

For: Burley Tobacco State and County Offices

Producer Accessibility to Burley Tobacco Lease and Transfer Internet Website

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

An internet website was established for use by burley tobacco producers in States where cross-county lease and transfer is allowed. Producers in those States with pounds of tobacco available to lease to others could authorize display of their information on the site by filing MQ-60.

The site will no longer be limited to those States where cross-county lease and transfer is authorized. It shall be available for continuous use by all burley tobacco producers in all burley States beginning with the 2004 spring lease and transfer season.

B Purpose

This notice provides:

- instructions and guidance to State and County Offices on publicizing the internet service to producers and on establishing access to the intranet to enter producer data
- a sample of MQ-60. See Exhibit 1.

2 Internet Access

A Internet Access Address

The internet site address is **<http://www.fsa.usda.gov/tobacco/Default.htm>**.

The Spring Lease and Transfer Report database is open from the date of the initial quota notice through July 1. The Disaster Lease and Transfer Report database is open from July 2 through February 15.

Disposal Date	Distribution
July 1, 2004	Burley Tobacco State Offices; State Offices relay to applicable County Offices

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3 Intranet Access

A Intranet Burley Tobacco Lease and Transfer Site

County Offices shall access the burley tobacco lease and transfer site on the intranet according to the following steps.

Step	Action
1	Access the FSA intranet home page at http://intranet.fsa.usda.gov/fsa/ .
2	From the home page, click on "State & Co Intranet" found near the bottom of the blue column on the left-hand side of the page.
3	Click on either the State pictured on the map or the text of the State name.
4	On the selected State's intranet page, click on "Burley Tobacco Lease and Transfer Reports" found near the bottom of the page.
5	On the "Burley Tobacco Lease and Transfer Reports" page, click on the lease and transfer database that is currently "Open".
6	Use the Database Maintenance Menu to load producer information after MQ-60 has been filed.
	Note: Access to the Maintenance Menu requires both a user name and a password.

4 Annual Waiver to Release Information

A Privacy Act Restrictions

Because some of the information which is posted on the burley lease and transfer website is restricted by the Privacy Act, a producer must complete and sign MQ-60, thereby permitting FSA to post otherwise private information on a public site. A producer must file MQ-60 once each crop year to take advantage of the website. However, if the producer requests multiple postings of "pounds available for lease" during that crop year, the producer shall note the additional "pounds available for lease" in the "Remarks" section of MQ-60 and initial and date the changed information.

Note: A producer may file additional MQ-60's during the crop year if doing so is more convenient than amending the initial MQ-60.

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5 Action

A County Office Action

Burley tobacco County Offices shall take the following actions:

- contact a State Office representative for a user name and a password to access the intranet Maintenance Menu
- accept MQ-60 from each producer before posting information to the internet website
- publicize the internet service and internet address by the most expedient means possible.

B State Office Action

State Offices shall take the following actions:

- select 2 representatives to assist County Offices in establishing access to the intranet maintenance site and in resolving problems

Note: Representatives may call 1-800-255-2434 or 816-823-1531 to add or reset user ID's or for other assistance. The "800" number is preferred.

- ensure that County Offices are following the provisions of this notice in providing the internet service to all burley tobacco producers.

Sample of MQ-60, Annual Waiver to Release Information Restricted by the Privacy Act

This form is available electronically.		Form Approved - OMB No. 0560-0217	
MQ-60 (12-19-03)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
BURLEY TOBACCO LEASE AND TRANSFER DATABASE ANNUAL WAIVER TO RELEASE INFORMATION RESTRICTED BY THE PRIVACY ACT		1. Print Producer's Name (Last, First, Middle Initial) KLUGE, JACKSON M.	
		2. Producer's Telephone Number (Include area code) 804-555-1234	
		3. Crop Year 2004	4. Pounds Available for Lease 2,876
		5. State in which Quota will be Leased VA	
		6. Farm Serial Number 676	
		<p>NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is 7 CFR Part 723.216. The information will be used to assist farmers lease tobacco. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in the internet posting being unavailable to the producer. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.</p> <p>According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0217. The time required to complete this information collection is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</p>	
PRODUCER'S AGREEMENT AND CERTIFICATION			
In order to facilitate the leasing of my quota in the State identified in Item 5 above, I agree that the Farm Service Agency (FSA) may release my name, telephone number, and burley tobacco pounds available to lease to others, including those persons interested in leasing burley tobacco. Such release of information can include, but is not limited to, the publication, by hard copy or on an Internet Web site, of a list of available quota. I acknowledge that this release of information is voluntary, a service to me, and that there shall be no liability to the USDA or its employees for errors that may occur in such release.			
I also understand that I am responsible for notifying the county FSA office where my farm is administratively located when my burley tobacco has been leased, so that FSA may remove my farm's information from the burley tobacco lease and transfer database.			
7A. Producer's Signature Jackson Kluge		7B. Date (MM-DD-YYYY) 03-17-2004	
FOR FSA USE ONLY			
8A. Signature of FSA Official Mark Doe		8B. FSA Official's Title CED	8C. Date (MM-DD-YYYY) 03-18-2004
9A. FSA Address Where Farm is Administratively Located 1234 Main Street Anywhere, VA 26789		9B. FSA Office Telephone Number (Include Area Code) 804-555-4321	
10. Remarks NONE			
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D. C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.</small></p>			