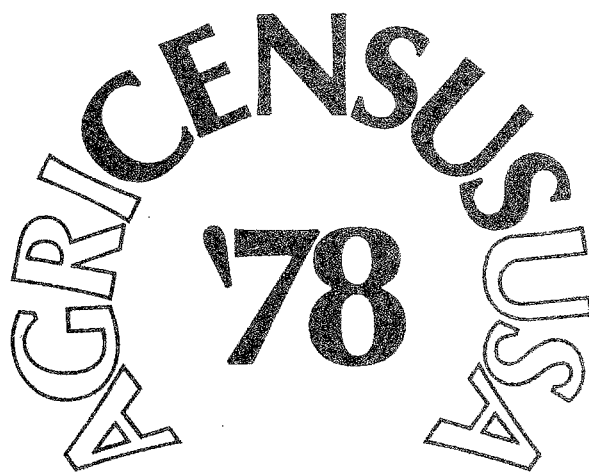


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Form 78-A10

Enumerator's Reference Manual



1978 Census of Agriculture Area Sample

U.S. DEPARTMENT OF COMMERCE
Bureau of the Census

August 1978.

ENUMERATOR'S REFERENCE MANUAL

1978 Census of Agriculture Area Sample

Table of Contents

| | Page |
|--|------|
| CHAPTER I. INTRODUCTION | 1 |
| Purpose and Use of This Manual | 1 |
| ENUMERATOR'S JOB AND DESCRIPTION OF THE SAMPLE | 1 |
| Your Job | 1 |
| Your Crew Leader | 2 |
| PURPOSE OF CAAS | 2 |
| Sample Segment | 3 |
| CENSUS TERMS AND FORMS | 3 |
| Terms You Must Know | 3 |
| Materials You Will Use | 4 |
| Confidentiality | 5 |
| Interviewing | 6 |
| Starting an Interview | 6 |
| Conducting the Interview | 7 |
| Legal Right | 7 |
| Closing the Interview | 8 |
| Information Used Only for Statistical Estimates | 8 |
| CAAS and Bureau of the Census Are Not Linked to USDA | 8 |
| CHAPTER II. LOCATING AND CANVASSING THE SEGMENT | 9 |
| Map and Segment | 9 |
| Canvassing the Segment | 9 |
| Location of Segment Boundaries | 9 |
| Segments Bounded by Roads or Streams | 9 |
| Segments Bounded by Political Lines | 9 |
| Segments Bounded by Section Lines | 9 |
| Dwellings on Segment Boundary | 10 |
| Know Your Boundaries | 10 |
| Segment Number | 10 |
| Maps | 10 |
| Map Legend | 10 |
| Map Scale | 10 |
| How to Find Your Segment | 11 |
| Measured Distances | 11 |
| Making Corrections on Your Segment Map | 11 |
| How to Use Your Map to Find Your Location | 11 |
| Preliminary Drive Through of the Segment | 12 |
| Division of Segment into Pieces | 12 |
| Summary of Rules for Using Your Map | 14 |

| | Page |
|--|------|
| CHAPTER III. RECORD BOOK, FORM A3. | 15 |
| A3 Record Book | 15 |
| Purpose of Form A3 | 15 |
| What to List | 15 |
| List Heads of Households As You Come to the Dwelling | 16 |
| Enter A3 Line Numbers on Map | 16 |
| Habitable Vacant Dwelling Units. | 16 |
| New Construction | 16 |
| What Places to Visit. | 16 |
| Places for Which a Listing is Not Required | 17 |
| Families With Two or More Homes | 17 |
| Group Quarters | 18 |
| HOW TO FILL FORM A3. | 19 |
| Summary for Completing the A3 Listing Sheet. | 19 |
| Column 1: A3 Line Number | 19 |
| Column 2: Heads of Households or Persons With Agriculture Operations Living in the Segment. | 20 |
| Column 3: Mailing Address to Include ZIP Code | 20 |
| Columns 4, 5, and 6: For Persons Named in Column 2 | 20 |
| Column 7: A1 Required? | 20 |
| Column 8: Type of Organization | 21 |
| Types of Organizations Defined | 21 |
| Column 9: Anyone (Else) Living in This Household With Agricultural Operations. | 22 |
| Column 10: Remarks and Reminders | 23 |
| Column 11: Date Completed | 23 |
| Review of the A3 Form. | 23 |
| CHAPTER IV. THE AGRICULTURE QUESTIONNAIRE | 25 |
| GENERAL INSTRUCTIONS | 25 |
| When an A1 is Required | 25 |
| HOW TO FILL FORM A1 – AGRICULTURE QUESTIONNAIRE | 25 |
| Two or More A1's For One Operator | 25 |
| Home Use | 25 |
| FFA and 4-H Projects | 26 |
| Description of the A1 | 26 |
| Read Bold Face Type to Respondent | 26 |
| Instructions in Light Face Type | 26 |
| How to Enter Response to Questions | 27 |
| Read Instructions From Your Manual for Clarification to the Respondent | 27 |
| Ask the Operator to Make Estimates. | 28 |
| Round Off Cents to the Nearest Dollar | 28 |
| Fractions. | 28 |
| Ask the Questions as Worded | 28 |
| Read Questions in the Column Headings. | 28 |
| SUMMARY FOR FILLING FORM A1. | 29 |
| DETAILED INSTRUCTIONS FOR COMPLETING THE AGRICULTURE QUESTIONNAIRE | 30 |
| Page 1 of Questionnaire. | 30 |
| A1 Identification (Part 1) | 30 |

| | Page |
|---|-----------|
| Telephone Number | 30 |
| Year Begin Operation | 30 |
| Federal Employer Identification Number | 31 |
| Type of Organization (Part II). | 31 |
| Type A — Individual or Family Operations. | 31 |
| Type B — Partnership Operations | 32 |
| Type C — Incorporated Under State Law | 33 |
| Type D — Other Organizations, Cooperatives | 34 |
| Estates or Trust, Prison Farm | 34—35 |
| Indian Reservation | 35 |
| Grazing Association. | 35 |
| BASIC FARM DATA | 37 |
| Section 1 — Acreage for the Entire Year of 1978 | 37 |
| Item 1 — Land Owned | 37 |
| Item 2 — Land Rented or Leased from Others. | 38 |
| Item 3 — Land Rented or Leased to Others | 38 |
| Item 4 — Acres In This Place | 39 |
| Item 5 — Name and Address of Landlord. | 40 |
| Item 6 — Land Rented to Others | 40 |
| Item 6a — Owned Land Rented or Leased to Others | 40 |
| Item 7 — Land Used by Grazing Permits | 40 |
| Item 8 — Acres Set-Aside Under the Federal Farm Program | 41 |
| Item 9 — Location of Agricultural Activity | 41 |
| Item 9a — Principal County | 41 |
| Item 9b — Other Counties | 41 |
| Section 2—8 — Crops Harvested From This Place in 1978. | 41 |
| GENERAL INSTRUCTIONS | 41 |
| Crops Relate to "Acres In This Place". | 42 |
| Acres and Quantity Harvested. | 42 |
| Flash Cards | 43 |
| Irrigated Land | 43 |
| Home Use | 43 |
| Value of Sales | 43 |
| Crops Not Listed on A1 | 43 |
| DETAILED DESCRIPTION OF INFORMATION REQUIRED FOR SECTIONS 2 THROUGH 8 | 43 |
| Section 2 — Field Corn Harvested for Grain or Seed, Field Corn for Silage or Green Chop, Wheat, Oats, Barley for Grain; Sorghums for Grain or Seed; Sorghums for Silage or Green Chop, Soybeans for Beans; Cotton, Tobacco, Irish Potatoes, and Sweetpotatoes | 43 |
| Item 1 — Field Corn for Grain or Seed. | 44 |
| Item 2 — Field Corn for Silage or Green Chop. | 44 |
| Items 3, 4, and 5 — Wheat, Oats, and Barley for Grain | 45 |
| Item 6 — Sorghums for Grain or Seed (include Milo) | 45 |
| Item 7 — Sorghums for Silage or Green Chop (exclude Sorghum — Sudan Crosses) | 45 |
| Item 8 — Soybeans for Beans | 45 |
| Item 9 — Cotton. | 45 |
| Item 10 — Tobacco | 45 |
| Items 11 and 12 — Irish Potatoes, Sweetpotatoes and Yams | 46 |

| | Page |
|--|------|
| Section 3 – Dry Hay, Grass Silage, Haylage or Green Chop | 46 |
| Item 1 – Alfalfa and Alfalfa Mixtures for Hay or Dehydrating | 47 |
| Item 2 – Small Grain Hay | 47 |
| Item 3 – Other Tame Dry Hay, Clover, Lespedeza, Timothy, Bermuda Grass, Sudan Grass, etc. | 47 |
| Item 4 – Wild Hay | 47 |
| Items 5 and 6 – Grass Silage, Haylage, and Green Chop | 47 |
| SECTIONS 4–8 – GENERAL INSTRUCTIONS | 48 |
| Section 4 – Fruit Trees, Grapevines, Citrus and Nut Trees | 49 |
| Item 1 – Acres of Bearing and Nonbearing Trees. | 49 |
| Item 2 – Fruit and Nut Trees on the Place. | 49 |
| Section 5 – Vegetables, Sweet Corn, Melons, Etc. | 50 |
| Item 1 – Acres of Vegetables Harvested in 1978 | 50 |
| Item 2 – Vegetable Crops Harvested or Will Be Harvested For Sale From This Place in 1978? | 50 |
| Beans, Peas, Melons, Onions, Peppers, Cabbage, Cauliflower, Broccoli | 51 |
| Section 6 – Nursery or Greenhouse Products Grown For Sale . . | 52 |
| Item 1 – Area Irrigated | 52 |
| Item 2 – Products Grown on This Place For Sale in 1978 | 52 |
| Sod Harvested | 52 |
| Mushrooms | 52 |
| Value of Sales | 53 |
| Section 7 – Berries Harvested For Sale | 53 |
| Section 8 – Other Crops Harvested From This Place in 1978 | 54 |
| Broomcorn, Hops | 54 |
| Cowpeas For Dry Peas, Rice, Sugar Beets for Sugar, Sugarcane | 55 |
| Section 9 – Value of Crops Sold | 55 |
| Value of Products Harvested by Others. | 56 |
| Item 1 – Grain Sold in 1978 | 56 |
| Item 1a – Government CCC Loans on Grains | 56 |
| Item 2 – Cotton and Cottonseed | 56 |
| Item 2a – Government CCC Loans on Cotton. | 57 |
| Item 3 – Tobacco | 57 |
| Item 4 – Field Seeds, Hay, Forage, and Silage. | 57 |
| Item 5 – Vegetables, Sweet Corn and Melons | 57 |
| Item 6 – Fruits, Nuts, Berries | 57 |
| Item 7 – Nursery and Greenhouse Products. | 57 |
| Item 8 – Other Crops. | 57 |
| Section 10 – Land Use in 1978. | 57 |
| Item 1 – Copy “Acres In This Place” from Section 1, Item 4. | 57 |
| Item 2 – Cropland | 58 |
| Item 2a – Cropland Harvested. | 58 |
| Acres Reported Harvested in Sections 2–8. | 59 |
| Item 2b – Cropland Used for Pasture or Grazing. | 59 |
| Item 2c – Cropland Used for Cover Crops. | 59 |

| | Page |
|---|------|
| Item 2d – Cropland on Which All Crops Failed | 59 |
| Item 2e – Cropland in Cultivated Summer Fallow. | 60 |
| Item 2f – Idle Cropland | 60 |
| Item 3 – Woodland | 60 |
| Item 3a – Woodland Pastured | 60 |
| Item 3b – Woodland Not Pastured. | 60 |
| Item 4 – Other Pastureland and Rangeland | 60 |
| Item 5 – All Other Land | 61 |
| Item 6 – Total Acres | 61 |
| Section 11 – Irrigated Land in 1978. | 61 |
| Item 1a – Irrigated Harvested Land. | 61 |
| Item 1b – Irrigated Pastureland and Rangeland | 61 |
| Item 1c – Other Lands Irrigated | 62 |
| Item 1d – Total Land Irrigated | 62 |
| Sections 12–16 – Livestock and Poultry – General Information. | 62 |
| Number On This Place (Inventories) | 62 |
| Number Sold or Moved From This Place | 62 |
| Section 12 – Cattle and Calves | 63 |
| Item 1 – Total Cattle and Calves | 63 |
| Item 1a – Beef Cows. | 63 |
| Item 1b – Milk Cows. | 63 |
| Item 1c – Heifers and Heifer Calves. | 63 |
| Item 1d – Steers and Bulls. | 63 |
| Sum of Entries in Items 1a, 1b, 1c, and 1d | 64 |
| Cattle and Calves Sold or To Be Sold in 1978 Items 2, 3, and 3a | 64 |
| Gross Value of Sales for Cattle and Calves, Items 2, 3, and 3a | 64 |
| Item 2 – Calves Weighing Less Than 500 Pounds. | 64 |
| Item 3 – Cattle Including Calves Weighing 500 Pounds or More. | 64 |
| Item 3a – Fattened on Grain or Concentrates | 64 |
| Item 4 – Dairy Products Sold | 65 |
| Section 13 – Hogs or Pigs. | 65 |
| Item 1 – Total Hogs and Pigs. | 65 |
| Item 1a – Hogs and Pigs for Breeding | 65 |
| Item 1b – Other Hogs and Pigs | 65 |
| Item 2 – Litters Farrowed | 65 |
| Item 3 – Hogs and Pigs Sold | 66 |
| Item 4 – Feeder Pigs Sold | 66 |
| Section 14 – Sheep and Lambs | 66 |
| Item 1 – Total Sheep and Lambs. | 66 |
| Item 1a – Total Ewes 1 Year Old or Older | 66 |
| Item 2 – Sheep and Lambs Shorn | 67 |
| Item 3 – Gross Value of Sales of Sheep, Lambs, and Wool. | 67 |
| Section 15 – Horses, Bees, Fish, Other Livestock and Animal Specialties. | 67 |
| Fish and Other Aquaculture Products | 67 |
| Bees. | 67 |
| Pelts | 68 |

| | Page |
|--|------|
| Items 1–3 – Inventory, Number Sold and Gross Value of Sales | 68 |
| Item 4 – Other Livestock or Animal Specialties. | 68 |
| Item 5 – Quantity and Value of Sales | 68 |
| Item 6 – Fish and Other Aquaculture Products Grown in Captivity | 68 |
| Section 16 – Poultry, Such as Chickens, Turkeys, Ducks, Etc. . . | 69 |
| General Instructions | 69 |
| Item 1a – Hens and Pullets of Laying Age. | 69 |
| Item 1b – Pullets 3 Months Old and Older. | 69 |
| Item 1c – Pullets, Chicks, and Pullets Under 3 Months . | 69 |
| Item 2 – Broilers, Fryers | 70 |
| Item 3 – Turkeys. | 70 |
| Item 3a – Turkeys for Slaughter | 70 |
| Item 3b – Turkeys for Breeding. | 70 |
| Item 4 – Other Poultry | 70 |
| Item 5 – Poultry Hatched | 70 |
| Item 6 – Incubator Egg Capacity. | 70 |
| Item 7 – Value of Sales | 71 |
| Section 17 – Income From Machine Work, Customwork, and Other Agricultural Services. | 71 |
| Item 1 – Amount Received from Machine Work Customwork, and Other Agricultural Services. . . | 71 |
| Item 2 – Kind of Work Done. | 71 |
| Section 18 – Sales Directly to Consumer for Human Consumption. | 71 |
| Item 1 – Gross Value of Direct Sales | 71 |
| Item 2 – Products Sold | 71 |
| Section 19 – Type of Organization. | 72 |
| Section 20 – Operator Characteristics and Occupation. | 72 |
| Item 1 – Residence | 72 |
| Item 2 – Race | 72 |
| Item 3 – Age | 72 |
| Item 4 – Sex | 72 |
| Item 5 – Spanish Origin. | 72 |
| Item 6 – Occupation | 72 |
| Item 7 – Work Off This Place | 73 |
| Section 21 – Foreign Ownership. | 73 |
| Item 1 – Non-citizens of the United States | 73 |
| Item 2 – Land Held by Foreign Corporations, Unincorporated Associations and Foreign Governments | 73 |
| Section 22 – Commercial Fertilizer and Lime Used in 1978 . . | 73 |
| Item 1 – Cropland Fertilized | 73 |
| Item 2 – Pastureland and Rangeland Fertilized | 73 |
| Item 3 – Tons of Lime. | 73 |
| Section 23 – Insecticides, Herbicides, Fungicides, Nematacides, Other Pesticides or Other Chemicals | 74 |
| General Instructions | 74 |
| Items 1a, b, c, d – Sprays, Dusts, Granules, Fumigants, Etc. | 74 |

| | Page |
|---|-----------|
| Item 2 – Chemicals for Defoliation or Growth Control . . . | 75 |
| Item 3 – Chemicals Used for Insect Control, Treatment of Buildings, Etc. | 75 |
| Section 24 – Machinery and Equipment on This Place. | 75 |
| Item 1 – Value of Machinery and Equipment | 75 |
| Item 2 – Selected Inventory of Automobiles, Trucks, Tractors, Equipment and Machinery On This Place | 76 |
| Item 2a – Automobiles | 76 |
| Item 2b – Motortrucks | 76 |
| Item 2c – Wheel Tractors | 76 |
| Item 2d – Grain and Bean Combines | 76 |
| Item 2e – Corn Heads for Combines | 76 |
| Items 2f and 2g – Other Corn Pickers, Picker-Shellers, and Cotton Pickers (excluding Strippers) | 76 |
| Item 2h – Mower Conditioners | 76 |
| Item 2i – Pickup Balers. | 76 |
| Item 2j – Field Forage Harvesters. | 77 |
| Section 25 – Total Expenditures for Energy and Petroleum Products | 77 |
| Item 1--8 – Expenditures for Gasoline, Diesel, Oil, Electricity, Etc. | 77 |
| Items 1--4 – Gallons Purchased | 77 |
| Items 1--4 – Storage Capacity | 77 |
| Section 26 – Production Expenses | 78 |
| General Instructions | 78 |
| Item 1 – Livestock and Poultry Purchased. | 78 |
| Item 2 – Feed | 78 |
| Item 2a – Commercially Mixed Formula Feeds Purchased | 78 |
| Item 3 – Animal Health Cost. | 79 |
| Item 4 – Seeds, Bulbs, Plants and Trees. | 79 |
| Item 5 – Commercial Fertilizers | 79 |
| Item 6 – Chemical Cost | 79 |
| Item 7 – Hired Farm Labor | 79 |
| Item 7a – Hired Farm or Ranch Workers. | 80 |
| Item 8 – Contract Labor | 80 |
| Item 9 – Customwork and Rental of Machinery and Equipment | 80 |
| Section 27 – Estimated Current Market Value of Land and Buildings. | 81 |
| General Instructions | 81 |
| Section 28 – Sheet of Agricultural County Census | 81 |
| CHAPTER V. SPECIAL SITUATIONS | 82 |
| Purpose of This Chapter | 82 |
| Places of Two or More Tracts | 82 |
| Part of Land in Segment and Part of Land Out of Segment. | 82 |
| Places Operated by Landlords | 83 |
| Places Operated by Tenants or Sharecroppers | 83 |
| Tenant's Share Plus Landlord's Share Equals Total | 83 |
| Places With New Operators | 83 |

| | Page |
|---|-----------|
| Partnership | 84 |
| Corporations and Institutions | 84 |
| Hired Manager | 85 |
| Farm or Ranch Operators Living in Urban Areas | 85 |
| Indian Reservations | 85 |
| Institutions (Schools, Experiment Stations, Military Installations, Prisons, Etc.) | 85 |
| Grazing Permits (Section 1, Item 7) | 86 |
| Contract Farming | 86 |
| Farming Combined with Nonfarm Activities | 87 |
| Quit Farming Before the Day of Enumeration | 87 |
| Acres Operated Changed | 87 |
| “Zero Acres in Place” | 88 |
| Two or More Uses of Land | 88 |
| Doublecropping | 89 |
| Interplanted Crops and “Skip Row” Planting | 89 |
| Crops Harvested in Orchards | 89 |
| Two or More Cuttings of Hay | 89 |
| Vegetables | 89 |
| Fruits and Nuts | 90 |
| Report Livestock Where They Are | 90 |
| Other Special Situations | 90 |
| No One Home (NOH) | 90 |
| Head of Household Not Home on First Visit | 92 |
| Unable to Complete A1 on First Visit | 92 |
| Refusals and Other Difficult Cases | 92 |
| How to Handle Respondent Who Answers Only Some Questions | 92 |
| Complete Refusals | 93 |
| Avoid Argument with Respondent | 93 |
| CHAPTER VI. CONVERSION FACTORS | 94 |
| Purpose | 94 |
| How to Use Conversion Factors | 94 |
| Corn, Sorghums, and Legumes | 94 |
| Hay and Silage | 95 |
| Table: Conversion of Hay Bales to Number of Bales/Ton | 95 |
| Table: Conversion of Silage to Tons | 96 |
| Field Seeds | 97 |
| Strawberries, Cranberries and Other Small Fruits | 97 |
| Fruit and Nut Trees | 98 |
| Table: Conversion of Trees to Acre Equivalent | 98 |
| Nursery and Greenhouse Products | 98 |
| Other Crops | 98 |
| Table: Conversion of Fractions to Nearest Tenth | 99 |

| | Page |
|---|---------|
| CHAPTER VII. REVIEW YOUR COMPLETED WORK | 103 |
| General | 103 |
| Reviewing the A1 Questionnaire | 103 |
| Daily Review of the Record Book and the Segment Map | 103 |
| Final Review of the Segment | 103 |
| 1. Final Review of the Segment Map | 103 |
| 2. Final Review of the A3 Listing Pages | 104 |
| 3. Final Review of the A1 Questionnaires | 104 |
| CHAPTER VIII. OTHER DUTIES AND RESPONSIBILITIES | 106 |
| Recording Progress | 106 |
| Recording Progress and Costs | 107 |
| Transmitting Completed Work | 108 |
| Other Responsibilities | 108 |
| APPENDIX: Exhibit 1 – Extract From the Census Act, Title 13, U.S. Code | 109 |
| GLOSSARY OF TERMS | 111-118 |
| INDEX | 119–122 |

CHAPTER I. INTRODUCTION

Purpose and Use of This Manual

This manual contains instructions for YOU — the Bureau of the Census enumerator for the 1978 Census of Agriculture Area Sample (CAAS).

It has eight chapters, an appendix, and a table of contents. Each chapter is divided into paragraphs containing the explanations and instructions that you will need to do your job as a CAAS enumerator. The appendix contains a glossary of terms and definitions, an exhibit of the Census Laws and an Index. The Table of Contents can help you locate the main topics covered in this manual. For topics not listed in the Table of Contents refer to the Index.

You will use this manual during your classroom training and during the entire period of your employment as an enumerator. Become familiar with it before you start your enumeration work so you can find instructions quickly when you need them. Do not try to "get by" on the basis of what you think you know. Keep this manual with you and use it throughout your period of employment for the 1978 Census of Agriculture Area Sample.

USE IT DURING INTERVIEWS

USE IT BETWEEN INTERVIEWS

USE IT AT HOME

ENUMERATOR'S JOB AND DESCRIPTION OF THE SAMPLE

Your Job

You and approximately 1,600 other enumerators have the job of doing the field work for the 1978 Census of Agriculture Area Sample (CAAS). Each of you will be assigned designated areas called "sample segments." You must account for every head of household living in the segment and for every other person living in the segment who is associated with a separate and distinct agricultural operation in 1978. Some segments will contain few households that have agricultural operations, and others will include many households that may have extremely large agricultural operations.

Enumeration for CAAS is a combination of canvassing, listing, and interviewing. In general terms your job is to:

1. Systematically travel all roads, streets, paths, etc., in your segment, looking for dwelling units. This is called canvassing.
2. List in the A3 Record Book, the name and mailing address of each head of household who lives in the segment and every other person living in the segment who is associated with separate agricultural operations. Also list habitable vacant units.

3. Mark the location of each habitable dwelling unit on a segment map with a symbol, and write its A3 line number beside it.
4. Obtain a completed Agricultural Questionnaire (Form A1) for each person living in the segment who has or had separate agricultural operations in 1978.
5. Review your work to make sure the entries are complete and legible.
6. Report progress, cost, and payroll information and turn in completed materials to your crew leader.

You are not permitted to discuss politics, to do any soliciting, selling, nor to do community, church, or political work while you are enumerating. You are expected to give your full attention to this job, do your work conscientiously, follow all instructions in this manual, and take good care of the forms and questionnaires you fill while working on this job.

The successful completion of the job depends on you.

Your Crew Leader

At the completion of training, your crew leader will give you your assignment and a supply of the materials you will need. Your crew leader will observe you while you are enumerating and review your work. As necessary, he or she will suggest where improvement is needed.

If you have questions or problems you cannot answer, write them down, then contact your crew leader for assistance. Let your crew leader know in advance if more questionnaires or other materials will be needed so that your work will not be delayed.

PURPOSE OF CAAS

A mail-out/mail-back procedure was used in both the 1969 and 1974 Censuses of Agriculture. The mailing lists of farm operators for those censuses were compiled from a combination of sources. Evaluation studies have shown that the mailing lists of farms or ranch operators were not adequate to assure that all agricultural operators were on the list, especially those of part-time or small scale operations. CAAS is being conducted to supplement the mailing list for the 1978 Census of Agriculture and to provide State estimates for farms and ranches not on the list. CAAS will provide more information on agricultural operations and improve the quality of the census data.

Sample Segment

The word "sample" as used in this survey means that only a portion of the households in the United States will be enumerated. These households are located in small areas of land called "sample segments." The combined data from all sample segments will represent the entire United States.

The segment has been outlined in red on the segment map. Each segment is identified by a segment number.

Most segments will be in rural areas and many of the people living there will be farmers and ranchers. However, some segments will be in urban areas where few farm or ranch operators live. All segments, both rural and urban, must be thoroughly enumerated according to the instructions contained in this manual.

CENSUS TERMS AND FORMS

Terms You Must Know

The following census terms appear throughout this manual and will be used frequently in the training class. It is important that you become familiar with them.

1. **Canvassing** – Traveling in a systematic fashion every street, road, path, alleyway, and court in the segment and looking for dwelling units.
2. **Enumeration** – Listing information about a person or place and completing an Agriculture Questionnaire when required.
3. **Segment** – An area of land clearly outlined in RED on your map.
4. **Dwelling Unit** – Is a house, apartment, a group of rooms, or a single room, occupied as a separate living quarter, or if vacant, intended for occupancy as a separate living quarter. "Separate living quarters" are those in which the occupants do not live and eat with other person(s) in the building and which have direct access from the outside of the building or through a common hall. If vacant, the criteria of separateness and direct access apply to the intended occupants. Examples of dwelling units include the following:
 - a. Houses
 - b. Mobile homes
 - c. Townhouses
 - d. Condominiums
 - e. Apartments

- f. Cottages and vacation homes
 - g. Group quarters such as boarding houses, college dormitories, hospitals, etc.
 - h. Unusual living quarters such as boxcars, old buses, houseboats, lean-to's, etc., which might be occupied or are obviously intended for occupancy.
5. **Place** — Land on which agricultural operations were or will be conducted at any time in 1978 under the day-to-day control or supervision of one person or partnership. Control may be exercised through ownership or management or through a lease, rental or cropping arrangement. Land managed for someone else is always considered to be a separate place. A place may consist of one or more tracts.
 6. **Person in charge, or "operator"** — The person who controls the farming operations on a place, either doing the work himself or directly supervising the work. This person does not necessarily need to be the owner of the place, he or she may be a member of the owner's household, or a tenant, renter, sharecropper or hired manager. He or she is generally the person making the decisions as to what and when to plant crops and when to harvest and sell, also when to make purchases, sales, and other decisions about livestock on the place. A foreman, hired hand, etc., are not considered as in charge unless they are making the above decisions.
 7. **Respondent** — The person who gives the information for the survey. That is, the person who "responds" to the questions asked.

Materials You Will Use

A "portfolio" will be given to you with your assignment. Here you will keep the forms and records that you need for your work. You will use the following materials:

1. **Segment Map** — shows the area, outlined in red, to be enumerated. The map will be inside an envelope attached to the back cover of the A3 Record Book.
2. **County Map** — shows each segment assigned to you for enumeration. The map may not cover the entire county, but it will include that part where your segment(s) is located. The map will also be inside an envelope in the back of the Record Book.
3. **Record Book (Form A3)** — contains pages for listing names and addresses of each head of household living in the segment and any other person living in the segment who is associated with a separate agricultural operation. In addition, habitable vacant dwelling units will be listed

here. The pages provide space for entering other pertinent information about each listing.

4. Agriculture Questionnaires (Form A1) — a form for reporting detailed information about agricultural operations of a farm or ranch operator who lives in the segment at the time of enumeration.
5. Payroll and Administrative Forms — Refer to your Administrative Handbook for One-Time Survey Employees, Form 11-65, for exhibits and specific instructions for filling these forms.
 - a. Form BC-27, Time and Cost Distribution Report for Intermittent Employees.
 - b. Form BC-27A, Field Employees's Record of Travel Expenses.
 - c. Form BC-27B, Field Employee's Record of Other Reimbursable Expenses.
 - d. Form BC-27C, Field Employee's Worksheet for Recording Number of Local Telephone Calls and/or Messages.
 - e. Form BC-27D, Interviewer's Cost Report.
6. The basic accident and injury forms that will be used if you are injured or have a motor-vehicle accident while on official business.

Confidentiality

The law requires that all information collected by the Census Bureau be kept confidential. Extracts from the Census Act are shown in the Appendix. On or before your first day of training you will take an oath that you will never reveal Census information to anyone who is not a sworn employee of the Census Bureau. Keep in mind that you must not reveal Census information to any unauthorized personnel including members of your own family.

To make sure you keep the oath, follow these rules:

1. Do not repeat any information you receive as a Census enumerator to anyone except your supervisor or other Census employees.
2. Do not let anyone go with you while you are working except your supervisor or another Census employee.
3. Do not let the respondent see the Listing Sheets in your A3 Record Book at any time.
4. Do not leave completed questionnaires where they can be seen by anyone except your supervisor or another Census employee.

5. Interview the respondent privately or with only members of his or her family present. If necessary, explain that you are not supposed to get the information in the presence of anyone outside the family not employed by the Census Bureau. However, if the respondent says he or she doesn't object to having friends or neighbors present, proceed with the interview.

Your maps are **not** confidential. You may show them to respondents whenever you need help in locating places.

Interviewing

During your enumeration work, you will conduct many interviews. Try to make a good impression on the respondent with the proper attitude right from the start of each interview. Wear neat, conservative clothes suitable for the area you are enumerating. Do not let anything about your attitude or appearance be annoying or distracting to a respondent.

An identification badge, representing your official authorization to ask the Census questions, will be given to you during the training class. Always have the badge pinned to your clothing while you are enumerating. The respondent has the right to see your official authorization before giving you any information.

As you approach the farm or ranch, you should pay particular attention to any type of agricultural activities such as livestock and poultry, crops being grown or harvested, farm machinery and equipment, chicken houses, storage bins, etc., that may be associated with the place. These observations may be useful when conducting the interview. For example, a respondent may indicate that they have no agricultural operations, yet you saw some chickens in the backyard as you drove into the place. In this case you should ask the respondent about these chickens and any other agricultural operations observed around the place.

Starting an Interview

Greet the respondent, give your name, and explain that you are working for the United States Bureau of the Census. Following is an example of the type of introduction you should use:

"Good morning." My name is _____ and I am from the United States Bureau of the Census. We are conducting a survey for the 1978 Census of Agriculture and I need to ask you some questions."

A pleasant and friendly attitude on your part will help you get the respondent's cooperation. Then start asking the questions on Form A3. If, at any point during the interview, the respondent asks why the information is wanted, give further explanation as necessary. Tell the respondent that

his or her dwelling is in an area which has been selected for a survey which is part of the 1978 Census of Agriculture, that all information for an individual person or place is kept absolutely confidential, and that the survey has nothing to do with taxes or law enforcement. For additional background information on the Census of Agriculture, refer to the publicity brochures and pamphlets distributed during the training session.

Conducting the Interview

Combine a friendly attitude with a business-like manner. It is important for the respondent to realize that serious attention should be given to the questions and that you, the enumerator, are authorized to ask the questions. **Never** bring up the mandatory nature of this survey. If you are asked whether there is a law requiring the Census enumeration you should, of course, indicate that there is. If necessary, point out Section 142 of the Census Act in the Appendix at the back of this manual. If the respondent asks for the purpose of the law, explain that the primary reason for the census law is to confirm the importance of a complete and accurate census, not to penalize persons for not complying.

Legal Right

Be courteous at all times and read explanations from this manual for any questions the respondent has difficulty understanding. Keep in mind the following points while you are interviewing:

1. Avoid "talking down" to the respondent or acting as though you feel the questions are "over his or her head."
2. Always treat the respondent with respect. People find it more difficult to refuse a pleasant and friendly enumerator.
3. Try not to interview the respondent in the presence of anyone outside the immediate family. There are some questions that a respondent might answer incorrectly, or not answer at all, if outsiders are present.
4. Do not show surprise at the answers you receive, either by your tone of voice or facial expression. Such reactions on your part may cause respondents to give wrong answers.
5. Never tell a respondent that you do not believe the information given is correct. If you have reason to doubt the accuracy of any answers, tactfully repeat the question. Then record the respondent's reply as given.
6. Do not become involved in lengthy discussions with the respondent about politics or government farm programs. Explain politely that you are not permitted to discuss such matters while you are working for the Census Bureau, and that the Bureau of the Census is not a policy making branch of the Federal Government.

Listening to the respondent until he or she has finished making a statement is one of the most important elements of interviewing. Failure to do so can result in wrong entries on the questionnaire, for example:

1. Not listening to the last half of the answer because you were busy recording the first half may result in incomplete information or missing important information related to other sections of the A1.
2. Interrupting the respondent before he or she has finished, especially if the respondent hesitates. The respondent may be hesitating simply to recollect some fact.
3. Not giving the respondent time to think. Sometimes people will immediately answer "don't know" when they are merely considering a question. Give the respondent an opportunity to finish a statement before you repeat the question or ask additional questions. If you rush the respondent or are impatient or nervous, you may lose valuable information. Wait for the respondent to finish talking before you finish listening.

Closing the Interview

After you have completed and reviewed the questionnaire and the A3 Listing, ask the respondent to tell you who lives in the next dwelling on your enumeration route. Asking such questions at every place you visit will help you do a more thorough canvassing job in your assigned segment.

When you have completed the interview, be sure to thank the respondent. Let the respondent know that he or she has made a contribution to the success of the survey. You might say something like this: "Thank you very much for your cooperation, Mr., Mrs., or Miss. _____. You have been most helpful.

Information Used Only for Statistical Estimates

Some respondents may worry about how the information will be used. You should explain that the information collected from individual farms will never be given to the Department of Agriculture, the Internal Revenue Service, or to any other agency or individual not employed by the Bureau of the Census. It will only be used to obtain statistical totals.

CAAS and Bureau of the Census Are Not Linked to USDA

The Census of Agriculture Area Sample and the Bureau of the Census are not connected with Department of Agriculture or with any other State or Federal Government agencies. The Bureau of the Census does not make recommendations or decisions about agricultural policies and programs for the Federal Government. By law, the information for this survey cannot be used for checking on acreage allotments, price support payments, crop loans, income, taxes, or any other features of the program administered by the Department of Agriculture or by any other agency or organization.

CHAPTER II. LOCATING AND CANVASSING THE SEGMENT

Maps and Segment

A segment map will be inside an envelope attached to the back cover of the A3 Record Book. The number of segments per county will vary but the average will be about two segments per county.

Canvassing the Segment

Canvassing is traveling in a systematic fashion every street, road, path, alleyway and court in the segment and looking for habitable dwelling units. This is one of the most important phases of your work. Following are some guidelines and instructions to assist you in carrying out this phase of your work. Review these guidelines and instructions and become familiar with them. Any points that are not clear to you or that you have questions about should be discussed with your crew leader.

Location of Segment Boundaries

The first step in canvassing is to look at your map and segment boundaries. The segment boundaries are clearly outlined with heavy red lines. The red line represents the exact boundary of the area to be enumerated. In some cases, the boundary may follow a road that no longer exists or a stream that has changed its course since the map was made. If so, use the location where the road or stream previously existed as the boundary for enumeration. Verify the previous location of the road with the local residents, if necessary.

Segments Bounded by Roads or Streams

If the boundary of the segment is a road or stream, consider the center of the road or stream as your boundary for enumeration. The dwellings on one side of the road or stream are in the segment; those on the other side are outside the segment.

Segments Bounded by Political Lines

In some cases, part of a segment boundary may be a city limit, county, or other political jurisdiction line that does not coincide with a road, river, or other physical feature of the land. Find out from local residents the actual location of the city limit, county, or other political jurisdiction line. If the actual location does not coincide with the boundary line drawn on your segment map, use the boundaries as drawn on the segment map. Never change the boundaries on any of your maps unless your crew leader authorizes you to do so.

Segments Bounded by Section Lines

In areas where the public land survey was completed and where land is divided into sections of one square mile, the segment boundaries may be section lines. People living in such areas generally know in which section they live. Ask them to help you locate the segment and to determine its exact boundaries.

Dwellings on Segment Boundary

You may find a dwelling located on a segment boundary. If so, consider the dwelling to be in the segment only if its main entrance is inside the segment boundary.

Know Your Boundaries

You must know the precise location of your segment boundaries because you must account for all habitable dwellings within the segment. If you have any difficulty identifying any of the segment boundaries, call your crew leader. Do not proceed with enumeration until you are sure of the exact boundaries. Your work will be unacceptable if you enumerate in the wrong area. Likewise, if you miss any habitable dwelling units within your segments, you will be required to return and enumerate them before your crew leader will accept your work as complete.

Segment Number

Each segment has been assigned its own number. The segment number is printed in red on the map. This number will also appear on a label in Part A of the Record Book cover. If the segment number on the map and the Record Book are not identical, contact your crew leader before you begin enumeration.

Maps

The segment maps are copies of the best detailed road maps available to the Bureau of the Census. Segment maps for census taking are generally marked with houses, churches, and other structures in addition to roads, streams, and bridges. Such detailed maps are not issued very often and your maps may not be entirely up to date. For example: roads, houses and other structures built since the map was issued will not be shown. Also, some roads and buildings shown on the map may no longer exist. You may supplement your Census map with the latest road map for the county or counties assigned to you. Try to get a free map if possible; however, you are authorized to spend up to \$3.00 for purchasing additional maps of the area.

Map Legend

Your map should contain a "legend," or list of symbols representing such ground features as roads, streams, houses, churches, schools, etc. The legend explains the markings on the map. The symbols will help you to determine exactly where you are in the county and to locate the boundaries of each segment in your assignment. They will also help you find the dwellings that you must visit within the segments.

Map Scale

The map should contain a scale of miles that will be useful for locating your segment. If you do not live in the area or if you are not familiar with the roads, use this scale to measure distances.

Use your pencil to measure the distance between two points on the map. Place the pencil on the map so the point of the pencil is at "0" on the scale and your fingers (for the distance

to be measured) at the other end of the scale. You can then read the distance in miles directly from the scale. Once you know the distance on the map from where you are to where you want to go, you can measure the same distance on the ground by using your automobile odometer (mileage) reading. There may be a slight error in the mileage scale on the map or in your odometer, so you may find that the measurements will not match exactly. Usually, however, they will be accurate enough to bring you within sight of the point you are seeking.

How to Find Your Segment

If you live outside the county, it may be necessary to use a State highway map in conjunction with the Census map. Identify the approximate location of the segment, select the roads to travel and proceed to the segment. If the segment is bounded by clearly defined features such as roads, railroads, or rivers, you should have little difficulty determining when you have reached the segment. In some cases, however, segment boundaries may be drawn along county, township, or other political jurisdiction lines that do not follow any clearly defined ground features. Such boundaries will be harder to locate and you will need to depend almost entirely on measured distances from your map and from your odometer readings to know when you have reached the segment. Then find out from local residents where the actual political jurisdiction line is located.

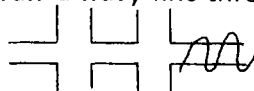
Measured Distances

In a few cases the segment boundary will be an imaginary line which does not correspond to any physical feature, political jurisdiction or township line. To locate the segment boundary, measure the distance on your car's odometer from a known physical feature that appears on the segment map to the imaginary line.

Making Corrections on Your Segment Map

As you travel in and around your segments, compare your segment map with the actual land features. Even though the map is not entirely up-to-date, it should agree in most respects with what you find. You may, however, find some roads, houses, schools, or other ground features that are not shown on the map. Also, the map may show roads or buildings that no longer exist. You may even find that a stream has changed its course since the map was made.

To help you do a thorough canvassing job, correct the map as necessary to make it agree with the actual ground features. Draw in vacant house symbols (□), occupied house symbols (■), school symbols (■), church symbols (■), cemetery (⦿), commercial structures (■), or other structures in the segment that are not shown on your map. Mark X through structures shown on the map that no longer exist (■). Draw a wavy line through roads that no longer exist. Example:



How to Use Your Map to Find Your Location

Most maps have a "North" directional arrow printed on them. To use your map properly, lay it out flat so the arrow points north. If you are not sure which direction is north, place

the map in such a position that the symbols on the map agree with the features on the ground. Find the road you are on and note the nearest city, town or other locality that is the same on the map as it is on the ground. If you place your map correctly, all the symbols on it should be in the same relationship to one another as the corresponding features on the ground. For example, if there is a railroad (+++++) to the left of a highway, (====) the symbol for the railroad on the map should be to the left of the symbol for the highway. Streams (~~~~) and power line symbols (-.-.-) may also appear on the map that will help in finding your location.

The segments were drawn based on earlier housing unit counts and it may be necessary to make revisions in some segment boundaries prior to doing further field work.

Preliminary Drive-Through of the Segment

Before you begin enumeration, drive through the major roads of the segment and make a rough estimate of the number of habitable dwelling units in the segment. If your estimate of the number of dwellings exceeds 250 or is three times greater than the approximate number of dwellings shown on the Record Book cover (part A, item 3), contact your crew leader.

Do not attempt to make an exact count of the dwelling units during the preliminary drive-through. The purpose of the preliminary drive-through is for you to make a rough estimate of the number of dwellings in the segment. When conducting the preliminary drive-through, be sure to watch for housing communities, apartment complexes, townhouse projects, condominiums, etc., that have been constructed within the past ten years. Clusters of recently constructed dwelling units such as these will often cause the approximate number of dwellings in Part A of the record Book Cover to be incorrect. Generally familiarize yourself with the segment during the preliminary drive-through. Take note of the location of dwelling units, unmapped roads, prominent physical features, and anything else that will help you when canvassing the segment.

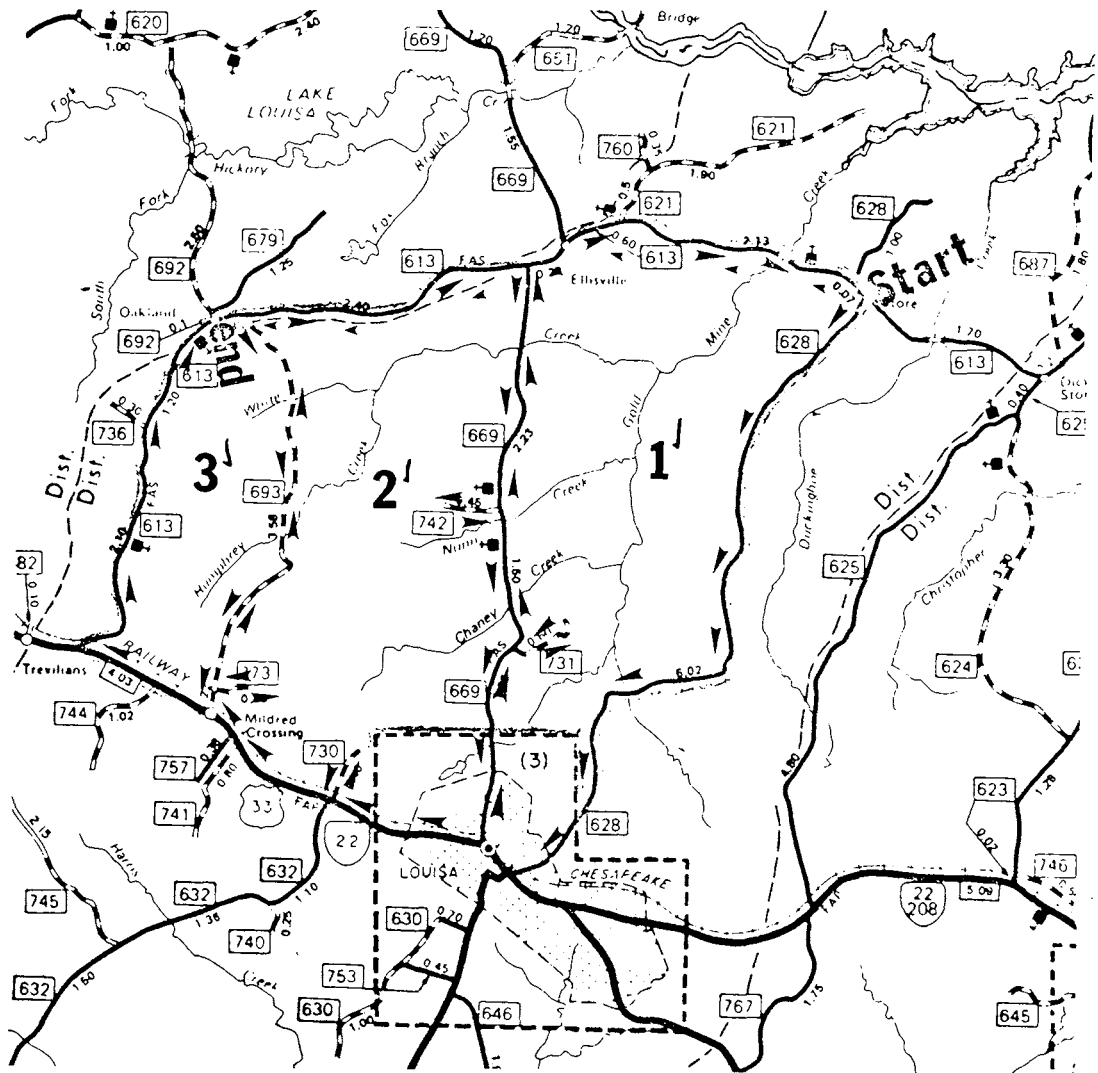
Do not spend more than two hours on the preliminary drive-through. If you need more than two hours for this, contact your crew leader.

Division of Segment into Pieces

After you have become familiar with the map and the segment boundaries, divide the segment into pieces and plan a route of travel according to the procedures described below. A piece is an area of land in the segment bounded by intersecting roads or roads intersecting the segment boundary.

- a. Use roads and road intersections shown on your map to divide the segment into pieces.

- b. Plan a route of travel that will take you through the segment piece by piece, avoiding backtracking as much as possible.
- c. Number the pieces on the map in the order you plan to canvass them.
- d. Show where you will begin canvassing the first piece by entering on the map the word, "Start" and an arrow showing your direction of travel.
- e. Travel around each piece in a clockwise direction.
- f. In sparsely populated areas where there are long stretches of road with few dwelling units, canvass both sides of the road at the same time listing dwelling units on both sides. However, if you are on a road that is part of the segment boundary, be sure to canvass only that side of the road that is inside the segment.



- g. In populated urban areas, canvass only one side of the road at a time, listing dwelling units only on that side. In addition, canvass only one side of the road when it would be dangerous for you to canvass both sides. For example, do not canvass at the same time both sides of a four-lane or heavily traveled highway.
- h. Canvass all roads to determine if any habitable dwellings exist.
- i. Canvass each dead-end road as you come to it whether it is on your right within the piece you are traveling around or on your left in a bordering piece of the **same** segment.
- j. The above illustration shows a segment with the pieces numbered in order of travel. Note that each piece is bounded by a road or the segment boundary.
- k. You may find some roads in the segment that are not shown on the map. If you do, draw them on the segment map and identify each such road by its name or number.

If an unmapped road crosses the piece boundary, first canvass and draw the part within the piece on your right. Next canvass and draw any part within the bordering piece. Then resume canvassing the piece where you stopped on your route of travel.

- l. When you finish canvassing and listing a piece, look over your map to be sure you did not miss any roads. Then enter a check mark next to the piece number, even though you may have callbacks yet to make.
- m. Begin canvassing each day at the place where you stopped the day before.

Summary of Rules for Using Your Map

Always keep in mind that your map shows you your assignment area. You will need to use it constantly to be sure you find all dwelling units within the segment.

Follow these rules for using your segment map:

1. Canvass the entire area in an orderly (clockwise) pattern within the boundaries shown on the segment map. Do not canvass any of the area outside the red boundary lines.
2. Use the map to plan a route of travel to follow while enumerating.
3. Show your segment map to local residents. Ask them to help you locate houses or roads that may not be shown on the map. You might miss places, so be sure you ask questions of people in the area.
4. Correct the map as necessary so that it agrees with the ground features in the segment.

CHAPTER III. RECORD BOOK, FORM A3

A3 Record Book

You will receive an A3 Record Book for each assigned segment. The Record Book consists of a front cover, a conversion table, sixteen A3 Listing Sheets and two Note Pages. The front cover has four parts. A label will appear in Part A which identifies the segment number, State, county and the approximate number of dwelling units in the segment. This label will be on the A3 Record Book when you receive it. If it is not, contact your crew leader.

Part B is a record of enumeration. Here your name, address, etc., will be entered.

Part C is a record of your work. Enter here the daily total of A3 lines and A1 Questionnaires you complete. Also, enter the total number of outstanding callbacks. Additional instructions for filling Part C appear in Chapter VII of this manual.

Part D is a summary of your work for the segment. Your crew leader and the Regional Office supervisor will make their entries in this part after conducting a review of your work.

Conversion tables are printed on the inside cover of the A3 for your use when completing questionnaires.

Purpose of Form A3

The A3 Listing Form has four main purposes:

1. It provides a record of the names and addresses of each head of household living in the segment and every other person living in the segment who has agricultural operations separate from those of the household head.
2. It shows whether an Agriculture Questionnaire (Form A1) is required for the persons listed.
3. It provides a place for recording callback information.
4. It provides your supervisor with a record of the work you completed and of cases requiring further action.

What to List

You must list on Form A3:


1. Every head of household living in the segment.
2. Every other person living in the segment who has agricultural operations separate from those of the household head.
3. Every habitable vacant dwelling unit in the segment.

**List Heads of Households
as You Come to the Dwelling**


List on the A3 Listing Sheet the head of each household as you come to them on your route of travel even if you cannot complete the enumeration at that time. When you come to a dwelling and find no one home, try to get the resident's name from the outside markings of the mailbox or ask neighbors for the name of the family living there. Do not, under any circumstances, look inside the person's mailbox. If you cannot get the full name of the head of the household, enter only his last name until you are able to complete the enumeration. Use good judgement and common sense to insure that all dwelling units are listed.

**Enter A3 Line Numbers
on Map**

Enter the A3 line numbers next to the matching symbol on your map to show the location of every occupied dwelling. Do this as you make the listings. Use both the map and Form A3 to help you cover your segment completely.

If you locate a habitable dwelling unit for which a dwelling symbol does not appear on the map, enter a dwelling symbol () and the A3 line number on the map. Enter the symbol on the map as near as possible to its exact location. If there are a group of dwellings clustered in an area, you may show a range of line numbers on the map in that location such as: 10–17, meaning that dwellings listed on lines 10 through 17 of the A3 are located in this area. When you have completed the listing of a segment, the A3 line numbers should generally follow an orderly pattern on your map in piece after piece of the segment.

**Habitable Vacant
Dwelling Units**

Habitable vacant dwelling units should be recorded on the A3 Listing Form. Enter the word "VACANT" in column 2 and enter the physical address or a brief physical description of the unit in column 10. If a habitable vacant dwelling is encountered, but no dwelling symbol appears on the map, enter the symbol () and A3 line number on the map. If the dwelling appears to have been lived in recently, check with neighbors to determine if anyone presently lives there.

New Construction

Do not list houses under construction at the time of your visit. List only those structures that are habitable. If the unit is occupied but the residents are not at home at the time of your visit, follow the "No One Home" procedures in Chapter V of this manual.

What Places to Visit

Visit every habitable dwelling in the segment. Examples of dwelling units you will visit include:

1. Houses
2. Mobile homes
3. Townhouses

4. Condominiums
5. Apartments
6. Cottages and vacation homes
7. Group quarters such as boarding houses, college dormitories, hospitals, etc.
8. Unusual living quarters such as boxcars, old buses, houseboats, lean-to's, gas stations, etc., which might be occupied or obviously intended for occupancy.

You may find some areas that have become built-up or urbanized. Do not assume that no one in the area had any agricultural operations in 1978. Visit each of these households and complete an A3 Listing. When you complete your A3 Listing for such places you will determine whether or not an A1 is required.

Places for Which a Listing is Not Required

Do not list the following:

1. Any dwelling unit outside the segment boundary.
2. Any structure not used and not intended for use as a dwelling unit.
3. Vacant dwelling units that are unfit for human habitation. "Unfit for human habitation" is defined as a structure previously intended for residential use, but where the floor, walls, windows, and/or doors no longer protect the interior from the elements.
4. Dwelling units being torn down.
5. Living quarters that have been condemned, provided there is a condemned sign or notice posted and the building is vacant.
6. Structures used only for business purposes.
7. Living quarters under construction.
8. Vacant trailers and mobile homes on a sales lot.
9. Trailers used as overflow living space for a main house.
10. If you are in doubt as to whether or not to list a dwelling unit, always list it.

Families With Two or More Homes

Some families may at the same time have two or more homes and may spend part of the time in each. If their usual place of residence is located in the segment, you should list them

in the A3 Record Book and complete an A1 for them if they had or expect to have any agricultural operations in 1978. Usual place of residence is where the family lives more than 50 percent of their time during the year. Only one location can be the **usual** place of residence. For example, the Browns live a majority of the time in a home in the city, which is located outside the segment, but they also own and operate a farm in the segment where they live part of the time. Their usual place of residence cannot be at both places. The farm house would be listed on the A3 Listing Form as "vacant," and no A1 would be required for the Browns even though they had agricultural operations in the segment, since their **usual** place (50 percent or more of the year) of residence is outside the segment. However, if they lived on a farm in the segment and conducted a business in town by commuting back and forth, an A1 would be required for the agricultural operations.

If a farmer lives out of the segment all the time (leaving the farm house unoccupied) and travels back and forth to the farm to do the farm work, list the farm house on the A3 Form as vacant, and no A1 is required.

Group Quarters

Group quarters are dwelling units where people do not have separate living arrangements. Group quarters are located most frequently in institutions, boarding housings, military barracks, college dormitories, fraternity and sorority houses, hospitals, monasteries, convents and ships. A house or apartment is considered a group quarters only if it is shared by the person in charge and 9 or more unrelated persons, or if there is no person in charge and the unit is shared by 10 or more unrelated persons.

If you encounter in your segment a group quarters, do the following:

1. Determine the person in charge.
2. List the name and address of the person in charge in columns (2) and (3) of the Listing Sheet. If there are two or more persons in charge, list the name of the individual easiest (most convenient) to enumerate.
3. Ask the person in charge the questions in the Listing Sheet.
4. Ask the person in charge the question in column (9) to determine if anyone else living in the group quarters is associated with an agricultural operation. List all individuals identified by the respondent on the next line(s) of the Record Book and contact these individuals to complete the A3 Listing for them.

5. Accept the answer from the person in charge as to the number of individuals associated with a farm. Do not list all members of the group quarters on the A3. List only those identified by the person in charge as described in (4) above.
6. If the person in charge cannot answer the question in column (9), contact your crew leader.

HOW TO FILL FORM A3

Ask the questions in order and skip questions according to the instructions in column headings. Failure to follow instructions will result in failure to obtain the required A1's. It may also result in your obtaining A1's when they are not needed.

In many situations, the questions should be asked as stated on the A3 Form. For example, if you are talking to the head of the household, ask, "Did you operate a farm or ranch in 1978?" However, if you are talking to someone else, substitute the name of the person to whom the questions relate such as: "Did Mr. Jones operate a farm or ranch in 1978?" Always be sure the respondent realizes that the questions in columns 4, 5, and 6 relate to the person listed in column 2.

Summary for completing the A3 Listing Sheet

The following is a summary for filling the A3 Listing Sheet.

1. Use a different line for each head of household and for each other person living in the household who has agricultural operations separate from those of the household head.
2. Fill the columns in order across the form according to the instructions at the bottom of each column heading. Skip columns as instructed. If no skip instructions are given, go to the next column. **Never** assume that you know the answer to any question.
3. Mark entries for questions requiring "Yes" or "No" answers by placing an "X" in the appropriate box.
4. When no entry is required, leave the space blank.
5. Use the Remarks and reminder column as needed.

Column 1: A3 Line Number

A3 line numbers are printed on the form in numerical sequence throughout the Record Book. If more than one Record Book is required for a segment, renumber the A3 line numbers in the second book consecutively, starting with the number following the last number of the first book.

**Column 2:
Heads of Households or
Person with Agricultural
Operations Living in
the Segment**

List every household head living in the segment in column 2 of the A3 Listing Form. Enter the person's first name first; for example, "John O. Jones." Be sure to write or print **legibly**. Try to interview the head of the household. If the household head is not available, try to get the required information from some other responsible person, such as the spouse, children 16 years of age and older, hired employees, etc., **but list the name of the head of household even though someone else gives you the information**. If you do not interview the household head, record the name of the person you interviewed in column 10.

**Column 3:
Mailing Address to
Include ZIP Code**

Enter the mailing address of the person listed in column 2. This address should be as complete as possible including box number, route number, ZIP code, etc.

**Columns 4, 5, and 6:
For Persons Named
in Column 2**

The answers to columns 4, 5, and 6 determine whether an Agriculture Questionnaire (A1) is required for the person listed in column 2.

Pay particular attention to the responses to these questions in conjunction with your observation around the premises. Some people do not think of themselves as farmers; yet, they frequently keep a few livestock or poultry or grow some crops. One of the major objectives of this survey is to obtain information on these types of operations. If you receive a "No" answer to questions 4, 5, and 6 but you observe agricultural activity around the dwelling unit, tactfully inquire about the agricultural activity. If the head of the household or other members of the household are associated with the agricultural activity, make the necessary corrections on the A3 Listing Form and complete an A1 as required.

If you mark "Yes" in column 4, skip to column 7. If the "No" box is marked in column 4, ask the question in column 5.

If you receive a "Yes" answer in column 5, skip to column 7. If you get a "No" answer for both columns, 4 and 5, ask the questions in column 6. Regardless of the answers to the questions in column 6, next fill column 7 for the person listed on that line.

A "Yes" response in either columns 4, 5, or 6 will qualify the person listed in column 2 as a farm or ranch operator and an A1 must be completed. A "No" answer to columns 4, 5, and 6 determines that the person is not a farm operator and no A1 is required.

**Column 7:
A1 Required?**

The "Yes" or "No" box in column 7 must be checked for every person listed in column 2. Enter an "X" in the "Yes" box whenever any one of the columns 4, 5, or 6 have a "Yes" answer. If you mark the "Yes" box and later determine the

A1 is not needed, draw a circle around the "Yes" box and mark "X" in the "No" box. For example, if one member of a partnership is listed in column 2 and it is later determined that he or she is not the senior partner, draw a circle around the "Yes" in the appropriate box and write a note in column 10 to explain that the respondent was not the senior partner. If you start an A1 and later determine it is not needed, return the partially completed A1 with your completed work A1's for the segment and explain in "Remarks" on the A1 why the form was only partially completed. In cases where callbacks are necessary, you might not know at the time you make your A3 Listing whether or not an A1 will be required for the place. **If you are not sure, leave column 7 blank until you determine whether an A1 is needed.** Mark column 7 "No" only if columns 4, 5, and 6 are all answered "No."

**Column 8:
Type of Organization**

The question in column 8 is intended to determine the type of organization that best describes the agricultural operation and is asked only if an A1 is required ("Yes" marked in column 7). The column is sub-divided into four parts: A, B, C, and D.

In column 8, mark only one box per line. If an individual is associated with more than one farm or ranch operation, complete an A3 line for each operation with which the person is associated. For example, if an individual had his or her own private farming operation and was a member of a partnership farming operation, you would fill one A3 line for the private operation and another for the partnership operation. In addition, you should explain the situation in column 10.

Use the following definitions to identify the different types of agricultural operations. Mention each type of organization to the respondent to determine if the person has more than one operation.

**Types of Organization
Defined**

- A. An Individual or Family Operation** is defined as a farm, ranch or business organization controlled and operated by an individual. It includes family operations that are not incorporated and not operated under a partnership agreement.
- B. A Partnership Operation** is defined as two or more persons who have agreed on the amount of their contribution (capital and effort) and the distribution of profits. Co-ownership of land by husband and wife does not necessarily mean that a partnership exists unless there is some formalized agreement (oral or written) as to sharing of contributions, decision making, profits and liabilities.
- C. Corporation, including family corporation** is defined as a legal entity or artificial person created under the laws of a State to carry on a business. This definition does not include cooperatives.

D. **Other** is to include organizations which are not readily classified in the first three groups. Some examples are:

- (1) Estate — undivided property still in or subject to probate.
- (2) Trust — the farm is operated by a person as trustee for someone else who may not be of age, may be in a hospital or some other kind of institution, or is otherwise unable to carry on his own business.

If an estate or trust property was operated by others under a rental agreement, box A, B, or C should be marked.

- (3) Indian reservation — the farm or rangeland is owned by an Indian reservation and operated for the general benefit of reservation residents. Indian reservations are not to be included in the CAAS. However, Indians operating farms or ranches separate from the Indian reservation and who own or have allotted land on the reservation should report all the land they operate in the same manner as any other farm or ranch operator not associated with an Indian Reservaton.
- (4) Grazing association — An association of ranchers or other livestock operators who join together to acquire control of large acreages of grazing land for use by its members.
- (5) Cooperative — the farm is operated as an incorporated or unincorporated enterprise or association created and formed jointly by the members.
- (6) Institution — farm is operated as part of a school, prison, hospital, religious organization, etc.
- (7) Experiment station — the farm is operated primarily for research by either a public or private agency and perhaps, but not necessarily, in conjunction with a university.

After determining the type of organization, enter an "X" in the appropriate column and go to the A1.

**Column 9:
Anyone (Else) Living in
This Household with
Agricultural Operations**

The question in column 9 is asked for each head of household listed and for anyone, other than the household head who had agricultural operations in 1978.

If the head of the household has an agricultural operation, ask, "Is anyone else in this household associated with a separate farm or ranch operation?" If the head of the household has no agricultural operation, you should ask, "Is anyone in this household associated with an agricultural operation?"

In both of these situations repeat the question until a "No" answer is received. If a "Yes" response is given, list the name of the person on the next line and interview this person or a knowledgeable respondent for the required information. For those A3 line entries indicating that an A1 is required, ask the question in this column after you complete the A1.

**Column 10:
Remarks and Reminders**

Use column 10 for any notes that will help you complete the enumeration, make explanations or give information that you need to pass on to your crew leader, and to write in the respondent's name if the person is not the household head.

The following illustrations, a brick house on the right side of road 996 one mile east of junction 334, or a small house 2 miles north of junction 556 and 636, or a green house with white roof on road 999 two miles south of city limits, are examples of physical descriptions and would help another person locate the place.

Also enter in column 10 reminders about return visits, or "callbacks." In general, enter in column 10 any information that will help you locate the dwelling when making the callback.

For example, if the mailing address would not enable you or another to find the place again, enter brief directions to the unit or a physical description of the dwelling.

If more space is needed to record the column 10 information, use the Notes Page in the back of the A3 Record Book. Enter the A3 line number before each remark in the Notes Page to identify it.

**Column 11:
Date Completed**

Enter the date in column 11 only after you have:

1. Answered all required questions for the A3 Listing Form.
2. Entered the A3 line numbers next to the dwelling symbol on the segment map.
3. Completed and reviewed the A1, if required, for the operator listed on the line.

The absence of an entry in column 11 is a reminder to you and your crew leader that there is something more to be done. Problem cases turned over to your crew leader should not have a date entered in this column until your crew leader has resolved the matter or cleared the case.

Review of the A3 Form

Briefly review your entries on the A3 Listing Sheet before you leave the place where you obtained the information.

In cases where you must make callbacks, do your review at the time of your final visit. Make sure you have done the following:

1. Enter the correct name and address.
2. Enter the A3 line number on your map.
3. Filled a Questionnaire (Form A1) when you have marked "Yes" in either columns 4, 5, or 6, and column 7.
4. Marked column 7 "Yes" when an A1 is required.
5. Asked the question in column 9 for other members of the household and received a "No" answer.
6. Entered in column 11 the date when you completed all the forms required for the place.

CHAPTER IV – THE AGRICULTURE QUESTIONNAIRE

General Instructions

This chapter contains general and specific instructions for completing the A1 Agriculture Questionnaire Form. These instructions are in the same general order as the questions on the A1.

When an A1 is Required

An A1 is **required** for persons who answer “Yes” to any of the questions in columns 4, 5, or 6 on the A3 Listing Sheet. You must fill an A1 Form for the following:

1. Every head of the household, living in segment at the time of the enumeration, who operated a farm or ranch or had any agricultural operations in 1978.
2. Every other person living in the segment at the time of enumeration who had agricultural operations separate from those of the household head.

How to Fill Form A1 – Agriculture Questionnaire

Instructions for the questions within each section of the A1 Form are given in a latter part of this chapter. Item numbers are to the left of each question and the questions for each section are in numerical sequence starting with “1.” Instructions for you on some questions are also given on the questionnaire in light face print. You should read and be familiar with these instructions before beginning your enumeration.

Two or More A1's for One Operator

Fill only one A1 for each operator unless he or she has separate and distinct operations for which separate records are kept. For example, if a farm operator living in the segment had an individual farm operation and was the senior partner of a partnership operation, two separate questionnaires would be required for this person. Two questionnaires would also be required for a person who lives in the segment and operated a farm as a hired manager for someone else and had a separate operation of his/her own.

Home Use

For households that only had a garden for home use, no A1 is required. If the household had an unusually large garden (more than 1 acre), inquire more closely whether the operator sold any products. An A1 is required for those households selling products.

Complete an A1 for those households having any livestock or poultry even though only for home use.

FFA and 4H Projects

Agricultural activities of sons, daughters, wives, hired employees, etc., of a household head will normally be included on the A1 completed for the head of the household. **FFA and 4H projects should be included as part of the operations of the head of the household.** If FFA and/or 4H projects are the only agricultural activities in the household, complete an A1 in the name of the head of the household.

Description of the A1

The questionnaire is divided into 28 sections separated from one another by heavy black lines. Each section contains questions relating to a specific subject. The answer to the first question in a section often determines whether you need to ask the remaining questions in that section.

Read Bold Face Type to Respondent

WHEN CONDUCTING THE INTERVIEW, ALWAYS READ TO THE RESPONDENT ALL QUESTIONS AND INSTRUCTIONS PRINTED ON THE A1 IN BOLD FACE TYPE. For example, in section 1, item 2, you would only read to the respondent, "During 1978, how many acres did or will you rent or lease from others?"

Instructions in Light Face Type

Instructions in light face type on the questionnaire are to help you obtain the correct information.

You **should not** read these instructions to the respondent unless it is necessary to help the respondent understand the question. For example, read to the respondent the sentences in light face type below question 2 of section 1, if he or she needs further explanation on what to include in acres rented or leased from others. Sometimes the instructions in light face type tell you to do something. For example, the instructions below items 5 and 6 of section 1 merely tell you to list additional landlords or renters in the "Remarks" space on page 2.

Some instructions in light face print instruct you to skip to the next section if the answer to a preceding question is "No" or "None."

Omit questions only when the instructions tell you to skip.

Other instructions in light face type tell you what items to include in the answers. The following example from section 3 of the A1 illustrates the different styles of type.

| |
|---|
| <p>Section 3 – Was or will any DRY HAY, GRASS SILAGE, HAYLAGE, or GREEN CHOP be cut or harvested from this place in 1978? (Include sorghum-sudan crosses and hay cut from pastures.)</p> <p>003</p> <p>1 <input type="checkbox"/> YES – <i>Complete this section</i></p> <p>2 <input type="checkbox"/> NO – <i>Go to section 4</i></p> <p><i>If cuttings were or will be made for both dry hay and grass silage, haylage, or green chop from the same fields, report the acreage in the appropriate items under DRY HAY and also under GRASS, SILAGE, HAYLAGE, and GREEN CHOP.</i></p> |
|---|

You can help with the promptness and accuracy of CAAS if you use the following rules when entering the respondent's answers to the A1 questions.

1. Make your entries in the proper spaces.
2. Print any explanations in the margins of the page, opposite the item referred to or in the "Remarks" space at the bottom of page 2.
3. Include the section and item number when entering notes in the remarks space.

How to Enter Response to Questions

Many questions can be answered by marking X in a box (). Questions followed by "None" boxes require an answer by either marking the "None" box or by entering the appropriate data. For example, see section 2, questions 1 through 12.

A "Yes" answer to some lead-in questions require the completion of a section and a "No" response permit skipping to the next section. For example, in section 3, if a respondent answers "Yes" to the lead-in question then ask about the number of acres harvested, the quantity harvested, and the number of acres irrigated for each type of hay, grass silage, haylage and green chop. However, a "No" response permits you to skip to the next section.

Read Instructions From Your Manual for Clarification to the Respondent

The questions and explanations on the A1 are worded to make their meaning clear to the majority of respondents. If the respondent has difficulty understanding a question, read it a second time. If the respondent still does not understand, read to him or her the explanation for the question from this manual. If you still have problems give an additional explanation in your own words, but be sure you do not change the meaning of a question.

**Ask the Operator to
Make Estimates**

If a farm operator does not recall exact figures to a question, ask for an estimate. To help the respondent, explain that the Census Bureau does not always expect exact figures. For crops that are not yet harvested or sold, suggest that the operator make the best estimate he or she can based on the present condition of the crop, or anything else that might help him or her estimate the probable amount. The farm operator is in a better position than anyone else to estimate his or her own acreage, production, sales, income, etc.

**Round Off Cents to
Nearest Dollar**

For dollar items, only whole dollars are needed. Round off cents to the nearest dollar. The "Cents" column is shaded – always leave it blank.

Fractions

Do NOT include fractions in your answer unless the "Tenths" column is provided, as the "Tenths" columns for reporting acres of Irish Potatoes in section 2. Report fractions (i.e., less than one acre) in tenths of the whole number. For example, 4 and $\frac{1}{2}$ acres of tobacco should be reported as 4 $\frac{5}{10}$. As necessary, use the table inside the Record Book cover to help you make these conversions. Be sure to enter the fraction in the "Tenths" column. For other cases, round fractions to the nearest whole acre. For example, if the household had only one-half acre with some chickens on it, report one acre on the A1.

**Ask the Questions
As Worded**

Ask the questions in the order given on the questionnaire. Be sure to read the questions as worded so that the same questions will be asked in the same way to all respondents throughout the United States. The Census Bureau requires this uniform procedure so that the answers provide comparable information and this will be obtained only if all enumerators use exactly the same wording when asking the questions.

**Read Questions in the
Column Headings**

Many of the column headings on the A1 contain a lead-in question followed by a listing of specific items. In order to obtain the required information, read to the respondent the question in the column headings for items listed in the sections. For example, in section 2, item 1, if the respondent has field corn for grain or seed, you should ask the question in the column headings as follows:

How many acres were or will be harvested?

How much was or will be harvested?

How many acres were or will be irrigated?

Follow this procedure for all other column headings and any other items which do not appear on the A1 in question form.

Summary for Filling Form A1

1. Fill only one A1 for each operator unless he or she has separate and distinct operations for which separate records are kept. For example, if a farm operator has an individual farm operation and is the senior partner of a partnership operation, two separate questionnaires would be required. Two questionnaires are also required for managers of places, if they operate a farm as a hired manager for someone else and have separate operations of their own. Whenever possible, get the information from the person in charge of the farming operations. If this is not possible, **GET THE BEST INFORMATION YOU CAN** from some other responsible person on the place.
2. If the operator wants to see a copy of the questionnaire, lend the person a blank copy from your portfolio so they can follow the questions as you ask them.
3. Ask all questions as they are worded on the questionnaire.
4. Follow the instructions for each question as given in this chapter. Read instructions (printed in light face type) whenever the respondent needs an explanation of a question.
5. You may use a pencil or pen to fill the A1's. Write or print all entries neatly, clearly, and in the proper space.
6. Mark "X" in the appropriate entry box (). These questions will involve a "Yes," "No" or "None" response.
7. Report acres to the nearest whole acre except where the questionnaire provides for tenths of an acre to be reported.
8. Report amounts in the unit of measure called for on the questionnaire. Enter whole numbers only. As necessary, use the conversion factors in Chapter VI of this manual, or inside the cover of the A3 Record Book Cover.
9. Report whole dollars in the dollar column. The cents column is shaded – leave it blank.
10. Never erase an entry. If you make a mistake, draw a neat line through the entry and write the correct figure above it or somewhere else in the proper space. Example ³²⁴~~372~~. If you mark a box in error, circle that box and mark the correct box. If necessary, use the margins of the A1 for making corrections. Draw an arrow pointing to the item to which the correction applies.
11. Put a dash in the answer space for questions not requiring entries, or leave the space blank.

12. Use the margins or the Remarks space at the bottom of page 2 on the questionnaire for unusual entries or situations, or to list additional information.
13. Whenever you cannot find the answer to a problem in this manual, write a note about the problem in a separate note book or inside the front cover page of this manual and tell your crew leader about it the next time you talk to him or her.
14. If you start filling a questionnaire and discover one is not needed, terminate the interview and explain the case in the Remarks space. Be sure to return the partially completed questionnaire with your completed forms.

You are not expected to remember everything in this manual. However, you are expected to know how to use the manual to find the answers you need.

Detailed Instructions for Completing the Agriculture Questionnaire

Page 1 of Questionnaire

Page 1 of the A1 is for recording Identification information (Part 1) as well as information on the type of organization (Part II).

It will assist you in determining who is in charge of the agricultural operation such as the junior partner, senior partner, or a hired manager so that you will know when an A1 is needed, since the information on the A3 Listing Form may not always clearly define who is in charge of the agricultural operation.

Mark "X" the type of organization as shown on the A3 Listing Sheet and ask the respondent each of the questions pertaining to that type of organization. Be sure to follow the skip instructions to obtain all required information about the particular type of organization.

A1 Identification (Part 1)

After determining that an A1 is required (indicated by a "Yes" in Column 7 of the A3 Record Book Listing Sheet), transcribe items 1–6 from the A3 Record Book. Transcribe these items to the A1 at the time of the interview.

Ask the respondent the identification items 7–9.

Telephone Number

Item 7 – Obtain the telephone number to include the area code. The telephone number is necessary in case additional information is needed about the agricultural operation.

Year Begin Operation

Item 8 – You are to determine what year the operator began to operate any part of this place. Some operators have lived

on the farm their entire life, but the answer to this question should be the year when they began to actively operate the farm.

**Federal Employer
Identification Number**

Item 9 — Operators of farms and ranches with hired employees will generally have an Employer Identification Number (E.I. number), a nine digit number obtained from the Federal Government for use in the preparation of Federal Form 943 on Agricultural Employees. Ask each respondent this question and enter the E.I. number if they have one. If they indicate that they do not have one, mark the "No" box.

Some States also issue an E.I. number. It may be the same as the E.I. number issued by the Federal Government or it may be different. Be sure to record only the number issued by the Federal Government.

**Type of Organization
(Part II)**

Part II of page 1 has been divided into four types of organizations (types A through D). Only one type is to be filled for each A1. If the respondent had two separate and distinct operations, such as a partnership operation and an individual operation, two questionnaires are required; one for the partnership operation and one for the individual operation.

Mark "X" the type of organization as shown on the A3 Listing Sheet and ask the respondent each of the questions pertaining to that type of organization. Be sure to follow the skip instructions to obtain all required information about the type of organization. Only ask the questions for the one type. If the operator is involved in more than one type of organization, a separate A3 line and A1 should be filled.

**Type A — Individual or
Family Operation**

An Individual or Family Operation is defined as a farm, ranch or business organization controlled and operated by an individual or a family or by a husband and wife. It includes family operations that are not incorporated and not operated under a partnership agreement.

Item 1 — Some farms and ranches are operated under different names or a combination of names. For example, John S. Smith may be listed in the A3 Record Book as the person in charge of the agricultural operation, but for tax records or other purposes the farm and ranch is operated as John S. & Mary L. Smith. Enter this other name for Item 1. These additional names and addresses will be helpful in locating the name of the operator on our mailing list. If the respondent indicates that the farm or ranch is not operated under another name, mark the "No" box.

Item 2 — If the operator of a farm or ranch received mail during the past two years at any address other than the one listed in the A3 Record Book, enter the other name and

address here. Some respondents may use a separate post office box or address for business mail, or a new address that may have recently been given to the place.

Record these changes in the space provided in item 2. If the respondent indicates that in the past two years, mail has not been received at another address, mark the "No" box.

Item 3 – Ask the respondent if the farm or ranch employs a hired manager who is primarily in charge of the farm or ranch operation. Make certain that the respondent clearly understands the Census definition for a hired manager. Do not include foreman, hired hand, etc., as a hired manager. (Refer to definition in the Glossary of a hired manager.)

If a hired manager was employed, mark the "Yes" box and go to item 4. If no hired manager was employed, mark the "No" box and skip to page 2.

Item 4 – If a hired manager is employed for the farm or ranch operation, record his or her name and mailing address regardless of where he or she lives and complete the remainder of the A1.

Type B – Partnership Operation

A Partnership Operation is defined as two or more persons who have agreed on the amount of their contribution (capital and labor) and the distribution of profits.

Item 1 – The partnership name will normally differ from the name recorded in the A3 Record Book but the mailing address may be the same. Since a partnership consists of two or more persons, the name of each person may appear in the name of the partnership or it may be operated under a name completely different than that of the partners. Enter the name and mailing address used for the partnership operation.

Item 2 – This item is to determine how many partners make up the partnership. This figure is also entered in section 19 when you get to this part of the A1.

Item 3 – Enter the name and mailing address of each partner. If one of the partners is the person named in Part I, mark (X) the first box. It is not necessary to list this person's name or address again.

If there are more than two other partners to list, use the "Remarks" space on page 2.

Item 4 – Ask the respondent if the partnership hires a manager who is primarily in charge of the farm or ranch operations.

If a hired manager is employed, mark the "Yes" box and go to item 5.

If a hired manager is not employed, mark the "No" box and skip to item 6.

Item 5 – If you determine that the partnership employs a hired manager, then you would ask item 5. If the hired manager is the person named in Part 1, mark (X) the first box and skip to page 2.

If the hired manager is someone other than the person named in Part 1, specify the name and mailing address of this person and end the interview.

Item 6 – If you determined in Item 4 that there is no hired manager, skip to Item 6 to find out which partner is primarily in charge of the farm or ranch operation.

- If the partner determined to be primarily in charge is the partner listed in Part 1, mark (X) the first box and skip to page 2.
- If the partner determined to be primarily in charge is an "other" partner, mark (X) the second box, specify the partner's name; and end the interview.
- If none of the partners are primarily in charge mark (X) the third or "None" box and go to item 7.

Item 7 – Determine who is the eldest partner. If the eldest partner is the person named in Part 1, mark (X) the first box and skip to page 2. If the eldest partner is not the person entered in Part 1, specify the name of the eldest partner and end the interview.

Type C – Incorporated Under State Law

A corporation is defined as a legal entity or artificial person created under the laws of a State to carry on a business. It includes family corporations but not cooperatives. Mark (X) Type C if the farm or ranch is operated as a corporation.

Item 1 – Enter the name and address of the corporation. Usually the address will be a local address or the same as reported in item 6 of Part 1. However, the agricultural operation may be a subsidiary of (owned by) another corporation. If so, enter the name and home office address of the parent corporation.

Item 2 – A family held corporation is one in which 51 percent or more of the stock is owned by persons related by blood or marriage.

Item 3 – Always ask item 3. You cannot assume you know the answer to this question.

Item 4 – Corporations frequently have farms and ranches at different locations. If the corporation has other separate and distinct agricultural operations, in addition to the operation being included on this A1, mark (X) the “Yes” box and list the State and county and name of each operation. If not, go to item 5.

Item 5 – Some corporations may use more than one name and address. Information is needed on the additional names and addresses so that the Bureau of the Census can check to see if the name is already on the mailing list. If a “Yes” answer is received to this item, mark the “Yes” box and enter the name and mailing address. If a “No” answer is received, mark the “No” box.

Item 6 – Determine if a hired manager is primarily in charge of the farm or ranch operations. If a hired manager is employed, mark the “Yes” box and go to item 7. If a hired manager is not employed, mark the “No” box and skip to item 8.

Item 7 – If you determine in item 6 that a hired manager is employed, you would ask item 7. If the hired manager is the person named in Part 1, mark (X) the first box and skip to page 2.

If the hired manager is someone other than the person named in Part 1, specify the name and mailing address of this person and end the interview.

Item 8 – If you determine in item 6 that there was no hired manager, skip to item 8, “Who is primarily in charge of the farm or ranch operations.”

- If the person in charge is the person named in Part 1, mark (X) the first box and skip to page 2.
- If the person in charge is someone other than the person in Part 1, mark (X) the second box. Specify this person’s name and mailing address and end the interview.

**Type D – Other Organizations,
Cooperative, Estate or Trust,
Prison Farm, Grazing Association,
Indian Reservation**

Item 1 – Include in Type D those organizations which cannot be classified in Type A, B, or C of Part II. Mark (X) Type D and ask the respondent, “What type of organization operates or controls the operation of this farm or ranch unit?”

Explanations of the different types of organizations to be included are:

(a) **Estate** – undivided property still in or subject to probate.

- (b) **Trust** — the farm is operated by a person as trustee for someone else who may not be of age, may be in a hospital or some other kind of institution, or is otherwise unable to carry on his own business.

Estate or trust may be further defined as a property, funds or other assets administered for the benefit of an individual(s) or organization(s).

- (c) **Cooperative** — A voluntarily organized association controlled by its members or patrons. Frequently the word "cooperative" is part of the association's name. A cooperative should be reported under OTHER type of organization even if it is incorporated.

- (d) **State or Local Government** — Examples of State and Local Government organizations that may have agricultural operations are: State prisons, State or county correctional homes, State research farms, State or county hospitals, State or county poor farms or camps, and State tuberculosis sanitariums.

- (e) **Federal Government — Hospitals, Federal prisons and reformatories, camps, research farms** and training or industrial schools are examples of some Federal organizations that may have agricultural operations.

- (f) **Other** —

Indian Reservation — See Chapter VIII, page 22 and Chapter V, page 85.

Grazing Associations — An association of ranchers or other livestock operators who join together to acquire acreage of grazing land for use by its members. Very often the land is leased from Federal or State Governments, but it is also leased from private land owners. Because the words, "grazing association" are frequently included in the name of the organization, most associations are easily recognizable. A grazing association should be reported under OTHER type of organization even if it is incorporated.

Institution — School, hospital, religious organizations that are operated privately.

Item 2 — Enter the name and mailing address for the organization which exercises direct control over the farming and ranching operations. For example, if a State prison operates a farm, enter the name and address of the prison.

Item 3 – Enter the name and mailing address for this farm or ranch operation.

The name and mailing address of this organization that operates or controls the operation of the farm or ranch is not always the same as the name and address of the farm or ranch it operates.

Item 4 – Farms or ranches may use more than one name and/or address. Determine whether the farm or ranch used any other name or mailing address in the past two years.

If a “Yes” answer is received to this item, mark the “Yes” box and enter the name and mailing address. If a “No” answer is received, mark the “No” box and ask item 5.

Item 5 – Determine if a hired manager is primarily in charge of the farm or ranch operations. Respondent reports that there is a hired manager, make certain that the person meets the definition of hired manager (refer to Glossary in Appendix) and is not just a foreman or a hired farm hand. If a hired manager was employed, mark the “Yes” box and go to item 6. If a hired manager was not employed, mark the “No” box and skip to item 7.

Item 6 – If you determine in item 5 that a hired manager was employed, you would ask item 6. If the hired manager is the person named in Part 1, mark (X) the first box and skip to page 2.

If the hired manager is someone other than the person named in Part 1, specify the name and mailing address of this person and end the interview.

Item 7 – If you determined in item 5 that there was no hired manager, skip to item 7, “Who is primarily in charge?”

- If the person in charge is the person named in Part 1, mark (X) the first box and go to page 2.
- If the person in charge is someone other than the person in Part 1, mark (X) the second box. Specify this person’s name and mailing address and end the interview.

BASIC FARM DATA

This part of Chapter IV deals specifically with the basic farming and ranching questions for CAAS. Specific instructions for the sections in the A1 Questionnaire are covered in this part.

SECTION 1 – Acreage For The Entire Year Of 1978

This section is for recording information on all agricultural land the operator was associated with at any time during 1978 and for reporting the names and addresses of all landlords and renters.

The entries in this section will determine the "Acres In This Place;" that is, the land on which the agricultural activities of the farm or ranch were or will be conducted. Acres in this place should include all land operated by the respondent either by ownership, rental or share arrangement or other arrangements in 1978 – cropland, woodland, pastureland, rangeland, idleland, wasteland and any other land – not just planted land. Included also should be separate fields, meadows, and orchards which are controlled and operated as one agricultural production unit by the operator in this county and all other counties. All agricultural operations conducted on this land should be reported on this form.

| Section 1 – First, I would like to ask you about all the land you used in 1978. | |
|--|-------------------------|
| <i>Include all agricultural land owned, rented, or used by you, your spouse, or by the partnership, corporation, or organization for which you are reporting. Include ALL LAND, REGARDLESS OF LOCATION OR USE – cropland, pastureland, rangeland, woodland, idle land, house lots, etc.</i> | |
| ■ During 1978, how many acres did you or will you – | Number of acres |
| 1. Own at anytime? <input type="checkbox"/> | None ⁰⁴³ 100 |
| 2. Rent or lease from others? <i>Including land worked on shares; used rent free in exchange for services, payment of taxes, etc. Include leased Federal, State, and railroad land. (Exclude land used on a per-head basis under a grazing permit.) Also complete item 5 below.</i> <input type="checkbox"/> | 044 40 |
| 3. Rent or lease to others? <i>Including all land worked on shares by others and land subleased. Also complete item 6 below.</i> <input type="checkbox"/> | 045 10 |
| 4. ACRES IN THIS PLACE – ADD acres owned (item 1) and acres rented (item 2), then SUBTRACT acres rented TO OTHERS (item 3), and enter the result in this space. → | 046 130 |
| a. Is . . . the correct number of acres that you operated or expect to operate in 1978? <input type="checkbox"/> YES <input type="checkbox"/> NO – Verify and adjust as necessary. | |
| These acres are the "ACRES IN THIS PLACE" for this census report → | |
| If zero acres in this place, refer to chapter V in your Enumerator's Reference Manual. | |

Item 1. Land Owned

Report in this item all land the operator owned or expects to own during 1978. It is to include land owned by the operator's spouse or both under title, purchase contract, homestead law, or as heir or trustee of an undivided estate,

even though part of it was rented out in 1978. Include all separate fields and tracts of cropland, pastureland, rangeland, woodland, idleland, wasteland and so forth both inside and outside the segment.

Include all land that the operator was associated with in 1978, regardless of location or use, but do not include holdings of residential property not associated with agricultural operations unless farm equipment is kept there.

**Item 2. Land Rented or
Leased From Others**

Report in this item the total number of acres the respondent rented or leased or expects to rent or lease **from others** during 1978. Include in this total land worked on shares, land used rent free in exchange for services, payment of taxes, etc., even though the landlord may have supplied equipment, fertilizer or other materials. Include this land, even if at the time of enumeration, the operator no longer rents or has use of the land that was rented earlier in the year. This item should also include:

1. All Federal (Forest Service, Taylor Grazing, military reservations, etc.), State, and railroad land rented or leased by the acre, but **do not** include here government land from grazing permits or special license used on a per-head or animal-unit basis. "Permit" land is accounted for in item 7.
2. All land used under other arrangements such as upkeep of land, buildings and fences, providing services, construction of fences or buildings, payment of taxes, etc. For example in some parts of the country, land owners let others use their land free to keep the weeds and brush from growing up on it.
3. All tracts of land regardless of location. If the operator did not rent or lease any land or does not expect to rent or lease any land from others during 1978, mark the "None" box. Do not ask item 5 if a "None" response is obtained to item 2.

**Item 3. Land Rented or
Leased to Others**

Report in this item the total number of acres the operator rented or leased or expects to rent or lease **to others** during 1978. This item should include all land that was:

1. Used by others at any time in 1978, regardless of whether the operator owned or rented it from others, i.e., land subleased.
2. Worked on shares for the operator, even if the operator supplied equipment, fertilizer, or other materials, and some supervision.

Do not report in item 3 land as rented to others:

1. Pastureland or rangeland used by others on a per-head basis. For example, in the Midwest, wheat farmers frequently permit others to graze cattle on their wheat fields in the fall for a set fee per-head, per month, or per pound gain.
2. Land from which others bought a crop that was ready for harvest. Example, a tobacco farmer may raise a field of corn and sell it to a dairy farmer when the corn is ready for harvest.

If the respondent did not rent or lease or does not expect to rent or lease acres of land to others in 1978, (item 3) mark the "None" box and go to item 4.

Do not ask item 6 if a "None" response is obtained in item 3.

Item 4. Acres In This Place

The entry for "Acres In This Place" must represent the total of all land operated by the person in charge. Do not ask the respondent this item. Calculate the acres yourself for the entries from items 1, 2, and 3.

Acres owned in 1978 — as reported in item 1
 + Acres rented or leased from others in 1978 — as reported in item 2
 — Acres rented or leased to others in 1978 — as reported in item 3
 = Total "Acres In This Place"

For example, if 100 acres are owned, 40 acres are rented from others, and 10 acres are rented to others, there are 130 "Acres In This Place." ($100+40-10=130$). Repeat the acreage figures used in your calculations to give the respondent a chance to check the information he or she has given you about the land operated in 1978. You will have to vary your wording to fit the facts but in cases where you have entries in items 1, 2, and 3, it should be approximately as follows:

"Adding _____ acres owned and _____ acres rented from others, then subtracting _____ acres rented to others, I get _____ acres in this place. "Is this the correct number of acres that you operated or expect to operate in 1978?"

If you receive a yes answer to the above question, mark the "Yes" box and indicate to the respondent that the remaining questions of this report refer to these _____ acres. It is important to establish the correct entry for item 4 since the remainder of the questionnaire applies to the "Acres In This Place." Therefore, verify that the correct number of acres has been obtained in item 4. If a discrepancy exists, verify and adjust as necessary so that the number of "Acres In This Place" is correct.

Item 5. Name and Address of Landlord

You will complete item 5 only if acres are reported in item 2. This information is requested to aid in eliminating duplication in the census. Enter the name and address of each landlord and the number of acres the operator rented or leased from each listed landlord. Include land the operator used rent free or worked on shares. If additional space is needed, use the Remarks space at the bottom of page 2.

If land is leased from a Federal or State agency or is Indian land, railroad land, etc., give the name and address of the agency directly involved with the leasing arrangements and specify the type of rental arrangement in the Remarks space on page 2.

You must verify that the sum of the acres reported for item 5 equals the entry for item 2.

Item 6. Land Rented to Others

You will complete item 6 only if acres are reported in item 3. Report the name and address of each renter and the number of acres rented to each in 1978. Report land assigned to tenants or sharecroppers as land rented to others, even if the landlord directed the farming operations and shared the crop. Do not include land worked by other members of the operator's household under the supervision of the operator. You must verify that the sum of the acres reported in item 6 equals the entry in item 3.

Item 6a. Owned Land Rented or Leased to Others

Determine for this item how many of the acres reported in item 3 as rented or leased to others were or will be owned. If you determine that none of the land rented or leased to others is owned or expected to be owned, mark the "None" box and ask item 7. Land "set-aside" in the Federal Farm Program is not considered as rented to others.

Item 7. Land Used by Grazing Permits

Enumerators in the Western States may find a person who has a Federal or State permit (or license) to graze a certain number of livestock on a per-head basis such as Forest Service, Taylor Grazing, Indian Reservation, etc. Include any livestock kept on this land in this report. Acres of land used under grazing permit should, however, be excluded from the A1. Mark the appropriate "Yes" or "No" box and ask item 8.

**Item 8. Acres Set-Aside
Under the Federal
Farm Program**

Under the provisions of the 1978 Set-Aside Farm Program, producers of wheat, corn, grain sorghums and barley had the option of setting aside a percentage of their cropland. By complying with the program, the farmer or rancher is eligible for price support loans, disaster payments, and deficiency payments. Acreage set-aside under the provisions of this program had to be in or put to an approved conserving cover crop. This means those farmers and ranchers complying with the program would normally have cropland for cover crops, soil improvement, etc., to report in section 10 of the questionnaire. In some cases, stubble residue from the 1977 crop may have met the requirements of the law and the acreage would be reported as "idle" cropland in section 10. Report the number of acres in the space provided. If there were no acres set-aside, mark the "None" box and ask item 9.

Farm or ranch operators in some counties may also have received permission from their county Agricultural Stabilization and Conservation Service (A.S.C.S.) office to use the set-aside acreage for pasture. This land is reported in section 10, item 2b as "cropland used for pasture and grazing" even though the land was planted to a cover crop. Small grain hay may have also been made from diverted acreage which is to be reported as "Harvested cropland."

**Item 9. Location of
Agricultural
Activity**

This item relates to the location of agricultural activity. It is important because the principal county determines in which county the reported data for the farm will be tabulated.

Item 9a. Principal County

Principal county is the one where the largest value of the agricultural products were raised or produced. Enter the principal county and State, and number of acres operated by the operator in that county.

Item 9b. Other Counties

If the "Acres In This Place" (section 1, item 4) are located in more than one county, list the names of the additional counties, States, and number of acres on the "Other counties" lines. As indicated by the bold face type on the A1, this question should always be asked.

All of the "Acres In This Place" must be accounted for county-by-county. Use the Remarks space on page 2 of the A1 if additional space is needed.

SECTIONS 2-8 - Crops Harvested From This Place in 1978

GENERAL INSTRUCTIONS

The following are general instructions for recording data in sections 2-8. Specific instructions for each section appear after these general instructions.

Crops Relate to "Acres In This Place"

The questions for crops always relate to the "Acres In This Place" as recorded in section 1, item 4. Do not include crops raised on land which was rented or leased to others or crops from land worked on shares by others in 1978. You will recall that these acres were deducted when calculating "Acres in This Place."

Acres and Quantity Harvested

After determining that a particular crop was or will be harvested in 1978 it will be necessary to ask the following for each crop:

1. The number of acres harvested or to be harvested.
2. The quantity harvested or to be harvested (excluding vegetable crops, land nursery and greenhouse products).
3. The number of acres that were or will be irrigated.

If a particular crop listed in sections 2 and 3, was not or is not expected to be harvested, mark the "None" box and go to the next crop.

The entries for crops harvested or to be harvested must include the total acres and total quantity harvested or to be harvested from this place during the entire year 1978. Obtain an estimate of production for any crop planted in 1978 and intended for harvest in 1978 but may not be harvested in 1978 due to inclement weather. For example, a farmer may have a 1978 cotton crop that will not likely be harvested before the spring of 1979 due to weather conditions. However, do not include such crops as wheat planted in the fall of 1978 for harvest in 1979. Exclude 1977 crops harvested in early 1978 that were intended to be harvested in 1977 but could not be harvested because of weather conditions. Example, corn planted in 1977 and not harvested until 1978 because field conditions were not favorable for farm equipment being brought into the field. Include all methods of harvesting, i.e., cutting, digging, picking, or gathering — whether by hand or machinery. Acres harvested should include all land from which any crop was harvested, even if the crop was a partial failure and had a very low yield. Do not include as harvested, land planted to crops that failed completely.

When filling out the crops sections, enter the acres harvested in the appropriate column. Report fractions of acres only where specified. For all other cases, round fractions of acres to the nearest whole acre.

Report quantity harvested in the unit provided. Some crops permit the quantity harvested to be reported in more than one unit of measure; for those crops, use the unit of measure preferred by the respondent. Chapter VI provides conversion factors for your use if the respondent cannot give you information in the units of measure required.

| | |
|-------------------------------|---|
| Flashcards | Sections 4–8 contain large lists of crops. Rather than reading these lists of crops to the respondent, flash cards have been developed to show to the respondent. Flash cards are referred to on the A1. If the respondent is reluctant to or is not reading the flash card, you must read the list of crops to the respondent. |
| Irrigated Land | Report the acres of each crop irrigated. Irrigation is the application of water by any artificial or controlled means. It is not necessarily a systematic, recurring activity; irrigation can be a one-time operation. If the same crop was irrigated more than once, report the acreage only once. Land used during the year to grow more than one crop should be reported irrigated for each crop grown. |
| Home Use | Do not report as sold any crops kept for home use by the operator and his or her family or by families of hired workers on the place. Also do not report as sold any crops kept for feed or seed on the place where grown. |
| Value of Sales | For questions on value of sales, report the total gross value of quantities sold from the place, regardless of who did the selling or shared the receipts. Do not deduct any expenses from the total value of sales figures. |
| Crops Not Listed on A1 | Space has been provided below the listed crops to write in the names of any crops which are not included in the list. If a respondent reports an unlisted crop, enter the crop name and the code number on the next available line above the list of crops. The code for unlisted crops appears opposite the word, "Specify." Use this code for all unlisted crops reported for the same crop group. For example, mungbeans and hairy vetch, are not listed in section 8. Report such crops using code 773. |

DETAILED DESCRIPTION OF INFORMATION REQUIRED FOR SECTIONS 2 THROUGH 8

SECTION 2 – Field Corn Harvested for Grain or Seed, Field Corn for Silage or Green Chop, Wheat, Oats, and Barley for Grain; Sorghums for Grain or Seed; Sorghums for Silage or Green Chop, Soybeans for Beans; Cotton, Tobacco, Irish Potatoes and Sweetpotatoes.

Now I would like to ask you about the agricultural operations on this place in 1978. Since you may not have harvested, sold, bought, etc., all of the items that you plan to this year, you may need to estimate the answer to some questions.

Section 2 - Were or will any of the following crops be harvested from this place in 1978?

| | How many acres were or will be harvested? | How much was or will be harvested? | How many acres were or will be irrigated? |
|---|---|--|---|
| 1. Field corn for grain or seed (Report quantity on a shelled-weight basis.) <input type="checkbox"/> | 067 | } 068 ----- OR ----- Bu. Cwt. | } 069 |
| | 070 | | |
| 2. Field corn for silage or green chop <input type="checkbox"/> | 073 | Tons, green | 075 |
| 3. Wheat for grain <input type="checkbox"/> | 076 | Bu. | 078 |
| 4. Oats for grain <input type="checkbox"/> | 079 | Bu. | 081 |
| 5. Barley for grain <input type="checkbox"/> | 082 | Bu. | 084 |
| 6. Sorghums for grain or seed (Include milo) <input type="checkbox"/> | 082 | } 083 ----- OR ----- Bu. Lbs. | } 084 |
| | 085 | | |

The following are specific instructions required for each item in section 2.

Item 1. Field Corn for Grain or Seed

Report the acres of field corn harvested or to be harvested in 1978 for grain or seed, quantity harvested or to be harvested in 1978 on a shelled-weight basis and acres irrigated. (Use conversion factors in Chapter VI, if necessary.)

Item 2. Field Corn for Silage or Green Chop

Report field corn for silage or green chop in item 2.

If the land was hogged or grazed following harvest for grain or silage, the acreage should be reported only as having been harvested for grain or silage. Report quantity harvested in item 1 using either bushels or hundred weight.

Report quantity harvested in item 2, in tons of green weight.

Do not report the following in section 2:

- a. Sweet corn, field corn harvested for vegetable use, or popcorn.
- b. Sweet corn for fresh market, canning or freezing. This should be reported in section 5.
- c. Sweet corn for seed. This should be reported in section 8. Write "Sweet corn for seed" code 773 in the space provided for "Crop Name" and code.
- d. Field corn cut for dry fodder, hogged or grazed. This should be reported in section 8.
- e. Popcorn should be reported in section 8, code 662.

- Items 3, 4, and 5.
Wheat, Oats, and
Barley for Grain**
- The questions in these items relate only to wheat, oats, and barley that were or will be combined or threshed (harvested) on the place in 1978. Any of these crops cut and fed unthreshed should be reported in section 3, items 2, 5, or 6. Wheat, oats, or barley hogged or grazed (not harvested) are reported in section 10, item 2b **only**, as "used only for pasture or grazing." Any acres combined or threshed must be reported in the first column, the quantity harvested in the second column and acres irrigated in the third column of section 2. These acres are included in section 10, item 2a.
- Item 6. Sorghum for Grain
or Seed (Include
Milo)**
- Report the total acres harvested, total quantity harvested and total acres irrigated of all sorghums and milo harvested for grain or seed. Include sorghums or milo harvested by cutting the heads from stalks for feeding unthreshed.
- If the land was hogged or grazed following harvest, the acreage should be reported only as having been harvested for grain or seed. Do not report sorghum cut for dry forage or hay, sorghums hogged or grazed and sorghums for sirup in section 2. Report these crops in section 8 when used for these purposes.
- Item 7. Sorghums for Silage
or Green Chop
(Exclude Sorghum –
Sudan Crosses)**
- If two crops of sorghums were harvested for silage or other uses from the same planting, report the acreage only once, but report the total quantity harvested from both crops.
- Several varieties of sorghums are grown for silage and green chop. If it is not a sudan cross, report the acres harvested and the quantity harvested here.
- Sorghum sudan-crosses are hybrid plants produced by crossing a sorghum and sudan grass. Report these crops in section 3 when cut for hay or silage.
- Item 8. Soybean for Beans**
- Report the total acres of soybeans harvested or to be harvested in 1978, total quantity harvested or to be harvested in 1978 and total acres irrigated for beans. Soybeans are frequently doublecropped with wheat and acreage of each separate crop must be reported in section 2 also.
- Item 9. Cotton**
- If cotton was grown in a "skip row" pattern, count as acres harvested only the land occupied by cotton. If the "skip row acreage was not used for another harvested crop, report it in section 10, item 2f, as idle cropland. If a soil-improvement crop was grown but not harvested on the "skip row" acreage, report it in section 10, item 2c, as a cover crop.
- Item 10. Tobacco**
- Report the total acres, quantity harvested, and acres irrigated, of all types of tobacco harvested, from the place in item 10. Be sure to include the landlord's share in quantity harvested.

If "skip row" or "sled rows" were used, count as harvested only the acreage occupied by the harvested tobacco. The area occupied by the "skip rows" should be reported as "idle cropland" in item 2f of section 10, if no other use was made of it. If a cover crop for soil-improvement was grown but not harvested, report it in section 10, item 2c.

Items 11 and 12.
Irish Potatoes,
Sweetpotatoes,
and Yams

Report for the following crop: Irish potatoes, sweetpotatoes and yams the total acreage, total quantity harvested and total acres irrigated (exclude home use) regardless of who shared in the crop. Report Irish (white) potatoes in item 11 and sweetpotatoes and/or yams in item 12. Include potatoes grown on a partnership or contract basis. If the potatoes were graded for sale, be sure to include the culls in quantity harvested.

SECTION 3 – Dry Hay, Grass Silage, Haylage or Green Chop

First, ask the respondent, "Was or will any dry hay, grass silage, haylage, or green chop be cut or harvested from this place in 1978?" If yes, mark the "Yes" box and complete the remaining items in section 3. If no, mark the "No" box and go to section 4.

If two or more cuttings of the same crop were or will be made from the same field:

- a. Report the acreage only once in the column for acres harvested and the column for acres irrigated.
- b. Report the total tons from all cuttings.

If hay was or is expected to be cut from the same land from which small grains were harvested for grain, report the acreage cut for hay in section 3 and the acreage for grains in section 2 or 8 as appropriate.

In some areas (especially in the New England States) hay is frequently given to others in return for their cutting and removing it from the field. This practice helps to control weeds, brush, trees, etc. Inquiries should be made about any land from which hay was cut or is expected to be cut in 1978. Any hay cut and removed from the place should be reported on the landlord's questionnaire in section 3 as hay harvested. Enter the name and address of the person who cut and removed or is expected to cut and remove the hay from the place in the Remarks space of page 2.

Hay cut from public or other land (roadsides, median strips, railroad right-of-ways, State, Federal, etc.) whether rent was paid or not should be included as wild hay by the person cutting the hay. Report both the acres and quantity harvested in section 3. If the acreage cut is not known,

obtain the respondent's best estimate. This acreage should also be reported in section 1, item 2 as land rented or leased from others.

Do not report straw except to report the value of sales from it in section 9, item 4.

For those crops not harvested or not expected to be harvested, mark the "None" box and proceed to the next item.

Item 1. Alfalfa and Alfalfa Mixtures for Hay or Dehydrating

Alfalfa is frequently cut several times per year. Report the acreage only once, but report the total tons from all cuttings. In some States, the first cutting is grazed by sheep or other animals and subsequent cuttings are harvested for dehydration or hay. Quantity harvested by grazing in this case should be omitted. Report the tons of alfalfa hay harvested in terms of dry weight. If the operator does not know the number of tons, obtain his or her best estimate.

Item 2. Small Grain Hay

This question relates to hay made from such crops as: wheat, oats, barley, rye, etc., in 1978. Report the acres and quantity of these crops harvested for hay. Also, report mixtures of small grain hay in this item. Such hay may have been harvested from acreage diverted in the 1978 Federal Farm Program.

Item 3. Other Tame Dry Hay, Clover, Lespedeza, Timothy, Bermuda Grass, Sudan Grass, etc.

Include in this item all dry hay made from such crops as clover, lespedeza, fescue, timothy, Bermuda grass, Sudan grass, orchard grass, etc. Report the acres harvested, quantity harvested and acres irrigated of each crop or mixture of crops. Exclude dry hay made from alfalfa and alfalfa mixtures and small grain crops. Dry hay made from these crops is to be included in items 1 and 2.

Item 4. Wild Hay

Report in item 4 all hay cut chiefly from wild or native grasses even if it had fill-in seedings of other grasses. Include acres and production of wild hay cut from public or other land whether rent is paid or not. Estimate acreage, if necessary.

**Item 5 and 6.
Grass Silage,
Haylage, and
Green Chop**

If both dry hay and grass silage were harvested from the same land, report the total acreage of that land in these items for both crops. The grass silage would be reported in item 5 of section 3 and the hay in items 1, 2, 3, or 4 of this section depending on the kind of hay. When reporting grass silage, include acres and total quantity from all cuttings, whether harvested from land cut for hay or from land used for pasture. If green hay was cut from the same land from which small grains were harvested, report the total acreage in the appropriate items for both hay and small grains.

Report production of hay in dry weight and grass silage, haylage, and green chop in green weight.

SECTIONS 4-8

GENERAL INSTRUCTIONS

For sections 4-8, lead-in (screening) questions determine whether it is necessary to ask further questions in the section. These sections require that crop names and crop codes be entered from a list of crops provided in each section. To report a particular crop in any of these sections, (1) find the crop name and code for the crop reported by the respondent, (2) enter the crop name and code in the first two columns of the first available line in the section, and (3) complete the remaining columns for each crop as requested in the column headings.

When inquiring about different kinds of fruits, vegetables, etc., rather than read all the crops on the A1, show the respondent the flash card for the appropriate section.

Even though the flash cards can be an effective aid in completing these sections, it may be necessary to use other methods as well. Some respondents may prefer to follow along on a blank A1. Others may not want to bother with a blank A1 or a flash card. In these cases, it will be necessary to read the list of crops to the respondent. Always try to use the flash cards if possible, but be flexible enough to use one of the other methods if necessary.

The following exhibits the types of entries to be made in these sections:

Example: A farmer harvested 20 acres of alfalfa seed, producing 6,000 pounds, and 30 acres of red clover seed; yielding 8,400 pounds. (He did not irrigate either crop.) He would enter the following in section 8:

| Section 8 - Were or will any other crops be harvested from this place in 1978 - such as rice, 008 peanuts, field seeds, sugar crops, or other crops not previously reported? 1 <input checked="" type="checkbox"/> YES - Complete this section 2 <input type="checkbox"/> NO - Go to section 9 | | | | |
|---|------|---|------------------------------------|---|
| ■ Which crops were or will be harvested from this place in 1978? (Show Flash Card) | | | | |
| Crop name | Code | How many acres were or will be harvested? | How much was or will be harvested? | How many acres were or will be irrigated? |
| Alfalfa seed | 542 | 20 | 6,000 | — |
| Red Clover seed | 671 | 30 | 8,400 | — |

A dash has been placed in the "Acres irrigated" column to indicate that no acres were irrigated and the question had been asked.

If additional space is needed for reporting write-in crops, use the Remarks space at the bottom of page 2.

SECTION 4 – Fruit Trees, Grapevines, Citrus and Nut Trees

If there was a combined total of 20 or more fruit trees, including grapevines, citrus and nut trees, on this place in 1978 which normally bear fruit or would have been expected to produce fruit, nuts or grapes, mark the “Yes” box and complete the remaining items in the section. For example: 5 grapevines, 5 apple trees, 5 peach trees, and 5 plum trees would total 20 fruit trees. Include trees and vines for home use as well as those produced for sale.

If you determine that there is not a combined total of 20 or more fruit trees on the place, mark the “No” box and go to section 5.

Item 1. Acres of Bearing and Nonbearing Trees

If you receive a “Yes” response to the lead-in question, ask item 1 and report the total number of acres for those fruit trees that were in bearing and nonbearing fruit orchards, citrus or other groves, vineyards and nuts on the place in 1978. Enter this figure in the Total acres box to the right of item 1. Also report the total number of these acres that were or will be irrigated. Enter the total acres to the nearest tenth (1/10) (expressed in fractions only) of an acre in item 1.

When you need to estimate the acres in trees, find the planting distance between trees; then divide the total number of trees by the number per acre that corresponds with the planting distance, as given in Chapter VI.

If fruit trees and nut trees are planted in borders or are interplanted among other crops, estimate the number of acres that would be required for them if they were planted in the usual orchard way.

The conversion chart in Chapter VI will help estimate the acres in trees if the number of trees and the approximate distance between the trees is known.

Item 2. Fruit and Nut Trees On the Place

After recording the total acreage in item 1, obtain a breakdown of this acreage by crop in item 2. Count bearing and nonbearing trees and vines and include trees not harvested due to cold weather, unsatisfactory prices, labor shortage, etc. Do **not** count trees and vines that have been abandoned and are not being maintained for production. Make use of the flash card for the list of crops whenever possible. Show the flash card to the respondent after you ask item 2. Record information for this item as requested by the column headings. (Crop name, code, etc.) If additional space is required, use the Remarks space on page 2.

SECTION 5 – Vegetables, Sweet Corn, Melons, Etc.

The initial question determines whether any VEGETABLES, SWEET CORN, MELONS, ETC. were or will be harvested FOR SALE from this place in 1978. If yes, mark the "Yes" box and complete items 1 and 2 in the section. If no, mark the "No" box and go to section 6.

Item 1. Acres of Vegetables Harvested in 1978

If you received a "Yes" response to the initial question, ask the respondent to report the acres once even though two or more crops were harvested from the same acres or the same acres were irrigated more than once.

Item 2. Vegetable Crops Harvested Or Will Be Harvested For Sale From This Place In 1978

In item 2, report the crops harvested for sale in the allotted space along with the identification code number. If more than one crop was harvested from the same acres, report the acres from each crop. Do not report gardens unless vegetables are sold from them.

The following illustration shows how to report two crops harvested from the same land during the year. Example, A farmer indicates that he/she had 8 acres of land from which vegetables, were harvested during 1978 and it was all irrigated. He/she would report the 8 acres in item 1 for land from which vegetables were harvested and 8 acres irrigated. The farmer indicates that 5 acres of lettuce was harvested from a field and the field was replanted to lettuce and harvested again; he/she would report in item 2 for the individual crop, 10 acres of lettuce harvested (accounting for the double cropping). He/she indicates that both crops of lettuce were irrigated, therefore; acres of lettuce irrigated would be 10. He/she also harvested 3 acres of radishes from another field, and the field was replanted to radishes and harvested again, the farmer would report 6 acres of radishes harvested in item 2 (accounting for double cropping). Both crops of radishes were also irrigated, therefore; the acres of radishes irrigated would be 6.

| Section 5 – Were or will any VEGETABLES, SWEET CORN, MELONS, etc., be harvested FOR SALE from this place in 1978? | | | |
|---|-----------|---|---|
| 005 | | | |
| 1 <input type="checkbox"/> YES – Complete this section | | | |
| 2 <input type="checkbox"/> NO – Go to section 6 | | | |
| <i>For Florida, report for September 1, 1977 through August 31, 1978 harvest season; for all other States report for calendar year 1978.</i> | | | |
| | Acres | | How many acres were or will be irrigated? |
| 1. From how much land were or will vegetables be harvested in 1978? | 375 8 /10 | | 376 8 /10 |
| 2. Which vegetable crops were or will be harvested from this place in 1978? (Show Flash Card) | | | |
| <i>If more than one vegetable crop was harvested from the same acres, report acres for each crop. Report crops grown under protection in section 6.</i> | | | |
| Crop name | Code | How many acres were or will be harvested? | How many acres were or will be irrigated? |
| Lettuce | 427 | 10 /10 | 10 /10 |
| Radishes | 451 | 6 /10 | 6 /10 |

Report whole acres and tenths of acres for the acres of vegetables harvested for sale. Include vegetables for fresh market and for sale to canners, freezers, dehydrators, and other processors. Include vegetables grown under contract.

Consider all vegetables grown under contract as sold from the place where grown. **Do not report home gardens unless vegetables are sold from it.**

If the farm is operated by an institution (prison, hospital, etc.,) consider as sold any vegetables harvested on the farm that were or will be consumed by inmates of the institution.

Report vegetable crops harvested in the calendar year 1978 for all States except Florida. (See instructions on A1.)

Report dry field and seed peas, dry lima beans, other dry field and seed beans in section 8. Do NOT include in section 5 vegetables grown in greenhouses, under glass, or other protection. These crops are to be reported in section 6.

The following are some vegetables which should be reported in section 5; they are either not included on the list in section 5 or need further clarification.

| | |
|---------------------------------|---|
| Beans | Report snapbeans (bush and pole types) in code 381 and green lima beans in code 429. |
| Peas | Report green peas including English in code 441 and black-eyed and other green cowpeas in code 409. |
| Melons | Report watermelons in code 473. Report cantaloupes, muskmelons, Persian melons in code 395, honeydew melons in code 423. |
| Onions | Report dry onions with code 433 and green onions with code 435 in section 5. However, the shallot type of onion should be reported with code 475. |
| Peppers | Sweet peppers are to be reported with code 443 and hot peppers with code 445. These crops are listed in section 5. (Include chili, cayenne and tabasco as hot peppers in code 445.) Report pimientos as pimientos using code 475. |
| Cabbage | Report all types of cabbage such as: Chinese, common, savoy, and red cabbage using code 391. |
| Cauliflower and Broccoli | Report only the greenheaded variety of broccoli as broccoli (code 385) and white-headed broccoli as cauliflower, code 399. |

SECTION 6 – Nursery or Greenhouse Products Grown For Sale

If there were or will be any Nursery or Greenhouse Products, sod, bulbs, flowers, flower seeds, vegetable seeds and plants, vegetables under glass or other protection, or mushrooms grown for sale on this place in 1978, mark the "Yes" box and complete the remaining items of section 6.

If no nursery or greenhouse products were or will be grown for sale on the place in 1978, mark the "No" box and go to section 7.

Item 1. Area Irrigated

If you receive a "Yes" response to the screening question, ask item 1. Report the square feet and/or acres irrigated for all nursery and greenhouse products. If the same area was watered by artificial means several times during the year, report the area only once, regardless of the number of water applications. Report area irrigated in square feet for products grown in greenhouses or under other protection, and in acres for products grown in the open. Obtain the respondent's best estimate of the area irrigated, if the exact area is unknown.

Item 2. Products Grown On This Place For Sale in 1978

After asking item 2, show the respondent the flash card with the list of products for section 6. Include all flowers and plants grown on this place for sale, including retail and wholesale, to individuals, florists, and others. Include those sold on consignment by florists and other outlets. Report cut flowers, flowering plants, potted plants, florist greens, bedding plants, trees, shrubs, vines, and ornamentals in the items as specified.

For crops grown in hot beds or cold frames, report only the area actually in the beds or frames.

For plants produced in the open, obtain the area of plants in acres and tenths of acres.

For plants produced under glass or other protection, report the area of plants in square feet.

Report the greenhouse area only once for each product or category as listed at the bottom of the section, even though the same product was grown more than once.

Sod Harvested

Report the total acres of sod harvested from this place in 1978 and the dollar value of the sod. Acreage planted to grass intended for sale as sod in subsequent years and not harvested in 1978, should be reported as "Cropland idle" in section 10, item 2f.

Mushrooms

Report the square feet of bed space used for mushrooms in 1978 only once, even though the space was harvested more than once or more than one crop was grown during the

year. For example, if two crops of mushrooms were harvested from an area of 20,000 square feet of bed space, report 20,000 square feet of area used. Note in the margin of the page the number of times mushrooms were harvested from that area.

Value of Sales

Report the value of all sales from bulbs, flowers, flower seeds, vegetable seeds and plants, nursery and greenhouse products, sod, and vegetables and mushrooms in the last column of this section. Estimates are acceptable if exact figures are not available.

Do not include products bought for resale without additional growing.

Report the total value of sales (wholesale or retail) for those products grown on this place and sold **directly** from this place, but report only the wholesale value of any products sold through a retail outlet which is **not on this place** or if it is a separate business.

SECTION 7 – Berries Harvested For Sale

If there were or will be any strawberries, cranberries or other berries harvested for sale from this place in 1978, mark the "Yes" box and complete the remaining items in the section.

If there were or will not be any berries harvested for sale in 1978, mark the "No" box and go to section 8.

If you receive a "Yes" response to the lead question, ask the respondent, "Which crops were or will be harvested from this place in 1978?" After asking this question, show the respondent the flash card for section 7, and record the information as requested by the column headings (crop name, code, acres harvested, quantity harvested, and acres irrigated). If additional space is required, use the Remarks space on page 2.

Although this section generally refers to tame or cultivated berries of all kinds, wild blueberries harvested for sale should also be reported here.

Report in acres and tenths of acres and give the quantity harvested. If less than 1/10 acre was harvested, do not report the acreage or the quantity of berries harvested.

SECTION 8 – Other Crops Harvested From This Place In 1978

This section is for reporting information on those crops not reported in other sections. Complete section 8 in the same manner as sections 4, 5, 6, and 7. If the crop is not listed on the report form, write in the name of the crop and use code 773 for each crop not listed.

Give special attention to the units of measures provided for the list of crops at the bottom of section 8.

Quantity harvested must be reported in the units of measures specified on the form. For example, alfalfa seed is to be reported in pounds, flaxseed in bushels, and sunflower seed in pounds and so forth. If the respondent provides the answer(s) in units of measure other than those specified for each crop, make a note along the margin of the questionnaire and use the conversion tables in Chapter VI at a later time to make the necessary revisions.

**Broomcorn,
Hops**

Use code 773 for crops that do not appear on the list, such as broomcorn and hops. Be sure to write in the name of the crop and report quantities harvested in pounds.

Report the following dry field and seed beans in section 8:

| | |
|-------------------|---|
| Navy or pea beans | Small red |
| Great northern | Cranberry bean |
| Small white | Yelloweye |
| Flat small white | Black turtle soup |
| White narrow | Blackeye bean (California only) |
| Pinto | Garbanzo |
| Red kidney | Garden varieties of beans harvested for seed |

Report dry lima beans, both large and baby limas as harvested for dry beans, code 557.

Cowpeas For Dry Peas

Report cowpeas for dry peas in this section. Also, report cowpeas hogged, grazed, or cut for silage in this section as other crops. Blackeyed and other green cowpeas, green peas, snap beans, and green lima beans harvested for fresh market canning, or freezing should be reported as vegetables in section 5.

Cowpeas, other peas, and beans left on vines and harvested with the vines that are cut for hay should be reported in section 3, item 3.

Rice

Report rice in one of the units of measure given.

Sugar Beets

Report on separate lines the acreage devoted to production of beets for sugar, code 719, and the acreage devoted to sugar beet seed production, as other crops, code 773.

Sugarcane

Report the acreage of sugarcane for sugar, sirup and seed. If more than one use was made of the crop, prorate the acreage on the basis of each use and report sugarcane for seed using code 725, and sugarcane for sirup, code 773.

In Florida and Texas, report sugarcane cuttings from November 1977 through April 1978; do not report any cuttings for November–December 1978. For other States, report the 1978 crop year.

Do not report flower seeds and vegetable seeds in section 8. These crops should have been reported in section 6, code 500.

SECTION 9 – Value of Crops Sold

The questions in this section are asked to obtain a measure of the value of crops of agricultural production in each county, State, and the United States. Report the gross value of all crops sold or removed or expected to be sold or removed from this place in 1978, **regardless of the year they were produced** before deducting for expenses and taxes. **Do not report net income** or the value of crops sold from land rented to others. If the operator rented land from others or worked land on shares for others include the value of the landlord's share of any products removed from this place. If the operator is the senior partner operating as a partnership, include the total value of all products sold from the place for all partners. Include the value of crops placed under Government loan or seal in 1978, along with the value of all crops sold.

Sales from nonfarm related activities such as trading and speculation, should not be reported on this A1.

If a product was sold through a co-op or other organization which makes payments in several installments over a period of time, report the amount received in 1978, regardless of the year in which the crop was harvested.

**Value of Products
Harvested By Others**

This value should relate to the gross market value of the product **before deduction** of any production or marketing expenses, such as harvesting, hauling, or selling expenses. These expenses are to be reported under the appropriate items of section 26. Whenever crops were harvested by contractors, cooperatives, or by others, and the operator received a price for the products which did not include the cost of harvesting, hauling, etc., **report the gross value to include those costs.** If records do not show such figures, separately, obtain the farm or ranch operator's best estimate of the cost for these services and include them with the value of the product sold.

Also be sure that the cost of these services are included in the proper production expense items of section 26.

Landlords should not report the sale of crops, animals, or other farm products produced by cash tenants, share tenants, or sharecroppers. These sales will be reported by tenants and sharecroppers if they live in a segment selected for this survey. Landlords should report only those products sold from the part of their land they operate, as reported in section 1, item 4. Enter the dollar value for each item having sales. If sales were not made for a particular item, mark the "None" box and ask the next item.

Individuals or organizations who have other farm operators produce agricultural products for them under a contract arrangement should not include their production of their report. This production will be reported by the farm operator who produces the agricultural commodity under the contract agreement.

Item 1. Grains Sold in 1978

The gross market value of the following crops should be reported here:

Corn for grain, sorghums (include milo) for grain, rice, wheat, oats, rye, barley, buckwheat, proso millet, spelt, lentils, mustard seed, soybeans, dry beans, dry peas, and cowpeas, flaxseed, sunflower seed, popcorn, and safflower.

Include in the dollar value any part of the receipts given to landlords and the value of cottonseed paid to the gin for ginning.

**Item 1a. Government CCC Loans
on Grains**

Consider any grains placed under Government CCC loans (or seal) during 1978 as sold. Report the loan amount in item 1 and then again in item 1a.

The value of grain fed on this place should be excluded. Do not report the value of sales for corn and sorghum silage, and sorghum hay in this item, but in item 4. After determining the total dollar value of sales for item 1, ask the operator how much of this total will be received in 1978 from Government CCC loans. If none, mark the "None" box and ask item 2.

**Item 2. Cotton and
Cottonseed**

Enter in item 2 the total dollar value of sales in 1978 from cotton and cottonseed, including Government CCC loans.

- Item 2a. Government CCC Loans On Cotton** After determining the total dollar value of sales in item 2, ask the respondent how much of this total will be received in 1978 from Government CCC loans. Enter the dollar value in the box provided. If none, mark the "None" box.
- Item 3. Tobacco** Report in item 3 the total dollar value of sales in 1978 from all types of tobacco. Include only receipts from 1978 sales regardless of year the tobacco was grown.
- Item 4. Field Seeds, Hay, Forage, and Silage** Report the value of any sales from the hay and forage crops reported in section 3 and field seeds reported in section 8. Include value of sales for any corn and sorghum silage, and sorghum hay. Also include the value of sales from any field seeds or grass seeds not in section 8.
- Item 5. Vegetables, Sweet Corn, and Melons** Include fresh market sales and sales to canners, freezers, dehydrators, and other processors of any of the crops listed in section 5. The value should include the gross value including harvesting and marketing cost, even if paid for by others. Value of vegetables grown under glass or other protection should be reported in item 7. Do not include Irish potatoes or sweetpotatoes. Report these in item 8.
- Item 6. Fruits, Nuts, Berries** Report the sale of any of the products listed in sections 4 and 7 to include berry crops, grapes, tree nuts, citrus fruits, deciduous tree fruits and all other fruit and tree nuts.
- Item 7. Nursery and Greenhouse Products** Report in item 7 the total value of sales for all products listed in section 6. Include vegetables grown under glass or other protection.
- Item 8. Other Crops** For item 8, include the value of sales from the following crops: peanuts, Irish potatoes, sweetpotatoes, sugar beets, sugarcane, broomcorn, popcorn, mint for oil, hops, etc. None of these crops should have been reported in items 1–7. If two or more crops from this item were sold, enter the combined sales for these crops.

SECTION 10 – Land Use in 1978

- Item 1. Copy "Acres In This Place" from Section 1, item 4** All land in the "Acres In This Place" must be allocated to the appropriate land use items in section 10. Each "Acre In This Place" should be reported only once in this section. For example, if the operator harvested a grain crop in 1978

and then let cattle graze on the stubble, report the land as harvested cropland, but do not report it as cropland used for pasture or grazing. Respondents will not always break down the "Acres In This Place" in the same order as listed in this section. For this reason, a flash card has been developed for you to show the respondent to assist in giving a breakdown. Show the flash card immediately after reading the lead statement, "In 1978, how many acres of cropland were or will be harvested" for this section. Report in whole acre units. The total in item 6 of this section must equal the entry in section 1, item 4.

| Section 10 - The next questions refer to the use of the land in this place during 1978. If the same land had more than one use in 1978, REPORT THAT LAND ONLY ONCE in the first "use" listed below that applies. (Show Flash Card) | | | | | | | |
|---|---|------------------------|--------------------------|-----|----------------------------|--------------------------|-----|
| 1. Copy ACRES IN THIS PLACE from section 1, item 4, page 2 | _____ Acres | | | | | | |
| 2. In 1978, how many acres of cropland were or will be - | None <input type="checkbox"/> Number of acres | | | | | | |
| a. Harvested? (Include all land from which crops were or will be harvested or hay was or will be cut, and all land in orchards, citrus groves, vineyards, and nursery and greenhouse products. Add acres in sections 2-8. This total must be equal to or less than the total acres reported harvested in sections 2-8.) . . . | <input type="checkbox"/> 787 | | | | | | |
| b. Used for pasture or grazing? (Include rotation pasture and grazing land that could have been used for crops without additional improvements.) | <input type="checkbox"/> 788 | | | | | | |
| c. Cropland used for cover crops, legumes, and soil-improvement grasses, but NOT harvested and NOT pastured? | <input type="checkbox"/> 789 | | | | | | |
| d. Land on which all crops failed? (Exclude land in orchards and vineyards on which the crop failed. Such acreage is to be reported in item 2a.) | <input type="checkbox"/> 790 | | | | | | |
| e. In cultivated summer fallow? | <input type="checkbox"/> 791 | | | | | | |
| f. Idle? | <input type="checkbox"/> 793 | | | | | | |
| 3. How many acres of woodland were or will be - (Include all woodlots and timber tracts and cutover and deforested land with young timber growth.) | <table border="0"> <tr> <td>a. Pastured?</td> <td><input type="checkbox"/></td> <td>794</td> </tr> <tr> <td>b. Not pastured?</td> <td><input type="checkbox"/></td> <td>795</td> </tr> </table> | a. Pastured? | <input type="checkbox"/> | 794 | b. Not pastured? | <input type="checkbox"/> | 795 |
| a. Pastured? | <input type="checkbox"/> | 794 | | | | | |
| b. Not pastured? | <input type="checkbox"/> | 795 | | | | | |
| 4. How many acres of other pastureland and rangeland did you have in 1978? (Include any pastureland other than cropland and woodland pasture.) | <input type="checkbox"/> 796 | | | | | | |
| 5. How many acres of all other land did you have in 1978, such as house lots, ponds, roads, wasteland, etc.? (Include any land not reported in items 2 through 4 above.) | <input type="checkbox"/> 797 | | | | | | |
| 6. TOTAL ACRES - Add the acres reported in items 2 through 5 (Should be the same as item 1 above.) | <input type="checkbox"/> 798 | | | | | | |

Do not ask item 1. Transcribe the figure for "Acres In This Place" from section 1, item 4, page 2.

Item 2. Cropland

Enter the number of acres in the applicable parts provided for item 2. If no acres are reported for a specific part of item 2, mark the "None" box and ask the next part.

Item 2a. Cropland Harvested

Include in item 2a all acreage from which crops were harvested in 1978. Report any crop that was harvested from the acreage used for "skip row." Include land from which wild or tame hay was harvested, land in orchards, citrus groves, and vineyards (both bearing and nonbearing)

including those trees on which the 1978 bloom or fruit were freeze-killed; all acres in greenhouses, nurseries, and sod for sale; and any other acreage from which a crop was harvested, even if the crop was considered a partial failure and the yield was very low.

**Acres Reported Harvested
in Sections 2–8**

The sum of the acres reported harvested in sections 2 through 8 should be equal to or greater than the entry for item 2a due to more than one crop being harvested from the same acres. Include land in planted crops that were hogged off, pastured, or grazed before harvest. Corn, sorghums, soybeans, and cowpeas, hogged or grazed should be reported in item 2a. Consider corn, sorghums, soybeans, and cowpeas as harvested when they are hogged or grazed, if not harvested for grain or cut for silage.

ENUMERATOR:

Before completing this item, add the acres reported harvested in sections 2, 3, 6, 7, and 8 plus the acreage reported for item 1 in sections 4 and 5, and compare this SUM to the total acres of cropland reported harvested in section 10. Cropland harvested in section 10 must be equal to the total unless there was double cropping. If not equal, go back and check with the respondent on the totals in sections 2–8, the entry in section 10, item 2a and make necessary corrections. Remember that the same acres should be reported for each individual crop in section 2–8, but that they are to be included only once in item 2a, section 10.

**Item 2b. Cropland Used for
Pasture or Grazing**

Include in item 2b rotation pasture and all other land used only for pasture or grazing in 1978 that could have been used for crops without additional improvements. Include any cropland grazed under the provisions of the 1978 Federal Farm Program.

**Item 2c. Cropland Used for
Cover Crops**

Report land used in 1978 to grow cover crops, such as legumes and soil-improvement grasses for controlling erosion or to be plowed under for improving the soil.

Do not include any acreage from which crops were harvested or used for pasture or grazing.

**Item 2d. Cropland On Which
All Crops Failed**

If all of a crop failed (except fruit or nuts in an orchard, grove, or vineyard being maintained for production) and no other crop was harvested and the land was not pastured or grazed, report the acres in 2d. If some of the acreage of a crop was harvested, report the harvested acreage in item 2a of section 10 and in sections 2 through 8, as appropriate. Report the remainder (the actual failed acreage) in item 2d provided it was not used for pasture or grazing. Include as crop failure acreage not harvested because of low prices or labor shortages.

Report in item 2a land in orchards and vineyards on which the crop failed.

Item 2e. Cropland in Cultivated Summer Fallow

Any cropland not harvested and not pastured that was plowed and cultivated or on which weeds were controlled through the use of herbicides, and which **was left unseeded for 1978 harvest for the purpose of controlling weeds and/or conserving moisture** should be reported here as cultivated summer fallow. Include cropland summer-fallowed in 1978, even though it may have been planted to wheat, etc., for 1979 harvest.

Item 2f. Idle Cropland

Idle cropland refers to any land which could have been used for crops without any additional improvement and which was not reported in items 2a to 2e.

Report land not harvested in 1978 but occupied by growing crops intended for harvest in 1979 or later years as idle cropland. Examples are acreages devoted to young strawberries, new sugarcane planting, etc.

Idle cropland also includes land plowed again after first clearing it of brush, but which has been idle (not used for either crops or pasture) for one or more years. Skipped rows in crops such as cotton and tobacco is to be reported here if the land was not used for any other purpose and not reported as cropland harvested.

Item 3. Woodland

Item 3 refers to woodland that was or will be pastured and to woodland on the place not pastured. It refers to all woodlots and timber tracts, natural or planted, and to cutover and deforested land with young timber growth which has or will have value for wood products. It does not include cutover or deforested land that has been improved for pasture. Do not include sagebrush or mesquite land as woodland. Report sagebrush and mesquite land in item 4.

Item 3a. Woodland Pastured

Include all woodland used for pasture or grazing in 1978. If none, mark the "None" box and ask item 3b.

Item 3b. Woodland Not Pastured

Include in item 3b all woodland not used for pasture or grazing in 1978. Diverted land planted to trees under one of the adjustment programs should be included. This includes land planted for Christmas tree production or reforestation which is not pastured. See Chapter V. If not, mark the "None" box and go to item 4.

Item 4. Other Pastureland and Rangeland

For item 4, include any land used or to be used for pasture or grazing other than cropland or woodland pastured.

Other pastureland and rangeland will usually include land which may be called "meadow" or "prairie" and which may be composed of bunchgrass, shortgrass, buffalo grass, bluestem, bluegrass, switchgrass, etc. It also includes land predominantly covered with brush or browse, pastureland or rangeland containing desert shrubs, sagebrush, mesquite, greasewood, mountain browse, salt brush, cactus, juniper pinon, etc.

Item 5. All Other Land

Include in item 5 land in house lots, ponds, roads, lanes, wasteland, and all other land in this place that does not fit any of the other land uses listed above.

Item 6. Total Acres

This is the total of all entries reported for items 2 through 5 and should be the same as item 1 for this section. If there is a difference, then recheck items 2 through 5 to find the discrepancy and make corrections.

SECTION 11 – Irrigated Land In 1978

Irrigation refers to the adding of water to land by any artificial or controlled means, such as: sprinklers, furrows or ditches, spreader dikes, flooding, and subirrigation. Preplant, partial and supplemental irrigation are to be included. Report each acre only once, regardless of the number of times it was irrigated or harvested.

The lead question determines if any land was irrigated on this place in 1978. If the "Yes" box is marked, complete this section; if the "No" box is marked, go to section 12.

Item 1a. Irrigated Harvested Land

Report the acres of irrigated land from which crops were harvested in 1978 and all irrigated land in bearing and non-bearing fruit and nut crops. Irrigated hay land should be included if hay was cut from it. The entry in this item may be less than or equal to, but not exceed, the entry in section 10, item 2a.

Item 1b. Irrigated Pastureland and Rangeland

For item 1b, ask the respondent to give a combined total of any acreage used only as pastureland and rangeland which was irrigated at least once during the year. This figure should not exceed the sum of acres reported in section 10, items 2b and 4.

Include land irrigated by spring flooding if water was diverted or spread by dams, spreader dikes, canals, ditches, pipes, or other works.

**Item 1c. Other Lands
Irrigated**

Enter in item 1c any irrigated land other than that reported in items 1a and 1b. Include here land not harvested due to crop failure, labor shortage, idle land, land in cultivated summer fallow, or land in cover crops and soil improvement grasses.

**Item 1d. Total Land
Irrigated**

Add the acres reported in items 1a through 1c and enter the total in the space for item 1d. This total cannot be greater than the entry for item 6 of section 10.

SECTIONS 12–16 – Livestock and Poultry – General Information**Number on This Place
(Inventories)**

Report all livestock and poultry expected to be on the acres shown in section 1, item 4 on December 31, 1978, regardless of who owned them – the operator, a landlord, neighbors, hired help, investors, or others. Livestock and poultry raised, fed, or pastured under contract or on a custom basis are to be reported on the place where they are expected to be located on December 31. If on December 31, 1978 livestock are expected to be: (a) moved from one place to another; (b) on unfenced land; or (c) grazing in national forests, grazing districts, open range, or on land used under permit, they should be reported by the person who will be responsible for them at that time and reported as being on the place operated by that person. Do not report as on this place any livestock or poultry that will be: (a) on land rented to others; or (b) owned by the operator but which will be on someone else's farm or feedlot on December 31.

**Number Sold or Moved
From This Place**

Report all livestock and poultry sold or to be sold from this place in 1978. Report the number of live animals that have been sold in 1978 plus the estimated number that will be sold between the time of enumeration and December 31, 1978. Include those sold from this place by hired workers and members of the family of the person in charge. Livestock and poultry raised under contract or on a custom basis for others are to be reported as sold when they are removed from this place. Include as sold animals sold or to be sold for a landlord or given to a landlord or others in trade or payment for goods, services, or use of land. If animals were removed from this place to be fed, produced, or grown by others on a contract basis, report them as sold when they were removed from this place. Do **not** include as sold, animals bought and then resold within 30 days, or any livestock or poultry slaughtered by the operator for his own home use.

SECTION 12 – Cattle and Calves

If there were or are expected to be any cattle or calves on this place in 1978, mark the "Yes" box and complete the remaining items in this section. If it is determined that no cattle were or will be on the place in 1978, mark the "No" box and go to section 13.

Item 1. Total Cattle and Calves

Report the total number of cattle and calves of all ages expected to be on this place on December 31, 1978. Include all cattle on feed and bulls. Remind operators with dairy herds to include any beef cattle, and those with beef herds to include any dairy animals. Include cattle and calves on unfenced land or grazing in national forests, grazing districts, or open range as being on this place. Do not include cattle quartered on other farms or in feedlots which are not part of this place.

Prior to asking item 1, read the following statement, "As of December 31, 1978, how many . . . ?" If the respondent indicates none, mark the "None" box and skip down to the question which reads, "Of the cattle and calves sold or to be sold . . .?"

If cattle and calves are expected to be on this place as of December 31, 1978, enter the total number of cattle and calves. Prior to asking items 1a–1d, ask the respondent "Of these cattle or calves, how many will be — 1a. Beef cows? 1b. Milk cows kept for production of milk or cream for sale or home use? 1c. Heifer and heifer calves? 1d. Steers, steer calves, bulls and bull calves?"

Item 1a. Beef Cows

Report as beef cows, cows regardless of breed, that were not used for the production of milk for sale or for home consumption. (Young cows are often referred to as heifers — **count them as cows if they have calved.**) Sometimes the question on beef cows is misunderstood as beef cattle by some respondents when asking them to report the number of "beef cows." Be sure to obtain the number of beef cows and not the number of beef cattle. Places with beef cow herds will most often have heifers and heifer calves, as well as steers and bulls to report.

Item 1b. Milk Cows

Include cows regardless of breed kept for the production of milk or cream for sale or home use. Include dry milk cows and milk heifers that had calved.

Item 1c. Heifers and Heifer Calves

Include as heifers and heifer calves all female cattle that will not have calved as of December 31, 1978.

Item 1d. Steers and Bulls

Include bulls, bull calves, steers, and steer calves of all ages.

**Sum of Entries in
Items 1a, 1b, 1c, and 1d**

The sum of the entries for 1a, 1b, 1c, and 1d must equal the figure in item 1. Correct any discrepancy with the respondent on these items.

**Cattle and Calves Sold or to
be Sold in 1978. Item 2,
3 and 3a**

Include cattle fed on this place on a contract or custom-basis. Also report as sold, cattle moved from this place in 1978 to a feedlot for further feeding. Report the number of live animals that have been sold in 1978, plus the estimated number that will be sold between the time of enumeration and December 31, 1978.

**Gross Value of Sales for
Cattle and Calves.
Item 2, 3, and 3a**

Include the total value of sales without deducting cost of feed, cost of purchases, or cost of hauling and selling, etc. If the sales price is not known, obtain the best estimate of their value when the livestock left this place. Do not report the value of sales of livestock owned by the operator but held on and sold from someone else's place. For example, do not report cattle purchased elsewhere, fed in, and sold from a feedlot not part of this place. For cattle moved from the operator's place to a feedlot for further feeding, record the operator's best estimate of their market value when the livestock left this place. Report separately the value of sales of calves, sales of cattle, and the value of sales of cattle fattened on grain and concentrates for slaughter.

Prior to asking items 2 and 3 in this section, read the following to the respondent: "Of the cattle and calves sold or to be sold from this place in 1978, how many will be . . .?" If the operator has difficulty in reporting the number of cattle and calves sold by weight — that is, those weighing less than 500 pounds, from those weighing 500 pounds or more, ask the operator to give his or her best estimate of the number for each group.

**Item 2. Calves Weighing Less
Than 500 Pounds**

Report the total number of calves weighing less than 500 pounds that will be sold in 1978 for any purpose. Obtain the expected gross value of sales for the number reported.

**Item 3. Cattle Including Calves
Weighing 500 Pounds or
More**

Report the total number of cattle, including calves, weighing 500 pounds or more that will be sold in 1978 for any purpose. Obtain the expected gross value of sales for the number reported.

**Item 3a. Fattened on Grain
or Concentrates**

Report the total number of cattle and calves weighing 500 pounds or more that will be sold for slaughter in 1978 after being fattened on grains or concentrate on this place for 30 days or more. Normally, cattle fattened on grain or concentrates for slaughter are expected to produce carcasses that would grade "USDA Good" or better.

Do not report in this item veal calves fattened primarily on milk, or dairy cows fed only the usual dairy ration before being sold. Do not include cattle and calves sold for further feeding or placed in custom feedlots not on this place.

Item 4. Dairy Products Sold

Report the gross value of all milk, cream, and other dairy products sold or expected to be sold from this place in 1978. Include the total value before handling costs and other deductions were made.

Do not include goat dairy products here; report them in section 15.

SECTION 13 – Hogs or Pigs

If there were or are expected to be any hogs or pigs on this place in 1978, mark the "Yes" box and complete the remaining items in this section.

If there were or will be no hogs or pigs, on this place in 1978, mark the "No" box and go to section 14.

Item 1. Total Hogs and Pigs

If you receive a "Yes" to the lead question, ask the respondent item 1.

Report the total number of hogs or pigs of all ages expected to be on this place on December 31, 1978. Enter this total in the inventory box provided.

Item 1a. Hogs and Pigs for Breeding

Report the number of hogs and pigs used or to be used for breeding. Include bors, bred sows, bred gilts, other sows and gilts intended for breeding and young males to be used for breeding.

Item 1b. Other Hogs and Pigs

Report all other hogs or pigs, including pigs intended for home slaughter. Include all hogs and pigs being raised for slaughter.

NOTE: The sum of items 1a and 1b must equal the total reported in item 1.

Resolve any discrepancy with the respondent.

Item 2. Litters Farrowed

Report the number of litters in item 2a farrowed on this place between December 1, 1977 and May 31, 1978 and report the number of litters in item 2b for those that were or will be farrowed between June 1, 1978 and November 30, 1978. Do not report the number of pigs produced during each farrowing.

Item 3. Hogs and Pigs Sold

Report the total number of hogs and pigs (including those purchased from someone else) sold or expected to be sold from the place in 1978. Also report the value of sales without deducting expenses such as cost of feed, livestock purchased, cost of marketing, and so forth. If the sales price is not known obtain an estimate of their value when they left the place.

Item 4. Feeder Pigs Sold

Of the hogs and pigs sold or to be sold from the place, report the number sold or to be sold as feeder pigs for further feeding. Report their value at the time they left the place. If the gross value of sales price is not known, obtain the best estimate of their value when they left the place. To be classified as feeder pigs, the pigs should have been born on this place. Pigs purchased from someone else should be reported only in item 3 if sold from this place in 1978.

SECTION 14 – Sheep and Lambs

If there were or are expected to be any sheet or lambs on this place in 1978, mark the "Yes" box and complete the remaining items in the section. If there were or will be no sheet and lambs on this place in 1978, mark the "No" box and go to section 15.

If you receive a "Yes" to the lead-in question, ask item 1.

Item 1. Total Sheep and Lambs

Report the total number of ewes, rams, wethers, and lambs of all ages expected to be on this place on December 31, 1978. Include sheep and lambs on unfenced land or grazing in national forests, grazing districts, or open range as being on this place.

Include animals of all ages in the number sold, without regard to ownership or who shared the receipts, if the animals were located on this place for 30 days or more, and were sold or removed from this place in 1978.

Both columns must be asked in item 1, and you must receive a none response for both before you mark the "None" box.

If you mark the none box in item 1, skip to item 2.

Item 1a. Total Ewes 1 Year Old or Older

Report the total number ewes one year old or older expected to be on this place on December 31, 1978, whether or not they are being kept for breeding purposes. If the respondent indicates none, mark the "None" box and ask item 2.

Item 2. Sheep and Lambs Shorn

Report the number shorn or expected to be shorn on this place in 1978. Also, the total pounds, grease (uncleaned) basis, of all wool shorn in 1978, whether from one or two shearings of each animal. Include all sheep and lambs shorn during the year, whether or not they are still on this place. Count the number of animals shorn only once, even if they were shorn more than once during 1978. If the respondent indicates none for both columns, mark the "None" box and ask item 3.

Item 3. Gross Value of Sales of Sheep, Lambs, and Wool

Report the gross value of all sheep, lambs, and wool sold or to be sold from this place in 1978. If the respondent indicates none, mark the "None" box and go to section 15.

SECTION 15 – Horses, Bees, Fish, Other Livestock and Animal Specialties

This section relates to horses, bees, fish, and all other livestock and animal specialties not reported in other sections of the report form.

Report the expected inventory on the place December 31, 1978 and the total sales during 1978. Number sold and value of sales apply to entire year of 1978. Report the number sold during 1978, plus the estimated number that will be sold between the time of enumeration and December 31, 1978.

Number sold and value of sales apply to the entire year of 1978.

Both inventory and sales columns must be asked whenever it is indicated that the item was or will be on the place at anytime in 1978.

Fish and Other Aquaculture Products

Report acres under water for aquaculture, such as fish, oysters, shrimp, and for hydroponics. Include the quantity of such things as fish and other aquaculture products raised in captivity when they are sold. Fish may be reported in either pounds sold or number sold.

Bees

An A1 form should be completed for places that keep only bees even though there is no other agricultural operations on the place. Report the number of colonies or hives of bees in item 4, code 839. Report the number of colonies or hives on the place in the first column. Honey sales are to be reported in item 5, code 868.

Pelts

Pelts from chinchillas, rabbits, foxes, and other fur-bearing animals are to be reported in item 4. Report the inventory, if any, number sold, and the total value of sales from each of these animals. The number of female mink expected to be on this place December 31, 1978 used or to be used for breeding should be reported in the first column of item 3a.

Items 1–3.

**Inventory, Number
Sold and Gross Value
of Sales**

For any livestock, livestock products, or animal specialties mentioned in these items, three separate questions must be asked. Ask the respondent: (1) "How many (of each item) do you expect to have on this place December 31, 1978?" (2) "What was or will be the total number (of each item) sold in 1978?" and (3) "What was or will be the Gross Value of Sales (for each item) in 1978?"

A none response to just one or two of these questions is not sufficient to mark the "None" box for the item. A none or no response must be received to all three questions for the item before marking the "None" box for the item.

**Item 4. Other Livestock
or Animal Specialties**

Complete this item in the same manner as "items 1–3." Report any other livestock not previously reported above. Report the livestock name or animal specialty and code from List A. A flash card for List A has been developed for you to show to the respondent at the time you ask this item.

**Item 5. Quantity and
Value of Sales**

A flash card for List B should be shown to the respondent when this item is asked. Report the quantity sold in 1978 as well as the gross value of sales for other livestock items contained in List B. Report in the space provided the name and code for any item mentioned.

If it is determined that none of the products from List B apply, mark the "None" box and ask item 6.

**Item 6. Fish and Other
Aquaculture Products
Grown in Captivity**

For fish and other aquaculture products grown in captivity on this place in 1978 as shown in List C, determine, (1) acres under water for fish production, (2) total quantity sold in 1978 and (3) gross value of sales. A flash card for (List C) has also been developed for this item. Hand this flash card to the respondent whenever you ask item 6.

If none of the entries in List C apply, mark the "None" box and go to section 16.

SECTION 16 – Poultry, Such as Chickens, Turkeys, Ducks, etc.

General Instructions

A substantial portion of the poultry and egg production in this country is conducted as specialized operations involving thousands of birds. The operator, or person in charge, may own the birds or share ownership with a feed dealer, a poultry dealer, or other person; or the birds may be owned by someone else. The person who furnished the housing and labor should include the poultry on his or her report form whether or not he or she owned them. If the respondent does not know the number sold, value of sales, feed costs and so forth, obtain his or her best estimates. If there was or are expected to be any poultry, such as chickens, turkeys, ducks, etc., on this place in 1978, mark the "Yes" box and complete the section. If it is determined that there was or will not be any poultry, mark the "No" box and go to section 17. For items 1–4, ask both columns before determining whether the "None" box should be marked. If there is not a positive answer for each entry in both columns, mark the "None" box and go to the next item.

It is possible that a respondent may answer "Yes" to the lead-in question in section 16 and answer none to all the other questions. For example, a farm operator may have had 50 chickens on the farm until July 4 and then slaughtered them for home use. This farmer would have no inventory on this place December 31, 1978 nor have sold any in 1978. In this case make note in Remarks explaining the operator's situation.

Item 1a. Hens and Pullets of Laying Age

Report the total number of hens and pullets of laying age expected to be on this place December 31, 1978 for the production of hatching and table eggs. Be sure to include hens in molt.

In the sold column include any old or cull hens sold or to be sold from this place during 1978.

Item 1b. Pullets 3 Months Old and Older

Report all pullets 3 months old or older not yet of laying age expected to be on this place December 31, 1978. Sales of "started" pullets should be reported for this item in the "sold" column.

Item 1c. Pullet Chicks and Pullets Under 3 Months

Include pullet chicks and pullets under 3 months old that will be on this place December 31, 1978.

- Item 2. Broilers, Fryers** Include all batches and lots of broilers that will be produced on this place and sold or moved or expected to be sold or moved in 1978, including those raised under contract. Report the number of birds expected to be on this place on December 31, 1978, regardless of who owns them; and report all sales of broilers, fryers, capons, roasters, cornish hens, and other meat-type chickens, regardless of who received payment for them. Do not report sales of chickens from laying or breeding flocks in this item – report them in item 1a, 1b or 1c. Report broilers raised on this place by other family members unless you complete a separate A1 for them.
- Item 3. Turkeys** Turkeys should always be reported on the report form of the person who furnished the housing and labor, whether he or she owned the turkeys or raised or kept them under contract.
- Item 3a. Turkeys for Slaughter** Report the number of turkeys for slaughter expected to be on this place on December 31, 1978, regardless of who owned them. Report the total number of turkeys sold or to be sold for slaughter during 1978 in the sold column. Do not report sales of turkeys from breeding flocks in this item – report them in item 3b.
- Item 3b. Turkeys for Breeding** Report all turkey hens kept for breeding expected to be on this place on December 31, 1978. In the sold column include any old or cull turkey hens that were or will be sold or moved from this place during 1978.
- Item 4. Other Poultry** Include ducks, geese, pigeons, (squabs), pheasants, quail, game birds, and all other poultry not listed in items 1, 2, or 3. Record the name of each species expected to be on the place December 31, 1978, and the corresponding code from the list shown at the bottom of this section. Give the number expected to be on this place December 31, 1978 and the number sold or to be sold during 1978.
- Item 5. Poultry Hatched** Report the total number of poultry hatched or expected to be hatched in 1978 and placed or sold. Include chickens, turkeys, ducks, etc. Do not include hatched poultry that were destroyed.
- Item 6. Incubator Egg Capacity** Report the total incubator egg capacity expected as of December 31, 1978. Count all usable incubator egg capacity on the place whether or not it was or will be used in 1978. If none, mark the "None" box and ask item 7.

Item 7. Value of Sales

Report the gross value of sales from poultry and poultry products (eggs, broilers, etc.) sold or expected to be sold from the place in 1978, whether the poultry were sold alive or dressed. Do not deduct any cost of production or marketing such as feed, electricity, feed containers, trucking, or taxes. Include the market value (estimate, if necessary) of any poultry produced under contract and taken from the place, the value of any poultry given to landlords, and the landlord's share of receipts from the sale of any poultry. If none, mark the "None" box and go to section 17.

SECTION 17 – Income From Machine Work, Customwork, and Other Agricultural Services**Item 1. Amount Received For Machine Work, Customwork, and Other Agricultural Services**

If there was or will be any income from machine work, customwork, and other agricultural services provided to others in 1978, mark the "Yes" box and complete the section. If no machine work, customwork and other agricultural services was done for others, mark the "No" box and go to section 18. Report any income received and to be received in 1978 from customwork such as planting, plowing, spraying, harvesting, preparation of products for market, etc., or machine work or other agricultural services done on another farm. (Do not include as income exchange work on another farm unless the farm or ranch operator received cash payment for the service performed.)

Item 2. Kind of Work Done

Describe the kind of work that was or will be done. Use the remarks space of page 2 if more space is needed.

SECTION 18 – Sales Directly To Consumers For Human Consumption**Item 1. Gross Value of Direct Sales**

If there were or will be any crops, livestock, or livestock products sold directly to individuals for human consumption, mark the "Yes" box and complete the section. If there have been no such sales and none are expected in 1978, mark the "No" box and go to section 19. Report whether or not the farm operator sold or expects to sell in 1978 any products raised or produced on this place directly to consumers through road-side stands, farmers markets, pick-your-own or other such arrangements.

Report the gross value of expected sales in 1978 before deducting taxes and expenses.

Item 2. Products Sold

Describe the kind of products sold directly. Use the Remarks space on page 2 if more space is needed.

SECTION 19 – Type of Organization

Complete section 19 by transcribing the information from Part II, page 1 of the A1.

SECTION 20 – Operator Characteristics and Occupation

Obtain the operator characteristics and employment information as they apply to the person primarily responsible for the operations of the farm or ranch business.

Item 1. Residence

Mark the appropriate box to show whether or not the operator, person in charge, or the senior partner lives on the place. This place refers to the acres of land reported in section 1, item 4 of the A1 report. Refer to item 1, section 1, instructions on pages 37 and 38.

Item 2. Race

This item is needed to provide census of agriculture information by race of the farm operator. Mark the box which best describes the operator's race. If the operator's race is other than one of those listed in item 2, check the box marked "Other" and write in the race of the person in the space provided. This question should be completed by asking the respondent and showing the flash card.

Item 3. Age

Report the age of the operator on his or her last birthday.

Item 4. Sex

Indicate the sex of the operator by marking the appropriate box.

Item 5. Spanish Origin

Ask the respondent if operator or person in charge of the place is of Spanish origin or descent and mark the correct box.

Item 6. Occupation

If the operator or person in charge of the place will spend the majority (50 percent or more) of his or her work time farming or ranching in 1978, mark the box opposite "farming." The "Other" box should be marked for operators spending less than fifty percent of their work time at farming or ranching operations. For partnership operations, consider the total amount of work time for all the partners involved. If a person is retired and spends the majority of his or her work time working on a farm or ranch, mark the box for farming.

Item 7. Work Off-This Place

Six ranges are listed for classifying the number of days the operator will work off the place in 1978. Show the flash card to the respondent and mark the box that indicates the total number of days the operator, senior partner or person in charge will work at least 4 hours per day off the place in 1978 for pay.

Include work for pay on someone else's farm and all nonfarm work such as work in factories; truck driving; skilled or unskilled work; operating a store, filling station, repair shop, insurance or real estate business, motel, etc.; any nonfarm business or professional work, even if the person in charge has his office or workroom on the place that he farms.

Do not include exchange work where the operator of this place exchanges help with another farmer with no payment in cash or in kind involved.

SECTION 21 – Foreign Ownership**Item 1. Non-citizens of the United States**

If any land in this place was or will be held under foreign ownership in 1978, mark the "Yes" box and complete the section. If either NO or DON'T KNOW are marked, go to section 22. If the lead-in question is answered "Yes" report in item 1 the total acres in the place owned by individuals who are not citizens of the United States. If none, mark the "None" box and ask item 2.

Item 2. Land Held by Foreign Corporations, Unincorporated Associations and Foreign Governments

Report in item 2 the total acres in the place owned by foreign-held corporations or unincorporated associations, or a foreign government. If none, mark the "None" box and go to section 22.

SECTION 22 – Commercial Fertilizer and Lime Used in 1978**Item 1. Cropland Fertilized**

If there was or will be any commercial fertilizer, including rock phosphate or lime used on this place in 1978, mark the "Yes" box and complete the section. If there was not or will not be any commercial fertilizer used, mark "No" and go to section 23. Report the total number of acres of harvested cropland and pastureland, and rangeland fertilized with commercial fertilizer. Exclude cropland used for only pasture. If more than one application was or will be applied to the acreage, report the acreage only once. If no cropland was or will be fertilized, mark the "None" box and go to item 2.

Item 2. Pastureland and Rangeland Fertilized

Report the total number of acres of pastureland and rangeland on which commercial fertilizer was used or is expected to be used in 1978. If more than one application was made to the acreage, report the acreage only once. This item

refers only to the acreage reported in section 10, items 2b and 4. If no pastureland or rangeland was or will be fertilized, mark the "None" box and go to item 3.

Item 3. Tons of Lime

Report the number of tons of lime and the total number of acres to which lime was applied or is expected to be applied on this place in 1978. If more than one application of lime was applied to the acreage, report the acreage only once. Do not include lime, gypsum, or land plaster used for sanitation purposes. If no lime was or will be applied, mark the "None" box and go to the next section.

**SECTION 23 – Insecticides, Herbicides, Fungicides, Nematicides, Other Pesticides
or Other Chemicals**

General Instructions

This section is for reporting the number of acres on the place on which insecticides, herbicides, fungicides, nematicides and other pesticides were or will be used in 1978 to control insects, diseases, nematodes, weeds, and for defoliation or growth control on various crops. It also request information on whether any chemicals were or will be used to control insect on livestock and poultry, sanitation purposes, and so forth. Do not include insecticides, herbicides, fungicides, nematicides, other pesticides, other chemicals used for home gardens. Report all acres treated regardless of who provided the materials; i.e., farm or ranch operator, landlord, tenant, or contractors. Count each acre only once, with reference to any one chemical, applied to a specific crop even though the chemical may have been applied more than once. Report all land treated even if the crop was never harvested.

**Items 1a, b, c, d.
Sprays, Dusts Granules,
Fumigants, etc.**

If any insecticides, herbicides, etc., were or will be used on this place in 1978, mark the "Yes" box and complete the section. If none were or will be used, mark the "No" box and go to section 24. Report the total number of acres on which sprays, dusts, granules were or will be applied to control or prevent insects, nematodes, diseases, weeds, or brush in 1978.

If more than one application is made to the **same crop**, count each acre once. If chemicals are applied to **more than one crop** raised on the same land, count the acres once for each crop.

Do not include mechanical methods of removing insects from plants.

Include fallow land treated for weed control for a crop to be grown in 1979. Include measures such as pre-emergence spraying (spraying before the plants appear) designed to prevent the growth of weeds, grass, or brush. Do not include land treated in 1977 to prevent weeds in 1978.

**Item 2. Chemicals for
Defoliation or Growth
Control**

Report the total number of acres where chemicals were or will be used for defoliation or growth control. Include chemicals for thinning of fruit, controlling harvesting dates, plant growth regulators, and for defoliants or desiccants to remove leaves or to kill plants.

**Item 3. Chemical Used for
Insect Control, Treatment
of Buildings, etc.**

Mark as appropriate the "Yes" or "No" boxes in item 3a and 3b to show whether or not any chemicals were or will be used to control insects on livestock or poultry, for treatment of buildings, sanitation or rodent and bird control, etc. Include lime used for spraying or sanitation purposes, gypsum, and other chemicals. Do not include lime or liming materials used to condition the soil.

SECTION 24 – Machinery and Equipment On This Place

This section is for recording the estimated market value of all machinery, equipment, implements, and tools on the place and to provide a count of selected vehicles, machinery, and equipment expected to be on the place December 31, 1978. You are to obtain the estimated current market value of automobiles, trucks, tractors, combines, and any other machinery, equipment and implements kept on the place and **used in the farm** operations. However, the count or inventory is not intended to provide information on all pieces of equipment and machinery used on farms and ranches. You are to include in the inventory data only the listed items on the questionnaire.

**Item 1. Value of Machinery
and Equipment**

This item is for reporting the estimated market value of all machinery, equipment, and implements usually kept on this place and used for the farm or ranch business that will be on this place December 31, 1978. The total value of all machinery and equipment is needed. Estimate what the various items would sell for at current market value such as at an auction, farm sale, etc. Do not report share interest (1/2, 1/3, etc.) If the respondent does not report a market value for item 1, machinery, equipment, etc., you should probe further. With few exceptions, every farm or ranch operator will have machinery, equipment, implements, tools, etc., for operation of the business.

Do not report the depreciated value or the original cost unless that represents the current market value. If you fill more than one A1 for an operator, include only the equipment and machinery on the A1 for the place where the equipment and machinery is usually kept. Write a note of explanation on each A1 if the equipment is kept on more than one farm. Include all listed machinery and equipment on the place regardless of whether it was owned, leased, rented from others or temporarily borrowed. Do not include equipment that wasn't used in either 1977 or 1978.

- Item 2. Selected Inventory of Automobiles, Trucks, Tractors, Equipment, and Machinery On This Place.** If you receive a "None" response to the lead-in question for any items listed, mark the "None" box and go to the next item. Do not ask the questions in the second column for those items where a none response to the lead-in question is received.
- Item 2a. Automobiles** Report all automobiles kept on this place and used for "farm or ranch business" regardless of who owned them. "Farm or ranch use" includes every activity associated with the agricultural operation.
- Item 2b. Motortrucks** Report all pickup trucks and truck-trailer combinations kept on this place and used for the farm or ranch business. Also, include jeeps and station wagons used mainly as a truck. Do not include school buses.
- Item 2c. Wheel Tractors** Report only those wheel tractors that were used for farm or ranch purposes in 1978. Do not include implements with built-in power units such as self-propelled combines or power buck rakes, or power units of truck-trailer combinations. Do not include tracklaying tractors.
- Item 2d. Grain and Bean Combines** Report the number of self-propelled grain and bean combines (used for harvesting and threshing operations) to be on this place on December 31, 1978. Include grain combines equipped with cornpicking head attachments. Do not include any pull-type grain and bean combines.
- Item 2e. Corn Heads for Combines** Report the number of cornpicker head attachments to be on this place on December 31, 1978, that were used on grain combines in 1977 or 1978 for picking and shelling.
- Items 2f and 2g. Other Corn Pickers, Picker-shellers, and Cotton Pickers (Excluding Strippers)** Include in item 2f all other types of corn pickers used to harvest corn either "shelled" or "on the ear." Also, include all cotton pickers used to harvest cotton in item 2g.
- Item 2h. Mower Conditioners** Several different types of machines are used for conditioning hay. This item should include those machines used to cut and crimp or crush hay for conditioning. Do not include machines used only to cut, or used only to crimp and crush the hay. Inventory data are desired on only those machines that will both cut and crush hay for conditioning. These machines may or may not be used to windrow hay. Report those machines that will likely be on the place December 31, 1978 and that were used in 1977 or 1978.
- Item 2i. Pickup Balers** Report all types of pickup balers to include string, wire, square, round (small or large). Do not include stationary balers.

**Item 2j. Field Forage
Harvesters**

Report cylinder, shear bar, or flywheel type harvesters used to cut or chop forage crops in the field.

SECTION 25 – Total Expenditures For Energy and Petroleum Products

**Items 1–8.
Expenditures for
Gasoline, Diesel, Oil,
Electricity, etc.**

Report in this section information for energy and petroleum products used for the farm or ranch operation. To insure that the respondent understands the energy and petroleum products questions, a flash card has been developed for this section. Show the flash card to the respondent after you have asked the lead-in question for this section. The first column of this section is for recording the expenditures and expected expenditures for energy and petroleum products used in the farm business during 1978. If separate figures are not available for these different items, obtain the respondent's best estimate.

Do not report expenses on:

1. Automobiles for personal use of the family,
2. Tractors and other farm equipment used for customwork on other farms or off this place,
3. Trucks used to haul for others,
4. Cooling and heating of the farm house, and
5. Any other expenses not related to the farming activities of this place.

Include only expenses related to the farm or ranch operation. If an item was not purchased, such as coal or wood, and used in the farm or ranch operation, mark the "None" box.

**Items 1–4.
Gallons Purchased**

Report in the second column of this section the gallons of the various fuels purchased for the farm business in 1978. Include purchases from bulk delivery, filling stations, and any other market outlets. If the respondent does not know the number of gallons, perhaps he or she can give you an average price per gallon and the gallons purchased can be calculated based on the information in the first column.

**Items 1–4.
Storage Capacity**

Report in the third column of this section the farm fuel storage capacity for gasoline, diesel, LP gas, butane, propane, and fuel oil. Include the total capacity of all storage tanks including mobile storage tanks. Some farmers and ranchers have mobile tanks on trucks and trailers as well as stationary storage facilities. If the same storage tank is used for the farm dwelling and for the other parts of the farm business, report the whole storage tank.

SECTION 26 – Production Expenses

General Instructions

Include the respondent's estimates of expenses incurred and to be incurred by the operator, landlord, contractors, buyers, and others for production of crops, livestock, and other agricultural products in 1978. **Do not include** in the expenses of production the expenses connected with performing customwork for others; the operation of nonfarm activities, businesses or services; or household expenses not related to the farm business. Also, do not include expenses or sales related to nonfarm activities such as: trading and speculation in the commodities market or livestock dealer activities. If you receive a non-response to any item in this section, mark the "None" box and ask the next item.

Item 1. Livestock and Poultry Purchased

Report in item 1 the total expenditures by the operator, landlords, or by others for purchase of all livestock and poultry bought during 1978 for production on this place. Include amounts spent for the purchase of cattle, calves, hogs, pigs, sheep, lambs, goats, horses, chicks, poults, started pullets, etc. For livestock or poultry grown under contract or fed on a custom basis on this place, report the value (estimate, if necessary) at the time they came on this place.

Item 2. Feed

In item 2, include the value and amount of all feed purchased and to be purchased by the operator or others for use on this place in 1978. Include grain, hay silage, mixed feeds, concentrates, etc. If feed was supplied by others, as in broiler contracts, estimate the cost of the feed used on this place. Do not include the cost of feed for livestock fed off this place, but include the cost of feed fed to cattle or sheep while they are on "permit" grazing land.

Do not include on the report form for a tenant operator, payments made by the tenant to his landlord for grain grown on the tenant's place. Do not include payments made by a contractor to the operator for grain grown on this place and fed to livestock under contract on this place, or payments for grain for livestock owned by the operator of this place but fed on contract off this place. If the answer to item 2 is none, skip to item 3.

Item 2a. Commercially Mixed Formula Feeds Purchased

Of the total feed purchased, enter in item 2a the number of tons that were or will be commercially mixed formula feed, supplement, concentrates, etc. Include the estimated cost of all commercially mixed feed supplied by the landlord and the estimated cost of that supplied by a contractor for livestock fed on this place under contract. Report the total amount of each type of feed purchases.

Do not include in item 2a:

1. Ingredients purchased separately such as: soybean meal, cotton seed meal and urea.
2. The cost of feed grinding and mixing. (Report this expense in item 9 of section 26.)
3. Feed grains purchased as feed grains by the operator. (Report in item 2.)
4. The value of feed grains produced on this place.

Item 3. Animal Health Cost

Report the total cost of animal medicine and veterinarian services for the place in 1978. Include the cost of medicine, antibiotics, etc., which were or will be purchased separately and mixed in the feed. Also, include the cost of serums and vaccines.

Item 4. Seeds, Bulbs, Plants and Trees

Include only the cost of items purchased or the estimated cost of seed furnished by contractors. Do not include the value of seed grown on this place.

For nurseries and greenhouses do not include the cost of products purchased for resale without additional growth.

Item 5. Commercial Fertilizers

Report the total cost of all commercial fertilizer — including rock phosphate and gypsum — purchased in 1978 for use on this place, but do not include the cost of application. Include the cost of fertilizer purchased by other people (landlords, contractors, custom operators, etc.) and applied on the land in this place; and include the full value of fertilizer purchased with the help of a Federal program, such as the Agriculture Conservation Program. Report the application cost in item 9.

Item 6. Chemical Cost

Report the cost of all agricultural chemicals used on the place in 1978. Include the cost of insecticides, herbicides, fungicides, other pesticides, lime, etc. Exclude the cost of applying these chemicals in this item; report the application cost in item 9.

Item 7. Hired Farm Labor

Report the total amount paid for farm labor including regular workers, seasonal workers and casual workers. Include all payments for labor, social security taxes and payments to members of the operator's family if they received cash for farmwork. Combine all payments whether made by the hour, month, or by the unit of work done and enter the total here.

Consider as hired farm labor any work which was or will be necessary for the agricultural operations of this place that was paid for in cash. Personal or business checks are considered cash for this purpose.

Some common examples of farm work include: working in fields and orchards; feeding and caring for livestock; irrigating crops; hauling feed, cleaning and caring for milking equipment; maintaining and repairing machinery and other farm equipment on this place; construction or repairing farm buildings and fences with regular help; planning farm or ranch work; keeping farm or ranch records; supervising hired farm employees; etc., if done by regular farm help.

**Item 7a. Hired Farm or
Ranch Workers**

Report in item 7a the number of farm or ranch workers who worked on this place: (1) 150 days or more and (2) less than 150 days.

Do not report expenses for work received in exchange for work or housework. Do not include as "farm labor" the expense of new construction or repair of buildings by workers hired specifically for that purpose.

Item 8. Contract Labor

Report the amount paid to a contractor, crew leader, cooperative or any organization that has been hired to do a job that may involve one or more agricultural operations and who is free to hire whatever manpower or equipment needed to do that job. Fruits, vegetables, berries, etc., are commonly harvested by contract labor.

A contract usually involves a specific payment and is legally binding. Equipment for the job may have been provided by the operator of the place, the person or company which was contracted to do the job, or it may have been hired from someone else.

If the operator hired equipment from someone other than a person or company that was contracted to do the job, report the expense in item 9.

**Item 9. Customwork and
Rental of Machinery
and Equipment**

Report the cost of having any customwork done on the place such as plowing, spraying, harvesting, preparation of products for market, grinding and mixing feed, combining, corn picking, drying, silo filling, dusting, fertilizing, etc. Exclude the cost of cotton ginning.

Report expenses for the rental or leasing of machines such as tractors, combines, plows, etc. Do not include labor to run the machine rented or leased and fuel cost. This should be reported as hired labor in section 26, item 7.

SECTION 27 – Estimated Current Market Value of Land and Buildings

General Instructions

This section is for recording the operator's estimated current market value of the land and buildings for the acres reported in section 1, item 1, 2, and 3.

When determining the current market value, refer back to the corresponding items in section 1 for the acreage. Ask the items in section 27 only if the corresponding entry in section 1 has a reported acreage figure. The value to be reported here relates to the same acreage plus the buildings and other improvements on it. If the entry in section 1 is none, mark "None" for the corresponding item in section 27 without asking it. If the operator can only give a per acre market value, use the acreage figures in section 1 and multiply it by the dollar figure to obtain the current market value. If the operator does not know the market value of land rented from others, ask him or her to make an estimate of the current value. Tell the operator that his or her best estimate will be acceptable. Be sure to include the value of buildings and other real estate improvements on the place in conjunction with the land value.

SECTION 28 – Sheet of Agricultural County Census

When you have finished asking all the questions related to a particular farm or ranch operation, sign the form, and enter the date you completed the A1 questionnaire. Next, ask the respondent the following "When the data have been tabulated, do you want a summary sheet, showing major Census results for your county?" Mark the appropriate "Yes" or "No" box. Then, return to the A3 Listing sheet and ask the question in the heading of column 9.

CHAPTER V. SPECIAL SITUATIONS

Purpose of this Chapter

This chapter contains instructions for handling special situations. You are likely to meet some of the situations described here as you enumerate and you must know how to handle them. Do not try to memorize all these instructions. However, make sure you know where to find them when you need them.

Places of Two or More Tracts

You will sometimes find "places" that consist of two or more separate tracts of land. A farm operator may rent or lease tracts of pastureland or hayland, separate orchards, fields, and meadows from one or more landlords in addition to the land owned. Such separate tracts may adjoin the land where the operator's dwelling is located or they may be in several different locations. Some tracts may be in your segment; others may be outside of it. If the operator lives in the segment, report all land operated by that person on the same questionnaire, whether it is in one large tract or in several separate tracts, regardless of the location. Cropland or grazing land used for only part of the year should also be included in the total acres. Be sure to include as "Acres In This Place" (section 1, item 4) all land the operator works on shares, and all land operated rent free at anytime during 1978.

Do not include, in item 4, land that a farm or ranch operator rented or leased to someone else or land that was worked on shares for him or her by others. Such land will be included in this survey only if the person who operates it lives in a segment selected for this survey.

Part of Land in Segment and Part of Land Out of Segment

Part of the land for a place may be in the segment and part of it out of the segment. If the operator lives in the segment, complete an A1 for all land he or she operated, including tracts inside and outside the segment. Often you will find tracts of land inside your segment that are operated by a person living outside the segment. In this situation, if the operator lives outside the segment boundary, no A3 listing or A1 is required.

Tracts of land which are not part of a farm or ranch, and where no one lives, such as wasteland, desert, or land in Christmas trees should not be listed on Form A3 and no A1 is required for such land. However, if these tracts of land are associated with any agricultural operations, include them on an A1 if the operator lives inside the segment boundary. If these tracts of land are not part of a place with other agricultural operations, no A1 is required even though the person in charge lives in the segment. For example, if an individual has 10 acres of Christmas trees and no other agricultural operation, no A1 is required. If this person lives in the segment, list his name on the A3 Listing Sheet, mark "No"

for columns 4–7, and explain in the Remarks column that the person has only a Christmas tree operation. (The “No” box is marked in this case even though Christmas trees are normally considered a nursery product.) However, if the person had other crops, livestock, poultry, etc., on the place, in addition to the Christmas trees, an A1 would be required covering all tracts of land.

Places Operated by Landlords

For this survey, a landlord is a person who rented or leased land to others, or had land that was worked on shares by others for a part of the crops, livestock or products, cash rent, rent free or other arrangements. If a landlord also operated land, an Agriculture Questionnaire is required only for the land he or she operated. Land leased by landlords to tenants or sharecroppers in section 1, “Land Rented to Others” **must not** be included as part of the “Acres In This Place” in item 4. This land will be reported in both item 1 and item 3 of section 1. The entries for crops, land use, livestock etc., on the landlord’s A1 must relate only to the land the landlord operates. Do not include on the landlord’s A1 any of the operations conducted by the tenants or sharecroppers, nor the share of the crop or products given to the landlord in exchange for the use of the land.

Places Operated by Tenants or Sharecroppers

In cases where land is rented from landlords or others, used rent free, or worked on shares for landlords or others, the tenant or sharecropper is the person in charge. All of the agricultural operations and production must be reported on the tenant or sharecroppers A1 questionnaire, whether the land is rented from only one landlord or from two or more.

Tenant’s Share Plus Landlord’s Share Equals Total

The entries on a tenant’s A1 questionnaire for crops harvested, value of crops sold, and number and value of livestock and livestock products must include any shares given to the landlord as well as the shares kept by the tenant. Similarly, the expenditures in section 27 must include the amounts paid by both the landlord and the tenant for the named items of expenses for the place operated by the tenant. Only selected production expenses are to be reported in this section. Expenses for taxes, depreciation, interest, insurance, etc., are **not** requested.

Places With New Operators

Always complete the A1 in the name of the operator living in the segment at the time of enumeration. In some cases, an operator may have recently moved into the segment from another State where he or she had agricultural operations during 1978. Even so, an A1 must be completed for his or her 1978 operations so long as these operations were conducted in the United States. For example, if Mr. John Smith operated a farm in Illinois for part of 1978 and later moved to a sample segment area in Florida in September

1978, one questionnaire would be required for his or her entire operations in both places. On the other hand if Mr. Henry Brown lived in the segment part of 1978, but was living out of the segment at the time of enumeration, no questionnaire would be required for him even though he had agricultural operations inside the segment in 1978.

Partnerships

Fill only one questionnaire for places operated in partnership by two or more persons. Include all land used for the partnership operation. Fill the A1 in the name of the partner who was mainly in charge of the agricultural operations on the place if that person lives in the segment. If all partners share the work and management responsibilities about equally, consider the eldest partner or senior partner as the person in charge and fill the A1 in his or her name if he or she lives in the segment. If neither the partner who is mainly in charge, the senior partner, nor the elder partner live in the segment, no A1 is required. However, if one of the the above partners lives in the segment, an A1 is required. List the name of other partners in Part B, item 3 on page 1 of the A1. Use the Remarks space of page 2, if the partnership had more than 3 partners.

Father-son partnerships are quite common. If both father and son operate the land, usually consider the father to be the person in charge and fill the questionnaire in his name. If, however, the son has primary responsibility for the farm operation, and lives in the segment, consider him to be the person in charge and obtain the A1 data from him. Remember that the person who owns the farm property and equipment is not necessarily the person in charge of the agricultural operations.

Brothers often operate farms in partnership. If one of the brothers is primarily in charge of the agricultural operation and lives in the segment, fill the A1 in his name. Otherwise, fill the A1 in the name of the eldest brother if he lives in the segment.

For all partnerships, if the "person in charge" lives in the segment, report on the same A1 all partnership land and all the agricultural operations on that land.

Report any land that a partner operated separately for himself or herself on a separate A1 questionnaire if he or she lives in the segment. Do not include such land on the A1 for the partnership operation.

Corporations and Institutions

Fill an A1 Questionnaire for all farm or ranch land held by a corporation, or by a school, hospital, prison, experiment station, grazing association, or other institution, **only if the manager lives in the segment the largest part (50 percent or more) of the time.** Do not include land or buildings used mostly for nonfarm purposes. Enter the name of the

manager of the agricultural operations on the A3 Listing Sheet and the name of the corporation or institution in the Remarks section. This information must also be entered in Part 1, page 1 of the A1 Questionnaire. On A1 Questionnaires for institutions, report as sold any agricultural items produced on land operated by the institution and consumed by inmates or patients of the institution.

Hired Manager

A hired manager is a person who is paid a salary or wage (and sometimes a commission) to operate a farm or ranch for an individual or family, a partnership or corporation, an institution, or other organizations. The manager is responsible for purchases, sales, making decisions involving the crop or livestock operations for the farm or ranch, and sometimes supervises others in performing these operations.

As such, the manager is the person in charge of the place he or she manages. Do not confuse a hired manager with a foreman, caretaker, share operator, or hired person who merely carries out the employer's instructions.

As such, the hired manager is the person in charge of the place he or she manages. Do not confuse a hired manager with a foreman, caretaker, share operator, or hired person who merely carries out the employer's instructions.

Farm or Ranch Operators Living in Urban Areas

Sometimes people living in urban areas operate places outside of the town, village, or city limits where they live and go to the place daily or less frequently. These places may be in your segment; but if the head of the household and members of the family do not live there more than 50 percent of their time, no A1 is required. List the place on the A3 Listing Sheet and explain in the Remarks column. If the operator stays away from the farm or ranch during the week and his family lives on the farm or ranch during the week, complete an A1 Questionnaire for the agricultural operation.

Indian Reservations

Indian Reservations are to be excluded from CAAS. If your segment includes part of an Indian Reservation, check with your crew leader prior to enumerating the segment. You may find farm or ranch operators living in your segment who have agricultural operations on Indian Reservations. In this case, complete an A1 for them as you would any other agricultural operation and include in the "Acres In This Place" the land used on the Reservation.

Institutions (Schools, Experiment Stations, Military Installations, Prisons, etc.)

People living on property owned and/or managed by institutions such as schools, hospitals, prisons, experiment stations, military installations and other institutions are to be listed in the A3 Record Book according to the same rules for all other segments. If the person listed on the A3 Listing Sheet operates a farm or ranch for one of these institutions and requires an A1, complete only page 1 of the A1. Normally the box for Type D organizations would be marked for these operations, but some of the larger operations may

be incorporated requiring the box for Type C organizations be marked. A hired manager will generally be in charge of these places. Explain in the Remarks (column 10) of the Listing Sheet and in the Remarks space of the A1, the business relationship of this person to the agricultural operations of the institution. Example, Mr. Brown is a hired manager in charge of the dairy farm for the XYZ college. Also explain this situation to your crew leader.

Grazing Permits (Section 1, Item 7)

In some Western States, government lands are used for grazing livestock under permit or special license, with payments made by the operator to the government on a per-head or animal unit basis. Do not include this land in section 1; however, you must include in the appropriate section of the questionnaire any livestock the operator expects to have on permit land on December 31, 1978.

Contract Farming

In contract farming operations, the contractor may furnish all or part of the seed, fertilizer, spray materials, feed, etc. Report all contract operations on the questionnaire for the person who grew the crops or kept the livestock or poultry. Combine the figures relating to the contract operations with those for the farmer's own operations. Report all expenditures for the place on the questionnaire for the farm operator, whether these expenditures were incurred by the contractor, canner, freezer, feed dealer, etc., or the farm operator.

Also, report the total gross sales on the questionnaire for the farm operator, whether or not the operator received any income from the sales. If the farmer does not know the amounts spent or received by others, ask the farmer to give his or her best estimate. Do not report payments made to the farmer by the contractor. This payment will not be the full market value of the product. For example, a farmer may receive 15 cents per bird from the contractor for raising broilers, but the **total market value** of the birds when removed from the farm is \$1.10 per bird. The latter figure should be used when reporting the value of poultry sold from the place. In crop contracts, the farmer usually either grows a crop for a canner, or another processor furnishes the land for the period required to grow and harvest the crop. In either case, report crops grown under contract on the questionnaire for the farmer and consider them as sold from that place using "market value" at that time. Record the amount harvested in the column for "quantity harvested."

In livestock and poultry contracts, the farmer usually keeps and feeds the livestock or poultry until they reach a specified weight. If the livestock or poultry are expected to be on the farmer's place December 31, 1978, include them on his or her questionnaire. Value-of-sales questions relate to all sales made or expected to be made during the entire year. Report

all livestock, broilers, and other poultry produced under contract arrangements and moved from the place during 1978 as sold from the place where they were raised.

Farming Combined With Non-farm Activities

Sometimes farming is combined with nonfarm activities. For example, a cotton farmer may have his or her own cotton gin; a sugarcane plantation may have its own sugar mill. Omit milling operations when filling questionnaires for sugarcane plantations and omit ginning operations when enumerating cotton farms.

When processing operations are mainly used for the raw materials produced on the farm, consider the processing operation as a part of the farm operation. For example, packing-shed operations for an apple orchard or a potato farm are part of the farm operation. The expenditures for these packing-shed operations should be reported on the farmer's A1 as part of the farm operation. If custom packing-shed operations are done for others, this part of the operational expense should be deducted from the farm operation expenses.

Quit Farming Before the Day of Enumeration

If you find a person in the segment at the time of enumeration who had agricultural operations during 1978, but quit farming before the day of enumeration, complete an A1 for the land used for 1978 crop and livestock production activities, and for sales data for the portion of the year that he or she operated a farm or ranch.

Normally, this person would not be expected to report poultry, livestock, machinery, or equipment **inventories**. Explain in the Remarks space of the A1 that this person quit farming or ranching during 1978 and give the approximate date. Complete an A1 for all land the farmer operated during 1978.

Acres Operated Changed

Even though part or all of the land used by an operator during 1978 is no longer under his or her control on the day of your visit, the person should be considered a farm operator, and the acres, crop and livestock activities for such land associated with the "Acres In This Place" should be included on the A1 Questionnaire. Also, include land acquired during 1978 for agricultural operations, even though the operator did not use it for crop or livestock production in 1978. Explain the changes in acres in the Remarks space of the A1. A farmer may have acquired land in the fall of 1978 and had no crop on it in 1978. In this case, obtain the farmer's best estimate of the production on this land even though it may be also reported by another operator.

“Zero Acres In Place”

If the entry in section 1, item 4 of the A1 is “0”, and —

1. if the operator had crops or livestock activities on the land for any portion of the year:
 - a. complete the rest of the A1
 - b. explain the situation in the Remarks space of the A1 about why there were zero “Acres In This Place” at the time of enumeration.
2. If all the land was operated by a renter or sharecropper (you are enumerating the landlord) for all of 1978:
 - a. do not complete the entire form.
 - b. complete items 1–4 of section 1 and enter the sharecropper or tenant’s name and address in section 1, item 6.
 - c. explain briefly in the Remarks space of the A1 that the landlord did not operate a farm or ranch in 1978, for example, “all land rented out,” “sold the farm,” “retired,” etc.
 - d. return the partially filled A1 with the completed A1’s for the segment.

Two or More Uses of Land

Use of the same land for more than one purpose is a common farming practice. For example, a farmer may use a tract of land for crops and also use the same tract for the grazing of livestock, either before or after the crops are harvested. In such a case, include these acres only once in section 10, item 2a and in the questions for the individual crops.

Report the land in section 10 in the first category (question) that applies to its use. Therefore, any land from which crops were harvested in 1978 must be reported in section 10, item 2a. Such land **must not** be reported again in section 10 even though it may also have been used for pasture, grazing, or other purposes. Corn, soybeans, sorghums, and cowpeas are the only crops to be considered as harvested crops when hogged or grazed. (See section 8 of A1.)

Soybeans and cowpeas hogged or grazed have not been listed in section 8 of the A1, so you must write in the name of these crops and use code 773, when applicable. If these crops were harvested for grain, seed, silage, etc., before being hogged or grazed, report as harvested, in item 2a of section 10, the acreage for the individual crop. Most crops when used for only pasture or grazing are to be included only in item 2b of section 10. Soybeans may also be plowed under for soil improvement, so write soybeans in the space provided in the “Crop name” column in section 8 and use code 773. Acres of cropland used for soil improvement are reported in item 2c of section 10.

Doublecropping

In cases where the acres in a tract of land were used for the harvest of two or more crops in 1978, report the acres of each crop harvested in the appropriate section. However, report the acres from that tract only once for "Crops harvested" in section 10, item 2a. For example, if green peas were harvested from a 3 acre tract in 1978 and then 3 acres of sweet corn were planted and harvested in 1978 from the same land, report 3 acres for green peas and 3 acres for sweet corn in section 5 of the A1. In section 10, item 2, however, include these 3 acres **only once** for acres of cropland.

Interplanted Crops and "Skip Row" Planting

If two crops were grown together in alternating strips in the same field, report the portion of the field used for each crop. **Example:** A 60-acre field was planted in cotton and soybeans, with two rows of cotton followed by an area of the same width planted in soybeans. Thirty acres of soybeans would be reported in section 2, item 8 and 30 acres of cotton in section 2, item 9. Sixty acres of harvest cropland would be reported in section 10, item 2a.

Crops Harvested in Orchards

When a crop is grown and harvested in an orchard, report the combined acres of the crop and of the orchard. For example, if a vegetable crop was grown among trees in a 10-acre orchard, report 10 acres for the vegetable in section 5 and 10 acres for the orchard in section 4. Report the same 10 acres only once in section 10, item 2a.

Two or More Cuttings of Hay

Hay or forage crops are often cut from the same land more than once during the year. In section 3, report **only once** the acres from which such crops were cut but include the total quantity harvested from all cuttings.

Example: A farmer had a 12 acre field of alfalfa, which he cut three times for dry hay, harvesting 24 tons of alfalfa each time. In section 3, item 1 you would enter 12 acres and 72 tons. In section 10, item 2a, you would enter 12 acres from which crops were harvested.

Vegetables

Report acres of vegetables harvested FOR SALE. Do not report acres of vegetables grown only for home use. Report the total acreage of each vegetable crop harvested.

Example: If a farmer harvested 10 acres of lettuce from a field in 1978, then the farmer replanted the field to lettuce and harvested the 10 acres again, report 20 acres of lettuce (code 427) harvested in section 5. However, in item 1 of section 5 and in item 2a of section 10, only 10 acres would be counted for each item.

Fruits and Nuts

In counting the combined total of 20 or more trees and vines, include those for home use as well as those maintained for sale of the production.

If crops other than fruit and nut trees and vines are interplanted with fruit and nut trees or vines, report the total acres for BOTH the orchard and the interplanted crop harvested.

Example: If 20 acres of cotton were grown in a 30 acre pecan orchard, you would report 20 acres in section 3, item 9 and 30 acres of pecans in section 4. Report only 30 acres of cropland harvested in section 10, item 2a.

Report Livestock Where They Are

Report all livestock and all poultry that the farm operator expects to have on the place December 31, 1978, whether owned by the farm operator, his landlord, neighbors, hired help, or others. Include chickens and livestock grown or fed under contract. The Census Bureau does not need to know who owned the chickens or livestock, but it does need to know how many were on each place for which a questionnaire is required.

Any livestock or poultry slaughtered for home use on the place in 1978 would require a "Yes" answer to the lead questions of sections 12 through 16, even though there were none on the place on the date of enumeration. This means there may be a "Yes" answer to the first question yet no inventory on December 31, 1978, or any sales figures. Livestock and poultry slaughtered for home use are not to be reported as sold. Consider livestock running loose on unfenced land or grazing in national forests or grazing districts, or on open ranges, as being on the place operated by the person in charge of them whether or not he owns them.

Other Special Situations

In addition to the special situations previously mentioned, you will need to familiarize yourself with handling dwelling units where no one is home (NOH) as well as those respondents reluctant to provide the required information for the census.

The following are procedures to assist you if either of the above situations occur.

No One Home (NOH)

1. If no one is home (NOH) on your first visit, contact neighbors and try to complete the A3 listing.
 - a. If you complete the listing from neighbors and determine that an A1 is not required, no further work is needed for the case.

- b. If the information you obtain from neighbors indicates that an A1 is required, you will have to revisit the dwelling to complete the A1. Ask neighbor when someone is likely to be home at the NOH dwelling.
 - (1) Telephone the NOH dwelling and make a definite appointment for the interview. If you make 4 phone calls to the NOH dwelling but no one answers, make 1 return personal visit to the dwelling. Make this return visit at a time when someone is likely to be at home. If no one is home at the time of this second visit, fill the heading items of an A1 and write "NOH" in large letters across the first page.
 - (2) If you are unable to get the telephone number for the NOH dwelling, make no more than two personal visits to the unit. Make these visits at times when the residents are likely to be at home. If no one is home at the time of these two visits, fill the heading items of an A1 and write "NOH" in large letters across the first page.
- 2. If neighbors cannot provide sufficient information to complete the A3 listing, ask when someone is likely to be home and telephone the NOH dwelling at that time and try to complete the listing.
 - a. If you complete the listing and determine that an A1 is not required, no further work is needed for the case.
 - b. If you determine that an A1 is required, make a definite appointment for the interview.
 - c. If you make 4 phone calls to the NOH dwelling but no one answers, make 1 return personal visit to the dwelling. Make this return visit at a time when someone is likely to be home. If no one is home at the time of this second visit, complete the A3 Listing Sheet based on your observation of the area. If necessary, get the household head's (or other resident's) name from outside of the mailbox or other exterior markings of the house. However, under no circumstances should you tamper with private mail or open a mailbox. In addition enter a brief physical description of the dwelling in column 10. These cases should be referred to your crew leader if you cannot resolve them.
 - (1) If the dwelling does not appear to be a farm, mark the "No" box in columns 4 thru 7 of the A3 as appropriate. Enter the date you completed this line in column 11 of the A3. Do not fill an A1 for this case.

(2) If the dwelling appears to be a farm, mark the "Yes" boxes in columns 4 thru 7 of the A3 as appropriate. Enter the date you completed this line in column 11 of the A3. Fill the heading items of an A1 and write "NOH" in large letters across the first page.

3. If you are unable to get the telephone number for the NOH dwelling, make 2 personal visits to the unit. Make these visits at a time when someone is likely to be home. If no one is home at the time of these visits, follow the procedures in paragraph 2c above.

Head of Household Not Home on First Visit

If the head of household is not home on your first visit, try to get all the required information from the wife or some other responsible person on the place. Record the respondent's name in column 10 for future reference. In most cases, you should be able to complete the A3 Listing by talking with the wife or some other knowledgeable respondent. If you are not able to get all the information but you are sure that an A1 is required, leave the A1 for the operator or some other knowledgeable respondent to complete, or make an appointment to come back later and complete it. Be sure to leave an information sheet with them to assist him or her in completing the A1. You should try to return within the next day or two to complete the enumeration.

Unable to Complete A1 on First Visit

There may be other cases where you are not able to complete an A1 on your first visit. For example, if the operator is doing some work which cannot be conveniently stopped, he or she may be unwilling to talk to you when you call. If so, explain that you are required to get a questionnaire for his or her agricultural operation, and you would like to do so in a way most convenient for him or her. In this situation, you have the option to either leave a questionnaire for the farmer to complete and for you to pick up later or make a definite appointment to call back to complete the A1.

Refusals and Other Difficult Cases

Now and then you may find a person who seems suspicious or uncooperative. This person may refuse to answer certain questions or refuse to give you any information at all. The best way to prepare yourself for such a respondent is to know your job — know why the census is being taken, and why the census is important to him or her and to the country. **Do not** under any circumstances "threaten" uncooperative respondents with the mandatory provisions of the census law.

How to Handle Respondents Who Answer Only Some Questions

If the respondent answers some questions but not others, try this approach: Place a check mark beside the question the respondent refuses to answer and continue with the remainder of the questionnaire. When you come to the end, go back to the questions for which you have no answers and ask them again. Very often a respondent will answer a

question the second time it is asked even though it was refused the first time. If the respondent continues to refuse to answer specific questions the second time they are asked, you have at that point obtained as much information as possible from that person. Return the partially filled A1 with your other completed work for the segment. Count this A1 as completed on your progress report.

Complete Refusals

If a respondent refuses to give you any information at all, ask if the respondent prefers to complete the questionnaire himself or herself. If the person agrees to complete the questionnaire, leave a questionnaire and an instruction sheet on how to complete it. Suggest that you call for it the next day. Continue to be friendly and courteous. Show that you are sincere in your efforts to do a good job and that you want to cooperate with the respondent. If necessary, point out once more that all information is strictly confidential, that information about an individual person or place will never be revealed to anyone other than Census employees and that all Census personnel are sworn to confidentiality under penalty of fine or imprisonment.

If you still cannot get the required information either from the household head or some other knowledgeable member of the household, complete the A3 Listing Form based on your observation of the area. Try to get the household head's (or some other adult resident's) name and mailing address from either the mailbox or other exterior markings on the house. Do not try to get this information from neighbors. In addition, enter a brief physical description/address of the unit in column 10 and enter the date you completed the line in column 11 of the A3.

- a. If the dwelling does not appear to be a farm, mark the "No" box in columns 4 thru 7 of the A3 and describe the circumstances of the refusal in column 10. Do not fill an A1 for this case.
- b. If the dwelling appears to be a farm, mark the "Yes" boxes in columns 4 thru 7 of the A3 as appropriate and describe the circumstances of the refusal in column 10. Complete the identification items on an A1 and write "REFUSAL" in large letters across the first page.

Discuss all refusal cases with your crew leader the next time you talk with him or her. Your crew leader may give you additional information on how to deal with the refusal or he or she may try to handle the case.

Avoid Argument With Respondent

Some respondents may want to argue with you about the value of the survey. Little is gained by entering into an argument. It is better to avoid an argument of any sort, but be prepared to give reasons of support for the Census of Agriculture.

CHAPTER VI. CONVERSION FACTORS

1. Purpose

A respondent may not always be able to give you information in the units of measure required for the Agriculture Questionnaire. In such cases, you will need to convert the reported figures to the required unit using the conversion factors in this chapter. For items which a conversion factor is not given, ask the respondent for his or her best estimate of the weight per unit or make a note in the margin of the unit reported and the conversion will be made in Washington.

To assist you in using the factors, the section and item or code numbers have been entered in the left margin. The conversion factors given do not necessarily have official standing; however, they are accurate enough for the purpose of this survey.

2. How to Use Conversion Factors

In most cases when you need to use conversion factors, you will either multiply or divide the respondent's figure by the appropriate conversion factor to get the entry in the unit required for the questionnaire. Following is an example of how to use the factors:

For section 2, item 5, an operator reports 12-1/2 tons of barley. The conversion factor for barley says there are 48 pounds to a bushel. Twelve and one-half tons are equal to 25,000 pounds. Dividing 25,000 by 48, you get 520.8 bushels. You would round this result and enter 521 on the questionnaire for the quantity of barley harvested.

3. Corn, Sorghums,
and Legumes
Section 2, Item 1

Corn:

56 lb. shelled corn = 1 bu.
70 lb. ear corn, husked = 1 bu.

To measure corn in a crib:

1 bu. of ear corn (70 lb.) occupies about 2-1/2 cu. ft.
Bushels of ear corn in a crib (rectangular shape) length X
width X
average depth X
2/5.

Section 2, Item 6

Sorghums:

56 lb. of sorghum grain = 1 bu.

Pounds per bushel

Section 2, Item 8

Soybeans60

Section 8, Code 584

Cowpeas60

Section 8, Code 656

Peanuts (unshelled)

Virginia type17
Runners, Southeastern21
Spanish25

| | | |
|---------------------|----------------------------|-------|
| Section 8, Code 773 | Velvetbeans | .60 |
| Section 2, Item 3 | Wheat | .60 |
| Section 2, Item 4 | Oats | .32 |
| Section 2, Item 5 | Barley | .48 |
| Section 8, Code 686 | Rye | .56 |
| Section 8, Code 605 | Flaxseed | .56 |
| Section 8, Code 599 | Emmer and spelt | .40 |
| Section 8, Code 575 | Buckwheat | .48 |
| Section 8, Code 773 | Mustard seed | 58–60 |
| Section 8, Code 680 | Rice: | .45 |
| 677 | 100 lb. = 1 bag | |
| 683 | 162 lb. = 1 barrel | |

4. Hay and Silage

Section 3

Hay crops:

If a respondent can report only the number of bales, find out the approximate weight per bale, in pounds. Match this weight with the corresponding number of bales estimated to equal 1 ton, as given in the following table. Divide the total number of bales by the number per ton; enter the result to the nearest whole ton. For example, a farmer reports 830 bales of hay, averaging 40 pounds per bale. The table shows that it takes 50 40-pound bales to equal one ton. 830 divided by 50 equals 16-3/5 tons. You would round this result and enter 17 tons on the questionnaire.

| Approximate weight per bale of hay (pounds) | Number of bales needed to equal 1 ton |
|---|---|
| 30 | .67 |
| 35 | .57 |
| 40 | .50 |
| 45 | .44 |
| 50 | .40 |
| 55 | .36 |
| 60 | .33 |
| 65 | .31 |
| 70 | .29 |
| 75 | .27 |
| 80 | .25 |
| 85 | .24 |
| 90 | .22 |
| 95 | .21 |
| 100 | .20 |
| 105 | .19 |
| 110 | .18 |
| 115 | .17 |

**Section 2 and 3, Items
2 and 5 Respectively**

Silage:

If necessary to estimate the quantity of silage harvested, first find out what type of silo the farm operator has. Then estimate the total quantity of silage for each type of silo according to the following instructions:

Upright silos: Ask the operator for the depth of the silage when placed in the silo and for the inside diameter of the silo. Match depth with diameter in the following table to find the approximate tons of silage. For example, if a farmer reports silage to be 30 feet in a silo with a 13-foot diameter, you would enter 80 tons of silage on his questionnaire.

| Depth of silage (feet) | Inside diameter of silo (feet) – | | | | | | | | | | |
|------------------------|----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | Approximate tons of silage | | | | | | | | | | |
| 20 | 27 | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| 22 | 30 | 37 | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| 24 | 34 | 41 | 49 | ... | ... | ... | ... | ... | ... | ... | ... |
| 26 | 38 | 46 | 55 | 65 | ... | ... | ... | ... | ... | ... | ... |
| 28 | 43 | 52 | 61 | 72 | 84 | ... | ... | ... | ... | ... | ... |
| 30 | 47 | 57 | 68 | 80 | 92 | 106 | 121 | ... | ... | ... | ... |
| 32 | 51 | 62 | 74 | 87 | 100 | 115 | 131 | 148 | ... | ... | ... |
| 34 | 56 | 67 | 80 | 94 | 109 | 125 | 142 | 161 | 180 | ... | ... |
| 36 | ... | 73 | 86 | 101 | 117 | 135 | 153 | 173 | 194 | 216 | ... |
| 38 | ... | ... | 93 | 109 | 126 | 145 | 165 | 186 | 209 | 233 | 258 |
| 40 | ... | ... | 100 | 117 | 135 | 155 | 177 | 200 | 224 | 249 | 276 |
| 42 | ... | ... | ... | 124 | 144 | 165 | 188 | 212 | 237 | 264 | 293 |
| 44 | ... | ... | ... | ... | 152 | 174 | 198 | 224 | 251 | 279 | 310 |
| 46 | ... | ... | ... | ... | ... | 184 | 209 | 236 | 265 | 295 | 327 |
| 48 | ... | ... | ... | ... | ... | ... | 220 | 248 | 279 | 310 | 344 |
| 50 | ... | ... | ... | ... | ... | ... | ... | 261 | 293 | 326 | 361 |

Pit, Trench, or Bunker Silos:

40 lbs.of silage occupies 1 cubic foot

1 ton of silage occupies 50 cubic feet

Tons of silage per silo: length X average width X average depth X .02

| 6. Field Seeds | Pounds per bushel |
|--|---|
| Section 8 | Alfalfa seed60 |
| | Bluegrass seed 14-30 |
| | Clover seed60 |
| | Millet seed (other than Proso)50 |
| | Orchardgrass seed14 |
| | Sunflower seed 24-32 |
| | Timothy seed45 |
| | Vetch seed.60 |
| Section 2, Item 11 | Irish potatoes: |
| | 60 lb.1 bu. |
| | 100 lb.1 cwt. |
| | 20 cwt.1 ton |
| | 165 lb. or 2-3/4 bu.1 bbl. |
| | 1-2/3 bu. 100-lb. bag (cwt.) |
| Section 2, Item 12 | Sweet potatoes: |
| | 55 lb. = 1 bu. |
| | 50 lb. = 1 crate |
| Section 2, Item 9 | Cotton: |
| | 500 lbs = 1 bale gross |
| Section 8, Code 557 | Dry field and seed beans: Pounds per bushel |
| | Lima, dry56 |
| | Others, dry60 |
| Section 8, Code 663 | Popcorn: |
| | 70 lb. = 1 bu. ear corn |
| | 56 lb. = 1 bu. shelled ear corn |
| Section 8, Code 773 | Sugarcane for sirup: |
| | 11.45 lb. = 1 gal. |
| 7. Strawberries, Cranberries and other Small Fruits Section 7 | Cranberries: |
| | 1 barrel = 100 lb. |
| | 1/4 barrel = 25 lb. |
| | Other berries and small fruits: |
| | 1 qt. = 1-1/2 lb. |
| | 2 pints. = 1 qt. |
| | 1 24-qt. crate. = 36 lb. stemmed strawberries, blackberries, and raspberries |

8. Fruit and Nut Trees

When necessary to estimate the acres in fruit and nut trees, first find out the planting distance between trees. Then divide the total number of trees by the number per acre that corresponds with that planting distance, as given in the following table. The result represents the approximate acreage. For example, if the planting distance is 25' x 25', there are 70 trees per acre and 700 trees would represent 10 acres.

| Number of fruit and nut trees per acre | | | |
|--|-----------------|--------------------------|-----------------|
| Planting distance (feet) | Number per acre | Planting distance (feet) | Number per acre |
| 8 x 8 | 680 | 22 x 24 | 82 |
| 8 x 10 | 545 | 24 x 24 | 75 |
| 8 x 12 | 454 | 25 x 25 | 70 |
| 9 x 9 | 538 | 26 x 26 | 64 |
| 10 x 10 | 436 | 27 x 27 | 60 |
| 10 x 12 | 363 | 28 x 28 | 56 |
| 12 x 12 | 302 | 28 x 30 | 52 |
| 12 x 14 | 259 | 30 x 30 | 48 |
| 14 x 14 | 222 | 32 x 32 | 43 |
| 15 x 15 | 194 | 35 x 35 | 35 |
| 16 x 16 | 170 | 36 x 36 | 34 |
| 18 x 18 | 134 | 40 x 40 | 27 |
| 18 x 20 | 121 | 40 x 45 | 24 |
| 18 x 22 | 110 | 45 x 45 | 22 |
| 20 x 20 | 109 | 45 x 50 | 19 |
| 20 x 22 | 99 | 50 x 50 | 17 |
| 20 x 24 | 91 | 55 x 50 | 16 |
| 22 x 22 | 90 | 60 x 60 | 12 |

9. Nursery and Greenhouse Products
Section 6

Land area:

144 square inches = 1 square foot
 9 square feet = 1 square yard
 30-1/4 square yards = 1 square rod
 160 square rods = 1 acre
 640 acres = 1 square mile
 or 1 section
 1 acre = 160 square rods
 4,840 square yards
 43,560 square feet

10. Other Crops

Broomcorn:

333 lb = 1 bale of broomcorn brush.
 6 bales = 1 ton of broomcorn brush.

Hops:

200 lb. = 1 bale

11. Conversion of Fractions to Nearest Tenth

Sections

- 2
- 4
- 5
- 6
- 7
- 15

Report fractions, when required, to the nearest tenth according to the following table. The nearest tenth will be the fraction shown at the bottom of the column in which the denominator appears for a specific numerator. For example, if the fraction reported is 1/3, look on the line for 1 as numerator and 3 as denominator; then use the figure at the bottom of the column where the denominator appears. Thus, 1/3 is to be reported as 3/10.

| Numerator | THE FRACTION REPORTED | | | | | | | | |
|-------------------------|-----------------------|-------------|-------------|-------|-------------|-------|-------|-------|--------|
| | Denominator | | | | | | | | |
| 1 | | | | | 2 | 3 | 4-6 | 7-19 | |
| 2 | | | 3 | | 4 | 5 | 6-7 | 8-12 | 13-39 |
| 3 | | 4 | | 5 | 6 | 7-8 | 9-11 | 12-20 | 21-59 |
| 4 | | 5 | 6 | 7 | 8 | 9-11 | 12-15 | 16-26 | 27-79 |
| 5 | | 6 | 7 | 8-9 | 10-11 | 12-14 | 15-19 | 20-33 | 34-99 |
| 6 | 7 | 8 | 9 | 10 | 11-13 | 14-17 | 18-23 | 24-40 | 41-119 |
| 7 | 8 | 9 | 10 | 11-12 | 13-15 | 16-20 | 21-27 | 28-46 | 47-139 |
| 8 | 9 | 10 | 11-12 | 13-14 | 15-17 | 18-22 | 23-31 | 32-53 | 54-159 |
| 9 | 10 | 11-12 | 13 | 14-16 | 17-19 | 20-25 | 26-35 | 36-60 | 61-179 |
| Nearest tenth | 9/10 | 8/10 | 7/10 | 6/10 | 5/10 | 4/10 | 3/10 | 2/10 | 1/10 |

NONCITRUS FRUIT OR GRAPES

Section 4, Code 123

Apples:

- 1 bushel. = 45 lb.
- 1 Northwest box = 44 lb.

Section 4, Code 225

Peaches:

- 1 bushel. = 48 lb.
- 3/4 bu. basket = 36 lb.
- 1/2 bu. basket or box = 24 lb.
- 1 Western lug box = 20 lb.
- 1 California fruit box = 18 lb.
- 1 ton = 2,000 lb.
- 1 lb. dried peaches. = 7-1/2 lb. fresh fruit for clings or 6-1/2 lb. fresh fruit for freestones

Section 4, Code 231

Pears:

- 1 bu. (California). = 48 lb.
- 1 box Western = 46 lb.
- 1 bu. other = 50 lb.
- 40 bu. = 1 ton
- 1 crate, Western (4-1/2" x 16" x 16-1/2") = 22 lb.
- 1 lb. dried pears. = 6-1/2 lb. fresh fruit

Section 4, Code 147**Cherries:**

| | |
|------------------------------|-------------|
| 1 bu. unstemmed. | = 56 lb. |
| 1 qt. unstemmed. | = 1-3/4 lb. |
| 1 bu. stemmed. | = 64 lb. |
| 1 qt. stemmed. | = 2 lb. |
| 1 Campbell lug. | = 16 lb. |
| 1 cherry lug. | = 20 lb. |
| 4 qt. climax basket. | = 6 lb. |

Section 4, Code 135**Avocados:**

| | |
|------------------------------|-------------|
| 1 single-layer flat. | = 13 lb. |
| 1 bushel. | = 50 lb. |
| 1 lug. | = 12-15 lb. |

Section 4, Code 177**Grapes:**

| | |
|--|-------------|
| 1 bushel. | = 48 lb. |
| 1 American type 4 qt. climax basket. | = 6 lb. |
| 1 American type 12 qt. basket. | = 18-20 lb. |
| 1 European type lug. | = 28 lb. |
| 1 European type 4-basket crate. | = 20 lb. |
| 1 box, sawdust pack. | = 34 lb. |
| 1 ton. | = 41.67 bu. |

Section 4, Code 177

| | |
|--------------------------------|--------------------|
| 1 lb. raisins (dried). | = 4-3/10 lb. fresh |
|--------------------------------|--------------------|

Section 4, Code 243**Plums and prunes:**

| | |
|--|--------------------------|
| 1 bushel. | = 56 lb. |
| 1/2 bu. basket. | = 28 lb. |
| California, 4-basket crate. | = 28-34 lb. |
| 1 bx. Northwestern suitcase. | = 16 lb. |
| 1 lb. dried fruit, California. | = 2-7/10 lb. fresh fruit |
| Other States. | = 3 to 4 lb. fresh fruit |

Section 4, Code 129**Apricots:**

| | |
|---------------------------------------|---------------------|
| 1 bushel. | = 48 lb. |
| 1 lug (Brentwood) (1/2 bu.) | = 24 lb. |
| 1 4-basket crate. | = 26 lb. |
| 6 lb. fresh fruit. | = 1 lb. dried fruit |

Section 4, Code 207**Olives:**

| | |
|--------------------|-------------|
| 1 lug box. | = 25-30 lb. |
|--------------------|-------------|

Section 4, Code 261**Figs:**

| | |
|--|---------------------|
| 1 single-layer crate box | = 6 lb. |
| 1 California deep crate | = 15 lb. |
| 1 lb. dried fruit – California | = 3 lb. fresh fruit |
| Other States | = 4 lb. fresh fruit |

NUT TREES:**Section 4, Code 357****Section 4, Code 321**

| | |
|----------------------------|----------|
| 1 bu. of walnuts | = 50 lb. |
| 1 bu. of almonds | = 37 lb. |

OTHER FRUITS**Section 4, Code 261****Nectarines:**

| | |
|--|----------|
| 1 bushel. | = 50 lb. |
| 1 California fruit box (2 layers). | = 18 lb. |
| 1 California fruit box (1 layer) | = 12 lb. |
| 1 Sanger lug. | = 23 lb. |
| 1 L.A. lug | = 30 lb. |
| 1 4-basket crate. | = 30 lb. |

Section 4, Code 261**Mangos:**

| | |
|--------------------------------|----------|
| 1 bushel. | = 55 lb. |
| 1 Florida avocado box. | = 16 lb. |

Section 4, Code 261**Quinces:**

| | |
|-------------------|----------|
| 1 bushel. | = 48 lb. |
|-------------------|----------|

261**Guavas:**

| | |
|-------------------|----------|
| 1 bushel. | = 54 lb. |
|-------------------|----------|

261**Japanese persimmons:**

| | |
|---------------------------------|----------|
| 1 fruit box (1 layer) | = 12 lb. |
| 1 fruit box (2 layers). | = 18 lb. |

261**Pineapples:**

| | |
|------------------|----------|
| 1 crate. | = 70 lb. |
|------------------|----------|

N.A.**MILK:**

| | |
|--------------------|-----------|
| 1 gallon | = 8.6 lb. |
|--------------------|-----------|

Section 15, Code 861**HONEY:**

| | |
|--------------------|------------|
| 1 gallon | = 11.8 lb. |
|--------------------|------------|

Section 4
Code

| CITRUS FRUIT | | | | | | |
|-----------------------------------|--|---------------------------------|----------------|------------------|-----------------------|----|
| Kind of fruit and unit of measure | | California and Arizona (Pounds) | Texas (Pounds) | Florida (Pounds) | Other States (Pounds) | |
| 297 | Valencia oranges | ↑ Box ↓ | 75 | 85 | 90 | 90 |
| | Navel oranges | | 75 | 85 | 90 | 90 |
| | Temple oranges | | 75 | 85 | 90 | 90 |
| | Other oranges | | 75 | 85 | 90 | 90 |
| 309 | Tangerines and mandarins | | 75 | 100 | 95 | - |
| 303 | Tangelos | | - | - | 90 | - |
| 267 | Grapefruit - Arizona | | 64 | 80 | 85 | - |
| | California (Imperial and Riverside counties) | | 64 | - | - | - |
| | Other California areas | | 67 | - | - | - |
| 279 | Lemons | | 76 | 90 | 90 | - |
| 315 | Limes | | - | - | 80 | - |
| 315 | Limes | Bushel | - | - | 50 | - |
| 297 | Oranges | ↑ Carton ↓ | 37½ | - | - | - |
| 267 | Grapefruit | | 32 | - | - | - |
| 279 | Lemons | | 38 | - | - | - |
| 297 | Oranges | Mesh bags (½ box) | - | 45 | 45 | - |
| 267 | Grapefruit | | - | 40 | 40 | - |

CHAPTER VII. REVIEW YOUR COMPLETED WORK

General

High standards of accuracy have been established for the data collected in this census. In order to meet these standards, you will be expected to review all of your completed work before submitting it to your crew leader.

After you complete an A1 questionnaire, scan over your answers quickly so you can correct any omissions or inconsistencies before leaving the operator.

At the end of each day review the segment map and the A3 Record Book.

When you complete a segment, make a final review of your work before you submit it to your crew leader.

Reviewing the A1 Questionnaire

The main purpose of reviewing each A1 questionnaire is to make sure it is complete. All entries should be:

- Neat and legible.
- Written in the spaces provided.
- Recorded in the quantities asked for.

Use the checklist on pages 104–105 when reviewing completed A1 questionnaires. This checklist will help you eliminate omissions and inconsistencies on the questionnaires.

Daily Review of the Record Book and the Segment Map

Review your segment maps and A3 Record Book each day to make sure you have followed procedures correctly and to plan your next day's work. Check to see that you are making all appropriate map entries on a daily basis.

Final Review of the Segment

When you have finished a segment, carefully review your work before submitting it to your crew leader. Your crew leader will also review your completed work.

Review your completed work in each segment as outlined below.

1. Final Review of the Segment Map

Your segment map should indicate that you made a complete canvass.

a. The starting point should be shown on your map.

b. Each piece should have a checkmark to indicate that it was canvassed.

- c. The A3 line numbers should be entered next to the symbols for occupied dwellings.
- d. An "X" should be drawn through symbols for dwellings and buildings which no longer exist.
- e. Roads which no longer exist should have a wavy line drawn through them and new roads should be drawn in.

2. Final Review of the A3 Listing Pages

During your final review of the A3 Listing Pages, check the following:

- a. Verify that there is a completed A1 questionnaire for each "X" in the "Yes" box of column 7 or an explanation in column 10, "Remarks" why an A1 was not obtained.
- b. Check that appropriate entries have been made in column 9 for each listing.
- c. Verify that remarks entered in column 10 do not require further action.
- d. Verify that all callbacks have been completed and the completion date entered in column 11.
- e. Check that all entries are complete and legible for each listing.

3. Final Review of the A1 Questionnaires

Use the following checklist to review the completed A1 questionnaires.

- a. Part 1 – Identification. Are items 1 through 9 completed as necessary? Be certain that items 1–6 have been transcribed correctly from the A3 Record Book.
- b. Part II – Type of Organization. Have the questions for the appropriate type of organization been completed?
- c. Section 1. Is the entry in item 4 computed correctly based on the answers to items 1, 2, and 3? Are items 5–8 completed as required? Does the sum of the acres reported in item 9 equal item 4?
- d. Section 2. Are the appropriate entries completed or the "None" box checked for each of the crops listed?
- e. Sections 3–8. Review the screening question at the beginning of each section to determine if they should contain entries. If so, review each section required

to be filled and be certain entries are complete. Are the names and code numbers entered for all write-in entries?

- f. Section 9. Compare the items in section 9 with the crops reported harvested in sections 2–8. For example, if tobacco, vegetables, or fruit crops were reported harvested in sections 2, 4, or 5 respectively, you should have value of sales reported in items 3, 5, and 6 of section 9, excluding that for home use.
- g. Section 10. The entry in item 6 must equal the entry in item 1. If not, explain the situation in the Remarks space. The entry in item 6 must also equal the entry in item 4 of section 1.
- h. Section 11. If “Yes” to the screening question, does the acreage of land irrigated (by use) compare with the appropriate items in sections 2–8.
- i. Sections 12 through 16. Review the screening questions preceding each section to determine if they are to be filled. If a section is to be filled be certain you have either an “X” in the “None” box, or a numerical entry for each type of livestock in the appropriate columns. In section 12, check to see if the entries in items 1a through 1d equal item 1. In section 13, check to see if items 1a and 1b equal item 1. In sections 15 and 16 is the name and code number furnished for all write in entries?
- j. Sections 17 and 18. If screening questions are answered “Yes,” are data items complete?
- k. Sections 19–21. Are data entries complete as necessary in each section?
- l. Sections 22–28. Be certain screening questions, “None” boxes or data entries are complete. If sections 22 and 23 have acreage reported, are expenses for these products reported in items 5 and 6 of section 26? Did you sign and date the questionnaire in section 28?

CHAPTER VIII. OTHER DUTIES AND RESPONSIBILITIES

Recording Progress

This chapter contains instructions for recording and reporting progress and costs, turning in work, and other administrative matters.

Use Part C, Enumerator's Daily Work Record, on the front of the A3 Record Book to keep a daily record of the work you complete (see illustration 1). At the end of each workday:

1. In item 1 enter the date.
2. In item 2 enter the number of A3 lines (listings) completed. Completed lines are those where you have entered a date in column 11. This count should include all listings made during the day regardless of whether they are farm operators, vacant houses, nonfarm dwellings but excluding listings which require callbacks.
3. In item 3 enter the number of A1 questionnaires completed. To obtain this entry, count the number of A3 listings which have (X) entered in the "Yes" portion of column 7 and the date entered in column 11. As an additional check, count the A1 questionnaires that you have completed for that day.
4. In item 4 enter the total number of listings for which you have not entered a completion date in column 11. In other words, this entry is a cumulative count of dwelling units for which you must callback either by telephone or personal visit to complete the A3 listing and/or the A1 questionnaire.

Illustration 1
Part C of A3 Record Book Cover

| C. ENUMERATOR'S DAILY WORK RECORD | | | | | |
|-----------------------------------|--------------|--------------|--------------|--------------|--|
| 1. Date | <i>10/10</i> | <i>10/11</i> | <i>10/12</i> | <i>10/13</i> | |
| 2. Number of A3 lines completed | <i>26</i> | <i>27</i> | <i>30</i> | <i>20</i> | |
| 3. Number of A1's completed | <i>2</i> | <i>2</i> | <i>1</i> | <i>3</i> | |
| 4. Callbacks outstanding | <i>1</i> | <i>2</i> | <i>1</i> | <i>0</i> | |

Reporting Progress and Costs

Each Monday, report your progress and costs to your crew leader. The crew leader will give you the exact time to make your report. It may not be feasible for the crew leader to meet with all enumerators each Monday. If you are not scheduled for a meeting, be sure to telephone this information to your crew leader on Monday.

1. For each segment worked, report the following information for all work conducted during the previous week (Sunday through Saturday):
 - a. The segment number
 - b. The total number of A3 lines completed for the segment
 - c. The total number of A1's completed for the segment
2. Also report for each segment the total number of callbacks outstanding as of Saturday of the previous week.

For example, using illustration 1 above, assume the enumerator worked in only one segment 4 days during the week ending 10/14. The enumerator would report to the crew leader:

- a. The segment number
 - b. 103 A3 lines completed
 - c. 8 A1 Questionnaires completed
 - d. No callbacks outstanding (since this was the case on 10/13, the last day the enumerator worked in the segment illustrated).
3. As stated in your training, you will record the hours worked, miles driven and other reimbursable expenses each day you work using the BC-27 series payroll forms. You will turn in your completed payroll forms to the crew leader every other Monday, at the end of each 2-week payroll period. Instructions for filling your payroll forms are contained in Form 11-65, Administrative Handbook for One-Time Survey Employees. However, at each Monday meeting, your payroll entries must be reported for the preceding week (Sunday through Saturday) as follows:
 - a. Total hours worked, from section I of the BC-27.
 - b. Total miles driven, from section I of the BC-27A.
 - c. Total Per diem cost, from section III of the BC-27A.
 - d. Total of Other costs, i.e., parking fees, road tolls, etc., as shown on Forms BC-27B and/or BC-27C.

Transmitting Completed Work

Turn in completed work by segment during the meetings with your crew leader. Before turning in a segment as completed:

1. Review the A1 questionnaires and the A3 Record Book as outlined in Chapter VII.
2. Place the A1 questionnaires in line number order inside the cover of the A3 Record Book.
3. Check that the appropriate maps are in the A3 Record Book.

After completing the final segment of your assignment, contact your crew leader. The crew leader may have some additional work for you. If not, he or she will collect your most recent payroll forms, I.D. badge, final segment, and miscellaneous materials.

Other Responsibilities

As a Census Bureau employee, you have several additional responsibilities:

- Maintaining the confidentiality of Census Bureau information.
- Completing your assignment quickly and accurately.
- Completing payroll forms accurately and completely.
- Refraining from certain types of political activities, as covered by the Hatch Act.

These responsibilities are discussed in detail in Form 11-65, Administrative Handbook for One-Time Survey Employees. Review the Administrative Handbook before you begin your assignment.

APPENDIX

EXHIBIT 1 – EXCERPTS FROM THE CENSUS ACT, TITLE 13, U.S. CODE

CHAPTER 5 – CENSUS

SUBCHAPTER II – POPULATION, HOUSING, AGRICULTURE, IRRIGATION, DRAINAGE, AND UNEMPLOYMENT

Section 142. Agriculture, irrigation, drainage.

- (a) The Secretary shall in 1979, in 1983, and in every fifth year beginning after 1983, take a census of agriculture.
- (b) In conjunction with the census to be taken under subsection (a) of this section in 1979, in 1988, and every tenth year beginning after 1988, the Secretary shall take a census of irrigation and drainage.
- (c) The data collected in each of the censuses taken under this section shall relate to the year immediately preceding the year in which such census is taken. (Aug. 31, 1954, ch. 1158, 68 Stat. 1020, amended Aug. 28, 1957 Pub. L. 85-207, §10, 71 Stat. 483; Mar. 15, 1976, Pub. L. 94-229, §1, 90 Stat. 210.)

SUBCHAPTER V – GEOGRAPHIC SCOPE, PRELIMINARY AND SUPPLEMENTAL STATISTICS, AND USE OF SAMPLING

§193. Preliminary and supplemental statistics

In advance of, in conjunction with, or after the taking of each census provided for by this chapter, the Secretary may make surveys and collect such preliminary and supplementary statistics related to the main topic of the census as are necessary to the initiation, taking or completion thereof. (Added Pub. L. 85-207, §14, Aug. 28, 1957, 71 Stat. 484.)

§195. Use of sampling

Except for the determination of population for purposes of apportionment of Representatives in Congress among the several States, the Secretary shall, if he considers it feasible, authorize the use of the statistical method known as "sampling" in carrying out the provisions of this title. (Added Pub. L. 85-207, §14, Aug. 28, 1957, 71 Stat. 484, amended Oct. 17, 1976, Pub. L. 94-521, §10, 90 Stat. 2464.)

CHAPTER 7 – OFFENSES AND PENALTIES

SUBCHAPTER II – OTHER PERSONS

§221. Refusal or neglect to answer questions; false answers

- (a) Whoever, being over eighteen years of age, refuses or willfully neglects, when requested by the Secretary, or by any other authorized officer or employee of the Department of Commerce or bureau or agency thereof acting under the instructions of the Secretary or authorized officer, to answer, to the best of his knowledge, any of the questions on any schedule submitted to him in connection with any census or survey provided for by subchapters I, II, IV, and V of chapter 5 of this title, applying to himself or to the family to which he belongs or is related, or to the farm or farms of which he or his family is the occupant, shall be fined not more than \$100.

- (b) Whoever, when answering questions described in subsection (a) of this section, and under the conditions or circumstances described in such subsection, willfully gives any answer that is false, shall be fined not more than \$500.
- (c) Notwithstanding any other provision of this title, no person shall be compelled to disclose information relative to his religious beliefs or to membership in a religious body. (Aug. 31, 1954, ch. 1158, 68 Stat. 1023, amended Aug. 28, 1957, Pub. L. 85-207, §15, 71 Stat. 484; Oct. 17, 1976, Pub. L. 94-521, §13, 90 Stat. 2465.)

§222. Giving suggestions or information with intent to cause inaccurate enumeration of population

Whoever, either directly or indirectly, offers or renders to any officer or employee of the Department of Commerce or bureau or agency thereof engaged in making an enumeration of population under subchapter II, IV, or V of chapter 5 of this title, any suggestion, advice, information or assistance of any kind, with the intent or purpose of causing an inaccurate enumeration of population to be made, shall be fined not more than \$1,000 or imprisoned not more than one year, or both. (Aug. 31, 1954, ch. 1158, 68 Stat. 1023, amended Aug. 28, 1957, Pub. L. 85-207, §16, 71 Stat. 484.)

§223. Refusal, by owners, proprietors, etc., to assist census employees

Whoever, being the owner, proprietor, manager, superintendent, or agent of any hotel, apartment house, boarding or lodging house, tenement, or other building, refuses or willfully neglects, when requested by the Secretary or by any other officer or employee of the Department of Commerce or bureau or agency thereof, acting under the instructions of the Secretary, to furnish the names of the occupants of such premises, or to give free ingress thereto and egress therefrom to any duly accredited representative of such Department or bureau or agency thereof, so as to permit the collection of statistics with respect to any census provided for in subchapters I and II of chapter 5 of this insofar as such survey relates to any of the subjects for which censuses are provided by such subchapters I and II, including, when relevant to the census or survey being taken or made, the proper and correct enumeration of all persons having their usual place of abode in such premises, shall be fined not more than \$500. (Aug. 31, 1954, ch. 1158, 68 Stat. 1023, amended Aug. 28, 1957, Pub. L. 85-207, §17, 71 Stat. 484.)

§224. Failure to answer questions affecting companies, businesses, religious bodies, and other organizations; false answers

Whoever, being the owner, official, agent, person in charge, or assistant to the person in charge, of any company, business, institution, establishment, religious body, or organization of any nature whatsoever, neglects or refuses, when requested by the Secretary or other authorized officer or employee of the Department of Commerce or bureau or agency thereof, to answer completely and correctly to the best of his knowledge all questions relating to his company, business, institution, establishment, religious body, or other organization, or to records or statistics in his official custody, contained on any census or other schedule or questionnaire prepared and submitted to him under the authority of this title, shall be fined not more than \$500; and if he willfully gives a false answer to any such question, he shall be fined not more than \$10,000. (Aug. 31, 1954, ch. 1158, 68 Stat. 1024, amended Aug. 28, 1957, Pub. L. 85-207, §18, 71 Stat. 484; Oct. 17, 1976, Pub. L. 94-521, §14, 90 Stat. 2465.)

GLOSSARY OF TERMS

The following terms and definitions are for your use in carrying out your assignment on this survey.

1. Acres in Place — See definition for Place.
2. Animal Specialty — A term used to cover animals other than cattle, hogs, sheep or poultry, and the products they produce. Examples are fur-bearing animals, horses, catfish, bees, worms, honey, mohair, goats milk, mares urine.
3. Aquaculture — The cultivation of plant and animal life such as sea plants, fish; oysters, shrimp and clams, as the natural produce of water.
4. Army worm — A yellow and gray larva of a certain moth; so called because it travels in large groups, destroying crops and grasses.
5. Barrow — A castrated male pig, usually fed to finish for slaughter.
6. Beef cow — A cow which did not supply milk for home use or for sale.
7. Boar — A mature uncastrated male hog, usually kept for breeding purposes.
8. Boar pig — A young uncastrated male hog not yet used for breeding.
9. Broiler (Fryer) — A chicken raised to maturity in about 8–12 weeks and sold for meat.
10. Bull -- A mature uncastrated male bovine usually kept for breeding.
11. Bush hogging — The cutting of weeds, grass, brush, small trees, etc., with a heavy rotary mower, called a "Bush Hog." Several makes and brands of these machines are sold. One of the original brand names of these mowers was "The Bush Hog." These machines are normally pulled from behind a tractor and the cutting blade is turned from the power take-off of the tractor.
12. Callback — A return visit or telephone call to a place. One or more callbacks will be necessary whenever you are not able to complete the enumeration on your first visit to the place. (See Chapter 5.)
13. Cane hay — Generally, sorghum cut for hay.
14. Canvassing — Traveling in a systematic fashion every street, road, path, alleyway, and court in the segment and looking for dwelling units.
15. Contract labor — Labor is obtained through a contractor or crew leader. The contract workers are not paid directly by the farm operator. Instead the operator pays the contractor crew leader an agreed amount for the completion of contracted tasks.

16. Corn head -- A mechanical device mounted on the front of a combine for the removal of ears of corn from the stalk.
17. Corn picker -- A machine for removing the ears of corn from the stalks and delivering the ears to a wagon or trailer. These machines are usually an attachment that mounts on a tractor, and a wagon or trailer is pulled behind the tractor to catch the corn.
18. Corn picker-sheller -- Same as a corn picker described above, except this machine also shells the corn or removes the corn kernels from the cob.
19. Cooperative -- A voluntarily organized association controlled by its members or patrons. Frequently the word "Cooperative" is part of the association's name. A cooperative should be reported under OTHER type of organization even if it is incorporated.
20. Corporation -- A corporation is a legal form of organization separate from its owners (shareholders). It is created (incorporated) under the laws of the individual States. The State then recognizes its existence as a corporation and permits it to engage in activities (for example, farming) provided for in its articles of incorporation. Corporations may include both large incorporated companies and family corporation farms that filed articles of incorporation.
21. Cow -- A female bovine animal that has given birth to one or more calves.
22. Crops -- Commodities such as grains, vegetables, hay, fruit, and nuts, cotton, tobacco, etc., and specialty items such as nursery and greenhouse products. (Exclude timber or tree farming and Christmas trees.)
23. Cull -- A nonproductive or inferior animal eliminated from the herd or from the flock, very low grade -- could be crops or livestock.
24. Cultivated summer fallow land -- Defined as "seeding land to crops in alternate years under practice which requires that the seed-bed be worked periodically during the growing season of the idle year sufficiently to control weeds and conserve moisture." Do not include any land from which crops were or will be harvested during 1978. Land on which winter wheat was planted last fall, abandoned in the spring and left idle until this fall would not be considered summer fallow.
25. Dwelling -- Any occupied house, apartment, mobile home, or trailer, or other housing accommodation; also vacant houses. (Houses under construction but not yet occupied are not considered dwellings.)
26. Double cropping -- When two or more crops were or will be harvested from the same land during the same year, but at different times; example: soybeans following wheat.

27. Ewe — An adult female sheep usually kept to produce offspring and wool.
28. Enumeration — Listing information about a person or place and completing an agriculture questionnaire when required.
29. Fallow land — Defined as “seeding land to crops in alternate years under practice which requires that the seed-bed be worked periodically during the growing season of the idle year sufficiently to control weeds and conserve moisture.” Do not include any land from which crops were or will be harvested during 1978.
30. Family held corporation — One in which 51 percent or more of the stock is owned by persons related by blood or marriage.
31. Farm manager — A person hired to manage a farm for someone else. (See definition of Hired manager.)
32. Fat cattle — Cattle weighing 500 pounds or more and fattened on grain or concentrates for 30 days or more and sold for slaughter.
33. Feeder pig — A young pig, usually recently weaned; fed to finish for slaughter.
34. Field forage harvesters — May be either self-propelled or pull type. They harvest corn, sorghum, green chop and other crops as a silage or forage. Different attachments are available for different crops. Internally rotating knives cut the crop to a fine forage which is often blown out of a chute in the rear of the machine to a following wagon.
35. Fish raised in captivity — Refers to fish **sold** from ponds, raceways, tanks, etc.
36. Fuel oil — A petroleum product used for heating purposes on farms. It is not commonly used for equipment or machines that have internal combustion engines.
37. Furrow irrigation — The application of water to land by use of plowed furrows. The water is usually supplied to the furrows from irrigation ditches.
38. Gelding — A castrated male horse.
39. Gilt — A young female swine, usually kept for breeding purposes.
40. Grass silage — Grass harvested in a green state and preserved in a succulent condition by partial fermentation in a container such as a silo or pit. Also called ensilage.

- 41. Grazing associations —** An association of ranchers or other livestock operators who join together to acquire control of acreages of grazing land for use by its members. Very often the land is leased from State or Federal governments, and some States require that they be nonprofit organizations. Because "grazing association" is frequently included in the organization name, most of them are easily recognizable. A grazing association should be reported under OTHER type of organization even if it is incorporated.
- 42. Group quarters —** Dwelling units where people do not have separate living arrangements. Group quarters are located most frequently in institutions, boarding houses, military barracks, college dormitories, fraternity and sorority houses, hospitals, monasteries, convents, and ships. A house or apartment is considered a group quarter only if it is shared by the person in charge and nine or more unrelated persons, or if there is no person in charge and the unit is shared by 10 or more unrelated persons.
- 43. Habitable —** Any dwelling unit is habitable regardless of its condition. A vacant dwelling unit is habitable only if the roof, walls, windows, and/or doors no longer protect the interior from the elements.
- 44. Harvested cropland —** Land from which crops were or will be harvested at any time in 1978. This also includes any land with fruit or nut trees or grapevines regardless of whether or not any quantity was harvested in 1978 (except for abandoned orchards), includes land in nursery products and greenhouse area also.
- 45. Haylage —** Very similar to grass silage.
- 46. Head of household —** Defined as a person who is regarded as the one in charge by the members of the household. In most cases, the head is a married man and the chief breadwinner of the family. For a married couple, list the husband as "Head" if he is living in the household. Only one head may be designated for each dwelling unit. In some cases the head is a parent of the chief earner or is the only adult member of the household. List an armed forces member as head only if he/she lives in the dwelling unit.
- If two or more unrelated persons are sharing a unit, designate one as "Head." If one of the unrelated persons owns the dwelling unit or has signed a lease to rent it, assign that individual as "Head."
- 47. Heifer —** A female bovine that has not had a calf.
- 48. Hired farm labor —** The employment of a directly paid worker or workers by the farm operator. Paid members of the operator's family are to be included. Any work which was necessary to the agricultural operation of the place that was paid for in cash. (Personal or business checks are considered as cash.)

- 49. Hired manager —** A person who is paid a salary or wage (sometimes with a commission) to operate land for another person or corporation, institution or other organization. He or she is usually responsible for the day-to-day agricultural operation on that land and may supervise others in performing those operations. As such, he or she is the person in charge of the place managed. Do not confuse him or her with a caretaker or hired person who merely carries out the employer's instructions. Hired manager is also the person making the decisions on what crops or livestock to produce, and responsible for maintaining records.
- 50. Idle cropland —** Cropland from which no crops were or will be harvested in 1978.
- 51. Inter-cropping —** Growing two crops on the same land at the same time; example: cotton grown in the same field with sorghums such as two rows cotton and two rows sorghums. Also known as inter-planting.
- 52. Inter-planting —** Same as inter-cropping.
- 53. Irrigation —** The application of water by any artificial or controlled means — sprinklers, furrows or ditches, spreader dikes, etc. Includes supplemental, partial, and preplant irrigation .
- 54. Landlord —** The owner or holder of land which he leases to others.
- 55. Layer —** A mature female chicken kept for egg production.
- 56. Machine hire and customwork —** Includes the hiring of a machine necessary for the agricultural operations of the place. This also includes rental of machinery whether by day, month, or year. The labor for the operator of the hired machinery if included in the hiring arrangement is to be included in the machine hire cost. If the machine operator is paid by the farm operator, the expense is hired labor.
- 57. Mare —** A mature female horse.
- 58. Milk cow —** A cow which supplies milk for home use or for sale. May be of any breed.
- 59. Mohair —** Long lustrous hair from the Angora goat.
- 60. Molt —** Casting off of feathers, skin, horns, etc., before new growth.
- 61. Mower conditions —** A self-propelled or pull type farm implement used to cut hay and condition or crimp it. Many modern conditioners also windrow the hay. Rollers which crimp the hay are responsible for making the hay dry faster which is the purpose of the conditioning.
- 62. Multipurpose chemicals —** Spray or dust, containing a combination of chemicals to control more than one thing such as insects as well as diseases.

- 63. Nematocides —** Chemicals used to control or destroy nematodes.
- 64. Nematodes —** Cylindrical parasitic worms in animals, plants, or free-living in soil or water.
- 65. Operator —** (See "Person in charge")
- 66. Partnership —** A combination of two or more persons engaged in an agricultural operation.
- 67. Pasture land —** Land that can be used for grazing by livestock, especially cattle and sheep.
- 68. Permit grazing land —** Federal lands used under grazing permits or special licenses on a per head or animal unit basis are not to be included as leased or rented land. All land administered under Section 3, of the Taylor Grazing Act is permit land. Essentially all land grazed under authorization of the Forest Service is permit land.
- Permit land generally is open to livestock from numerous operators (the operator does not have exclusive use of the grazing privileges for an area). Federal lands used under a lease arrangement provide an operator with exclusive use of grazing privileges.
- Some private lands are used on a permit or per-head basis. Privately owned land where the operator pays a grazing fee on a per-head basis, usually grazing grain stuble, etc., is not considered as leased land.
- 69. Person in charge, or "operator" —** The person who controls the farming operations on a place, either doing the work himself or directly supervising the work. This person does not necessarily need to be the owner of the place; he or she may be a member of the owner's household, or a tenant, renter, sharecropper, or hired manager. He or she is generally the person making the day-to-day decisions.
- 70. Piece —** An area of land in the segment bounded by intersecting roads or roads intersecting the segment boundary.
- 71. Place —** All land on which agricultural operations were or will be conducted at any time in 1978 under the day-to-day control or supervision of one person or partnership. Control may be exercised through ownership or management or through a lease, rental or cropping arrangement. Land managed for someone else is always considered to be a separate place. It may consist of one or more tracts.
- 72. Poultry —** Domestic fowl raised primarily for eggs, meat or feathers.
- 73. Poults —** A young turkey; or less commonly, a young chicken, pheasant, or the like.

- 74. Production expenses --** Expenses paid by the farm or ranch operator or anyone else for the production of crops, poultry, livestock and other agricultural products on the farm or ranch.
- 75. Probing --** A means of providing the respondent with encouragement or stimulus, to keep thinking about the question that has been asked. It indicates to the respondent that the question is important, and provides additional time for the respondent to organize his or her thoughts and feelings.
- 76. Rangeland --** Usually pastureland in the Western States used for grazing cattle or other livestock.
- 77. Renter --** Someone who rents land from a landlord. He (the renter) may or may not own land of his own, and he may or may not operate the land he rents (he may sublease rented land to someone else).
- 78. Respondent --** The person who gives the information for the survey. That is, the person who "responds" to the questions asked.
- 79. Roughage --** A coarse or bulky livestock feed that is high in fiber such as hay or silage.
- 80. Segment --** An area of land clearly outlined in RED on your map.
- 81. Separate agricultural operation --** A farming or ranching activity associated with one or more enterprises. It is a distinct establishment that can be identified by separate records or for which separate tax returns are filed.
- 82. Sharecropper --** A tenant farm operator who provides a share of the crop produced in lieu of cash rent. Generally, the landlord also provides in full or part some input such as seed, fertilizer, etc.
- 83. Shoat (Shote) --** A young pig of either sex, usually weaned and weighing less than 150 pounds.
- 84. Skip row --** When planting a certain number of rows of a given crop, then skip a certain number of rows before planting rows of the same crop again. The skip portion of the field may or may not be planted in another crop.
- 85. Sled row --** The unplanted area of skip rows between the planted rows of tobacco for the movement of equipment and machinery. Normally, the share of two rows is left between each four rows of planted tobacco for seed rows.
- 86. Sod harvested --** When the first two or three inches of soil is taken up for the purpose of using the grass that is already growing in the soil. This sod is used to cover bare ground such as new yard where grass is desired.
- 87. Sow --** A mature female swine, that has had at least one litter of pigs, usually kept for breeding purposes.

88. Springer — A pregnant cow or heifer due to calve shortly.
89. Stallion — A male horse used for breeding purposes.
90. Started Pullet — An immature female chicken to be used for egg production.
91. Steer — A castrated male bovine, fed or grazed for slaughter.
92. Stock cattle — A term that may be used by respondents to describe a "cattle herd."
93. Succession crops — Same as double cropping.
94. Summer fallow — Defined as "seeding land to crops in alternate years under practice which requires that the seed-bed be worked periodically during the growing season of the idle year sufficiently to control weeds and conserve moisture." Do not include any land from which crops were or will be harvested during 1978. Land on which winter wheat was planted last fall, abandoned in the spring and left idle until this fall would not be considered summer fallow.
95. Tenant — A person who farms land owned by another person and pays rent in crops and/or livestock.
96. Tenure — The ownership status of land. There are three categories of tenure. Full owners own all the land which they operate. Part owners own some of the land which they operate and rent the rest from a landlord. Tenants rent all of the land which they operate.
97. Tract — A contiguous area of land devoted to one or more crops or other uses.
98. Wether lamb — A male sheep castrated before it reaches maturity.
99. Woodland — Refers to all woodlots or timber tracts, natural or planted and to cut-over and deforested land with young growth which has or will have value for wood products. Woodland may be grazed by livestock. Sagebrush or mesquite land does not qualify as woodland.
100. Yearling — An animal more than one year old, but less than two years of age.

INDEX

- A**
- (A1) Agriculture Questionnaire 25, 30
 Asking the Questions 28
 Boldface type 26
 Description 26
 Review of Completed A1 104
 Summary for Filling A1 29
 A3 Form, Record Book 15
 How to fill 19
 Purpose 15
 Review 104
 What to list 15
 Acres In This Place 39, 42, 61
 Acres set-aside under Federal Farm Program 41
 Alfalfa 47
 Animal fed under contract 62, 64
- B**
- Boundaries — (segment) 16, 18
 Bees 67
 Berries 53
 Broomcorn 54
 Broilers 70
- C**
- Callbacks 92
 Canvassing 9
 Cattle and calves 63
 Beef cows 63
 Fattened cattle 64
 Milk cows 63
 Census Terms 3
 Canvassing 3
 Dwelling unit 3
 Enumeration 3
 Place 4
 Person in charge (operator) 4
 Respondent 4
 Check list: for A3 Record Book 104
 for A1 Questionnaire 104
 Chemicals 74, 75, 104
 Confidentiality 5
 Conducting the interview 6
 Conversion factors 94–102
 Corn 44
 Contract farming 86
 County maps 4
 Cover crops 59
 Cooperatives 22, 35
 Corporations 27, 33, 84
 Cotton 45
 Cropland 58, 89
 Failure 59
 Fertilized 73
 Harvested 58
 Idle 60
 Summer fallow 60
 Used for cover crops 59
 Used for pasture or grazing 59
 Customwork 71, 80
- D**
- Dairy Products 65
 Dwelling (definition) 3
 Difficult cases (see refusals) 92
 Division of segment 12
 Double cropping 89
- E**
- Energy and petroleum products 77
 Employer Identification Number 31
 Enumerator (Job and Responsibility) 1
 Enumeration (defined) 3
 Estate 22, 34
 Estimates by operator 28
 Expenditures 78
 Extract from Census Act 109, 110
 Enumeration plan 12
- F**
- FFA program 26
 Federal, State, railroad and school land 38
 Fertilizer 73, 74, 79
 Field seeds 44, 46, 55
 Fish 67
 Flash cards 43
 Forms
 A1 (Agriculture Questionnaire) 5
 A3 (Record Book) 5
 BC-27, Time and Cost Distribution Report
 for Intermittent Employees 5
 BC-27A, Field Employee's Record
 of Travel Expense 5
 BC-27B, Field Employee's Record
 of Other Reimbursable Expenses 5
 BC-27C, Field Employee's Worksheet for
 Recording Number of Local Telephone Calls
 and/or messages 5
 BC-27D, Interviewers Cost Report 5
 Payroll and Administrative forms 5
 Forage crops 54, 55
 Foreign ownership of land 73
 Fraction of acres 28
 Fractions converted to tenths 99
 Fungicides 74

| | | | |
|--|----------------|--|--------|
| G | | Legal right | 7 |
| Gas stations | 17 | Listing form (A3) | 15 |
| Glossary of Terms | 111–118 | Purpose | 15 |
| Government CCC loans | 57 | How to fill | 15 |
| Grains | 44, 45, 56 | Line numbers | 16 |
| Grass silage | 47 | What to list | 15 |
| Grazing associations | 22, 35, 114 | Heads of households | 16 |
| Grazing permits | 86 | Places to list | 16 |
| Group quarters | 17, 18 | What not to list | 17 |
| H | | Lime | 73 |
| 4–H Club | 26 | Livestock – General Information | 62 |
| Hay crops | 95 | Locating place on map | 11 |
| Small grains | 47 | Locating segments | 11 |
| Wild | 47 | M | |
| Heads of households | 16 | Machinery and equipment | 75 |
| Hens and pullets | 69 | Mailing address | 20 |
| Herbicides | 74 | Maps | 10 |
| Hired farm labor | 79, 80 | Corrections | 11 |
| Hogs and pigs | 65 | County | 4 |
| Feeder pigs | 66 | Enter A3 Line Numbers on maps | 16 |
| Litters farrowed | 65 | Legend | 10 |
| Sales | 66 | Rules for using your map | 14 |
| Home use | 25 | Scale | 10 |
| Hops | 54 | Segment | 9 |
| Horses | 67 | Materials you will use | 4 |
| House symbols | 11 | Measured distances | 10, 11 |
| I | | Mushrooms | 52 |
| Identification badge | 6 | N | |
| Idle cropland | 60 | Name and address of landlord | 40 |
| Incubator egg capacity | 70 | Nematacides | 74 |
| Indian Reservation | 22, 35, 85 | New construction | 16 |
| Individual or family operation | 21, 31 | Nursery and greenhouse products | 57 |
| Insecticides | 74 | O | |
| Interplanted crops | 89 | Occupation | 72 |
| Institution | 22, 35, 85 | P | |
| Interviewing | 6 | Partnership | 32, 84 |
| Introduction | 1 | Pastureland | 60, 73 |
| Irish potatoes | 46 | Payroll and Administrative Forms | 5 |
| Irrigation | 43, 52, 61, 62 | Pelts | 68 |
| J | | Person in charge | 4 |
| Job, your | 1 | Pesticides | 74 |
| L | | Place | 4 |
| Labor, contract | 80 | Place to visit | 16 |
| Land | | Poultry – General Information | 69 |
| Acres In This Place | 39 | Hatched | 70 |
| Irrigated | 43, 61, 62 | Value of sales | 71 |
| Owned | 37 | Principal county | 41 |
| Rented or leased from others | 38, 40 | Production expenses | 78 |
| Rented or leased to others | 38, 40 | Livestock and poultry | 78 |
| Set-aside under Federal Farm Program | 41 | Feed | 78 |
| Landlord | 40 | Commercially mixed feeds | 78 |
| Lead-in questions | 48 | Animal health cost | 79 |
| | | Seeds, bulbs, plants, trees | 79 |

R

| | |
|--|----------|
| Race | 72 |
| Record Book (A3) | 4, 15 |
| Refusals and other difficult cases | 92 |
| Remarks space | 23 |
| Review of work | 103, 105 |
| Residence | 72 |
| Respondent | 4 |
| Rules for filling Form A3 | 19 |
| Rules for filling Form A1 | 30 |

S

| | |
|--|--------------------|
| Sales | |
| Cotton and cotton seed | 56 |
| Field seeds, hay, etc. | 57 |
| Fruit, nuts, berries. | 57 |
| Grains | 56 |
| Nursery and greenhouse products | 57 |
| Tobacco | 57 |
| Vegetables | 57 |
| Sales to consumers for human consumption | 71 |
| Segment | 3 |
| Boundary. | 9, 10, 82 |
| Dwelling unit | 3 |
| Roads or streams. | 9 |
| Political lines | 9 |
| Section lines. | 9 |
| Canvassing | 9 |
| Division into pieces | 12 |
| Drive-through of segment | 12 |
| Number. | 10 |
| Sample | 3 |
| Silage | 44, 45, 46, 47, 96 |
| Silo capacities. | 96 |
| Sheep and lambs shorn | 67 |
| Value of sales | 67 |
| Skip row | 46, 89, 117 |
| Sled row | 46, 117 |
| Sod harvested | 52 |
| Sorghums. | 45 |
| Soybeans | 45 |
| Special situations. | 82-93 |
| Sweetpotatoes | 46 |

T

| | |
|-----------------------------------|----------------|
| Telephone number. | 30, 91 |
| Tobacco | 45 |
| Trees | |
| Bearing and non-bearing | 49 |
| Fruit and nut | 49 |
| Type of Organization | 21, 31 |
| Cooperative | 22, 35 |
| Corporation | 21, 33, 84 |
| Estate | 22, 35 |
| Grazing Association. | 22, 35 |
| Indian Reservation. | 22, 35, 85 |
| Individual or family. | 21, 31 |
| Partnership. | 21, 32, 84 |
| Trust. | 22, 35 |
| Institution | 22, 35, 84, 85 |
| Turkeys. | 70 |

V

| | |
|---------------------------|----------------------------|
| Vacant dwelling | 3, 11 |
| Vegetables | 50, 51, 89 |
| Value of sales | 53, 55, 56, 64, 67, 68, 71 |

W

| | |
|--|---------|
| Weights and measures (conversion factors) | 94, 102 |
| Wild hay | 47 |
| Wheat | 45 |
| Woodland | 60 |

Y

| | |
|--------------------------------|----|
| Year begin operation | 30 |
|--------------------------------|----|

Z

| | |
|------------------------------|----|
| Zero acres in place. | 88 |
|------------------------------|----|



