

For: Burley Tobacco State and County Offices

Burley Tobacco Disaster Lease and Transfer Database

Approved by: Deputy Administrator, Farm Programs



1 Overview

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Background

County Offices have provided bulletin board space for tobacco producers who have pounds available to lease away. An electronic tobacco database has been established as an additional service for burley tobacco producers who are seeking to lease away disaster pounds. Information provided by producers will be displayed on both the internet and the intranet.

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Purpose

This notice provides instructions for:

- the intranet database
- the internet database
- MQ-60.

<p>Disposal Date</p> <p>May 1, 2001</p>	<p>Distribution</p> <p>Burley Tobacco State Offices; State Offices relay to applicable County Offices</p>
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2 Using the Burley Disaster Lease and Transfer Database

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General Information

Each burley tobacco State that has not previously done so shall select 2 State Office representatives to assist County Offices in establishing access to the database through both the intranet and the internet. These representatives shall also provide assistance with problems or questions that arise from using the electronic database. The following KC-ITSO telephone numbers are available to the representatives for such things as adding users or resetting user ID's:

- 816-823-1231
 - 1-800-255-2434.
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B

Intranet Database

The burley tobacco disaster lease and transfer database may be accessed by **FSA personnel** on the intranet at <http://intranet.fsa.usda.gov/fsa/>. The intranet shall be used for the following:

- loading and/or maintaining producer lease and transfer information
 - viewing producer lease and transfer information that has been loaded.
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2 Using the Burley Disaster Lease and Transfer Database (Continued)

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**Intranet
Database**

Access the intranet database according to the following table.

Step	Action	Result
1	ENTER http://intranet.fsa.usda.gov/fsa/ into the location bar.	The USDA FSA Intranet Home Page will be displayed.
2	Click on “State & Co Intranet” at the top of the page.	The State & County Office Intranet page will be displayed.
3	Click on the selected State or State name.	The intranet page for the selected State will be displayed.
4	Click on “Burley Disaster - Lease Database Report”.	The report of Burley tobacco pounds available to disaster lease will be displayed.
5	Click on “Burley Disaster - Lease Database Maintenance (login required)”.	Load producer information using the “user name” and “password” supplied by a State Office representative to login.

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**Internet
Database**

The burley tobacco disaster lease and transfer database may be accessed by **anyone** on the internet at <http://www.fsa.usda.gov/tobacco/>. The internet may be used to view producer lease and transfer information that has been loaded through the intranet.

Access the internet database at the above location and click on the selected State.

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2 Using the Burley Disaster Lease and Transfer Database (Continued)

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**Signing MQ-60
Annually**

Because some of the producer information displayed on the database is restricted by the privacy act, any producer who wants to have information posted must complete and sign MQ-60 annually (Exhibit 1). MQ-60 is available on the FSA Forms Online website at <http://www.fsa.usda.gov/dam/forms/fsaforms.asp>.

Note: MQ-60 is fillable and may be completed online and then printed for the producer's signature.

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

<p>MQ-60 U.S. DEPARTMENT OF AGRICULTURE (04-7-00) Farm Service Agency</p> <p>BURLEY TOBACCO LEASE AND TRANSFER DATABASE</p> <p>ANNUAL WAIVER TO RELEASE INFORMATION RESTRICTED BY THE PRIVACY ACT</p>		1. Producer's Name (last, first, middle initial) Please print
		2. Telephone Number
		3. Crop Year
		4. Pounds Available for Lease
		5. State in which Quota will be Leased
<p>Note: Public Law 106-78 authorizes the collection of this information without prior approval from the Office of Management and Budget as mandated by the Paperwork Reduction Act of 1995.</p>		6. Farm Serial Number
<p>Producer's Agreement and Certification</p> <p>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.</p> <p>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.</p>		
7A. Producer's Signature		7B. Date
<p>FOR FSA USE ONLY - Certification of Receipt of Waiver</p>		
8A. FSA Official's Signature	8B. Title	8C. Date Received
9A. FSA Address where Farm is Administratively located		9B. Telephone Number
10. Remarks		
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