

**For:** State and County Offices

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**Correcting Operators, Owners, and Other Producers on Farm Records**

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



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**1 Overview**

**A Background**

After migrating farm records from System 36 to the Web, it was discovered that:

- farms are showing on the Web as having no operator or multiple operators, causing an error message to appear when the farm is accessed
- operators and owners are also listed as other producers on the same farm for which they are the operator or owner.

**B Purpose**

This notice:

- provides instructions to State and County Offices on how to access the lists of farms that need to be corrected
- advises State and County Offices of action required
- provides instructions on how to correct farm records.

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<b>Disposal Date</b>	<b>Distribution</b>
June 1, 2007	State Offices; State Offices relay to County Offices

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### 2 Accessing Lists

#### A Web Page Address

Excel spreadsheets containing the lists of farms that need to be corrected may be accessed by following the steps in this table.

Step	Action
1	Open Internet Explorer.
2	<ul style="list-style-type: none"><li>• ENTER “<a href="http://dc.ffasintranet.usda.gov/farmbill/ccc/default.htm">http://dc.ffasintranet.usda.gov/farmbill/ccc/default.htm</a>” on the address line</li><li>• CLICK “Go”.</li></ul>
3	Click on the desired list.
4	CLICK “Open”.

#### B Finding Appropriate State and County List

The files are Excel workbooks that contain separate worksheets for each State. To view the lists by State, click on the worksheet tab at the bottom of the workbook with the desired State’s abbreviation. Each worksheet is made up of the 5 following columns:

- State code
- county code
- farm number
- year needing to be corrected
- core customer ID.

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### 3 Action

#### A State Office Action

State Offices shall:

- ensure that County Offices are notified of the contents of this notice
- ensure that County Offices complete all corrections in the farm record system (FRS)
- direct any questions to Jeremy Nalder by either of the following:
  - e-mail at [jeremy.nalder@wdc.usda.gov](mailto:jeremy.nalder@wdc.usda.gov)
  - telephone at 202-720-4173.

#### B County Office Action

County Offices shall:

- correct farm record information according to the following:
  - farms listed in the “Multiple or no Operator” workbook shall be researched to determine the correct operator for that farm; once the correct operator is determined the County Office shall add or correct the operator according to 3-CM, paragraph 130
  - farms listed in either “Owners that are also Other Producers” or “Operators that are also Other Producers” workbooks shall research to determine whether the producer should be an owner/operator, owner, operator, other producer, or not associated with the farm

<b>IF producer should be...</b>	<b>THEN remove the producer...</b>
an owner	as an other producer according to 3-CM, paragraph 211.
an operator	
an other producer	as an operator or owner, whichever applies, and add the correct owner/operator according to 3-CM, paragraph 130 for operator or paragraph 226 for owner.
not associated	from the farm.

**Note:** Farms may be on the reports multiple times with different years. Since the data will not roll forward, each year must be corrected.

- make all necessary corrections in FRS
- contact the State Office, if there are any problems making the corrections.