

**For:** State and County Offices

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

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



**1 Overview**

**A Background**

Notice CM-580:

- provided instructions for correcting errors that were discovered after migrating farm records from System 36 to the Web; farms are still 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 also listed as other producers on the same farm for which they are the operator or owner
- did **not** provide a list that was recently developed showing tracts with no owner; these errors also need to be corrected.

**B Purpose**

This notice:

- provides instructions to State and County Offices on how to access 3 lists of farms that need to be corrected
- advises State and County Offices of action required
- provides instructions on how to correct farm records
- obsoletes Notice CM-580.

<b>Disposal Date</b>	<b>Distribution</b>
September 1, 2008	State Offices; State Offices relay to County Offices

## Notice CM-585

### 2 Accessing Lists

#### A Web Page Address

Excel spreadsheets containing 3 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>on the address line, ENTER “<a href="http://dc.ffasintranet.usda.gov/farmbill/ccc/default.htm">http://dc.ffasintranet.usda.gov/farmbill/ccc/default.htm</a>”</li><li>CLICK “Go”.</li></ul>
3	Click the desired list.
4	The user will be prompted to either “Open” or “Save” the file. If users CLICK “Open”, the Excel workbook will be displayed.

#### B Finding Appropriate State and County List

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

- State code
- county code
- farm number
- tract number (if applicable)
- year needing to be corrected.

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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
- complete all corrections in the Farm Record System.

**B County Office Action**

County Offices shall correct:

- farms listed in the “Multiple or no Operator” Excel workbook by researching 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
- tracts listed in the “Tracts with no Owners” Excel workbook by researching to determine the correct owner for that tract; once the correct owner is determined the County Office shall add the owner according to 3-CM, paragraph 226
- farms listed in either “Owners that are also Other Producers” or “Operators that are also Other Producers” Excel workbook by researching 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, as applicable, and add the correct owner/operator according to 3-CM, paragraph 130 for operators and paragraph 226 for owners.
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.

- contact the State Office if there are any problems making the corrections.