

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Acreage and Compliance Determinations
2-CP (Revision 15)

Amendment 51

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 4 C has been amended to remove COC's responsibility of establishing rates for measurement services.

Subparagraph 4 F has been amended to remove STC's responsibility of establishing the grid ID for use in tract ID.

Subparagraph 16 A has been amended to:

- clarify that in addition to the FSA-578 certification for the farm, an FSA-578 producer print is required when reporting NAP crops
- remove information about quota tobacco.

Paragraph 23.5 has been added to incorporate procedure for reporting crops planted on WRP acreage.

Subparagraph 88 B has been amended to clarify procedure for loading a zero acreage report according to 1-NAP, subparagraph 151 C when the crop has more than 1 planting period.

Subparagraph 141 A has been amended to remove the reference for reporting intended acres.

Subparagraph 161 A has been amended to clarify that in addition to the FSA-578 producer print, an FSA-578 farm certification is required when reporting NAP crops.

Subparagraph 396 C has been amended to remove MQ crops since they are no longer applicable.

Subparagraph 421 K has been amended to revise instructions for updating GPS software.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 421 L has been added to provide instructions for updating all digital camera software.

Subparagraph 460 A has been amended to provide procedure for collecting service fees and to clarify that measurement service rates are charged by farm.

Subparagraph 495 D has been amended to reference 6-CP, paragraph 221 for wetland labels.

Subparagraph 501 H has been amended to provide additional policy on CLU certification letters.

Subparagraph 505.5 A has been amended to provide CLU encryption policy as required by Notices IRM-371 and IRM-372.

Exhibit 10.5 has been amended to update the crop table.

Exhibit 36.5 has been added to incorporate procedure for notifying producers of acreage changes when no map is sent.

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4 Responsibilities

A Producer's Responsibilities

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

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

B CED's Responsibilities

CED's shall:

- ensure that all compliance activities are completed in a timely manner and according to procedure
- recruit, train, and qualify County Office employees for compliance activities
- obtain producers' reports of acreage
- monitor quality of producer-filed acreage reports by inspecting a statistically sound random sample, in addition to required inspections
- develop plans for the following:
 - preparing materials needed for producer acreage and production reports
 - assembling documents and equipment for field and program assistants
 - ensuring efficient workflow in the office and the field
 - checking * * * compliance work as directed by STC
- *--make farm and field inspections, using approved compliance method
- if aerial compliance is the approved compliance method, assist aerial compliance key--* County Office CED's in securing vendor agreements for aircraft and pilots to provide aerial compliance flights.

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.

4 Responsibilities (Continued)

E SED Responsibilities

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

- helping CED’s train employees involved in acreage and production determination methods
- supervising County Office compliance operations
- * * * coordinating aerial compliance activities * * *
- requiring DD’s and CED’s to make an adequate check of employees’ work and provide additional training when necessary
- establishing policy and providing guidance to DD’s in the review of County Office compliance activities.

F STC Responsibilities

STC’s shall:

* * *

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

•*--establish:

- begin flying dates
- end flying dates--*

* * *

4 Responsibilities (Continued)

F STC Responsibilities (Continued)

- obtain DAFP's approval before implementing deviations from measurement standards
- examine COC recommendations for using other than 3 percent standard deduction for ground measurement

* * *

- 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 collection is to:

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

B Accepting Acreage Reports

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

Step	Action
1	Enter crops and acreage data on FSA-578 provided by an individual or entity identified in subparagraph 16 D.
2	Review the data with the person reporting to ensure that: <ul style="list-style-type: none"> • all applicable crops are included • the farm is in compliance, if applicable.
3	Perform any measurement service that was requested.
4	Provide a copy of FSA-578 and aerial or digital photocopy.
5	Perform random inspection and apply tolerance rules, when applicable.
6	Send operator FSA-468 or FSA-409, as applicable.
7	Process redetermination requests.
8	*--COC makes determinations according to Part 3, Section 4.--*
9	Process payment reduction reports and notification letters, if applicable.

16 Required Acreage Reports

A Importance of Accurate and Timely Reporting

Filing an accurate and timely acreage report for all crops and land uses, including failed acreage, can prevent loss of benefits for programs listed in the following table. Producers are required to file FSA-578 certification for the farm by the applicable final reporting date in Exhibit 6. An FSA-578 producer print is also required when reporting NAP crops according to subparagraph 161 A and must be signed by the producer. To be considered timely filed, acreage reports for:

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

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

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

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

Benefit	Acreage Reporting Requirement	Reason for Requirement
Marketing Assistance Loans and LDP's	All cropland on the farm Note: Farms that have zero cropland will have the flag set to "Y" in the cropland comparison file. No producer or County Office action will be necessary.	<ul style="list-style-type: none"> Requirement of the Farm Security and Rural Investment Act of 2002 Needed to determine reasonableness of claimed production.
Direct and counter-cyclical payments under DCP	All cropland on the farm Note: Farms that have zero cropland will have the flag set to "Y" in the cropland comparison file. No producer or County Office action will be necessary.	Requirement of the Farm Security and Rural Investment Act of 2002.
CRP annual rental payment	CRP acreage according to CRP-1 Appendix.	Needed to determine that the producer has maintained CRP acreage
NAP	Crop acreage for which NAP benefits may be requested.	Needed to establish eligibility of the crop and producer for NAP benefits.
***	***	***

--23.5WRP 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.--*

--23.5WRP 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 during the established planting period 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 drought conditions or contamination by saltwater intrusion of an irrigation supply resulting from drought conditions 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.

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

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

- Prolonged precipitation deficiencies exceeded the D2 level as determined by using the U.S. drought monitor.
- Verifiable information is collected from sources whose business or purpose is *--to record weather conditions, as determined by COC; the sources shall include, but is not limited to the local weather reporting stations of the--* U.S. National Weather Service.

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 Reconstituted Prevented Plant History

Prevented plant history is determined for the farm as it is constituted for the year prevented planting credit is requested. If a 2007 farm is a resulting farm of a 2003 through 2006 reconstitution, acreage history is based on the approved prevented planted acreage plus planted acreage of the crop on the land comprising the 2007 farm.--*

24 Prevented Planting Acreage (Continued)

D Ineligible Acreage for Prevented Planting

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

- was not planted because of a management decision
- was 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
- had a previous or subsequent crop planted that does not meet the double-cropping definition in paragraph 25.

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

E Timely Reporting of Prevented Planting

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

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

F Late-Filed Prevented Planting Acreage Claim

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

- a farm visit to verify the eligible disaster conditions which prevented the specific acreage or crop from being planted
- COC or an authorized CCC representative the opportunity to determine, based on information obtained by inspection of the specific acreage or crop, that eligible disaster conditions, such as damaging weather or adverse natural occurrence as opposed to other factors, prevented the planting of the acreage or crop.

Prevented planting **shall be denied** in each case where CCC-576, Part B is submitted beyond the period specified in subparagraph E 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 condition which prevented the acreage or crop from being planted.

24 Prevented Planting Acreage (Continued)

F Late-Filed Prevented Planting Acreage Claim (Continued)

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

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

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

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

G 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, or delivery of seed and fertilizer.

24 Prevented Planting Acreage (Continued)**H Verifying Prevented Planted Acreage Claim**

Verify prevented planted 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 as long as the claim was timely filed according to subparagraph E.

- field visit.

I 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)**J Review Prevented Planting Acreage Claim**

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

- notice of loss has been filed according to subparagraph E or F
- 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 H.

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

K Approving Prevented Planted Acreage Claim

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

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

- the prevented planting acreage was reported according to subparagraph E or F
- the producer intended to plant the crop acreage for harvest
- other producers in the area were similarly affected
- 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

24 Prevented Planting Acreage (Continued)

K Approving Prevented Planted Acreage Claim (Continued)

- 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
- the amount of the prevented planted acreage is consistent with prior years' planting history for the farm and shall be, for the disaster year, the lesser of either of the following:
 - approved prevented planted acres reported
 - the maximum acres planted and approved for prevented planted in any 1 of the previous 4 crop years, minus the acres planted to the crop for the year the prevented planting acreage claim is filed

Note: COC shall record in the minutes, the year and acreage amount for which the history/determination was made and attached a copy to CCC-576.
- generate a letter to the producer or producers filing CCC-576, Part B according to instruction in 1-NAP subparagraph 6 A.

L Disapproving Prevented Planted Acreage Claim

Each producer with an interest in the specific acreage or crop for which CCC-576, Part B is disapproved shall be notified in writing. The notification shall include a right of reconsideration to COC according to 1-APP.

M Recording Approval of Prevented Planted Acreage

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

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

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	<ul style="list-style-type: none"> • Updates field entries to current year compliance crop detail file and producer share file for nondefaulted farms. • Displays Screen MEAL2401 for entry of more fields. <p>Note: In display mode, PRESS “Enter” to display the next screen of previously entered fields.</p>

87 (Withdrawn--Amend. 2)

88 Zero Acreage Reports

A Zero Acreage Reports

Zero acreage reports:

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

88 Zero Acreage Reports (Continued)**B Loading a Zero Acreage Report Through the System 36/AS400 Application**

County Offices using System 36/AS400 application may load zero acreage reports for NAP
*--crops according to 1-NAP, subparagraph 151 C.

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
- “P” followed with a numeric value in sequential order under “FLD ID” column on Screen MEAL1401.

Example: “P1”, “P2”, etc.

C Loading a Zero Acreage Report Through the Land Use Application

County Offices using the Land Use Application may load zero acreage reports for NAP crops according to 1-NAP, subparagraph 151 C.

Exception: Because of software limitations, if the crop has more than 1 planting period, allow the producer to file an automated FSA-578 for the first planting period and manually notate each subsequent planting period on the FSA-578 hardcopy.--*

89-98 (Reserved)

141 Certification Screen

A Certifying Crops

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

* * *

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

B Accessing Screen MEAC7301

Access Screen MEAC7301 according to this table.

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

141 Certification Screen (Continued)

C Using Screen MEAC7301

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

D Example of Screen MEAC7301

This is an example of Certification Screen MEAC7301.

*--

Acreage Report				Certify MEAC7301		

Farm Number	9901283		Identifier	NONE		
Operator Name	PROD-0382		Operator ID	85-0352718	E	
Crop	Irr Prac	Cert	Rpt Intd	Reported Acreage	Determined Acreage	After Prevented/ Failed Acreage
WHEAT	I	N		15.6		
UPCN		Y		136.9		
FLAX		Y		53.0		
CORN		N		28.0		
CRP		N		31.7		
OFAV		Y		29.4		
Do you wish to certify all crops/land uses? 0						
Cmd7-End		Cmd3-Previous		(R)eview, (P)rint,		Enter-Continue

--*

E Information Displayed on Screen MEAC7301

The following information will be displayed on Screen MEAC7301:

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

Section 7 Printing FSA-578

161 Accessing FSA-578 Print Routine

A Accessing Print Function From Different Screens

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

Note: 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.

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

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

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

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 ID.	Screen MEAP6006 will be displayed.--
4	Enter the printer ID.	Screen MEAP6002 will be displayed.

B Screen MEAP6001

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

C Example of Screen MEAP6001

This is an example of Print Selection Screen MEAP6001.

```

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

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

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

Cmd3-Previous                                     Enter-Continue
    
```

396 Erroneous Official Acreages

A Introduction

This paragraph explains:

- the rules for determining acreages for fields with erroneous official acreage determinations
- procedure for correcting acreage.

Note: See paragraph 465 when erroneous acreage results from measurement service.

B Acreage Use Because of Boundary Change

Use determined acreage, instead of official acreage, when both of the following apply:

- the producer reports official acreage
- a boundary change has occurred.

Note: Tolerance is not allowed under these circumstances, except when the boundary change was not readily apparent to the producer.

C When Error Is Not Because of Boundary Change

This table identifies how official and corrected acreages are used when a producer relies on an erroneous official acreage determination and the error is not because of a boundary change.

IF determining acreage for...	THEN use...
*** accuracy of FSA-578	erroneous official acreage.
<ul style="list-style-type: none"> • actual yield • NAP 	corrected acreage.

Note: This subparagraph may be applied to the subdivision of a field if the producer relied on a subtraction from an erroneous official acreage when reporting the acreage in the subdivision.

396 Erroneous Official Acreages (Continued)

D Correcting Acreage

Use these steps to correct an erroneous official acreage.

Note: Cropland changes made in the system before rollover will affect reported and determined acreages for program purposes.

Step	Action
1	Record the correct acreage on all applicable records.
2	Notify the farm operator, in writing, of the discovery, including: <ul style="list-style-type: none"> • the correct acreage • a statement that the old acreage determination shall no longer be used • an updated photocopy.

421 Using Ground Compliance Equipment (Continued)

K Updating GPS Software

*--All Garmin GPS software updates will be made available for download from the CCE website at http://servicecenter.kcc.usda.gov/Sfw_a_d.htm, under “Support_XP Software and Hardware”.

State GIS Specialists should visit this web site regularly to determine the latest version of software available and ensure that their County Offices are using the latest software and the equipment is functioning at the highest level of performance.

L Updating Digital Camera Software

County Offices shall update digital camera software according to the following.

Brand of Camera	Software	Version	Procedure
Kodak	Free software on PC		Continue to use this software for all FSA compliance activities.
Olympus	Camedia	2.5	Software must be 1 st upgraded to 4.0 and then updated to 4.1.
		4.0	Software must be updated to 4.1.

Note: If unspecified cameras are used, the State GIS Specialist shall contact Kerry Sefton by telephone at 202-720-6120 or by email at kerry.sefton@wdc.usda.gov to determine software updates on a case-by-case basis.--*

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. Measurement service fees must be collected from the producer before the service can be performed.

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 <u>1/</u>	Plus Hourly Rate <u>2/</u>	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 rates are charged by farm (FSN) for the stored commodity regardless of production or the number of bins being measured for the farm. The locations where the measurement service will be performed is entered in FSA-409, item 1.--*

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

460 Measurement Service Rates (Continued)

B Services Requiring Rates

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

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

C Mandatory Rates for Performing Measurement Service With No Farm Visit

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

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

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

460 Measurement Service Rates (Continued)

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

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

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

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

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

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.

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. <ul style="list-style-type: none"> • 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. <p>Recommended Daily Quality Control Review:</p> <ul style="list-style-type: none"> • Clean Polygon Tool • Multi-part Polygon Tool • Void Polygon Tool • Sliver Polygon Tool • Overlap Polygon Tool • Duplicate CLU ID Tool. <p>Quality Control Review Ran As Needed:</p> <ul style="list-style-type: none"> • Tract/Farm Ratio Tool • Tract/CLU Ratio Tool • FSA vs. GIS Acres Comparison Tool. 	

--*

502 Identifying CLU's (Continued)

D Maintaining Official Acreage

Official acreage will be GIS-calculated acreage once CLU is certified according to paragraph 501. For all changes, send results to the producer for review and to reconcile differences.

E Updating Tract CLU Identifications

Update tract and CLU identifications using the maintenance tool according to the following:

- tract and farm numbers after reconstitution
- CLU boundaries when changes are discovered.

F Renumbering Split or Combined CLU's

Use these steps when CLU's have been split or combined resulting in an increase or decrease in the number of CLU's on the tract.

Step	Action
1	Determine the highest number for any CLU on the tract.
2	Use the next highest number determined in step 1. Example: Tract 12 has CLU's 1, 2, and 3. If CLU 2 is split into 2 CLU's, the *--CLU numbers for the resulting CLU's shall be 4 and 5.--*

Note: See subparagraph 494 I when new CLU's are not assigned.

502 Identifying CLU's (Continued)**G NRCS Determinations**

When CLU boundaries or CLU numbers are changed:

- review the area to determine whether a HEL determination has been made by NRCS
- refer information to NRCS for making determinations according to 6-CP, paragraph 501 if any of the land is classified as HEL or NHEL
- identify potential HELC or WC violations according to paragraphs 20 and 331.

H NRCS Determines Redefined CLU as Part HEL and Part NHEL

Use the following procedure for documenting digital photography when NRCS determines HEL CLU, which is combined with other land, results in a portion of CLU classified as HEL and the balance of CLU is NHEL.

- Set HEL attribute as "H".
- Show in the comments field that CLU has HEL and NHEL.
- Photocopy and draw out CLU, see paragraph 396.
- Provide the producer a copy.

503 Documenting Wetland Certified by NRCS**A Background**

New wetland determinations that are requested by producers and some previous wetland determinations that are completed by NRCS will be considered "officially certified" by NRCS. The official certification is the initial phase for verification by NRCS that wetland determinations are accurate. This certification is required according to the Food, Agriculture, Conservation, and Trade Act of 1990.

Note: This paragraph only applies for wetlands that NRCS determines are "officially certified". Existing wetland determinations that will not be "officially certified" at this time are still valid and will continue to be used. Continue to document noncertified wetland using the wetland point tool and FSA will provide a photocopy to the producer made from the hard copy map or 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 Updating CLU to FTP**

Post an updated copy of CLU to the APFO FTP site every 30 calendar days. When the CRP data file is completed, include this file with the updated CLU posting. See Exhibit 37 for instructions. Use zipped files only.--*

505.5 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
- FTP a copy of the certified CLU to APFO immediately following certification
- post an updated copy of CLU to the APFO FTP web site every 30 days

Note: When the CRP data file is completed, include this file with the updated CLU posting.

- 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>.--*

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

E Renaming Files

This table provides instructions on how to rename files.

Step	Action
1	From the Windows Explorer, highlight the file to be renamed by clicking once on the filename.
2	Select "File" from the menu bar.
3	Select "Rename" from the drop down menu.
4	Type the new filename in the box where the cursor is blinking.
5	PRESS "Enter".
6	Close the Windows Explorer.

506.5 CLU Labeling Guidelines

A Identifying CLU Areas on a Digital Map

Use this table when identifying polygons on a digital map.

Area	Marking Digital Photography	
	Color	Linework/Point Size
Dissolved Tract Boundary (optional) Note: Dissolving the tract boundary is optional and will allow the user to identify a tract boundary as green vs. a field boundary that is yellow. If the user opts not to dissolve the tract boundary, both the tract and field boundaries will be yellow in color. See subparagraph E for instructions.	Green (Outline)	1
Field Boundary	Yellow (Outline)	2
PLSS Boundary (if PLSS is available)	Blue (Outline)	1
Wetland Note: Associated wetland information is represented as points on a layer separate from CLU.	Blue (Point)	8

--*

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: <ul style="list-style-type: none"> • HEL • NHEL 	<ul style="list-style-type: none"> • “HEL” to show a “highly erodible” determination • “NHEL” to show a “not highly erodible” determination
Wetlands	Associated wetland information is represented as points on a layer separate from CLU. See 8-CM, paragraph 194. Note: Wetlands are not labeled on the map. Wetlands on the map are represented as a point identifier only. For more information, the producer may contact FSA for a copy of NRCS-CPA-026.
Noncropland	ENTER “NC” within the delineated area for noncropland pasture and acreage reclassified as noncropland by COC according to 2-CM.
CRP	To show that the land is being devoted to a nonagricultural use. Note: Any CRP labels that appear on a printed map that do not represent a tract or farm for which a copy is requested must be completely marked through before releasing the map.

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

This table lists the reports required in this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
PA-115R	Aerial Compliance Data Report	Annually	County Offices submit to State Offices by January 5th State Offices submit to KC-ITSD by January 10th	Not required	525, 536
PA-118R	Crop Compliance Data Report	Monthly	County Offices submit to State Offices by 5th of each month, after AFIS crop year software is received until spot checks are completed State Offices submit to KC-ITSD by 10th of each month, after AFIS crop year software is received until spot checks are completed	Not required	525, 526, 528, 532

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (Includes Appendix)		20, 331, 501
AD-2007	FSA/RMA Compliance Referral		508
AD-2027	RCO Spot Checklist Growing Season Inspection Form		508

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-509	Direct and Counter-Cyclical Program Contract		363
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program	Ex. 7	23, 24, 24.5
CCC-576-1	Appraisal/Production Report Noninsured Crop Disaster Assistance Program		332
CRP-1	Conservation Reserve Program Contract		78, 497
CRP-1 Appendix	Appendix to Form CRP-1, Conservation Reserve Program Contract		16
FSA-54	County Office Work Measurement System		251
FSA-409	Measurement Service Record	461, 463, 464	15, 397, 459, 460, 462
FSA-409A	Measurement Service Request Register	462	459
FSA-426	MPCI/FCIC Information Request Worksheet	509	510
FSA-441	Order for Aerial Photography		491
FSA-461	_____ (Commodity) Production Evidence Spot Checks	335	
FSA-468	Notice of Determined Acreage	376	15, 360, 366, 375, 379, 380, 397, 526
FSA-568 Manual	Register of Farm Certifications	322	
FSA-569	NRCS Report of HELC and WC Compliance for Spotcheck Purposes		20, 331
FSA-577	Report of Supervisory Check	332	327
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		335
NRCS-CPA-026	Highly Erodible Land and Wetland Conservation Determination		495, 501, 502, 503, 505, 506.5

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 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, such acreage shall **not** be considered irrigated. It is the producer's responsibility to demonstrate * * * a reasonable expectation of receiving adequate water to carry out good irrigation practice *--on the entire acreage reported as irrigated for the entire growing season. Producer shall be expected to be prepared to provide documentation of the factors which were considered in reporting the acreage as irrigated.--*

Aerial Photographs

Aerial photographs are rectified enlargements made from negatives by APFO. Aerial photographs can be 24- by 24-inches or 17- by 17-inches. Because of the accuracy of the enlarging method, all images on the prints are usable for measurements.

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

An alidade is a telescopic surveying instrument, primarily used by professional engineers and technicians, that is mounted on a plane table that can be leveled and rotated clockwise from north to south to measure angles.

* * *

Attribute

An attribute is descriptive data attached to CLU.

Chain Tape

A chain tape is a metal measuring tape, graduated in chains and links. One chain is equal to 100 links or 66 feet. One link is equal to 7.92 inches.

Common Land Unit (CLU)

CLU is formerly known as a field.

CLU Layer

A CLU layer is a digital layer made up of a county's CLU's.

Contact Prints

Contact prints are 12- by 12-inch prints of aerial photographs overlapping 50 percent from photo-to-photo, going from north to south and from east to west.

Coverage

Coverage is the total ground area covered by a slide. The coverage area is about 21 percent larger than target area. This eliminates the need to use the edges of the slide, which may be distorted.

Crop Reporting Date

The crop reporting date is the latest date the Administrator, FSA will allow the farm operator, farm owner, or their agent to submit a crop acreage report for the report to be considered timely.

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.

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.

2003 and Subsequent Year Crops Reported on FSA-578

This table lists the crop names, crop codes, abbreviations, intended uses, and land uses for crops and aquaculture reported on FSA-578.

***--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 has 2 intended uses of grain and grazing, the intended use “Gs” shall be used.

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Acerola (“Barbados Cherry”)	0172	AZARL	Fh	F
Alfalfa	0027	ALFAL	Fg, Gz, *--Ls, or--* Sd	Blank
Algae OGO (Red)	3003	ALGAE	Fh or Pr	
Almonds	0028	ALMND	Blank	F
Aloe Vera	9032	ALOEV	Blank or Sd	Blank
Amaranth Grain	0516	AMAGR	Gr	
Antidesma	1165	ANTID	Fh	F
Apples COM Common SPCS Specialty	0054	APPLE	Fh, Ju, Pr, or Rs	
<p>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”.</p>				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Apricots	0326	APRCT	Fh, Pr, or Rs	F
Aronia/Chokeberry	0143	ARONI	Fh or Pr	
Artichokes	0458	ARTIC	*--Fh, Pr, or Sd--*	
Asparagus	0104	ASPRG	Fh, Pr, Rs, or Sd	
Atemoya ("Custard Apple")	0997	ATMYA	Fh or Pr	
Avocados	0106	AVOCD		
Bamboo Shoots	0111	BAMBO	Fh or Pr	
Bananas BAB Baby BFB Bluefield CVB Cavendish JON Johnson	0173	BANAN	Fh, Lv, or Pr	Blank
Barley SPR Spring WTR Winter WXY Waxy	0091	BARLY	Fg, Gm, Gr, Gs, Gz, or Ls	
Beans (exempt from FAV) ADZ Adzuki CAS Castor LUP Lupine MUN Mung	0047	BEANS	De or Sd	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Caneberries BLK Black Raspberries BOY Boysenberries CAS Cascadeberries CHT Chester Blackberries *--DOY Doyle Blackberries--* EVG Evergreen Blackberries KOT Kotata Blackberries LOG Loganberries MAR Marionberries OLA Olallieberries RED Red Raspberries TAY Tayberries *--TRI Triple Crown Blackberries--*	6000	CANBR	Fh or Pr	F
Canistel	9057	CANIS	Fh	
Canola FAL Fall SPR Spring	0711	CANOL	Sd	Blank
Cantaloupe	0759	CANTL	Fh or Sd	F
Carambola ("Star Fruit")	0999	CRMBA	Blank	
Carob	0494	CAROB	Pr	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Carrots HYB Hybrid MNE Minnie OPN Open Pollinated	0120	CARRT	Fh, Pr, or Sd	F
Casaba Melon	9997	CASAS	Fh	
Cashew	1291	CASHE	Blank	
Cassava BGE Beige WHT White	0174	CASAV	Fh	*--F--*
Cauliflower	0124	CLFLW	Fh, Pr, or Sd	F
Celeric	0509	CLERI		
Celery	0126	CLERY		
Cherimoya (Sugar Apple)	8045	CHRMY	Fh	
Cherries CHK Chockcherry JAM Jamaica SWT Sweet TRT Tart	0128	CHERY	Fh or Pr	
Chestnuts	0375	CHENT	Blank or Fh	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Chia	0840	CHIA	Fh, Pr, or Rs	Blank
Chicory/Radicchio	0511	CHICO	*--Fh, Rs, or Sd	F
COM Common WIT Witloof			Fg or Gz	Blank
Chinese Bitter Melon	9996	CHIBT	Fh	F--*
Christmas Trees	7321	CHRUT	Fh or Rs	Blank
ARI Arizona Cypress				
AUS Austrian Pine				
BAL Balsam Fir				
BLU Blue Spruce				
CAN Canaan Fir				
COL Colorado Blue Spruce				
CON Concolor Fir				
DOU Douglas Fir				
FRA Frasier Fir				
LEY Leyland Cypress				
NOB Noble Fir				
NRD Nordman Fir				
NOR Norway Spruce				
RED Red Cedar				
SCO Scotch Pine				
VAP Va Pine				
WPN White Pine Norway				
WHT White Spruce				
Chufes	0645	CHUFS	Sd	F
Chungamoo	8001	CHUNG	Fh, Pr, Rs, or Sd	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Cinnamon	1298	CINNA	Blank	Blank
Citron Melon	9995	CTRON	*--Fh, Ju, or Pr--*	F
Clover ALS Alsike ALC Alyce AHD Arrowhead ARL Arrowleaf BER Berseem CRM Crimson KUR Kura MAM Mammoth PPR Purple Prairie RED Red SUB Sub YEL Yellow WHT White	0265	CLOVR	Fg, Gm, Gz, or Sd	Blank
Coconuts	0175	COCON	Fh	F
Coffee ARA Arabica LIB Liberica ROB Robusta	0176	COFFE	Pr	

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses	
Corn AMY Amylose *** RED Red *** TRO Tropical WHE White YEL Yellow	0041	CORN	Fg, Fh, Gr, Gz, Pr, or Sd	Blank ***	
*--BLU Blue			Fg, Gr, or Gz		
NUT Corn Nut SWT Sweet			Fh, Pr, or Sd		F--*
ORN Ornamental POP Popcorn PSN Strawberry Popcorn			Pr, Fg, Gz, or Sd		Blank
Cotton, ELS	0022	ELSCN	Blank		
Cotton, Upland	0021	UPCN			
Crambe (Colewort)	0714	CRAMB	Sd		
Cranberries	0058	CRNBR	Fh or Pr	F	
Crenshaw Melon	9994	CRENS	Fh		
CRP	0099	CRP	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 31 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, or 50	Blank	

--2003 and Subsequent Year Crops Reported on FSA-578 (Continued)--

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Crustacean CRB Crab CRA Crayfish GOB Gobo Shrimp LGE Large Shrimp MED Medium Shrimp PRW Prawns SML Small Shrimp	3002	CRUST	Fh or Pr	Blank
Cucumbers COM Common ENG English PKL Pickling	0132	CUCUM	Fh, Pr, or Sd	F
***	***	***	***	***
Currants	0325	CURRN	Fh or Pr	F
***	***	***	***	***
Dasheen/Taro Root/Malanga PUR Purple WHT White	0177	DASHE	Fh	F
Dates	0496	DATES	Fh or Pr	
***	***	***	***	***

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Gooseberries	0424	GOOBR	Fh or Pr	F
Gourds OKA Chinese Okra COM Common ORN Ornamental/Nonedible LUF Sponge Luffa * * *	0322	GORDS	Fh, Pr, or Sd	Blank
Grapefruit SRJ Rio Red/Star Ruby Grapefruit RRJ Ruby Red Grapefruit SDY Seedy WHT White	0030	GFRUT	Fh, Ju, or Pr	F
Grapes ALB Alicante-Bouschet ALM Almeria AUR Aurora AUT Autumn Royal BAC Baco Noir BAR Barberas BLM Black Mission BLA Black Seedless BTA Beta BSL Black Spanish/Lenior BDB Blanc Dubois BLN Blanc Seedless BLU Bluebell BRI Brianna BTY Beauty Seedless BUF Buffalo/Rubiana BUR Burger CAB Cabernate CBF Cabernet Franc CPF Cabernet Pfeffer CBS Cabernet Sauvignon CAL Calmeria CAM Cambell CAD Canadice CDR Cardinals CAR Carignane CAN Cernelian	0053	GRAPE	Fh or Pr	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Grapes (Continued)	0053	GRAPE	Fh or Pr	F
CAC Cascade				
CAS Castel				
CAT Catawba				
CAY Cayuga				
CMB Chambourcin				
CHN Chancellor				
CHD Chardonel				
CHA Chardonnay				
CHE Chelois				
CHB Chenin Blanc				
CHR Christmas Rose				
CLI Clinton				
COB Colobel				
COL Columbard French				
CON Concord				
COS Counoise				
COU Courduric				
CRI Crimson				
--CRN Corot Noir--				
CSL Crimson Seedless				
CYN Cynthia				
CYT Cynthiana				
DEC Dechaunac				
DEL Delaware				
DIA Diamond				
DOL Dolcetto				
DRN Dornfelder				
DUT Duchess				
EDE Edelweiss				
EIN Einsett				
ELV Elvira				
EMR Emerald Riesling				
EPP Emperors				
ESP Espirit				
EXT Exotic				
FAN Fantasy				
FST Fiesta				
FLS Flame Seedless				
FLR Flora				
FOC Foch				
FOS Fosch				
FRE Fredonia				
FRO Frontenac				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Grapes (Continued)	0053	GRAPE	Fh or Pr	F
GAM Gamay/Napa Gamay				
GAB Gamay Beaujolais				
GEN Geneva Red No. 7				
GEW Gewürztraminer				
GRH Green Hungarian				
GRE Grenache				
GRY Grey Riesling				
HIM Himrod				
ISA Isabella				
ITA Italia				
IVE Ives				
JPT Jupiter				
KAY Kay Gray				
KER Kerner				
--KON King of the North--				
KYO Kyoho				
LCT Lacrescent				
LAC Lacrosse				
LAK Lakemont				
LEM Lemberger				
LEO Leon Millot/Millot				
MAL Malbec				
MAB Malvasia Bianca				
MSB Malvoisie Black				
MAC Marchel Foch				
MAR Marque				
MAS Mars				
MAT Mataro/Mourvedre				
MDY Melody				
MEL Melon				
MRT Meriot				
MER Merlot				
MEU Meunier				
MYR Meyers				
MIS Mission				
MOR Missouri Riesling				
MUL Mullerthurgau				
MUO Muscat Ottonel				
MUS Muscadine				
MUC Muscat				
MUA Muscat of Alexander				
MUB Muscat Blanc/Muscat Canneli				
MUG Muscat, Golden				
MUH Muscat Hamburg				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Grapes (Continued)	0053	GRAPE	Fh or Pr	F
NEP Neptune				
NIA Niagara				
NOR Norton				
NWA Noiret				
NYA NY76.0844.24				
PGC Palomino Chasselas				
PAY Payon-D' Or				
PER Perlette				
PES Petite Sirah				
PEV Petite Vardot				
PAM Petite Amie				
PTB Pinot Blanc				
PTC Pinot Blanc (sparkling wine)				
PGR Pinot Gris				
PGS Pinot Gris (sparkling wine)				
PNO Pinot Noir				
PSG Pinot St George				
PRT Port				
PRS Prairie Star				
PRE Prestine Seedless				
PRI Princess				
RAY Rayon Dior				
RDG Red Globe				
RML Red Malaga				
RDZ Red Zinfandel				
RED Redal Blanc				
REL Reliance				
RIB Riber				
RIE Riesling				
RTY Royalty				
RBD Rubired				
RUC Ruby Cabernet				
RRS Ruby Red Seedless				
RUB Ruby Seedless				
SAL Salvador				
SAN San Gioveto				
SAT Saturn				
SAB Sauvignon Blanc/Fume Blanc				
SAU Sauvignon Vert				
SCH Schurebe				
SEM Semillon				
--SEY Seyval/Seyval Villard--				
SHN Sheriden				

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Passion Fruits	0502	PASFT	Ds or Fh	F
Peaches CLI Cling FRE Freestone SCE SF Cling Earlies SCL SF Cling Late SCP SF Cling Ext Early SCX SF Cling Extra Late	0034	PEACH	Fh, Pr, or *--Rs--*	
Peanuts RUN Runner SPE Spanish Southeast SPW Spanish Southwest VAL Valencia VIR Virginia	0075	PNUTS	Gp, Hp, or Np	Blank
Pears ANJ Anjou ASN Asian BLT Bartlett BOS Bosc CMC Comice COM Common SPC Speciality	0144	PEARS	Fh, Pr, or Rs	F

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Sorghum, Dual Purpose	0052	SORGD	Fg, Gm, Gr, Gz, Sd, or Sg	Blank
Sorghum, Grain GRS Grain *--HIF Hybrid Interplanting Forage HIG Hybrid HSF Hybrid Standardplant FG HSG Hybrid Standardplant GR HSS Hybrid Standardplant SU--*	0051	SORGH	Fg, Gr, Gz, Sd, or Sg	
Sorghum, Forage ALU Alum CAN Cane SWT Sweet SUD Sudex	0050	SORGF	Fg, Gm, Gz, Ml, Pr, Ls, Sd, or Sg	
Soybeans COM Common EDA Edamame LER Lerado QUL Quail Haven VER Vernal	0081	SOYBN	Fg, Fh, Gr, Gz, or Sd	
Speltz	0131	SPELZ	Fg, Gm, Gr, or Gz	
Sour Sap	2012		Fh or Sd	
Sprite Melon	0760		Fh or Sd	

Note: Report sorghum according to Exhibit 50.

2003 and Subsequent Year Crops Reported on FSA-578 (Continued)

Crop Name	Crop Code	Abbreviation	Intended Use	Land Uses
Squash ACN Acorn BAN Banana BIT Bittermelon BTR Buttercup BTT Butternut CHY Chayote CRK Crookneck DNG Dungua MOQ Moqua OPO Opo SNG Singua SPG Spaghetti SUM Summer Yellow WTR Winter ZUC Zucchini	0155	SQASH	Fh, Pr, or Sd	F
Strawberries	0154	STWBR	Fh, Pr, Rs, or *--Se--*	
Sugar Beets	0039	SBEET	Fg, Pr, or Sd	Blank
Sugarcane	0038	SCANE	Blank, Ds, Fh, or Pr	
Suk Gat (see greens)				
Sunflowers NON Nonoil (Confectionary) OIL Oil	0078	SNFLR	Fg, Gr, or Sd	Blank
Tangelos MIN Minneloa ORL Orlando	0024	TANGL	Fh, Ju, or Pr	F

***--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 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.

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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 xxxxxx	Cropland Acres xxxx.x
1 xxxxx.x	xxxx.x
2 xxxxx.x	xxxx.x

--*