

For: State and County Offices

Reviewing and Updating Facility Listings

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The FSA Food, Feed, and Seed Facility Listing and the FSA Fertilizer Facility Listing are inventories of food processing, storage, and distribution facilities along with agricultural production resources facilities that would be essential to the United States during a National security emergency or any other type of emergency.

These listings are reviewed and updated by State and County Offices as well as PECD to ensure that the most current and up-to-date information is available in the event there is a National emergency.

The following conditions were found during PECD's review:

- the names of facilities have changed and are incorrect
- addresses are incomplete or incorrect
- ZIP Codes are incorrect.

Note: Recent emergency exercises have shown that up-to-date information is extremely valuable during an emergency.

B Purpose

This notice instructs State and County Offices to review the most recent FSA Food, Feed, and Seed Facility Listing and Fertilizer Facility Listing to correct or update address information as necessary according to subparagraph 2 A.

Disposal Date	Distribution
August 1, 2007	State Offices; State Offices relay to County Offices

Notice DP-211

2 Required Action

A County Office Action

County Offices shall review the electronic listings received from KC to ensure that all addresses are accurate and complete. The address of the facility is the physical address or delivery address. When making corrections, the official USPS physical address should always be used. The address **must** contain the following items to be complete:

- actual business names
- street/house/building number
- street name, including type, that is BLVD, CT, DR, etc.
- city name
- State name
- ZIP Code.

Note: Do **not** use PO boxes or rural routes (must be physical address). For a list of valid address abbreviations see 1-CM, Exhibit 104.

Following are a few examples of street addresses that are no longer acceptable:

- 1 mile from the Intersection of 4th and Elm (unless new address has **not** been established)
- center of town
- east edge of town.

Any changes or corrections should be recorded on the following forms and submitted to the State Office:

- FSA-249, for changes to the Food, Feed, and Seed Facility Listing
- FSA-250, for changes to the Fertilizer Facility Listing.

Note: Instructions provided in 1-DP, subparagraphs 123 B and 140 B are no longer applicable and will be amended.

B State Office Action

State Offices shall review requested changes and submit to KC-ITSD according to 1-DP, paragraph 107.

Note: All changes shall be completed by **COB July 31, 2007**.