

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

**Standardized Cotton Acreage Reporting Dataset for the
Boll Weevil Eradication Program (BWEP)**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice CP-637 provided State and County Offices with revised BWEP policy and procedure for 2009 and subsequent crop years. With respect to standardizing cotton acreage reporting data, Notice CP-637 provided that 2009 and subsequent crop year cotton acreage reporting data provided to the State cotton grower organizations will:

- be a standard dataset (same data for all States)
- include CLU attributed with farm and tract numbers that has been identified as having cotton planted on it, according to acreage reporting data.

B Purpose

This notice provides State and County Offices with policy and 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 C.

Disposal Date	Distribution
January 1, 2010	Above State Offices; State Offices relay to County Offices

2 Responsibilities (Continued)

B State Office GIS Specialist Responsibilities

The State Office GIS Specialist shall:

- 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 3
- save and encrypt the combined cotton dataset on a CD
- transfer the cotton dataset to the applicable cotton grower organization according to subparagraph 4 D.

3 Linking Cotton Acreage Information and CLU

A Instructions

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 as well as the ArcToolbox and Python script it runs can be found at <https://fsa.sc.egov.usda.gov/mgr/GIS/training/User%20Guides/Forms/AllItems.aspx?RootFolder=%2fmgr%2fGIS%2ftraining%2fUser%20Guides%2fArcGIS%2fModel%20Builder%20Tools&FolderCTID=&View=%7bADD4B97D%2d819B%2d43A1%2d83C8%2d525207E9CE9C%7d>.

B Training Conference

The National Office has scheduled a live training conference on **July 7, 2009**, from 9 a.m. through 11 a.m. e.t., for State GIS Specialists and the State Specialist responsible for BWEP. Copies of the training conference will be posted on the web site provided in subparagraph A.

4 Transferring Cotton Dataset to State Cotton Grower Organization

A Boll Weevil MOU's

Boll weevil MOU's executed between FSA, APHIS, and State cotton grower organizations, established in 2008 according to Notice CP-632, outline policy and procedure for sharing cotton data with applicable parties. State GIS Specialists shall coordinate with the State Specialist responsible for BWEP to ensure proper distribution of the cotton dataset to cooperating cotton grower organizations.

4 Transferring Cotton Dataset to State Cotton Grower Organization (Continued)

B Secondary Contacts

As outlined in Appendix B of boll weevil MOU's:

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

Therefore, State Offices shall provide cotton datasets to **only** the State cotton grower organizations' secondary contacts.

C Required Data Transfer Dates

For 2009, State Offices shall transfer the encrypted CD's to the State cotton grower organizations' secondary contacts as provided in subparagraph B, on or before the following dates:

- July 15, 2009
- August 1, 2009
- August 29, 2009.

Note: If a State's final cotton acreage reporting date is extended beyond August 15, 2009, then State Offices shall transfer the final cotton dataset 15 calendar days after the final cotton acreage reporting date.

Important: Beginning in 2010, State Offices shall transfer the encrypted CD to the secondary contacts, on or before July 1, 2010, in addition to the dates provided in this subparagraph.

D Cotton Dataset Transfer

The FSA secondary contact shall:

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