

# INSTRUCTION SHEET

## UNITED STATES 2002 CENSUS OF AGRICULTURE

**Who Should Report** - A REPLY IS NEEDED FROM EVERYONE WHO RECEIVED A REPORT FORM, INCLUDING individuals, landlords, tenants, partnerships, corporations, institutions, and even THOSE NOT INVOLVED IN CONDUCTING AGRICULTURAL OPERATIONS. Please complete the enclosed report form and return it to us in the preaddressed envelope provided. If you call for assistance on the toll-free help line at 1-888-424-7828, have the form(s) available. To serve you better, the assistant will ask for the 12-digit ID printed in the address area on the front of your report form(s). We need your response, whether you farmed in 2002 or not.

**How to Enter Your Responses** - Use **BLUE** or **BLACK INK** only. Enter your replies in the unit(s) requested, i.e., dollars, bushels, tons, etc. When reporting dollars, report in whole dollars only. Convert fractions to decimal equivalents. Please print clearly and keep numbers and letters within the boxes. Answer the screener questions at the beginning of the sections where applicable. Mark the **Yes/No** and **None** boxes with an 'X'.

*In the example below:* In 2002, you harvested 30,420 bushels of corn for grain or seed from 231 acres. None of the acres were irrigated and none were harvested for silage.

SECTION 3 CROPS -			
Were any of the following FIELD CROPS, HAY and FORAGE CROPS, WOODLAND CROPS, and OTHER FIELD and FORAGE CROPS harvested from "THIS OPERATION" in 2002? (Report fruit and nut crops, nursery, greenhouse, floriculture, mushrooms, sod, vegetables, and berries in sections 5 through 8.)			
(include landlord's share. Exclude crops grown on land rented TO OTHERS.)			
1011 1 <input checked="" type="checkbox"/> YES - Complete this section 2 <input type="checkbox"/> NO - Go to section 4			
FIELD CROPS	None	ACRES HARVESTED	QUANTITY HARVESTED
1. Corn for grain or seed → <input type="checkbox"/>	002	2 3 1	3 0 4 2 0 Bu.
2. Corn for silage or greenchop → <input checked="" type="checkbox"/>	070		Tons

*In the example below:* In 2002, you harvested 10.0 acres of carrots from a field, then replanted the same field in carrots and harvested the 10.0 acres again. One crop was sold for fresh and one crop for processing. Both crops were irrigated. In item 1, enter only 10.0 acres of land from which vegetables were harvested and 10.0 acres irrigated, but in item 2, write 20.0 acres of total carrots harvested, and 10.0 acres of carrots for processing. If carrots are not preprinted, print "carrots" for the crop code.

	TOTAL ACRES		ACRES IRRIGATED	
	WHOLE ACRES	Tons	WHOLE ACRES	Tons
1. Land from which vegetables and melons were harvested in 2002 (Report multiple cropped acreage only once.) → 375	1 0 0	375	1 0 0	375
2. For those crops not listed, enter the crop name and crop code from the list below for each crop harvested in 2002. (If more than one vegetable crop was harvested from the same acres, report acres for each crop. Report crops grown under protection in section 6.)	CROP NAME	CROP CODE	TOTAL ACRES HARVESTED	ACRES HARVESTED FOR PROCESSING
	WHOLE ACRES	Tons	WHOLE ACRES	Tons
Carrots	3 9 7	2 0 0	1 0 0	1 0 0

Write any explanation outside the answer spaces or on a separate sheet of paper. If a separate sheet is used, include the 12-digit ID number from the address area. Call the toll-free help line, 1-888-424-7828, if you have any questions.

**Form Does Not Apply To Me or Never Farmed** - If you never farmed or have no association with agriculture and no agricultural land, write "Never farmed" below the address area, and mail report form in the return envelope.

**Partial Year Operations** - If you quit farming during 2002, complete the report form for the portion of the year that you did farm. Write "Quit farming during 2002" and the date you quit farming in the area below the address area. Mail report form in the return envelope.

**Landlord Only** - If you are a landlord only, complete section 1 and section 25. Mail report form in the return envelope. Your tenant(s) will receive a form to report production for the land they rent.

**No Longer Operating a Farm or Ranch or Did Not Operate One At All In 2002 and Have No Agricultural Land** - Write "Do not have agricultural activity" and, if applicable, enter the date you quit farming in the area below the address area. Mail report form in the return envelope.

**If you owned farm or ranch land in 2002 that was idle and NOT rented out, you should complete and return the report form.**

**Land In the Conservation Reserve Program (CRP) or Wetlands Reserve Program (WRP) in 2002** - If you had land in either of these programs and you made the day-to-day decisions on the acres, include the CRP or WRP land in "THIS OPERATION."

**Involved In More Than One Operation** - If you made decisions for more than one operation, you should receive a report form for each operation. Do not provide information for more than one operation on one form. To obtain additional report forms or if you have questions, please call the toll-free help line, 1-888-424-7828.

**Specialty Commodities** - Specialty commodities, such as horses, bees, elk, emus, fish, nursery, etc., are an important part of the agriculture industry. Please report for all items, regardless of the level of production you had in 2002.

**Received More Than One Report Form For the Same Operation** - If you received more than one report form for the same operation, complete only ONE form for your operation. Write "Duplicate" below the address area of each extra form. Also, write the 12-digit ID number of the EXTRA form(s) ON THE COMPLETED FORM in the space provided on the front of the form. Return the extra form(s) in the same return envelope with your completed form so that we can correct our records.

**If You Have a Partnership Operation** - Complete only ONE form for the entire partnership's agricultural operation and include ALL partners' shares on the one form. If you made decisions for more than one partnership operation, complete a report form for each operation. If known, the partners are listed below the address area to assist in defining the operation. If desired, you may make corrections to these names. If you have questions, please call the toll-free help line, 1-888-424-7828.

## Instructions for Specific Sections

### Section 1 - ACREAGE IN 2002

Your answers in this section will determine the land (**Acres in "THIS OPERATION"**) referred to throughout the report form. When answering the acreage questions, include the land associated with your agricultural operation in 2002, whether in production or not. Include all land that you owned or rented during 2002, even if only for part of the year. EXCLUDE any unrelated residential or commercial land. Report all land in section 1 in whole acres.

**Item 1 - All Land Owned** - Report all land owned in 2002 whether held under deed, purchase contract or mortgage, homestead law, or as heir/heirress or trustee of an undivided estate. Include all land owned by you and/or your spouse, or by the partnership, corporation, or organization named on the front of the report form.

**Item 2 - All Land Rented or Leased FROM OTHERS** - Report all land rented by you or your operation. Include land that was used on a share basis, cash rented, used rent free, or government owned land, Indian Reservation land, or railroad land leased by the acre. EXCLUDE land used under Government grazing permits or special license on a per-head or animal unit basis, such as section 3 of the Taylor Grazing Act, National Forest, or American Indian reservation permit land.

**Item 3 - All Land Rented or Leased TO OTHERS** - Include all land rented out for any purpose if it was part of the acreage reported in items 1 and 2. DO NOT report land placed in the CRP or WRP as acres rented to others. Your tenant(s) will receive a form to report production for the land they rent.

**Item 4 - Acres In "THIS OPERATION"** - This is all land you operated at any time in 2002. The rest of the report form applies to these acres.

**If item 4, Acres in "THIS OPERATION" is "0" and:**

- You grew any crops or raised any livestock or poultry on "THIS OPERATION" in 2002, complete the report.
- All your land was operated by a renter or sharecropper, complete section 1, item 5 (number of owned acres rented), and explain briefly, "All land rented out," etc. in the space below section 1. Then skip to and complete section 25. Mail report form in the return envelope.
- You did not have any agricultural activity on owned or rented land in 2002, explain briefly, such as "retired," "sold farm," and the date the change occurred in the space below section 1. Then skip to and complete section 25. Mail report form in the return envelope.

### Section 2 - LAND

The sum of the acres entered in various categories should equal the total acres in section 1, item 4, acres in "THIS OPERATION" for this census report. EXCLUDE any crops grown on land rented or leased TO OTHERS or worked by others on shares during 2002.

**Land used for more than one purpose** - DO NOT report the same acreage in more than one of the listed purposes. If part or all of your land was used for more than one listed purpose in 2002, report that land only in the first purpose listed. For example, if you planted and harvested a grain crop and grazed the crop residue in the fall, report the land in item 1a, Cropland harvested. DO NOT report it again in item 1b, Cropland used only for pasture or grazing.

**Item 1a - Cropland Harvested:**

- Double cropping** - If more than one crop was harvested from the same land in 2002, report that land only ONCE as "Cropland harvested."
- Interplanted crops** - If you interplanted crops, such as pumpkins in a corn row, report the total land used for both crops only ONCE as "Cropland harvested."

- **Christmas trees to be cut** - Report acres of Christmas trees to be cut in later years as "Cropland Harvested."
- **Skip row planted crops** - The acres that represent the planted rows should be reported as "Cropland harvested," item 1a. Report the acres that represent the total nonplanted or skipped rows as "Cropland idle."

**Item 1d - Cropland Idle** - Report CRP and WRP acres that were not harvested or pastured as "Cropland idle."

**Item 1e - Cropland in Cultivated Summer Fallow** - Include cropland left unseeded for the 2002 harvest and summer fallowed, cultivated by tillage, or treated with herbicides to control weeds and conserve moisture. Include cropland summer fallowed in 2002 even though it may have been planted to wheat, etc., for the 2003 harvest.

**Item 2b - Woodland Not Pastured** - Report acres of tapped maple trees (sugarbush) as "Woodland not pastured."

**Item 6c - Certified Organically Produced Crops** - Cropland harvested as certified organically produced commodities will have an organic certification issued by a Federal, state, or private certification agency.

**Item 7 - Irrigation** - Include acres irrigated from all water sources including those irrigated from lagoons through a sprinkler or flood system.

### Section 3 - CROPS

**Acres harvested** - Enter the acres harvested in 2002. Round fractions to whole acres except where tenths are requested by "Tenths" in the reporting box, such as for potatoes.

**Quantity harvested** - If your unit of measure is different than the unit requested on the report form, please convert your figure for the quantity harvested to the unit requested. If the harvest was incomplete by December 31, 2002, please estimate the total quantity to be harvested.

**Acres irrigated** - Report the irrigated harvested acres only once, even if the crop was irrigated multiple times during the growing season.

**Double cropping** - If two or more crops were harvested from the same land (double cropping), report the total acres and production of EACH harvested crop in the appropriate section(s) of the report form.

**Interplanted crops** - If two crops were grown at the same time in alternating strips in the same field, report the acreage of the field used for each crop.

**Skip row planting** - If a crop was planted in an alternating pattern of planted and non-planted rows, such as two rows planted and two rows skipped (2 X 2), report the acreage of the field occupied by the crop in the appropriate section for that crop, and report the skipped portion as cropland idle in section 2, item 1d.

#### Hay and Forage Crops:

Include hay and forage from alfalfa, wild or native grasses, all small grains, soybeans, or peanuts.

#### Woodland Crops:

**Cut Christmas trees** - Acres in production of cut Christmas trees includes both those to be harvested in future years as well as those harvested in 2002. Trees cut should include only those trees cut in 2002. If there were acres in production, but no trees were cut, enter "0" for trees cut. Also, the acres of Christmas trees cut in 2002 and to be cut in future years should be reported in section 2, item 1a, Cropland harvested.

**Short rotation woody crops** - Acres harvested in 2002 should be reported as having been both in production and harvested. Acres not harvested in 2002 should be reported in production only. Also, include the acres in production in section 2, item 1a, Cropland harvested.

A *short rotation woody crop* is a tree that grows from seed to a mature tree in 10 years or less. These are trees for use by the paper or pulp industry, or as engineered wood. The wood is too soft to be used for lumber.

**Maple syrup** - Producers should report number of taps and gallons of syrup. If sap was sold, estimate the number of gallons of syrup it would have produced. Also, report the acres of tapped maple trees in section 2, item 2b, Woodland not pastured.

#### Other Field and Forage Crops:

Report for other field and forage crops harvested. If the crop name is not preprinted, print the crop name for each crop harvested in the first column and enter in the second column the corresponding code from the listed crops. Report the acres harvested in the third column and quantity harvested in the fourth column. Report the irrigated acres that were harvested, if any, in the fifth column. Acreage of sweet corn harvested for seed is reported as crop code 752 and the value of sales are reported in section 14, item 8.

### Section 4 - GRAIN STORAGE CAPACITY

Report total capacity of all structures normally used, even if it is not currently in use. Do not report any capacity or usage of off-farm public storage.

### Section 5 - NURSERY, GREENHOUSE, FLORICULTURE, SOD, MUSHROOMS, and VEGETABLE SEEDS

Report Christmas trees grown on this operation and sold live as nursery stock, code 488. Report all acres of Christmas trees in production for cut Christmas trees and the number CUT in 2002 in section 3. All acres of Christmas trees harvested in 2002 and for future years should also be included in section 2, item 1a, Cropland harvested.

### Section 6 - VEGETABLES and MELONS

**Item 1** - Report acres of vegetables and melons harvested for sale. EXCLUDE vegetables and melons grown in home gardens.

**Item 2** - If the crop name is not preprinted, for each crop harvested, enter the name of the crop, the corresponding crop code from the listed crops, the total acres harvested (in acres and tenths), and the acres that were harvested for processing (in acres and tenths). See "How to Enter Your Responses" example on the front page of this Instruction Sheet.

### Section 7 - FRUITS and NUTS

In counting the combined total of 20 or more trees and vines, include both those trees and vines whose production is either for home use or for sale. EXCLUDE abandoned acres of orchards or vineyards. "Bearing Acres" are the acres of trees or vines that produced ANY fruit or nut crop in 2002 or previous years. If fruit and nut trees and vines were interplanted with crops other than trees or vines, report only the total acres for the orchard crop in section 7, and the total acres of each interplanted crop in their appropriate section(s).

### Section 8 - BERRIES

Include only those acres from which berries were harvested for sale. Do not include abandoned acres or acres harvested for home use. Report acres to the nearest tenth of an acre.

### Sections 9 through 11 - HOGS and PIGS, CATTLE and CALVES, and POULTRY

Include all animals owned by you, raised by you under contract, or kept by you for others that were on "THIS OPERATION" on December 31, 2002. Include animals on unfenced lands, National Forest land, cooperative grazing association land, or rangeland administered by the Bureau of Land Management on a per-head, Animal Unit Month (AUM), or lease basis. Animals in transit on December 31, 2002, should be reported by the person who had control of the animals.

**Contract and custom feeding operations** - Counts of hogs and pigs, cattle and calves, or poultry kept by you on "THIS OPERATION" on a contract or custom fed basis should be included in sections 9 through 11, REGARDLESS OF OWNERSHIP. Report numbers of animals or poultry on December 31, 2002. Report as "SOLD" animals and poultry kept on a contract or custom basis and removed or sold from "THIS OPERATION" in 2002. In section 13, report quantity delivered of custom fed livestock or production contract livestock and poultry in the appropriate line, and report the dollar amount received from the contractors in item 6.

**Animals and poultry to exclude from the report form** - Exclude animals or poultry kept on land rented to others or kept under a share arrangement on land rented to others. EXCLUDE animals quartered in feedlots which are NOT located on "THIS OPERATION." Animals kept on a place not operated by you are to be reported on the report form for that operation. DO NOT REPORT ANY ANIMALS BOUGHT AND THEN RESOLD WITHIN 30 DAYS. Such purchases and sales are considered "dealer" transactions.

**Number sold** - Report all animals and poultry sold or moved from "THIS OPERATION" in 2002, without regard to ownership or who shared in the receipts. Include animals sold for a landlord or given to a landlord or others in trade or in payment for goods or services. DO NOT report number sold of any hogs and pigs, cattle and calves, or poultry owned by you that were kept and sold from a location that you did not operate.

**Animals moved from "THIS OPERATION"** - For animals moved from "THIS OPERATION" to another, such as for further feeding, report them as "sold." Cattle moved are NOT considered "sold" if they were moved to another operation for a short term such as winter wheat or corn stubble grazing during the winter or to public grazing land.

**Fed cattle sold for slaughter** - Cattle fed on grain or concentrates for 30 days or more and sold for slaughter are reported in section 10, item 4b and item 5.

DO NOT INCLUDE WITH FED CATTLE SOLD:

- Cattle and calves sold or moved off the operation for further feeding
- Veal calves or any calves weighing less than 500 pounds
- Cull or dairy cows fed only the usual dairy ration before being sold

## Section 12 - OTHER ANIMALS and THEIR PRODUCTS and AQUACULTURE

**Item 2** - Report total sheep **owned by you** regardless of location. Include total sheep owned even if not kept on "THIS OPERATION." Include ewes owned in both item 2 and item 2a. **Contract and Custom Feeding Operations** - DO NOT report inventory of sheep and lambs that are NOT OWNED by you. They are to be reported on the owner's report form.

**Items 6 and 10 - If you owned BEES** - Report all colonies or hives of bees for honey production owned by you, regardless of where the hives were kept most of the year. Report number of hives or colonies in item 6. Report pounds of honey produced in item 10. DO NOT report hives or colonies if they are NOT OWNED by you.

**Item 7 - Other Livestock and Animals** - Report the inventory of fur-bearers (mink, rabbits, and other animals) raised in captivity on "THIS OPERATION." If mink pelts and rabbit pelts were sold in 2002, include in number sold. Retained pelts should be included in inventory. The value of pelt sales should be reported in section 14, item 16. Report the inventory and number sold in 2002 of the bison, deer, elk, llama, or other livestock and animals raised in captivity in item 7 and their value of sales in section 14, item 16.

**Item 11 - Other Livestock Products** - Include manure, beeswax, and any other animal products **sold** from "THIS OPERATION" in 2002. Indicate units used in reporting.

**Item 12 - Aquaculture** - Report fingerlings or quantity of fish eggs sold of any species as code 869. For code 869, print the name of the aquaculture fish or product in column one.

## Section 13 - PRODUCTION CONTRACTS and CUSTOM FEEDING

A *production contract* is an agreement between a grower and contractor (integrator) that specifies that the grower will raise an agricultural commodity and that the contractor will provide certain inputs such as feed, fertilizer, etc. The grower receives a payment or fee from the contractor, generally after delivery, that is usually less than the full market price of the commodity. The contractor takes possession of the raised commodity at the end of the growing period.

Report amount of the specified commodity that you raised and delivered under a production contract in the unit requested in item 5. If you had contracts with more than one integrator or contractor for a single commodity, combine the production of all contracts and report the total units produced for that commodity in the proper category in items 5a through 5j. If you had multiple contracts to produce different commodities, report the appropriate amount of each commodity produced under each contract(s) in the proper categories of items 5a through 5j. Report the total amount the contractor(s) paid you for producing the commodity(ies) in item 6. EXCLUDE marketing contracts, futures contracts, forward contracts, or other contracts based strictly on price.

## Section 14 - VALUE OF SALES

Report the value of all crops and livestock sold from "THIS OPERATION" in 2002 on the appropriate line(s) of section 14. Report the value sold in 2002 regardless of the year crops were harvested or raised. Report the value of the sales from land rented from others. Also, report as sold commodities such as cattle, that you owned and moved to someone else's operation for further feeding. Report gross values before deducting expenses and taxes. Include payments received in 2002 from cooperatives or marketing organizations for crops produced on "THIS OPERATION" regardless of the year in which the crops were harvested. Also, include as sales your estimate of the value of any crop or livestock removed from "THIS OPERATION" in trade of services, such as hay cut in exchange for labor or other services. If the sale price or market value is not known, give your best estimate of the market value when removed. Report the total value you received for animals and poultry sold from "THIS OPERATION" in 2002, without deducting production or marketing expenses (cost of feed, cost of livestock purchased, cost of hauling and selling, etc.).

### Items that should NOT be included:

- Proceeds from **CCC loans**.
- The value of sales of any livestock and poultry owned by you that were kept and sold from a location you did not operate.
- Commodities grown under a **production contract**.

**Item 18** - For direct sales, report the sales of crops, livestock, poultry, or agricultural products sold directly to consumers for their own consumption from roadside stands, farmers markets, pick your own, door to door, etc. Include only those commodities sold directly for human consumption, such as vegetables, fruit, eggs, milk, cattle, chickens, hogs, turkeys, etc. Report only commodities grown or raised on "THIS OPERATION."

EXCLUDE crops, livestock, poultry, or other products which you bought and resold within 30 days. EXCLUDE processed products such as hams, sausage, or jellies. EXCLUDE "craft items" such as bird houses, woodwork, etc.

**Item 19** - Certified organically produced commodities will have an organic certification issued by a Federal, State, or private certification agency.

## Section 15 - CCC LOANS and FEDERAL FARM PROGRAM PAYMENTS

**Item 1** - Report amount received for commodities placed under CCC loan during 2002. Include amount received even if commodity was redeemed or forfeited prior to December 31, 2002. EXCLUDE CCC loans to build crop storage facilities.

**Item 2** - Report the amount received for participation in CRP and WRP. EXCLUDE payment from CCC loans or crop insurance.

**Item 3** - Report all payments received from OTHER Federal farm programs in 2002. Include receipts from Federal farm programs, such as loan deficiency payments (LDP), support price payments, payment-in-kind (PIK) programs, indemnity programs, disaster payments, paid land diversion payments received for approved soil and water conservation projects, etc. EXCLUDE payments from state programs or federal loans which must be repaid.

## Section 16 - INCOME FROM FARM-RELATED SOURCES

Items 1 through 6 refer only to those income producing activities for which you use part of the land, machinery, equipment, labor, or capital normally used on "THIS OPERATION" and which you do not consider as entirely separate from your farming activities. Include insurance payments for crop or livestock losses in item 6. Report gross amounts received before taxes and expenses.

**Item 1 - Customwork** - DO NOT report income for customwork or agricultural services provided to others if operated as an entirely separate business from your agricultural operation.

**Item 2 - Rental Income** - EXCLUDE rental income from nonfarm property.

**Item 3 - Forest Products** - Include only those forest products cut from "THIS OPERATION," not items cut from other nonfarm timber acreage. EXCLUDE income from a sawmill business. EXCLUDE the sale of Christmas trees or maple syrup or sap products. Sales of Christmas trees or maple syrup or sap products are to be reported in section 14.

**Item 6** - Report payments from state programs, animal boarding, breeding fees, tobacco settlements, state tax refunds, insurance payments for crop or livestock losses, etc. Specify the type of farm related income in the box provided.

## Section 17 - PRODUCTION EXPENSES

### Items that should be included:

Include farm production expenses paid by you or your landlord(s) for crops, livestock, or poultry produced on "THIS OPERATION" in 2002 in items 1 through 14. Include expenses incurred in 2002 only if they were paid in 2002. Please estimate if exact figures are not known. Refer to the individual expenditure items below for further explanations.

### Items that should NOT be included:

Contract growers or custom feeders who had feed provided by cattle owners or contractors should NOT report a value here for items provided. Identify the items that were contractor provided in section 13, item 7.

**Item 2 - Chemicals Purchased** - Include surfactants and oils and other products used to increase a chemical's effectiveness.

**Item 4 - Livestock and Poultry Purchased** - Report the costs of breeding livestock in item 4a and other livestock and poultry in item 4b.

**Item 5 - Feed Purchased for Livestock and Poultry** - Report the purchase cost of all grains, silage, hay, commercially mixed and premixed feeds, ingredients, concentrates, etc., fed to livestock and poultry on "THIS OPERATION." Contract livestock and poultry growers should not report the value of feed that was provided by a contractor. Custom feedyards should not include feed costs for custom fed cattle if the owners of the cattle were billed for the feed. Feed raised on "THIS OPERATION" should not be reported as purchased.

**Item 8 - Supplies, Repair Costs, and Maintenance Costs For the Farm Business** - Include the cost of repairs and upkeep of farm machinery, vehicles, buildings, fences, and other equipment used in the farm business. EXCLUDE repairs to vehicles not used in the farm business or for equipment used only for performing customwork for others. EXCLUDE expenditures for the construction of new buildings or the cost of additions to existing buildings.

**Item 9a - Hired Farm and Ranch Labor** - Include gross salaries and wages, commissions, dismissal pay, vacation pay, and bonuses paid to hired workers, family members, hired managers, administrative and clerical employees, and salaried corporate officers. Include cost for benefits such as employer's social security contributions, unemployment compensation, workman's compensation insurance, employer paid life and medical insurance expense, pension plans, etc.

**Item 9b - Contract Labor** - Includes the labor costs of workers furnished on a contract basis by labor contractor, crew leader, or cooperative for harvesting vegetables or fruit, shearing sheep, or similar farm activities. EXCLUDE costs for building or repair work done by a construction contractor. Include the cost of customwork or machine hire in item 10.

**Item 11a - Cash Rent** - Report rent paid in cash during 2002 for land and buildings included in "THIS OPERATION." EXCLUDE rent paid for operator dwelling or other nonfarm property. EXCLUDE the value of shares of crops or livestock paid to landlords.

**Item 12 - Interest Paid on Debts** - Report all interest expenses paid in 2002 for the farm business. Include interest on loans secured by land and buildings (real estate) in item 12a. Include all loans not secured by real estate, such as for fertilizer, feed, and seed in item 12b and also include interest paid on CCC loans. EXCLUDE interest associated with activities not related to production of crops or livestock on "THIS OPERATION," such as land or buildings rented to others, packing sheds, or feed mills that provided services to others. EXCLUDE interest on owner/operator dwelling where amount is separated from the interest on the land and buildings on "THIS OPERATION."

**Item 13 - Property Taxes Paid in 2002** - Include real estate property taxes you paid on the acres and buildings you operated and used in the farm business.

**EXCLUDE:**

- Property taxes on land or buildings rented to someone else
- Taxes paid by landlords
- Property taxes paid on other property not associated with the farm business
- Income and excise taxes

**Item 14 - All Other Production Expenses** - Farm production costs not previously listed should be reported here. In addition to items listed on the report form, include bookkeeping charges, tax preparation fees, postage, advertising, commission for sale of cattle, and fees paid for farm-related advice or for farm consultants. EXCLUDE depreciation.

## Section 18 - FERTILIZERS and CHEMICALS APPLIED

Report acres on "THIS OPERATION" on which commercial fertilizer was applied during 2002. If any acreage was fertilized more than once, report acres ONLY ONCE. Report fertilizer and manure expenditures in section 17, item 1.

**CHEMICALS** - Report acres on which chemicals were applied during 2002 to control insects, diseases, nematodes, and weeds, as well as to control growth, thin fruit, or defoliate. Include acres on which custom application of chemicals was made. If multiple applications of chemicals for the same purpose (for example, herbicides) were made on the same acres, report acreage only once. If chemicals were applied for different purposes, report the acres for each purpose that the chemicals were used. Report agricultural chemical expenditures in section 17, item 2. Estimate the acreage for spot treatments.

## Section 19 - MACHINERY and EQUIPMENT

**Item 1** - The estimated market value refers to ALL machinery and equipment kept primarily on "THIS OPERATION" and used for the farm business. Report the value in its present condition, not the replacement or depreciated value. Include mobile implements and hand tools. Permanently installed equipment or equipment which is an integral part of a building should be included as a part of the value of land and buildings and reported in section 20.

## Section 20 - MARKET VALUE OF LAND and BUILDINGS

The value for each of the three listed categories (owned, rented from others, and rented to others) should be your estimate of the value of the land, houses, barns, and other buildings if they were sold in the current market. The real estate tax assessment value should not be used unless that value represents a full market value assessment and the land, house, and buildings could reasonably be assumed to be sold at that price. DO NOT deduct real estate marketing charges from your estimate. Report the total value, not the value on a per-acre basis.

## Section 21 - FARM LABOR

Report the number of paid farm or ranch workers doing agricultural labor. Include paid family members. Include workers such as hired bookkeepers, office workers, maintenance workers, etc., if their work is primarily associated with agricultural production on "THIS OPERATION." Include in item 1a, any short term or temporary workers who may have worked only a few days. EXCLUDE contract labor or custom workers in item 1 or item 2.

## Section 22 - TYPE OF ORGANIZATION

Use the following definitions to determine the type of organization for "THIS OPERATION":

**Family or Individual Operation** - Farm or business organization controlled and operated by a family or an individual (sole proprietor). Include family operations that are not incorporated and not operated under a partnership agreement. Report family corporations under "Incorporated Under State Law."

**Partnership Operation** - Two or more persons who conduct an operation together and share work and profits. Co-ownership of land by husband and wife or joint filing of income tax forms by husband and wife DOES

NOT constitute a partnership unless a specific agreement to share contributions, decision making, profits, and liabilities exists. Production under contract or under a share rental agreement DOES NOT constitute a partnership.

**Incorporated Under State Law** - A corporation is a legal entity or artificial person created under the laws of a State to carry on a business, including family corporations. EXCLUDE cooperatives, even if they are incorporated.

**Other** - Estate or trust (defined as a fund of money or property administered for the benefit of another individual or organization), prison farm, grazing association, American Indian Reservation, university farm, institution run by a government or religious entity, cooperatives (an incorporated or unincorporated enterprise or an association created and formed jointly by the members), etc.

## Section 23 - AGRICULTURAL ACTIVITY ON AMERICAN INDIAN RESERVATIONS (not applicable to all report forms)

Complete this section if any of your cropland or livestock was on an American Indian reservation in 2002. Consider all cropland on deeded acres you owned and operated or leased from others as well as any trust acres you used. Do not include tribal-controlled farms, ranches, or herds.

**Item 3 - Trust and Deeded Acres** - Enter the number of acres your operation used on the reservation. Include deeded acres you owned or leased from others as well as trust acres to which you had exclusive use. DO NOT include trust acres used on a per-head or animal unit month (AUM) basis.

**Item 4a - Livestock** - If you had livestock on the reservation, check the approximate percentage of "THIS OPERATION's" livestock that were on the reservation on December 31, 2002. Consider all species (cattle, sheep, horses, buffalo, hogs, etc.) and include livestock on land used on a per-head or animal unit month (AUM) basis.

## Section 24 - OPERATOR CHARACTERISTICS

This section collects information about the operators of "THIS OPERATION." A farm may be a family operation and still have multiple operators. Complete one column for each operator, listing the principal operator or senior partner in the first column.

**Corporations and Other Operations (Cooperatives, Estates, etc.)** - Complete the principal operator column for the person in charge, such as a hired manager, business manager, or other person primarily responsible for the on-site, day-to-day operation of the farm or ranch business. Complete up to two additional columns as needed.

**Item 1** - Enter the number of people who make day-to-day decisions for "THIS OPERATION."

**Item 2** - Enter the number of women who make day-to-day decisions for "THIS OPERATION."

**Items 3 through 13** - Answer each question for up to three operators. If there are more than three, answer for three operators only.

**Item 5** - The principal occupation of the operator(s) is the occupation at which an operator spent the majority of his/her worktime. If the operator spent the majority working for **ANOTHER** agricultural operation for wages, it is considered hours devoted to "other," item 5b.

**Item 8** - Report the first year the specified operator began to operate any part of "THIS OPERATION" on a continuous basis. If the operator returned to a place previously operated, report the year operations were resumed.

**Item 17** - The number of households that share in the net farm income are those households involved with the day-to-day decisions and not those households that received funds because they are only the landlords, custom equipment operators, or provide other supplies that are listed in section 17, Production Expenses. Your answer should not exceed the number of operators listed in item 1.

## Section 25 - CONCLUSION

**Item 1** - Report "Yes" if "THIS OPERATION" intends to produce, raise, or grow agricultural products for sale or receive Federal farm program payments at ANY time in the future. If you are unsure, check "YES."

### Possible Duplication:

**Item 2** - If it is possible the information you reported on your form would also be reported under a different name, a different address, or by another farm or ranch, complete this question.

### Additional Farm or Ranch:

**Item 3** - Report the name, state, and phone number of those operations for which you make day-to-day decisions and DID NOT receive a report form.