

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

Crop Year 2012 Policy and Procedure for the Boll Weevil Eradication Program (BWEP)

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

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. Primary and secondary point-of-contacts (POC's) for all applicable parties to the State's Boll Weevil MOU are listed in Appendix B. Boll Weevil MOU, Appendix B (Exhibit 1) has not been updated since the State's original Boll Weevil MOU was executed in 2008. BWEP data identified in this notice shall **not** be shared until FSA has verified the accuracy of POC's provided in Boll Weevil MOU, Appendix B, and execute a revised Boll Weevil MOU, Appendix B, if applicable.

Notice CP-678 provided State and County Offices with crop year 2011 policy and procedure for BWEP. The format of the cotton acreage reporting data for the 2012 crop year has changed slightly from the previous year. The changes were made to eliminate redundancy in the datasets provided to State cotton grower organizations and to improve the performance of the application that creates the datasets.

Disposal Date	Distribution
January 1, 2013	Above State Offices; State Offices relay to County Offices

Notice CP-683

1 Overview (Continued)

B Purpose

This notice provides applicable State and County Offices with the following:

- National and State Office BWEP responsibilities
- procedure for updating primary and secondary POC's listed in Boll Weevil MOU, Appendix B, between FSA, APHIS, and State cotton grower organizations
- format of the 2012 cotton acreage reporting data
- change in procedure with respect to required cotton data transfer dates
- procedure for:
 - obtaining the standardized cotton acreage reporting dataset (cotton dataset)
 - transferring the cotton dataset to the applicable State cotton grower organization.

2 Responsibilities

A National Office

For each BWEP 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 E.

2 Responsibilities (Continued)

B State Office Responsibilities

The State Office shall:

- update the primary and secondary POC's listed in the State's Boll Weevil MOU, Appendix B (Exhibit 1), and obtain updated signatures as instructed in paragraph 3, as applicable
- 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 paragraph 4
- save and encrypt the combined cotton dataset on CD
- transfer the cotton dataset to the applicable cotton grower organization, according to subparagraph 4 F.

3 Updating Boll Weevil MOU, Appendix B

A Appendix B

Boll Weevil MOU, Appendix B outlines the roles and responsibilities of primary and secondary POC's for FSA, APHIS, and State cotton grower organizations, and identifies the primary and secondary POC's for applicable parties to MOU. To ensure the security of FSA cotton data, each State shall review POC's listed in their Boll Weevil MOU, Appendix B for accuracy and update accordingly, as instructed in subparagraph B.

Notice CP-683

3 Updating Boll Weevil MOU, Appendix B (Continued)

B BWEP State Office Specialist

State Office specialists responsible for BWEP shall ensure that primary and secondary POC's, for all applicable parties to their State's Boll Weevil MOU, as provided in Appendix B, are accurate for the 2012 crop year. If updates to the primary and/or secondary POC's for the 2012 crop year are needed, the BWEP State Office specialist shall:

- use the Boll Weevil MOU, Appendix B template, provided in Exhibit 1, to make the required changes to primary and secondary POC's for the applicable parties to MOU
- execute an updated Boll Weevil MOU, Appendix B with all applicable parties of MOU
- e-mail revised Boll Weevil MOU, Appendix B, if applicable, to Amy Mitchell, Special Programs Manager, at amy.mitchell@wdc.usda.gov.

Important: BWEP data identified in this notice shall **not** be shared until FSA has verified the accuracy of POC's provided in the State's Boll Weevil MOU, Appendix B, and executed a revised Appendix B, if applicable.

Notice CP-683

4 Obtaining and Transferring Data to State Cotton Grower Associations

A 2012 Cotton Acreage Data Format Change

The following provides the changes that were made to the format of the 2012 cotton acreage reporting data.

- The CMPDTL, CMPSHR, and NMADDR tables in the crop_data_<st>.mdb file have been related to each other.
- The merged_clu_crops_<state_name> shapefile is no longer contained in the crop_data_<st>.mdb file. It is a separate shapefile with different columns than the 2011 shapefile.

Merged_Clu_Crops_<State Code> Shapefile Layout		
Name	Description	Format
Shape		ESRI Geometry
STATECD	Physical Location FSA State Code	2-Character
COUNTYCD	Physical Location FSA County Code	3-Character
TRACTNBR	Tract Number	7-Character
FARMNBR	Farm Number	7-Character
CLUNBR	CLU (Field) Number	4-Character
CALCACRES	GIS-Calculated Acreage	Decimal
ADMNSTATE	FSA State Code of Administering State	2-Character
ADMCCOUNTY	FSA County Code of Administering County	3-Character
Shape_Length	Length of shape in shapefile spatial reference units	Decimal
Shape_Area	Area of shape in shapefile spatial reference units	Decimal
UPLACR	Total Reported Acreage of Upland Cotton in CLU	Decimal
ELSACR	Total Reported Acreage of Extra Long Staple (ELS) Cotton in CLU	Decimal
KEYS	Key to link CLU data to Compliance Detail Data (CMPDTL) Table in personal geodatabase file, crop_data.mdb. Key is comprised of concatenated state, county, farm, tract, and CLU	23-Character

B 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, crop data, ArcToolbox, and Python script the ArcToolbox executes are available at <https://fsa.sc.egov.usda.gov/mgr/GIS/bolweevil/default.aspx>.

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

C Proper Distribution of Cotton Dataset

State GIS specialists shall coordinate with the State specialist responsible for BWEP to ensure that proper distribution of the cotton dataset is provided to the appropriate POC's for the State cotton grower organizations, as listed in the State's Boll Weevil MOU, Appendix B, or revised Appendix B, for the 2012 crop year.

D Secondary POC's

According to Boll Weevil MOU, Appendix B:

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

Therefore, the State Office shall provide cotton datasets to **only** the State cotton grower organization's secondary POC listed in the State's Boll Weevil MOU, Appendix B, or revised Appendix B, for the 2012 crop year.

E Required Data Transfer Dates

For 2012, State Offices shall transfer the encrypted CD's to the State cotton grower organizations' secondary POC's, as provided in subparagraph D, on or before the following dates:

- June 14, 2012
- June 28, 2012
- July 12, 2012
- August 9, 2012
- September 27, 2012
- October 11, 2012
- December 13, 2012.

Note: An additional required data transfer date in December 2012 has been added.

Notice CP-683

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

F Exception to Required Data Transfer Dates

If the State cotton grower organization indicates that they do **not** have a need to receive the cotton dataset in every month listed in subparagraph E, then the BWEP State Office specialist shall work with the State cotton grower organization to arrange for less frequent delivery of the cotton dataset for 2012.

G Cotton Dataset Transfer

The FSA secondary POC shall:

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

Template for Boll Weevil MOU, Appendix B

State Office specialists responsible for BWEP shall ensure that primary and secondary POC’s, for all applicable parties to the Boll Weevil MOU, as provided in their State’s Appendix B, are accurate for the 2012 crop year. If updates to the primary and/or secondary POC’s for the 2012 crop year are needed, the BWEP State Office specialist shall:

- use the following Boll Weevil MOU, Appendix B template to make the required changes to primary and secondary POC’s for the applicable parties to MOU
- execute an updated Boll Weevil MOU, Appendix B with all applicable parties of MOU
- e-mail the updated Appendix B to **amy.mitchell@wdc.usda.gov**.

Appendix B - Communications Requirements for Memorandum of Understanding (MOU) for Boll Weevil Eradication Program Data Sharing in (enter appropriate State name)_____

The Department of Agriculture’s Farm Service Agency (FSA) and Animal and Plant Health Inspection Service (APHIS), the _____ Foundation (type in full name of applicable boll weevil eradication foundation; omit these references for California, Louisiana, Kansas and Kentucky as no such foundation exists), and the _____ Department of Agriculture (full name of State government entity) (NOTE: Identify all cooperators here, e.g., cotton ginner’s association of Oklahoma) (hereinafter “Parties”) respect the privacy rights of customers and are committed to ensuring that the Privacy Act and related laws, regulations, and directives are followed. The Parties agree to maintain open lines of communication at both the managerial and technical levels to ensure full cooperation in sharing data under the MOU.

To facilitate and ensure compliance with the underlying MOU between the Parties, this Appendix identifies the roles and responsibilities for the respective Party’s primary and secondary points of contact. Frequent formal as well as informal communications are essential to ensure the successful management and operation of the data sharing called for in the MOU.

Primary and Secondary Contacts:

Primary points of contact are FSA, APHIS, State Agency, or Foundation leads for the State. The primary contact is responsible for facilitating compliance with governmental laws and directives regarding suspected or confirmed compromises to the security or confidentiality of information in the data shared under this MOU. In the absence of the primary contact, the secondary contact will act in the primary contact’s capacity. Secondary contacts are the technical staff responsible for gathering, transmitting, accessing and/or securing identified datasets. To support and validate each Party’s data needs, the secondary contacts will be responsible for verifying the authenticity of the data requester and the need for the information.

Template for Boll Weevil MOU, Appendix B (Continued)

Primary and secondary contacts are listed below.

Formal Communications:

All communications described below must be in writing unless otherwise noted. To safeguard the confidentiality, integrity, and availability of the stored, processed, and transmitted shared data, all Parties agree to provide notice of specific events, with respect to shared data impacted:

- **Security Incidents:** Each Party's secondary contact will immediately notify his/her primary contact, by landline telephone or e-mail, as appropriate, of any suspected or confirmed compromises to the security or confidentiality of information in the data shared under this MOU, following USDA, FSA, and APHIS guidelines. The notice should include the following elements:
 - Brief description of what happened, including the date(s) and how discovered;
 - Description of the types of personal information involved (e.g., full name, Social Security Number, date of birth);
 - Statement whether the information was encrypted or protected by other means;
 - Describe what steps, if any, are currently being taken to investigate or mitigate the breach.

If the notice is provided via landline telephone, a written summary of the information provided should be prepared for the official records, as described below. The Party's primary contact will gather further information, as appropriate, and see that additional notification is provided, following USDA and agency guidelines. These communication procedures are intended to complement the general USDA guidance for reporting security incidents.

- **Disasters and Other Contingencies:** As appropriate, each Party's secondary contact will immediately notify his/her primary contact by telephone or e-mail, as appropriate, in the event of a natural or man-made disaster or other contingency that disrupts the normal sharing of data. Depending on the nature and severity of such contingency, the primary contact will gather further information, as appropriate, and see that further notification is provided, following USDA and agency guidelines.
- **Material Changes to Data Configuration:** As appropriate, each Party's secondary contact will report planned technical changes to the data structure to the primary contact before such changes are implemented. The primary contact will see that his/her counterpart, of the respective Party, is informed of the technical changes, as soon as possible.

Template for Boll Weevil MOU, Appendix B (Continued)

- **Personnel Changes:** Primary contacts will see that his/her counterpart, of the respective Party, is informed as soon as possible, of any anticipated separations, long-term absences, new hires, or other personnel changes impacting the data sharing under the MOU.
- **Official Record and Audit Trail Responsibilities:** Primary contacts are responsible for maintaining official records of all communications referenced herein as pertains to the sharing of program specific data. These records will be maintained in electronic and paper form, as appropriate. The primary contacts will maintain all official records pertaining to development and maintenance of the MOU and its supporting documentation.

Other Communications: Nothing in this appendix is intended to preclude the primary contacts from initiating other communications, as necessary, to ensure the continuous implementation of the MOU, in furtherance of the USDA boll weevil eradication program. **List of Contacts Under MOU:**

Primary Contacts:**For FSA:**

(name)
(title)
(email, FAX, phone, mailing address)

For APHIS:

(name)
(title)
(email, FAX, phone, mailing address)

For Foundation:

(name)
(title)
(email, FAX, phone, mailing address)

For State Department of Agriculture:

(name)
(title)
(email, FAX, phone, mailing address)

Template for Boll Weevil MOU, Appendix B (Continued)

Secondary Contacts:

For FSA:

(name)
(title)
(email, FAX, phone, mailing address)

For APHIS:

(name)
(title)
(email, FAX, phone, mailing address)

For Foundation:

(name)
(title)
(email, FAX, phone, mailing address)

For State Department of Agriculture:

(name)
(title)
(email, FAX, phone, mailing address)