

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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**Loans and Loan Deficiency  
Payments for Honey  
2-LP Honey (Revision 11)**

**Amendment 21**

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



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 2 A has been amended to include PDD and remove KC-ITSTO

Subparagraph 4 A has been amended to remove handbooks 4-PL and 5-PL and add handbooks 6-PL, 17-PS, and 19-PS.

Subparagraph 15 A has been amended to remove eLDP.

Subparagraph 16 C has been amended to clarify exchange rate.

Subparagraph 18 C has been amended to include Urban Ag service center.

Subparagraph 100 A has been amended to remove 8-LP paragraphs.

Subparagraph 101 A has been amended to clarify that FSA-578 is only required if the honey producer has acreage classified as cropland.

Subparagraph 112 B has been amended to notate honey is an eligible commodity for FSFL and add reference for commodity loan seal procedure.

Subparagraph 125 A has been amended to remove approved warehouse.

Subparagraph 125 B has been amended to update the CCC-633 Honey instructions and example.

Subparagraph 127 A has been amended to include CCC-683 and a reference to paragraph 128.

Paragraph 128 has been added to include commodity seal procedure.

Subparagraph 860 B has been amended to update the example of CCC-691.

## Amendment Transmittal (Continued)

### A Reasons for Amendment (Continued)

Paragraph 904 has been amended to reference 8-LP, paragraph 205 for deceased producer policy and procedure.

Paragraph 951 has been amended to replace PECD with PDD.

Page Control Chart		
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**Part 1 Basic Program Provisions**

**Section 1 Handbook Provisions**

**1 Handbook Purpose and Authority**

**A Purpose**

**[7 CFR Part 1434]** This handbook provides general instructions for administering loans and LDP's for honey.

Use this handbook with 8-LP, as applicable.

**B Sources of Authority**

Authority for the policies prescribed in this handbook is in:

- 7 CFR Part 1434
- \*--The Agriculture Improvement Act of 2018--\*
- Consolidated Appropriations Act, 2016.

## 2 Administrative Responsibilities

### A Responsibilities

The responsibilities of the administrative levels for loan and LDP programs are provided in the following table.

\*--

IF the administrative level is...	THEN...
National Office	<ul style="list-style-type: none"> <li>the CCC Board and Executive Vice President shall determine policy and program provisions</li> <li>the Executive Vice President, CCC, or designee, will:               <ul style="list-style-type: none"> <li>make a determination on any question arising under this program</li> <li>revise or rescind an incorrect determination made by COC or STC</li> </ul> </li> <li>PSD will administer loan and LDP programs policy under the general supervision and direction of DAFP</li> <li>PDD will provide automation support to implement loan and LDP program policies when requested by PSD.</li> </ul>
State Office	<p>STC shall:</p> <ul style="list-style-type: none"> <li>determine State-wide policy according to this handbook, 8-LP, and guidance received from the National Office</li> <li>administer all phases of the program in the State through SED.</li> </ul> <p><b>Note:</b> STC may:</p> <ul style="list-style-type: none"> <li>correct, or require COC to correct, any action taken that contradicts this handbook and other current policy</li> <li>require COC to withhold taking any action that is not consistent with this handbook and other current policy.</li> </ul>

--\*

## 2 Administrative Responsibilities (Continued)

\* \* \*

### B Nondiscrimination Responsibilities

STC or COC shall **not**, on the basis of race, color, age, sex, national origin, disability, religion, or marital status, bar any producer from participation in, or otherwise subject any producer to discrimination with respect to any benefits resulting from its approval to participate in a loan or LDP program.

### C Outreach Responsibilities

STC and COC shall ensure that price support marketing assistance loan and LDP program information and awareness is communicated to underrepresented individuals, groups, and communities. Underrepresented individuals, groups, and communities may include, but are not limited to minority farmers and cooperatives.

### 3 Signatures, Authorizations, and Approvals

#### A Signatures

County Offices shall follow 1-CM for producers' signature and authorization provisions.

See 1-CM, Exhibit 80 for a list of forms for which FAX signatures are **not** acceptable.

Persons may sign loan or LDP documents, repay a loan, or act in a representative or fiduciary capacity **only** when evidence of authority is granted by completing 1 of the following and filing the document in the County Office:

- FSA-211
- \*--CCC-902E signed by an officer.--\*

**Exception:** A husband and wife may sign loan or LDP documents for each other, **unless** written documentation denying this authority is provided to the County Office.



### 3 Signatures, Authorizations, and Approvals (Continued)

#### B Redlegation of Authority by COC or CED

The authority to approve all loan and LDP forms and documents prepared according to this \*--handbook may be redelegated, in writing, according to 16-AO by the following:--\*

- COC to CED, except those in which CED has a monetary interest
- CED to Federal and non-Federal County Office employees, except those in which the person approving has a monetary interest.

**Reminder:** Cross training in all applicable program areas shall be completed before redelegation of signing authority is made.

Follow this table for exceptions to redelegate authority for approval of loans and LDP's.

IF the producer is...	THEN the approval authority shall be...
a State, Federal, or County Office employee	CED.
COC member	
DD	
STC member	
SED	
CED	COC.

**Note:** Questionable cases may be referred to the next higher authority for determination.

## 4 Related Handbooks

### A FSA Handbooks

FSA handbooks related to honey loan and LDP programs are listed in the following.

\*--

Handbook	Purpose
9-AO	Audits and investigations
1-APP	Program appeals
25-AS	Records operations at State and County Offices
1-CM	Common management and operating provisions
10-CM	Farm records and reconstitutions
2-CP	Acreage and compliance determinations
4-CP	Failure to fully comply
6-CP	HELC and WC provisions
7-CP	Collections under the finality rule and misaction and misinformation provisions
1-FI	Processing payments initiated through NPS
3-FI	CCC deposits and refunds
50-FI	Interest rates
58-FI	Managing FSA and CCC claims
61-FI	Prompt payments
62-FI	Reporting to IRS
63-FI	Assignments and joint payment system
64-FI	Establishing and reporting receipts and receivables on the National Receipts and Receivable System
1-FSFL	Farm Storage Facility Loan Program
8-LP	Additional provisions for loans and LDP's
1-PL	Payment limitations
3-PL	Web-based subsidiary files for 2009 and subsequent years
6-PL	Payment eligibility, payment limitation, and AGI
16-PS	Price Support Commodity Loan Processing System Automation for 2015 and Subsequent Years
17-PS	Price Support loan and LDP administrative Systems
19-PS	Prices Support LDP's Automation for 22 and Subsequent Years

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### 5-14 (Reserved)

## Section 2 General Provisions

## 15 Loan and LDP Common Provisions

## A 8-LP General Provisions Reference

8-LP provisions for general loans and LDP requirements are as follows.

8-LP	Provisions
Part 1, Section 3	Actions for: <ul style="list-style-type: none"> <li>• overdisbursements, overpayments, and receivables</li> <li>• appeals</li> <li>• bankruptcy cases</li> <li>• CCC-770 LDP * * * and CCC-770 MAL policy finality</li> <li>• rule and IRS reporting</li> <li>• lobbying activities</li> <li>• misaction/misinformation</li> <li>• prompt payment.</li> </ul>
Part 5, Sections 1 and 2	CCC-10's/filing UCC-1's.
Part 3, Section 3	Failure to provide production evidence.
Part 4	Violations.
Part 7	<ul style="list-style-type: none"> <li>• Administrative actions</li> <li>• CCC-681-1's</li> <li>• CCC-697's</li> <li>• general repayment.</li> </ul>

## 16 Maturity Notification to Producers

### A Preparing Loan Maturity Report

County Offices shall use the SORS Loan Maturity Reports to identify and prepare letters to producers with maturing loans.

**Note:** If County Office employees have problems accessing SORS, then contact the State Office specialist for assistance.

### B Loan Maturity Notification

Send the notification letter to producers according to subparagraph D:

- with maturing honey crop loans
- at least 45 calendar days, but not more than 60 calendar days, before the loan maturity date.

### C Producer Options

Producers with maturing honey crop loans may select from the following options:

- redeem the loan collateral by repaying the loan with cash
- purchase a commodity certificate and exchange for loan collateral before maturity
- \*--**Note:** Only available during periods when the monthly CCC honey survey price for MAL's (exchange rate) is below the loan rate. See paragraph 661 for more--\* details.
- settle the honey loan with CCC at maturity.

## 18 Availability Date for Loan and LDP's (Continued)

### B Maturity Dates

Honey marketing assistance loans mature the earlier of the following:

- last day of the ninth calendar month after the month in which CCC-677 was approved by CCC
- date demanded by CCC.

**Note:** If the maturity date falls on a nonworkday for the County Office, the maturity date shall be the next workday.

### C Requesting MAL's and LDP's

Honey MAL's must be requested at the County Office that maintains the farm program records.

If a producer contacts a County Office other than the County Office where the farm records are maintained, the first County Office shall:

- accept requests
- process loans using the loan rate in the County Office where the commodity is stored
- send a copy of the loan documents to the County Office maintaining the farm records.

For LDP's, the request:

- may be received in a County Office other than the County Office maintaining the farm records
- must be submitted to the County Office where the farms records are kept for the farm on which the honey was produced, for processing and disbursement.

**\*--Note:** Urban ag producers may request honey MAL's or LDP's at the nearest Service Center to where their honey is located.--\*

The request for MAL or LDP shall **not** be approved by CCC until all producers having an interest in the honey sign CCC-677, CCC-633 EZ, or CCC-633 (Honey).

**18 Availability Date for Loan and LDP's (Continued)****D Losses**

\*--CCC will **not** assume losses for quantity or quality of loan collateral.--\*

**E Posting List of Honey Buyers**

The names and addresses of honey buyers shall be posted in the County Office to be made available to honey producers marketing their honey.

The following table provides action to be taken when names and addresses of honey buyers are received.

<b>Responsible Office</b>	<b>Action</b>
State	Provide County Offices with a list of the names and addresses of all honey buyers who have specified an interest in acquiring honey.
County	Post, for public inspection, the list of all honey buyers: <ul style="list-style-type: none"> <li>• received from the State Office</li> <li>• who have specified an interest at the County Office in acquiring honey.</li> </ul> Do <b>not</b> : <ul style="list-style-type: none"> <li>• post individual honey buyer's advertisements for public display</li> <li>• assist honey buyers or honey producers in honey sales transactions.</li> </ul>

**19-99 (Reserved)**

**Part 2 Eligibility Requirements**

**Section 1 Producer Eligibility**

**100 Eligible Producer**

**A Producer Eligibility**

An eligible producer is a person who:

- produced honey in the United States during the calendar year for which the loan is requested and extracted the honey on or before December 31 of the applicable crop year
- for loans, has a continuous beneficial interest in the honey from the time the honey was extracted through the date of repayment of the loan
- is responsible for the risk of keeping the bees and producing the honey.

See 8-LP \* \* \* for other eligibility requirements.

**101 Ineligible Producer****A Ineligibility**

Ineligible producers are producers who:

- have **not** reported acreage on FSA-578 for the current crop year according to 2-CP

**\*--Notes:** Honey producers are excluded from this requirement if they do not have any other farming interest or cropland. Acreage reports must be obtained before benefits are received **only** if the honey producer has acreage classified as cropland.

Honey colonies and inventory must be certified on CCC-633 (Honey) according to paragraph 125.--\*

- do **not** comply with and/or violate WC and HELC provisions according to 6-CP

**Note:** If a producer does **not** have cropland, producer must write in AD-1026, item 13, “I am not associated with any specific farm” and sign and date AD-1026.

- are convicted under Federal or State law of a controlled substance violation according to 1-CM, Part 38
- have an unresolved delinquent non-tax debt to the Federal Government.



## 112 Storage Requirements

### A General Requirements

Marketing assistance loans will **only** be available on honey in eligible storage. County Offices **must** conduct visual pre-loan inspections, according to paragraph 127, before loan approval to ensure that the collateral is:

- in existence
- being maintained.

Honey that is pledged as collateral for a loan or LDP must be segregated to preserve the identity of the honey securing each loan or LDP if the honey is located in a storage structure that:

- secures more than 1 loan or LDP
- stores honey **not** pledged as collateral for a loan or LDP.

### B Honey Stored on the Farm

Eligible farm storage shall consist of a storage structure located on or off the farm that provides safe storage for the honey collateral through the maturity date for the loan.

**Notes:** The storage structure may be on or off the farm of the producer requesting the loan.

\*--Honey is an eligible commodity for FSFL.--\*

Honey stored outside in an open area or a temporary structure that does not protect the honey from natural elements will **not** be considered stored in eligible storage, even though the container requirements are met.

**112 Storage Requirements (Continued)****B Honey Stored on the Farm (Continued)**

The County Office representative must ensure that during the visual pre-loan inspection all containers have been properly identified and labeled by the producer with the following:

- producers name
- floral source (see Exhibit 4)

**Example:** Alfalfa.

- number of containers

**Example:** Lot 1, Container 1 of 5.

- net weight of each container.

**Reminder:** Requests shall **not** be approved for the following if COC has reason to question producer control of honey:

- loans stored at the location of the processor
- farm-to-farm transfer to the storage location of the processor.

**Exception:** If the producer is the processor, the loan request or transfer may be approved if:

- honey is segregated from other honey stored at that location and each lot is identified by name of producer, State and county code, loan number, and lot number
- all other requirements are met.

\*--During the visual pre-loan inspection, the County Office representative will prepare and affix CCC-683 according to paragraph 128.--\*

**113-119 (Reserved)**

## 123 Filing or Recording Financing Statements

### A Provisions for Financing Statements

Complete CCC-10's and file UCC's according to 8-LP, Part 5, Sections 1 and 2.

## 124 Repledging Provisions

### A Repledging Eligible Honey Provisions

Eligible producers may, before the final loan availability date, repledge a quantity of eligible honey that has previously been mortgaged to CCC as collateral.

The maturity date of repledged loans shall be the same as the original note and security agreement maturity date.

### B Honey Not Eligible to be Repledged

A quantity of honey having any of the following conditions is **not** eligible to be repledged for loan:

- \*--honey loans repaid at an announced repayment rate with cash
- honey loans redeemed using a CCE--\*
- honey loans called because of:
  - incorrect certification
  - unauthorized disposition
  - unauthorized removal
- honey for which LDP was received.

**125 Recording Data on CCC-633 (Honey)****A Preparing and Distributing CCC-633 (Honey)**

County Offices must

- prepare an original CCC-633 (Honey) and 1 copy for each loan request for honey stored on the farm or in an approved warehouse
- distribute copies of CCC-633 (Honey) as follows:
  - file the original in the producer's loan folder
  - provide the copy to the contact producer.

**B Completing CCC-633 (Honey)**

County Offices must complete CCC-633 (Honey) according to the following table.

\*--

Item	Action
1A-B	Enter name, address, and telephone number of the FSA County Office where farm records are maintained.
2A-B	Enter name, address, and telephone number of the individual producer, entity, partnership, joint venture, trust, estate, or corporation that is requesting the loan.
3	Enter the location where the honey is stored by entering a check mark in the box for "Farm". Warehouse storage is not applicable.
4	Enter the crop year of the honey.
5	Enter State and county code, and loan number.
6	Entering a check mark in the box for "Table" or "Nontable".
7	Enter the number of bee colonies that produced the honey for this loan.
8	Enter lien holder's name and address if there are any liens on the commodity. If there are no liens against the commodity: <ul style="list-style-type: none"> <li>• ENTER "None"</li> <li>• initial.</li> </ul>

--\*

## 125 Recording Data on CCC-633 (Honey) (Continued)

## B Completing CCC-633 (Honey) (Continued)

Item	Action
9	Enter the number associated with the first lot of honey pledged for this loan.
10	Enter the location where the commodity is stored (i.e., land description or other descriptions to indicate where the commodity is stored).
11	The quantity <b>must</b> be certified.
12	Enter the predominate source of vegetation used to produce this lot of honey.
*--13A-B--*	Enter the number and size of containers in which the honey is being stored.
14	Enter the estimated quantity in pounds in the containers entered in item 13, as certified by the producer. Quantities cannot exceed the following: <ul style="list-style-type: none"> <li>• 60 pounds for 5-gallon metal containers</li> <li>• 360 pounds for 30-gallon metal containers</li> <li>• 660 pounds for 55-gallon metal containers</li> <li>• 3300 to 3960 pounds, as applicable, for IBC containers.</li> </ul>
15	Enter the quantity in pounds that is pledged for this loan.  <b>Note:</b> Enter the information in items 9 through 15 for each additional lot of honey pledged for this loan.
16	Enter the sum of the quantities for loan.
17	Producers shall read the certification statement before signing this document.  Contact the FSA County Office before signing and dating this document if there are any questions or concerns.
18	Producers shall answer the question, "Are you or any co-applicant delinquent on any federal non tax debt?"
19A and 20A	Enter the signatures of the producers of the honey. This producer shall also be responsible for providing the evidence, upon request.
19B and 20B	If the individuals signing in items 19A and 20A are signing in a representative capacity for the participant, a title/relationship shall be listed. If the signatory in items 19A and 20A is the participant, then no entry is required.
19C and 20C	Enter the date signed.
*--21	Enter remarks if applicable
22	Enter date a lien search was performed.
23	Enter date UCC-1 or UCC-1F was filed.
24A-B	CCC representative must sign and date.--*

## 125 Recording Data on CCC-633 (Honey) (Continued)

## B Completing CCC-633 (Honey) (Continued)

The following is an example of CCC-633 (Honey).

\*--

<b>This form is available electronically.</b> <b>CCC-633 (Honey)</b> (09-05-19)		<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation		<b>1A. COUNTY FSA OFFICE NAME AND ADDRESS</b>	
<b>HONEY NONRECOURSE MARKET ASSISTANCE LOAN CERTIFICATION AND WORKSHEET</b>				<b>1B. TELEPHONE NUMBER (Include Area Code):</b>	
<small><b>NOTE:</b> The authority for collecting the following information is the Agriculture Improvement Act of 2018 (Pub. L. 115-334). This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed and completing and reviewing the collection of information. The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Agriculture Improvement Act of 2018 (Pub. L. 115-334), 7 CFR Part 1421, 7 CFR Part 1425, 7 CFR Part 1427 and 7 CFR Part 1434. The information will be used to determine eligibility for farm-stored loan program benefits.</small>					
<small><b>Paperwork Reduction Act (PRA) Statement:</b> The information collection is exempted from PRA as specified in 7 U.S.C. 9091(c)(2)(B). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for farm-stored loan program benefits. <b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b></small>					
<b>2A. NAME AND MAILING ADDRESS OF PRODUCER</b>		<b>3. STORAGE LOCATION</b> <input type="checkbox"/> FARM <input type="checkbox"/> WAREHOUSE		<b>4. CROP YEAR</b>	
<b>2B. TELEPHONE NUMBER (Including Area Code):</b>		<b>6. CLASS OF HONEY</b> <input type="checkbox"/> TABLE <input type="checkbox"/> NONTABLE		<b>7. NUMBER OF COLONIES PRODUCING HONEY FOR THIS REQUEST</b>	
<b>8. LIENHOLDER(S)</b>		<b>5. ST. &amp; CO. CODE AND LOAN NO.</b>			
<b>9. LOT NUMBER</b>		<b>10. LOCATION OF INDIVIDUAL LOT</b>		<b>11. BASIS OF QUANTITY DETERMINATION</b>	
<b>12. FLORAL SOURCE</b>		<b>13. CONTAINERS</b> A. Number B. Size		<b>14. ESTIMATED QUANTITY (LBS.)</b>	
<b>15. QUANTITY FOR LOAN (LBS.)</b>		<b>16. TOTAL LOAN QUANTITY:</b>			
<b>17. PRODUCER'S CERTIFICATION</b> <small>The undersigned producer(s) ("Producer") requests a Commodity Credit Corporation (CCC) nonrecourse loan on the commodity identified in item 6 with respect to the quantity specified in item 15. The Producer certifies that, (1) the Producer produced the honey and has beneficial interest in the quantity of the honey shown in item 15; (2) the honey is eligible to be pledged as collateral for a CCC nonrecourse loan; (3) the Producer has retained control of the commodity at all times; (4) the quantity of the honey shown in item 16 above is in existence and is stored in the location noted; (5) the honey is in storable condition and such condition will be maintained; (6) the honey is stored in containers that meet the specifications of eligible containers; (7) the structure will safely store the honey through the loan period; and (8) the honey on which the loan is requested is free and clear of all liens, security interests, and encumbrances, except as shown above. The Producer further agrees to (1) identify each container with the crop year, loan number, lot number, and State and county code as instructed by CCC; (2) maintain the identity of the above identified honey; and (3) not move or commingle the honey with any other quantity without prior written approval of CCC.</small>				<b>21. REMARKS</b>	
<b>18. Are you or any co-applicant delinquent on any federal non-tax debt? (If "YES", provide details)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO				<b>22. LIEN SEARCH DATE (MM-DD-YYYY)</b>	
<b>19A. PRODUCER'S SIGNATURE (BY)</b>		<b>19B. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY</b>		<b>23. DATE UCC-1/UCC-1F FILED</b>	
<b>20A. PRODUCER'S SIGNATURE (BY)</b>		<b>20B. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY</b>		<b>24A. FOR CCC BY:</b>	
<b>20C. DATE (MM-DD-YYYY)</b>		<b>24B. DATE (MM-DD-YYYY)</b>			

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--\*

## 126 Quantity Determination

**A Loan Quantity Determinations**

Require the producer to certify the quantity for honey stored on the farm on CCC-633 (Honey).

\*--The initial maximum quantity eligible for honey stored on the farm shall be 100 percent of the quantity certified by the producer.

**Notes:** If a producer, at the time of MAL request, provides a signed certification for the total MAL quantity and indicates that the requested MAL quantity will be disposed of through bee feeding, quantities packaged for retail sales, gifts, or personal use, both of the following bullets apply. Producer:

- is eligible for MAL on 100 percent of the certified amount on CCC-633 (Honey), if the quantity and producer meet all eligibility and storage requirements
- must be reminded and understand that the MAL quantity fed, sold, gifted, or used, **must** be repaid **before** disposal and loss of beneficial interest.

For MAL, honey **must** be stored in approved containers according to paragraph 111 while under loan.

Producer may also request LDP, if applicable, instead of MAL, on 100 percent of the quantity.

See subparagraphs 425 C and D for production evidence requirements.--\*

**127 Pre-Loan Inspections****A Conducting Pre-Loan Inspections**

\*--County Offices **must visually** conduct pre-loan inspections and prepare CCC-683 according to paragraph 128. Pre-loan inspections are performed to ensure that producers who--\* applied for loans:

- have honey packaged in acceptable containers
- containers are properly labeled
- loan collateral is segregated from nonloan collateral.

All pre-loan inspections **must** be conducted:

- before loan disbursements
- documented on CCC-633 (Honey), in the remarks section.



**\*--128 Commodity Seal Procedure****A General Information**

CCC-683 will be:

- prepared by commodity inspector at the time of inspection
- completed using a black permanent marker
- affixed to each lot of honey being pledged for loan.

**B CCC-683 Order Instructions**

The following table provides steps to request CCC-683 from FPAC Business Center.

<b>Step</b>	<b>Action</b>
1	Access FPACNow, Management Services at <a href="http://servicenowservices.com">Catalog - Browse - FPACNow (servicenowservices.com)</a>
2	SELECT <b>“Printing-MSD.”</b>
3	In the “Requesting on Behalf of” field, type the name of the requester.
4	In the “Request Description” field enter the following: <ul style="list-style-type: none"> <li>• CCC-683 Commodity Loan Seals</li> <li>• quantity (number being requested)</li> <li>• County Office mailing address</li> <li>• name of County Office point of contact.</li> </ul>
5	CLICK <b>“Submit.”</b>

--\*

**\*--128 Commodity Seal Procedure (Continued)****C Preparing CCC-683**

The following table provides instructions for preparing CCC-683.

<b>Item</b>	<b>Instructions</b>
1	Enter name, address, and telephone number of County Office.
2	In the block for seal number, enter the following, separated by hyphens: <ul style="list-style-type: none"> <li>• type of honey for loan; enter:               <ul style="list-style-type: none"> <li>• “TB” for Table</li> <li>• “NT” for Non-Table</li> </ul> </li> <li>• floral source</li> <li>• last 2 digits of the crop year</li> <li>• loan number</li> <li>• lot number (producer assigned container or storage area number).</li> </ul>
3	Enter initials and the date each time the honey and storage facility is inspected.

--\*

**\*--128 Commodity Seal Procedure (Continued)**

**D Example of CCC-683**

The following is an example of CCC-683.

**COMMODITY LOAN SEAL**

**Do not remove loan contents from this structure without written consent of the County FSA Committee**

The commodity under loan stored in this structure is mortgaged to secure a loan made under a program of Commodity Credit Corporation (CCC), an agency of the United States Department of Agriculture; accordingly, this structure is hereby placed under seal.

Entry into this structure and access to its contents are restricted to persons with written authorization by CCC.

Any person who, without proper authority, tampers with or breaks this seal and enters this structure, or interferes in any manner with the commodity stored in this structure is subject to criminal prosecution under State or Federal law.

NAME, ADDRESS AND TELEPHONE NUMBER OF COUNTY FSA OFFICE			
<b>GOLDEN VALLEY COUNTY FSA OFFICE</b>			
<b>49 W MAIN STREET</b>			
<b>BEACH, ND 58623</b>			
<b>(701) 872-4313</b>			

SEAL NUMBER	TB-CLOVER-23-001-01		
----------------	---------------------	--	--

Inspected (Initials and Date)			
JMM	3-15-2024		

**CCC-683**  
(03-10-93)

**U.S. DEPARTMENT OF AGRICULTURE**  
Commodity Credit Corporation

--\*

**129-199 (Reserved)**



## Section 4 Completing Producer Settlement

### 860 Completing CCC-691, Parts B and C

#### A Completing CCC-691, Part B

The FSA representative shall complete CCC-691, Part B:

- at the delivery sight
- at the time of delivery
- according to the following table.

Item	Action
A	Enter loan lot number.
B-I	Enter data, as applicable, from FV-237 received from AMS.
20	Enter date delivery was completed.
23	<p>After delivery, the producer or the producer's authorized agent shall date and sign CCC-691 agreeing to the following:</p> <ul style="list-style-type: none"> <li>• the quantity delivered</li> <li>• that a representative sample has been drawn for determining class and grading factors on which settlement will be based.</li> </ul>
24	<p>FSA representative taking delivery shall:</p> <ul style="list-style-type: none"> <li>• sign and date CCC-691</li> <li>• return the following to the County Office: <ul style="list-style-type: none"> <li>• CCC-691 for processing the settlement</li> <li>• all documentation received from AMS.</li> </ul> </li> </ul>

\*--Loanmaking County Offices must complete items 31 through 35 according to 8-LP, Part 8 after inspection certificates have been received from AMS.--\*

\* \* \*



## 860 Completing CCC-691, Parts B and C (Continued)

## \*-B Example of CCC-691

The following is an example of CCC-691.

(See Reverse for Privacy Act and Paperwork Reduction Act Statements.)

CCC-691 (11-22-19)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation COMMODITY DELIVERY NOTICE							
1. Farm Number	2. Name and Mailing Address	3. Crop Year	4. Commodity	5. ST. & CO. Code	6. Loan No.				
		7. Weed Control Discount is Applicable <input type="checkbox"/>	8. Voluntary Early Delivery Subject to Storage Deduction <input type="checkbox"/>						
		9. Outstanding Loan Quantity	10. Balance To Be Settled \$	11. Disbursement Date					
<b>PART A - DELIVERY INSTRUCTIONS</b>									
If you have an outstanding CCC commodity loan, you must deliver to the storage point specified below, by the date specified below, a quantity of the eligible commodity specified above having a loan value equivalent to the amount specified above as "Balance to be Settled".									
12. Maximum Quantity for Delivery: <input type="checkbox"/> Pounds <input type="checkbox"/> Bushels <input type="checkbox"/> CWT <input type="checkbox"/> Bales <input type="checkbox"/> Other (specify):					13. Quantity				
14. Deliver to (Name, code number, and location of warehouse or other approved storage)				15. Weighing Location	16. Final Date To Deliver				
17. Commodity Credit Corporation		Date		18. Name and Address of County FSA Office					
By:									
<b>PART B - GRADE AND QUANTITY DETERMINATION (If additional space needed, use Form CCC-691-1)</b>									
19. The undersigned hereby certify (1) that a representative sample was secured from each lot of the commodity described above at the time it was delivered, and (2) that it is mutually agreed such commodity is of the quantity, grade and quality delivered in the schedule below and on continuation sheets thereto. The undersigned warehouse operator further certifies (1) that they have received in their warehouse from the undersigned producer the quantity, grade(s) and quality of the commodity described in the schedule below and on continuation sheets thereto and, in the case of deliveries for local storage, that they will issue acceptable warehouse receipt(s) and, when requested, scale tickets for each commodity and (2) that the quantity of the commodity listed below was, in fact, delivered to the receiving warehouse, and does not include any quantities purchased from or already in store at the receiving warehouse and substituted without prior approval. 1/ The undersigned producer further certifies that (1) the commodity delivered by them is the commodity described in the schedule below and is free and clear of all liens and encumbrances, including landlord's liens except in favor of lienholders from whom waivers have been secured and that the commodity delivered is eligible for delivery by him/her under the applicable program regulations, (2) for all commodities, the quantity delivered does not exceed the quantity that was produced on the farm(s) listed on the original commodity loan agreement entered into with CCC. 1/ The warehouse operator further certifies that all services invoiced including handling, weighing, grading, storage, or servicing were actually performed. The parties signing this certification understand that the making of any fraudulent representations shall render the parties subject to criminal prosecution under Federal law and may render the entire quantity ineligible for any loan benefits (see Part F on reverse of this document).									
1/ If there is a disagreement as to grade or quality, the certification shall nonetheless be signed but the items as to which there is a disagreement in Part B shall be lined through. A representative sample of the lot as to which there is disagreement shall be submitted for an appeal determination in accordance with Part E (on reverse hereof). Such determinations shall be binding on all signatories to this part.									
A Warehouse Receipt Number 2/	B Grade, Class & Sub-Class	C Test Weight (lb.)	D Moisture %	E F.M. (%) 3/	F Other Applicable Factors	G Gross Weight (lb.)	H Dock (%)	I Net Weight (bu., cwt., lb.)	J Storage Start Date
2/ If undesirable wheat variety, place an "*" following applicable lot identity. 3/ For corn, includes also B.C.									
20. Date Delivery Completed	21. Type of Delivery: Whse. Stge. <input type="checkbox"/> Hand. Only <input type="checkbox"/> Sale <input type="checkbox"/> Bins <input type="checkbox"/> Track Load <input type="checkbox"/>					22. Loading Order Number			
23. Signature of Producer					24. Signature of Warehouse Representative				
Date					Date				
<b>PART C - SETTLEMENT DATA</b>									
Itemize Charges (storage, etc.)					Itemize Credits (hauling, trackload, etc.)				
25. Reserve Storage Refund					27. Excess Haul Total Miles				
\$					28. Excess Hauling Bu. Cents				
26. CCC Incurred Costs Bu. Cents					\$ = @				
\$ = @					29. Reserve Storage Payment \$				
					30. Rate Basis (ST. & CO. Code or terminal pt.)				
<b>LOCAL SALES</b>		31. Authorization Number (if any)	32. Quantity Sold (bu., cwt., lb.)	33. Rate \$	34. Amount \$	35. CCC-257 Number			
<b>PART D - CERTIFICATION AND APPROVAL FOR COUNTY FSA COMMITTEE</b>									
36. Delivery of commodity in Part B has been completed subject to final settlement.									Date

--\*

## 860 Completing CCC-691, Parts B and C (Continued)

## \*--B Example of CCC-691 (Continued)

**PART E - PROCEDURE WHEN THERE IS A DISAGREEMENT AS TO GRADE AND QUALITY****(a) Grade Determination by Federally Licensed Inspector.**

For all commodities, in case of disagreement on grade and quality determined by a Federally licensed inspector on lot(s) delivered, the determination may be appealed through the regular Federal Grain Inspection Service procedures. The producer will be responsible for all appeal expenses. The grade and quality determination resulting from the appeal shall serve as the basis for settlement.

- (b) Grade Determination by Other Than Federally Licensed Inspector.** In case of disagreement on grade or quality determined by other than a Federally licensed inspector on lot(s) delivered, the producer may appeal and shall assume the cost of tests. If delivery was to a warehouse, the representative sample of the lot in disagreement shall be sent to the county office with a remittance to cover the cost of test(s). The county office will forward the sample to a Federally licensed grain inspector for a determination which shall serve as the basis for settlement. If delivery was to other than an approved warehouse, the county office will send a portion of the representative sample of the lot(s) in disagreement to a Federally licensed inspector for a determination which shall serve as the basis for settlement.

**PART F - FRAUDULENT REPRESENTATION**

The making of any fraudulent representation by the producer in this instrument shall subject the producer (a) to liability under criminal and civil fraud statutes, and (b) to liability to CCC in the amount specified in the Farm Storage Note and Security Agreement. For the purpose of establishing the amount of such liability, the value of the commodity delivered to, or removed by CCC, shall be the market value, as determined by CCC, on the date of delivery or removal, or the sale price if the commodity is sold by CCC in order to determine its market value.

**NOTE:** The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. This information is issued to you according to the provisions of the CCC commodity loan program at 7 CFR Parts 1421, 1427, and 1435. The information is required in order to settle your outstanding loan. Failure to sign this document may delay settlement of your loan. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.

**Paperwork Reduction Act Statement:** This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration). **RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

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**902 Abandonment Cases**

**A Action When Collateral Abandoned**

If the commodity securing a farm-stored loan is abandoned, call the loan immediately and begin the local sale process.

**B Expenses Incurred**

The expenses incurred by the County Office in the settlement of the commodity shall be charged against the local sale.

**903 Returning Unnegotiated Treasury Checks**

**A Returning Unnegotiated Loan Treasury Checks**

If unnegotiated Treasury checks for a loan disbursement are returned to the County Office, \*--follow the instructions in 8-LP, subparagraph 36 A.--\*

\* \* \*

**B Returning Unnegotiated LDP Treasury Checks**

\*--If unnegotiated Treasury checks for an LDP are returned to the County Office, follow the instructions in 8-LP, subparagraph 36 A.--\*

**904 Deceased Producers**

**\*--A County Office Action**

Follow 8-LP, paragraph 205 for deceased producer policy and procedures.--\*

\* \* \*

**Part 9 CLPS****Section 1 General Provisions****951 Automated Procedures****A Automation Used in This Handbook**

Follow the instructions in 16-PS \* \* \* for the following types of loan activity in CLPS:

- loanmaking
- loan repayments.

**B Honey Loan Rates**

Commodity loan rates will be updated each crop year at the National level and no action is required in the County Office.

**C Automation Procedure**

Process honey MAL disbursements and honey loan repayments in CLPS according to 16-PS.

**D Honey Loan Settlements**

\*--Process honey loan settlements according to the current applicable procedure from PDD--\* until software is available in CLPS.

**952 (Withdrawn--Amend. 17)****953-955 (Reserved)****Section 2 (Withdrawn--Amend. 17)****956, 957 (Withdrawn--Amend. 17)****958-965 (Reserved)****Section 3 (Withdrawn--Amend. 17)****966 (Withdrawn--Amend. 17)****967-969 (Reserved)**

**Section 4 (Withdrawn--Amend. 17)**

**970 (Withdrawn--Amend. 17)**

**971-975 (Withdrawn)**

**Section 5 LDP's**

**976 Honey LDP's**

**\*--A LDP Procedure**

Process honey LDP's according to 19-PS.--\*

**977-979 (Reserved)**

**Section 6 (Withdrawn--Amend. 11)**

**980 (Withdrawn--Amend. 11)**

**981-986 (Reserved)**

**987 (Withdrawn--Amend. 17)**

## Reports, Forms, Abbreviations, and Delegations of Authority

### Reports

None

### Forms

This table lists the forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		15, 123
CCC-169	Honey Sampling Worksheet		800
CCC-500	Loan Repayment Receipt		602, 970
CCC-601	Commodity Credit Corporation Note and Security Agreement Terms and Conditions		120
CCC-633 (Honey)	Honey Nonrecourse Market Assistance Loan Certification and Worksheet	125	Text
CCC-633 EZ	Loan Deficiency Payment Certification and Application	205	Text
CCC-638	Confirmation of Sale	822	820
CCC-639	Competitive Bid Pricing Worksheet	822	820

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

## Forms (Continued)

Number	Title	Display Reference	Reference
CCC-676	LDP and Loan Number Register		120, 200
CCC-677	Farm Storage Note and Security Agreement		18, 120, 966, 661
CCC-677-1	Farm Storage Loan Worksheet		401
CCC-679	Lien Waiver		122
CCC-683	Commodity Loan Seal	128	112, 127, 128
CCC-681-1	Authorization for Delivery of Loan Collateral for Sale		15, 425, 600, 620, 630
CCC-691	Commodity Delivery Notice	860	800, 820, 822, 823, 861, 901
CCC-692	Settlement Statement		987
CCC-694-2	Acknowledgment of Commodity Certificate Purchase		661
CCC-697	Request to Lock in a Market Loan Repayment Rate		15, 601, 631, 661
CCC-770 LDP	Loan Deficiency Payment (LDP) Program Review Checklist		15
CCC-770 MAL	Marketing Assistance Loan (MAL) Processing Checklist		15
CCC-902E	Farm Operating Plan for an Entity		3
FSA-211	Power of Attorney		3, 17
FSA-578	Report of Acreage		101
FV-237	Inspection/Reinspection/Appeal/Audit Request	Ex. 40	800, 860, 861
UCC-1	Financing Statement		15, 122, 125
UCC-1F	Farm Products Financing Statement		125

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

## Abbreviations Not Listed in 1-CM

This table lists abbreviations not listed in 1-CM.

Approved Abbreviation	Term	Reference
CCE	Commodity Certificate Exchange	102, 124, 601, 631, 661
CLPS	Commodity Loan Processing System	120, 610, 611, 820, 823, 861, 951
CPDB	Carbon Pee Dee Belemnite	848
FCMO	Fund and Commodity Management Office, FSC	861
F.O.B.	free on board	822, 823
IBC	Intermediate Bulk Container	111, 402
PDD	Program Delivery Division	2, 951
SCIRA	Stable Carbon Isotope Ratio Analysis	848
SORS	State Office Reporting System	16

## Delegations of Authority

Delegation authority is provided in 8-LP.

