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1964

CENSUS

of

AGRICULTURE

Hooker
REFERENCE BOOK



REFERENCE BOOK

1964 Census of Agriculture

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INTRODUCTION

1. THIS BOOK IS YOUR GUIDE

USE IT DURING INTERVIEWS

USE IT BETWEEN INTERVIEWS

USE IT AT HOME

This book contains instructions for **you**—the Census Enumerator. It has 8 chapters and an appendix. Each chapter is divided into numbered paragraphs containing the explanations and instructions you need to do your job quickly and thoroughly. These instructions tell you—

WHAT TO DO and HOW TO DO IT

What rules to follow	How to explain the census
What places to visit	How to conduct interviews
What questions to ask	How to ask questions
What forms to fill	How to make entries and
What problems to expect	How to handle problems

Chapter I contains general instructions about your job, the reasons for the census, and definitions that you will learn during your self-study. The remainder of the book has detailed instructions for filling census forms and for handling problems. You will read and study many of these instructions in connection with your self-study training. Your self-study training will help you learn how to find instructions quickly in this book. Refer to them often to make sure that you are doing all parts of your job correctly.

No enumerator can hope to remember all the rules that he must follow, nor is he expected to do so. However, do not try to “get by” on the basis of what you **think** you know. Keep this book with you and use it! There are two indexes to help you locate instructions quickly.

Chapter I.—THE ENUMERATOR'S JOB

2. Your job

You and 23,000 other enumerators have the job of taking the 1964 Census of Agriculture. Each of you will work in an area called an **Assignment** containing from 100 to 400 homes and from 80 to 150 farms. Each Assignment consists of one or more local areas—townships, precincts, wards, etc.—called **Enumeration Districts**, or "ED's."

Your job requires you to—

1. Visit every place in your Assignment where there might be agricultural operations;
2. Ask questions of the people in charge of agricultural operations;
3. Pick up and check agriculture questionnaires. If agriculture questionnaires have not been filled, ask the questions necessary to complete the questionnaire.
4. Keep an accurate record of the hours you work and the miles you drive on official business.

While you are enumerating, you will not—

1. Discuss politics;
2. Do any soliciting;
3. Do any selling;
4. Do any community work;
5. Do any church work, nor
6. Do any political work.



3. Your pay



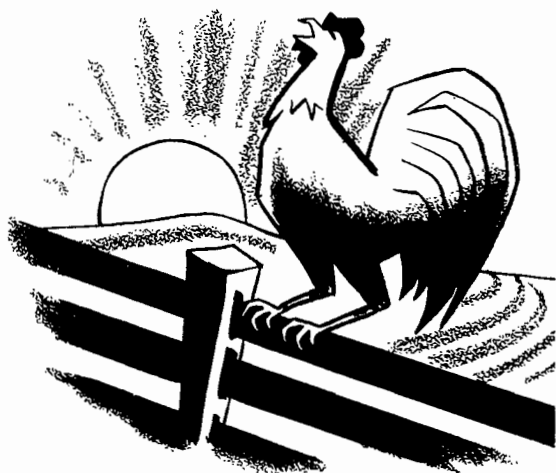
You will be paid on a piece-rate basis or by the hour. If your Assignment is in a rural area, you will usually be paid on a piece-rate basis. If your Assignment is in a thickly populated urban area, or in an area where farms are few and far apart, usually you will be paid by the hour. Piece rates and hourly rates are set at levels that will make it possible for you to earn about \$12 to \$16 per day.

You will receive \$23 for the satisfactory completion of the self-study training. This will be in addition to the pay for your enumeration work. All earnings are subject to Federal income withholding tax.

You will be reimbursed for—

1. Use of your automobile, while on official census travel, at the rate of 8 cents per mile.
2. Paid telephone calls made and collect calls received;
3. Road, bridge, and ferry tolls, and
4. Per diem, if your crew leader authorizes you to be away from home overnight.

4. Your hours of work



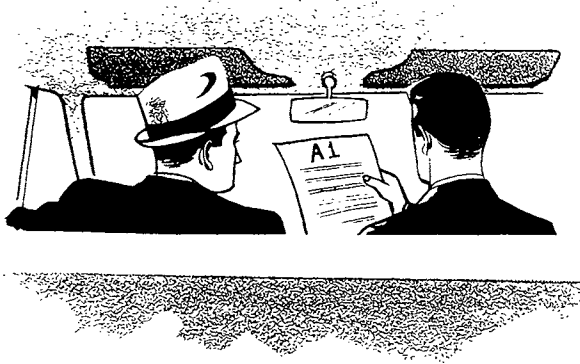
You will be required to work at least 40 hours a week, or an average of five 8-hour days. However, you will not be limited to 40 hours. If possible, work 6 days a week and as many hours each day as you can. The completing of your Assignment quickly and turning in your work will speed your pay check.

Adjust your working hours to the time when you are most likely to find people at home. You may have to make calls early in the morning, in the evening, and on weekends. Do not make calls after 9 p.m., or on Sundays, or Thanksgiving Day.

5. Your training

You will learn about your job by completing the self-study training. The self-study training will require 12 to 16 hours of study. Before you begin enumeration, your crew leader or supervisor will go through a practice interview with you and will accompany and help you during your first interview.

6. Your crew leader



Your crew leader is your supervisor. He will—

1. Supervise and help you with your self-study training;
2. Give you your Assignment;
3. Supply you with the forms you will need;
4. Go with you on some of your visits to help you ask the questions correctly and to help you with problems;
5. Review your work and, if necessary, explain how you need to improve it;
6. See that you understand and follow the instructions in this book;
7. See that you complete your assignment as quickly as possible;
8. Check your completed work; and
9. Certify your claims for payment.

If you have any problems you cannot solve on the basis of the instructions in this book, telephone your crew leader in the evening and get his help. Also, let him know if you will need more questionnaires or other materials.

7. Why the census is taken

The census of agriculture is taken to bring facts about United States agriculture up to date.

Agriculture is important because it is the chief source of food and clothing which people need. Most families spend about one-fifth of their income to buy food.

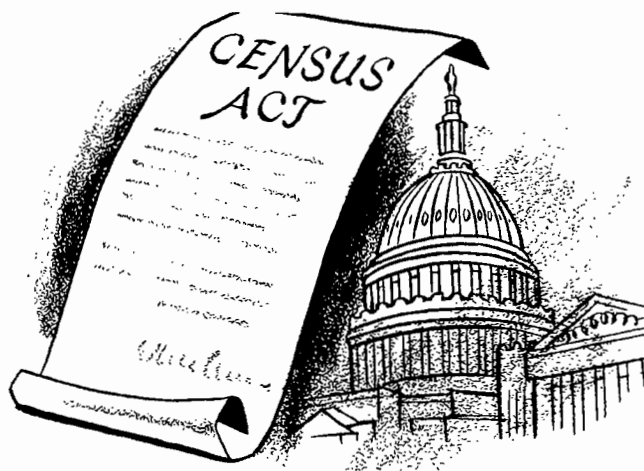
Since 1960, our population has increased more than 12 million. As our population grows, so does our need for food and clothing supplies.

Our farms provide food and other materials for millions living in other countries. The United States exports more farm products than any country in the world. Almost half of the rice, wheat, and cotton produced in the United States is exported. Farm products exported are valued at \$5 billion and account for one-fourth of all United States exports.

The census provides many facts needed by many people. The crops and other farm products produced on our farms provide raw materials that must be transported, processed and distributed throughout our Nation. Farmers sell their products for about \$35 billion. About 10 million workers, more workers than there are on farms, are employed in the transporting, processing, manufacturing and selling of products from our farms. About 6 million workers are required to supply farms with machinery, tools, fertilizers, chemicals, petroleum products and the goods required for the daily living of persons on our farms.

In 1920, more than one-fourth of our people were employed mainly in agriculture; in 1964 less than one-tenth of our workers will be employed mainly in agriculture. Today, one United States farmworker can produce food for 27 persons. This means that 26 others are available to produce other goods or to provide other services. Thus, everyone is directly affected by what happens in agriculture.

The census of agriculture will provide facts about **changes** in agriculture. These changes have been greater and more widespread in recent years than at any time in our history. During the 10 years from 1950 to 1960, the number of farms decreased more than one and one-half million; the number of farmworkers decreased almost 3 million; the number of people living on farms decreased nearly 10 million. However, food production increased more than one-fourth.

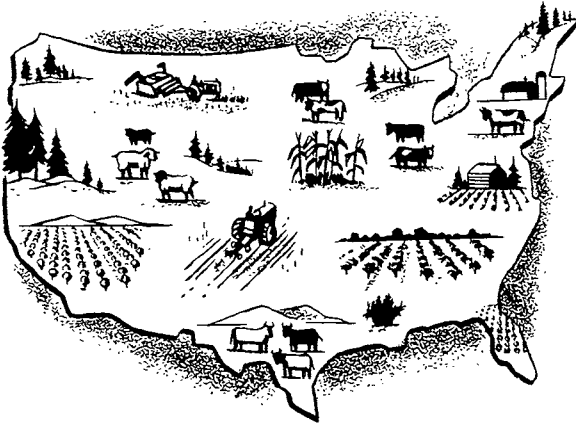


The increase in farm mechanization has been tremendous in recent years. The new insecticides, new equipment, new livestock and poultry feeds, and new farming methods and practices developed within the last 20 years have brought about far-reaching changes in agriculture. The 1964 Census of Agriculture will provide measures of the changes that have taken place during the 5 years since the 1959 census.

More than 3 million farms in the United States are engaged in agricultural production. There are more farms in this country than there are firms engaged in mining, manufacturing, transportation, communication, retail trade, and insurance. The farms vary in size from less than one acre to more than 100,000 acres. With so many individual farms, a nationwide census is the only way to obtain up-to-date facts about agriculture.

The 1964 Census of Agriculture is required by an Act of Congress. The census has been recommended by such farm organizations as the American Farm Bureau Federation, the National Grange, National Farmers Union, Farm Equipment Institute, National Council of Farmer Cooperatives, National Association of Commissioners, The American Farm Economic Association, Agricultural Publishers Association, American Association of Land-Grant Colleges and State Universities, the U. S. Department of Agriculture, and by State Secretaries and Directors of Agriculture.

8. What the census is

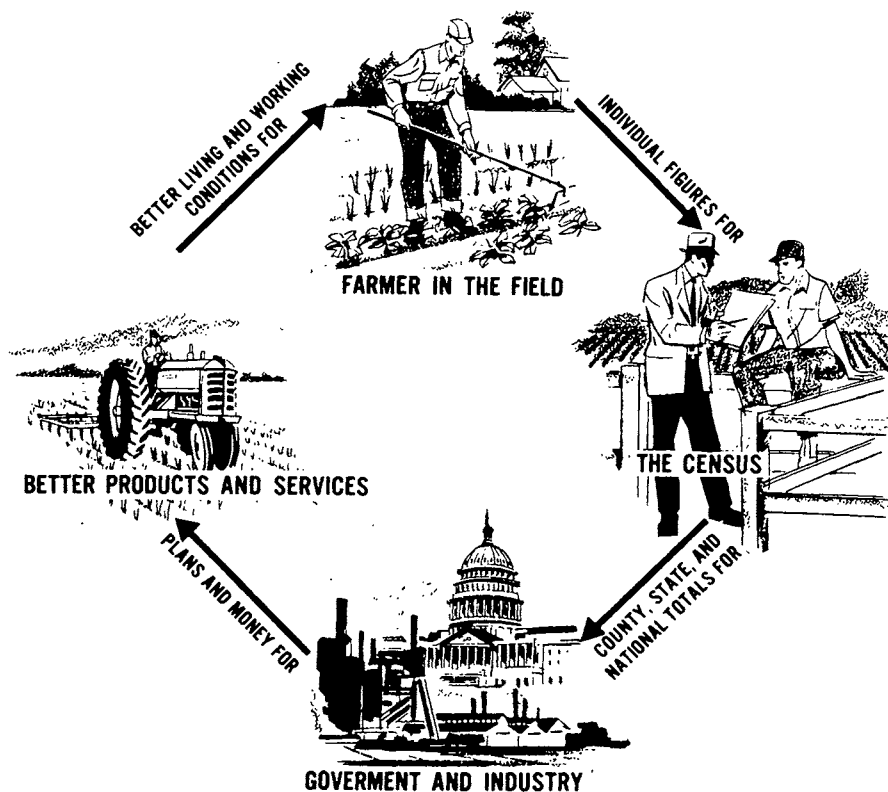


The census is a count-taking of our agricultural resources and agricultural production in 1964. It will provide—

1. A count of our farms—the large farms, the small farms, and the ones-in-between.
2. An inventory of agricultural land and the ways in which it was used in 1964 to provide food and fiber for our constantly growing population.
3. The amount of each farm product produced and sold.
4. An inventory of the kinds and numbers of livestock and poultry on farms.
5. A count of farms with such facilities as telephones, home freezers, etc., as well as a count of important farm machines such as tractors, motortrucks, cornpickers, etc.
6. A count of the number of full-time hired workers on farms.
7. A record of the important cash expenditures made by farmers during 1964.
8. A record of persons living in the houses of farm operators.

9. Who uses census information

The facts from a nationwide census are used directly or indirectly by millions of people.



The census of agriculture provides figures on the production of the many products of our farms and ranches. The amount of the production is an important determinant of the price the farmer receives and the purchaser pays for the farm product. Farm production statistics take some of the guess work out of production and marketing decisions farmers must make. These statistics assist farmers to plan in advance in regard to how much to produce and when to market.

Many of the year to year estimates made by the United States and State governments for the production of farm products and on the quantity and use of agricultural resources, use data from the census of agriculture as bench marks. Nearly all estimates of agricultural production and farm resources of counties are made on the basis of data obtained in the census of agriculture.

There are a large number of businesses engaged in transporting, processing, storing and selling products produced on farms. These businesses employ about 10 million persons. These businesses depend on facts from the census of agriculture in planning their operations. Decisions regarding where to obtain supplies of farm products, how much transportation will be needed, where to locate purchasing points, where to locate processing plants, etc. depend greatly upon information from the census.

Increasingly, farmers are using large amounts of goods and services from nonfarm sources to produce crops, livestock and livestock products. The businesses supplying farms with machinery, tools, fertilizer, feed, chemicals, and petroleum products, need to make plans and decisions regarding where and how much of the products are needed by farmers. They use statistics from the census to determine where, how much is needed, how many, and what kinds of farmers will buy their products, and where to locate facilities to provide the materials and services to farmers.

Rapid changes are occurring in farming and the rate of change has been increasing.

Man hours required for farm work declined about 30 percent from 1950 to 1960. These large scale changes did not and are not occurring at the same rate in all areas and on every kind of farm.

Farm census facts regarding the change in agriculture are used by State and local governments in making plans and revising plans affected by the large changes in number of farms and number of people in rural areas.

State agricultural colleges, county agricultural agents and other agencies having programs dealing with farmers and farm people use census information as a measure of the effect of their programs and as a basis for making changes in existing programs and developing new programs.

Census statistics provide the basic information for developing and changing farm programs and for determining the effect of these programs upon farms and farming in various areas and on various sizes and kinds of farms by Congress and State governments.

10. Terms you must know

The following census terms appear throughout this book and will be used constantly in the training course. It is important that you learn them.

1. **Enumeration.**—The act of listing a dwelling or a place and obtaining an agriculture questionnaire when required.
2. **Assignment (enumeration assignment).**—An area, clearly outlined on a map, to be covered by one enumerator. Each assignment consists of one or more "enumeration districts" or "ED's."
3. **Dwelling.**—Any occupied house, apartment, trailer, or other housing accommodation; also, vacant houses. (Houses under construction but not yet occupied are not considered dwellings.)
4. **Place.**—One or more tracts of land used for agricultural operations at any time this year.
5. **Person in charge or "operator."**—The person who controls the agricultural operations on a place, either doing the work himself or directly supervising the work. He is not necessarily the owner of the place. He may be a member of the owner's household, tenant, renter, sharecropper, or hired manager.
6. **Respondent.**—The person who gives the information for the census. (That is, the person who "responds" to the questions asked.)
7. **Tract.**—An area of land.

11. Agricultural operations

For census purposes, there are agricultural operations on a place if, at any time this year, there were—

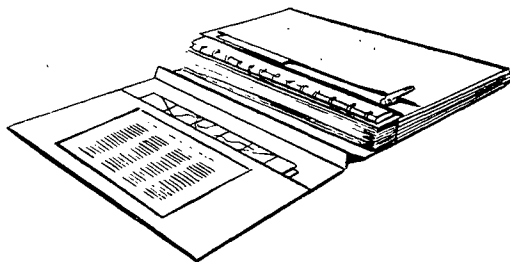
1. One or more cattle; 4 or more hogs; 4 or more sheep; 30 or more chickens; or 30 or more turkeys or ducks.
2. Any crops such as corn, hay, or grains.
3. Any vegetables or berries for sale or nursery or greenhouse products.
4. A total of 20 or more fruit trees, nut trees, or grapevines.



Agricultural operations include: Bee farms; cranberry bogs; dry lot or barn dairies; feedlots; fur farms (fox, mink, skunk, etc., in captivity); garbage-feeding hog yards; greenhouses; institutional farms (operated by schools, prisons, hospitals, etc., even if no sales are made); mushroom cellars; nurseries (except for reforestation projects or public parks); cutting of hay (even though this is the only farming operation); grazing or pasturing of livestock; harvesting of grass seed; keeping of chickens for eggs; production of broilers; production of medicinal or drug plants and herbs; production of flowers and bulbs for sale; production of vegetables under glass; production of vegetable and flower seed, plants, bulbs, tubers, etc.; production in captivity of pheasants, quail, etc.; production of mint; raising horses or ponies; raising rabbits in captivity; raising squabs.

The following do not require an agriculture questionnaire unless they are in combination with agricultural operations: canneries; cheese factories; creameries; deer parks; fish, frog, alligator, or snake farms; fish hatcheries; game preserves; kennels; livestock dealers who keep animals less than 30 days; ostrich "farms"; oyster "farms"; parks; riding academies; shipping pens; distilleries, cotton gins, mills, refineries, or packing plants; turpentine "farms"; places raising canaries, guinea pigs, white rats, or white mice; stockyards, and auction barns.

12. Forms you will use



A carrying case, called a "portfolio," will be given to you with your Assignment. In your portfolio you will find the forms and records that you will need for your work, including those you need for your self-study training. Instructions for using the forms and properly filled examples of some of the forms are included in later chapters of this book. They will also be discussed in the training course.

All enumerators will use the following forms:

1. **An Assignment map.**—The map shows the boundaries and principal ground features of the area assigned to you for enumeration. (See paragraph 20.)
2. **Record Book (Form A9).**—You will receive one large record book (Form A9) containing the following forms:
 - a. **A2 Listing (Form A2),** for listing persons and places in your ED and enough information about each one to determine whether an agriculture questionnaire (Form A1) is required. (You will find instruction for the use of this form in chapter III.)
 - b. **Travel and Work Record (Form A-11),** for keeping a daily record of your speedometer readings, miles driven, questionnaires completed, hours worked, and telephone and toll expenses for which you will be repaid. (A sample copy of this form is shown as Exhibit 1 in the appendix.)
 - c. **Enumerator's Reimbursement and Payroll Voucher (Form A12),** to be filled by your crew leader and certified by you when your Assignment is complete. This form is your official claim for payment.
 - d. **Accident and injury forms,** to be torn out and used only if you are injured or have a motor-vehicle accident while on official business.
 - e. **Enumerator's Daily Report (Form A14).**—You will use this post card form for mailing a daily work report to your crew leader. (A copy of this form appears as exhibit 2 in the appendix.)
3. **Agriculture Questionnaire (Form A1).**—You will receive a supply of these questionnaires. They are to be used for reporting detailed information about the agricultural operations in your assignment. (Chapter IV, V, and VI will give you instructions regarding the use of the agriculture questionnaire.)

4. **Callback letter (Form A16).**—You are to use this form only if you are not able to get a complete questionnaire on your first visit to a place. It requests the person to complete a questionnaire himself and mail it to you. There will be a supply of envelopes to be used for mailing questionnaires to you. (See exhibit 6.)

5. An envelope containing materials for your self-study training.

The law requires that all information collected for the census be kept **confidential**. (See exhibit 7 in the appendix: Extracts from the Census Act.) When you accept the job of enumerator you will be required to take an oath that you will complete your assignment and never reveal any census information to anyone who is not a sworn employee of the Census Bureau. This means that you may not give any census information even to members of your family.

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

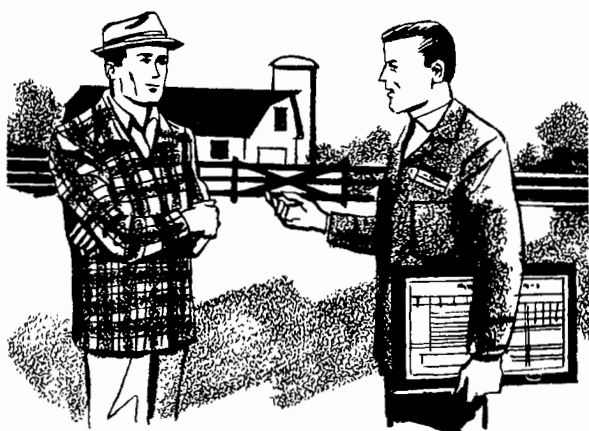
1. Do not repeat any information you receive as a census enumerator to anyone except your crew leader or other census employee.
2. Do not let anyone go with you on your visits except your crew leader or other census employee.
3. Do not leave completed questionnaires where they can be seen by anyone except your crew leader or other census employee.
4. Interview the respondent privately or with only members of his own family present. Do not take census information over the telephone unless you have the respondent's permission. If necessary, explain that you are not supposed to get the information in the presence of anyone not employed by the Census Bureau.
5. Do not resign from your job. In case of emergency, call your crew leader.

Your Assignment map is not confidential. You may show it to respondents whenever you need help in locating places in your Assignment.

13. Census information is confidential



14. How to conduct interviews



During your enumeration work, you will conduct several hundred individual interviews. Try to make a good impression on the respondent right from the start of each interview. Wear neat, conservative clothes which are suitable for the area where you are enumerating.

You will receive an identification badge in your portfolio. Always wear your badge while you are enumerating. Greet the respondent and tell him your name if he does not know you personally. Explain that you are collecting information about agriculture for the United States Bureau of the Census. If it seems advisable, explain that all information will be kept absolutely confidential, and that it has nothing to do with taxes, law enforcement, or agricultural programs and that the Census Bureau will use the information only to get totals for all the farming activities carried on in each county this year. A good introduction might go something like this:

“Good morning. My name is I am working for the United States Bureau of the Census. My job is to collect information for the census of agriculture being taken in this area this year.” In case the respondent objects to providing the information, you may say, “All information collected for the census is kept absolutely confidential. It will be used only to get totals for all the places that had any crops or livestock this year. It has nothing to do with taxes, law enforcement, or agricultural programs. I’d appreciate it very much if you would give me the information I need for your place.”

You may not need to make such a long introduction at every place you visit. Most respondents will already know about the census before you call, because announcements have been made in newspapers and over radio and television. Also, they received agriculture questionnaires by mail, on which is printed a letter explaining that a census enumerator would visit them.

After you have made your introduction, spend a half minute or so in general conversation. Make some complimentary remark about what the respondent is doing or about some interesting feature of his place—a new building, his cattle, his corn crop—or something else in which he can take pride. A pleasant and friendly attitude on your part will help you get the respondent’s cooperation.

Then start asking the A2 questions. If an A1 is required, ask the respondent if he received a questionnaire through the mail. If he hands it to you, or has it completed, use his questionnaire. You may hand him a copy of an unfilled questionnaire. Suggest that he may wish to follow the questions as you ask them. By doing so, he may find it easier to understand exactly what information is required and thus save you time in filling his questionnaire. Be courteous at all times and read explanations from this book for any questions the respondent has difficulty understanding. Keep the interview businesslike but don't forget to be friendly at the same time. If he has already filled a questionnaire accept it and check it before you leave.

When you have completed the interview, be sure to thank the respondent. Let him know that he has made a big contribution to the success of the census. You might say something like this:

"Thank you very much for your cooperation, Mr. You have been most helpful."

**15. Census information used
only in totals**

Some respondents may worry about the use of the information they are asked to give. It is up to you to make them understand that the facts collected for individual farms will never be given to the Department of Agriculture, the Bureau of Internal Revenue, or to any other Federal or State agency. The information will be used only to get totals for all the agricultural operations conducted in each county this year.

The Bureau of the Census does not make any recommendations or decisions about agricultural policies and programs. By law, the information cannot be used for checking on acreage allotments, price support payments, crop loans, Soil Bank reserves, income taxes, or any other feature of the programs administered by the Department of Agriculture or by any other agency of the Government.

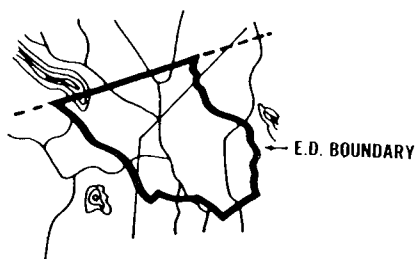
CATTLE IN PARSONS COUNTY		
DISTRICT	FARMS REPORTING	NUMBER OF CATTLE
1	172	593
2	398	913
3	7	7
4	3	7
5	3	7
TOTAL	1,131	3,776

Chapter II.—ENUMERATION ASSIGNMENT AND ED

16. Your Assignment

Your portfolio will contain a map of the area assigned to you for enumeration. This area is your enumeration Assignment. Your Assignment will consist of one or more enumeration districts, or "ED's" covering an area that the Census Bureau believes one enumerator can list and enumerate within the time requirement of the agricultural census.

17. Your ED's



Each ED is clearly outlined on the map by a heavy orange line. Within the boundaries of the ED is an identification number, shown in orange, and referred to simply as the **ED number**. If an Assignment contains only one ED, the Assignment boundary and the ED boundary are the same. If the Assignment contains more than one ED, the Assignment boundary is the orange line around all of the ED's.

For the purpose of helping you identify your ED, a short description of each ED may be printed on the map, for example, "Rome township, Precinct 6." If the boundaries of the area described are not the same as the boundaries indicated by the orange line, **always use the boundaries shown in orange on your map.**

18. Know your Assignment boundaries



You must know where the boundaries of your Assignment are because **you must enumerate only within your own Assignment.** You must be able to recognize the boundaries of each ED in your Assignment because each ED must be **enumerated separately.**

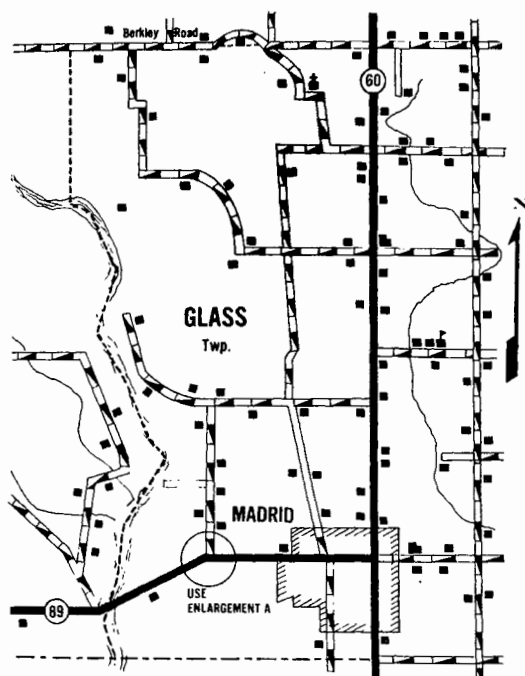
If a boundary of your Assignment, or of any ED in it, is a road or a stream, consider the **center** of the road or stream as your boundary for enumeration. The dwellings and places on one side of the road or stream are in one ED; those on the other side are in the adjoining ED.

If you have any difficulty identifying any of your boundaries on the ground, call your crew leader. Do not proceed with your enumeration until you are sure of your exact boundaries. Your work will not be satisfactory if you enumerate in the wrong Assignment. Consequently, you will not be paid for such enumeration. Likewise, if you miss any places in your Assignment, you will be required to return and enumerate them before your crew leader will accept your work as complete.

19. Enumeration in two or more ED's

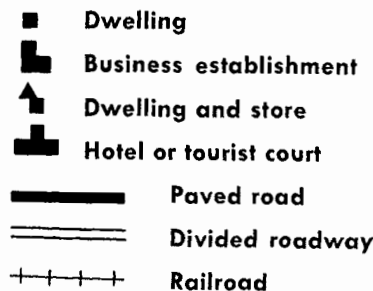
Your enumeration Assignment may include two or more ED's. If so, your map will show the ED's separately, each outlined in orange and marked with an ED number followed by a letter; for example, 56-15N and 56-15P. The page of the A9 Record Book, on which you are to start the listings for each ED is given on the cover of the A9 Record Book. You are **to list places in the record book for the ED where the places are located**. You must be sure to enter the correct ED number on each A1 you obtain. Keep all completed A1's in your portfolio but store them separately, according to ED number.

20. Maps for census taking



Your Assignment map is a copy of the best detailed map that is available to the Bureau of the Census. Maps for census taking are marked with houses, schools, churches, and other structures in addition to the roads, streams, and bridges that are shown on the maps usually used by automobile drivers. Most States do not issue such maps very often. Therefore, your map may not be up to date. For example: roads, houses, and other structures built since the map was drawn will not be shown on it. Also, it is likely that some buildings shown on your map no longer exist. Part of your job is to bring your map up to date by correcting it as explained in paragraph 25.

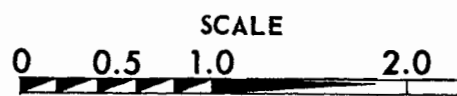
21. Map legend



To help you establish your location, your map has an arrow pointing north.

Roads, railroads, houses, churches, schools, stores, etc. are shown on your map by symbols. A "map legend" explaining these symbols is pasted inside your portfolio cover. By using the symbols as explained by the map legend you will know exactly where you are and be able to find the dwellings and places that you must visit.

22. Map scale



A scale of miles is printed on your map. If you do not live in your assignment or are not familiar with the roads, use this scale to measure distances. Carry a small ruler with you or make a paper or cardboard copy of the scale, marked with the same mileage measurements.

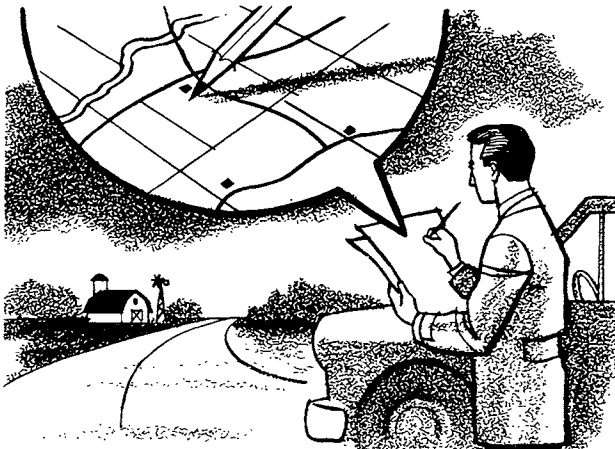
To measure the distance between two points on a fairly straight road, place the scale on your map so that "0" is at one of the points and the edge of the scale is alongside the road leading to the other point. You can then read the distance in miles and fractions of miles directly from your scale.

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 speedometer. There may be slight errors in the map, in your measurements, or even in your speedometer, so you may find that the measurements will not match exactly. Usually, they will be accurate enough to bring you within sight of the point for which you are looking.

23. How to use your map

To use your map, lay it out flat so 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 place shown on your map. Then hold the map so that the road on the map lies in the same direction as the road you are on and the direction to the city, town, or other place is the same on the map as it is on the ground.

24. How to find your location

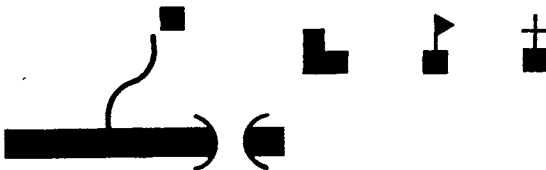


By using the map scale and by checking the map symbols against the ground features (roads, railroads, streams, etc.), you will usually be able to find your approximate location. Sometimes you will find out from road signs along the highway or at intersections how far you are from a city or town. You can then measure the distance on your map.

If you are not certain where you are, pick out several landmarks (map symbols) along the route. Then check those landmarks against the map.

Always check your speedometer distances from the last landmark you were definitely able to identify on the ground; start looking for the next landmark before you have traveled the full length of the distance you measured.

25. Correct your map



Even though your Assignment map is not entirely up to date, it should agree in most respects with what you find on the ground. However, you will almost certainly find some roads, houses, schools, or other ground features that are not shown on the map. Also, your map will probably have symbols for some roads or buildings that no longer exist. You may even find that a stream has changed its course since the map was drawn.

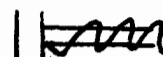
As you travel through your Assignment, look for changes. Also, ask respondents about roads and buildings not shown on your map or about any that you cannot find. Correct your map as necessary to make it agree with all the ground features in your Assignment. Following are examples of how to make corrections:

Draw in roads, bridges, or houses, that are not shown on your map. Use the symbols given on your map.

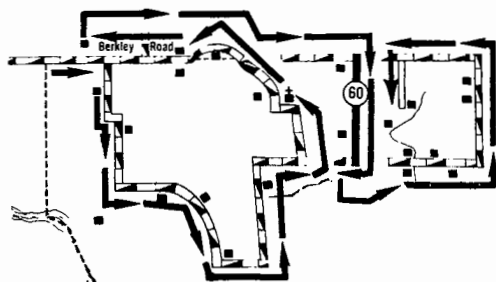
Mark X through the symbol for a building that no longer exists:



Cross out roads that no longer exist by drawing a wavy line through them:



26. Plan your enumeration route

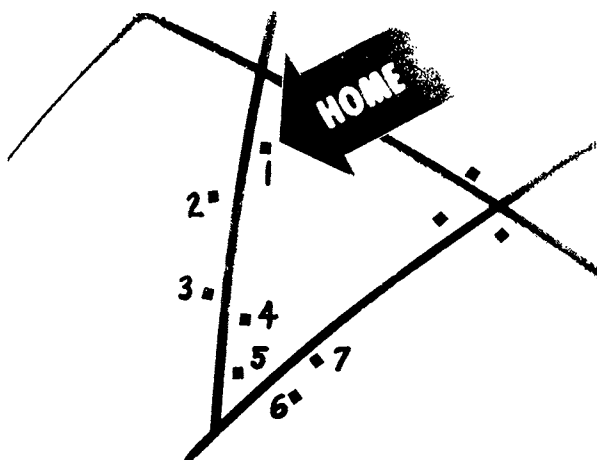


In planning the travel for your first area, if you live in your Assignment, start with the road where your home is. If you do not live in your Assignment, start in the part of your Assignment that is nearest your home. Enumerate along the road as far as the first intersection. Then enumerate along the intersecting road to the next intersection; turn again and continue in a direction leading back to your starting point. Plan your route of new visits so that you will never pass an intersection without turning in a direction that will lead you toward completion of a piece of your Assignment. In determining the order in which you plan to enumerate parts of your Assignment, you should take into account weather and road conditions. You may decide to enumerate some parts early because of difficulties you may encounter because of rain, snow and resulting bad roads.

When you have listed all the places in the first piece you selected, enumerate the piece next to it, then, the one next to that, and so on. **List the places on the A2 Listing as you come to them, even though you may not always be able to complete all the A2 questions for the place on your first call.**

Make your plan carefully and follow it closely. If you sometimes have to change your plan because of bad weather, muddy roads, detours, etc., get back to it as soon as possible. Following an orderly plan of enumeration is the only way you can be sure of covering every part of your Assignment without missing any dwellings or places with agricultural operations.

27. Enter A2 line numbers on Assignment map



Each line of the A2 Listing has a number printed in the columns headed "A2 line number" at the left- and right-hand sides of the form. As you list a place on the A2 Listing, enter its line number on your Assignment map next to the symbol for the dwelling on that place. If there is no dwelling, indicate the location of the place by a triangle and enter the A2 line number beside the triangle. When an A1 comprises two or more tracts of land that are not adjacent, and when the person in charge lives in a dwelling located on one of these tracts, enter the A2 line number on the map by the dwelling and a \triangle with the same A2 line number for each of the other non-adjacent tracts. If there is a dwelling on the place but no symbol for it on your map, sketch in the symbol for a dwelling (■) and enter the A2 line number beside it. Enter a (V) beside the symbol of each vacant dwelling. Here are examples of the kind of entries that may appear on your map:

- ³¹ Occupied dwelling
- ^V Vacant dwelling
- \triangle ³² An agricultural operation without a dwelling.
- \triangle ³¹ A non-adjacent tract comprising part of place with agricultural operations.
- ^V \triangle ³³ A place with a vacant dwelling and agricultural operations around it.

In cases where the map is crowded, draw an arrow connecting the symbol with its A2 line number. Some areas of some maps have been enlarged. The enlargements have been labeled enlargement insets and assembled with the map of the Assignment. If your map has been assembled with an inset, enter the A2 line number on the inset.

As you enumerate according to your plan, the A2 line numbers will follow an orderly pattern in piece after piece of each ED on your map. You will be able to keep track of your progress from boundary to boundary of each ED.

28. Rules for using Assignment map

Always keep in mind that your Assignment map tells you where to enumerate. You will need to use it constantly to be sure you find all the dwellings and places with agricultural operations that are in your Assignment.

Follow these rules for using your map:

1. Work the entire area within the boundaries of the Assignment shown on your map. Do not work any of the area outside the orange boundary lines.
2. Make a plan on your map of the route you intend to follow while enumerating for a part of your Assignment. Your crew leader will review your enumeration plan for the first three pieces of your Assignment.
3. Show your map to respondents and ask them to help you locate houses or roads that may not be shown on the map. You might miss places unless you ask questions of people in the neighborhood.
4. Correct your map as necessary to make it agree with the ground features in your Assignment.
5. Copy onto your map the A2 line number for each dwelling and place as you list them on Form A2.

PROCEDURE CODES

Four listing procedures have been set up by the Census Bureau. These have been coded A, B, C, and D. Each ED had been assigned a procedure code indicating the procedure that must be followed for listing in that ED. The procedure code is given on the portfolio label below the ED number and on the cover of your A9 Record Book. You are to list dwellings and places on the A2 Listing as directed by the procedure code for the ED. The A2 line numbers on your Assignment map must show that you have covered each ED as directed by its procedure code.

29. Purpose of procedure codes

ENUMERATION		A19 Portfolio Label	
1 STATE	ED Number	5-3P	5-3N
2 COUNTY	Procedure Code	A B C D A B C D A B C D A B C D	
3 CREW LEADER DISTRICT NO.			
<p>4 To the Enumerator:</p> <p>There are two types of places: (1) Places with houses (2) Places with no houses</p> <p>5 To the Enumerator:</p> <p>6 To the Enumerator:</p> <p>7 To the Enumerator:</p> <p>8 To the Enumerator:</p> <p>9 To the Enumerator:</p> <p>10 To the Enumerator:</p> <p>11 To the Enumerator:</p> <p>12 To the Enumerator:</p> <p>13 To the Enumerator:</p> <p>14 To the Enumerator:</p> <p>15 To the Enumerator:</p> <p>16 To the Enumerator:</p> <p>17 To the Enumerator:</p>			
<p>18 TO THE CREW LEADER - The Enumerator will use the grid and all items checked on this form to be covered. Before starting, please verify the grid and items checked on this form. If you find any errors, please notify your Crew Leader immediately for replacement.</p>			
<p>19 FORMS USED IN PORTFOLIO</p> <p>20 FORMS TO BE RETURNED</p>			
<p>21 FORMS TO BE RETURNED</p>			
<p>22 FORMS TO BE RETURNED</p>			
<p>23 FORMS TO BE RETURNED</p>			
<p>24 FORMS TO BE RETURNED</p>			
<p>25 FORMS TO BE RETURNED</p>			
<p>26 FORMS TO BE RETURNED</p>			
<p>27 FORMS TO BE RETURNED</p>			
<p>28 FORMS TO BE RETURNED</p>			
<p>29 FORMS TO BE RETURNED</p>			
<p>30 FORMS TO BE RETURNED</p>			
<p>31 FORMS TO BE RETURNED</p>			
<p>32 FORMS TO BE RETURNED</p>			
<p>33 FORMS TO BE RETURNED</p>			
<p>34 FORMS TO BE RETURNED</p>			
<p>35 FORMS TO BE RETURNED</p>			
<p>36 FORMS TO BE RETURNED</p>			
<p>37 FORMS TO BE RETURNED</p>			
<p>38 FORMS TO BE RETURNED</p>			
<p>39 FORMS TO BE RETURNED</p>			
<p>40 FORMS TO BE RETURNED</p>			
<p>41 FORMS TO BE RETURNED</p>			
<p>42 FORMS TO BE RETURNED</p>			
<p>43 FORMS TO BE RETURNED</p>			
<p>44 FORMS TO BE RETURNED</p>			
<p>45 FORMS TO BE RETURNED</p>			
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<p>98 FORMS TO BE RETURNED</p>			
<p>99 FORMS TO BE RETURNED</p>			
<p>100 FORMS TO BE RETURNED</p>			

30. Procedure code A

For an ED assigned procedure code A, you must list every occupied dwelling and every place without an occupied dwelling that has agricultural operations. Be sure that your map has an A2 line number for every occupied dwelling and every place without an occupied dwelling that has agricultural operations.

You must find all agricultural operations in your Assignment. You should travel every road and ask questions about nearby agricultural operations at each place you visit.

31. Procedure code B



For an ED assigned procedure code **B**, follow the same procedure as for code A (see paragraph 30), except if you find a group of 50 or more dwellings, each on less than one acre, you probably should not list each dwelling but only those with agricultural operations. On your map, circle each built-up residential area of 50 or more dwellings on lots of less than one acre each. Tell your crew leader about these areas. He will agree with you to not visit each dwelling or he will direct you to list each dwelling in the area.

If your crew leader has agreed that you do not need to visit each dwelling in a circled area, you must visit some of the residents and make diligent inquiries to determine if there are any farms or any places with agricultural operations in the area. If there are, you must visit them, make an A2 Listing, and get an A1 if one is required.

For your code **B** ED, your map must have an A2 line number for every occupied dwelling and every place with agricultural operations, except for the dwellings with no agricultural operations in circled areas that your crew leader has agreed to omit from the listing.

32. Procedure code C

A2 Listing		Confidential. - This inquiry is authorized by Act of Congress and guaranteeing that the information furnished be accurate.	
Form 64-A2 (2-5-55)		Part I.—LIST OF PLACES IN ED	
		Instructions	
		1 List the head of every household living in this ED	
		AND ALSO	
		2 List every person, not living in this ED, who has agricultural operations in this ED	
		Name	
		(3)	
Number or name of road	A2 line number		
(1)	(2)		
	1	Thomas D. Butler James L. Green P.O. Box 278, Wilson	
	2	C. W. Smith 750 N. Hodges, Wilson	
	3	Wilson Nursery 950 W. 8th St., Wilson	
	4	Ned's Nursery 1800 N. Fruit St., Wilson	
	5	Wilson Municipal Farm 2670 W. 9th St., Wilson	
	6	Herman Olds Rt. 2, Wilson	
	7	Oren Palamino Rt. 2, Wilson	
	8	Ted F. Brown Rt. 3, Wilson	

For an ED assigned procedure code **C**, the places enumerated in 1959 are already listed in your record book for that ED. The listing will usually give the name of the person in charge in 1959 and his street address, rural delivery number, or some other identification as to where the place is located. You are to enumerate the place. If the person in charge is not the same as listed on your A2, draw a line through the name already listed and write the name of the person who is in charge at the time of your visit.

Be sure to enumerate **all place having agricultural operations** even though they are not prelisted in your A2. You must make diligent inquiries to locate and enumerate **every** agricultural operation in the ED which will include asking the respondent at each place that you visit if there are other places with agricultural operations in your ED. If there are, list and enumerate them.

The places prelisted in your A2 for your code **C** ED were taken from the 1959 census records. If a local governmental unit has changed its boundaries, your ED may be larger or smaller than it was in 1959. If it covers a larger area, be careful not to miss places now inside the boundaries which were not prelisted. Add them to your A2 Listing.

For your code **C** ED, your map must have an A2 line number for every place with agricultural operations. These will be those places prelisted in your A2 plus those located through your painstaking efforts.

A procedure code **C** ED will always be combined with a procedure code A or B ED to make an enumerator Assignment.

33. Procedure code D

If you have an Assignment with a procedure code **D** you will not have any ED's with a procedure code A, B, or C.

For an ED assigned procedure code **D**, the Census Bureau has made A15 Special Farm Cards for persons who had agricultural operations in 1959 or who may have agricultural operations in 1964. (See paragraph 69 for use of Form A15.) In some cases, additions have been made to the list of farms enumerated in 1959. In most cases, these additions represent hog or cattle feedlots, nurseries, and greenhouses.

Procedure code **D** ED's are assigned to two kinds of areas. They are—

1. **Cities and built-up areas adjacent to cities.** Use a telephone to contact the farm operators listed in item 2 of the A15. If the telephone directory does not have a listing for the person listed in item 2, try to obtain a number for the person or persons listed in item 4. When a responsible respondent has been contacted by telephone or by a visit, ask question 4, 5, and 6 of the A2 to determine if the farm operator listed on the A15 has agricultural operations. If he has agricultural operations list him in column 3 of the A2 and get an A1. If the person listed on the A15 does not have agricultural operations but someone else does have agricultural operations on the place, correct the name and address in item 2 of the A15, list the present operator in column 3 of your A2 and get an A1. (See exhibit 3 in the appendix.) If there were no agricultural operations on the place in 1964, do not list the person in column 3 of your A2 but mark the appropriate square on the back of the A15 and make an explanation under "Remarks."

If an A1 is required you may complete it by telephone, by sending the person in charge an A1, a callback letter (Form A16), and an envelope addressed to you or by making a personal visit. Since census information is confidential, you must have the respondent's permission to take the information over the telephone. If a personal visit is required, make an appointment by telephone, if possible.

Be sure to enumerate **all places having agricultural operations** even though you do not have an A15 Special Farm Card for the place. You must make diligent inquiries in an effort to locate and enumerate **every** agricultural operation in your assignment. This includes asking the respondent listed on Form A15 and each place you visit if there are other places with agricultural operations in your ED. If there are, list and enumerate them. Some of the A15 Special Farm Cards for your code **D** ED were taken from the 1959 census records. If a local governmental unit has changed its boundaries, your ED may be larger than it was in 1959. If it covers a larger area, be careful not to miss places with agricultural operations now inside the boundaries for which you do not have A15's. Add them to your A2 Listing and get an A1.

2. Rural areas with farms scattered over a relatively large area. When a telephone is available, you may use it to contact the farm operator listed on the A15. However, you must locate and enumerate **every** agricultural operation in your assignment by traveling through your Assignment and asking the respondent at each place if there are other places with agricultural operations in your Assignment. You must account for every farm and ranch for which you have an A15 card, and for every place with agricultural operations in your Assignment.

For your code **D** ED, your map must have an A2 line number for every place with agricultural operations. These places will include places for which you have A15 Special Farm Cards that require an A1 as well as those places you locate.

Chapter III.—FORMS AND RECORDS

FORM A9: RECORD BOOK

34. Purpose of Form A9

**COMPLETE COVERAGE
DEPENDS ON YOU**



You will receive a record book, Form A9, containing the A2 Listing and several other forms for use during your work. The purpose of these forms, and instructions for filling them, are discussed in detail in this chapter.

This chapter also includes instructions for Form A15, which is not included in the A9 Record Book. Look carefully at the illustrations in this chapter. They will aid you in understanding how to use the forms.

FORM A2: LISTING

35. Purpose of Form A2

The A2 is for the listing of every dwelling and place as required by the procedure code for the ED listed on the cover of the record book. This listing has four main purposes:

1. It tells you **when an agriculture questionnaire (Form A1) is required.**
2. It tells you **who is to get the A1**—you or another enumerator.
3. It provides you with a record of places for which you did not complete the enumeration at your first visit.
4. It provides a record of the cases you turn over to your crew leader for handling.

36. What to list

You must list on Form A2—

1. Every place in the ED on which there were agricultural operations at any time this year.
2. Every occupied dwelling in the ED except when the procedure code is B, C, or D. (See paragraphs 31, 32, and 33.) Your ED's and their procedure codes are given on the label of your portfolio and also on the cover of your A9 Record Book.

Some dwellings and places with agricultural operations may be difficult to find. As you travel through your Assignment, look for mailboxes, lanes, paths, or other clues that may indicate dwellings hidden from the main roads. Also, **ask questions at every dwelling** you visit. **Find out who lives nearby or who uses the adjoining land.** Make sure you do not miss any dwellings and places which you are required to list on your A2.

37. How to List

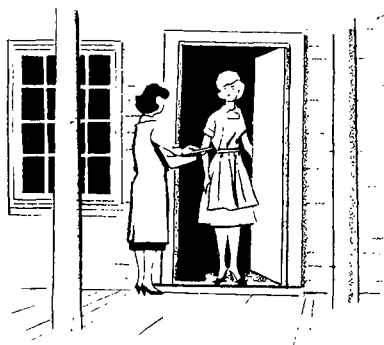
You are required to make a list of places in accordance with the procedure code for the ED (see paragraphs 29 to 33). Always list the head of the household for each dwelling and the person in charge of each place with no dwelling but with agricultural operations on the A2 Listing as you come to them even if you cannot complete the enumeration at that time. When you come to a dwelling and find no one home, ask neighbors for the name of the family living there. (See paragraph 54.)

1. Use a separate line on the A2 Listing for each place. Do not skip any lines.
2. List places as you come to them, even if you cannot complete the enumeration at that time. When you find no one at a place, ask neighbors for the name of the head of the household or name of the person in charge.
3. Ask all the questions on the A2 Listing unless the A2 instructs you to skip. Never assume an answer to a question, except in column 7; ask the question and let the respondent give you the answer.
4. Ask the questions and fill the columns in order across the A2. Skip columns as instructed at the top of the columns on the A2 Listing.
5. Use an "X" to mark "Yes" and "No" columns.
6. When no entry is required (you are instructed to skip a question), leave the answer space blank.

38. Enter A2 line numbers on Assignment map

As you make each listing on your A2, enter the A2 line number next to the matching symbol on your Assignment map. Your map will show the places that you have listed and identify the site of dwellings or places.

When you have completed the listing of an ED, the A2 line numbers should follow an orderly pattern on your map in piece after piece of the ED.

39. What places to visit

In procedure code A, you are to visit every dwelling in the ED and talk to the head of the household or to some other responsible person. In cases when no one is home, and also in cases where there is no dwelling, you may be able to get definite information for your A2 Listing from neighbors or other persons such as hired workers. If so, and you determine that an A1 is required, you must arrange for the person in charge to receive an A16 callback letter, an A1 for the person in charge to fill, and a self-addressed envelope to mail the A1 to you. (See paragraph 54.)

40. What not to list

Do not list—

1. Summer cabins or dwellings used only part of the year.
2. Parks
3. Nonfarm timber tracts
4. Desert lands
5. Cemeteries
6. Churches
7. School buildings
8. Filling stations
9. Stores
10. Hotels
11. Motels
12. Warehouses
13. Factories
14. State owned lands unless they are used for growing crops or grazing or pasturing livestock.
15. Federal owned lands unless they are used for growing crops or grazing or pasturing livestock.
16. Vacant dwellings

41. How to fill A2

Detailed instructions for filling each column of the A2 Listing are given in paragraphs 42 through 58. Following are general instructions:

1. Use a separate line for each person or place on your A2 Listing. Do not skip any line.
2. Fill the columns in order across the form as you ask the questions as instructed in paragraph 46 of this book. Skip columns as instructed. **Never** assume that you know the answer to any question, except for column 7.
3. Make entries for questions requiring “No” or “Yes” answers by marking “X” in the appropriate square.
4. When no entry is required, leave the space blank.

42. A2—Column 1:
Number or name of road

Number or name of road
Route 15
4
4

1. Write the number or name of the road sideways in column 1.
2. If you find roads that have neither names nor route numbers, assign letters to these roads in alphabetical order as you come to them. Identify each such road on your map by entering "Road A," "Road B," etc.
3. Each time you go onto a different road, draw a line across column 1 and enter the next road name.
4. Do not repeat the road name for each A2 Listing. Write the road name only once. The line drawn across column 1 (see 3 above) will show when you changed roads.

43. A2—Column 2: A2 line number

A2 line number
(2)
421
422
423

The A2 line numbers are already printed on the A2. Enter the A2 line number next to the symbol for each place on the map to show that you have listed the head of the household or the person in charge of agricultural operations on the place.

Part I—List of Places in ED

44. A2: Purpose of Part 1

FORM 64-A2 (2-9-64)		Part I.—LIST OF PLACES IN ED Instructions	
		1 List the head of every household living in this ED	
		AND ALSO	
		2 List every person, not living in this ED, who has agricultural operations in this ED	
		Name	
Number or name of road	A2 line number		
(1)	(2)	(3)	

Part 1 of the A2 and your Assignment map together give you a record of the places that you have visited and identifies the sites of the dwellings or places with agricultural operations. They help ensure complete coverage of your Assignment. (See paragraph 38.)

45. A2—Column 3: List of places in ED

Part I.—LIST OF PLACES IN ED	
Instructions	
1	List the head of every household living in this ED.
AND ALSO	
2	List every person, not living in this ED, who has agricultural operations in this ED.
Name	
(3)	
Donald F. Burns	
Howard Davis	
Fred A. Jones	

The places you are to list are determined by the procedure code for the ED. (See paragraphs 29 through 33.)

Locate the dwelling or place, make sure that you know where you are, introduce yourself and ask, "What is the name of the head of this household?" When listing names of persons always enter the first name first. Do not use nicknames.

You are to follow the rules of the procedure code for each ED, and use a separate line for each listing without skipping any line. Do not list vacant dwellings. However, if a vacant dwelling is on land used for agricultural operations, list the person who operates the land.

You must list every agricultural operation in your ED regardless of where the person in charge lives. Ask questions about adjoining land at each dwelling that you visit.

Part II.—Agricultural Operations

46. A2: Purpose of Part II

Part II.—AGRICULTURAL OPERATIONS					
Instructions Columns 4 to 6					
If "Yes" for any column, skip to column 7. If "No" for all columns 4 to 6, skip to column 15					
Does this person or any member of his household operate a farm (or ranch)?		Did this person or any member of his household have at any time this year—			
		1 or more cattle?	Any crops such as corn, hay?		
		4 or more hogs?	Any vegetables or berries for sale?		
		30 or more chickens?	Nursery or greenhouse products?		
		30 or more turkeys or ducks?	20 or more fruit trees or grapevines?		
(4)	(5)	(6)	(7)	(8)	(9)
No	Yes	No	Yes	No	Yes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

An A1 is required for all persons who have charge of any agricultural operations. (See paragraph 11.) Part II is your means for determining when an A1 is required. Your first "Yes" answer to any one question in columns 4 through 6 tells you an A1 is required. Therefore, as soon as you get a "Yes" answer, skip to column 7. Do not ask unnecessary questions; to do so is a waste of your time and it may annoy a respondent.

Word your questions to fit the situation. If you are talking to the person whose name is listed in column 3, say, "Do **you** or does **any member** of **your** household . . ."; if you are talking to someone else, refer to the person listed in column 3 by name, for example: "Does **Mr. Smith** or any member of **his** household . . .?"

Column 4.—If "Yes" in column 4, skip columns 5 and 6 and fill column 7.

If "No" in column 4, ask the questions in column 5.

Column 5.—Fill column 5 **only** if you marked "No" in column 4.

If "Yes" in column 5, skip column 6 and fill column 7.

If "No" in column 5, ask the questions in column 6.

Column 6.—Fill column 6 **only** if you marked "No" in columns 4 and 5.

If "Yes" in column 6, answer column 7.

If "No" in column 6, skip to column 15 and enter date.

47. A2—Column 4-6: Agricultural operations

(4)		(5)		(6)	
No	Yes	No	Yes	No	Yes
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
No	Yes	No	Yes	No	Yes

Part III.—Filling of A1

48. A2: Purpose of Part III

Part III tells you whether you or some other enumerator must get the A1 required for the person who has agricultural operations in your ED. It also provides a record of the A1 number you assign to each A1 that **you** must get.

Part III.—FILLING OF A1					
Does this person live in your ED's?		Does this person have agricultural operations where he lives?		A1 number	
If "Yes," fill column 9 and get A1		If "Yes," do not get A1, but skip to column 13 and enter mail address		If "Yes," in column 7 or "No" in column 8, assign A1 number	
If "No," fill column 8		If "No," fill column 9 and get A1			
(7)		(8)		(9)	
No	Yes	No	Yes		

49. A2—Column 7: Does this person live in your ED's

Does this person live in your ED's?	
If "Yes," fill column 9 and get A1.	
If "No," fill column 8.	
(7)	
No	Yes

If you receive a "Yes" answer to any questions in columns 4 through 6, fill column 7.

If you know that you are within the boundaries of your ED and you know that you are in the dwelling of the person listed, mark "Yes" and skip to column 9. (See paragraph 51.)

If you are not at his dwelling, find out where he lives. If he lives in any ED in your Assignment, enter the location of the place where he lives in column 13 to remind you to include this land when you enumerate him.

If the person listed lives outside your ED's, mark "No" in column 7 and fill column 8.

50. A2—Column 8: Agricultural Operations in another ED

Part III.—FILLING OF A1					
7.	Does this person live in your ED's?	Does this person have agricultural operations where he lives?	A1 number		
	If "Yes," fill column 9 and get A1	If "Yes," do not get A1, but skip to column 13 and enter mail address.	If "Yes," in column 7 or "No" in column 8, assign A1 number		
	If "No," fill column 8	If "No," fill column 9 and get A1			
Yes	No	Yes	No	Yes	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Remarks (Mail address, notes, etc.)
(13)
Route 3 Berkeley, Indiana

51. When to get an A1

Fill **column 8** only if you marked "No" in column 7. A person who does not live in your ED's, but who has agricultural operations in your ED's, may also have agricultural operations where he lives. All his agricultural operations must be reported on the one A1. You have to determine whether you or some other enumerator should get the A1. Therefore, find out from the best source you can if the person listed has agricultural operations where he lives, and mark the answer in column 8.

If you get a "Yes" answer in column 8, verify from your map that the person does not live in your Assignment. If he does not live in your Assignment, enter his full mailing address in column 13 of your A2. Another enumerator will get the A1 from the person in charge if your A2 Listing for that person shows a "No" in column 7 and a "Yes" in column 8.

If you get a "No" in column 7 and a "No" answer in column 8 you must get the A1. If the person lives within 30 minutes driving time of the boundary of your Assignment, **you** should visit his home to get the A1. If he lives more than 30 minutes outside your Assignment boundary, mail a callback letter, an agriculture questionnaire, and a self-addressed return envelope to the person. Allow 7 days for the A1 to be returned to you and enter the "date due" in column 10 to remind you when you should receive the A1. Enter his mailing address in column 13. If you do not receive the questionnaire from the person within 7 days, telephone him and ask him to complete the questionnaire. Offer to help him if he has any questions.

The answers in columns 7 and 8 determine whether you or another enumerator must get the A1.

If you mark "Yes" in column 7, you must get the A1.

If you mark "No" in column 7 and "No" in column 8, you must get the A1. If the person in charge lives within 30 minutes driving time of your Assignment boundary, obtain the A1 by a personal visit. If the person in charge lives more than 30 minutes driving time from your Assignment boundary, enter mailing address in column 13 and mail callback letter, return envelope, and questionnaire to the person in charge.

If you mark "No" in column 7 and "Yes" in column 8, another enumerator must get the A1. Verify that the person in charge lives outside your Assignment and enter his full mailing address in column 13.

52. A2—Column 9: A1 number

A1 number
If "Yes," in column 7 or "No" in column 8, assign A1 number.
(9)

Every A1 Census of Agriculture Questionnaire you obtain must have an A1 number. Assign the A1 number as soon as you know that you must get an A1.

Assign number 1 to the first A1 you are required to obtain, 2 to the second, 3 to the third, etc. Assign the number in column 9 of the A2 Listing and copy it in the space provided for it at the top of Section 1 of the A1. If your Assignment has more than one ED, assign A1 numbers regardless of the ED. For example, A1 numbers 1 to 3 may relate to A1's for one ED, and A1 numbers 4 and 5 to another ED.

Never use the same number more than once; never skip an A1 number. Leave column 9 blank when you are **NOT** required to obtain an A1.

If you assign an A1 number and later find that an A1 is not required, cross out the number you have assigned and do not use it again. Note the reason the A1 was not required in column 13 of A2.

Part IV.—Record of Completion of Enumeration

53. A2: Purpose of Part IV

Part IV provides space for keeping a record of work completed or of work to be completed by you or your crew leader.

Part IV.—RECORD OF COMPLETION OF ENUMERATION							
Instructions							
Columns 10 to 13 — Fill as required							
Column 14 — Will be filled by crew leader							
Column 15 — Fill after you have answered all required questions and have filled an A1 if required							
Callback			Remarks (Mail address, notes, etc.)	Turned over to crew leader		A2 line number	
A1 left to be filled (or to be completed)		Appointment made (Date and hour of appointment)		Date	Crew leader's initials		Date com- pleted
Date due	Telephone number						
(10)	(11)	(12)	(13)	(14)	(15)	(16)	

54. A2—Columns 10-12: Callbacks

Use columns 10, 11, and 12 only if you are unable to obtain all required information on your first visit to a household. Write notes in these columns to remind you of places where you must make a return visit, or "callback," in order to complete the enumeration. Enter the date and time when you are to make the callback. Also, you are to use these columns to keep records of places for which you left callback material. (See paragraph 12.)

Complete the enumeration on your first visit whenever you possibly can. Cases where you are not able to do so will usually require callbacks. The following instructions tell you how to handle callbacks.

When you leave an A1 to be filled or when you mail an A1 with a callback letter determine if sections 9 through 13 of the A1 are required. If sections 9 through 13 are not required, write a note at the beginning of section 9 as follows, "**do not answer questions 307 to 354.**"

If no one is home on your first visit, try to complete as much of your A2 Listing as possible by making inquiries of hired hands, neighbors, or other responsible persons.

- a. If an A1 is required, leave an A1 with a callback letter (Form A16) filled in with your name, address, and telephone number and an envelope addressed to you. Enter the date that you expect to receive the A1 in column 10, telephone number (if available) in column 11, and the address and any remarks in column 13. The date you enter in column 10 should be 5 days later, unless you can expect to receive the addressed envelope earlier. Be sure to enter the A1 number, the name of the State, county, and ED No. above section 1. If the A1 number does not end in 2 or 7 and the place does not contain 1,000 acres or more, write opposite the word **EQUIPMENT** in Section 9, "**do not answer questions 307 to 354.**"

If you do not receive the A1 within five days after you leave the callback letter, telephone the operator or go back for a second visit. Remind him that you are required to get a questionnaire for his place and offer to help him complete it.

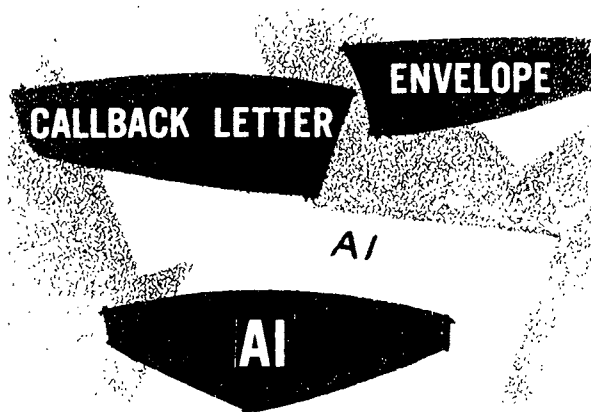
- b. If you cannot complete the A2 Listing from information given by a responsible person, try to find out the name of the head of the household and the time when he is likely to be home. **DO NOT** leave an A16 callback letter and A1 to be filled unless you are reasonably sure that an A1 is required. List the head of the household or the person in charge of the agricultural operations on your A2 and write a note in column 13 to remind you when to call back. If possible, make a definite appointment by telephone so that you will call back when a responsible person is at home and you can complete an A1 on your second visit, if required.



If the head of the household or person in charge of agricultural operations is not home on your first visit, start the A1 and get as much of the required information as you can from his wife or some other responsible person. If you are not able to get all the information, leave the A1 for the person in charge together with a callback letter (Form A16) filled in with your name, address, and telephone number and an envelope addressed to you. Enter the date that you expect to receive the A1 in column 10, the operator's telephone number in column 11 and his address and any remarks in column 13. The date you enter in column 10 should be 5 days later, unless you can expect to receive the addressed envelope earlier. Be sure to enter the A1 number, the name of the State, county and ED No. above section 1. If the A1 number does not end in 2 or 7 and the place does not contain 1,000 acres or more, write opposite the word **EQUIPMENT** in section 9, "**do not answer questions 307 to 354.**" If you do not receive the A1 within five days after you leave a callback letter, telephone the person in charge or go back for a second visit. Remind him that you are required to get a questionnaire for his place and offer to help him complete it.

There may be **other cases where you are not able to get a complete A1 on your first visit.** For example, if the person in charge is doing some work which he cannot stop, he may not be able to talk to you when you call. If so, explain that you are required to get a questionnaire for him and you would like to do so in the way most convenient for him. Ask him if he will agree to fill the questionnaire himself and mail it to you. If he does, leave the A1, and a callback letter and envelope. If he prefers to have you come back to pick up the A1, make a definite appointment for another time. Note the date and hour in column 12 and make your callback at the time agreed.

If the person in charge has partially completed his A1 or if he wishes to consult his records before completing the A1 he may ask you to leave it for him to fill. If he asks you to leave the A1 for him to fill, either make a definite appointment to return to pick up the A1 or leave a callback letter, the partially completed A1, and an envelope addressed to you. Ask the person in charge to mail the completed A1 to you.



Do not put off making callbacks. Try to complete each one within five days of your first visit to the place. Whenever possible, take care of callbacks on the way to or from your new interviews each day. By doing so, you will save time and avoid unnecessary travel. In your oath of office as a census employee, you promise that you will "well and faithfully discharge the duties" of your office. Keeping up with your callbacks and obtaining all required A1's is one of your most important duties.

If you are unable to obtain a complete A1, even after four or five telephone calls or return visits, refer the case to your crew leader. He may be able to suggest another possible source of information or help you in some other way.

In column 10 enter the date that you expect to receive the A1 that you left to be filled or completed. The date you enter in this column should be 5 days later than the date of your visit unless you can expect to receive the addressed envelope earlier. If you did not leave an A1, do not make an entry in column 10.

In column 11 enter the telephone number, if you are required to make a callback; otherwise leave it blank.

In column 12 enter the date and hour for a definite appointment for a callback. If no definite appointment is made, leave it blank.

In column 13 enter mail addresses if—

You have a "Yes" in column 8.

You have a "No" in column 8 and expect to mail an A1 to an operator who lives outside your assignment.

You have a "No" in column 8 and a location description that is sufficient to locate a farm operator whom you plan to visit. (Town and city street addresses are sufficient to locate farm operator but rural mail route numbers are not.)

Also enter explanations or descriptions in column 13 such as—

Time that operator is likely to be home.

Notes on operator who refused to cooperate.

Notes on relationships between listings.

Directions for finding person in charge.

Reasons why required A1 was not obtained.

55. Refusals and other difficult cases

Now and then you may find a person who is suspicious or uncooperative. He may refuse to answer certain questions on the agriculture questionnaire or he may refuse to give you any information. A frank and friendly attitude on your part may do much to overcome a respondent's resistance.

If a respondent objects to answering some questions but not others, assure him that the census figures are only released as totals for an area such as a county and that the Bureau of the Census **never** gives other agencies access to figures for individual farms. Have him read the statement at the top of the questionnaire starting, "**Confidential**—This inquiry is authorized by an Act of Congress." Tell him that you and all other census employees are sworn to secrecy. If he still does not answer some questions, continue with the remainder of the questionnaire. On the A1, circle the numbers of the questions he refuses to answer and when you are at the end of the questionnaire go back to the questions for which you have no answers and ask them again. Often you will get an answer the second time.

On the last page in this book are extracts of paragraphs 214 and 221 of the **CENSUS ACT** that you can tear out. (See exhibit 7.) If the respondent asks you to read the provisions of the law providing for the census or if you think that the respondent's reading of the law would help, you may tear out a copy of these extracts and give it to him to read.



If a respondent refuses to give you any information at all, ask him if he would prefer to fill the questionnaire himself. Suggest (1) that he can mail it to you; (2) that you can call for it the next day; or (3) that your supervisor (crew leader) will call on him if he prefers to give the information to him rather than to you. Continue to be friendly and courteous. Show that you are sincere in your efforts to get a good census and that you want to cooperate with the respondent. If necessary, point out to him once more that all information is strictly confidential, and that all census employees are sworn to secrecy under penalty of fine or imprisonment.

Some respondents may want to argue with you about the need for or the value of the census. Little is to be gained by entering into an argument. It is better to be agreeable and to humor such persons. They often become quite cooperative once they have had their say. However, be prepared to spend a little more time than average in enumerating them.

Steer your conversations with respondents away from controversial issues. Do not discuss activities associated with a political party or the merits of existing or proposed farm programs. You may avoid becoming involved in such discussions by explaining politely that you are not permitted to discuss such matters while working for the census.

In some cases, you may have reason to doubt the accuracy of certain answers given you. If so, make sure the respondent has understood the question, record the answer as given, and write a note about it in the margin or in a blank area of the questionnaire. Never tell a respondent that you do not believe the information he has given you.

If there are cases where you cannot get any cooperation from the farm operator or some other member of his household, start a questionnaire anyway. Enter the A1 number and identification of State, county, township or town etc., and ED number at the top of section 1 of the questionnaire. Enter the operator's name and address on it and as much information as you can about the approximate acres in the place, the kinds of crops and livestock, and anything else you can find out from the neighbors or from your own observation. Also, make a note of the refusal in column 13 of your A2 Listing. Then turn the questionnaire over to your crew leader the next time you see him.

In some cases, the respondent may answer part of the questions and refuse to answer other questions. In such cases, write a note in column 13 explaining the extent of refusal. For example, "refuses to answer questions in section 11." Also, write an explanation on the A1, listing the questions which the respondent refused to answer.

56. A2—Column 14: Cases turned over to crew leader

Turned over to crew leader	
Date	Crew leader's initials
(14)	

57. A2—Column 15: Date completed

(15)	(16)
	421
11-12	422
	423
11-12	424
11-13	425

If you are unable to get the required information for a place, explain the reason to your crew leader. He may give you additional instructions or he may handle the case himself. Column 14 is for his use. Do not write in column 14 yourself but make sure your crew leader enters his initials to show that he has accepted the case. Otherwise, you will have no record that he has accepted the case and taken over the responsibility for the enumeration of the place.

Enter the date in column 15 only after you have:

1. Answered all required questions for this line on the A2.
2. Entered the A2 line number on your Assignment map.
3. Completed and reviewed Form A1 for the person listed on this line, if A1 is required.
4. Completed the Special Farm Card (Form A15), if required.
5. Entered the proper number on your Township Sketch (Form A18), if required.

Your Assignment is not complete until you have an entry in column 15 for each listing.

58. Review of the A2

Review your entries on the A2 Listing 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. If you filled an A1, make sure that you have:

1. Completed and reviewed Form A1.
2. Entered the answers to all required questions for this line on the A2.
3. Entered the A2 line number on your Assignment map.
4. Completed the Special Farm Card (Form A15), if required. (See paragraph 69.)
5. Entered the A1 number on your Township Sketch (Form A18), if required. (See paragraph 388.)

If you did not fill an A1, make sure that you have:

1. Entered the correct name, route number, or letter designation of the road on which the place is located.
2. Entered the correct name in column 3.
3. Entered a mailing address in column 13 if you marked "Yes" in column 8.
4. Entered an explanation in column 13, if an assigned A1 number was not used.
5. Entered the A2 line number on your Assignment map.
6. Entered the A2 line number on your Township Sketch (Form A18), if required. (See paragraph 389.)
7. Completed the Special Farm Card (Form A15), if required. (See paragraph 69.)

FORM A-11: TRAVEL AND WORK RECORD**59. Use of Form A-11**

Form A-11, in your A9 Record Book, is for a daily record of your mileage, agriculture questionnaires (A1's) completed, hours worked, and telephone and toll charges for which you may claim reimbursement. (See appendix, exhibit 1.) Keep this form up to date; you will need to copy some of the entries from it onto Form A14 (Enumerator's Daily Report) every day you work. Instructions for filling Form A-11 are given in the following paragraphs.

Column 9.—Enter the total number of hours worked to date. To get this total, add today's entry in column 8 to your last entry in column 9.

[illegible]

61. A11: Part B.—Per Diem Claimed

You are expected to return to your home each evening. However, if for the convenience of the Bureau of the Census, your crew leader authorizes you to be away from home overnight, you will get instructions from him for being reimbursed for your expenses. He will show you how to complete Part B.

Form 64-A-11 Form approved by Comptroller General, U.S.A. (8-30-61)							
A-11 TRAVEL AND WORK RECORD—Continued							
Part B.—PER DIEM CLAIMED (If authorized)							
Departure		Points of travel		Arrival		Number days claimed	Amount claimed
Date (1)	Time (2)	From (3)	To (4)	Date (5)	Time (6)		
	a.m. p.m.				a.m. p.m.		\$
	a.m. p.m.				a.m. p.m.		
	a.m. p.m.				a.m. p.m.		
	a.m. p.m.				a.m. p.m.		
	a.m. p.m.				a.m. p.m.		
	a.m. p.m.				a.m. p.m.		

62. A11: Part C.—Record of Paid Telephone Calls Made and Collect Toll Calls Received

Report only calls made on official business of the Bureau of the Census that are an additional cost to you such as local calls made from a toll telephone or long distance calls made or received by you for which you accepted the charges. If calls to your crew leader are long distance, always have him accept the charges and do not report them on this form. For the local calls you need to know how many calls you made, how much each call cost and the total cost of such calls for the day. For the long distance calls you need to know the place from which the call was placed, the place to which it was placed, and the cost of each call.

Column 1.—Enter the date only once for each day on which you make or receive telephone calls on official business of the Bureau of the Census that are an additional cost to you.

Column 2.—Enter the total number of local calls made on this date for which you paid.

Part C.—RECORD OF PAID TELEPHONE CALLS MADE AND COLLECT TOLL CALLS RECEIVED						
Date (1)	Local calls			Long distance calls (Receipt must be attached for each call of \$3.00 or more) Points between which call was made		Total paid for long distance calls (7)
	Number of calls (2)	Cost per call (3)	Total paid for local calls (4)	From (5)	To (6)	
11-16				Madrid	Clinton	35
11-17	5	.10	50	Berkeley	Madrid	20
				Berkeley	Aspen	25
11-20	8	.10	80			
11-23				Madrid	Clinton	35
12-4	6	.10	60	Madrid	Clinton	35

Column 3.—Enter the cost of each local call.

Column 4.—Multiply the entry in column 2 by the entry in column 3 and enter the total cost for all such local calls for the date in column 4. (On completion of your assignment, enter the total cost of all local calls at the bottom of column 4.)

Column 5.—Enter the name of the place (town, city, township, etc.) from which the long distance call was placed.

Column 6.—Enter the name of the place to which the long distance call was placed.

Column 7.—Enter the cost (including tax) for each long distance call. If the cost of any call is in excess of \$3.00 attach a receipt for that call. (On the completion of your Assignment, enter the total cost of all long distance calls at the bottom of column 7.)

63. A11: Part D.—Road, Bridge, and Ferry Tolls

Column 1.—Enter date each time facility is used.

Column 2.—Enter name of facility each time it is used.

Column 3.—Enter total cost each time facility is used. (On completion of your Assignment, enter total cost of all tolls at bottom of column 3.)

Part D.—ROAD, BRIDGE, AND FERRY TOLLS					
Date (1a)	Name of facility used (2a)	Total cost (3a)	Date (1b)	Name of facility used (2b)	Total cost (3b)
11-16	Royal River Bridge	10			\$ 1 05
11-23	Hunter Parkway	25	12-4	Gardner Turnpike	35
12-2	Gardner Turnpike	35			
	Royal River Bridge	10			
12-3	Hunter Parkway	25			
Subtotal — Enter on 1st line of column (1b)		\$ 1 05	TOTAL		\$ 1 40

FORM A12: ENUMERATOR'S REIMBURSEMENT AND PAYROLL VOUCHER

64. Completion of enumeration Assignment

When you have completed your Assignment, your crew leader will come to your home for a final review of your work. If he does not come to your home for this purpose, he will make an appointment for you to meet him at a specified time and place. Have your portfolio ready for his review. If you have an appointment to meet him, take your portfolio with you. It should contain all of the materials given to you by the Bureau of the Census. These include:

1. A9 Record Book
2. Assignment map
3. Agriculture questionnaires (Form A-1) filled
4. A10 Reference Book
5. Any unused forms
6. Identification badge, and
7. Training materials used in your self-study

Other forms such as the Special Farm Cards (A15) and the Township Sketch (Form A18) must also be included if they were required in your Assignment.

When your crew leader has made his final review of your work and is satisfied that you have completed your entire Assignment, he will accept your portfolio and will fill your A12 as claim for the payment due you.

65. Filling Form A12: Part A.— Summary of Travel and Work Record

<small>Form 68-A 12</small> <small>Form approved by</small> <small>Camp Gen. U.S.A.</small> <small>(H-30-64)</small>		<small>U.S. DEPARTMENT OF COMMERCE</small> <small>BUREAU OF THE</small>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; font-weight: bold;">A 12</div> <div style="text-align: right;"> ENUMERATOR'S REIMBURSEMENT PAYROLL VOUCHER </div> </div>		
<small>Part A.—SUMMARY OF TRAVEL AND WORK RECORD</small>		
1	A1's completed—all sections required	
2	A1's completed—sections 7-13 not required	
3	A2 listings completed	
4	A18 Township sketch map (if authorized)	
Time enroute (Piece rate EA's only)		

Form A12, in the A9 Record Book, represents your final claim for payment. Part A will be filled by your crew leader after you have completed your enumeration Assignment. He will make a final review of your work with you. When he is satisfied that you have covered your entire Assignment, filled all the required forms and questionnaires, and recorded your mileage and expenditures correctly, he will accept your portfolio and certify that your work is complete.

Your crew leader will fill part A at the time he reviews your completed portfolio. This is your total claim for payment so be sure to verify his entries.

**66. Filling Form A12: Part B.—
Certification**

Part B.—CERTIFICATION	
I certify that the training fee and I have completed the training course and if training fee is in the quantities shown have and my oath of office; that reimbursement is claimed.	I certify the do submit facts of

Both you and your crew leader must certify your claim for payment. When you are satisfied that his entries in part A are correct, read the certification and sign your name. Also, fill in your name, address, Social Security number, and number of withholding exemptions. The Census Bureau needs this information in order to mail your check to you.

Complete information about claiming withholding exemptions may be found in the instructions for preparing Federal income tax returns (Internal Revenue Form 1040). However, you may find the following helpful for computing your exemptions. You may claim yourself as an exemption. If you will be 65 or older by the end of the year, you may count another exemption for yourself. If you file a joint return with your wife or husband, you may claim an exemption for her (or him), another exemption if she (or he) will be 65 or older by the end of the year, and another exemption for her (or him) if she (or he) is blind. You may also count an exemption for each child and other closely related person if you provided more than one-half of their support and meet other tests. If in doubt about meeting other tests for qualifying as exemptions, see the instructions for Internal Revenue Form 1040.

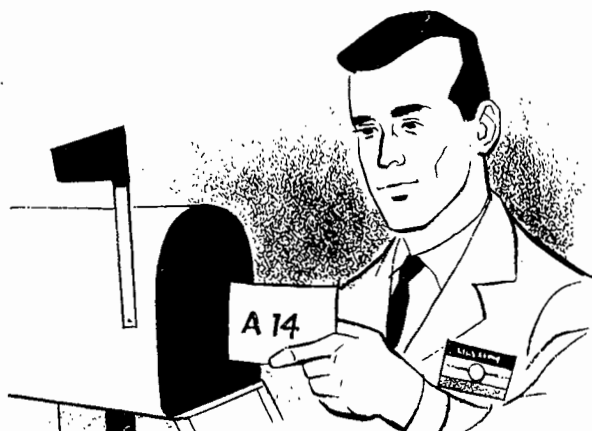
**67. Filling Form A12: Part C.—
For Payrolling Office Use
Only**

Part C will be filled by the central office payroll staff. The amounts entered by your crew leader in part A will be verified and corrected if necessary. Your check will be issued for the amount due you after deductions required by law have been made for retirement or Social Security, Federal tax, and State tax.

The fold-under portion of part C will be filled by the payroll staff at the same time lines 14, 15, and 16 are filled. This portion will be mailed to you, along with your copies of Form W2—Withholding Tax Statement, at about the same time your payroll voucher is submitted to the U. S. Treasury Disbursing Office for preparation of your check.

Part C.—FOR PAYROLLING OFFICE USE ONLY			State
Item No.	Item (8)	Gross (9)	R
14	Gross earnings	\$	
15	Travel and other reimbursements	\$	
16	TOTAL GROSS PAYMENTS	\$	

68. Form A14: Enumerator's Daily Report



FORM A14: ENUMERATOR'S DAILY REPORT

Form A14 is a post card (see appendix, exhibit 2). You will find copies of this form in your A9 Record Book. Complete this card at the close of each working day and mail it to your crew leader to keep him informed of your daily progress in enumerating your Assignment. The name and address of your crew leader is on the cover of your portfolio and the card needs no postage. If you have worked in more than one ED, enter the sum of work done in all ED's on one A14 (Enumerator's Daily Report).

Follow these instructions:

Enter your assignment number, today's date, and the name of your State in the spaces provided.

On line A enter in column 2 the total miles that you drove on official census business today and in column 3 the total miles driven to date. These are the same entries you have made today in columns 4 and 5, part A of your Form A-11, Travel and Work Record.

On line B enter in column 2 the number of agriculture questionnaires (A1's) that you completed today and in column 3 the total number that you have completed to date. These are the same entries that you made today in columns 6 and 7, part A, of your Form A-11.

On line C enter in column 2 the total hours that you worked on the census today to the nearest quarter hour and in column 3 the total hours worked to date. These are the same entries that you made today in columns 8 and 9, part A of your Form A-11.

On line D enter in column 3 the total number of lines of the A2 Listing filled to date. If you have more than one ED, enter the sum of the number of lines of the A2 Listings that you have made to date.

On line E enter in column 3 the total number of callbacks which you have remaining to be made. This is the number of A2 Listings for which you have not made entries in column 15 of Form A2 to date. Those listings which have a date in column 15 are completed while those that do not have a date in column 15 require a callback.

On line F enter in column 3 the date on which you expect to complete your Assignment. Do not make an entry on line F until the end of your tenth day of enumeration, but make an entry for each day thereafter. Your Assignment is not complete until you have completed your listings in accordance with the instructions for the assigned procedure code (see paragraphs 29 through 33) for each ED, an entry has been made in column 15 of the Form A2 for each listing, and all other forms assigned to you have been filled and reviewed.

Leave item G blank until you have completed your listings in accordance with the instructions for the assigned procedure code (see paragraphs 29 through 33) for each ED. Mark "X" in the first square when your enumeration is complete except for callbacks. Mark "X" in the second square when you have completed your job and you are ready for your crew leader to make a final review of your work.

Sign your name in the space for your signature to certify that the information reported is correct.

FORM 64-A14 (3-9-64)		Assignment number	State
U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		Date	
A14 ENUMERATOR'S DAILY REPORT			
<i>Instructions:</i> Complete, sign, and mail this report to your crew leader at the close of each work day.			
Item (1)	Today (2)	Total including today (3)	
A. Miles driven			
B. Agriculture questionnaires filled (A1's)			
C. Hours worked			
D. A2 lines filled			
E. Total callbacks still remaining to be completed			
F. Estimated date of completion (begin reporting on 10th day of enumeration): _____			
G. Fill when Assignment is—		Enumerator's daily certification	
<input type="checkbox"/> Complete except for callbacks		_____	
<input type="checkbox"/> Complete		(Signature)	

FORM A15: SPECIAL FARM CARD

69. Use of Form A15

To insure the inclusion of all agricultural operations in the census, lists have been prepared of part or all of the farms in each enumeration Assignment. For each farm or place on these lists we have prepared a Form A15 Special Farm Card. For a sample copy of Form A15, see exhibit 3 in the appendix.

1. You will have A15's for assignments with procedure codes A, B, or C for—
 - a. **Large agricultural operations enumerated in the 1959 census** usually representing farm operations of 1,000 or more acres.
 - b. **Special farm operations** such as nurseries and greenhouses; cattle and sheep feedlots; garbage hog feeders; leasors of 1,000 acres or more of United States or State-owned land; operators of dairy farms selling milk directly to consumers; institutions such as prisons, hospitals, schools, etc., that have agricultural operations; operators of cranberry bogs; operators of hop farms; operators of large poultry farms; persons raising broilers under contract; etc.
 - c. **Operators of special farms in areas where a considerable proportion of the operators do not live on the place they operate.** These will include most wheat growers who have a wheat allotment in the States of Colorado and Montana and parts of the States of Utah, Washington, and Oregon; all large producers of rice in California and Texas; owners of citrus groves in California and Florida; and for nearly all cotton growers who have cotton allotments in Arizona and New Mexico.

If you have an assignment with procedure codes A, B, or C and have 12 or less A15 cards, determine by the end of the third day of actual enumeration whether the agricultural operations for which you have A15's are in your Assignment. In many cases, you will know personally of the agricultural operations. If you do not know, look in the telephone directory for the person listed in item 2 of the A15. If the person is listed, call to determine who is now in charge of the agricultural operations and where the person in charge lives. If the person listed in item 2 of the A15 is not listed in the telephone directory or does not know who the person in charge is, call the person or persons shown in item 4 of the A15. If the person in charge does not live in your Assignment, determine whether he has agricultural operations where he lives so that you will know whether you are responsible for getting the A1. Use the back of the A15 to explain situations for which you are **NOT** responsible for getting the A1.

If you have more than 12 A15 cards, you may not be able to determine within the first three days whether the places they represent are in your assignment. Each time you see your crew leader, tell him of any of these places you have learned about since his last visit.

For procedure codes A, B, or C Assignments, you will enumerate places for which you have A15's in the same manner as you do any other place—i.e. visit them on your planned route of travel, make an A2 listing, and get an A1 if one is required.

2. You will have Form A15's for Assignments with procedure code D for all places for which an A1 was obtained in 1959. In some cases, additions have been made to the list of farms enumerated in 1959. These additions usually represent hog or cattle feedlots, nurseries, and greenhouses, etc.

Procedure code "D" Assignments are for two kinds of areas as follows:

1. **Cities and built-up areas adjacent to cities.** Use a telephone to contact the farm operator listed in item 2 of the A15. If the telephone directory does not have a listing for the person listed in item 2, call those listed in item 4. When a responsible respondent has been contacted by telephone or by a visit, ask questions 4, 5, and 6 of the A2 to determine if the farm operator listed on the A15 has agricultural operations. If he has agricultural operations, list him in column 3 of the A2 and get an A1. If the person listed on the A15 does not have agricultural operations but someone else does have agricultural operations on the place, correct the name and address on the A15, list the present operator in column 3 of your A2, and get an A1. If there were no agricultural operations on the place in 1964, do not list the person in column 3 of your A2 but mark the appropriate square on the back of the A15 and make an explanation under "Remarks."

If an A1 is required you may complete it by telephone, by sending the person in charge an A1, a callback letter (Form A16), and an envelope addressed to you, or by making a personal visit. Since census information is confidential, you must have the respondent's permission to take the information over the telephone. If a personal visit is required, make an appointment by telephone if possible.

Most of the A15 Special Farm Cards for your code D ED were taken from the 1959 census records. If a local governmental unit has changed its boundaries, your ED may be larger than it was in 1959 and may have places with agricultural operations for which you do not have A15 Special Farm Cards. If it covers a larger area be careful not to miss places now inside the boundaries for which you do not have A15's. Add them to your A2 Listing. (See paragraph 33.)

2. **Areas with farms scattered over a relatively large area.** When a telephone is available you may use it to contact the farm operator listed on the A15. However, you must locate and enumerate **every** agricultural operation in your Assignment by traveling through your Assignment and asking the respondent at each place if there are other places with agricultural operations in your Assignment. You must account for each farm or ranch for which you have an A15 card and for every place with agricultural operations in your Assignment.

After you enumerate each place for which you have an A15, enter in item b of the Special Farm Card, the A1 number that you assigned to the farm. If the farm is now operated by a person other than the one named on the A15 cross out the name and address entered in item 2 and write in the name and address of the present operator, as shown in exhibit 3. The name and address in item 2 are the only items on the A15 you are to correct. Complete column 3 of the A15 by copying the entries from question 3, 4, 5, 6 and 7 of the A1 to items 3, 4, 5, 6, and 7 of the A15. Enter the telephone number and address of the person you call in the "Remarks" section on the back of the A15 cards for those cases for which you are not responsible for getting the A1. If the location of the place where the person lives is in a rural area, include the name or number of the road and the direction to the nearest town, such as "lives two miles south of Paris on Route 66." Keep these A15's separate. Your crew leader will need to make a list of these when he visits you to review your work. You will not give the A15's to your crew leader; you must keep all A15's assigned to you until you have completed your entire Assignment.

If you do not get an A1 for a farm covered by an A15, give the reason on the back of the card. Use the back of the card also for any other information that will explain the present use of the farm if different from 1959.

Some farms may have been combined since the 1959 census, or we may have given you, through error, more than one A15 for the same place. If this occurs, keep the cards together, but complete only one of them. In the "Remarks" space on each duplicate card, enter "Duplicate of card number (give serial number of A15 used.)" The serial number appears on the face of the card to the right of item 8. Also, give explanations of such cases; for example, "Land now owned by Robert Smith and included in A1 number 6."

Be sure to enumerate **all places having agricultural operations** even though you do not have an A15 Special Farm Card for the place. You must make inquiries to locate and enumerate **every** agricultural operation in your Assignment. This includes asking the respondent at each place if there are other places with agricultural operations in your ED. If there are, list and enumerate them.

INJURY AND ACCIDENT FORMS

70. U. S. Employees' Compensation Act

As a Federal employee, you are protected by the U. S. Employees' Compensation Act in case of accident while working on the census. Your record book contains three injury or accident forms. One or more of these forms must be filled if you have an accident or receive an injury.

Think of Safety.—Enumeration work requires a great deal of walking and considerable driving. For your own protection, observe these safety rules.

Walk Safely.—Cross streets at intersections. Wait for the green light. Be sure that traffic is clear so that you have time to **walk** across. Pay attention to the kind of surface you are walking on. Watch your step when going up or down stairs. Take them one step at a time. If there is a handrail, use it. When walking on slippery, wet, or icy surfaces, set down the ball of your foot before the heel. If there is no sidewalk, walk along the edge of the the road, facing traffic, and at night wear a white scarf or light-colored outer clothing.

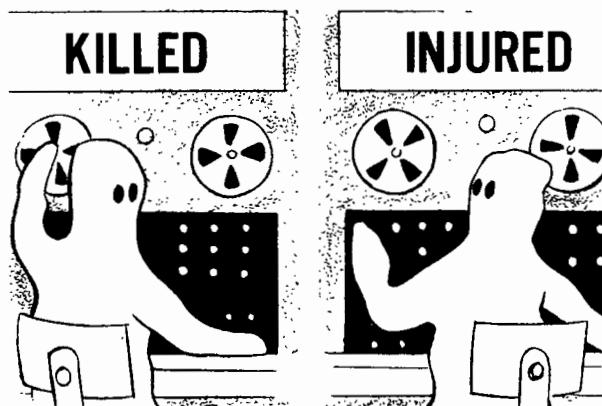
Drive Safely.—While your car is rolling keep your mind on your driving. If you wish to look at your map or other enumeration materials, stop your car first.

If your car is in the street, get in and out of it only on the curb side. When another motorist tries to bluff you, let him—let him be the one who is hurrying to an accident. You have time to drive safely. Stay a safe distance behind the car ahead of you—at least one car length for each 10 miles per hour. Maintain your car in safe operating condition, particularly in the brakes, tires, and steering gear. Keep the glass in the windshield, doors, and rear window clean.

Watch out for persons who might step in front of you, either at corners or from between parked cars. If you would be a good driver you must “drive” four cars in addition to your own—the one ahead of you, the one ahead of it, the one at the curb that might pull out in front of you, and the one behind which might suddenly try to pass you.

THINK SAFETY—WALK SAFELY—DRIVE SAFELY
ACCIDENTS COST PAIN AND MONEY

You are advised to be especially careful with dogs and to keep in mind that some dogs are not friendly toward strangers. If a dog appears as you approach a place, you may find it advisable to attract the attention of some occupant of the place by calling out or by sounding your automobile horn. If this fails, you may be able to obtain a telephone number for the place and call for an appointment.



If you are injured in any way while on official duty, try to obtain first-aid treatment at once. As soon as possible after the injury, but not later than 48 hours, notify your crew leader. If you are not able to call him yourself, try to arrange for someone else to do so. He is required to make an official report of your accident or injury in order that you may receive any compensation to which you become entitled. He will arrange an appointment with you and help you fill whichever of the following forms may be required:

Employee's Notice of Injury or Occupational Disease (Form C.A. 1) must be filled if you are injured while on duty, regardless of the extent of injury.

Operator's Report of Motor-Vehicle Accident (Standard Form 91) must be filled if you are involved in a motor-vehicle accident while driving an automobile on official duty, whether or not there is an injury or damage. So far as possible, fill this form immediately following the accident and while you are still at the scene. Give the form to your crew leader when he visits you.

Statement of Witness (Standard Form 94) should be given to any person who witnesses your motor-vehicle accident, with the request that he fill it at the scene of the accident and return it to you. If there are two or more witnesses, obtain their names and addresses. Give the completed forms and names of additional witnesses to your crew leader.

71. Local or State reports

Be sure to report motor-vehicle accidents to your local police department and fill any forms required by your local or State governments or by your own insurance company. It is your responsibility to find out what reports are required and to make them promptly.



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

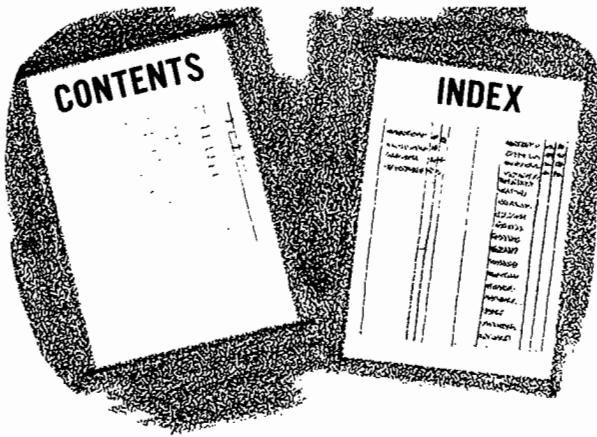
The instructions in this book cover the A1's in all of the States.

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 circular form divided into two columns. The left column contains five rows, each with a square box and the word "None" to its left. The right column contains four rows, each with a square box and the word "Acres" to its left. The second and fourth rows in the right column are shaded with a stippled pattern. The first row in the left column has the word "None" partially cut off on the left.

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 rectangular form with a rounded top-left corner. It is divided into two sections. The top section is labeled "213. Other fruits and nuts?" and contains a list of crops: "Nectarines? Quinces? Chestnuts? English walnuts? Filberts and hazelnuts? Pecans? Almonds?". The bottom section contains two rows, each with a label "Give name" and a line for writing.

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

None ☐ Number

28. steers, and steer calves?

(The total for questions a, b, and c must equal the number for question 28.)

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

How many acres were harvested?

Acres Lib.

★

V01

V02

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

A1 QUESTIONNAIRE

State County

Township ED No.

Section 1 PERSON NOW IN

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.

Section 14.—ENUMERATOR'S RECORD—To be filled by Census Enumerator

Who furnished the information in this report? (Mark one)

Operator ☐ Wife or other member of operator's family ☐ Landlord ☐

Hired laborer ☐ Neighbor ☐ Other ☐ Give name

Checked by Enumerator Date month and day

Checked by Crew leader Date month and day

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)		
Section 14.—ENUMERATOR'S RECORD—To be filled by Census Enumerator		
Who furnished the information in this report? (Mark one.)	Operator <input type="checkbox"/>	Wife or other member of operator's family <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

U.S. GOVERNMENT PRINTING OFFICE: 1964 OF

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



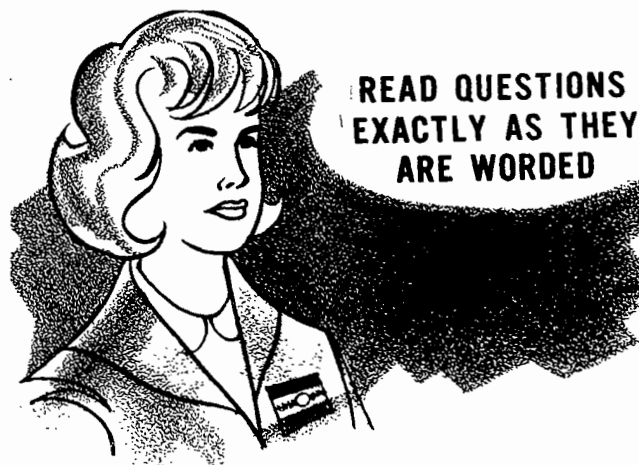
When you visit a place for which an agriculture questionnaire is required, ask the operator if he has a questionnaire that he received through the mail. If he has, use it for your enumeration whether or not he has entered any information on it. First copy the A1 number onto his questionnaire from column 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.

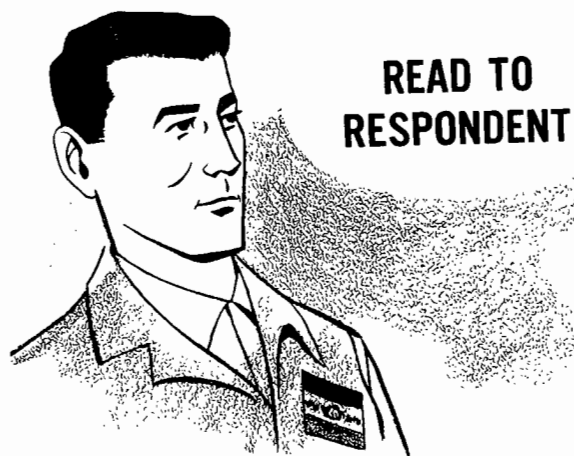
In a few cases, because mail routes sometimes cross State lines, the farm operator may have received a questionnaire for a State other than the one in which you are enumerating. If he has filled or partially filled the questionnaire, use it. If he has not filled the questionnaire, use an A1 from your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

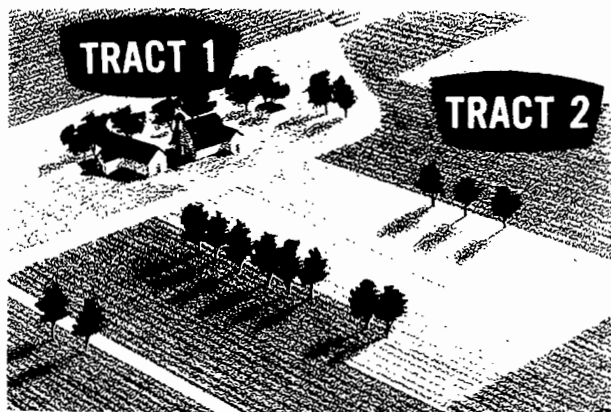
11. Never erase an entry. If you make a mistake, draw a neat line through the entry and write the correct figure above it or in the proper space. (Example: ³⁴²~~324~~) If you mark a square ☐ in error, circle that ☒ and make the proper entry.
12. Leave the answer space blank for questions not requiring 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.

Chapter V.—PROBLEMS OF ENUMERATION

93. Purpose of this chapter

This chapter contains instructions for handling various problems. You may meet most of the situations described here as you enumerate your Assignment and you need to know what to do about them. Do not try to remember all these instructions. Make sure, however, that you know where to find them when you need them.

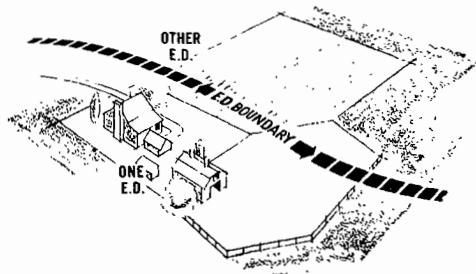
94. Places of two or more tracts



You will often find "places" that consist of two or more separate tracts of land. The tracts may adjoin one another or they may be several miles apart. A person may rent or lease tracts of pastureland or hayland or separate orchards, fields, and meadows from one or more landlords in addition to the land he owns. Such separate tracts may adjoin the land where his dwelling is located or they may be in several different locations. Some may be in your Assignment; others may be outside your Assignment.

Always report all the land operated by one person on the same questionnaire, whether it is in one large tract or in several separate tracts, and regardless of where located. Be sure to include as "Acres in this place" (question 7), all land he owns, all land he rents or leases from others, all land he manages for others, all land he works on shares, and all land he operates rent free.

95. Places in two or more ED's



Part of the land in some places may be in one ED and part in another ED. In all cases, if the person has agricultural operations in the ED where his dwelling is located, he is to be enumerated in that ED. All the land he operates, including the tracts in other ED's, must be reported on one questionnaire.

When the ED boundary is a road, you will often find that land on one side of the road is operated by a person who lives across the road, in the adjoining ED. In such a case, the person is to be listed in the ED where his dwelling is located.

96. Places where no one lives



Your Assignment may have some tracts of land on which no one lives, but which are used for growing crops or grazing livestock. If so, find out who is the person in charge; list his name in column 3 of the A2 Listing; and enter his mailing address in column 13. Also, try to find out from persons on adjoining land whether the person in charge has agricultural operations where he lives. If he lives in your Assignment, write a note in column 13 of the A2 Listing to remind you to obtain an A1 when you visit his dwelling. If he lives outside your Assignment and has agricultural operations where he lives, the enumerator in another Assignment will obtain the A1. If he does not have agricultural operations where he lives, and he lives **within 30 minutes driving time (one way) of your Assignment boundary**, you are to visit him and obtain an A1. If he lives **more than 30 minutes driving time outside your Assignment boundary** and does not have agricultural operations where he lives, you should mail him a callback letter with a questionnaire and a return envelope you have addressed to you. Enter in column 10 of your A2 Listing the date (7 days later) you expect to receive the completed A1.

Tracts of land, such as timberland or desert, that obviously are not used for agricultural purposes—and are not part of a farm or ranch—should not be listed on the A2. An A1 is not required for such land.

97. Places operated by landlords

For purposes of the agricultural census, a landlord is a person who rents or leases land to others or has land worked on shares by others. If the landlord also operates land himself, an agricultural questionnaire is required for him. Record land assigned to tenants or sharecroppers in question 6 as land rented to others. It must not be included as part of the "Acres in this place" reported on the landlord's A1.

The entries for crops, land use, livestock, etc., on the landlord's A1 must relate only to the land he operates himself. **Do not include on the landlord's A1 any of the operations conducted by his tenants or sharecroppers.**

An A1 is required of each person listed under question 6 of the A1 for the landlord.

98. Places operated by tenants or sharecroppers

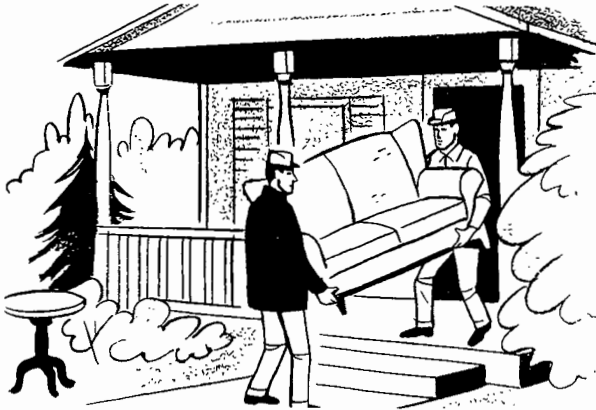
In cases where land is rented from others, used rent free, or worked on shares for others, the tenant or sharecropper is the person in charge. All the land he operates and all his agricultural operations must be reported on a questionnaire filled in his name, whether the land is rented from only one landlord or from two or more.

The entries for crops harvested, amount of crops sold, and number and value of livestock and livestock products sold must include any shares given to the landlord as well as the shares kept by the tenant. Likewise, figures for fertilizer, lime, and sprays in section 10 and the expenditures in section 12 must include the amounts paid by both the landlord and the tenant for the place operated by the tenant.

In sharecropping operations, be sure to fill a separate A1 for each sharecropper. **Never include land operated by tenants or sharecroppers in question 7 on the A1's filled for their landlords.**

Always fill the A1 in the name of the person in charge at the time of enumeration although he may have been in charge only a short time. The A1 must include all of the land the person in charge operates at the time of enumeration and all of the crops harvested from that land this year without regard to who was in charge at the time of harvesting. The person in charge at the time of enumeration should report as accurately as his knowledge will permit for the operations on the land for this year (1964).

99. Places with new operators



100. Partnerships

Fill only one questionnaire for places operated in partnership by two or more persons. Include all land used for the partnership operations. If one or more of the partners have separate agricultural operations, include the figures for the separate agricultural operations on the same A1 as the partnership operations. Fill the A1 in the name of the partner who is mainly in charge of the agricultural operations on the place. If all partners share the work about equally, consider the eldest partner as the person in charge and fill the A1 in his name. List the names of the other partners in the margin or in a blank space on the questionnaire.

Father-son partnerships are quite common. If both father and son operate the land, consider the father to be the person in charge and fill the questionnaire in his name. If, however, the son has chief responsibility for the farm operations, consider him to be the person in charge. 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 mainly in charge of the agricultural operations, fill the A1 in his name. Otherwise, fill it in the name of the eldest brother.

Partnership operations may also be conducted by two or more unrelated persons. Follow the same rules in determining who is the person in charge and enter his name in question 1. In all cases of partnerships, all of the land operated by the partnership, or by one or more of the partners individually, is to be reported on the same A1. The same is true for the agricultural operations on that land.

101. Corporations and institutions

Fill an agriculture questionnaire for all agricultural operations conducted by a corporation or by a school, hospital, prison, experiment station, grazing association, or other institution. Do not include land or buildings used for nonfarm purposes. Enter the name of the manager of the agricultural operations in question 1 and the name of the corporation or institution in the block for landlords under question 4. On questionnaires for institutions, report as sold any agricultural items produced on land operated by the institution and consumed by inmates of the institution.

102. Hired managers

A hired manager is a person who is paid a salary or wage (sometimes plus a commission) to operate land for another person or for a corporation, institution, or other organization. He usually is responsible for the agricultural operations on that land and may supervise others in performing those operations. As such, he is the person in charge of the place he manages. Do not confuse him with a caretaker or hired man who merely carries out his employer's instructions.

- ✓ If the person in charge operates a farm for himself in addition to managing one for his employer, include his agricultural operations on the same questionnaire.

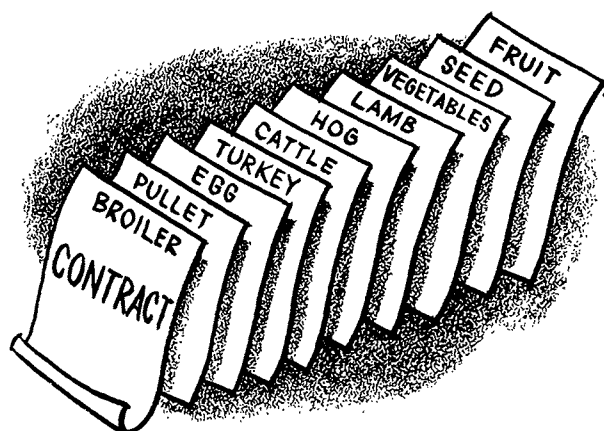
103. Agricultural operations at urban dwelling

Sometimes a person living in an urban area operates a place outside the limits of the city, town, or village where he lives and goes to the place, day by day, as necessary. If he keeps livestock or poultry, or farm machinery on the land where his dwelling is located, or carries on some other farming operations there (not just a home garden), include his dwelling as part of the place. In such cases, the entire place is to be enumerated in the ED where the operator lives, regardless of whether the land where he conducts most of his farming operations is located in that ED or a different one.

104. Indian reservations

If your ED's contain all or part of an Indian reservation, you may find special instructions in your portfolio and on your Assignment map. Farms or places operated by Indians owning or having allotted land should be enumerated in the same manner as any other farms or places.

105. Contract farming

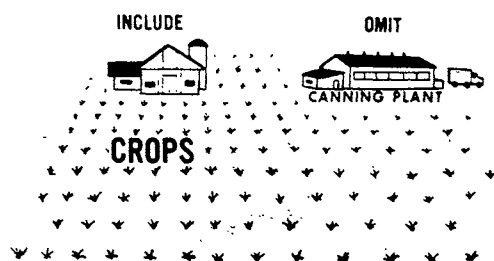


In contract farming operations, the contractor may furnish all or a part of the seed, fertilizer, spray materials, feed, etc. **In any case, report all contract operations on the questionnaire for the person who raised the crops or keeps the livestock or poultry.** Combine the figures relating to the contract operations with those for the farmer's own operations. Report all expenditures for the place, whether made by the contractor, the canner, freezer, feed dealer, etc., or by the farm operator on the questionnaire for the farm operator. Also, report the total gross sales on the questionnaire for the farm operator, whether or not he received any income from the sales. If the farmer says he doesn't know the amounts spent or received, ask him to give his best estimate. Do not report the payment made to the farmer by the contractor.

In **crop contracts**, the farmer either grows a crop for a canner or other processor or he furnishes the land for the period required. In either case, report crops grown under contract on the questionnaire for the farmer and consider them as sold. Record the amount harvested for the question for amount harvested and also for the question for amount sold.

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 on the farmer's place at the time of enumeration, report them on his questionnaire. Report all livestock, broilers, and other poultry produced under contract arrangements as sold from the place where they were raised.

106. Farming combined with nonfarm activities



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

In cases where the processing is mainly for the disposal of raw materials produced on the farms where the plant is located, consider the plant as a part of the farm. For example, packing shed operation in an apple orchard or on a potato farm are part of the farm activities, and the expenditures for hired labor for his own farm should be reported on the farmer's A1.

107. Soil Bank

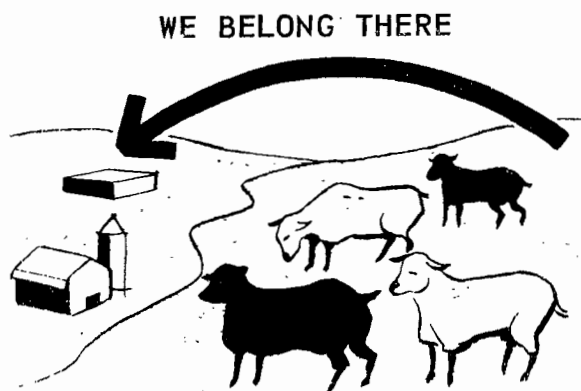
Under the provisions of the Soil Bank, farm operators may have placed all their land in the Soil Bank and may not have had any agricultural operations in 1964. Be sure to list such places on the A2. In such cases, the answers in columns 4 through 6 of the A2 Listing will be "No" and an agriculture questionnaire will not be required. However, many operators who have all their eligible land in the Soil Bank may have livestock, poultry, fruit trees, etc. In these cases, you will have a "Yes" answer in one of columns 4 through 6 on the A2 and a questionnaire will be required. Many operators will have placed only part of the land in their farms in the Soil Bank and will have agricultural operations on the remaining acres. An A1 will be required for them.

Where an A1 is required, report land in the Soil Bank as land owned or land rented from others, as the case may be. Do not report it as land rented or leased to the Government. Thus, it may be reported in question 3 or in question 4, but not in question 6.

In Section 4.—Land Use and Irrigation This Year, 1964, report land placed in the Soil Bank in the questions that apply to the way it is being used. For example, if the land is planted to soil-improvement grasses or legumes, report it in question 227; if it was in cultivated summer fallow, report it in question 226; if it was idle, report it in question 229; if planted to trees, report it in question 231.

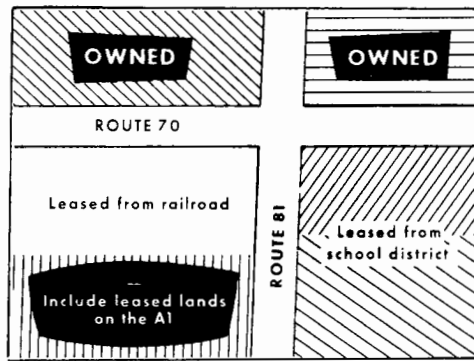
108. Land used under a grazing permit

In Western States, you may find a person who has a "Permit" (or license) to graze a certain number of livestock on U.S. Forest Service land or on land administered by the U. S. Bureau of Land Management (formerly U. S. Grazing Service). Do not include land used under such permits on the questionnaire. Always report the livestock on land used under a grazing permit as being on the place where the farm or ranch operator has his headquarters.



**109. Federal, State, railroad,
and school lands leased**

In Western States, areas of land owned by the United States, by States, railroad companies, and school districts are often leased by farm or ranch operators for the grazing of livestock. Leases differ from grazing permits in that the farmer or rancher pays a per acre fee and has sole use of the land during the life of the lease. Include all leased land in question 4 of the A1 as land rented from others. Thus, land leased from the U.S. Bureau of Land Management on a per acre basis (under Section 15 of the Taylor Grazing Act) should be included in question 4.



**110. U.S. forests and
military reservations**

If your Assignment includes all or part of United States national forest or a United States military reservation, you should visit the local headquarters for the forest or military reservation and ask if there are any agricultural operations or farms and ranches within the forest or reservation. If there are farms or places with agricultural operations within the forest or military reservation, obtain if possible a list of the persons in charge and the location of the farms or places and visit these farms or places. If you find that there are no farms or places with agricultural operations within the boundaries of the forest or military reservation, write on your Assignment map, in the area in which the forest or military reservation is located "No farms or agricultural operations in (*name of forest or military reservation.*)" Remember that cattle, sheep, and goats grazing in a national forest under a grazing permit are to be reported and enumerated at the headquarters of the farm or ranch having control over the animals, and not at the forest where they may be grazing at the time of the enumeration.

111. 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, report the acres in question 224 and also in the questions for the individual crops in section 3.

In section 4, report each acre of land once, and only once. Always report the land in the **first** question that applies to **one** of the ways in which it was used. Therefore, any land from which crops were harvested in 1964 must be reported in question 224, cropland harvested. It must not be reported again in section 4 even though it may also have been used for pasture, grazing, or other purposes.

112. Two or more crops harvested from the same land

In cases where two or more crops were harvested from the same land in 1964, report in section 3 the acres harvested in the question for each crop.

In section 3, the entries must relate to the number of acres from which each crop was harvested, regardless of whether the same land was used for only one crop or for more than one. For example, soybeans are often planted and harvested from the same field that oats or wheat are harvested from. Thus a 20-acre field from which wheat was harvested and then planted in soybeans and the soybeans harvested for beans must be reported as 20 acres of wheat and also as 20 acres of soybeans harvested for beans. Likewise, grass seed crops are often harvested after a hay crop. For example, a 20-acre field of red clover, may be cut for hay and then later cut again for clover seed. In such a case, 20 acres of red clover must be reported as cut for hay and 20 acres must be reported for red clover harvested for seed. In section 4, however, each acre is to be reported only once. When you make the check required for question 224 in section 4 you will account for two or more uses of cropland. This calculation will help you make sure you do not count the same acres more than once in question 224.

113. Two or more cuttings of hay or silage from the same land

Where two or more cuttings of hay were made from the same land, report the total tons of hay from all cuttings but report only once the acres from which the tons were cut.

If a crop is cut for hay and the same crop is cut from the same land for green feed or for grass silage, report the acres for the crop cut for hay (questions 44 through 51) and also report the acres again as cut for green feed or silage (question 52). The acres will be counted as acres from which two crops were harvested in question 224b. For example, if a 20-acre field of alfalfa was cut for hay and during the year the same 20-acre field of alfalfa was cut for green feed, enter 20 acres in question 44 and also enter 20 acres in question 52.



114. Succession, interplanted, and mixed crops



Succession crops: When two or more crops were planted and harvested in 1964, in succession from the same land, report the entire acreage in the question for each crop. For example, if green peas were harvested from a 5-acre tract in 1964 and then sweet corn was planted on the same 5 acres and also harvested in 1964, report 5 acres in the question for green peas and 5 acres in the question for sweet corn. Report 5 acres in question 224b as land from which two crops were harvested.

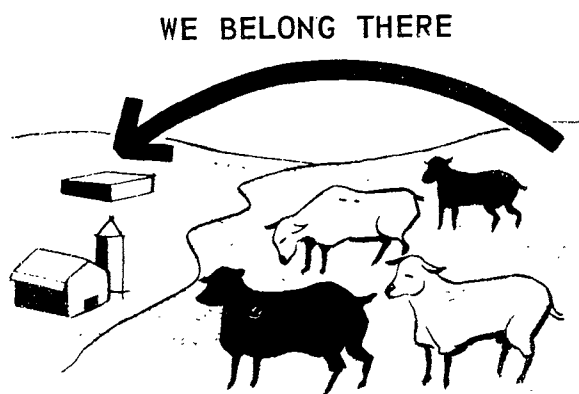
Interplanted crops; and "skip" row planting: When two crops are grown on the same land at the same time, report the equivalent acres occupied by each crop. For example, it is a common practice to grow cotton and another crop on the same field. Two rows may be planted in cotton and then the next two rows planted in soybeans, grain sorghums, etc. If a 40 acre tract of land was planted in cotton and soybeans, with two rows of cotton, followed by an area of the same width planted in soybeans for beans, then 20 acres should be reported for question 14, soybeans for beans and 20 acres for question 90, cotton. Also it is common, to plant cotton or other crops, and then to leave idle (or plant in soil improvement crops) some "skip" rows, between the rows of the cotton or other crop. In such case, only the equivalent acres of the idle land should be reported in question 229 in section 4. (If the "skip" rows between the rows of cotton were planted in soil improvement crops, the equivalent acres, should be reported in question 227 in section 4.)

Crops harvested in orchards: When a crop was grown and harvested in an orchard, report the acres for the specific crop and also in question 164 (land in orchards). For example, if a vegetable crop was grown among the trees in a 10-acre orchard, report 10 acres in the question for the vegetable and 10 acres in question 164. Report the 10 acres in question 224b.

In cases where hay or forage crops were cut from the same land in 1964, report only once the acres from which these crops were cut. Include the total tons harvested from all cuttings. For example, a farmer had a 12-acre field of alfalfa which he cut three times, harvesting 24 tons of alfalfa each time. Your report in question 44 would be 12 acres and 72 tons harvested.

"Mixed crops" are two or more crops grown and harvested together as a mixture. Report mixed **grain** crops in question 42. Report mixed **hay** crops according to the instructions given in questions 44 through 51. Report all **other** mixed crops under the crop that makes up the largest part of the mixture.

115. Report livestock where they are



Report all livestock and all chickens (4 months old or more) on the questionnaire for the place where they are at the time of enumeration, whether owned by the farm operator, his landlord, neighbors, hired help, or others. Include chickens and livestock being grown or being fed under contract. The census does not need to know who owns the chickens or livestock, but it does need to know how many are in each county. The easiest way to learn this is to find out how many are on each place.

In some cases, livestock may be running loose on unfenced land or grazing in national forests or grazing districts, or on open range or in transit from one grazing area to another, or in transit from the grazing area to the place where they will be kept during the winter. Report them as being on the place where the person in charge has his headquarters.

Be sure to report all chickens 4 months old or more that are actually on the place **at the time of enumeration**, whether there are a few or several thousands. Whenever an A1 is required, the chickens on the place must be reported, even in cases where the A2 Listing indicates there are less than 30 poultry. Do not include broilers or baby chicks in the number of chickens 4 months old or more.

116. Sections 9 through 13 of the A1

Sections 9 through 13 are required on only about one-fifth of the A1's in each ED. The extra information obtained on these A1's, together with the information obtained in sections 1 through 8 of all A1's, will give the Census Bureau a basis for making estimates for all farms.

When you have completed sections 1 through 8 of the A1, you must answer one or both of the questions a and b, in the enumerator block at the end of section 8. The answers to these questions will tell you whether or not sections 9 through 13 are required. Proceed as follows:

Question a: Look back at the A1 number at the top of section 1 on the first page of the questionnaire. This is the number you assigned to the A1 when you listed this place on the A2. If the A1 number ends in 2 or 7, mark "Yes" in question a. (For example, you should mark "yes" for "a" for A1 numbers 2, 12, 22, 32, 42, 52, etc; or 7, 17, 27, 37, 47, 57, etc.) If the A1 number does not end in 2 or 7, mark "No" in question a. **If the answer is "Yes" you are required to fill sections 9 through 13.** If you have marked "Yes" for "a," you need not answer question b, as you already know you are required to fill sections 9 through 13. If you have marked "No," you must answer question b.

Question b: Look back at the entry for question 7, "Acres in this place." If the entry for question 7 is 1,000 or more, mark "Yes" in question b. If it is less than 1,000, mark "No" in question b. **A "Yes" answer for question b means that sections 9 through 13 are required.**

When you leave an A1 to be filled, copy onto it the assigned A1 number from column 9 of your A2. Answer the questions a and b as required. If the answers to a and b are "No," write opposite the word **EQUIPMENT**, above question 307, "Do not answer questions 307 through 354." Call this note to the attention of the respondent so that section 9 through 13 will not be filled.

A respondent who received a questionnaire by mail may have filled sections 9 through 13 before your visit. Even in such cases, you must answer the a and b questions. If you get a "Yes" answer for either a, or b, review the entries made by the respondent in sections 9 through 13, and make any necessary corrections. If you get "No" for a and b skip to question 355. If the answers to questions a and b are "No," **do not review the entries made by the respondent in Sections 9 through 13 and do not cross out entries in these sections.** You must fill question 355 and section 14 of ALL agriculture questionnaires.

Chapter VI.—FILLING THE AGRICULTURE QUESTIONNAIRE

117. Purpose of this chapter

This chapter contains detailed instructions for answering the questions on the agriculture questionnaire. The number and the subject of each question—or group of related questions—are in the left-hand margin of the page. The instructions are in order of question number and are divided into the same sections as the questionnaire. At the beginning of each section are general instructions that apply to that section. Be sure to read the general instructions as well as those for each individual question.

118. Location of place

Fill in the name of (1) the State, (2) county (parish in Louisiana), and (3) locality (township, town, district, precinct, census county division, beat, ward, borough, magisterial district, city, village, etc.) where this place is located, and (4) the ED number, on your first visit to the household. Ask the respondent for the name of the locality if it is not given on your map. If your questionnaires have "Census county division" printed on them instead of "Township," "District," "Precinct," etc., copy the name or number of the census county division (abbreviated CCD and printed below the scale of miles) from your Assignment map; do not ask the respondent for it.

Section 1.—Person now in charge

119. General instructions, section 1

The person in charge is the person who is responsible for the day-to-day agricultural operations on this place. He is the person who does the work or directly supervises the work. He may be an owner, a tenant, a renter, a hired manager, or a sharecropper.

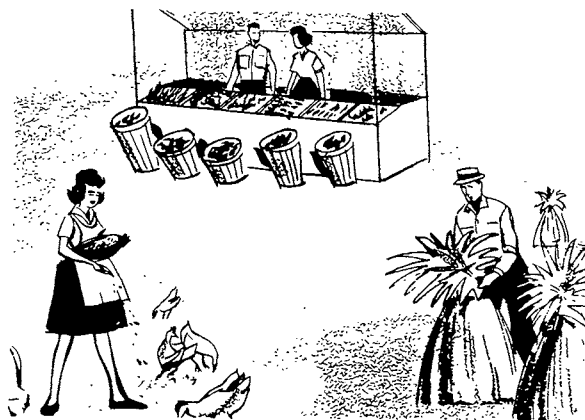
If the land is rented from others, used rent free, or worked on shares for others, the **tenant** or **sharecropper** is the person in charge. All of his agricultural operations must be reported on a questionnaire filled in his name, whether the land is rented from only one landlord or from two or more.

Get all information for the questionnaire from the person in charge or some other responsible person. Remember that the questions relate to the person in charge and to the place he operates even though some other person gives the information.

120. Members of the household

Include on the questionnaire for the person in charge any farming operations carried on by members of his family or by other persons living in his household if they work the land, or keep livestock, under his supervision and use his equipment. Likewise, land used or livestock kept by a son or daughter for a 4-H Club project should be included on the father's questionnaire.

Fill a separate questionnaire for a person living in the operator's household only if that person is in charge of agricultural operations on a separate tract of land and has no partnership relationship with the operator on any land. For example, if an operator has a son living in his household with whom he is in a partnership farming operation include the information for any separate agricultural operations of either the father or the son on the same A1 as the partnership operation. But if there is no partnership operation and the son is in charge of a separate agricultural operation, fill a separate A1 for him.

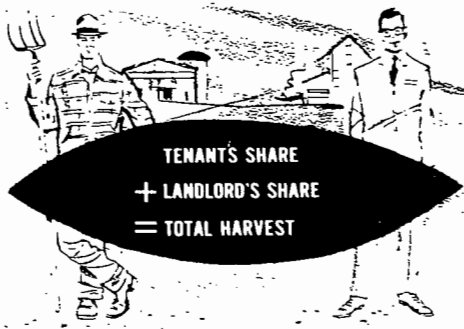
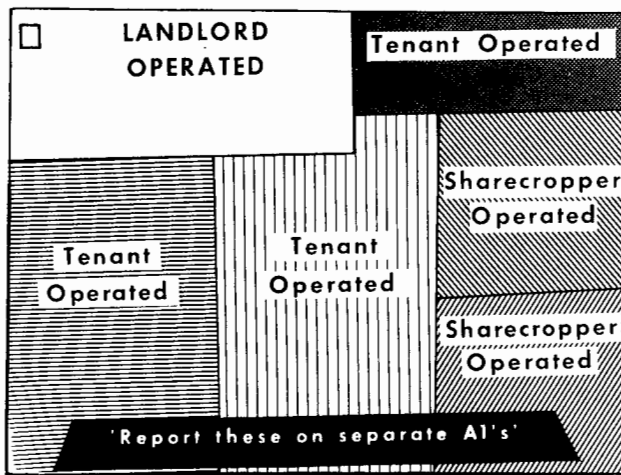


121. Places operated by landlords

For purposes of the agriculture census, a landlord is a person who rents or leases land to others or has land worked on shares by others. If the landlord also has agricultural operations of his own, an agriculture questionnaire is required for him. Record land assigned to tenants or sharecroppers in question 6, as land rented to others. Land rented to others or land worked on shares by tenants or sharecroppers must not be included in question 7 as part of the "Acres in this place" reported on the landlord's A1.

The entries for crops, land use, livestock, etc., on the landlord's A1 must relate only to the land on which he is the person in charge. Do not include on the landlord's A1 in sections 3 or 4 any crops harvested or any land used by tenants or persons working the land on shares. **Be sure to remind the landlord not to include in sections 10 and 12 fertilizer, and lime and expenditures for land rented to others or worked on shares by others.**

122. Places operated by tenants or sharecroppers



In cases where land is rented from others, used rent free, or worked on shares for others, the person in charge may be a part owner, or a tenant, or a sharecropper. All the land he operates and all his agricultural operations must be reported on a questionnaire filled in his name, whether the land is owned or rented from only one landlord or from two or more. The entries for crops harvested, the quantity 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 person in charge. Likewise, the expenditures in section 12 must include the amounts paid by both the landlord and the person in charge for the place operated by the person in charge.

In southern Missouri and in the Southern States, a landlord who has share-tenants or sharecroppers may think of the land worked by his tenants and sharecroppers as part of his own farming operations. He may want to include such land as part of the land in his place and the crops harvested by his share-tenants and sharecroppers as crops harvested on his place. However, in all cases, land worked by a share-tenant or a sharecropper is always considered to be a separate "place" from the land worked by the landlord. Accordingly, you must obtain a separate questionnaire for each share-tenant, sharecropper, or landlord who has agricultural operations in your Assignment.

On the questionnaire for the individual share-tenant and sharecropper, report in question 4 the amount of land rented from or assigned to the share-tenant or sharecropper by the landlord. Report all crops harvested, and all other agricultural operations including the landlord's share. Include fertilizer furnished by the landlord and expenditures for all items furnished by the landlord.

On the questionnaire for the landlord do not include land worked by share-tenants and sharecroppers or crops harvested, landlord's share of crops harvested, fertilizer used, or expenditures paid on land worked by share-tenants and sharecroppers.

Always fill the A1 in the name of the person in charge at the time of enumeration; although, he may have been in charge only a short time. The A1 must include all of the land the person in charge operates at the time of enumeration and all of the crops harvested from that land this year without regard to who was in charge at the time of harvesting. The person in charge at the time of enumeration should report as accurately as his knowledge will permit for the operations on the land for this year.

123. Places with new operators

124. Partnerships

Fill only one questionnaire for places operated in partnership by two or more persons. Include any land that a partner operates separately for himself and all land used in the partnership operations. Fill the A1 in the name of the partner who is mainly in charge of the agricultural operations on the place. If all partners share the work equally, consider the eldest partner as the person in charge and fill the A1 in his name. Father-son partnerships are quite common. If both father and son operate the land, consider the father to be the person in charge and fill the questionnaire in his name. If, however, the son has chief responsibility for the farm operations, consider him to be the person in charge. 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 partnerships. If one of the brothers is mainly in charge of the agricultural operations, fill the A1 in his name. Otherwise, fill it in the name of the eldest brother. Partnership operations may also be conducted by two or more unrelated persons.. Follow the same rules in determining who is the person in charge and enter his name in question 1.

In all cases of partnerships all the land in the partnership farm, wherever located, and all land operated separately by any of the partners, and all the agricultural operations on these lands are to be reported on the one A1, regardless of whether the partners own or rent the land together or individually.

Report all land owned by any of the partners or their wives in question 3 and report all land rented or leased from others by any of the partners in question 4.

125. Corporations

Fill an agricultural questionnaire for all farm or ranch land operated by a corporation. Do not include land or buildings used for nonfarm purposes such as packing houses, cotton gins, sugar mills, etc. Enter the name of the person in charge (usually the manager) of the agricultural operations in question 1 and the name and address of the corporation under question 4a. Be sure to obtain the information from a responsible person who is familiar with the agricultural operations.

Information needed to fill "Section 6.—Race, Age, Residence, Off-Farm Work, and Recreation Income," and "Section 11.—Persons Living in House of Farm Operator," must be for the person in charge (listed in question 1) of the agricultural operations and his family and not the corporation itself.

126. Institutions

Fill an agriculture questionnaire for all farm or ranch land operated by institutions such as schools, hospitals, prisons, experiment stations, churches, country homes, grazing associations, etc. Do not include land or buildings used for nonfarm purposes such as schools, hospitals, prisons, offices, or administrative buildings. On questionnaires for institutions, report as sold any agricultural products such as vegetables, fruits, eggs, and milk produced on land operated by the institution and consumed by the inmates or persons in the institutions.

Information needed to fill "Section 6.—Race, Age, Residence, Off-Farm Work, and Recreation Income," and "Section 11.—Persons Living in House of Farm Operator," must be for the person in charge (listed in question 1) of the agricultural operations and his family, and not for the institution or for the inmates.

127. Hired managers



A hired manager is a person who is paid a salary or wage (sometimes plus a commission) to operate land for another person or for a corporation, institution, or other organization. He usually is responsible for the agricultural operations on that land and may supervise others in performing those operations. As such, he is the person in charge of the place he manages. **Do not confuse him with a caretaker or hired man who merely carries out his employer's instructions.**

If the person in charge operates a farm for himself in addition to managing one for his employer, fill only one questionnaire for both farms. On one questionnaire, include the land managed and the agricultural operations on that land plus the land he owns or rents from others and the agricultural operations he conducts for himself.

128. Indian reservations and military reservations

If the assignment contains all or part of an Indian reservation or military reservation, special instructions may be found in the portfolio and on the Assignment map. Farms or places with agricultural operations of Indians using owned or allotted land are to be enumerated in the same manner as other farms or places.

129. Grazing associations

For Montana, Nebraska, North Dakota, South Dakota, and Wyoming, an agriculture questionnaire must be filled for any grazing association that owns or leases land from others. Consider the person chiefly responsible for conducting the business of the association as the person in charge.

A grazing association may own land; it may rent or lease land from individuals or from the local, State, or U.S. Government; or it may use land under a grazing permit (or license). Report land owned by the association in question 3 and all land rented or leased from others in question 4. Do not include any land that the association uses under a grazing permit as, for example, land used under a permit from the U.S. Forest Service or the U.S. Bureau of Land Management. Report all land that the association rents or leases to its members in question 6 as land rented to others. **Do not include, as rented to others, land that individual members of the association use on a permit basis, however.**

Hay or other crops grown by the association are to be reported on the questionnaire filled for the association. Livestock grazing on association-controlled land are to be reported on the questionnaires for the persons who own the livestock. Do not include them on the A1 filled for the association.

130. Question 1: Name of person in charge

Enter the **full name** of the person in charge. Do not use nicknames. For partnerships, enter the name of the partner who is mainly in charge of the agricultural operations. If the partners share the work equally, consider the eldest partner to be the person in charge and enter his name in question 1.

131. Question 2: Mail address

Enter the **complete** mailing address of the person in charge whose name was entered in question 1. If he does not live on the place, the address will not be for the place he operates.

132. Contract farming

Include all livestock raised or crops grown under contract for others on the questionnaire for the individual farmer, grower, or producer. Companies such as feed mills or dealers, operators of feed lots, hatcheries, canneries, and other processors often make contracts with individual farmers. Such contracts usually contain statements of price, terms for credit or supplies to be furnished to the farmer by the company or contractor, and specifications for quality and quantity of livestock or crops to be raised or grown. The contractor may furnish baby chicks, feed, seed, fertilizer, spray materials, machinery or equipment, labor for harvesting, management services, etc., for the farmer.

Under such contracts the farmer may receive a guaranteed price for his product; a flat fee per pound, per bird, per egg, per acre, per ton, etc.; a share of the profits; a bonus for feed conversion or livability of chickens or turkeys; or any combination of these. The farmer or grower will furnish the land, buildings, and, usually, the equipment and labor.



Combine the figures relating to the contract operations with those for the farmer's own operation. Report all expenditures for the place, whether made by the canner, freezer, feed dealer, etc., or by the farmer, on the questionnaire for the person in charge. If the farmer says he does not know the amounts spent or received, ask him to give his best estimate.

Report the total gross sales from the items grown under contract, whether or not the farmer received any income from the sales. In **crop contracts** report crops grown under contract on the questionnaire for the farmer and consider them as harvested and sold from the place. Record the amount harvested in the question for amount harvested and also in the question for amount sold. If **livestock or poultry under contract** are on the farmer's place at the time of enumeration, report them on his questionnaire. Report all livestock, broilers, and other poultry produced under contract and taken from the place as sold from the place where raised or fed.

133. Company operated farms

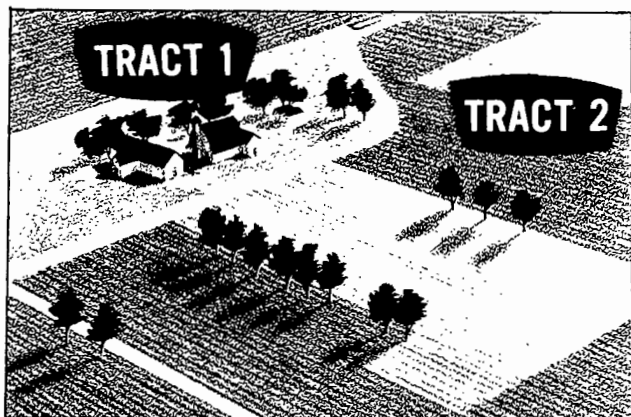
A company is a legal entity—separate from the individuals who own, manage, and work for it. It is capable of doing business, making contracts, being sued, suing others, borrowing funds, and existing indefinitely without interruption by change of its owners or officers. It must be created and operated according to State corporation laws. In all cases, the corporation will have been incorporated in some form under some State laws; although it may not, by choice file tax returns as a corporation. A corporation may be owned by a large group of stockholders or only by a few members of a single family.

Report all company operated farms on one questionnaire. Companies engaged in feed mixing, milk retailing, hatchery operations, processing of farm products etc. may operate a number of farms or producing units around their central feed, milk, or other factory locations. Such operations are found in connection with some specialized operations such as the production of hatching eggs, broilers, turkeys, and vegetable crops. A company may have a number of its own farms and also have livestock raised or crops grown by others on contract. An A1 is required for the farm or the farms operated by the company with its hired employees.

The company may own the land, buildings, and equipment and have its own hired employees care for the livestock or crops. The person in charge in this case is a direct employee of the company and is paid, at least partly, on a wage or salary basis. He only carries out the instructions given him by the company management. In other cases, the company may lease or rent land and/or buildings and equipment from a farmer, producer, or grower and then hire the farmer, producer, grower or some other person to operate the place for them under their direction. In all cases, the person caring for the livestock or crops is directly on the company's payroll and works under its direction. These persons are usually paid a salary and may also receive a share of the profits, or a feed conversion bonus, or a livability bonus, etc.

Section 2.—Ownership

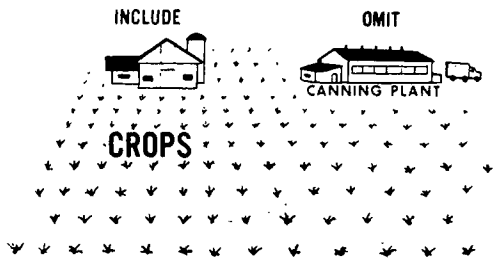
134. General instructions, section 2



The entries in section 2 must account for all the land now operated by the person in charge.

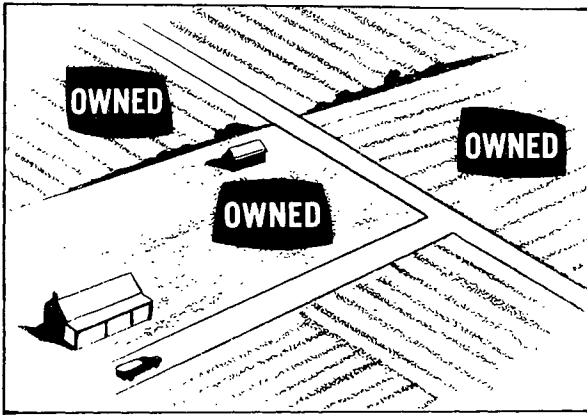
The answers to questions in section 2 determine the acres in the place for which the person in charge must answer questions in sections 3 to 13. It is very important that the answers to questions 3 to 7 be accurate and that the respondent understands what land is to be reported for each of these questions. Therefore, if the respondent has already filled section 2, you must make sure that the respondent has included all the land, by asking questions 3 to 6 again and by verifying the recorded answers and the entry for question 7.

Places may consist of more than one tract of land. The tracts may border each other or they may be separated resulting in their being in different ED's, different Assignments, different counties, or different States. The tracts may be owned entirely or in partnership by the person in charge, rented from others for cash, rented from others for a share of the crops, used rent free, or managed for others for a salary, or controlled under any combination of these arrangements. Always report all of the land operated by the person in charge without regard to the number of tracts, the location of the land, or the arrangement by which the land is held.



If farming is combined with related nonfarm activities such as the operation of a cotton gin or a sugar mill, omit the nonfarming activity when filling the questionnaire. If the related activity is mainly for the processing and disposal of raw materials produced on this place such as a packing shed operation in an orchard or on a potato farm, or on a vegetable farm, include it as a part of the agricultural operations on this place when filling the A1. However, if the packing shed or other related activity handles products not produced on this place, omit that part of the operation from the A1.

135. Question 3: Owned land



Report the total acreage of all land owned by the person in charge—cropland, pastureland, woodland, wasteland, and any other land—whether it is in one tract or at several locations. Be sure to include separate orchards, fields, and meadows.

If the dwelling is on a separate tract of land, include it if there are any agricultural operations there or farm machinery is kept there.

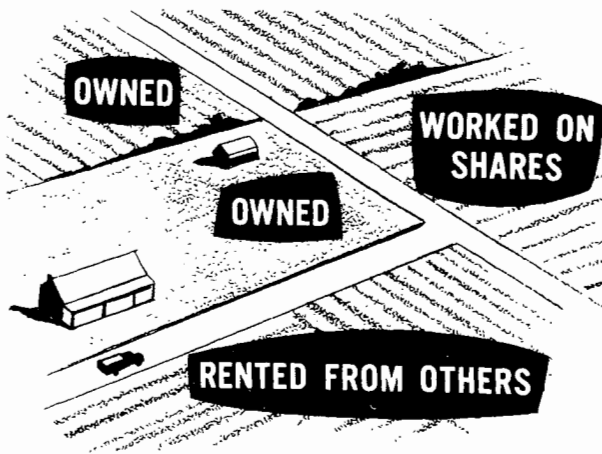
Consider as owned all land which the person in charge, his wife, or both, hold under title, purchase contract, homestead law, or as heir or trustee of an undivided estate. Consider land being farmed under the Desert Land Act as owned even though the operator has not yet obtained a patent or title to the land.

For a partnership, include all land used for the partnership operations that is owned by any of the partners or their wives. Include also any land operated separately by any of the partners.

For a corporation or an institution, include all land owned by the corporation or institution that is normally used for the farm operations and the farm buildings. Do not include land or buildings used primarily for nonfarm purposes such as cotton gins, sugar mills, canning factories, hospitals, prisons, school buildings, etc.

If the operator is an Indian, report as owned all land allotted in trust to him and also any reservation land assigned to him for his own use.

136. Question 4: Land rented from others and land worked on shares



Report all land that the person in charge rents or leases from others or uses rent free. Include land he works on shares for others. Include cropland or hayland or pastureland used rent free or under other arrangements such as upkeep of land, buildings, or fences; payment of taxes; keep of landlord; etc. Report the total acreage rented or leased even if the person in charge has, in turn, rented or leased some or all of this land to someone else or assigned it to sharecroppers. Include any separate fields, meadows, pastureland, woodland, and wasteland, regardless of where located.

If the dwelling of the person in charge is on a separate tract of rented land, include it as rented land if there are any agricultural operations there or farm machinery is kept there.

Land rented under a written lease.—If there was a written lease for the tract with a specified expiration date, the land and the agricultural operations on it during the year should be reported by the person in charge of the agricultural operations on the land at the time of enumeration.

Land rented or leased without a written agreement.—Many tracts of land are rented or leased without a written agreement. Some of these tracts may be rented for only a crop or grazing season, and therefore the date of the actual expiration of the rental or leasing agreement is not definite. Use the following rules to determine whether the land is rented or leased at the time of the census.

Rules—Who should report rented or leased land?

1. If an operator has been renting or leasing the same tract of land for several years on a season-to-season or a year-to-year lease basis and expects to operate the tract again in 1965, he should report the land and the agricultural operations on it as part of his farm. If the landlord lives in your assignment and requires a questionnaire, be sure he does not include the rented tract and the agricultural operations on it as part of his farm operation.

2. If the person who rented or leased the land during the year, is still using the land, the land should be reported as rented or leased by the person renting or leasing the land during the crop or grazing season. For example, if the person may not have completed the harvest or removal of the corn, cotton, or other crops, he should report the land as rented or leased. Likewise, if the person who rented or leased the land during the pasture or grazing season, considers that he has the right to continue to use the land for pasture or grazing, the land should be considered as rented or leased.
3. If the landlord or owner of the land has taken control of the land before the date of the enumeration, then the land should not be considered as rented or leased and should be included as "land in this place" for the landlord or landowner.
4. If the land is usually leased or rented to others, but an agreement has not been made for the renting or leasing the land to another person, the land should be considered as rented or leased by the person who rented it during the crop or grazing season.

In most cases, both the landlord and the person renting or leasing the land will live in your assignment and **you should be sure not to include the same tract of land as part of "the acres in this place" on two A1's.** However, you should be sure that the land rented or leased for the crop or grazing season is included on an A1.

Do **not** include as land rented to others—

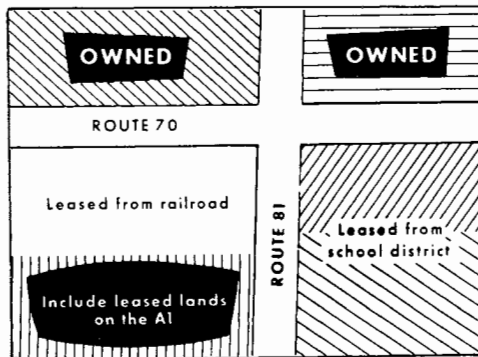
1. **Pastureland or rangeland used or rented on a per head basis.**—The rental charge under such agreements will usually specify a time limit and a set fee per head of livestock to be pastured. This pastureland used on a "per head" basis and the livestock on it at the time of enumeration should be reported by the landlord or the owner of the land and not by the owner of the livestock. See paragraph 137 regarding land used under a grazing permit.
2. **Land from which some other persons purchased a crop ready for harvest.**—Do not report as rented to others, land from which another person purchased a crop ready for harvest. For example, if another person purchased the corn crop at the time of harvest or cut the hay crop when it was ready for harvest, do not report such land as rented to others. (In the case of hay crops, the person harvesting the hay may not have made a cash payment for the crop, but cut the crop to remove the hay growth etc. from the land.)

137. Land used under a grazing permit

In the Western States, an operator may use United States lands under a "permit" (or license) to graze livestock. These "permits" (or licenses) usually are obtained directly from the U.S. Bureau of Land Management (BLM) or from the U.S. Forest Service. They may be obtained in some States through cooperative grazing associations or districts. These "permit" lands are mostly open range and usually the operator does not have sole use of the rangeland.

Rule.—Do not include grazing lands used under such "permits" (or licenses) on any questionnaires. Always report the livestock on such (permit) lands as being on the place where the farm or ranch operator has his headquarters. Be sure to distinguish between "permit" lands and "leased" lands.

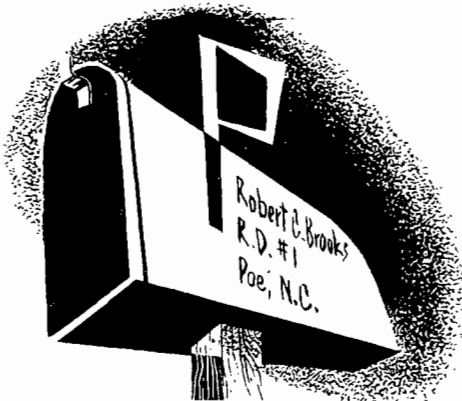
138. Federal, State, railroad, and school lands leased



In Western States, areas of land owned by the United States (managed by Bureau of Land Management), by States, railroads, and school districts are often leased by farm or ranch operators for the grazing of livestock. Leases differ from grazing permits in that the farmer or rancher usually pays a **per acre fee** and has **sole use** of the land during the period of the lease. Include all leased land in question 4 of the A1 as land rented from others. Thus, land leased from the U.S. Bureau of Land Management on a per acre basis (under section 15 of the Taylor Grazing Act) should be included in question 4.

If no land is rented from others or worked on shares, mark "None" for question 4 and skip to question 5.

139. Question 4a: Name and address of landlord (or employer)



Enter the name and address of each landlord and the number of acres that the person in charge rents or leases from each. Include land which the person in charge uses rent free or works on shares. If additional space is needed for listing landlords, use the blank spaces of the questionnaire. The sum of the acres reported for all landlords must equal the entry in question 4.

Use this space also for the name and address of the employer if the person in charge is a hired manager. The employer may be an individual, a corporation, an institution, or other organization.

140. Question 5: Land managed for others

Enter the total number of acres managed for all employers, including any of the managed land that is rented to others. Write the name and address of each employer and the number of acres managed for each in the space provided for landlords under question 4a. The sum of the acres managed for all employers must equal the entry in question 5.

In cases where a manager has agricultural operations of his own be sure to include **all** his agricultural operations on the same questionnaire.

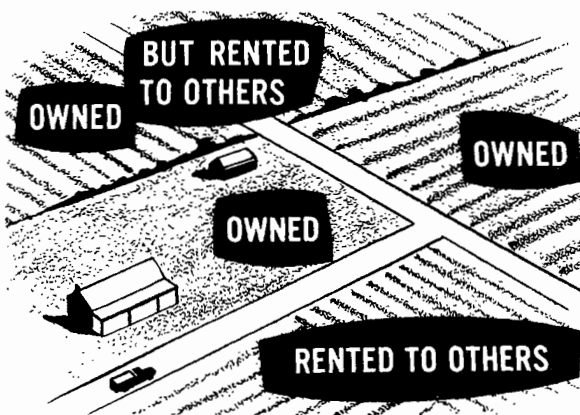
141. Question 6: Land rented to others

Report the total acreage of all land that the person in charge rents or leases to others, except land leased to the Government under the Soil Bank. Include land that the person in charge permits others to use rent free, and land worked for him by others on shares. Include cropland, pastureland, woodland, wasteland, and other land, whether in one tract or several; include separate orchards, fields, meadows, and hayland.

Include land that the person in charge rented or leased from others (question 4), that, in turn, was rented or leased to someone else or assigned to sharecroppers by the person in charge.

Report land assigned to tenants or sharecroppers as land rented to others even if the landlord directed the farming operations and shared the crops. Do not include any land worked by other members of the operator's household under the supervision of the operator. (If land was rented or leased only for the crop or grazing season, see paragraph 136.)

142. Question 6a: Owned land rented to others



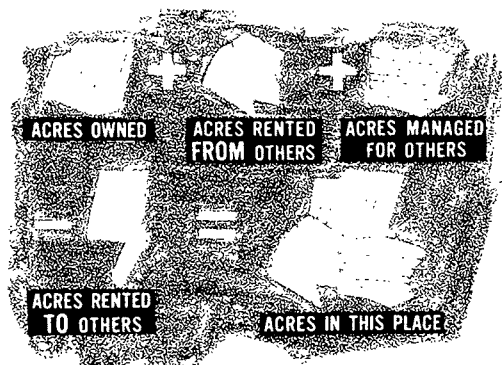
The land rented to others may be land that the person in charge, his wife, partners, or their wives own or it may be land that is rented from someone else. Report here only the number of acres that are rented to others. The entry here must be equal to or less than the entry in question 6. (If the land was rented or leased only for the crop or grazing season, see paragraph 136.)

143. Question 6b: Name and address of tenant

Enter the **name** and **address** of each tenant and the number of **acres** rented to each. If more space is required to list tenants, use the blank space on the questionnaire. If the tenant lives in your Assignment, be sure to obtain an A1 from him.

144. Question 7: Acres in this place

The entry for "Acres in this place" must represent the total of all land operated by the person in charge. Include land he owns or homesteads, land he rents or leases from others, land he occupies rent free, land he works on shares for others, and land that he manages for others. Do not include land he rents to others, land he permits others to use rent free, and land worked on shares for him by others. On questionnaires for hired managers, include all land managed except any part of the managed land that may be rented to others.



Do not ask the respondent for this figure. Calculate the acres yourself from the entries for questions 3, 4, 5, and 6.

On all questionnaires, add the acres in questions 3, 4, and 5; and subtract the acres in question 6. Enter the result in question 7. For example, if 100 acres are owned, 40 acres are rented from others, no acres managed for others, and 10 acres are rented to others, there are 130 "Acres in this place."

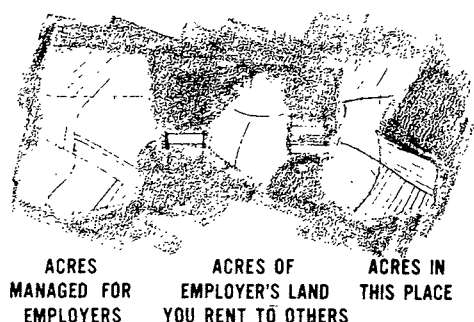
($100 + 40 + 0 - 10 = 130$.)

Always read to each respondent the sentence in boldface type in question 7. As you do so, repeat the acreage figures used in your calculation to give the respondent a chance to check the information he has given you about the land he operates. You will have to vary your wording to fit the case but where you have entries in questions 3, 4, and 6, it should be approximately as follows:

"Adding _____ acres owned and three acres rented from others, then subtracting _____ acres rented to others, we get _____ acres in this place. This is all the land operated by you even though part of it may be located elsewhere or in other counties. The remaining questions of this report refer to these _____ acres."

Mark X in the circle to show that you have checked the entry in question 7.

145. Acres in this place for managed farms

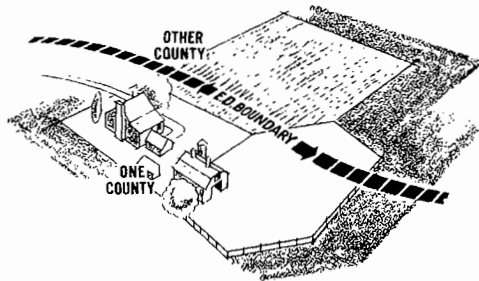


On questionnaires for hired managers who have no separate operations of their own (no acres owned or rented from others), subtract the acres in question 6 from the acres in question 5. Enter the result in question 7. For example, if 500 acres are managed for others and 200 of those acres are rented to others, there are 300 "Acres in this place." ($500 - 200 = 300$.)

As you check this entry, you will need to repeat the wording for question 7 so that the respondent will know your questions refer only to the agricultural operations managed by him for others. Your wording should be approximately as follows:

"Subtracting _____ acres rented to others from _____ acres managed for others, we get _____ acres in this place. This is all the land managed by you even though part of it may be located elsewhere or in other counties. The remaining questions of this report refer to these _____ acres."

146. Question 8: Location of land



On questionnaires for persons reporting both managed operations and other operations of their own add the entries in questions 3, 4, and 5; subtract the entry in question 6. Enter the result in question 7. Change the wording of the note in question 7, accordingly, as in the foregoing examples.

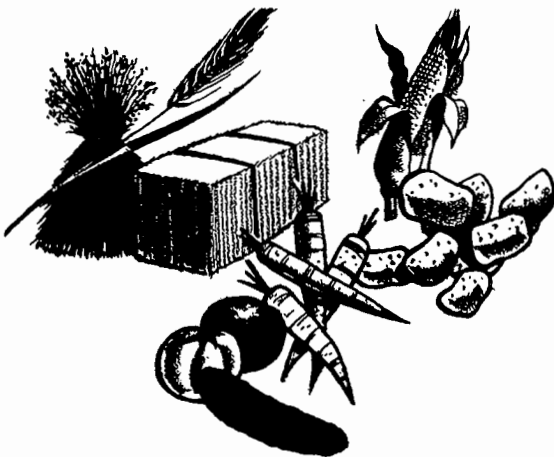
Question 8 relates to the "Acres in this place" entered in question 7. Mark "Yes" if any of this land is in other counties in this State or in other States.

If "Yes", then report in question 8a, the number of acres located in the county (or parish) for which the questionnaire is being filled. Report the remaining acreage in question 8b according to the counties (or parishes) where located. If some land is located in another State, report the county, State, and the acres. If more space is needed use the blank space of the questionnaire. The sum of the acres in questions 8a and 8b must equal the acres in question 7.

Section 3.—Crops harvested this year, 1964

General instructions for section 3 are in paragraphs 147 through 153. Instructions for individual questions begin with paragraph 154.

147. Crops relate to "this place"



The questions in section 3 for crops always relate to the "Acres in this place" at the time of enumeration, as recorded in question 7. You may find cases where the person in charge did not himself harvest crops from any of this land or harvested crops from only a part of it. (He may be a new operator or he may have increased his acreage so that he has more land now than he had earlier this year). In such cases, you must ask him to estimate as best he can the acres, quantities, and, where required, the amounts sold of all crops harvested or to be harvested this year from all the land he is now in charge of (i.e., acres in this place as reported in question 7.) Likewise, if the person in charge is farming less land than he had earlier this year, ask him to include the crops only for the land he is in charge of (i.e., acres in this place) at the time of enumeration.

148. Area and quantity harvested

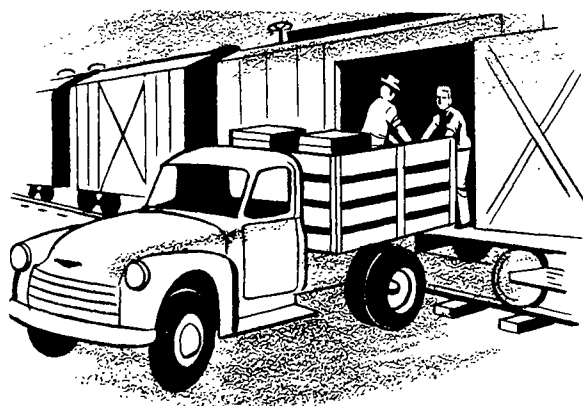


The entries for crops harvested must include the total area and the total quantity **harvested and to be harvested** from this place during the entire crop year for 1964. Include all methods of harvesting—cutting, digging, picking, or gathering—whether by hand or machinery. Consider, as harvested, mature (or almost mature) crops that were grazed or hogged off by livestock. The report for area harvested should include acres 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.

In some cases, the harvest of a particular crop may not be complete at the time of enumeration. The harvest of the corn, cotton, soybean, fruit and vegetable crops may not be complete at the time of the enumeration. The respondent may not wish to make an estimate of the total quantity to be harvested later this year or early in 1965. If so, explain to him that the census does not expect exact figures for crops that are not harvested. However, the farm operator is in a better position than anyone else to estimate his own crop production. Suggest to the person in charge that he make the best estimate he can based on the current condition of the crop, last year's harvest, or any other factor that might help him estimate the amount.

In the case of vegetable crops in Florida and in the case of citrus crops in Florida, California, Arizona, and Texas, the questions or instructions in the questionnaire give the crop year for which the acres and quantity harvested are to be reported.

149. Quantities sold



The entries for quantities sold refer to total production for the crop year, 1964. Be sure the operator includes estimates of quantities he expects to sell after the time of enumeration. In the case of many crops such as corn, soybeans, wheat, cotton, the sales may not be made until 1965. **However, the sales of the crops produced during the 1964 crop year are to be reported regardless of whether the sales are made in 1964 or in 1965.**

Quantities sold are for the place where produced and not necessarily for the person now in charge. If the operator has recently taken charge of the place, ask him to estimate quantities of crops sold from the place before he took over, regardless of who did the selling or shared the receipts. Include, as sold, crops harvested this year but stored under government loan or seal. Do not include any crops or crop products purchased from some other place and later resold.

For tenant-operated farms, report crops received by, or sold for the landlord as sales from the tenant farm, provided they were moved off the farm. If the landlord's share was kept on the tenant farm for use as feed or seed, do not report it as sold. The landlord's share, however, must be included in the entry for quantity harvested. On the questionnaire for the landlord, report the sales of products only from the farm he operates himself.

Do not include any tenant-farm operations on questionnaires filled for landlords. Do not include quantities sold to a contractor but kept on this place for use as a feed or seed under contract.

Consider, as sold, any crops grown on institutional farms for use by inmates of the institution. Report all 1964 production so used, including quantities placed in storage for later use.

150. Crops used by inmates of institutions



151. Home use

152. Value of sales.

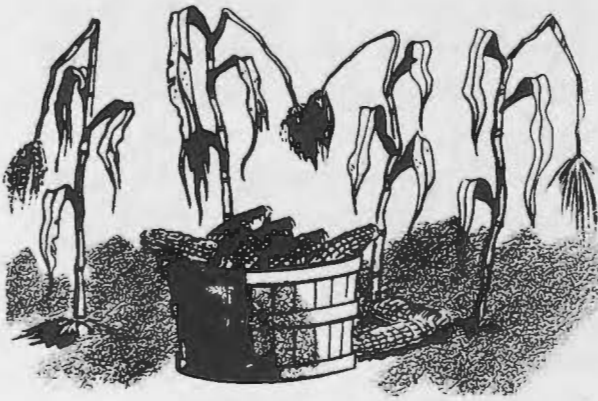
Do not report as sold any crops kept for use by the operator and his family or by families of hired workers on the place. Also do not report as sold any crops kept for feed or seed on the place where grown, even if the crops were paid for by a landlord or contractor.

In 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. Ask the respondent to estimate the value, based on current local farm prices, of crops harvested for the 1964 crop but not yet sold at the time of enumeration. Do not deduct expenditures for fertilizer, seed, irrigation water, labor, or marketing (such as cost of containers, packaging, hauling, or freight.)

153. Crop failure and partial failure

Crop failure and partial failure.—In cases where all or part of a crop failed, do not include acres on which there was total failure in acres harvested. Acres on which crops were a total failure and from which no other crops were harvested in 1964 should be reported in question 228. Example: If 3 acres of corn were completely drowned out in a 20-acre field of corn do not include these 3 acres as harvested. If only spots in a field with a low yield were harvested, report only the acres actually harvested and not the acres in the whole field. Acres with low yields or partial failure, however, are counted if the acreage was actually harvested, no matter how low the yield.

154. Questions 9 and 10: Corn



In question 9, mark X for "No" or "Yes," to show whether or not any corn was harvested this year. If the answer is "Yes," report the total acres in question 10, for corn for all purposes. Include the acres of field corn harvested for grain; field corn harvested for silage; and field corn hogged off, grazed, or cut for fodder. Make sure the acres entered in a, b, c, and d add to the total acres reported in question 10 and then mark X in the circle. Be sure to include in the total an estimate for any part of the corn crop not yet harvested.

Note that quantities as well as acres must be entered in parts a and b. Consider any corn placed or to be placed under Government loan or seal as sold.

In case the corn was harvested as "wet" corn, see paragraph 393 for conversion factors for obtaining bushels of dry corn. If the respondent does not know the quantity harvested, ask him to make an estimate using the information on storage space and the conversion factors in paragraph 393.

Do not report sweet corn harvested green for sale to fresh market or to processors, sweet corn for seed, or popcorn in this question. They are to be reported in other parts of section 3.

If the answer to question 11 is "Yes," report the total acres of all sorghums, regardless of variety or use, in question 12, "Sorghums for all purposes." **Do not** report tenths of acres in question 12 but **do** report tenths of acres in question 12e, "Sorghums for sirup." Answer any detailed questions on sorghums which may be included on your version of the questionnaire.

If two crops of sorghums were harvested from the same land from the same planting, count the acres only once. For example, if the first crop is harvested and then the land is irrigated, so that another crop is produced from the same planting, count the acres only once, but report the total quantity harvested from both harvests.

Include sorghums harvested by cutting the heads from the stalks and fed unthreshed in question 12a, "Sorghums for grain or seed." Do not include crosses of Sudan grass and sorghums under sorghums, but under question 51.

Note that quantities of sorghums for sirup are to be reported in gallons of sirup. If a separate question for sorghum sirup does not appear under question 12, report this crop under question 219.

155. Questions 11 and 12: Sorghums



Be careful not to confuse sweet sorghums and sugarcane. Sugarcane is not to be reported here but in questions 99, 100, and 101, according to the purpose for which it was harvested. If those questions do not appear on your questionnaire, report sugarcane in question 219.

Questions 13 through 16 refer to soybeans and questions 17 through 20, to cowpeas.

In questions 14 and 18, report acres and quantity actually harvested for beans and peas as such, whether from selected parts of a field or from an entire field.

Report beans and peas left on the vines and harvested with the vines when they were cut for hay in questions 15 and 19.

Report beans and peas that were hogged, grazed, or cut for silage in questions 16 or 20.

Report green soybeans, blackeyes, and other green cowpeas harvested for sale in question 121 under vegetables harvested for sale. If question 121 does not appear on the questionnaire, list them in question 152, "Other" vegetables.

Do not report soybeans or cowpeas plowed under for soil-improvement purposes as harvested. Land used for growing crops for soil-improvement purposes is to be reported in question 227.

If the answer to question 21 is "Yes," report the acres and quantity of peanuts picked or threshed or combined in question 22.

If the peanuts were harvested from less than one-half an acre, do not enter any acres harvested but do enter pounds of nuts harvested. Report peanuts hogged or grazed in question 219.

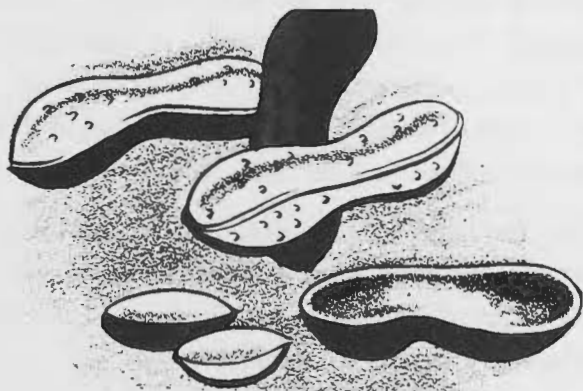
In question 23, include peanut vines or tops saved for hay or forage, whether taken from a part or from all of the acreage harvested by picking or threshing. Thus, the acres reported in question 23 may include some or all of the acreage in question 22.

Do not include acres reported in question 23, peanut vines or tops which were saved for hay or forage in your entry in question 224b as these acres will usually be included in question 22. (If peanut vines or tops saved for hay or forage were harvested from land from which peanuts for picking or threshing were not harvested, the acres reported in question 23 should be included in the entry in question 224 and question 224a.)

156. Questions 13 through 20: Soybeans and cowpeas



157. Questions 21 through 23: Peanuts



158. Questions 24: Velvetbeans

If velvetbeans were not grown for any purpose this year, mark "None" in question 24. If velvetbeans were grown for any purpose this year report the total acres grown in column 1 and the total bushels harvested in column 2. Do not report velvetbeans grown for soil improvement purposes under question 24. Land used for growing velvetbeans for soil improvement purposes should be included in question 227, if no other crops were harvested from the same land.

159. Questions 25 through 43: Small grains

These questions relate only to small grains that were or will be harvested this year. Separate questions are given for the grains most commonly harvested in your State. If any other small grains or mixtures of small grains were harvested this year, report them in question 43.

Mark "No" or "Yes" for each small grain listed on your questionnaire. If "Yes," report the total acres harvested or to be harvested in column (1), the quantity harvested or to be harvested in column (2), and the quantity which was or will be sold this year in column (3). If none was and none will be sold, leave column (3) blank.

Include as sold any small grains that are from this year's crop and are being held in storage for sale at a future date. Also include as sold any wheat or other small grains from this year's crop being held under Government loan.

Do not include small grains cut and fed unthreshed or small grains hogged or grazed. They are to be reported in other parts of Section 3. Report small grains cut for hay in question 49 and grain crops hogged or grazed in question 111 or in question 219 if question 111 does not appear on your State questionnaire.

160. Question 35: Flaxseed

In column (1), report the acres of flax harvested for seed only. In columns (2) and (3), however, include quantities of flaxseed saved from flax grown principally for fiber. If flaxseed is not listed on your questionnaire, report it in question 43.

161. Question 36: Rice

Be sure to report all rice in the unit of measure given on the questionnaire. Enter all quantities harvested and sold in terms of rough, unhulled (not milled) dry weight. (100 pounds of milled rice = 152 pounds rough or unhulled rice.) Conversion factors are in paragraph 397, Chapter VIII.

If more than one harvest were made from the same land report the total quantity harvested but report only once the acres from which harvested.

162. Questions 44 through 52: Hay and grass silage crops



Mark "No" or "Yes" for each hay crop listed on the questionnaire. If "Yes" fill columns (1) and (2). If any of the crops were or will be sold, fill column (3) but if none was and none will be sold leave column (3) blank.

Where two or more cuttings of hay were made from the same land, report the total tons from all cuttings but report only once the acres from which it was cut.

If hay was cut from the same land from which small grains were harvested, report the total acreage for hay and also for small grains in the questions naming the hay and the small grain.

(The acres from which two crops were harvested will be included as acres from which two crops were harvested in question 224b.)

Such hay is often called "stubble" hay. Report Sudan grass and crosses of Sudan grass and sorghums under question 51.

Report crops cut and fed green ("green chop") and hay preserved as silage ("haylage") under the question for grass silage.

If grass silage, "green chop," or "haylage" were cut from the same land from which hay was cut, include the total acreage of that land in the separate questions for the appropriate crops. For example, if 20 acres of alfalfa were cut for hay and then the same acres were cut for silage, 20 acres should be reported for question 44 and 20 acres for question 52.

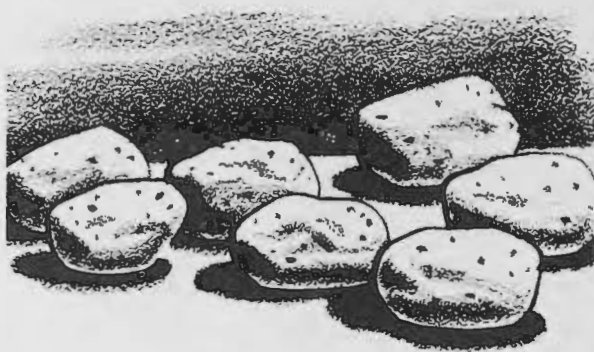
Report the tons of hay (questions 44 through 51) in dry weight and grass silage, "green chop" and "haylage" (question 52) in green weight (3 tons green weight = 1 ton dry weight, approximately.) If the respondent can report only in bales of hay, ask him for the weight per bale and convert bales to tons by using the conversion factors in paragraph 398 in chapter VIII.

Include as wild hay all hay cut chiefly from wild or native grasses even if they had fill-in seedings of other grasses. Include acres and production of wild hay cut from public or other land (roadsides, railroad rights-of-ways, State, Federal, etc.) whether rent was paid or not.

163. Questions 53 through 79: Field seeds

If you get a "Yes" answer to question 53, mark "No" or "Yes" for each seed crop listed on the questionnaire. If "Yes," report the total acres harvested even though you may have reported the same land in the questions for hay crops. Except for Kentucky bluegrass in a few states, the quantity harvested is to be reported as clean seed. If there is a question on Kentucky bluegrass on the A1 for your State, instructions on the A1 will indicate when the quantity harvested is to be reported on a green-weight basis. If a question for Kentucky bluegrass does not appear on the A1 for your State, you should report Kentucky bluegrass seed harvested on a clean-seed basis.

164. Question 80: Irish potatoes



Always report the total quantity of Irish (white) potatoes harvested, whether for home use or for sale and regardless of who shared the crop. Include potatoes grown in the home garden and any grown on a partnership or contract basis. In the case of potatoes graded for sale, be sure to include the culls as well as those actually sold or to be sold.

Report quantity in the unit of measure given on the questionnaire.

In cases where the quantity harvested is less than 1,000 pounds (or 10 barrels in Maine), do not report the acres harvested but always report the hundredweight (or barrels in Maine) for the quantity harvested.

165. Question 81: Sweetpotatoes



Report the total quantity of sweetpotatoes and yams harvested, whether for home use, livestock feed, or sale. If the quantity amounted to 20 or more bushels (or 1,000 or more pounds), enter the number of acres harvested to the nearest tenth of an acre; if less, leave the space for acres blank but enter the bushels (or pounds) harvested.

166. Questions 82 through 89: Tobacco



Report separately the acres and tenths of acres, and quantity harvested for each type of tobacco listed on the questionnaire. If only one question appears on the A1 for tobacco, report the entire crop in that question, regardless of type. Be sure to include the landlord's share on questionnaires for tenant-operated farms.

If the tobacco was planted with "skip rows" or "sled rows," count, as acres harvested, only the land occupied by the tobacco harvested. Do not include the acreage occupied by the "skip rows." The acreage in the "skip rows" should be included in question 229 if it was not planted to another crop. Report the acreage in the "skip rows" in question 224, if it was planted to another crop for harvest in 1964.

167. Question 90: Cotton

Report the total acres and quantity of cotton harvested or to be harvested, regardless of who shared the crop. Be sure to include the landlord's share on questionnaires for tenant-operated farms. If the cotton was planted with "skip rows," count, as acres harvested, only the land occupied by cotton harvested; do not include the acreage occupied by the "skip rows." If the "skip rows" were not used for another crop, the acreage in "skip rows" should be included in question 229.

Report production in number of bales of lint cotton. If quantity is reported to you in pounds of seed cotton, convert the figure to bales of lint:

$$1,500 \text{ lb. of seed cotton} = 1 \text{ bale of lint}$$

168. Questions 91 through 94: Dry field and seed beans and peas

Report acres and quantity actually harvested for beans or peas as such. Beans include blackeyes, cranberry beans, pink, pinto, red kidney, small red, small white, etc. Do not include beans and peas left on the vines to be grazed or cut for hay. Also, do not include beans or peas plowed under or grown as cover crops.

169. Question 95: Sugar beets for sugar

Report only sugar beets harvested for sugar in this question.

Report acres and quantity of sugar beets for seed in question 219.

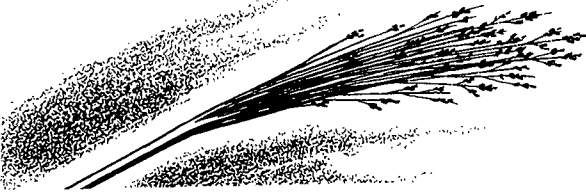


170. Question 96: Popcorn

The acres and quantity of popcorn harvested must be reported separately from other corn. If question 96 is not on your questionnaire, report popcorn in question 219.

Enter quantity in pounds of ear corn:

1 bushel = 70 pounds of ear corn

171. Question 97: Broomcorn

Report quantity of broomcorn for brush in tons and tenths of tons.

6 bales = 1 ton

If question 97 is not on your questionnaire, report broomcorn for either brush or seed in question 219.

172. Question 98: Acres in sugarcane now

If no land is in sugarcane on the date of enumeration, mark "None." Otherwise, report the number of acres in sugarcane at the time of enumeration in column 1.

173. Question 99: Sugarcane for sugar

This question appears only on the questionnaires for Louisiana, Florida, and Hawaii. Enter sugarcane for sugar in question 99. Report all sugarcane sold to mills as sugarcane for sugar. Report the total acres and quantity of all sugarcane cut for sugar for the 1964 crop, whether for crushing in the operator's own mill or for sale to other sugar mills. Land in sugarcane cut for seed should be reported in question 101.

Do not include planted sugarcane which is for future harvest (not yet in production). (Land in sugarcane from which the harvest is to be made for 1965 or a later crop year should be reported in question 229.)

174. Question 100: Sugarcane for sirup

Report here only sugarcane harvested for sirup. Enter the total number of gallons of sirup. Include quantities given as pay to the person who made the sirup.

Do not include sorghum sirup in this question. Sweet sorghum for sirup must be reported in question 12e if question 12e appears on the A1 for your State; otherwise, report sorghum for sirup in question 219.

175. Question 101: Sugarcane for seed

Report the total acres of sugarcane cut for planting sugarcane.

176. Question 102: Acres in pineapples now

Report the acres in pineapples at the time of enumeration. If no land is in pineapples on the date of enumeration, mark "None."

177. Question 103: Acres in pineapple on June 1, 1964

Report the acres in pineapples or between cycles of crops on June 1, 1964. If no land was in pineapples or between cycles of pineapple crops on June 1, 1964, mark "None."

178. Question 104: Pineapples harvested

If no pineapples were harvested, mark "No." If pineapples were harvested, mark "Yes" and report the acres harvested in column 1 and the tons harvested or to be harvested in column 2.

179. Question 105: Mint for oil

Report both peppermint and spearmint harvested for oil.
Enter quantity in pounds of oil.

180. Question 106: Hops

Report only the acres of hops that were actually harvested this year. Report quantity in pounds:

1 bale = 200 pounds

**181. Question 107: Sweet corn for seed**

Report here only the acres and quantity of sweet corn harvested for seed. Enter quantity in pounds of shelled corn. Report in question 219, if question 107 does not appear on your A1.

Do not include sweet corn harvested for use as a vegetable in this question. Report sweet corn as a vegetable in question 116.

182. Question 108: Mungbeans

Report the total acres and quantity of mungbeans harvested for beans this year. If question 108 does not appear on your questionnaire, report mungbeans in question 219.

183. Question 109: Lentils

If no lentils were or will be harvested in 1964, mark "No." If lentils were or will be harvested in 1964, mark "Yes" and report the acres harvested or to be harvested in column 1 and the pounds harvested or to be harvested in column 2.

184. Question 110: Sunflower seed

If no sunflower seed were or will be harvested in 1964, mark "No." If sunflower seed were or will be harvested in 1964 mark "Yes" and report the acres harvested or to be harvested in column 1 and the pounds harvested or to be harvested in column 2.

185. Question 111: Root and grain crops hogged or grazed

Include only root and grain crops—for example, turnips, stock beets, Irish potatoes, small grains, peanuts—that were hogged or grazed when they were mature or almost mature. Do not include corn, sorghums, soybeans, or cowpeas; nor any hay or grass crops grown and used only as pasture.

186. Question 112: Dryland taro

If no dryland taro was or will be harvested in 1964, mark "No." If dryland taro was or will be harvested in 1964, mark "Yes" and report the acres harvested or to be harvested in column 1 and the hundredweight to be harvested in column 2.

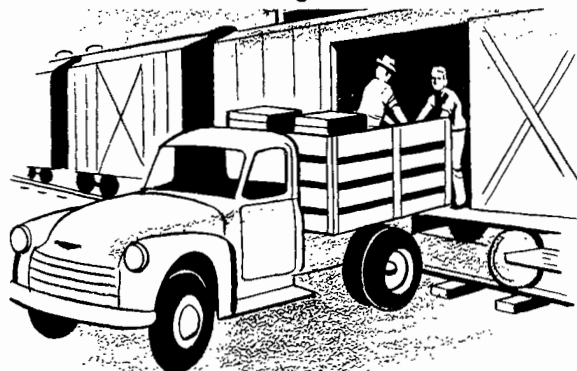
187. Question 113: Wetland taro

If no wetland taro was or will be harvested in 1964, mark "No." If wetland taro was or will be harvested in 1964, mark "Yes" and report the acres harvested or to be harvested in column 1 and the hundredweight harvested or to be harvested in column 2.

VEGETABLES FOR SALE

Do not include Irish potatoes, sweetpotatoes, or yams, dry field and seed peas, dry lima beans, and other dry field and seed beans (blackeyes, cranberry beans, pink, pinto, red kidney, small red, small white, etc.) as vegetables harvested for sale. The questions for these crops appear under **FIELD CROPS**. Do not include vegetables grown in greenhouses, or under glass, or other protection. (Vegetables grown in greenhouses, under glass, etc. are to be reported in question 218.)

188. Question 114: Vegetables for sale



189. Questions 115 through 152: Acreage of vegetables harvested for sale



Mark "Yes" if any vegetables, sweet corn, or melons were or will be sold from the place for human consumption. Include fresh market sales and also sales to canners, freezers, dehydrators, or other processors. **Consider all vegetables grown under contract as sold from the place where grown.**

For an institutional farm, consider sold any vegetables harvested on that farm that were or will be used by inmates of the institution. For other farms, do not mark "Yes" if garden is only for home use and no vegetables are sold.

Ask the questions in this group only if you marked "Yes" for question 114. Be sure to read the special instructions given for some of the vegetables in paragraphs 1 through 4 below.

Report all vegetables grown for human consumption that were or will be harvested this year **for sale** on the fresh market or to canners, freezers, dehydrators, or other processors. Report only vegetable crops that were harvested in 1964 or will be harvested by the end of 1964. (In Florida, report any vegetable crops that were harvested between Nov. 1, 1963 and Oct. 31, 1964.) Follow these general rules:

1. Report whole acres and tenths of acres for each vegetable crop that was or will be harvested **for sale** this year. Include vegetables sold from the home garden and all vegetables grown under contract.
2. Report the entire acreage of each vegetable crop harvested. For example, if two plantings of the same crop were harvested from the same 3-acre field during 1964, consider that 6 acres were harvested. If the same land was used this year for the production of two or more vegetable crops, report that land in the question for each crop. Likewise, if the same land was used for one or more vegetable crops followed by a field crop, or vice versa, report the land in the questions for both the vegetable crops and the field crop.
3. Include the acres of vegetables harvested from institutional farms if the vegetables were or will be used by inmates of the institution as well as any sold or to be sold.
4. Do not include the acres of any vegetable crops—such as kale, turnips, pumpkins, or mangels—that were grazed, hogged off, or harvested for livestock feed. Report such vegetables in question 111 "Root and grain crops hogged or grazed" if question 111 appears on your questionnaire. If not, report them in question 219.



- 190. Questions 118, 121, 128, and 129:**
Beans and peas

Include only green beans and peas used for human consumption. Report snap beans in question 118, blackeyes and other green cowpeas in question 121, green peas in question 128, and green lima beans in question 129. If any of these questions do not appear on your questionnaire, list the beans and peas separately in question 152. Dry field and seed beans and peas are reported in questions 91 through 94 or in question 219.

- 191. Question 120: Cabbage**



Include common, Savoy, and red cabbage in question 120. Report Chinese cabbage separately in question 152.

- 192. Questions 119, 122, and 123: Melons**

For all States, except Arizona, Texas, California, and Colorado, report cantaloups, honeyballs, honeydews, and muskmelons together in question 122. In Arizona, South Texas, California, and Colorado honeydews are to be reported under question 123. Report watermelons separately in question 119 if printed on the questionnaire; otherwise report watermelons in question 152.

- 193. Questions 124, 125, 126, and 127: Peppers and pimientos**

Include pimientos with sweet peppers unless question 126 appears on your State A1, or unless pimientos are listed under question 152. Report hot peppers—chili, cayenne, and tabasco—under question 127 or if question 127 does not appear on your A1, under question 152.

- 194. Questions 132, 139, and 151: Onions and shallots**

Report dry onions, green onions, and shallots in separate questions. Report dry onions in question 132, green onions in question 139, and shallots in question 151 if these questions appear on your A1. Report dry or green onions and shallots in question 152 if the question for the crop does not appear on your A1. Report onions grown for onion sets in question 219.

- 195. Questions 141 and 145: Cauliflower and broccoli**

Report as broccoli, only the green-headed varieties. Include white-headed broccoli with cauliflower in question 141.

- 196. Question 146: Celery**

Include all varieties of celery except celeriac (turnip-rooted celery) in question 146. Report celeriac separately in question 152.

- 197. Question 152: Other vegetables**

Enter in question 152 the names and acres of any vegetables that do not appear in a separate question on your questionnaire. Include only vegetables from this year's harvest that were or will be sold for human consumption. If you need more space, use the margin or any blank areas of the questionnaire.

198. Question 153: Value of vegetables sold

Report the gross value of all vegetables sold and to be sold from the 1964 harvest. "Gross value" refers to total receipts, without regard to the farm operator's production or marketing costs. Suggest to the operator that he estimate the value of vegetable crops yet to be sold in 1964 on the basis of current local farm prices. Make sure he includes the gross market value of vegetables grown under contract to canners, freezers, or other processors. He should not deduct the cost of seed, fertilizers, harvesting labor and equipment, or other materials furnished by the processors, contractors, dealers, etc.

Include the value of all vegetables sold from the place regardless of who did the selling and regardless of who shared the receipts. Include crops sold in the field, crops harvested by a processor, crops shipped to a central market, etc. On the questionnaire for a **tenant-operated farm**, include the landlord's share of the receipts and also the estimated value of vegetables given to the landlord as payment for rent or services. (See paragraphs 101, 149, 150, 151, 152, 188, and 189.)

BERRIES

199. Questions 154 through 162: Berries

The questions in this group refer, in most States, to tame or cultivated berries of all kinds harvested **for sale** this year. Include wild blueberries, in Maine, New Hampshire, Massachusetts, and Connecticut.

If the answer to question 154 is "Yes," mark "No" or "Yes" for each kind of berry listed on your questionnaire. For each "Yes" answer, report the area from which berries were harvested this year, if the area was 1/10 acre or more. If less than 1/10 acre was harvested, leave the space for acres blank but **always** report any quantity of each kind of berry harvested. Be sure that the quantity harvested is reported in the unit of measure given on the questionnaire. If it is necessary to convert the quantity harvested reported by the respondent to the unit of measure given in the questionnaire, ask the respondent for the conversion factor. If you are unable to obtain the conversion factor, use the conversion factors given in paragraph 403 in chapter VIII.

Do not include in acres harvested any area of **new plantings** that were not of bearing age in 1964. The acres in new plantings from which a crop was not harvested in 1964 should be included in question 229.



200. Question 163: Fruits, nuts, and grapes on this place

Mark "Yes" for question 163 only if there is a total of 20 or more fruit trees, nut trees, and grapevines on the place at the time of enumeration. For example, if there were 5 apple trees, 5 pear trees, 5 peach trees, and 5 grapevines which would make a total of 20 fruit trees and grapevines, mark "Yes." Remember that the limitation of 20 for this question does not apply for the individual fruit and nut trees or vines but for the total. Count both bearing and nonbearing trees and vines but do not include any that have been definitely abandoned. Do not confuse trees or vines not of bearing age with trees or vines which were of bearing age but which did not produce a crop in 1964. A "Yes" answer here requires an entry in question 164.

201. Question 164: Acres in fruits, nuts, and grapes

Enter the total acres in bearing and nonbearing trees and vines to the nearest tenth of an acre. Include trees and vines for production for home use as well as those grown for sale. Include also land in trees that did not bear in 1964 because the blossoms were killed by a freeze or frost. (Explain in a blank area or in the margin of the questionnaire.)

Do not include the acres in berries or nurseries, nor the acres in trees or vines that have been abandoned. Young trees which will be transplanted for replacement trees should be reported in question 215, nursery products.

If the respondent cannot give you the total acres, leave this question until you have completed questions 165 through 213 for individual fruits and nuts, and then calculate the acreage by using the conversion factors given in paragraph 404 and the following instructions.

To calculate the acres, proceed as follows:

1. For each kind of fruit and nut crop reported, find out the planting distance—that is, the approximate number of feet between trees in a row and the number of feet between rows.
2. Turn to the conversion table in chapter VIII, and find the planting distance that is nearest to the planting distance estimated for each kind of fruit or nut tree on the place.
3. Add the number of bearing and nonbearing trees reported for that crop; divide the sum by the number of trees you noted from the conversion table. The result represents the approximate acreage for that crop.
4. When you have thus calculated the acres for each crop reported, add them together and enter the total in question 164.



Example: There are 350 peach trees on the place, planted approximately 20 feet apart in rows 22 feet apart. The conversion table shows that for a planting distance of 20 x 22, there are 99 trees per acre.

$$350 \div 99 = 3 \frac{6}{10} \text{ acres of peach trees}$$

202. Border plantings and interplantings

If fruit and nut trees are planted in borders or are interplanted among other crops, estimate the number of acres that would be required for them in orchard position—that is, at the number of trees per acre usual for the locality.

For example: If an operator has 35 walnut trees planted along field borders and the planting rate in his locality varies between 30 and 40 trees per acre, consider that his walnut trees occupy one acre; include this acre in the total for all trees reported in question 164.

203. Questions 165 through 213: Trees, vines, and quantities harvested

Answer these questions only if question 163 is answered “Yes.” Mark “Yes” for each fruit and nut crop on the place. Fill the questions **across** the page so that you will be sure to match the various items of information with the correct crop. Include all varieties of each crop in one total except where varieties are listed under separate questions on the questionnaire. Be sure to read the instructions given in paragraphs 204 to 211.

For **California and Hawaii**, make the following entries:

Column (1).—The total acres (to the nearest tenth of an acre) in both bearing and nonbearing trees or vines for each kind of fruit and nut on the place. Do not include acreages that have been abandoned.

Column (2).—The number of trees or vines that are not yet of bearing age.

Column (3).—The number of trees or vines that are of bearing age.

Column (4).—The quantity harvested this year or—for avocados, olives, and citrus fruits—the quantity harvested from the 1963 bloom, for the 1963-64 marketing season.

For each entry in column (1), there must be an entry in column (2) and/or (3).

For each entry in column (3), there must be an entry in column (4) or an explanation in a blank area of the questionnaire.

For each entry in column 4 there must be an entry in column 3 or an explanation in a blank area of the questionnaire.

For all States other than California and Hawaii, make the following entries:

Column (1).—Enter the number of trees or vines that are not yet of bearing age;

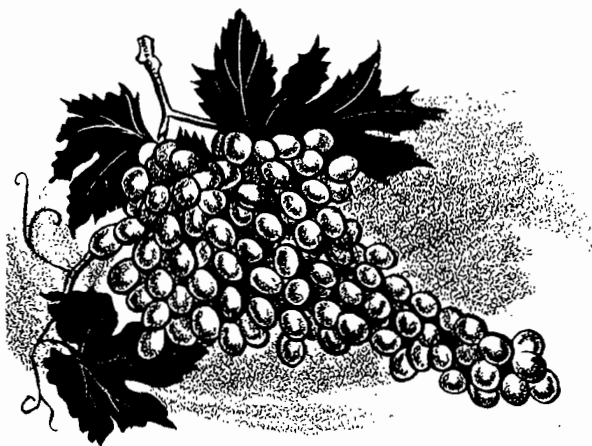
Column (2).—Enter the number of trees or vines that are of bearing age;

Column (3).—Enter the quantity harvested this year or, in the case of olives and citrus fruits, the quantity harvested from the bloom of 1963. Report the quantity in the unit of measure given on the questionnaire. If the respondent reports the quantity harvested in a unit of measure that differs from the unit of measure given in the questionnaire, the quantity harvested should be converted in the unit of measure shown on the A1. Ask the respondent for the net weight of the unit in which he reported quantity harvested and use this weight to make the necessary conversions. If you cannot obtain a weight of the unit of measure from the respondent, use the weight given in paragraphs 411 through 413 in chapter VIII.

For each entry in column 2 there should be an entry in column 3 or an explanation in a blank area of the questionnaire; for example, "question 168—all fruit destroyed by frost."

For each entry in column 3 there should be an entry in column 2 unless the trees or vines died or were pulled before the date of enumeration (explain in a blank area of the questionnaire.)

204. Questions 172 through 175: Grapes



In California, there are three questions for grapes: (1) table grape varieties, (2) raisin grape varieties, and (3) wine or juice varieties. The separation of grapes called for by these three questions is to be made on the basis of variety and not on the basis of use. The varieties of grapes to be included in each of the three questions are as follows:

Question 173. **Table grape varieties.**—Emperor, Malaga, Red Malaga, Ribier, Tokay, Concord, and other American varieties.

Question 174. **Raisin grape varieties.**—Muscat, Sultana, Thompson seedless, and Zante currant. Report grapes made into raisins on a fresh-weight basis; report all other raisin variety grapes also on a fresh-weight basis.

Question 175. **Wine or juice grape varieties.**—Alicante Bouschet, Carignane, Grenache, Mataro, Mission, Petite Sirah, Zinfandel, Burger, Colombar, Franken Riesling, and Golden Chasselas.

In all States except California, report all grapes in question 172.



311. Question 304: Sales of fur-bearing animals, horses, mules, goats, goat milk, bees, honey, or other livestock products

312. Question 305: Grazing permit

313. Question 306: Contracts for producing farm products

Farm operators who sell milk approved for fluid consumption will have a permit issued by a health officer or inspector. Usually the permit will specify what "grade" or "class" of milk is produced. Grades or classes of milk eligible for sale as milk for fluid consumption vary according to the policy or rules of the authority issuing the permit. If the respondent is not sure if he should answer "No" or "Yes" to this question, ask what grade or class of milk is sold. "Grade A" is recommended, but "certified raw" or "Grade B pasteurized" may be permitted for fluid consumption. "Class I" milk is primarily for fluid use in those markets affected by Federal Milk Marketing orders.

You should become familiar with the designation of milk eligible for fluid consumption in your area and be able to mark the correct answer.

The following kinds of animals or animal products sold are to be reported for this question: Mink, rabbits, horses, mules, goats, mink pelts or skins, goat milk, bees, honey. Report separately (1) the names of the animals or products sold, (2) the number or amounts sold, and (3) the value of sales for each. If additional space is needed use the margin or a blank space of the questionnaire.

This question appears on the questionnaire only in the Western States—this question applies to the operator and not to the place. The answer to this question will be "Yes" if the person in charge, the operator, or his employer holds a grazing permit.

In the Western States and Alaska, the person in charge may use United States owned lands under a "permit" (license) to graze livestock. These "permits" (or licenses) are obtained from the U. S. Bureau of Land Management (BLM) or from the U. S. Forest Service or in some States from cooperative grazing associations or grazing districts. These permit lands are mostly open range.

Question 306 is to be answered "Yes" when the person in charge had or has an agreement with a dealer, elevator operator, processor, or cooperative to produce any farm products during 1964.

The production of many farm products is arranged for by a contract made between the producer of the farm product and the person who buys, processes or uses the farm product or provides feed, etc. These contracts usually contain specifications regarding the kind and amount of the farm product to be produced, where or to whom it is to be delivered, what price the producer is to be paid or how the price is to be determined, etc. The contracts may contain provisions regarding the variety of crop or breed of animals or poultry to be produced, and also regarding operations, such as spraying, dusting, fertilizing, harvesting, packing and selling. The contractor may provide not only supplies such as seed, fertilizer, feed but also credit and a field man to provide advice to the producer and to perform inspection of the product while it is being produced.

Crops grown under contract include sugar beets, sugarcane for sugar, vegetable crops for canning or processing, seed crops, broom corn, rice, hybrid seed corn, flower and vegetable seeds, shade grown tobacco, castor beans, safflower, popcorn, mustard seed, hops, malting barley, dry field and seed peas, dry field and seed beans, sweet corn for seed, citrus fruits, walnuts, etc. In some cases, contracts are made between a grower and a cooperative of which the grower is a member. The contract may provide for the cooperative, dealer or processor to provide services such as spraying, dusting, fertilizing, harvesting, packing as well as the selling of the crop. Livestock and livestock products produced under contract include milk, broilers, started pullets, eggs for hatching purposes, eggs for table use, baby chicks, turkeys, turkey eggs, feeder pigs, feeder cattle, feeder sheep and cattle, calves, and sheep and hogs for slaughter. In the case of contracts for the production of such products as broilers, started pullets, eggs, turkeys, cattle, etc., the contractor may furnish the feed, baby chicks, poults, feeder cattle, etc. and the producer may provide only the labor, equipment and housing required to produce the product. Contracts may also cover the custom feeding or feeding on contract of cattle, calves, sheep or hogs.

In the case of milk, do not report an agreement providing only for the marketing of milk as a contract or agreement. However, if the marketing contract provides also for the supplying or furnishing, or the purchase of feed, supplies or equipment such as a bulk milk tank, it should be reported as a contract.

Contracts for the growing of heifers for dairy farms, contracts involving cow pools, milking pools, and cow leasing agreement should be reported as contracts. Whenever the answer to question 306 is "Yes" list the name of the product in 306a.

Rental contracts made with the landlord regarding the sharing of farm products and contracts made only for the purchase of feed, fertilizer, or other farm supplies should not be regarded as contracts to produce farm products. Likewise, agreements with the Government regarding soil conservation or other programs should not be considered as production contracts. Contracts involving only customwork such as plowing, planting, spraying, and harvesting should not be reported. Labor wage contracts and contracts that relate only to the financing of the production of farm products are not contracts to produce farm products. Likewise, contracts covering the hauling of farm products, contracts providing for services, such as veterinary services, artificial insemination, milk testing, farm management services, and farm machinery rentals are not to be reported as contracts for the producing of farm products. Likewise, contracts providing for bargaining regarding the price or marketing of a farm product are not to be reported as contracts for the producing of farm products.

Section 9—Equipment and Facilities Now on This Place

314. Equipment and facilities— General instructions

Questions 307 through 322 relate only to equipment or facilities that are now on this place. If the dwelling is on a separate tract of land, consider the dwelling to be part of the place if there are agricultural operations there or if farm machinery is kept there. Count farm equipment kept at the dwelling as being on the place.

Report as equipment on this place—

1. All **new** and old equipment that is in working order (or only temporarily out of order) and **used any time during 1963 or 1964**.
2. Equipment on this place at the time of enumeration whether belonging to the person in charge or partners, neighbors, custom operators, etc.
3. Equipment **leased** or **rented** from dealers or others, if on the place.

Do not include—

1. Equipment that is worn out.
2. Equipment which was not used any time in 1963 or 1964 regardless of condition, unless the equipment is new.
3. Equipment owned entirely or in part, if the equipment is **not now** on this place.

315. Question 307: Automobiles

316. Question 308: Motortrucks

317. Question 309: Wheel tractors



318. Question 310: Crawler tractors



319. Question 311: Garden tractors and motor tillers

In questions 307 through 317, mark "None" or enter the number of each type of equipment on this place.

In questions 318 through 322, mark either "No" or "Yes" depending on whether or not any of the items or facilities are on the place.

Mark "Yes," if the facility is in working order or temporarily out of order and was used any time during 1963 or 1964.

Mark "No," if the facility is **not** on this place or if the facility is on this place but was not used any time during 1963 or 1964.

Include all automobiles kept **on the place**, whether owned by the person in charge, members of his family, his landlord, his partners, hired help, or others living on the place. Include jeeps and station wagons if they are used mainly as passenger cars.

Include all pickup trucks, other trucks, and truck-trailer combinations on this place regardless of use. Include jeeps and station wagons only if they are used mainly as trucks. Do not include school buses.

Include all wheel tractors except garden tractors, whether homemade or purchased. Do not include implements with built-in power units such as self-propelled combines or powered buck rakes. Also, do not include the power unit of a truck-trailer combination.

Include all tracklaying tractors. Do not include implements with built-in power units.

Include all garden tractors and motor tillers, whether homemade or purchased. Garden tractors are small, usually two-wheeled tractors, of less than 9 horsepower. Do not include tractor-drawn motor tillers.

320. Question 312: Grain and bean combines



Report the number of self-propelled grain and bean combines on this place used for harvesting and threshing operations. Include grain combines that are equipped with a corn-picking head attachment and are used for picking and shelling corn. These are to be reported as a grain combine in question 312 and also as a cornpicker in question 316.

Report the number of pull-type grain and bean combines on this place used for harvesting and threshing operations. Include all sizes. A pull-type combine is pulled by a tractor. It may have its own power unit for threshing or it may be operated by power take-off from the tractor.

Report the number of pickup balers, both hand-tie and automatic. Do not include stationary balers.

321. Question 313: Pickup balers



Report the number of hay conditioners, of all types on the place. Hay conditioners crack, crush, or shred the hay stems to shorten the drying or curing period while the hay is in the field. Include crimpers, crushers, and flail-type forage harvesters if used to condition hay. If a flail-type forage harvester is used to condition hay, count it as a hay conditioner and also as a flail-type forage harvester in question 317. Include pull-type hay conditioners and combinations (pull-type or self-propelled) of mowers and windrowers or swathers which also have a hay-conditioning attachment.

322. Question 314: Hay conditioners or hay crushers



323. Question 315: Crop driers

Report the number of all types of mechanical crop driers that use natural air or heated air to dry crops, including hay. The drier may be equipped with an electric fan. It may or may not be equipped with a heating unit.

324. Question 316: Cornpickers**325. Question 317: Field forage harvesters****326. Question 318: Telephone****327. Question 319: Television****328. Question 320: Home freezer****329. Question 321: Milking machines****330. Question 322: Bulk milk cooler**

Report the number of machines used for picking corn, whether used in separate or in combined picking-shelling operations. Include both one-row and two-row pickers.

Include pull-types and mounted or self-propelled cornpickers. A pull-type is pulled by a tractor. A mounted cornpicker is mounted directly onto the tractor. A self-propelled cornpicker has its own self-contained power unit. A grain combine with a corn picking (head) attachment should be counted as a grain combine and the corn picking (head) attachment should be counted as a corn picker.

Report the total number of cylinder or flywheel forage harvesters on the place. Include only harvesters used for cutting and chopping forage crops in the field. Cylinder or flywheel type forage harvesters are used mainly for cutting and chopping corn or sorghums for silage; although they may be used for other crops. These usually have 2 to 6 rigid cutting knives mounted on the flywheel which chop the forage crop. These may also be called shear bar forage harvesters.

Report the total number of flail or rotary forage harvesters on the place. Include only those used for cutting in the field. Flail or rotary forage harvesters are most often used for cutting grass silages and forage crops to be fed green ("green chop") and have rows of rotating free-swinging knives or hammers which cut, pick up, and flail or shred the forage crop in one operation.

Mark "Yes" if there is a telephone on the place, whether it is in the dwelling of the person in charge or in some other building on the place.

Mark "Yes" if there is one or more television sets on the place.

Home freezers are used for quick freezing and for storage of frozen foods. Do not include refrigerators used mainly for keeping foods at above freezing temperatures even though they may have large compartments for freezing or storing frozen food. Also, do not include ice cream freezers.

Mark "Yes" if there is any type of mechanical milking equipment on the place, regardless of size. Include both pipeline and portable pail types with built-in power units.

Include only electric tank type milk coolers used for cooling milk in bulk. Do not include electric coolers used for cooling milk in cans.

Section 10.—Agricultural Chemicals and Land-Use Practices

331. Fertilizer and lime— General instructions



Questions 323, 324, and 325 refer to fertilizer and lime **used** this year, regardless of when it was purchased. Report total quantities used, whether purchased or paid for by the person in charge, his landlord, or others. Include fertilizer and lime for which the person in charge obtained purchasing assistance under a Federal program, such as the Agriculture Conservation Program or the Conservation Reserve Program of the Soil Bank.

On the questionnaire for a **tenant-operated or sharecropper farm**, include fertilizer and lime supplied by the landlord and used on the tenant farm. **On the questionnaire for a landlord, report only the fertilizer and lime that the landlord used on the land he operates himself; do not include the amounts used on land that he has rented to others or assigned to sharecroppers.**

If side dressings, either liquid or dry, were applied to growing crops on land previously fertilized during or before seeding, count the acres only once, but report the total tons of fertilizer used in all applications. For example, if 5 tons of fertilizer were applied to a 40-acre field at the time it was planted to corn, and 2 tons more were applied later as a side dressing, you should report 40 acres of corn fertilized and 7 tons of fertilizer used.

332. Question 323: Acres fertilized



Report the total number of acres on which commercial fertilizer or other fertilizing materials, including rock phosphate and anhydrous ammonia, were used this year. Count each acre only once, but report the total tons of fertilizer used in all the applications made this year. For example, report the fertilizer used to top dress wheat in the spring and that used on wheat planted in the fall of 1964.

333. Questions 323a through 323n: Crops on which fertilizer was used

If acres are reported in question 323, mark "No" or "Yes" for each crop listed. If "Yes," report in **column 1**, the number of acres fertilized this year. If the same land was used for more than one crop, report the acres fertilized for each crop.

Report all land to which fertilizer was applied including 1964 fall-sown wheat or other crops that will not be harvested until 1965. Likewise, report land to which fertilizer was applied during the spring of 1964 even though the land was planted to another crop in the fall of 1964.



In question 323n, report the total acres fertilized for crops for which a question does not appear in questions 323 c to m. In obtaining the answer to question 323, look at each crop reported as harvested in section 3, and ask the respondent the acres of the crop fertilized. Also ask the respondent if he fertilized any crop planted in the fall of 1964 for harvesting in 1965 or later; if he fertilized a fall planted crop, be sure to include the acres fertilized for the appropriate part of question 323.

Land from which vegetables were harvested, which was fertilized should always be included in question 323n. If two vegetable crops were harvested from the same land in 1964, and the land was fertilized while both crops were planted or growing, the acres should be counted twice in question 323n. For example, if 6 acres of spinach and 6 acres of snap beans were harvested from the same 6 acres and both crops were fertilized, then 12 acres should be reported for question 323n. Likewise if two plantings of the same crop were made on the same land, and both plantings were fertilized, then the acres fertilized should be counted twice.

The acreage planted in berries, small fruits, orchards, groves, and vineyards and fertilized in 1964, should always be included in question 323n.

The sum of the acres reported for parts "a" to "n" for question 323 must be **equal to or greater than** the total acres reported in question 323.

In **column 2**, report the quantity of dry fertilizer and fertilizing materials used on each crop; and in **column 3**, report the quantity of liquid fertilizer and fertilizing materials used. Report the weight of the fertilizer including the plant nutrients and the other materials combined with the plant nutrients.

"Dry" and "liquid" refer to the form in which the fertilizers and fertilizing materials were purchased and not to the way in which they were applied. Liquid fertilizers not only include nitrogen solutions, aqua ammonia, anhydrous ammonia, but also liquid mixed fertilizers.

Report all quantities to the nearest tenth of a ton. If the respondent reports in number of bags, ask the weight of a bag (100 lb., 80 lb., etc.) and convert to tons. For each entry in **column 1**, there must be an entry in **column 2 and/or 3**. Liquid fertilizers may be reported in pounds. You should convert the pounds to tons or fractions of a ton.

Do not report sulphur, or gypsum, or land plaster as fertilizer.

334. Question 324: Acres limed

Report the total number of acres on which lime or liming materials were used this year for conditioning the soil. Do not include gypsum or land plaster.

335. Question 325: Lime or liming materials

If you have an entry for acres limed in question 324, report in whole tons the total quantity of lime or liming materials used on this place this year for conditioning the soil. Do not include lime used for spraying or sanitation purposes.



**336. Sprays and dusts—
General instructions**

Questions 326, 327, and 328 deal with the use of pesticides, etc. Report the use of all sprays, dusts, or other materials applied for purposes of controlling or preventing insects, diseases, weeds, or brush this year. Also, report the use of sprays, dusts, or other materials for external treatment of animals to control insects this year. Include **livestock treated whether or not the livestock are still on the place.**

Report crops and/or livestock treated whether the materials were applied by or paid for by the person in charge, his landlord, custom operators, or others.

Every question in this group requires an answer. You must either mark "None" or enter the number of acres for each part of questions 326 and 327. For question 328, either mark "None" or enter the number of head treated.

Do not include the following operations:

Chemical thinning of fruit.

Chemicals used to control harvesting dates.

Plant growth regulators.

Chemical rodent control.

Defoliants or dessicants used to remove the leaves or kill plants to aid in harvesting.

Mechanical methods of removing insects from plants or animals.

Also do not include the use of sprays, dusts, or other methods for controlling weeds or brush in fence rows, irrigation ditches, road banks, and other land not reported as cropland or pastureland.



337. Questions 326a through 326f: Sprays and dusts for controlling insects and diseases on plants

Mark "None" or report the number of acres of each of the specified crops which were treated by spraying, dusting, or other methods for the purpose of controlling insects or diseases. Report the acres of the crop that was treated without regard to the number of applications or treatments made. For example, if a 20-acre orchard was sprayed three times, report 20 acres in 326e. However, if the same land is planted to more than one crop in 1964 and each of the crops are treated, report the acres for each crop. For example, if after 20 acres of oats were harvested, the same land was planted to soybeans, and both the oats and the soybeans were sprayed or dusted to control insects and diseases, report 20 acres in question 326a and 20 acres in 326f. Always report corn, wheat, oats, rye, barley, rice, buckwheat, flaxseed, safflower, and other small grains sprayed or dusted to control insects or diseases in question 326a. Report sorghums for grain or seed sprayed or dusted for the control of insects or diseases in question 326f.

Report all land which was treated even though the crop failed or was not harvested. Include sprays, dusts, etc. which were used to prevent insects and diseases even though none were evident at the time of treatment. Some chemicals which may be applied to control insects and diseases are:

Aldrin	Dormant oil	Nicotine sulfate
Aramite	Dylox	Ovex
Benzene hexachloride	Endosulfan	Paradichlorobenzene
BHC	Endrin	Parathion
Bidrin	EPN	Perthane
Calcium arsenate	Ethion	Phorate
Captan	Ethylene dibromide	Phosdrin
Carbaryl	Ethylene dichloride	Phosphamidon
Carbon disulfide	Fenson	Phygon
Carbophenothion	Ferban	Pyrethrum
Chloranil	Fermate	Rotenone
Chlorbenside	Genite 923	Ryania
Chlordane	Guthion	Sabadilla
Chlorobenzilate	Heptachlor	Sevin
Copper	Karathane	Strobane
Cryolite	Kelthane	Sulfur
DDT	Kerosene	Sulphenone
Delnav	Lead arsenate	Tartar emetic
Demeton	Lime sulfur	TDE
Diazinon	Lindane	Telone
Dichlone	Malathion	TEPP
Dieldrin	Maneb	Tetradifon
Dilan	Metaldehyde	Thiram
Dimethoate	Methoxychlor	Toxaphene
Dinitrobutylphenol	Methyl bromide	Trichlorfon
Dinitrocresol	Methyl parathion	V-C 13
Dinitrocyclohexylphenol	Methyl Trithion	Zectran
Dioxathion	Mevinphos	Zineb
Di-syston	Mineral oil	Ziram
DN 111	Morestan	
	Naled	

338. Question 327a through 327e: Sprays and dusts for controlling weeds

Report "None" or the number of acres of each of the listed crops which were treated by spraying, dusting, or other methods for the purpose of controlling grass, weeds, or brush.

If more than one application or treatment was made for the same crop, report the acres only once. For example, if atrazine was applied as a pre-emergence treatment to 20 acres of corn and 2, 4-D was applied to the same 20 acres of corn as a post-emergence treatment, report 20 acres in 327a. If the same land was used for more than one crop in 1964, report the acres treated for each crop.

Report all land which was treated even though the crop failed or was not harvested. Report fallow land treated for weed control for a crop to be grown on the land next year.

Include measures such as a pre-emergence spraying designed to prevent the growth of weeds or brush even though none were evident at the time of treatment. Do not include land treated in 1963 to prevent weeds or brush in a crop harvested in 1964.

Chemicals applied before the crop or weeds emerge are called pre-emergence herbicides while those applied after the crop and weeds are up are called post-emergence herbicides. Some of the common names of chemicals which may be used as herbicides are:

Acrolein	Chlorea	Herbicidal oils
Amiben	CIPC	Ipazine
Amitrole	Copper sulfate	IPC
Amitrole-T	Dalapon	KOCN
AMS	Dacthal	Linuron (Lorox)
Arsenicals	DCMA	MCPA
sodium arsenite	DCPA (Dacthal)	Methyl bromide
arsenic trioxide	Dichlone	MH
arsenic pentoxide	Dichlobenil	Monuron (Telvar)
disodium monomethylarsonate	DMA (Sodar)	Neburon
(DMA)	DMPA (Zytron)	NPA (Alanap 3)
calcium arsenate	DMTT	PBA
Atrazine	DNAP	PCP
Banuel D	DNBP	Propazine
Barban	DNC	Sesone
Boron compounds	Diphenamid (Enide	Silvex
Borax	Dymid)	Simazine
Sodium pentaborate	Diuron (Karmex)	SMDC
Boron trioxide	Endothal	Solan
Anhydrous sodium baborate	EPTC (Eptam)	Stoddard solvent
Calcium cyanamide	Erbon	TCA
CDAA (Randex)	EXD	TCBC
CDEC	Fenac	Ureabor
Chlorates	Fenuron	2, 4-D
Sodium chlorate	4-(MCBP)	2, 4-DEP
Calcium chlorate	4-(2, 4-DB)	2, 4, 5-T
		2, 3, 6-TBA

339. Question 328a through 328b: Sprays and dusts for controlling insects on animals

Mark "None" or report the number of head of each of the listed classes of animals that were treated externally to control insects in 1964. If the same animal received more than one treatment report it only once. For example, if 10 steers were treated for horn flies and at a later date treated for ticks, report 10 for question 328a.

Some of the insecticides that may be used are:

Baytex	Dibrom	Rotenone
Ciodrin	Dieldrin	Ronnel (Korlan)
Co-ral	Lethane 384	Ruelene
Cygon	Lindane	Sevin
DDVP	Malathion	Sulfur
DDT	Methoxychlor	Thanite
Dipterex	Naled	Toxaphene
Delnav	Nicotine sulfate	Vapona
Diphenylamine		

340. Question 329: Contour farming



Contour farming is the practice of planting row crops, close-sown crops, or hay or other grass crops in level rows **around the slope of a hill**. It prevents the rapid run-off of water from the soil, conserves moisture, and reduces erosion.

Contour farming may be done either with or without strip-cropping (see paragraph 341). Normally, land which is farmed on the contour is also either terraced or stripcropped.

Terraces are ridges or channels constructed across sloping land to control erosion by slowing the rate of water flow. **Ridge-type** terraces, usually built on the level, hold water back until it can soak into the ground. **Channel-type** terraces are usually graded and lead surplus water off the soil into prepared outlets.

Report the total acreage of grain and row crops farmed on the contour this year. Do not include land planted to crops in straight rows running up and down a hill. Report terraced land, if it is farmed on the contour, also as contour farming.

341. Question 330: Stripcropping



Stripcropping is the practice of alternating close-sown crops, such as small grains or hay and pasture crops, with strips or bands of row crops such as corn, vegetables, etc.; or of alternating either close-sown or row crops with bands of fallow land. The purpose of stripcropping is to control soil erosion by slowing the rate of water run-off or to conserve moisture and also to reduce wind erosion.



342. Question 331: Artificial ponds, pits, reservoirs, and earthen tanks

343. Question 331a: Acres in artificial ponds, pits, reservoirs, and earthen tanks



Stripcropping is **not** the interplanting of crops nor the seeding of two kinds of crops in alternating bands in order to improve per acre yield or per acre income.

Stripcropping may be done on level or hilly land. Land which is stripcropped may or may not be farmed on the contour.

If stripcropping was practiced on the place this year, report the total number of acres occupied by the close-sown crops, row crops, and fallow land.

Mark "None" or report the number of artificial ponds, pits, reservoirs, and earthen tanks on this place. Include reservoirs constructed primarily for supplying water for irrigation.

Do not report natural lakes, ponds, temporary pits, gravel pits, or pits left by strip mining. Do not report flooded fields used in a rice and fish rotation.

If "None" is marked for question 331, skip 331a. If any artificial ponds, pits, reservoirs, or earthen tanks are reported in question 331 report the number of acres covered by such areas when filled to capacity. Report in tenths of an acre. If the area is less than one-tenth acre report it as 1/10 acre.

Use this table for finding the acreage in ponds where you know the size of the pond in feet.

Average width of farm pond (feet)	Average length of farm pond (feet)								
	40	60	80	100	120	140	160	180	200
	Acreage in ponds (tenths)								
40	—	—	—	.1	.1	.1	.1	.2	.2
60	—	—	.1	.1	.2	.2	.2	.2	.3
80	—	.1	.1	.2	.2	.3	.3	.3	.4
1001	.1	.2	.2	.3	.3	.4	.4	.5
1201	.2	.2	.3	.3	.4	.4	.5	.6
1401	.2	.3	.3	.4	.4	.5	.6	.6
1601	.2	.3	.4	.4	.5	.6	.7	.7
1802	.2	.3	.4	.5	.6	.7	.7	.8
2002	.3	.4	.5	.6	.6	.7	.8	.9

If the pond is larger than sizes given in this table, calculate the acreage by multiplying the average width by the average length and dividing the total by 43,560 (square feet in an acre).

344. Questions 332a: Land in wheat control program

For question 332a, mark "Yes" if any land in this place (included in acres in this place) was in the crop diversion program (acreage allotment) for wheat this year. The **1964 Voluntary Wheat Program** offers to wheat producers who participate, payments for diverting wheat acres to conservation uses. The wheat producer may have taken part in the program or not, as he chose. The approved conservation uses for the diverted acreage include:

- a. Permanent-type or rotation cover of grasses and legumes.
- b. Temporary cover of grasses and legumes.
- c. Wildlife food and habitat plantings.
- d. Trees and shrubs.
- e. Other conservation uses.

345. Question 332b: Land in feed grain program

If any of the acres in this place were taken out of production of corn, barley, or grain sorghums to participate in the **1964 Feed Grain Program** mark "Yes" for question 332b. Land diverted from feed grains must be in an approved conservation use. A price support payment will be made to those taking part in the program.

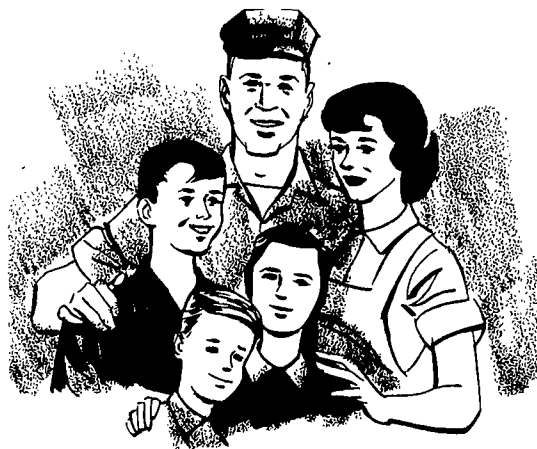
Section 11.—Persons Living in House of Farm Operator

**346. Section 11: Persons living in house of farm operator—
General instructions**

The purpose of this question is to obtain information on the number and characteristics of the person in charge and members of his family. The person in charge, members of his family, and others living in the house are to be listed by name.

Questions pertaining to relationship, sex, and age in columns 2 through 4 are to be answered for each name listed in column 1. Complete columns 1 through 4 line by line asking name, relationship, sex, and age in that order before continuing to columns 5 through 12. The heavy line between columns 4 and 5 will help you separate columns 1 through 4 from columns 5 through 12. When columns 1 through 4 are completed, continue by asking the questions in columns 5 through 12 for each person listed in column 1 who is 10 years old or over. Begin by asking questions in columns 5 through 12 for the person in charge and continue line by line until you have completed each line for each person listed in column 1 who is 10 years old or over.

If there are more than 10 persons living in the house of the farm operator, use blank area on the A1 to list the other persons.



In most cases, the house will be the dwelling or structure in which the person in charge lives. All persons that usually live there are to be listed, except college students away at school and members of the family away from home in the Armed Forces. The person in charge may not be the head of the household. He may be the son, relative, or even a non-relative of the head of household. However, the person in charge should be listed on the first line.

Section 11 must be filled in each questionnaire for which sections 9 to 13 are required. If the person does not live on the place, it is necessary to obtain the information needed for filling section 11 by a personal visit, telephone call, or by letter.

For Indian reservations and institutions such as prison farms, county homes, hospital farms, agricultural school farms, etc., list only the person in charge of the agricultural operations, his family, and others living in the dwelling with him. Do not include inmates of institutions such as prisoners on prison farms, persons in county homes, patients in hospitals, etc., who live in houses located on land included as land in this place for the reservation or institution.

**347. Question 333—Column(1):
Who to list**

List each person who usually lives in the house in which the person in charge lives. If more than 10 persons live in the house use a blank area of the questionnaire for the additional listings.

If you fill the questionnaire, list the person in charge first and then other persons living in the same house, in order of relationship and age. Enter the first name, middle initial, and last name of person in charge. If all persons following have the same last name, enter the first name and middle initial and draw a line to indicate the same last name.

When you have listed the person in charge and each person who usually lives in his house, list each partner and each person who usually lives in the partner's house. Follow the same procedure in listing a partner and each person who usually lives in his house as you did for the person in charge. If the respondent cannot complete section 11 for each partner and each person usually living in the partner's house, you must complete section 11 by telephone or by a personal visit. If the partner lives more than 30 minutes from the boundary of your Assignment and to telephone is **long distance**, mail an A1 and a callback letter to the partner. Write in the top margin of the A1, "Answer **only** question 333." When you receive the A1, copy the information for the partner and each person who usually lives in his house onto the A1 for the partnership.

Include—

1. All relatives living with the person in charge such as wife, sons, daughters, mother, father, mother-in-law, father-in-law, son-in-law, etc.
2. Nonrelatives such as hired laborers; lodgers; servants; persons, or other families living in rooms within the house; etc.
3. Persons temporarily absent from the house, such as persons on vacation or in hospitals.
4. Partners and each member of the partner's household living in the same house as the person in charge or in a separate house.

Do not include—

1. College students away at school, persons away in the Armed Forces, and persons away in institutions.
2. Person not usually living in the house, such as overnight guests, visitors, etc.
3. Hired hands and families or other persons living in bunk-houses, servant quarters, or other dwellings on the place.

**348. Question 333—Column (2):
Relationship to head**

Report the relationship to the person in charge of each person listed except for partners and their families. If a partner and his family live in the same house as the person in charge, or in a different house, list the partner as "Partner" and report the relationship of members of his family to him and not to the person in charge. See the example.

**349. Question 333—Column (3):
Sex**

Report the sex, "M" for male and "F" for female, for each person listed in column 1.

**350. Question 333—Column (4):
Age at last birthday**

Report the age in years at their last birthday for each person listed in column 1. Do not report the year born.

Columns 5-12—are to be answered only for **EACH PERSON 10 YEARS OLD OR MORE.**

**351. Question 333—Column (5):
Last year of school
completed**

Report the highest grade of school ever completed. For the grade completed enter as follows: For no grade completed, enter 0. For elementary school enter the number of grades completed such as 1, 2, 3, 4, 5, 6, 7, and 8; for high school enter 9, 10, 11, or 12, depending on the highest grade completed; for 1, 2, or 3 years of college completed enter 13, 14, or 15; and for 4 or more years of college completed, enter 16.

**352. Question 333—Column (6):
Farmwork on this place**

Report the total number of hours each person did any farmwork or chores on this place last week. Last week refers to the complete week immediately before the questionnaire is filled.



353. Question 333—Column (7):
Days worked on other farms

354. Question 333—Column (8):
Days worked at nonfarm jobs



355. Question 333—Column (9):
Cash wages and salary

Include as farmwork—

Working in fields, orchards, or home garden.

Feeding and caring for livestock and poultry.

Hauling farm products from this farm to market.

Hauling feed, fertilizer, and other supplies to the farm or ranch.

Maintaining and repairing machinery and other farm equipment.

Planning farm or ranch work.

Keeping farm or ranch records.

Supervising farm employees.

Cutting firewood, fenceposts, timber, pulpwood, etc.

Gathering eggs, cleaning milking machines, etc.

Do not include farmwork or chores done on other farms or places, work at nonfarm jobs, or housework. If none, leave blank.

Report the total number of days on which each person has worked or will work **for pay at farm jobs on other farms** in 1964. If the person works only part days, report these as days worked. For example, if a person worked 60 part days and 20 full days, report 80 days worked on other farms.

Report the total number of days on which each person has worked or will work **for pay**, at a nonfarm job, business, or profession in 1964. Report part days worked, as days. For example, if a person worked 100 part days and 30 full days, report 130 days worked at a nonfarm job. Include work at such jobs as store clerk, salesman, truck driver, construction laborer, service station operator, insurance salesman, store manager, lawyer, doctor, real estate dealer, etc. If none, leave blank.

Report the total amount of income received or to be received by each person from wages or salaries, commissions, and tips from all jobs (farm and nonfarm) before taxes and other deductions in 1964. Include cash payments only, do not include the value of any food, clothing, or services that may have been received as pay.

Do not report income received from agricultural operations on this place.



Include as **wages and salaries**, the total amount of money earned (before taxes and other deductions) by each member of the family living in the house who worked (or will work) at farm or nonfarm jobs at any time during 1964. Include piece-rate-payments, cash bonuses, Armed Forces pay, and National Guard pay. **Include wages paid by the farm operator to members of his family or hired workers living in his house who are employed as hired laborers on his farm.** For example, if a son is employed as a hired laborer on his father's farm, include the wages that the son receives from his father. If the person in charge is a hired manager, include his salary.

Commissions are amounts of money received by a person for transacting business for his employer. Usually, but not always, commissions are paid on a percentage basis and are in addition to a fixed rate of pay. In the case of persons employed as salesmen, milk truck drivers, laundrymen, etc., commissions may comprise a large part of their total income.

Tips are payment received in addition to fixed wages for services rendered to customers. For persons employed as waitresses, barbers, taxi drivers, etc., tips may represent an important part of income. Since commissions and tips may vary from one week to another, the respondent may have difficulty reporting the amount received during the year. If so, explain that exact figures are not necessary and suggest that he estimate the total for the entire year, 1964, as best he can on the basis of amounts received during an "average" week or month.

Report the total amount of income (net money income after business expenses) received or that will be received by each person from a nonfarm business or professional practice in 1964.

Nonfarm business includes such enterprises as the operation of a retail store, filling station, feed mill, cotton gin, motel, insurance agency, etc. Professional practices include the work of a doctor, dentist, veterinarian, lawyer, nurse, writer, or other professional person working on his or her own account and not the employee of someone else. The nonfarm business or professional practice may be located either on or off the place.

**356. Question 333—Column (10):
Income from nonfarm businesses or professional practices**

The amount to be reported should represent the total cash receipts from services rendered or goods sold, plus the value of net inventory increases minus business expenses. Income from the rental of farm or nonfarm property should be reported in column 12 (other sources). Business expenses include the cost of goods purchased; rent, heat, light, and power expenses of the business quarters; depreciation of machinery and other business property; decrease in the value of inventory; wages and salaries paid to employees; business taxes; and interest on business mortgages or debts.

Do not include income from the retailing of farm products produced on this place. For example, if a person is processing and retailing **only** the milk produced on the place or if a person with a greenhouse operation has a florist shop in town in which he retails items raised on the place, do not include profits from these operations as nonfarm businesses.

If the business had a net loss for the year, indicate the loss by writing "loss" above the amount of the loss. If the exact figure is not known, obtain the best estimate.

**357. Question 333—Column (11):
Income from Social Security
pensions, etc.**

Report the total amount of income received or to be received this year by each person from any of the following sources:

1. Federal Social Security payments.
2. Pension payments or survivor's benefits received from the U. S. Bureau of Old Age and Survivor's Insurance.
3. Retirement or disability pensions, survivors' benefits subsistence allowances, annuities received from the Veterans' Administration.
4. Civil Service pensions or retirement benefits received from Federal, State, county, or local governments.
5. Retirement benefits received from the Railroad Retirement Board.
6. Unemployment insurance payments.
7. Compensation for injuries incurred at work. This money represents insurance paid by an employer, not by the employee, and may be received directly or indirectly or through an insurance company.
8. Pensions or retirement benefits received from a former employer or from a union, either directly or through an insurance company.

9. Money received from private welfare or relief agencies and organizations, such as old-age assistance payments, aid to the blind, aid to permanently and totally disabled persons, aid to dependent children.

10. Military allotments for dependents.

If the exact figure is not known, obtain the best estimate.

**358. Question 333—Column (12):
Other sources of income**

Report the total amount of income received or to be received by each person from all other sources. **Do not include income from sales of agricultural products from this place.** If the exact figure is not known, obtain the best estimate.

Include—

Rent for farm and nonfarm property.—Report the net income received in 1964 from farmland, all buildings, machinery, equipment, dwellings, garages, stores, etc., rented to others. To determine the net income, add the cash rent to the sales value of farm products received as rent, and subtract all expenses related to the properties rented to others. Such expenses include taxes and insurance; repairs on buildings and machinery; cost of fertilizer, lime, feed, seed, and other items furnished to the tenant; depreciation of buildings and machinery; interest on mortgages and other debts incurred on the property rented to others. Do not deduct the cost of permanent improvements made on the rented property nor payments to reduce a mortgage.

If a loss occurred for the year, enter the amount of the loss and indicate loss by writing loss above the amount of the loss.

Include also—

Soil Bank payments.

Feed grain program payments.

Receipts from oil leases.

Interest and dividends.

Income from customwork.

Income from estates and trusts.

Income from insurance policies or annuities.

Alimony.

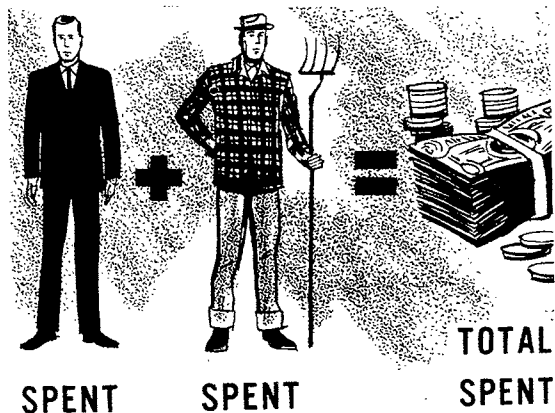
Support from persons not living in the house, etc.

Do not include—

- Withdrawals from bank deposits.
- Borrowed money.
- Transfer of money from one family member living in the house to another.
- Tax refunds.
- Reimbursements for expenditures.
- Sales of property (land, buildings, automobiles, etc.).
- Gifts from relatives or friends.
- Income received from recreational activities and services in this place. (This income to be reported in question 255.)

Section 12.—Selected Farm Expenditures and Hired Workers This Year, 1964

359. Section 12.—Farm expenditures: General instructions



Each question, 334 through 346, requires either a mark for "None," or an entry for dollars. The questions refer to expenditures made or to be made for this place for the entire calendar year, 1964. Include expenses incurred this year, whether or not payment will be made before January 1, 1965. The person in charge may have difficulty estimating his expenditures for the period from enumeration to the end of the year. If so, suggest he estimate them as best as he can on the basis of current costs.

For a tenant-operated farm, report the total expenditures made for the place by both the landlord and the tenant. For a farm operator who rents part of his land to others, report only the expenditures for the land he operates himself.

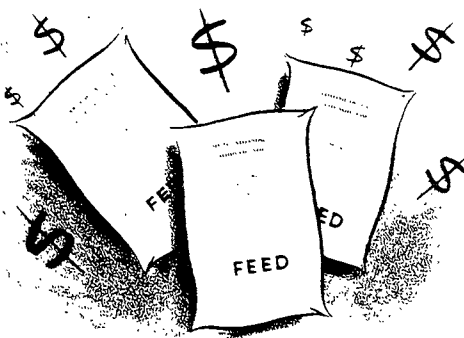
Include the estimated cost of all items furnished by a contractor, such as feed and purchase cost of baby chicks for broilers raised on contract, unless these items were produced on this place.

Report the amount spent for purchase of feed grains (corn, oats, barley, grain sorghums, wheat, and rye). Include the cost of grain purchased from other farms, commercial elevators, or grain and feed dealers (including cooperatives) whether it was fed with or without further processing. **Include** the estimated cost of grain supplied by a contractor for livestock or poultry fed under contract.

Do not include—

1. Payments made by a tenant to his landlord for grain grown on the tenant's place.
2. Payments made by a contractor to the operator for grain grown on this place and consumed by livestock fed under contract on this place.
3. Payments for grain for livestock owned by the operator but fed on contract off this place.

360. Question 334: Feed grains



361. Question 335: Commercial mixed feeds

Report the number of tons (and tenths of tons) and the cost of all commercially mixed formula feed purchased to be fed to livestock (including poultry) on this place this year.

Include as commercially mixed feed—

1. A “complete feed” or “finished feed” which is intended to be fed as a sole ration to animals (or poultry).
2. A “feed additive supplement” or “supplement” which contains one or more feed additives and is intended to be further diluted and mixed to produce a complete feed. It may be fed undiluted as a supplement to other rations or offered free choice with other parts of the ration separately available.
3. A “feed additive concentrate” or “concentrate” or a “premix” intended to be further diluted to produce a complete feed or feed additive supplement.
4. For swine—
 - a. A “pre-starter” which is fed from the time the pig begins to eat until it weighs 12 pounds.
 - b. A “starter ration” which is a complete feed for animals ranging from 10 to 50 pounds.
 - c. A “grower ration” which is prepared for pigs weighing from 30 to 125 pounds.
 - d. A “finisher ration” which is a complete ration for hogs from 100 pounds to market weight.
5. For poultry—commercially mixed rations recommended for chick starter, broiler grower, turkey grower, or egg producer.

Include in cost of commercially mixed feeds—

1. Estimated cost of that supplied by landlord.
2. Estimated cost of that supplied by a contractor for livestock (including poultry) fed under contract.

Do not include as cost—

1. The cost of grinding and mixing.
2. The value of feed grains produced on this place.
3. Feed grains purchased as feed grains by the operator.
4. Salt, medicines, etc.

362. Question 336: Hay and roughages

Report the expenditures for all hays, silages, and other roughages purchased for feed for this place during 1964.

Do not include—

1. Hay or straw for bedding or mulching.
2. Cost of roughage grown on this place and purchased from landlord.

363. Question 337: Cattle, calves, hogs, pigs, sheep, lambs, etc.

364. Question 338: Poultry



365. Question 339: Seeds, bulbs, plants, and trees

366. Question 340: Commercial fertilizer and fertilizing materials

3. Payment made by a contractor to the operator for roughages grown on this place and consumed by livestock fed under contract on this place.
4. Payments for roughages for livestock owned by the operator but fed under contract off this place.

Report the total amount spent or to be spent for the purchase of cattle, calves, hogs, pigs, sheep, goats, horses, mules, other livestock, fur-bearing animals, bees, etc. Be sure to include the estimated cost of livestock fed for others under contract. If necessary, estimate the value of the animals as of the date they arrived on the place.

Do not include the cost of livestock purchased for resale within 30 days after purchase.

Report the total amount spent or to be spent this year for the purchase of poultry.

Include expenditures for—

1. Baby chicks, pullets, turkeys, poults, ducks, etc.
2. The cost of poultry raised or being raised on contract for others. For example, a feed dealer may have supplied baby chicks to a farmer who then grew the chicks to broiler age on contract. Estimate the cost of the poultry as of the date they arrived on the place.

Report the total amount spent or to be spent this year for the purchase of seed for corn, sorghums, soybeans, wheat and other grains, field seeds, grass seeds, cotton, potatoes, etc.; and bulbs, plants, and trees for this place. Do not include the value of seed grown on the place. For nurseries and greenhouses, do not include the cost of products purchased for resale without further growth.

Report the total amount spent or to be spent in 1964 for fertilizer and fertilizing materials. Do not include payments made for applying fertilizer or fertilizing materials by a contractor or other person.

Include expenditures for—

1. All fertilizer and fertilizing materials bought this year without regard to when used.
2. Fertilizer and fertilizing materials supplied by a landlord together with that supplied by tenant.
3. Fertilizer and fertilizing materials furnished by person for whom crops were grown under contract.

Report total amount spent; do not subtract Agricultural Conservation Program payments or refunds.

367. Question 341: Gasoline**Do not include—**

1. Cost of manure used or bought.
2. Cost of gypsum, land plaster, sulphur, etc.
3. Cost of applying fertilizer or fertilizing materials.

Report the amount spent or to be spent this year for gasoline used in the farm business.

Include—

1. Cost of gasoline for irrigation pumps and other auxiliary engines.
2. Cost of gasoline used for farm trucks, farm tractors, self-propelled machinery, etc.
3. Cost of gasoline used for automobiles when **used for the farm business.**

Do not include—

1. Cost of gasoline used in automobiles for the personal use of the person in charge and members of his family.
2. Cost of gasoline used for tractors and farm equipment when doing customwork on other farms or off this place.
3. Cost of gasoline etc. used for motor truck for hauling for others.

368. Question 342: Diesel fuel

Report the amount spent or to be spent this year for diesel fuel used for the farm business. Include the cost of that used by any tractors and other engines and for any other uses for the farm business. Do not include the cost of the diesel fuel used in tractors or engines when doing customwork on other farms.

369. Question 343: LP gas, (butane or propane)

Report the amount spent or to be spent this year for LP gas, (butane or propane) for the farm business.

Include—

1. Cost of that used in farm tractors and auxiliary farm engines including butane-powered pumps.
2. Cost of that used for curing grain, hay, or tobacco.
3. Cost of that used for heating poultry houses, greenhouses, or other farm buildings other than the dwelling of the person in charge.
4. Cost of that used in destroying weeds and brush.

Do not include the cost of that used in the farmhouse for cooking and heating or in tractors or engines when doing customwork on other farms or off this place.

370. Question 344: Other petroleum fuel and oil

Report the amount spent or to be spent this year for all other petroleum fuel and oil other than gasoline, diesel oil, and LP gas (butane or propane) used in the farm business.

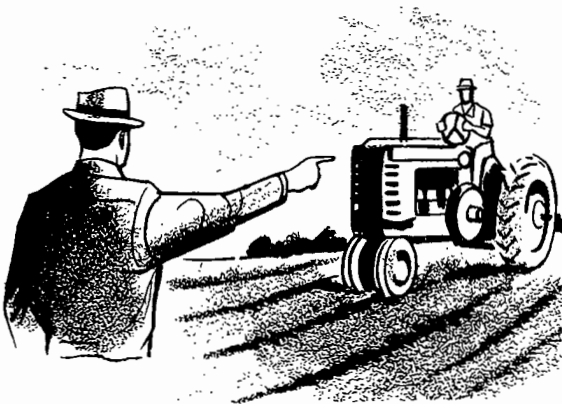
Other petroleum fuel and oil includes kerosene, piped gas, natural gas, motor oil (lubricating oil), greases, fuel oil, and other tractor fuel.

Include other petroleum fuels and oil for:

1. Operation of tractors and other engines.
2. Control of weeds, insects, and diseases.
3. Curing grain, hay, or tobacco.
4. Heating poultry houses, greenhouses, or other farm buildings.
5. Operation of irrigation pumps, and other auxiliary engines.

Do not include that used in the farmhouse for cooking and heating or that used in tractors or engines when doing customwork on other farms or off this place.

371. Question 345: Machine hire



Report the total amount paid and to be paid this year for the hire of machines and for the labor used in operating those machines. Include also payments made for contract work such as fruit and vegetable harvesting. If a share of a crop is given in payment for machine hire include the value of the product given in payment.

Include expenditures for—

1. Tractor hire, plowing, spraying, dusting.
2. Grain combining and threshing.
3. Baling, silo filling, corn picking, feed mixing.
4. Cotton picking by cotton picker.
5. Contract work performed by persons hired by a labor contractor, cooperative, processor or dealer for such work as:
 - vegetable harvesting,
 - fruit harvesting,
 - berry picking.
6. Applying of fertilizer and lime and applying of sprays, dusts, "weed killers" etc.

Do not include expenditures for—

1. Machine work received in exchange for machine work.
2. Freight or trucking except in cases where the freight or trucking is included in a total payment for other custom or contract work such as harvesting, picking, packing, etc.
3. Cotton ginning.

372. Question 346: Hired labor



Report the total amount of **cash** paid and to be paid this year for farm labor including payments made for Social Security taxes. **Include payments to members of the operator's family, if they received cash for farmwork.** Combine all payments whether made by the hour, by the day, by the month, or by the piece of work done.

Do not include the value of housing, food, etc, given in payment or partial payment of farm labor.

Consider as farm labor any work from doing chores to planning which is necessary to the agricultural operation and was paid for in cash. Examples of farmwork for which cash payments may be made include:

Working in fields and orchards.

Feeding and caring for livestock.

Irrigating crops.

Hauling farm products to market.

Hauling feed, fertilizer, and other supplies to the farm or ranch.

Cleaning and caring for milk pails and separators.

Maintaining and repairing machinery and other farm equipment on the place.

Constructing or repairing farm buildings and fences with regular farm help.

Planning farm or ranch work.

Keeping farm or ranch records.

Supervising hired farm employees.

Regular farm help used for cutting firewood, fenceposts, timber, pulpwood, etc.

Do not consider as farm labor and do not report expenditures for:

Work received in exchange for work.

Housework.

Contract work performed by a person employed by a labor contractor, cooperative, processor, or dealer.

Contract construction work.

Customwork for which equipment and operating labor are hired such as custom combining, hay baling, etc.

Repair, installation, or construction work done by persons employed specifically for such work.

373. Question 347: Number of hired workers



Report the number of hired workers who did farmwork or chores on this place and who have or will work 150 days or more on this place this year. (See explanation for question 346 for examples of farmwork.)

Include as hired farmworkers, if they have or will work 150 days or more on this place—

1. Members of the operator's family if they were paid any cash.
2. Regular hired farmworkers even if they were doing construction or repair work along with their farmwork.

Do not include as hired farmworkers—

1. Persons who will work less than 150 days on the place in 1964.
2. Operators of hired machines if their pay is included in the cost of customwork.
3. Inmates of an institution.
4. Members of the operator's family who worked without cash pay.
5. Partners working without cash pay.
6. Persons performing contract work and persons employed by a labor contractor, cooperative, processor, or dealer.

Section 13.—Rental Agreement, Farm Value, and Farm Real Estate

RENTAL AGREEMENT

374. Question 348: Acres rented from others

If there were acres reported rented from others in question 4, copy the number of acres for this question. If no acres were reported rented in question 4, mark the "None" square and skip to question 353.

375. Question 349 and 349a: Cash rent

Mark "Yes" in question 349 if the person in charge pays cash rent to his landlord, whether the cash payment represents the total rent or only a part of it. If the answer is "Yes," enter in question 349a the total amount paid and to be paid the entire year, whether paid for cropland, pastureland, or buildings.

376. Question 350, 351, and 352: Other rental agreements

There may be two or more types of rental agreements between the person in charge and his landlord or landlords; for example, cash for part of the rent and a share of products for the remainder. If so, mark "Yes" for questions 349, and 350 or 351.

Note that questions 350 and 351 refer only to a share of farm products as, for example, 1/4, 1/3, 1/2, etc., with **no mention** of the exact quantity.

Question 352 refers to all rental arrangements other than cash or a share of the products. Mark "Yes" for this question if the operator gives his landlord a **fixed quantity** of products as, for example, 100 bushels of potatoes, 3 bales of cotton, etc., or if he has the land under **any other rental agreement**. Or for example: the rental agreement may specify "Supply chickens and eggs to landlord," "Cares for landlord's livestock," etc.

FARM VALUE

377. Question 353: Value of land and buildings

Before you ask the respondent for the value of the land and buildings on this place, fill in the columns for "None" and "Acres" yourself. Copy the entries for land owned, rented, or managed from section 2. Be sure to copy these entries correctly. When you finish, you must have either a mark for "None" or a figure for acres in all parts a through d.

For each acre entry in column 1, report the present **market value** of the land and the buildings on the land. The market value refers to the price which the person in charge would expect to receive for the land and buildings if he sold them on the day of enumeration. **Do not report the assessed value.** Report the total value in whole dollars.

Include—

1. Value of dwelling if part of this place.
2. Value of fruit packing sheds, vegetable sheds, etc., that are used to prepare products of the farm for marketing.

Do not include—

1. Value of major agricultural manufacturing or processing plants, such as cotton gins or sugar mills.
2. Value of institutional or other buildings used for non agricultural purposes such as hospitals, dormitories, stores, filling stations, factories, etc.

Accept the respondent's figure without question other than to make sure he understands that he is not to include the value of nonfarm buildings. If he hesitates to place a market value on the land and farm buildings or says he doesn't know, **obtain an estimate.**

FARM REAL ESTATE DEBT

378. Question 354: Real estate debt

If no owned land was reported in question 3, mark "No land owned," and skip to question 355. Mark "Yes," if the operator owes **any** farm real estate debt on land owned as reported in question 3.

Include all owned land even though all or part of it may be rented to others. A hired manager should report debt only on land which he actually owns. He should not report debt on land owned by his employer.

Include—**Do not include—**

Farm real estate mortgages.

Chattel mortgages.

Land purchase contracts.

Crop liens.

Purchase money mortgages.

Mortgages on livestock.

Deeds of trust.

Mortgages on machinery.

Deeds to secure debt.

Promissory notes.

Bonds for deeds.

Delinquent taxes.

Confessions of judgment.

Judgments.

Vendors' liens (deed with

Mechanics' liens.

vendor).

379. Question 354a: Real estate debts to lending institutions

Mark "Yes" if **any part or all** of the mortgage debt is owed to a Federal land bank, Farmers Home Administration, an insurance company, or a commercial or savings bank.

380. Question 354b: Other real estate debts

Mark "Yes" if **any part or all** of the mortgage debt is owed to a person from whom land was purchased, a relative, other individuals, a savings and loan association, a mortgage or investment company, a production credit association, or a State loan fund.

If "Yes," report the amount of the total unpaid principal now owed on these debts. Do not include the amount owed to lenders listed in question 354a.

381. Question 355: Date of questionnaire

This question must be answered on every A1.

The date refers to the month and day on which most of the information was entered on the questionnaire, whether by you or by the respondent. If you filled most of the questionnaire, enter the date when you filled it. If the respondent filled most of the questionnaire, the date when he filled it must be entered.

382. Remarks

Be sure to write in a blank area or in the margins of the questionnaire a note about any problems you encountered in filling the A1 or a note explaining an entry about which there is any question. Any calculations that you made when filling the questionnaire should be made in the blank area. Always enter the number of the question to which each remark or calculation refers. (See paragraph 84.)

Section 14.—Enumerator's Record

383. Source of information

Mark X in one square to indicate who gave you the information entered on the questionnaire. If you mark the "Other" square, enter the name of the person.

384. Sign questionnaire after review

Do not sign the questionnaire until you have reviewed it. (See paragraph 85.)

Your signature on an A1 indicates that the information is complete and accurate to the best of your knowledge. Do not sign the A1 until you have checked it for both completeness and consistency. You must check your own entries as well as the respondent's.

After checking the A1 for completeness, use the Consistency Checklist on the back cover of this book to check the A1 for consistency. Follow the instructions for each question on the checklist and verify that the entries on the A1 have been made in accordance with the instructions. You may find that some checklist instructions do not apply if the listed question does not appear on your A1 or if the instructions and entry on the A1 indicate the question is to be skipped.

Chapter VII.—FORM A18—TOWNSHIP SKETCH

385. Where Form A18 is used

Form A18 is used only in the following States:

Colorado—all counties except Clear Creek, Delta, Denver, Gilpin, Fremont, Jefferson, Mesa, and San Juan.

Kansas—all counties except Johnson and Wyandotte.

Minnesota—all counties except Cook, Hennepin, Koochiching, Lake, Lake of the Woods, and Ramsey.

Montana—all counties.

Nebraska—all counties except Douglas and Lancaster.

New Mexico—all counties except Los Alamos.

North Dakota—all counties.

Oklahoma—all counties except Oklahoma county.

South Dakota—all counties.

No Assignment with a "D" procedure code will use the Form A18.

If you do not have an Assignment in one of the counties listed above, do not study this chapter.

If you do have an Assignment in the area where Form A18 is used, a Township Sketch (Form A18) will be attached to your Assignment map. The specific area for which you are to fill Form A18 is identified by Assignment number, State, and county at the top of the A18, to the right of the title. The numbers of the appropriate township and range are given in the spaces provided on each side of the A18. (See appendix, Exhibit 4.)

386. Purpose of Form A18

Much of the land in the area where Form A18 is required is farmed by persons who do not live on the place, or by persons who live on the place only during part of the year. Form A18 will help you get complete coverage of all farmland and ranchland in your Assignment, whether or not anyone is living on it at the time of enumeration and whether or not there were any agricultural operations on it this year.

387. Description of Form A18

The boundaries of your Assignment area and ED's are marked in orange on your copy of the township sketch, just as they are on your Assignment map. Each small dotted-line square on the A18 represents 160 acres, or a quarter section. You must account for every quarter section or part of a quarter section within your Assignment by making entries on Form A18 according to the instructions in this chapter.

388. Mapping land in A18

You are required to draw in the boundaries and enter the A1 number on your A18 for each place for which you obtain an A1. Draw the boundaries around as many quarter sections or parts of quarter sections as necessary to indicate the location of the land reported in question 7, "**Acres in this place.**" Enter the A1 number within those boundaries. If the person in charge of the place for which you obtain an A1 rents or leases land to others, do not include the land rented or leased to others within the boundaries of the place you sketch on the A18.

In some cases, the farm area may be so small that you cannot enter the A1 number in the proper location on the A18. If the farm area is less than 40 acres, enter the A1 number on a part of the sketch that is outside your Assignment boundary and draw an arrow connecting the number with the exact location of the land.

In cases where the "**Acres in this place**" consist of two or more separate tracts that do not adjoin one another, draw in the boundaries of each separate tract; enter the A1 number within each set of boundaries.

If all the "**Acres in this place**" are within your Assignment, the total acres covered by the drawn-in boundaries for the same A1 number should be accurate and within 10 acres of the entry in question 7.

"**Acres in this place**" may be located in more than one ED within your Assignment. If so, draw the boundaries of the land located in each ED. Enter the A1 number within the boundaries of the land located in each ED.

Part of the "**Acres in this place**" may extend across your assignment boundary into an adjoining enumerator's Assignment. If so, draw in the boundaries of that part of the place that is within your Assignment. Enter the A1 number within those boundaries even though the acres covered by the A1 number will be less than the entry in question 7. In cases such as this, enter the A1 number and a note in the "Remarks" space at the bottom of the sketch to explain that some of the "**Acres in this place**" are outside your Assignment. Whenever possible, identify the section, township, and range where the remainder of the land is located. For example, "17 has 160 acres in Section 19, T2N, R2W."

389. Entering A2 line number on A18

In some cases, you will determine from your A2 Listing that some other enumerator is required to obtain the A1 for a person who has agricultural operations in your Assignment. If so, you will not have an A1 number to indicate the location of the land operated by that person. In such cases, draw the boundaries of his land in the proper locations on the township sketch and enter his A2 line number preceded by "A2" within those boundaries. For example, "A2-53." The A2 line number must indicate the location of every quarter section or part of a quarter section that he operates in your Assignment. When necessary, enter the A2 line number outside the boundaries of your Assignment and draw an arrow connecting the number with the exact location of the land.

Whenever you find a tract of land for which you do not obtain an A1, you should list the name of the person in charge of the agricultural operations or the name of the owner, on the A2 Listing. If a tract of land does not have agricultural operations this year, enter A2 line number within the boundaries of the tract and fill a line on the back of the A18 to account for this land.

390. Filling Form A18

Whenever you enter an A2 line number on the township sketch you must also give the information required on the back of the A18. Fill one line for each person **having farmland** for whom you did not obtain an A1. Instructions for filling the form are as follows:

Column 1.—Enter the A2 line number for the person listed on Form A2.

Column 2.—Enter the name of the person who farmed this land this year. If the land was kept fallow this year, enter the name of the person who plans to farm it next year. If the land was not farmed this year and will not be farmed next year, give the name of the owner in column 2 and enter the reason in column 6.

Column 3.—Enter the mailing address of the person whose name is given in column 2 of this form. If he lives in a town or city, give his house number and street address. If the person named on this form is the same one who is listed on your A2, you can copy his mailing address from column 13 of your A2.

Column 4.—If the person operates a farm or lives in an adjoining area, enter the numerical description of the township and range in which he lives. For example, T2N, R3W.

Column 5.—Mark X for “No” or “Yes” to indicate whether the person listed in column 2 has agricultural operations where he lives. If the person listed here is the same one who is listed on your A2, copy the entry from column 8 of your A2 without asking the question.

Column 6.—Use the column to explain the present use of the land if it was not farmed this year and is not intended to be farmed next year. If the land is in the Soil Bank, write Soil Bank.

You must have entries on the back of the A18 to correspond with each A2 line number entered on the front of your A18.

Draw boundaries on the A18 around the areas within your assignment that do not represent farmland. Enter a large X within those boundaries. Nonfarmland includes areas such as National, State, or county parks, Taylor Grazing Permit Land, wildlife refuges, lakes, forests, and cemeteries. Also, identify the kind of nonfarmland represented by each X entry. For example, enter “forest,” or “park,” or “grazing district,” etc. below the X.

Your A18 is not complete until you have accounted for all the land within the Assignment shown on the A18. See appendix, Exhibit 4 to see how entries should be made.

Make sure you have—

1. Drawn the boundaries and entered the A1 number for each place for which you obtained an A1. (For example: 12.)
2. Drawn the boundaries and entered the A2 line number for each place with agricultural operations for which you did not obtain an A1. (For example: A2-5.)
3. Drawn the boundaries and entered X, together with a short description, for each separate area of nonfarmland.

You must turn in your completed A18 along with the other materials in your portfolio when you have finished your enumeration Assignment.

Chapter VIII.—CONVERSION FACTORS

391. Purpose of conversion factors

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 his figures to the required unit on the basis of the conversion factors in this chapter.

392. 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 are a few examples of how to use the factors:

1. For question 10a, an operator reports 450 bushels of ear corn. Looking at the conversion factors given for question 10, corn, you find that 2 bushels of ear corn are equal to one bushel of shelled corn. In this case, you would divide the respondent's figure of 450 by 2 and you would enter the result, 225, in question 10a for bushels of corn for grain.
2. For question 33, an operator reports $12\frac{1}{2}$ 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. For question 165, an operator reports he harvested 500 boxes of apples. First you would need to find out the kind of box he is referring to and what is the weight per box. Then you would multiply the pounds per box by the number of boxes. Suppose each box weighed 44 pounds:

$$500 \text{ boxes} \times 44 \text{ lb.} = 22,000 \text{ lb.}$$

In this case, you would enter 22,000 on the questionnaire for pounds of apples harvested.

393. Conversion factors for corn

Corn:

56 lb. shelled corn	= 1 bu. shelled corn.
70 lb. ear corn, husked	= 1 bu. shelled corn.
2 leveled bushel baskets of ear corn, or $1\frac{1}{2}$ heaped baskets	= 1 bu. shelled corn.
6 leveled bushel baskets of corn in the husk, or 4 heaped bushel baskets	= 1 bu. shelled corn.
1 barrel of corn usually	= 5 bu. shelled basis.
(In some areas, 1 barrel = 2 to 3 bu. shelled basis.)	

To measure corn in a crib:

1 bu. of ear corn (70 lb.) occupies about $2\frac{1}{2}$ cu. ft.

To find the number of bushels of shelled corn in a rectangular crib filled with ear corn use: $0.4 \times \text{length} \times \text{width} \times \text{average depth in feet} = \text{bushels}$. Suppose the crib is 18 feet long and 12 feet wide and filled with ear corn to an average depth of 8 feet. The problem is worked like this:

$$0.4 \times 18 \times 12 \times 8 = 691 \text{ bushels.}$$

To find the number of bushels of shelled corn or grain in a rectangular bin use: $0.8 \times \text{length} \times \text{width} \times \text{average depth in feet} = \text{bushels}$. Suppose the crib is 18 feet long and 12 feet wide. It's filled with shelled corn to an average depth of 8 feet. The problem is worked like this:

$$0.8 \times 18 \times 12 \times 8 = 1,382 \text{ bushels.}$$

For a **round bin** use the table below.

If the corn is shelled, read the bushels from the table. If it is ear corn, divide the bushels given in the table by 2. For example, a round bin is 14 ft. in diameter and has ear corn to a depth of 10 ft., report 600 bushels of shelled corn ($1,200 \div 2 = 600$).

If wet (30 to 40 percent moisture) shelled corn has been put in a round **silo**, multiply the bushels given in the table by 0.75. If wet (30 to 40 percent moisture) ear corn has been put in a round **silo**, divide the bushels given in the table by 2 and multiply by 0.75. For example, a silo 14 ft. in diameter has high moisture ear corn to a depth of 10 ft.; report 450 bushels of shelled corn ($1,200 \div 2 \times 0.75 = 450$).

ESTIMATED BUSHEL CAPACITY IN TERMS OF NO. 2 SHELLED CORN (15.5 PERCENT MOISTURE) FOR SELECTED SIZES OF CYLINDRICAL STORAGE STRUCTURES

Diameter in feet	Height in feet								
	10	15	20	25	30	35	40	45	50
	Bushels of shelled corn								
14	1,200	1,800	2,500	3,100	3,700	4,300	4,900	5,500	6,200
16	1,600	2,400	3,200	4,000	4,800	5,600	6,400	7,200	8,000
18	2,000	3,000	4,100	5,100	6,100	7,100	8,100	9,100	10,200
20	2,500	3,800	5,000	6,300	7,500	8,800	10,000	11,300	12,600
22	3,000	4,600	6,100	7,600	9,100	10,600	12,200	13,700	15,200
24	3,600	5,400	7,200	9,000	10,900	12,700	14,500	16,300	18,100
26	4,200	6,400	8,500	10,600	12,700	14,800	17,000	19,100	21,200
28	4,900	7,400	9,900	12,300	14,800	17,300	19,700	22,200	24,700
30	5,700	8,500	11,300	14,200	17,000	19,800	22,600	25,500	28,300

394. Conversion factors for sorghums

Sorghums:

56 lb. of sorghum grain = 1 bu.
 1 ton of heads = 25 bu. of grain.

395. Conversion factors for silage

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 deep in a silo with a 14-foot diameter, you would enter 91 tons of silage on his questionnaire.

SILAGE STORAGE: APPROXIMATE CAPACITY OF CYLINDRICAL SILOS

(Use height of silage after setting 2 days)

Depth of silage (feet)	Inside diameter of silo, in feet										
	10	12	14	16	18	20	22	24	26	28	30
	Capacity, tons										
10	10	15	20	26	33	41	50	59	69	80	92
15	18	25	34	45	57	70	85	101	119	138	158
16	19	28	38	49	62	77	93	110	130	150	172
17	21	30	41	53	67	83	101	120	141	163	187
18	23	32	44	58	73	90	109	130	152	177	203
19	24	35	48	62	79	97	118	140	164	191	219
20	26	38	51	67	85	105	127	151	177	205	235
21	28	40	55	72	91	112	135	161	189	219	252
22	30	43	59	77	97	120	145	172	202	234	269
23	32	46	63	82	103	128	154	184	216	250	287
24	34	49	66	87	110	135	164	195	229	265	305
25	36	52	70	92	116	143	173	206	242	281	323
26	38	55	74	97	123	152	184	219	257	298	342
27	40	58	79	103	130	160	194	231	271	314	361
28	42	61	83	108	137	169	204	243	285	331	380
29	44	64	87	114	144	178	215	256	300	348	400
30	47	67	91	119	151	187	226	269	315	366	420
31	49	70	96	125	158	195	236	281	330	383	439
32	51	74	100	131	166	205	248	295	346	401	460
33	53	77	105	138	173	214	258	308	361	419	481
34	56	80	109	143	181	224	270	321	377	438	502
35	58	84	114	149	188	232	281	335	393	456	523
36	61	87	118	155	196	242	293	349	409	474	545
37	63	91	123	161	204	252	305	362	425	493	566
38	65	94	128	167	212	261	316	376	442	512	588
39	68	98	133	174	220	271	328	391	459	532	611
40	70	101	138	180	228	281	341	405	476	552	633
41	73	105	143	187	236	292	353	420	493	572	656
42	76	109	148	194	245	302	366	435	511	592	680
43	78	113	153	200	253	313	378	450	529	613	704
44	81	116	159	207	262	323	391	466	547	634	728
45	84	120	164	214	271	334	405	481	565	655	752
46	86	124	169	221	280	345	418	497	583	677	777
47	89	128	175	228	289	357	431	514	603	699	802
48	92	132	180	235	298	368	445	530	622	721	828
49	95	137	186	243	307	380	459	546	641	744	854
50	98	141	192	250	317	391	473	563	661	765	880
51		145	197	257	326	402	487	579	680	788	905
52		149	203	265	335	413	500	595	699	810	930
53		153	208	272	344	425	514	611	718	832	955
54		157	214	279	353	436	528	628	737	855	981
55		161	219	286	363	448	542	644	756	877	1,007
56			225	294	372	459	556	661	776	900	1,033
57			231	301	381	471	570	678	796	923	1,060
58			237	309	391	483	584	695	816	946	1,086
59			243	317	401	495	599	713	836	970	1,114
60			248	324	410	506	612	729	855	992	1,139

Pit, trench, or bunker silos:

40 lb. of silage occupies 1 cubic foot.

1 ton of silage occupies 50 cubic feet.

To find the number of tons of silage per silo use: length \times average width \times average depth \times .02. For example, a farmer has a trench silo 60 feet long, an average of 12 feet wide, and an average of 6 feet deep, report 86 tons ($60 \times 12 \times 6 \times .02 = 86$).

Pounds per bushel

**396. Conversion factors for
soybeans, cowpeas, and
peanuts**

Soybeans	60
Cowpeas	60
Peanuts (unshelled):	
Virginia type	17
Runners, Southeastern	21
Spanish	25
Velvetbeans (hulled)	60

**397. Conversion factors for wheat
and other small grains**

Wheat, 60 lb.	= 1 bu.
Oats, 32 lb.	= 1 bu.
Barley, 48 lb.	= 1 bu.
Rye, 56 lb.	= 1 bu.
Flaxseed, 56 lb.	= 1 bu.
Rice:	
45 lb. (dry weight)	= 1 bu.
162 lb. (dry weight)	= 1 barrel.
3-3/5 bu. (dry weight)	= 1 barrel.
100 lb. (California) (dry weight)	= 1 bag.
Emmer and spelt, 40 lb.	= 1 bu.
Proso millet, 48-50 lb.	= 1 bu.
Buckwheat, 48 lb.	= 1 bu.
Safflower, 37-48 lb.	= 1 bu.
Mustard seed 58-60 lb.	= 1 bu.

See paragraph 393 for finding the number of bushels of grain in a rectangular or a round bin.

**398. Conversion factors for hay
crops**

Hay crops:

3 tons (green weight) = 1 ton (dry weight).

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.

<i>Approximate weight per bale of hay (pounds)</i>	<i>Number of bales per ton</i>
20	100
25	80
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

**399. Conversion factors for
field seeds**

	<i>Pounds per bushel</i>
Alfalfa seed	60
Austrian winter peas	60
Bluegrass or June grass seed (green- weight basis)	14 to 30
Clover seed	60
Millet seed (other than proso)	50
Orchardgrass seed	14
Sunflower seed	32
Timothy seed	45
Vetch seed	60

**400. Conversion factors for Irish
potatoes, and sweetpotatoes**

Irish potatoes:	
1 bu	= 60 lb.
1 cwt.	= 100 lb.
1 ton	= 20 cwt.
1 bbl	= 165 lb. or 2 $\frac{3}{4}$ bu.
100-lb. bag (cwt.)	= 1 $\frac{2}{3}$ bu.

401. Conversion factors for
cotton

Sweetpotatoes:

1 bu.	= 55 lb.
1 crate	= 50 lb.

Cotton:

1 bale (500 lb. lint)	= Seed cotton, 1,500 lb.
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402. Conversion factors for dry
field and seed beans,
popcorn, broomcorn, sugar-
cane for sirup, and hops

Dry field and seed beans: *Pounds per bushel*

Lima, dry	56
Others, dry	60

Popcorn:

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

If respondent reports in pounds of shelled popcorn, multiply
pounds of shelled corn by 1.25 to get pounds of ear corn.

For example, 56 lb. x 1.25 = 70 lb.

Broomcorn:

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

Sugarcane for sirup:

1 gal.	= 11.45 lb.
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Hops:

1 bale	= 200 lb.
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403. Conversion factors for
cranberries and other
berries

Cranberries:

1 barrel	= 100 lb.
1/4 barrel box	= 25 lb.

Other berries:

1 pt.	= 3/4 lb.
1 qt.	= 1 1/2 lb.
1 gal.	= 4 qt.
2 pints	= 1 qt.
1 24-qt. crate	= 36 lb. stemmed strawberries, blackberries, or raspberries.
1 16-qt. tray or crate	= 24 lb.

**404. Conversion factors for acres
in orchards, etc.**

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

405. Conversion factors for apples

Apples: The term "bushel" as used for apples means something different in different States and areas. The actual container referred to may be a box, carton, or basket of several sizes. In many cases, however, the cubic inch content may be the same. The main reasons for differences in weight between States or areas are (1) differences in varieties, (2) differences in size of fruit, (3) differences in the type and amount of packing material used, (4) actual differences in volume of the container, and (5) differences in how full container is filled. Try to get the grower to estimate the weight of his own unit when conversion to weight is necessary. If he feels he cannot, use the following weights for a "bushel" of apples:

California	37
Montana	39
Maine, New Hampshire, Vermont, Massachusetts, Nevada	40
Oregon, New York, Idaho	41
Rhode Island, Wisconsin, Minnesota, Connecticut	42
Iowa, Kansas, West Virginia, Colorado, Arkansas, New Mexico, Washington, Louisiana, North Dakota, South Dakota, Nebraska, Texas, Wyoming, Arizona, Oklahoma	43
Pennsylvania, Ohio, Indiana, Michigan, Missouri, Virginia, Tennessee, Utah, Delaware, Florida, Mississippi, Georgia, Alabama, Maryland, South Carolina	44
New Jersey, Illinois, North Carolina	45
Kentucky	47

Other conversion factors as follows:

34 lb.	= 1 loose box (Washington and Oregon)
3 bu.	= 1 bbl.
1 lb. of dried apples	= 8 lb. of fresh fruit

**406. Conversion factors for
peaches and pears****Peaches:**

1 bu.	= 48 lb.
$\frac{3}{4}$ bu. basket	= 36 lb.
$\frac{1}{2}$ 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	= $7\frac{1}{2}$ lb. fresh fruit for clings or $6\frac{1}{2}$ lb. fresh fruit for freestones.

Pears:

1 bu.	= 50 lb.
40 bu.	= 1 ton.
1 box	= 50 lb.
1 crate, Western ($4\frac{1}{2}$ " \times 16" \times $16\frac{1}{2}$ ")	= 22 lb.
1 lb. dried pears	= $5\frac{1}{2}$ lb. fresh fruit.

**407. Conversion factors for
grapes****Grapes:**

1 bu.	= 48 lb.
1 Eastern 4 qt. climax basket	= 6 lb.
1 Eastern 12 qt. basket	= 18 lb.
1 Western lug	= 28 lb.
1 Western 4-basket crate	= 20 lb.
1 box, sawdust pack	= 34 lb.
1 ton	= 41.67 bu.
1 lb. raisins	= 4 lb. grapes.

**408. Conversion factors for
plums and prunes****Plums and prunes:**

1 bu.	= 56 lb.
$\frac{1}{2}$ bu. basket	= 28 lb.
California, 4-basket crate	= 20-29 lb.
1 box, Northwestern suitcase	= 16 lb.
1 lb. dried fruit	= $2\frac{1}{2}$ lb. fresh fruit for California and $3\frac{1}{2}$ lb. for Washington and Oregon.

409. Conversion factors for cherries

Cherries:

1 bu. unstemmed	= 56 lb.
1 qt. unstemmed	= 1 $\frac{3}{4}$ lb.
1 bu. stemmed	= 64 lb.
1 qt. stemmed	= 2 lb.
1 cherry lug (4 $\frac{1}{8}$ " \times 11 $\frac{1}{2}$ " \times 14")	= 16 lb.
4 qt. climax basket	= 6 lb.

410. Conversion factors for apricots

Apricots:

1 bu.	= 48 lb.
1 lug (Brentwood) ($\frac{1}{2}$ bu.)	= 24 lb.
1 Western 4-basket crate	= 24 lb.
5 $\frac{1}{2}$ lb. fresh fruit	= 1 lb. dried fruit.

411. Conversion factors for figs, avocados, nectarines, and olives

Figs:

1 California single layer crate	= 6 lb.
1 California deep crate	= 15 lb.
1 lb. dried fruit	= 3 lb. fresh fruit for California and 4 lb. fresh fruit for other areas.

Avocados:

1 single layer flat	= 13 lb. for California and 12 to 15 lb. for Florida.
1 bu.	= 50 lb.
1 lug	= 12-15 lb.

Nectarines:

1 bu.	= 50 lb.
California fruit box (2 layer)	= 18 lb.
California fruit box (1 layer)	= 11 to 13 lb.
Sanger lug	= 22 to 24 lb.
L. A. lug	= 30 lb.
4-basket crate	= 30 lb.

Olives:

1 lug box	= 25-30 lb.
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**412. Conversion factors for
citrus fruits**

Some citrus conversion factors vary from year to year and from area to area. Be sure to check with the respondent to see if the particular one you use seems correct to him. Use his own conversion factor, if he knows; if he does not, use the conversion factor given below.

Unit of measure and kind of fruit	California and Arizona	Texas	Florida	Louisiana	Alabama and Mississippi
Field box:	<i>Pounds</i>	<i>Pounds</i>	<i>Pounds</i>	<i>Pounds</i>	<i>Pounds</i>
Valencias	55	90	90	—	—
Satsumas	—	—	90	—	—
Temple	—	—	90	—	—
Tangerines	—	100	90	—	—
Navel	52	—	—	—	—
Other oranges	52	90	90	90	—
Grapefruit	—	80	80	—	—
Desert Valleys	50	—	—	—	—
Other California areas	52	—	—	—	—
Lemons	52	90	90	—	—
Tangelos	—	—	90	—	—
Packed box (a half-box, usually a paper carton, equals one-half weight of a packed box):					
Satsumas	—	—	90	85	185
Tangerines	—	—	90	90	190
Other oranges	75	90	90	90	90
Grapefruit	—	80	80	80	80
California desert valleys and Arizona	64	—	—	—	—
Other California areas	67	—	—	—	—
Lemons	76	—	—	—	—
Limes	—	—	80	—	—
Tangelos	—	—	90	—	—
Bushel:					
Satsumas	—	—	—	53	53
Tangerines	—	—	—	53	53
Other oranges	—	—	—	56	56
Grapefruit	—	—	—	50	50
Limes	—	—	55	—	—
Mesh bags (1/2 box):					
Oranges	—	45	45	—	—
Grapefruit	—	40	40	—	—

¹ A half-strap equal 40 to 42 lb. or 4/5 bu. ² A half-box equals 45 lb.

**413. Conversion factors for
mangoes, quinces, guavas,
Japanese persimmons, and
pineapples**

Mangoes:

1 bu.	= 55 lb.
Florida avocado box	= 16 lb.

Quinces:

1 bu.	= 48 lb.
------------	----------

Guavas:

1 bu.	= 54 lb.
------------	----------

Japanese persimmons:

1 fruit box (1 layer)	= 11-13 lb.
1 fruit box (2 layers)	= 18 lb.

Pineapples:

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

**414. Conversion factors for land
area**

Land area:

144 square inches	= 1 square foot
9 square feet	= 1 square yard
30 $\frac{1}{4}$ square yards	= 1 square rod
160 square rods	= 1 acre
640 acres	= 1 square mile (or section)
1 acre	= $\left\{ \begin{array}{l} 160 \text{ square rods} \\ 4,840 \text{ square} \\ \text{yards} \\ 43,560 \text{ square feet} \end{array} \right.$

415. Conversion factors for lumber

Lumber:

1 board foot	= 144 cu. inches
(1" \times 12" \times 12"; 2" \times 6" \times 12"; 2" \times 4" \times 18"; 4" \times 4" \times 9"; etc.)	

**416. Conversion factors for maple
sap, maple sirup**

Maple products:

40 gallons of sap	= 1 gallon of sirup
11 lb. maple sirup	= 1 gallon of sirup
8 lb. maple sugar	= 1 gallon of sirup

417. Conversion factors for cream**To convert cream to butterfat—**

Multiply	{	pints by3
		quarts by6
		gallons by	2.5

418. Conversion factors for fractions

Report fractions, when required, to the nearest tenth according to the following table.

If respondent reports fraction										Enter nearest tenth on A1 as—
1/7 to 1/19	2/13 to 2/39	3/12 to 3/20	4/16 to 4/26	5/20 to 5/33						1/10
1/4 to 1/6	2/8 to 2/12	3/9 to 3/11	4/12 to 4/15	5/15 to 5/19	6/18 to 6/23					2/10
1/3	2/6 to 2/7	3/7 to 3/8	4/9 to 4/11	5/12 to 5/14	6/14 to 6/17	7/16 to 7/20	8/18 to 8/22	9/20 to 9/25		3/10
	2/5			5/10 to 5/11	6/11 to 6/13	7/13 to 7/15	8/15 to 8/17	9/17 to 9/19		4/10
1/2	2/4	3/6	4/8	5/8 to 5/9	6/10	7/11 to 7/12	8/13 to 8/14	9/14 to 9/16		5/10
		3/5	4/7		5/7		7/10	8/11 to 8/12	9/13	6/10
	2/3		4/6		6/8		7/9		8/10	7/10
		3/4	4/5		5/6		8/9	9/11 to 9/12	9/10	8/10
					6/7					9/10

Exhibit 1

183

[illegible]

Exhibit 1—Continued

Form 64-A-11
Form approved by
Comptroller General, U.S.A.
(8-10-61)

A-11

TRAVEL AND WORK RECORD—Continued

Part B.—PER DIEM CLAIMED (If authorized)

Departure		Points of travel			Arrival		Number days claimed	Amount claimed
Date	Time	From	To	Date	Time			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
	a.m.				a.m.		\$	
	p.m.				p.m.			
	a.m.				a.m.			
	p.m.				p.m.			
	a.m.				a.m.			
	p.m.				p.m.			
	a.m.				a.m.			
	p.m.				p.m.		\$	

If your crew leader authorizes you to be away from home overnight, he will show you how to complete Part B.

Part C.—RECORD OF PAID TELEPHONE CALLS MADE AND COLLECT TOLL CALLS RECEIVED

Date	Local calls			Long distance calls (Receipt must be attached for each call of \$3.00 or more) Points between which call was made		Total paid for long distance calls
	Number of calls	Cost per call	Total paid for local calls	From	To	
				(5)	(6)	
(1)	(2)	(3)	(4)			(7)
11-16			\$	Madrid	Clinton	\$ 35
11-17	5	.10	50	Berkley	Madrid	20
				Berkley	Aspen	25
11-20	8	.10	80			
11-23				Madrid	Clinton	35
12-4	6	.10	60	Madrid	Clinton	35

Number of calls
per call.
st.

LONG DISTANCE
1. Enter place
each call
2. Enter cost

Enter separate totals for
local and toll calls.

Enter the total of local calls
and long distance calls.

Total cost local calls

\$ 1.90

Total cost long distance calls

1.50

TOTAL ALL TELEPHONE COSTS

\$ 3.40

Part D.—ROAD, BRIDGE, AND FERRY TOLLS

Date	Name of facility used	Total cost	Date	Name of facility used	Total cost
(1a)	(2a)	(3a)	(1b)	(2b)	(3b)
11-16	Rapid River Toll Bridge	\$ 10			\$ 80
11-23	Hunter Lockway	25	12-4	Eads Turnpike	35
12-2	Eads Turnpike	35			
	Rapid River Toll Bridge	10			
Subtotal - Enter on 1st line of column (3b)		\$ 80			\$ 1.15

Carry subtotal forward when
first half of Part D is filled.

Total of all tolls.

Exhibit 2

A14 ENUMERATOR'S DAILY REPORT

A supply of A14 Enumerator's Daily Report cards are bound in the back of your A9 Record Book. Tear out one card for each work day. Complete all of the required information, address it to your crew leader, and mail it not later than the following morning. If more A14's are needed your crew leader can supply them.

1. Read and follow these instructions.

2. Enter your assignment number, the date for which you are reporting, and your State.

3. Copy these entries from columns 4 and 5 of your A-11, Part A.

4. Copy these entries from columns 6 and 7 of your A-11, Part A.

5. Copy these entries from columns 8 and 9 of your A-11, Part A.

6. Enter the sum of the A2 Listing(s) started.

7. Enter number of lines incomplete in column 15 of your A2 Listing(s).

8. Be sure you sign your daily report.

9. Do not fill for first 10 work days; fill daily after tenth day.

10. Leave blank until all A2 Listings in assignment are completed. Fill last box on last day only.

FORM 64-A14
(3-9-64)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

A14 **ENUMERATOR'S DAILY REPORT**

Assignment number: **5-3NP** State: **Training**

Date: **12-5**

Instructions: Complete, sign, and mail this report to your crew leader at the close of each work day.

Item (1)	Today (2)	Total including today (3)
A. Miles driven	12	265
B. Agriculture questionnaires filled (A1's)	10	127
C. Hours worked	9 1/4	146 1/2
D. A2 lines filled		175
E. Total callbacks still remaining to be completed		5

F. Estimated date of completion (begin reporting on 10th day of enumeration): **December 7**

G. Fill when Assignment is—
☐ Complete except for callbacks
☐ Complete

Enumerator's daily certification
(Your Signature)
 (Signature)

Exhibit 3

A15 SPECIAL FARM CARD

If explanations are required, write them on the back of this card.

If this farm is now operated by someone else, correct item 2.

If you do not obtain an A1 for land described on this card, check applicable box on the back of this card.

Form 64-A15 U.S. DEPT. OF COMMERCE (Rev. 4-15-64) Bureau of the Census		a. STATE <i>Training</i> and COUNTY <i>Dodge</i>	
A15 SPECIAL FARM CARD 1964 CENSUS OF AGRICULTURE			
1. 1964 ASSIGNMENT NUMBER <i>5-3NP</i>		b. A1 NUMBER (If no A1 for this land, explain on back.)	
2. NAME AND ADDRESS OF FARM OPERATOR (Correct the name and address if necessary) <i>Bruce A. Collins</i> <i>Roy A. Hamel</i> <i>Route 4</i> <i>Baldwin</i> <i>Do not correct any of the following information in this column (1)</i>		To Crew Leaders and Enumerators LATEST KNOWN INFORMATION Do NOT make corrections or new entries in this column (2)	
3. LAND OWNED		1964 CENSUS Copy the entries you made for items 3, 4, 5, 6, and 7 of the A1 (3)	
4. LAND RENTED FROM OTHERS		Acres	
<i>James B. Kato, Madrid, Training</i>		<i>985</i>	
<i>Robert Johnson, Wichita, Training</i>		<i>230</i>	
		<i>185</i>	
		<i>45</i>	
5. LAND MANAGED FOR OTHERS		Acres	
6. LAND RENTED TO OTHERS		Acres	
7. ACRES IN THIS PLACE		Acres	
a. LOCATION Sec. _____ Twp. _____ Range _____		3. <i>1140</i>	
8. LAND LOCATED IN OTHER COUNTIES THAN YOURS		4. <i>320</i>	
<input type="checkbox"/> NONE		5. <i>320</i>	
a. NAME OF COUNTY <i>Halifax</i>		6. <i>320</i>	
		7. <i>320</i>	
FOR OFFICE USE			
9. Punch code <i>02</i>	10. ED <i>5-</i>	11. A1 Do not write in items 9 through 15.	12. Class <i>9</i>
13. Type <i>3</i>		14. Special list <i>3</i>	
15.			

Copy A1 number from the A1

You must make sure entries in items 3, 4, 5, 6, and 7 are copied correctly from questions 3, 4, 5, 6, and 7 of the A1.

Do not make any additions or changes in items 3 through 8, columns 1 and 2.

Exhibit 4

Form 64-31-A18 (1-15-63) **A18 TOWNSHIP SKETCH** 1964 Census of Agriculture U.S. DEPARTMENT OF COMMERCE Bureau of the Census EA No. State *Training* County *Dodge*

Enter A1 number of operator (for example 12, not A1-12) in each quarter section (or part) that represents land he operates. Enter A2 line number if A1 is not required and label it "A2" (for example, A2-16). Enter "X" if nonfarm land and identify as State park, national forest, cemetery, etc.

Range *1 W* Range *2 W* Range

Township *4 N* Township *3 N*

1 PLACE OR TRACT FOR WHICH YOU GET AN A1
a. Draw the boundaries
b. Enter the A1 number

2 PLACE OR TRACT FOR WHICH YOU ARE NOT REQUIRED TO GET AN A1
a. Draw the boundaries
b. Enter A2 line number
c. Complete a line on reverse side

3 NONADJOINING TRACTS OPERATED BY THE SAME PERSON
a. Draw the boundaries for each tract
b. Enter the same number in each tract

4 NONFARMLAND
a. Draw the boundaries
b. Mark X
c. Enter a short description: e.g. national forest, lake, cemetery

5 PLACE OR TRACT PARTLY OUTSIDE YOUR ASSIGNMENT FOR WHICH YOU GET AN A1
a. Draw boundaries for area inside your assignment
b. Enter the A1 number
c. Note in Remarks the area outside your assignment
Include: A1 number
Number of acres outside assignment
Location of each tract—include the section, township, and range

6 PLACE OR TRACT OF LESS THAN 40 ACRES
a. Enter number outside assignment boundary.
b. Connect number to tract location by arrow.

12-6N
10, 11
12-6P
Buff state Park
Cemetery
A2-28
23
21
19
18
20
16
17
15
14
13
12
11
10
9
8
7
6
5
4
3
2
1

Remarks
21 has 160 acres in Sec 9, T2N, R2W

COMPLETE REVERSE SIDE

Answer questions below for each operator or owner of an area for which an A1 was not obtained						Answer questions below for each operator or owner of an area for which an A1 was not obtained									
Line No.	A2 line No.	Who farmed this land this year? OR Who will farm it next year? (If land was not farmed this year or will not be farmed next year, explain in Col. 6.)	Where does this person live? (Give mailing address. If he lives in town, give house number and street address. If he operates a farm or lives in an adjoining area, give the township number in which he lives.)		Does this person (listed in Col. 2) have agricultural operations where he lives? (Copy from A2 listing.)		Remarks and explanations (If not farmed, explain use of land.)	Line No.	A2 line No.	Who farmed this land this year? OR Who will farm it next year? (If land was not farmed this year or will not be farmed next year, explain in Col. 6.)	Where does this person live? (Give mailing address. If he lives in town, give house number and street address. If he operates a farm or lives in an adjoining area, give the township number in which he lives.)		Does this person (listed in Col. 2) have agricultural operations where he lives? (Copy from A2 listing.)		Remarks and explanations (If not farmed, explain use of land.)
			Address (3)	Township (4)	No	Yes					(5)	(5)	No	Yes	
1	5	Mabel G. Little	27 Oak St., Carter, Mo.		X		land tied up with lawsuit	56							
2	8	Calvin H. Moore	Rt. 4, Sidney, Neb.	Township 3N Range 3W	X			57							
3	16	Samuel B. Gresson	Rt. 2, Hildreth, Kans.	Township 3N Range 3W	X			58							
4	21	Decker Jones	Box 62, Leola, Kans.		X		land idle from tax delinquency	59							
5	28	James P. Davis	Rt. 3, Leola, Kans.	Township 3N Range 3W	X			60							
6								61							
7								62							
8								63							
9								64							
10								65							
11								66							
12								67							
13								68							
14								69							
15								70							
16								71							
17								72							
18								73							
19								74							
20								75							
21								76							
22								77							
23								78							
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46								101							
47								102							
48								103							
49								104							
50								105							
51								106							
52								107							
53								108							
54								109							
55								110							

7
Complete one line for each place listed in the A2 for which you are not required to get an A1.

8
If the person listed lives in another survey township, enter the township and range description here.

BC-112
(8-12-59)

U. S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

WARNING

POLITICAL ACTIVITY OF CENSUS EMPLOYEES PROHIBITED

THE LAW

(Excerpt from the Hatch Act)

It shall be unlawful for any person employed in the executive branch of the Federal Government, or any agency or department thereof, to use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. No officer or employee in the executive branch of the Federal Government, or any agency or department thereof, shall take any active part in political management or in political campaigns. All such persons shall retain the right to vote as they may choose and to express their opinions on all political subjects. (Section 9 (a), Act of August 2, 1939—Public, No. 252, 76th Congress.)

The law quoted above prohibits active participation in politics by all employees of the Census Bureau. Activity in connection with municipal, county, State, or national elections, primary or regular, in which political party candidates are involved is prohibited. Temporary employees and employees on leave of absence, with or without pay, are subject to these political activity restrictions at all times. Persons employed on a part-time and intermittent basis are subject to the restrictions for the entire twenty-four hours of any day of actual employment.

AMONG THE FORMS OF POLITICAL ACTIVITY WHICH ARE PROHIBITED ARE—

Serving on or for any political committee, party, or other similar organization, or serving as a delegate or alternate to a caucus or party convention.
Soliciting or handling political contributions.
Soliciting sale of or selling political party dinner tickets.
Serving as officer of a political club, as member or officer of any of its committees, addressing such a club or being active in organizing it.
Serving in connection with preparation for, organizing, or conducting a political meeting or rally, addressing such a meeting, or taking any other active part therein except as a spectator.
Engaging in activity at the polls (at primary or regular elections), such as soliciting votes, assisting voters to mark ballots, or transporting or helping to get out the voters on registration or election days.

Acting as recorder, checker, watcher, or challenger of any party or faction.
Serving in any position of election officer in which partisanship or partisan political management may be shown.
Writing for publication or publishing any letter or article, signed or unsigned, soliciting votes in favor of or against any political party or candidate.
Becoming a candidate for nomination or election to office, Federal, State, county, or municipal, which is to be filled in an election in which party candidates are involved, or soliciting others to become candidates for nomination or election to such offices.
Distributing campaign literature or material.
Initiating or circulating political petitions, including nomination petitions.
Engaging in political conferences, or canvassing a district or soliciting political support for a party, faction, or candidate.

IGNORANCE OF THE LAW WILL NOT EXCUSE A VIOLATION. The above list includes some but not all prohibited political activities.

POLITICAL ASSESSMENTS AND SOLICITATIONS

In addition to the prohibitions contained in the Hatch Act, the Criminal Code provides penalties for certain political activity by Government employees and others. Some of these sections are:

Section 214 of Title 18 U. S. Code (62 Stat. 694) states: "Whoever pays or offers or promises any money or thing of value, to any person, firm, or corporation in consideration of the use or promise to use any influence to procure any appointive office or place under the United States for any person, shall be fined not more than \$1,000 or imprisoned not more than one year, or both."

Section 215 of Title 18 U. S. Code (65 Stat. 320) states: "Whoever solicits or receives any thing of value in consideration of aiding a person to obtain employment under the United States either by referring his name to an executive department or agency of the United States or by requiring the payment of a fee because such person has secured such employment shall be fined not more than \$1,000, or imprisoned not more than one year, or both. This section shall not apply to such services rendered by an employment agency pursuant to the written request of an executive department or agency of the United States."

Section 602 of Title 18 U. S. Code (62 Stat. 722) states: "Whoever, being a Senator or Representative in, or Delegate or Resident Commissioner to, or a candidate for Congress, or individual elected as, Senator, Representative, Delegate, or Resident Commissioner, or an officer or employee of the United States or any department or agency thereof, or a person receiving any salary or compensation for services from money derived from the Treasury of the United States, directly or indirectly solicits, receives, or is in any manner concerned in soliciting or receiving, any assessment, subscription, or contribution for any political purpose whatever, from any other such officer, employee, or person, shall be fined not more than \$5,000 or imprisoned not more than three years or both."

Section 603 of Title 18 U. S. Code (65 Stat. 718) states: "Whoever, in any room or building occupied in the discharge of official duties by any person mentioned in section 602 of this title, or in any navy yard, fort, or arsenal, solicits or receives any contribution of money or other thing of value for any political purpose, shall be fined not more than \$5,000 or imprisoned not more than three years, or both."

Section 606 of Title 18 U. S. Code (62 Stat. 722) states: "Whoever, being one of the officers or employees of the United States mentioned in section 602 of this title, discharges, or promotes, or degrades, or in any manner changes the official rank or compensation of any other officer or employee, or promises or threatens so to do, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose, shall be fined not more than \$5,000 or imprisoned not more than three years, or both."

Section 607 of Title 18 U. S. Code (62 Stat. 722) states: "Whoever, being an officer, clerk, or other person in the service of the United States or any department or agency thereof, directly or indirectly gives or hands over to any other officer, clerk, or person in the service of the United States, or to any Senator or Member of or Delegate to Congress, or Resident Commissioner, any money or other valuable thing on account of or to be applied to the promotion of any political object, shall be fined not more than \$5,000 or imprisoned not more than three years, or both."

These instructions must be followed by all Census employees, including both office and field employees.

Exhibit 6

OFFICE OF
THE DIRECTOR

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
WASHINGTON, D.C. 20233

Dear Fellow Citizen:

The farmers and residents of rural areas are joining with the Bureau of the Census this month in taking the 1964 Census of Agriculture. This partnership in measuring America's biggest business takes place once every five years.

The census taker called at your place and was unable to obtain all the information needed. To save time and money in completing the census for your county, won't you be good enough to answer the questions in the enclosed questionnaire—then mail it? Please use the envelope which has the census taker's name and address. No stamps are needed.

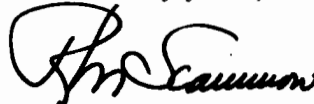
If you need help, don't hesitate to call your census taker at the telephone number listed below.

Would you please fill out the questionnaire tonight and mail it tomorrow? Many of the questions may not apply to your place and can be answered by checking "No" or "None". Your help will assist in completing the census in your county quickly and will reduce the cost.

The Census Act, which orders the Census Bureau to take the census of all agricultural operations also assures that the information you provide will be kept confidential and will be used only for statistical purposes.

Thank you for your cooperation.

Sincerely yours,



Richard M. Scammon
Director
Bureau of the Census

Enclosures

Name of census taker _____

Address of census taker _____

Telephone number of census taker _____

64-A16(L)
(7-27-64)

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Exhibit 7.—EXTRACTS FROM THE CENSUS ACT, TITLE 13, U.S. CODE

(Cut on line)

§ 214. Wrongful disclosure of information

Whoever, being an employee referred to in subchapter II of chapter 1 of this title, having taken and subscribed the oath of office, publishes or communicates, without the written authority of the Secretary or other authorized officer or employee of the Department of Commerce or bureau or agency thereof, any information coming into his possession by reason of his employment under the provisions of this title, shall be fined not more than \$1,000 or imprisoned not more than two years, or both.

§ 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 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 or imprisoned not more than sixty days, or both.

(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 or imprisoned not more than one year, or both.

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CONSISTENCY CHECKLIST
(Required Consistency Checks for each A1 Obtained)

A1 question number	Instructions
223	Entry must be same as entry in Q. 7—if different, recheck Q. 7
224	Acres required if section 3 has any entries for acres If 224 has entry, be sure section 3 has acres entries
232a	Acres cannot be more than acres in Q. 232
232b and c	Acres in “b” plus “c” cannot be more than acres in Q. 232 (Western States only)
235	Acres cannot be more than acres in Q. 234 Acres cannot be more than the total acres in Q. 225 plus Q. 232
236	Acres cannot be more than acres in Q. 224
Sample selection questions a and b	If “Yes” in either “a” or “b,” sections 9-13 must be checked for completeness and consistency
323a to n	Total column 1 entries must equal or exceed acres in Q. 323
353a to d	“a” must equal Q. 3, “b” must equal Q. 4, “c” must equal Q. 5, and “d” must equal Q. 6
354	If “No land owned” is marked, then “None” must be marked in Q. 353a