

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

Crop Year 2011 Policy and Procedure for the Boll Weevil Eradication Program (BWEP)

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Boll weevil MOU's executed between FSA, APHIS, and State cotton grower organizations, established in 2008, outline policy and procedure for sharing cotton data with applicable parties. Notice CP-664 provided State and County Offices with crop year 2010 policy and procedure for BWEP.

The format of the 2011 cotton acreage reporting data has changed from previous years because of changes in the database storing crop report and shares data.

B Purpose

This notice provides applicable State and County Offices with the following:

- National and State Offices' BWEP responsibilities
- format of the 2011 cotton acreage reporting data
- procedure for:
 - obtaining the standardized cotton acreage reporting dataset (cotton dataset)
 - transferring the cotton dataset to the applicable State cotton grower organization.

Disposal Date

January 1, 2012

Distribution

Above State Offices; State Offices relay to County Offices

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2 Responsibilities

A National Office

For each BWEF 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 3 E.

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

3 Obtaining and Transferring Data to State Cotton Grower Associations

A 2011 Cotton Acreage Data Format Change

The following provides the changes that were made to the format of the 2011 cotton acreage reporting data:

- **CLUCROP Shape File and Compliance Detail Table Changes**
 - 3-character Crop Status column is changed to 3 separate 1-character Crop Status columns
 - "Field ID" has been removed
 - "Date Reported" has been removed
 - "Date Certified" has been added
 - "Official Measurement Report Indicator" has been removed

3 Obtaining and Transferring Data to State Cotton Grower Associations (Continued)

A 2011 Cotton Acreage Data Format Change (Continued)

- **Compliance Share Table**
 - “Tax ID” and “Tax ID Type” have been removed
 - “Weighted Share” has been removed
- **Name and Address Table**
 - “Tax ID” and “Tax ID Type” have been added.

B Linking Cotton Acreage Data and CLU

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 are available 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>.

C Proper Distribution of Cotton Dataset

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 as provided in the boll weevil MOU’s executed between FSA, APHIS, and State cotton grower organizations.

D Secondary Contacts

According to 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.

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3 Obtaining and Transferring Data to State Cotton Grower Associations (Continued)

E Required Data Transfer Dates

For 2011, State Offices shall transfer the encrypted CD's to the State cotton grower organizations' secondary contacts as provided in subparagraph D, on or before the following dates:

- June 16, 2011
- June 30, 2011
- July 14, 2011
- August 9, 2011
- September 29, 2011.

F Cotton Dataset Transfer

The FSA secondary contact shall:

- send the encrypted CD, by UPS, 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.