE	
			Goldenrod	GLD	ED, FH, OL, SD, SE	
			Gomphrena	GOM	ED, FH, OL, SD, SE	
			Green Goddess	GRG	ED, FH, OL, SD, SE	
			Gypochilla	GYP	ED, FH, OL, SD, SE	
			Gypsy	GPS	ED, FH, OL, SD, SE	
			Heather Firecracker	HEF	ED, FH, OL, SD, SE	
			Heather Melanthria	HEM	ED, FH, OL, SD, SE	
			Heather Persoluta	HEP	ED, FH, OL, SD, SE	
			Heather Regemina	HER	ED, FH, OL, SD, SE	
			Helichrysum	HLC	ED, FH, OL, SD, SE	
			Heliconia	HLI	ED, FH, OL, SD, SE	
			Heliconia Psittacorm	HLP	ED, FH, OL, SD, SE	
			Hollyhock	HHC	ED, FH, OL, SD, SE	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)(Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Flowers (Continued)	7501	FLOWR	Honeysuckle Hall's	HON	ED, FH, OL, SD, SE	
			Hostas	HOS	ED, FH, OL, SD, SE	
			*--Hydrangea/Hortensia	HYD	ED, FH, OL, SD, SE--*	
			Ilima Lantern	LLN	ED, FH, OL, SD, SE	
			Iris	IRI	ED, FH, OL, SD, SE	
			Iris Dutch	IRD	ED, FH, OL, SD, SE	
			Kalanchoe	KAL	ED, FH, OL, SD, SE	
			Kangaroo Paw	KAN	ED, FH, OL, SD, SE	
			Larkspur	LAR	ED, FH, OL, SD, SE	
			Lavender	LAV	ED, FH, OL, SD, SE	
			Leucondendron	LEU	ED, FH, OL, SD, SE	
			Liatris	LIA	ED, FH, OL, SD, SE	
			Lilac	LIL	ED, FH, OL, SD, SE	
			Lily Asiatic	LLA	ED, FH, OL, SD, SE	
			Lily Easter	LLE	ED, FH, OL, SD, SE	
			Lily Oriental	LLO	ED, FH, OL, SD, SE	
			Linaria - Northern Lights	LNL	ED, FH, OL, SD, SE	
			Lineum	LIN	ED, FH, OL, SD, SE	
			Lisianthus	LIS	ED, FH, OL, SD, SE	
			Lobelia	LOB	ED, FH, OL, SD, SE	
			Lupine	LUP	ED, FH, OL, SD, SE	
			Lychnis Scarlet	LYC	ED, FH, OL, SD, SE	
			Marigold	MAR	ED, FH, OL, SD, SE	
			Mexican Gold Poppy	MGP	ED, FH, OL, SD, SE	
			Mini Jacks	MIN	ED, FH, OL, SD, SE	
			Miniature Carnation	CNM	ED, FH, OL, SD, SE	
			Mixed Cut	CUT	ED, FH, OL, SD, SE	
			Molluccella	MOL	ED, FH, OL, SD, SE	
			Monarda	MND	ED, FH, OL, SD, SE	
			*--Monkshood/Aconitum	MNK	ED, FH, OL, SD, SE--*	
			Montbretia	MON	ED, FH, OL, SD, SE	
			Monte Casino	MNC	ED, FH, OL, SD, SE	
			Mountain Mint	MTM	ED, FH, OL, SD, SE	
			Munros Globemallow	MGM	ED, FH, OL, SD, SE	
			Myrtle	MYR	ED, FH, OL, SD, SE	
			Narcissus	NAR	ED, FH, OL, SD, SE	
			Nigela	NIG	ED, FH, OL, SD, SE	
			Northern Sea Oats	NSO	ED, FH, OL, SD, SE	
			Old Field Goldenrod	OFG	ED, FH, OL, SD, SE	
			Orchid Cattleyas	OCC	ED, FH, OL, SD, SE	
			Orchid Cymbidium	OCY	ED, FH, OL, SD, SE	
			Orchid Dendrobium	OCD	ED, FH, OL, SD, SE	
			Orchid Dendrobium Spray	ODS	ED, FH, OL, SD, SE	
			Orchid Moth	OCM	ED, FH, OL, SD, SE	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)(Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Flowers (Continued)	7501	FLOWR	Orchid Phalaenopsis	OCP	ED, FH, OL, SD, SE	
			Ornamental Blue Flax	OBF	ED, FH, OL, SD, SE	
			Ornamental Okra	ORO	ED, FH, OL, SD, SE	
			Ornamental Peppers	ORP	ED, FH, OL, SD, SE	
			Oxeye	OXE	ED, FH, OL, SD, SE	
			Pachysandra	PAC	ED, FH, OL, SD, SE	
			Pansy	PAN	ED, FH, OL, SD, SE	
			Pansy, Wild	PNW	ED, FH, OL, SD, SE	
			Partridge Pea	PRT	ED, FH, OL, SD, SE	
			Pearly Everlasting Anaph	PEA	ED, FH, OL, SD, SE	
			Pensteman Strictis	PEN	ED, FH, OL, SD, SE	
			Peony	PEO	ED, FH, OL, SD, SE	
			Petalstemum	PLP	ED, FH, OL, SD, SE	
			Petunia	PET	ED, FH, OL, SD, SE	
			Physostegia	PHY	ED, FH, OL, SD, SE	
			*--Plumeria	PLU	ED, FH, OL, SD, SE--*	
			Prairie Carnation	CPR	ED, FH, OL, SD, SE	
			Prairie Coneflower	PRC	ED, FH, OL, SD, SE	
			Prairie Violet	PRV	ED, FH, OL, SD, SE	
			Protea	PRO	ED, FH, OL, SD, SE	
			Purple Phacilia	PRP	ED, FH, OL, SD, SE	
			Purple Prairie Clover	PPC	ED, FH, OL, SD, SE	
			Pyrethrum	PYR	ED, FH, OL, SD, SE	
			Queen Anne's Lace	QUN	ED, FH, OL, SD, SE	
			Ranunculus	RAB	ED, FH, OL, SD, SE	
			Rose	ROS	ED, FH, OL, SD, SE	
			Rose Hybrid Tea	RHT	ED, FH, OL, SD, SE	
			Rose Miniature	RSM	ED, FH, OL, SD, SE	
			Rose Sweetheart	RSS	ED, FH, OL, SD, SE	
			Rudbeckia	RUD	ED, FH, OL, SD, SE	
			Salva	SAL	ED, FH, OL, SD, SE	
			Scabiosa	SCA	ED, FH, OL, SD, SE	
			Scarlet Globemallow	SGM	ED, FH, OL, SD, SE	
			Schizostilis	SCH	ED, FH, OL, SD, SE	
			Seafoam	SEA	ED, FH, OL, SD, SE	
			Sedahlia	SED	ED, FH, OL, SD, SE	
			Sedum	SDM	ED, FH, OL, SD, SE	
			Snapdragon	SNP	ED, FH, OL, SD, SE	
			Spanish Clover	SPC	ED, FH, OL, SD, SE	
			Spiderwort	SPD	ED, FH, OL, SD, SE	
			Star of Bethlehem	STR	ED, FH, OL, SD, SE	
			Statice	STT	ED, FH, OL, SD, SE	
			Statice Dinuata	STD	ED, FH, OL, SD, SE	
			Statice German	STG	ED, FH, OL, SD, SE	
			Stiff Goldenrod	STF	ED, FH, OL, SD, SE	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

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Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Flowers (Continued)	7501	FLOWR	Stock	STC	ED, FH, OL, SD, SE	
			Strawflowers	STW	ED, FH, OL, SD, SE	
			Sunflowers	SUN	ED, FH, OL, SD, SE	
			Swamp Milkweed	SWM	ED, FH, OL, SD, SE	
			Sweet Annie	SWA	ED, FH, OL, SD, SE	
			Sweet Pea	SWP	ED, FH, OL, SD, SE	
			Sweet William	SWW	ED, FH, OL, SD, SE	
			Tansy	TAN	ED, FH, OL, SD, SE	
			Thistle Globe	THG	ED, FH, OL, SD, SE	
			Tigridia	TIG	ED, FH, OL, SD, SE	
			Trachelium	TRA	ED, FH, OL, SD, SE	
			Tritoma	TRI	ED, FH, OL, SD, SE	
			Tuberose	TUB	ED, FH, OL, SD, SE	
			Tulip	TUL	ED, FH, OL, SD, SE	
			Umbrella Plant	UMB	ED, FH, OL, SD, SE	
			Verbena	VRB	ED, FH, OL, SD, SE	
			Veronica	VER	ED, FH, OL, SD, SE	
			Water Hyacinth	WAT	ED, FH, OL, SD, SE	
			Waxflower	WAX	ED, FH, OL, SD, SE	
			Wild Gyp	WLD	ED, FH, OL, SD, SE	
			Wildflowers	WIL	ED, FH, OL, SD, SE	
			Wood Lilies	WOD	ED, FH, OL, SD, SE	
			Xeranthemum	XER	ED, FH, OL, SD, SE	
			Yarrow	YAR	ED, FH, OL, SD, SE	
			Zinnia	ZIN	ED, FH, OL, SD, SE	
Forage Soybean/Sorghum	0125	FORSS			FG, GZ	
Gailon/Gai Lein /Chinese Broccoli	0953	GALON			FH, PR, RS, SD	
Galanga	7041	GALAX			FH, PR, RS, SD	F
Garlic	0423	GARLC	Common	COM	FH, PR, SD	
			Elephant Garlic	ELE	FH, PR, SD	
Genip	1292	GENIP			FH	F
Ginger	0178	GINGR			FH, PR, SD	
Ginseng	0089	GINS			FH, SD	
Gooseberries	0424	GOOBR			FH, PR	F

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2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Gourds	0322	GORDS	Chinese Okra	OKR	FH, PR, SD	F
			Common	COM	FH, PR, SD	
			Indian	IND	FH, PR, SD	
			Ornamental	ORN	FH, PR, SD	
Grapefruit	0030	GFRUT	Rio Red/Star Ruby	SRJ	FH, JU, PR	F
			Ruby Red	RRJ	FH, JU, PR	F
			Seedy	SDY	FH, JU, PR	F
			White	WHT	FH, JU, PR	F
Grapes	0053	GRAPE	*--Adalmina	ADA	FH, PR	F--*
			Aglianica	AGL	FH, PR	F
			Alicante-Bouschet	ALB	FH, PR	F
			Almeria	ALM	FH, PR	F
			Aurora	AUR	FH, PR	F
			Autumn Royal	AUT	FH, PR	F
			Baco Noir	BAC	FH, PR	F
			Barberas	BAR	FH, PR	F
			Beauty Seedless	BTY	FH, PR	F
			Beta	BTA	FH, PR	F
			Black Mission	BLM	FH, PR	F
			Black Seedless	BLA	FH, PR	F
			* * *	* * *	* * *	* * *
			Black Spanish/Lenoir	BSL	FH, PR	F
			Blanc Dubois	BDB	FH, PR	F
			* * *	* * *	* * *	* * *
			Blanc Seedless	BLN	FH, PR	F
			Bluebell	BLU	FH, PR	F
			Brianna	BRI	FH, PR	F
			Buffalo/Rubiana	BUF	FH, PR	F
			Burger	BUR	FH, PR	F
			Cabernet	CAB	FH, PR	F
			Cabernet Franc	CBF	FH, PR	F
			Cabernet Pfeffer	CPF	FH, PR	F
			Cabernet Sauvignon	CBS	FH, PR	F
			Calmeria	CAL	FH, PR	F
			Campbell	CAM	FH, PR	F
			Canadice	CAD	FH, PR	F
			Cardinal	CDR	FH, PR	F
			Carignane	CAR	FH, PR	F
			Carmenet	CRM	FH, PR	F
			Carnelian	CAN	FH, PR	F
			*--Carmine	CMN	FH, PR	F--*
			Cascade	CAC	FH, PR	F
			Castel	CAS	FH, PR	F
			Catawba	CAT	FH, PR	F
			Cayuga	CAY	FH, PR	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

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Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Grapes (Continued)	0053	GRAPE	Chambourcin	CMB	FH, PR	F
			Chancellor	CHN	FH, PR	F
			Chardonel	CHD	FH, PR	F
			Chardonnay	CHA	FH, PR	F
			Chelois	CHE	FH, PR	F
			Chenin Blanc	CHB	FH, PR	F
			Christmas Rose	CHR	FH, PR	F
			Cinsaut	CIN	FH, PR	F
			Clinton	CLI	FH, PR	F
			Colobel	COB	FH, PR	F
			Columbard French	COL	FH, PR	F
			Concord	CON	FH, PR	F
			Corot Noir	CRN	FH, PR	F
			Counoise	COS	FH, PR	F
			Courduric	COU	FH, PR	F
			Crimson	CRI	FH, PR	F
			Crimson Seedless	CSL	FH, PR	F
			Cynthia	CYN	FH, PR	F
			Cynthiana	CYT	FH, PR	F
			Dechaunac	DEC	FH, PR	F
			Delaware	DEL	FH, PR	F
			Diamond	DIA	FH, PR	F
			Dolcetto	DOL	FH, PR	F
			Dornfelder	DRN	FH, PR	F
			Dutchess	DUT	FH, PR	F
			Edelweiss	EDE	FH, PR	F
			Einsett	EIN	FH, PR	F
			Elvira	ELV	FH, PR	F
			Emerald Riesling	EMR	FH, PR	F
			Emperors	EPP	FH, PR	F
			Espirit	ESP	FH, PR	F
			Exotic	EXT	FH, PR	F
			Fantasy	FAN	FH, PR	F
			Fiesta	FST	FH, PR	F
			Flame Seedless	FLS	FH, PR	F
			Flora	FLR	FH, PR	F
			Foch	FOC	FH, PR	F
			Fosch	FOS	FH, PR	F
			Fredonia	FRE	FH, PR	F
			Frontenac	FRO	FH, PR	F
			Frontenac Gris	FRG	FH, PR	F
			Gamay/Napa Gamay	GAM	FH, PR	F
			Gamay Beaujolais	GAB	FH, PR	F

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2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Grapes (Continued)	0053	GRAPE	Geneva Red #7	GEN	FH, PR	F
			Gewurtztraminer	GEW	FH, PR	F
			Green Hungarian	GRH	FH, PR	F
			Grenache	GRE	FH, PR	F
			Grey Riesling	GRY	FH, PR	F
			Himrod	HIM	FH, PR	F
			Isabella	ISA	FH, PR	F
			Italia	ITA	FH, PR	F
			Ives	IVE	FH, PR	F
			Jupiter	JPT	FH, PR	F
			Kay Gray	KAY	FH, PR	F
			Kerner	KER	FH, PR	F
			King Of The North	KON	FH, PR	F
			Kyoho	KYO	FH, PR	F
			Lacresent	LCT	FH, PR	F
			Lacrosse	LAC	FH, PR	F
			Lakemont	LAK	FH, PR	F
			*--Landot Noir	LDN	FH, PR	F--*
			Lemberger	LEM	FH, PR	F
			Leon Millot/Millot	LEO	FH, PR	F
			*--Louise Swenson	LOU	FA, PR	F--*
			Malbec	MAL	FH, PR	F
			Malvasia Bianca	MAB	FH, PR	F
			Malvoisie Black	MSB	FH, PR	F
			Marchel Foch	MAC	FH, PR	F
			Marque	MAR	FH, PR	F
			Marquette	MRQ	FH, PR	F
			Mars	MAS	FH, PR	F
			*--Marsanne	MRS	FH, PR	F--*
			Mataro/Mourvedre	MAT	FH, PR	F
			Melody	MDY	FH, PR	F
			Melon	MEL	FH, PR	F
			Meriot	MRT	FH, PR	F
			Merlot	MER	FH, PR	F
			Meunier	MEU	FH, PR	F
			Meyers	MYR	FH, PR	F
			*--Midnight Beauty/Sugrathirteen	MBS	FH, PR	F--*
			Mission	MIS	FH, PR	F
			Missouri Riesling	MOR	FH, PR	F
			Mullerthurgau	MUL	FH, PR	F
			Muscadine	MUS	FH, PR	F
			Muscat	MUC	FH, PR	F
			Muscat Blanc/M. Canelli	MUB	FH, PR	F
			Muscat Hamburg	MUH	FH, PR	F
			Muscat Of Alexander	MUA	FH, PR	F
			Muscat Ottonel	MUO	FH, PR	F
			Muscat, Golden	MUG	FH, PR	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Grapes (Continued)	0053	GRAPE	Nebbiolo	NEB	FH, PR	F
			Neptune	NEP	FH, PR	F
			Niagara	NIA	FH, PR	F
			Noiret	NWA	FH, PR	F
			Norton	NOR	FH, PR	F
			Ny76.0844.24	NYA	FH, PR	F
			Palomino Chasselas	PGC	FH, PR	F
			Payon Dor	PAY	FH, PR	F
			Perlette	PER	FH, PR	F
			Petita Sirah	PES	FH, PR	F
			Petita Vardot	PEV	FH, PR	F
			Petite Amie	PAM	FH, PR	F
			Pinot Blanc	PTB	FH, PR	F
			Pinot Blanc (Sparkling Wine)	PTC	FH, PR	F
			Pinot Gris	PGR	FH, PR	F
			Pinot Gris (Sparkling Wine)	PGS	FH, PR	F
			Pinot Noir	PNO	FH, PR	F
			Pinot Noir - Sparkling Wine	PNR	FH, PR	F
			Pinot St George	PSG	FH, PR	F
			Port	PRT	FH, PR	F
			Prairie Star	PRS	FH, PR	F
			Prestine Seedless	PRE	FH, PR	F
			Primitivo	PRM	FH, PR	F
			Princess	PRI	FH, PR	F
			Ravat	RAV	FH, PR	F
			Rayon Dor	RAY	FH, PR	F
			Red Globe	RDG	FH, PR	F
			Red Malaga	RML	FH, PR	F
			Red Suffolk	SFR	FH, PR	F
			Red Zinfandel	RDZ	FH, PR	F
			Redal Blanc	RED	FH, PR	F
			Reliance	REL	FH, PR	F
			Riber	RIB	FH, PR	F
			Riesling	RIE	FH, PR	F
			Rosette	ROS	FH, PR	F
			Rougeon	ROU	FH, PR	F
			Roussanne	ROA	FH, PR	F
			Royalty	RTY	FH, PR	F
			Rubired	RBD	FH, PR	F
			Ruby Cabernet	RUC	FH, PR	F
			Ruby Red Seedless	RRS	FH, PR	F
			Ruby Seedless	RUB	FH, PR	F
			*--Sabrevois	SBV	FH, PR	F--*
			Salvador	SAL	FH, PR	F
			Sangiovet/Sangiovese	SAN	FH, PR	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Grapes (Continued)	0053	GRAPE	Saturn	SAT	FH, PR	F
			Sauvignon Vert	SAU	FH, PR	F
			Sauvignon Blanc/Fume Blanc	SAB	FH, PR	F
			Schurebe	SCH	FH, PR	F
			Semillon	SEM	FH, PR	F
			Seyval/Seyval Villard	SEY	FH, PR	F
			Sheridan	SHN	FH, PR	F
			Somerset Seedless	SOM	FH, PR	F
			Spike Mukley	SPI	FH, PR	F
			St Croix	STC	FH, PR	F
			St Emilion (Ugni Blanc)	STE	FH, PR	F
			St Pepin	STP	FH, PR	F
			St Vincent	STV	FH, PR	F
			*--Starkstar	SKS	FH, PR	F--*
			Steuben	STB	FH, PR	F
			Stuken	STU	FH, PR	F
			Sultana	SUL	FH, PR	F
			Summer Royal	SUM	FH, PR	F
			Sunbelt	SUN	FH, PR	F
			Superior Seedless	SSL	FH, PR	F
			*--Sweet Scarlet	SSC	FH, PR	F--*
			Swenson Red	SWE	FH, PR	F
			Sylvaner	SYL	FH, PR	F
			Symphony	SYM	FH, PR	F
			Syrah/French Syrah Shiraz	SYR	FH, PR	F
			Tannat	TAN	FH, PR	F
			Tempranillo/Valdepenas	TEM	FH, PR	F
			Thompson Seedless	THP	FH, PR	F
			Tinta Madera	TMD	FH, PR	F
			Tokay	TOK	FH, PR	F
			Traminette	TRA	FH, PR	F
			Valiant	VAL	FH, PR	F
			*--Valvin Muscat	VMC	FH, PR	F--*
			Vanessa	VAN	FH, PR	F
			Venifera	VNI	FH, PR	F
			Ventura	VNT	FH, PR	F
			Venus	VEN	FH, PR	F
			Verdelet Blanc	VER	FH, PR	F
			Vidal	VDL	FH, PR	F
			Vidal Blanc	VDB	FH, PR	F
			Vignoles	VIG	FH, PR	F
			Villard Blanc	VBL	FH, PR	F
			Villard Noir	VNR	FH, PR	F
			Vincent	VIN	FH, PR	F
			*--Vitis Labrusca	LBR	FH, PR	F--*
			Vitis Vinifera	VVN	FH, PR	F
			Vivant	VIV	FH, PR	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Grapes (Continued)	0053	GRAPE	Voignier	VOI	FH, PR	F
			White Cayuga	WCY	FH, PR	F
			White Malaga	WML	FH, PR	F
			White Riesling/Johannisberg	WHR	FH, PR	F
			Zinfandel	ZIN	FH, PR	F
Grass	0102	GRASS	Aeschynomene	AES	FG, GZ, LS, SD, SO	
			Alkalai	ALK	FG, GZ, LS, SD, SO	
			Altai Wild Rye	AWR	FG, GZ, LS, SD, SO	
			American Mamegrass	AME	FG, GZ, LS, SD, SO	
			*--American Sloughgrass	ASG	FG, GZ, LS, SD, SO--*	
			American Vetch	AMV	FG, GZ, LS, SD, SO	
			Annual Ryegrass	RAN	FG, GZ, LS, SD, SO	
			Arctared Fescue	FAC	FG, GZ, LS, SD, SO	
			Argentine Bahia	ARG	FG, GZ, LS, SD, SO	
			Arizona	ARI	FG, GZ, LS, SD, SO	
			Bahalia	BAH	FG, GZ, LS, SD, SO	
			Bahia	BHI	FG, GZ, LS, SD, SO	
			Barbed Wire	BRB	FG, GZ, LS, SD, SO	
			Baron Goto	BAR	FG, GZ, LS, SD, SO	
			Basin Wild Rye	BAS	FG, GZ, LS, SD, SO	
			Bearded Fescue	FSB	FG, GZ, LS, SD, SO	
			Beardless Wildrye	BER	FG, GZ, LS, SD, SO	
			Big Blue	BBL	FG, GZ, LS, SD, SO	
			Big Bluestem	BLB	FG, GZ, LS, SD, SO	
			Blue Bunch Wheat	WBB	FG, GZ, LS, SD, SO	
			Blue Grama	GBU	FG, GZ, LS, SD, SO	
			Blue Panic	BPG	FG, GZ, LS, SD, SO	
			Blue Wild Rye	BWR	FG, GZ, LS, SD, SO	
			Bluegrass, Alpine	BAL	FG, GZ, LS, SD, SO	
			Bluejoint	BLJ	FG, GZ, LS, SD, SO	
			Bluejoint Reedgrass	BJR	FG, GZ, LS, SD, SO	
			Bosioski Wild Rye	BOS	FG, GZ, LS, SD, SO	
			Bottlebrush Squirreltail Bunchgrass	BSB	FG, GZ, LS, SD, SO	
			Broadleaf Signal	BRD	FG, GZ, LS, SD, SO	
			Buffalo	BUF	FG, GZ, LS, SD, SO	
			Buffel	BFF	FG, GZ, LS, SD, SO	
			California (Para)	CAL	FG, GZ, LS, SD, SO	
			California Brome	CFB	FG, GZ, LS, SD, SO	
			California Oat	COG	FG, GZ, LS, SD, SO	
			Canadian Bluegrass	CBG	FG, GZ, LS, SD, SO	
			Canadian Milkvetch	CMV	FG, GZ, LS, SD, SO	
			Canadian Wild Ryegrass	RCW	FG, GZ, LS, SD, SO	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)
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Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Grass (Continued)	0102	GRASS	Canary	CAN	FG, GZ, LS, SD, SO	
			Canby	CBY	FG, GZ, LS, SD, SO	
			Carex (Wildlife Cover)	CAR	FG, GZ, LS, SD, SO	
			Centipede	CEN	FG, GZ, LS, SD, SO	
			Coastal Bermuda	BCS	FG, GZ, LS, SD, SO	
			Colonial Bentgrass	BGC	FG, GZ, LS, SD, SO	
			Common Bermuda	BCM	FG, GZ, LS, SD, SO	
			Crabgrass	CRG	FG, GZ, LS, SD, SO	
			Creeping Bentgrass	BCR	FG, GZ, LS, SD, SO	
			Crested Wheat	WCR	FG, GZ, LS, SD, SO	
			Dallis	DAL	FG, GZ, LS, SD, SO	
			Deertongue	DER	FG, GZ, LS, SD, SO	
			Dichondra	DCH	FG, GZ, LS, SD, SO	
			E/Koa	KOA	FG, GZ, LS, SD, SO	
			Eastern Grama	EAS	FG, GZ, LS, SD, SO	
			Egyptian Wheat	WRG	FG, GZ, LS, SD, SO	
			Emerald	EME	FG, GZ, LS, SD, SO	
			Fescue, Chewing	FCH	FG, GZ, LS, SD, SO	
			Fescue, Hard	FSH	FG, GZ, LS, SD, SO	
			Fescue, Meadow	FME	FG, GZ, LS, SD, SO	
			Fescue, Red	FRE	FG, GZ, LS, SD, SO	
			Fescue, Rough	FRO	FG, GZ, LS, SD, SO	
			Fescue, Tall	FTA	FG, GZ, LS, SD, SO	
			Galleta	GAL	FG, GZ, LS, SD, SO	
			Garrison Creeping Fxtl	CFG	FG, GZ, LS, SD, SO	
			George Black Medic	GBM	FG, GZ, LS, SD, SO	
			Gordo Bluestem	BLG	FG, GZ, LS, SD, SO	
			Grama, Blue Hachita	GBH	FG, GZ, LS, SD, SO	
			Grama, Blue Lovington	GBL	FG, GZ, LS, SD, SO	
			Grama, Hairy	GHA	FG, GZ, LS, SD, SO	
			Grama, Side Oats	GSO	FG, GZ, LS, SD, SO	
			Green Needle	GNE	FG, GZ, LS, SD, SO	
			Green Panic	GPG	FG, GZ, LS, SD, SO	
			Green Sprangle Top	GST	FG, GZ, LS, SD, SO	
			Guinea	GUI	FG, GZ, LS, SD, SO	
			Hilo	HIL	FG, GZ, LS, SD, SO	
			Hontax	HON	FG, GZ, LS, SD, SO	
			Hybrid Bent	HBG	FG, GZ, LS, SD, SO	
			Hybrid Bermuda	BGH	FG, GZ, LS, SD, SO	
			Idaho Fescue	IDA	FG, GZ, LS, SD, SO	
			Illinois Bundle Flower	ILL	FG, GZ, LS, SD, SO	
			Indian	ING	FG, GZ, LS, SD, SO	
			Indian Ricegrass	IRG	FG, GZ, LS, SD, SO	

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2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Grass (Continued)	0102	GRASS	Intermediate Ryegrass	RIN	FG, GZ, LS, SD, SO	
			Intermediate Wheat	WIN	FG, GZ, LS, SD, SO	
			Johnson	JOH	FG, GZ, LS, SD, SO	
			Jose Tall Wheatgrass	JOS	FG, GZ, LS, SD, SO	
			Junegrass	JUN	FG, GZ, LS, SD, SO	
			Kalms Brome	BRK	FG, GZ, LS, SD, SO	
			Kentucky 31 Fescue	KEN	FG, GZ, LS, SD, SO	
			Kentucky Bluegrass	BLK	FG, GZ, LS, SD, SO	
			Kikuyu	KIK	FG, GZ, LS, SD, SO	
			Kleberg Bluestem	KLB	FG, GZ, LS, SD, SO	
			Klein	KLE	FG, GZ, LS, SD, SO	
			Leriope	LER	FG, GZ, LS, SD, SO	
			Limpo Grass	LMP	FG, GZ, LS, SD, SO	
			Limosine	LIM	FG, GZ, LS, SD, SO	
			Little Bluestem	BLL	FG, GZ, LS, SD, SO	
			Magnar	MAG	FG, GZ, LS, SD, SO	
			Mammoth Wild	MAM	FG, GZ, LS, SD, SO	
			Mason Sandhill Lovegrass	LMS	FG, GZ, LS, SD, SO	
			Matua	MAT	FG, GZ, LS, SD, SO	
			Maxmillian Sunflower	MAX	FG, GZ, LS, SD, SO	
			Meadow	MBG	FG, GZ, LS, SD, SO	
			Meadow Foxtail	MFG	FG, GZ, LS, SD, SO	
			Medio Bluestem	BLM	FG, GZ, LS, SD, SO	
			*--Miscanthus	MIS	FG, GZ, LS, PR, SD, SO--*	
			Mountain Brome	BRM	FG, GZ, LS, SD, SO	
			Mutton	MUT	FG, GZ, LS, SD, SO	
			Napier	NAP	FG, GZ, LS, SD, SO	
			Native	NAG	FG, GZ, LS, SD, SO	
			Needle And Thread	NAT	FG, GZ, LS, SD, SO	
			Newhy Hybrid Wheatgrass	NEW	FG, GZ, LS, SD, SO	
			Norcoast Tufted Hairgrass	HNC	FG, GZ, LS, SD, SO	
			Nortran Tufted Hairgrass	HNT	FG, GZ, LS, SD, SO	
			Old World Bluestem	BOW	FG, GZ, LS, SD, SO	
			Orchard	ORG	FG, GZ, LS, SD, SO	
			Other Bent	BGO	FG, GZ, LS, SD, SO	
			Other Brome	BRO	FG, GZ, LS, SD, SO	
			Other Creeping Foxtail	CFO	FG, GZ, LS, SD, SO	
			Pampas	PAM	FG, GZ, LS, SD, SO	
			Pangola	PAN	FG, GZ, LS, SD, SO	
			Perennial Ryegrass	RPE	FG, GZ, LS, SD, SO	
			Pitcher Sage	PIT	FG, GZ, LS, SD, SO	
			Plains Blue Stems	PBL	FG, GZ, LS, SD, SO	
			Plains Bristle	PLB	FG, GZ, LS, SD, SO	
			Polar Brome	BRP	FG, GZ, LS, SD, SO	
			Prairie	PRA	FG, GZ, LS, SD, SO	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Grass (Continued)	0102	GRASS	Prairie Cordgrass	PRC	FG, GZ, LS, SD, SO	
			Prairie Dropseed	PRD	FG, GZ, LS, SD, SO	
			Prairie June	PJG	FG, GZ, LS, SD, SO	
			Prarie Sandreed	PRS	FG, GZ, LS, SD, SO	
			Pubescent Wheat	WPU	FG, GZ, LS, SD, SO	
			Red Ratibita	RRA	FG, GZ, LS, SD, SO	
			Redtop	RDT	FG, GZ, LS, SD, SO	
			Reed Canary	RCA	FG, GZ, LS, SD, SO	
			Regar Brome	BRR	FG, GZ, LS, SD, SO	
			Rhodes	RHO	FG, GZ, LS, SD, SO	
			River Oats	RIV	FG, GZ, LS, SD, SO	
			Riverbank Wildrye	RVB	FG, GZ, LS, SD, SO	
			Roemers Fescue	FSR	FG, GZ, LS, SD, SO	
			Rough Bluegrass	BLH	FG, GZ, LS, SD, SO	
			Ruff Fairway Crstd Wht Grs	WRF	FG, GZ, LS, SD, SO	
			Rugby Bluegrass	BLR	FG, GZ, LS, SD, SO	
			Russian Wild Ryegrass	RRW	FG, GZ, LS, SD, SO	
			Sainfoin	SAI	FG, GZ, LS, SD, SO	
			Saint Augustine	STA	FG, GZ, LS, SD, SO	
			Sand Bluestem	BLS	FG, GZ, LS, SD, SO	
			Sand Dropseed	SDR	FG, GZ, LS, SD, SO	
			Sand Lovegrass	LSA	FG, GZ, LS, SD, SO	
			Sandberg Bluegrass	SDB	FG, GZ, LS, SD, SO	
			Secar Bluebunch	SEC	FG, GZ, LS, SD, SO	
			Siberian Wheat	WSI	FG, GZ, LS, SD, SO	
			Silky Wildrye	SIL	FG, GZ, LS, SD, SO	
			Slender Hair	SLE	FG, GZ, LS, SD, SO	
			Slender Wild Rye	SWR	FG, GZ, LS, SD, SO	
			Small Burnett	SMB	FG, GZ, LS, SD, SO	
			Smooth Brome	SMO	FG, GZ, LS, SD, SO	
			*--Smut	SMT	FG, GZ, LS, SD, SO--*	
			Soft Stem Blurush	SSB	FG, GZ, LS, SD, SO	
			Spike Muhley	SPI	FG, GZ, LS, SD, SO	
			Sprigs Bermuda	BSP	FG, GZ, LS, SD, SO	
			Stargrass	STR	FG, GZ, LS, SD, SO	
			Sudan	SUD	FG, GZ, LS, SD, SO	
			Sun	SUN	FG, GZ, LS, SD, SO	
			Switch	SWI	FG, GZ, LS, SD, SO	
			Thick Spike Wheatgrass	TSW	FG, GZ, LS, SD, SO	
			Timothy	TIM	FG, GZ, LS, SD, SO	
			Trailhead Basin	TRL	FG, GZ, LS, SD, SO	
			Trailhead Basin Wild Rye	TBW	FG, GZ, LS, SD, SO	
			Trudane	TRU	FG, GZ, LS, SD, SO	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)(Par. 41, 74, 75, 84, 296, Ex. 7)
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Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Grass (Continued)	0102	GRASS	Tufted Hairgrass	THG	FG, GZ, LS, SD, SO	
			Tundra Bluegrass	TBL	FG, GZ, LS, SD, SO	
			Turf	TUR	FG, GZ, LS, SD, SO	
			Virginia Wild Rye	VWR	FG, GZ, LS, SD, SO	
			Virginia Wildrye	VIR	FG, GZ, LS, SD, SO	
			Wainaku	WAI	FG, GZ, LS, SD, SO	
			Water Foxtail	WAT	FG, GZ, LS, SD, SO	
			Weeping Lovegrass	LWE	FG, GZ, LS, SD, SO	
			Western Wheatgrass	WWE	FG, GZ, LS, SD, SO	
			Wheat Streambank	WST	FG, GZ, LS, SD, SO	
			Wheat , Slender	WSL	FG, GZ, LS, SD, SO	
			Wheat , Tall	WTA	FG, GZ, LS, SD, SO	
			Wheeler Bluegrass	WHB	FG, GZ, LS, SD, SO	
			White Prairie Clover	WPR	FG, GZ, LS, SD, SO	
			Wild Berganot	WBG	FG, GZ, LS, SD, SO	
			Wilmon Lovegrass	WIL	FG, GZ, LS, SD, SO	
			Yellow Bluestem	BLY	FG, GZ, LS, SD, SO	
			Zoysia	ZOY	FG, GZ, LS, SD, SO	
Grassland Reserve Program	1250	GRP			blank, FG, or GZ	
Greens	4000	GREEN	Arugula	ARU	FG, FH, PR, RS, SD	F
			Asian	ASI	FG, FH, PR, RS, SD	F
			Chinese Mustard	CHN	FG, FH, PR, RS, SD	F
			Chinese Spinach/Amaranth	CHI	FG, FH, PR, RS, SD	F
			Collards	COL	FG, FH, PR, RS, SD SE	F
			Common Kale	COM	FG, FH, PR, RS, SD SE	F
			Cressie	CRE	FG, FH, PR, RS, SD	F
			Curly Endive	CUR	FG, FH, PR, RS, SD	F
			Dandelions	DAN	FG, FH, PR, RS, SD	F
			Escarole	ESC	FG, FH, PR, RS, SD	F
			Flowering Kale	FLW	FG, FH, PR, RS, SD SE	F
			Frizee/Belgian Endive	EDF	FG, FH, PR, RS, SD	F
			Green Swisschard	GRN	FG, FH, PR, RS, SD	F
			Hanover	HAN	FG, FH, PR, RS, SD	F
			Hybrid Mustard	HYB	FG, FH, PR, RS, SD	F
			Leaf Spinach	LEF	FG, FH, PR, RS, SD	F
			Mizuna/Japanese Mustard	MIZ	FG, FH, PR, RS, SD	F
			Open Pollinated Mustard	OMS	FG, FH, PR, RS, SD	F
			Orach	ORA	FH, PR, SD	F
			Perilla/Shiso/Japanese Basil	PER	FG, FH, PR, RS, SD	F
			Rape/Rapini/Chinese Broccoli	RAP	FG, FH, GZ, PR, RS, SD	F
			Red Swisschard	RED	FG, FH, PR, RS, SD	F

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Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Greens (Continued)	4000	GREEN	Shanghi Bok Choy	SHA	FG, FH, PR, RS, SD	F
			Shum Choy	SHC	FG, FH, PR, RS, SD	F
			Sorrell	SOR	FG, FH, PR, RS, SD	F
			Suk Gat	SUK	FG, FH, PR, RS, SD	F
			Toc Choy	TOC	FG, FH, PR, RS, SD	F
			Turnip	TUR	FG, FH, PR, RS, SD	F
			Vine Spinach	VIN	FH, RS, SD	
			Vine Spinach	VIN	FG, PR	F
			Water Spinach	WAT	FG, FH, PR, RS, SD	F
			Yu Choy	YUC	FG, FH, PR, RS, SD	F
Guamabana/Soursop	1167	GUANA			FH	
Guar	0134	GUAR			*--GM, LS, SD--*	
Guava	0498	GUAVA			FH, PR	F
Guavaberry	1299	GUBRY			FH	F
Guayule	0492	GUAYU			blank	
Hazel Nuts	0376	HAZNT			blank	F
Herbs	5000	HERBS	Anise Hyssop	HYA	FH, PR, SD	
			Basil	BAS	FH, PR, SD	
			Bay Leaf	BAY	FH, PR, SD	
			Borage	BOR	FH, PR, SD	
			Bu Choo/Garlic Chives	BUC	FH, PR, SD	
			Burdock	BUR	FH, PR, SD	
			Cacao	CAC	FH, PR, SD	
			Camomile	CMM	FH, PR, SD	
			Caraway	CWY	FH, PR, SD	
			Cardoon	CAR	FH, PR, SD	
			Catnip	CAT	FH, PR, SD	
			Chervil	CHR	FH, PR, SD	
			Chives	CHI	FH, PR, SD	
			Cilantro/Coriander	CIL	FH, PR, SD	
			Clary Sage	CLS	PR	
			Common Hyssop	HYC	FH, PR, SD	
			Common Sage	SAG	FH, PR, SD	
			Crotolaria	CRO	FH, PR, SD	
			Cuphea	CUP	FH, PR, SD	
			Deodeok (False Ginseng)	DEO	FH, PR, SD	
			Dill	DIL	FH, PR, SD	
			Echinacea	ECH	FH, PR, SD	
			Fennel/Anise	FNL	FH, PR, SD	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Herbs (Continued)	5000	HERBS	Fenugreek	FEN	FH, PR, SD	
			Gobo	GOB	RT	
			Goldenseal	GLD	FH, PR, SD	
			Kookoolau	KOO	FH, PR, SD	
			Lemon Balm	LMB	FH, PR, SD	
			Lemon Grass	LMG	FH, PR, SD	
			Lemon Verbena	LEM	FH, PR, SD	
			Mamaki	MKI	FH, PR, SD	
			Marjoram	MAR	FH, PR, SD	
			Milkthistle	MLK	FH, PR, SD	
			Mint	MNT	FH, PR, SD	
			Mint Apple	MTA	FH, PR, SD	
			Mullein	MUL	FH, PR, SD	
			Native Spearmint	NAT	FH, PR, SD	
			Oregano	ORE	FH, PR, SD	
			Parsley	PAR	FH, PR, RT, SD	
			Peppermint	PEP	FH, PR, SD	
			Recao	REC	FH, PR, SD	
			Rosemary	ROS	FH, PR, SD	
			Savory	SAV	FH, PR, SD	
			Scotch Spearmint	SCO	FH, PR, SD	
			Self-Heal	SLF	FH, PR, SD	
			St Johns Wort	STJ	FH, PR, SD	
			Tarragon	TAR	FH, PR, SD	
			Thyme	THY	FH, PR, SD	
			Worm Grass	WRG	FH, PR, SD	
Hesperaloe/Agave	0837	HSPRL			blank	
Home Garden (2 acres or less)	0772	HMGRD			blank	
Honey	1190	HONEY			FH, NT, TB	
Honeydew	0758	HNYDW			FH, SD	F
Hops	0138	HOPS			FH	
Horseradish	0090	HORSE			*--FH, PR, RS, SD--*	
Huckleberries	0622	HUKBR			FH, PR	F
Indigo	0440	INDIG			FH	
Industrial Rice	1217	RICEI			blank	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Israel Melons	9030	ISRAL			FH	F
Jack Fruit	7037	JCKFR			FH, PR	F
Jerusalem Artichokes /Sunchoke	0522	ARTIJ			FH	F
Jojoba	0490	JOJOB			blank	
Jujube	2018	JUJUB			FH, PR	F
*--Juneberries	1906	JUNBR			FH, PR	F--*
Kamut	0019	KAMUT			GR	
Kenaf	0489	KENAF			blank or FH	
Kenya	8050	KENYA			FH	F
Kiwifruit	0463	KIWIF			FH, PR	F
Kochia (Prostrata)	2002	KOCHI			FG, GZ, SD	
Kohlrabi	0374	KOLRA			GZ, SD	
					FH	F
Korean Golden Melon	9993	KORGD			FH	F
Kumquats	0473	KUMQU			FH, PR	F
Leeks	0377	LEEKS			SD	
					FH	F
Lemons	0035	LEMON			FH, PR	F
Lentils	0401	LENTI			DE, FG, GM, GZ	
Lespedeza	0273	LESPD			FG, GM, GZ, SD	
Lesquerella	0834	LSQRL			SD	
Lettuce	0140	LETUC	Bibb	BIB	FH, SD	F
			Boston	BOS	FH, SD	F
			Butterhead	BTR	FH, SD	F
			Crisphead	CRS	FH, SD	F
			Leaf Lettuce	LEF	FH, SD	F
			Romaine Lettuce	RMW	FH, SD	F
Limequats	0499	LIMEQ			FH	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)(Par. 41, 74, 75, 84, 296, Ex. 7)
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Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Limes	0036	LIMES	Key	KEY	FH, PR	F
			Mexican	MEX	FH, PR	F
			Tahiti Limes	TAH	FH, PR	F
Longan	8004	LONGN			FH, PR	F
Loquats	0500	LOQUA			FH	F
Lotus Root	7087	LOTRT			FH, SD	F
Lupine (see flowers)						
Lychee	8005	LYCHE			FH	F
Macadamia Nuts	0469	MACAD			blank	F
Malanga (see Dasheen)						
Mangos	0464	MANGO			FH, PR	F
Mangosteen	7208	MNGST			FH, PR	F
Maple Sap	0100	MAPSP			PR	
Mayhaw Berries	9904	MAYHW			FH	
					PR	F
Meadowfoam	0793	MDWFM			SD	
Melongene	8139	MELNG			FH, SD	F
Mesple	1294	MESPL			FH, PR	F
Milkweed	2010	MLKWD			FG, GM, GR, GZ, SD	
					FH	F
Millet	0080	MILET	Common	COM	FG, GR, GZ, LS, SD	
			Dove Proso	DOP	FG, GR, GZ, LS, SD	
Mixed Forage	0296	MIXFG	2 Or More Interseeded Coarse Grains	ICG	FG, GM, GZ, LS, SD, SO	
			2 Or More Interseeded Grass Mix	IGS	FG, GM, GZ, LS, SD, SO	
			2 Or More Interseeded Small Grains	MSG	FG, GM, GZ, LS, SD, SO	
			2 Or More Legumes Interseeded	LEG	FG, GM, GZ, LS, SD, SO	

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2003 and Subsequent Year Crops Reported on FSA-578 (Continued)(Par. 41, 74, 75, 84, 296, Ex. 7)
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Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Mixed Forage (Continued)	0296	MIXFG	Alfalfa Grass Mixture	AGM	FG, GM, GZ, LS, SD, SO	
			Alfalfa Small Grain Interseeded	ASG	FG, GM, GZ, LS, SD, SO	
			Grass Mix-Below 25% Alfalfa	GMA	FG, GM, GZ, LS, SD, SO	
			Grass/Small Grain Interseeding	SSG	FG, GM, GZ, LS, SD, SO	
			Hay Oats And Peas	OTP	FG, GM, GZ, LS, SD, SO	
			Legume/Coarse Grain	LCG	FG, GM, GZ, LS, SD, SO	
			Legume/Grass Mixture	LGM	FG, GM, GZ, LS, SD, SO	
			Legume/Small Grain	LSG	FG, GM, GZ, LS, SD, SO	
			Legume/Small Grain/Grass	LGG	FG, GM, GZ, LS, SD, SO	
			Native Grass Interseeded	NSG	FG, GM, GZ, LS, SD, SO	
Mohair	2015	MOHAR			blank	
Mollusk	3001	MOLSK	Abalone	ABA	FH, PR	
			Bay Scallops	BAY	FH, PR	
			Growout Clams	GRO	FH, PR	
			Mussel	MUS	FH, PR	
			Nursery Clams	NUR	FH, PR	
			Oysters	OYS	FH, PR	
			Raceway Clams	RAC	FH, PR	
Mulberries	0370	MULBR			FH, JU	F
Mushrooms	0403	MUSHR	Common	COM	FH, PR	F
			Shitake	SHI	FH, PR	F
Mustard	0130	MUSTD	Brown	BWN	GM, PR, SD	
			Oriental	ORN	GM, PR, SD	
			Yellow	YEL	GM, PR, SD	
Nectarines	0250	NECTR			FH, PR	F
Niger Seed	2011	NGRSD			blank	
Nursery	1010	NRSRY	Container	CON	blank	
			Edible Container	EDC	blank	
			Edible Field	EDF	blank	
			Field	FLD	blank	
Note: Report Ferns, Holly, Plants, Vines, and Shrubs under Nursery.						
Oats	0016	OATS	Hulless	HUL	FG, GM, GR, GS, GZ, LS, SD	
			Spring	SPR	FG, GM, GR, GS, GZ, LS, SD	
			Winter	WTR	FG, GM, GR, GS, GZ, LS, SD	

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2003 and Subsequent Year Crops Reported on FSA-578 (Continued)(Par. 41, 74, 75, 84, 296, Ex. 7)
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Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Okra	0286	OKRA			FH, PR, SD	F
Olives	0501	OLVIE			OL, PR	F
Onions	0142	ONION	Bunching	BEL	GZ	
			Bunching	BEL	FH, PR, SD, SE	F
			Fall Planted White & Yellow	FWY	GZ	
			Fall Planted White & Yellow	FWY	FH, PR, SD, SE	F
			Green	GRN	GZ	
			Green	GRN	FH, PR, SD, SE	F
			Hybrid	HYB	GZ	
			Hybrid	HYB	FH, PR, SD, SE	F
			Little White Pearl	LWP	GZ	
			Little White Pearl	LWP	FH, PR, SD, SE	F
			Open Pollinated	OPN	GZ	
			Open Pollinated	OPN	FH, PR, SD, SE	F
			Reds	RED	GZ	
			Reds	RED	FH, PR, SD, SE	F
			Storage	STR	GZ	
			Storage	STR	FH, PR, SD, SE	F
			Sweet, Early	SWE	GZ	
			Sweet, Early	SWE	FH, PR, SD, SE	F
			Sweet, Late	SWL	GZ	
			Sweet, Late	SWL	FH, PR, SD, SE	F
			Tokyo Long White Bunch	TLW	GZ	
			Tokyo Long White Bunch	TLW	FH, PR, SD, SE	F
			Whites	WHT	GZ	
			Whites	WHT	FH, PR, SD, SE	F
			Yellow Hybrid	YHY	GZ	
			Yellow Hybrid	YHY	FH, PR, SD, SE	F
Oranges	0023	ORANG	Blood And Toerh	BLT	FH, JU, PR	F
			Calamondin	CAL	FH, JU, PR	F
			Early Midseason	ETM	FH, JU, PR	F
			Early	ERL	FH, JU, PR	F
			Late	LAT	FH, JU, PR	F
			Mandarins	MND	FH, JU, PR	F
			Navel	NAV	FH, JU, PR	F
			Sweet	SWT	FH, JU, PR	F
			Temple	TMP	FH, JU, PR	F
			Valencia	VLN	FH, JU, PR	F
Other Fruits And Vegetables	0773	OFAV			blank	F

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2003 and Subsequent Year Crops Reported on FSA-578 (Continued)(Par. 41, 74, 75, 84, 296, Ex. 7)
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Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Papaya	0181	PAPAY	Babaco	BAB	FH, JU	F
			Red (Mexican)	RED	FH, JU	F
			Yellow	YEL	FH, JU	F
Parsnip	0338	PARSN	Hybrid	HYB	FH, SD	F
			Open Pollinated	OPN	FH, SD	F
Passion Fruits	0502	PASFT			FH	F
Peaches	0034	PEACH	Cling Peaches	CLI	FH, PR, RS	F
			Freestone Peaches	FRE	FH, PR, RS	F
			Sf Cling Earlies	SCE	FH, PR, RS	F
			Sf Cling Ext Early	SCP	FH, PR, RS	F
			Sf Cling Ext Late	SCX	FH, PR, RS	F
			Sf Cling Late	SCL	FH, PR, RS	F
Peanuts	0075	PNUTS	Runner Peanuts	RUN	GP, HP, NP	
			Southeast Spanish Peanuts	SPE	GP, HP, NP	
			Southwest Spanish Peanuts	SPW	GP, HP, NP	
			Valencia Peanuts	VAL	GP, HP, NP	
			Virginia Peanuts	VIR	GP, HP, NP	
Pears	0144	PEARS	Anjou Pears	ANJ	FH, JU, PR, RS	F
			Asian Pears	ASN	FH, JU, PR, RS	F
			Bosc Pears	BOS	FH, JU, PR, RS	F
			Comice	CMC	FH, JU, PR, RS	F
			Common	COM	FH, JU, PR, RS	F
			Green Bartlett	BLT	FH, JU, PR, RS	F
			Speciality	SPC	FH, JU, PR, RS	F
Peas	0067	PEAS	Austrian	AUS	DE, FG, GM, GZ, SD	
			Black Eye	BLE	FG, GM	
			Black Eye	BLE	DE, FH, PR, SD	F
			Butter	BUT	FG, GM	
			Butter	BUT	DE, FH, PR, SD	F
			Caley	CAL	FG, GM	
			Caley	CAL	DE, FH, PR, SD	F
			Chickling (Vetch)	CHK	FG, GZ, SD	
			China	CHI	FG, GM	
			China	CHI	DE, FH, PR, SD	F
			Cow	COW	FG, GM	
			Cow	COW	DE, FH, PR, SD	F
			Cream	CRM	FG, GM	
			Cream	CRM	DE, FH, PR, SD	F
			Crowder	CRO	FG, GM	

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2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Peas (Continued)	0067	PEAS	Crowder	CRO	DE, FH, PR, SD	F
			*--English/Garden	ENG	FG, GM	
			English/Garden--*	ENG	DE, FH, PR, SD	F
			Flat	FLT	FG, GM	
			Flat	FLT	DE, FH, PR, SD	F
			Green	GRN	DE, FG, GM, GZ, SD	
			Marrowfat	MAR	DE, FG, GM, GZ, SD	
			Mini	MIN	FG, GM	
			Mini	MIN	DE, FH, PR, SD	F
			Partridge	PAR	DE, FG, FH, GM, PR, SD	
			Pigeon	PIG	FG, GM	
			Pigeon	PIG	DE, FH, PR, SD	F
			Pink Eyed	PNK	FG, GM	
			Pink Eyed	PNK	DE, FH, PR, SD	F
			Purple Hull	PHL	FG, GM	
			Purple Hull	PHL	DE, FH, PR, SD	F
			Rondo	RON	FG, GM	
			Rondo	RON	DE, FH, PR, SD	F
			Snap	SNA	FG, GM	
			Snap	SNA	DE, FH, PR, SD	F
			Snow	SNO	FG, GM	
			Snow	SNO	DE, FH, LV, PR, SD	F
			Southern Acre	SOA	FG, GM	
			Southern Acre	SOA	DE, FH, PR, SD	F
			Speckled/Colored	SPK	FG, GM, GZ-	
			Speckled/Colored	SPK	DE, FH, PR, SD	F
			Sugar	SUG	FG, GM	
			Sugar	SUG	DE, FH, LT, PR, SD	F
			Umatilla	UMA	DE, FG, GM, SD	
			Wrinkled Seed	WSD	DE, FG, GM, GZ, SD	
			Yellow Variety	YEL	DE, FG, GM, GZ, SD	
***--Note:** Peas raised for the fresh market, canning, or freezing shall be reported as English/Garden (ENG) if the pea is grown and harvested for the round pea to be removed from the pod, or Snap (SNA), Snow (SNO), or Sugar (SUG) if the pea is grown for the edible pea pod. Green (GRN) type pea is a dry pea which is exempt from FAV along with Austrian, Umatilla, Wrinkled Seed, and Yellow Variety pea types.--*						
Pecans	0146	PECAN	Improved Pecans	IMP	blank	F
			Native Pecans	NAT	blank	F
Pejibaye (Heart Of Palm)	3015	PEJIB			FH	F
Pelt	2017	PELT			blank	
*--Pennycress	0615	PENNY			PR--*	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Peppers	0083	PEPRS	Anaheim	ANA	FH, PR, SD, SE	F
			Banana	BAN	FH, PR, SD, SE	F
			Cayenne	CAY	FH, PR, SD, SE	F
			Cubanells	CUB	FH, PR, SD, SE	F
			Fingerhots	FIN	FH, PR, SD, SE	F
			Gourmet Mini	GOU	FH, PR, SD, SE	F
			Green Bell	GRN	FH, PR, SD, SE	F
			Green Chili	GRC	FH, PR, SD, SE	F
			Habanero	HAB	FH, PR, SD, SE	F
			Hot Cherry	HTC	FH, PR, SD, SE	F
			*--Hungarian Hot Wax	HHW	FH, PR, SD, SE	F--*
			Italian	ITA	FH, PR, SD, SE	F
			Jalapeno	JAL	FH, PR, SD, SE	F
			Long Johns	LNG	FH, PR, SD, SE	F
			Mini	MIN	FH, PR, SD, SE	F
			Oriental Red	ORD	FH, PR, SD, SE	F
			Oriental Sweet	ORS	FH, PR, SD, SE	F
			Paprika	PAP	FH, PR, SD, SE	F
			Pepino	PEP	FH, PR, SD, SE	F
			Pimento	PIM	FH, PR, SD, SE	F
			Poblano	POB	FH, PR, SD, SE	F
			Red Chili	RED	FH, PR, SD, SE	F
			Serrano	SER	FH, PR, SD, SE	F
			Sport	SPT	FH, PR, SD, SE	F
			Sweet Cherry	SWC	FH, PR, SD, SE	F
			Tobasco	TOB	FH, PR, SD, SE	F
			Yellow	YEL	FH, PR, SD, SE	F
Perennial Peanuts	9033	PRNPT			FG, GZ	
Perique Tobacco	0887	PERIQ			blank	
Persimmons	0465	PERSI			FH PR	F
Pineapple	0185	PNAPL	Abacaxi/Sugar Loaf	ABA	FH, PR	F
			Queen	QUN	FH, PR	F
			Red Spanish	RED	FH, PR	F
			Smooth	SMO	FH, PR	F
Pistachios	0470	PISTA			blank	F
Plantain	0186	PLANT	Common	COM	FH	F
			Maricongo	MAR	FH	F
			Short	SHT	FH	F
			Super	SUP	FH	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Plumcots	0466	PLUMC			FH, RS	F
Plums	0254	PLUMS	Early	ERL	FH, PR, RS	F
			Late	LAT	FH, PR, RS	F
			Midseason	MID	FH, PR, RS	F
Pohole	0135	POHOL			FH	F
Pomegranates	0467	POMEG			FH, JU, PR	F
Potatoes	0084	PTATO	Fingerling Potatoes	FIN	FH, PR, SD	F
			Irish Redskinned Potatoes	IRS	FH, PR, SD	F
			Reds	RED	FH, PR, SD	F
			Russets	RUS	FH, PR, SD	F
			Speciality	SPC	FH, PR, SD	F
			Whites	WHT	FH, PR, SD	F
			Yellow	YEL	FH, PR, SD	F
Potatoes Sweet	0156	SWTPO	Beauregard	BEA	FH, PR, SD, SE	F
			Covington	COV	FH, PR, SD, SE	F
			Dianne	DIA	FH, PR, SD, SE	F
			Garnet	GAR	FH, PR, SD, SE	F
			Georgia Red	GEO	FH, PR, SD, SE	F
			Golden Sweet	GSW	FH, PR, SD, SE	F
			Hannah	HAN	FH, PR, SD, SE	F
			*--Hattteras	HAT	FH, PR, SD, SE	F--*
			Hernandez	HER	FH, PR, SD, SE	F
			Japanese	JPN	FH, PR, SD, SE	F
			Jersey	JER	FH, PR, SD, SE	F
			Jewel	JWL	FH, PR, SD, SE	F
			Mameya	MAM	FH, PR, SD, SE	F
			Oriental	ORI	FH, PR, SD, SE	F
			Red Glow	RGL	FH, PR, SD, SE	F
			Sweet Boniato	SBE	FH, PR, SD, SE	F
			Sweet Hayman	SHA	FH, PR, SD, SE	F
			White	WHT	FH, PR, SD, SE	F
Prunes	0086	PRUNS			FH, PR, RS	F
Psyllium	0715	PSYLM			blank	
Pummelo	0906	PUMLO			FH, PR	F

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Pumpkins	0147	PUMKN	Chinese Pumpkins	CHI	FH, PR, SD	F
			Cushaw	CUS	FH, PR, SD	F
			Ghost	GHO	FH, PR, SD	F
			Howden Pumpkins	HOD	FH, PR, SD	F
			Jack-O-Lantern	JAC	FH, PR, SD	F
			Kobacha/Calabaza	KOB	FH, PR, SD	F
			Mammoth	MAM	FH, PR, SD	F
			Mini Pumpkins	MIN	FH, PR, SD	F
			Sugar	SUG	FH, PR, SD	F
Quinces	0468	QUINC			FH, PR	F
Quinoa	0716	QUINO			FH, GR	
Radishes	0148	RADIS	Chinese	CHI	GM	
			Chinese	CHI	FH, LS, SD	F
			Daikon	DAI	GM	
			Daikon	DAI	FH, LS, SD	F
			Hybrid	HYB	GM	
			Hybrid	HYB	FH, LS, SD	F
			Korean	KOR	GM	
			Korean	KOR	FH, LS, SD	F
			Oilseed	OLS	GM	
			Oilseed	OLS	FH, LS, SD	F
			Open Pollinated	OPN	GM	
			Open Pollinated	OPN	FH, LS, SD	F
Raisins	0037	RAISN			blank	F
Rambutan	7164	RMBTN			FH, PR, RS, SD	F
Rapeseed	0129	RAPE			FG, GM, GZ, SD	
Rhubarb	0335	RHUBR			FH, PR, RS	F
Rice	0018	RICE	Long Grain	LGR	blank	
			Medium Grain	MGR	blank	
			Short Grain	SGR	blank	
Rice, Industrial	1217	RICEI			blank	
Note: Report genetically engineered rice, such as "ventria" under industrial rice.						
Rice, Sweet	0904	RICES			blank	
Rice, Wild	0641	RICEW			blank	*--F--*

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Rutabaga	0339	RUBAG			FH, PR, SD	F
Rye	0094	RYE			FG, GM, GR, GS, GZ, LS, SD	
Safflower	0079	SFLWR			FG, FH, SD	
Salsify (“Oyster Plant”)	0532	SALSI			FH, PR	F
Sapodilla	8008	SPDLA			FH	F
Sapote	0998	SAPBK	Black Sapote	BLA	FH, PR	F
			Mamey Sapote	MAM	FH, PR	F
			White Sapote	WHI	FH, PR	F
Scallions	8109	SCALN			SD	
					FH, PR	F
*--Schizandra Berries	0426	SCHIZ			FH, PR	F--*
Sesame	0396	SESME			*--LV, SD--*	
Shallots	0533	SHALL			FH, SD	F
Shrubs/Forbs	7505	SHRUB	*--Compass Plant	CMP	SD--*	
			Fourwing Saltbush	FWS	SD	
			Prairie Coneflower	PCF	SD	
			Winterfat	WIN	SD	
Skip Rows	0790	SKPRW			blank	
Sorghum	0051	SORGH	Grain	GRS	FG, GR, GZ, SD, SG	
			Hybird Interplanting Forage	HIF	FG, GR, GZ, SD	
			Hybrid	HIG	FG, GR, GZ, SD, SG	
			Hybrid Standardplant Fg	HSF	FG, GR, GZ, SD	
			Hybrid Standardplant Gr	HSG	FG, GR, GZ, SD	
			Hybrid Standardplant Su	HSS	FG, GR, GZ, SD	
Sorghum, Forage	0050	SORGF	Alum	ALU	FG, GM, GZ, LS, ML, PR, SD, SG	
			Cane	CAN	FG, GM, GZ, LS, ML, PR, SD, SG	
			Sudex	SUD	FG, GM, GZ, LS, ML, PR, SD, SG	
			Sweet	SWT	FG, GM, GZ, LS, ML, PR, SD, SG	
Sorghum, Dual Purpose	0052	SORGD			FG, GM, GR, GZ, SD, SG	
* * *						

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Soybeans	0081	SOYBN	Common	COM	*--FG, FH, GR, GZ, LS, SD	
			Edamame Soybeans	EDA	FG, FH, GR, GZ, LS, SD	
			Lerado	LER	FG, FH, GR, GZ, LS, SD	
			Quail Haven	QUL	FG, LS, SD	
			Vernal	VER	FG, LS, SD--*	
Speltz	0131	SPELZ			FG, GM, GR, GZ	
Soursop (see Guamabana/Soursop)						
Sprite Melon	0760	SPRTE			FH, SD	F
Squash	0155	SQASH	Acorn Squash	ACN	FH, PR, SD	F
			Banana	BAN	FH, PR, SD	F
			Bittermelon Squash	BIT	FH, PR, SD	F
			Buttercup	BTR	FH, PR, SD	F
			Butternut Squash	BTT	FH, PR, SD	F
			Chayote	CHY	FH, PR, SD	F
			Crookneck	CRK	FH, PR, SD	F
			Dungua	DNG	FH, PR, SD	F
			Moqua	MOQ	FH, PR, SD	F
			Opo	OPO	FH, PR, SD	F
			Singua	SNG	FH, PR, SD	F
			Spaghetti Squash	SPG	FH, PR, SD	F
			Summer Squash	SUM	FH, PR, SD	F
			Sunburst	SUN	FH, PR, SD	F
			Winter Squash	WTR	FH, PR, SD	F
			Zucchini Squash	ZUC	FH, PR, SD	F
Strawberries	0154	STWBR			FH, PR, RS, SE	F
Sugar Beets	0039	SBEET			FG, PR, SD	
Sugarcane	0038	SCANE			FH, PR	
Suk Gat (see Greens)						
Sunflowers	0078	SNFLR	Confectionery - Sunflower	NON	FG, GR, SD	
			Sunflower Oil	OIL	FG, GR, SD	
*--Sunn Hemp	7510	SHEMP			GM, LS, SD--*	
Tangelos	0024	TANGL	Minneola	MIN	FH, JU, PR	F
			Orlando	ORL	FH, JU, PR	F
Tangerines	0048	TANGR	Murcotts	MUR	FH, JU, PR, RS	F
					FH, JU, PR, RS	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Tangors	1302	TANGS			FH	F
Tangos	0478	TANGO			FH	F
Tannier	0187	TANRS	Purple	PUR	FH	F
			Rascana	RAS	FH	F
			White	WHT	FH	F
			Yellow	YEL	FH	F
Taro	0535	TARO	Chinese	CHI	FH, LV, PR	F
			Giant	GIA	FH, PR	F
			Poi	POI	FH, LV, PR	F
			Xanthosoma	XAN	FH, PR	F
Tea	0179	TEA			PR	
Teff	1223	TEFF			FG, GR, GZ, SD	
Ti	0536	TIPLT			FH, LV, PR	F
--Tobacco, Cigar Wrapper--	0012	CIWTB	* * *		blank	
Tobacco, Burley	0001	BURTB			blank	
Tobacco, Burley 31V	0013	BURLV			blank	
Tobacco, Cigar Binder	0008	CIBTB	Cigar Binder (051)	CBA	blank	
			Cigar Binder (052)	CBB	blank	
Tobacco, Cigar Filler	0010	CIFTB	Cigar Filler Tobacco (041)	CGA	blank	
Tobacco, Cigar Filler Binder	0007	CFBTB	Cigar Filler Binder (054)	CFA	blank	
			Cigar Filler Binder (055)	CFB	blank	
Tobacco, Dark Air Cured	0005	DACTB	Dark Air Cured (035)	DAA	blank	
			Dark Air Cured (036)	DAB	blank	
Tobacco, Fire Cured	0004	FICTB	Fire Cured (022)	FRA	blank	
			Fire Cured (023)	FRB	blank	
Tobacco, Flue Cured	0002	FCTB	Flue Cured (012)	FCA	blank	
			Flue Cured (013)	FCB	blank	
			Flue Cured (014)	FCC	blank	
			Flue Cured (11A)	FCD	blank	
			Flue Cured (11B)	FCE	blank	
Tobacco, Maryland	0009	MDTB			blank	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued) (Par. 41, 74, 75, 84, 296, Ex. 7)

Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Tobacco, Virginia Fire Cured	0003	VFCTB			blank	
Tobacco, Virginia Sun Cured	0006	VSCTB			blank	
Tomatillos	7158	TOMTL			FH, PR	F
Tomatoes	0087	TMATO	Cherry	CHR	FH, PR, RS, SD	F
			Grape	GRP	FH, PR, RS, SD	F
			Green	GRN	FH, PR, RS, SD	F
			Hybrid	HYB	FH, PR, RS, SD	F
			Japanese	JPN	FH, PR, RS, SD	F
			Plum	PLM	FH, PR, RS, SD	F
			Yellow	YEL	FH, PR, RS, SD	F
Trees, Timber	7506	TREES			blank	
Triticale	0158	TRICL			FG, GM, GR, GS, GZ, LS, SD	
*--Truffles	0405	TRUFF			FH	F--*
Turn Areas, Terraces, etc.	0105	TRNAR			blank	
Turnips	0160	TRNIP	Forage Turnip	FTP	FG, GZ, SD	
			Hybrid Turnip	HYB	FH, PR, SD	F
			Open Pollinated	OPN	FH, PR, SD	F
Vanilla	1295	VANIL			blank	
Vetch	0435	VETCH	Cicer Milkvetch	CIC	FG, GM, GZ, SD	
			Common Vetch	COM	FG, GM, GZ, SD	
			Crown Vetch	CRW	FG, GM, GZ, RS, SD	
			Hairy Vetch	HRY	FG, GM, GZ, SD	
Walnuts	0029	WLNUT	Black	BLK	blank	F
			English	ENG	blank	F
Wampee	7320	WAMPI			blank	
Water Cress	0613	WACRE			FH, PR	F
Water Impoundment Structure	0776	WTRIS			blank	
Waterbank	0093	WBP			blank	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)(Par. 41, 74, 75, 84, 296, Ex. 7)
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Crop Name	Crop Code	Crop Abbr	Type Name	Type Code	Intended Use	Land Use
Watermelon	0757	WATRM	Common	COM	FH, SD	F
			Crimson Sweet	CRM	FH, SD	F
			Ice Box/Sugar Babies	SUG	FH, SD	F
			Jubilee	JUB	FH, SD	F
			Personal/Mini	PER	FH, SD	F
			Seedless	SED	FH, SD	F
			Striped	STR	FH, SD	F
Wax Jamboo Fruit	7302	WXJMB			FH	F
Wetland Bank Reserve	9011	WBR			blank	
Wetland Reserve Program	2006	WRP			blank	
Wheat	0011	WHEAT	Hard Amber Durum	HAD	FG, GM, GR, GS, GZ, LS, SD	
			Hard Red Spring	HRS	FG, GM, GR, GS, GZ, LS, SD	
			Hard Red Winter	HRW	FG, GM, GR, GS, GZ, LS, SD	
			Hard White Spring	HWS	FG, GM, GR, GS, GZ, LS, SD	
			Hard White Winter	HWR	FG, GM, GR, GS, GZ, LS, SD	
			Soft Red Winter	SRW	FG, GM, GR, GS, GZ, LS, SD	
			Soft White Spring	SWS	FG, GM, GR, GS, GZ, LS, SD	
			Soft White Winter	SWW	FG, GM, GR, GS, GZ, LS, SD	
Wildlife Food Plot	0777	WLDFP			blank	
Wildlife Habitat Incentive Program	2007	WHIP			blank	
Wool	2016	WOOL			blank	
Yam	0188	YAM	Diamond	DMD	FH, LT, PR	F
			Habanero	HAB	FH, LT, PR	F
			Purple	PUR	FH, LT, PR	F
			Sweet	SWT	FH, LT, PR	F
Yu Cha (“Tea Tree Oil” – oilseed plant)	0695	YUCHO			SG	
					FH, PR, RS, SD	F

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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.

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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

*--The following are the intended use codes and definitions.

Code	Intended Use	FSA-578 Printout	Definition
De	Dry Edible	Dry Ed	The dry, edible seed of the crop intended for human consumption, such as pulse crops.
Ed	Edible	Edible	Intended for human consumption, from a nontypical food source.
Fg	Foraging	Forage	Intended for harvesting as food for livestock. Does not include crops grown for the intended purpose of grazing by livestock or grown for the intended purpose of grain which may be fed to livestock.
Fh	Fresh	Fresh	Intended to have an end use unchanged or unimpaired and retaining its original properties; not altered or preserved by freezing, canning, pickling, salting, drying, etc.
Gm	Green Manure	Gr Mnre	Intended not to harvest, but to be plowed under to enrich the soil.
Gp	Green Peanuts	Green	Intended to harvest peanuts in a semi-mature state, having achieved full size, but not being fully dried, as would be needed for roasting, boiling, or peanut butter production.
Gr	Grain	Grain	Intended to be harvested as the small, hard seed of a food plant such as wheat, corn, rye, oats, rice, or millet.
Gs	Grain/Grazing	Grazing	Intended as pasture for livestock to roam and feed on initially, and then later harvest for grain.

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Crop Characteristic Codes (Continued)

D Intended Use Codes (Continued)

*--

Code	Intended Use	FSA-578 Printout	Definition
Gr	Grain	Grain	Intended to be harvested as the small, hard seed of a food plant such as wheat, corn, rye, oats, rice, or millet.
Gs	Grain/Grazing	Grazing	Intended as pasture for livestock to roam and feed on initially, and then later harvest for grain.
Gz	Grazing	Graze	Intended solely for pasture for livestock to roam and feed on.
Hp	Hogged Peanuts	Hogged	Intended for swine to graze by digging up the root system and nut. The above ground portion may be mechanically harvested for hay production before allowing the swine to graze.
Ju	Juice	Juice	Intended to harvest for the natural fluid, fluid content, or liquid, not including molasses.
Ls	Left Standing	Lft Std	Intended to be left in the field unharvested. Not intended to be mechanically or manually harvested for any purpose, grazed by domesticated livestock, or otherwise harvested in any manner. Typically used for erosion control and nutrient retention.
Lt	Leaf Tips	Leaftip	Intended to harvest the tips of the young leaves and shoots only.
Lv	Leaves	Leaves	Intended to harvest the mature leaves of the plant only.
Ml	Molasses	Molass	Intended to produce a thick syrup during the refining of sorghum or sugar.
Np	Nut Peanuts	Nut	Intended to harvest the fully mature nut of the peanut plant.
Nt	Nontable	Nontable	Honey not intended for human consumption.
Ol	Oil	Oil	Intended to produce oil from the plant of flax, olives, or flowers for fragrance, consumption, or lubrication. **Note:** All other crops grown with the intent to produce oil shall be reported with a "Processed" intended use.

--*

Crop Characteristic Codes (Continued)

D Intended Use Codes (Continued)

*--

Code	Intended Use	FSA-578 Printout	Definition
Pr	Processed	Proces	Intended to have an end use after being treated or prepared by some particular process that changes the original properties, such as freezing, canning, pickling, salting, drying, pasteurizing, etc.
Rs	Root Stock	Rtstck	Intended to grow the plant solely for its root and its associated growth buds as a stock in plant propagation, and not for livestock or human consumption.
Rt	Root	Root	Intended to grow the plant solely for its root to be consumed.
Sd	Seed	Seed	Intended to harvest for the plant's seed for growing a new crop, and not for livestock or human consumption.
Se	Sets	Sets	Intended to harvest the plant, midway through its growing cycle, to sell for replanting or propagation purposes.
Sg	Silage	Silage	Intended for use as food for livestock, preserved through fermentation.
So	Sod	Sod	Intended to be harvested as sections cut or torn from the surface containing the matted roots of grass.
Tb	Table	Table	Honey intended for human consumption.

--*

Deviations From Prescribed Standards

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.
* * *	* * *
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.

Deviations From Prescribed Standards (Continued)

A States With Authorized Deviations (Continued)

State	Deviation 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.

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:

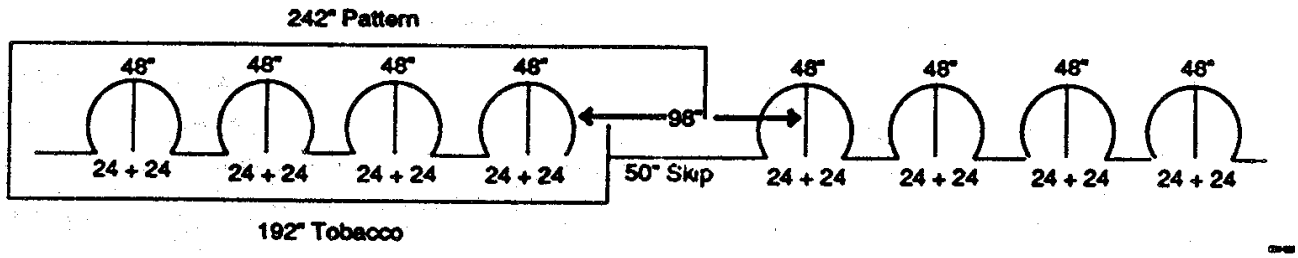
- 4 uniform width rows with the same width of alternating sled-row
- 6 uneven width rows with the same width of alternating sled-row.

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.



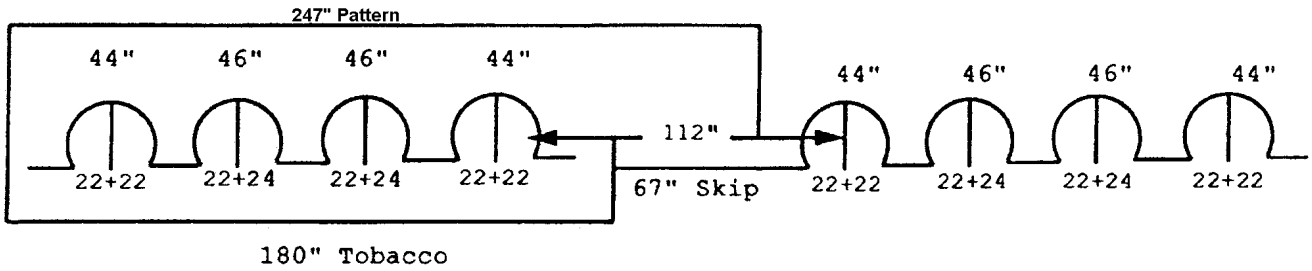
crop width	48" width x 4 rows 192" crop pattern
sled credit	98" sled width -48" 2 (½ row widths) 50" sled credit
planting pattern	192" tobacco + 50" skip 242" planting pattern
skip percentage	50 ÷ 242 = .2066%
tobacco percentage	192 ÷ 242 = .7934%
gross acreage factor	1 ÷ .7934 = 1.26039% round to 1.26
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

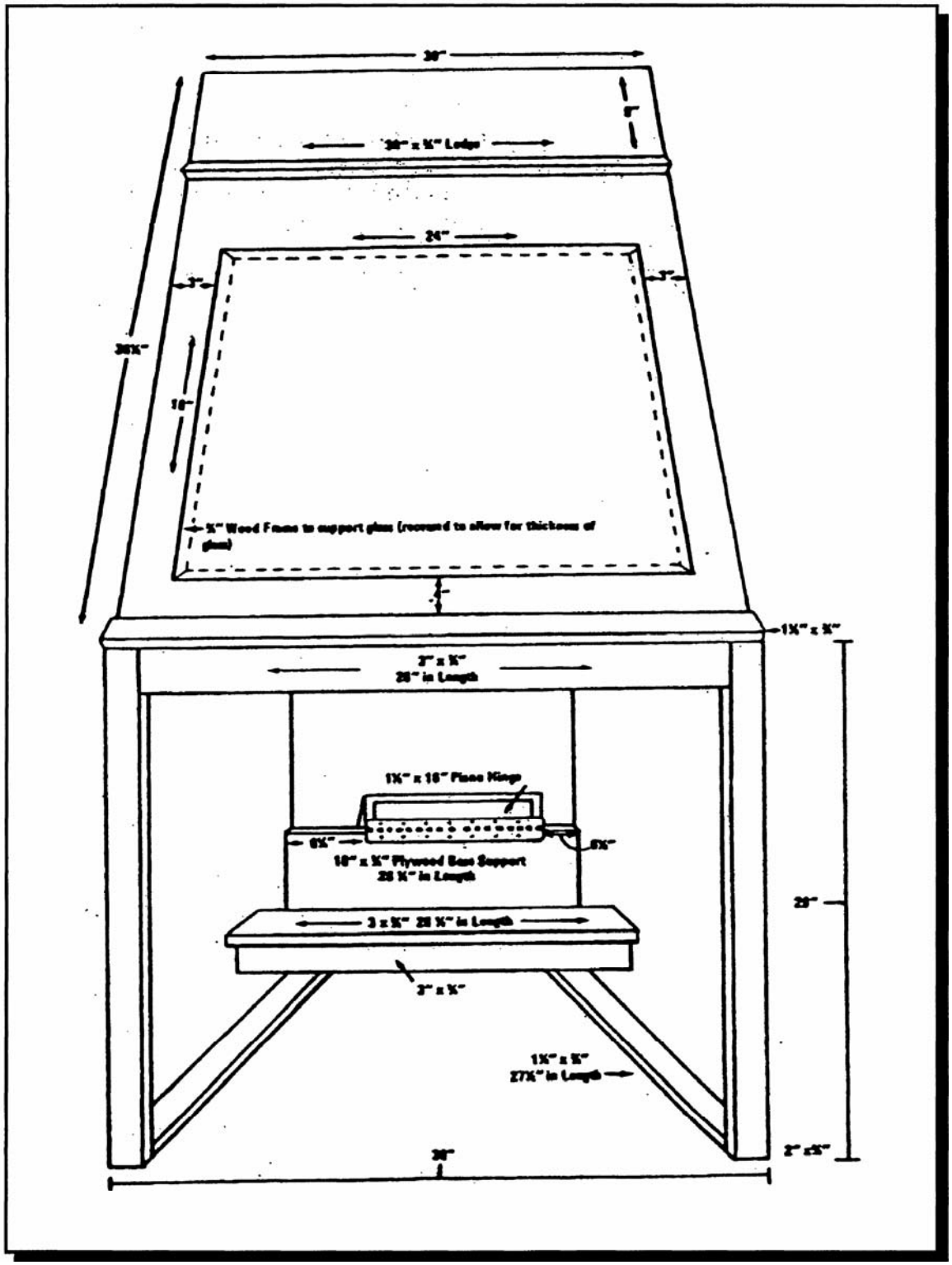
A Introduction

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.

Aerial Compliance Projection Stands (Continued)

B Examples of Rear Projection Units

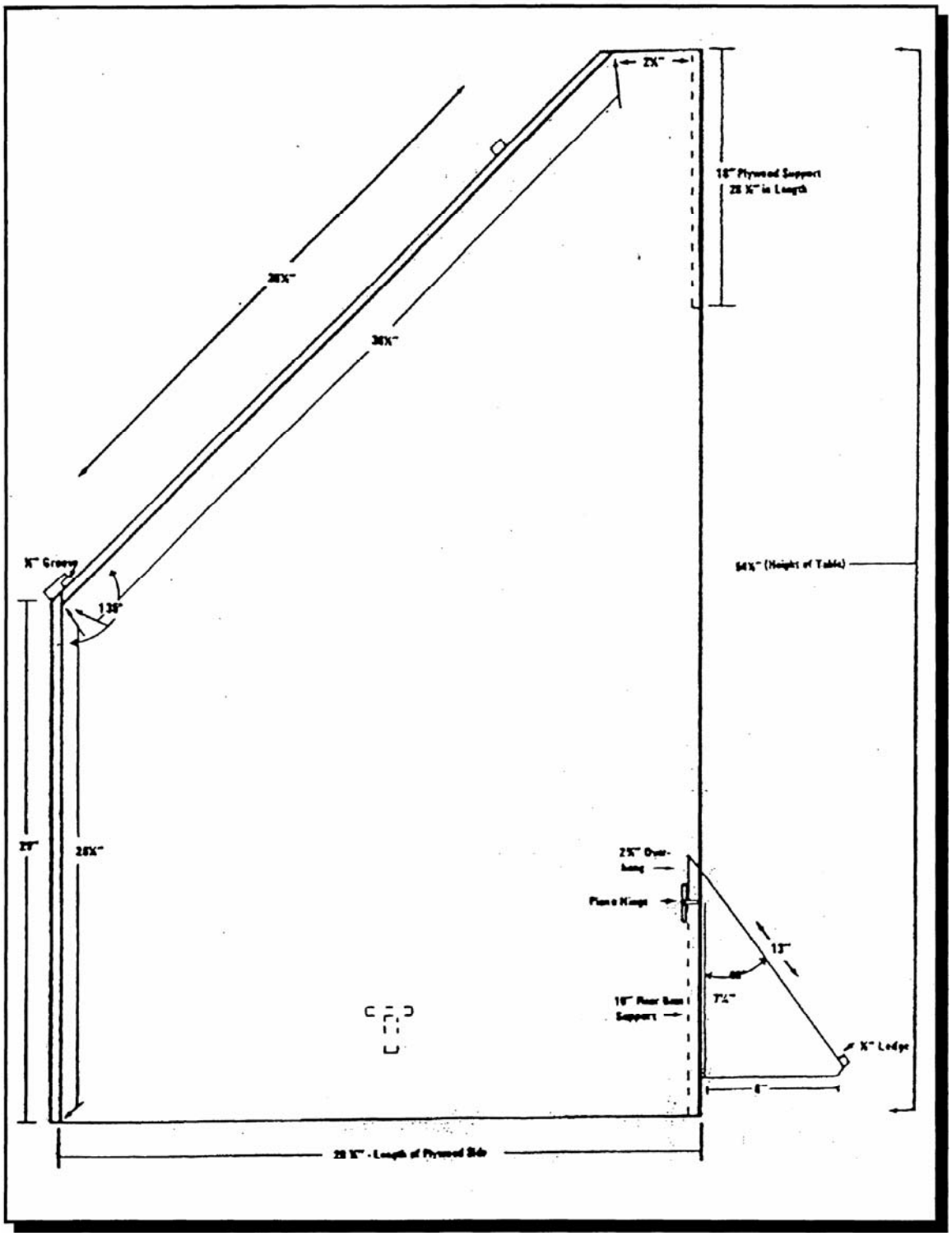
Following is an example of the front view of a rear projection unit for numonics digitizer.



Aerial Compliance Projection Stands (Continued)

B Examples of Rear Projection Units (Continued)

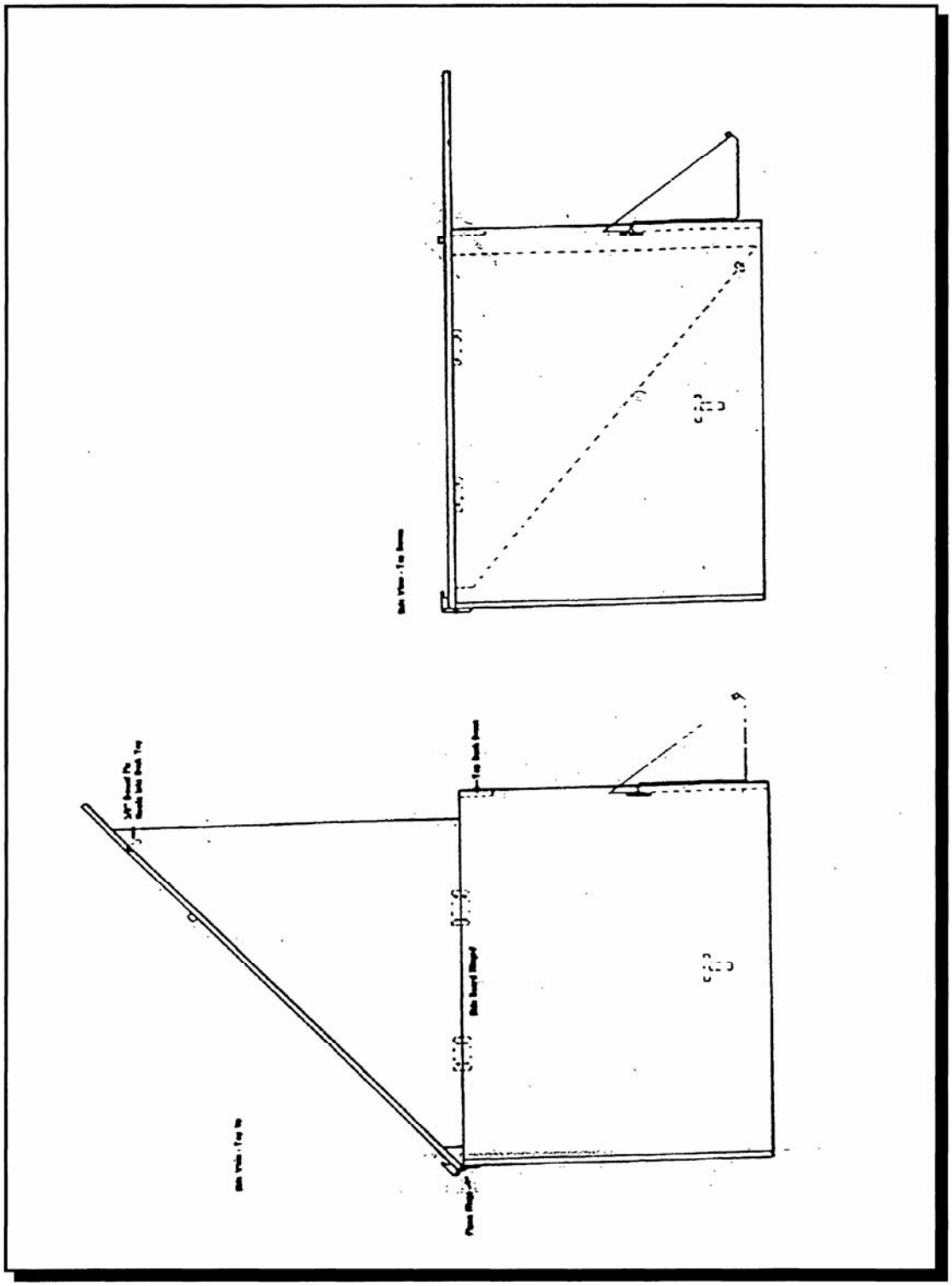
Following is an example of the side view of a rear projection unit for numonics digitizer.



Aerial Compliance Projection Stands (Continued)

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.

E
Compliance Instructional Aid C

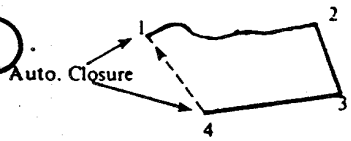
Following is an example of compliance instructional aid C for Numonics Model 1211.

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.

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.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, marital or family status, reprisal, and public assistance 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 to USDA, Director, Office of Civil Rights, Room 326W, Whitten Building, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Sincerely,

County Executive Director

--*

***--Letter Notifying Producers of Acreage Changes When CLU Map Is Not Sent**

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 which may result in changes in acreage for some fields. 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 on-line 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. 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 new field acres that are enclosed for accuracy. If you identify fields that appear to be incorrect, please let the us know within 30 calendar days from the date of this letter so that we can make any appropriate corrections. Maps of your farm will be provided upon request. If we do not agree with all of the requested changes, you will receive a second letter informing you of appeal rights to the County Committee.

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. In closing, we appreciate your cooperation in this matter and hope that our new mapping system will provide better service to you.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, marital or family status, reprisal, and public assistance 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 to USDA, Director, Office of Civil Rights, Room 326W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Sincerely,

County Executive Director

--*

***--Letter Notifying Producers of Acreage Changes When CLU Map Is Not Sent (Continued)**

Farm xxx

	Tract xxxxxx	Cropland Acres xxxx.x
	FSA Field Acres	New CLU Acres
1	xxxx.x	xxxx.x
2	xxxx.x	xxxx.x
	Tract xxxxx	Cropland Acres xxxx.x
1	xxxxx.x	xxxx.x
2	xxxxx.x	xxxx.x

--*

***--Instructions for Posting Copies of CLU, CRP, and Wetland Points Data to FTP**

A State Office GIS Specialist Responsibility

According to subparagraph 504 E, State GIS specialists or coordinators are required to FTP a copy of the CLU shapefiles, CRP tables, and wetland point shapefiles to APFO by the first of each month.

Post data to the APFO FTP site according to this exhibit.

Note: State GIS specialists or coordinators should ensure that the most current shapefiles exported from ArcSDE are posted. According to subparagraph 504 E, the shape files are to be zipped for better file management. No file encryption is necessary since the APFO FTP site is a secure location.

B .BAT File to Copy CLU's From County Offices to State Offices

A .bat script is available for State GIS specialists to copy the most current export of the CLU shapefiles, CRP tables, and wetland shapefiles from each County Office to the State Office. This will allow State Offices to have all necessary files from across the State in 1 location for easy shipment to APFO.

Note: The process will copy all CLU's from the County Office servers in the directory **f:\geodata\common_land_unit\fsa_clu**.

The folder, **f:\geodata\common_land_unit\fsa_clu**, shall only contain the CLU shapefiles, the CRP tables, and the wetland shapefiles of the county or counties being administered in that County Office. County Offices that administer more than 1 county will have multiple CLU files in this folder.

State GIS specialists should note that if County Offices maintain copies of nonadministered county CLU's in the **f:\geodata\common_land_unit\fsa_clu** directory, CLU's will be overwritten in the State Office collection folder.

To avoid this issue, State GIS specialist shall maintain surrounding counties' CLU's in a separate folder; a subfolder within **f:\geodata\project_data\fsa** is suggested.

State GIS specialists shall use the .bat script to obtain the data according to the following

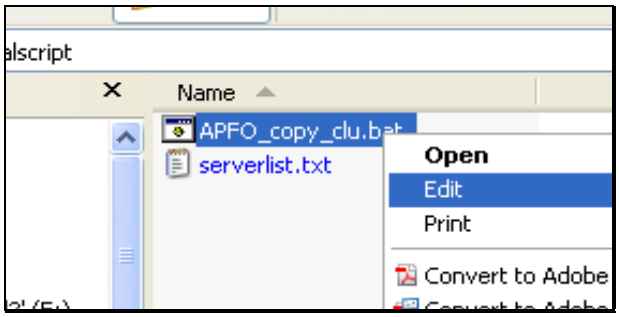
Step	Action
1	Using Internet Explorer, access the FSA GIS SharePoint Site at **https://fsa.sc.egov.usda.gov/mgr/GIS/training/default.aspx**. Under "Documents", CLICK "Model Builder Tools"; then CLICK "CLU Refresh".
2	Download file "**APFO_copy_clu.zip**" to the local machine to the directory of your choice.
3	Using Windows Explorer, browse to the location of the downloaded files and extract "**APFO_copy_clu.bat**" and "**serverlist.txt**" from the zip file.

--*

***--Instructions for Posting Copies of CLU, CRP, and Wetland Points Data to FTP (Continued)**

B .BAT File to Copy CLU's From County Offices to State Offices (Continued)

Step	Action

4	To open the .bat file in Notepad, right click on "**APFO_copy_clu.bat**" and CLICK "Edit".
	 
	
	In Notepad, the following text will be displayed, **without the bold**.
	`@echo off`
	
	`rem the SET command references the serverlist.txt file created in step 5 of notice CP-`
	`set SERVERLIST=serverlist.txt`
	
	`rem the SET LOGFILE command creates a log file to document the actions done by the bat file`
	`set LOGFILE=APFO_copy_clu.log`
	
	`rem this creates a text variable with today's date in YYYYMMDD format to assist in archiving`
	`for /f "Tokens=2-4 Delims=/ " %%a in ('date /t') do set CURDAT=%%c%%a%%b`
	
	`rem the mkdir command creates a new subfolder in the directory specified with the current date.`
	`rem this example uses the F drive, use the server name and data folder like \\ndfargo300s110\data if running`
	`rem as a scheduled task`
	
	`mkdir` **`f:\geodata\common_land_unit\fsa_clu\apfo_xfr\%CURDAT%`**
	
	`rem this sets the destination directory for copied files to the new subdirectory set`
	`DESTDIR=`**`f:\geodata\common_land_unit\fsa_clu\apfo_xfr\%CURDAT%`**
	`echo.`
	`echo This script will copy files from each field office to the state office`
	
	`rem the pause command will prompt the user to press any key...`
	`pause`

--*

***--Instructions for Posting Copies of CLU, CRP, and Wetland Points Data to FTP (Continued)**

B .BAT File to Copy CLU's From County Offices to State Offices (Continued)

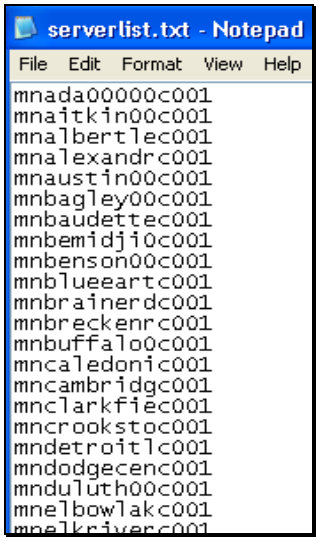
Step	Action
4 (Cntd)	

```
rem the echo commands write information to the log file
echo. > %LOGFILE%
date /t >> %LOGFILE%
time /t >> %LOGFILE%
echo. >> %LOGFILE%

rem the for /f command iterates through all the servers listed in
the serverlist.txt file
for /F %%f in (%SERVERLIST%) do (

echo. >> %LOGFILE%
echo #################### >> %LOGFILE%
echo Working on %%f >> %LOGFILE%
echo Working on %%f

echo Files on remote server >> %LOGFILE%
dir \\%%f\data\geodata\common_land_unit\fsa_clu\ >> %LOGFILE%

rem this uses the more robust xcopy command and will suppress
prompting for overwriting (/y)
rem and will only overwrite data with newer files (/d)
rem CHANGE ST to THE APPROPRIATE STATE ABBREVIATION SUCH AS MN
xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\clu_a_st???.shp
%DESTDIR% /d /y
xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\clu_a_st???.dbf
%DESTDIR% /d /y
xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\clu_a_st???.shx
%DESTDIR% /d /y
xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\clu_a_st???.prj
%DESTDIR% /d /y
xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\crp_t_st???.dbf
%DESTDIR% /d /y
xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\wet_p_st???.shp
%DESTDIR% /d /y
xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\wet_p_st???.dbf
%DESTDIR% /d /y
xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\wet_p_st???.shx
%DESTDIR% /d /y
xcopy \\%%f\data\geodata\common_land_unit\fsa_clu\wet_p_st???.prj
%DESTDIR% /d /y

)

goto end
```

--*

***--Instructions for Posting Copies of CLU, CRP, and Wetland Points Data to FTP (Continued)**

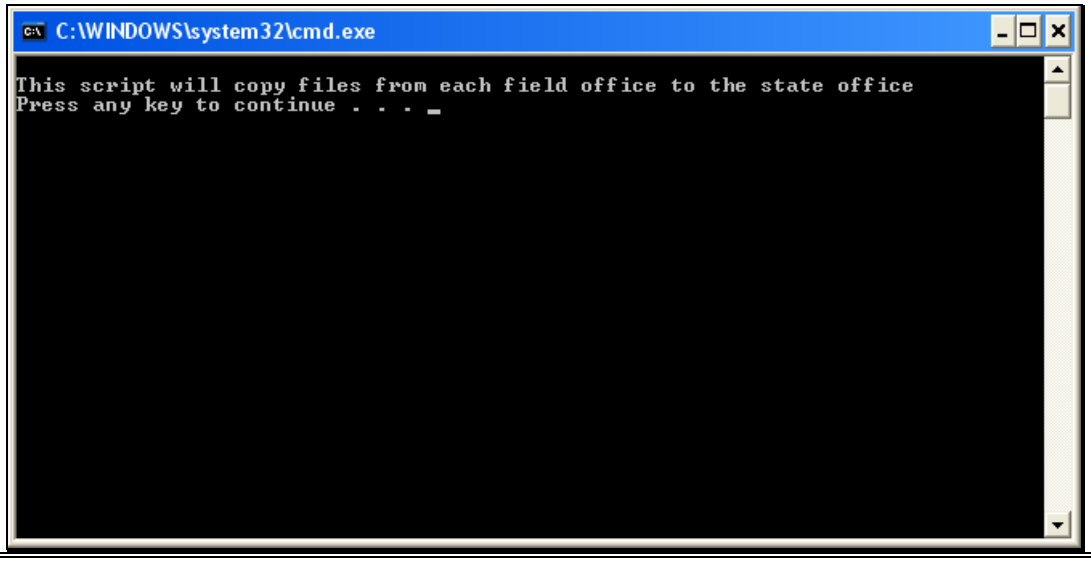
B .BAT File to Copy CLU's From County Offices to State Offices (Continued)

Step	Action
5	The areas in step 4 that are bold need to be reviewed and edited as necessary for each State that the State specialist manages. The "mkdir" command will create a new folder to store the incoming CLU's. The script defaults to **f:\geodata\common_land_unit\fsa_clu\apfo_xfr\%curdat%**, where "%curdat% "is the current date. Users may use this command to create a directory in a location of their choice; however, using "%curdat%" is strongly encouraged. The "set DESTDIR" command indicates where the files will be saved at the State Office. This should match the directory created with the "mkdir" command. The script defaults to **f:\geodata\common_land_unit\fsa_clu\apfo_xfr\%curdat%**. For each line beginning with "xcopy", the "st" in the file name needs to be changed to the 2-letter abbreviation for the State. Do **not** modify the "???" after "st". **Note:** For any GIS specialists that handle multiple States or parts of multiple States, change "st" to "??". This will allow the script to pull appropriate files to the State Office, regardless of which State they are administered in.
6	After all necessary changes are made, save the script and close it.
7	Open the serverlist.txt file and type in a list of all County Office servers in the State. **Example:**  serverlist.txt - Notepad File Edit Format View Help mnada00000c001 mnaitkin00c001 mnalbertlec001 mnalexandrc001 mnaustin00c001 mnbagley00c001 mnbaudettec001 mnbemidji0c001 mnbenson00c001 mnblueeartc001 mnbrainerdc001 mnbreckenrc001 mnbuffalo0c001 mncaledonic001 mncambridgc001 mnclarkfiec001 mncrookstoc001 mndetroitlc001 mndodgecenc001 mnduluth00c001 mnelbowlakc001 mnelkriverc001 **Note:** For any GIS specialists that handle multiple States or parts of multiple States, include all the County Office servers handled.
8	Save and close the "serverlist.txt" file.

--*

***--Instructions for Posting Copies of CLU, CRP, and Wetland Points Data to FTP (Continued)**

B .BAT File to Copy CLU's From County Offices to State Offices (Continued)

Step	Action
9	Double click "APFO_copy_clu.bat" to run the script. This will start the process to copy all CLU's from the County Offices to the State Office.
10	When the following window appears, press any key to begin copying files to the State Office. 

C Running the Script as a Scheduled Task

This script may be run as a scheduled task if desired. Instructions for setting up a scheduled task are available on the FSA GIS SharePoint Site. Using Internet Explorer, browse to **https://fsa.sc.egov.usda.gov/mgr/GIS/training/default.aspx**. CLICK "Tips and Tricks" and see "TT_GN_Scheduled Task".

Note: Scheduled tasks **cannot** use drive mappings and other DOS functionality, including the "pause" command. To run as a scheduled task, the script **must** be further modified as follows:

- change the "mkdir" command, and therefore the "set DESTDIR" command from f:\ to the server name and data folder, e.g., \\ndfargo300s110\data

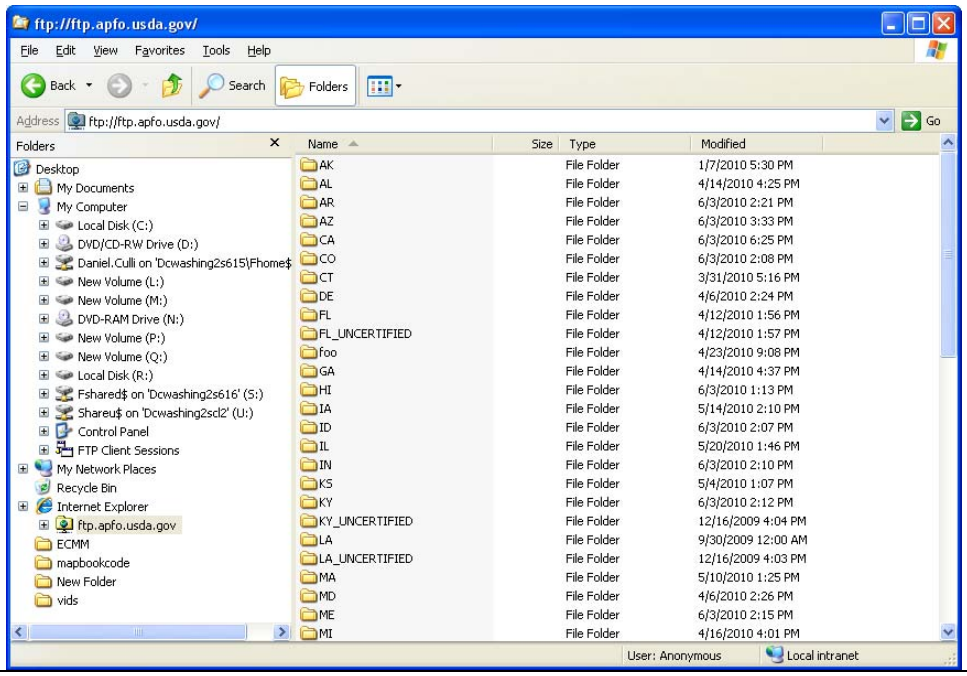
- remove the "pause" command.**--***

***--Instructions for Posting Copies of CLU, CRP, and Wetland Points Data to FTP (Continued)**

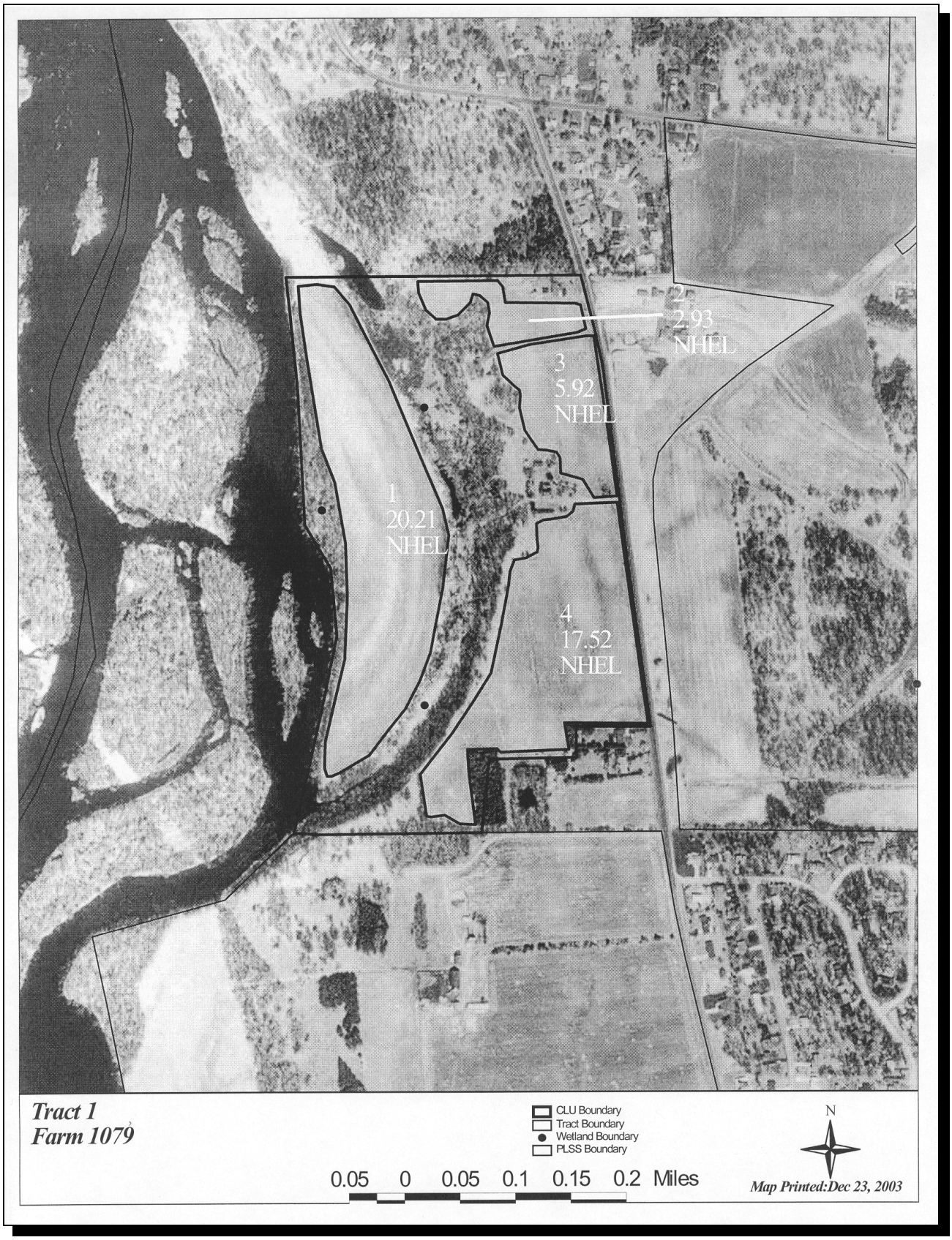
D Zipping and Uploading Shapefiles

State GIS specialists shall zip the CLU shapefiles, CRP tables, and wetland point shapefiles using WinZip and upload the files to the APFO FTP server in the respective State folders. Zip and upload certified and noncertified county files separately. States with all certified counties will have 1 zip file. States with some certified and some uncertified counties will have 2 zip files, 1 with all the certified counties and 1 with all the noncertified counties.

Upload shapefiles for certified counties according to the following.

Step	Action
1	Open Windows Explorer. In the Windows Explorer address box, enter **ftp://ftp.apfo.usda.gov/**, and PRESS "Enter" to view the multiple folders on the APFO FTP server. 
2	Highlight the CLU WinZip file(s) on the local machine. Right click on the highlighted file(s) and CLICK "Copy".
3	In Windows Explorer, double click on the ***uncertified*** folder for the respective State (e.g. "ST_UNCERTIFIED") to open the folder.
4	Right click in the opened folder and CLICK "Paste". The uncertified CLU WinZip file will begin copying to the APFO server under the uncertified State folder.

Note: The data is being uploaded to a secure server. If something occurs during the upload, or the file appears to be corrupt, users will **not** be able to delete or overwrite the file in question. Contact APFO for assistance in removing the file so that the file may be re-uploaded correctly.**--***

Map Template Examples

Map Template Examples (Continued)