

## INSTRUCTION SHEET UNITED STATES 2007 CENSUS OF AGRICULTURE

**Who Should Report** – A reply is needed from everyone who received a report form, including both persons who operated a farm, ranch or other agricultural operation in 2007 as well as those who were not involved in agriculture. Your report is due by February 4, 2008. More census information is on the Internet at [www.nass.usda.gov/Census\\_of\\_Agriculture/](http://www.nass.usda.gov/Census_of_Agriculture/)

If you farmed in 2007, complete the enclosed report form and return it in the preaddressed envelope.

If you were a landlord only and rented out all of your land, complete sections 1 and 33 of the enclosed report form and return it in the preaddressed envelope. Even if you were a landlord but still operated any land yourself, you should complete the entire report form for that land which you operated.

If you had no land and no agricultural operations, return the report form with a note indicating your status on the front of the form below the address label.

**Specialty Commodities** - Horses, bees, elk, emus, fish, nursery, etc., are an important part of the agriculture industry. Report for all items, regardless of the amount of production or sales you had in 2007.

**Land in Federal conservation programs in 2007** - If you had land in the Conservation Reserve Program (CRP), Wetlands Reserve Program (WRP), Farmable Wetlands Program (FWP), or Conservation Reserve Enhancement Program (CREP) and you made the decisions on the acres, include the conservation land on this report form in sections 1, 2, and 4.

**If you owned farm or ranch land in 2007 that was idle and NOT rented out, you should complete and return the report form.**

**Partial Year Operations** - If you stopped farming during 2007, complete the report form for the portion of the year that you did farm. Write "Stopped farming during 2007" and the date you stopped farming below the address area. Mail the completed report form in the return envelope.

**Involved In More Than One Operation** - If you made decisions for more than one operation, you should have received a report form for each operation. Provide information for each operation on a separate form. To obtain additional report forms, please call the toll-free help line at 1-888-424-7828.

**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 per operation. Write "Duplicate" below the address area of each extra form. Return all forms in the same return envelope with your completed form so that we can correct our records.

**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 separate operation. We have listed all the known partners below the address area to assist in defining the operation. Make any necessary corrections to these names. If you have questions, please call the toll-free help line, 1-888-424-7828.

**Entering Your Responses** - Use **BLUE** or **BLACK INK** only. Enter your replies in the unit requested, i.e., dollars, bushels, tons, etc. When reporting dollars, report in whole dollars only. Convert fractions to decimals. Please print clearly and keep numbers and letters within the white boxes. Mark all applicable Yes/No and None boxes with an "X".

### INSTRUCTIONS FOR SPECIFIC SECTIONS

#### **SECTION 1** – ACREAGE IN 2007

Your answers in this section will determine the land (**Acres in "THIS OPERATION"**) referred to throughout the report form. Include land associated with your agricultural operation in 2007, whether in production or not. Include all land that you owned or rented during 2007, even if only for part of the year. Exclude residential or commercial land. Report in whole acres.

**Item 1** - Report all land owned in 2007 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** - Report all land rented or leased by you or your operation. Exclude land used under Government grazing permits or on a per-head or animal unit (AUM) basis. Bureau of Land Management (BLM) section 15 land leased by your operation with a specified acreage tract should be included here even though your fees to BLM are paid on an AUM basis.

**Item 3** - Include all land rented out for any purpose if it was part of the acreage reported in items 1 and 2. Your tenant(s) will receive a form to report production for the land they rent. Do not report land placed in conservation programs as acres rented to others.

**Item 4** - This is all land you operated at any time in 2007. Land use should be reported for these acres.

**Total acres equals zero (0)** - After completing section 1, if the acres in item 4 equal zero and you did not raise or own any livestock, aquaculture, or poultry in 2007, skip to and complete section 33. Write "All land rented out" in the space below section 1 if all your land was operated by a renter or sharecropper. Mail the report form in the return envelope.

#### **SECTION 2** - LAND

The sum (item 5) of the acres entered in items 1 - 4 should equal the total acres in section 1, item 4, which is "this operation" for this census report. Do not report any crops grown on land rented or leased to others or worked by others on shares during 2007.

**Land used for more than one purpose** - Do not report the same acreage in more than one of the listed categories. If part or all of your land was used for more than one listed purpose in 2007, 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 2c, cropland used **only** for pasture or grazing.

**CRP/WRP and other conservation programs** - Report acres in items 1 through 3 that best describes these acres. For example, CRP land may be reported in cropland harvested, idle cropland, or woodland not pastured depending on its use.

##### **Item 1a** -

**Double cropping or interplanted crops** - If more than one crop was harvested from the same land in 2007, report that land only once as cropland harvested.

**Christmas trees to be cut and short rotation woody crops** - Report the acres for these types of crops that were cut in 2007 and will be cut in later years as cropland harvested.

**Skip row planted crops** - Report the acres that represent planted rows as cropland harvested, item 1a. Report the acres that represent the total non-planted or skipped rows as cropland idle in item 1e.

**Item 1c** - Include cropland left unseeded for the 2007 harvest and summer fallowed, cultivated by tillage, or treated with herbicides to control weeds and conserve moisture. Include cropland summer fallowed in 2007 even though it may have been planted to wheat, etc., for the 2008 harvest.

**SECTION 3 - IRRIGATION**

Include acres irrigated by all methods and from all water sources including those irrigated from lagoons through a sprinkler or flood system.

**SECTION 4 - CONSERVATION RESERVE PROGRAM AND CROP INSURANCE**

**Item 2** - Report all acres covered by any crop insurance policy in 2007. Include land in pasture insurance programs and acres covered by guaranteed revenue policies.

**SECTION 5 - SUGARCANE AND PINEAPPLES**

**Pineapple harvested** - Report the acreage and quantity harvested during the 12-month period ending May 31, 2007.

**Pineapples NOT harvested** - Any acres of pineapples harvested after June 1, 2007, should be considered part of the 2008 pineapple crop season and should be reported as NOT harvested.

The acres of sugarcane and pineapples NOT harvested should also be reported in section 2, item 1d.

**SECTION 6 - NURSERY, GREENHOUSE, FLORICULTURE, SOD, MUSHROOMS, VEGETABLE SEEDS, AND PROPAGATIVE MATERIALS**

Report Christmas trees grown on this operation and sold live as nursery stock, code 0488. Value of sales should be reported only for those items grown on the operation, not items bought for immediate resale. Report all acres of Christmas trees in production for cut Christmas trees and the number cut in 2007 in section 9.

**SECTION 7 - VEGETABLES, POTATOES, AND MELONS**

For crops planted more than once during the year, report the total acres harvested during 2007. For example, if 1 acre was planted to lettuce, harvested, and an additional acre was planted and harvested, report 2 acres of lettuce under total acres harvested.

**SECTION 8 - FRUIT, NUTS, AND COFFEE**

Report fruit, nut trees, and coffee crops only if there was a combined total of 20 or more trees, plants, and vines whose production was either for home use or for sale. Exclude abandoned acres of orchards or vineyards, which should be reported in section 2, item 1e. Bearing age acres are the acres of trees, plants, or vines that produced any fruit or nut crop in 2007 or previous years. If fruit and nut trees, plants, or vines were interplanted with other crops, report only the total acres for the fruit, nut, or coffee crop in section 8, and the total acres of each interplanted crop in their appropriate section(s).

**SECTION 9 - WOODLAND CROPS**

**Cut Christmas trees** - Acres in production of cut Christmas trees include both those to be harvested in future years as well as those harvested in 2007. Trees cut should include only those trees cut in 2007.

**Short rotation woody crops** - A short rotation woody crop is a tree that is harvested in 10 years or less. These are trees for use by the paper or pulp industry or as engineered wood. Exclude trees cut for timber. Acres harvested in 2007 should be reported as having been both in production and harvested. Acres not harvested in 2007 should be reported in production only.

**SECTION 10 - HAY AND FORAGE CROPS**

Include hay and forage from alfalfa, wild or native grasses, small grains, soybeans, and peanuts. Report production in tons. Any pasture or conservation land that had hay cut from it should be reported as cropland harvested in section 2, item 1a.

**SECTION 11 - FIELD AND OTHER CROPS**

**Acres harvested** - Enter the acres harvested in 2007. Round fractions to whole acres.

**Total quantity harvested** - If your unit of measure is different than the unit requested on the report form, convert your figure for the quantity harvested to the unit requested. If the harvest was incomplete by December 31, 2007, 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.

**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, report the acreage occupied by the crop and report the skipped portion as cropland idle in section 2, item 1e.

Sweet corn harvested for seed is reported as crop code 0740 and the value of sales is reported in section 20, item 2.

**SECTIONS 12, 14, AND 15 - CATTLE AND CALVES, POULTRY, AND HOGS AND PIGS**

Include all animals on this operation on December 31, 2007 owned by you, raised by you under contract, or kept by you for others. 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, 2007, should be reported by the person who had control of the animals on that day. Report beefalo as cattle. Report buffalo as bison in section 18.

**Contract and custom feeding operations** - Report numbers of animals or poultry on this operation on December 31, 2007. Report as sold, animals and poultry kept on a contract or custom basis and moved or sold from this operation in 2007. Report in section 19 on the appropriate line the quantity delivered of custom fed livestock or production contract livestock and poultry and report the dollar amount received from the contractor in section 19, item 3.

**Cattle, hogs, 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 that were not located on this operation. Do not report the sales of 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 2007, 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.

**Cattle in feedlots** -

Do NOT include in cattle in feedlots:

- 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 13 - SHEEP AND LAMBS OWNED**

**Item 2** - Report sheep, lambs, and ewes owned by you regardless of their location. Include ewes owned in both item 2 and item 2a. Report pounds of wool shorn in 2007 only.

Contract and Custom Feeding Operations - Do not report inventory of sheep and lambs that were not owned by you. They are to be reported on the owner's report form.

**SECTION 16 - AQUACULTURE**

Include all sizes for each type. On a separate line, specify the sale of fish eggs, fry, or fingerlings for each type. Convert units such as bushels, bags, or gallons to number or pounds.

**SECTION 17 – COLONIES OF BEES**

Report the number of bee colonies for honey or pollination owned regardless of location. Report the total colonies of honey bees or pollination bees sold during 2007. Report the pounds of honey collected in 2007 whether sold or not sold. Report the value of sales of honey, bee colonies, beeswax, pollen, and leaf cutter bees in section 20, item 14. Report the quantity of package bees produced in section 18, item 16.

**SECTION 18 – OTHER ANIMALS AND LIVESTOCK PRODUCTS**

**Item 2** - Report in item 2 the total number of horses on this operation regardless of ownership on December 31, 2007. In item 2a, report only those horses in item 2 that were owned and sold by this operation. Exclude horses owned by this operation but stabled elsewhere.

**Items 4, 5, and 6** - Report goats based on utilization regardless of breed.

**Items 12 and 13** - If mink pelts and rabbit pelts were sold in 2007, include in number sold. Retained pelts should be included in inventory. The value of pelt sales should be reported in section 20, item 14.

**Item 16** - Include bees wax, bee pollen, and feathers.

**SECTION 19 – 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, which 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 2. 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. If you had multiple contracts to produce different commodities, report the appropriate amount of each commodity produced under each contract in the proper categories. Report the total amount the contractor paid you for producing the commodity in item 3. Exclude marketing contracts, futures contracts, forward contracts, or other contracts based strictly on price.

**SECTION 20 – VALUE OF SALES**

Report the value of all crops and livestock sold from this operation in 2007 on the appropriate line(s) of section 20. Report the sales in 2007 regardless of the year crops were harvested or raised. Include the value of your landlord's share of the commodities harvested. Also, report as sold commodities, such as cattle, that you owned and moved to someone else's operation for further feeding. Report gross value before expenses and taxes. Include payments received in 2007 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 baled hay for labor or other services. Report the total value you received for animals and poultry sold from this operation in 2007, without deducting production or marketing expenses (cost of feed, cost of livestock purchased, cost of hauling and selling, etc.).

**Do NOT include:**

- Proceeds from CCC loans or other government payments.
- 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 4** - Exclude crops bought for resale without additional growing, such as plugs and started plants or garden center items, such as pot liners, chemicals, and fertilizers.

**Item 15a** - If you rented land under a share arrangement, report your landlord's share of the crop and livestock sales reported included in item 15.

**Item 16** - 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 that you bought and resold within 30 days. Exclude craft items such as bird houses, woodwork, etc.

**SECTION 21 – ORGANIC AGRICULTURE**

A farm produces organic products if it operates according to the practices outlined in the National Organic Standards. Farms exempt from certification because they sell less than \$5,000 in organic products a year should also report in this section. Acres used for organic production include pastureland and acres where crops were harvested, as well as any acres not used in the census year because crops failed, land was in a cover rotation, or crops were not yet of bearing age. Total sales of organic products include all sales of the products, regardless of whether an organic premium was obtained.

**Item 7** - Acres being converted to organic production apply to all acres in the farm operation that are in the three year transition period before land can be certified as organic. Acres reported in item 7 should not be reported in item 3.

**SECTION 22 – COMMODITY CREDIT CORPORATION (CCC) LOANS**

Report amount received for commodities placed under CCC loan during 2007. Include amount received even if commodity was redeemed or forfeited prior to December 31, 2007. Exclude CCC loans to build crop storage facilities.

**SECTION 23 – FEDERAL AND STATE AGRICULTURAL PROGRAM PAYMENTS**

For conservation program cost shares, include the government's share of the amount paid. Exclude any payments from loans or programs which must be repaid.

**SECTION 24 – INCOME FROM FARM-RELATED SOURCES**

Report only those income producing activities for which you used 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 2** - Exclude rental income from nonfarm property.

**Item 3** - Include only those forest products cut from this operation, not items cut from other nonfarm timber acreage. Exclude income from a sawmill business. Report sales of Christmas trees or maple syrup or sap products in section 20.

**SECTION 25 – PRODUCTION EXPENSES**

Include farm production expenses paid by you or your landlord(s) for crops, livestock, or poultry produced on this operation in 2007 in items 1 through 15. Include expenses associated with the generation of farm-related income reported in section 24. Include expenses incurred in 2007 even if they were not paid in 2007. Estimate if exact figures are not known.

**Contract growers or custom feeders** - Do not report as production expenses, the value of inputs provided by the contractor or livestock owner. Identify the items that were contractor provided in section 19, item 4.

**Item 2** - Include surfactants and oils and other products used to increase a chemicals effectiveness.

**Item 6** - Report the purchase cost of all grains, silage, hay, commercially mixed and premixed feeds, ingredients, concentrates, etc., fed to livestock or poultry on this operation. Contract livestock and poultry growers should not report the value of feed that was provided by a contractor. Do not report the value of feed raised and fed on this operation as an expense.

**Item 9** - Include the cost of repairs and upkeep of farm machinery, vehicles, buildings, fences, and other equipment used in the farm business. Include expenses for repairs to machinery and equipment used only for customwork if income from those machines is reported in section 24. Exclude repairs to vehicles not used in the farm business. Exclude expenditures for the construction of new buildings or the cost of additions to existing buildings.

**Item 10a** - Include labor expense for the farm business for 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 10b** - Include 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. Report the cost of customwork or machine hire in item 11.

**Item 12a** - Exclude rent paid for operator dwelling or other nonfarm property. Exclude the value of shares of crops or livestock paid to landlords.

**Item 13** - Report all interest expenses paid in 2007 for the farm business. Include interest paid on CCC loans in item 13b. 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 the amount is separated from the interest on the land and buildings on this operation.

**Item 14** - Include real estate property taxes you paid on the acres and buildings you owned and used in the farm business and property taxes on equipment or livestock. Exclude property taxes on land or buildings rented to someone else, property taxes paid on other property not associated with the farm business, income, social security, and excise taxes.

#### **SECTION 26** – FARM LABOR

Report the number of paid farm or ranch workers who performed agricultural labor on this operation in 2007. Include paid family members. Include workers such as hired bookkeepers, office workers, maintenance workers, etc., if their work was 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 in items 1a and 1b.

#### **SECTION 27** – FERTILIZERS AND CHEMICALS APPLIED

**Fertilizer** - Report acres on this operation on which commercial fertilizer was applied during 2007 only once, even if multiple applications were made. Report fertilizer and manure expenditures in section 25, item 1.

**Chemicals** - 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 25, item 2. Estimate the acreage for spot treatments.

#### **SECTION 28** – MARKET VALUE OF LAND, BUILDINGS, MACHINERY, AND EQUIPMENT

**Item 1** – Estimate the value of the land, houses, barns, and other buildings for each of the three listed categories 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.

**Item 2** – 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, hand tools, and office supplies. 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 28, item 1.

#### **SECTION 29** – MACHINERY AND EQUIPMENT

Report the total on this operation or normally on this operation and normally used on this operation in the first column. Do not report obsolete or abandoned equipment. In the second column, report only the number manufactured in the last five years.

#### **SECTION 30** - PRACTICES

**Item 1c** - Include water for any purpose – irrigation, cleaning, water for livestock, etc.

**Item 1g** - Rotational grazing is the practice of subdividing pasture and forage fields into small sections or paddocks, and allowing the high quality forage to be grazed quickly followed by a rest period.

**Item 1m** - Include any barn (used or not) on your operation that was built prior to 1960.

#### **SECTION 31** – 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, prison farm, grazing association, 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 32** – OPERATOR CHARACTERISTICS

This section collects information about the operator(s) 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. The principal operator is 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.

**Item 1** - Enter the number of people who made day-to-day decisions for this operation. Do not report as operators minor-aged children who only worked on the farm.

**Item 2** - Answer each question for up to three operators. If there are more than three, answer for three operators only.

**Item 2c** - The principal occupation of the operator(s) is the occupation at which an operator spent the majority of his/her work time. If the operator spent the majority working for another agricultural operation for wages, it is considered hours devoted to other.

**Item 2g** - 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 3** - 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 landlords, custom equipment operators, or provide other supplies that are listed in section 25, Production Expenses. Your answer should not exceed the number of operators listed in item 1.

#### **SECTION 33** - CONCLUSION

**Item 1** - If your operation might be identified under a different name than printed on the front of the form (for example, a farm name or another partner), please provide these names.

**Item 2a** - All farms and ranches should receive their own forms to complete. If you operated another farm or ranch, indicate here whether you received a form for that operation.