

For: State and County Offices

**Common Land Unit (CLU) Certification**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

County Offices receiving digitized CLU's are required to certify CLU's for their county before CLU's can be used for program purposes. At this time, relatively few of the counties that have received digitized CLU's have certified their CLU's according to the Data Manager.

**B Purpose**

This notice:

- **reminds County Offices that before they can use their CLU's for any purposes they must be certified**
- clarifies the procedure in 2-CP, paragraph 501 for certifying CLU's.

The certification process is a one-time process. County Offices will not longer have the task of transferring updated data to paper maps as in the past. Counties will only be required to change farm, tract, and field boundaries as they occur using the maintenance tool.

2-CP will be amended to be consistent with this notice.

<p><b>Disposal Date</b></p> <p>December 1, 2003</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
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## 2 CLU Certification Process

### A Quality Assurance

Counties with CLU's that are not certified shall use the latest version of the quality assurance tool that is included in the CLU maintenance tool.

County Offices shall:

- use the FSA versus GIS acres tool to identify CLU's that are out of tolerance
- perform a 100 percent check of all CLU's instead of using the random 20 percent check
- for any acreage that exceeds tolerance, compare the source document with CLU and determine which acreage is correct. The tolerance is the larger of 5 percent or .5 of an acre not to exceed 10.0 acres. If the GIS acreage is correct, accept it and continue with the next discrepancy. If the source document is correct, the CLU boundary must be re-digitized.

### B Notifying Producers of Acreage Changes

Owners and operators shall be notified by mail of redeterminations in cropland or DCP cropland which was determined while preparing new maps. County Offices shall provide each owner and operator the following:

- a letter (Exhibit 1) explaining how the acreage on each farm was redetermined
- a computer generated map of the new CLU boundaries with redetermined acres identified on the map for each CLU

**Note:** If wetlands have not been digitized on the wetland layer, also attach a photo copy from SCS-CPA-026 showing the wetland delineations.

- reconsideration rights according to 1-APP.

**Note:** The producer may appeal the location of a line, but not the determination of the acres in CLU.

### C 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 e-mail the National Data Manager, [sandy\\_bryant@wdc.usda.gov](mailto:sandy_bryant@wdc.usda.gov), that CLU layer is now certified.**

**Sample Letter to Each Owner and Operator**

(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. As part of this process, we are measuring each field which may result in changes in official acreage for some fields. Our tests have shown that the acreage calculations, using computer software and new technology, are equal to, or slightly more accurate than, methods we have used in the past.

This conversion to digital maps will create efficiencies for producers and USDA.

We have enclosed copies of newly created maps for the farm. Please review each of the farm's fields on these new maps for accuracy. If the field boundaries appear to be in the wrong place, please let us know so we can correct the map. If we do not hear from you within 30 days from the date of this letter, we will consider the information to be correct and use the new acreage for future program purposes.

We would like to take this opportunity to thank you in advance for reviewing the enclosed maps. Please contact this office if you have any questions.

Sincerely,

County Executive Director

Attachments