Agricultural Labor Survey

Interviewer’s Manual

United States Department of Agriculture

National Agricultural Statistics Service

Agricultural Statistics Board

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Chapter 1 – Agricultural Labor Survey

General

USDA’s National Agricultural Statistics Service (NASS) is responsible for publishing farm employment and wage rate estimates. These estimates are based on data obtained from a sample of farmers and ranchers selected for participation in the Agricultural Labor Survey. Individual reports are kept CONFIDENTIAL and are reviewed only by employees of NASS. Data reported are combined to produce State, Regional, and National estimates.

Employer

You are an employee of the National Association of State Departments of Agriculture (NASDA). Work on this survey is covered by a cooperative agreement between NASDA and NASS. Introduce yourself as a NASDA employee working for the (your State) Field Office of the USDA, National Agricultural Statistics Service.

Responsibility

Accurate information collected directly from farmers and ranchers by trained interviewers provides the foundation for reliable Agricultural Labor estimates. When you make contact with survey respondents, it is your responsibility to:

- obtain cooperation from selected operations,
- remind respondents of the confidential nature of the data,
- explain the uses of the data collected,
- collect quality data on survey items.

Once you have completed data collection, you are responsible for returning all completed questionnaires to your RFO in a timely manner and before the survey due date. Keep in mind the confidential nature of the data you have collected. Protect the data and the respondent’s personal information with utmost care and respect.
Chapter 1
General

Labor Surveys and Reports

The Agricultural Labor Survey is conducted semi-annually in all States (except Alaska) in April and October. In California, the survey is conducted monthly in a cooperative effort with the State of California Employment Development Department (EDD), Labor Market Information Division (LMID).

Labor data is collected for two periods each time it is enumerated. In April, NASS collects data for the months of January and April; in October data is collected for July and October.

The survey Reference Week is always the Sunday through Saturday period that includes the 12th day of the month. This corresponds to the week specified in the general employment and wage series of other Federal agencies.

NASS publishes estimates of hired workers, average hours worked, and wage rates in the Farm Labor report. These estimates are published as Regional averages as shown below. In addition, annual average wage rates are published for all States in the November Farm Labor release.

Northeast I : CT, ME, MA, NH, NY, RI, VT
Northeast II : DE, MD, NJ, PA
Appalachian I : NC, VA
Appalachian II : KY, TN, WV
Southeast : AL, GA, SC
Lake : MI, MN, WI
Cornbelt I : IL, IN, OH
Cornbelt II : IA, MO
Delta : AR, LA, MS
Northern Plains : KS, NE, ND, SD
Southern Plains : OK, TX
Mountain I : ID, MT, WY
Mountain II : CO, NV, UT
Mountain III : AZ, NM
Pacific : OR, WA
California
Florida
Hawaii

Farm Labor publications may be viewed on the USDA- NASS website: (http://usda.mannlib.cornell.edu/MannUsda/viewDocumentInfo.do?documentID=1063).
Use of Labor Survey Information

Estimates of farm labor are used for a variety of purposes by State and Federal governments, educational institutions, farmer organizations, and private sector employers of agricultural labor.

- Legislators and USDA use farm worker data in making farm policy decisions.
- Labor data are used in the formulation of farm productivity indexes. The inclusion of wage rate data in the Parity Index (Index of Prices Paid by Farmers) is required by law.
- Farm worker data are an important component of the agricultural sector of the Gross Domestic Product.
- Agencies responsible for administering farm labor recruitment and placement programs use the statistics in their planning and evaluation.
- Individual producers may use wage rate data as a guide when hiring workers and when estimating expenses for their operation.
- Producers may use wage data in hiring and estimating expenses for their operation.

Federal regulations that determine minimum wage rates for foreign agricultural workers in the U.S. (H-2A workers) also use Agricultural Labor Survey data as an input into the calculations. The H-2A Program is the provision of the Immigration Reform and Control Act (IRCA) of 1986 which allows admission of foreign national agricultural workers to perform agricultural labor or services of a temporary or seasonal nature in the United States.

To hire H-2A workers, the employer must apply to the Department of Labor (DOL) for an H-2A labor certificate. Employers are required to provide amenities such as housing, transportation, meals or cooking facilities, and pay at a minimum the Adverse Effect Wage Rate (AEWR). The Regional annual average rate for field and livestock workers as published in the November Farm Labor release serves as a component used to set the AEWR. Prevailing Wage Rate Surveys conducted by DOL and State/Federal minimum wage laws are also used.
Limitations of Survey Data

The Agricultural Labor Survey is designed to estimate the number of hired workers, hours worked, and wage rates for the week containing the 12th of the survey month. There are some limitations you should be aware of when discussing the uses of the survey data.

- The Agricultural Labor Survey does not measure the total labor expenditures for agricultural production. The Agricultural Resource Management Study (ARMS) conducted by NASS each year provides an estimate of total expenditures for farm labor.

- Reported wages do not include the value of benefits such as housing, meals, or insurance. Information on total value of benefits provided to agricultural workers is obtained during the ARMS.

- Workers could work on more than one farm during the survey week, and thus be counted more than once. This type of duplication is expected when information is collected from employers.

- Demographic data about the workers are not collected on the Agricultural Labor Survey. Surveys of employees, such as the Bureau of Census Current Population Survey provide some of this information.
Chapter 2 – Terms & Definitions

Enumerators working the Agricultural Labor Survey should be familiar with the definitions of the terms listed below. See [www.nasda.org](http://www.nasda.org) for additional terms and definitions.

**General Terms**

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<thead>
<tr>
<th>Agricultural Service</th>
<th>Non-Response Operating</th>
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Chapter 2
Terms and Definitions

Agricultural Service Firm - Establishments whose business is to perform agricultural labor, custom work, or other tasks on a fee or contract basis. The workers themselves are paid by the Agricultural Service firm. Examples of agricultural service work include artificial insemination; combining; corn or cotton picking; fertilizing; harvesting of fruits, vegetables or berry crops; hay baling; milk testing; pruning; sheep shearing; spraying; and veterinarian work.

Agricultural Work - Work performed on an agricultural operation engaged in production of any crop or livestock commodity or other related functions.

Base Wages - the minimum amount paid regardless of method of pay (salaried, hourly, piece rate, etc.) but excludes bonus and overtime pay.

Bonus Wages - includes performance pay, hazard pay, other regularly paid bonuses, etc., that are paid in addition to the base wages.

Confidentiality – The assurance from NASS, backed by Federal law that individual information collected on authorized USDA surveys will not be released to any person, organization, or institution, including court subpoenas.

Contract Labor – Work performed on a farm or ranch where the provider of the service is paid for the use of labor. The workers themselves are paid by the contracted service. The agreement may be informal or as specified in a contract. Examples of work that may be done by contract labor are pruning, weeding, or harvesting of fruit and vegetable crops.

Custom Work – Agricultural work performed by people and machines hired as a unit. Equipment is included in the service. Combining, cotton picking, spraying, and fertilizing are examples of custom work that may be hired by an operation.

Farm/Ranch – Any agricultural operation that produces and/or sells or would normally sell at least $1,000 worth of agricultural products during a calendar year.

Gross Value of Sales – All income realized by a farm operation within a calendar year before deducting production expenses.

H-2A Temporary Agricultural Employment Program- The H-2A program allows a U.S. farm operator who meets specific regulatory requirements to bring foreign nationals to the U.S. to fill temporary agricultural jobs. The farm operator must file a petition to participate in the program, as well as a temporary labor certification. The operator must provide housing, and meet other host requirements. Workers brought in under the program, work for the petitioning farm only.
Unlike employment of migrant workers, employment of H-2A workers requires the farm to undergo an extensive qualification process and ongoing regulatory process. Because of this, almost all operators and/or respondents will likely know whether or not H-2A workers were employed on the farm, during the reference week.

**H-2A Temporary Agricultural Worker** – A foreign national (an individual who is a citizen of any country other than the United States) hired to perform agricultural labor or services of a temporary or seasonal nature, by a qualifying farm. See H-2A Temporary Agricultural Employment Program.

**Hired Worker** – see Paid Worker.

**Inaccessible** – A sample unit which cannot be contacted, interviewed, enumerated, etc., during the survey period.

**Methods of Pay** – Workers may be paid by the hour, week, month, year, or on a per unit basis (piece rate). No matter the method of pay, hired wage rates are calculated on total gross wages paid divided by the total hours worked during the survey week.

**Non-Response** – Failure of a respondent to reply to a survey questionnaire; may be item non-response (refuse to answer one or more questions), survey non-response (refuse to answer most of the questions), or inability of enumerator to locate respondent during the survey period.

**Operating Arrangement** – The managerial organization of the farm operation, by which day-to-day decisions are made. Operating arrangement is classified as:

1. **Individual** – An operating arrangement in which one person makes day-to-day management decisions. This includes incorporated family farms even though a legal partnership involving spouse, children, etc. may exist.

2. **Managed** – An operating arrangement in which day-to-day management decisions are made by a hired manager. The ranch foreman or farm manager must have authority to make the day-to-day decisions instead of the land owner.

3. **Partnership** – An operating arrangement where two or more persons share in decision making. Each person participates in day-to-day decisions and shares in profits or losses, but not necessarily on an equal basis.
Chapter 2
Terms and Definitions

Operation – Establishments engaged in the production of crops, livestock, or poultry. Terms such as “This operation” which appear on questionnaires reference the questionnaire label.

Operator – The person responsible for all or most of the day-to-day decisions for the land operated. This includes, for example, decisions regarding planting, harvesting, feeding, marketing, etc. The operator could be the owner, hired manager, tenant, or share tenant. If land is rented or worked on shares, the tenant or renter is the operator, and the landowner is considered a “landlord”.

Out-of-Business – A previous farm operator who no longer makes day-to-day decisions for a farm operation. The land may not have changed ownership, but the day-to-day decisions have been turned over to someone else.

Overtime Wages – wages paid for overtime hours.

Paid Worker - Anyone other than an agricultural service worker who was paid for at least one hour of agricultural work on a farm or ranch. Worker type is determined by what the employee was primarily hired to do, not necessarily what was done during the survey week.

- Field Workers - Employees engaged in planting, tending, grading, sorting, packing, and harvesting fruit, vegetable, or other crops. The operation of farm machinery while engaged in these activities is included.

- Livestock Workers - Employees tending livestock, milking cows, or caring for poultry, including operation of farm machinery on livestock or poultry operations.

- Supervisors - Hired managers, range foremen, crew leaders, production management (agricultural operations), etc. This should include only those individuals directly involved in the day-to-day operations on the farm.

- Other Workers - Employees engaged in agricultural work not included in the other three categories. Transportation workers, administrative (i.e., bookkeepers, office workers), mechanics, and pilots are examples.

Perquisites - Benefits such as non-regularly paid cash bonuses, housing, or meals provided to an employee in addition to pay. Perquisites should not be included in total wages.

Respondent – The person who provides the information necessary to complete a survey interview.
Chapter 2
Terms and Definitions

Target Operator/Operation – Reference to the operator/operation listed on the questionnaire label.

Term of Employment - The length of time during the year the farm operator expects to employ the workers who were on the payroll during the survey week.

Type of Farm/Ranch - An operation is classified by the farm type which accounts for the largest portion of the total value of sales for its agriculture production.

- **Field Crops Operation** - A farm primarily engaged in the production of wheat, rice, corn, soybeans, barley, dry beans, rye, sorghum, cotton, popcorn, tobacco, or other such crops.

- **Livestock/Poultry Operation** - An operation primarily engaged in production of cattle, hogs, sheep, goats, milk, chickens, eggs, turkeys, or animal specialties such as furs, fish, honey, exotics, etc.

- **Other Crops Operation** - A farm primarily engaged in the production of vegetables, potatoes, melons, berry crops, grapes, tree nuts and fruits, nursery or greenhouse crops, sugar crops, hay, peanuts, hops, mint, and maple syrup. Also included are operations which qualify as a farm solely from the receipt of $1,000 or more in government payments.
Chapter 3 – Enumerator Procedures

This chapter provides guidelines for completing the Agricultural Labor Questionnaire and submitting completed work.

Questionnaire

The Agricultural Labor Survey collects information on quarterly labor wage rates, with data collected twice a year. The questionnaire has separate pages to record hours worked and wages paid for two consecutive quarters. All States use the same version of the questionnaire. **Questions regarding Agricultural Service and Contract Workers are not included in the questionnaire.**

The Agricultural Labor questionnaire is designed for self-administered, telephone, and personal interviews. The questionnaire may be mailed to respondents. A letter explaining the purpose of the survey and instructions explaining how to submit data via the Internet (Survey Review) are included when the questionnaire is mailed to the farm operator.

Method of Interviewing

The Agricultural Labor Survey may be collected by mail, phone, fax, Internet, personal interview by Computer Assisted Personal Interview (CAPI), or personal interview by paper questionnaire. The primary mode of data collection is through the mail, with telephone follow-up by phone enumerators at the NASS National Operations Division (NOD) and associated Data Collection Centers (DCCs). Telephone enumerators at the NOD and DCCs will utilize the Blaise CATI (Computer Assisted Telephone Interview) Instrument, which automatically delivers forms and manages call backs and appointments.

Operations assigned to CATI follow-up will receive a letter and a copy of the questionnaire during the survey Reference Week. The operator may choose to complete and return the questionnaire by mail or complete the questionnaire online through Survey Review.
If the operation reports data by either of these methods, they will become ineligible for calling through CATI.

Some operations will be held for Regional Field Office enumeration and will be collected by telephone, mail, fax, or a field visit. A telephone interview is preferred whenever possible, to keep costs down. However, if the operation is large and complicated, if you are unable to contact the farm or ranch operator by phone, or the respondent requests a personal interview, a field visit should be planned. Plan your field enumeration so that mileage is minimized and your time is used wisely.

Burden Statement

Federal regulations require that all questionnaires used by agencies of the Federal government provide a burden statement – an estimate of the average time required to complete the questionnaire. This regulation is administered by the Office of Management and Budget (OMB), which has the duty of approving and overseeing all government data collection efforts. The public may respond to the Office of Management and Budget regarding any aspect of a survey.

The burden statement appears on the front page of the Agricultural Labor Questionnaire. The average time indicated on the burden statement represents the average completion time as recorded in previous years of the survey. If respondents ask, "How long will this take?" note the burden statement average time requirement and never directly contradict it. However, you may provide additional information, such as, "The official average for this survey is 15 minutes, but the interviews I have been doing in this area are averaging around 10 minutes."

If the respondent is mailed a copy of the questionnaire, enumerators collecting data by personal interview need not present a copy of the burden statement at the time of the interview.
SAMPLE BURDEN STATEMENT
The information you provide will be used for statistical purposes only. Your responses will be kept confidential and any person who willfully discloses ANY identifiable information about you or your operation is subject to a jail term, a fine, or both. This survey is conducted in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws. For more information on how we protect your information please visit: https://www.nass.usda.gov/confidentiality. Response to this survey is voluntary.

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 is 0535-0109. The time required to complete this information collection is estimated to average 30 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.

Confidentiality
Reports received from individual operations remain confidential and are used only in combination with other reports to publish Regional and National estimates.

It is your responsibility to inform the respondent that this is a voluntary survey, and assure them their report is confidential. A respondent has the right to know under what authority the information is being collected, the purpose for the information collected, and how information about their operation will be used. See your NASDA handbook for additional information regarding confidentiality.

Completing the Interview
The farm or ranch operator or a partner should be your first point of contact. An operation’s record keeper (bookkeeper, etc.) may also be a good source of information; however, be sure to secure the cooperation of the farm or ranch operator before interviewing the record keeper.

Encourage respondents to have farm records on hand. Using records makes for more reliable reporting. It may also be helpful for the respondent to follow along with a blank copy of the questionnaire.
Chapter 3
Enumerator Procedures

Make sure you are familiar with and understand the questionnaire. Review the survey letter and other materials. Prepare an introduction and be prepared to answer questions about the survey purpose, uses of the data, and items on the questionnaire.

Ask questions in the order they appear on the questionnaire. Do not skip questions unless instructions printed on the questionnaire allow you to do so. Read statements and questions exactly as written.

Following are examples of the type of instructions that you may find on the questionnaire.

**Enumerator Instructions**

Enumerator instructions may be included with some questions. Enumerator instructions are provided to you so that you will complete the questionnaire correctly. Enumerator instructions are enclosed in square brackets. They should not be read to the respondent.

**Example:**

[Verify name and mailing address of this operation. Make any corrections necessary (including the correct operation name) on the label and continue.]

**“Include” and “Exclude” Statements**

“Include” and “exclude” statements appear with many questions. “Include” and “exclude” statements are provided to help you and the respondent clarify the meaning of the question. Read the “include/exclude” statements so that the meaning of the question is clear.

**“Skip” Instructions**

Sometimes you may encounter questions which instruct you to skip a question or section based on a particular response. Follow the “skip” instructions when they
Appear with questions. If the interview is being completed via CATI or CAPI, the instrument is programmed to automatically “skip” when appropriate.

**Example:**
This example has both an “include” statement and “skip” instructions. Note that depending on the response (“Yes”, “No”, or “Don’t Know”), you may continue or skip to the next section.

1. Did this operation have anyone on the payroll to do agricultural work the week of April 7th through April 13th?

   **INCLUDE:**
   - Workers directly hired and paid by the farm operation, regardless of method of pay (salaried, hourly, piece rate, etc.)
   - Part-time workers, paid family members, and hired managers
   - Workers on paid leave

   **EXCLUDE:**
   - Contract and custom workers
   - Workers primarily engaged in retail sales or value-added work (material alteration of products - production of jam, wine, cheese, cider, etc.)

   600 1 Yes [Continue]

   3 No [Go to page 6]

   2 Don’t Know [Go to page 6]

Sometimes you will need to probe to get an adequate answer to a question, for example, when the answer isn’t precise enough or if you think the respondent didn’t understand the question. Probing is important to verify unusual data or correct misreported data. Be careful that you don’t appear to be questioning or challenging the respondent’s answers, but clarifying an answer given.

**Reference Dates**

The Agricultural Labor Survey is designed to collect information about labor practices during a specific survey week. The Reference Week is always the Sunday through Saturday period that includes the 12th day of the month. Be aware of the survey Reference Week, which will be highlighted on the questionnaire.

In addition to the survey Reference Week, some questions have a June 1 reference date, and others are based on the calendar year. Be mindful of the correct reference date when you ask a question.
Important Reminders

As you complete the questionnaire:

- Make good notes. This is especially important when you find unusual situations. Remember that notes should be written in the margins of the paper questionnaire - do not write notes or make unnecessary entries in the answer cell.

- Write down any calculations you have made.

- Record your answers in whole numbers (no decimals). If given a response in dollars and cents, round to the nearest dollar.

- When completing a paper questionnaire, make all entries clear and easy to read. Use a black #2 lead pencil. Do not use ink or a mechanical pencil, as questionnaires will be scanned.

- Answers must be written entirely within the box or space provided (including YES and NO check boxes). If the answer to a question is “none”, enter a dash (--) NOT a zero.

Call Back Procedures

Plan each phone or field follow-up for a different time of day or early evening. Use the following instructions as a guide.

First Attempt

If the operator or partner is not present, but is expected shortly, make an appointment to call back at a later time or, if interviewing in person, wait for the interview. It is very important for you to keep the appointment or to call back if it cannot be kept.

If the operator or partner will not be available until after the survey is over, interview a knowledgeable person such as a spouse, son, daughter, or hired person. Try to interview the person most knowledgeable about the farming operation.
Second Attempt

If a second call or visit is required, try again to interview the operator or partner. If they are still unavailable, set up an appointment.

Final Attempt

If the operation is assigned for CATI enumeration, your supervisor will determine the number of attempts for call-backs.

The NASS “rule-of-thumb” for field enumeration is to make up to three visits. If the operation is still unavailable on your third attempt, try to determine whether or not the name on the label is still farming or ranching, and make note of the types of commodities they are producing and any other information you think may be helpful to the Regional Field Office.

Refusals

There are always respondents reluctant to provide information and some will refuse completely. When a refusal occurs, note the reason why the operator refused. If possible, try to determine if the operation is still in business and what commodities (crops, livestock, etc.) are produced. Do not become discouraged when you get a refusal. On the next interview, continue to greet the operator with an easy, friendly manner.

Field Enumeration

Planning is critical to effective field enumeration. Mark on a map the location of all operations you are to enumerate and use this map to plan your daily travel route. Plan an efficient route assuming that some operators will not be available. Begin with operations close to home, make a circle or return route to return to those that were not available the first time.

Make notes on the questionnaire of what you observe or any information learned while trying to contact the operator. This information will be useful if you are unable to contact the operator on a later visit. Do not attempt to interview a neighbor if the selected individual is a refusal, as this promotes distrust among other operators.
Step 1  After determining the most efficient route, locate the first operator using the state highway map or county map.

Step 2  Contact the operator and introduce yourself. Explain the purpose of the survey, uses of the data, and remind respondents of the confidentiality of the information collected.

Step 3  Complete a questionnaire.

Step 4  Thank the respondent for the interview. Make a friendly, courteous departure since many operators will be revisited for other surveys.

Step 5  After leaving the operator, but before the next interview, review the questionnaire and make any necessary notes, additions or deletions. If necessary, return immediately to the respondent for corrections.

Returning Completed Work

It is very important to begin field enumeration for the Agricultural Labor Survey as soon as the enumeration period begins and to complete your work as quickly as possible. Do not wait until the last minute to send in work. Completed questionnaires should be forwarded according to your Regional Field Office instructions. If you do not think that completed work will reach the Regional Field Office by the final due date, call your supervisor for additional instructions.

Keep a record of all items that you mail or turn over to your supervisor. You should record the date, time of mailing, and list of POIDs returned. This information will help Regional Field Offices locate materials if needed.

Supervision

All questions regarding data collection should be directed to your NASDA supervisor. Contact your supervisor with questions or problems as soon as they arise. Your supervisor or Regional Field Office may contact some of your respondents after you interview them as part of a Quality Check.
Chapter 3
Enumerator Procedures

Materials

Materials used in the Agricultural Labor Survey are listed below. Your supervisor is responsible for furnishing all necessary materials. Notify your supervisor if you are running low on supplies.

All Enumerators

(  ) Interviewer's Manual       (  ) Copy of Survey Letter
(  ) Blank questionnaires       (  ) Copy of EDR Instructions
(  ) Labeled questionnaires     (  ) Black lead pencils
(  ) Calculator

Field Enumerators

(  ) State and County Maps; (  ) Motor Vehicle Accident Report Kit ( )
NAS-011 (Time - Mileage) ( ); NASDA Employee Handbook ;( ) NASDA Identification Card; (  ) Envelopes for returning completed items.

Survey Response Rate

A minimum 80% response rate is required by OMB and is expected from all Regional Field Offices.

Feedback

Everyone involved in the survey is encouraged to recommend changes to clarify or improve survey materials and procedures. Forward all recommendations to the Labor Statistician in your Regional Field Office, who will forward them to the Survey Administrator in HQ.
Chapter 4 – Identification

General

Contents of this chapter apply to the face page, partners name, change in operator, and conclusion sections of the Agricultural Labor Questionnaire.

Name and Address Labels

Operator

The person responsible for the day-to-day decisions for the land operated is considered the operator and is listed on the label. The operator could be the owner, hired manager, cash tenant, or share tenant. If land is rented or worked on shares, the tenant or renter is the operator.

Farm Name

A farming operation may or may not have a farm name listed on the label. If the farm does not have a farm name, the operation will be listed under an individual operator. If the respondent indicates the operation has a farm or ranch name, ask the respondent if this name should appear on the label. This will help the Regional Field Office know whether or not to update the label for future surveys and can be checked against the List Sampling Frame to identify potential duplication.

Names such as "The Old Smith Place," "Jones Farm," etc., should not be included if they are used only to identify different parcels of land in the respondent’s operation. The farm or ranch should do business and be known by the operation name.
Name and Address Labels

Here is an example of a questionnaire name and address label. The format of the label in your Regional Field Office may differ from this example, but will contain the same basic information.

Target Name

The "target name" is the person or operation you should contact. Most often, the target name is the individual’s name appearing alone on the questionnaire label. However, the operation name is considered the target when the operation is managed or has the OpDomStatus ID =99. The following pages provide examples of different types of management arrangements that you might encounter.
Chapter 4
Identification

Rule #1: The Target Name (individual listed on the label) is the sampled unit. Information collected will focus on this individual.

Example 1. Individual Target Name on label.

<table>
<thead>
<tr>
<th>BARCO B BA BAR BARCO B BA BARCO B C</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 300123890 01 01 2315 125698 00</td>
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<td>SURVEY CODE=10-300123891-GMX78Q 71 10000</td>
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<tr>
<td>DENNIS R. SCOTT 00 307 359</td>
</tr>
<tr>
<td>12345 RIVER RD OURTOWN DE 12590-4582</td>
</tr>
</tbody>
</table>

Dennis R. Scott is the Target Name. **You should collect data for all operations with which Dennis is involved.** If Dennis is involved in more than one operation (i.e., an individual row crop operation and a partnership hog operation), then two questionnaires must be completed. The original questionnaire should contain the data for the individual row crop operation. A second questionnaire must be completed for the partnership hog operation. List the name and address of all partners in the PARTNER NAMES Section of each questionnaire. The partners may be the same or different for each operation.

Example 2. Combination of Names with Individual Target Name on Label.

<table>
<thead>
<tr>
<th>BARCO B BA BAR BARCO B BA BARCO B C</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 300123890 01 01 2315 125698 00</td>
</tr>
<tr>
<td>SURVEY CODE=10-300123891-GMX78Q 71 10000</td>
</tr>
<tr>
<td>BILL &amp; JOE FORD 20 129</td>
</tr>
<tr>
<td>BILL FORD 00 307 359</td>
</tr>
<tr>
<td>12345 RIVER RD OURTOWN DE 12590-4582</td>
</tr>
</tbody>
</table>

In this example, Bill Ford is the Target Name. **You should collect data for all operations in which Bill is involved.** The partnership or combination of individual names is listed to let you know Bill is involved in a partnership with Joe. Complete the questionnaire for the partnership and a separate questionnaire(s) for any other operation(s) in which Bill is involved. If the partnership no longer exists, make a note, correct the label to delete Bill and Joe Ford, and complete the questionnaire for Bill's individual operation.
Example 3. Operation Name and Target Name on label.

In this example Ralph Dean is the Target Name. Collect data for all operations in which Ralph is involved. Complete the labeled questionnaire with Ralph Dean's individual information. If Ralph Dean is involved in another operation, complete a separate questionnaire for this operation, and list the name and address of all partners (if any). If you determine Ralph Dean is still operating but not as Windy Acres Farm, mark through the farm name, write a note on the questionnaire, and complete the original questionnaire to include information for Ralph Dean's operation.

Example 4. Multiple Operation (85/45).

This is an example of two operating arrangements for the target, William L. Simons. The "OD-45" label was generated because William reported two separate operations on a previous survey. You should complete each questionnaire accordingly. If either one no longer exists, an explanatory note is necessary. Complete a questionnaire for any and all operations in which William is involved. More than two questionnaires are possible.
Rule #2: Information for managed operations will always be collected for the operation named on the label.

Example 5. Managed Operation Target Name on Label.

BARCO B BA BAR BARCO B BA BARCO B C
10 300123890 01 01 2315 125698 00
SURVEY CODE=10-300123891-GMX78Q 71 10000
BERRA INC 20 129
PETER ANDERSON, MGR 00 307 359
12345 RIVER RD
OURTOWN DE 12590-4582

This label suggests Berra, Inc. is a managed operation. Confirm this is true and complete the questionnaire for Berra Inc., regardless of Peter's involvement. This data collection rule is true for all managed operations.

Once the questionnaire for the managed operation is completed, Rule #1 applies to the person managing the operation. An additional questionnaire must be completed if Peter has a separate individual or partnership operation. In the case where Peter Anderson operates a farm or ranch and has no association to Berra Inc., correct the label, write an explanatory note, and complete the questionnaire for Berra Inc. and an additional questionnaire for Peter Anderson's operation.
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Identification

Example 6. OpDom-99 Target Name on label.

<table>
<thead>
<tr>
<th>BARCO B BA BAR BARCO B BA BARCO B C</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 300123890 01 01 2315 125698 00</td>
</tr>
<tr>
<td>SURVEY CODE=10-300123891-GMX78Q 71 10000</td>
</tr>
<tr>
<td>GREEN ACRES FARM 20 129</td>
</tr>
<tr>
<td>WALTER PHILLIPS 99 307 359</td>
</tr>
<tr>
<td>12345 RIVER RD OURTOWN DE 12590-4582</td>
</tr>
</tbody>
</table>

This example shows an **OD-99** operation. Your office will use an OpDom status code (OD) of 99 to indicate that the target name is the **Operation Name** shown on the label, and not the **individual's name**. You will only complete one questionnaire for the operation named on the label. Even though the individual named on the label (Walter Phillips) may be involved in other operations, you will not complete additional questionnaires for the other operations. The designation of OD-99 is reserved for extremely large or complicated operating arrangements. Your Regional Field Office will provide special instructions for handling OD-99 situations.

Examples of typical OD-99 operations include:

1) Operators with numerous operating arrangements for which your Regional Field Office maintains separate OD-99 records to minimize respondent burden.

2) Large, stable firms that may readily change managers or operators. For example, a large nursery operation with a hired manager.

3) Operations that require different individuals to be contacted for various types of data. For example, a University Farm that employs a field crops manager, a dairy manager, etc.
Questionnaire – Face Page

Item 1. Corrections to the Name and Address Label

Verify the correct spelling of the name(s) and that the address is complete. Make corrections on the label as needed.

Special Handling Situations

Operator is deceased

If the target operator is deceased, make necessary corrections to the label. If someone other than the spouse is the new operator, refer to instructions that follow at the end of this chapter to determine if the new operator should be “substituted” and interviewed for this survey.

Land in more than one state

Record information for farms and ranches with land in more than one State as follows:

1. Land operated across State lines as a single unit:
   a. Your State has largest value of agricultural production:
      
      Complete one questionnaire. Include workers in both states.
   b. Largest value of agricultural production in another State:
      
      Do not complete the pre-printed labeled questionnaire. Note that the largest agricultural production is in another State. The record in your State will be coded as an out of State record.
      
      Complete a separate questionnaire (Blank questionnaire) for the operation located in another State. Include only workers paid by the operation in that State. Note this situation on the questionnaire.
Please make corrections to name, address and ZIP Code if necessary.

The information you provide will be used for statistical purposes only. Your responses will be kept confidential and any person who willfully discloses ANY identifiable information about you or your operation is subject to a jail term, a fine, or both. This survey is conducted in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws. For more information on how we protect your information please visit: http://www.nass.usda.gov/confidentiality. Response to this survey is voluntary.

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 is 0535-0109. The time required to complete this information collection is estimated to average 30 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.

<table>
<thead>
<tr>
<th>State</th>
<th>POID</th>
<th>Tract</th>
<th>Subtr.</th>
</tr>
</thead>
</table>

1. [Verify name and mailing address of this operation. Make any corrections necessary (including the correct operation name) on the label and continue.]  
   □ [Check if name label verified]

2. Since June 1, 2019 have you or will you (name on label)—
   a. grow any crops or cut hay?  
      [INCLUDE grains, row crops, oilseeds, fruits, nuts, vegetables (including strawberries and melon crops), nursery and greenhouse, Christmas trees, and other specialty crops.]
      □ Yes [Go to page 2]  □ No [Continue]
   b. own or raise any livestock, poultry, bees or aquaculture?  
      [INCLUDE livestock and poultry owned, and any being raised under contract for someone else.]  
      □ Yes [Go to page 2]  □ No [Continue]
   c. sell any agricultural products?  
      □ Yes [Go to page 2]  □ No [Continue]
   d. receive government agricultural payments?  
      [EXCLUDE government payments received as a landlord.]  
      □ Yes [Go to page 2]  □ No [Continue]
   e. have more than 10 acres of idle cropland or more than 99 acres of pastureland?  
      □ Yes [Go to page 2]  □ No [Go to page 11]
2. Land operated as separate units in your State and other State(s):
   a. Operation in your State:
      
      Complete one questionnaire only for the operation in your State. Include only workers paid by the operation in your state.
   
   b. Target operation in another State(s):

3. Operator lives in another State, but entire operation is in your State:

   Questionnaire should be completed for the State with the agricultural production, which is your state. The Regional Field Office in the other State will make the operation inactive, if it exists on their List Frame. If necessary, arrangements for data collection may be made with that State.

**Item 2 - Screening Questions**

Item 2 lists a series of screening questions. If any questions in Item 2 are checked YES, the questionnaire must be completed. These screening questions allow us to obtain information about additional or newly formed operating arrangements, and screen for valid farms. The screening questions also provide information about the commodities produced on the farm.

The target population for the Agricultural Labor survey is all farms that sold or would normally have sold at least $1,000 worth of agricultural products the previous year. Government agricultural payments should be included in sales. The final determination of whether an operation qualifies as a farm is not made until the screening questions are answered. An operation that answers "YES" to at least one of the screening questions qualifies as a farm.

Some enumerators are reluctant to ask the screening questions, possibly because they feel the questions waste the respondents' time or are not directly related to the survey content. It is important that enumerators ask these questions exactly as worded and follow the skip instructions. This is our only guarantee that the survey is administered uniformly to the entire sample. The questions prepare the respondents for the Labor items by getting them thinking about their entire farming operation. Also, some respondents with only a few head of livestock or crop acres may not consider themselves farmers even though they qualify by our definition.
Others may consider themselves retired, even though they still make day-to-day decisions about their farm.

Include institutions such as Indian reservations, religious groups, university farms, and prison farms. NASS often refers to these operations as “Abnormal Operations”. If these operations have been enumerated in previous quarters and it has been determined that their wages are not representative of a typical farm, these operations may be “held” from enumeration. This will be determined by your Regional Field Office.

Exclude processing facilities such as commercial storage, grain facilities, cotton gins, etc.

Item 3 - Operation Description

Item 3 determines the type of operating arrangement and is used to assist in detecting possible duplication on the list. Write notes and supply additional information when unusual situations occur. Check only one category as follows:

1. One Individual: Makes all the day-to-day decisions. This person may be the landowner or a person who is renting or leasing land from someone else.

2. Hired Manager: The employer may be an individual landowner, a corporation, institution, or cooperative. Careful probing is required to determine if a ranch foreman or farm manager actually has managerial authority to make all day-to-day decisions in lieu of the land owner.

3. Partners: Each person must contribute to making some of the day-to-day decisions.

Sometimes a situation arises where one person in a partnership is in charge of the livestock and another partner makes all the decisions about the crops. This is still considered a partnership since the livestock and crops are part of the total land operated by the two partners.

Exclude: arrangements involving livestock only and no joint operation of land; landlord-tenant, cash rent, or share crop arrangements; and silent partnerships where only one person makes the decisions.
Incorporated Operations

Often a farmer or rancher will incorporate the farming or ranching operation for estate and tax purposes. The corporation's officers and share-holders will include the spouse, sons, daughters, brothers, sisters, etc., making it a family owned corporation. These operations will usually have an operation name such as SMITH FARMS. The key to determining what category to check for the operation description is who makes the day-to-day decisions.

If one of the corporate members makes ALL the decisions, then "One Individual" should be checked. Check "Partners" if corporate members SHARE in the decision making. When the corporation pays a person outside the corporation (non-shareholder) to make the day-to-day decisions, "Hired Manager" should be checked. If this person is a shareholder, then one individual or partners should be checked.
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Are the day-to-day decisions for this operation made by one individual, a hired manager, or partners? [Check one.]

☐ One individual - [Go to Section 1 on page 3.]
☐ A hired manager - [Go to Section 1 on page 3.]
☐ Partners - [Continue]

How many individuals are involved in the day-to-day decisions of this operation? [Enter the number of partners.]

Include the partner named on the label. Partners jointly operate land and share in decision making. Do not include landlords and tenants as partners.

4. Please identify the other person(s) in this partnership, then go to Section 1, page 3. [Verify partners’ names and make necessary corrections if names have already been entered.]

Name: ____________________________
Address: __________________________
City: __________________ State: ______ Zip: ______
Phone: (_____)-__________
Did this partner also operate land individually on June 1, 2019?
☐ Yes ☐ No

Name: ____________________________
Address: __________________________
City: __________________ State: ______ Zip: ______
Phone: (_____)-__________
Did this partner also operate land individually on June 1, 2019?
☐ Yes ☐ No

Name: ____________________________
Address: __________________________
City: __________________ State: ______ Zip: ______
Phone: (_____)-__________
Did this partner also operate land individually on June 1, 2019?
☐ Yes ☐ No

Name: ____________________________
Address: __________________________
City: __________________ State: ______ Zip: ______
Phone: (_____)-__________
Did this partner also operate land individually on June 1, 2019?
☐ Yes ☐ No

For Office Use Only
Stratum
9922
9924
9923
9924
9927
9924
9928
Item 4 - Partner Names

The purpose of this section is to identify other persons involved in a partnership arrangement. This information is needed to minimize duplication of reported data in the event one or more partner's names were also selected in the sample.

Space is provided for four partners. Use blank spaces on other pages to identify additional partners. If the RFO has already entered partners' names and addresses, then you should verify this information.

On questionnaires involving a change in operator, you must determine if each partner operated land individually in the State on the specified date. Individually operated means this person made most of the day-to-day decisions for the land he/she may have operated on the specified date.
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Identification

Change in Operator

This section is located on page 11 of the questionnaire. This section will only be completed if all screening questions on the front page of the questionnaire (2a, b, c, d and e) were answered NO.

Item 1

Determine why the operation named on the label is not actively farming or ranching.

Check YES if the operation represented by the name on the label has been sold, rented out, or turned over to someone else.

Check NO, if the operation has not been sold, rented out, or turned over to someone else. You should determine if the land will be used for agricultural purposes during the next year. Probe the respondent to determine the future status of the land, and record your findings clearly in the indicated space.

Item 2

Record the name and address of the new operator if the operation named on the label was sold, rented out, or turned over to someone else. Remember to include the operation name, if one exists. If the new operating arrangement is a partnership, record all partners' names and addresses.

Item 3

Determine if the new operation in item 2 was in business on or before June 1. The response to this question is used to determine if the new operation can substitute for the old operation.

Item 4

Determine if the new operation in item 2 is operated by a hired manager.

If the new operation is operated by a hired manager, check YES and go to the back page. You will need to complete another questionnaire for the new operation identified in item 2.

If the new operation is not operated by a hired manager, check NO and continue.
Item 5

Determine if the new operator or partners operated land individually on or before June 1. If any of the individuals involved in the new operation operated a farm on or before June 1, check Yes and go to the Conclusion Section. No substitution will occur.

If none of the individuals involved in the new operation were operating individually on June 1, check NO and complete an additional questionnaire for the new operator(s) identified in item 2. This questionnaire will substitute for the out-of-business operation since it did not exist on June 1.

For more information on when to substitute, see the information below beginning on page 417.

Conclusion (Back page)

This section determines if the respondent has another farm or ranch, and provides a place to enter a code if the respondent is interested in receiving a copy of the survey results.

Item 1 - Additional operation

When the selected name also makes day-to-day decisions for another operation, an additional questionnaire should be completed. Exclude landlord-tenant, cash rent, and share crop arrangements. Record the name of the other arrangement and determine whether it was in business before the reference date. Regardless of when the new operation started, complete an additional questionnaire.

Response box

Ask the respondent if they would like a copy of the results of the survey and code box 9990 accordingly.
Chapter 4
Identification

Completion Codes
Complete the boxes on the bottom of the back page as follows.

Response Code Box 9901.
Identify the survey response by coding box 9901. The codes are:

1 - Complete
2 - Refusal
3 - Inaccessible
4 - Office Hold
8 - Known Zero (Office Use Only)

Respondent Code Box 9902.
Identify the respondent by coding box 9902. The codes are:

1 - Operator/Manager
2 - Spouse of Operator or Partner
3 - Accountant or Bookkeeper
4 - Partner
9 - Other

Mode Code Box 9903.
Identify the mode of data collection by coding box 9903. The codes are:

1 = PASI-Paper Assisted Self Interview (MAIL)
2 = PATI-Paper Assisted Telephone Interview (TELEPHONE)
3 = PAPI-Paper Assisted Personal Interview (FACE to FACE)
4 = CATI-Computer Assisted Telephone Interview
5 = CASI-Computer Assisted Self Interview
6 = E-mail
7 = Fax
8 = mCAPI Mobile Computer Assisted Personal Interview
9 = mCATI Mobile Computer Assisted Telephone Interview
19 = Other

Enumerator Code Box 098.
Your Enumerator Identification Number should be entered in code box 098.

Date Code Box 9910.
Complete box 9910 with the month, day, and year the survey was completed. The date should be recorded in the MMDDYY format. For example, April 24, 2014 should be recorded as 042414.

**Substitution**

If the operation shown on the label is no longer involved in agriculture, you may need to "substitute" a new operation. The only reason to consider substitution is if there was a change since June 1. Do not consider substituting the new operating arrangement if the change occurred on or before June 1. If the new operator(s) operated individually on June 1, then the operator(s) was covered by the Area Frame segment, even if they were not on the List Frame.

If the new operator(s) was not operating on June 1, data for the new operator(s) will substitute for the old operator. The following situations are the only ones where substitution is allowed:

1. If the new operation is an individual: Substitute if the individual was not operating individually on June 1.

2. If the new operation is a partnership: Substitute if the partnership was not operating on June 1 and if all individuals in the partnership were not operating individually on June 1. The exception is if the target came from an area tract operated individually, then you must pick up any partnership reported, even if the partners were operating individually on June 1.

3. If the new operation is managed land: Substitute if the managed operation was not operating on June 1.

Operators who were operating individually on June 1 should also report for all other operations they are involved with.

If you complete a new questionnaire write the original operation’s ID on the questionnaire.

**Example 1**: Target Name reports he is Out-of-Business. The new operator was not operating land on June 1.

Target Name: Bill Smith  
Current Name: Ed Jones

*Action: Code the original questionnaire for Bill Smith Out-Of-Business. Complete a new questionnaire for Ed Jones*
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Identification

Example 2: Target Name reports he is Out-of-Business. The new operator was operating land in this State on June 1.

Target Name: Joe Davis
Current Name: Harry Smith

Action: Obtain address and phone number for Harry Smith. Code the original questionnaire for Joe Davis Out-Of-Business. Do not complete a questionnaire for Harry Smith, because he was operating land on June 1, and had a chance to be in the June Area survey.

Example 3: The Operator died (before or after June 1). The new operator was operating land in this State on June 1.

Target Name: William Burns
Current Name: Tim Smith

Action: Obtain the address and phone number for Tim Smith. Code the original questionnaire for William Burns Out-Of-Business. Do not complete a questionnaire for Tim Smith, because he was operating on June 1 and could have been in the survey.

Example 4: The Operator died after June 1. The spouse takes over the operation, but was not operating land in this State on June 1.

Target Name: William Burns
Current Name: Sally Burns

Action: Code the original questionnaire for William Burns Out-of-Business. Complete a new questionnaire for Sally Burns, because she could not have been in the June Area survey on June 1. A spouse is treated the same as any new operator.
Example 5: A partner has been added to the operation.

Target Name: Bob Hale
Current Name: Bob & Bill Hale

Action: Complete the original questionnaire for Bob Hale for the partnership. No additional questionnaires are needed, because the target name is still involved in this operation. Be sure to complete page 2 of the questionnaire with the name and address of the new partner, and check the box indicating the partner’s operating status on June 1.

Example 6: Partnership dissolved after June 1. Bill Hale does not operate land in any arrangement.

Label Name: Bob & Bill Hale
Target Name: Bob Hale
Current Name: Bob Hale

Action: Complete the original questionnaire, correcting the label to delete Bill's name, because the target name has not changed. Write a comment for the Regional Field Office to drop Bill as a partner and indicate he does not operate any land individually.

Example 7: Hired Manager Changed

Target Name: Orchard Farms
Tom Hicks, Manager
Current Name: Orchard Farms
Joe Hill, Manager

Action: Correct the manager's name, and complete the original questionnaire. The target name has not changed, as this is a managed operation.
Substitution Flow Chart

Since June 1, did the target name:
- grow any crops or cut hay
- own or raise livestock or poultry
- sell agricultural products
- receive government agricultural payments
- have more than 19 acres of idle cropland
- have more than 99 acres of pasture

Yes → The target name is actively involved in agriculture.
Complete the original questionnaire.

No → The target name is not actively involved in agriculture.
Skip to the “Change in Operator” section (Section 6) and identify the new operator(s).

Was the new operator in business June 1?

Yes → The new operator had a chance of being selected in June.
No additional information is needed.

No → The new operator had no chance of being selected in June.
Complete an additional questionnaire for the new operator.
Chapter 5 – Paid Agricultural Workers

General

This chapter covers basic concepts related to the Agricultural Labor Survey, including agricultural work, number of workers, wages paid, gross value of sales, and type of operation. Questions associated with these items begin on page 34 of the Agricultural Labor questionnaire.

The purpose of the Agricultural Labor Survey is to account for the number of workers, hours worked, and wages paid to workers on U.S. farms. Since USDA defines a farm as an operation that sells, or would normally sell, at least $1000 worth of agricultural products, some operations will be included in the sample that derive a sizeable portion of their income from non-farm activities. All income and activities associated with the non-farm portion should be excluded from the Agricultural Labor Survey.

What is Agricultural Work?

Agricultural work is any activity performed on a farm or ranch in connection with the production of agricultural products. Agricultural products may include crop specialties such as mushrooms, nursery and greenhouse products, and animal specialties such as hatcheries, furs, fish and apiaries. Agricultural work includes the maintenance of buildings and machinery, bookkeeping, and supervision of employees if these activities are directly related to the production of agricultural products.

Work associated with the production of agricultural products is considered agricultural work until (1) the product is sold at retail, or (2) the work materially alters the form of the product produced (“value-added”)
Chapter 5

Paid Workers-

Agricultural work may include packing, grading, and sorting of produce if these activities are part of, and financially tied to, the production operation, and are not part of a separate business.

Similarly, for horse farms, non-production work on an integrated boarding or training side of a production operation, such as boarding attendance, riding & training, and show of livestock, qualifies as agricultural work.

Agricultural work also includes some activities which may not occur on the farm but are a necessary part of doing farm business. These activities include trips to town to buy feed, seed or fertilizer; delivering crops or livestock to a local market, or handling other farm related business, such as dealing with lending institutions or accountants.

Work at roadside stands should be included in agricultural work if the operator produces more than 50 percent of the products sold at the stand. If the operator produces less than 50 percent of the products sold, the work is non-agricultural.

Agricultural Operations for Special Handling

Institutional Farms: (Exclude, Mostly)

Institutional farms are currently considered in-scope for the Labor survey. However, for many of these operations, hiring practices and wages paid are not representative of a normal farm. The NASS annual average combined field & livestock wage is the main component used by the Department of Labor to establish the Adverse Effect Wage Rate (AEWR). Therefore, the non-representative wages reported by institutional farms could skew the published wages and the AEWR.

If, based on prior knowledge of the operation, hiring patterns and basis of payment fit one of the descriptions listed below, the questionnaire should be held in the office and coded as “in business” with no hired workers. However, if the operation has not previously been contacted on the Labor survey, a questionnaire should be completed in order to make the initial determination as to whether they fit one of the descriptions below. If so, comments should be entered which fully document this information for future contacts, and the operation should be coded as “in business” with no hired workers.

Examples of Institutional Farms:

University Research Farms – University Research Farms should be excluded from the Agricultural Labor Survey. Wages reported from these farms can inflate the average wage rate in areas where University employees are paid wages higher than typical for the area, or when employees are provided stipends for living expenses. On the other hand, if the University employs a large number of student workers in work-
study programs, the average wage may be lower than average. In general, wages paid by University Research Farms are not considered representative of a normal farm.

**Indian Reservations** - Since the Unpaid Worker category was discontinued in July 2002, we have no place to record unpaid tribe members working on the reservation. The reservation should be screened to determine if they hire workers from outside the reservation. If yes, those workers should be counted. If no, code the operation as “in business” with no hired workers.

**Prison Farms** - The individuals actually doing the farm work are normally the prisoners themselves. They usually receive wages well below average and not representative of a normal farm. Administrators, directors, and supervisors of these farms are paid by the county, state or federal government, not by the operation itself. Therefore, they would not qualify as hired workers.

**Integrated Operations (Include or exclude components, depending)**
Examples of integrated operations and agricultural work:

**Example 1:**
An apple orchard produces apples and operates a packing shed that sorts, grades, bags, and ships the apples. They operate under the name of Krispy Apples. The farm name “Krispy Apples” is used for the entire operation and only one set of business records is kept which includes all income and expenses for the orchard and packing shed. In this example all workers, whether employed in the orchard or packing shed should be included in the survey. The packing shed workers in this case should be listed as FIELD WORKERS Graders and Sorters – Crop, Nursery and Greenhouse Products (Code 13) or Hand Packers and Packagers – Crop, Nursery and Greenhouse Products (Code 14).

**Example 2:**
Larry Brown is a vegetable grower. He raises an assortment of vegetables and also operates a packing shed known as Brown’s Produce. In addition to packing his own crops he packs vegetables grown by his neighbors. Mr. Brown treats the farm and packing shed as two separate businesses and maintains one set of business records for the farm and another set for the packing shed. If Larry Brown is selected for the survey, only the workers employed in raising the vegetables should be enumerated as paid workers because the records for the farm and packing shed are separate. If Brown’s Produce (the packing shed) is sampled it is considered a non-farm operation because none of the vegetables are raised by the packing shed.

**Example 3:**
A seed farm produces hybrid seed (corn, wheat, vegetables, etc.) and also cleans, grades, bags, and sells the seed they produce. If the entire operation is treated as one business and one set of business records is used for the entire operation, all workers hired and paid by the target name on the label should be included. If the enterprise is operated
Chapter 5
Paid Workers-
as two separate businesses (production and marketing) and separate records are maintained for each business, workers and wages should be collected for the production operation only.

Example 4:
Some farming operations are associated with a retail store which sells all or part of their production. This type of arrangement is not uncommon for example, in nursery and greenhouse operations and vineyards. The retail portion of the operation is considered a non-farm enterprise and all income and workers employed in the retail outlet should be excluded. In situations where the respondent cannot break out the retail unit from the production unit, collect information on workers and wages for all employees on the payroll; however, document this clearly in your notes.

What is NOT Agricultural Work?

Work which occurs on a farm or ranch that is not related to the production of agricultural products is not considered agricultural work.

Non-farm businesses: Operating a non-farm business, such as a store, filling station, landscaping operation, non-farm packing sheds, or other non-agricultural enterprise, even if located on the farm would not be included in agricultural work.

“Value added” work and retail sales work: Work that materially alters the form of the product should not be included as agricultural work. This “value-added” work usually occurs when a processing facility is connected with a farming operation. Work and labor costs associated with these processing operations should be excluded from the Agricultural Labor Survey even if the processing plant is located on the farm and their wages are paid by the operator. Make a note if the respondent cannot break out these workers and their wages from the other agricultural workers. Examples of these types of operations are wineries, potato processing plants, cotton ginning operations, livestock slaughter plants, and dairy manufacturing plants. Additionally, work associated with marketing a modified or value-added product at a “retail” markup over wholesale, should not be included as agricultural work.

Agri-tourism: Agri-tourism, an increasingly common source of farm income, is considered a recreational activity. Hours worked on agri-tourism activities should be excluded from the Labor survey. Income from these sources would not be considered farm income, and labor primarily associated with these enterprises should be excluded.

Work provided by service firms: All work provided by service firms such as ginning cotton at a commercial gin, bookkeeping, legal, or other professional services provided at a location off the farm are considered non-agricultural work.
Paid Agricultural Workers, Who Qualifies?

The Labor survey questionnaire collects information about paid agricultural workers that were on the target operator’s (name on label) payroll during each of the two survey reference weeks, regardless of where they worked.

Paid workers include (1) full and part-time employees, including paid family members and hired managers, who collected an hourly wage or payment-in-kind for at least one hour of work, or a salary. Note personal withdrawals of funds from the farm account (“draws”) are not considered payment or salary, (2) employees on paid vacation or sick leave, (3) qualifying operators, partners, and others.

Operators and partners: Operators and partners are considered paid workers when the following conditions are met:

1. They have an established salary (“draws” on the farm account, don’t count),
2. The salary is recorded as a business expense of the farming operation,
3. The salary is shown as income on the operator’s personal tax form and Social Security taxes are based on this salary, and
4. The farming operation obligates the salary, regardless of the farm’s profits or losses.

Shareholders and upper management: Only employees who are involved in the day to day farming or ranching activities, or decisions regarding daily operation, should be included as paid workers or supervisors. Generally most shareholders and upper management aren’t involved in such daily tasks.

Recording Paid Agricultural Workers on the Questionnaire

Data are collected for two quarterly survey reference weeks each time we enumerate. Therefore, it is important that you make clear to the respondent the exact month and week for which the questions apply. Also note that there is a separate screening question for each quarter.
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Section 1 - PAID WORKERS for April

April 2019

<table>
<thead>
<tr>
<th></th>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Did this operation have anyone on the payroll to do agricultural work the week of April 7th through April 13th?

INCLUDE:
- Workers directly hired and paid by the farm operation, regardless of method of pay (salaried, hourly, piece rate, etc.)
- Part-time workers, paid family members, and hired managers
- Workers on paid leave

EXCLUDE:
- Contract and custom workers
- Workers primarily engaged in retail sales or value-added work (material alteration of products - production of jam, wine, cheese, cider, etc.)

660
1. Yes [Continue]
3. No [Go to page 6]
2. Don't Know [Go to page 6]

2. How many workers did you have on payroll to do agricultural work the week of April 7th through April 13th?

<table>
<thead>
<tr>
<th>TOTAL NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>660</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NUMBER OF WORKERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>760</td>
</tr>
</tbody>
</table>
Sections 1 & 2 – PAID WORKERS

Item 1: This is a screening question which is specific to the survey month and reference week indicated.

- If the operator employed workers during the survey reference week, check the box next to “Yes” and continue to question 2.
- If the operator employed workers during the survey reference week, but cannot complete question 2, check “yes” and make a note explaining the situation.
- Check “Don’t Know” if the operator cannot recall if there were workers employed during the survey reference week.
- Check “No” if no workers were employed on the operation during the survey reference week.

Item 2: This item asks for total (directly-hired) workers for the reference week. Enter the total numbers of workers on the payroll for the reference week.

Item 3: This item asks for the total number of workers (entered in Item 2) which were hired to do, and will be paid for, 150 days or more of work. For instance, workers that were hired to work for 150 days or more should be classified as such, even those workers who exited employment before 150 days. The workers must be paid by the target operation but can perform their work on any farm or ranch. When determining a "day worked," the worker should be included for all days they were hired to work and receive pay, regardless of the number of hours worked.

Item 4: If the target operation has qualifying workers on the payroll, enter the following information:

- Type of worker (See “Type of Worker” below)
- Number of workers
- Total hours worked
- Total gross wages
- Additional wage detail

Record the data for the survey week indicated on the questionnaire. Remember to include workers on the payroll that were on paid vacation or sick leave during the survey week. Additionally, you want to remind the respondent to report each worker only once.

Two or more workers can be entered on one line if they were the same type of worker. When two or more workers are entered on one line, total hours worked and total gross wages is the sum of hours worked and wages for all workers on that one line.

If the respondent’s payroll period does not coincide with the survey week, obtain information for the 7-day payroll period that includes the 12th day of the month. If the payroll period is greater than a week, obtain number of workers, hours, and wages for the entire period. Note the dates of the payroll period and any information that would be
Chapter 5
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helpful in prorating the data to a one week period. The respondent should be encouraged to use payroll records to complete the questionnaire as this will result in more accurate survey data.

Type of worker

Emphasize to the respondent that data for paid workers should be recorded by the type of work they were “hired to do”, not by the type of work which was done during the survey week.

The basis of the worker codes is the Standard Occupational Classification (SOC) used by Federal statistical agencies to classify workers into occupational categories for the purposes of collecting, calculating and disseminating data. The 2018 SOC system was recently published.

A full listing of the SOC codes, including 2018 revisions, can be viewed at:


Note on CATI data collection: To greater facilitate worker type data collection via CATI, the script guides the respondent through a worker categorization order that sometimes differs from the worker code order on the questionnaire. All worker codes and worker categories (field workers, livestock workers, supervisors, and other/miscellaneous workers) are accounted for, just sometimes in a slightly different order.
Worker Codes

Worker Code for Sections 1 and 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Work Hired to Do</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIELD WORKERS</strong></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Agricultural Equipment Operators - Crop, Nursery and Greenhouse: Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops.</td>
</tr>
<tr>
<td>12</td>
<td>Farmworkers - Crop, Nursery and Greenhouse: Manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, field crops, Christmas trees and short rotation woody crops. Use hand tools, such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers, transplanting, weeding, thinning, or pruning crops; applying pesticides or cleaning, grading, sorting, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities.</td>
</tr>
<tr>
<td>13</td>
<td>Graders And Sorters - Crop, Nursery and Greenhouse Products: Grade, sort, or classify agricultural crops by size, weight, color or condition.</td>
</tr>
<tr>
<td>14</td>
<td>Hand Packers And Packers - Crop, Nursery and Greenhouse Products: Pack or package by hand a wide variety of products and materials.</td>
</tr>
<tr>
<td>15</td>
<td>All Other Field Workers: All agricultural workers working with crops, nursery or greenhouse products not included in codes 11-14.</td>
</tr>
<tr>
<td><strong>LIVESTOCK WORKERS</strong></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Agricultural Equipment Operators – Farm, Ranch, and Aquacultural Animals: Drive and control heavy farm equipment while attending to live farm, ranch, or aquacultural animals and in harvest of unprocessed animal products.</td>
</tr>
<tr>
<td>21</td>
<td>Farmworkers - Farm, Ranch, and Aquacultural Animals: Attend to live farm, ranch, or aquacultural animals including cattle, sheep, swine, goats, horses and other equines, poultry, fowl, fish, shellfish, and bees. Duties may include feeding, watering, herding, milking, grazing, castrating, branning, de-birthing, weighting, catching, and loading animals. May conduct simple exams, maintain records, assist in births, and administer medications, vaccinations, or insecticides. May clean and maintain animal housing areas.</td>
</tr>
<tr>
<td>22</td>
<td>Graders And Sorters - Farm, Ranch, and Aquacultural Animal Products: Grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, or condition.</td>
</tr>
<tr>
<td>23</td>
<td>Hand Packers And Packers - Farm, Ranch and Aquacultural Animal Products: Pack or package by hand a wide variety of products and materials.</td>
</tr>
<tr>
<td>24</td>
<td>All Other Livestock Workers: All agricultural workers working with farm, ranch and aquacultural animals or products not included in codes 20 – 23.</td>
</tr>
<tr>
<td><strong>SUPERVISORS</strong></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Farmers, Ranchers and Other Agricultural Managers: Plan, direct, or coordinate the management or operation of farms, ranches, greenhouses, aquacultural operations, nurseries, tree farms, or other agricultural establishments.</td>
</tr>
<tr>
<td>32</td>
<td>First-Line Supervisors of Farm Workers: Directly supervise and coordinate the activities of agricultural, aquacultural, and related workers.</td>
</tr>
<tr>
<td><strong>OTHER WORKERS</strong></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Agricultural Inspectors: Inspect agricultural commodities, processing equipment and facilities, and aquacultural operations, to ensure compliance with regulations and laws governing health, quality, and safety.</td>
</tr>
<tr>
<td>42</td>
<td>Animal Breeders: Select and breed animals according to their genalogy, characteristics, and offspring.</td>
</tr>
<tr>
<td>43</td>
<td>Pesticide Handlers and Sprayers: Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, or smoke into air to control pests on crops, vegetation, and livestock, or into water to control aquatic pests and other organisms.</td>
</tr>
<tr>
<td>44</td>
<td>Any Other Worker Not Listed Above: Including, but not limited to, mechanics, shop workers, truck drivers, accountants, bookkeepers, office workers. Excluding contract &amp; custom workers, retail workers, and “value-added” workers.</td>
</tr>
</tbody>
</table>
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Field Workers (called Crop, Nursery, and Greenhouse Workers on CATI)

Worker Code 11: Agricultural Equipment Operators - Crop, Nursery and Greenhouse

Workers included in code 11 match up with SOC code 45-2091 “Agricultural Equipment Operators”.

Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops. May perform tasks, such as crop baling or hay bucking. May operate stationary equipment to perform post-harvest tasks, such as husking, shelling, threshing, and ginning.

Examples: Combine Operator, Hay Baler, Tractor Operator

Worker Code 12: Farmworkers - Crop, Nursery and Greenhouse:

Workers included in code 12 match up with SOC code 45-2092 “Farmworker and Laborers, Crop, Nursery, and Greenhouse”.

Manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, and field crops. Use hand tools, such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; or cleaning, grading, sorting, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities. Excludes “Graders and Sorters, Agricultural Products” (45-2041) and “Forest, Conservation, and Logging Workers” (45-4011 through 45-4029).

Examples: Greenhouse Transplanter, Pecan Gatherer, Pepper Picker

Note: The main difference between worker code 11 and worker code 12 is that equipment operators are hired to do fieldwork operating motorized or mechanized equipment and farmworkers are hired to do fieldwork by hand or using hand tools. “Jack of all trade” workers on crops operations would be included under worker code 11 or 12 depending on if they were mainly hired to do work using machines or by hand.

Worker Code 13: Graders and Sorters - Crop, Nursery and Greenhouse Products:

Workers included in code 13 match up with SOC code 45-2041 “Graders and Sorters, Agricultural Products” that would be included in the NASS definition of
“Field workers”.

Grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, or condition. Excludes “Agricultural Inspectors” (45-2011).

*Examples: Cotton Grader, Fruit Sorter*

**Worker Code 14: Hand Packers and Packagers - Crop, Nursery and Greenhouse Products:**

Workers included in code 14 match up with SOC code 53-7064 “Packers and Packagers, Hand” that would be included in the NASS definition of “Field workers”.

Pack or package by hand a wide variety of products and materials.

*Examples: Carton Wrapper*

**Worker Code 15: All Other Field Workers**

Workers in code 15 match up with SOC code 45-2099 “Agricultural Workers, All Other” that would be included in the NASS definition of “Field workers”.

All agricultural workers not listed separately.

*Examples: Crop Scout, Irrigation Worker*

**Note:** Please make every effort to include a worker in one of the worker codes listed above before using worker code 15.

**Livestock Workers**

**Worker Code 20: Agricultural Equipment Operators- Farm, Ranch, and Aquaculture Animals:** Workers in code 20 match up with SOC code 45-2091 “Farm, Ranch and Aquaculture Animals”

Drive and control heavy farm equipment while attending to live farm, ranch, or aquaculture animals and in harvest of unprocessed animal products.

**Worker Code 21: Farmworkers - Farm, Ranch, and Aquaculture Animals:**

Workers in code 21 match up with SOC code 45-2093 “Farmworkers, Farm, Ranch, and Aquaculture Animals”

Attend to live farm, ranch, or aquaculture animals that may include cattle, sheep, swine, goats, horses and other equines, poultry, finfish, shellfish, and bees. Attend to animals produced for animal products,
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such as meat, fur, skins, feathers, eggs, milk, and honey. Duties may include feeding, watering, herding, grazing, castrating, branding, de-beaking, catching, and loading animals. May maintain records on animals; examine animals to detect diseases and injuries; assist in birth deliveries; and administer medications, vaccinations, or insecticides as appropriate. May clean and maintain animal housing areas. Includes workers who shear wool from sheep, and collect eggs in hatcheries.

Examples: Cattle Brander, Sheep Shearer, Shrimp Pond Laborer

Note: Most “Jack of all trade” workers on livestock operations would be included under worker code 21. For horse farms: Non-production, general-task workers occasionally or even primarily involved with an integrated boarding or training side of the operation such as boarding attendants, riders, trainers, showman, etc. can be classified under Worker Code 24, “All Other Livestock Workers.” However, relatively high-skill, high-wage workers associated with an integrated boarding or training facility should be classified under Worker Code 44, “Any Other Worker.”

Worker Code 22: Graders and Sorters - Farm, Ranch, and Aquaculture Animal Products:

Workers in code 22 match up with SOC code 45-2041 “Graders and Sorters, Agricultural Products” that would be included in the NASS definition of “Livestock Workers”.

Grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, condition. Excludes “Agricultural Inspectors” (45-2011).

Examples: Egg Grader, Meat Grader

Worker Code 23: Hand Packers and Packagers – Farm, Ranch and Aquaculture Animal Products

Workers included in code 23 match up with SOC code 53-7064 “Packers and Packagers, Hand” that would be included in the NASS definition of “Livestock Workers”.

Pack or package by hand a wide variety of products and materials.

Examples: Egg Packer

Worker Code 24: All Other Livestock Workers

Workers in code 24 match up with SOC code 45-2099 “Agricultural Workers, “All Other” that would be included in the NASS definition of “Livestock Workers”.

All agricultural workers not listed separately.

Examples: Livestock Showman

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Note: Please make every effort to include a worker in one of the worker codes listed above before using worker code 24. For horse farms: Non-production, general-task workers occasionally or even primarily involved with an integrated boarding or training side of the operation such as boarding attendants, riders, trainers, showman, etc. can be classified here. However, relatively high-skill, high-wage workers associated with an integrated boarding or training facility should be classified under Worker Code 44, “Any Other Worker.”

Supervisors

Worker Code 31: Farmers, Ranchers and Other Agricultural Managers:

Workers in code 31 match up with SOC code 11-9013 “Farmers, Ranchers, and Other Agricultural Managers”.

Plan, direct, or coordinate the management or operation of farms, ranches, greenhouses, aquaculture operations, nurseries, timber tracts, or other agricultural establishments. May hire, train, and supervise farm workers or contract for services to carry out the day-to-day activities of the managed operation. May engage in or supervise planting, cultivating, harvesting, and financial and marketing activities. Excludes “First-Line Supervisors of Farming, Fishing, and Forestry Workers” (45-1011).

Examples: Animal Husbandry Manager, Dairy Farm Manager, Fish Hatchery Manager, Orchard Manager

Worker Code 32: First-Line Supervisors of Farm Workers:

Workers in code 32 match up with SOC code 45-1011 “First-Line Supervisors of Farming, and Fishing Workers”


Examples: Corral Boss, Cranberry Bog Supervisor, Fish Hatchery Supervisor

Note: Virtually all people listed as operators or partners (those making “day to day decisions”) on pages 1 and 2 of the questionnaire should be included in worker code 31. A hired manager is also very likely to be included in worker code 31. Paid workers in worker code 32 would be those who have direct supervisory responsibility, but do not make the “day to day decisions” about the management of the operation.
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Other Workers (some of these categories are in different places on the paper and CATI instrument)

Worker Code 41: Agricultural Inspectors
Workers in code 41 match up with SOC code 45-2011 “Agricultural Inspectors”

Inspect agricultural commodities, processing equipment, and facilities, and fish and logging operations, to ensure compliance with regulations and laws governing health, quality, and safety.
Examples: Cattle Examiner, Grain Sampler, Milk Tester

Worker Code 42: Animal Breeders
Workers in code 42 match up with SOC code 45-2021 “Animal Breeders”

Select and breed animals according to their genealogy, characteristics, and offspring. May require knowledge of artificial insemination techniques and equipment use. May involve keeping records on heats, birth intervals, or pedigree. Excludes “Nonfarm Animal Caretakers” (39-2021) who may occasionally breed animals as part of their other caretaking duties.
Excludes “Animal Scientists” (19-1011) whose primary function is research.
Examples: Dairy Husbandry Worker, Horse Breeder

Worker Code 43: Pesticide Handlers and Sprayers
Workers in code 43 match up with SOC code 37-3012 “Pesticide Handlers, Sprayers, and Applicators, Vegetation”.

Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporation, or chemical application on trees, shrubs, lawns, or botanical crops. Usually requires specific training and State or Federal certification. Excludes "Commercial Pilots" (53-2012) who dust or spray crops from aircraft.
Examples: Fruit Sprayer, Weed Sprayer

Note: Generally a pesticide applicator has received certification from the federal or state government. A paid worker included under worker code 43 should be hired for the specific purpose of applying pesticides on the operation.

Worker Code 44: Any Other Worker Not Listed Above
Workers in code 44 can match up will all other SOC code occupations not listed
above. These occupations can include, but are not limited to, mechanics, shop workers, truck drivers, aerial crop dusters, accountants, bookkeepers, and office workers. Contract and custom workers, retail workers, and “value-added” workers are excluded.

Every effort should be made to classify non-supervisory agricultural production workers as either field or livestock workers, and not as “other” workers. As long as a worker is directly involved in the production of an agricultural commodity (including pre-production and packaging activities) and the form of the commodity is not materially altered, the worker should be classified as a field or livestock worker, depending upon the commodity being produced.

For horse farms: Unusually high-skill, high-wage non-production workers associated with an integrated boarding or training facility can be classified here. However, workers who are more general-task, who are occasionally or even primarily involved with an integrated boarding or training side of the operation (including boarding attendants, riders, trainers, showman, etc.) can be classified under Worker Code 24: “All Other Livestock Workers.”

For further examples:

**Example 1:** A vegetable farm has its own packing shed, and the packing shed does not operate under a separate name. The workers in the packing shed put cabbage into cartons for shipment to market. Even though they are not actually working in the field, these workers should be listed as FIELD WORKERS Hand Packers and Packagers – Crop, Nursery and Greenhouse Products (Code 14).

**Example 2:** A table egg operation has workers who place eggs into crates and put the crates onto flats for shipment to market. These workers should be listed as LIVESTOCK WORKERS Hand Packers and Packagers – Farm, Ranch and Aquaculture Animal Products (Code 23).

**Total Hours:** Record hours actually worked in whole hours. If a worker is on paid vacation or sick leave for the entire survey week, record the number of hours the person(s) would normally have worked. If two or more workers are grouped on one line, “Total hours worked” is the sum of all hours worked by all members in the group.

**Total Gross Wages:** In the column "Total Gross Wages That Week", record wages in whole dollars. Include the employee’s share of social security and unemployment insurance, but exclude the employers’ share. When two or more workers are grouped, “Total gross wages” is the sum of all wages earned by all workers in the group.
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Procedures for Calculating Gross Weekly Wages:

<table>
<thead>
<tr>
<th>Wage Rate</th>
<th>Method of Pay</th>
<th>Total Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly</td>
<td>Hourly</td>
<td>Hours x Hourly Rate</td>
</tr>
<tr>
<td>Piece Rate</td>
<td>Piece Rate</td>
<td>Units x rate per unit</td>
</tr>
<tr>
<td>Daily</td>
<td>Other</td>
<td>Days x Daily Rate</td>
</tr>
<tr>
<td>Monthly</td>
<td>Other</td>
<td>Monthly Salary x .23</td>
</tr>
<tr>
<td>Yearly</td>
<td>Other</td>
<td>Yearly Salary / 52</td>
</tr>
</tbody>
</table>

**Payment-in-kind.** If a hired worker receives a payment-in-kind in lieu of wages for work performed during the survey week, a value must be determined for the payment-in-kind and recorded as wages. If the compensation in-kind was a gift given to the employee in addition to wages, the payment-in-kind should be considered a benefit and is not included.

A payment-in-kind can be a quantity of agricultural product like a side of beef, bushels of grain, head of livestock, milk check, etc.) in lieu of wages for work done. To record payment-in-kind work, a value should be determined for the payment-in-kind and the number of hours worked to receive that payment. A wage rate can then be calculated and applied to the hours worked during the survey week.

**Example of payment-in-kind:** A hired worker took care of livestock for a farm operator while he was on vacation for 2 weeks. The worker received a side of beef for the work done. The worker put in 35 hours during the survey week and 45 hours the next. The value of the beef is $500. Therefore, the worker earned $6.25 per hour ($500/80 hours). On the questionnaire record the 35 hours worked during the survey week and $219 gross earnings, ($6.25 per hour times 35 hours).

**Recording Additional Information about Hours and Gross Wages**

If the gross wage rate per hour (wages divided by hours) seems low or high compared with guidelines provided by the Regional Field Office, it is your responsibility to review information with the respondent. Write notes to justify unusual reports and include hours normally worked in comments. For example, salaried workers may put in extra hours during a peak season or fewer hours in the off-season while receiving a constant salary. Even if wages appear unusually high or low, record actual "hours worked" and "gross wages."

Bonuses can also impact reported wages. They should be excluded unless they are issued regularly. For example, salary bonuses based on production should be included and noted as such. If a bonus is issued, write notes to explain what the bonus was and its value.
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Example 1: A worker is paid $600 every two weeks. During the survey week, this person worked only 20 hours, but the respondent indicated that the worker puts in about 100 hours in a normal 2-week pay period. Record 20 hours and $300 gross wages ($600 divided by 2). Write a note explaining that the worker is paid $600 every two weeks and normally works 100 hours during a pay period.

Example 2: A worker is paid a salary of $900 per month. During the survey week, he was on paid vacation (or sick) leave. Record the number of hours the worker would normally have worked and $207 ($900 times) wages. Write a note explaining that the worker was on vacation and the number of hours recorded represents the time that he would normally have worked during the survey week.

Example 3: The survey week falls during harvest season and workers put in 15-hour days all week long. They are paid a straight salary, regardless of hours worked. Record total hours worked during the week and the amount of gross wages. Write a note explaining that workers were busy with harvest and put in long hours. Indicate in comments the hours normally worked during non-peak periods for these workers, if available.

Recording additional wage information

Total Base Wages
The total base wages include the minimum amount paid regardless of method of pay, as defined on the questionnaire. If the respondent gives you an unexpected amount (ie, an amount that is greater than total gross wages), or responds that base wages are zero, please verify response but do not correct if verified.

Total Bonus Wages
Total bonus wages are those wages paid in addition to the base wages. These wages include performance pay (including piece rate pay beyond base wage pay), hazard pay, and other regularly paid bonuses, etc. that are paid in addition to the base wages. If the respondent gives you an unexpected amount, please verify response but do not correct if verified.

Total Overtime Wages
Total overtime wages should be any wages paid for overtime hours worked that week.

The procedures for calculating total base wages (and total bonus and overtime pay, as applies) is the same as the calculations which may apply to total gross wages, if the appropriate reference number of hours is used.
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Base Wage Rate: Warning! Note that only total hours worked during the reference week are recorded, regardless of whether or not they depart from “standard” weekly hours (i.e., if those hours include overtime, or are close to part-time hours for salaried workers, etc.). For this reason, the (Total Base Wages/Total Hours Worked), may not be equivalent to the respondent’s base wage rate paid. Note on the questionnaire if you know the number of overtime hours worked.

Procedures for Calculating Total Weekly Base Wages:

<table>
<thead>
<tr>
<th>Wage Rate</th>
<th>Method of Pay</th>
<th>Total Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly</td>
<td>Hourly</td>
<td>Base Hours x Base Hourly Rate</td>
</tr>
<tr>
<td>Daily</td>
<td>Other</td>
<td>Days x Daily Base Rate</td>
</tr>
<tr>
<td>Monthly</td>
<td>Other</td>
<td>Monthly Salary x .23</td>
</tr>
<tr>
<td>Yearly</td>
<td>Other</td>
<td>Yearly Salary / 52</td>
</tr>
</tbody>
</table>

Procedures for Calculating Total Weekly Incentive or Overtime Wages:

<table>
<thead>
<tr>
<th>Wage Rate</th>
<th>Method of Pay</th>
<th>Total Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piece Rate (incentive)</td>
<td>Piece Rate</td>
<td>Units/Week x Incentive/bonus rate per unit</td>
</tr>
<tr>
<td>Hourly (overtime)</td>
<td>Hourly</td>
<td>Overtime Hours x Overtime Hourly Rate</td>
</tr>
</tbody>
</table>

Questionnaire Example

<table>
<thead>
<tr>
<th>Enter the Worker Code from Page 5</th>
<th>Number of Paid Workers that week</th>
<th>Total Hours Worked that week</th>
<th>Total Gross Wages Paid that week (Dollars)</th>
<th>How much of the Total Gross Wages Paid that week were...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>60</td>
<td>3000</td>
<td>$42,000</td>
<td>$36,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>2</td>
<td>100</td>
<td>$1,500</td>
<td>$1,400</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>12</td>
<td>4</td>
<td>170</td>
<td>$2,120</td>
<td>$1,920</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>
An example is pre-printed on the questionnaire, to guide respondents and facilitate data collection.

In line 1 of this example, 60 farmworkers-crops (code 12) workers worked a total of 3000 hours during the reference week (or an average of 50 hours per worker). For this work, they earn a total of $42,000, which includes $36,000 of base wages (or an average of $12 per hour, however note this may not equal the actual base wage rate paid) plus $6,000 of bonus pay (which works out to $100 per worker). Line 1 of this example illustrates a likely performance pay scheme for field work.

In line 2 of this example, two (code 32) first-line supervisory workers worked a total of 100 hours (for an average of 50 hours per worker). Gross wages were $1500 total, for an average of $15 per hour. Base wages were $1400 total, however note the true base wage rate is not $14 per hour, because the total hours worked (100), includes some overtime hours (indicated by the reported overtime pay).

In line 3 of this example, 4 farmworkers-crops (code 12) workers worked a total of 170 hours during the reference week, for an average of $12.47 per hour for 42.5 hours worked per worker. Line 2 again illustrates a possible performance pay scheme for field work, with a total of $200 total bonus pay reported. Note that in this example (as well as the line 1 example), overtime pay does not necessarily accompany non-standard hours per worker reported.

Note: that all for all three pre-printed examples:

Total Gross Wages = (Total Base Wages + Bonus + Overtime Wages)

This is an expected equivalence but not required. The definitions of the three wage components should be clear to the respondents, and any suspect wages verified and commented on.
Section 3 – PAID WORKERS IN 2018

1. During 2018, what was the largest number of hired workers on the payroll on any one day?

   INCLUDE:
   - Workers directly hired and paid by the farm operation, regardless of method of pay (salaried, hourly, piece rate, etc.);
   - Part-time workers, paid family members, and hired managers;
   - Workers on paid leave.

   EXCLUDE:
   - Contract and custom workers;
   - Workers primarily engaged in retail sales or value-added work.

   Largest Number of Workers in 2018
   - None
   - [ ] 277

2. During 2018, did this operation have any H-2A temporary agricultural workers on the payroll?

   The H-2A program allows agricultural employers who anticipate a shortage of domestic workers to bring non-immigrant foreign workers to the U.S. to perform agricultural labor or services of a temporary or seasonal nature.

   [ ] Yes
   [ ] No
   [ ] Don’t Know

Section 3 – PAID WORKERS IN 2

Item 1: Enter the largest number of directly hired workers on the payroll, on any one day for 2018 (or anticipated, for the remainder of 2018). Note that the same INCLUDE and EXCLUDE statements apply as in earlier sections, as noted on the questionnaire.

Item 2: Note presence of directly-hired H-2A temporary agricultural workers at any time during 2018 (not just during the reference week). An official definition is provided for additional clarity. Be advised, that this question was added at the request of the DOL and is for their use exclusively (the response does not affect NASS’s processing of the main survey data, and the results of this question are not summarized or released by NASS).

The H-2A program allows U.S. employers or U.S. agents who meet specific regulatory requirements to bring foreign nationals to the United States to fill temporary agricultural jobs. A U.S. employer must file a petition on a prospective worker’s behalf:

   To qualify for H-2A nonimmigrant classification, the employer must:
   - Offer a job that is of a temporary or seasonal nature.
   - Demonstrate that there are not sufficient U.S. workers who are able, willing,
qualified, and available to do the temporary work.

- Show that the employment of H-2A workers will not adversely affect the wages and working conditions of similarly employed U.S. workers.
Chapter 5
Paid Workers

Section 4 – Value of Sales

Section 4 - VALUE of SALES

1. Please classify this operation in terms of total gross value of sales
   (Be sure sales represent only 2018 and earlier years' production.)
   Considering:
   - Sales of all crops, livestock, poultry, and livestock products (milk, eggs, etc.) sold in 2018.
   - The value of product removed for all crops, livestock, and poultry produced under contract in 2018.
   - Sales of all miscellaneous agricultural products in 2018.
   - All government agricultural payments received in 2018.
   - Landlord’s share of government payments and crops sold in 2018.

   a. What code represents total gross value of sales, including government agricultural payments?

<table>
<thead>
<tr>
<th>Total Value</th>
<th>GVS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘None’ during 2018</td>
<td>99 □</td>
</tr>
<tr>
<td>$ 1 — $ 999</td>
<td>1 □</td>
</tr>
<tr>
<td>$ 1,000 — $ 2,499</td>
<td>2 □</td>
</tr>
<tr>
<td>$ 2,500 — $ 4,999</td>
<td>3 □</td>
</tr>
<tr>
<td>$ 5,000 — $ 9,999</td>
<td>4 □</td>
</tr>
<tr>
<td>$ 10,000 — $ 24,999</td>
<td>5 □</td>
</tr>
<tr>
<td>$ 25,000 — $ 49,999</td>
<td>6 □</td>
</tr>
<tr>
<td>$ 50,000 — $ 99,999</td>
<td>7 □</td>
</tr>
<tr>
<td>$ 100,000 — $ 249,999</td>
<td>8 □</td>
</tr>
<tr>
<td>$ 250,000 — $ 499,999</td>
<td>9 □</td>
</tr>
<tr>
<td>$ 500,000 — $ 999,999</td>
<td>10 □</td>
</tr>
<tr>
<td>$ 1,000,000 — $ 2,499,999</td>
<td>11 □</td>
</tr>
<tr>
<td>$ 2,500,000 — $ 4,999,999</td>
<td>12 □</td>
</tr>
<tr>
<td>$ 5,000,000 and over</td>
<td>13 □</td>
</tr>
</tbody>
</table>

   b. Does the GVS (gross value of sales) Code in Code Box 550 equal to ‘1’ or ‘99’?
   □ Yes - (Continue) □ No - (Go to page 10, Item 2.)

   c. Record all 2018 crops, land uses, and livestock or poultry now on the total acres operated, then go to page 10, Item 2.

<table>
<thead>
<tr>
<th>Land Use</th>
<th>ACRES</th>
<th>Field Crops Intended For Harvest</th>
<th>ACRES</th>
<th>Other Crops</th>
<th>ACRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRP/WRP</td>
<td></td>
<td></td>
<td></td>
<td>Cut Christmas Trees</td>
<td></td>
</tr>
<tr>
<td>Idle Cropland</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Fallow</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government Payments</td>
<td></td>
<td>Whole Dollars</td>
<td></td>
<td>Fruits/Nuts</td>
<td>ACRES</td>
</tr>
<tr>
<td>CRP/WRP Payments</td>
<td></td>
<td></td>
<td></td>
<td>Cattle - Dairy</td>
<td></td>
</tr>
<tr>
<td>Other Gov’t Payments</td>
<td></td>
<td></td>
<td></td>
<td>Cattle - Other</td>
<td></td>
</tr>
<tr>
<td>Pasture/Rangeland</td>
<td></td>
<td></td>
<td></td>
<td>Chickens</td>
<td></td>
</tr>
<tr>
<td>Cropland Used Only For Pasture</td>
<td></td>
<td></td>
<td></td>
<td>Hogs</td>
<td></td>
</tr>
<tr>
<td>Permanent Pasture</td>
<td></td>
<td></td>
<td></td>
<td>Horses</td>
<td></td>
</tr>
<tr>
<td>Woodland Pasture</td>
<td></td>
<td></td>
<td></td>
<td>Mules/Burros</td>
<td></td>
</tr>
<tr>
<td>Aquaculture</td>
<td>NUMBER</td>
<td></td>
<td></td>
<td>Berries</td>
<td>ACRES</td>
</tr>
<tr>
<td>Acres of Ponds in Use</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fish/Stockers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fingerlings/Broodfish</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trout Eggs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Livestock</td>
<td>NUMBER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cattle - Dairy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cattle - Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chickens</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hogs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mules/Burros</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Use</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   | TOTAL POINTS   | 552   |
   | PASTURE POINTS | 554   |
Value of Sales

Item 1

Operations are classified by their Value of Sales based on the gross value of the agricultural commodities that they produce. “Value of Sales” is calculated based on cash sales, the value of commodities grown under contract, and government payments.

“Value of Sales” is recorded by the appropriate GVS code in Box 550. In determining the code, be sure to include sales of products produced on the total acres operated. Include the value of any production given to the landlord on land that is share-rented from others. Exclude production from land that is owned by this operation but is rented to others. Exclude non-production income, such as that from non-farm businesses, “value-added” enterprises, and agri-tourism.

Crop sales include all reference year and earlier years’ production which was sold during the calendar year. For contract operations, the “value of product removed” is the value of the commodity, not the contract fee received by the farmer.

Include government agricultural payments received the previous calendar year, including commodity payments and payments received for land in CRP, CREP, WHIP, and other conservation programs.

Crops. Crop sales include all crops produced during the reference year and earlier year’s production which was sold during the reference year.

Include: Field crops of all types, hay, mushrooms, flowers, nursery stock, greenhouse crops, fruits, vegetables, tree nuts, Christmas trees, and maple syrup.

Exclude: Produce from home gardens

Livestock. Sales include all livestock sold during the reference year.

Include: Cattle, swine, sheep, chicken, turkeys, other poultry, bees, honey, rabbits, furs and fur bearing animals, fish for consumption (commercial or home use), exotic livestock, and animals raised for 4-H and Future Farmers of America (FFA) livestock projects. Related product sales such as butter, eggs, whole milk, or cream. Sales of all types of horses.

Exclude: Production of animals kept for pleasure, recreation, or amusement, such as horses or dogs not related to agricultural production, and animals such as exotic chickens or game birds sold as pets or as a hobby. Income for training, boarding or renting animals such as horses or dogs should be excluded.
Item 1c.

Item 1c should only be completed if:

- the Value of Sales is unknown (for example, if this is a new operation).

- the operator refuses to provide the GVS code.

- the gross value of sales is less than $1,000 (Code 99 or Code 1 is checked).

If any of these are true, record all crops, land uses, livestock, and poultry on total acres operated in the spaces provided (item 1c). Be specific as to types of crops planted such as barley, corn, tobacco, vegetables, etc. Include crops planted the previous fall. Crops cut for hay or used as pasture would be listed as a crop or land use. Include idle cropland, summer fallow and cropland used for pasture only.
Section 4 - Value of Sales (continued) – Farm Type

2. Of the farm or ranch income reported, which of these categories represents the largest portion of the gross income from this operation?

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Grains, Oilsseeds, Dry Beans, and Dry Peas (corn, flaxseed, grain silage and forage, grains and oilseeds, popcorn, rice, small grains, sorghum, soybeans, sunflowers, straw, etc.)</td>
</tr>
<tr>
<td>2</td>
<td>Tobacco (tobacco)</td>
</tr>
<tr>
<td>3</td>
<td>Cotton and Cottonseed (cotton)</td>
</tr>
<tr>
<td>4</td>
<td>Vegetables, Melons, Potatoes and Sweet Potatoes (beets, cabbage, cantaloupes, pumpkins, sweet corn, tomatoes, watermelons, vegetable seeds, etc.)</td>
</tr>
<tr>
<td>5</td>
<td>Fruit, Tree Nuts and Berries (almonds, apples, blueberries, cherries, grapes, hazelnuts, kiwifruit, oranges, pears, pecans, strawberries, walnuts, etc.)</td>
</tr>
<tr>
<td>6</td>
<td>Nursery, Greenhouse, Floriculture and Sod (bedding plants, tulips, cut flowers, flower seeds, foliage plants, mushrooms, nursery potting plants, strawberry, sod, etc.)</td>
</tr>
<tr>
<td>7</td>
<td>Cut Christmas Trees and Short Rotation Woody Crops</td>
</tr>
<tr>
<td>8</td>
<td>Other Crops and Hay, CRP and Pasture (grass seed, hay and grass silage, hops, maple syrup, mint, peanuts, sugarcane, sugarcane, CRP, etc.)</td>
</tr>
<tr>
<td>9</td>
<td>Hogs and Pigs</td>
</tr>
<tr>
<td>10</td>
<td>Milk and Other Dairy Products from Cows</td>
</tr>
<tr>
<td>11</td>
<td>Cattle and Calves (beef and dairy cattle for breeding stock, fed cattle, beef and dairy cattle animals, stockers and feeders, veal calves, etc.)</td>
</tr>
<tr>
<td>12</td>
<td>Sheep, Goats, and their Products (wool, horn, milk and cheese)</td>
</tr>
<tr>
<td>13</td>
<td>Horses, Ponies, and Mules (burros and donkeys)</td>
</tr>
<tr>
<td>14</td>
<td>Poultry and Eggs (broilers, chickens, turkeys, ducks, eggs, emus, geese, hatchlings, ostriches, pigeons, pheasants, quail, poultry products, etc.)</td>
</tr>
<tr>
<td>15</td>
<td>Aquaculture (catfish, trout, ornamental and other fish, mollusks, crustaceans, etc.)</td>
</tr>
<tr>
<td>16</td>
<td>Other Animals and Other Animal Products (bees, honey, rabbits, fur-bearing animals, semen, manure, other animal specialties, etc.)</td>
</tr>
</tbody>
</table>
Chapter 5
Paid Workers

Farm Type

Item 2

The type of operation is based on the gross value of sales recorded in Item 1a (Box 550). The respondent should indicate what category represents the largest portion of the gross value of sales received from among the commodity groupings listed on the questionnaire. If the respondent says sales for two of the groupings are 50/50, ask which group is more important and is the primary production activity.

Other government payments (for example, direct payment, counter-cyclic payments, state program payments, etc.) should be distributed among these categories according to the type of program in which the operator participated.

Operations engaged primarily in the production of short-rotation woody trees with a growth and harvest cycle of 10 years or less for pulp or tree stock are counted as farms and classified in the “Nursery, Greenhouse and Floriculture” category. A farm primarily engaged in raising dairy heifers for herd replacement is classified as a beef cattle operation because no milk or dairy products are being produced.

Operations that qualify as farms based solely on payments from Conservation programs such as CRP, CREP, WHIP, etc. should be coded as Farm Type “8”.

If the respondent reported no sales in Item 1a (Box 550), complete Item 2 by observation or enter a code based on current land use, livestock, or poultry on hand.

Review Your Work

It is very important to review your work as soon as possible after completing the interview. Following is a checklist of items that are commonly enumerated incorrectly.
Labor Questionnaire Review

Paid Workers

___ Large labor intensive operations such as nurseries, dairies, etc. should have a correspondingly large number of workers reported. Ensure that all workers are only recorded once.

___ If an operator reports an unusually large number of hours worked (more than 60 hours), verify and write a comment.

___ Calculate wages paid on a per hour basis (total gross wages/total hours worked). If wages are unusually high or low for size or type of operation, verify. (Use caution when citing the base wage rate).

Generally, >$18/hr for livestock, field workers, >$45 for supervisor, >$30 for others.

Example: A worker is paid an annual salary. During the reference week they worked 70 hours. Due to the large number of hours worked, paid wages only calculate out to $4.00 per hour. Confirm and write a comment.

___ Watch for respondents that report for a two-week pay period instead of the reference week.

___ If more than one worker is included per line (Section 2), check that the hours worked and wages paid are for all workers combined. For example, if an operation reports two field workers and 35 total hours worked – is this for each worker or for both workers combined?

___ Type of Worker is determined by the type of work the person was hired to do, not by the kind of work which was done during the survey week. For example, workers were hired as Farmworkers-Livestock Workers, but during the reference week they harvested hay. They are counted as Farmworkers-Livestock Workers.

___ When recording the type of workers, avoid descriptions like “field workers.” Write: “apple picker”, “packing shed workers”, etc. **

___ An operator or partner should not be counted as a “Paid Worker” unless they meet the requirements listed on page 505.

___ All operations that report a “hired manager” (front page, question 3) must have at least one Supervisor/Manager (Code 31) worker reported.
Chapter 5
Paid Workers

___ Supervisors should only be reported if they are directly involved in day-to-day decisions of the farm.

___ Respondents sometimes report full time workers but no full time hours during the Reference Week. Were the workers on sick leave or vacation? See the instructions in the Interviewer’s Manual. Leave a clear note.

___ Time worked performing non-agricultural activities should not be reported.

___ Bonus is reported – see page 518 for direction.

Value of Sales

___ Value of Sales for contract operations is value of the product removed under contract, not what the operator is paid to raise the commodity.

___ Value of Sales does not include land rental payments.

___ Value of Sales includes government payments.

Reminders:

Always have a calculator handy.

Write clearly and boldly with a lead pencil. Do not use a mechanical pencil. Questionnaires are scanned and stored as optical images.

Begin your work as soon as the enumeration period begins and complete your work promptly. Do not wait until the last minute. Questionnaires must be edited, keyed, and scanned before they are available for statistical editing and processing. All statistical processes must be complete by a strict deadline and we must avoid a large volume of work arriving the last few days of the survey period.