

## Chapter IV.—FORM A1—AGRICULTURE QUESTIONNAIRE

### 72. When to get an A1

An agriculture questionnaire (Form A1) is required for every place having any of the agricultural operations listed in chapter I, paragraph 11. By asking questions and following the instructions in part II of the A2 Listing you will determine when an A1 is required. You will use part III of the A2 Listing to determine whether you or some other enumerator must get the A1. (See paragraphs 46 through 51.)

**You** must get the A1 provided that—

1. The person in charge of agricultural operations in your Assignment lives in your Assignment,

OR

2. The person in charge of agricultural operations in your Assignment lives outside your Assignment and does not have any agricultural operations where he lives.

### 73. Versions of Form A1

A total of 355 different questions are included on the various State versions of the A1 questionnaire. Differences in agriculture from one part of the country to another make it unnecessary to ask all of the questions in any one State. Consequently, questions on products not important to the agriculture in your State are omitted from your questionnaire. For example, if you are in New York, question 90 on cotton will be omitted from your A1.

### 74. Instructions cover all versions

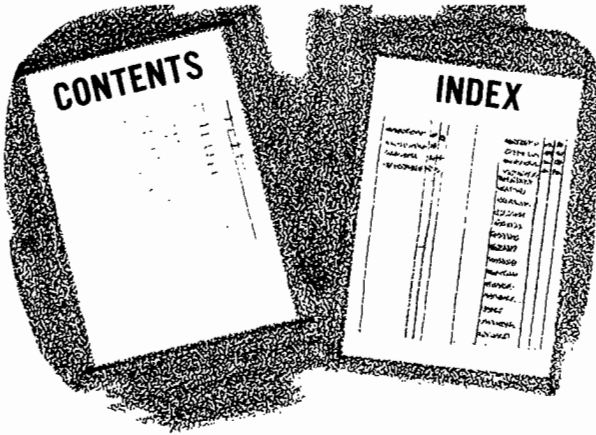
The instructions in this book cover the A1's in all of the States.

General instructions for filling all versions of the A1 correctly are contained in this chapter. Look at an A1 as you read this chapter. Become thoroughly familiar with it. **The better you know the questionnaire, the more accurately, quickly, and easily you can do your job.**

### 75. Find instructions by question number in index

Instructions for individual questions are in Chapter VI. They follow the same order as the questions on the A1. Question numbers are given in the left-hand margin of each page. You can find the instructions for an individual question easily by looking up its question number. Instructions for some questions are grouped together. For example, under the heading "Questions 165 through 213," you will find instructions that apply to all tree fruits, nuts, and grapes. Following these you will find special instructions given separately for some individual fruits and nuts. There is an index on page 195 that gives the paragraph number and page number in the Reference Book on which the instructions appear for each question number on the A1.

## 76. Use Contents and Index



Use the Table of Contents to find where to look for the main topics covered in this book. To find instructions for items not mentioned in individual questions, look in the alphabetical "Index" in the appendix of this book. For example, to find instructions about partnerships, look up the word "Partnerships" in the Index and then turn to the paragraph specified. Note that both page numbers and paragraph numbers are given in the Contents and in the Index. There is an index on page 195 that gives the paragraph number and page number in the Reference Book on which the instructions appear for each question number on the A1.

## 77. Form A1 has 14 sections



The questionnaire is divided into fourteen sections separated from one another by shaded bands. Each band contains a section number (1, 2, 3, etc.) followed by the title of the section, and each section contains questions relating to the general subject stated in the title. Some of the sections are further divided into groups of questions by subjects. The subject headings are enclosed in boxes. (For example, **CORN**). The answer to the first question in a group often determines whether you need to ask the remaining questions in that group.

## 78. Instructions in italics

To make your work easier, some instructions are printed on the questionnaire for your use. Do not read them to the respondent. They are enclosed in parentheses ( ). They tell you what to do, such as under question 3, "*(If no land is owned, mark X in the square for "None.")*."



**DO NOT READ  
TO RESPONDENT**

An instruction in italics and enclosed in parentheses ( ) follows some questions directing you to skip specified questions if the answer to the question asked is "No" or "None." The number of the question to be skipped **to** is always enclosed in brackets [ ]. This helps you to spot it quickly. For example, the instruction under question 214 directs you "*(If "No," mark X and skip to question [219].)*" This means that if no nursery or greenhouse products, flower or vegetable seeds or plants, flowers, or bulbs were grown for sale this year, you are to omit questions 215, 216, 217, 218, and ask question 219 next. **Do not omit any question on the A1 unless you are directed to do so by an instruction.**

An instruction in italics and enclosed in parentheses ( ) follows some questions directing you to ask specified questions if the answer to the question asked is "Yes." For example, the second instruction under question 9 directs you "*(Answer these questions if "Yes.")*" An arrow points to columns 1, 2, and 3 to indicate that you must ask the questions in those columns about corn if you received a "Yes" answer to question 9.

**79. Mark "X" in questions with squares**

The diagram shows a vertical column of five 'None' options, each with a small square checkbox to its right. To the right of this column is another vertical column of five 'Acres' input fields. The second and fifth 'Acres' fields are shaded with a stippled pattern. The text 'None' is repeated five times in the left column. The text 'Acres' is repeated five times in the right column.

Many of the questions are to be answered by marking X in a square . In questions that have "None" or "None sold" squares, you are to give the answer by marking the square or by entering a figure. For examples, see questions 3 through 6, 241, etc.

Many questions require an X mark for "No" or "Yes." Some of these permit you to skip questions when the answer is "No." Examples are questions 8, 9, etc. In cases where the answer is "Yes," you are usually required to enter figures for acres harvested, amounts harvested, amounts sold, etc. Examples include all crop questions in section 3.

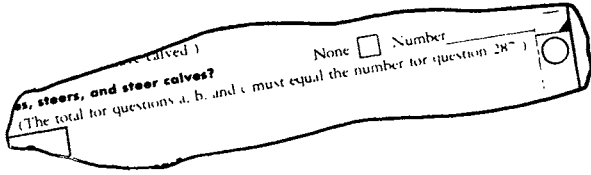
Mark X in answer to questions only in cases where squares are provided. In all other cases leave the space blank if no entry is required; do not write "None" or "All" and do not enter zeros or dashes.

**80. Catchall questions**

The diagram shows a rounded rectangular box titled "213. Other fruits and nuts?". Below the title is a list of crop types: "Nectarines? Quinces? Chestnuts? English walnuts? Filberts and hazelnuts? Pecans? Almonds?". To the right of the list are two input fields, each labeled "Give name".

There are questions for writing in the names, acreages, and, where required, quantities or values of crops not listed on the questionnaire. Examples are questions 43, 79, 152, 213, etc. It is necessary to include crops not commonly grown in order to assure full coverage of all crops harvested this year. Separate questions are provided for all the commonly grown crops.

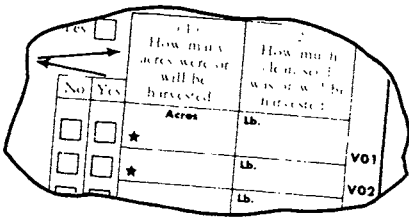
81. Circles



Circles ○ follow some of the questions; for example, questions 7, 10, etc. These circles are in the narrow column at the extreme right of the answer spaces. They indicate points at which you must check the arithmetic to make sure it is correct. Instructions to the left of each circle tell you the arithmetic to be done. If the entries do not balance, review the entries with the respondent, draw a neat line through any incorrect figure, and write the correct one above it. When agreement is reached, mark X in the circle (X).

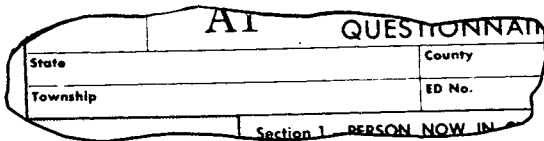
Question 7, "Acres in this place," may require both addition and subtraction. If the respondent does not agree with your figure, go back over the answers to questions 3 through 6 and make any necessary corrections. When you reach agreement on the figure, enter it and "X" the circle.

82. Acres marked with star



In section 3 of the A1 most of the spaces for acres are marked with a star (★); for example, questions 10, 44, etc. These stars indicate the acres that you must add together to get the entry for question 224a in section 4. For questions that require both acres and tenths of acres to be reported, the stars are in the acres column. Be sure to add the tenths as well as the whole acres. For example, see questions 80, 115-152, 155-162, etc. Detailed instructions are given in chapter VI under question 224a.

83. Enumerator blocks

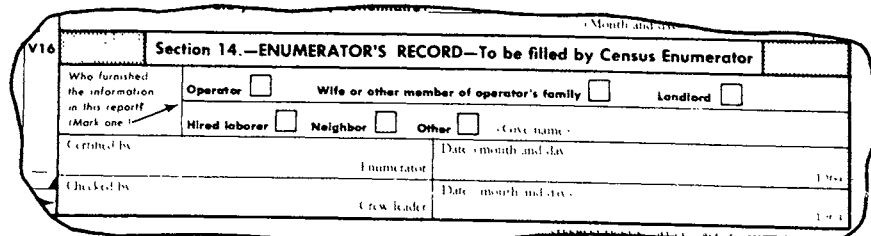
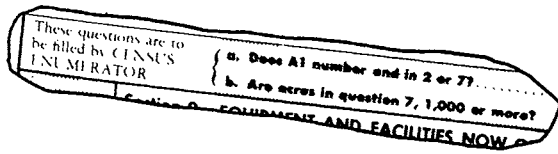


There are entries on the questionnaire to be filled only by you, the enumerator.

The four identification items above section 1 "State, County, Township (CCD, precinct, etc.), and ED No.," must be filled on every A1. This applies to A1's left or mailed to the respondent for filling and to refusals, as well as to A1's you complete yourself.

Just below question 306 in section 8 there is a shaded enumerator block labeled "These questions are to be filled by CENSUS ENUMERATOR." You must complete these questions on every A1 you obtain. The answers to questions a and b in this block determine whether or not sections 9 through 13 of the A1 are required. (See paragraph 116.)

Section 14.—ENUMERATOR'S RECORD at the end of the questionnaire must also be filled by you.



**84. Space for remarks**

There are some blank areas on the questionnaire at the end of some sections. Use these blank areas for explaining unusual entries or situations, listing additional names, making calculations, and writing notes which you think may be useful to the census employee who will compile totals from the questionnaires. For example, a low crop yield may be the result of storm or insect damage.

Begin each remark with the number of the question to which it refers. For example, "Question 10a—Corn heavily damaged by insects." (See paragraph 382.)

In addition to the blank areas that appear below some groups of questions you may write notes in the outside margins of the questionnaire. Do not write notes in the answer spaces that are provided for names or figures, nor in the long narrow columns to the right of the answer spaces. Also, do not use a separate sheet of paper.

**85. Enumerator's record**

You must complete question 355 and the **ENUMERATOR'S RECORD** (section 14) on every questionnaire you fill. Your signature certifies that the information on the questionnaire is complete and accurate, to the best of your knowledge. (See paragraphs 383 and 384.)

355. On what date did you fill this questionnaire? _____ 1964		V50
(Month and day)		
<b>Section 14.—ENUMERATOR'S RECORD—To be filled by Census Enumerator</b>		
Who furnished the information in this report? (Mark one.)	Operator <input type="checkbox"/>	Wife or other member of operator's family <input type="checkbox"/>
	Landlord <input type="checkbox"/>	
	Hired laborer <input type="checkbox"/>	Neighbor <input type="checkbox"/> Other <input type="checkbox"/> (Give name)
Certified by _____	Enumerator	Date (month and day) _____ 1964
Checked by _____	Crew leader	Date (month and day) _____ 1964

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**86. Agriculture questionnaires mailed to farm operators**



Agriculture questionnaires were mailed to households in rural areas a few days before the start of the enumeration period. A letter is printed on each questionnaire asking the farm operator to fill the questionnaire and to give it to you when you call. The questionnaires mailed to farmers in your Assignment are the same as those in your portfolio.

### 87. Use the operator's questionnaire



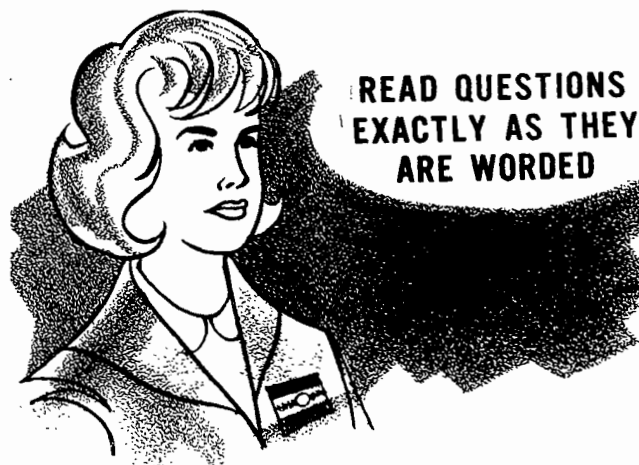
When you visit a place for which an agriculture questionnaire is required, ask the operator if he has a questionnaire that he received through the mail. If he has, use it for your enumeration whether or not he has entered any information on it. First copy the A1 number onto his questionnaire from column 9 of your A2 Listing and complete the identification information above section 1. Then, if he has filled the questionnaire, either partially or completely, review the entries with him, make any necessary corrections, and fill in any missing information before you leave the place. Do **not** copy the entries from his questionnaire onto another one. If the operator has lost or misplaced his questionnaire, use one from your portfolio.

You will be paid for completing and reviewing respondent-filled agriculture questionnaires, as if you had made all the entries yourself.

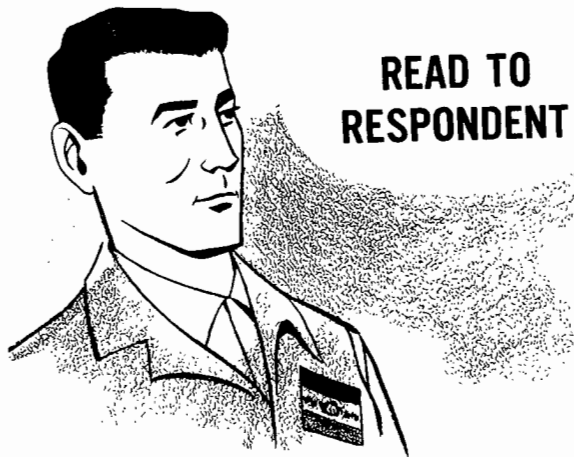
In a few cases, because mail routes sometimes cross State lines, the farm operator may have received a questionnaire for a State other than the one in which you are enumerating. If he has filled or partially filled the questionnaire, use it. If he has not filled the questionnaire, use an A1 from your portfolio.

### 88. Read the questions as printed

**Always read the questions in the order that they appear on the questionnaire. Also, be sure to always read them exactly as they are worded.** Do not change the order of the questions or the wording. The Census Bureau requires that the questions be read as printed so that the answers of all respondents throughout the United States can properly be added to give totals. The totals for one county can be compared with those for other counties only if the questions are exactly the same.



### 89. Explanations on the questionnaire



Always read to the respondent the notes of explanation that are not enclosed in parentheses. For example, see the notes above questions 3 and 9, below question 7, etc. These notes will help the respondent understand exactly what information is required.

The notes enclosed in parentheses and printed in ordinary type will help both you and the respondent to report the correct information. Ordinarily, you will not need to read these notes to the respondent but you may do so if you see that he needs further explanation. For example, the note above question 44 says, ("If two or more cuttings were made from the same field, count the acres only once, but give total tons of all cuttings"); and the note included with question 52 says, "(Include also hay crops cut and fed green)." Read the entire A1 carefully before you start enumerating so that you will not overlook any of the instructions and explanations given on the questionnaire.

### 90. Read instructions from this book



The questions and explanations are so grouped and worded as to make their meaning clear to the majority of respondents. **If any respondent has difficulty understanding a question, read it to him a second time.** If he still does not understand, read him the instructions for that question from this book. After you have done so, you may give extra explanation in your own words, if necessary, but be sure you do not omit or change any part of a question.

### 91. Ask the operator to make estimates

If a farm operator says he doesn't know the number of acres harvested, the amounts harvested or sold, etc., ask him to make an estimate. Explain that the census does not expect exact figures, especially for crops that are not yet harvested or sold. Suggest to the operator that he make the best estimate he can based on the present condition of the crop, or anything else that might help him guess at the probable amount. The farm operator is in a better position than anyone else to estimate his own acreages, production, sales, etc. All information recorded on the questionnaire must be obtained from the operator or some other responsible person; it must not be based on your own ideas or opinions.

**92. Summary: Rules for filling A1**

1. Fill only one A1 for each person in charge. Whenever possible, get the information from the person in charge of the agricultural operations. If this is not possible, **GET THE BEST INFORMATION YOU CAN** from some other responsible person on the place.
2. You may offer the respondent a blank copy of the questionnaire from your portfolio so that he can follow the questions as you ask them.
3. Ask all questions exactly as they are worded on the questionnaire. In your oath of office you swear that you will "well and faithfully discharge the duties of your office." Asking the questions as printed is one of your most important duties.
4. Follow the instructions for answering each question as given in chapter VI of this book. Read instructions to the respondent whenever he needs explanation of a question.
5. Use the pen we put in your portfolio. If you should lose or misplace it, use a ballpoint pen, or a pen with black or blue ink. Write or print all entries neatly, clearly, and in the proper space.
6. Enter answers in squares by marking X in the square  .
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, except where the questionnaire provides for tenths. As necessary, use the conversion factors in chapter VIII of this book.
9. Report dollars to the nearest whole dollar. All value questions have two zeros printed in the space for cents (\$ \_\_\_\_\_ .00) to remind you to enter whole dollars only.
10. Make the required calculations as you come to them. Questions requiring calculations are marked with a circle (  ) in the narrow column to the right of the answer spaces. Mark X in the circle  when you have checked the calculation and are sure that it is correct.



11. Never erase an entry. If you make a mistake, draw a neat line through the entry and write the correct figure above it or in the proper space. (Example:  $\overset{342}{\cancel{324}}$ ) If you mark a square  $\boxed{X}$  in error, circle that  $\boxed{X}$  and make the proper entry.
12. Leave the answer space blank for questions not requiring entries. Do not enter zeros or dashes; do not write "None." However, if the respondent has filled the questionnaire and entered zeros or dashes or has written "None" where no entries are required, leave them.
13. Use the blank areas or the margins of the questionnaire for explaining unusual entries or situations, listing additional information, and making calculations. Do not use a separate sheet of paper. Begin each remark with the number of the question to which it refers.
14. Whenever you cannot find the answer to a problem in this book, write a note about the problem in the blank area of the questionnaire and tell your crew leader about it when he visits you.