

For: State and County Offices

ArcGIS Grain Storage Bin Tool (PS Bin Tool) Instructions

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

PSD requested that the Geographic Information Systems (GIS) Office develop a new GIS-based application. The new GIS-based application is called PS Bin Tool that will, over time, incorporate a wide range of price support and other automated processing functions currently performed by State and County Offices.

PS Bin Tool, Phase 1:

- was deployed March 20, 2007, to 17 State and County Offices for Beta testing
- allows County Offices to develop a geospatial point layer, represented by point features, that will indicate the location of each storage bin that may include quantity pledged as collateral for marketing assistance loans or commodities requested for LDP's.

PS Bin Tool, used with digital imagery, will enable users to visually locate and digitize storage bins from their computer. When fully implemented, PS Bin Tool will:

- replace the current system of manually mapping and tracking grain storage bin locations on Price Support farm-stored loan applications and photographs
- reduce time-consuming manual tasks.

PS Bin Tool, Phase 2 is scheduled for release in September 2007 and will increase the number of Beta test sites.

Note: See Notices PS-579, PS-600, and PS-603 for additional background information.

Disposal Date	Distribution
January 1, 2008	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice provides:

- PS Bin Tool, Phase 1 general information
- instructions to the 17 Beta sites to focus primarily on gaining practical “field” experience using PS Bin Tool’s data loader, tool bar, and functionality
- a technical overview of PS Bin Tool operations to help provide a picture of future automated processes mentioned in subparagraph 1 A.

Note: These instructions are **not** inclusive to all activity and are **not** intended to replace User Guide updates that are distributed with each version of the software as it is released to the field. Updates are made on a daily basis to help Beta sites understand PS Bin Tool, Phase 1 operations. The most current User Guide, “ArcGIS Grain Storage Bin Application User Guide” can be found on FSA’s GIS web site at <http://fsagis.usda.gov>. To access the User Guide, under Browse by Subject, CLICK “References”, under References Option, CLICK “Media”, under Filter by Category and/or Document Type, CLICK the drop-down box and down scroll to “Grain Storage Bin”, and CLICK “Search”. Under Title, on the lower portion of the screen, CLICK “ArcGIS Grain Storage Bin Application User Guide.”

C Contacts

State Offices shall direct questions about this notice to either of the following:

- Stacy Carroll, PSD by telephone at 202-690-8037
- Ted Payne, ITSD by telephone at 202-720-2187.

2 PS Bin Tool, Phase 1 Beta Testing

A General Information

PS Bin Tool, Phase 1 allows the 17 Beta test site users to:

- load GPS points collected from the physical bin location to “locate” a bin on a GIS layer
- record and maintain grain storage bin measurements in a database
- gather data from the Service Center Information Management System (SCIMS) to assist with the data collection
- collect a digital photo of the bin
- capture and store information in the database for use in creating and printing certain commodity loan forms.

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2 PS Bin Tool, Phase 1 Beta Testing (Continued)

B PS Bin Tool, Phase 1 Participants

Since March 20, 2007, the following 17 States and counties have been participating in PS Bin Tool, Phase 1 Beta testing. Beta sites were determined based on the highest number of loan activity in each State.

State	
KS	Washington
MD	Carroll
MD	Frederick
MD	Kent
MN	Blue Earth
MN	Renville
MN	Dakota
OH	Auglaize
OH	Darke

State	County
NE	Antelope
NE	Gage
NE	Holt
NE	Lincoln/Logan/McPherson
NE	Boyd
NY	Cayuga
NY	Livingston
NY	Seneca

3 PS Bin Tool Installation and Hardware Requirements

A Installation Requirements

PS Bin Tool requires ESRI ArcGIS 9.1 or higher desktop software before running ArcMap. ArcMap:

- is the central map authoring application in the ArcGIS Desktop that is used for performing all map-based tasks
- **must be installed on each individual workstation** and the person performing the installation **must have administrative privileges**.

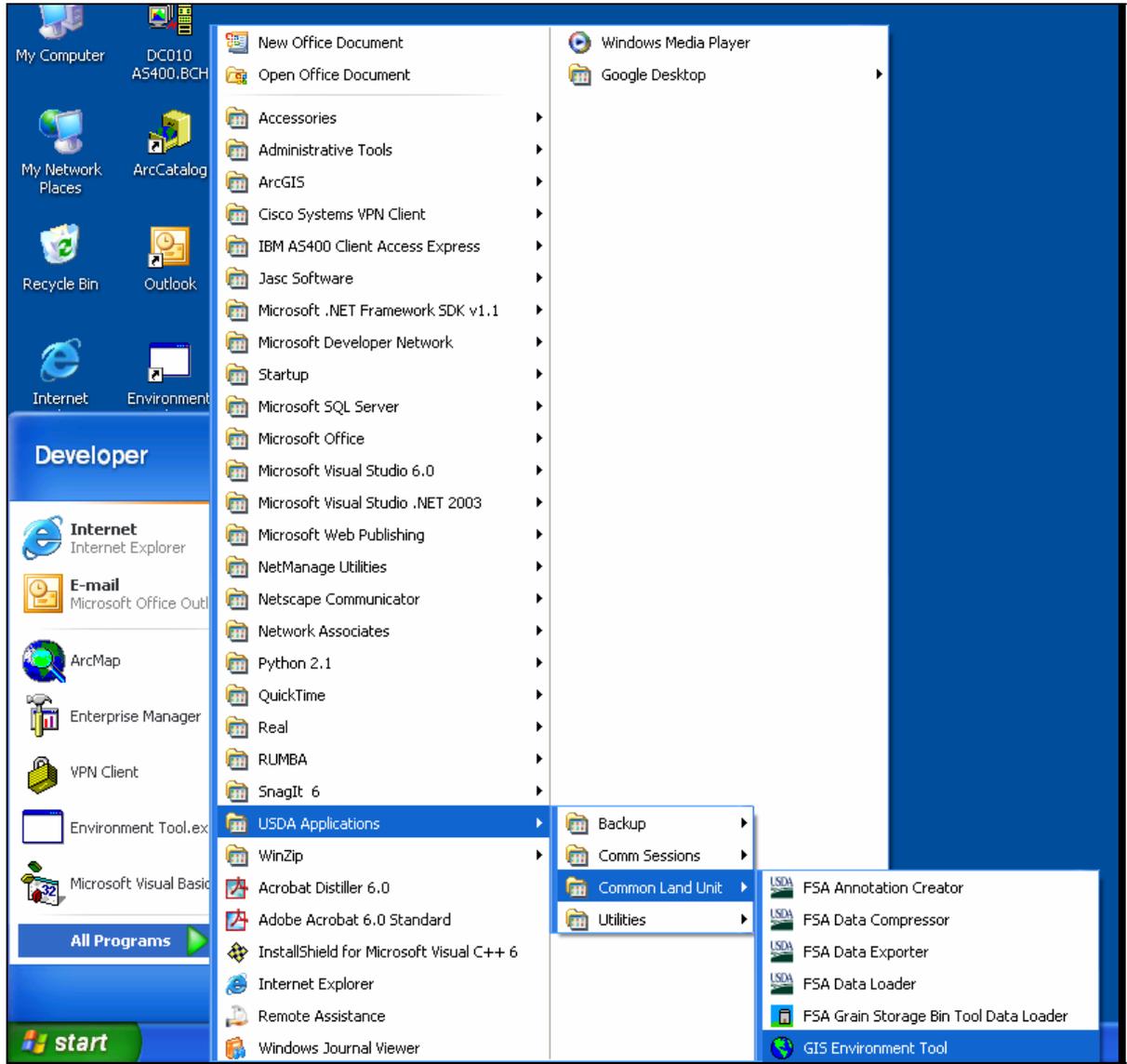
State and County Offices shall contact their GIS specialist to obtain all ArcGIS software requirements.

Note: ArcGIS Maintenance Tool, Version 4.0.8 or later, **must** be installed on **each individual workstation for the ArcGIS PS Bin Tool to run**.

3 PS Bin Tool Installation and Hardware Requirements (Continued)

B GIS Environment Tool (GET)

Before installing PS Bin Tool, the ArcSDE Server Settings for the Grain Bin Database need to be set within GET. To access GET, from PC desktop, navigate to **Start>All Programs>USDA Applications>Common Land Unit>GIS Environment Tool**.

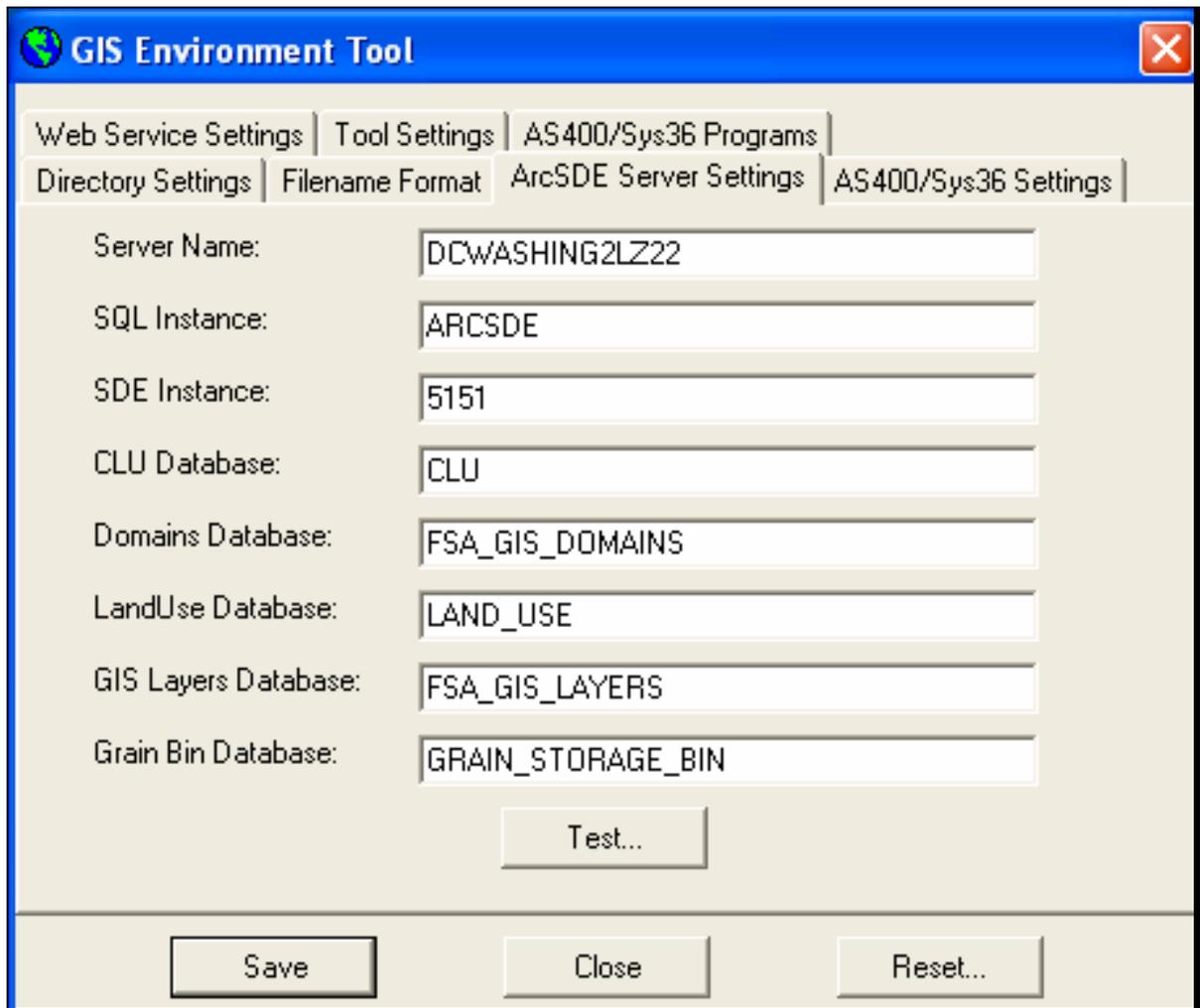


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3 PS Bin Tool Installation and Hardware Requirements (Continued)

B GIS Environment Tool (GET) (Continued)

In GIS Environment Tool dialog box, CLICK “ArcSDE Server Settings” tab. In Grain Bin Database block, type “GRAIN_STORAGE_BIN”, CLICK “Save”, and CLICK “Close”.



The screenshot shows the GIS Environment Tool dialog box with the following settings:

Field	Value
Server Name:	DCWASHING2LZ22
SQL Instance:	ARCSDE
SDE Instance:	5151
CLU Database:	CLU
Domains Database:	FSA_GIS_DOMAINS
LandUse Database:	LAND_USE
GIS Layers Database:	FSA_GIS_LAYERS
Grain Bin Database:	GRAIN_STORAGE_BIN

Buttons: Test..., Save, Close, Reset...

Note: If “Save” is grayed-out, there are variables missing within the GIS Environment Tool that will be displayed with red exclamation marks. See the GIS Environment Tool User guide at <http://fsagis.usda.gov> for guidance.

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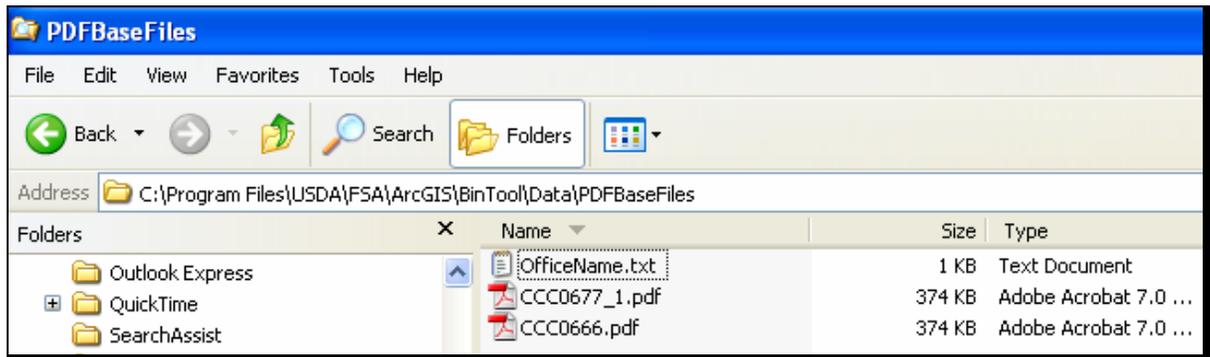
3 PS Bin Tool Installation and Hardware Requirements (Continued)

C Modifying File “OfficeName.txt”

Modifying the OfficeName.txt file:

- will automatically populate the Service Center’s name in CCC-666, Section 1 and, at a later date, CCC-677-1
- should be completed immediately after the initial install of PS Bin Tool
- **must** be done on each work station that will be using the application.

To access file OfficeName.txt, using Windows Explorer, navigate to **C:\Program Files\USDA\FSA\ArcGIS\BinTool\Data\PDFBaseFiles** and **DOUBLE-CLICK “OfficeName.txt”**.

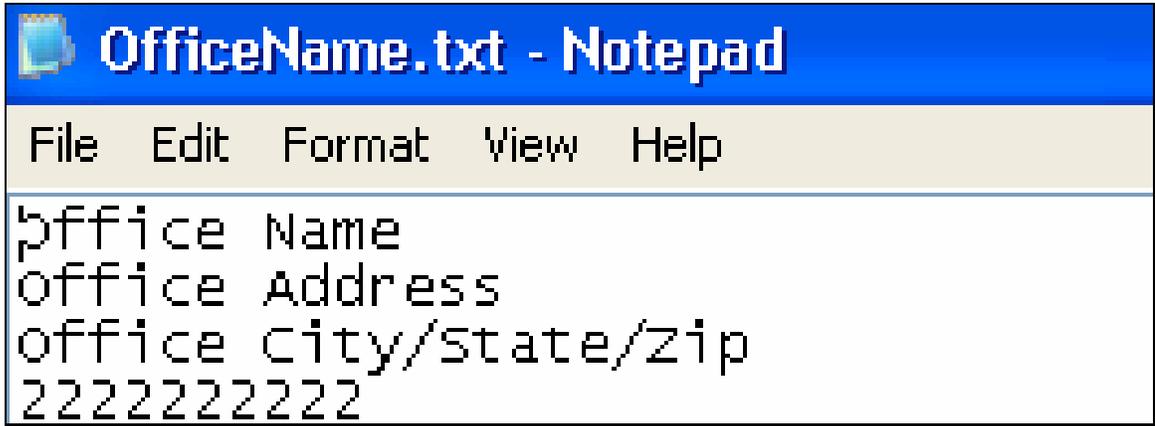


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3 PS Bin Tool Installation and Hardware Requirements (Continued)

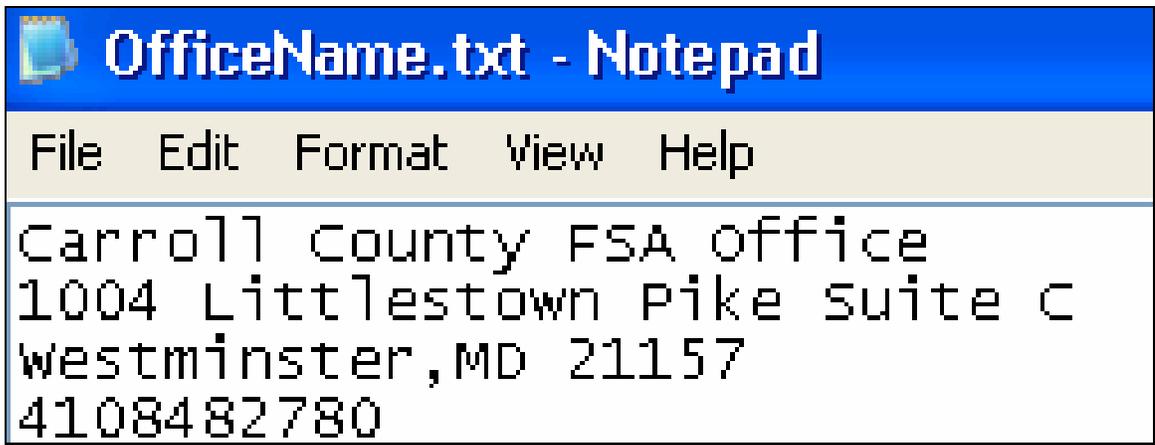
C Modifying File OfficeName.txt (Continued)

The screen will be displayed as follows.



Users should modify the screen to display the Service Center’s name, street address, and telephone number.

Example: The screen would be changed as follows for the Carroll County, Maryland Office.



To save the file, CLICK “File”, CLICK “Save”, CLICK “File”, and CLICK “Exit”.

Information entered will be displayed on CCC-666 as follows.

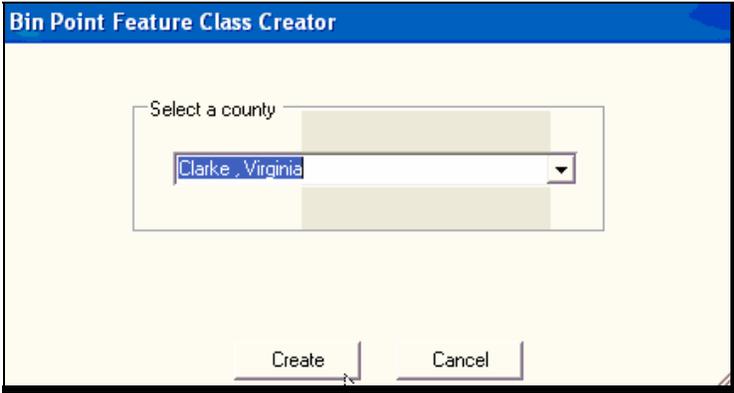
This form is available electronically		Form Ag	
CCC-666 (06-02-03)	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		
FARM STORED LOAN QUANTITY CERTIFICATION			
(See Page 2 for Privacy Act and Public Burden Statements)			
2. NAME AND MAILING ADDRESS OF PRODUCER	3. LOCATION OF FARM WHERE STORED	1. COUNTY FSA OFFICE NAME AND ADDRESS Carroll County FSA Office 1004 Littlestown Pike Suite C Westminster, MD 21157	Telephone No. (area code) (410) 848-2780
	4. CROP YEAR	5. COMMODITY	6. TYPE

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4 Operating the ArcGIS Bin Tool Data Loader

A ArcGIS Bin Tool Data Loader

ArcGIS Bin Tool Data Loader should be run **before** launching PS Bin Tool. Follow these steps to run ArcGIS Bin Tool Data Loader:

Step	Action
1	CLICK “Start”, CLICK “All Programs”, CLICK “USDA Applications”, CLICK “Common Land Unit”, and CLICK “ArcGIS Bin Tool Data Loader”.
2	<p>The ArcGIS Data Loader login screen will be displayed. In Password block, type the password for the SDE account that was provided by the State GIS Specialist, and CLICK “OK.”</p> <p>Note: If user has problems with the password, contact the State GIS Specialist.</p> 
3	<p>After the password has been verified, the “Select county” dialog box will be displayed. Select the county to create a bin point layer for and CLICK “Create”.</p>  <p>Note: If the Bin Point layer already exists, the message will be displayed, “Bin feature class already exists!”</p> <p>After users click “Create”, the message will be displayed, “Feature classes created for County, State.”</p>

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5 Using PS Bin Tool

A Launching PS Bin Tool

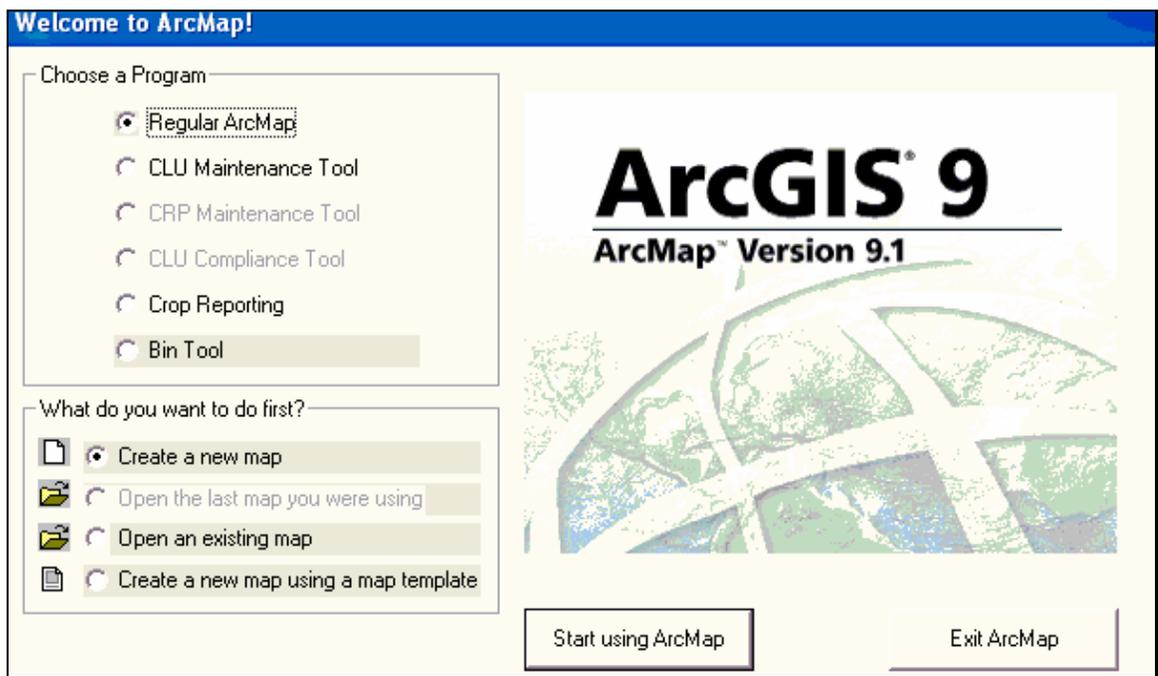
After the following steps have been completed, the PS Bin Tool can be launched by starting ArcMap from the Windows “Start Menu”.

Step	Action
1	Install ESRI ArcGIS 9.1 or higher (see subparagraph 3A).
2	Install ArcGIS Maintenance Tool 4.0.8 or higher (see subparagraph 3 A).
3	Setup GET Tool (see subparagraph 3 B).
4	Install PS Bin Tool (see subparagraph 3 C).
5	Modify file, “OfficeName.txe (see subparagraph 3 D).
6	Run ArcGIS Bin Tool Data Loader (see subparagraph 4 A).

Note: ArcGIS PS Bin Tool Data Loader **must** be run once per Service Center **before** using PS Bin Tool. See the ArcGIS Data Loader User Guide on the Start Menu for details.

B Loading from the Start Menu

To access ESRI software program, ArcMap, on PC desktop, CLICK “Start”, CLICK “All Programs”, CLICK “ArcGIS”, CLICK “ArcMap”, the ArcMap Welcome Screen will be displayed.



There are several program choices. “Regular ArcMap” and “Bin Tool” are described in more detail in this notice; the remaining programs are used for other individual programs.

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5 Using PS Bin Tool (Continued)

C PS Bin Tool

To access the PS Bin Tool, on Welcome to ArcMap Screen, CLICK “**Bin Tool**” and CLICK “**Start using ArcMap**”. ArcMap will open a blank map document and load the PS Bin Tool.



5 Using PS Bin Tool (Continued)

D Login Form

The USDA Login dialog box will be displayed, with the Status box verifying user's login and that the user has permission to access and edit this data. If the name displayed in the Status box is accurate, CLICK "Yes". If **not**, user shall contact the State IT administrator.



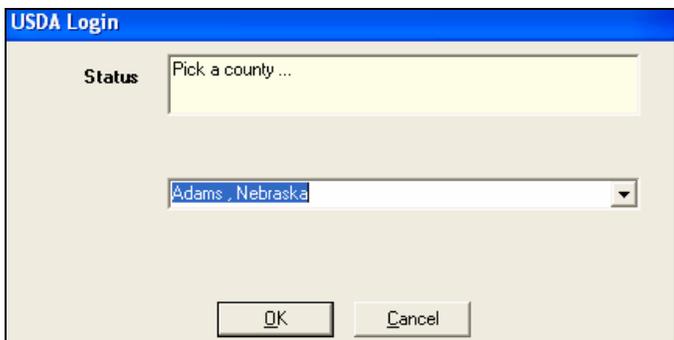
Note: If the user has the necessary permissions to the data and or databases the Status box will update asking the user to "Pick a county..."

Do **not** launch or access **any** other application at **any** point while the login is being verified or the Status box displays "Pick a county..."

E Pick a County

The USDA Login dialog box will be displayed, with the Status box asking the user to "Pick a county..." A drop-down menu will be displayed with available counties that the Service Center administers. Select the applicable county from the drop-down menu to load into ArcMap and CLICK "OK" to begin the grain storage bin (GSB) session. If the user does **not** have the necessary permissions, they will **not** be allowed to load that county into ArcMap and must contact their State GIS Specialist.

When a county is selected, the existence of common land unit (CLU) and Bin Tool point layers within the databases are validated. For the county selected, the Bin Tool point layer is loaded automatically. If for some reason the layer is missing from the databases, the user will **not** be able to load that county's data in PS Bin Tool.



6 Toolbars

A ArcMap Toolbar

When user opens ArcMap, the ArcMap toolbar will be displayed.



The following table identifies the 25 tools on the ArcMap toolbar.

1 – Zoom In	10 – Select Elements	19 – Paste
2 – Zoom Out	11 – Identify	20 – Delete
3 – Fixed Zoom In	12 – Find	21 – Undo
4 – Fixed Zoom Out	13 – Hot Link	22 – Redo
5 – Pan	14 – Open	23 – Map Scale
6 – Zoom to Full Extent	15 – Save	24 – ArcCatalog
7 – Go Back to Previous Extent	16 – Print	25 – ArcGIS Help
8 – Go to Next Extent	17 – Cut	
9 – Select Features	18 – Copy	

Note: Some tools will be mentioned in this notice, but not all. See the ESRI documentation, that was provided by the State GIS Specialist on ArcMap, for a full description of all tools.

B Grain Storage Bin Toolbar

When user opens PS Bin Tool, the Grain Storage Bin Toolbar will be displayed. The Grain Storage Bin Toolbar allows users to create/update both geospatial and attribute GSB data. .



The following table identifies the 8 tools on the Grain Storage Bin Toolbar.

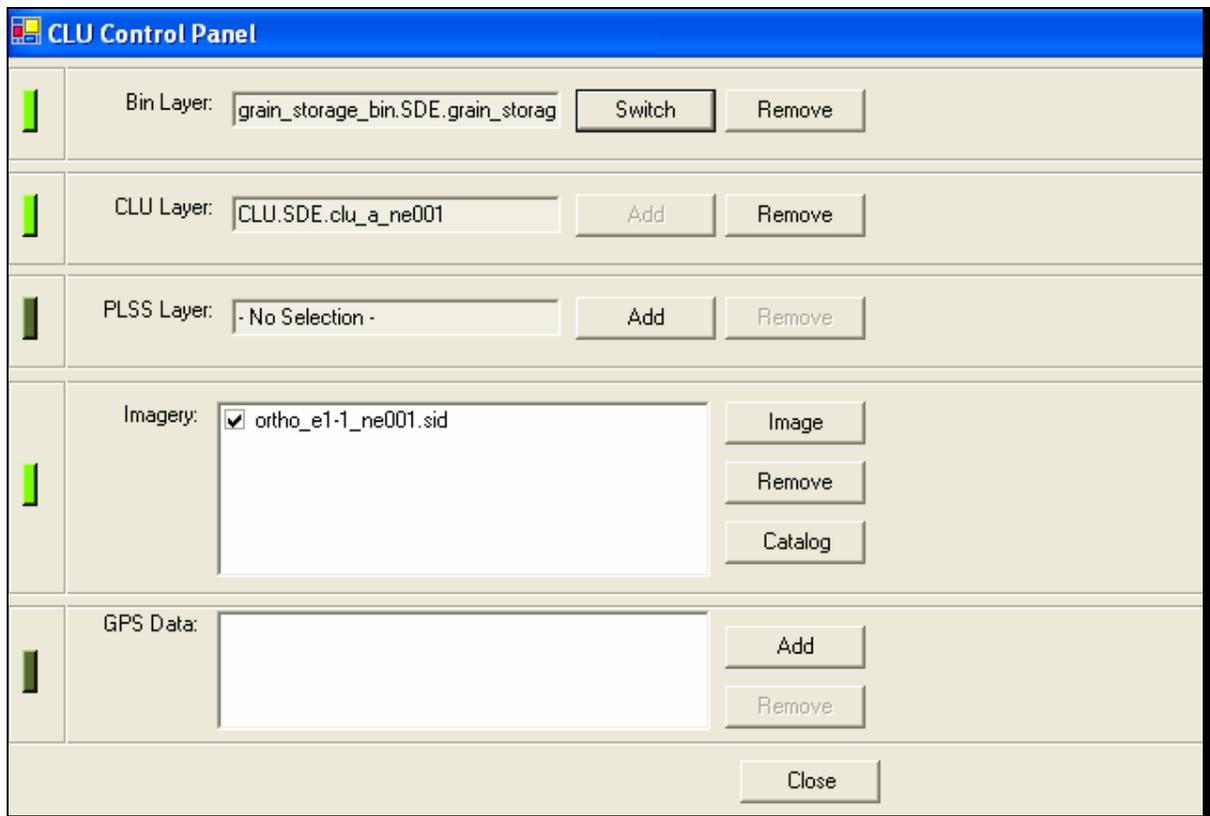
1 – Control Panel	4 – Update Attributes	7 – Update Loan
2 – Point Feature	5 – Search Bin	8 – Help
3 – Merge GPS Point	6 – Add Loan	

7 Grain Storage Bin Toolbar, Control Panel Tool

A Using the CLU Control Panel Tool

On the Grain Storage Bin Toolbar, CLICK “**Control Panel**”, to open the CLU Control Panel dialog box. The CLU Control Panel dialog box allows users to specify and add the following:

- an editable bin layer
- the CLU layer for that county
- a Public Land Survey System (PLSS) layer
- an imagery layer
- GPS data.



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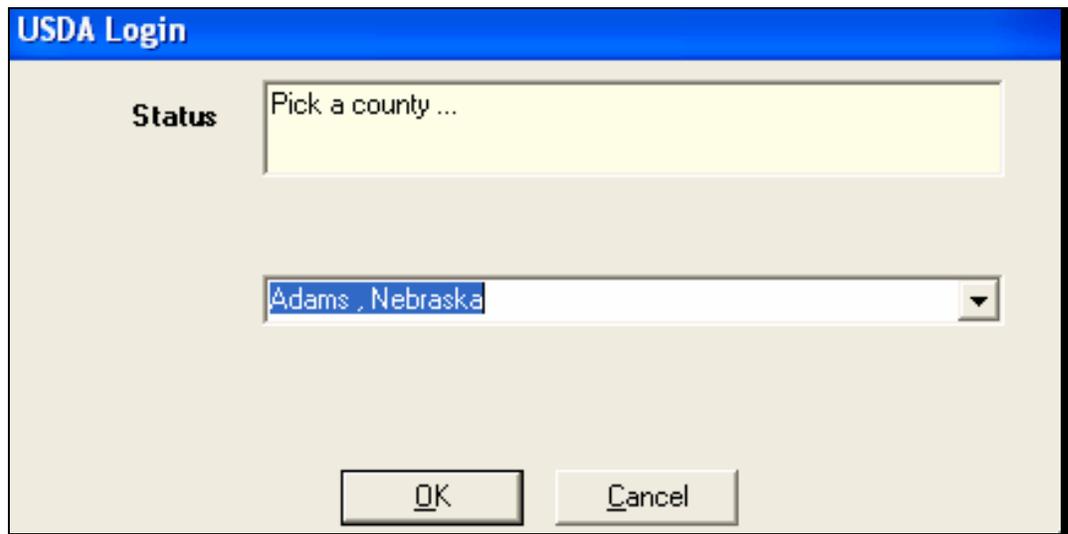
7 Grain Storage Bin Toolbar, Control Panel Tool (Continued)

B Bin Layer

On the CLU Control Panel dialog box, by the Bin Layer box, if users CLICK:

- **“Switch”**, users will be allowed to change the bin layer and CLU layer with another county administered by the Service Center that is stored within the database

Note: After users click **“Switch”**, the USDA Login dialog box will be displayed, with the Status box asking the user to **“Pick a county...”** The tool is designed to only open CLU/CRP/Wetland data available to the user. Service Centers that manage multiple counties will see those choices available in the drop-down menu. Service Centers that manage only 1 county will see only that county’s name in the drop-down menu. Users can select the applicable county from the drop-down menu and CLICK **“OK”** to load the selected county’s data or CLICK **“Cancel”** to close out of the dialog box.



- **“Remove”**, users will be allowed to remove the bin from the CLU layer and ArcMap

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7 Grain Storage Bin Toolbar, Control Panel Tool (Continued)

C CLU Layer

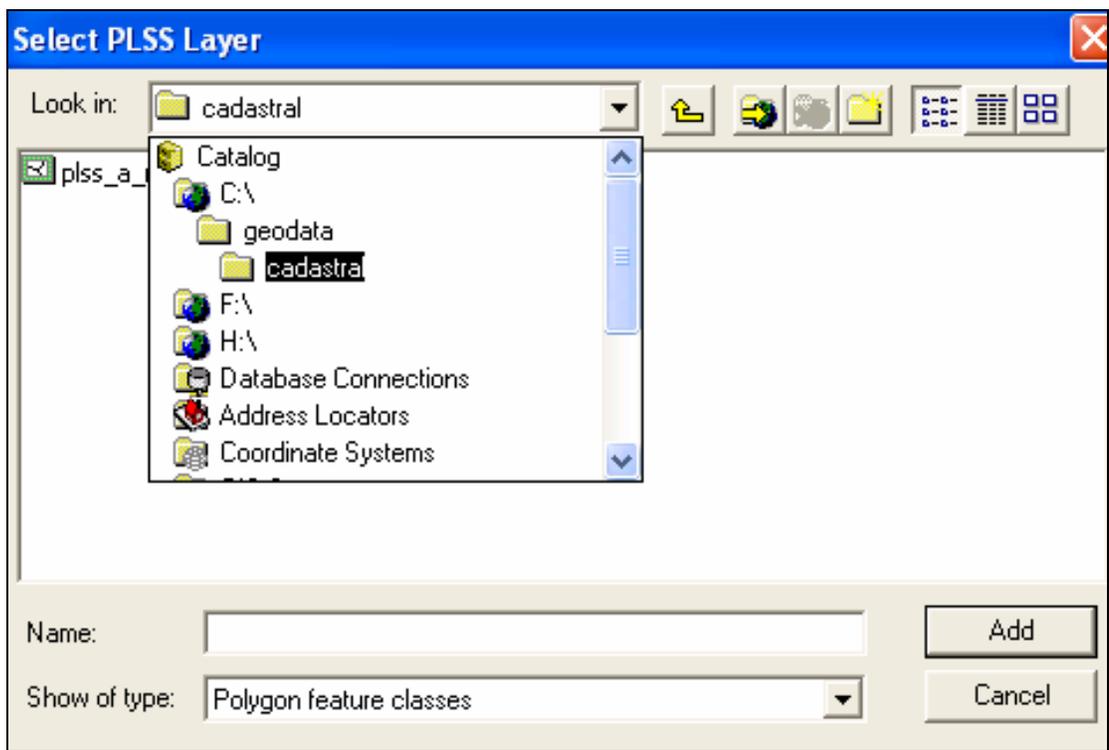
On the CLU Control Panel dialog box, by the CLU Layer box, if users CLICK:

- “**Add**”, users will be allowed to add the CLU layer for the current county
- “**Remove**”, users will be allowed to remove the bin from the CLU layer and ArcMap.

D PLSS Layer

On the CLU Control Panel dialog box, by the PLSS Layer box, if users CLICK:

- “**Add**”, the Select PLSS Layer dialog box will be displayed that allows users to choose which PLSS layer they want to view; navigate to the cadastral file, within geodata, and choose the desired PLSS shape file and CLICK “**Add**”, again



Note: For the purposes of this screen print, the geodata folder was stored on the C drive; users will find this folder in the F drive.

- “**Remove**”, users will be allowed to remove the bin from the CLU layer and ArcMap.

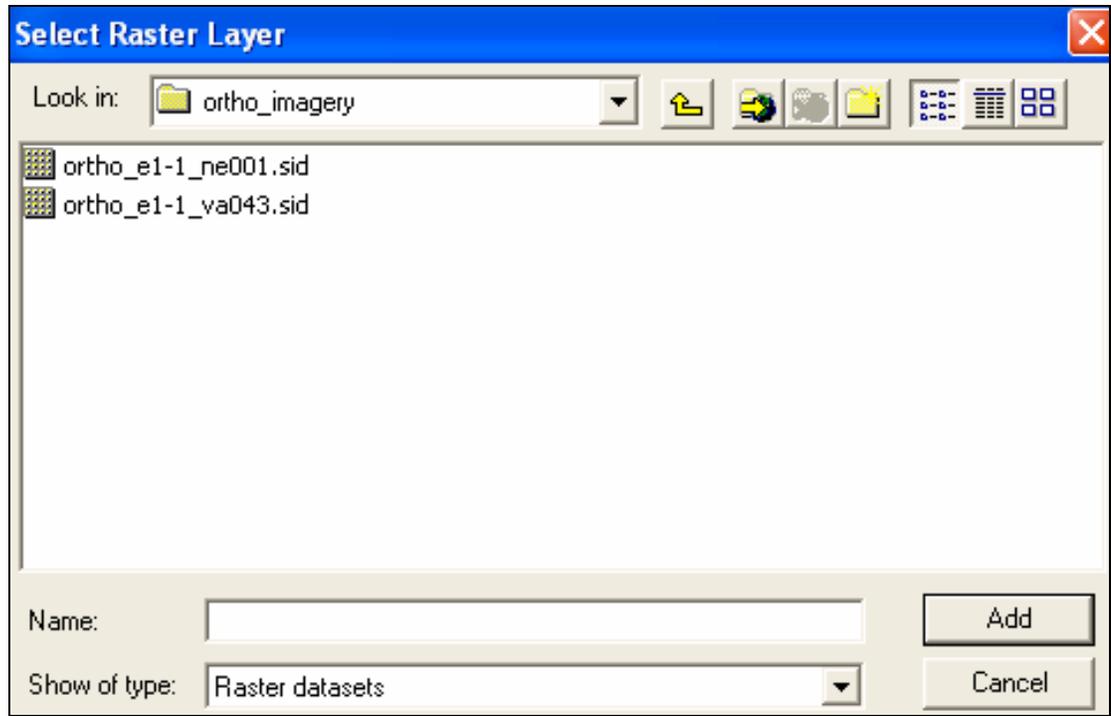
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7 Grain Storage Bin Toolbar, Control Panel Tool (Continued)

E Imagery

On the CLU Control Panel dialog box, by the Imagery box, if users CLICK:

- “**Image**”, the Select Raster Layer dialog box will be displayed that allows users to choose which image layer they want to view; navigate to the desired image raster file and CLICK “**Add**”



- “**Remove**”, users will be allowed to remove the bin from the CLU layer and ArcMap.

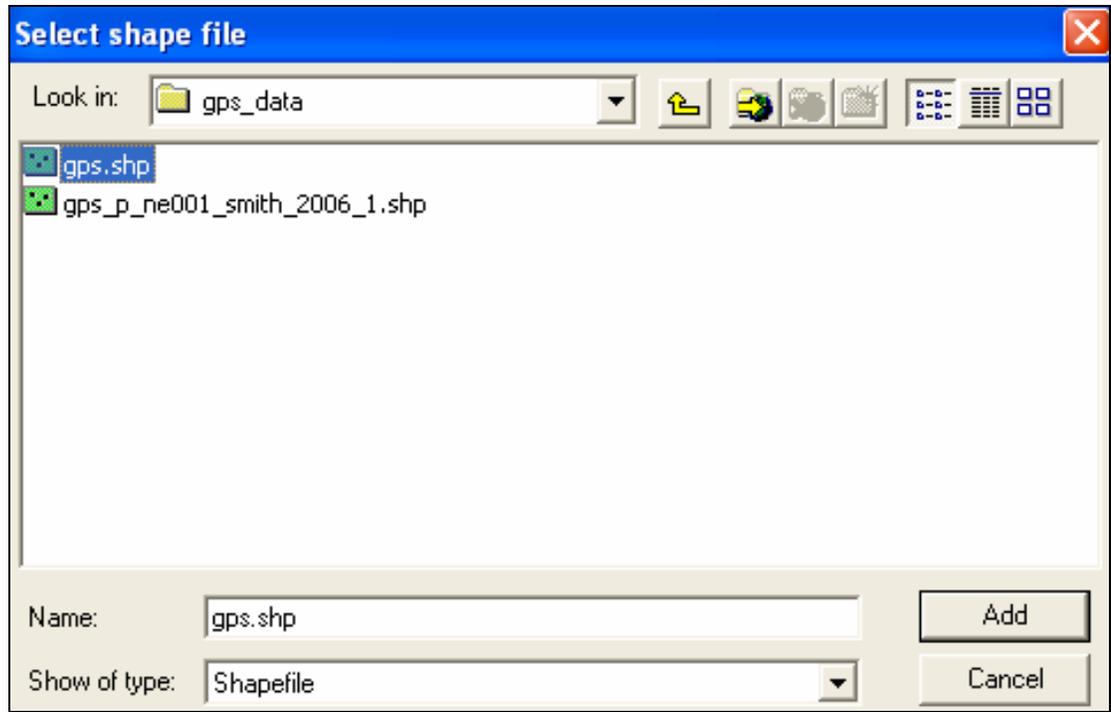
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7 Grain Storage Bin Toolbar, Control Panel Tool (Continued)

F GPS Data

On the CLU Control Panel dialog box, by the GPS Data box, if users CLICK:

- “**Add**”, the Select shape file dialog box will be displayed that allows users to choose the GPS Shape file they want to view; navigate to the gps_data folder, choose the desired GPS data file, and CLICK “**Add**”



- “**Remove**”, users will be allowed to remove the bin from the CLU layer and ArcMap.

8 Grain Storage Bin Toolbar, Point Feature Tool

A Using Point Feature Tool

On the Grain Storage Bin Toolbar, if users CLICK “**Point Feature**”, users will be allowed to create, add digital photo, select, move, delete, and merge GSB points. The following will describe in detail, the functions associated with the point feature tool.

B Creating GSB Points

When users have identified the bin location, CLICK “**Point Feature**” and DOUBLE-CLICK “**location**”, a dialogue box will be displayed confirming that the user wants to add a point. CLICK “**Yes**” and the Create New Bin dialog box will be displayed.

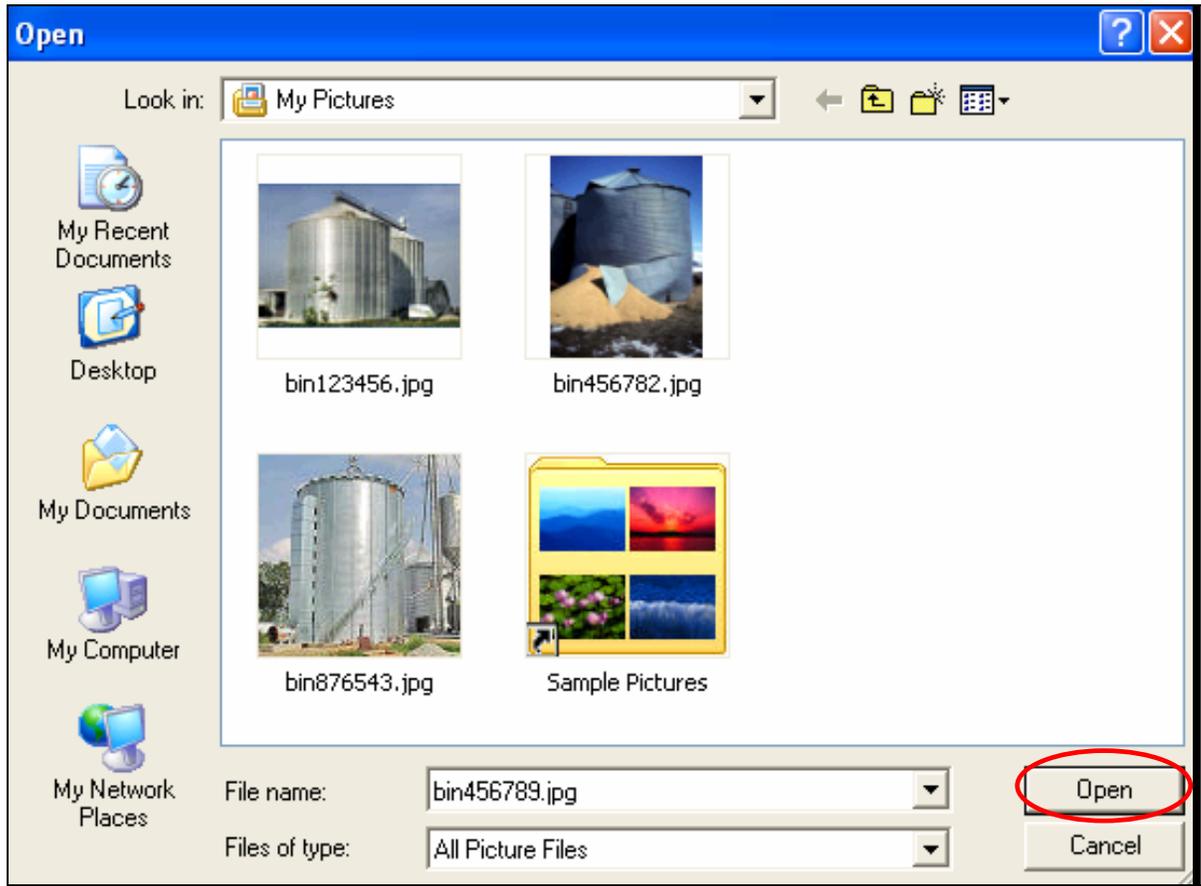
Enter the Bin Identification (such as, steel bin next to barn), Bin Type, owner, dimensions of bin, and Legal Description. Users may click “Add Digital Photo”, if applicable (see subparagraph C).

Note: Users can search for the owner of the bin by using the Producer drop-down menu. If the producer does **not** exist in the CLU database, CLICK “**New Producer**”. The Service Center Information Management System (SCIMS) site will be activated and users can query SCIMS for the producer, as shown in subparagraph 12 B. If the producer is in SCIMS, the existing CLU database record shall be updated with the information obtained from SCIMS.

8 Grain Storage Bin Toolbar, Point Feature Tool (Continued)

C Add a Digital Photo

Users can add a digital photo to illustrate GSB's. On the Create New Bin dialog box, CLICK "Add Digital Photo"; an Open dialog box will be displayed where users can navigate to the folder GSB digital photos are stored. Click the photo and CLICK "Open".



8 Grain Storage Bin Toolbar, Point Feature Tool (Continued)

C Add a Digital Photo (Continued)

When all of the necessary data is entered on the Create New Bin Screen, CLICK “Save” to save the data as a new GSB point.

Create New Bin

Bin # ne001-00002 **Bin Identification** bin next to barn **Bin Type** Octagon

Producer SMITH, A J Delete New Producer

Length 16.34 **Height** 68.12

Total Square Feet 1289.08

Total Cubic Feet 87812.13

X Location 550890.212926829

Y Location 4489264.88762214

Legal Description

Add Digital Photo Save Cancel

If the data was saved successfully, a Save Complete dialog box will be displayed. CLICK “OK”.

Save Complete

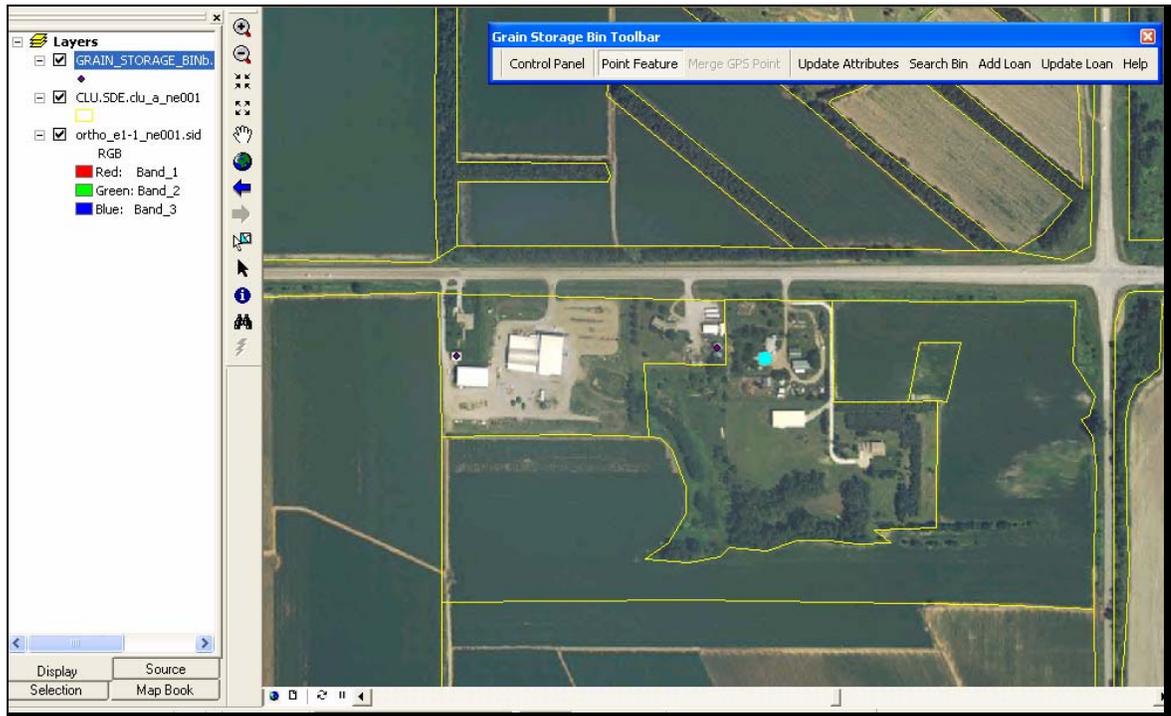
Storage Bin Was Saved Successfully

OK

8 Grain Storage Bin Toolbar, Point Feature Tool (Continued)

D Selecting GSB Points

On the Grain Storage Bin Toolbar, if users CLICK “**Point Feature**”, users can select an existing bin with the cursor. The existing GSB Point will be displayed as blue (highlighted).



E Moving GSB Points

On the Grain Storage Bin Toolbar, if users CLICK “**Point Feature**”, after a GSB point is selected and displayed as blue (highlighted), the user may move the GSB point by holding down the left mouse button and dragging the GSB point to a new location. When the user releases the left mouse button, the GSB point will be established at that location.

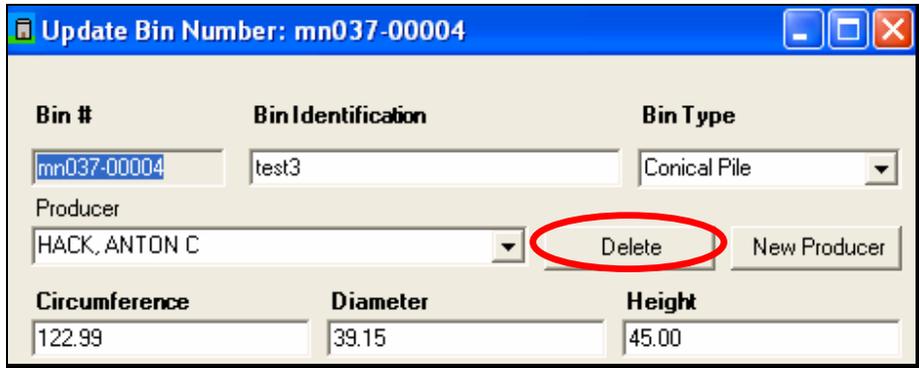
8 Grain Storage Bin Toolbar, Point Feature Tool (Continued)

F Deleting GSB Points

Before using Point Feature tool officially, users **must** remove **any** practice GSB points created. As Service Centers use the Point Feature tool they will periodically need to remove GSB points because:

- points were placed incorrectly
- bins were destroyed or removed from the site
- bins were removed from the database.

The following steps are for deleting GSB points from the CLU layer.

Step	Action
1	<p>Select the GSB point to be deleted by doing the following:</p> <ul style="list-style-type: none"> • zoom to the location of the bin to be deleted  • select the bin/GSB point to be deleted using either of the following: <ul style="list-style-type: none"> • Grain Storage Bin Toolbar, Point Feature tool • ArcMap toolbar, Select Feature tool <p>When user selects the bin/GSB point, the GSB point will be displayed as blue (highlighted).</p>
2	<p>On the Grain Storage Bin Toolbar, CLICK “Search Bin”. An Update Bin Number dialog box will be displayed, CLICK “Delete”. A Confirm Delete dialog box will be displayed, CLICK “OK”.</p>  <p>On Update Bin Number dialog box, CLICK “X” in the upper right corner to cancel out of the Update Bin Number window. Do not save.</p> <p>The GSB point will be displayed as blue (highlighted) with an ‘x’ through it . PRESS “Delete” on the keyboard, a Delete Confirmation dialog box will be displayed, CLICK “Yes”.</p>

9 Grain Storage Bin Toolbar, Merge GPS Point Tool

A Merge GPS Point Tool

On the Grain Storage Bin Toolbar, CLICK “**Merge GPS Point**” when the user is inputting GPS points collected in the field.

Note: GPS data is stored in **F:/geodata/gps_data** and can be loaded to the map document on the Grain Storage Bin Toolbar, CLICK “**Control Panel**”.

B Merging GPS Points

The following steps shall be taken to merge a GPS point.

Step	Action
1	<p>After a GPS layer has been added, on the Grain Storage Bin Toolbar, CLICK “Point Feature” to select a GPS point to turn into a GSB point.</p> <p>Note: GPS layer will be displayed as white points, GSB layer will be displayed as red points.</p>
2	<p>On the Grain Storage Bin Toolbar, CLICK “Merge GPS Point” and the Create New Bin dialog box will be displayed. Enter the data for this GSB, just like user would do for a new bin (see subparagraph 8 B).</p>
3	<p>CLICK “Save” and a GSB point will be placed in the location of the specified GPS point.</p> <p>Note: Merged GPS points that were previously displayed as white points should now be displayed as red GSB layer points.</p>

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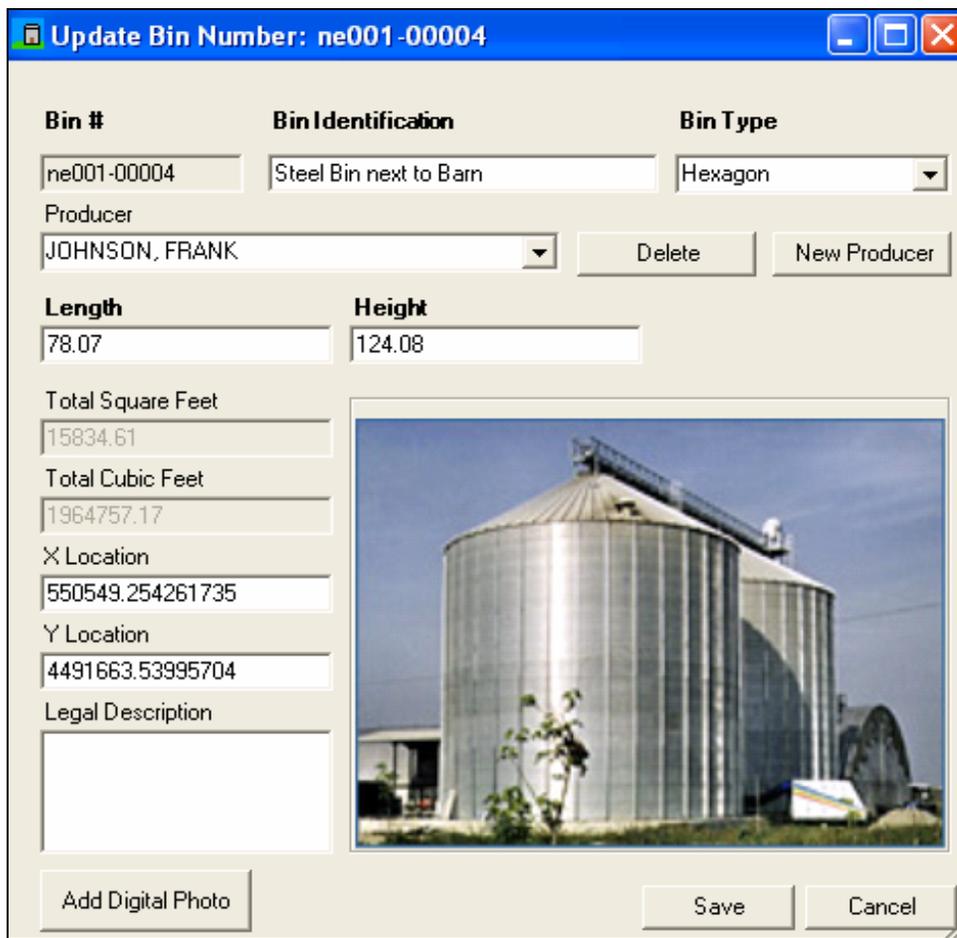
10 Grain Storage Bin Toolbar, Update Attributes Tool

A Update Attributes Tool

On the Grain Storage Bin Toolbar, CLICK “**Update Attribute**” to update the attributes of a GSB point feature. The Update Bin Number dialog box will be displayed. Users can update the following bin attributes:

- Bin Identification
- Bin Type
- Producer
- Length
- Height
- PLSS
- Legal Description.

Users can also delete, add a new producer, or add a digital photo.



Update Bin Number: ne001-00004

Bin #	Bin Identification	Bin Type
ne001-00004	Steel Bin next to Barn	Hexagon

Producer: JOHNSON, FRANK [Delete] [New Producer]

Length: 78.07 **Height**: 124.08

Total Square Feet: 15834.61
Total Cubic Feet: 1964757.17
X Location: 550549.254261735
Y Location: 4491663.53995704
Legal Description: [Empty Field]

[Add Digital Photo] [Save] [Cancel]

Update the attribute data and CLICK “**Save**” to make the edits permanent.

11 Grain Storage Bin Toolbar, Search Bin Tool

A Search Bin Tool

On the Grain Storage Bin Toolbar, CLICK “**Search Bin**” to run a query by bin number, bin identification, bin type, or producer.

B Search For Storage Bin Query

On the Grain Storage Bin Toolbar, CLICK “**Search Bin**”. The Search For Storage Bin Query dialog box will be displayed. Users can query bins by:

- provided values
- producer.

IF querying bins by...	THEN...
<p>provided values</p>	<p>enter the values known for the query at the top of the screen, and CLICK “Search For Bin”.</p> <div data-bbox="678 888 1455 1528" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> </div> <p>A screen will be displayed with all bins that resulted from the query, select the bins of interest, and CLICK “Select” or DOUBLE-CLICK the bin. The update panel of that bin will be displayed along with the bin being selected on the map.</p>

11 Grain Storage Bin Toolbar, Search Bin Tool (Continued)

B Search For Storage Bin Query (Continued)

IF querying bins by...	THEN...
producer	<p>do either of the following:</p> <ul style="list-style-type: none"> click drop-down arrow by Select Producer to display producers currently available within the database if the producer is not currently in the database, CLICK “Search For Producer”; users will be connected to SCIMS where they can use SCIMS to query for the correct producer. <div data-bbox="548 737 1321 1373" data-label="Image"> </div> <p>When a producer is selected, that name will be used to query the bin layer.</p> <div data-bbox="555 1484 1425 1822" data-label="Image"> </div>

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12 Grain Storage Bin Toolbar, Add Loan Tool

A Add Loan Tool

On the Grain Storage Bin Toolbar, CLICK “**Add Loan**”. CCC-666 dialog box will be displayed.

Note: Bolded CCC-666 fields are **required** to save the data. Each field is numbered the same as the online CCC-666.

CCC-666

2. NAME AND MAILING ADDRESS OF PRODUCER
[Dropdown]
Delete New Producer
Address
[Text]
[Text]
City State Zip Code Zip Code +4
[Text] [Text] [Text] [Text]

3. LOCATION OF FARM WHERE STORED
[Text]

4. CROP YEAR
[Dropdown]

5. COMMODITY
[Dropdown]

6. TYPE
[Dropdown]

7. ST. _CD. CODE _LOAN NO.
va043- [Text]

8. LIENHOLDER(S)
[Text]
Select Lienholder(s)
New Lienholder

9. FARM NUMBER(S) WHERE PRODUCED
[Text]

10. OTHER PAYEES
[Text]
Select Payee(s)
New Payee

Add Storage Bin Remove Storage Bin(s)

Form 666 HTML Form 666 PDF

11. SEAL	12. BIN IDENTIFICATION	13. CLASS VARIETY OR TYPE	14. BASIS FOR PRODUCER'S QUANTITY DETERMINATION	15. QUANTITY IN BIN	16. ELIGIBLE QUANTITY IN BIN	17. TOTAL QUANTITY FOR LOAN	
18A. Remarks [Text]				TOTALS	0	0	0

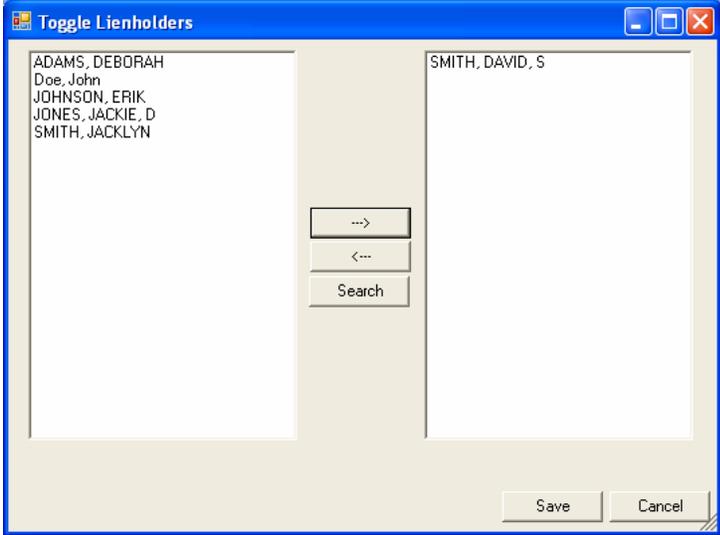
Save Cancel

Notice PS-604

12 Grain Storage Bin Toolbar, Add Loan Tool (Continued)

B Completing CCC-666 Fields

The following are **required** CCC-666 fields.

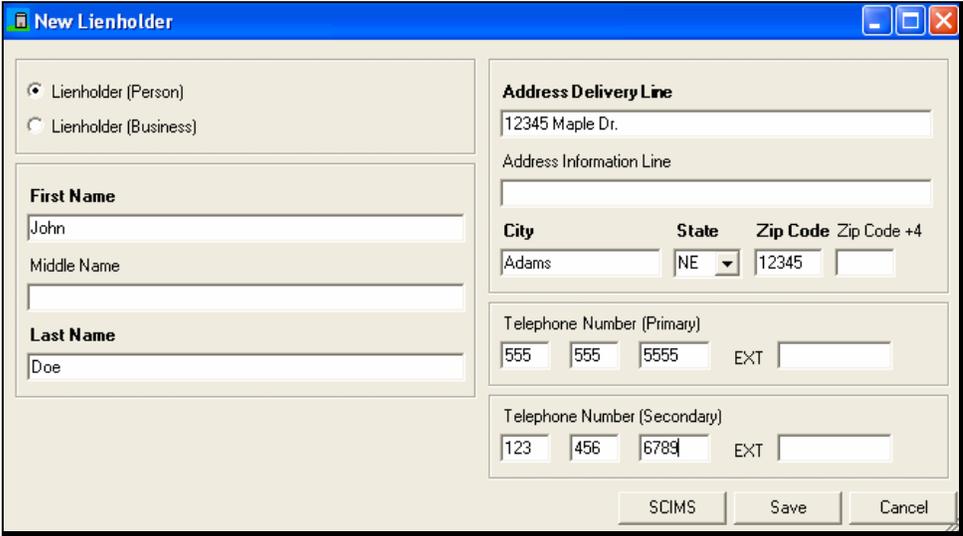
Item	Description
2	Allow users to select a producer from the database. If the producer needed is not available, CLICK “New Producer” to access SCIMS and query the producer. When producer is selected in SCIMS, the require information will be displayed in the corresponding fields. If the producer is already in the database, this will find the existing record will be found and updated with any differing information from SCIMS. If a producer needs to be removed from the database, selecting the producer and CLICK “Delete” .
3	Address where commodity is stored.
4	Crop year commodity was produced.
5	Name of commodity being pledged for this loan.
6	Type of commodity listed in Item 5, if applicable. If there are no other types of the commodity, Item 6 will be inactive.
7	State and county code and loan number. The loan number is generated and can be obtained from System 36
8	<p>Allows users to add, select, or search for lienholders. CLICK “Select Lienholder” or “New Lienholder”. CLICK “Select Lienholder” to choose from the existing lienholders and the Toggle Lienholders dialog box will be displayed. If lienholder needed is listed, CLICK “lienholder’s name”, CLICK “→” to add lienholder in right column, and CLICK “Save”.</p>  <p>Example: David Smith was established as a lienholder by clicking his name on the left and clicking “→” to clarify him as a lienholder on the right field of the screen.</p>

Notice PS-604

12 Grain Storage Bin Toolbar, Add Loan Tool (Continued)

B Completing CCC-666 Fields (Continued)

The following are **required** CCC-666 fields.

Item	Description
8 (Cntd)	<p>If the required lienholder is not displayed, CLICK “New Lienholder” to enter a new lienholder into the database, and the New Lienholder dialog box will be displayed. Use the New Lienholder dialog box to do either of the following:</p> <ul style="list-style-type: none"> enter a new lienholder’s contact information and CLICK “Save” 

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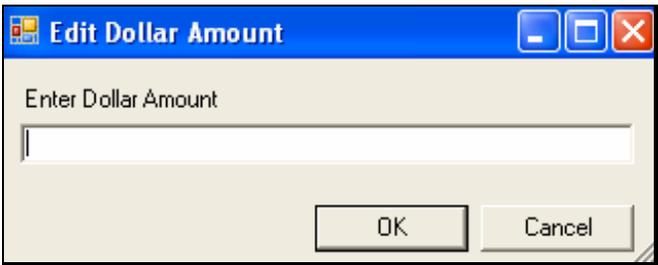
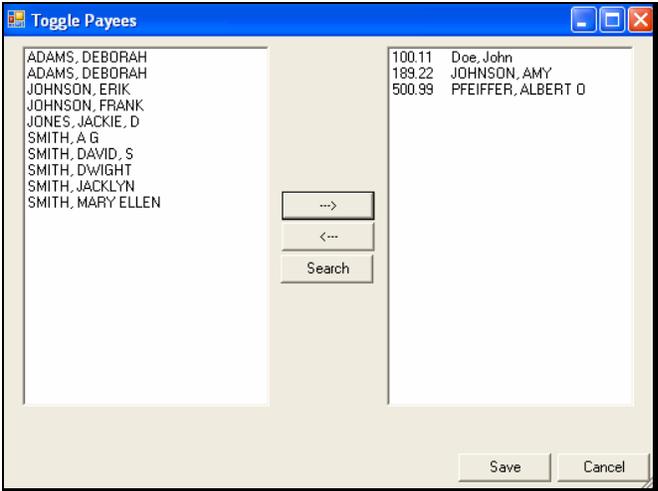
12 Grain Storage Bin Toolbar, Add Loan Tool (Continued)

B Completing CCC-666 Fields (Continued)

Item	Description																																								
<p>8 (Cntd)</p>	<ul style="list-style-type: none"> CLICK “SCIMS” to find a lienholder, the following screen will be displayed  <p>Note: Once in SCIMS, input the data necessary for the query and CLICK “Search”.</p> <p>Select the producer from the results of the SCIMS query. The producer can be toggled as a lienholder for the loan in question and will populate CCC-666 as a new lienholder.</p>  <table border="1" data-bbox="513 1640 1182 1850"> <thead> <tr> <th>Active</th> <th>Potential Duplicate</th> <th>Common Name</th> <th>Tax Id</th> <th>Tax Id Type</th> <th>Delivery Address Line</th> <th>City, State ZIP Code</th> <th>Phone No</th> <th>Legacy State</th> <th>Legacy County</th> </tr> </thead> <tbody> <tr> <td>Active</td> <td>No</td> <td>A ELAINE SMITH</td> <td>505386542</td> <td>Social Security</td> <td>2759 N FRONT RD</td> <td>NORTH PLATTE, NE 69101-1318</td> <td></td> <td>NEBRASKA</td> <td>LINCOLN</td> </tr> <tr> <td>Active</td> <td>No</td> <td>A.G. SMITH</td> <td>507380967</td> <td>Social Security</td> <td>33 CESSNA RD</td> <td>SHERIDAN, WY 82801-8721</td> <td></td> <td>NEBRASKA</td> <td>BOX BUTTE</td> </tr> <tr> <td>Active</td> <td>No</td> <td>A.J. SMITH</td> <td>506028913</td> <td>Social Security</td> <td>815 E DOUGLAS ST</td> <td>ONEILL, NE 68763-1647</td> <td></td> <td>NEBRASKA</td> <td>LOGAN</td> </tr> </tbody> </table>	Active	Potential Duplicate	Common Name	Tax Id	Tax Id Type	Delivery Address Line	City, State ZIP Code	Phone No	Legacy State	Legacy County	Active	No	A ELAINE SMITH	505386542	Social Security	2759 N FRONT RD	NORTH PLATTE, NE 69101-1318		NEBRASKA	LINCOLN	Active	No	A.G. SMITH	507380967	Social Security	33 CESSNA RD	SHERIDAN, WY 82801-8721		NEBRASKA	BOX BUTTE	Active	No	A.J. SMITH	506028913	Social Security	815 E DOUGLAS ST	ONEILL, NE 68763-1647		NEBRASKA	LOGAN
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12 Grain Storage Bin Toolbar, Add Loan Tool (Continued)

B Completing CCC-666 Fields (Continued)

Item	Description
9	<p>Farm numbers where the commodity was grown. The farm number can be obtained by querying the CLU layer using either of the following:</p> <ul style="list-style-type: none"> on the ArcGIS toolbar, CLICK "Select Features"  <ul style="list-style-type: none"> on the Menu bar, CLICK "Selection", and CLICK "Select by Attributes".
10	<p>Allows users to select or search for payees. CLICK "Select Payee(s)" or "New Payee". CLICK "Select Payee" and the Toggle Payees dialog box will be displayed with both payees and lienholders that have been entered into the database. If payee needed is listed, CLICK "payee's name", CLICK "→" to add payee in right column. When a payee is selected, the following screen will be displayed.</p>  <p>Enter the dollar amount the payee has invested and CLICK "OK". The payee and the dollar amount will then appear in field on the right side of the screen. When all payees have been added with dollar amounts, CLICK "Save".</p> 

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12 Grain Storage Bin Toolbar, Add Loan Tool (Continued)

B Completing CCC-666 Fields (Continued)

Item	Description
10 (Cntd)	<p>If the Payee is not available in the Toggle Payee window, on CCC-666 dialog box, CLICK “New Payee” and query the payee through SCIMS.</p> <p>Note: Users can scroll through selected payees using the up and down arrows.</p> 
11-17	<p>Storage Bins can be identified in the loan by clicking “Add Storage Bin” and deleted by clicking “Remove Storage Bin(s)”.</p> 
11	Seal numbers assigned by FSA for each storage structure containing loan collateral.
12	Description of the structure and its general location (such as, round steel bin next to barn).
13	Class, variety, or type of the established commodity in Item 5.
14	Basis for the producer’s quantity determination (such as, measurements, scale tickets, etc.).
15	Certification of quantity of commodity being stored within the structure as determined by Item 14.
16	Amount of the commodity that is eligible for the loan. This quantity must be less than or equal to that of item 15.
17	Total amount of the commodity that is accessible for the loan.

Note: Adding a bin on CCC-666 is easy to miss when assigning a name to a point.

C Printing CCC-666’s

To print CCC-666’s, **CLICK “Form 666 HTML”** or **“Form 666 PDF”** (displayed above Items 16 and 17) when all of the necessary information is provided. After CCC-666’s are created, CCC-666’s can only be edited by users from Grain Storage Bin Toolbar, **CLICK “Update Loan”** and recreating CCC-666 in HTML by clicking **“Form 666 HTML”**.

13 Grain Storage Bin Toolbar, Update Loan Tool

A Update Loan Tool

From the Grain Storage Bin Toolbar, CLICK **“Update Loan”** to update an existing loan. When users click **“Update Loan”** the Edit Loan Query dialog box will be displayed that allows users to search for a producer. Enter information known about the producer and CLICK **“Search”** on the bottom right of the box. The producer’s loans that match the information entered (also known as variables of the query) will populate the table at the bottom of the screen. Users can select the loan by doing either of the following:

- highlight the producer and CLICK **“Select”** in the bottom right of the box
- DOUBLE-CLICK the producer.

Item Name	Address	Address Ext	City	State	ZipCode	Telephone (Prim...	Telephone (Sec...
SMITH, A G	33 CESSNA RD		SHERL...	WY	82801-8721		
SMITH, DWIGHT	4122 WOEMMEL RD		BLAND ...	MO	65014-2274	(573)646-3576	
SMITH, MARY ELLEN	600 E CENTER ST		LORAL...	IL	62349-1004		

Users can also search by loan number by clicking **“Search By Loan Number”**; the Loan Selection dialog box will be displayed.

Loan Number	Loan Date	Farm Number	Crop Year	Commodity	Customer Name	State	County
12345	11/8/2006 ...	5674	2011	Peanuts	DWIGHT SMITH	ne	001
23456	11/7/2006 ...	5678, 2345	2010	Canola	ALBERT O PFEIFFER	ne	001
54321	11/8/2006 ...		2010	Sesame	AMY JOHNSON	ne	001