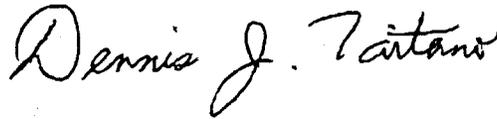


For: FSA Offices

Procedure for Physical Transport of System 36 Data Tapes

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

During a review to identify the best practice for sending FSA information by means of physical transport, it was determined that all System 36 data tapes must be physically shipped using a shipping method that provides for a positive chain of custody. The shipping method shall provide the ability to track pickup, receipt, transfer, and delivery.

B Purpose

This notice:

- implements the required process improvement for shipping System 36 data tapes
- informs all FSA Offices that effective immediately, FSA personnel must use a physical transportation system that provides a documented chain of custody when sending System 36 data tapes through any surface or air shipping system.

Note: The term "physical transportation system" is being used to indicate any non-electronic method of moving information through a physical shipping system. Actual shipping movement may be by either air or ground transportation.

C Contact

If there are questions about this notice, contact John W. Underwood, Chief, MSD, Information Management Section, by either of the following:

- e-mail to john.underwood@kcc.usda.gov
- telephone at 816-926-6992.

Disposal Date	Distribution
June 1, 2008	All FSA Offices; State Offices relay to County Offices

Notice AS-2131

2 Approved Shipping Methods

A Description of Shipping Methods

Following are the approved methods for shipping System 36 data tapes.

- Federal Express. USDA has negotiated a Blanket Purchase Agreement (BPA) with Federal Express. USDA Federal Express account holders will automatically receive the discounted price. Federal Express offers the following 3 mailing options based on the delivery speed required:
 - FedEx Standard Overnight - average cost is \$4.73
 - FedEx 2Day - average cost is \$4.59
 - FedEx Express Saver (3 Day) - average cost is \$3.30
- U.S. Postal Service (USPS). The following options are available depending on the weight of the envelope and the delivery speed required.
 - Priority Mail with Certified Mail Option (2 Day). This method shall be used for envelopes weighing 14 ounces or more. The average cost is \$7.25.
 - First-Class Mail with Certified Mail Option (3 Day). This method can be used only for envelopes weighing 13 ounces or less. The average cost is \$5.82.

Note: All costs shown are for general reference and have been provided only to provide a cost differential reference point for each mailing option.

B Using the Federal Express Option

Because of the costs involved, Federal Express is the preferred shipping option for System 36 data tapes. BPA, AG-645S-D-06-0011, between USDA and Federal Express can be activated by calling 800-645-9424 and providing your office Federal Express account number. Federal Express will discuss options for making payment.

FSA offices that do not have a Federal Express account, can establish one by contacting Monica Fleischmann, FedEx Worldwide Account Manager, Government Sales, at 703-866-2014 (Office) or 703-608-9264 (Cell).

3 Mailing System 36 Data Tapes

A Preparing System 36 Data Tapes for Mailing

Before shipping System 36 data tapes offices shall ensure that:

- the an appropriate Volume Table of Contents (VTOC) listing has been developed and has been included in the package containing the System 36 data tape
- the shipment package has been double-sealed according to the following:
 - seal the System 36 data tape and VTOC listing in a new (unused) opaque envelope, package, or box that is sufficiently sealed to prevent inadvertent opening and will show any signs of tampering
 - properly address this first envelope, package, or box with the recipient's address information and include the sender's return address on the envelope, package, or box
 - place the package (sealed again) in a 2nd new (unused) opaque envelope, package, or box that is sufficiently sealed to prevent inadvertent opening and will show any signs of tampering

Note: The 2nd opaque envelope, package, or box may be provided by the shipping vendor (for example, the outer (2nd) envelope, package, or box can be a Federal Express/USPS mailing envelope, package, or box).

- properly address this outer (2nd) envelope, package, or box with the recipient's address information and include the sender's return address on the envelope, package, or box)
- the sender notifies the receiver to expect delivery of the System 36 data tape and provide an expected delivery date
- the sender contacts the receiver on, but not to exceed 1 workday after, the expected delivery date to confirm the System 36 data tape has successfully reached the intended destination.

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3 Mailing System 36 Data Tapes (Continued)

B Sending System 36 Data Tapes to Kansas City

Use the following address when shipping System 36 data tapes to Kansas City:

Don Andrews
USDA-FSA-IPUSO
Beacon Facility – Mail Stop 8418
9240 Troost Ave
Kansas City, MO 64131-3055
Telephone: 816-926-2653.