

# New Segments: Identifying the Operator, Assigning Tract Letters & Completing the Screening Form



**Wendy Vance**  
Northwest Region

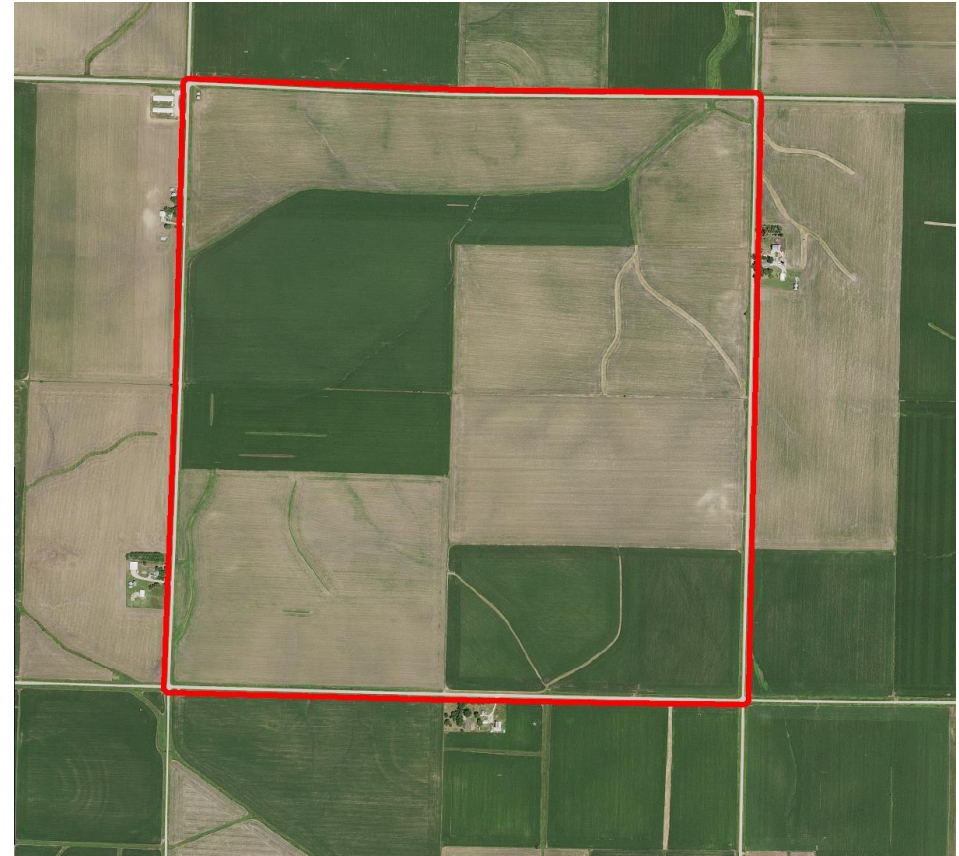


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# New Segments

- First year in the sample
- Have not been enumerated before
- Drive to the segment
- Make notes of your observations
- Do not record any PII on aerial photos.



**JUNE AREA SURVEY SCREENING FORM - VERSION B**

OMB No. 0535-0213  
Approval Expires: 5/31/2023  
Project Code: 124  
Survey ID: 3838



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OH, PA, SC, TN, VA, WV, WI

Info will be preprinted on  
the questionnaire.

State                      Stratum                      Segment  
  XX                          YYYY                        000   SSSSSS  

Part   1   of   1  

County   KNOX    
**083**

**SURVEY CODE: 4444-5555-6666**



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## INTRODUCTION

[Introduce yourself and ask for the operator. Rephrase in your own words.]

I am working on the June Agricultural Survey. This is a national survey where agricultural producers are asked to provide information on crops and livestock.

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 and Statistical Efficiency Act of 2018, Title III of Pub. L. No. 115-435, codified in 44 U.S.C. Ch. 35 and other applicable Federal laws. For more information on how we protect your information please visit: <https://www.nass.usda.gov/confidentiality>. Response is voluntary.

The area of land shown on this photo (map) has been selected for this survey.

[Refer respondent to photo or map. Provide segment boundaries, houses and other identifying landmarks to help the respondent become familiar with the segment.]

1. On June 1, did you live or operate land inside these red lines?

**Yes** - [Continue with item 2.]

**No** - [Determine who the tract operators are inside the segment. Thank respondent and conclude interview.]

2. What were the boundaries of land operated inside these red lines?

[Verify or draw tract boundaries in blue, then continue with item 3.]



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# Getting the Correct Operator

- Operator:
  - The person responsible for all or most of the day-to-day decisions such as planting, harvesting, feeding, or marketing for the tract or total land operated. The operator could be the owner, hired manager, cash tenant, share tenant or a partnership. If land is rented or worked on shares, the tenant or renter is the operator.



# Getting the Correct Operator

- Rental agreements:
  - Regardless of how rent is paid (free, cash, share of the crop), the person that is renting the land and deciding what is planted is the operator.



# Getting the Correct Operator

- Common problems that have occurred:
  - Name recorded is a landlord
  - Name recorded is retired
  - Missing operation details such as operation name and partners

If we don't get the correct tract operator recorded in June, we're stuck with having the wrong name on the record for an entire year.





# Getting the Correct Operator

- Take time to pre-screen thoroughly:
  - Verify the correct name spellings
  - Record a middle initial
  - Verify addresses and phone numbers
  - Obtain names of partners
    - A partnership is where two or more persons contribute some combination of land, labor, capital, equipment, materials, and management. Each person participates in day-to-day management decisions and shares in profits or losses, but not necessarily on an equal basis.



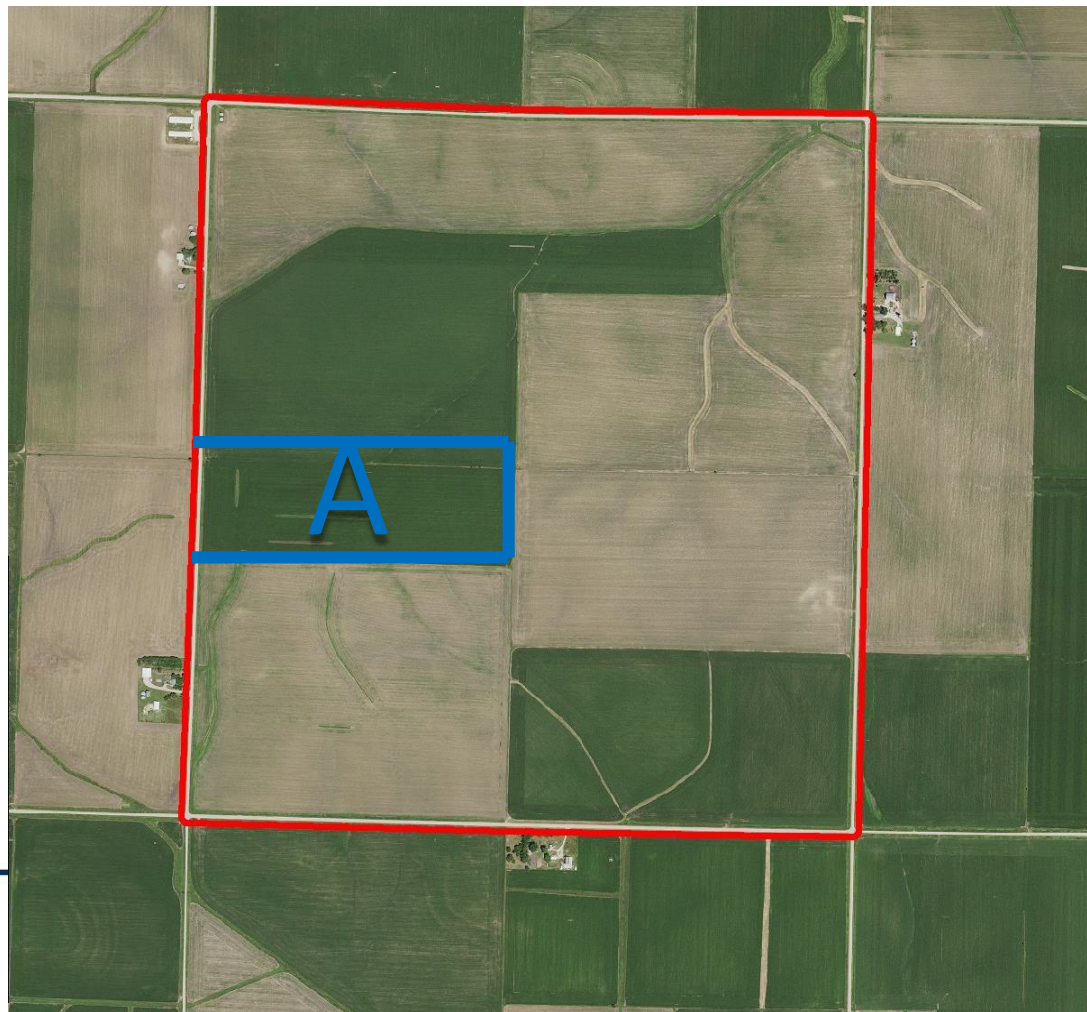
# Getting the Correct Operator

- Sometimes we just don't know.
  - Not everyone can be contacted
  - Errors do happen
  - Operators can refuse or be inaccessible
  - Observations are necessary
  - Special and unique situations arise
  - Good judgement and common sense must be used
  - Do your best with the information you have and make notes



# Assigning Tract Letters

- Once the operator has been identified for a piece of land in the segment:
  - (1) Draw the boundary of the land operated on the segment, on the aerial photo.
  - (2) Assign letters alphabetically, starting with 'A' as you identify operators.



# Assigning Tract Letters

- Once the operator has been identified for a piece of land in the segment:
  - Record the tract letter, operator's name and contact information on the Screening Form.

5	6
TRACT LETTER	Line 1 – Full Name (First, Middle, Last) Line 2 – Mailing Address Line 3 – City, State, ZIP Code Line 4 – Telephone Number
A	Name: Joe Operator <hr/> Address: 111 – 111 <sup>th</sup> St <hr/> Anytown, XX 55555 <hr/> Phone: ( 555 ) 111-1111



# Assigning Tract Letters

- Assign tract letters A, B, C, etc., in order, as you identify operators
- Do not skip any letters
- If all 26 letters are used, start using double letters: AA, BB, CC, etc.
- We cannot have more than 99 tracts in a single segments (Tract UUUU)



# Assigning Tract Letters

- Tract letters that may be confused for others such as
  - N and Z
  - M and W
  - I and HShould be underlined



# Half Acre Rule

- For residential areas, use the Half Acre Rule:

	Visible Ag Activity	No Visible Ag Activity
Half (½) Acre or Less	<ul style="list-style-type: none"><li>• Assign tract letter</li><li>• Complete tract questionnaire</li></ul>	<ul style="list-style-type: none"><li>• Assume non-ag tract</li></ul>
More than Half (1/2) Acre	<ul style="list-style-type: none"><li>• Assign tract letter</li><li>• Complete tract questionnaire</li></ul>	<ul style="list-style-type: none"><li>• Interview operator and complete Screening Form</li></ul>



# Completing the Screening Form

5	6	7	8	9	10	11
TRACT L E T T E R	Line 1 – Full Name (First, Middle, Last) Line 2 – Mailing Address Line 3 – City, State, ZIP Code Line 4 – Telephone Number	Is this tract Public, Industrial, or Grazing Association land used on an AUM basis?	On the total acres operated on June 1, have there been or will there be any crops grown, hay cut, livestock, poultry, honey bees or aquaculture raised this year?	On the total acres operated on June 1, have you sold or will you sell agricultural products or receive government payments this year?	On the total acres operated on June 1, are any crops now in storage or will there be any crops stored before June 1 of next year?	Has this operation owned or raised any hogs or pigs in the past 12 months, or does it expect to own or raise any this year?
A	Name: Joe Operator <hr/> Address: 111 – 111 <sup>th</sup> St <hr/> Anytown, XX 55555 <hr/> Phone: 555-111-1111	<input type="checkbox"/> Yes – Enter acres in col.21 and conclude interview.  <input type="checkbox"/> No	<input type="checkbox"/> Yes – Go to Questionnaire  <input type="checkbox"/> DK – Go to Questionnaire  <input type="checkbox"/> No	<input type="checkbox"/> Yes – Go to Questionnaire  <input type="checkbox"/> DK – Go to Questionnaire  <input type="checkbox"/> No	<input type="checkbox"/> Yes – Go to Questionnaire  <input type="checkbox"/> DK – Go to Questionnaire  <input type="checkbox"/> No	<input type="checkbox"/> Yes – Go to Questionnaire  <input type="checkbox"/> DK – Go to Questionnaire  <input type="checkbox"/> No







# Completing the Screening Form

- Column 20 – Does this tract have potential for agriculture?
- Consider:
  - Ask respondent if they **intend** to have agriculture in the next year. **If** no respondent is available, use your best judgment.
  - Could a crop be seeded without having to improve or clear the land?
  - Is there a greenhouse or grain storage bin on the property?
  - Is there a fenced pasture, barn, pen, hog building, chicken house, or any other sign of potential for livestock?
  - Non-Ag Tracts coded to have a potential for agriculture **MOST LIKELY** will be sampled for all follow-on surveys such as the Ag Survey, Cattle, Sheep, Hogs, and Labor



# Completing the Screening Form

20a	
L TRACTS	
What best describes this non-agricultural tract?	
Enter code	
783	

Codes to be used in Column 20a are:
(1) Residential
(2) Woods
(3) Idle Open Land
(4) Pasture
(5) Water
(6) Reported Non-Ag by Respondent
(7) Vacant Houses
(8) Obvious Non-Ag
(9) Grassland
(10) Hunting Preserve or Private Land Managed for Wildlife
(11) Government Land
(12) Other



# Completing the Screening Form

[Complete these items when enumeration of segment is completed.]

1. Total tract letters listed in **Column 5, page 2** (sum of all Screening Forms for this segment).....

2. Number of **tract letters** listed **on photo** or map.....

**(Item 1 must equal item 2.)**

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3. Number of **Area Version** questionnaires completed.....

4. Number of tracts with acreage listed in **Column 18, page 3**..... +

5. Number of tracts with acreage listed in **Column 21, page 3**..... +

6. Total of items 3 + 4 + 5..... =

**(Item 6 must equal items 1 and 2.)**

**Workshe**

Ag Tract Acres	Non-Ag Tract Acres	PIGA Tract Acres





E R	Line 4 – Telephone Number	pollary, honey bees or aquaculture raised this year?	governmen payments this year?
A	Name: Joe Operator Address: 111 – 111 <sup>th</sup> St Anytown, XX 55555 Phone: ( ) - -	<input type="checkbox"/> Yes – Go to Questionnaire <input type="checkbox"/> DK – Go to Questionnaire <input type="checkbox"/> No	<input type="checkbox"/> Yes – Go to Questionnaire <input type="checkbox"/> DK – Go to Questionnaire <input type="checkbox"/> No
B	Name: Wayne Farmer Address: 112 Main St Anytown, XX 55555 Phone: (555) - 222 2222	<input type="checkbox"/> Yes – Go to Questionnaire <input type="checkbox"/> DK – Go to Questionnaire <input type="checkbox"/> No	<input type="checkbox"/> Yes – Go to Questionnaire <input type="checkbox"/> DK – Go to Questionnaire <input type="checkbox"/> No
C	Name: Sally Rancher Address: 456 112 <sup>th</sup> St Anytown, XX 55555 Phone: (555) - 444-4444	<input type="checkbox"/> Yes – Go to Questionnaire <input type="checkbox"/> DK – Go to Questionnaire <input type="checkbox"/> No	<input type="checkbox"/> Yes – Go to Questionnaire <input type="checkbox"/> DK – Go to Questionnaire <input type="checkbox"/> No
D	Name: John Farmer Address: 789 Main St Anytown, XX 55555 Phone: (555) - 111-3333	<input type="checkbox"/> Yes – Go to Questionnaire <input type="checkbox"/> DK – Go to Questionnaire <input type="checkbox"/> No	<input type="checkbox"/> Yes – Go to Questionnaire <input type="checkbox"/> DK – Go to Questionnaire <input type="checkbox"/> No
E	Name: Bob Builder Address: 123 – 111 <sup>th</sup> St Anytown, XX 5555 Phone: (555) - 555-1111	<input type="checkbox"/> Yes – Go to Questionnaire <input type="checkbox"/> DK – Go to Questionnaire <input type="checkbox"/> No	<input type="checkbox"/> Yes – Go to Questionnaire <input type="checkbox"/> DK – Go to Questionnaire <input type="checkbox"/> No



# Completing the Screening Form

- Special Situations

- Federal Public Land (Forest Service)
- Non-Federal Public Land
- Industrial Land
- Grazing Associations
- Institutional Farms
- Ag Businesses
- Out-of-state operations
- Boundaries of segment not identifiable.
- Boundaries of segment on aerial photo and county map do not agree.
- Segment boundaries extend into a neighboring state/county
- Segment boundary cuts through a field.

If you have questions, review the Interviewer's Manual  
or reach out to your supervisor.

Thank you for all that you do!



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