



United States Department of Agriculture
National Agricultural Statistics Service
Great Lakes Region
Serving Indiana, Michigan, and Ohio



TO: NASDA Field Supervisors and Enumerators
FROM: Ben Magen, Survey Statistician
DATE: December 2022
SUBJECT: Census of Agriculture-Tagged Records

GENERAL INFORMATION & INSTRUCTIONS

2022 CENSUS OF AGRICULTURE-TAGGED RECORDS	
Stat Contact	Ben Magen
Stat Phone	517-324-5300
Project Code	651
Sample Size	Tagged Records approximately 400
Mail Date	N/A
Phone Dates	N/A
Field Enumeration Available for Field	Dec 21, 2022 – February 6, 2023 Approximately 400
Release Date	February 2024

General

Enclosed are your assigned Census of Agriculture records. All Census records should be completed by face-to face enumeration (unless the operator prefers phone) on PAPER and then returned to the **GLR before February 6, 2023.** Team members who have worked a previous Census are allocated 2 hours for study time. Team members who are new to Census are allocated 3.5 hours for study hours. During your study time, please review a blank Census questionnaire, the Report Form Guide, and the Census page on the GLR site.

Census Data Collection Reminders

- The Census of Agriculture is MANDATORY. If an operator asks whether they must complete the Census, the answer is, “Yes, the Census of Agriculture is mandatory under Federal law.” A copy of the law is on your questionnaire and iPad. If the operator still refuses to complete the Census, please reinforce that the Census is mandatory, leave the questionnaires with the operator, and then call your supervisor to let him or her know that you believe a particular operator will refuse. Supervisors should then call or send an e-mail to the NASDA coordinator with the name and POID of the operator that refuses.
- Assignments should be cross referenced with CAPI. We have included data collection instructions in OFFICE NOTES. We have also included detailed descriptions of the types of records included in your packet on the back of this memo.

-Flip over-

3001 Coolidge Rd, Suite 400
East Lansing, MI 48823
1-800-453-7501
www.nass.usda.gov

Types of questionnaires

- **Matched Surveys (non- Census questionnaires)**
 - Labeled surveys that match Census reports. Matched surveys are completed prior to their due date in CAPI.
- **Multi-State Bee/Honey Census questionnaires:**
 - Each report should be completed with the operator and return on paper.
- **Multi-State Census questionnaires:**
 - These are operations which operate in more than 1 state (same operator/operation). A Census is required for each state in which the operator operates. Please instruct the operator that he must complete a Census for each state. You may leave these questionnaires with the operator and then return at a later time to pick them up.
- **Multi-County Census questionnaires:**
 - These are operations that operate in more than 1 county (same operator/operation). A Census is required for each county in which the operator operates. Please instruct the operator to complete a Census for each county in which he operates. The operator can/should report all of his expenses, machinery, etc. in the headquartered county and can report his acreage on the other Census forms. You may leave these questionnaires with the operator and then return at a later time to pick them up.
- **Multiple Operation Census questionnaires:**
 - These are operators that have more than 1 operation (85/45). Please instruct the operator to complete a Census for each of his individual operations. You may leave these questionnaires with the operator and then return at a later time to pick them up.
- **Special Handle Census questionnaires:**
 - These operators have unique operations.

If you have questions, please contact your supervisor or NASDA Coordinator.

Enclosures: Blank Census Questionnaires
Report Form Guide
Assignments