# FSA
## HANDBOOK

# Acreage and Compliance Determinations

To access the transmittal page click on the short reference.

## For State and County Offices

SHORT REFERENCE

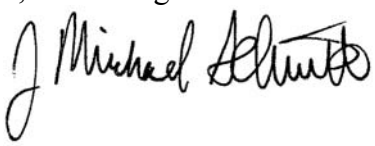
2-CP
(Revision 15)

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

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

| Acreage and Compliance Determinations<br>2-CP (Revision 15) | Amendment 81 |
|---|---|

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



## Amendment Transmittal

### A Reasons for Amendment

Subparagraph 19 C has been amended to recommend that FSA-578's be entered and maintained at the hundredths level.

Subparagraph 21 D has been amended to update policy to waive late-filed fees for 2014 crops with a final reporting date between October 1 and December 31, 2013.

Exhibit 6.5 has been amended to show crop/commodity reporting dates in sequential order for the crop year, rather than the calendar year. This amendment does not change any reporting dates.

| Page Control Chart | | |
|---|---|---|
| **TC** | **Text** | **Exhibit** |
| | 2-13, 2-14<br>2-17, 2-18 | 6.5, pages 1-16 |

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# Part 1 General Information

## 1 Overview

### A Handbook Purpose

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

### B Compliance Activities

Procedure for compliance activities includes:

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

### C Handbook Withdrawal and Supplementation

Do not withdraw any procedures in this handbook.

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

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

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

## 2 Source of Authority and Related Handbooks

### A Source of Authority

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

### B Related Handbooks

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

| IF the material concerns... | THEN see... |
|---|---|
| aerial photography | 1-AP. |
| program appeals | 1-APP. |
| State and County Office records operations | 25-AS. |
| common management and operating provisions; farm reconstitutions; farm, tract, crop data | 1-CM, 2-CM, or 3-CM. |
| digital photography | 8-CM. |
| failure to fully comply; HELC/WC provisions; finality rule | 4-CP, 6-CP, or 7-CP. |
| resource conservation programs | 1-CRP or 2-CRP. |
| disaster assistance programs | *--3-DAP, 4-DAP, 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 SED Responsibilities

*--SED shall maintain the State Compliance Plan of Operation and shall include plans for the following:

- helping CED's train employees involved in acreage and production determination methods

- supervising County Office compliance operations

- requiring DD's and CED's to make an adequate check of employees' work and provide additional training when necessary

- establishing policy and providing guidance to DD's in the review of County Office compliance activities.--*

**4 Responsibilities (Continued)**

**F STC Responsibilities**

STC's shall:

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

* * *

- 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:<br><br>•*--all applicable crops, types, and intended uses are included--*<br>• 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. FSA-578 certification must be filed for the farm by the applicable final reporting date in Exhibit 6 *--or 6.5, as applicable. For producers reporting NAP crops, see 1-NAP, subparagraph 151 B--* for additional signature requirements. 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.<br><br>**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.<br><br>• Needed to determine reasonableness of claimed production. |
| Direct and counter-cyclical payments under DCP | All cropland on the farm.<br><br>**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.<br><br>**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.<br><br>• Needed to establish eligibility of the crop and producer for SURE benefits. |
| ACRE Program | All cropland on the farm.<br><br>**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.<br><br>• 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.<br><br>• 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 or 6.5, as applicable.

**Note:** Exhibit:

- 6 shall be used for reporting crops until June 30, 2012
- 6.5 shall be used for reporting crops beginning July 1, 2012.

***--**The following provides guidance on reporting crop acreage not specified in Exhibit 6 or 6.5.

- Acreage insured as PRF with crop insurance must be reported to FSA by the date specified with PRF, if applicable, in Exhibit 6.5. PRF refers to Pasture Rangeland Forage, a program administered by RMA.

**Note:** Perennial Forage crops shall be reported by the same date as specified for PRF when fall-seeded and in years subsequent to seeding in States with a PRF specification, unless otherwise designated for the State. This includes, but is not limited to, alfalfa, birdsfoot trefoil, clover, grass, and mixed forage. See subparagraph 18 C for applicable exceptions.

- Where "Forage Seeding" is specified, the acreage reporting date applies to perennial forage crops for the year the crop is initially seeded.

  **Note:** For subsequent years, the perennial forage must be reported by the perennial forage ARD.

- If a measurement service has been requested timely, but not performed by the final reporting date, then the acreage must still be reported by the final reporting date. If the measured acreage differs from reported acreage, the acreage report shall be revised within 5 workdays of the notification of the measurement service results.

- If the crop is apiculture, use the crop code for "honey" with the applicable apiculture acreage reporting date as listed in Exhibit 6.5.

- The planting date ranges used in Exhibit 6.5 do **not** represent the planting periods defined by 1-NAP.

  **Example:** California has multiple reporting dates for potatoes depending on when they were planted. The range of dates used to identify these reporting dates are not the same as the planting periods used for NAP.**--***

## 18 Reporting Dates (Continued)

### A Final Reporting Dates (Continued)

•*--For the crops that have a planting date range or a series of planting date ranges within a program year specified in Exhibit 6.5, and the crop is planted on a date that is **not** included within a date range, then the reporting date would be the earlier of:

- 15 calendar days before the onset of harvest or grazing
- the subsequent planting date range's acreage reporting date.

- Crops that have a date range or a series of date ranges within a program year, and the reported planting date is both after the acreage reporting date for "all other crops" for that State and **not** within the date range specified, shall be reported within 15 calendar days before the onset of harvest.

- If the crop is a repeat crop and the crop reporting date has passed, then the subsequent plantings shall be reported 15 calendar days before the onset of harvest.

### B Final Acreage Reporting Dates for NAP Eligibility

The final date for reporting any specific crop acreage for NAP eligibility is the earlier of the following:

- the established acreage reporting date for that crop/commodity in Exhibit 6 or 6.5, as applicable

- 15 calendar days before the onset of harvest or grazing of the specific crop acreage being reported

- the established normal harvest date for the end of the coverage period.

The established final reporting date for value loss and controlled environment crops is September 30 for the ensuing crop year.

**Exceptions:** The final reporting date for honey is:

- January 2 of the same crop year

**Example:** January 2, 2013, for the 2013 crop year.

**Note:** The crop year for honey production is the calendar year January 1 through December 31.

- within 30 calendar days of the date colonies of bees are acquired, brought into, or removed from the county.

The final reporting date for nursery is May 31.--*

## 18 Reporting Dates (Continued)

### *--B Final Acreage Reporting Dates for NAP Eligibility (Continued)

Tropical Region provisions apply according to 1-NAP for Hawaii, Puerto Rico, American Samoa, Guam, the U.S. Virgin Islands, and the former Trust Territory of the Pacific Islands (the Commonwealth of Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau).--*

### C Exceptions

The following provides exceptions to reporting dates in Exhibit 6 or 6.5, as applicable.

| IF... | THEN * * * this acreage must be reported by... |
|---|---|
| the crop has not been planted by the final reporting date in Exhibit 6 or 6.5, as applicable | 15 calendar days after planting is completed. |
| * * * | * * * |
| the producer has acquired a lease for the acreage after the final acreage reporting date for the crop, such as perennial forage | 30 calendar days after acquiring the lease. Appropriate documentation must be date-stamped and provided to the County Office to the County Office's satisfaction. |
| *--a perennial forage crop is reported with an intended use of "cover only," "green manure," "left standing," or "seed" | the acreage reporting date associated with "all other crops" in the State, unless otherwise specified.--* |

### D 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.

## 18 Reporting Dates (Continued)

### E 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.

### F Requesting Changes to Crop Acreage Reporting Dates

Use Exhibit 6.8 when requesting a change to crop acreage reporting dates. To validate the request, State Offices shall:

- complete Exhibit 6.8, indicating the following:
  - crop/commodity name and crop/commodity type, if applicable, for the request
  - current crop/commodity reporting date
  - proposed crop/commodity reporting date
  - crop years to which the proposed reporting date apply
- prepare a written document to justify the change of crop/commodity reporting date(s).

## 18 Reporting Dates (Continued)

### F Requesting Changes to Crop Acreage Reporting Dates (Continued)

The justification should address the following criteria:

- provide reasoning behind why approving the change would reduce the burden on producers

- if the proposed acreage reporting date conflicts with requirements already established for farm programs or crop insurance associated with the crop/commodity

  **Note:** Proposed acreage reporting dates that conflict with FSA, RMA, or other USDA requirements will still be considered for approval depending on the nature of the conflict.

- if other similar or closely related crops/commodities are associated with the proposed final acreage reporting date

- the proposed acreage reporting date should not increase, and ideally would reduce the total number of crop acreage reporting dates established for the State

  **Note:** If the proposed acreage reporting date does increase the total number of dates for the State, explain the reasoning why it would further reduce the burden on producers.

- if the proposed reporting date for the crop/commodity significantly differs from the established reporting date for the crop/commodity in any neighboring State, provide the reasoning behind why the discrepancy does not pose a burden on producers, including multi-State producers.

State Offices shall submit **both** of the following to Todd Anderson by e-mail at **todd.anderson@wdc.usda.gov**:

- completed Exhibit 6.8
- written justification based on State Office research and analysis.

**Notes:** Requests for changes will **not** be considered unless all required parts are included.

Requests are **not** guaranteed approval and will be reviewed and approved or disapproved by a USDA Acreage Reporting Dates review board consisting of members of multiple USDA Agencies, including NASS, NRCS, and RMA.

## 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.<br>• Subtract deductions from all acreages.<br>• 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:<br><br>• is uncertain about the acreage being reported<br><br>• wants to guarantee that the farm acreage meets program requirements<br><br>• wants to establish or correct an official acreage for an area that cannot be delineated from features that are visible on the photograph.<br><br>**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 photocopy or map printed from the ArcGIS CLU Maintenance Tool. |
| 2 | Compute acreage from the ArcGIS CLU Maintenance Tool.--*<br><br>* * * |
| 3 | Remind the person reporting that acreages they provided:<br><br>• are not official<br>• cannot be guaranteed. |
| 4 | Emphasize the importance of providing an accurate acreage report on FSA-578. |
| 5 | Ensure that the producer:<br><br>• reads and understands the certification on FSA-578<br><br>• understands that by signing and dating FSA-578, the producer is agreeing with this certification.<br><br>**Note:** See subparagraph 16 D for certification restrictions. |

***--Note:** Calculated or measured acreage can be entered or maintained in tenths or hundredths. Managing acreage in tenths or hundredths on FSA-578 is at the discretion of the State Office, as long as the level of entry is consistent throughout the State. In cases where hundredths of acres are required, and acreage is only reported in tenths, a zero shall be added in the hundredths decimal place.

**Exception:** Tobacco and other specified NAP crop acreage **must** be entered in hundredths in all States.--*

## 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 photocopy or map printed from the ArcGIS CLU Maintenance Tool. |
| 2 | Compute acreage from the ArcGIS CLU Maintenance Tool. |
| 3 | Remind the person reporting that acreages they provided:<br><br>• are not official<br>• cannot be guaranteed. |
| 4 | Emphasize the importance of providing an accurate acreage report on FSA-578. |
| 5 | Ensure that the producer:<br><br>• reads and understands the certification on FSA-578<br><br>• understands that by signing and dating FSA-578, the producer is agreeing with this certification.<br><br>**Note:** See subparagraph 16 D for certification restrictions. |

**Note:** Calculated or measured acreage can be entered or maintained in tenths or hundredths. *--It is recommended that acreage on FSA-578 be entered and maintained in hundredths for higher precision and mitigation of rounding problems that may occur between acreage on FSA-578 and acreage in Farm Records. Managing acreage in tenths or--* hundredths on FSA-578 is at the discretion of the State Office, as long as the level of entry is consistent throughout the State. In cases where hundredths of acres are required, and acreage is only reported in tenths, a zero shall be added in the hundredths decimal place.

**Exception:** Tobacco and other specified NAP crop acreage **must** be entered in hundredths in all States.

## 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<br>• maintain a record of the potentially ineligible producer who is associated with land on which there is a potential noncompliance<br>• 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

  **Exception:** RMA data may be used as evidence to accept a late-filed FSA-578 when physical evidence of the crop or crop residue does **not** exist, if the crop information is reported timely to RMA and supports the crop information reported to FSA. **This exception does not apply to NAP.**

- the crop's use can be verified

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

* * *

**Example 1:** A producer timely files FSA-578 for Field 1 on the farm. However, Field 2 was filed untimely and did not previously exist on FSA-578. This is considered a late-filed FSA-578.

**Example 2:** A producer timely files corn as the initial crop on Field 1 of the farm. The producer later files wheat untimely on Field 1 as the initial crop. This is a late-filed FSA-578 resulting in a modification of an existing status code.

**Note:** Both crops should be supported by RMA data.

**Example 3:** A producer timely files corn as the initial crop on Field 1 of the farm. The producer wishes to revise the crop from corn to soybeans on Field 1 of the farm at a later date. This is considered a revision according to subparagraph 22 B.

## 21 Late-Filed Report of Acreage (Continued)

### *--B Late-Filed FSA-578 for FAV History, NAP APH, CRP Cropping History, FSFL 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, FSFL history, or 2008 SURE--*
- provides acceptable evidence, to COC's satisfaction, to prove existence and disposition of the crop, according to subparagraph F.

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

FSA-578 filed after the reporting deadline for the ensuing nursery or aquacultural crop year may be accepted if all of the following occur:

- producer was prevented by circumstances beyond the producer's control from timely filing the report
- late-filed FSA-578 is for the inventory for the remaining months of the crop year
- late-filed FSA-578 is filed before the date of disaster, which is the basis for an application for payment.

**Note:** The acreage reporting date for:

- nursery is May 31
- aquaculture is September 30.

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

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

**Note:** The crop year for:

- nursery begins June 1 and ends May 31
- aquaculture begins October 1 and ends September 30.

Follow 1-NAP, Part 4, Section 2 for NAP Unit reporting requirements applicable to each kind of value loss crop.

## 21 Late-Filed Report of Acreage (Continued)

### D Late-Filed Fees and Acreage Verification

A late-filed FSA-578 requires the assessment of a late-filed fee to verify and determine the crop, acreage, and use, except as provided below. The fee shall be equal to the measurement service fee according to paragraph 460. FSA-409 is required to be completed according to paragraph 461.

**Exceptions:** A late-filed fee will not be assessed, and completion of FSA-409 will not be required, for a late-filed acreage report if any of the following apply:

- FSA-578 is filed for a crop with a final reporting date between July 1, 2012, and September 15, 2013, inclusive

- *--FSA-578 is filed for a 2014 crop with a final reporting date between October 1 and December 31, 2013, inclusive--*

  **Notes:** Field visits will **not** be required for crops with final reporting dates during this timeframe; however, RMA data and current year's NAIP imagery shall be used, when available, to verify and determine the crop, acreage, and use.

  If CCC-576 is late-filed according to subparagraph 24 G in conjunction with the acreage report, a late-filed fee shall be assessed according to paragraph 460 for the late-filed CCC-576.

  *--Producers who late-file crop acreage after September 15, 2013, for a 2013 crop, or after January 15, 2014, for 2014 crops, are subject to late-filed provisions, unless other exceptions apply according to this subparagraph.

  2014 crops with a final reporting date before October 1, 2013, and after December 31, 2013, are **not** excepted from late-filed provisions.--*

- COC determines the reason for the late-filed acreage report is beyond the producer's control

- the reason for the late-filed acreage report is for 1991 through 1995 FAV history, CRP cropping history, or to establish NAP APH-approved yield.

  **Note:** Once the producer has an FAV history or APH-approved yield established, annual acreage reports are required by the final reporting date or a late-filed fee will be charged and physical evidence required.

## 21 Late-Filed Report of Acreage (Continued)

### E Physical Evidence Requirements

The following provides 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, except for crops meeting the new acreage reporting date provisions in subparagraph D.--* |
| in subparagraph B | verification is not required. Other satisfactory evidence must be provided.<br><br>**Note:** See subparagraph F for examples of acceptable evidence. |

### F Examples of Acceptable Evidence

The following are examples of acceptable nonphysical evidence that may be provided to or requested by COC.

| 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. RMA data shall **not** be accepted as verification for revising acreage information.

**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

Once certified, the intended use field shall **not** be revised.

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

In situations where the actual use is different than the intended use, such as short-rated wheat, County Offices can record the actual use as indicated in paragraph 308.

### 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.

## 22 Partial and Revised Reports (Continued)

### G Revising Irrigation Practice

Once certified, the irrigation practice may be changed **only** if **both** of the following are met:

- requested by the producer
- verified with acceptable RMA data, such as CIMS showing a timely filed report of acreage to RMA. If CIMS does not provide data to support the producer's irrigation practice, it is the producer's responsibility to provide proper evidence, if questioned.

### H Revising Planting Date

Once certified, the planting date shall **not** be changed.

## 22.5 FSA-578 Corrections

### A Correcting FSA-578 Information When Incorrect Information Was Entered by an FSA Representative

If the producer provided the correct information and an FSA representative entered incorrect information on FSA-578, even though it was signed by the producer, the information may be corrected at any time if the information can be verified to COC's satisfaction. Producer is **not** required to sign the corrected FSA-578.

COC minutes must be documented to identify the following:

- specific data to be corrected on FSA-578
- crop year the error occurred
- documentation used to verify the information
- error was committed by an FSA representative
- date the error was discovered.

This information shall be available upon request by DAFP. Accepting a corrected FSA-578 does **not** guarantee program eligibility.

### B Spot Checks

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

The corrected FSA-578 will not nullify the results of a spot check, if the results of the spot check have been provided to the producer.

## *--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 fails 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.

* * *

## *--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

  **Note:** 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.

  **Notes:** The prolonged period of dry weather **must** be verifiable using information collected by sources whose business is to study and record the weather. As determined by COC, sources shall include, but is **not** limited to:

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

  The U.S. Drought Monitor may be used to show severe drought or worse (D2, D3, *--or D4), but should **not** be used exclusively to determine prevented planting--* eligibility.

## 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

* * *

- 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

  * * *

- 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.<br><br>**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. * * *

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

After CCC-576 is submitted, it **cannot** be withdrawn or revised.

### G Late-Filed Prevented Planting Acreage Claim

If 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, rather than 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 that prevented the acreage or crop from being planted.

## 24 Prevented Planting Acreage (Continued)

### G Late-Filed Prevented Planting Acreage Claim (Continued)

**Exception:** For CCC-576, Part B, submitted beyond the period specified in subparagraph F and at a time that would **not** allow verification of the specific acreage through farm inspection, RMA data may be used to accept a late-filed CCC-576 prevented planting request, if the prevented planted acreage was reported timely to RMA and supports the prevented planted information reported on FSA-578. All other prevented planted provisions shall be met.

***--This exception does not apply to NAP.** See subparagraph 21 A for**--*** accepting late-filed FSA-578's.

**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.

**Notes:** Results of the farm visit shall be documented on each filed CCC-576, and recorded in COC minutes, to support the documentation.

***--**Late-filed fees shall apply according to paragraph 21.**--***

### 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 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.

* * *

### 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 should 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.

## 24 Prevented Planting Acreage (Continued)

### O Recording * * * 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.

*--See paragraph 84.5 for recording prevented planted acreage claimed on CCC-576.--*

* * *

## 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.

### 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:** RMA data may be used to approve CCC-576 for failed acreage, when reported after the disposition of the crop, if the failed acreage was reported timely to RMA and supports the failed acreage information reported on FSA-578. **This exception does not apply to NAP.** See subparagraph 21 A for accepting late-filed FSA-578's.

## 24.5 Failed Acreage (Continued)

### 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.

**Note:** Late-filed fees will not apply unless associated to a late-filed FSA-578 according to paragraph 21.

### E Approving Failed Acreage

*--Failed acreage determinations shall be made on a case-by-case basis. After CCC-576 has been submitted, it **cannot** be withdrawn or revised. If COC is not satisfied with the supporting documentation provided, the request shall be denied. For adverse determinations, producer may request reconsideration according to subparagraph F.

If the County Office is notified that a case involving failed acreage 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 failed acreage credit until the claim has been resolved by the other Agency or crop insurance company.

**Note:** Action shall be taken on CCC-576's **before** SURE or ACRE payments are processed.--*

### 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 supplemental status of "failed". See paragraph 84.6 for recording failed acreage claimed as "low yield" on CCC-576.--*

## 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.

## *--24.6 Volunteer Acreage

### A Volunteer Crop

A volunteer crop is a crop that was planted in a previous crop year on the applicable acreage or drifted from other acreage, successfully self-seeded, and is growing this crop year on the applicable acreage without being intentionally sown or managed.

### B Use of Volunteer Supplemental Status

Volunteer crops do not include weeds.

Program eligibility will be determined by specific program provisions.**--***

## 25 Double-Cropping

### A Approved Double-Cropping

Beginning with crop year 2011, approved double-cropping occurs when the following are met:

- specific combination of crops recommended by COC is approved by STC
- the 2 specific crops have the capability to be planted and carried to maturity for the intended use, as reported by the producer, on the same acreage within a crop year under normal growing conditions.

**Example:** A fall planted small grain intended for green manure (GM) followed by spring planted corn intended for grain (GR) can be considered an acceptable double-crop combination. The intended use grain (GR) for the corn crop would require the corn to be planted at such time in combination with the small grain intended for green manure to allow the corn to reach the hard dough stage.

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 being carried to maturity for the intended use within the same crop year under normal growing conditions.

**Notes:** See 1-DCP, paragraph 472 for definition of double-cropping FAV's or wild rice with covered commodities, peanuts, grain, or lint.

Approved STC double-cropping combination lists for previous crop years shall **not** be altered.

## 25 Double-Cropping (Continued)

### B Establishing Double-Cropping Crops

COC shall submit to STC recommendations of specific combinations of crops that can annually meet the approved definition of double-cropping. This applies to **all** combinations that are requested to be reported on FSA-578 as double-cropped.

COC supporting documentation shall include the following:

- length of growing season and moisture requirements required to produce the recommended crops for the intended use
- 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 for the intended use according to subparagraph 16 A
- COC-established normal harvest date for each crop for the intended use.

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

**Notes:** See 1-DCP, paragraph 472 for the definition of double-cropping FAV's or wild rice with covered commodities or peanuts.

The inclusion of a county on the list in 7 CFR 1412 does not mean that every double-cropping combination in that county is automatically approved. Counties on the list in 7 CFR 1412 are listed **only** for the purpose of using the double-cropped FAV exception. See 1-DCP (Rev. 3), paragraph 472.

## 25 Double-Cropping (Continued)

### C COC Action

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

•*--If double-cropping recommendations are based on both crops reaching maturity, then all other intended uses are automatically included in the recommendation. No further action is required.

**Example:** A fall planted small grain intended for grain (GR) followed by spring planted peas intended for fresh (FH) is considered an acceptable double-cropping practice. All other double-cropping practices for small grain followed by peas, such as small grains intended for green manure(GM) followed by peas intended for fresh (FH), will automatically be considered acceptable with no further action.

- If double-cropping recommendations for both crops were not based on the crops reaching maturity, then each intended use for the recommended double-cropping practice must be listed separately for consideration by STC.

**Example:** A fall planted small grain intended for grain (GR) followed by spring planted peas intended for fresh (FH) is not an acceptable double-cropping practice. In such cases, COC must list each recommended double-cropping practice separately by intended use for consideration, such as fall planted small grain intended for green manure (GM) followed by spring planted peas intended for fresh (FH), fall planted small grain intended for grazing (GZ) followed by spring planted peas intended for fresh (FH).--*

### D STC Action

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

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

- any specific combination of crops that were disapproved as a multiple-cropping practice under a particular program without first obtaining concurrence of DAFP

- a combination comprised of plantings of the same crop

•*--any specific combination of crops if both crops cannot be planted and carried to maturity for the intended use, 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 shall be considered a repeat planting, not double-cropping.

## 25 Double-Cropping (Continued)

### E County Office Action

County Offices shall:

- annually publicize approved double-cropping combinations by all available means

- *--ensure approved double-cropping combinations are recorded on FSA-578, with applicable status codes, according to Exhibit 11.--*

  * * *

### F 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.

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 carried to maturity for the intended use 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 carried to maturity for the intended use 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 carried to maturity for the intended use, 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 Crop Characteristics

### A Introduction

CVS is the database that maintains crop characteristics and serves as a central commodity lookup table for use by CARS, NCT, and other program software applications. Exhibit 10.5 contains select data fields from CVS; that is, all the valid current year's crops, types, intended uses, and FAV status (land use code).

All 2013 and subsequent years' CVS data is:

- included in the initial MIDAS release
- stored and maintained within CRM/Product Master.

Product Master includes all FSA commodities that are eligible for FSA transactions, such as acreage or inventory reporting. The term "product" refers to the combination of a crop and type.

**Example:** Lettuce, Bibb or Corn, Yellow are both products within Product Master.

FSA employees have the ability to view the full details about any product within CRM/Product Master/Search Products. Users shall refer to the Product Master work instructions for additional instructions on searching for and reviewing products.

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

If a producer reports a crop, type, or intended use that is **not** currently available in Exhibit 10.5 or Product Master, the County Office shall use the "New Product Request" function in CRM/Product Master to request the addition. The automated New Product Request process:

- replaces the Request for New Crop or Intended Use Form
- shall be initiated by the County Office, in most cases.

All FSA employee users shall refer to the New Product Request work instructions (available in CRM) and CT-310 New Product Request training (available in AgLearn) for additional information.

County Offices shall:

- perform a thorough review and analysis of all available data for the crop and its characteristics before submitting the request

- search "Requested Products" in CRM for pending requests of the same crop, type, or intended use

  **Note:** If a pending request is located, follow instructions in subparagraph C.**--***

***--41 Establishing Crop Characteristics (Continued)**

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

- indicate either or both of the following in the New Product Request:

  - the request is for the addition to Product Master, for purposes of acreage or inventory reporting

  - the request is for determination of NAP crop eligibility

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

- provide sufficient information in the request, justifying the addition of the crop, type, or intended use

  **Note:** The justification documentation should, at a minimum, answer the following questions.

    - Is the crop or type currently listed in Product Master under another name or synonym?

    - What specific differences are there in the product being requested and the products already available in Product Master?

    - What are the differences in the characteristics of the product being requested, such as prices and yields?

    - How many producers are attempting to report the new product and how many acres is each producer reporting?

- select "County Office Completed by" in the "Partner Functions" transaction block, and verify that the name of the County Office employee completing the request is loaded

- e-mail or call the State Office notifying them of the new request pending State Office review.

  **Note:** The New Product Request is **not** a workflow transaction and will **not** automatically be sent to another FSA employee to take action. An e-mail or telephone call is required to notify the next level to review the request.**--***

## *--41 Establishing Crop Characteristics (Continued)

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

State Offices shall:

- use the "Search Requested Products" query in CRM/Product Master to locate the pending New Product Request

- review the information provided by the County Office in the request

- enter the reason for the approval or rejection in the "Note" section, and attach additional supporting documentation as necessary

- edit the "Partner Functions" transaction block, select "State Action Completed by", and load the name of the reviewing State Office employee

- edit the Interaction Log Details and change the status code to "State Approved" or "State Rejected"

- if the request is approved by the State Office, e-mail either of the following for National Office review:

  - Kerry Sefton at **kerry.sefton@wdc.usda.gov**
  - Daniel Culli at **daniel.culli@wdc.usda.gov**

- if the request is rejected by the State Office, e-mail the requesting County Office to notify them of the decision.

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

Once the National Office reviews the request, an e-mail will be sent to all parties involved in the New Product Request (State and County Offices), notifying them of National Office approval or rejection.

The status of the New Product Request can be viewed at any time within CRM. In addition to the requesting County Office, all FSA employees can view all pending and completed New Product Requests throughout the United States, and the current status of each request.**--***

***--41 Establishing Crop Characteristics (Continued)**

**C Supplementing an Existing/Pending New Product Request**

As new products are added to Product Master and Exhibit 10.5, they are available for nationwide use in FSA transactions, and not limited for use by only the State or County Office that requested the new product.

State or County Offices may add regional supporting documentation to an existing New Product Request. Field Offices are encouraged to review the pending New Product Requests before submitting a new request.

**Example:** A producer in State A-County A has reported acreage on "Cinderella Pumpkins" and the County Office has determined that this is a unique product that is not currently listed in Product Master or available for acreage reporting. Before submitting a New Product Request, PT in State A-County A performs a search on the requested products in CRM and reviews the existing requests. PT finds a pending New Product Request for "Cinderella Pumpkins" that was submitted 3 workdays before by PT in State B-County B. Rather than submit a second New Product Request for the same product, PT from State A-County A may add additional notes and attachments to provide additional justification to add the product.**--***

*** * ***

**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:<br><br>• farm number<br>• operators last name.<br><br>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:<br><br>• 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<br><br>• 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:<br><br>• "Row Width"<br>• "Row Pattern In" rows planted<br>• "Row Pattern Out" rows not planted. |
| sled row | enter data in the following fields:<br><br>• "Row Width"<br>• "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.<br><br>**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 "Mini" and an intended use of FH and the second planting has all of the same characteristics, use crop status code "R".

The repeat status code "R", along with the selected planting period, will indicate the sequential repeat plantings for the crop year. See subparagraph 308 D for planting period selection in CARS.**--***

### 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

## 73 Crop Status Codes (Continued)

### D Using Crop Status Code "X" (Continued)

- 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.

***--Note:** In CRM/Product Master, the "Experimental" status is captured independently of the crop status codes. This will enable producers to report crops that are experimental, along with any other applicable crop status.**--***

### 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.

***--Note:** In CRM/Product Master, the "Volunteer" status is captured independently of the failed and prevented planting status codes. This will enable producers to report crops that are volunteered and failed.**--***

### 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.

* * *

## 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 the New Product Request in CRM 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 codes "CO" (Cover Only), "GM" (Green Manure)", and "LS" (Left Standing) have been added to all small grains. These codes are to be used to identify crops planted as a cover crop. If the crop was planted with the intent to harvest or graze, the "CO", "GM", and "LS" codes 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 the New Product Request in CRM to request additional crops intended 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)

### A Determining Proper Codes (Continued)

*--In CRM/Product Master, each intended use for a product has a "valid from" and "valid to" date that defines the time period that product and intended use are applicable for FSA transactions, such as acreage or inventory reporting. These dates do **not** define program eligibility or acreage reporting dates.

### B CRP Intended Use Codes

CRP intended use codes are listed in this table. The numeric intended use codes are only used when reporting acreage for 2012 and prior years. For 2013 and subsequent years, there are no intended use codes for CRP. The CRP codes and description are included in the type code and type name. See Exhibit 10.5.--*

| 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 |
| *--26 | CP26 | Sediment Retention Control Structure: MI CREP--* |
| 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 |
| 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 |

## 75 Intended Use Codes (Continued)

### B CRP Intended Use Codes (Continued)

| CRP Intended Use Code | CRP Practice Number | CRP Practice Description |
|---|---|---|
| 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 |
| 71 | CP39 | FWP Constructed Wetland |
| 72 | CP40 | FWP Aquaculture Wetland Restoration |
| 73 | CP41 | FWP Flooded Prairie Wetland |
| *--74 | CP42 | Pollinator Habitat--* |

## 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.<br><br>**Note:** This is required. |
| | all of the following apply:<br><br>• producer paid for total measurement after planting on the crop<br><br>• field was measured because it was not an official field<br><br>• 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.<br><br>**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... |
|---|---|
| *--2011, but may change for 2012 | 2011. |
| 2012, but may change for 2013<br><br>**Example:** Producer has long-term agreement with perennial cover crop to remain through 2012. | 2012. |
| 2017, but will change for 2018<br><br>**Example:** Producer has CRP-1 that expires in 2017. | 2017.--* |

**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 *--reconstitution.--*

### 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 |

## 78 Entering Dates (Continued)

### F Crops Without a Planting Date (Continued)

*--In addition to the crops/commodities listed in the previous table, the following crops/commodities and/or intended uses do **not** require a planting date to be entered in CARS, beginning with the 2013 crop year.

| Crop/Land Use | Crop Type | Crop Code |
|---|---|---|
| Christmas Trees | | 7321 |
| Crustacean | | 3002 |
| Finfish | | 3000 |
| Ginseng | | 0089 |
| Grassland Reserve Program | | 1250 |
| Mollusk | | 3001 |
| Mushrooms | | 0403 |
| Nursery | | 1010 |
| Wetland Reserve Program | | 2006 |

| Crops With the Intended Use of "RS" Root Stock | | |
|---|---|---|
| **Crop/Land Use** | **Crop Type** | **Crop Code** |
| Apples | | 0054 |
| Apricots | | 0326 |
| Asparagus | | 0104 |
| Chia | | 0840 |
| Chicory | | 0511 |
| Gailon | | 0953 |
| Greens | | 4000 |
| Peaches | | 0034 |
| Pears | | 0144 |
| Plumcots | | 0466 |
| Plums | | 0254 |
| Prunes | | 0086 |
| Rambutan | | 7164 |
| Rhubarb | | 0335 |
| Strawberries | | 0154 |
| Tangerines | | 0048 |
| Tomatoes | | 0087 |
| Yu Cha | | 0695 |

--*

## 78 Entering Dates (Continued)

### F Crops Without a Planting Date (Continued)

*--

| Crops With the Intended Use of "SE" Sets | | |
|---|---|---|
| **Crop/Land Use** | **Crop Abbreviation** | **Crop Code** |
| Beets | | 0642 |
| Cabbage | | 0116 |
| Flowers | | 7501 |
| Onion | | 0142 |
| Peppers | | 0083 |
| Potatoes, Sweet | | 0156 |
| Strawberries | | 0154 |

| Grass With the Intended Use of "SO" Sod | | |
|---|---|---|
| **Crop/Land Use** | **Crop Abbreviation** | **Crop Code** |
| Grass | | 0102 |

| Flowers With the Intended Use of "FH" Fresh | | |
|---|---|---|
| **Crop/Land Use** | **Crop Abbreviation** | **Crop Code** |
| Flowers | | 7501 |

**Note:** Follow 1-NAP, Part 4, Section 2 for NAP Unit reporting requirements applicable to each kind of value loss crop.--*

### 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.<br><br>**Notes:** * * * Enter any special coding for tracking special conditions on a field, tillage<br>*--practices, HEL, or planting periods, in the 2-character field ID.<br><br>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.<br><br>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.<br><br>**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.<br><br>**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.<br><br>**Notes:** PRESS "Help" to display codes and validations on help screens for each field on the screen.<br><br>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:<br><br>• enter the predominant number<br><br>• 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.<br><br>**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.<br><br>**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

The following provides 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. |

## 84.5 Recording Prevented Planted Acreage on FSA-578

### A Recording Prevented Planted Acreage on FSA-578 When Entire Acreage Claimed on *--CCC-576 Is Approved and No Spot Check or Measurement Service Is Performed

Use the following to record prevented planted acreage on FSA-578 when the entire acreage claimed on CCC-576 is approved and no spot check or measurement service is performed.--*

If another crop is reported behind prevented planted acreage, the applicable status code shall apply according to Exhibit 11.

| **IF the producer has reported prevented planted acreage and COC...** | **THEN…** |
|---|---|
| approved entire acreage claimed on CCC-576 | determined acres will **not** be entered unless the acreage was determined through spotcheck or measurement service. |

**Example 1:** Entire acreage claimed is approved and no other crop is reported.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | |

**Example 2:** Entire acreage claimed is approved and **another crop, not meeting double-cropping rules, is reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | |
| 3 | Soybeans | J | 60 | |

**Example 3:** Entire acreage claimed is approved and **another crop, not meeting double-cropping rules, is reported on a portion of the acreage**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | |
| 3A | Soybeans | J | 30 | |

**Example 4:** Entire acreage claimed on CCC-576 is approved and **2 other crops, not meeting double-cropping, are reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | |
| 3A | Soybeans | J | 40 | |
| 3B | Corn | J | 20 | |

## 84.5 Recording Prevented Planted Acreage on FSA-578 (Continued)

### B Recording Prevented Planted Acreage on FSA-578 When Entire Acreage Claimed on *--CCC-576 Is Disapproved and No Spot Check or Measurement Service Is Performed

Use the following to record prevented planted acreage on FSA-578 when the entire acreage claimed on CCC-576 is disapproved and no spot check or measurement service is performed.

| IF the producer has reported prevented planted acreage and COC... | THEN… |
|---|---|
| disapproved the entire acreage claimed on CCC-576 | • enter "0" in the determined acreage field on FSA-578<br>• unless determined acreage for a specific tract and field is available, record the reported acreage as determined for all "planted" and "prevented planted" acreage of that crop for determined acreage to summarize correctly for the farm.--*<br>**Note:** If another crop is reported behind disapproved acreage, the crop shall be loaded with an initial status code "I". |

**Example 1:** Entire acreage claimed on CCC-576 is disapproved and **no other crop is reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 0 |

**Example 2:** Entire acreage claimed on CCC-576 is disapproved and **another crop is reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 0 |
| 3A | Soybeans | I | 60 | |

**Example 3:** Entire acreage claimed on CCC-576 is disapproved and **2 other crops are reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 0 |
| 3A | Soybeans | I | 30 | |
| 3B | Corn | I | 30 | |

***--Example 4:** Entire acreage claimed on CCC-576 is disapproved and **the same crop is reported as planted** on other fields or subfields.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 0 |
| 4 | Wheat | I | 60 | 60 |
| 5 | Wheat | I | 60 | 60 |

--*

## 84.5 Recording Prevented Planted Acreage on FSA-578 (Continued)

### C Recording Prevented Planted Acreage on FSA-578 When Less Than the Acreage *--Claimed on CCC-576 Is Approved and No Spot Check or Measurement Service Is Performed--*

Use the following to record prevented planted acreage on FSA-578 when less than the entire acreage claimed on CCC-576 is approved. County Offices shall delineate on the photocopy, fields that are approved and not approved.

| IF the producer has reported prevented planted acreage and COC... | THEN… |
|---|---|
| approved less than the entire acreage claimed on CCC-576 | • load approved prevented planted acreage from CCC-576 in the determined acreage field on FSA-578<br><br>•*--unless determined acreage for a specific tract and field is available, record the reported acreage as determined for all "planted" and "prevented planted" acreage of that crop for determined acreage to summarize correctly for the farm.--*<br><br>**Note:** If another crop is reported, only the approved prevented planted acreage shall be loaded on FSA-578 with a subsequent status code. **The acreage considered disapproved, shall be loaded on FSA-578 with an initial status code of "I"**. |

**Example 1:** Less than the entire acreage claimed on CCC-576 is approved and **no other crop is reported planted**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 50 |

**Example 2:** Less than the entire acreage claimed on CCC-576 is approved and **another crop, not meeting double-cropping rules, is reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 50 |
| 3A | Corn | I | 10 | |
| 3B | Corn | J | 50 | |

**Example 3:** Less than the entire acreage claimed on CCC-576 is approved and **2 other subsequent crops, not meeting double-cropping rules, are reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 50 |
| 3A | Soybeans | I | 10 | |
| 3B | Soybeans | J | 20 | |
| 3C | Corn | J | 30 | |

***--84.5 Recording Prevented Planted Acreage on FSA-578 (Continued)**

**D Recording Prevented Planted Acreage on FSA-578 When Spot Check or Measurement Service Determines the Entire Reported Acreage Is Prevented Planted**

Use the following to record prevented planted acreage on FSA-578 when the entire reported acreage is determined prevented.

| IF the producer has reported prevented planted acreage and... | THEN… |
|---|---|
| the entire reported acreage is determined prevented | load acreage equivalent to the reported acreage in the determined acreage field on FSA-578. |

**Example 1:** When the entire reported acreage is determined prevented and **no other crop is reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 60 |

**Example 2:** When the entire reported acreage is determined prevented and **another crop, not meeting double-cropping rules, is reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 60 |
| 3 | Soybeans | J | 60 | |

**Example 3:** When the entire reported acreage is determined prevented and another crop, not meeting double-cropping rules, is reported to only a portion of the acreage.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 60 |
| 3A | Soybeans | J | 30 | |

**Example 4:** When the entire reported acreage is determined prevented and **2 other crops, not meeting double-cropping rules, are reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 60 |
| 3A | Soybean | J | 40 | |
| 3B | Corn | J | 20 | |

**--***

***--84.5 Recording Prevented Planted Acreage on FSA-578 (Continued)**

**E Recording Prevented Planted Acreage on FSA-578 When Spot Check or Measurement Service Determines Less Than the Reported Acreage Is Prevented Planted**

Use the following to record prevented planted acreage on FSA-578 when less than the entire reported acreage is determined prevented.

| **IF the producer has reported prevented planted acreage and...** | **THEN…** |
|---|---|
| less than the reported acreage is determined prevented | load the acreage determined in the determined acreage field on FSA-578<br><br>**Note:** If another crop is reported, only approved prevented planted shall be loaded on FSA-578 with a subsequent status code. **The acreage considered disapproved, shall be loaded on FSA-578 with an initial status code of "I"**. |

**Example 1:** When entire reported acreage is determined not prevented and **no other crop is reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 0 |

**Example 2:** When entire reported acreage is determined not prevented and **another crop is reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 0 |
| 3A | Soybeans | I | 60 | |

**Example 3:** When entire reported acreage is determined not prevented and **2 other crops are reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 0 |
| 3A | Soybeans | I | 30 | |
| 3B | Corn | I | 30 | |

**--***

## 84.5 Recording Prevented Planted Acreage on FSA-578 (Continued)

### E Recording Prevented Planted Acreage on FSA-578 When Spot Check or Measurement Service Determines Less Than the Reported Acreage Is Prevented Planted (Continued)

**Example 4:** When less than the entire reported acreage is determined prevented and **no other crop is reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 30 |

**Example 5:** When less than the entire reported acreage is determined prevented and **another crop is reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 30 |
| 3A | Soybeans | I | 30 | |

**Example 6:** When less than the entire reported acreage is determined prevented and **2 other crops, not meeting double-cropping rules, are reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IP | 60 | 30 |
| 3A | Corn | I | 30 | |
| 3B | Soybeans | J | 30 | |

## *--84.6 Recording Failed Acreage on FSA-578

### A Recording Failed Acreage on FSA-578 When Entire Acreage Claimed on CCC-576 is Approved and No Spot Check or Measurement Service Is Performed

Use the following to record failed acreage on FSA-578 when the entire acreage claimed on CCC-576 is approved and no spot check or measurement service is performed.

| IF the producer has reported failed acreage and COC... | THEN… |
|---|---|
| approved the entire acreage claimed on CCC-576 | determined acres will **not** be entered unless the acreage is questionable. |

**Example 1:** Entire acreage claimed is approved and **no other crop is reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IF | 60 | |

**Example 2:** Entire acreage claimed is approved and another crop, **not meeting double cropping rule, is reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IF | 60 | |
| 3 | Soybeans | J | 60 | |

**Example 3:** Entire acreage claimed is approved and another crop, **not meeting double cropping rules, is reported on a portion of the acreage**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IF | 60 | |
| 3A | Soybeans | J | 30 | |

**Example 4:** When the entire acreage claimed is approved and 2 other crops, not meeting double cropping rules, are reported.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IF | 60 | |
| 3A | Soybeans | J | 40 | |
| 3B | Corn | J | 20 | |

--*

*--84.6 Recording Failed Acreage on FSA-578 (Continued)

**B Recording Failed Acreage on FSA-578 When Acreage Reported as Failed Is Determined by a Spot Check or Measurement Service**

Use the following to record failed acreage on FSA-578 when the reported failed acreage is determined.

| IF the producer has reported failed acreage and... | THEN… |
|---|---|
| the reported acreage is determined | load the acreage determined in the determined acreage field on FSA-578. |

**Example 1:** When less than the failed acreage as reported is determined and **no other crop is reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IF | 60 | 50 |

**Example 2:** When less than the failed acreage as reported is determined and **2 other crops, not meeting double cropping rules are reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IF | 60 | 50 |
| 3A | Soybeans | J | 30 | |
| 3B | Corn | J | 20 | |

**Example 3:** When the failed acreage as reported is determined and **no other crop is reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IF | 60 | 60 |

**Example 4:** When the failed acreage as reported is determined and **2 other crops, not meeting double cropping rules are reported**.

| Field | Crop | Status Code | Reported Acreage | Determined Acreage |
|---|---|---|---|---|
| 3 | Wheat | IF | 60 | 60 |
| 3A | Soybeans | J | 30 | |
| 3B | Corn | J | 30 | |

--*

***--84.6 Recording Failed Acreage on FSA-578 (Continued)**

**C Recording Failed Acreage on FSA-578 When Entire Acreage Claimed on CCC-576 is Disapproved and No Measurement Service or Spot Check Is Performed**

Use the following to record failed acreage on FSA-578 when the entire failed acreage is disapproved and no measurement service or spot check is performed.

| IF the producer has reported failed acreage and COC... | THEN… |
|---|---|
| disapproved the entire acreage claimed on CCC-576 | manually notate the disapproved acreage on the CCC-576.<br><br>**Note:** Do not remove the reported "F" supplemental status from the FSA-578. |

**--***

## 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.<br><br>• Displays Screen MEAL2401 for entry of more fields.<br><br>**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.<br><br>**Note:** Begin at field entered. |
| | ENTER "Y". | The following will be displayed:<br><br>• Screen MEAL3201<br>• 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.<br>• 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.<br><br>**Help:** PRESS "Cmd23" to review or select defaults.<br><br>**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.<br><br>**Note:** Validations are applied during the update.<br>*--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.<br>• Producer is deleted from the share file. |
| | | Producer will receive a share in the field. | Enter share. | Shares on the field are revised.<br>**Important:** Shares must *--equal 1 or 100 percent.--*<br>**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.<br>• 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:<br>• updates the field<br>• applies validations<br>•*--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.<br><br>**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,<br>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.<br><br>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.<br><br>**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.<br><br>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.<br><br>**Note:** The County Office shall enter all applicable data according to paragraph 84. The "Reported Quantity" field shall be defaulted to zero.<br><br>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".<br><br>**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.<br><br>**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:--*<br><br>• ensure that entries are correct<br>• PRESS "Enter".<br><br>**Result:** The next field in the sequence will be displayed. |
| 3 | Command line | To summarize the data for the farm:<br><br>• follow steps 1 and 2 for each field on the farm<br><br>• PRESS "Enter" on the last field on the farm<br><br>**Note:** The message, "End of selected farm has been reached", will be displayed.<br><br>• ENTER "E" and PRESS "Enter".<br><br>**Results:** The summarization process begins.<br><br>The files for the farm are updated.<br><br>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.<br><br>**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:<br><br>• Menu MEAO0101<br>• 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**".

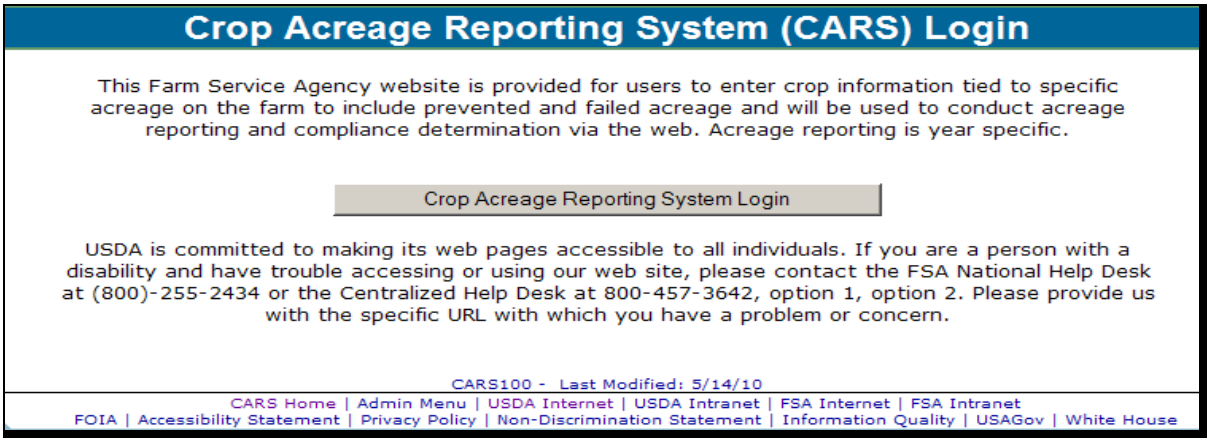
After the user successfully completes the eAuthentication login, the Crop Acreage Reporting System (CARS) Login Screen will be displayed.

## 302 Access to the CARS Web Site (Continued)

### 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.

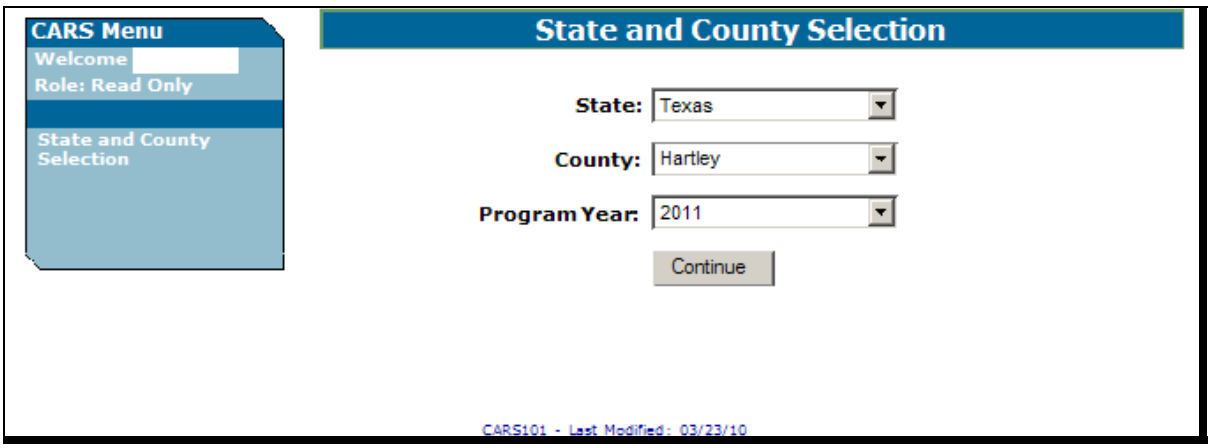
## 303 State, County, and Program Year Selection

### 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.



## 303 State, County, and Program Year Selection (Continued)

### 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.

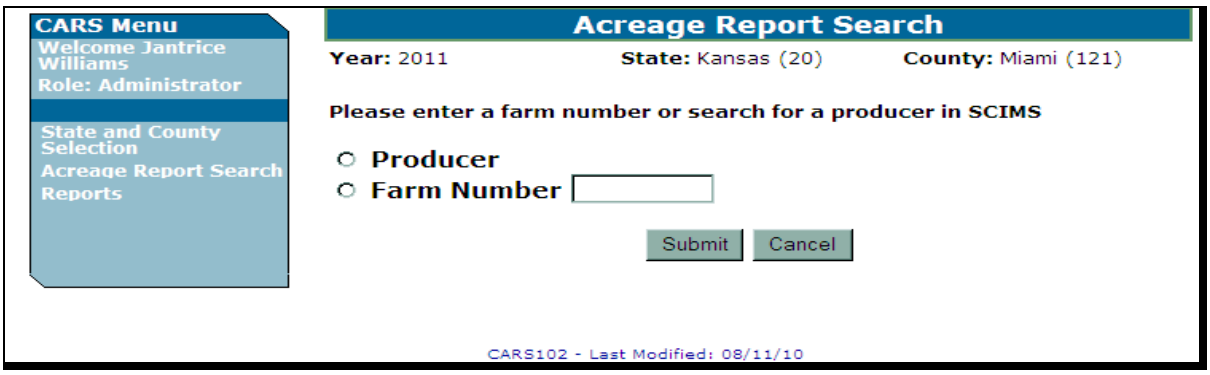
## 304 Acreage Report Search Screen

### 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

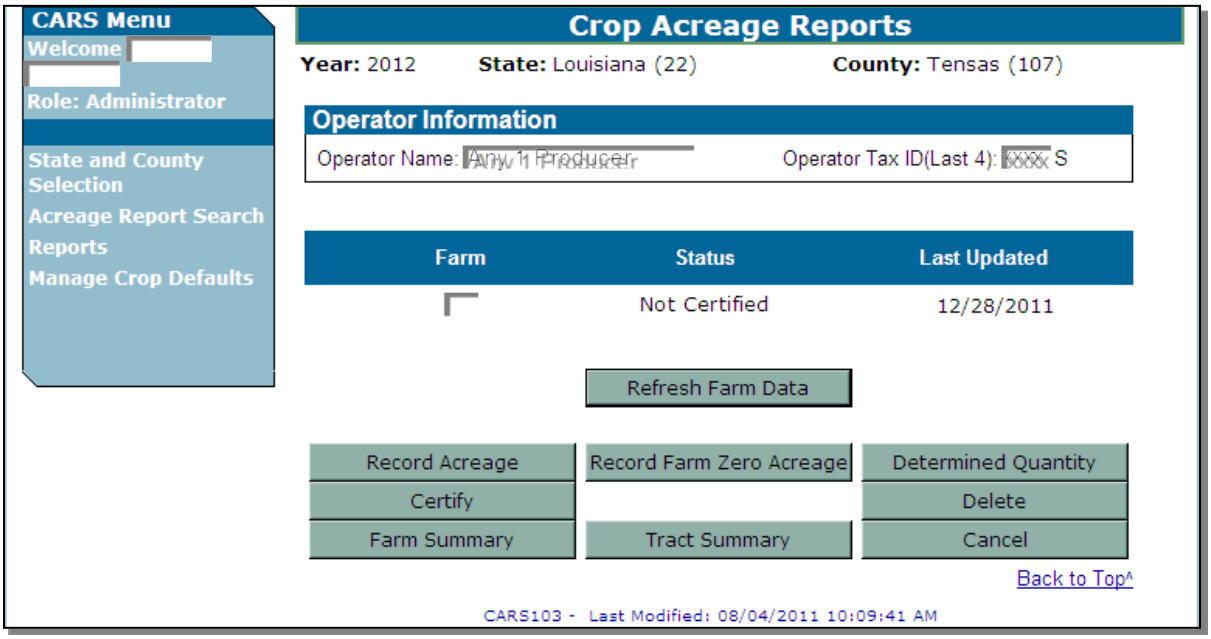
Based on the search method selected on the Acreage Report Search Screen, the Crop Acreage Reports Screen will display the following:

- 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.




***--Note:** The "Record Farm Zero Acreage" button will be available for 2012 and prior years only.**--***

## 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 |
|---|---|
| Refresh Farm Data | Click this button to update farm records data in CARS.<br><br>**Example:** A producer is added to farm records, but is **not** available in CARS.<br><br>**Notes:** After users CLICK "**Refresh Farm Data**", user **must** CLICK "**Add Producer**" to assign the share to the updated producer.<br><br>***--**The "Refresh Farm Data" option does not apply to farm/tract reconstitutions. See subparagraph 311 C for information on farm/tract reconstitutions.**--*** |
| Record Acreage | Click this button to record acreage and share information for the farm. |
| Record Farm Zero ***--**Acreage | Click this button to record a farm zero acreage report for a specific crop. The option will be available for 2012 and prior years only. |
| Determined Quality **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. |
| 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.

# 306 Producer Shares

## A Overview

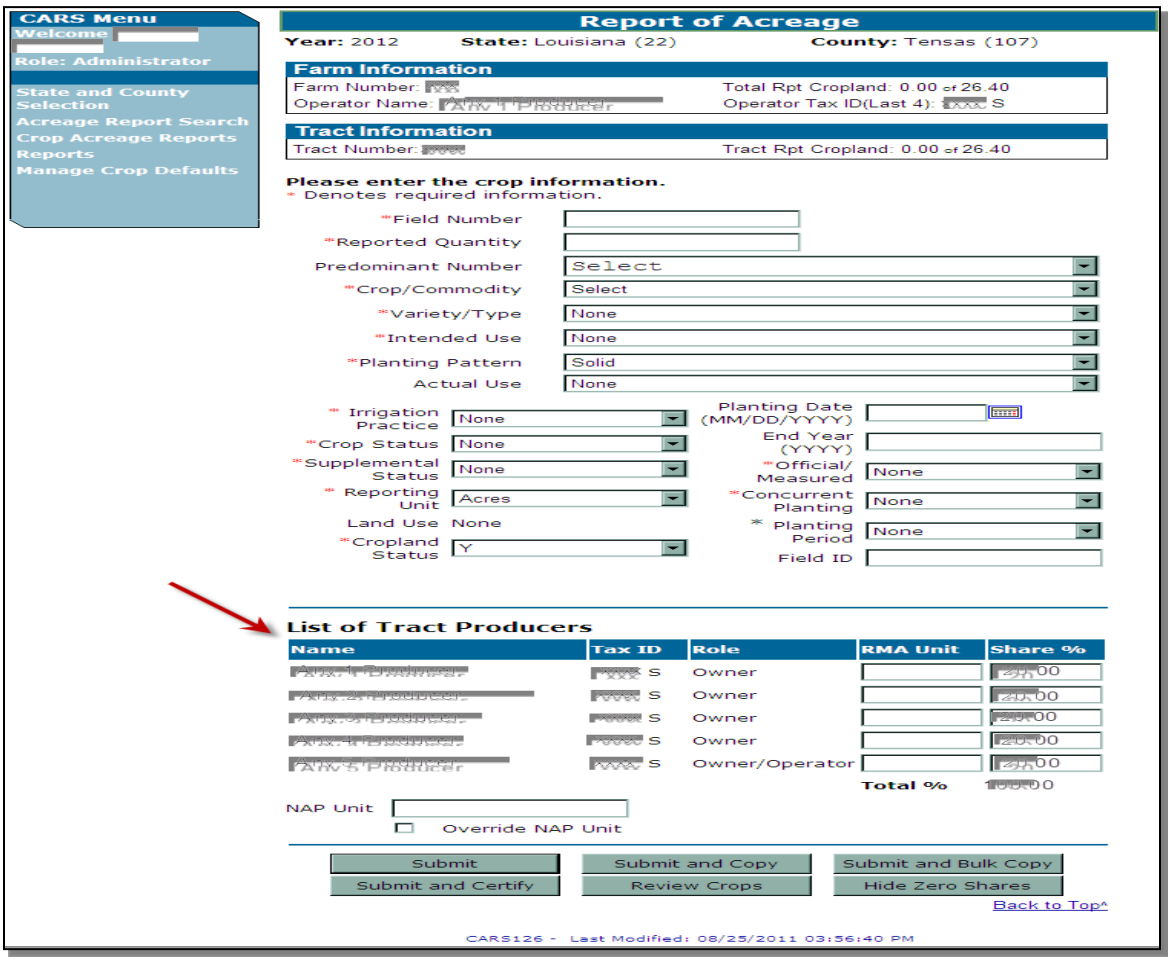
From the Tract Selection Screen, the Report of Acreage Screen will be displayed that provides users the ability to enter crop share for producers associated with tract/field. The shares can be modified between the producers shown. After producer shares have been entered, the recorded shares will be automatically set by default to the next reported tract or field until changed by the user.

CARS is validating against producer information contained in Farm Records at the tract level. The producer(s) must be associated to the specific tract in Farm Records to receive a share of the crop/field in CARS. If the producer **is not** associated to the tract in Farm Records, the producer **will not** be available in CARS. To ensure that producers are available on **all tracts** they are associated with in CARS, producers must be added to **all tracts** they are associated with in Farm Records.

***--Note:** See subparagraph 305 C for information on the "Refresh Farm Data" button.**--***

## B Report of Acreage Screen

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



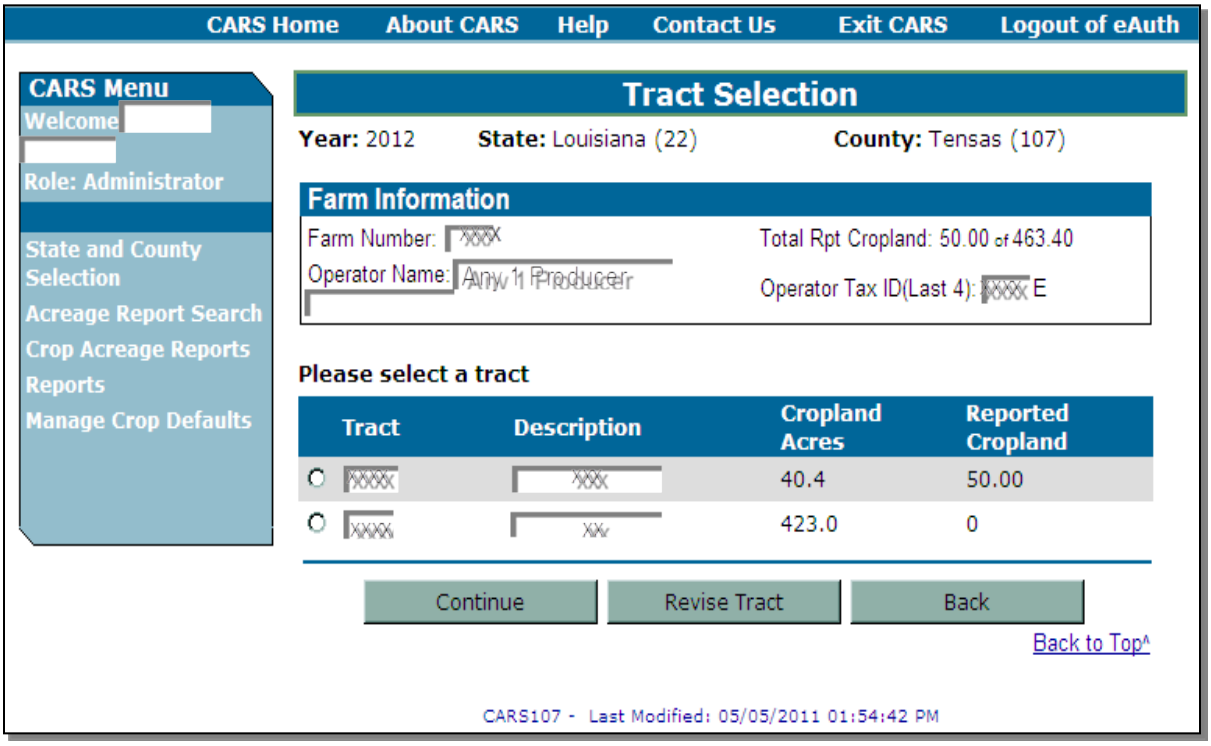
## *--307 Selecting Tracts

### A Overview

The Tract Selection Screen will be displayed after the users CLICK "**Record Acreage**" on the Crop Acreage Reports 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.




### C Options Available on the Tract Selection Screen

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

| Button | Results | |
|---|---|---|
| Continue | **IF…** | **THEN the…** |
| | no crops have previously been recorded for the tract | Report of Acreage Screen will be displayed. |
| | crops have previously been recorded for the tract | Crop Review Screen will be displayed. |
| Revise Tract | Revise Tract Screen will be displayed to allow user to move crop from 1 tract to another.--* | |
| Back | Returns the user back to the Crop Acreage Reports Screen. | |

*--307 Selecting Tracts (Continued)--*

### D Action

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

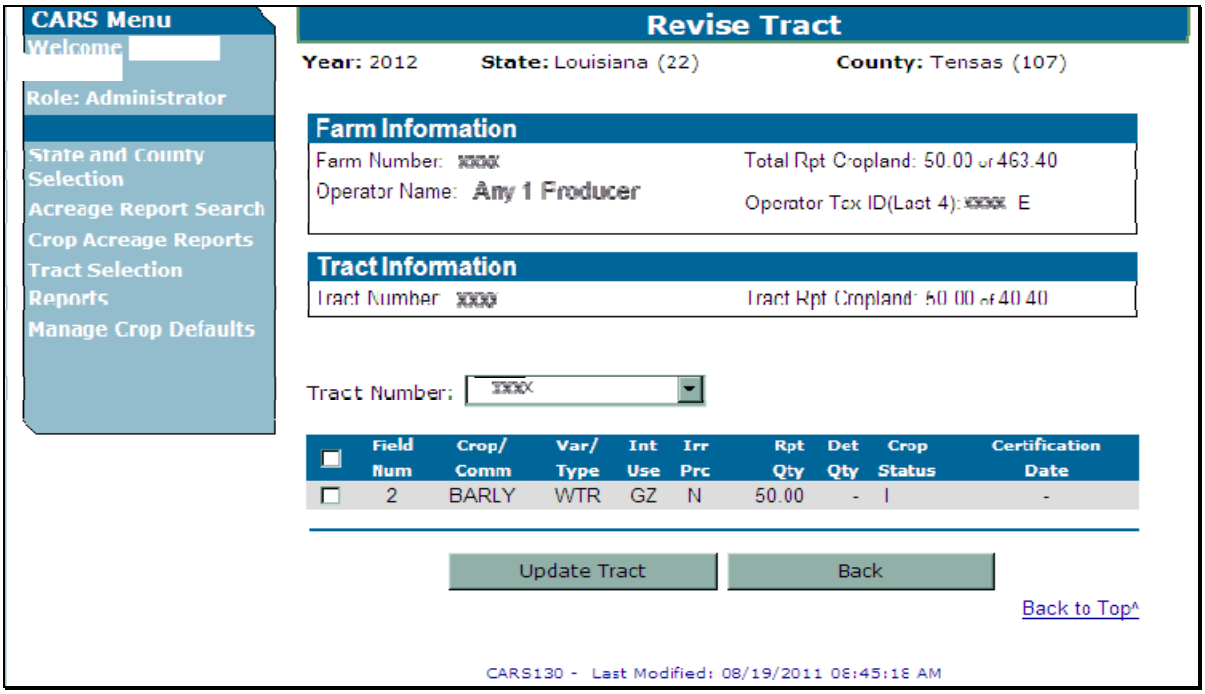
## *--307.5 Revising Tracts

### A Overview

The Revise Tract Screen will be displayed after users CLICK "**Revise Tract**" on the Tract Selection Screen, if crop data has been entered for a tract on the farm. The Revise Tract Screen provides users the ability to move field/crop information from 1 tract to another. A reconciliation process will be available to ensure that only valid producers are moved. See paragraph 310 for revising crop/commodity and share information.

### B Revised Tract Screen

The following is an example of the Revise Tract Screen.




### C Options Available on the Revised Tract Screen

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

| Button | Results |
|---|---|
| Update Tract | Selected crops will be updated/saved to the applicable tract. |
| Back | Return to the Tract Selection Screen. |

--*

## 308 Loading Crop Acreage Information (Continued)

### 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.

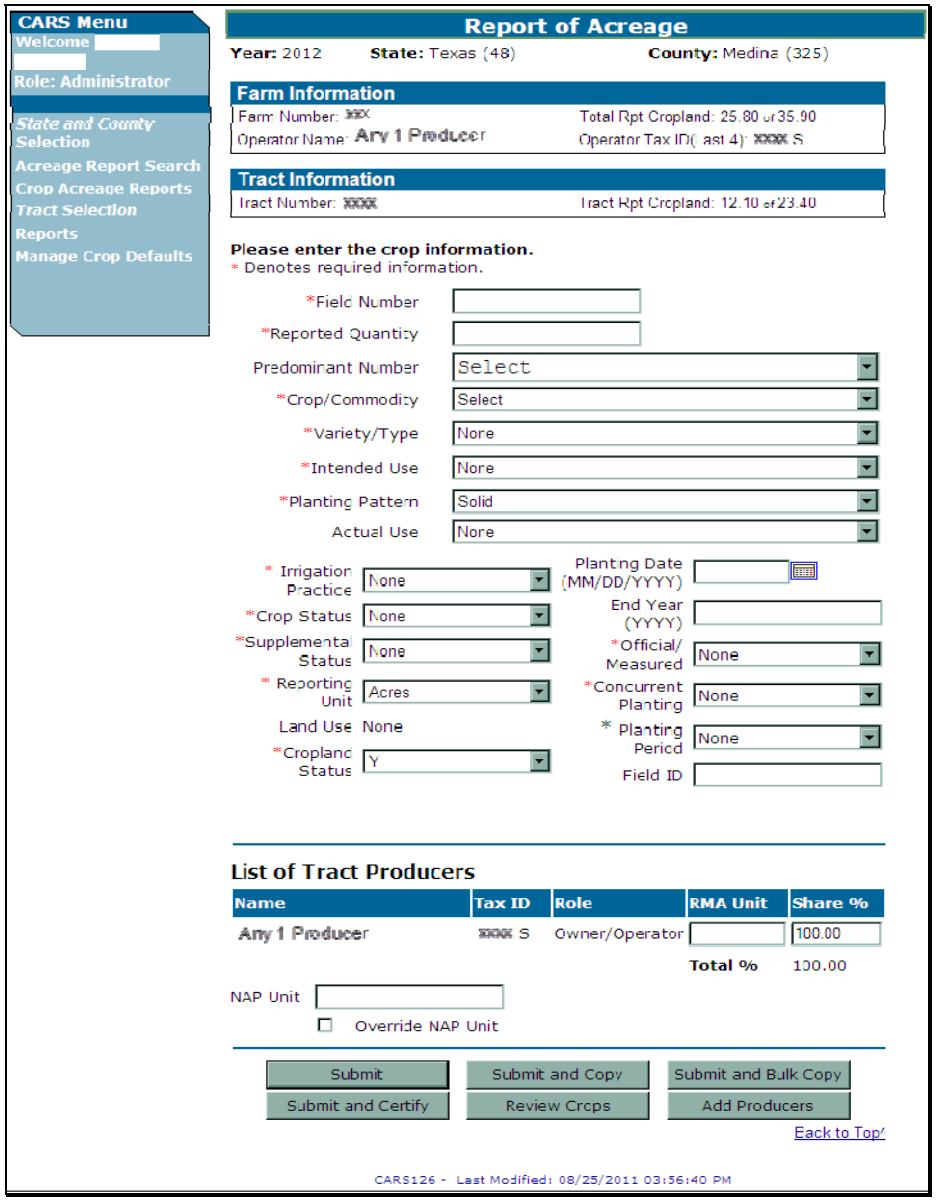
### B Report of Acreage Screen

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 automatically if 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 tract on the Report of Acreage Screen. See subparagraph 306 A for information on producer shares.--* |
| 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.<br><br>**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. Calculated or measured acreage can be entered or maintained in tenths or hundredths. Managing acreage in tenths or hundredths on FSA-578 is at the discretion of the State Office, as long as the level of entry is consistent throughout the State. In cases where hundredths of acres are required, and acreage is only reported in tenths, a zero shall be added in the hundredths decimal place.<br><br>Tobacco and other specified NAP crop acreage **must** be entered in hundredths in all States<br><br>GIS acreage shall not be used for acreage reporting purposes until farm records have been updated with certified GIS acreage.<br><br>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 "Not Planted", "Planted", "Prevented", "Failed", or "Volunteer".<br><br>***--Note:** The "Not Planted" option will be available for 2011 and 2012 only.**--*** |
| 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.<br><br>**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.<br><br>**Note:** See subparagraph 78 F for crops that do not require a planting date. |

## 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 | ***--**Planting periods carrying capacity are retrieved from NCT. | |
| | **IF…** | **THEN…** |
| | no planting period, carrying capacity is available on NCT for the crop | this field is defaulted to "01". |
| | only 1 planting period, carrying capacity is available on NCT for the crop, type, practice, and intended use | this field is defaulted as the planting period carrying capacity listed on NCT. |
| | more than 1 planting period, carrying capacity is available on NCT for the crop, type, practice, and intended use | a drop down list with applicable NCT planting periods carrying capacity will be available for selection. |
| Field ID | This is **not** a required field. Enter up to 4 characters to record additional information about the crop acreage being reported.<br><br>**Example:** No Till, Wetlands, etc.<br><br>**Note:** This field is used for informational purposes only.**--***| |
| NAP Unit | After the user clicks "**Submit**" on the Report of Acreage Screen, this field will be automatically populated based on available NAP units from the NAP Unit Table.<br><br>**Notes:** NAP units will be populated for all producers since NAP units are created using farming relationships as reported in CARS.<br><br>To access the option to manually override the populated NAP unit, users must click "**Revise**" on the Crop Review Screen.<br><br>The populated NAP unit number shall be manually overridden **only** when the relationship based on producer type documented on FSA-578 does **not** match the actual farming relationship. | |
| RMA Unit | This is **not** a required entry. | |

## 308 Loading Crop Acreage Information (Continued)

### 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.

**Skip/Strip Row Information**

| | |
|---|---|
| Number of Crop Rows | |
| Number of Non-Crop Rows | |
| Crop Row Width (in inches) | |
| Skip Row Width (in inches) | |
| Conversion Factor | |

### 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.

**Orchard Crop Information**

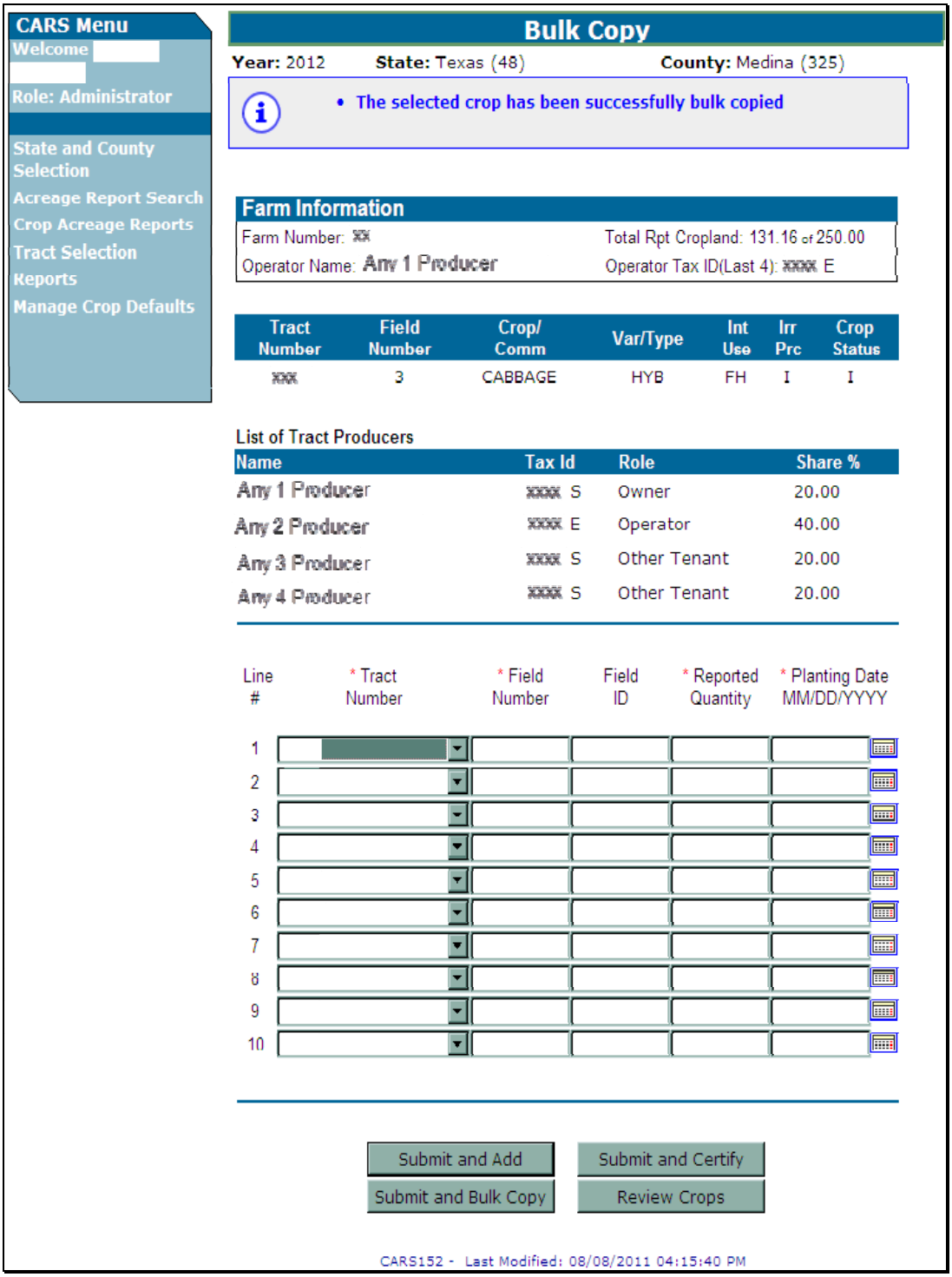
| | |
|---|---|
| Number of Trees | |
| Row Width (in feet) | |
| Spacing of Trees (in feet) | |
| Age Of Trees | |

* * *

## 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. Crop data entered on the Report of Acreage Screen will be automatically saved when users CLICK "**Submit**" and "**Bulk Copy**" on the Report of Acreage Screen. 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

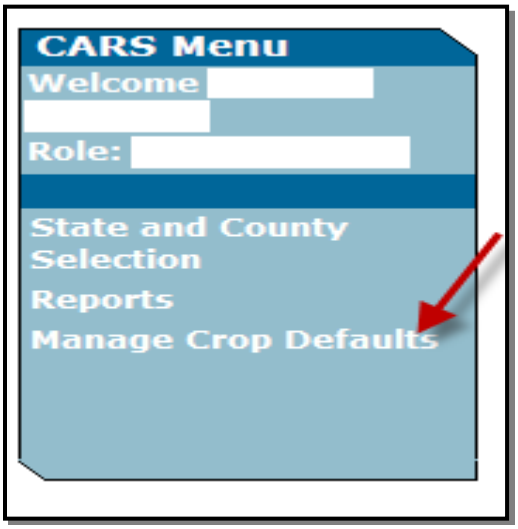
User will have the capability to create predominant crops and crop characteristic defaults specific to their county. Exhibit 10.5 contains the valid current year's crops and crop characteristics. The crops in Exhibit 10.5:

- 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.

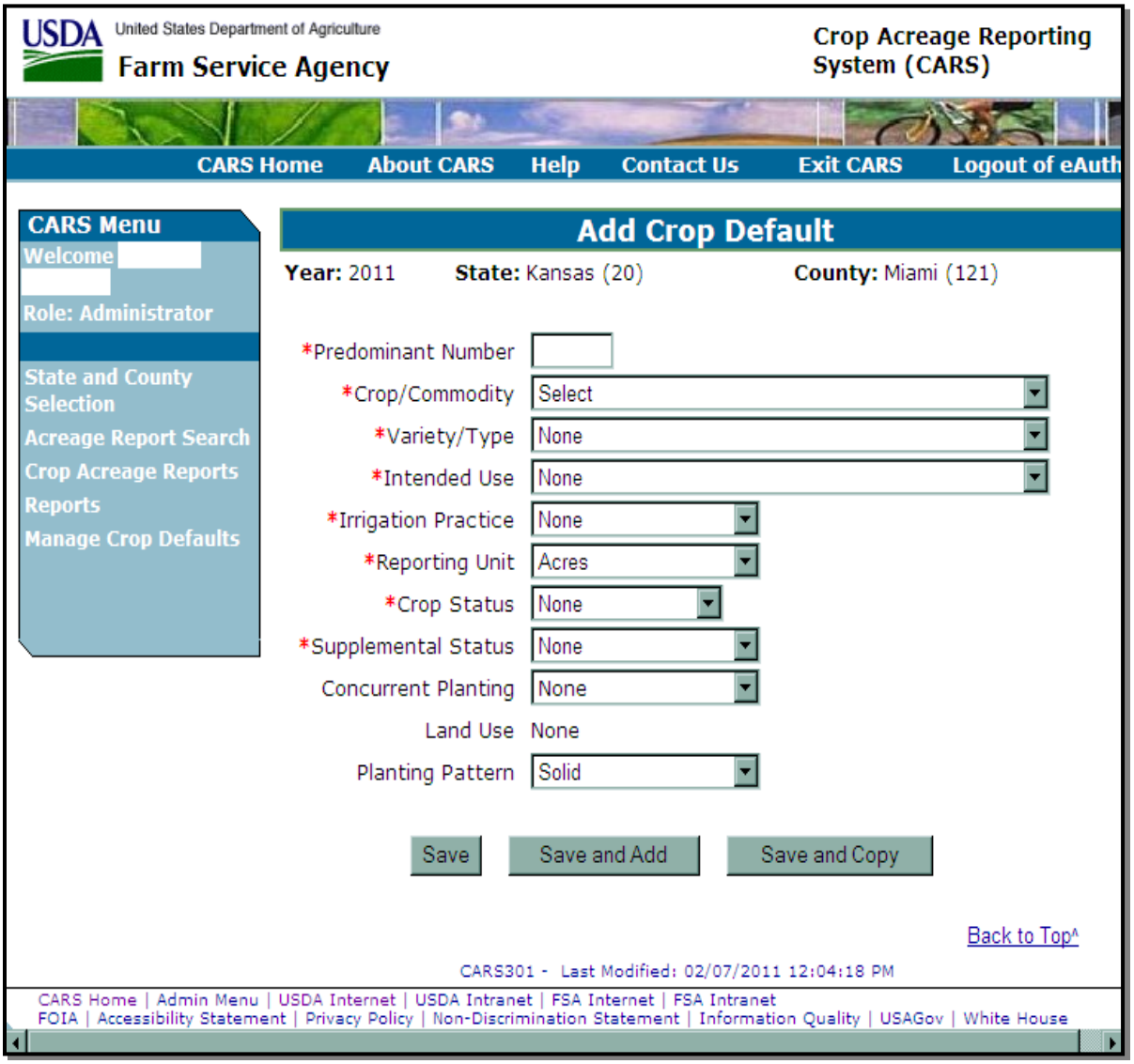



If no predominant crop and crop characteristic default is created, the Add Crop Default Screen will be displayed. If at least 1 predominant crop and crop characteristic default is created, the List Crop Defaults Screen will be displayed.--*

## *--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 “Not Planted”, “Planted”, “Prevented”, “Failed”, or “Volunteer”.<br><br>***--Note:** The “Not Planted” option will be available for 2011 and 2012 only.**--*** |
| 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.

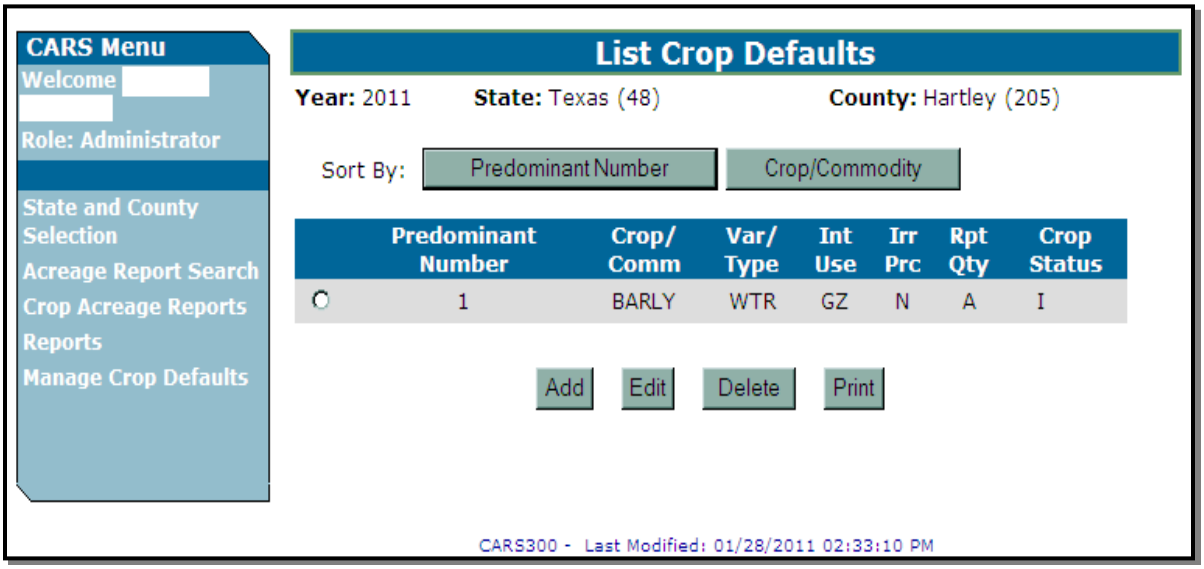
| Button | Result |
|---|---|
| Save | The crop defaults for the applicable predominant number will be saved. The List Crop Defaults Screen will be displayed. |
| Save and Add | The crop defaults for the applicable predominant number will be saved. The Add Crop Default Screen will continue to be displayed 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

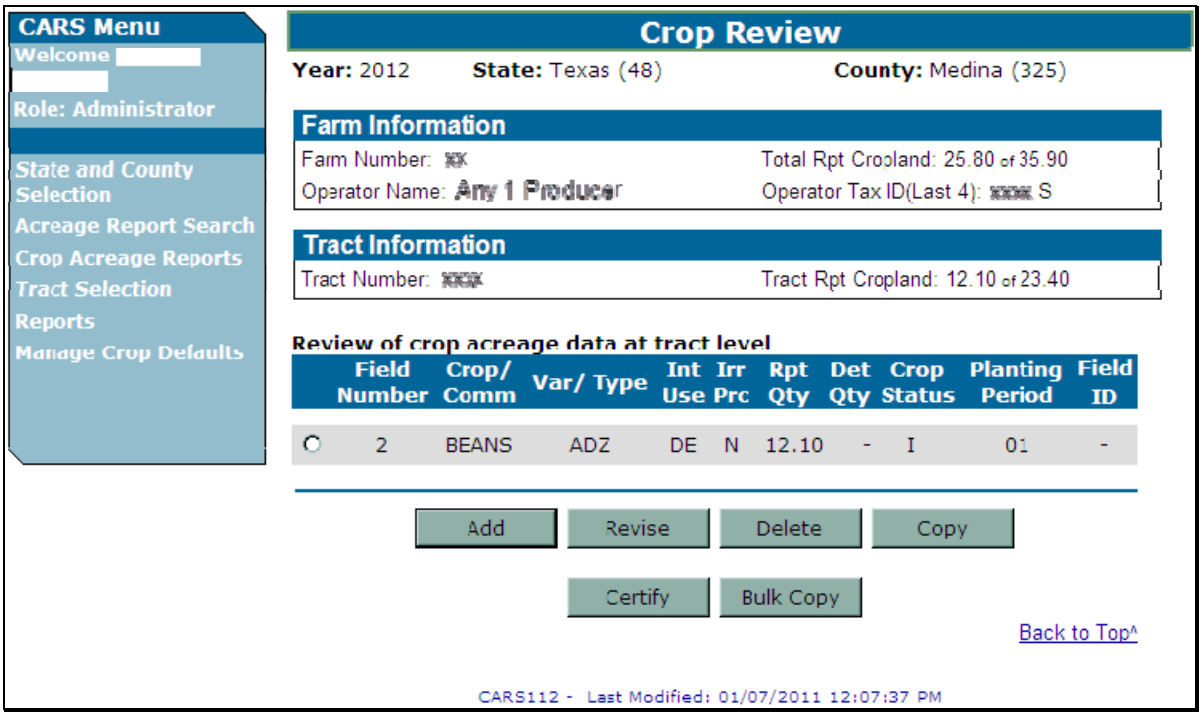
  **Note:** See subparagraph 308 B for an example of the Report of Acreage Screen.

- 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.<br><br>**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.<br><br>**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.<br><br>**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. |

## 310 Revising Crop/Commodity and Share Information (Continued)

### C Revising Specific Crop/Commodity Information (Continued)

| Field | Action | |
|---|---|---|
| Planting Period | *--Planting periods carrying capacity are retrieved from NCT. | |
| | **IF…** | **THEN…** |
| | no planting period, carrying capacity is available on NCT for the crop | this field is defaulted to "01". |
| | only 1 planting period carrying capacity is available on NCT for the crop, type, practice and intended use | this field is defaulted as the planting period carrying capacity listed on NCT. |
| | more than 1 planting period carrying capacity is available on NCT for the crop, type, practice and intended use | a drop down list with applicable NCT planting periods carrying capacity will be available for selection. |
| Field ID | This is **not** a required field. Enter up to 4 characters to record additional information about the crop acreage being reported.<br><br>**Example:** No Till, wetlands, etc.<br><br>This field is used for informational purposes only.**--*** | |
| NAP Unit | After the user clicks "**Submit**" on the Report of Acreage Screen, this field will be automatically populated based on available NAP units from the NAP Unit Table.<br><br>**Notes:** NAP units will be populated for all producers since NAP units are created using farming relationships as reported in CARS.<br><br>To access the option to manually override the populated NAP unit, users must click "**Revise**" on the Crop Review Screen.<br><br>The populated NAP unit number shall be manually overridden **only** when the relationship based on producer type documented on FSA-578 does **not** match the actual farming relationship. | |
| RMA Unit | This is **not** a required entry. Enter the correct RMA unit. | |
| Share % | Enter the correct share percentages for each respective producer.<br><br>***--Note:** Shares must equal 100 percent. See subparagraph 306 A for additional information on producer shares.**--*** | |

## 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.

### B Delete Acreage Report Screen

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

### *--C Deleting Farms From CARS Because of Farm Records Reconstitutions

A farm must be deleted from CARS before a reconstitution is performed in Farm Records. Before the release of MIDAS Farm Records, if FSA-578 for a farm was available in CARS, Farm Records displayed a message that FSA-578 must be deleted before the reconstitution can be performed. Since the release of MIDAS Farm Records, the message to delete the pre-existing FSA-578 is no longer being displayed.

Beginning with 2013, a farm will be automatically deleted from CARS when a reconstitution is performed for the farm/tract in MIDAS Farm Records.--*

### D 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)

### E 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**":<br><br>• select the farm to be deleted by entering the applicable farm number<br><br>• 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:<br><br>• "No" is selected, the user will be returned to the Crop Acreage Reports Screen<br><br>• "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. |

### F 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:<br>• "No" is selected, the user will be returned to the Crop Review Screen<br>• "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 to "Y" real time after all cropland on the farm has been reported and certified. Total cropland is retrieved from Farm Records.--*

* * *

### 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.

* * * The maximum variance is 10 acres.

***--Note:** The variance will not run until all reported crops are certified.

### C Cropland Comparison Override Software

In some cases, an acreage report will not be filed when the farm has no cropland; however, the cropland comparison flag **must** be set to "Y" because the farm has an active DCP or ACRE contract. For such cases, the cropland comparison override software will automatically set the cropland comparison flag to "Y" nightly. No user intervention will be allowed.--*

## *--313 Farm Zero Acreage Report

### A Overview

Beginning with the 2013 crop year, a zero acreage report will not be required for NAP when a crop is not planted. The certification statement on FSA-578 was modified to support the NAP zero acreage report requirement as follows.

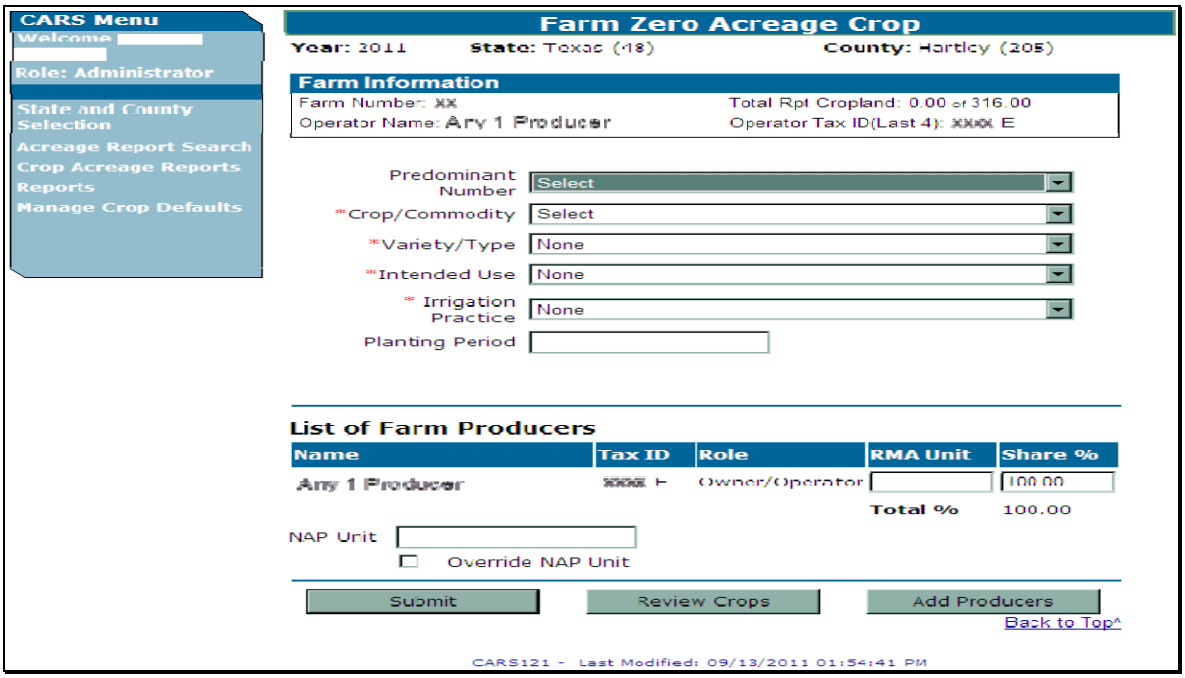
Certification: I certify to the best of my knowledge and belief that the acreage of crops/commodities and land uses listed herein are true and correct and that all required crops/commodities and land uses have been reported for the farms as applicable. Absent any different or contrary prior subsequent certification filed by any producer for any crop for which NAP coverage has been purchased, I certify that the applicable crop, type, planting period, practice, and intended use is not planted if it is not included on the Report of Commodities for this crop year. The signing of the form gives FSA representatives authorization to enter and inspect crops/commodities and land uses on the above identified land. A signature date (the date the producer signs FSA-578) will also be captured.

For 2012 and prior years 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 for 2012 and Prior Years

The following is an example of the Farm Zero Acreage Crop Screen for 2012 and prior years.--*



## *--313 Farm Zero Acreage Report (Continued)

### C Loading a Zero Acreage Report in CARS for 2012 and Prior Years

Load a zero acreage report in CARS as follows for 2012 and prior years.--*

| 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.<br><br>**Note:** If status is other than "Not Created", the Farm Zero Acreage Crop Screen will be displayed requiring the following entries:<br><br>• crop/commodity<br>• variety/type<br>• intended use<br>• irrigation practice. |
| 3 | Record required crop information and shares 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. |

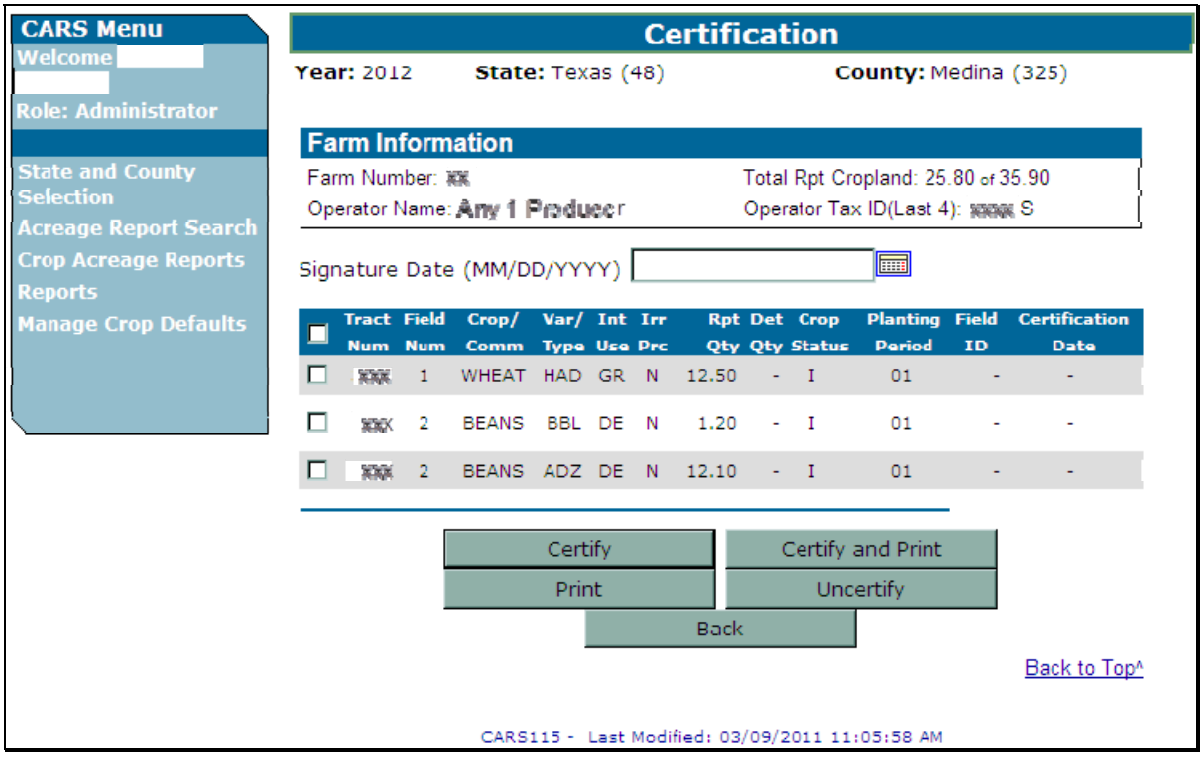
# 314 Certifying Acreage Report

## A Overview

All crops reported in CARS are required to be certified by the applicable reporting deadline according to Exhibit 6 or 6.5, as applicable.

## 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:<br><br>•***--**select the radio button in the heading bar to certify all fields in the tract**--***<br><br>• 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:<br>• the tract to uncertify all fields<br>• 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

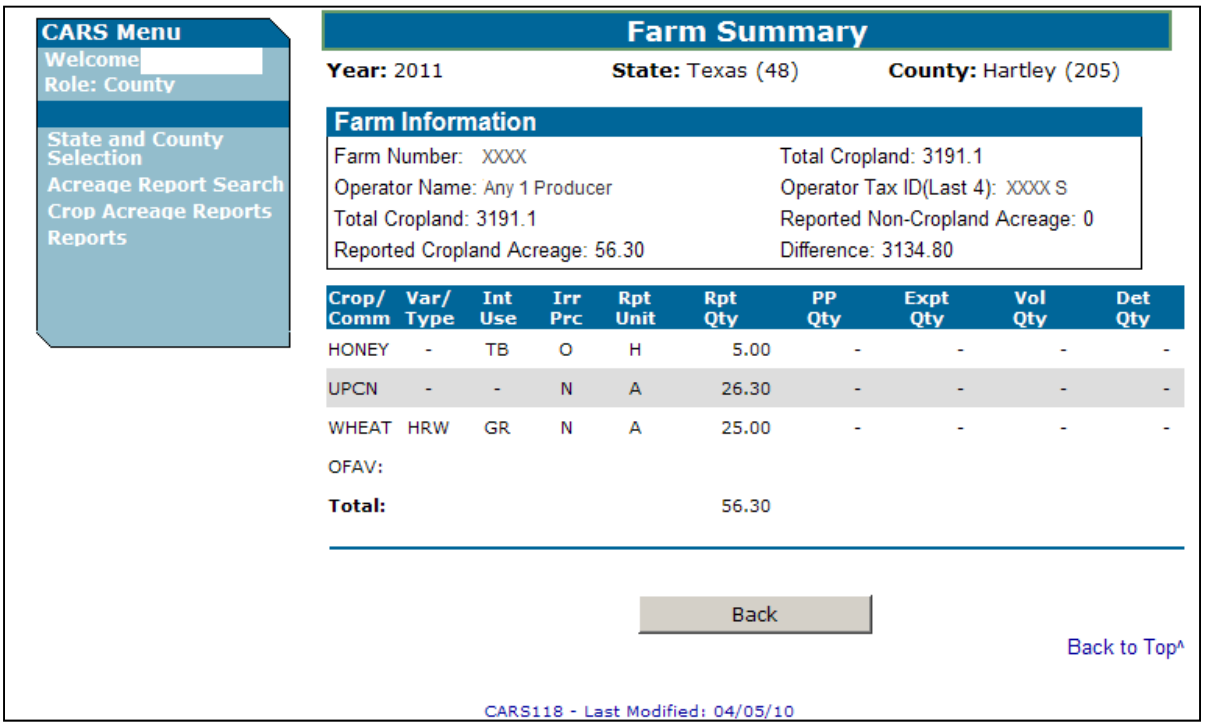
### A Overview

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

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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. |

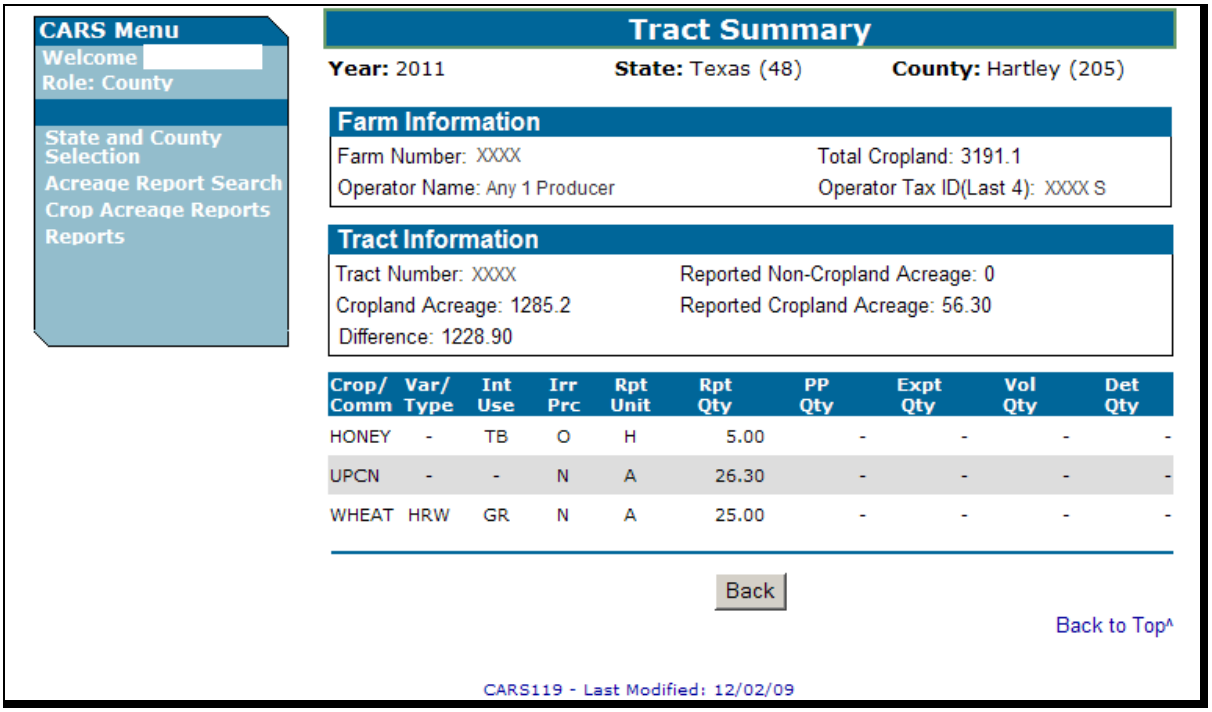
## 316 Tract Summary Review

### 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:** For 2012 and prior years, 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:

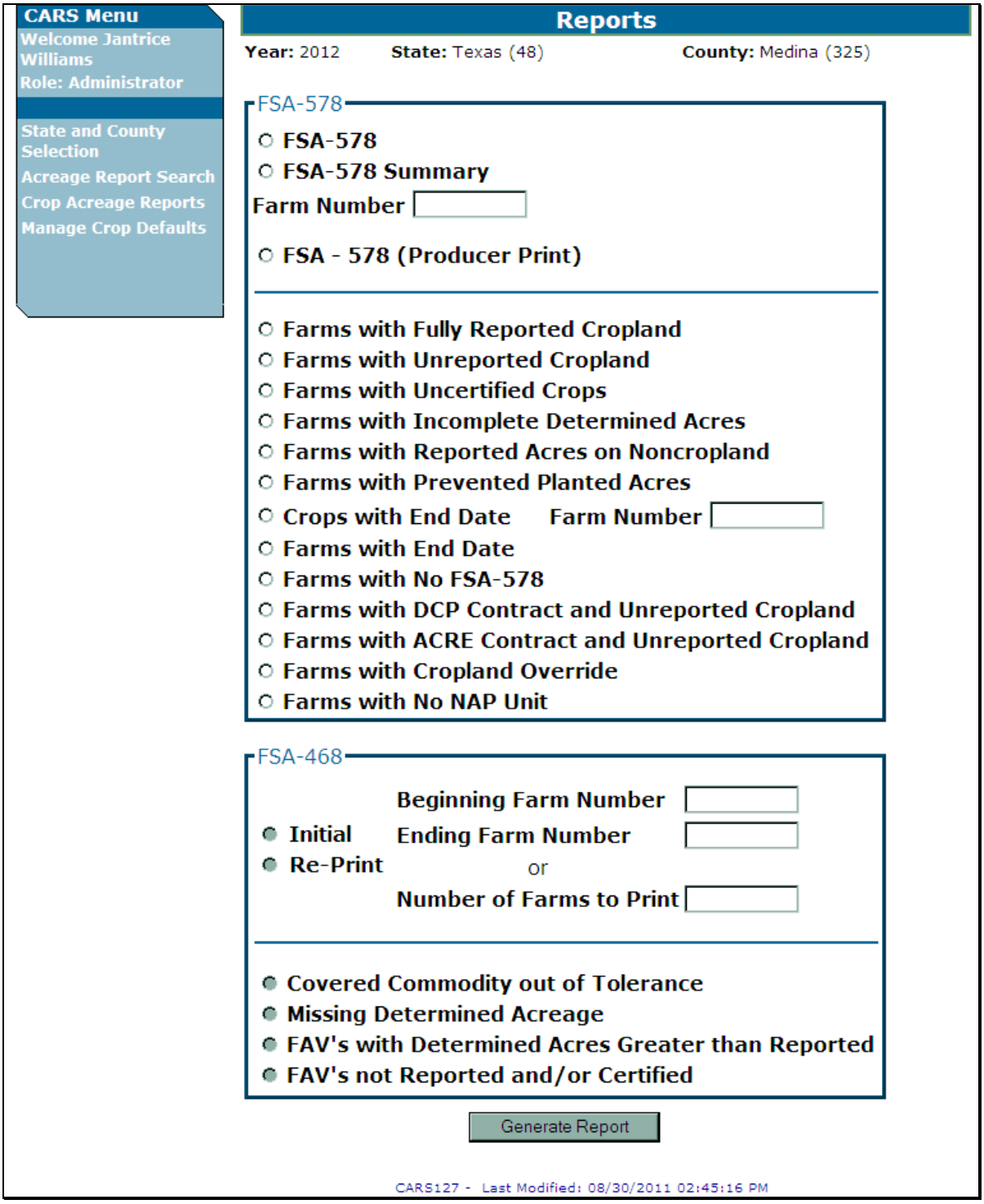
- FSA-578 Farm and Tract Detail Listing
- FSA-578 Summary
- FSA-578 (Producer Print).

**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 CARS 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:<br><br>• FSA-578<br><br>**Note:** Includes both the Farm and Tract Detail Listing and Farm Summary.<br><br>• FSA-578 Summary<br><br>**Note:** A farm number must be entered for the FSA-578 and FSA-578 Summary options.<br><br>• 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.

### E Reviewing the FSA-578 Farm and Tract Detail Listing

County Offices shall review all information printed on the FSA-578 Farm and Tract Detail Listing for accuracy. The following messages will be printed on the FSA-578 Farm and Tract Detail Listing.

| IF the farm has… | AND all cropland… | THEN the following message will be printed… |
|---|---|---|
| 1 tract | for the tract has **not** been reported * * * | "All cropland has not been reported."<br><br>**Note:** Only * * * acres reported on cropland with a crop status of (I)initial or (X)experimental and supplemental status of planted, failed, prevented, or volunteer will be considered. |

## 317 Printing FSA-578 Report of Commodities (Continued)

### E Reviewing the FSA-578 Farm and Tract Detail Listing (Continued)

| IF the farm has… | AND all cropland… | THEN the following message will be printed… |
|---|---|---|
| more than 1 tract | on all active tracts has **not** been reported * * * | "All cropland on all active tracts has not been reported."<br><br>**Note:** Only * * * acres reported on cropland with a crop status of (I)initial and (X)experimental and supplemental status of planted, failed, prevented, or volunteer will be considered. |

## 318 Status Reports

### A Overview

The following reports are available to provide a status of FSA-578 data recorded in CARS. County Offices shall use these reports as a management tool to assess the information collected on FSA-578 and assist with settling data discrepancies with producers:

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

**Note:** See paragraphs 380.5 and 380.6 for information on accessing the web-based FSA-468 reports.

## 318 Status Reports (Continued)

### B Report Descriptions

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

| Reports | Description |
|---|---|
| Farms with Fully Reported Cropland | Provides a list of farms with all cropland reported and certified. |
| Farms with Unreported Cropland | Provides a list of farms with cropland on the farm record that has **not** been reported in CARS. |
| Farms with Uncertified Crops | Provides a list of farms that does **not** have the certification flag set to "Y" for all crops. |
| Farms with 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. |
| Farms with Reported Acres on Noncropland | Provides a list of farms with acres recorded on noncropland. |
| Farms with Prevented Planted Acres | Provides the following information for each farm with reported prevented planted acreage:<br><br>• farm number<br>• operator<br>• crop/commodity<br>• acreage quantity<br>• variety/type<br>• intended use<br>• irrigation practice. |
| Crops with End Date | Provides a report of all crops with end dates for the farm number entered. |
| Farms with End Date | Provides a list of farms with crops entered with an end date. |
| Farms with No FSA-578 | Provides a list of active farms with no FSA-578 on file. |
| Farms with DCP Contract and Unreported Cropland | Provides a list of farms with an active DCP contract and unreported cropland. |
| Farms with ACRE Contract and Unreported Cropland | Provides a list of farms with an active ACRE contract and unreported cropland. |

..

## 318 Status Reports (Continued)

### B Report Descriptions

| Reports | Description |
|---|---|
| Farms with Cropland Override | Provides a list of farms with the cropland comparison flag set by the cropland override. |
| Farms with No NAP Unit | Provides list of farms with 1 or more fields with no identified NAP unit. |
| *--Farms with Deleted Producers with Active Shares | Provides a list of farms when the producer is no longer associated with the farm in Farm Records, but an active share record for the producer exists in CARS. This could be the result of a:<br><br>• SCIMS merge<br>• farm/tract reconstitution<br>• producer being deleted from Farm Records.--* |

### 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.

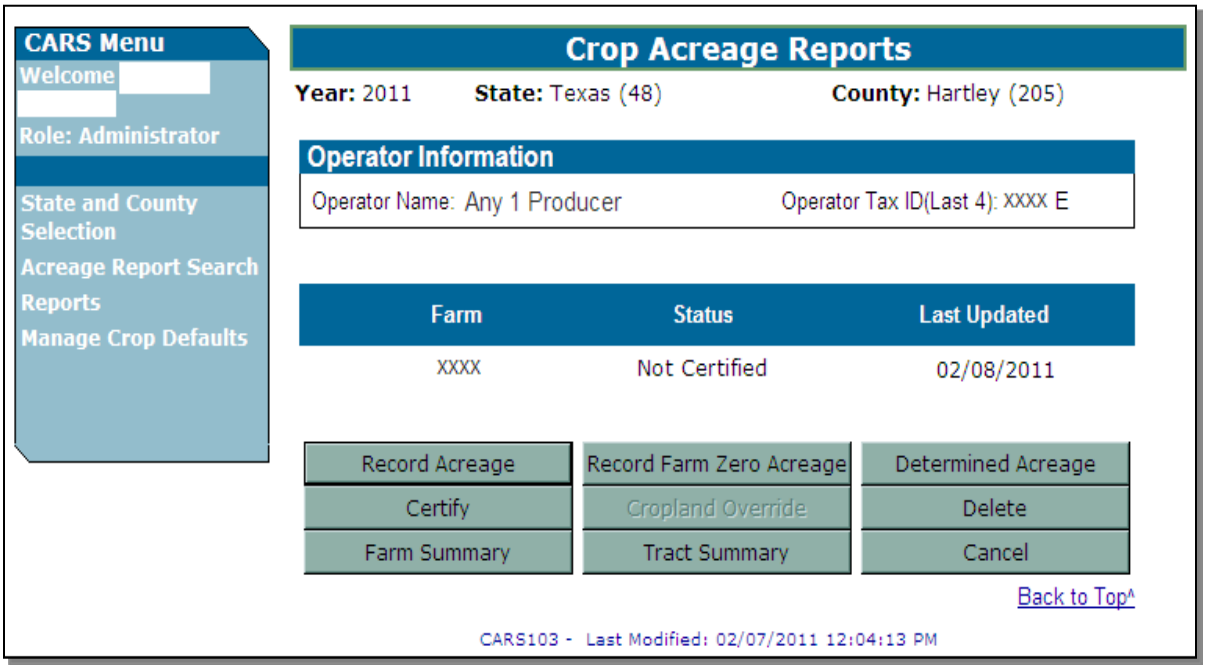
## B Determining Acreage

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.




***--Note:** The "Record Farm Zero Acreage" button will be available for 2012 and prior years.--*

***--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.

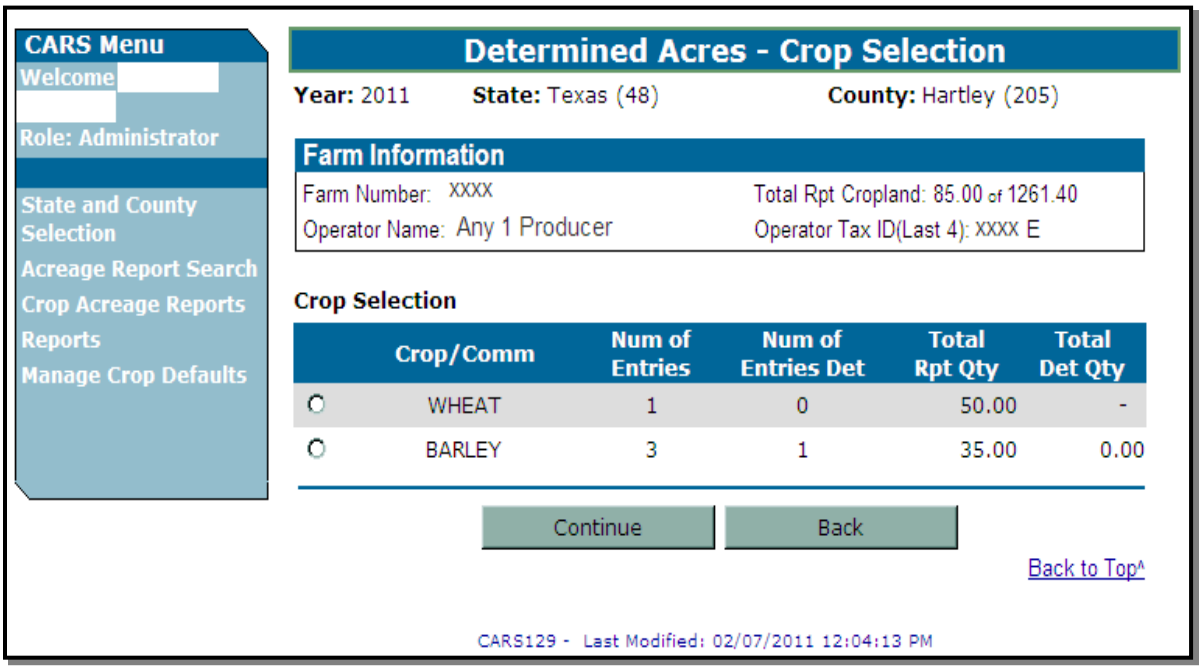
| Step | Action | Result |
|---|---|---|
| 1 | On the Acreage Report Search, enter the applicable farm number or search for a producer in SCIMS. CLICK "Submit". | The Crop Acreage Reports Screen will be displayed. |
| 2 | CLICK "Determined Acreage". | The Determined Acres – Crop Selection Screen will 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.<br><br>**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.<br><br>**Note:** This total can represent one entry or multiple entries. Including entries of zero acreage. |

--*

*--319 Determined Acreage (Continued)

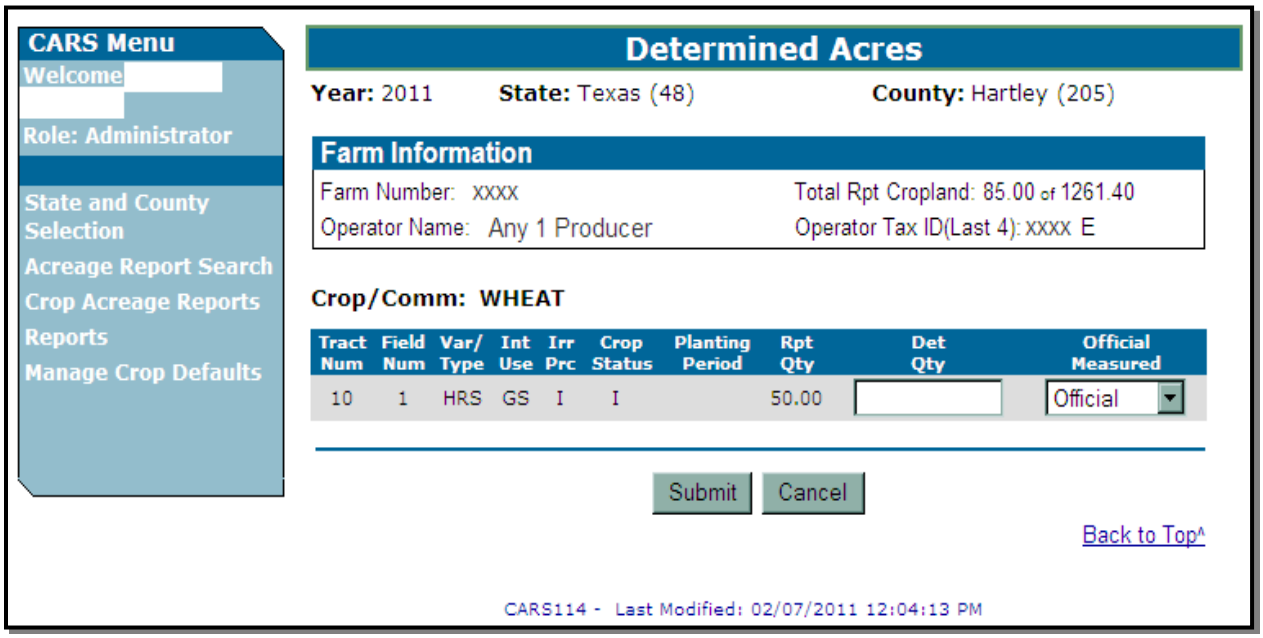
### G Option Available on the Determined Acres – Crop Selection Screen

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<br>• entering the determined field with:<br>  • tract<br>  • field number<br>  • crop<br>  • zero reported acreage<br>  • applicable crop characteristics as found in the field<br>• acreage found during spot check, as determined acres for the new field. |
| crop in a field | entering:<br>• zero for determined acreage in the original field<br>• the new field with:<br>  • tract<br>  • unique field subdivision number<br>  • crop<br>  • zero reported acreage<br>  • applicable crop characteristics as found in the field<br>• 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.

Producers are 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:

- ACRE
- ALAP
- *--BCAP--*
- CRP maintenance and practice checks
- DCP
- ELAP
- FSA-578's
- HELC/WC compliance
- LDP's/MAL's
- LFP, LIP
- MILC
- NAP
- *--RTCP--*
- SURE
- *--TAAF--*
- TAP.

#### 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 producers" 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://fsaintranet.sc.egov.usda.gov/ffas/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
- tax ID type ("E"ntity or "S"ocial).

**Notes:** In some cases, there may be multiple producers in the county with the same name. If County Offices have concerns about which producer has been selected for spot check and review, the County Office shall contact the State Office. The State Office shall contact the National Office for TIN for the selected producer.

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

**Example:** Joe Farmer farms as an individual and also farms as a member of a partnership. Joe Farmer was selected for 2007 compliance reviews. The national producer selection list included his first and last name and the tax ID type S. In this example Joe Farmer was selected as an individual (based on his tax ID type). 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 * * *

  **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.

- ***--**when conducting compliance reviews and spot checks, County Offices shall check:

  - for FSA-578 spot checks, the current year FSA-578, as well as any prior year FSA-578 that has been revised since the last spot check list

    **Note:** When reviewing prior year FSA-578's, County Offices shall ensure that the correct documentation is on file according to 2-CP.

  - for all other programs, any application/contract that has been approved for payment since the last spot check list

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

### E Available Resources

County Offices may use the following resources as tools to assist them in identifying the specific programs selected producers are participating in:

- web-based FSA application reports

  **Note:** Approved application reports are available for most web-based applications, including ACRE, DCP, LFP, LIP, and TAP, and identify producers with approved applications.

- farm records to identify active farms for selected producers

- NPS to identify program payments selected producers received

- FWDM will identify LDP, MAL, and MILC program payments received by selected producers

- APSS will identify MAL and LDP payments producers received in a specific county**--***

## 322 National Compliance Review and Spot Check Selections (Continued)

### *--E Available Resources (Continued)

- SORS to identify outstanding MAL's for a selected producer

- System 36 which contains numerous reports identifying producers with active CRP contracts

- COC meeting minutes to identify applications/contracts approved for various programs.**--***

## 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<br>• 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<br>• assign additional training in deficient areas<br>• do not assign further work until additional training has been completed and the deficiencies have been corrected<br>• spot-check a sample of newly assigned work after advance training. |
| additional training has been assigned | State Offices shall:<br>• review FSA-577 of each employee<br>• 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:<br>• ensure that recommended action is appropriate and has been carried out<br>• ensure that FSA-577 was reviewed with employee or loss adjuster--***** that is being checked<br>• 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 (Withdrawn--Amend. 66)**

**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?

## 350 CRP Compliance Reviews (Continued)

### A CRP Maintenance Reviews (Continued)

- 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.

### *--B DCP Compliance Review Questions

The following questions shall be documented during DCP compliance reviews and recorded in the National Compliance Review Database. Findings shall be recorded by FSN.

County Offices must first enter the farm number for the applicable farm being spot checked. County Office users shall take extra caution when entering the farm number in the National Compliance Review database because there is **not** a validation to the farm records maintenance system.**--***

**Question 1 - 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)

### *--B DCP Compliance Review Questions (Continued)--*

**Question 2 - 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:** Questions 3 through 5 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.

**Question 3 - 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:** Question 3 shall be skipped if fruits, vegetables, and/or wild rice are not planted on the farm.

This question is only applicable if fruits, vegetables, and/or wild rice are planted on the farm and "Yes" or "No" was selected for question 2. See 1-DCP, Part 8 for planting exceptions that may be applicable for the farm and/or producer.

## 351 DCP Compliance Reviews (Continued)

### *--B DCP Compliance Review Questions (Continued)--*

**Question 4 - 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:** Question 4 shall be skipped if question 3 is skipped or "No" is selected.

This question 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.

**Question 5 - 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:** Question 5 shall be skipped if question 4 is skipped or "Double-Cropping" is selected.

This question is only applicable if "Producer History" or "Farm History" was selected for question 4.

## 351 DCP Compliance Reviews (Continued)

### *--B DCP Compliance Review Questions (Continued)--*

**Question 6 - 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:** Question 6 shall be skipped if the answer to question 3 is "No".

This question 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.

**Question 7 - 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 CCC-509 Appendix was signed. 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)

### *--B DCP Compliance Review Questions (Continued)--*

**Question 8 - 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:** Question 8 shall be skipped if the answer to question 7 is "Yes".

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

***--Question 9 - If the farm is participating in PTPP, were base reductions approved by the State Office and correctly made for each farm?**

| If the spot check results indicate…. | THEN the County Office shall select… |
|---|---|
| the farm is participating in PTPP and base reductions were approved by State Office and reduced correctly | "Yes". |
| the farm is participating in PTPP and base reduction were **not** approved by State and reduced correctly | "No". |
| farm is not participating in PTPP | "Not Applicable". |

**Question 10: If the farm is participating in PTPP, does production evidence support processed production for applicable crop year for the base acres that were reduced?**

| If the spot check results indicate…. | THEN the County Office shall select… |
|---|---|
| production evidence supports processed production for the applicable crop year base acres were reduced | "Yes". |
| production evidence does **not** support processed production for the applicable crop year base acres were reduced | "No". |
| farm is not participating in PTPP | "Not Applicable". |

--*

## 351 DCP Compliance Reviews (Continued)

### *--B DCP Compliance Review Questions (Continued)--*

**Question 11: If the farm updated pulse crop base acres, is the pulse crop base established on each tract supported by documentation from 1998 through 2001 supporting the base acres that were added?**

| If the spot check results indicate…. | THEN the County Office shall select… |
|---|---|
| the updated pulse crop base established on each tract is supported by 1998 through 2001 documentation | "Yes". |
| the updated pulse crop base established on each tract **is not** supported by 1998 through 2001 documentation | "No". |
| farm did not update pulse crop base acres | "Not Applicable". |

**Question 12: If the farm updated pulse crop yields, does production evidence support production for the 1998 through 2001 crop years?**

| If the spot check results indicate…. | THEN the County Office shall select… |
|---|---|
| production evidence supports production for updated pulse crop yields on the farm | "Yes". |
| production evidence does **not** supports production for updated pulse crop yields on the farm | "No". |
| farm did not update pulse crop yields | "Not Applicable". |

**Question 13: If the farm has a rice acreage base, were rice base acres apportioned to long grain rice and medium grain rice correctly?**

| If the spot check results indicate…. | THEN the County Office shall select… |
|---|---|
| rice base acres were apportioned to long grain and medium grain rice correctly | "Yes". |
| rice base acres were **not** apportioned to long grain and medium grain rice correctly | "No". |
| farm did not have a rice acreage base | "Not Applicable". |

--*

## *--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 * * *.

| 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:<br>• producer is a program participant<br>• 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:<br>• classified as FW<br>• does not have W determinations made by NRCS | the land appears to have been manipulated in any way that would alter W characteristics.<br>**Example 1:** FW that is normally planted only in extremely dry years is planted in a year with average or above average rainfall.<br>**Example 2:** An area that is planted to an agricultural commodity:<br>• appears on aerial photography as a wet area in a year with average or above average rainfall<br>• does not have a W determination by NRCS.<br>**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<br>• 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<br>• 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 *--in the National Compliance Review Database.

**Note:** Findings shall be recorded by unit, crop, type, intended 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 NAP General 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.

*--The following shall be documented during general NAP reviews and shall be entered in the National Compliance Review Database. Findings shall be recorded by unit, crop, crop type, intended use, practice, and planting period.

| | Question |
|---|---|
| 1 | Was the transfer of NAP coverage initiated after the application closing date and before the earlier of the disaster event or end of coverage? **Yes, No, or N/A** |
| 2 | **For yield based crops**, did the producer exceed acreage and/or production tolerances when reporting acreage and/or production? **Yes or No**<br><br>If **yes**, did COC determine the producer eligible or ineligible? **Eligible or Ineligible** |
| 3 | **For value loss crops**, did the field market value A (FMVA) and field market value B (FMVB) accurately reflect the producer's accrual inventory records and valuation used to calculate loss? **Yes or No**<br><br>If **no,** what was the **overpayment** or **underpayment**? $_____. |

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## 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 Reviews * * *

*--Second party reviews are required to ensure that the payment was properly calculated and reviewed by a second party according to 1-NAP, paragraph 503. See 1-NAP, Exhibit 43 for instructions for completing CCC-576.--*

## 356 * * * TAP Compliance Reviews

### A Performing Reviews

County Offices shall perform * * * TAP compliance reviews for any producer that participated in * * * 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. Data shall be recorded by stand, applicant's share, and crop.

| | Question |
|---|---|
| 1 | Was a valid signature obtained on the TAP application in the administrative County Office? **Yes or No** |
| 2 | Did the applicant meet RMPR or obtain a waiver on all NAP eligible or insurable crops? **Yes, No, or N/A** |
| 3 | Did the applicant meet definition of SDA, limited resource, or beginning farmer or rancher? **Yes or No** |
| 4 | Were mortality losses the result of an eligible natural disaster? **Yes or No** |
| 5 | Did the applicant complete all practices for the stand as indicated on the TAP application? **Yes or No** |
| 6 | Did the applicant's receipts accurately reflect actual costs incurred for all components of the completed practices? **Yes or No**<br><br>• If **yes**, no further action is needed.<br>• If **no**, what was the overpayment or underpayment? $_____ |
| 7 | Did the applicant accurately certify that no other benefit was received from any other disaster program for the same loss? **Yes or No**<br><br>If **yes**, what was the name and dollar amount of the other disaster program? |

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## *--357 ACRE Compliance Reviews

### A Performing Reviews

Reviews shall be completed on all producers participating in ACRE and selected for spot check according to the 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 following questions shall be documented during ACRE compliance reviews. The applicable responses shall be recorded in the National Compliance Review Database.

| | Question |
|---|---|
| 1 | FSN spot checked. **Enter actual FSN spot checked**. |
| 2 | 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 base acreage on CCC-509 ACRE? **Yes, No, or N/A** |
| 3 | Did the producer accurately report all FAV's planted on base acres for the farm? **Yes, No, or N/A** |
| 4 | If FAV's were planted on base acres on the farm, does 1 of the FAV planting exceptions apply? **Yes, No, or N/A**<br><br>If **yes**, which exception applies? **Double-Cropping, Producer History, Farm History, or N/A** |
| 5 | If "Producer History" or "Farm History" was the acre-for-acre payment reduction assessed properly? **Yes, No, or N/A** |
| 6 | If 1 of the exceptions was not applicable, was a planting violation assessed properly for the farm? **Yes, No, or N/A** |
| 7 | Were wind erosion, water erosion, and weeds, including noxious weeds, controlled as required on the applicable farm? **Yes, No, or N/A**<br><br>If **no**, did the producer take corrective action to correct the maintenance default on base acreage? **Yes or No** |
| 8 | If the farm is participating in PTPP, were base reductions approved by the State Office and were reductions made correctly on each farm participating in PTPP? **Yes, No, or N/A** |
| 9 | If the farm is participating in PTPP, does production evidence support processed production for the applicable crop year for the base acres that were reduced? **Yes, No, or N/A** |
| 10 | If the farm updated pulse crop base acres, is the pulse crop base established on each tract supported by documentation from 1998 through 2001 supporting the base acres that were added? **Yes, No, or N/A** |
| 11 | If the farm updated pulse crop yields, does production evidence support production for the 1998 through 2001 crop years? **Yes, No, or N/A** |
| 12 | If the farm has a rice acreage base, were rice base acres apportioned to long grain rice and medium grain rice correctly? **Yes, No, or N/A** |
| 13 | Does the production evidence support the FSA-658 certification? **Yes or No**<br><br>**Important: Require the producer on the farm to furnish production evidence to support the FSA-658 certification.** |

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## *--357.5 ALAP Compliance Reviews

### A Performing Reviews

County Offices shall document the following questions during ALAP reviews. Findings shall be loaded in the National Compliance Review Database.

| | Question |
|---|---|
| 1 | Was a valid signature obtained on CCC-895? **Yes or No** |
| 2 | Was the ALAP application received during the application period? **Yes or No** |
| 3 | Does production evidence support certified production for the 2003 crop asparagus reported on the ALAP application? **Yes or No** |
| 4 | Did the producer certify correctly that he/she had an interest in 2003 and 2007 crop year asparagus production on a farm? **Yes or No** |
| 5 | Was appropriate CCC-502 filed to determine foreign person status? **Yes or No** |
| 6 | Was AD-1026 filed to determine compliance with HELC/WC provisions? **Yes or No** |
| 7 | Did any discrepancy result in a refund of ALAP benefits? **Yes or No**<br><br>If **yes**, enter requested refund amount $_____. |

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## *--357.6 ELAP Compliance Reviews

### A Performing Reviews

County Offices shall document the following questions during ELAP reviews. Findings shall be loaded in the National Compliance Review Database.

| | Question |
|---|---|
| | **Livestock, Honeybees, and Farm-Raised Fish Losses** |
| 1 | Was a valid signature obtained on ELAP application? **Yes or No** |
| 2 | Did the participant timely file a notice of loss? **Yes or No** |
| 3 | Did the participant suffer livestock, honeybees, and/or farm-raised fish losses because of an eligible adverse weather event or loss condition that occurred in the calendar year for which assistance is being requested? **Yes or No** |
| 4 | Did the participant meet RMPR for all crops planted or intended to be planted for harvest on every farm in which the producer has an interest, except grazing, or meet the farm-raised fish or honeybee producer exceptions provided in 1-LDAP, subparagraphs 242 M and N? **Yes or No** |
| 5 | For discrepancies, did any discrepancy result in a refund of ELAP benefits? **Yes or No**<br><br>If **yes**, enter requested refund amount $_____ |
| | **Livestock Losses** |
| 6 | If participant is applying for livestock losses, does participant's current inventory of applicable livestock match the number and/or kind/type/weight range of livestock claimed on the ELAP application? **Yes or No** |
| 7 | If participant is applying for livestock losses, did the participant, during the 60 calendar days before the beginning of the eligible adverse weather event or loss condition, own, lease, purchase, enter into a contract to purchase, or was a contract grower of the livestock claimed on the ELAP application? **Yes or No** |
| 8 | If the participant is applying for livestock losses, did all livestock entered on the ELAP application meet all eligibility criteria, including being maintained for commercial use as part of the participant's farming operation? **Yes or No** |
| 9 | If the participant is applying for livestock death losses, did the participant provide verifiable documentation of livestock deaths claimed on FSA-918, including livestock that the participant claims died because of normal mortality? **Yes or No** |
| 10 | If the participant is applying for livestock grazing losses, did the participant suffer a grazing loss on eligible grazing lands physically located in the county where the eligible adverse weather or loss condition occurred because of an eligible adverse weather event or loss condition? **Yes or No** |
| 11 | For purchased livestock feed losses, did the participant provide original receipts for forage or feed stuffs purchased? **Yes or No** |

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## *--357.6 ELAP Compliance Reviews (Continued)

### A Performing Reviews (Continued)

| | Question |
|---|---|
| | **Livestock Losses (Continued)** |
| 12 | If the participant is applying for livestock feed losses resulting from the purchase of additional livestock feed, above normal quantities, did the participant provide original receipts or summary purchase receipts for forage or feed stuffs that was purchased by the participant for the time of the eligible adverse weather event or loss condition for the year **immediately preceding** the calendar year for which additional feed costs are being claimed? **Yes or No** |
| 13 | If the participant is applying for livestock feed losses resulting from the purchase of additional livestock feed, above normal quantities, did the participant provide original receipts or summary purchase receipts for forage or feed stuffs that was purchased by the participant for the timeframe of the eligible adverse weather event or loss condition for the **calendar year** for which additional costs are being claimed to feed the participant's eligible livestock? **Yes or No** |
| | **Honeybee Losses** |
| 14 | If the participant is applying for honeybee losses, did the participant have a risk in the honey production, pollination, or honeybee breeding operation for producing honey, pollinating, or breeding honeybees for commercial use as part of a farming operation on the beginning date of the eligible adverse weather event or loss condition? **Yes or No** |
| 15 | If the participant is applying for honeybee colony and/or hive losses, did the participant provide acceptable proof of beginning and ending inventory of honeybee colonies and/or hives? **Yes or No** |
| 16 | If the participant is applying for honeybee colony and/or hive losses, did the participant provide proof of good management practices as established by COC? **Yes or No** |
| 17 | If the participant is applying for honeybee colony losses because of CCD, did the participant provide a third party certification of honeybee colony losses because of CCD? **Yes or No** |

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## *--357.6 ELAP Compliance Reviews (Continued)

### A Performing Reviews (Continued)

| | Question |
|---|---|
| | **Honeybee Losses (Continued)** |
| 18 | If the participant is applying for honeybee colony losses because of CCD, did the third party who is providing CCD certification provide **all** of the following: **Yes or No**<br><br>• specific details about how the third party has knowledge of the honeybee colony loss<br><br>• the affiliation of the third party to the participant<br><br>• telephone number and address of the third party<br><br>• the loss of honeybees was because of the existence of at least 3 of the 5 CCD symptoms<br><br>• other details necessary for COC and DD to determine whether certification is acceptable? |
| 19 | If the participant is applying for honeybee feed losses, did the participant provide verifiable documentation of purchased feed intended as feed for honeybees that was lost or additional feed purchased above normal quantities to sustain honeybees for a short period of time until additional feed becomes available because of an eligible adverse weather event or loss condition? **Yes or No** |
| | **Farm-Raised Fish Losses** |
| 20 | If the participant is applying for farm-raised fish losses, was the participant a producer of an aquatic species that is propagated and reared in a controlled environment, that is being maintained for commercial use as part of the producer's farming operation? **Yes or No** |
| 21 | If the participant is applying for farm-raised fish feed losses, did the participant provide documentation of the date feed was purchased, type and quantity of feed purchased, and the cost of feed purchased? **Yes or No** |
| 22 | If the participant is applying for farm-raised fish death losses, did the participant suffer from the physical loss of game fish (stockers) or bait fish (not raised as food for food fish)? **Yes or No** |
| 23 | If the participant is applying for farm-raised fish death losses, did the participant provide acceptable documentation verifying the type and amount of game fish or sport fish that was lost? **Yes or No** |

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## *--357.7 LIP Compliance Reviews

### A Performing Reviews

County Offices shall conduct LIP compliance reviews for all producers selected for compliance review and spot check that participated in LIP. County Offices shall document the following questions during LIP reviews. Findings shall be loaded in the National Compliance Review Database.

| | Question |
|---|---|
| 1 | Was a valid signature obtained on FSA-914? **Yes or No** |
| 2 | Did the participant timely file a notice of loss? **Yes or No** |
| 3 | Did the participant provide verifiable and/or reliable documentation of livestock deaths claimed on FSA-914? **Yes, No, or N/A**<br><br>If **no or N/A**, go to question 7. |
| 4 | Did the sources of the documents verify all of the following: **Yes or No**<br><br>• documents were authentic<br>• participant was a customer or party to the transaction<br>• accuracy of the number and kind/type/weight range of animals listed? |
| 5 | Does the proof of death document support the number and kind/type/weight range of animals claimed on FSA-914? **Yes or No**<br><br>If **no**, go to question 14. |
| 6 | Was FSA-914 approved based on third party certification? **Yes or No** |
| 7 | Did the participant provide FSA-926 certifying to all of the following: **Yes or No**<br><br>• no other form of proof of death is available<br>• number of livestock, by category, in inventory when the deaths occurred<br>• physical location of livestock by category, in inventory when the deaths occurred. |
| 8 | Did the participant provide verifiable documentation to support the reasonableness of the number of livestock inventory when the deaths occurred? **Yes or No** |
| 9 | Did the third party who is providing certification provide FSA-926 that included all of the following: **Yes or No**<br><br>• specific details about how the third party has knowledge of the animal deaths<br><br>• the affiliation of third party to the participant<br><br>• telephone number and address of third party<br><br>• number and kind/type/weight range of participants livestock that died because of the applicable adverse weather events<br><br>• other details necessary for COC and DD to determine whether certification is acceptable? |

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## *--357.7 LIP Compliance Reviews (Continued)

### A Performing Reviews (Continued)

| | Question |
|---|---|
| 10 | Did the number and kind/type/weight range of animals certified as dead by the third party match the number and kind/type/weight range of animals certified by the participant on FSA-914? **Yes or No** |
| 11 | Did the interview of the third party reveal that the individual is a reliable source who was in a position to have knowledge of the number and kind/type/weight range of dead livestock? **Yes or No** |
| 12 | Was the death of claimed livestock the result of an eligible adverse weather event? **Yes or No** |
| 13 | **For contract growers only**, is the amount of monetary compensation the contractor provided the participant for the loss of income from death of the claimed livestock different from the amount certified by the participant on FSA-914? **Yes, No, or N/A** |
| 14 | For discrepancies, did any discrepancy result in a refund of LIP benefits? **Yes or No**<br><br>If **yes**, enter requested refund amount $_____ |

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## *--357.8 LFP Compliance Reviews

### A Performing Reviews

County Offices shall conduct LFP compliance reviews for all producers selected for compliance review and spot check that participated in the program. County Offices shall document the following questions during LFP reviews. Findings shall be loaded in the National Compliance Review Database.

| | Question |
|---|---|
| 1 | Was a valid signature obtained on FSA-925? **Yes or No** |
| 2 | Does participant's current inventory of applicable livestock match the number and/or kind/type/weight range of livestock claimed on the LFP application? **Yes or No** |
| 3 | Did the participant, during the 60 calendar days before the beginning of the qualifying drought or fire condition, own, lease, purchase, enter into a contract to purchase, or was a contract grower of the livestock claimed on the LFP application? **Yes or No** |
| 4 | Did all livestock entered on the LFP application meet all eligibility criteria including being maintained for commercial use as part of the participant's farming operation? **Yes or No** |
| 5 | Was the number and kind/type/weight range of claimed livestock on the LFP application accurate? **Yes, No, or N/A** |
| 6 | Did all forage information entered on the LFP application meet all eligibility criteria? **Yes or No** |
| 7 | Did the participant suffer an eligible grazing loss on rangeland managed by a Federal agency for which the Federal agency prohibited the producer from grazing the normal permitted livestock because of fire? **Yes, No, or N/A** |
| 8 | Did the participant meet RMPR on all the grazing land, pasture land, or rangeland entered on the LFP application or been approved for a waiver to meet RMPR's? **Yes or No** |
| 9 | Did any discrepancy result in a refund of LFP benefits? **Yes or No**<br><br>If **yes**, enter requested refund amount $_____. |

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## *--357.9 MILC Compliance Reviews

### A Performing Reviews

County Offices shall conduct MILC compliance reviews for producers selected for spot check and review under the national spot check selection process. The following questions shall be documented during MILC reviews. Findings shall be recorded in the National Compliance Review Database.

| | Question |
|---|---|
| 1 | Name of dairy operation spot checked. **Enter name.** |
| 2 | Was a valid signature obtained on CCC-580? **Yes or No** |
| 3 | Does the dairy operation meet the definition of an eligible dairy operation according to users State's interpretation of a dairy operation under DMLA-III? **Yes or No** |
| 4 | Did the MILC program participant meet all eligibility criteria? **Yes or No** |
| 5 | Did all production claimed for MILC benefit meet all eligibility criteria including being commercially marketed? **Yes or No** |
| 6 | Did the dairy operation complete CCC-580M to make a change to the dairy operation? **Yes, No, or N/A**<br><br>If **yes,** select types of changes made:<br><br>• entity name<br>• entity type<br>• producer/shareholder<br>• reconstitution/merger<br>• share percentage<br>• start month<br>• TIN<br>• transfer. |
| 7 | Was verifiable production record received in the County Office for each eligible month before payment was issued to the dairy operation? **Yes or No** |
| 8 | Does production evidence submitted for each applicable month support production entered and paid a MILC benefit? **Yes or No** |
| 9 | If participant submitted CCC-580 during the initial signup period, on or before January 21, 2009, did participant make their start month selection according to the applicable start month selection rules? **Yes, No, or N/A**<br><br>If **yes**, select the applicable start month rule used, from the following:<br><br>• month that precedes the month CCC-580 was submitted<br><br>• month in which CCC-580 was submitted<br><br>• on or before the 14th of the month before the production start month selected for which the payment rate is unknown. |

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## *--357.9 MILC Compliance Reviews (Continued)

### A Performing Reviews (Continued)

| | Question |
|---|---|
| 10 | If participant submitted CCC-580 during the extended signup period, beginning January 22, 2009, did participant make their start month selection according to the applicable start month selection rules? **Yes, No, or N/A** |
| 11 | If **yes**, select the applicable start month rule used, from the following:<br><br>• month in which CCC-580 was submitted<br><br>• on or before the 14th of the month before the production start month selected for which the payment rate is unknown. |
| 12 | Did participant complete CCC-580S, CCC-901, CCC-902E, or CCC-902I? **Yes or No**<br><br>If **yes,** select which of the following was submitted:<br><br>• CCC-580S<br>• CCC-901<br>• CCC-902E<br>• CCC-902I. |
| 13 | Was evidence provided to confirm that participant is eligible according to the foreign person provisions and rules? **Yes, No, or N/A** |

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## 357.10 SURE Compliance Reviews

### A Performing Reviews

County Offices shall conduct SURE reviews for all participating producers selected during the National Compliance Review selection process. The following questions shall be documented during SURE reviews. Findings to these questions shall be recorded in the National Compliance Review Database.

| | Question |
|---|---|
| 1 | Were all acres on all farms nationwide reported on FSA-578? **Yes or No** |
| 2 | Were ownership and shares verified? **Yes or No** |
| 3 | Are RMA and FSA acres within tolerance? **Yes, No, or N/A** |
| 4 | Was production marketed in the same manner it was shared on FSA-682? **Yes, No, or N/A** |
| 5 | Does harvested production evidence support the quality reduction factor? **Yes, No, or N/A** |
| 6 | Does the participant meet RMPR on all eligible crops? **Yes or No** |
| 7 | If producer elected *de minimis*, do crops meet *de minimis* requirements? **Yes, No, or N/A** |
| 8 | Does inventory evidence match producer's records for FMVA? **Yes, No, or N/A** |
| 9 | Does inventory evidence match producer's records for FMVB? **Yes, No, or N/A** |
| 10 | Does reported production match verifiable/reliable records? **Yes, No, or N/A** |
| 11 | Was a valid signature obtained on FSA-682? **Yes or No** |
| 12 | Were there any discrepancies for the participant that would result in a refund of SURE benefits? **Yes or No** |
| 13 | If **yes**, select all discrepancy types that apply:<br><br>• not all crops/acres recorded on FSA-578<br>• RMA acreage did not meet tolerance<br>• production not marketed as shared<br>• quality reduction not supported by production<br>• RMPR not met on all eligible crops<br>• *de minimis* election not supported<br>• inventory does not support FMVA<br>• inventory does not support FMVB<br>• reported production does not match records<br>• invalid signature.<br><br>Enter amount of requested refund: $_____. |

## *--357.11 BCAP Compliance Reviews

### A Performing Reviews

County Offices shall conduct BCAP reviews for all participating producers selected during the National Compliance Review selection process. The following questions shall be documented during BCAP reviews. Findings to these questions shall be recorded in the National Compliance Review Database.

| | Questions |
|---|---|
| 1 | Fiscal Year? **Enter applicable FY**. |
| 2 | Was a valid signature obtained on BCAP-24? **Yes or No** |
| 3 | Was BCAP-24 received during the applicable application period? **Yes or No** |
| 4 | Was BCAP-24 approved by COC or designee? **Yes or No** |
| 5 | Was each eligible tract of land entered with the appropriate weighted soil rental rate on BCAP-23? **Yes or No** |
| 6 | Was a conservation plan completed before the BCAP-24 contract anniversary date, which is the effective date? **Yes or No** |
| 7 | In the case of perennial crops, was FSA-848A for request for cost-share or establishment payments, reviewed and signed by participant and COC or designee? **Yes or No**<br><br>If "Yes":<br><br>• has an FSA-848B been processed for cost-share performance certification and reimbursement? **Yes or No**<br><br>• in the case where FSA-848B has been processed for cost-share performance certification and reimbursement, was the reimbursement calculated at a rate of up to 75 percent of the establishment costs or the established not-to-exceed rate for the project area? **Yes or No** |
| 8 | Did applicant meet the definition of a producer according to 7 CFR Part 1450, Section 1450.2, Definitions? **Yes or No**<br><br>If "Yes", was the producer's land within the applicable geographic boundary of a BCAP project area? **Yes or No** |
| 9 | Did the enrolled land meet all land eligibility criteria according to 7 CFR Part 1450, Section 1450.204, *Land Eligibility*?<br><br>If "Yes", was AD-1026 form completed, if applicable? **Yes or No** |

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***--357.11 BCAP Compliance Reviews (Continued)**

**A Performing Reviews (Continued)**

| | Questions |
|---|---|
| 10 | Did the applicant file FSA-578 for reported acreage? **Yes or No**<br><br>If:<br><br>• "Yes", did contract acreage reported on the BCAP-24 contract match the reported acreage on FSA-578? **Yes or No**<br><br>• "No", is the BCAP-24 contract still active? **Yes or No** |
| 11 | Was an eligible crop established for the applicable project area? **Yes or No**<br><br>If:<br><br>• "Yes":<br><br>  • was the crop an annual crop? **Yes or No**<br>  • was the crop an herbaceous perennial crop? **Yes or No**<br>  • was the crop a woody perennial crop? **Yes or No**<br><br>• "No":<br><br>  • was the crop establishment delayed with approval by COC? **Yes or No**<br><br>  • was the reported crop established or not established as a preventive planting, meaning the crop was or was not established instead of the eligible crop because the environmental conditions were not considered able to support the eligible crop? **Yes or No** |

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***--357.11 BCAP Compliance Reviews (Continued)**

**A Performing Reviews (Continued)**

| | Questions |
|---|---|
| 12 | Did the applicant file documentation reporting a harvest and collection? **Yes or No**<br><br>If "Yes":<br><br>• was a payment reduction applied to the annual rental payment? **Yes or No**<br><br>• was the applied payment reduction the appropriate percentage value of the revenue generated from the collection/harvest according to 7 CFR Part 1450, Section 1450.214, *Annual Payments*? **Yes or No**<br><br>• Did documentation provide a value for the eligible material that was harvested or collected? **Yes or No**<br><br>• Did the value for the harvested/collected eligible material include storage and transportation costs incurred by the producer? **Yes or No**<br><br>• Was there a crop failure because of reasons beyond the producer's control? **Yes or No** |
| 13 | Did any discrepancy result in a refund of BCAP benefits? **Yes or No**<br><br>If "Yes", enter requested refund amount. **Enter dollar ($) amount**. |

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## *--357.12 RTCP Compliance Reviews

### A Performing Reviews

County Offices shall conduct RTCP reviews for all participating producers selected during the National Compliance Review selection process. The following questions shall be documented during RTCP reviews. Findings to these questions shall be recorded in the National Compliance Review Database.

| | Question |
|---|---|
| 1 | Fiscal Year. **Enter applicable FY**. |
| 2 | Was a valid signature obtained on FSA-218? **Yes or No** |
| 3 | Was FSA-218 received during the applicable application period? **Yes or No** |
| 4 | Did applicant meet the definition of a geographically disadvantaged farmer or rancher? **Yes or No** |
| 5 | Did the applicant meet all eligibility criteria and submit required forms? **Yes or No** |
| 6 | Did the applicants' verifiable records support applicable actual, fixed, and/or set transportation costs claimed on FSA-218? **Yes or No** |
| 7 | Was each eligible commodity and/or input entered under the appropriate transportation cost category (that is, actual rate, fixed rate, set rate) on FSA-218? **Yes or No** |
| 8 | Did the applicant submit all supporting documentation by the appropriate deadline? **Yes or No** |
| 9 | Was FSA-218, reviewed and signed by a second-party? **Yes or No** |
| 10 | Was FSA-218 approved by COC or designee? **Yes or No** |
| 11 | Was each eligible commodity and/or input entered with the appropriate rate (that is, actual, fixed, set) on FSA-218-1? **Yes or No** |
| 12 | Was FSA-218-1 reviewed and signed by a second party? **Yes or No** |
| 13 | Did any discrepancy result in a refund of RTCP benefits? **Yes or No**<br><br>If "Yes", enter requested refund amount. **Enter dollar ($) amount.** |

--*

## *--357.13 TAAF Compliance Reviews

### A Performing Reviews

County Offices shall conduct TAAF reviews for all participating producers selected during the National Compliance Review selection process. The following questions shall be documented during TAAF reviews. Findings to these questions shall be recorded in the National Compliance Review Database.

| | Question |
|---|---|
| 1 | Petition number for applicable commodity. **Enter petition number**. |
| 2 | Application number of producer spot checked. **Enter application number**. |
| 3 | Was a valid signature obtained on FSA-229-1? **Yes or No** |
| 4 | Was FSA-229-1 received during the applicable application period? **Yes or No** |
| 4a | If "No", was equitable relief granted for this applicant by FAS or was the application overturned on appeal by FAS? **Yes or No** |
| 5 | Did the applicant provide documentation of production showing that they produced the petition commodity in the petition marketing year? **Yes or No** |
| 6 | Did the applicant provide documentation that they produced the petition commodity in 1 of the 3 years before the petition marketing year? **Yes or No** |
| 7 | Did the applicant meet all eligibility criteria? **Yes or No** |
| 7a | If "No", was the applicant granted equitable relief by FAS or was the application overturned on appeal by FAS? **Yes or No** |
| 8 | Did the applicant provide acceptable documentation to support their certification under option 1, 2, or 3? **Yes or No** |
| 8a | If "No", was a blanket-approval granted by FAS for the applicable county/State? **Yes or No** |
| 9 | Was FSA-229-1 reviewed and signed by a second party? **Yes or No** |
| 10 | Did applicant submit an optional claim, FSA-232, for reimbursement of travel expenses? **Yes or No**<br><br>If "Yes":<br><br>• was FSA-232 validated by training instructor, for expenses related to initial orientation training attendance? **Yes or No**<br><br>• was mileage claimed determined reasonable and within Federal limits? **Yes or No**<br><br>• did receipts for lodging expenses or travel by public conveyance support the reimbursement amount claimed by the applicant? **Yes or No**<br><br>• was FSA-232 reviewed and signed by a second party? **Yes or No** |

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## 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. * * *

## *--360 Accessing the National Compliance Review Database

### A Instructions for Accessing the National Compliance Review Database

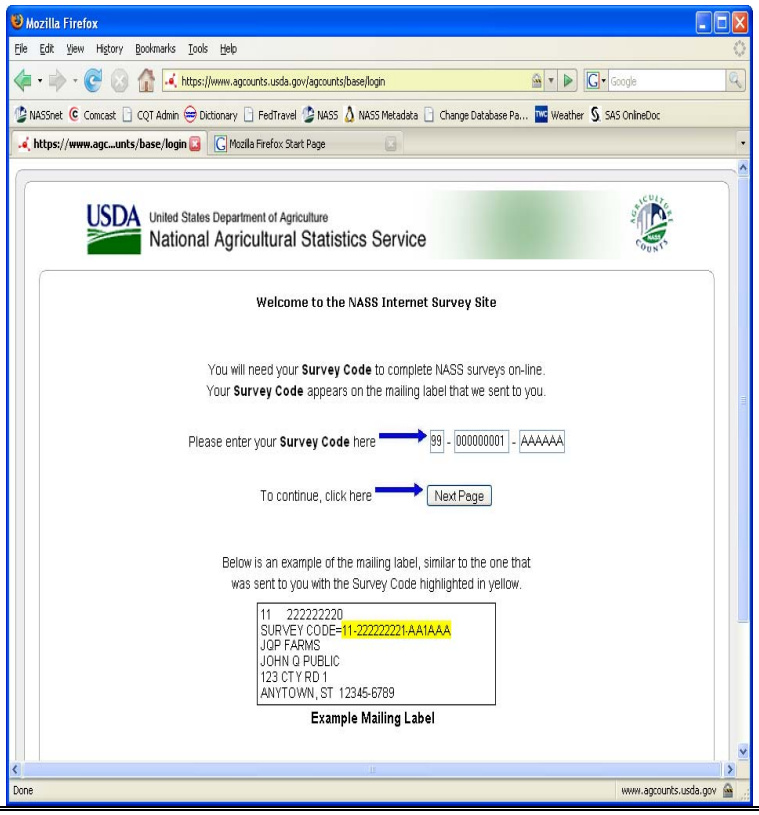
Access the National Compliance Review Database according to the following.

| 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**.<br><br>***--**Producers who participate in FSA programs in multiple States and/or counties will have a different survey code for each State and/or county. County Offices shall ensure that the survey code is used for the applicable State/county when recording compliance review and spot check results.**--***<br><br>Survey codes for producers shall consist of 2 digit number-9 digit number-sequence of 6 characters consisting of both letters and numbers.<br><br>**Example:** 01-556677889-ABC123<br><br>On the Welcome to the NASS Internet Survey Site Screen, enter the appropriate survey code for the selected producer. CLICK "Next Page".<br><br>**Note:** If the survey code is entered incorrectly, then an error message will be displayed. Re-enter the survey code and CLICK "Next Page".<br><br>  |

## 360 Accessing the National Compliance Review Database (Continued)

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

| Step | Action |
|---|---|
| 3 | *--The Available Survey Screen will be displayed with surveys for all programs for the selected producer. County Offices shall CLICK "Click for Survey" of each program survey to view the desired survey. |

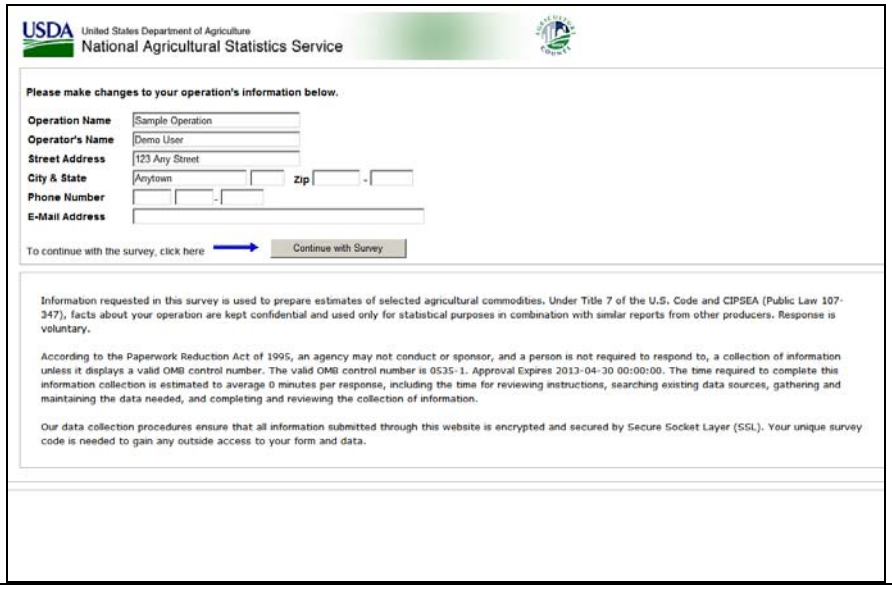
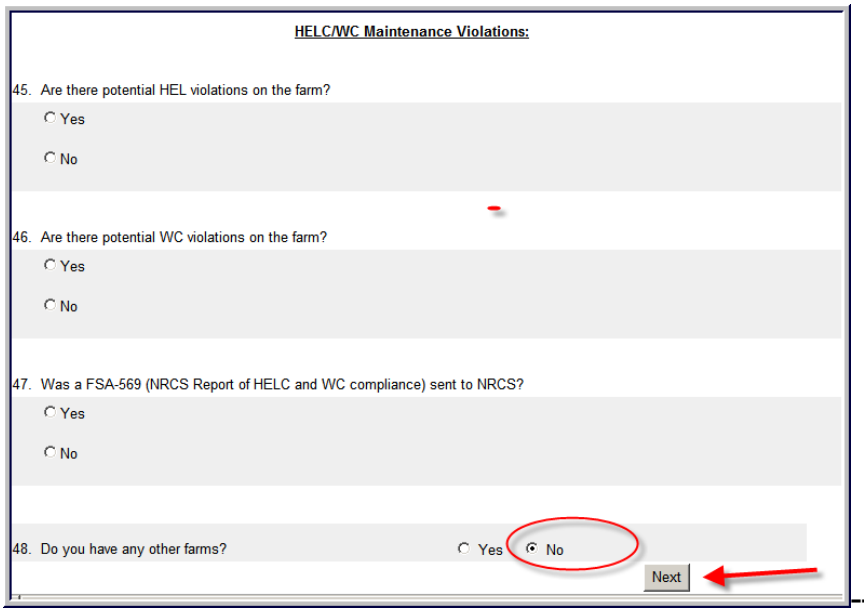
**Available surveys for:** DEMO USER / DEMO_USER

| Survey Name | Dates Survey is Available | | | Status |
|---|---|---|---|---|
| 2010 FSA COMPLIANCE REVIEW SPOT CHECK ACRE | 05/06/2010 | to | 05/06/2011 | Click for Survey |
| 2010 FSA COMPLIANCE REVIEW SPOT CHECK ACREAGE | 05/06/2010 | to | 05/06/2011 | Click for Survey |
| 2010 FSA COMPLIANCE REVIEW SPOT CHECK APH | 05/06/2010 | to | 05/06/2011 | Click for Survey |
| 2010 FSA COMPLIANCE REVIEW SPOT CHECK CRP | 05/06/2010 | to | 05/06/2011 | Click for Survey |
| 2010 FSA COMPLIANCE REVIEW SPOT CHECK DCP | 05/06/2010 | to | 05/06/2011 | Click for Survey |
| 2010 FSA COMPLIANCE REVIEW SPOT CHECK LDP | 05/06/2010 | to | 05/06/2011 | Click for Survey |
| 2010 FSA COMPLIANCE REVIEW SPOT CHECK LFP | 05/06/2010 | to | 05/06/2011 | Click for Survey |
| 2010 FSA COMPLIANCE REVIEW SPOT CHECK LIP | 05/06/2010 | to | 05/06/2011 | Click for Survey |
| 2010 FSA COMPLIANCE REVIEW SPOT CHECK MAL | 05/06/2010 | to | 05/06/2011 | Click for Survey |
| 2010 FSA COMPLIANCE REVIEW SPOT CHECK MILC | 05/06/2010 | to | 05/06/2011 | Click for Survey |
| 2010 FSA COMPLIANCE REVIEW SPOT CHECK NAP GENERAL | 05/06/2010 | to | 05/06/2011 | 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 following screen will be displayed with the producer's name and county. CLICK "Continue with Survey" to proceed to the survey questions for the selected survey.<br><br>  <br> |
| 5 | The selected survey will be displayed. County Office users shall answer the survey questions for the program based on the data collected from the compliance review and spot check.<br><br>The final question for each program survey is whether the user has another entry for the applicable program. When a user has finished entering data for a specific survey, the user shall select "No" to the final survey question and CLICK "Next".<br><br>  <br>--* |

## 360 Accessing the National Compliance Review Database (Continued)

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

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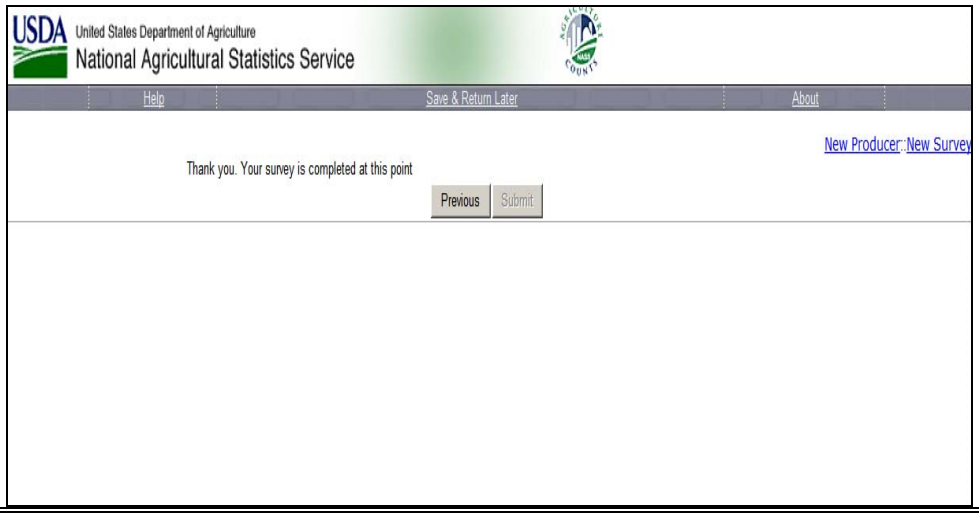
| Step | Action |
|---|---|
| 6 | The following screen will be displayed notifying the user that the survey has been successfully completed and providing the user the option to select a new survey for the selected producer or to select another producer.<br><br>County Office users shall CLICK:<br><br>• "New Producer" to enter compliance review/spot check results for a different producer<br><br>• "New Survey" to enter compliance review/spot check results for the same producer but for a different program survey.<br><br>  |

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

### A Entering Data

*--County Offices may enter compliance review and spot check findings in the National Compliance Review Database throughout the year as reviews and spot checks are completed. All program surveys do not have to be completed at the same time.

If a user has to exit a survey before all data has been entered, CLICK "**Save and Return Later**" located at the top of each survey screen. This will save the data entered and provide County Office users the ability to re-access the survey at a later date and finish entering data.

The "**Not Applicable**" button is available in the upper left hand corner of each program survey. County Offices shall use the "Not Applicable" button to indicate that the selected producer did not participate in the program for the year.

**Example:** If a producer selected for spot check only filed FSA-578's and participated in DCP, County Offices must document all questions for the FSA-578 survey and the DCP survey. Even though the producer did not participate in any other programs, County Offices shall still access each program survey and CLICK "**Not Applicable**". This will indicate in the system that the producer did not participate in the program for the year.

In cases where DD's concur that a selected producer was not farming or participating in any FSA programs for the year according to subparagraph 322 D, County Offices shall access each program survey and CLICK "**Not Applicable**" for each survey.

County Offices shall follow the steps in the following when using the "**Not Applicable**" button.

| Step | Action | Result |
|---|---|---|
| 1 | Access the applicable program survey. | Screen will be displayed with all survey questions. |
| 2 | CLICK "Not Applicable" in the upper left hand corner of each survey screen. | Check (✓) will be displayed in the box. |
| 3 | Scroll down to the last question of the survey and select "**No**" to the final question. | |
| 4 | CLICK "**Next**". | A screen will be displayed notifying the user the survey has been successfully completed. |
| 5 | CLICK "**New Survey**" to access a new survey for the producer.<br><br>CLICK "**New Producer**" to enter compliance review and spot check results for a different producer. | Available Survey Screen will be displayed allowing user to select another program survey to enter compliance review results.<br><br>NASS Welcome Screen will be displayed allowing user the option to enter a survey code for a different producer. |

--*

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

### 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.

### 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@wdc.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<br>• operator's name and address<br>• farm ID<br>* * * | • mailing date<br>• county name, address, and telephone number<br>• form number and revision date | • reported acreage<br>• determined acreage<br>• applicable footnotes<br>• program year<br>• 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:

•*--identify discrepancies in reported and determined acreage for the crop
- are printed on FSA-468 in line with the applicable crop
- are explained in the bottom section of FSA-468.

#### E Web-Based FSA-468

For the 2011 program year, the FSA-468 process was incorporated into CARS. Follow procedure in paragraphs 380.5 through 380.7 for accessing the FSA-468 web-based process for 2011 and future years.

The FSA-468 process currently residing on the System 36 shall remain open for 2010 and prior years. Follow procedure in paragraphs 376, 379, and 380 for accessing and processing FSA-468's for 2010 and prior years.--*

## *--376 Processing FSA-468 on System 36--*

### 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 on System 36 (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<br>• greater FSN in the "Ending Farm Number" field. |
| specific number of farms | • FSN in the "Beginning Farm Number" field<br>• 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<br><br>• were printed on a previous FSA-468, but a revision changed the footnote.<br><br>**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 on System 36 (Continued)--*

### F Example of FSA-468

The following 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 on System 36 (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 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 for System 36 FSA-468 Process--*

### 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 for System 36 FSA-468 Process (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 Footnotes for System 36 FSA-468 Process--*

### 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. |

## *--380.5 Web-Based FSA-468 Process for 2011 and Future Years

### A Introduction

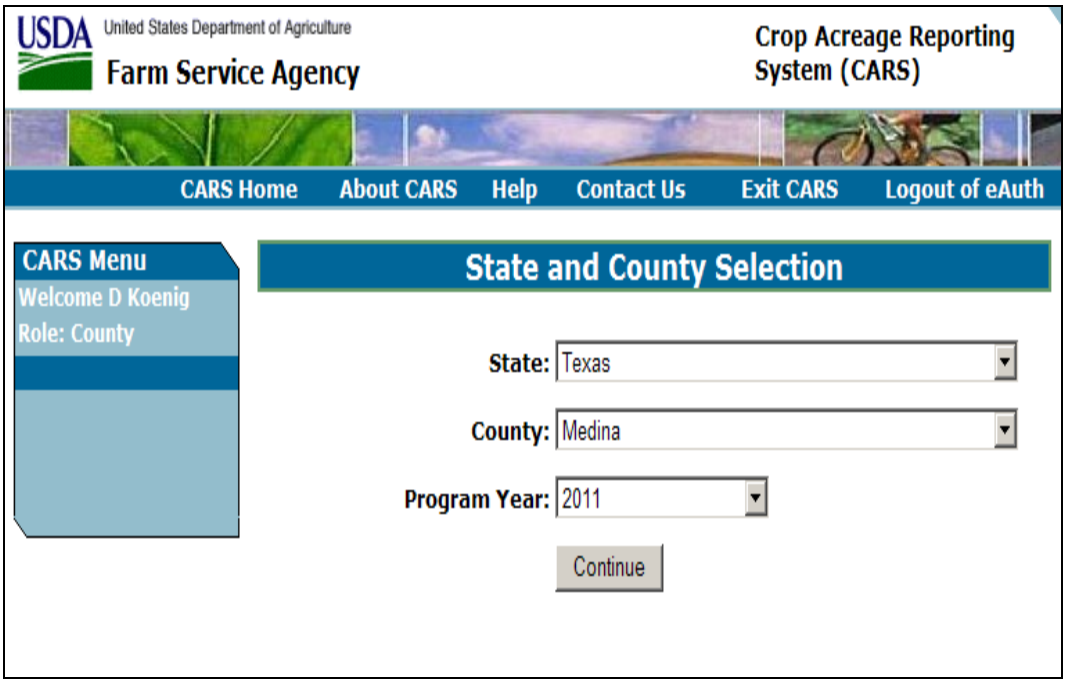
The FSA-468 process for 2011 and future years will be accessible as a report option through CARS.

### B Accessing the Web-Based FSA-468 Process in CARS

To access the web-based FSA-468 process:

- access the CARS Application according to paragraph 302

  **Note:** The State and County Selection Screen will be displayed.

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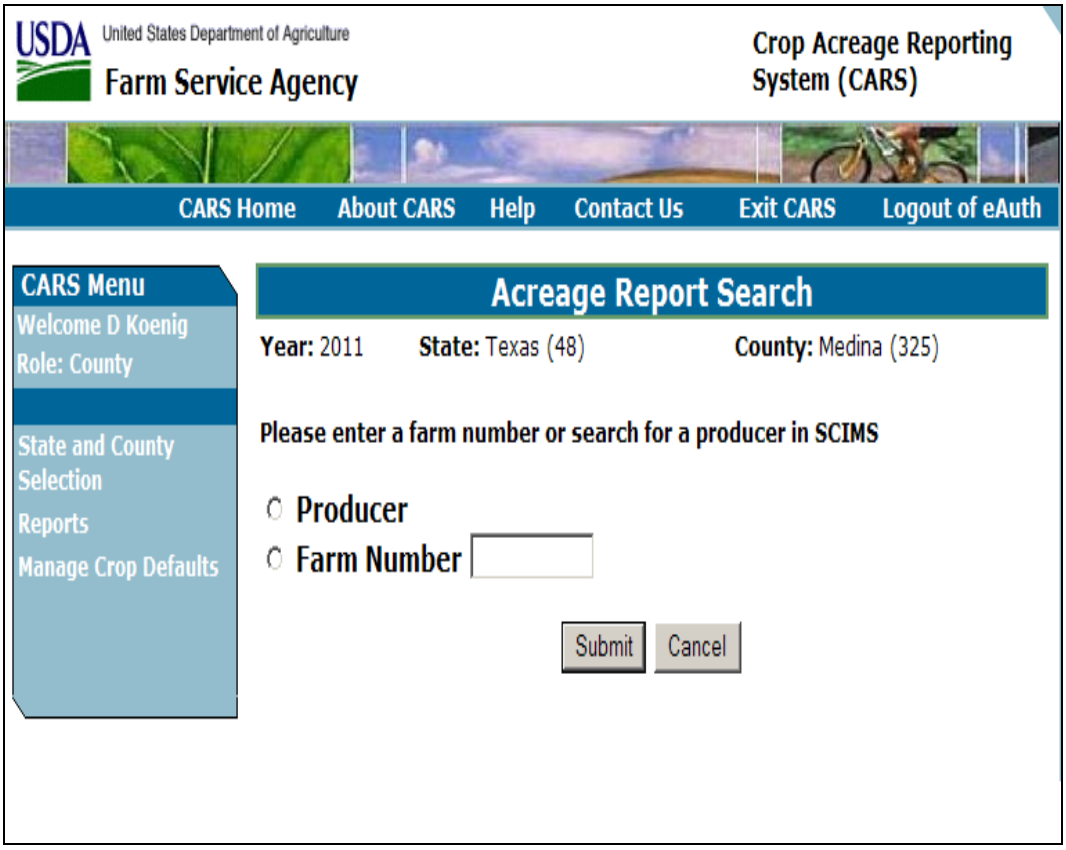
## *--380.5 Web-Based FSA-468 Process for 2011 and Future Years (Continued)

### B Accessing the Web-Based FSA-468 Process in CARS (Continued)

- from the State and County Selection Screen, select the applicable State, county, and program year.

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



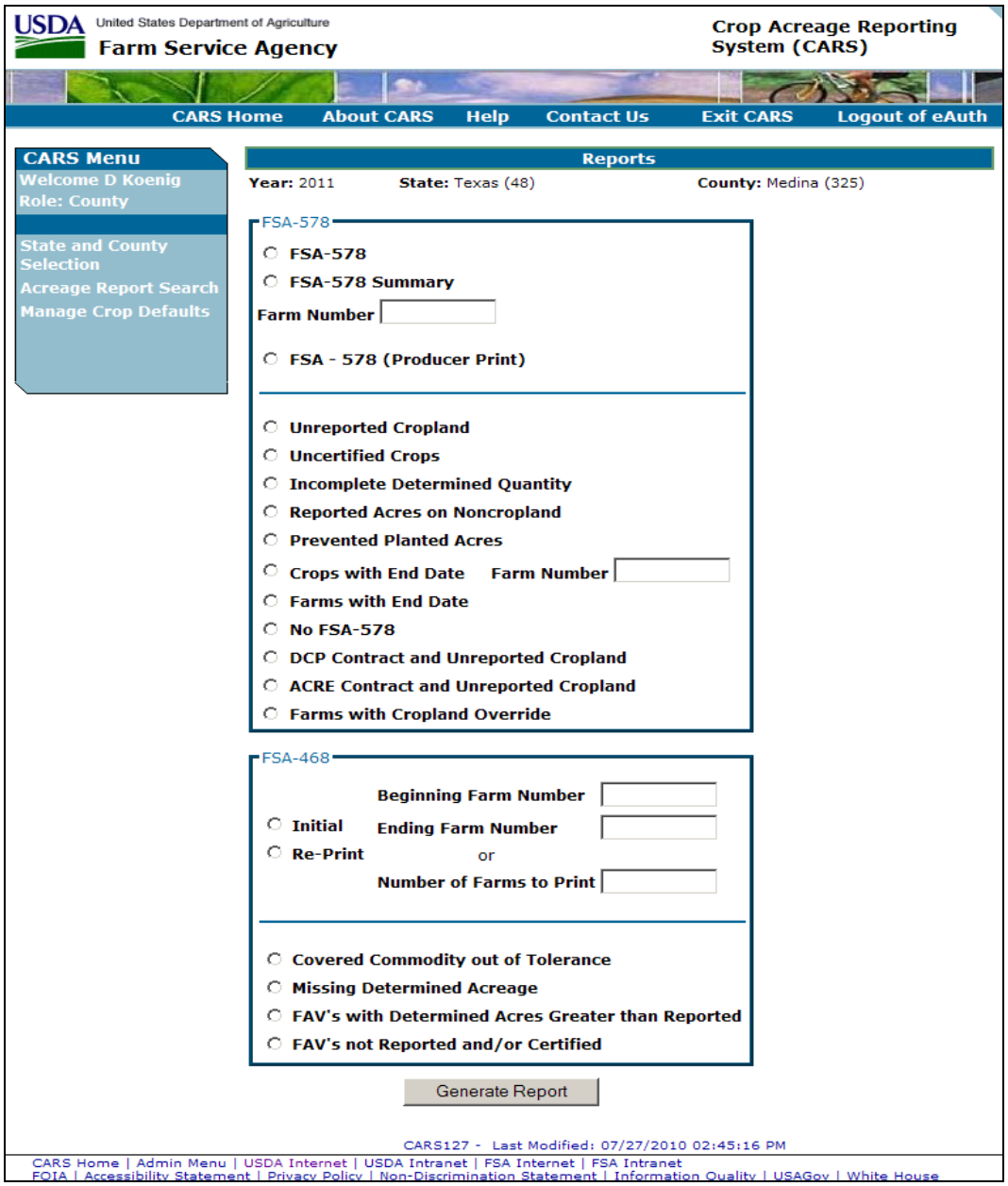

--*

## *--380.5 Web-Based FSA-468 Process for 2011 and Future Years (Continued)

### B Accessing the Web-Based FSA-468 Process in CARS (Continued)

- in the CARS Menu on the left of the Acreage Report Search Screen, CLICK "Reports".

**Note:** The Reports Screen will be displayed.




**Note:** The FSA-468 report option is located under the FSA-578 report option.--*

## *--380.6 Processing Web-Based FSA-468's Through CARS

### A Selecting Farms for FSA-468

FSA-468's can be generated and printed for a single farm or for a range of farms. Use the following table when selecting farms to generate FSA-468.

| When generating FSA-468 for… | 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<br>• greater FSN in the "Ending Farm Number" field. |
| specific number of farms | • FSN in the "Beginning Farm Number" field<br>• the number of farms in the "Number of Farms to Print" field. |

### B Selecting Print Mode

Users must select a print mode for the selected farms. The following 2 print modes are available to print FSA-468:

- initial
- reprint.

Use the following table when selecting the applicable print mode.

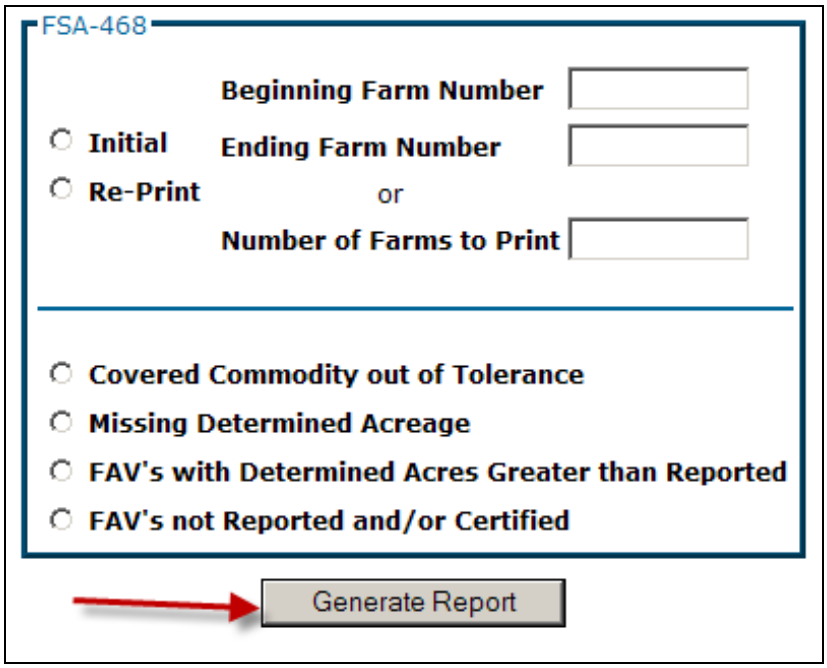
| When the selected print mode is… | THEN FSA-468's shall only print crops that… |
|---|---|
| initial | • have **not** been printed on a previous FSA-468<br>• were printed on a previous FSA-468 but a revision changed the footnote.<br>**Note:** Crops that have a change of footnote since the last printing 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. |

--*

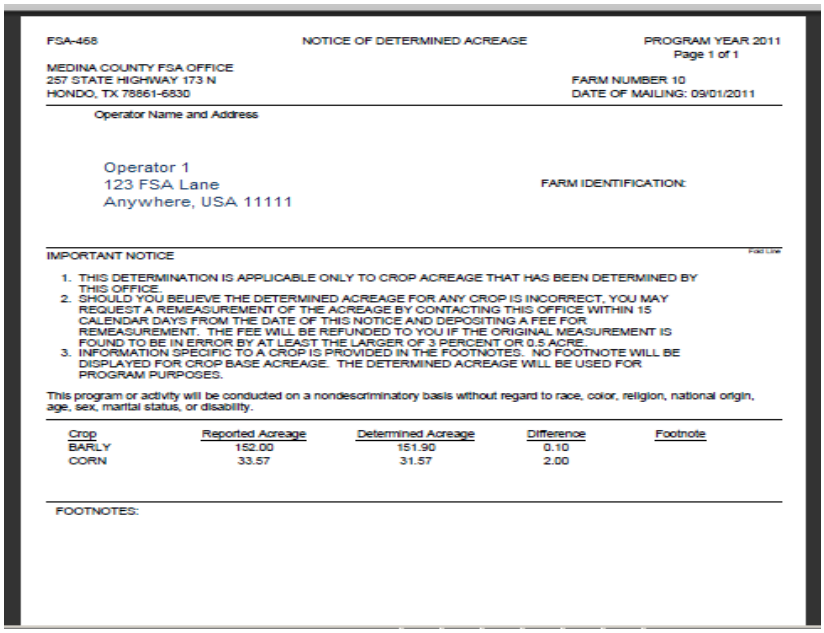
## *--380.6 Processing Web-Based FSA-468's Through CARS (Continued)

### C Generating/Printing Web-Based FSA-468

After selecting farms and the applicable print mode, CLICK "Generate Report" at the bottom of the Reports Screen.




FSA-468's for the selected farms will open up in a separate window.



FSA-468 NOTICE OF DETERMINED ACREAGE PROGRAM YEAR 2011
Page 1 of 1

MEDINA COUNTY FSA OFFICE
257 STATE HIGHWAY 173 N
HONDO, TX 78861-6830

FARM NUMBER 10
DATE OF MAILING: 09/01/2011

Operator Name and Address

Operator 1
123 FSA Lane
Anywhere, USA 11111

FARM IDENTIFICATION:

IMPORTANT NOTICE

1. THIS DETERMINATION IS APPLICABLE ONLY TO CROP ACREAGE THAT HAS BEEN DETERMINED BY THIS OFFICE.
2. SHOULD YOU BELIEVE THE DETERMINED ACREAGE FOR ANY CROP IS INCORRECT, YOU MAY REQUEST A REMEASUREMENT OF THE ACREAGE BY CONTACTING THIS OFFICE WITHIN 15 CALENDAR DAYS FROM THE DATE OF THIS NOTICE AND DEPOSITING A FEE FOR REMEASUREMENT. THE FEE WILL BE REFUNDED TO YOU IF THE ORIGINAL MEASUREMENT IS FOUND TO BE IN ERROR BY AT LEAST THE LARGER OF 3 PERCENT OR 0.5 ACRE.
3. INFORMATION SPECIFIC TO A CROP IS PROVIDED IN THE FOOTNOTES. NO FOOTNOTE WILL BE DISPLAYED FOR CROP BASE ACREAGE. THE DETERMINED ACREAGE WILL BE USED FOR PROGRAM PURPOSES.

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

| Crop | Reported Acreage | Determined Acreage | Difference | Footnote |
|---|---|---|---|---|
| BARLY | 152.00 | 151.90 | 0.10 | |
| CORN | 33.57 | 31.57 | 2.00 | |

FOOTNOTES:

To print FSA-468's, click the "Printer" icon on the top left of the opened window. FSA-468 prints with the farm operator's name and address placed so that window envelopes may be used for mailing.--*

## *--380.6 Processing Web-Based FSA-468's Through CARS (Continued)

### D County Office Action Before Mailing

FSA-468's shall be reviewed according to paragraph 382 before mailing.

After the review, County Offices shall mail the original FSA-468 to the operator and file a copy with FSA-578. 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.

### E Fields on FSA-468

FSA-468's shall be prefilled with the following data elements.

| Field | Description |
|---|---|
| County Office Name/Address | Name and address of County Office generating FSA-468. |
| Farm Number | FSN for the selected farms. |
| Date of Mailing | Date FSA-468 is generated. |
| Operator Name and Address | Name and address of operator for the selected farm. |
| Important Notice | This section provides notifications to the farm operator that the:<br>• determination is applicable only to crop acreage determined by the County Office<br>• remeasurement of acreage may be requested within 15 calendar days from the date of the notice<br>• information specific to the crops is provided in the footnotes. |
| Crop | For each crop with determined acreage on the farm, FSA-468 will display the following:<br>• crop name<br>• reported acreage<br>• determined acreage<br>• difference<br>• footnote. |

--*

## *--380.6 Processing Web-Based FSA-468's Through CARS (Continued)

### E Fields on FSA-468 (Continued)

| Field | Description |
|---|---|
| Footnotes | Footnotes are displayed in line with each crop listed on FSA-468. Footnotes identify the discrepancies in reported and determined acreage and the effect, if any, that the results of the spot check may have on program eligibility of a crop or land use.<br><br>Crops that have a land use code of "F" or CRP acreage will have footnotes printed on FSA-468. Footnotes will **not** be printed on FSA-468 for any other crops.<br><br>The following footnotes will be printed on FSA-468 for crops, when applicable.<br><br>• 1 - The report is considered acceptable.<br><br>• 2 - The determined acreage will be used for program purposes.<br><br>• 3 - The difference between the reported and the determined acreage exceeds the tolerance. See attached letter.<br><br>• 9 - The determined acreage is less than the acreage on your contract. See attached letter. |
| Footnote Section | The Footnote Section on FSA-468 will provide the narrative of the applicable footnote. |

--*

## *--380.6 Processing Web-Based FSA-468's Through CARS (Continued)

### F Example of FSA-468

The following is an example of FSA-468.

FSA-468 NOTICE OF DETERMINED ACREAGE PROGRAM YEAR 2011

Page 1 of 1

MEDINA COUNTY FSA OFFICE
257 STATE HIGHWAY 173 N
HONDO, TX 78861-6830

FARM NUMBER 10
DATE OF MAILING: 09/01/2011

Operator Name and Address

FARM IDENTIFICATION:

IMPORTANT NOTICE

Fold Line

1. THIS DETERMINATION IS APPLICABLE ONLY TO CROP ACREAGE THAT HAS BEEN DETERMINED BY THIS OFFICE.
2. SHOULD YOU BELIEVE THE DETERMINED ACREAGE FOR ANY CROP IS INCORRECT, YOU MAY REQUEST A REMEASUREMENT OF THE ACREAGE BY CONTACTING THIS OFFICE WITHIN 15 CALENDAR DAYS FROM THE DATE OF THIS NOTICE AND DEPOSITING A FEE FOR REMEASUREMENT. THE FEE WILL BE REFUNDED TO YOU IF THE ORIGINAL MEASUREMENT IS FOUND TO BE IN ERROR BY AT LEAST THE LARGER OF 3 PERCENT OR 0.5 ACRE.
3. INFORMATION SPECIFIC TO A CROP IS PROVIDED IN THE FOOTNOTES. NO FOOTNOTE WILL BE DISPLAYED FOR CROP BASE ACREAGE. THE DETERMINED ACREAGE WILL BE USED FOR PROGRAM PURPOSES.

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

| Crop | Reported Acreage | Determined Acreage | Difference | Footnote |
|---|---|---|---|---|
| BARLY | 152.00 | 151.90 | 0.10 | |
| CORN | 33.57 | 31.57 | 2.00 | |

FOOTNOTES:

--*

## *--380.7 Web-Based FSA-468 Reports

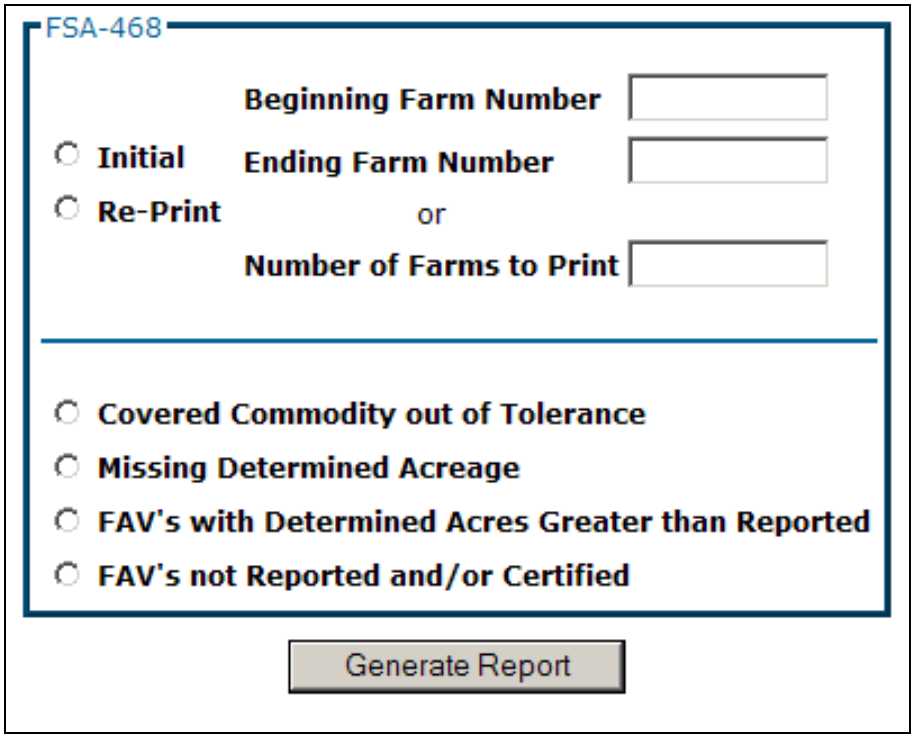
### A Web-Based FSA-468 Reports

The following reports are available under the FSA-468 process:

- Covered Commodity Out of Tolerance
- Missing Determined Acreage
- FAV's With Determined Acreage Greater Than Reported
- FAV's Not Reported and/or Certified.

### B Report Access

To access the reports, select the applicable report from the Reports Screen and CLICK "Generate Report". The selected report will open up in a new window. All farms that meet the criteria for the selected report for the State and county selected will be displayed on the reports.




--*

## *--380.7 Web-Based FSA-468 Reports (Continued)

### C Covered Commodity Out of Tolerance Report

Farms that have covered commodities that are out of tolerance shall be listed on the Covered Commodity Out of Tolerance Report.

**Note:** Covered commodities are printed on FSA-468 but do **not** have corresponding footnotes.

County Offices shall use the Covered Commodity Out of Tolerance Report to assist in ascertaining "good faith" status according to paragraphs 381 and 382. The following is an example of the Covered Commodity Out of Tolerance Report.

**State:** Texas
**County:** Medina

**United States Department of Agriculture**
**Farm Service Agency**
**FSA-468 2011 Notice of Determined Acreage**
**Covered Commodity out of Tolerance**

**Prepared Date:** 09/09/2011
**Page:** 1 of 1
**Farms on Report:** 8

| Farm Number | Crop/ Commodity | Reported Acreage | Determined Acreage | Difference |
|---|---|---|---|---|
| 1 | OATS | 36.00 | 46.50 | 10.50 |
| | SOYBN | 2.30 | 22.90 | 20.60 |
| | WHEAT | 3.60 | 33.10 | 29.50 |
| 10 | CORN | 33.57 | 31.57 | 2.00 |
| 12 | BARLY | 3.30 | 8.10 | 4.80 |
| 67 | BARLY | 23.60 | 76.00 | 52.40 |
| | WHEAT | 45.00 | 89.00 | 44.00 |
| 739 | WHEAT | 34.50 | 70.50 | 36.00 |
| 1500 | UPCN | 10.30 | 7.30 | 3.00 |
| 1578 | BARLY | 18.40 | 22.40 | 4.00 |
| | OATS | 34.60 | 32.20 | 2.40 |
| 4038 | SOYBN | 22.60 | 0.00 | 22.60 |

### D Missing Determined Acreage Report

The Missing Determined Acreage Report displays a list of farms that have crops that do not have determined acreage for all reported acreage of the crop, such as farms with crops that have acreage determined for 1 or more fields but not all fields of a crop. These crops will **not** print on FSA-468 for the farm, however, will be indicated on this report. The following is an example of the Missing Determined Acreage Report.

**State:** Texas
**County:** Medina

**United States Department of Agriculture**
**Farm Service Agency**
**FSA-468 2011 Notice of Determined Acreage**
**Missing Determined Acreage**

**Prepared Date:** 09/09/2011
**Page:** 1 of 1
**Farms on Report:** 5

| Farm Number | Crop/ Commodity | Variety/ Type |
|---|---|---|
| 871 | MLKWD | |
| 4038 | CORN | WHE |
| 5461 | ALFAL | |
| | AVOCD | |
| 6297 | CRP | |
| 6429 | WHEAT | HWR |

--*

## *--380.7 Web-Based FSA-468 Reports (Continued)

### E Farms Having FAV's With Determined Acres Greater Than Reported Report

The Farms Having FAV's With Determined Acres Greater Than Reported Report shall include a list of all farms that have crops with a land use code of "F" with determined acres greater than reported. The following is an example of Farms Having FAV's With Determined Acres Greater Than Reported Report.

State: Texas
County: Medina

United States Department of Agriculture
Farm Service Agency
FSA-468 2011 Notice of Determined Acreage

Prepared Date: 09/09/2011
Page: 1 of 1
Farms on Report: 10

Farms Having FAV's with Determined Acres Greater than Reported

| Farm Number | Crop/ Commodity | Variety/ Type | Reported Acreage | Determined Acreage | Difference |
|---|---|---|---|---|---|
| 57 | APPLE | COM | 2.50 | 3.00 | 0.50 |
| 348 | BANAN | BRZ | 12.00 | 12.50 | 0.50 |
| | CORN | BLU | 2.40 | 12.50 | 10.10 |
| 372 | ALMND | | 32.40 | 32.50 | 0.10 |
| 400 | APPLE | COM | 1.90 | 2.00 | 0.10 |
| | APPLE | COM | 2.30 | 2.40 | 0.10 |
| 500 | APPLE | COM | 0.00 | 0.30 | 0.30 |
| 514 | GFRUT | RRJ | 0.00 | 3.60 | 3.60 |
| 590 | SQASH | ZUC | 8.00 | 8.50 | 0.50 |
| 871 | BRCLI | | 1.40 | 1.60 | 0.20 |
| | MLKWD | | 4.10 | 4.30 | 0.20 |
| 1500 | APPLE | SPC | 2.30 | 2.80 | 0.50 |
| 1578 | APPLE | SPC | 2.10 | 2.70 | 0.60 |
| | BANAN | BAB | 0.10 | 1.30 | 1.20 |
| | BANAN | BAB | 1.20 | 1.60 | 0.40 |

### F Farms Having FAV's Not Reported and/or Certified Report

The Farms Having FAV's Not Reported and/or Certifed Report lists farms that have crops with a land use code of "F" where reported acreage for the crop is zero "0" and determined acreage for the crop is greater than zero "0". The following is an example of the Farms Having FAV's Not Reported and/or Certified Report.

State: Texas
County: Medina

United States Department of Agriculture
Farm Service Agency
FSA-468 2011 Notice of Determined Acreage

Prepared Date: 09/01/2011
Page: 1 of 1
Farms on Report: 2

Farms Having FAV's not Reported and/or Certified

| Farm Number | Crop/ Commodity | Variety/ Type | Reported Acreage | Determined Acreage | Difference |
|---|---|---|---|---|---|
| 500 | APPLE | COM | 0.00 | 0.30 | 0.30 |
| 514 | GFRUT | RRJ | 0.00 | 3.60 | 3.60 |

--*

## 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
  - *--producers 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.<br><br>**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:<br><br>• review all questionable cases referred by CED<br><br>• 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<br><br>• 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:<br><br>• part of a skip-row pattern<br>• less than 30-inches wide | no deductions apply. |
| greater than or equal to:<br><br>• 0.1 acre for crops other than tobacco<br><br>• 0.03 acre for tobacco | deduct acreage.<br><br>**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:<br>• COC justification is adequate<br>• COC recommendation is reasonable for the crop and area affected. |
| authorized deduction for:<br>• row width<br>• minimum area | DAFP, if STC has submitted recommendation with adequate justification to Director, CPAD by November 1.<br>**Note:** Deviations remain in effect until DAFP withdraws approval or approves STC request for change. |

## 392 Applying Deductions

**A**
**Rule for Standard Deductions**

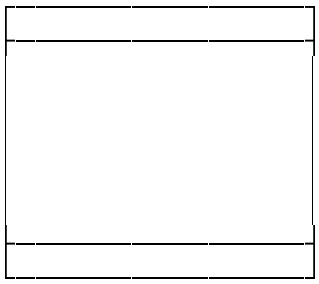
If the standard deduction is applied to a field, the standard deduction shall be applied to all compliance determinations made for that field including:

- 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:

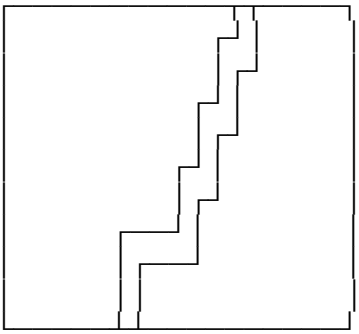
- sod waterways
- rocks and boulders
- barns and buildings.

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.

***--Note:** Cotton planted in an alternating 30/50-inch row planting pattern may be considered a solid planting pattern for both irrigated and nonirrigated rows, where the irrigated acreage has 80-inch irrigation centers with a drip-tape or drop-hose system. This provision assumes the 30/50-inch row planting pattern has a comparable number of rows, plant population, and yield potential in a normal year as a 40-inch row solid planting pattern.

### E Exception Request 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.

## 393 Solid Plant, Strip-Crop, Skip-Row, and Sled-Row Patterns (Continued)

### 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<br>• calculate the net crop acreage according to subparagraph I.<br>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<br>• calculate the net crop acreage according to subparagraph I<br>•*--cotton planted in an alternating 30/50-inch row planting pattern may be considered a solid planting pattern for both irrigated and nonirrigated rows, where the irrigated acreage has 80-inch irrigation centers with a drip-tape or drop-hose system. This provision assumes the 30/50-inch row planting pattern has a comparable number of rows, plant population, and yield potential in a normal year as a 40-inch row solid planting pattern.--*<br>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<br>• calculate the net crop acreage according to subparagraph I.<br>See Exhibit 21, subparagraphs D, E, and F. |

## 393 Solid Plant, Strip-Crop, Skip-Row, and Sled-Row Patterns (Continued)

### 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:<br><br>• chain each strip<br>• digitize the area.<br><br>Enter the acres on the acreage report. |
| | | more than 40 inches | determine the acreage of each strip by doing either of the following:<br><br>• chain each strip<br>• digitize the area.<br><br>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.

***--Note:** Cotton planted in an alternating 30/50-inch row planting pattern may be considered a solid planting pattern for both irrigated and nonirrigated rows, where the irrigated acreage has 80-inch irrigation centers with a drip-tape or drop-hose system. This provision assumes the 30/50-inch row planting pattern has a comparable number of rows, plant population, and yield potential in a normal year as a 40-inch row solid planting pattern.**--***

## 393 Solid Plant, Strip-Crop, Skip-Row, and Sled-Row Patterns (Continued)

### 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:

***--Note:** Cotton planted in an alternating 30/50-inch row planting pattern may be considered a solid planting pattern for both irrigated and nonirrigated rows, where the irrigated acreage has 80-inch irrigation centers with a drip-tape or drop-hose system. This provision assumes the 30/50-inch row planting pattern has a comparable number of rows, plant population, and yield potential in a normal year as a 40-inch row solid planting pattern.**--***

- 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.

**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.<br><br>**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:

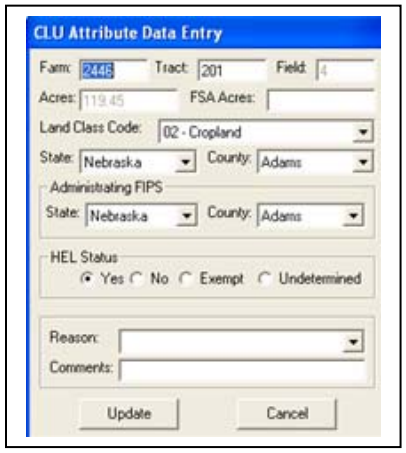
- conducting ground measurement by field visit
- conducting ground measurement by digital imagery.

**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<br><br>**Note:** Before digitizing or modifying the new CLU boundary, use the CLU MT's Acreage Toolbar and Measure Toolbar for better accuracy.<br><br>• 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<br><br>**Note:** Add additional remarks in the "Comments" box, if applicable.<br><br>  <br><br>--* |

## 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<br>• 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<br>• 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... |
|---|---|
| * * *<br>accuracy of FSA-578 | erroneous official acreage. |
| • actual yield<br>• 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:<br><br>• the correct acreage<br>• a statement that the old acreage determination shall no longer be used<br>• 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:<br>• within 15 calendar days of the date of FSA-468 or FSA-409<br>• 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.<br>**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<br>• remeasured acreage is changed by the larger of the following:<br>  • 3 percent<br>  • .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

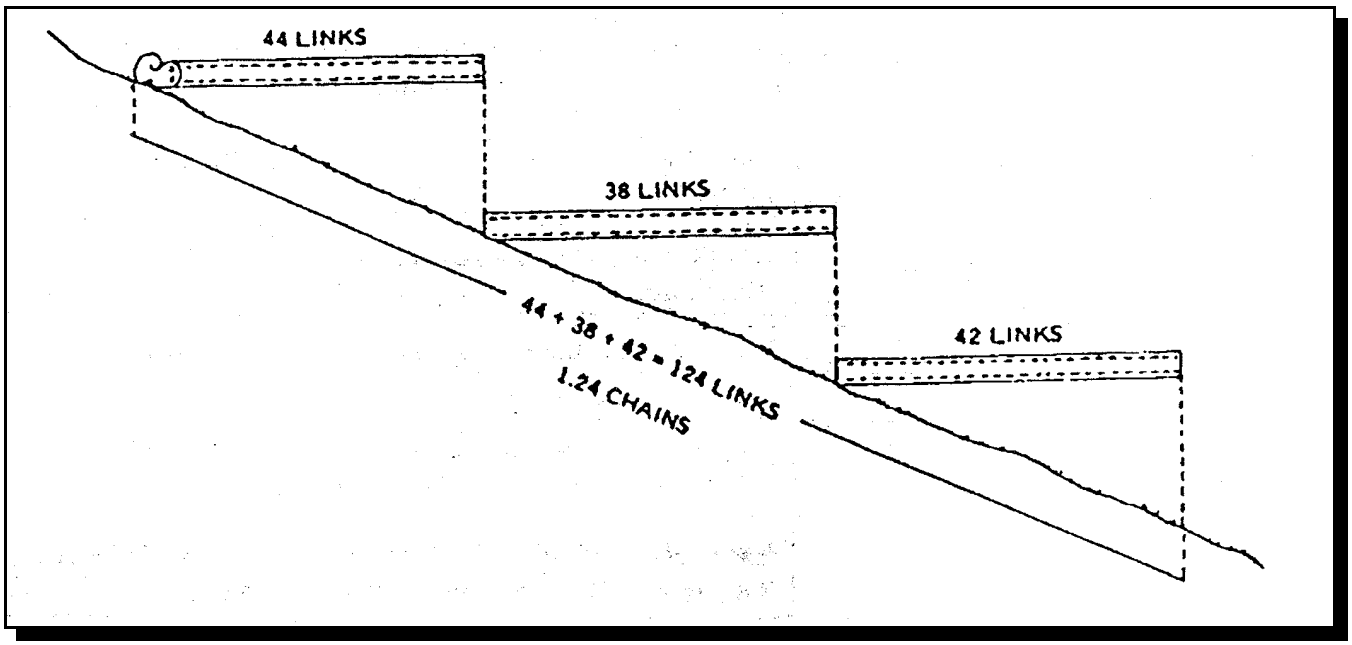
**A**
**Measuring Tape**

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.<br><br>**Example:** Reading is 3 chains and 84 links. Record 3.8 chains. For tobacco, record 3.84 chains. |

**B**
**Example of Breaking Tape**

This is an example of breaking tape to measure sloped terrain.

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**C**
**Using Scale Ruler and Divider**

The scale ruler and divider are used to:

- locate points on aerial photography when delineating boundaries of fields and subdivision
- convert point-to-point distances on the aerial photograph to ground distance with 1 or multiple measurements of the divider (walking technique).

Use the steps in this table for locating points on aerial photography when delineating boundaries.

| Step | Action |
|---|---|
| 1 | Set 1 leg of the divider on the zero mark on the scale ruler. |
| 2 | Adjust the other leg of the divider to the graduation on the scale representing the measured distance. |
| 3 | Place 1 leg of the divider on the landmark on the photograph from which the ground measurement was made. The outer leg will fall at the point to be located. Scribe intersecting arcs where necessary to locate indefinite points. |
| 4 | Identify these points by slight pressure on the divider. |

Continued on the next page

**C**
**Using Scale Ruler and Divider (Continued)**

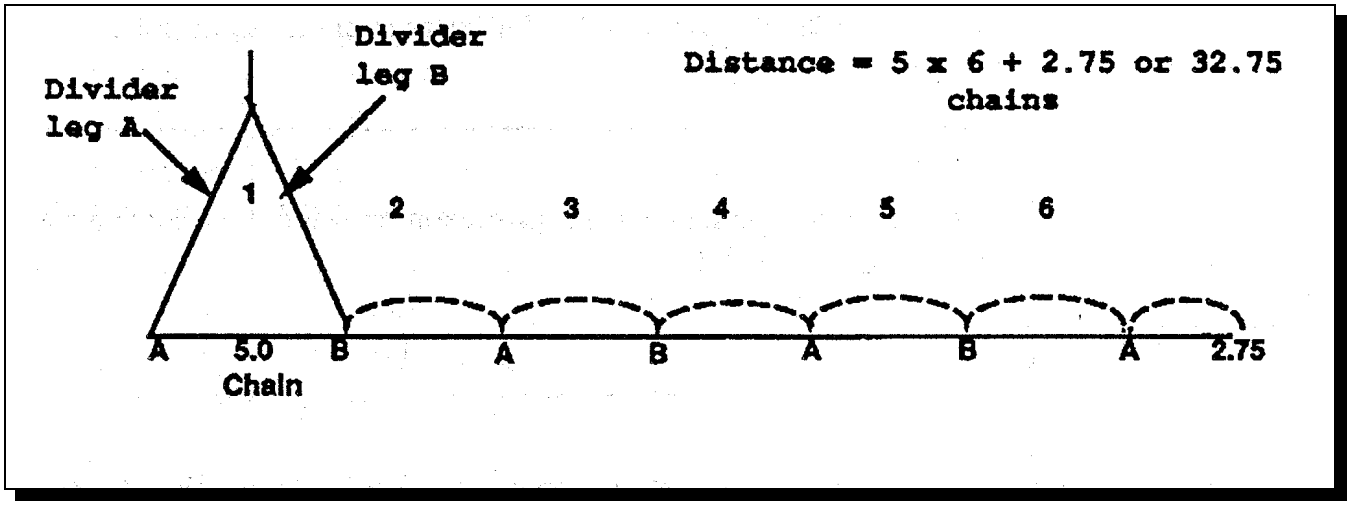
Use the following steps to convert point-to-point distances on the aerial photograph to ground distance using multiple measurements (walking technique).

| Step | Action |
|---|---|
| 1 | Pre-measure from A to B by setting the divider at a predetermined length on the scale.<br><br>**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

## 421 Using Ground Compliance Equipment (Continued)

### *--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.

<u>3 D differential location</u> 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.**--***

## 421 Using Ground Compliance Equipment (Continued)

### I Calculating Acres Using GPS Units

Acreage measurements must be calculated using ArcView or ArcInfo software programs which have been licensed 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.

* * *

## 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:<br>• aerial photography is unavailable<br>• 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.<br>• If the field is a single polygon, such as a triangle, rectangle, circle, or trapezoid, follow steps 2, 4, and 5.<br>• 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:<br>• digitize or planimeter photograph to obtain gross acreage<br>• 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:<br>• for tobacco, in acres and 100ths of acres, and drop 1,000ths<br>**Example:** 2.799 becomes 2.79 acres<br>**Note:** For fields of less than 100th of an acre, compute in 1,000ths of an acre.<br>• for crops other than tobacco, in acres and 10ths and drop 100ths of an acre.<br>**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<br>**Note:** Do not drop fractions.<br>• add the segment acreages.<br>For tobacco, drop all 100ths or 1,000ths from the sum of segment acreages. |

**Note:** 10 square chains is equal to 1 acre.

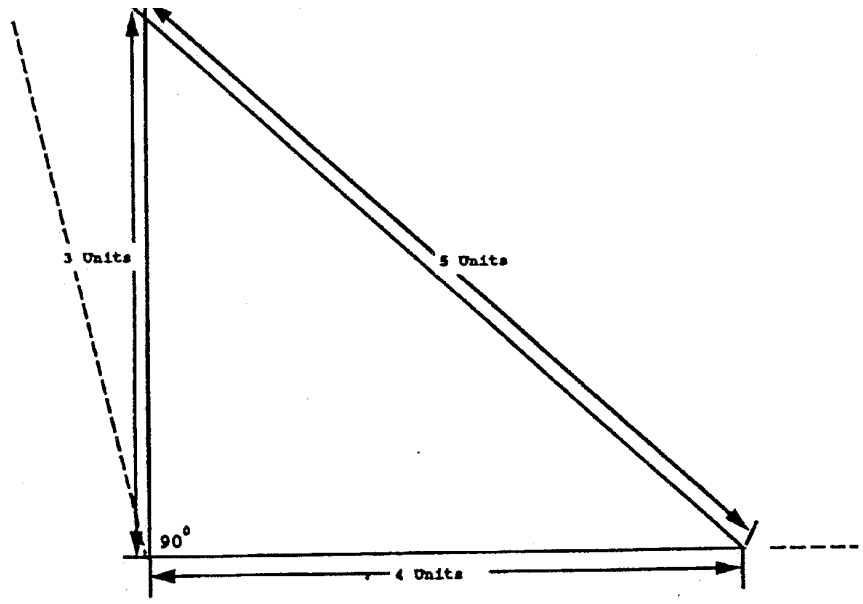
## 423 Examples of Computing Acreage

**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)

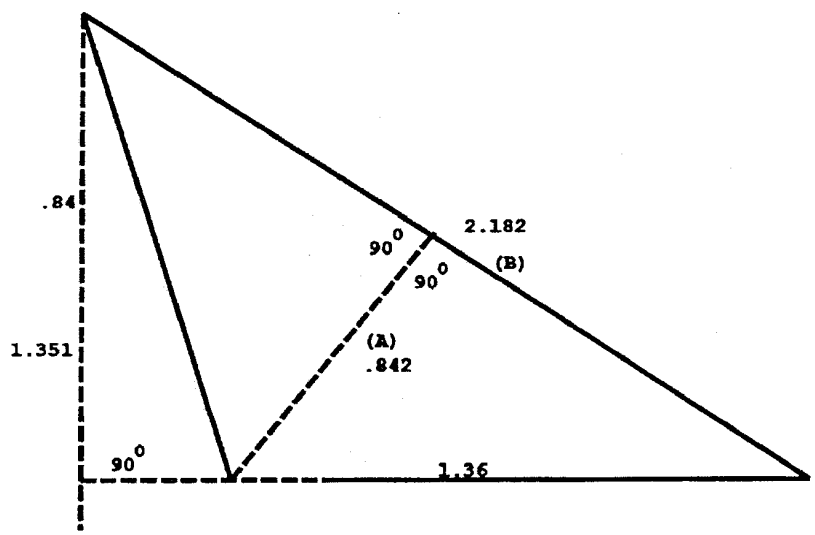
**B**

**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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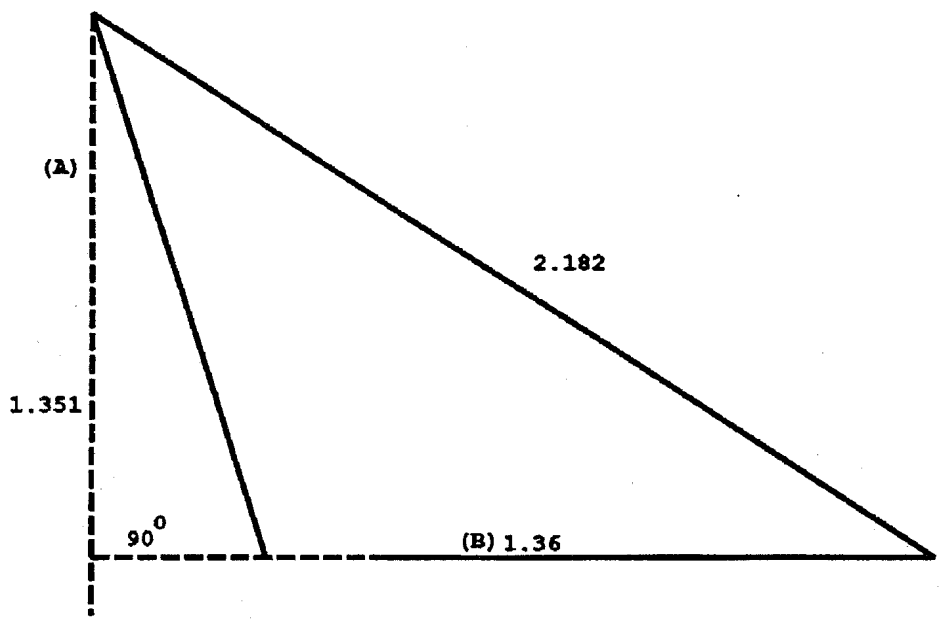
## 423 Examples of Computing Acreage (Continued)

**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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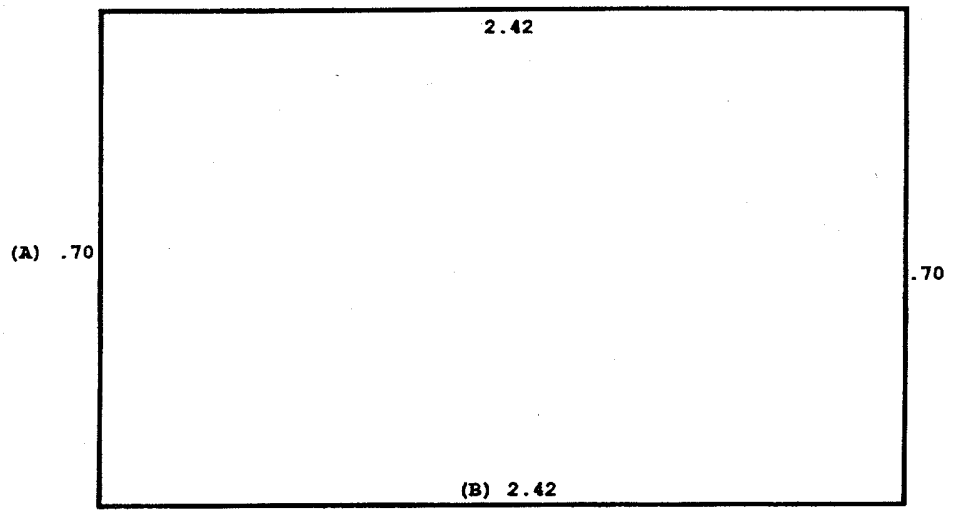
## 423 Examples of Computing Acreage (Continued)

**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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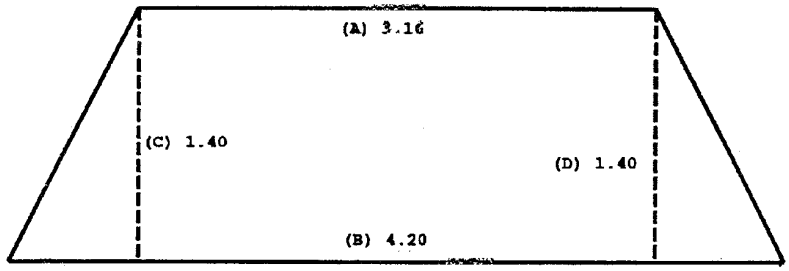
## 423 Examples of Computing Acreage (Continued)

**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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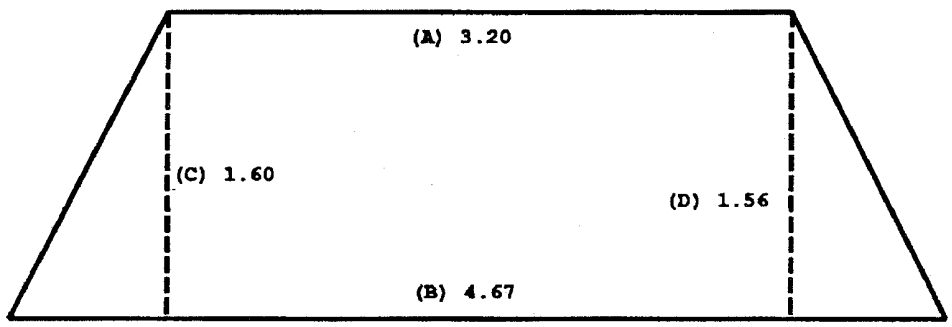
**E**
**Irregular Trapezoid**

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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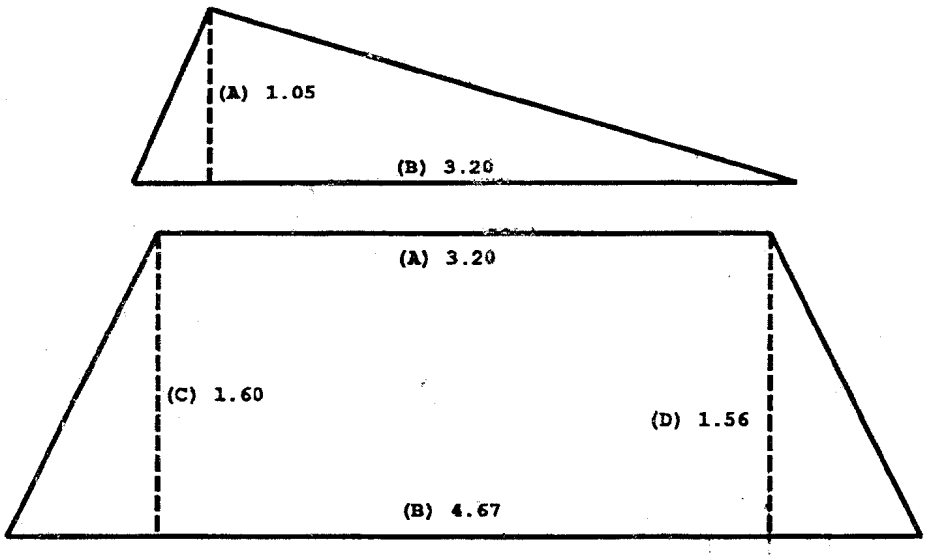
**F**
**Combination of Isosceles Trapezoid and Triangle**

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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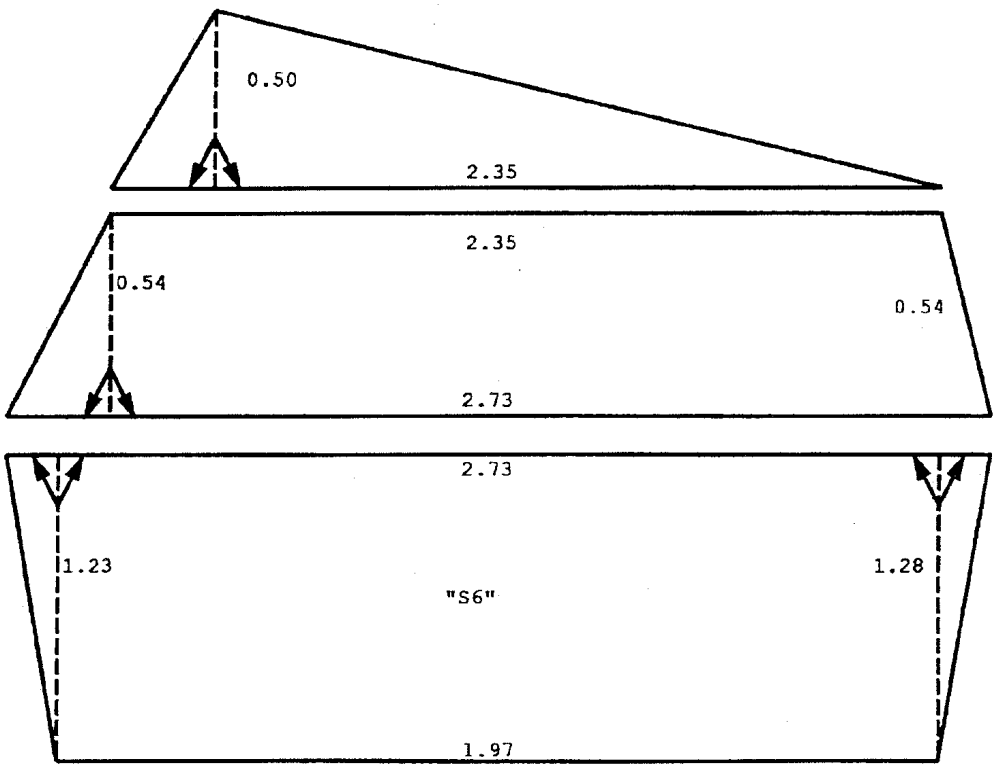
## 423 Examples of Computing Acreage (Continued)

**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




Continued on the next page

## 423 Examples of Computing Acreage (Continued)

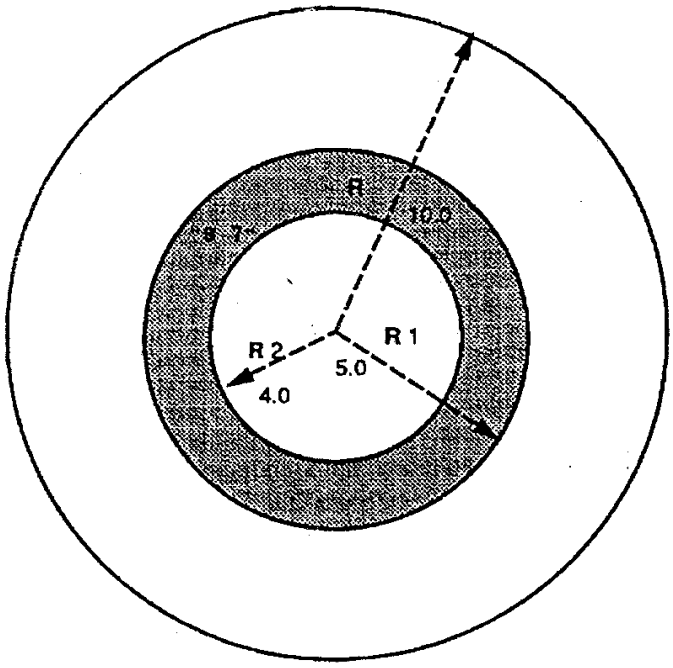
**H**
**Circles and Circular Strips**

This is the formula for the area of a circle:

area = $\pi$ x radius squared = $\pi r^2$
$\pi$ 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. * * * 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 contains the mandatory rates when using digital imagery to perform measurement services.

*--

| Basic Farm Fee | Plus Hourly Rate |
|---|---|
| $15 | $16 first hour/$8 every 30 minutes after first hour. Minimum of 1 hour. |

**Note:** New fee rates will apply beginning with FY 2012.--*

## 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 service, 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.

* * *

***--F Example of Rates Charged for Performing Measurement Service in the Office**

The following is an example of rates charged to perform measurement service in the office:

**Example:** Producer B requests digitizing field boundaries on digital imagery for an acreage measurement of 3 subfields. Time to process measurement service request, load the image service of most current year, find the location within the tract boundary, compute acreage using the CLU Tools, and provide results to producer is 65 minutes (rounded to 60 minutes). Total cost to producer for this service is $15 (basic farm fee) + $16 (first 60 minutes) = $31.**--***

## 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.<br><br>***--Note:** Multiple FSN's may be entered.**--*** |
| 2 | Enter applicable program year. |
| 3 | Enter request number assigned by the County Office. Number the request serially by FY. |
| 4 | Enter the farm location by township, range, and section.<br><br>**Note:** This is optional. |
| 5A | Enter producer's name and address, **including ZIP Code**. |
| 5B | Enter producer's telephone number, **including Area Code**. |
| 6A | Enter alternate contact's name and address, **including ZIP Code**, if applicable. |
| 6B | Enter alternate contact's telephone number, **including Area Code**. |
| 7 | Check applicable box or boxes. If "Measurement after Planting" or "Remeasurement" is selected, select either "Ground" or "NAIP".<br><br>**Note:** Specify if other types of service are requested. |
| 8 | Enter commodity or land use. |
| 9 | Enter 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 number of applicable bins or plots. |
| 11 | Enter basic dollar rate for either of the following:<br><br>• performing measurement service that includes farm visit according to subparagraph 460 A<br><br>• performing measurement service with no farm visit according to subparagraph 460 C. |
| 12A | Enter total number of hours required to perform the service, including travel time. |
| 12B | Enter 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.<br><br>**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.<br><br>If a refund is:<br><br>• due, check "YES" and complete items 17B through 17F<br>• **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.<br><br>**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:<br>• "M" for measured<br>• "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.<br><br>**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**

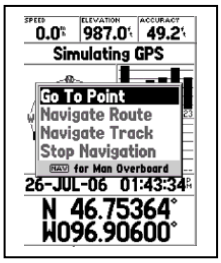
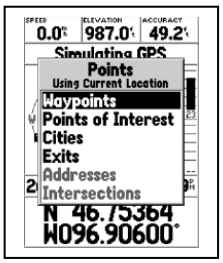
Use the steps in this table when staking and referencing in the field.

| 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.<br>• 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:<br>• 2 fixed, recognizable points or objects, which are not necessarily visible on the photograph<br>• 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.<br>• 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:<br>• rough sketch of the area<br>• field number<br>• acreage in the field<br>• 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.<br>• Attach sketch and photocopy to FSA-578. |

## 463 Staking and Referencing (Continued)

### *--G Procedure for Staking and Referencing Using GPS

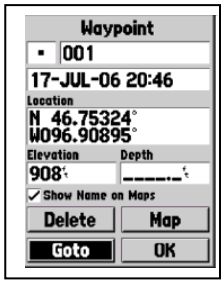
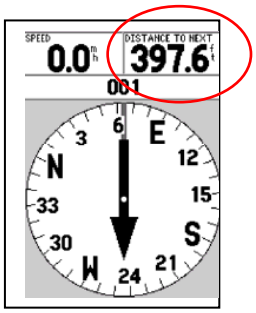
Use the steps in this table for staking and referencing using GPS.

| 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.<br><br>**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.<br><br>**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.<br><br>• PRESS "**NAV**" and select "**Go To Point**".  <br><br>• Select "**Waypoints**".   |

--*

## 463 Staking and Referencing (Continued)

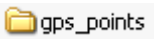
### *--G Procedure for Staking and Referencing Using GPS (Continued)

| Step | Action |
|---|---|
| 4 (Cntd) | • Select "**Goto**" and PRESS "**Enter**".  <br>• PRESS "**Page**" until the compass screen is displayed.<br>• "**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.  <br>• 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.<br><br>Each stake or GPS waypoint must be referenced to either of the following:<br><br>• 2 fixed, recognizable points or objects, which are **not** visible on the digital imagery<br><br>• 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.<br><br>• PRESS "**NAV**" again and set the newly marked waypoint as the destination.<br><br>• 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>".<br><br>**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.<br><br>To add any additional text to the map, such as waypoint numbers (flags), use the "New Text" button on the ArcGIS Draw Toolbar.<br> |
| 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)

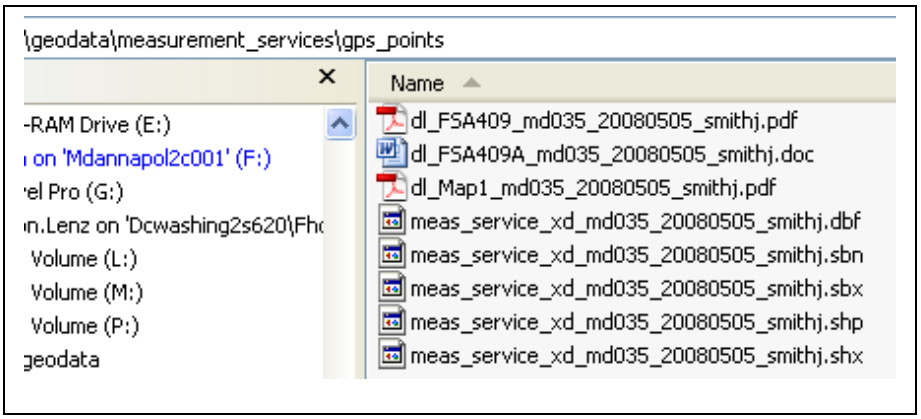
### *--G Procedure for Staking and Referencing Using GPS (Continued)

| Step | Action |
|---|---|
| 17 | Record the following on the GPS Measurement Service Map Template:<br><br>• name of requestor<br>• FSN<br>• tract<br>• field<br>• measured acres<br>• date measured<br>• horizontal accuracy<br>• differential method used<br>• reference station<br>• 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. <br><br>Name the file as "dl_Map<nnn>_<stnnn>_<yyyymmdd>_<producer last name>".<br><br>**Example:** dl_Map1_md035_20080505_jsmith<br><br>**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.<br><br>Attach a copy of the field notes sketch or digital map and the official GPS Measurement Service digital map to FSA-578.<br><br>**Note:** Save the FSA-409 file to the "F:\geodata\measurement_services\gps_data" directory.<br><br>Name the file "dl_FSA409_<ssccc>_yyyymmdd_<producer last name>". |

--*

## 463 Staking and Referencing (Continued)

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

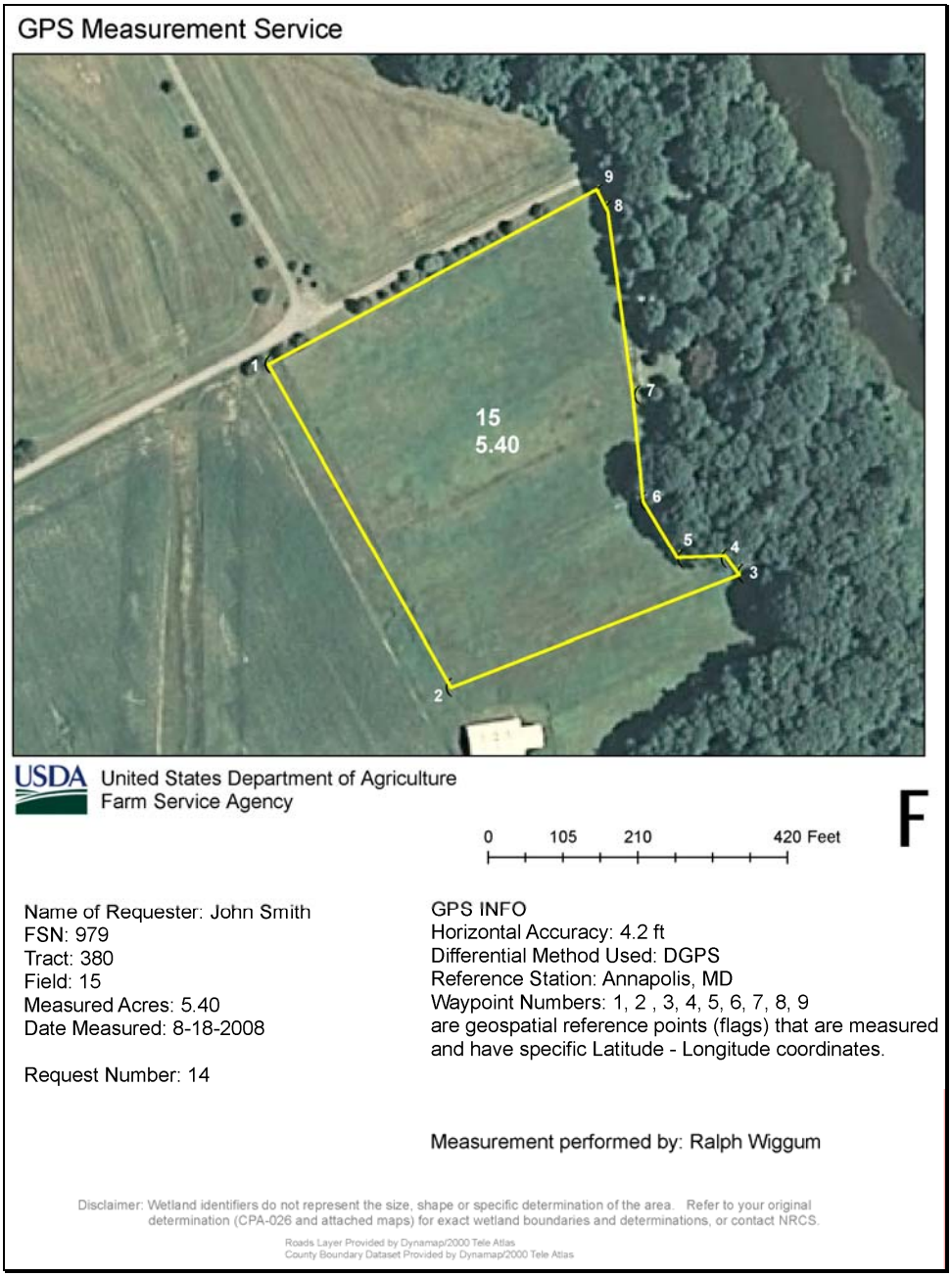
| Step | Action |
|---|---|
| 20 | For this example, the "F:\geodata\measurement_services\gps_points" directory will contain the following files for a measurement service field visit.<br>  <br><br>**Note:** Archive files by program year.<br><br>**Example:** F:\geodata\measurement_services\gps_points\2008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

**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.<br><br>**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.<br><br>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.

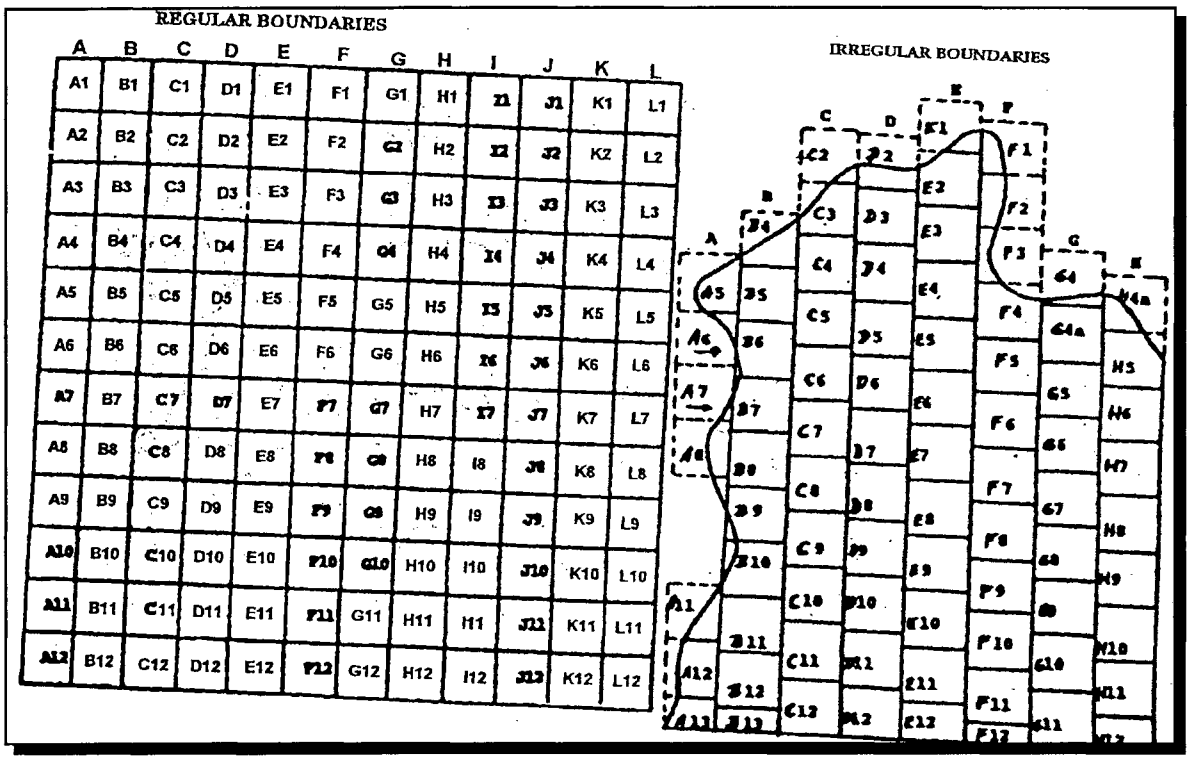
For positions within the flight line, assign a number to each photograph, beginning the sequence with the number 1 for each flight line.

**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.

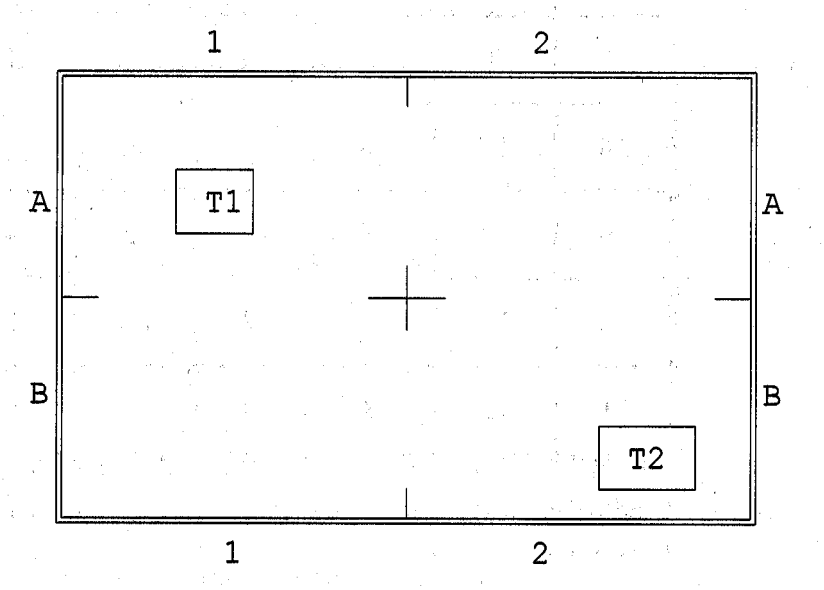
| Step | Action |
|---|---|
| 1 | ENTER “1” and “2” an equal distance apart on the top and bottom margins of the photograph.<br><br>Separate, by brackets, to form 2 imaginary vertical columns at the top, bottom, and center. |
| 2 | ENTER “A” and “B” an equal distance apart on both sides of the photograph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

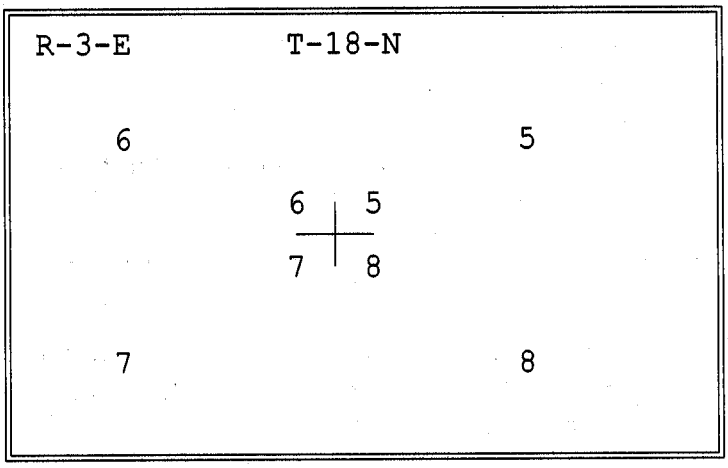
Use this table to mark the aerial photograph with the legal description. This procedure is optional and is only applicable for those States with established townships and ranges.

| 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.<br><br>**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.<br><br>**Note:** Optionally, township sections may be identified by writing the section number on the photograph in the middle of the section. |

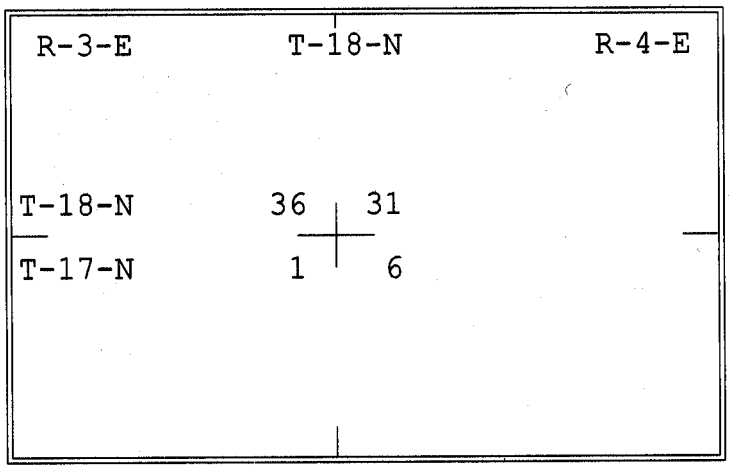
## 493 Photographic Grids and Legal Descriptions (Continued)

### 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.<br>**Example:** ┌ ┐<br>└ ┘ |
| 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.<br>• If yes, do nothing.<br>• 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".<br><br>**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.<br><br>**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.<br><br>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.<br><br>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:<br><br>• HEL<br><br>• NHEL<br><br>• NW<br><br>• W, FW, CW, PC, AW, MW, MG, RW, CWTE, CWNA | Delineate area or field specified by NRCS. Within the designated field or area, ENTER:<br><br>• "HEL" to show a "highly erodible" determination<br>• "NHEL" to show a "not highly erodible" determination<br>• "NW" to show a "not wetland" determination<br>• "codes used by NRCS" for "wetland" determinations.<br><br>**Note:** Combined codes shall be separated with "/".<br><br>***--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.<br><br>• 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.<br><br>• Submit a photocopy to NRCS.<br><br>• When the originally scheduled CRP expiration date has been reached:<br><br>•*--remove the CRP designation--*<br><br>* * *<br><br>• 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.<br><br>**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**--***

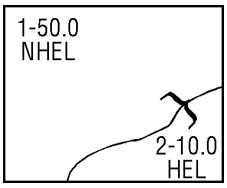
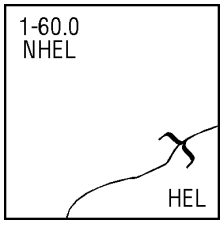
- identify potential HELC or WC violations according to paragraphs 20 and 331.

## 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.

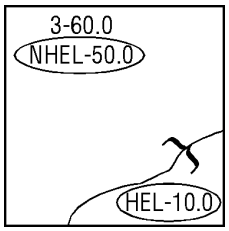
**Note:** NRCS will require a conservation plan for HELC compliance only on the HEL portion of the field.

| 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.<br><br>**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.<br>  |
| 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.<br><br>**Example:**<br>  |

--*

## 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.<br><br>**Example:**<br>  |

--*

## 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<br>• 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<br>• 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<br>• LA's for all crop insurance<br>• NRCS for HEL and W determinations<br>• farm credit appraisers for performing appraisals of FSA direct or guaranteed loans<br>•*--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<br>**Example:** NRCS for national resources inventories or county governments for assessments.<br>• 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<br>101 Commerce Drive<br>Montgomeryville, PA 18936<br>215-362-2766<br><br>Will repair model number 1211H machines under 5 years of age at an approximate cost of $450 per machine. | NovaTech Industries, Inc.<br>1221 Bridge Road<br>Skippack, PA 19474<br>610-584-8996<br><br>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.<br><br>**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.<br><br>* * * | |
| 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:<br>• HEL and NHEL<br>• wetland | Attribute the CLU table for HEL and NHEL designations, and use the wetland point tool to enter wetlands.<br><br>**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.<br><br>**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<br>• LA's for all crop insurance<br>• NRCS for HEL and wetland determinations<br>• farm credit appraisers for performing appraisals of FSA direct or guaranteed loans<br>• 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<br>**Example:** NRCS for national resource inventories or county governments for assessments.<br>• 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**)<br><br>**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**.<br><br>Information on ordering CLU's is available at **www.apfo.usda.gov/Common_Land_Unit.html**. |
| mail | send requests for information and availability to:<br><br>USDA Aerial Photography Field Office<br>Sales Section<br>2222 West 2300 South<br>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.<br><br>**Note:** The user has navigated to the directory tree of f:\geodata\project_data\fsa. |
| 7 | Select “File” from the menu bar. |
| 8 | Select “New”. |
| 9 | Select “Folder” to create a folder called “Labeling Project”. |
| 10 | Type “Labeling Project” as the folder name in the box with the blinking cursor. |
| 11 | PRESS “Enter”. |
| 12 | Select “Labeling Project” to open the labeling project folder. |
| 13 | Select “File” from the menu bar. |
| 14 | Select “New”. |
| 15 | Select “Folder”. |

**--***

***--506 Map Projects (Continued)**

**B Creating a Working Folder (Continued)**

| Step | Action |
|---|---|
| 16 | Type the name of the folder in the box where the cursor is blinking.<br><br>• **For single county Service Centers**, create a folder with the names of those who will be working in the project.<br><br>**Example:** f:\geodata\project_data\fsa\labeling project\jantrice<br><br>• **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.<br><br>**Example:** f:\geodata\project_data\fsa\labeling project\jonecounty\jantice<br><br>**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.<br><br>The PT (name) folder is where the project will be saved, which now becomes the working folder.<br><br>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)**<br>Navigate to f:\geodata\Comon_land_unit\fsa_clu | clu_a_mn141.dbf<br>clu_a_mn141.shp<br>clu_a_mn141.shx<br>wet_p_mn141.dbf<br>wet_p_mn141.shp<br>wet_p_mn141.shx<br>crp_t_mn141.dbf |

**--***

***--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.<br><br>**Example:** f:\geodata\common_land_unit\fsa clu |
| 4 | Select the files according to subparagraph C.<br><br>**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.<br><br>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”.<br><br>**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.<br><br>**Example:** f:\geodata\project_data\fsa\labeling project\jantrice<br><br>**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”. |

**--***

***--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)<br><br>**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**<br><br>**Note:** Associated wetland information is represented as points on a layer separate from CLU. | Blue (Point) | 8 |

**--***

## 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:<br><br>• HEL<br>• NHEL | <br><br>• "HEL" to show a "highly erodible" determination<br>• "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.<br><br>**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.<br><br>**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".<br><br>**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:<br><br>• "Yes" to use the indicated login ID<br>• "No" to enter a manual login ID.<br><br>**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.<br><br>**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.<br><br>The following are additional functions:<br><br>• "Switch" to switch the themes with other themes that are in the view<br>• "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.<br><br>For **CLU**:<br><br>• maneuver to f:\geodata\project_data\fsa\labeling project\jantrice<br>• add the "**clu_a_mn141.shp**" file.<br><br>**Notes:** To select a file, click on the filename. To select multiple files, hold down the "Ctrl" key while simultaneously clicking multiple filenames.<br><br>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.<br><br>**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:<br><br>• "**No**", attributes in this file are not consistent with standard CLU attribute structure<br><br>• "**Yes**", any nonstandard fields in the CLU attribute file will be permanently removed.<br><br>**Examples:** Would you like to remove the attribute named Crpprac?<br><br>Would you like to remove the attribute named Crp?<br><br>**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.<br><br>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:<br><br>• **"PLSS"** to:<br><br>  • maneuver to f:\geodata\cadastral<br>  • add the "**plss_a_mn141.shp**" file<br><br>• **"Wetland"** to:<br><br>  • maneuver to f:\geodata\project_data\fsa\labeling project\jantrice<br>  • add the "**wet_p_mn141.shp**" file<br><br>• **"Imagery"** to:<br><br>  • select the "Image(s)" button to the right of the "Imagery" option<br>  • maneuver to f:\geodata\ortho-imagery<br>  • add the "**ortho_1-1_mn141.sid**" file.<br><br>  • **Image** allows the user to select individual image files to the view.<br><br>  • **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).<br><br>**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:<br><br>**Current Name** — **New Name**<br><br>clu_a_mn141.shp — CLU Boundary<br>disslv1.shp — Tract Boundary (if applicable)<br>plss_mn141.shp — PLSS Boundary (if available)<br>wet_p_mn141.shp — Wetland Boundary |
| 28 | Select "OK". |
| 29 | If applicable, change the theme symbol features (outlines, color, and/or line thickness).<br><br>**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.<br><br>Label parameters must be set for each labeling theme. |
| 30 | Select "File" from the menu bar. |
| 31 | Select "Save Project".<br><br>**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.<br><br>**Example:** f:\geodata\project_data\fsa\labeling project\jantrice<br><br>**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.<br><br>**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:<br><br>• select "Yes" if the user's name appears<br>• 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.<br><br>**Examples:** Would you like to remove the attribute named Crpprac? Select "No".<br><br>Would you like to remove the attribute named Crp? Select "No".<br><br>The project will appear in the view.<br><br>**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.<br><br>**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:<br><br>• select a “Theme” to dissolve<br><br>**Note:** Tracts will be dissolved; therefore, from the drop down arrow, select the CLU (.shp) shape.<br><br>**Example:** CLU_a_mn141.shp<br><br>**Note:** If renamed, the filename will appear as “CLU Boundary”.<br><br>• select an “Attribute” to dissolve<br><br>**Note:** Since the tract is the theme to be created, click the drop down arrow and select “**Tractnbr**”.<br><br>• specify the output file.<br><br>**Note:** This is the area where the new tract shape file will be stored (user’s workstation).<br><br>**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.<br><br>**Note:** Start with the CLU theme. |
| 2 | From the Legend Editor pop-up window, double click the symbol again to access palette options.<br><br>**Note:** This pop-up window contains the following tool buttons:<br><br>• first button – Fill Palette<br>• second button – Pen Palette<br>• third button – Marker Palette<br>• fourth button – Font Palette<br>• fifth button – Color Palette<br>• 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.<br><br>**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".<br><br>**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.<br><br>**Notes:** The CLU theme must be the active theme when using the "Theme Definition" search tool.<br><br>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:<br><br>• type in a tract number to be selected, then click the "Next Tract" button<br><br>• use the up/down scroll arrow to locate and select a tract, then click the "Next Tract" button.<br><br>**Notes:** The view will display only the CLU boundaries for the selected tract.<br><br>If the selected tract area appears shaded, click the "Clear Selected Features" button from the tool bar menu.<br><br>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.<br><br>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. |

**--***

## 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".<br><br>**Note:** This button allows the user to label each polygon manually. |
| 8 | Select the CLU shape file from the "Label Theme" drop down arrow.<br><br>**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:<br><br>• CLU Number (Clunbr)<br>• Calc Acres<br>• CRP<br>• Hel_def.<br><br>**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.<br><br>***--**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.**--***<br><br>**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.<br><br>**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:<br><br>• 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<br><br>• Text Size – 14 or adjust to scale<br><br>• Font – Times New Roman<br><br>• Font Style – Normal<br><br>• Text Mask – None<br><br>• Text Color – White, if area is too light, choose grey or black to adjust to background<br><br>• Numeric Decimals – Hundreths. |
| 20 | From the “Setting Template” option, select “Save” to save the labeling parameters.<br><br>**Additional Options:** The “Load” button allows the user to reload previously saved parameter templates.<br><br>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:<br><br>• 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<br><br>**Note:** As the selected area is clicked, the labels will appear.<br><br>• 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.<br><br>**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.<br><br>To reposition manual callout labels, delete the label and repeat the steps.<br><br>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.<br><br>**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.<br><br>**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.<br><br>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.<br><br>**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:<br><br>• Use Map Template – "None"<br>• Map Orientation – "Portrait"<br>• Legend – "On"<br>• North Arrow – "On"<br>• Scale Bar – "On"<br>• Set Map Scale – "No"<br>• 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. |

--*

## 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.<br><br>**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.<br><br>**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.<br><br>**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.<br><br>• at the **Name** option window, ENTER "CRP".<br>• from the **Type** option window drop-down menu, select "String"<br>• at the **Width** option window, ENTER "8". |
| 8 | Click "OK".<br><br>**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:<br><br>• If all contracts have been entered in the CRP table, click on the "Contract" field name in the joined CRP table<br><br>• 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.<br><br>**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.<br><br>**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.<br><br>**Note:** When entering “CRP”, the user must include the quotation marks as indicated. |
| 20 | Click “OK”.<br><br>**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.<br><br>**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.<br><br>**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. |

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## *--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 Companies, Agents, and LA's - General Information

#### A Introduction

This part provides procedure for making FSA-578 producer prints and hard copy maps--* available to private crop insurance company agents and LA's.

**Note:** See 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.

***--Notes:** County Offices shall only provide 1 copy of the FSA-578 producer print or hard copy map for the farm unless previous years are requested in FSA-426, item 10, or the farm acreage report is **not** complete.

Follow subparagraph 510 B for requests for additional copies.--*

#### 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 third party submits a FOIA request for information that is subject to the Privacy Act, and the information is **not** required to be released under FOIA, the material may **not** be disclosed without 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 - General Information (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 Multiple Peril Crop Insurance Company 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
- *--hard copy map.--*

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, item 10 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.

***--Notes:** County Offices shall only provide 1 copy of the FSA-578 producer print or hard copy map for the farm unless previous years are requested in FSA-426, item 10, or the farm acreage report is **not** complete.

Follow subparagraph 510 B for requests for additional copies.**--***

## 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 | *--Todd Anderson, PECD, Common Processes Section, Section Head, at 202-720-9106.--* |

### 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 |
| | | | | |
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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 |
|---|---|---|---|
| | | | |

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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 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 according to subparagraph B.

### B Charges for Copies

FSA will charge crop insurance agents for copies as follows:

- FSA-578 producer print - $0.20 per page
- hard copy map; computer print or photocopy - $1 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.

## *--510.5 Other Third Party Data Requests

### A Consent to Release FSA-578 Data to a Third Party Recipient

Third party recipients of FSA-578 data other than multiple peril crop insurance companies, agents, and LA's must be authorized to obtain records by the producer to which the records pertain according to procedure in 3-INFO, Part 3.

### B Power of Attorney

Power of attorney for acreage reporting purposes is approved for signature authority **only**. Data release using power of attorney for FSA-578 data is **not** permitted.

Follow 1-CM, Part 5 for policy on power of attorney and rules of authority.**--***

## 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, 357.5, 501 |
| AD-2007 | FSA/RMA Compliance Referral | | 508 |
| AD-2027 | RCO Spot Checklist Growing Season Inspection Form | | 508 |
| CCC-502 | Farm Operating Plan for Payment Eligibility Review | | 357.5 |
| CCC-509 | Direct and Counter- Cyclical Program Contract | | 351 |
| CCC-509 ACRE | Average Crop Revenue Election (ACRE) Program Irrevocable Election | | 357 |
| 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 | 21, 23, 24, 24.5, 355 |
| CCC-576-1 | Appraisal/Production Report Noninsured Crop Disaster Assistance Program | | 332 |
| CCC-579 | NAP Approved Yield Compliance Worksheet | | 355 |
| CCC-580 | Milk Income Loss Contract (MILC) | | 357.9 |
| CCC-580M | Milk Income Loss Contract (MILC) Modification | | 357.9 |
| CCC-580S | Milk Income Loss Contract (MILC) Supplemental | | 357.9 |
| CCC-895 | Asparagus Revenue Market Loss Assistance Payment (ALAP) Program Application | | 357.5 |
| CCC-901 | Members Information 2009 and Subsequent Years | | 357.9 |
| CCC-902E | Farm Operating Plan for an Entity 2009 and Subsequent Program Years | | 357.9 |
| CCC-902I | Farm Operating Plan for an Individual 2009 and Subsequent Program Years | | 357.9 |

**Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)**

**Forms (Continued)**

| Number | Title | Display Reference | Reference |
|---|---|---|---|
| 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 |
| FSA-409 | Measurement Service Record | 461, 464 | 15, 21, 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, 380.6 | 15, 318, 352, 375, 379, 380, 380.5, 380.7, 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 |
| FSA-658 | Record of Production and Yield | | 357 |
| FSA-682 | Supplemental Revenue Assistance Payments Program Application | | 357.10 |
| FSA-914 | Livestock Indemnity Program Application | | 357.7 |
| FSA-918 | Emergency Loss Assistance for Livestock Application | | 357.6 |
| FSA-925 | Livestock Forage Disaster Program Application | | 357.8 |
| FSA-926 | Livestock Indemnity Program - Third Party Certification | | 357.7 |
| NRCS-CPA-026 | Highly Erodible Land and Wetland Conservation Determination | | 495, 501, 502, 503, 505, 506.5 |

**Abbreviations Not Listed in 1-CM**

The following abbreviations are not listed in 1-CM.

| Approved Abbreviation | Term | Reference |
|---|---|---|
| ALAP | Asparagus Revenue Market Loss Assistance Payment Program | 321, 357.5 |
| AV | administrative variance | 378, 461 |
| ARD | acreage reporting date | 18, Ex. 6.5 |
| BWEP | Boll Weevil Eradication Program | 17 |
| CARS | Crop Acreage Reporting System | 41, Part 2.5, 375, 380.5, 380.6 |
| CCD | colony collapsed disorder | 357.6 |
| CCM | compressed county mosaic | 437 |
| CIMS | Comprehensive Information Management System | 22 |
| CRM | Customer Relationship Management | 41, 73-75, Ex. 10.5, 11 |
| CVS | Compliance Validation System | 41, 308, 308.5 |
| DGPS | Differential Global Positioning System | 421 |
| DMLA-III | Dairy Market Loss Assistance Program III | 357.9 |
| DOQ | Digital Orthophotography | 501, Ex. 2 |
| FAA | Federal Aviation Administration | 421 |
| FGDC | Federal Geographic Data Committee | 505.5 |
| FMVA | Field Market Value A | 357.10 |
| FMVB | Field Market Value B | 357.10 |
| 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 | 21, 437, 444, 505.5, 506.6 |
| NHEL | non highly erodible land | 494, 502 |
| ODB | object data base | 506.5 |
| OFAV | other fruits and vegetables | 85, 141 |

## Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

### Abbreviations Not Listed in 1-CM (Continued)

| Approved Abbreviation | Term | Reference |
|---|---|---|
| PFC | Production Flexibility Contract | 376 |
| PLSS | Public Land Survey System | 506.5 |
| PRF | pasture, rangeland, and forage | 18, Ex. 6.5 |
| PTPP | Planting Transferability Pilot Program | 351, 357 |
| RMPR | risk management purchase requirement | 357.6, 357.8, 357.10 |
| RTCP | Reimbursement Transportation Cost Payment Program | 357.12 |
| SAP | Systems, Applications, and Products in Data Processing | Ex. 10.5, 11 |
| SOR | State Office System of Records | 322 |
| SRA | Standard Reinsurance Agreement | 508 |
| TAAF | Trade Adjustment Assistance for Farmers | 357.13 |
| “T” area | transitional area | 86 |
| W | wetland | 353, 494, 495, 499 |
| WAAS | Wide Area Augmentation System | 421 |

### Redelegations of Authority

This table lists the redelegation of authority in this handbook.

| Redelegation | Reference |
|---|---|
| In routine cases, COC may redelegate to CED, in writing, the authority to act on, or sign, as applicable, CCC-576, Parts C and H.<br><br>**Note:** The redelegation:<br><br>• **must** define what COC considers routine<br>• shall be recorded in COC minutes. | 1-NAP, paragraph 401 |

## 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)**

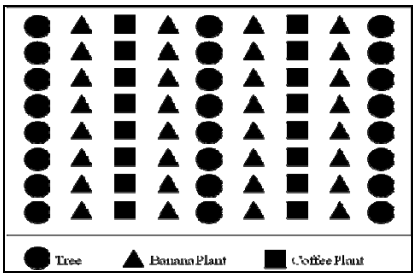
**Alidade**

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.

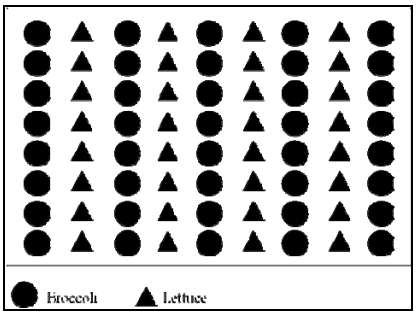
***--Alternate**

Alternate is acreage on which multiple crop species are grown together, usually in 1 or more rows each, in the same crop year. The crop species can grow together with 1 or some completing its or their growth cycle before the other(s). The crops may be grown in a manner that permits, but does not require, separate agronomic maintenance or harvest. This practice does not meet the definitions for interplanted, double-cropping, repeat, or strip/skip cropping practices.

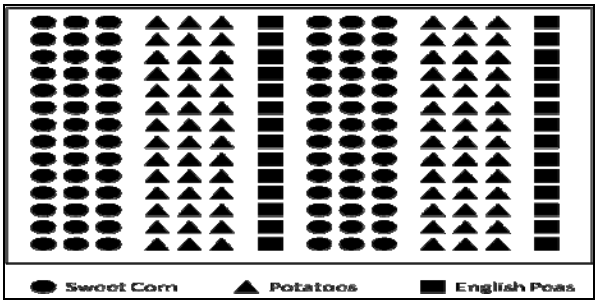
**Example 1:** A row of trees are alternated with a row of banana plants and a row of coffee plants.




**Example 2:** A row of lettuce may be alternated with a row of broccoli.




**Example 3:** Several rows of sweet corn are alternated with several rows of potatoes and 1 row of English peas.




--*

**Definitions of Terms Used in This Handbook (Continued)**

**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 FSA Administrator 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**

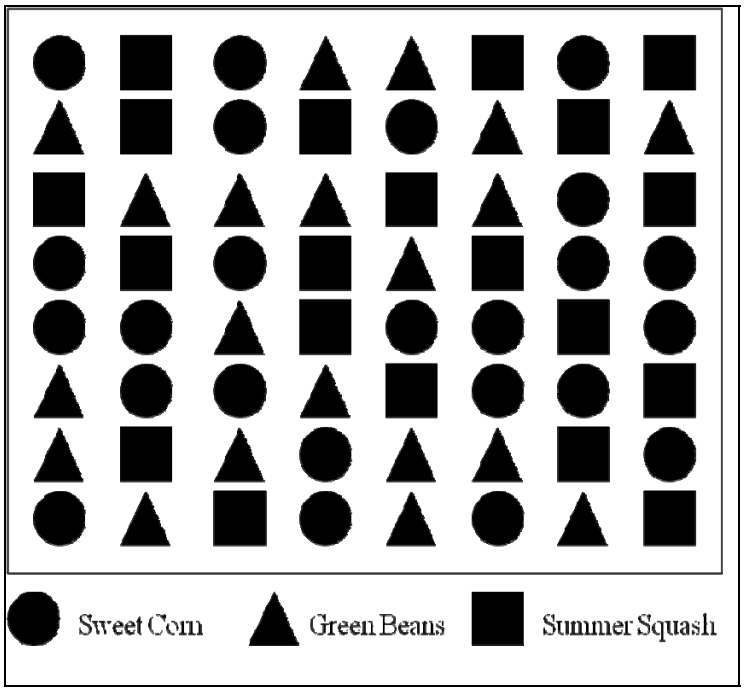
An initial crop is the first crop planted on a field or subdivision during a crop year.

**Definitions of Terms Used in This Handbook (Continued)**

***--Interplanted**

Interplanted is acreage on which multiple crop species are grown together, with no distinct row pattern, in the same crop year.

**Example:** Sweet corn, green beans, and summer squash are interplanted in no particular row pattern.




**Interseeded**

Interseeded is acreage on which 2 or more crop species are sown together or 1 or more crop species are sown into an established stand. This practice most often applies to grasses, grass-like plants, forbs, legumes, or other cover crops sown into a standing crop.**--***

**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.

***--Multi-Use Crop**

A multi-use crop is 1 crop that is used for multiple purposes.

**Example:** Bananas harvested for both their leaves and fruit is a multi-use crop.**--***

**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.

***--Volunteer Crop**

A volunteer crop is a crop that was planted in a previous crop year on the applicable acreage or drifted from other acreage, successfully self-seeded, and is growing this crop year on the applicable acreage without being intentionally sown or managed.**--***

**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.

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| | FSA Compliance Review Spot Check Screen | 360 |
| | Web Based Data Collection Site Screen | 360 |
| | Welcome to the NASS Internet Survey Site Screen | 360 |
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## Crop Reporting Dates Before July 1, 2012

### 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 NAP eligibility 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
- the established normal harvest date for the end of the coverage period.

***--**The established final reporting date for value loss and controlled environment crops is September 30 for the ensuing crop year.

**Exceptions:** The final reporting date for honey is:

- January 2 of the same crop year

  **Example:** January 2, 2011, for the 2011 crop year.

  **Note:** The crop year for honey production is the calendar year January 1 through December 31.

- within 30 calendar days of the date colonies of bees are acquired, brought into, or removed from the county.

The final reporting date for nursery is May 31.**--***

Tropical Region provisions apply according to 1-NAP for Hawaii, Puerto Rico, American Samoa, Guam, the U.S. Virgin Islands, and the former Trust Territory of the Pacific Islands (the Commonwealth of Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau).

**Crop Reporting Dates Before July 1, 2012 (Continued)**

## C List of Crop Reporting Dates Before July 1, 2012

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:<br>• fall-seeded<br>• spring-seeded | May 1 |
| | All crops, except small grains and tobacco | July 15 |
| | Tobacco | May 31 |
| Alaska | All crops | June 15 |
| Arizona | Small grains:<br>• fall-seeded<br>• spring-seeded | May 15 |
| | All crops, except small grains | July 15 |
| Arkansas | Small grains:<br>• fall-seeded<br>• spring-seeded | May 15 |
| | All crops, except small grains | July 15 |
| California | All crops, except small grains<br>**Note:** See subparagraph D for small grains. | July 15 |
| Colorado | All crops | July 15 |
| Connecticut | Small grains:<br>• fall-seeded<br>• spring-seeded | May 31 |
| | All crops, except small grains | July 15 |
| Delaware | Small grains:<br>• fall-seeded<br>• spring-seeded | May 31 |
| | All crops, except small grains | August 5 |
| Florida | Small grains:<br>• fall-seeded<br>• spring-seeded | April 15 |
| | All crops, except small grains and tobacco | June 30 |
| | Tobacco | May 31 |
| | Summer-seeded crops | June 30 |

***--Crop Reporting Dates Before July 1, 2012 (Continued)**

**C List of Crop Reporting Dates Before July 1, 2012 (Continued)--***

| State | Crop | Date |
|---|---|---|
| Georgia | Small grains:<br>• fall-seeded<br>• 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:<br>• fall-seeded<br>• spring-seeded | May 31 |
| | All crops, except small grains | August 1 |
| Kentucky | Small grains:<br>• fall-seeded<br>• spring-seeded | May 31 |
| | All crops, except small grains and tobacco | July 15 |
| | Tobacco | July 15 |

***--Crop Reporting Dates Before July 1, 2012 (Continued)**

**C List of Crop Reporting Dates Before July 1, 2012 (Continued)--***

| State | Crop | Date |
|---|---|---|
| Louisiana | Small grains:<br><br>• fall-seeded<br>• spring-seeded | April 15 |
| | All crops, except small grains | July 15 |
| Maine | All crops | July 15 |
| Maryland | Small grains, except Garrett county:<br><br>• fall-seeded<br>• spring-seeded | June 15 |
| | All crops, except small grains | July 15 |
| | All crops for Garrett county | July 15 |
| Massachusetts | Small grains:<br><br>• fall-seeded<br>• 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 Before July 1, 2012 (Continued)**

**C List of Crop Reporting Dates Before July 1, 2012 (Continued)--***

| State | Crop | Date |
|---|---|---|
| Mississippi | Small grains:<br>• fall-seeded<br>• spring-seeded | May 1 |
| | All crops, except small grains | **Note:** See subparagraph G for reporting dates. |
| Missouri | Small grains:<br>• fall-seeded<br>• spring-seeded | June 30 |
| | All crops, except small grains | July 31 |
| Montana | All crops | July 15 |
| Nebraska | Small grains:<br>• fall-seeded<br>• spring-seeded | June 30 |
| | All crops, except small grains | July 15 |

***--Crop Reporting Dates Before July 1, 2012 (Continued)**

**C List of Crop Reporting Dates Before July 1, 2012 (Continued)--***

| State | Crop | Date |
|---|---|---|
| Nevada | Small grains, Clark and South Nye counties:<br><br>• fall-seeded<br>• spring-seeded | April 15 |
| | Small grains, South Lincoln county:<br><br>• fall-seeded<br>• spring-seeded | May 31 |
| | Small grains, North Nye, North Lincoln, and all other counties:<br><br>• fall-seeded<br>• spring-seeded | June 15 |
| | All crops, except small grains | July 15 |
| New Hampshire | All crops | July 15 |
| New Jersey | Small grains:<br><br>• fall-seeded<br>• spring-seeded | May 31 |
| | All crops, except small grains | July 15 |

***--Crop Reporting Dates Before July 1, 2012 (Continued)**

**C List of Crop Reporting Dates Before July 1, 2012 (Continued)--***

| State | Crop | Date |
|---|---|---|
| New Mexico | Small grains:<br><br>• fall-seeded<br>• spring-seeded | May 15 |
| | All crops, except small grains | July 15 |
| New York | Small grains:<br><br>• fall-seeded<br>• spring-seeded | June 15 |
| | All crops, except small grains | July 15 |
| North Carolina | Small grains:<br><br>• fall-seeded<br>• 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 Before July 1, 2012 (Continued)**

**C List of Crop Reporting Dates Before July 1, 2012 (Continued)--***

| State | Crop | Date |
|---|---|---|
| Ohio | Small grains | June 30 |
| | All crops, except small grains | July 15 |
| Oklahoma | See subparagraph H for crops and reporting dates. | |
| Oregon | See subparagraph I for crops and reporting dates. | |
| Pennsylvania | Small grains:<br>• fall-seeded<br>• 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:<br>• fall-seeded<br>• spring-seeded | May 31 |
| | All crops, except small grains | July 15 |
| South Carolina | Small grains:<br>• fall-seeded<br>• spring-seeded | May 1 |
| | All crops, except small grains and tobacco | July 15 |
| | Tobacco | May 31 |

***--Crop Reporting Dates Before July 1, 2012 (Continued)**

**C List of Crop Reporting Dates Before July 1, 2012 (Continued)--***

| State | Crop | Date |
|---|---|---|
| South Dakota | All crops | July 15 |
| Tennessee | Small grains:<br><br>• fall-seeded<br>• spring-seeded | May 15 |
| | All other crops, except small grains and tobacco | July 15 |
| | Tobacco | July 1 |
| Texas | Small grains:<br><br>• fall-seeded<br>• spring-seeded | See subparagraph J. |
| | All crops, except small grains and peanuts | See subparagraph K. |
| | Peanuts | July 15 |
| Utah | All crops | June 30 |
| Vermont | Small grains:<br><br>• fall-seeded<br>• spring-seeded | June 30 |
| | All crops, except small grains | July 15 |

***--Crop Reporting Dates Before July 1, 2012 (Continued)**

**C List of Crop Reporting Dates Before July 1, 2012 (Continued)--***

| State | Crop | Date |
|---|---|---|
| Virginia | Small grains:<br><br>• fall-seeded<br>• 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:<br><br>• fall-seeded<br>• 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 L. |

***--Crop Reporting Dates Before July 1, 2012 (Continued)**

**D Acreage Reporting Dates for Small Grain Crops in California Before July 1, 2012--***

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 Before July 1, 2012 (Continued)**

**E Acreage Reporting Dates for Illinois Before July 1, 2012--***

The following table provides acreage reporting dates for Illinois.

| Crop | County | | | Date |
|---|---|---|---|---|
| Small grains:<br>• fall-seeded<br>• spring-seeded | Adams<br>Alexander<br>Bond<br>Calhoun<br>Clark<br>Clay<br>Clinton<br>Crawford<br>Edwards<br>Effingham<br>Fayette<br>Franklin<br>Gallatin<br>Greene | Hamilton<br>Hardin<br>Jackson<br>Jasper<br>Jefferson<br>Jersey<br>Johnson<br>Lawrence<br>Macoupin<br>Madison<br>Marion<br>Massac<br>Monroe<br>Montgomery | Perry<br>Pike<br>Pope<br>Pulaski<br>Randolph<br>Richland<br>St. Clair<br>Saline<br>Union<br>Wabash<br>Washington<br>Wayne<br>White<br>Williamson | May 31 |
| All crops, except small grains | | | | July 15 |
| All crops, including small grains | Boone<br>Brown<br>Bureau<br>Carroll<br>Cass<br>Champaign<br>Christina<br>Coles<br>Cook<br>Cumberland<br>De Kalb<br>De Witt<br>Douglas<br>Du Page<br>Edgar<br>Ford<br>Fulton<br>Grundy<br>Hancock<br>Henderson | Henry<br>Iroquois<br>Jo Daviess<br>Kane<br>Kankakee<br>Kendall<br>Knox<br>Lake<br>La Salle<br>Lee<br>Livingston<br>Logan<br>McDonough<br>McHenry<br>McLean<br>Macon<br>Marshall<br>Mason<br>Menard<br>Mercer | Morgan<br>Moultrie<br>Ogle<br>Peoria<br>Piatt<br>Putnam<br>Rock Island<br>Sangamon<br>Schuyler<br>Scott<br>Shelby<br>Stark<br>Stephenson<br>Tazewell<br>Vermilion<br>Warren<br>Whiteside<br>Will<br>Winnebago<br>Woodford | July 15 |

***--Crop Reporting Dates Before July 1, 2012 (Continued)**

**F Acreage Reporting Dates for Indiana Before July 1, 2012--***

| Crop | County | | | Date |
|---|---|---|---|---|
| Small grains:<br>• fall-seeded<br>• spring-seeded | Bartholomew<br>Brown<br>Clark<br>Clay<br>Crawford<br>Daviess<br>Dearborn/Ohio<br>Decatur<br>Dubois<br>Floyd<br>Franklin<br>Gibson<br>Greene<br>Harrison | Hendricks<br>Jackson<br>Jefferson<br>Jennings<br>Johnson/Marion<br>Knox<br>Lawrence<br>Martin<br>Monroe<br>Morgan<br>Orange<br>Owen<br>Parke<br>Perry | Pike<br>Posey<br>Putnam<br>Ripley<br>Rush<br>Scott<br>Shelby<br>Spencer<br>Sullivan<br>Switzerland<br>Vanderburgh<br>Vigo<br>Warrick<br>Washington | May 31 |
| All crops, except small grains | | | | July 15 |
| All crops, including small grains | Adams<br>Allen<br>Benton<br>Blackford<br>Boone<br>Carroll<br>Cass<br>Clinton<br>De Kalb<br>Delaware<br>Elkhart<br>Fayette<br>Fountain<br>Fulton<br>Grant<br>Hamilton | Hancock<br>Henry<br>Howard<br>Huntington<br>Jasper<br>Jay<br>Kosciusko<br>LaGrange<br>Lake<br>La Porte<br>Madison<br>Marshall<br>Miami<br>Montgomery<br>Newton<br>Noble | Porter<br>Pulaski<br>Randolph<br>St. Joseph<br>Starke<br>Steuben<br>Tippecanoe<br>Tipton<br>Union<br>Vermillion<br>Wabash<br>Warren<br>Wayne<br>Wells<br>White<br>Whitley | July 15 |

***--Crop Reporting Dates Before July 1, 2012 (Continued)**

**G Acreage Reporting Dates for Mississippi Before July 1, 2012--***

The following table provides acreage reporting dates for Mississippi.

| Crop | County | | | Date |
|---|---|---|---|---|
| Small grains:<br><br>• fall-seeded<br>• spring-seeded | All counties | | | May 1 |
| All crops, except small grains | All counties **not** in the following list | | | July 15 |
| | Alcorn<br>Attala<br>Benton<br>Bolivar<br>Calhoun<br>Carroll<br>Chickasaw<br>Choctaw<br>Clay<br>Coahoma<br>De Soto<br>Grenada<br>Hinds<br>Holmes<br>Humphreys<br>Issaquena<br>Itawamba | Kemper<br>Lafayette<br>Leake<br>Lee<br>Leflore<br>Lowndes<br>Madison<br>Marshall<br>Monroe<br>Montgomery<br>Neshoba<br>Noxubee<br>Oktibbeha<br>Panola<br>Pontotoc<br>Prentiss<br>Quitman | Sharkey<br>Sunflower<br>Tallahatchie<br>Tate<br>Tippah<br>Tishomingo<br>Tunica<br>Union<br>Washington<br>Warren<br>Webster<br>Winston<br>Yalobusha<br>Yazoo | August 1 |

***--Crop Reporting Dates Before July 1, 2012 (Continued)**

**H Acreage Reporting Dates for Oklahoma Before July 1, 2012--***

The following table provides acreage reporting dates for Oklahoma.

| Crop | County | Date |
|---|---|---|
| Small grains:<br>• 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 Before July 1, 2012--***

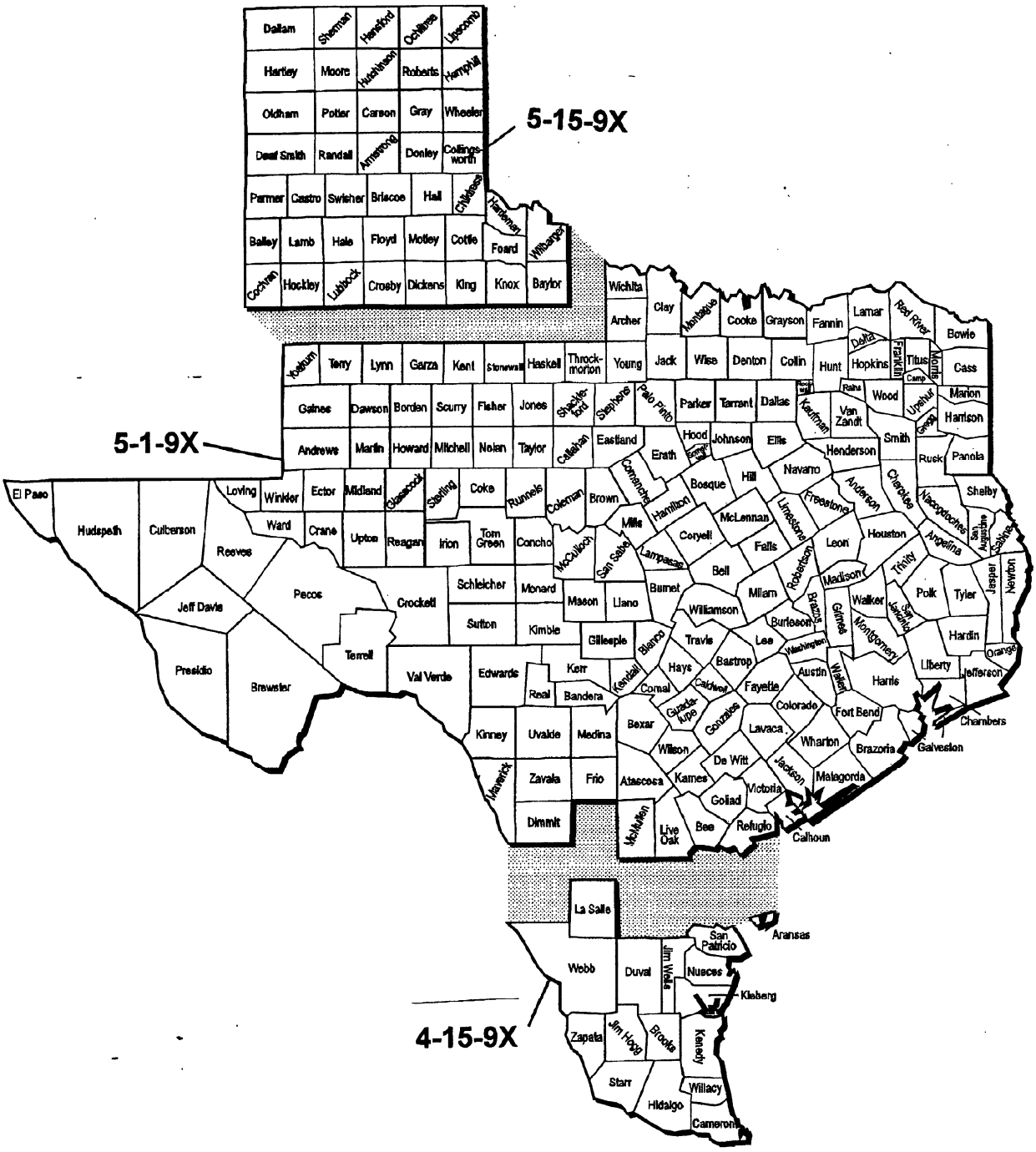
The following table provides acreage reporting dates for Oregon.

| Crop | County | Date |
|---|---|---|
| All crops | Baker, Grant, Harney, Klamath, Lake, Wallowa | August 15 |
| | Union | July 15 |
| | All other counties | June 30 |

***--Crop Reporting Dates Before July 1, 2012 (Continued)**

**J Acreage Reporting Dates for Small Grain Crops in Texas Before July 1, 2012--***

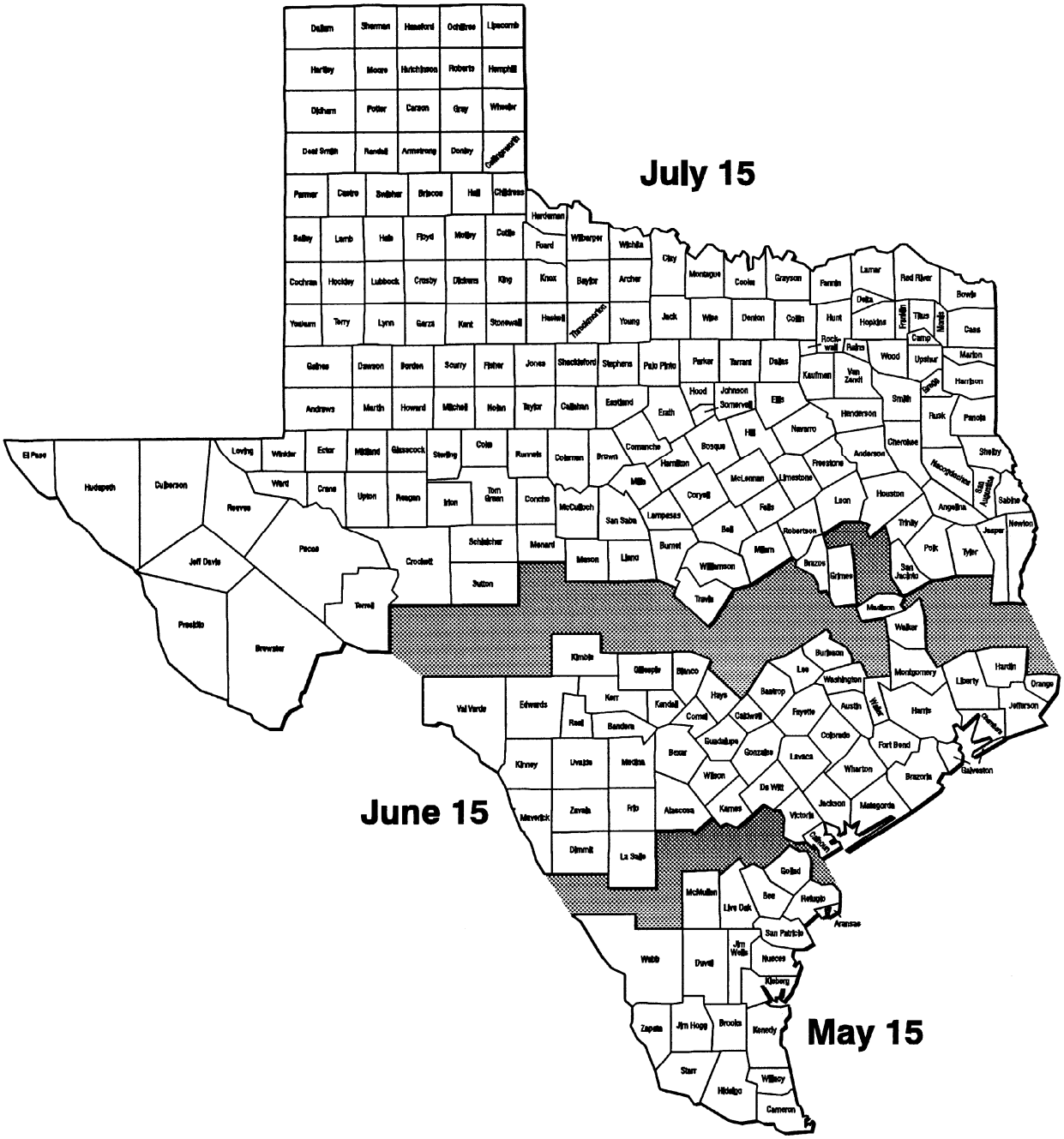
Following is a map of the Texas small grain crops' acreage reporting dates for farm programs.



***--Crop Reporting Dates Before July 1, 2012 (Continued)**

**K Acreage Reporting Dates for Spring-Seeded Crops in Texas Before July 1, 2012--***

Following is a map of the Texas acreage reporting dates for spring-seeded crops.



***--Crop Reporting Dates Before July 1, 2012 (Continued)**

**L Acreage Reporting Dates for Wyoming Before July 1, 2012--***

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 |

**Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years**

## A Introduction

*--This exhibit lists FSA farm program crop reporting dates. The alignment of crop reporting dates is a cooperative effort among multiple USDA agencies.

See paragraph 18 for acreage reporting dates policy and paragraph 21 for late-filed FSA-578 policy.--*

* * *

## B List of Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years

*--The following table lists crop reporting dates for farm programs, including NAP. See paragraphs 18 and 21 for exceptions to acreage reporting dates and/or late-filed FSA-578 provisions, as applicable.

The following table provides crop/commodity reporting dates applicable to all States for applicable program eligibility.

**Note:** This list of ARD's may not be fully inclusive of every crop/commodity ARD applicable to all States.

| States | Crop/Commodity | Date |
|---|---|---|
| All | Value-loss and controlled environment crops (except Nursery) | September 30 |
| | CRP | July 15 |

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## B List of Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years (Continued)

***--**The following tables provide crop/commodity reporting dates shown in sequential order (earliest to latest) for a crop year by State.

| State | Crop | Date |
|---|---|---|
| Alabama | Apiculture, PRF/Perennial Forage, Onions | November 15 |
| | Blueberries, Canola, Rapeseed, Fall Oats, Peaches, Fall Wheat | January 15 |
| | Pecans, Potatoes (Planted 1/1-3/1) | March 15 |
| | Sweet Corn, Potatoes (Planted 3/2-4/15), Tobacco, Tomatoes | May 15 |
| | all other crops | July 15 |
| Alaska | Perennial Forage, Fall-Seeded Small Grains | December 15 |
| | all other crops | July 15 |
| Arizona | Apiculture, PRF/Perennial Forage, Onions | November 15 |
| | Apples, Grapefruit, Lemons, Oranges, Tangelos, Tangerines | January 15 |
| | Pecans, Pistachios, Potatoes, Small Grains | March 15 |
| | all other crops | July 15 |
| | Grain Sorghum | August 15 |
| Arkansas | Fall-Seeded Small Grains | December 15 |
| | Apples, Grapes, Peaches | January 15 |
| | Tomatoes | May 15 |
| | all other crops | July 15 |

**--***

**B List of Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years (Continued)**
*--

| State | Crop | Date |
|---|---|---|
| California | Apiculture, PRF | November 15 |
| | Perennial Forage, Mint, Potatoes (see map), Fall Wheat | December 15 |
| | Avocados, Blueberries, Grapefruit, Lemons, Oranges, Potatoes (See map), Strawberries (Planted 8/16-11/15), Sugar Beets (Planted 9/1-12/31), Tangelos, Tangerines | January 15 |
| | Fall Alfalfa Seed, Almonds, Apples, Apricots, Fall Barley, Cherries, Figs, Nectarines, Spring Oats (Planted 10/1-2/15), Olives, Peaches, Pears, Pecans, Plums, Potatoes (see map), Prunes, Walnuts, Wheat (Planted 11/1-2/15) | March 15 |
| | Grapes, Spring Oats (Planted 3/1-4/20), Potatoes (See map), | May 15 |
| | Forage Seeding | June 15 |
| | Spring Alfalfa Seed, Spring Oats (Planted 4/21-5/31), Potatoes (see map), Sugar Beets (Planted 5/1-6/30), Wheat (Planted 3/6-5/31), all other crops | July 15 |
| | Raisins | July 31 |
| | Potatoes (see map), Strawberries (Planted 6/15-8/15) | September 15 |
| | See map in subparagraph D for Potatoes. | |
| Colorado | Apiculture, PRF/Perennial Forage, Fall-Seeded Small Grains | November 15 |
| | Apples, Grapes, Peaches | January 15 |
| | Onions | June 15 |
| | all other crops | July 15 |

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**B List of Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years (Continued)**
*--

| State | Crop | Date |
|---|---|---|
| Connecticut | Apples, Peaches, Fall-Seeded Small Grains | January 15 |
| | all other crops | July 15 |
| Delaware | Fall-Seeded Small Grains | December 15 |
| | Peas (Green only), Potatoes | May 15 |
| | all other crops, Beans (Limas only) | July 15 |
| | Beans (all types except Limas – planted 4/20-8/10) | August 15 |
| Florida | Sweet Corn (see map), Potatoes (see map) | October 15 |
| | Apiculture, Cabbage (Planted 9/12-10/31), PRF/Perennial Forage, Tomatoes (see map) | November 15 |
| | Clams | November 30 |
| | Cabbage (Planted 11/1-12/15), Peppers (see map), Tomatoes (see map) | December 15 |
| | Atemoya, Avocados, Bananas, Blueberries, Caneberries, Caimito, Cherimoya, Sweet Corn (see map), Dasheen, Guava, Jack Fruit, Mango, Papaya, Passion Fruit, Potatoes (see map), Sapodilla, Sapote, Fall-Seeded Small Grains, Tomatoes (see map) | January 15 |
| | Peppers (see map), Tomatoes (see map) | February 15 |
| | Cabbage (planted 12/16-2/15), Pecans, Peppers (see map), Potatoes (see map), Tomatoes (see map) | March 15 |
| | Sweet Corn (see map), Oranges, Grapefruit, Lemons, Limes, Tangelos, Tangerines, Tangors, Tomatoes (see map) | April 15 |
| | Sweet Corn (see map), Tobacco | May 15 |
| | all other crops | July 15 |
| | Sweet Corn (see map), Peppers (see map), Tomatoes (see map) | September 15 |
| | Peppers (see map), Tomatoes (see map) | October 15 |
| | See maps in subparagraphs E through H for reporting dates for Sweet Corn, Peppers, Potatoes, and Tomatoes. | |

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**B List of Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years (Continued)**
*--

| State | Crop | Date |
|---|---|---|
| Georgia | Apiculture, PRF/Perennial Forage | November 15 |
| | Onions (Planted 9/20-10/20) | December 15 |
| | Apples, Blueberries, Canola, Peaches, Rye, Rapeseed, Fall-Seeded Small Grains | January 15 |
| | Cabbage (Planted 10/1-2/20), Onions (Planted 10/21-2/1), Pecans | March 15 |
| | Sweet Corn (Planted 8/26-5/15), Tobacco, Tomatoes (Planted 8/16-4/5) | May 15 |
| | all other crops | July 15 |
| | Tomatoes (Planted 7/1-8/15) | August 15 |
| | Sweet Corn (Planted 7/15-8/25) | September 15 |
| | Cabbage (Planted 7/16-9/30) | October 15 |
| Hawaii | all other crops | February 15 |
| | Coffee | March 15 |
| | Banana, Papaya | July 15 |
| Idaho | Apiculture, PRF/Perennial Forage | November 15 |
| | Fall Alfalfa Seed, Fall Canola, Fall Mint, Fall-Seeded Small Grains, Lentils, Peas (Austrian, Green, Yellow), Fall Rapeseed | December 15 |
| | Apples, Apricots, Cherries, Grapes, Nectarines, Peaches, Plums | January 15 |
| | Spring Alfalfa Seed, all other crops | July 15 |

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**B List of Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years (Continued)**

*--

| State | Crop | Date |
|---|---|---|
| Illinois | Perennial Forage, Fall-Seeded Small Grains | December 15 |
| | Apples, Asparagus, Blueberries, Caneberries, Cherries, Grapes, Nectarines, Peaches, Pears, Plums, Strawberries | January 15 |
| | Cabbage (Planted 3/15-5/31), all other crops | July 15 |
| | Cabbage (Planted 6/1-7/20) | August 15 |
| Indiana | Fall Mint, Fall-Seeded Small Grains | December 15 |
| | Apples | January 15 |
| | all other crops | July 15 |
| Iowa | Perennial Forage, Fall-Seeded Small Grains | December 15 |
| | all other crops | July 15 |
| Kansas | Apiculture, PRF/Perennial Forage | November 15 |
| | Fall-Seeded Small Grains | December 15 **1**/ |
| | all other crops | July 15 |
| **1**/ Crop acreage reported for purposes of enrollment in the Annual Forage Policy shall be reported by the 12/15 ARD if planted from 7/15 to 12/15 for "Growing Season 1," or by the 7/15 ARD if planted from 12/15 to 7/15 for "Growing Season 2."<br><br>**Example:** Eligible crops planted and insured under Annual Forage between 7/15/12 and 12/15/12 have an ARD of 12/15/12 (for Growing Season 1), while eligible crops planted between 12/15/12 and 7/15/2013 have an ARD of 7/15/13 (for Growing Season 2). | | |
| Kentucky | Fall-Seeded Small Grains | December 15 |
| | Peaches | January 15 |
| | all other crops | July 15 |

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**B List of Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years (Continued)**

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| State | Crop | Date |
|---|---|---|
| Louisiana | Fall-Seeded Small Grains | December 15 |
| | Peaches | January 15 |
| | all other crops | July 15 |
| Maine | Perennial Forage, Fall-Seeded Small Grains | December 15 |
| | Apples, Blueberries | January 15 |
| | all other crops | July 15 |
| | Forage Seeding | August 15 |
| Maryland | Fall Forage Seeding, Perennial Forage, Fall-Seeded Small Grains | December 15 |
| | Apples, Peaches | January 15 |
| | Spring Forage Seeding, Peas (Green only), Potatoes | May 15 |
| | Beans (Limas only), all other crops | July 15 |
| | Beans (all types except Limas) | August 15 |
| Massachusetts | Clams, Fall-Seeded Small Grains | November 30 |
| | Apples, Cranberries, Peaches | January 15 |
| | all other crops | July 15 |
| Michigan | Perennial Forage, Fall-Seeded Small Grains | November 15 |
| | Apples, Blueberries, Cherries, Grapes, Peaches | January 15 |
| | Cabbage (Planted 3/31-5/31), Beans (Adzuki, Black Turtle, Cranberry, Great Northern, Kidney, Dark Red Kidney, Light Red Kidney, White Kidney, Pinto, Small Red, Small White/Navy, Tebo, Yellow Eye), Forage Seeding, all other crops | July 15 |
| | Beans (all other types), Cabbage (Planted 6/1-7/20) | August 15 |

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**B List of Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years (Continued)**
*--

| State | Crop | Date |
|---|---|---|
| Minnesota | Apiculture, Perennial Forage, Fall-Seeded Small Grains | November 15 |
| | Apples | January 15 |
| | Beans (Black Turtle, Great Northern, Dark Red Kidney, Light Red Kidney, White Kidney, Lima, Pea, Pink, Pinto, Small White/Navy), Forage Seeding, Grass Seed, all other crops | July 15 |
| | Beans (all other types) | August 15 |
| Mississippi | Fall-Seeded Small Grains | December 15 |
| | Blueberries, Peaches | January 15 |
| | Pecans | March 15 |
| | all other crops | July 15 |
| Missouri | Apiculture, PRF/Perennial Forage | November 15 |
| | Fall-Seeded Small Grains | December 15 |
| | Apples, Grapes, Peaches | January 15 |
| | Spring Oats, Potatoes | May 15 |
| | all other crops | July 15 |
| Montana | Apiculture, PRF/Perennial Forage, Fall-Seeded Small Grains | November 15 |
| | Established Stand Alfalfa Seed, Fall Alfalfa Seed, Cherries | January 15 |
| | Spring Alfalfa Seed, Forage Seeding, all other crops | July 15 |

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**B List of Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years (Continued)**

*--

| State | Crop | Date |
|---|---|---|
| Nebraska | Apiculture, PRF/Perennial Forage, Fall-Seeded Small Grains | November 15 **1**/ |
| | Forage Seeding, all other crops | July 15 |
| **1**/ Crop acreage reported for purposes of enrollment in the Annual Forage Policy shall be reported by the 11/15 ARD if planted from 7/15 to 11/15 for "Growing Season 1," or by the 7/15 ARD if planted from 11/15 to 7/15 for "Growing Season 2."<br><br>**Example:** Eligible crops planted and insured under Annual Forage between 7/15/12 and 11/15/12 have an ARD of 11/15/12 (for Growing Season 1), while eligible crops planted between 11/15/12 and 7/15/2013 have an ARD of 7/15/13 (for Growing Season 2). | | |
| Nevada | Apiculture | November 15 |
| | Fall Forage Seeding, Perennial Forage, Fall-Seeded Small Grains | December 15 |
| | Spring Barley, Spring Forage Seeding, Onions, Spring Wheat | June 15 |
| | Spring Alfalfa Seed, all other crops | July 15 |
| New Hampshire | Fall Forage Seeding, Perennial Forage, Fall-Seeded Small Grains | November 15 |
| | Apples, Peaches | January 15 |
| | Spring Forage Seeding, all other crops | July 15 |
| New Jersey | Fall Forage Seeding, Perennial Forage, Fall-Seeded Small Grains | November 15 |
| | Apples, Blueberries, Cranberries, Peaches | January 15 |
| | Spring Forage Seeding | June 15 |
| | all other crops | July 15 |
| | Beans | August 15 |
| New Mexico | Apiculture, PRF/Perennial Forage | November 15 |
| | Fall-Seeded Small Grains | December 15 |
| | Apples | January 15 |
| | Pistachios | March 15 |
| | Spring Barley, Onions, Pecans, Potatoes, Spring Wheat | May 15 |
| | all other crops | July 15 |
| | Beans | August 15 |

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**B List of Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years (Continued)**
*--

| State | Crop | Date |
|---|---|---|
| New York | Apiculture, Fall Forage Seeding, PRF/Perennial Forage, Fall-Seeded Small Grains | November 15 |
| | Apples, Grapes, Peaches | January 15 |
| | Spring Forage Seeding, Onions | May 15 |
| | Beans (Black Turtle, Cranberry, Dark Red Kidney, Light Red Kidney, White Kidney, Pea, Pinto), all other crops | July 15 |
| | Cabbage, Beans (all other types) | August 15 |
| North Carolina | Apiculture, PRF/Perennial Forage | November 15 |
| | Apples, Blueberries, Canola, Grapes, Peaches, Fall-Seeded Small Grains, Rapeseed | January 15 |
| | Beans (Planted 3/25-5/8), Cabbage (Planted 2/2-4/20), Potatoes | May 15 |
| | Beans (Planted 6/26-7/10), all other crops | July 15 |
| | Beans (Planted 7/15-9/5), Cabbage (Planted 7/15-9/5) | September 15 |
| North Dakota | Apiculture, PRF/Perennial Forage, Fall-Seeded Small Grains | November 15 **1**/ |
| | Forage Seeding, Grass Seed, all other crops | July 15 |
| **1**/ Crop acreage reported for purposes of enrollment in the Annual Forage Policy shall be reported by the 11/15 ARD if planted from 7/15 to 11/15 for "Growing Season 1," or by the 7/15 ARD if planted from 11/15 to 7/15 for "Growing Season 2."<br><br>**Example:** Eligible crops planted and insured under Annual Forage between 7/15/12 and 11/15/12 have an ARD of 11/15/12 (for Growing Season 1), while eligible crops planted between 11/15/12 and 7/15/2013 have an ARD of 7/15/13 (for Growing Season 2). | | |
| Ohio | Fall-Seeded Small Grains | December 15 |
| | Apples, Grapes | January 15 |
| | Cabbage (Planted 3/19-5/31), all other crops | July 15 |
| | Cabbage (Planted 6/1-7/20) | August 15 |

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**B List of Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years (Continued)**

*--

| State | Crop | Date |
|---|---|---|
| Oklahoma | Apiculture, PRF/Perennial Forage | November 15 |
| | Fall Canola, Fall-Seeded Small Grains | December 15 **1**/ |
| | Peaches | January 15 |
| | Spring Oats, Pecans, Potatoes | May 15 |
| | all other crops | July 15 |
| **1**/ Crop acreage reported for purposes of enrollment in the Annual Forage Policy shall be reported by the 12/15 ARD if planted from 7/15 to 12/15 for "Growing Season 1," or by the 7/15 ARD if planted from 12/15 to 7/15 for "Growing Season 2."<br><br>**Example:** Eligible crops planted and insured under Annual Forage between 7/15/12 and 12/15/12 have an ARD of 12/15/12 (for Growing Season 1), while eligible crops planted between 12/15/12 and 7/15/2013 have an ARD of 7/15/13 (for Growing Season 2). | | |
| Oregon | Apiculture, PRF | November 15 |
| | Fall Alfalfa Seed, Fall Canola, Perennial Forage, Fall Mint, Onions (Planted 8/15-9/15), Fall-Seeded Small Grains | December 15 |
| | Apples, Apricots, Blueberries, Cherries, Cranberries, Grapes, Nectarines, Peaches, Pears, Plums | January 15 |
| | Cabbage (Planted 3/12-4/20) | May 15 |
| | Spring Alfalfa Seed, Cabbage (Planted 4/21-6/10), Onions (Planted 2/15-5/15), all other crops | July 15 |
| | Cabbage (Planted 6/11-8/10) | August 15 |
| Pennsylvania | Apiculture, Fall Forage Seeding, PRF/Perennial Forage, Fall-Seeded Small Grains | November 15 |
| | Apples, Grapes, Peaches, Pears | January 15 |
| | Spring Barley, Spring Forage Seeding, Spring Oats, Rye, Triticale, Spring Wheat | June 15 |
| | all other crops | July 15 |
| | Beans, Cabbage | August 15 |

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**B List of Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years (Continued)**

*--

| State | Crop | Date |
|---|---|---|
| Puerto Rico | All crops | 15 calendar days before the onset of harvest. |
| Rhode Island | Apples, Cranberries, Grapes, Peaches, Fall-Seeded Small Grains | January 15 |
| | all other crops | July 15 |
| South Carolina | Apiculture, PRF/Perennial Forage | November 15 |
| | Clams | November 30 |
| | Apples, Blueberries, Peaches, Fall-Seeded Small Grains | January 15 |
| | Tomatoes (Planted 3/15-4/30) | May 15 |
| | all other crops | July 15 |
| | Tomatoes (Planted 7/1-7/15) | August 15 |
| South Dakota | Apiculture, PRF/Perennial Forage, Fall-Seeded Small Grains | November 15 **1/** |
| | Forage Seeding, all other crops | July 15 |
| **1/** Crop acreage reported for purposes of enrollment in the Annual Forage Policy shall be reported by the 11/15 ARD if planted from 7/15 to 11/15 for "Growing Season 1," or by the 7/15 ARD if planted from 11/15 to 7/15 for "Growing Season 2."<br><br>**Example:** Eligible crops planted and insured under Annual Forage between 7/15/12 and 11/15/12 have an ARD of 11/15/12 (for Growing Season 1), while eligible crops planted between 11/15/12 and 7/15/2013 have an ARD of 7/15/13 (for Growing Season 2). | | |
| Tennessee | Fall-Seeded Small Grains | December 15 |
| | Apples, Peaches | January 15 |
| | all other crops | July 15 |
| | Beans | August 15 |

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**B List of Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years (Continued)**
*--

| State | Crop | Date |
|---|---|---|
| Texas | Apiculture, Cabbage (Planted 9/1-10/15), PRF/Perennial Forage | November 15 |
| | Fall Barley (see map), Fall Wheat (see map), Rye (see map), Triticale (see map) | December 15 **1**/ |
| | Cabbage (Planted 10/16-12/15), Grapes, Grapefruit, Fall Oats (Planted 8/1-12/15), Fall Barley (see map), Fall Wheat (see map), Onions (Planted 9/15-12/31), Oranges, Peaches, Sugarcane | January 15 |
| | Spring Barley, Beans (all other types not listed, planted on or before 5/10) **2**/, Corn (see map), Cotton (see map), Sorghum (see map), Spring Oats, Onions (Planted 1/1-3/31), Pecans, Potatoes (Planted 12/10-3/31), Sunflowers (see map) | May 15 |
| | Beans (Pinto, Blackeye), Corn (see map), Cotton (see map), Peanuts, Potatoes (Planted 4/1-5/15), Sorghum (see map), Sunflowers (see map), all other crops | July 15 |
| | Beans (all other types not listed, planted on or before 7/20) **3**/, Peanuts | August 15 |
| | Cabbage (Planted 7/15-8/31) | September 15 |
| | See maps in subparagraphs C and I for reporting dates for Corn, Cotton, Fall Barley, Fall Wheat, Rye, Sorghum, Sunflowers, and Triticale. | |

**1**/ Crop acreage reported for purposes of enrollment in the Annual Forage Policy shall be reported by the ARD established in the County for Fall Wheat if planted from 7/15 to the Fall Wheat ARD for "Growing Season 1," or by the 7/15 ARD if planted from the Fall Wheat ARD to 7/15 for "Growing Season 2."

**Example:** Eligible crops planted and insured under Annual Forage between 7/15/12 and 12/15/12 have an ARD of 12/15/12 (for Growing Season 1), while eligible crops planted between 12/15/12 and 7/15/2013 have an ARD of 7/15/13 (for Growing Season 2).

**2**/ The May 15 date for reporting processing beans applies to Frio and Uvalde counties only.

**3**/ The August 15 date for reporting processing beans applies to Bailey, Lamb, and Parmer counties only.--*

**B List of Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years (Continued)**

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| State | Crop | Date |
|---|---|---|
| Utah | Apiculture, PRF | November 15 |
| | Fall Forage Seeding, Perennial Forage, Fall-Seeded Small Grains | December 15 |
| | Apples, Cherries, Peaches | January 15 |
| | Spring Forage Seeding | June 15 |
| | Alfalfa Seed, all other crops | July 15 |
| Vermont | Fall Forage Seeding, Fall-Seeded Small Grains | November 15 |
| | Apples, Peaches | January 15 |
| | Spring Forage Seeding | May 15 |
| | all other crops | July 15 |
| Virginia | Apiculture, PRF/Perennial Forage | November 15 |
| | Clams | November 30 |
| | Apples, Peaches, Fall-Seeded Small Grains | January 15 |
| | Cabbage (planted 3/16-4/15), Spring Oats, Potatoes, Tomatoes (Fresh, planted 4/10-5/15) | May 15 |
| | Beans (Planted 3/4-5/25) | June 15 |
| | Beans (Planted 5/26-7/10), Tomatoes (Fresh, planted 5/16-7/5), Tomatoes (all other uses, planted on or before 6/15), all other crops | July 15 |
| | Cabbage (planted 4/16-7/10) | August 15 |
| | Beans (Planted 7/15-9/5) | September 15 |

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**B List of Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years (Continued)**
*--

| State | Crop | Date |
|---|---|---|
| Washington | Fall Alfalfa Seed, Fall Canola, Fall Mint, Onions (Planted 8/15-9/15), Peas (Fall Austrian, Fall Green, Fall Yellow Variety), Fall Lentils, Fall-Seeded Small Grains | December 15 |
| | Apples, Apricots, Blueberries, Cherries, Cranberries, Grapes, Nectarines, Peaches, Pears, Plums | January 15 |
| | Cabbage (Planted 3/1-4/20) | May 15 |
| | Spring Alfalfa Seed, Cabbage (Planted 4/21-6/10), Onions (Planted 3/14-4/20), all other crops | July 15 |
| | Buckwheat, Cabbage (Planted 6/11-8/10) | August 15 |
| West Virginia | Fall-Seeded Small Grains- | December 15 |
| | Apples, Peaches | January 15 |
| | all other crops | July 15 |
| Wisconsin | Perennial Forage, Fall Mint, Fall-Seeded Small Grains | November 15 |
| | Apples, Caneberries, Cherries, Cranberries, Currants, Hops, Huckleberries, Pears, Strawberries | January 15 |
| | Beans (Dark Red Kidney, Light Red Kidney), Forage Seeding, all other crops | July 15 |
| | Beans (all other types not listed), Cabbage | August 15 |
| Wyoming | Apiculture, PRF/Perennial Forage, Fall-Seeded Small Grains | November 15 |
| | Established Stand Alfalfa Seed, Fall Alfalfa Seed | January 15 |
| | Spring Alfalfa Seed, Forage Seeding, all other crops | July 15 |

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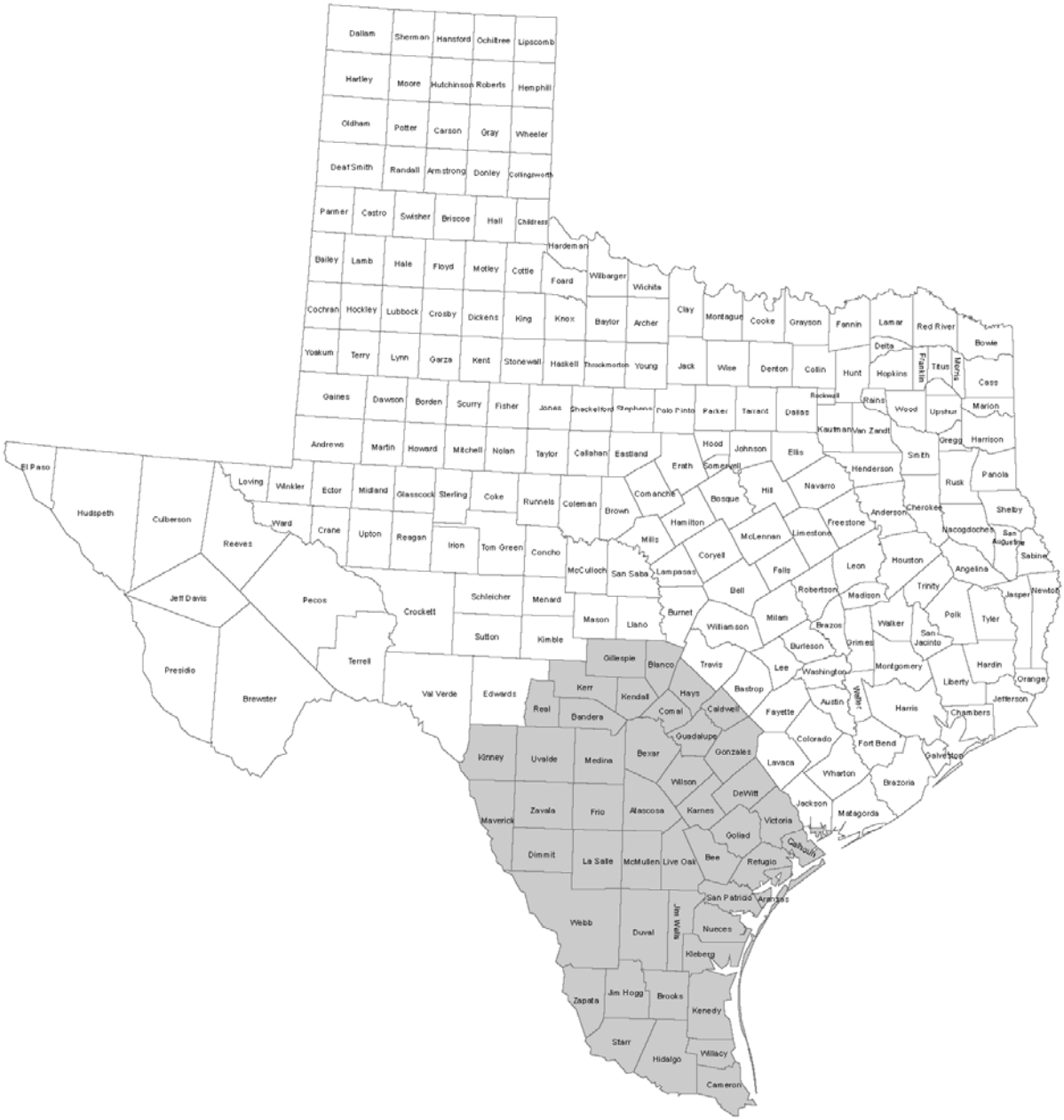
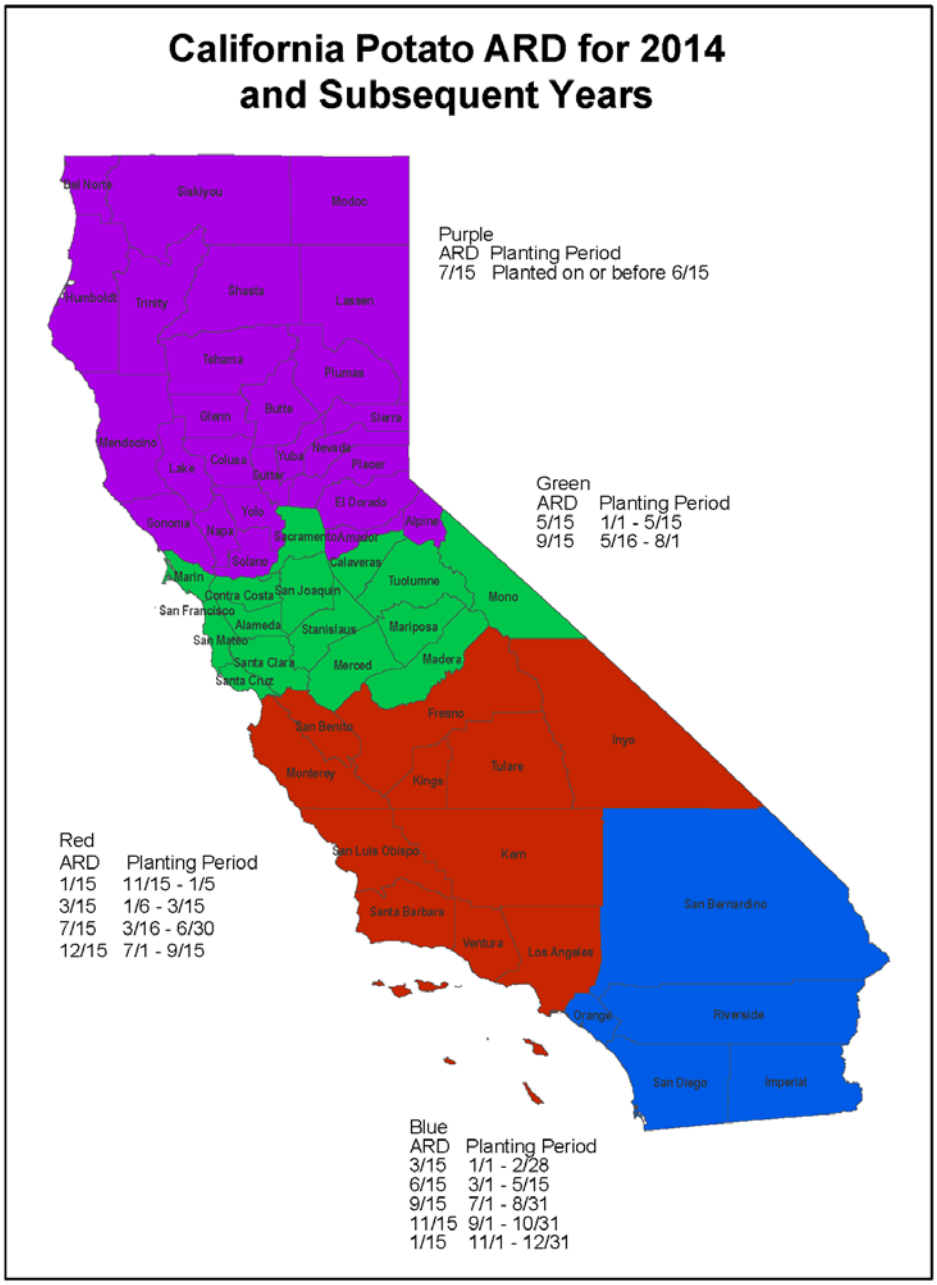
## C Acreage Reporting Dates for Fall Barley, Fall Wheat, Rye, and Triticale in Texas for *--2014 Crop Year--*

Following is a map of the Texas fall barley, rye, triticale, and fall wheat acreage reporting dates for farm programs.



***--D Acreage Reporting Dates for California Potato**

Following is a map of the California potato acreage reporting dates for farm programs.

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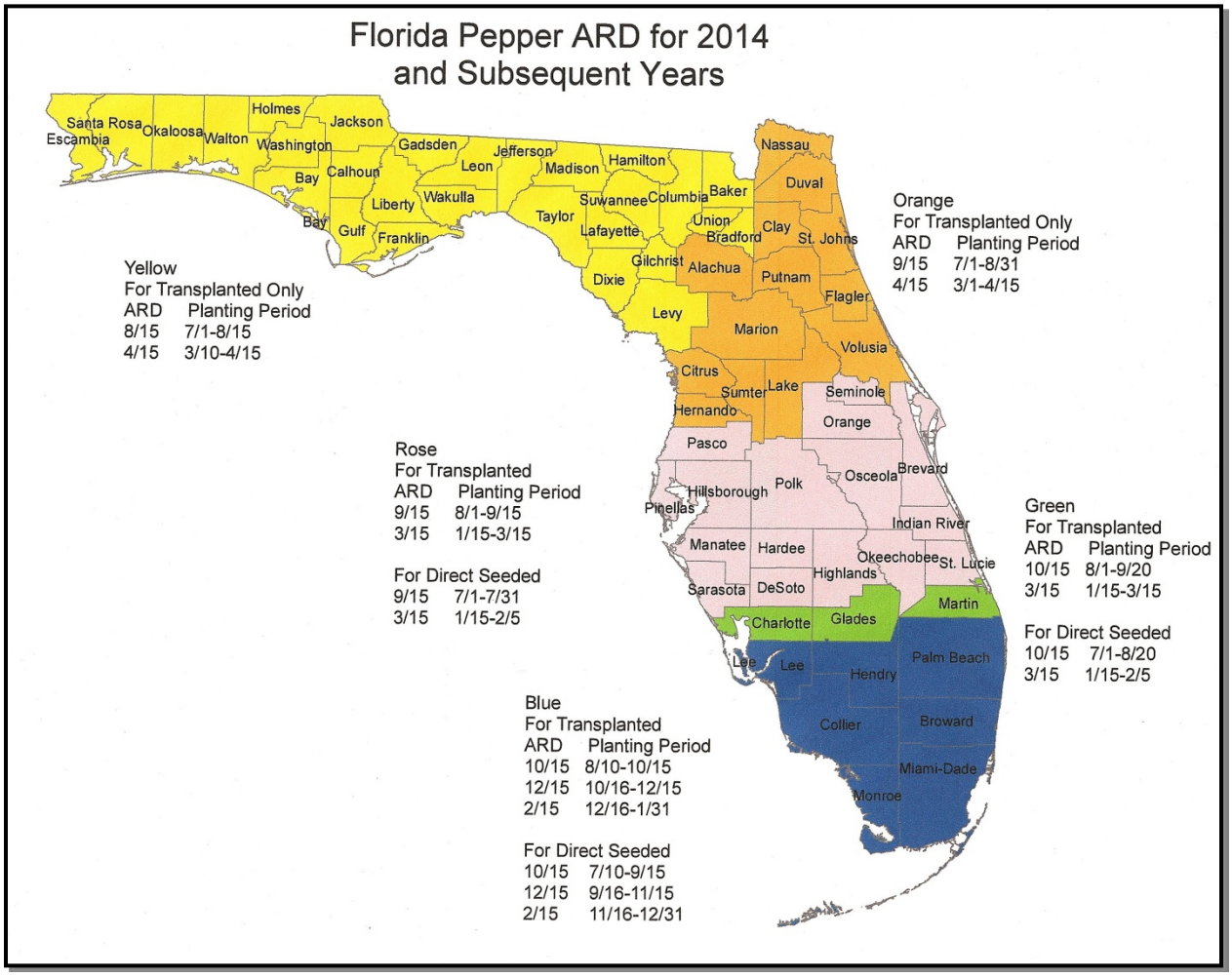
## *--E Acreage Reporting Dates for Florida Pepper

Following is a map of the Florida pepper acreage reporting dates for farm programs.

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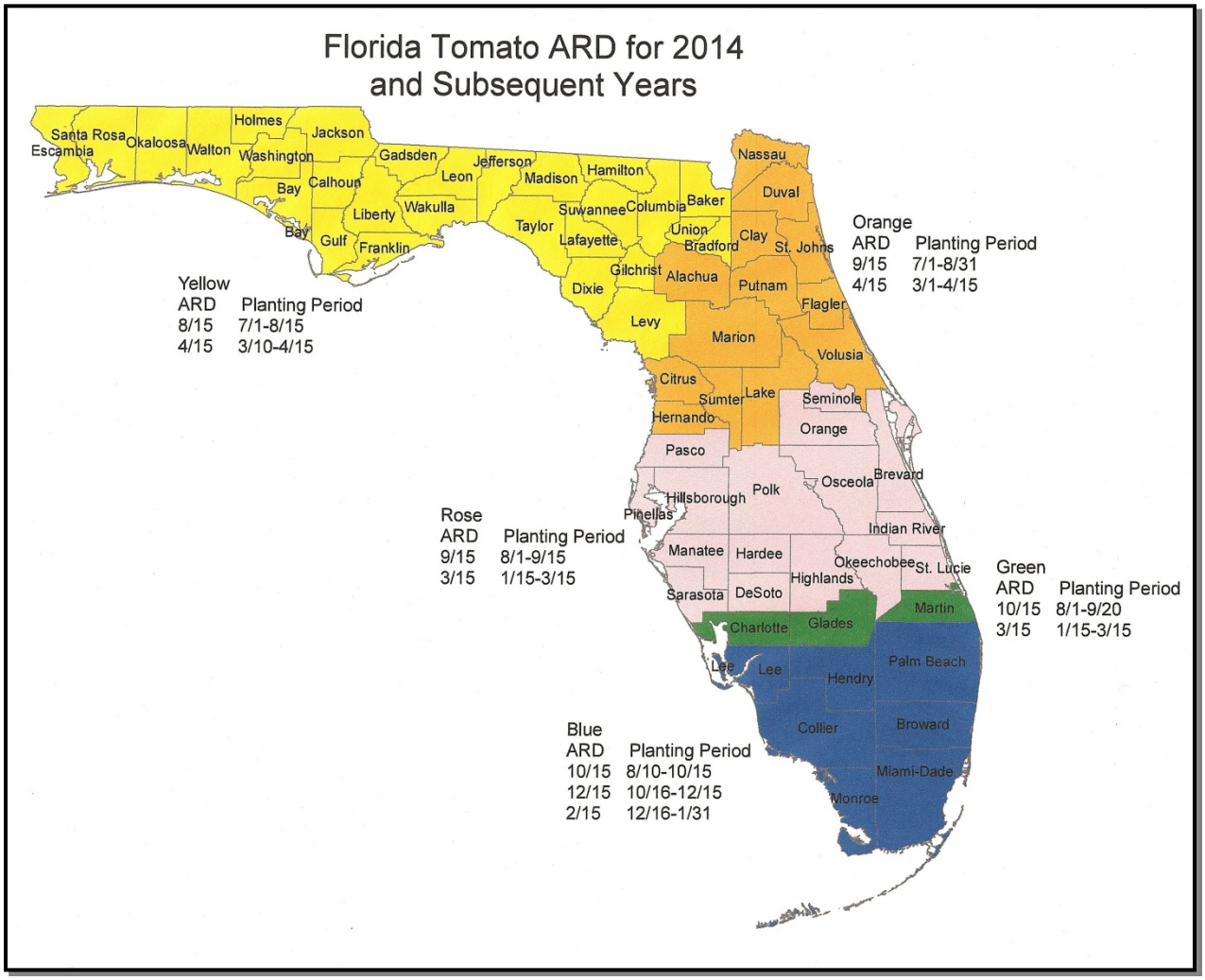
***--F Acreage Reporting Dates for Florida Tomato**

Following is a map of the Florida tomato acreage reporting dates for farm programs.

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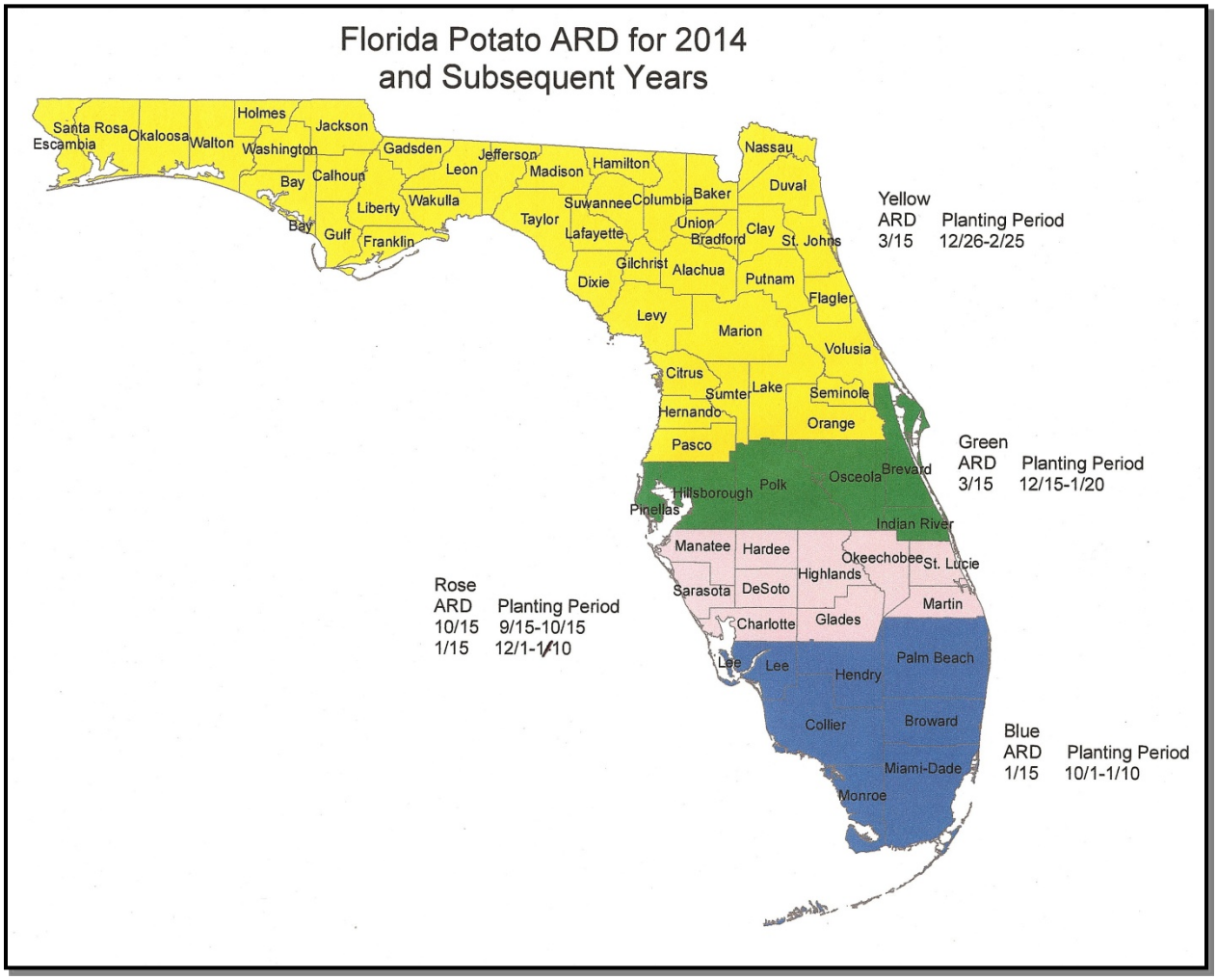
***--G Acreage Reporting Dates for Florida Potato**

Following is a map of the Florida potato acreage reporting dates for farm programs.

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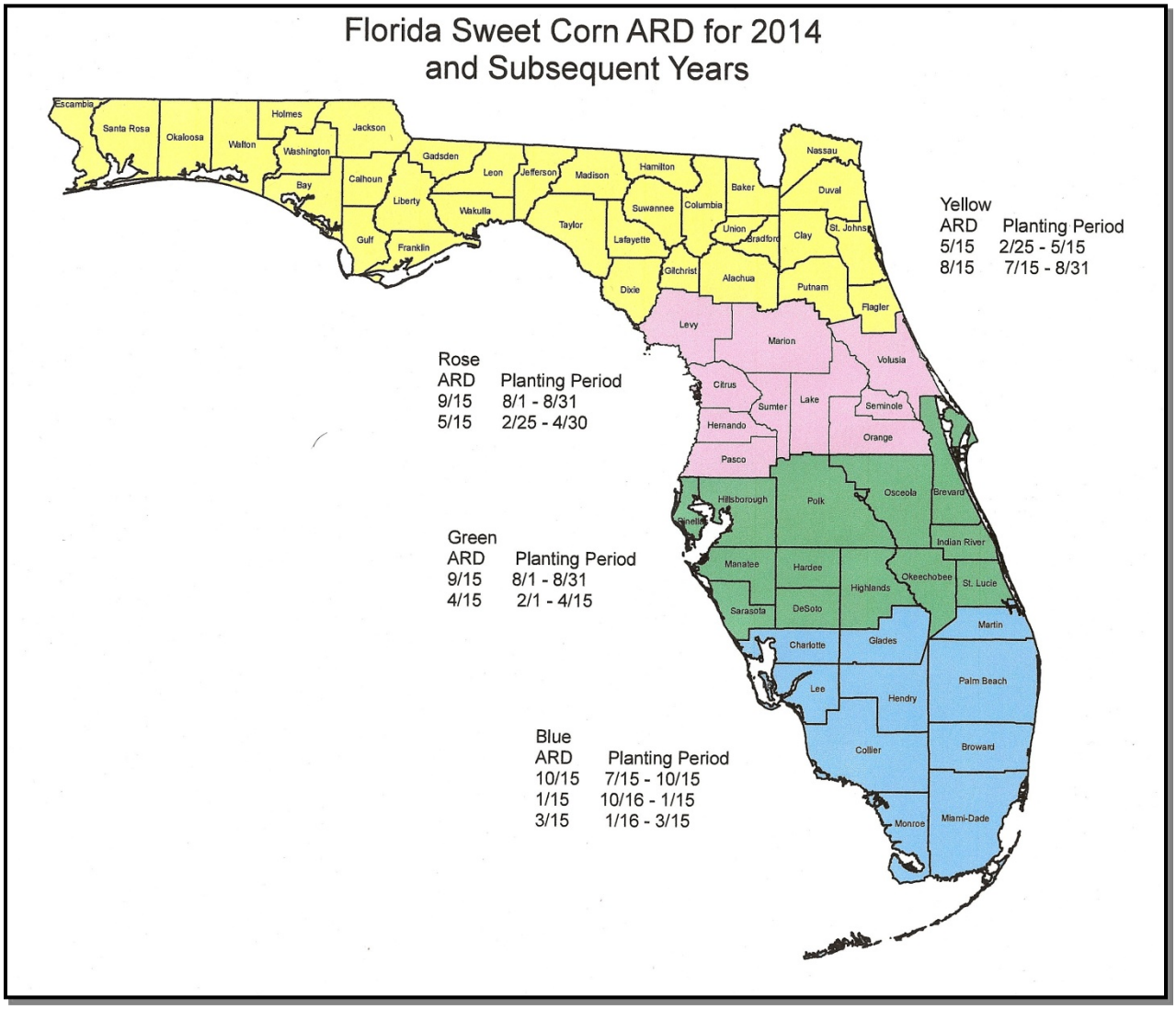
***--H Acreage Reporting Dates for Florida Sweet Corn**

Following is a map of the Florida sweet corn acreage reporting dates for farm programs.

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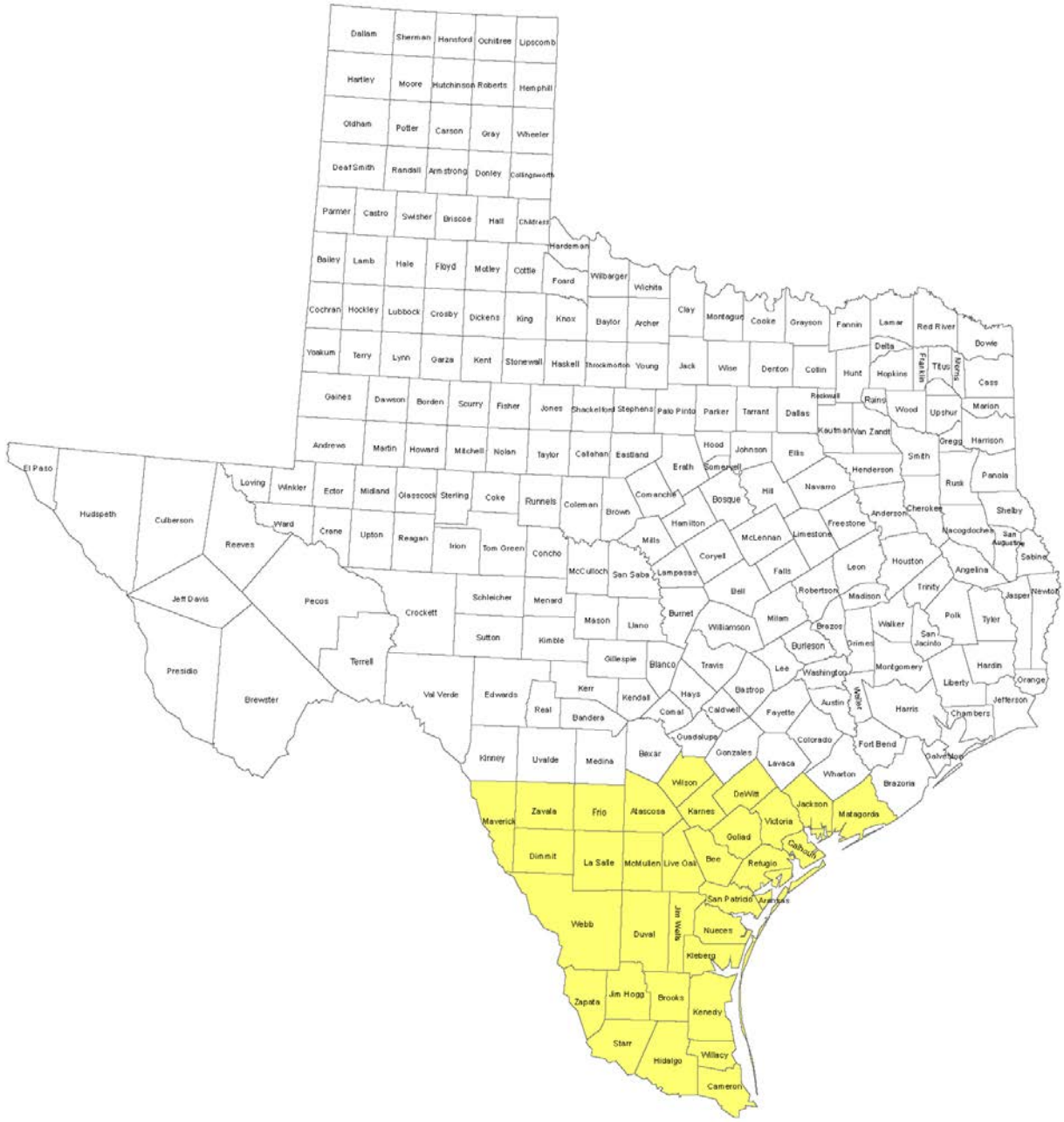
**Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years (Continued)**

***--I Acreage Reporting Dates for Corn, Cotton, Sorghum, and Sunflowers**

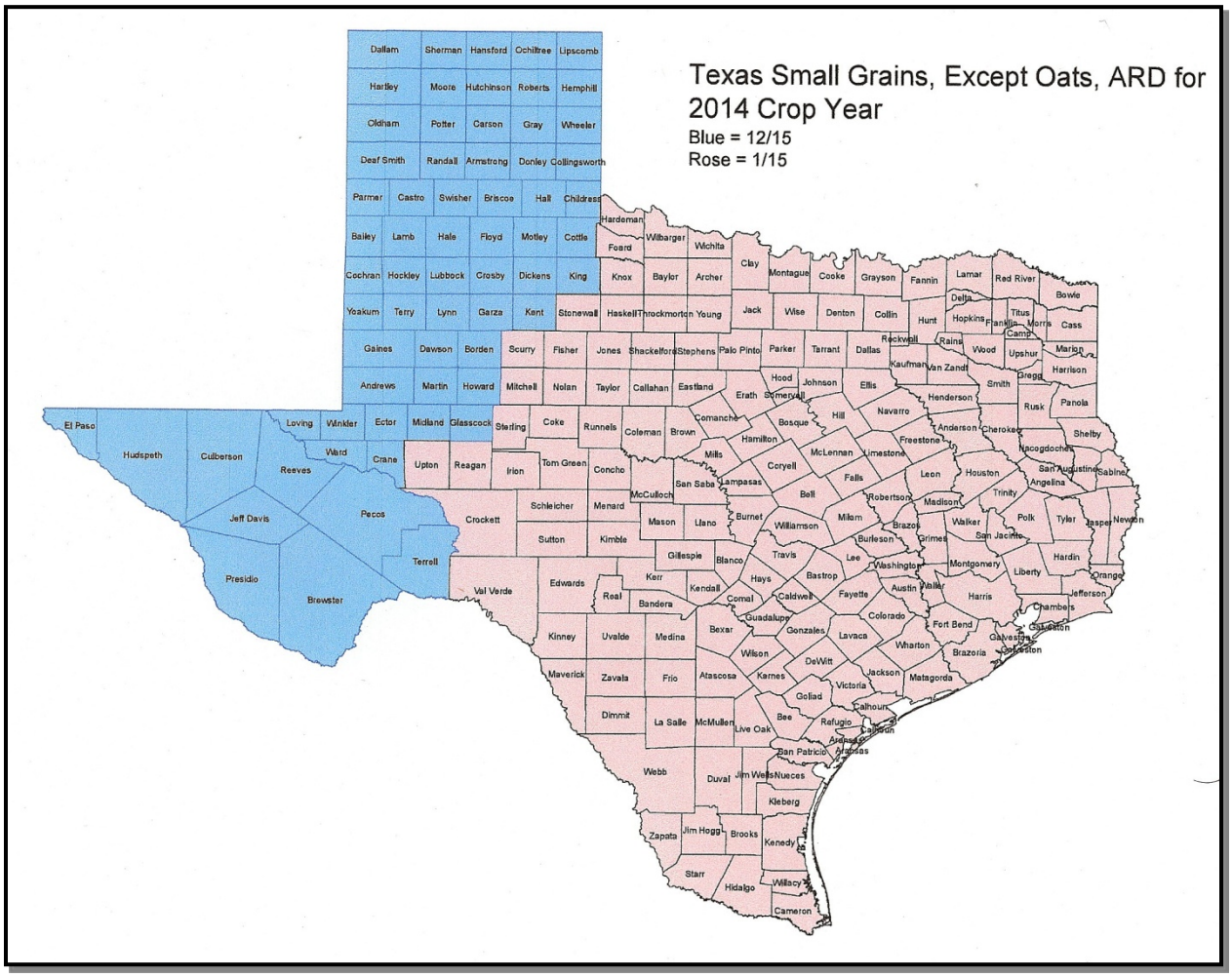
Following is a map of the Texas corn, cotton, sorghum, and sunflowers acreage reporting--* dates for farm programs.



**Crop Reporting Dates Beginning July 1, 2012, for 2012 and Subsequent Crop Years (Continued)**

***--J Acreage Reporting Dates for Texas Small Grains, Except Oats for 2014 Crop Year**

Following is a map of the Texas small grains,except oats acreage reporting dates for the 2014 crop year for farm programs.

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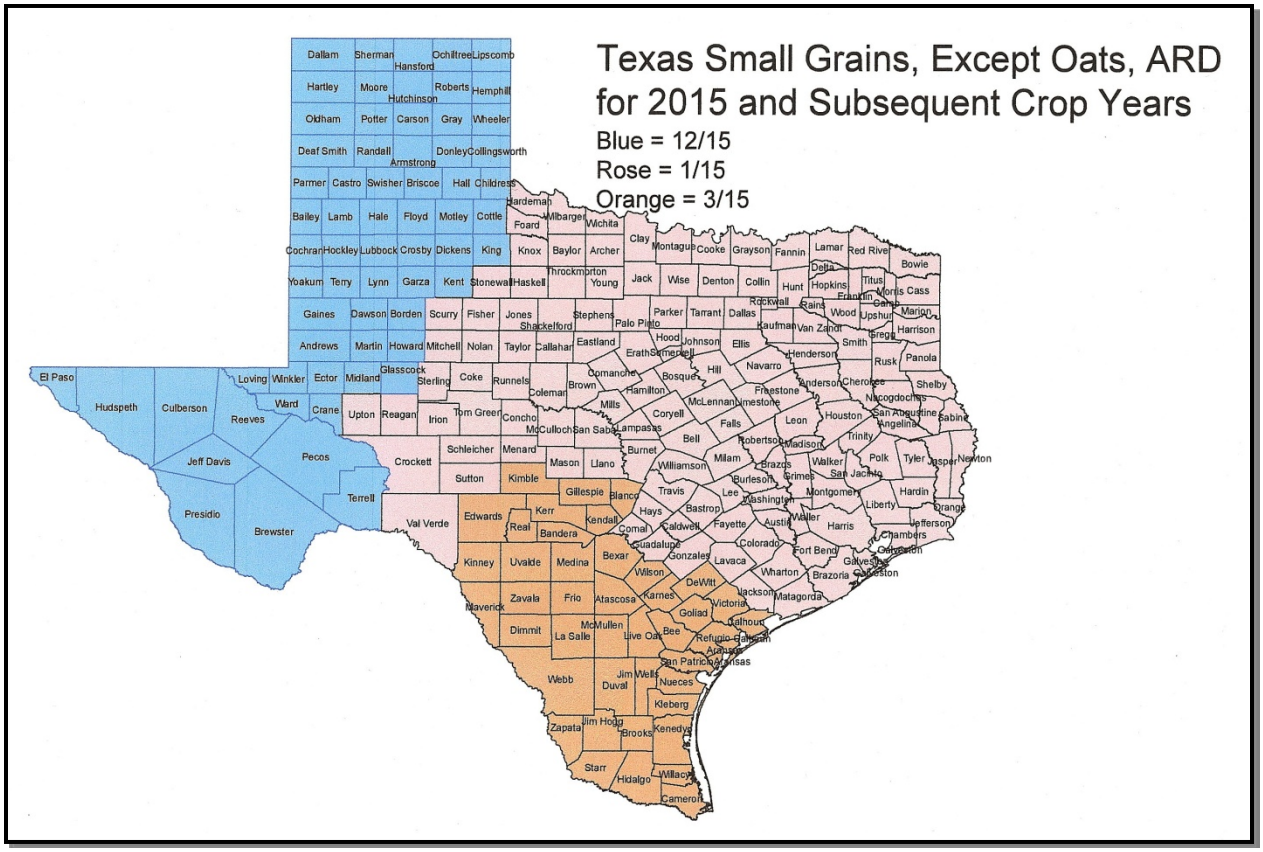
***--K Acreage Reporting Dates for Texas Small Grains, Except Oats for 2015 and Subsequent Crop Years**

Following is a map of the Texas small grains,except oats acreage reporting dates for 2015 and subsequent crop years for farm programs.

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***--Request for Change in Crop/Commodity Final Reporting Date**

U.S. Department of Agriculture
Farm Service Agency

**Request for Change in Crop/Commodity Final Reporting Date**

| 1. FSA State Office Point-of-Contact: | 2. FAX or E-mail Request to: |
|---|---|
| Telephone No.:<br>(  )<br>E-mail Address: | FAX Information:<br>USDA, FSA, PECD, CPB, CPS<br>ATTN: Todd Anderson<br>FAX No. (202) 720-4941<br><br>E-mail Address: **todd.anderson@wdc.usda.gov** |

| Crop/Commodity Name(s) | Crop/Commodity Type(s) | Current Reporting Date(s) in 2-CP, Exhibit 6.5 | Current Crop Insurance Reporting Date(s) | Proposed Reporting Date(s) | Proposed Reporting Date Applicable to What Crop Year(s)? (For example: 2014 and subsequent.) |
|---|---|---|---|---|---|
| | | | | | |
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## *--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**<br>**(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.<br><br>**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**.<br><br>**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**.<br><br>**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**<br>**(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.<br>• If "No", go to item 13.<br>• 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.<br>**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.<br><br>**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.<br><br>**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**<br><br>**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.<br><br>***--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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**2003 and Subsequent Year Crops Reported on FSA-578**

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.

***--**In SAP/CRM, crop and type combinations will be represented as a single "product".

**Example:** Apple, Common and Apple, Specialty are 2 different products found within Product Master. Also, the FSA crop and type codes will be included in Product Master as "CVS crop and type", such as "0054-COM" and "0054-SPC".**--***

| Crop Name | Crop Code | Crop Abbr | Type Name | Type Code | Intended Use | Land Use |
|---|---|---|---|---|---|---|
| Acerola (Barbados Cherry) | 0172 | AZARL | | | FH | F |
| Alfalfa | 0027 | ALFAL | | | CO, 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, JU, PR--* | F |
| Artichokes | 0458 | ARTIC | | | FH, PR, SD | F |
| Asparagus | 0104 | ASPRG | | | FH, PR, RS, SD | F |

## 2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

| Crop Name | Crop Code | Crop Abbr | Type Name | Type Code | Intended Use | Land Use |
|---|---|---|---|---|---|---|
| Atemoya (Custard Apple) | 0997 | ATMYA | | | FH, PR | F |
| | | | | | | |
| Avocados | 0106 | AVOCD | | | FH, PR | F |
| | | | | | | |
| Bamboo Shoots | 0111 | BAMBO | | | FH, PR | F |
| | | | | | | |
| 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 | CO, FG, GM, GR, GS, GZ, LS, SD | |
| | | | Spring Barley | SPR | CO, FG, GM, GR, GS, GZ, LS, SD | |
| | | | Waxy Barley | WXY | CO, FG, GM, GR, GS, GZ, LS, SD | |
| | | | Winter Barley | WTR | CO, 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 | |

## 2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

| Crop Name | Crop Code | Crop Abbr | Type Name | Type Code | Intended Use | Land Use |
|---|---|---|---|---|---|---|
| Beans (Continued) | 0047 | BEANS | 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 |
| | | | 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 |

## 2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

| Crop Name | Crop Code | Crop Abbr | Type Name | Type Code | Intended Use | Land Use |
|---|---|---|---|---|---|---|
| Beans (Continued) | 0047 | BEANS | Shelli | SHL | FG, GM | |
| | | | Shelli | SHL | DE, FH, PR, SD | F |
| | | | Small Red | SMR | FG, GM | |
| | | | Small Red | SMR | DE, FH, PR, SD | F |
| | | | 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, LV, PR, SD, SE | F |
| | | | Mangel Beets | MAN | FH, LV, PR, SD, SE | F |
| | | | Open Pollinated | OPN | FH, LV, PR, SD, SE | F |
| | | | | | | |
| Birdsfoot/Trefoil | 0355 | BIFFO | | | FG, GZ, SD | |
| | | | | | | |
| Blueberries | 0108 | BLUBR | Highbush | HBS | FH, PR | F |
| | | | Low Bush Blueberries | LWB | FH, LS, PR | F |
| | | | Rabbiteye Blueberries | RAB | FH, PR | F |
| | | | | | | |
| Breadfruit | 1290 | BREAD | | | FH | F |
| | | | | | | |
| Broccoflower | 0905 | BRCFL | | | FH, PR, SD | F |

## 2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

| Crop Name | Crop Code | Crop Abbr | Type Name | Type Code | Intended Use | Land Use |
|---|---|---|---|---|---|---|
| Broccoli | 0110 | BRCLI | | | FH, PR, SD, SE | F |
| | | | | | | |
| Broccolo-Cavalo | 7073 | BRCXC | | | FH, PR, RS, SD | F |
| | | | | | | |
| Brussel Sprouts | 0112 | BRUSL | | | FH, PR, SD | F |
| | | | | | | |
| Buckwheat | 0114 | BUKWT | | | CO, 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 |
| | | | Prime Ark 45 | PAK | FH, PR | F |
| | | | Prime Jan | PJA | FH, PR | F |
| | | | Prime Jim | PJI | FH, PR | *--F--* |
| | | | Red Raspberries | RED | FH, PR | F |
| | | | Tayberries | TAY | FH, PR | F |
| | | | Triple Crown Blackberries | TRI | FH, PR | F |

**2003 and Subsequent Year Crops Reported on FSA-578 (Continued)**

| Crop Name | Crop Code | Crop Abbr | Type Name | Type Code | Intended Use | Land Use |
|---|---|---|---|---|---|---|
| Canistel | 9057 | CANIS | | | FH | F |
| Canola | 0711 | CANOL | Fall Seeded | FAL | CO, FG, SD | |
| | | | Spring Canola | SPR | CO, 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 |
| | | | Root | ROT | PR | |
| | | | Witloof | WIT | FG, GZ | |
| | | | Witloof | WIT | FH, RS, SD | F |

## 2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

| Crop Name | Crop Code | Crop Abbr | Type Name | Type Code | Intended Use | Land Use |
|---|---|---|---|---|---|---|
| Chinese Bitter Melon | 9996 | CHIBT | | | FH | F |
| | | | | | | |
| 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 | CO, FG, GM, GZ, SD | |
| | | | Alyce Clover | ALC | CO, FG, GM, GZ, SD | |
| | | | Arrowhead Clover | AHD | CO, FG, GM, GZ, SD | |
| | | | Arrowleaf | ARL | CO, FG, GM, GZ, SD | |
| | | | Ball Clover | BAL | CO, FG, GM, GZ, SD | |
| | | | Berseem Clover | BER | CO, FG, GM, GZ, SD | |
| | | | Crimson Clover | CRM | CO, FG, GM, GZ, SD | |
| | | | Kura Clover | KUR | CO, FG, GM, GZ, SD | |
| | | | Mammoth Clover | MAM | CO, FG, GM, GZ, SD | |
| | | | Purple Prairie | PPR | CO, FG, GM, GZ, SD | |
| | | | Red Clover | RED | CO, FG, GM, GZ, SD | |
| | | | Sub Clover | SUB | CO, FG, GM, GZ, SD | |
| | | | White Clover | WHT | CO, FG, GM, GZ, SD | |
| | | | Yellow | YEL | CO, FG, GM, GZ, SD | |
| | | | | | | |
| Coconuts | 0175 | COCON | | | FH | F |
| | | | | | | |
| Coffee | 0176 | COFFE | Arabica | ARA | PR | F |
| | | | Liberica | LIB | PR | F |
| | | | Robusta Coffee | ROB | PR | F |

**2003 and Subsequent Year Crops Reported on FSA-578 (Continued)**

| Crop Name | Crop Code | Crop Abbr | Type Name | Type Code | Intended Use | Land Use |
|---|---|---|---|---|---|---|
| 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 |
| | | | Waxy | WXY | FG, GR, GZ, LS, SD | |
| | | | | | | |
| Cotton, Els | 0022 | ELSCN | | | Blank | |
| | | | | | | |
| Cotton, Upland | 0021 | UPCN | | | Blank | |
| | | | | | | |
| Crambe (Colewort) | 0714 | CRAMB | | | *--GR, SD--* | |
| | | | | | | |
| Cranberries | 0058 | CRNBR | | | FH PR | F |
| | | | | | | |
| Crenshaw Melon | 9994 | CRENS | | | FH SD | F |
| | | | | | | |
| CRP | 0099 | CRP | | | *--For 2012 and prior years: 1, 2,--* 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 31, 32, 33, 34, 35, 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, 70, 71, 72, 73, or 74 | | |
| | | | *--CP1 Est Perm Intro Grass and Legume | 001 | | |
| | | | CP2 Est Perm Native Grasses | 002 | | |
| | | | CP3 Tree Planting | 003 | | |
| | | | CP3A Hardwood Tree Planting | 03A | | |
| | | | CP4 Permanent WL Habitat | 004 | | |
| | | | CP4A Perm WL Habitat (Corridor) | 04A | | |
| | | | CP4B Perm WL (Corridor) Nonease | 04B | | |
| | | | CP4D Perm WL Habitat Nonease | 04D | | |
| | | | CP5 Field Windbreak Est | 005 | | |
| | | | CP5A Field Windbreak Nonease | 05A | | |
| | | | CP6 Diversions | 006--* | | |

## 2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

| Crop Name | Crop Code | Crob Abbr | Type Name | Type Code | Intended Use | Land Use |
|---|---|---|---|---|---|---|
| CRP (Continued) | 0099 | CRP | *--CP7 Erosion Control Structure | 007 | | |
| | | | CP8 Grass Waterways | 008 | | |
| | | | CP8A Grass Waterway Nonease | 08A | | |
| | | | CP9 Shallow Water Areas for WL | 009 | | |
| | | | CP10 Veg Cover, Grass Already Est | 010 | | |
| | | | CP11 Veg Cover, Trees Already Est | 011 | | |
| | | | CP12 Wildlife (WL) Food Plot | 012 | | |
| | | | CP13 Veg Filter Strips | 013 | | |
| | | | CP13A Veg Filter Strips (Grass) | 13A | | |
| | | | CP13B Veg Filter Strips (Trees) | 13B | | |
| | | | CP13C Veg Filtr Strip Grass Nonease | 13C | | |
| | | | CP13D Veg Filt Strips Trees Nonease | 13D | | |
| | | | CP14 Bottomland Timbr Est on Wetlds | 014 | | |
| | | | CP15 Est Perm Veg Cvr Contour Strps | 015 | | |
| | | | CP15A Est Contr Grass Strps Nonease | 15A | | |
| | | | CP15B Est Contr Gras Strp on Terrac | 15B | | |
| | | | CP16 Shelterbelt Est | 016 | | |
| | | | CP16A Shelterbelt Est Nonease | 16A | | |
| | | | CP17 Living Snow Fence | 017 | | |
| | | | CP17A Living Snow Fence Nonease | 17A | | |
| | | | CP18 Est Perm Veg Reduce Salinity | 018 | | |
| | | | CP18A Est Perm Salt Tol Veg Cvr | 18A | | |
| | | | CP18B Est Perm Veg Reduc Sal Noneas | 18B | | |
| | | | CP18C Est Perm Salt Tol Veg Cvr Non | 18C | | |
| | | | CP19 Alley Cropping | 019 | | |
| | | | CP20 Alternate Perennial | 020 | | |
| | | | CP21 Filter Strips | 021 | | |
| | | | CP22 Riparian Buffer | 022 | | |
| | | | CP23 Wetland Restoration | 023 | | |
| | | | CP23A Wetland Restor Nonfloodpl | 23A | | |
| | | | CP24 Est Perm Veg Cvr Cross Wind Tr | 024 | | |
| | | | CP25 Rare and Declining Habitat | 025--* | | |

## 2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

| Crop Name | Crop Code | Crob Abbr | Type Name | Type Code | Intended Use | Land Use |
|---|---|---|---|---|---|---|
| CRP (Continued) | 0099 | CRP | *--CP26 Sedimt Retn Contrl Structr Mi | 026 | | |
| | | | CP27 FWP Wetland | 027 | | |
| | | | CP28 FWP Buffer | 028 | | |
| | | | CP29 MPL WL Habitat Buffer | 029 | | |
| | | | CP30 MPL Wetland Buffer | 030 | | |
| | | | CP31 Bottomland Timbr Est on Wetld | 031 | | |
| | | | CP32 Expired Hardwood Trees | 032 | | |
| | | | CP33 Habitat Bufrs Upland Birds | 033 | | |
| | | | CP34 Flood Control System | 034 | | |
| | | | CP35A EFCRP Longleaf Pine New | 35A | | |
| | | | CP35B EFCRP Longleaf Pine Exist | 35B | | |
| | | | CP35C EFCRP Bottmld Hdwd New | 35C | | |
| | | | CP35D EFCRP Bottmld Hdwd Exist | 35D | | |
| | | | CP35E EFCRP Softwood New | 35E | | |
| | | | CP35F EFCRP Softwood Exist | 35F | | |
| | | | CP35G EFCRP Upland Hdwd New | 35G | | |
| | | | CP35H EFCRP Upland Hdwd Exist | 35H | | |
| | | | CP35I EFCRP Mixed Trees Exist | 35I | | |
| | | | CP36 Longleaf Pine Est | 036 | | |
| | | | CP37 Duck Nesting Habitat | 037 | | |
| | | | CP38A Safe Buffers | 38A | | |
| | | | CP38B Safe Wetlands | 38B | | |
| | | | CP38C Safe Trees | 38C | | |
| | | | CP38D Safe Longleaf Pine | 38D | | |
| | | | CP38E Safe Grass | 38E | | |
| | | | CP39 FWP Constructed Wetland | 039 | | |
| | | | CP40 FWP Aquaculture Wetld Restor | 040 | | |
| | | | CP41 FWP Flooded Prairie Wetld | 041 | | |
| | | | CP42 Pollinator Habitat | 042--* | | |
| | | | | | | |
| 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)

| 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 | |
| | | | *--Blue Tilapia | BLT | 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)

| 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 | |
| | | | White/Pearl Tilapia | WPT | FH, PR | |
| | | | | | | |
| Flax | 0031 | FLAX | Common | COM | *--CO, GR, OL, PR, SD | |
| | | | Lewis/Wild Blue | LWB | CO, GR, SD | |
| | | | Linola | LIN | CO, GR, 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)

| 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 | |
| | | | *--Calendula | CLD | 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)

| 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 | |
| | | | Echium | ECM | 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 | |
| | | | *--Fern Fronds<br><br>**Note:** Leaf cuttings for floriculture only. Continue to report whole fern plant as Nursery (1010). | FFS | LV--* | |
| | | | 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)

| 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)

| 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 | |
| | | | *--Pussy Willow | PWL | 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)

| 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 |
| | | | | | | |
| Garden, Commercial | 0773 | CMGRD | | | Blank | *--F--* |
| | | | | | | |
| Garden, Home | 0772 | HMGRD | | | Blank | |
| | | | | | | |
| 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 |

## 2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

| 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 |
| | | | *--Albarino | ABR | FH, PR | F--* |
| | | | Alicante-Bouschet | ALB | FH, PR | F |
| | | | Almeria | ALM | FH, PR | F |
| | | | Aurora | AUR | FH, PR | F |
| | | | Autumn King | AYJ | 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 Corinth/Zante Current | BLZ | 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)

| 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 |
| | | | *--Emerald Seedless | EMS | 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 |

## 2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

| 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)

| 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)

| 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 |
| | | | *--Scarlet Royal | SCR | FH, PR | F--* |
| | | | Schurebe | SCH | FH, PR | F |
| | | | *--Selma Pete | SLP | 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)

| 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 |
| | | | *--Zweigeltrebe | ZWE | 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, PR, 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)

| 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, PR, SD, SO--* | |
| | | | Indian Ricegrass | IRG | FG, GZ, LS, SD, SO | |

## 2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

| 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, PR, 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)

| 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, PR, 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)

| 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 | |
| | | | Vetiver | VET | *--FG, GZ, LS, PR, 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 |

## 2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

| 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 |
| | | | | | | |
| Ground Cherrry | 0127 | GRCHY | Cninese Lantern Plant | CHL | FH, PR | F |
| | | | | | | |
| Guamabana/Soursop | 1167 | GUANA | | | FH | |
| | | | | | | |
| Guar | 0134 | GUAR | | | *--GM, GR, 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)**

| 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 | |
| | | | *--Stevia | STV | FH, PR, SD--* | |
| | | | Tarragon | TAR | FH, PR, SD | |
| | | | Thyme | THY | FH, PR, SD | |
| | | | Worm Grass | WRG | FH, PR, SD | |
| | | | | | | |
| Hesperaloe/Agave | 0837 | HSPRL | | | 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)

| 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, SD--* | |
| 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)**

| 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 | | | *--GR, 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 | |
| | | | Japanese | JPN | FG, GR, GZ, LS, SD | |
| | | | Pearl | PRL | FG, GR, GZ, LS, SD | |
| Mixed Forage | 0296 | MIXFG | 2 Or More Interseeded Coarse Grains | ICG | CO, FG, GM, GZ, LS, SD, SO | |
| | | | 2 Or More Interseeded Grass Mix | IGS | CO, FG, GM, GZ, LS, SD, SO | |
| | | | 2 Or More Interseeded Small Grains | MSG | CO, FG, GM, GZ, LS, SD, SO | |
| | | | 2 Or More Legumes Interseeded | LEG | CO, FG, GM, GZ, LS, SD, SO | |

## 2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

| Crop Name | Crop Code | Crop Abbr | Type Name | Type Code | Intended Use | Land Use |
|---|---|---|---|---|---|---|
| Mixed Forage (Continued) | 0296 | MIXFG | Alfalfa Grass Mixture | AGM | CO, FG, GM, GZ, LS, SD, SO | |
| | | | Alfalfa Small Grain Interseeded | ASG | CO, FG, GM, GZ, LS, SD, SO | |
| | | | Grass Mix-Below 25% Alfalfa | GMA | CO, FG, GM, GZ, LS, SD, SO | |
| | | | Grass/Small Grain Interseeding | SSG | CO, FG, GM, GZ, LS, SD, SO | |
| | | | Hay Oats And Peas | OTP | CO, FG, GM, GZ, LS, SD, SO | |
| | | | Legume/Coarse Grain | LCG | CO, FG, GM, GZ, LS, SD, SO | |
| | | | Legume/Grass Mixture | LGM | CO, FG, GM, GZ, LS, SD, SO | |
| | | | Legume/Small Grain | LSG | CO, FG, GM, GZ, LS, SD, SO | |
| | | | Legume/Small Grain/Grass | LGG | CO, FG, GM, GZ, LS, SD, SO | |
| | | | Legume/Small Grain/Grass/ Vegetable Interseeded | LGV | CO, GM, GZ, LS | |
| | | | Native Grass Interseeded | NSG | CO, FG, GM, GZ, LS, SD, SO | |
| | | | Small Grain/Grass/Vegetable Interseeded | GGV | CO, GM, GZ, LS | |
| | | | Small Grain/Legume/ Vegetable Interseeded | GLV | CO, GM, GZ, LS | |
| | | | | | | |
| 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, GR, PR, SD | |
| | | | Oriental | ORN | GM, GR, PR, SD | |
| | | | Yellow | YEL | GM, GR, PR, SD--* | |
| | | | | | | |
| Nectarines | 0250 | NECTR | Common | COM | FH, PR | F |
| | | | Early Season | NEE | FH | F |
| | | | Late Season | NEL | FH | F |
| | | | Mid Season | NEM | FH | F |
| | | | | | | |
| Niger Seed | 2011 | NGRSD | | | Blank | |
| | | | | | | |
| Noni | 0421 | NONI | | | FH, JU, PR | F |
| | | | | | | |
| Nursery | 1010 | NRSRY | Container | CON | Blank | |
| | | | Edible Container | EDC | Blank | |
| | | | Edible Field | EDF | Blank | |
| | | | Field | FLD | Blank | |

***--Note:** Report whole Ferns, Holly, Plants, Vines, and Shrubs under Nursery. Report Fern Fronds or cuttings for floriculture as Flowers/Fern Fronds (7501-FFS).--*

**2003 and Subsequent Year Crops Reported on FSA-578 (Continued)**

| Crop Name | Crop Code | Crop Abbr | Type Name | Type Code | Intended Use | Land Use |
|---|---|---|---|---|---|---|
| Oats | 0016 | OATS | Hulless | HUL | CO, FG, GM, GR, GS, GZ, LS, SD | |
| | | | Spring | SPR | CO, FG, GM, GR, GS, GZ, LS, SD | |
| | | | Winter | WTR | CO, FG, GM, GR, GS, GZ, LS, SD | |
| | | | | | | |
| Okra | 0286 | OKRA | | | FH, PR, SD | F |
| | | | | | | |
| Olives | 0501 | OLIVE | Manzanilla | MNZ | 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 |

## 2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

| Crop Name | Crop Code | Crop Abbr | Type Name | Type Code | Intended Use | Land Use |
|---|---|---|---|---|---|---|
| Other Fruits And Vegetables | 0773 | OFAV | | | blank | F |
| | | | | | | |
| 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 Early Season | FSE | FH | F |
| | | | Freestone Late Season | FSL | FH | F |
| | | | Freestone Mid Season | FSM | FH | 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 | |

## 2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

| 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, *--CO--* | |
| **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)**

| 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 |
| | | | *--Chilaca | CHL | FH, PR, SD, SE | F--* |
| | | | Cubanells | CUB | FH, PR, SD, SE | F |
| | | | Fingerhots | FIN | FH, PR, SD, SE | F |
| | | | *--Fresno | FRS | 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 |
| | | | *--Scotch Bennet | SCB | 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)

| 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 |
| | | | *--Evangeline | EVA | 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 |

## 2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

| 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 | CO, GM | |
| | | | Chinese | CHI | FH, LS, SD | F |
| | | | Daikon | DAI | CO, GM | |
| | | | Daikon | DAI | FH, LS, SD | F |
| | | | Hybrid | HYB | CO, GM | |
| | | | Hybrid | HYB | FH, LS, SD | F |
| | | | Korean | KOR | CO, GM | |
| | | | Korean | KOR | FH, LS, SD | F |
| | | | Oilseed | OLS | CO, GM | |
| | | | Oilseed | OLS | FH, LS, SD | F |
| | | | Open Pollinated | OPN | CO, GM | |
| | | | Open Pollinated | OPN | FH, LS, SD | F |
| | | | | | | |
| Raisins | 0037 | RAISN | | | Blank | F |
| | | | | | | |
| Rambutan | 7164 | RMBTN | | | FH, PR, RS, SD | F |
| | | | | | | |
| Rapeseed | 0129 | RAPE | | | *--CO, FG, GM, GR, 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)**

| Crop Name | Crop Code | Crop Abbr | Type Name | Type Code | Intended Use | Land Use |
|---|---|---|---|---|---|---|
| Rutabaga | 0339 | RUBAG | | | FH, PR, SD | F |
| Rye | 0094 | RYE | | | CO, 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 | | | *--GR, 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 | CO, FG, GM, GZ, LS, ML, PR, SD, SG | |
| | | | Cane | CAN | CO, FG, GM, GZ, LS, ML, PR, SD, SG | |
| | | | Sudex | SUD | CO, FG, GM, GZ, LS, ML, PR, SD, SG | |
| | | | Sweet | SWT | CO, 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)**

| 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 | |
| | | | *--High Protein | HPT | GR, PR, SD | |
| | | | Large Seeded Food Grade | LSD | FH, PR, SD | |
| | | | Lerado | LER | FG, FH, GR, GZ, LS, SD | |
| | | | Low Lincolnic Acid | LLA | FG, GR, LS, PR, SD | |
| | | | Low Saturated Fat | LSF | GR, PR, SD | |
| | | | Quail Haven | QUL | FG, LS, SD | |
| | | | Small Seeded Food Grade | SSD | FH, PR, 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 | Common | COM | FH, JU, PR, RS | F |
| | | | Murcotts | MUR | FH, JU, PR, RS | F |

**2003 and Subsequent Year Crops Reported on FSA-578 (Continued)**

| 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)

| 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 | | | CO, 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 | *--CO, GZ | |
| | | | Hybrid Turnip | HYB | FH, PR, SD | F |
| | | | Open Pollinated | OPN | CO, GZ--* | |
| | | | Open Pollinated | OPN | FH, PR, SD | F |
| Vanilla | 1295 | VANIL | | | blank | |
| Vetch | 0435 | VETCH | Cicer Milkvetch | CIC | CO, FG, GM, GZ, SD | |
| | | | Common Vetch | COM | CO, FG, GM, GZ, SD | |
| | | | Crown Vetch | CRW | CO, FG, GM, GZ, RS, SD | |
| | | | Hairy Vetch | HRY | CO, 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)

| 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 | CO, FG, GM, GR, GS, GZ, LS, SD | |
| | | | Hard Red Spring | HRS | CO, FG, GM, GR, GS, GZ, LS, SD | |
| | | | Hard Red Winter | HRW | CO, FG, GM, GR, GS, GZ, LS, SD | |
| | | | Hard White Spring | HWS | CO, FG, GM, GR, GS, GZ, LS, SD | |
| | | | Hard White Winter | HWR | CO, FG, GM, GR, GS, GZ, LS, SD | |
| | | | Soft Red Winter | SRW | CO, FG, GM, GR, GS, GZ, LS, SD | |
| | | | Soft White Spring | SWS | CO, FG, GM, GR, GS, GZ, LS, SD | |
| | | | Soft White Winter | SWW | CO, FG, GM, GR, GS, GZ, LS, SD | |
| | | | | | | |
| Wildlife Food Plot | 0777 | WLDFP | | | Blank | |
| | | | | | | |
| Wildlife Habitat Incentive Program | 2007 | WHIP | | | Blank | |
| | | | | | | |
| *--Wolfberry/Goji | 0427 | WOLFB | | | FH, PR | F--* |
| | | | | | | |
| Woodland/Native Understory | 7508 | WNUND | | | GZ | |
| | | | | | | |
| 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 |
| | | | | | | |

## Crop Characteristic Codes

### A Crop Status Codes for First Character Field

*--Following are the crop status codes for the first character field. All crop status codes are defined as applicable for the product (crop, type) and available for viewing in CRM/Product Master.--*

| 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:<br>• crop is planted for experimental purposes conducted under the direct supervision of a State experiment station or commercial company<br>• production is destroyed before harvest or used for testing or other experimental purposes<br>• 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<br>• the farm operator certifies that no harvested production of the crop has or will be received<br>• by the final reporting date, the farm operator reports the acreage to be excluded and identifies the acreage on a photocopy.<br>***--Note:** In SAP/CRM, the "Experimental" status code "X" is captured independently of the other crop status codes.--* |

**Crop Characteristic Codes (Continued)**

**B Second Character Field Status Codes**

*--Second character field status codes are referred to as "Planting Status" codes in SAP/CRM and are defined as applicable for the product (crop, type) and available for viewing in CRM/Product Master.--*

The following status codes will be used in the second character:

- "P" for prevented
- "F" for failed
- "_" for planted
- *--"V" for volunteer.

**Note:** In SAP/CRM, the "Volunteer" status code "V" is captured independently of the other second character/planting status codes.

**C Third Character Field Status Codes**

The **"M" or Interplanted** status code will be used in the third character field. 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 | Plantain | PUR | 10.0 | Fh | I M |

* * *

*--For 2013 and subsequent crop years, status codes 1 through 9 have been removed. Subsequent plantings shall be captured with using the "Repeat" crop status code "R", according to subparagraph 73 C.--*

**Crop Characteristic Codes (Continued)**

**D Intended Actual Use Codes**

The following are the intended actual use codes and definitions.

| Code | Intended/Actual Use | FSA-578 Printout | Definition |
|---|---|---|---|
| CO | Cover Only | Cover | Intended not for harvest, but to be used for field cover only. The crop is destroyed intentionally and is not incorporated into the soil. Typically used for erosion control or other environmental benefits.<br><br>**Note:** If the crop is to be grazed (GZ), hayed for forage (FG), left standing (LS), or plowed in for manure (GM), report as such. Do **not** report as Cover Only (CO). |
| 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. |
| 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. |

**Crop Characteristic Codes (Continued)**

**D Intended Actual Use Codes (Continued)**

| Code | Intended/Actual Use | FSA-578 Printout | Definition |
|---|---|---|---|
| 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 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.<br><br>**Note:** All other crops grown with the intent to produce oil shall be reported with a "Processed" intended use. |
| 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:<br><br>• minimum area is 5/10ths of an acre for all crops<br>• following is the minimum width:<br><br>  • perimeter of field is 10 links for all crops<br>  • within the planted area:<br><br>  • 4 normal rows, except when planted in a skip-row pattern<br>  • 20 links for close-sown crops within planted area. |
| Delaware | Deduction credit is a minimum width of 6 links. |
| * * * | * * * |
| Indiana | Deduction credit:<br><br>• minimum width is 15 links for terraces, permanent irrigation, drainage ditches, and sod waterways<br><br>• minimum width for all other areas is 5 links.<br><br>Adjustment credit:<br><br>• minimum area is 5/10ths acre for all crops except tobacco<br>• minimum width is 5 links.<br><br>Redetermination refund is 1/10th acre for tobacco. |
| Iowa | Deduction credit<br><br>• minimum width is 7 links<br>• 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<br><br>Adjustment credit:<br><br>• minimum area is the lesser of the following:<br><br>  • total excess<br>  • total deficiency<br>  • .3 acre<br><br>  **Exception:** An exception is if the excess or deficiency is more than .3 acre, 1 plot may be less than .3 acre.<br><br>• minimum width is 20 links. |
| Missouri | Deduction credit is minimum width of 10 links. |
| Nebraska | Deduction credit:<br><br>• minimum area for all crops is .2 acre<br>• minimum row width for all crops is 20 links. |
| ***--**North Dakota | Deduction credit is .2 acre.**--*** |
| Ohio | Deduction credit<br><br>• minimum width is 20 links<br>• minimum area is .3 acre, except .03 acre for tobacco.<br><br>Adjustment credit is a minimum width of 8 links for all crops, except tobacco.<br><br>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:<br>• for tobacco is:<br>  • 1 row along field boundary<br>  • 2 rows within planted area<br>• 4 links for all other crops.<br>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:<br>• .1 acre<br>• 10 percent for areas of less than 5 acres. |
| Wisconsin | Deduction credit is a minimum width of 10 links for all crops, except tobacco.<br>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<br>-40" Two, ½ row widths (20" each)<br>32" skip credit |
| planting pattern | 40" crop<br>32" skip<br>72" planting pattern |
| crop percentage | 40 ÷ 72 = .5556 |
| net acreage | 50.0 acres of land devoted to planted acres<br>x .5556 crop percentage<br>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<br>x 4 rows<br>144" crop pattern |
| skip credit | 40" skip width<br>-36" Two, ½ row widths (18" each)*<br>4" skip credit |
| planting pattern | 144" crop<br>4" skip<br>148" planting pattern |
| crop percentage | 50.00 acres of land devoted to planted acres and skip-row or sled-rows<br>.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<br>x 6 rows<br>216" crop pattern |
| skip credit | 58" skip width<br>x 2 skips<br>116" skip width<br>+72" skip width<br>188" total skip credit<br>-108" Six, ½ row widths (18" each)<br>80" skip credit |
| planting pattern | 216" crop<br>+80" skip<br>296" planting pattern |
| crop percentage | 216" ÷ 296" = .7297 |
| net acreage | 50.0 acres of land devoted to planted acres and skip or sled rows<br>x .7297 crop percentage<br>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<br>x 4 crop rows<br>144" crop pattern |
| skip credit | 60" skip width<br>x3<br>180" total skip width<br>-108 Six, ½ row widths (18" each)<br>72" skip credit |
| planting pattern | 144" crop<br>+72" skip<br>216" planting pattern |
| crop percentage | 144" ÷ 216" = .6667 |
| net acreage | 50.0 acres of land devoted to planted acres and skip or sled rows<br>x .6667 crop percentage<br>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:

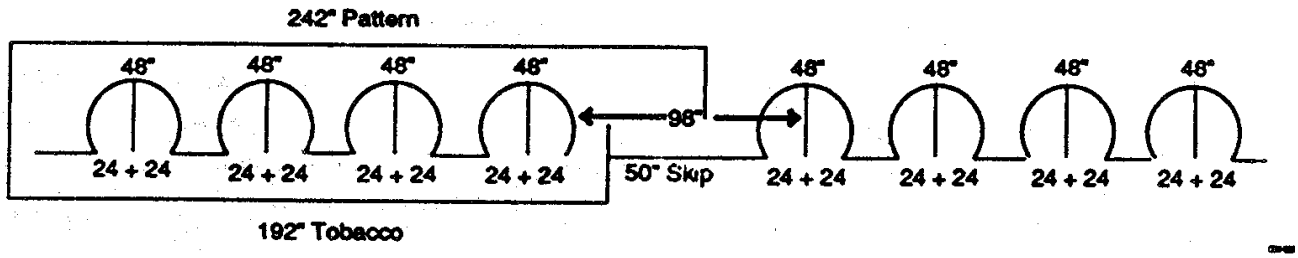
- 4 uniform width rows with the same width of alternating sled-row
- 6 uneven width rows with the same width of alternating sled-row.

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.



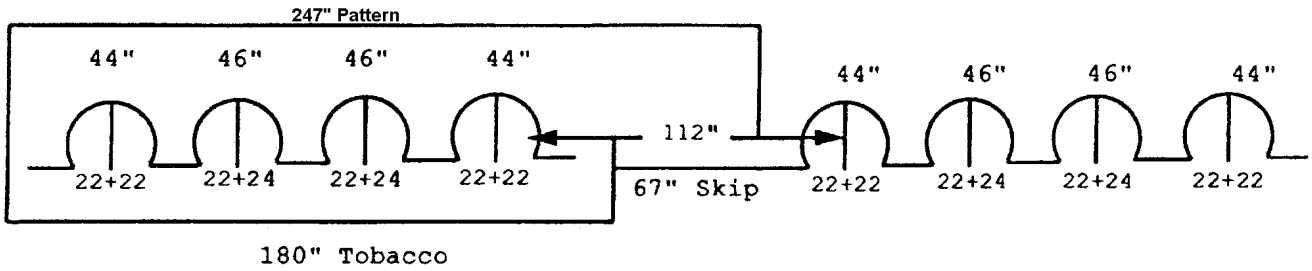

| | |
|---|---|
| crop width | 48" width<br>x 4 rows<br>192" crop pattern |
| sled credit | 98" sled width<br>-48" 2 (½ row widths)<br>50" sled credit |
| planting pattern | 192" tobacco<br>+ 50" skip<br>242" planting pattern |
| skip percentage | 50 ÷ 242 = .2066% |
| tobacco percentage | 192 ÷ 242 = .7934% |
| gross acreage factor | 1 ÷ .7934 = 1.26039% round to 1.26 |
| gross acreage | 50.0 acre tobacco allotment<br>x 1.26% acreage factor<br>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"<br>46" width x 2 rows = 92"<br>180" crop<br>180" ÷ 4 = 45" avg row width |
| sled credit | 112" sled width<br>-45" 2 (½ avg row widths)<br>67" sled credit |
| planting pattern | 180" tobacco<br>+ 67" skip<br>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<br>x 1.37% acreage factor<br>13.723 gross acreage |

--

## Aerial Compliance Projection Stands

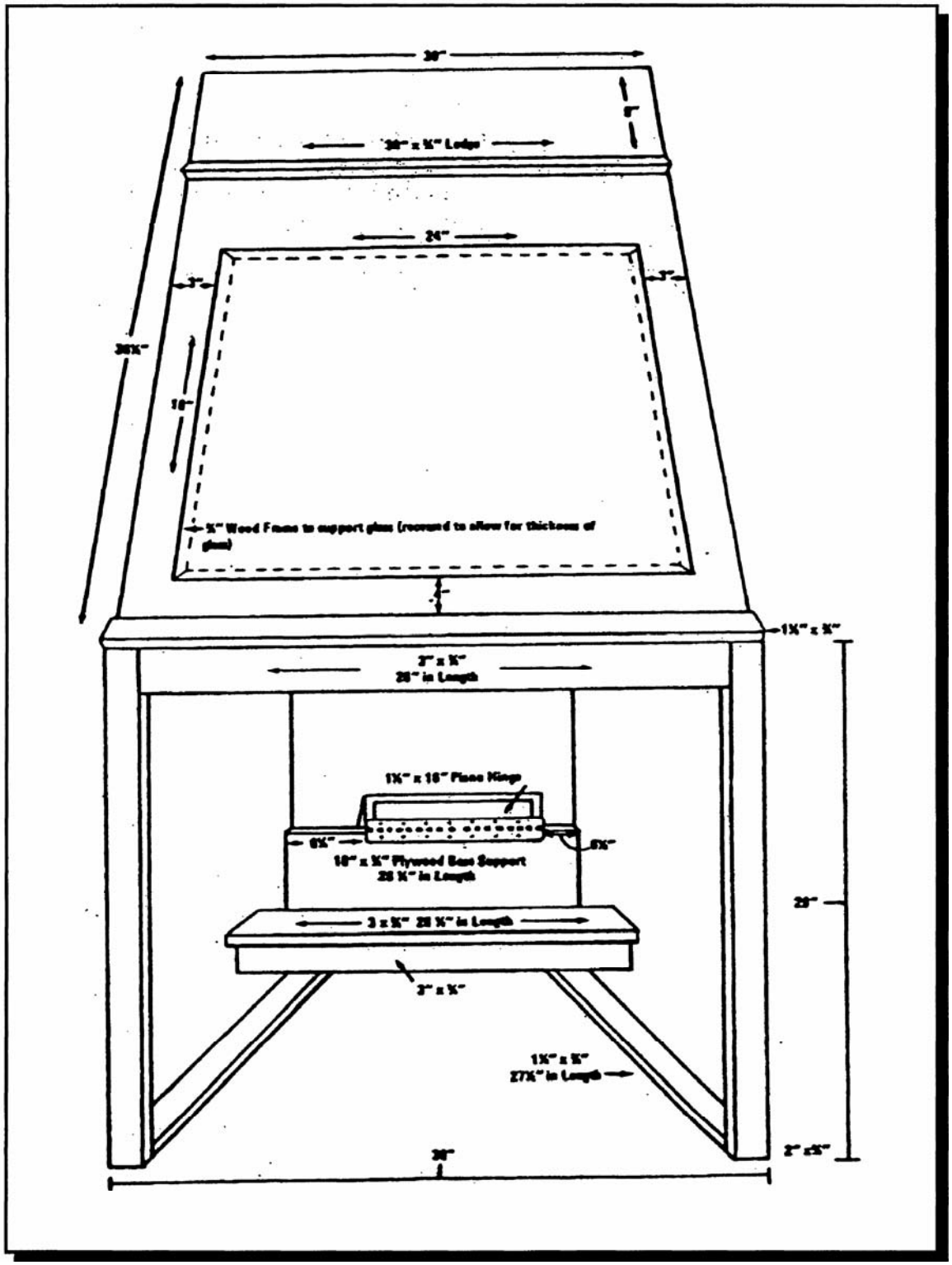
### A Introduction

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**

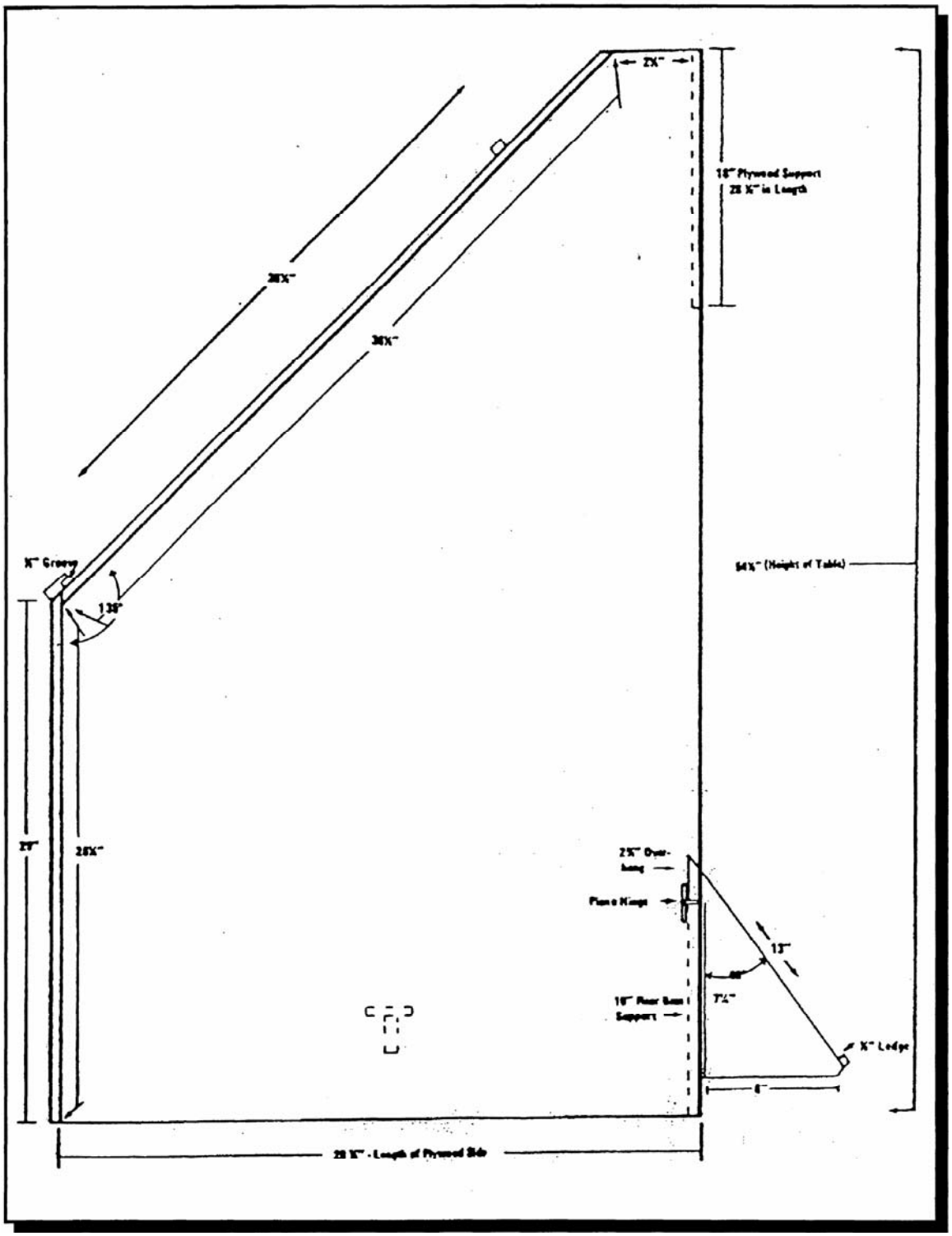
Following is an example of the front view of a rear projection unit for numonics digitizer.



**Aerial Compliance Projection Stands (Continued)**

**B Examples of Rear Projection Units (Continued)**

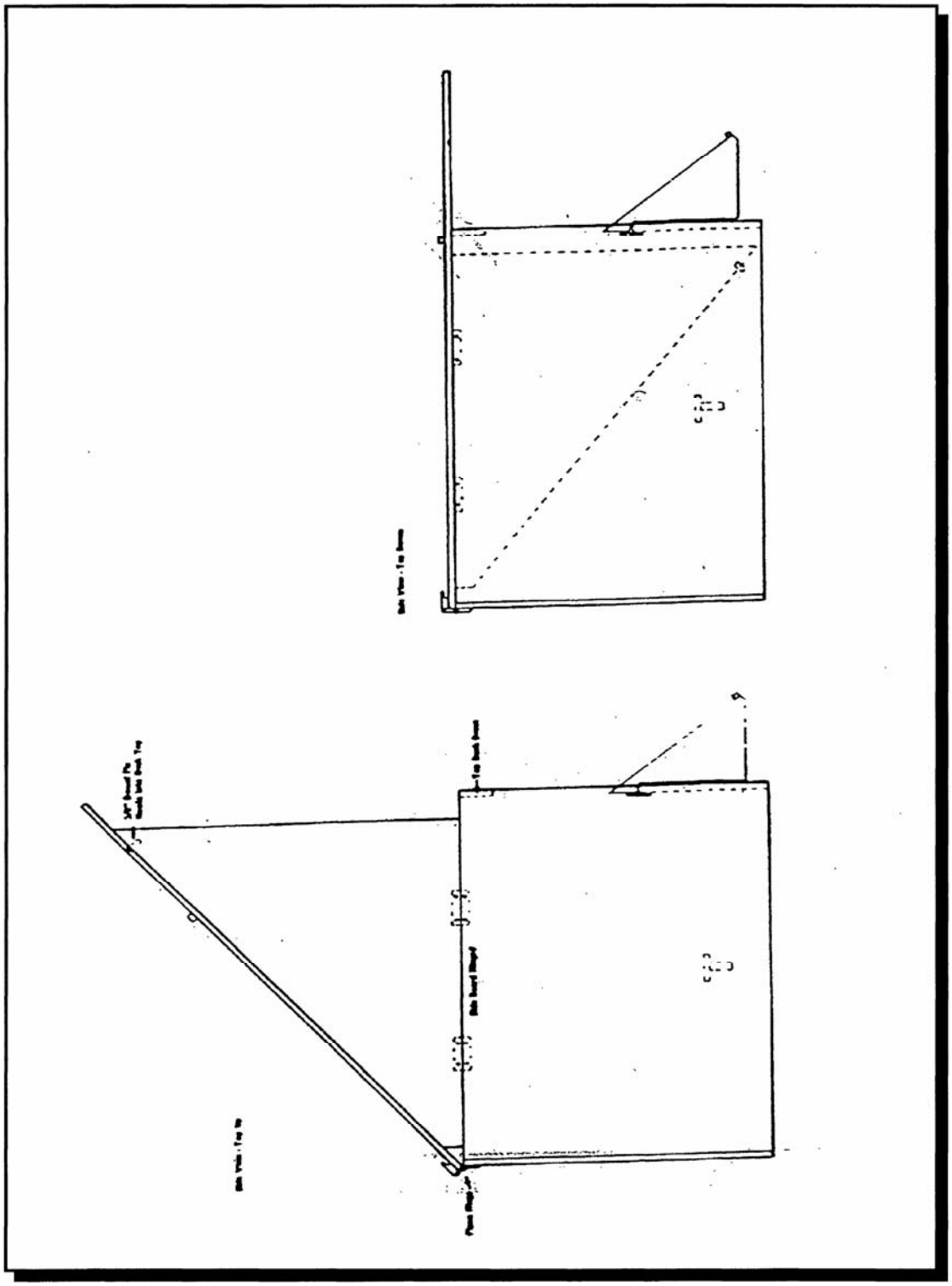
Following is an example of the side view of a rear projection unit for numonics digitizer.



**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.**

5. Depress [ENTER] for the same four reference points on the slide in the same manner. Display will be (P-b), (P-C), (P-d), until fourth point is entered then display will count from (0) through (9).
6. Wait until display is (PCd xx.x).

   If the PCd value is 10 or larger, repeat steps 4-6, making sure reference points on photograph and slide are exactly the same. Depress [ORTHO SETUP] twice before starting step 4.
7. Depress [ENTER]. Display will be (AE. 0.).
8. Measure using [TRACE] or [PT.-PT.] as appropriate.

**CAUTION: DO NOT ADJUST SLIDE IMAGE WITHOUT REPEATING STEPS 5-8.**

DEPRESS [SELECT], [.0], [PROJ. SETUP] BEFORE STARTING STEP 5.

(Depress [PROJ. SETUP] ONLY for Model 1211-S.)

9. If (□□□□□□□□) is displayed, that area or point cannot be used because it is too far from the 4-point area.

Continued on the next page

**E**
**Compliance Instructional Aid C**

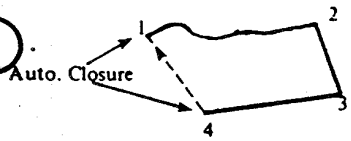
Following is an example of compliance instructional aid C for Numonics Model 1211.

**Notes:** Use steps 1 and 5 for Model 1211 S.
Use all steps for Model 1211 H.

**DETERMINING ACREAGE ON A FARM**

1. Complete 4-point setup procedure according to Compliance Instruction Aid - B. Display will be **AE. 0.**
2. Depress **FARM** . Enter farm number from keyboard. Use **SELECT** and appropriate key for alpha character of farm number. Depress **ENTER**
3. Depress **CROP** . Depress appropriate key for crop alpha designation of first field to be measured.
4. Depress **FIELD** . Enter field number from keyboard. Use **SELECT** and appropriate key for alpha character of field subdivision. Depress **ENTER** .
5. Determine acreage of first field as shown below:

   a. Using trace mode, position on point 1 and depress **ENTER** . Display will be **AE.** .

   b. Using cursor, trace carefully from point 1 to point 2. With cursor positioned on point 2, depress **PT. - PT.** . Display will remain **AE.** .

   c. Move cursor and position exactly on point 3. Depress **ENTER** . Display will be **01** . NOTE: Cursor may be lifted or diverted from crop line in POINT-POINT mode without affecting acreage measurement provided **ENTER** is not depressed when cursor is off line.

   d. Move cursor and position exactly on point 4. Depress **ENTER** until acreage is displayed. (Normally 2 times on POINT - POINT, 1 time on TRACE.)
6. Depress **STORE** . This will complete measurement procedures for first field.

FOR OTHER FIELDS, PROCEED AS FOLLOWS:

7. Change farm, crop, and/or field as appropriate, following steps 2, 3, and/or 4.
8. Repeat steps 5-6 for other fields until finished with all measurements on slide image.

Continued on the next page

**F**
**Compliance Instructional Aid D**

Following is an example of compliance instructional aid D for Numonics Model 1211 H.

**RECALLING AND SUMMARIZING FARM DATA**

1. Determine and store acreage for farms (maximum storage approximately 300 measurements) according to Compliance Instruction Aid - C.

2. Depress [EDIT] All four mode lights will be on. Display will show identifiers and acreage for last measurement stored, i.e., A101/WH /1B / 37.5

3. Key in farm, crop and/or field identifiers for desired sum. Acreage sums may be calculated for a particular farm, a particular crop on a particular farm, a particular field on a particular farm, etc. NOTE: If some identifiers are not to be used in summing they must be blanked out, i.e., to find the sum of all measurements on farm A-100, display must be: A100/ / / XX.X (Crop and field blanked). to find the sum of all peanuts on farm A-100, display must be: A100/PN/ / XX.X (field blanked); to find the sum of all subdivision measurements of field 1 on farm A-100, display must be A100/ / 1 / XX.X (crop blanked).

   Follow procedure in steps 2, 3, and 4 of Compliance Instruction Aid - C for keying in identifiers.

4. Depress [SUM] Display will show number of measurements combined and total acreage, i.e., TOTA/L /002 / 30.5 "ENTER DATA" light will flash.

5. If a comparison total (reported acreage, NCA, etc.) is NOT to be used go to step 8. If a comparison total is to be used, depress [ENTER]

6. Key in comparison total. Depress [ENTER] Display will show acreage difference, i.e., DIFF/ER/ENCE / .8 "ENTER DATA" light will flash.

7. Depress [ENTER] Display will show percentage acreage difference is of total, i.e., PERC/EN/T / 2.6 "ENTER DATA" light will flash.

8. Depress [EDIT] to return to step 3 and repeat procedure for additional farms and/or fields, or depress [EXIT] two times to return to measurement mode.

Continued on the next page

**G**
**Compliance Instructional Aid E**

Following is an example of compliance instructional aid E for Numonics Model 1211 H.

**USEFUL EDITOR OPERATIONS**

When in the editor mode ( EDIT has been depressed, all four mode lights are on, and memory is not empty), there are 13 operations which may be used. These are as follows:

| Buttons to be Depressed | Operation |
|---|---|
| FARM, CROP, FIELD, STORE, SUM, EXIT | Discussed in Compliance Instruction Aids C and D |
| STEP UP | - Display contents (farm, crop, field, acreage) of memory location immediately following current display. END/OF/MEM will be displayed following last used storage location. |
| STEP DOWN | - Display contents (farm, crop, field, acreage) of memory location immediately preceding current display. BEG/OF/MEM will be displayed following first used storage location. |
| SEARCH 1 | - Used to find a particular stored entry. Searches memory from Beginning until currently displayed identifiers are found and corresponding stored acreage is displayed. NOTE: Searches for Exact Set of identifiers (farm, crop, AND/OR field) displayed when button is depressed. |
| SEARCH 2 | - Used to find a second entry stored under a particular set of identifiers. Searches memory from Current Location until displayed identifiers are found and corresponding stored acreage is displayed. |
| CLR MEM | - Used to clear entire memory. ENTER must be depressed after CLEA/R/MEM? is displayed before memory is cleared (reset button on rear of console clears all data including memory). |
| CHG DATA | Used to change an acreage stored under a set of identifiers. Key in new acreage figure, depress ENTER, then depress STORE Replaces previously stored contents in current location. |
| 2 | - Displays last Measured value. Used as follows: Determine an acreage in measurement mode, go to editor mode, search to see if acreage previously determined is stored for same set of identifiers; if so, depress 2 to recall last measurement, depress STORE to replace previous measurement. |

Continued on the next page

**H**
**Compliance Instructional Aid F**

Following is an example of compliance instructional aid F for Numonics Model 1211.

**SPECIAL OPERATIONS**

| Buttons to Be Depressed | Operation |
|---|---|
| CHG DATA | - Used to key in an acreage that does not have to be determined, i.e., permanent field acreages. NOTE: First key in identifiers according to Compliance Instruction Aid - C, steps 2, 3, and 4. Then depress CHG DATA, key in acreage, depress ENTER. Depress STORE to have the identifiers and acreage placed in a new storage location. |
| SELECT, SCALE | - Used to change scale for reference photograph which is pre-set to 660 feet per inch when digitizer is turned on or reset. Key in new scale, depress ENTER Display will show EEEEEEEE momentarily. |
| SELECT, LENGTH | - Used to change from area measurement mode to length measurement mode. NOTE: Lengths are displayed in chains for Model 1211-H, in feet for Model 1211-S. |
| SELECT, AREA | -Used to change from length measurement mode to area measurement mode. |
| SELECT, L-CONS | - Used to change constant multiplier for all length measurements, normally set at 1. Key in new constant multiplier, depress ENTER. NOTE: Set at .01515 to have lengths displayed in chains on model 1211-S. |
| SELECT, ORTHO SETUP | - Temporarily removes 4-point setup used when measuring directly from slide image to allow for measuring directly from county office photograph. |
| SELECT, PROJ. SETUP | Replaces 4-point setup temporarily removed by SELECT ORTHO SETUP commands. WARNING: Slide image must not have been adjusted. |
| SELECT, 0, PROJ. SETUP | - Calls projection setup mode, display P - A. Used to re-enter 4 points from slide image after slide image has been changed (refocused, etc.). NOTE: Digitizer remembers 4 points from county office photograph until a new ortho setup is done. |
| SELECT, 0, 2 | - Used to change constant multiplier for all area measurements, normally set at 1. Key in new constant multiplier, depress ENTER (Useful in skip-row planting, tobacco sled-rows, etc.) |
| SELECT, 0, LENGTH | - Used to continue length measurements. (Next measurement is accumulated with previous one.) |
| SELECT, 0, AREA | - Used to continue area measurements. (Next measurement is accumulated with previous one - may be used to deduct areas by going in opposite direction of previous measurement.) |

Continued on the next page

**I**
**Compliance Instructional Aid G**

Following is an example of compliance instructional aid G for Numonics Model 1211 H.

**TOBACCO SLED ROWS, SKIP-ROW PATTERNS, ETC.**

I. When sled rows or skip-rows are a known percentage of total field area:

1. Depress [ENTER] until (AE. 0.) is displayed.
2. Depress [SELECT] . [0] . [2] . Display will be (AE. CON. 1.) .
3. Key in known percentage as a decimal - i.e., use .6667 for 66.67% = 2/3.
4. Depress [ENTER].
5. Determine and store acreage according to Compliance Instruction Aid - C. NOTE: ALL AREA MEASUREMENTS WILL BE MULTIPLIED BY NEW CONSTANT (i.e., 2/3) UNTIL A DIFFERENT CONSTANT IS ENTERED OR THE DIGITIZER IS RESET.

II. When sled rows or skip-rows are of a known width but varying lengths:

1. Determine and store acreage of entire field including sled rows or skip-rows according to Compliance Instruction Aid - C.
2. Depress [SELECT] . [LENGTH] . Display will be (LE. 0.)
3. Depress [SELECT] . [L-CONS] . Display will be (LE. CON. 1.)
4. Key in known width of sled rows or skip-rows in chains divided by 10 as a negative number. (EXAMPLE: If sled rows or skip-rows are 0.2 chains wide, key in - .02 by depressing [TRACE ±] . [PT.-PT.] . [0] . [2] ).
5. Depress [ENTER] .
6. Determine length of first sled row or skip-row - measurement should be closed and (LE. XX.X) displayed. (Depress [ENTER] to begin measurement - to close measurement, depress [ENTER] one time if tracing, two times if going point to point).
   NOTE: THE "LENGTH" DISPLAYED HERE IS ACTUALLY AN ACREAGE FIGURE.

7. Depress [STORE] .
8. Repeat steps 6 and 7 for all other sled rows or skip-rows.
9. Depress [EDIT]
10. Depress [SUM] to display net acreage.

OR

7. Depress [SELECT] . [0] . [LENGTH] to continue length measurement.
8. Determine length of next sled row or skip-row.
9. Repeat steps 7 and 8 until total length of sled rows or skip-rows have been determined.
10. Depress [STORE] .
11. Depress [EDIT] .
12. Depress [SUM] to display net acreage.

AT THIS POINT DEPRESS [EXIT] . [EXIT] . [SELECT] . [AREA] TO READY DIGITIZER FOR DETERMINING OTHER ACREAGES.

**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.

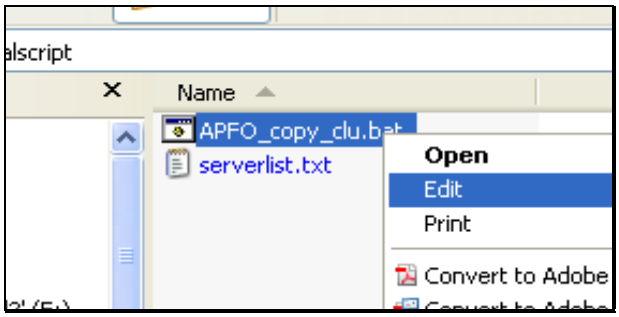
State GIS specialists shall use the .bat script to obtain the data according to the following

| 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".<br>  <br><br>In Notepad, the following text will be displayed, **without the bold**.<br>`@echo off`<br><br>`rem the SET command references the serverlist.txt file created in step 5 of notice CP-`<br>`set SERVERLIST=serverlist.txt`<br><br>`rem the SET LOGFILE command creates a log file to document the actions done by the bat file`<br>`set LOGFILE=APFO_copy_clu.log`<br><br>`rem this creates a text variable with today's date in YYYYMMDD format to assist in archiving`<br>`for /f "Tokens=2-4 Delims=/ " %%a in ('date /t') do set CURDAT=%%c%%a%%b`<br><br>`rem the mkdir command creates a new subfolder in the directory specified with the current date.`<br>`rem this example uses the F drive, use the server name and data folder like \\ndfargo300s110\data if running`<br>`rem as a scheduled task`<br><br>`mkdir` **`f:\geodata\common_land_unit\fsa_clu\apfo_xfr\%CURDAT%`**<br><br>`rem this sets the destination directory for copied files to the new subdirectory set`<br>`DESTDIR=`**`f:\geodata\common_land_unit\fsa_clu\apfo_xfr\%CURDAT%`**<br>`echo.`<br>`echo This script will copy files from each field office to the state office`<br><br>`rem the pause command will prompt the user to press any key...`<br>`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)**

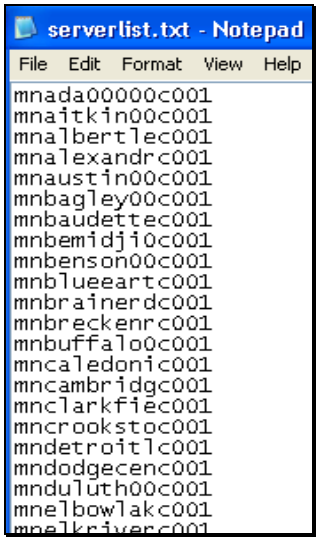
| Step | Action |
|---|---|
| 4 (Cntd) | |

```
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)**

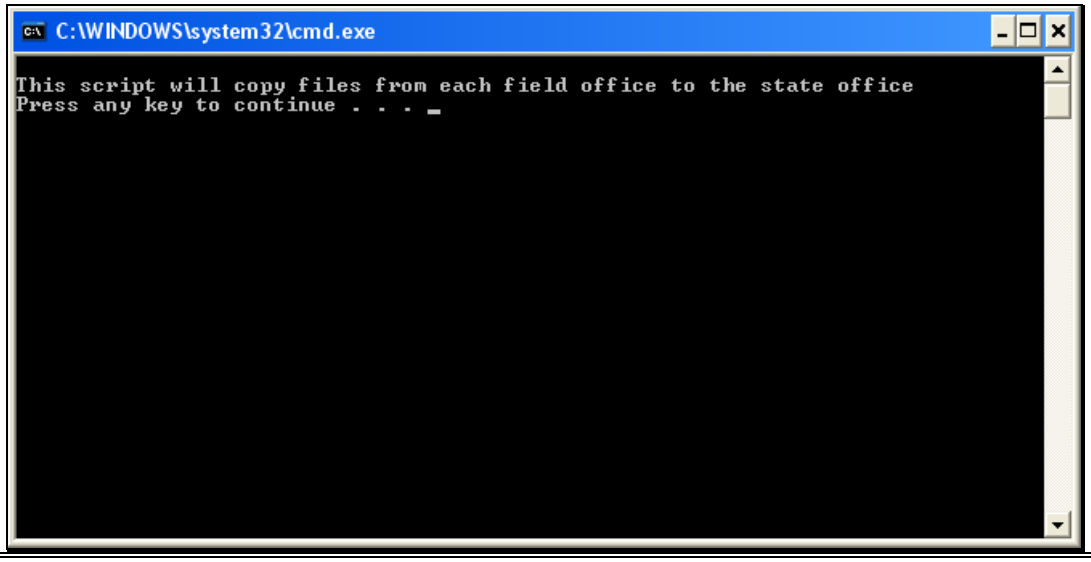
**B .BAT File to Copy CLU's From County Offices to State Offices (Continued)**

| 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.<br><br>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.<br><br>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%**.<br><br>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".<br><br>**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.<br><br>**Example:**<br>  <br>serverlist.txt - Notepad<br>File Edit Format View Help<br>mnada00000c001<br>mnaitkin00c001<br>mnalbertlec001<br>mnalexandrc001<br>mnaustin00c001<br>mnbagley00c001<br>mnbaudettec001<br>mnbemidji0c001<br>mnbenson00c001<br>mnblueeartc001<br>mnbrainerdc001<br>mnbreckenrc001<br>mnbuffalo0c001<br>mncaledonic001<br>mncambridgc001<br>mnclarkfiec001<br>mncrookstoc001<br>mndetroitlc001<br>mndodgecenc001<br>mnduluth00c001<br>mnelbowlakc001<br>mnelkriverc001<br><br>**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

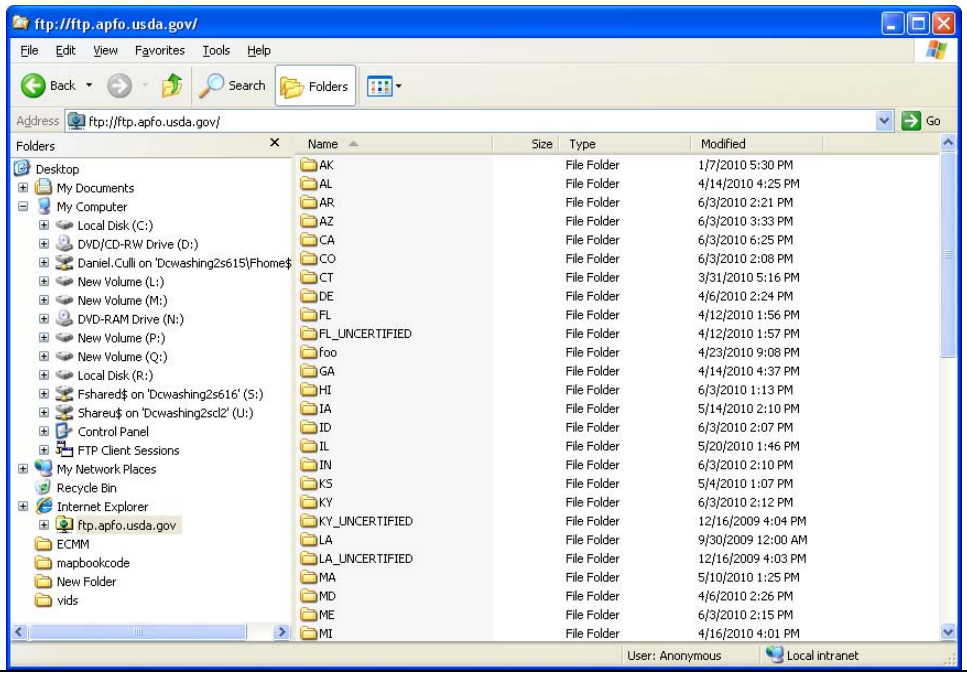
- remove the "pause" command.**--***

***--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.

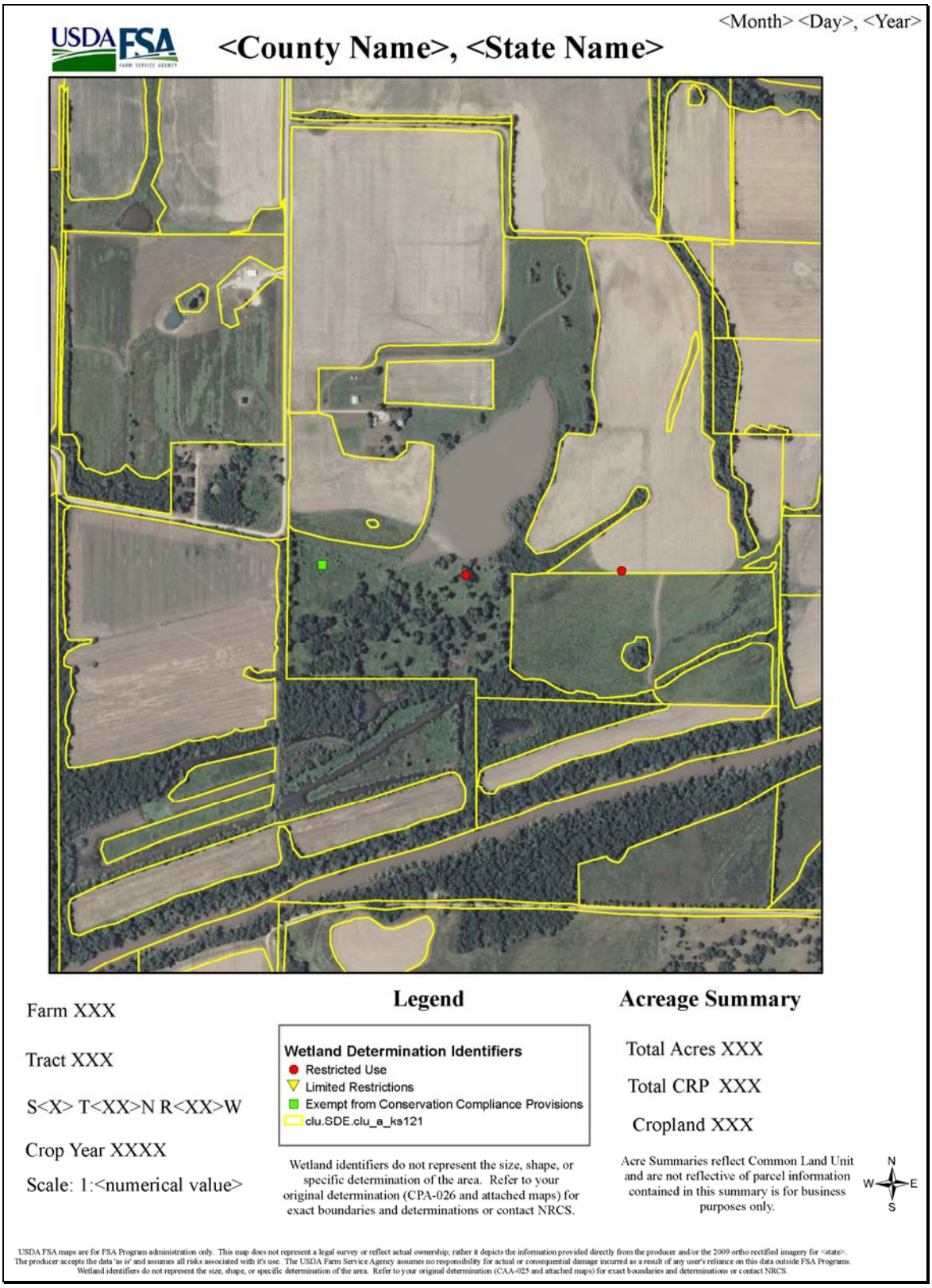
Upload shapefiles for certified counties according to the following.

| 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.<br>  <br> |
| 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".<br><br>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

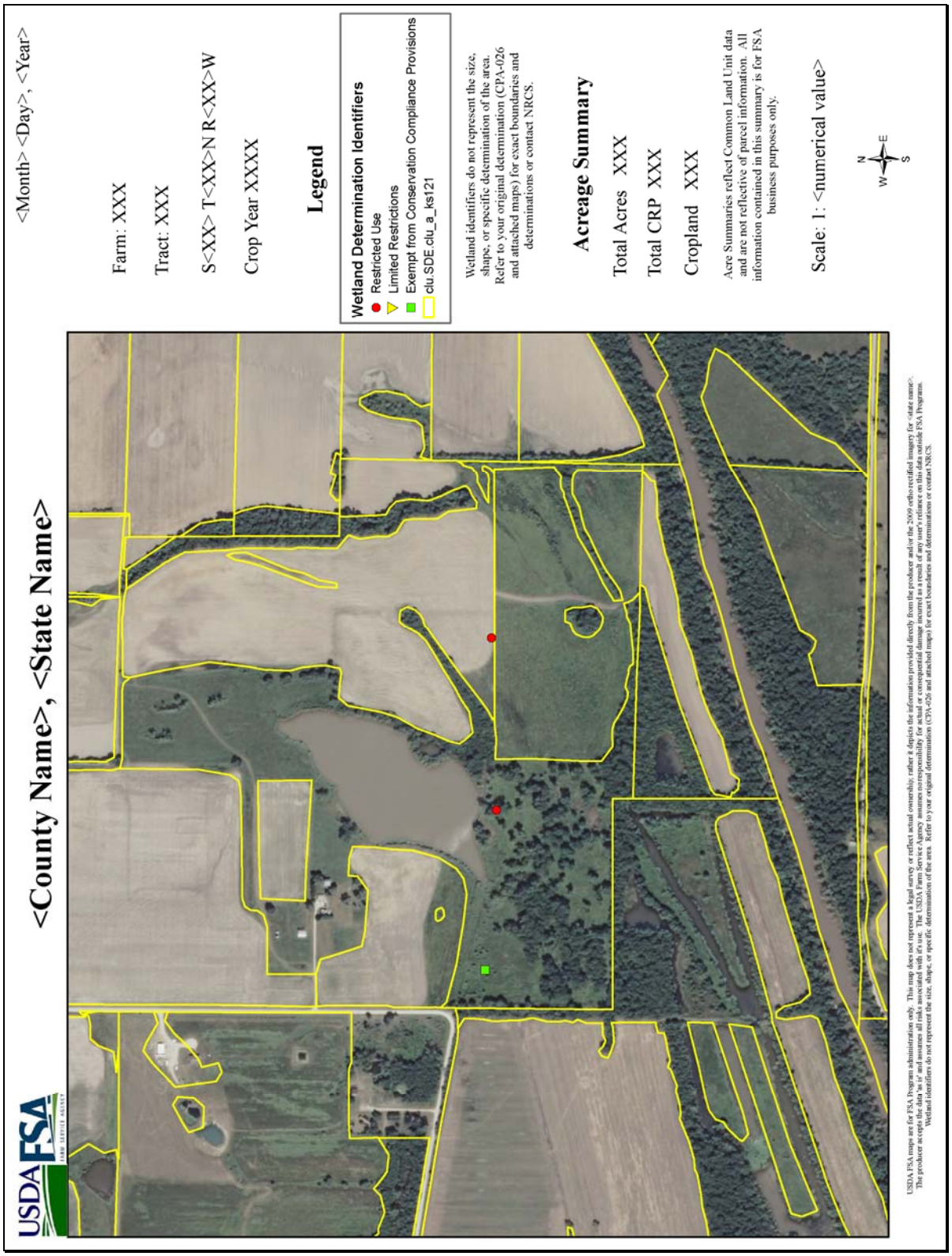
### *--A Example of Map in Portrait Orientation




--*

**Map Template Examples (Continued)**

***--B Example of Map in Landscape Orientation**




**--***