

For: AL, FL, GA, LA, MS, MO, NC, OK, SC, TN, TX, and VA State and County Offices

Crop Year 2010 Policy and Procedure for the Boll Weevil Eradication Program (BWEP)

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice CP-637 provided State and County Offices with revised BWEP policy and procedure for 2009 and subsequent crop years. However, several States were provided a 1-year transition period, until the 2010 crop year, to transfer certain BWEP functions from the State and County Offices to the State cotton grower organizations.

With respect to standardizing cotton acreage reporting data, Notice CP-637 provided that 2009 and subsequent crop year cotton acreage reporting data provided to the State cotton grower organizations will:

- be a standard dataset (same data for all States)
- include CLU attributed with farm and tract numbers that has been identified as having cotton planted on it, according to acreage reporting data.

B Purpose

This notice reminds State and County Offices:

- that for 2010 and subsequent crop years, **all** States shall follow BWEP policy and procedure according to paragraph 2
- of the National and State Offices' BWEP responsibilities
- of procedure for:
 - obtaining the standardized cotton acreage reporting dataset (cotton dataset)
 - transferring the cotton dataset to the applicable State cotton grower organization.

Disposal Date	Distribution
January 1, 2011	Above State Offices; State Offices relay to County Offices

Notice CP-664

2 Revised State and County Office BWEP Policy

A Authorized Tasks

For 2010 and subsequent crop years, State and County Offices shall **only** perform the following tasks when cooperating with APHIS and/or the State cotton grower organizations in implementing BWEP:

- ensure that a boll weevil MOU has been executed among all applicable parties that provides clear direction about sharing program data among all parties of MOU, including PII, as required according to Notice CP-632
- accept cotton producers' final cotton acreage reporting data on FSA-578
- provide the State cotton grower organizations with the following data, **after** executing a boll weevil MOU with the applicable parties:
 - final cotton acreage reporting data
 - CLU data for cotton only
 - cotton producers' and landowners' contact information when a referendum is conducted in the State.

B Terminated Tasks

For 2010 and subsequent crop years, State and County Offices are **not authorized** to perform the following tasks when cooperating with APHIS and/or the State cotton grower organizations in implementing BWEP:

- collect cotton producers' **intended** cotton acreage reporting data
- notify cotton producers of boll weevil assessment fees
- complete the Cotton Acreage Reporting Form provided by the State cotton grower organization
- calculate boll weevil assessment fees
- collect boll weevil assessment fees or penalties.

3 Responsibilities

A National Office

For each BWEF State, the National Office shall:

- compile cotton acreage, share, and name and address information in a personal geodatabase (*.mdb)
- post each State's geodatabase on the GIS SharePoint in a secure ZIP file 7 calendar days in advance of the transfer due date provided in subparagraph 4 D.

B State Office GIS Specialist Responsibilities

The State Office GIS specialist shall:

- download the secure ZIP file containing the State's geodatabase to their workstation
- link the cotton acreage information provided in the geodatabase with CLU shapefiles for identified counties with cotton production as instructed in subparagraph 4 A
- save and encrypt the combined cotton dataset on CD
- transfer the cotton dataset to the applicable cotton grower organization according to subparagraph 4 E.

4 Obtaining and Transferring Data to State Cotton Grower Associations

A Linking Cotton Acreage Data and CLU

Instructions for running an ArcGIS tool that adds the crop data to CLU are provided in the GIS SharePoint web site in the "tt_gn_addcrops2clus.doc" tips and tricks document. The document as well as the ArcToolbox and Python script it runs can be found at <https://fsa.sc.egov.usda.gov/mgr/GIS/training/User%20Guides/Forms/AllItems.aspx?RootFolder=%2fmgr%2fGIS%2ftraining%2fUser%20Guides%2fArcGIS%2fModel%20Builder%20Tools&FolderCTID=&View=%7bADD4B97D%2d819B%2d43A1%2d83C8%2d525207E9CE9C%7d>.

B Proper Distribution of Cotton Dataset

Boll weevil MOU's executed between FSA, APHIS, and State cotton grower organizations, established in 2008, outline policy and procedure for sharing cotton data with applicable parties. State GIS specialists shall coordinate with the State specialist responsible for BWEF to ensure proper distribution of the cotton dataset to cooperating cotton grower organizations.

4 Obtaining and Transferring Data to State Cotton Grower Associations (Continued)

C Secondary Contacts

As outlined in Appendix B of boll weevil MOU's:

- FSA's secondary contacts are responsible for encrypting and transferring the cotton datasets to the State cotton grower organizations
- State cotton grower organizations' secondary contacts are responsible for receiving and securing the cotton dataset from FSA.

Therefore, State Offices shall provide cotton datasets to **only** the State cotton grower organizations' secondary contacts.

D Required Data Transfer Dates

For crop year 2010, State Offices shall transfer the encrypted CD's to the State cotton grower organizations' secondary contacts as provided in subparagraph E, on or before the following dates:

- **July 1, 2010**
- **July 15, 2010**
- **August 2, 2010**
- **August 30, 2010**
- **October 15, 2010.**

E Cotton Dataset Transfer

The FSA secondary contact shall:

- send the encrypted CD, by FedEx, to the State cotton grower organization's secondary contact
- provide the password to the encrypted file, by telephone, to the State cotton grower organization's secondary contact.