

INFORMATION SHEET

1997 UNITED STATES CENSUS OF AGRICULTURE

Special Reporting Instructions

Who Should Report – WE NEED A REPLY FROM EVERYONE RECEIVING A REPORT FORM, INCLUDING individuals, landlords, tenants, partnerships, corporations, institutions, and THOSE NOT CONDUCTING AGRICULTURAL OPERATIONS. Each name and address included in the census has a unique Census File Number (CFN). In order to make the census results as complete and accurate as possible, we need every report form returned, whether you farm or not.

If You Received More Than One Report Form for the Same Operation – Complete only ONE report form for that operation. Write "Duplicate" near the address label of each extra report form. Also, write the 12-character census file number(s) of the EXTRA report(s) ON THE COMPLETED REPORT in the space provided below and to the right of the address label. Return the extra report(s) in the same envelope with your completed report form so that we can correct our records.

If You No Longer Farm – If you had agricultural operations for any part of 1997, please report all agricultural activity during that portion of the year. Report all land on your census form that you owned or rented. Also, report your 1997 crop and livestock production and 1997 sales.

If You Quit Farming During 1997 – Complete the report form for the portion of the year that you did farm. Explain on the report form in the space to the left of the address label (or on another sheet of paper) when you stopped farming and include, if known, the name and address of the person now using the land and/or buildings.

If You Never Farmed or Have No Association With Agriculture – Please write a note on the report form near the address label explaining this and return the form so that we can correct our records. In our efforts to make the census as complete as possible, we obtained lists from various sources. We tried to eliminate nonfarm addresses; however, it was not always possible to do so.

If You Have More Than One Agricultural Operation – Complete a report form for EACH SEPARATE and DISTINCT production unit, i.e., each individual farm, ranch, feedlot, greenhouse, etc., for which you maintain SEPARATE operating expense and/or production records including livestock and other inventories and crop acreages.

If You Have a Partnership Operation – Complete only ONE report for the entire partnership's agricultural operation and include all partners' shares on that report. If members of the partnership operate separate farms or ranches in addition to the partnership farming operation, separate report forms should be completed for each individual operation.

If two or more report forms were received for the same operation, mark each additional form as a "Duplicate." Return the extra report(s) in the same envelope with the completed partnership report, where possible, or write a note on the extra report(s), such as, "*(Name of partner)* has already completed a report for the partnership (*provide name and CFN of partnership*)."

Landlord's or Contractor's Share – If you rented or leased land from others or had a contract for the production of agricultural products, include both your share and the landlord's or contractor's share of the production, sales, and expenses so your census report form will be complete for "THIS PLACE."

If you DO NOT know or DO NOT have records available for the landlord's or contractor's share, report your BEST ESTIMATE.

How to Enter Your Response – Enter your replies in the proper spaces, on the correct lines, and in the units requested, i.e., dollars, bushels, tons, etc. Write any explanation outside the answer spaces or on a separate sheet of paper.

All dollar figures should be entered in whole dollars. CENTS ARE NOT REQUIRED.

Enter whole numbers except where tenths are requested, such as acres of potatoes harvested. If you have 1/2, 1/3, or 1/4 of an acre, convert to tenths. For example, convert 1/2 to 5/10, 1/3 to 3/10, 1/4 to 2/10.

The census report form may contain sections and questions which DO NOT apply to you. When this occurs, mark the "None" or "No" box and go on to the next item or section.

Instructions For Specified Sections

◆ Section 1 – ACREAGE IN 1997

Your answers to this section will determine the land (**Acres in "THIS PLACE"**) referred to in the rest of the report form.

When answering the acreage questions, include the land associated with your agricultural operations in 1997 whether in production or not. Include all land that you owned or rented during 1997 even if only for part of the year. DO NOT include 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 1997 whether held under deed, purchase contract or mortgage, homestead law, or as heir or trustee of an undivided estate. Include all land owned by you and/or your spouse, or by the partnership, corporation, or organization for which you are reporting.

Item 2 – All Land Rented or Leased FROM OTHERS – Report all land rented by you or your operation.

INCLUDE in item 2:

- Land for agricultural use that you rented from others for cash
- Land you worked on a share basis (crop or livestock)
- Land owned by someone else that you used rent-free
- Land rented or leased BY THE ACRE from Federal or State governments, Indian reservations, or railroads.

DO NOT INCLUDE in item 2:

- Land used under Government grazing permits or special license on a per-head or animal unit month (AUM) basis, such as section 3 of the Taylor Grazing Act, National Forest, or Indian reservation permit land. If you had any of these permits, mark the appropriate boxes in item 7.

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. A report form will be obtained from each of your tenants to cover the operations on that land.

INCLUDE in item 3:

- Owned land rented to others for cash or a share of crops or livestock
- Land you rented from someone and then subleased to someone else
- Land worked for you by someone for a share of crops or livestock
- Land which you allowed others to use rent-free

DO NOT INCLUDE in item 3:

- Land placed in the Conservation Reserve Program (CRP) or Wetlands Reserve Program (WRP) as acres rented to the Government.
- Unrelated residential, commercial, or other land not included in items 1 and 2.

Item 4 – Acres in "THIS PLACE" – This figure will show the total of all land you operated at any time in 1997.

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

- You grew any crops or raised any livestock or poultry on "THIS PLACE" in 1997, complete the report.
- All your land was operated by a renter or sharecropper, complete section 1, item 6 (number of owned acres rented), skip to and complete section 25, and explain briefly, "all land rented out," etc. Mail report form in return envelope.
- You did not have any agricultural activity on owned or rented land in 1997, complete section 25 and explain briefly, such as "retired," "sold farm," and date. Give name and address of current operator if known and return report form in return envelope.

How to Report Crops Harvested

◆ Sections 2 through 8 – CROPS

Sections 2 through 8 provide space for reporting crops harvested during the 1997 crop year from the land shown in section 1, item 4 (Acres in "THIS PLACE") of your report. Please report your crops in the appropriate sections. DO NOT include any crops grown on land rented or leased TO OTHERS, or worked by others on shares during 1997.

Acres harvested – Enter the acres harvested in 1997. Round fractions to whole acres except where tenths are requested by "/10" in the reporting box, such as for potatoes.

Quantity harvested – If your unit of measure is different than the unit on the report form, please convert your figure for the quantity harvested to the unit requested. If the harvest was incomplete by December 31, 1997, please report the quantity harvested and the estimated quantity to be harvested.

Acres irrigated – For each crop irrigated, report number of acres irrigated. Irrigation is defined as land watered by artificial or controlled means - sprinklers, furrows or ditches, spreader dikes, purposeful flooding, etc. Include acres that received supplemental, partial, and/or preplant irrigation. DO NOT report water applied in transplanting tobacco plants, trees, or vegetables as irrigation. Leave "Acres irrigated" blank for crops that are not irrigated.

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.

Example: In 1997, you harvested 1,230 bushels of wheat from 40 acres, then on the same 40 acres planted soybeans, from which you harvested 1,550 bushels. You irrigated the soybeans but not the wheat.

SECTION 2 Were any of the following CROPS harvested from "THIS PLACE" IN 1997? DO NOT include crops grown on land rented TO OTHERS.)			
S2	Acres harvested	Quantity harvested	Acres irrigated
None	091	092	093
1. Cotton → <input type="checkbox"/>		Bales	
2. Soybeans for beans → <input type="checkbox"/>	088 40	089 1,550 Bu.	090 40
3. Wheat for grain → <input type="checkbox"/>	545 40	546 1,230 Bu.	547
4. Oats for grain → <input type="checkbox"/>	076	077 Bu.	078

Interplanted Crops – If two crops were grown at the same time in alternating strips in the same field, report the portion of the field used for each crop.

Example: A 60-acre field was planted in cotton and soybeans with two rows of cotton, followed by an area of the same width planted in soybeans. Thirty acres of soybeans and 30 acres of cotton would be reported in the appropriate section(s).

Skip Row Planting – If a crop is 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 portion of the field occupied by the crop in the appropriate section for that crop, and report the skipped portion as "Cropland idle" in section 10, item 1f.

◆ **Sections 2 and 3** – Report only for the listed crops.

Sections 4 through 8 – To report: (1) find the crop name and the code number from the list in the section; (2) enter crop name and code in the first two columns of the first available answer line in the section; (3) enter the information that is requested in the remaining columns. If you harvested a crop not listed in sections 4 through 8, use the "Other" code in the appropriate section and specify the crop name.

◆ **Section 4 – NURSERY AND GREENHOUSE CROPS**

Report Christmas trees grown on this place and sold live as nursery crops, code 488. Report Christmas trees grown on this place and sold as cut Christmas trees in code 491. Acres of Christmas trees to be cut in later years should be reported as other nursery and greenhouse, code 506.

◆ **Section 5 – VEGETABLES**

Report acres of vegetables harvested FOR SALE or commercial processing. DO NOT include vegetables grown for home use. Report the total acreage of each vegetable crop harvested.

Example: In 1997, you harvested 10 acres of lettuce from a field, then replanted the field in lettuce and harvested the 10 acres again. Both crops of lettuce were irrigated. Enter only 10 acres of land from which vegetables were harvested and 10 acres irrigated in item 1 of section 5, but write in 20 acres of lettuce harvested and 20 acres of lettuce irrigated in item 2 of section 5.

◆ **Section 7 – OTHER CROPS**

Maple Trees Tapped – Report acres of tapped maple trees (sugar bush) on this place in code 799. Report the number of taps from which you gathered sap as the quantity harvested.

◆ **Section 8 – FRUITS AND NUTS**

In counting the combined total of 20 or more trees and vines, include those for home use as well as those maintained for sale of the production. Acres in trees or vines that have been abandoned should not be included; these acres should be included in section 10, item 1f "Cropland idle."

If fruit and nut trees and vines were interplanted with crops other than trees or vines, report the total acres for the orchard crop in section 8, item 1, and the total acres of each interplanted crop in their appropriate section.

◆ **Section 9 – GROSS VALUE OF CROPS SOLD**

Report the value of all crops sold from "THIS PLACE" in 1997, regardless of the year they were harvested or who owned the land. Be sure to report gross values before deducting expenses and taxes. Include Government CCC loans received for "THIS PLACE" in 1997. Include payments received in 1997 from cooperatives or marketing organizations for crops produced on "THIS PLACE," regardless of the year in which the crops were harvested.

Also include as sales your estimate of the value of any crop removed from "THIS PLACE" in trade for 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 crop's market value when removed from "THIS PLACE."

DO NOT INCLUDE crops or crop products purchased from others and later sold.

Section 10 – USE OF ACRES IN "THIS PLACE"

The sum of the acres entered in various categories should equal total acres in "THIS PLACE," as reported in section 1, item 4. (DO NOT include any acres you rented or leased to others reported in section 1, item 3.)

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 1997, report that land only in the first category listed. For example, if you plowed under a cover crop, and planted and harvested a grain crop, report the land in item 1a, "Cropland harvested," but DO NOT report as "Cropland used for cover crops, legumes, etc." (item 1c).

Double Cropping – When more than one crop was harvested from the same land in 1997, report that land only ONCE as "Cropland harvested," in item 1a.

Interplanted Crops – If you interplanted crops, such as alfalfa hay in an orchard, report the total land used for both crops only ONCE, as "Cropland harvested," in item 1a.

Skip Row Planted Crops – Report the acres that represent the total nonplanted or skipped rows as "Cropland idle," in item 1f. The acres that represent the planted rows should be reported as "Cropland harvested," in item 1a.

Maple Trees Tapped – Report acres of tapped maple trees (sugar bush) as "Woodland not pastured," in item 2b.

◆ **Section 11 – IRRIGATION**

Report in item 1 the acres of irrigated land from which crops were harvested. Include all irrigated orchard land with bearing and nonbearing trees. Include irrigated land from which hay was cut. If crops were double cropped and both were irrigated, report the irrigated acres only once. Acres in item 1 of this section should not exceed acres in section 10, item 1a.

In item 2, report all other irrigated land, such as irrigated pasture, land on which crops failed, land in cover crops, and all other irrigated land not included in item 1.

◆ **Section 12 – ACRES UNDER THE CONSERVATION RESERVE PROGRAM (CRP) OR WETLANDS RESERVE PROGRAM (WRP)**

Include in item 1 all acres in "THIS PLACE" retired from production and placed, by long-term contract, into the Conservation Reserve Program or Wetlands Reserve Program (CRP or WRP). Acres placed in these programs during and prior to 1997 should be included.

◆ **Sections 13 through 17– LIVESTOCK, POULTRY, OTHER LIVESTOCK, OR ANIMAL SPECIALTIES**

Animals and Poultry to Include in the Report Form – Report all animals, poultry, and animal specialties on "THIS PLACE" (as defined in section 1, item 4) on December 31, 1997. Include all owned by you and any kept by you for others. Include animals on unfenced lands, National Forest land, district land, cooperative grazing association land, or rangeland administered by the Bureau of Land Management on a per-head, AUM, or lease basis.

Animals in transit on December 31, 1997, or animals on a short-term pasture (such as wheat pasture or crop residue) on a per-head, AUM, or lease basis should be reported by the person who had control of the animals.

Animals and Poultry to Exclude from the Report Form – DO NOT report animals or poultry kept on land rented to others or kept under a share arrangement on land rented to others. DO NOT include animals quartered in feedlots which are not a part of "THIS PLACE." Animals kept on a place not operated by you are to be included on the report for that place.

Animals Bought and Sold – DO NOT REPORT ANY ANIMALS BOUGHT AND THEN RESOLD WITHIN 30 DAYS. Such purchases and sales are considered "dealer" transactions and are not included in this census.

Number Sold – Report all animals and poultry sold or moved from "THIS PLACE" in 1997, 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 for any livestock or poultry kept on another place.

Animals Moved to Another Place – For animals moved from "THIS PLACE" to another place, such as for further feeding, report animals as "sold" and give your best estimate of their market value when they left "THIS PLACE."

Fat Cattle Sold – Cattle fattened on grain or concentrates for 30 days or more and sold for slaughter are reported in section 13, item 3a.

DO NOT INCLUDE WITH FATTENED CATTLE SOLD:

- Cattle and calves sold for further feeding
- Veal calves or any calves weighing less than 500 pounds
- Dairy cows – cull cows fed only the usual dairy ration before being sold

Value of Sales – Report the total gross value of animals and poultry sold or moved from "THIS PLACE" in 1997, without deducting production or marketing expenses (cost of feed, cost of livestock purchased, cost of hauling and selling, etc.). If the sale price or market value is not known, give your best estimate of their market value when they left "THIS PLACE." DO NOT report the value of sales of any livestock and poultry owned by you that were kept and sold from a place you did not operate.

Contract and Custom Feeding Operations – Livestock or poultry kept by you on "THIS PLACE" on a contract or custom basis should be included on this report REGARDLESS OF OWNERSHIP. Report as "INVENTORY" number of animals or poultry on the place on December 31, 1997. Report as "SOLD" animals and poultry kept on a contract or custom basis and removed or sold from "THIS PLACE" in 1997. If the sale price or market value is not known, give your best estimate of the market value of the animals or poultry when they left "THIS PLACE."

◆ **Section 16 – POULTRY**

The person who furnished the housing and labor should report the poultry operation on his/her report form regardless of who owns the birds. Report as sold, poultry that were taken or moved from "THIS PLACE" in 1997. Estimate the market value of birds if necessary. Do not report the amount received from a contractor as the market value of birds.

◆ **Section 17 – HORSES, BEES, FISH, GOATS, OTHER LIVESTOCK, OR ANIMAL SPECIALTIES**

Item 2 – If you owned BEES – Report all colonies or hives of bees and honey operations conducted by you, regardless of where the hives were kept most of the year. Report hives or colonies, pounds of honey sold, and value of sales.

Items 7 and 8 – Mink pelts and rabbit pelts should be included in number sold and value of sales, but not in inventory.

Item 9 – Other Livestock and Livestock Products – Include in other livestock and livestock products manure, beeswax, and any other animal products sold from "THIS PLACE" in 1997. Please indicate units used in reporting.

Item 10 – Fish or Other Aquaculture Products – Report number or pounds sold and gross value of sales for each. Enter name and code from list.

◆ **Section 18 – AMOUNT RECEIVED FROM GOVERNMENT CCC LOANS**

Report in item 1 the amount received under the regular or reserve program for commodities placed under CCC loans during 1997. Include amount received even if commodity was redeemed or forfeited prior to December 31, 1997.

DO NOT include CCC loans received to build crop storage facilities or amount received for storage payments in the reserve program.

◆ **Section 19 – FEDERAL FARM PAYMENTS RECEIVED**

Report in item 1 all payments received from Federal farm programs in 1997. Federal payments include receipts from Federal farm programs, such as deficiency payments, support price payments, indemnity programs, disaster payments, paid land diversion, payments for enrollment in the Conservation Reserve Program or Wetlands Reserve Program (CRP or WRP), payments received for approved soil and water conservation projects, etc.

In item 1a, report the amount received for participation in the Conservation Reserve Program and Wetlands Reserve Program (CRP and WRP). DO NOT include payment from CCC loans or crop insurance.

◆ **Section 20 – DIRECT SALES**

Report the sales of crops, livestock, poultry, or their 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 PLACE."

DO NOT include crops, livestock, poultry, or other products which you bought and resold.

◆ **Section 21 – INJURIES AND DEATHS**

Injuries – Include all injuries resulting in lost worktime or medical care expense that occurred while doing farm or ranch work on or for "THIS PLACE" during 1997. Include injuries of family members, the operator, paid hired workers, and unpaid workers. DO NOT include injuries to contract workers. DO NOT include household injuries not related to the farming operation.

Deaths – Include all deaths that resulted from injuries or accidents related to farm or ranch work on or for "THIS PLACE." Include deaths of family members, the operator, paid hired workers, and unpaid workers. DO NOT include deaths of contract workers. DO NOT include deaths that resulted from natural or nonaccidental causes such as heart attacks, cancer, suicide, etc.

◆ **Section 22 – TYPE OF ORGANIZATION**

Use the following definitions to determine the type of organization for your operation:

Family or Individual Operation – Defined as farm or business organization controlled and operated by an individual (sole proprietor). Include family operations that are not incorporated and not operated under a partnership agreement.

Partnership Operation – Defined as two or more persons who have agreed on the amount of their contribution (capital and labor) and the distribution of 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 defined as a legal entity or artificial person created under the laws of a State to carry on a business. This definition DOES NOT include cooperatives. Information on type of corporation should be reported in section 23.

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

◆ **Section 23 – CORPORATE STRUCTURE**

This section is to be answered by corporations only. Answer both items. A family-held corporation has more than 50 percent of its stock owned by persons related by blood or marriage.

◆ **Section 24 – CHARACTERISTICS AND OCCUPATION OF OPERATOR**

This section collects information about the operator of "THIS PLACE" who is defined as the individual owner, the operator, the senior partner, or person in charge for the type of organization reported in section 22.

Family or Individual Operation – Complete this section for the operator.

Partnership Operations – Answer all items, except item 2, for the "Senior Partner." The "Senior Partner" is the individual who is mainly responsible for the agricultural operations on "THIS PLACE," not necessarily the person senior in age. If each partner shares equally in the day-to-day management decisions, consider the oldest as the "Senior Partner." For item 2 (Principal Occupation) consider all members of the partnership together. Please include as "farming" worktime all types of agricultural enterprises, including work at greenhouses, nurseries, mushroom production, ranching, feedlots, broiler feeding, etc.

Corporations and Other Operations (Cooperatives, Estates, etc.) – Complete this section 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.

Item 4 – Year Began Operation – Report the first year the operator or senior partner began to operate any part of "THIS PLACE" on a continuous basis. If the operator returned to a place previously operated, report the year operation was resumed.

◆ **Section 25 – PERSON COMPLETING THIS REPORT**

Complete this information and return completed form to: Census of Agriculture, 1201 East 10th St., Jeffersonville, IN 47131-1700.