U.S. DEPARTMENT OF AGRICULTURE
NATIONAL AGRICULTURAL STATISTICS SERVICE

INSTRUCTION SHEET
UNITED STATES 2005 CENSUS OF AGRICULTURE TEST

For additional help, call the toll free helpline at 1-888-424-7828

If you call for assistance, please have the form(s) available. To serve you better, the assistant will ask for the 11-digit CENSUSID printed in the address area on the front of your report form(s).

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. Complete the enclosed report form and return it to us in the preaddressed envelope provided by February 1, 2006, whether you farmed in 2005 or not.

No Agricultural Land - If you had no agricultural land, no association with agriculture, and no livestock or poultry, complete section 1 and section 15 on the form. Then write "No agricultural land and no livestock" below the address area, and mail report form in the return envelope.

Landlord Only - If you are a landlord only (all land is rented out to others), complete section 1 and section 15. Mail the report form in the return envelope. Your tenant(s) will receive a form to report production for the land they rent. If you have conservation land, please complete the form.

Partial Year Operations - - If you stopped farming during 2005, complete the report form for the portion of the year that you did farm. Write "Stopped farming during 2005" and the date you stopped farming in the area below the address area. Mail report form in the return envelope.

Did Not Operate At All in 2005 - Write "Do not have agricultural activity" and, if applicable, enter the date you stopped farming in the area below the address area. Mail the report form in the return envelope.

If you owned farm or ranch land in 2005 that was idle and NOT rented out, you should complete and return the report form.

Land in Federal conservation programs in 2005 - 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 in this operation.

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. Also, write the 11-digit CENSUSID number of the EXTRA form(s) ON THE COMPLETED FORM in the space provided on the front of the form. Return all forms 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 separate operation. We have listed all the known partners below the address area to assist in defining the operation. Please make any necessary corrections to these names. If you have questions, please call the toll-free help line, 1-888-424-7828.

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 2005.

How to Enter 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 decimal equivalents. 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 2005

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 2005, whether in production or not. Include all land that you owned or rented during 2005, even if only for part of the year. Exclude unrelated residential or commercial land. Report in whole acres.

Item 1 - Report all land owned in 2005 whether held under deed, purchase contract or mortgage, homestead law, or as heir/heiress 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 the acre by you or your operation. Exclude land used under Government grazing permits or on a per-head or animal unit (AUM) basis. 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 the conservation programs as acres rented to others.

Item 4 - This is all land you operated at any time in 2005. Land use should be reported for these acres.

If 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 or poultry in 2005, skip to and complete section 15. 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.

Item 6 - Include all land used by this operation on a per-head or animal unit (AUM) basis regardless of who it was leased from. Include land leased from private individuals and American Indian reservations. Report the land even if used for only a portion of the year. Report livestock on those acres in the livestock sections of the report form. If you grazed land with other operators, report only the share of the acres your operation used.

Section 2 – CROPS AND LIVESTOCK

Items 1 and 3 – 9 - Value of sales - Report the value of all crops and livestock sold from this operation in 2005 in the value of sales column on the appropriate line(s) of section 2. Report the value sold in 2005 regardless of the year crops were harvested or raised. Include the value of your landlord's share of the commodities harvested. Report the value of the sales from land you 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 value before expenses and taxes. Include payments received in 2005 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 2005, 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 programs.
- The value of sales of any livestock and poultry owned by you that were kept and sold from a location you did not operate.

- Crops bought for resale without additional growing, such as plugs and started plants or garden center items, such as pot liners, chemicals, and fertilizers.

Items 1 and 3 – 9 - Acres irrigated - Include acres irrigated by all methods and from all water sources including those irrigated from lagoons through a sprinkler or flood system.

Item 1 - Field and forage crops
Crop name – Enter the crop name of each crop grown on the operation in 2005. For wheat, enter the specific type of wheat grown (Durum, spring or winter) and harvested in 2005. Do not report acres planted for the 2006 harvest season.

Acres harvested - Enter the acres harvested in 2005. Round fractions to whole acres except for tobacco where tenths should be reported. If more than one cutting of hay is cut from the same acres, report the acres only once, but the total quantity harvested from all cuttings in the next column.

Total quantity harvested - If the harvest was incomplete by December 31, 2005, please estimate the total quantity to be harvested.

Unit – Report the unit of measure for the amount reported in the **total quantity harvested** column. Examples of units include bushels, tons, and pounds.

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 (2 X 2), report the acreage of the field occupied by the crop and report the skipped portion as cropland idle in Section 3, item 1d.

Item 2 – Grain storage capacity
Report total capacity of all structures normally used, even if they were not used. Do not report any capacity or usage of off-farm public storage or capacity of structures leased to others.

Item 3 – Vegetables, potatoes, and melons
For crops planted more than once during the year, report the total acres harvested during 2005. 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.

Item 4 – Fruits, nuts, and berries
Report fruit and nut trees only if there is a combined total of 20 or more trees and vines whose production is either for home use or for sale. Exclude abandoned acres of orchards or vineyards, which should be reported in Section 3, item 1d. Bearing age acres are the acres of trees or vines that produced any fruit or nut crop in 2005 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 item 4, and the total acres of each interplanted crop in their appropriate section(s).

Item 5 – Woodland crops and maple syrup
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 2005. Trees cut should include only those trees cut in 2005.

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. The wood is too soft to be used for lumber.

Acres harvested in 2005 should be reported as having been both in production and harvested. Acres not harvested in 2005 should be reported in production only.

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. Report the acres of tapped maple trees in section 3, item 3, woodland not pastured.

Item 6 – Greenhouse and nursery crops
Report Christmas trees grown on this operation and sold live as nursery stock. Report all acres of Christmas trees in production for cut Christmas trees and the number cut in 2005 in item 5. Value of sales should be reported only for those items grown on the operation, not items bought for immediate resale.

Items 7 - 9 Livestock
Include all animals on this operation on December 31, 2005, 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, 2005, should be reported by the person who had control of the animals.

Contract and custom feeding operations – Report counts of cattle and calves, poultry, or hogs and pigs kept by you on this operation on a contract or custom fed basis in items 7 - 9, regardless of ownership. Report numbers of animals or poultry on December 31, 2005. Report as sold animals and poultry kept on a contract or custom basis and removed or sold from this operation in 2005.

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 the sale 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 2005, 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, or during the winter to public grazing land.

Beefalo - Report as cattle.
Buffalo - Report as bison.
Colonies of bees – Report all colonies of bees owned by you, regardless of location. Pounds of honey collected should also be reported. Do not report colonies of bees on your operation if they are not owned by you.
Fish in captivity – Report aquaculture products raised and sold by this operation. On a separate line specify the sale of each type separately. Include only aquaculture actively raised. Do not include fish or other items caught in the wild.
Goats – Report goats based on utilization regardless of breed.
Horses – Report the number of horses on this operation regardless of ownership. Exclude horses owned by this operation but stabled elsewhere.
Sheep – Report sheep, lambs, and ewes owned by you, regardless of location. Report pounds of wool shorn in 2005 only. 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.

Item 10 – Landlord's share of sales - If you rent land under a share crop arrangement, report the value of the landlord's share of the sales reported in items 1 and 3 – 9.

Item 11 - Direct sales - 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 that you bought and resold within 30 days. Exclude processed products such as hams and jellies. Exclude "craft items" such as bird houses, woodwork, etc.

Section 3 – LAND AND GOVERNMENT PAYMENTS
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 2005.

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 2005, 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 federal conservation programs – Report acres in the land item that best describes the acres. For example, CRP land may be reported in cropland harvested, idle cropland, or woodland not pastured depending on its use.

Item 1a – Cropland harvested

Double cropping or interplanted crops - If more than one crop was harvested from the same land in 2005, report that land 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 – Report the acres that represent planted rows as cropland harvested, item 1a. Report the acres that represent the total nonplanted or skipped rows as cropland idle in item 1d.

Item 1c – Cropland summer fallowed - Include cropland left unseeded for the 2005 harvest and summer fallowed, cultivated by tillage, or treated with herbicides to control weeds and conserve moisture. Include cropland summer fallowed in 2005 even though it may have been planted to wheat, etc., for the 2006 harvest.

Item 6 – Crop insurance - Report all acres covered by any Federal or non-Federal crop insurance policy in 2005. Land in pasture insurance programs should also be included. Include acres covered by guaranteed revenue policies.

Item 7 – Government 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. Report amount received for commodities placed under CCC loan during 2005. Include amount received even if commodity was redeemed or forfeited prior to December 31, 2005. Exclude CCC loans to build crop storage facilities.

Section 4 - 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 5 - INCOME FROM FARM-RELATED SOURCES

Items 1 through 7 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 2 – Cash rent or share payments -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. Report sales of Christmas trees or maple syrup or sap products in section 2, item 5.

Section 6 – 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.

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.

Section 7 - PRODUCTION EXPENSES

Include:

Include farm production expenses paid by you or your landlord(s) for crops, livestock, or poultry produced on this operation in 2005 in items 1 through 15. Include expenses associated with the generation of farm-related income reported in Section 5. Include expenses incurred in 2005 only if they were paid in 2005. Please estimate if exact figures are not known. Refer to the individual expenditure items below for further explanations.

Item 2 - Include surfactants and oils and other products used to increase a chemical's 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. 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 9 - 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. Exclude expenditures for the construction of new buildings or the cost of additions to existing buildings. Include expenses for repairs to machinery and equipment used only for customwork if income from those machines is reported in Section 5.

Item 10a - 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 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. Include 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 2005 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 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. Exclude property taxes on land or buildings rented to someone else, property taxes paid on other property not associated with the farm business, and income and excise taxes.

Section 8 - FERTILIZERS and CHEMICALS APPLIED

Report acres on this operation on which commercial fertilizer was applied during 2005 only once, even if multiple applications were made. Report fertilizer and manure expenditures in section 7, 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 7, item 2. Estimate the acreage for spot treatments.

Section 9 - FARM LABOR

Report the number of paid farm or ranch workers doing agricultural labor on this operation in 2005. 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.

Section 10 - MARKET VALUE OF LAND, BUILDINGS, MACHINERY, and EQUIPMENT

Item 1 – 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.

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 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 10, item 1.

Section 11 - 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 12 - AGRICULTURAL ACTIVITY WITHIN THE BORDERS OF AMERICAN INDIAN RESERVATIONS, PUEBLOS, AND SERVICE AREAS

Complete this section if any of your cropland or livestock was on an American Indian reservation in 2005. Include land on deeded acres you owned and operated or leased from others as well as any trust acres you used. Do not include tribally controlled farms, ranches, or herds.

Section 13 - PRACTICES

Item 1c – Include water for any purpose – irrigation, cleaning, 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 14 - 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. Do not report as operators minor-aged children who only work 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 worktime. 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 only the landlords, custom equipment operators, or provide other supplies that are listed in section 7, Production Expenses. Your answer should not exceed the number of operators listed in item 1.

Section 15 - 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.