

**U.S. Department of Agriculture
Farm Service Agency
OMB Control No.: 0560-0260
Measurement Service Record**

Purpose:

The purpose of this request for OMB review is to obtain an approval on a revision of a currently approved information collection associated with the Measurement Service Records. The Modernize and Innovate the Delivery of Agricultural Systems (MIDAS) is FSA's initiative to improve the delivery of FSA farm program benefits and services through the reengineering of farm program business processes and the adoption of enhanced and modernized information technology. The current format of the FSA-409 was implemented prior to the MIDAS initiative and therefore needs to be updated in order to be compatible with MIDAS. FSA wants to simplify the form so that producers will only see the fields needed for the specific measurement service (MS). FSA is not collecting any new information on the FSA-409. The types of MS being performed are currently Land and Commodity Bin. The current form includes all of these. The proposed changes to the form divide the data fields required by MS type—either Land or Bin. This allows the new system to print only the necessary data fields. FSA has decided to separate the land and bin measurements into two forms. The FSA-409 L would show land measurement requests and results. The FSA-409 B would show Bin.

Background:

FSA Handbook 2-CP provides that Form FSA-409 be used as the form of application for persons desiring measurement services.

1. Circumstances making collection of information necessary

Collection of this information is authorized by 7 CFR Part 718 and described in FSA Handbook 2-CP. If a producer requests measurement services, it becomes necessary for the producer to provide certain information which is collected on an FSA-409 L or B. This information is necessary to fulfill the producer's request for measurement services. Producers may request acreage or production measurement services.

2. How, by whom, and for what purpose is the information used

The FSA-409 L or B, Measurement Service Record, is used to document the kind of service requested by the producer. The form is prepared by the FSA County Office personnel when producers come into the office and request a measurement service to be performed. The information is used to create a record of measurement service requests and cost to the producer. Information that the producer is required to provide on this form is the farm serial number, program year, farm location, contact person, type of service request (acreage or production).

The producer must pay the cost of the service prior to the service being formed. The form serves as a record of the request, receipt of payment for the producer and documents the results of the service provided. The producer must sign the form to insure the accuracy of what is being requested, the person accepting the funds signs acknowledging receipt of funds and the person performing the service signs the form after completion of the service. The producer is mailed a copy of the form as a record of measurement service performed.

3. Use of information technology

FSA wants to simplify the FSA-409 form so that producers will only see the fields needed for the specific MS. FSA is not collecting any new information on the FSA-409. The types of MS being performed are currently Land and Commodity Bin. The current form includes all of these. The proposed changes to the form divide the data fields required by MS type—either Land or Bin. This allows the new system to print only the necessary data fields. FSA has decided to separate the land and bin measurements into two forms. The FSA-409 L would show land measurement requests and results. The FSA-409 B would show Bin. The FSA-409 L or B, Measurement Service Record and instructions are available at USDA e-Forms web site. The form is filled out and service fees are prepaid at the County Office.

4. Efforts to identify duplication

There is no duplication of efforts. The information is only collected when the producer request the service.

5. Method to minimize burden on small businesses or other small entities

The collection of information is voluntary. Only producers who request the service are required to submit the data.

6. Consequences if information collection were less frequent.

The information is collected only when a producer requests a measurement service. There are no consequences to Federal program or policy activities if the information were collected less frequently.

7. Special Circumstances

There are no special circumstances that require the collection to be conducted in a manner inconsistent with guidelines in 5 CFR 1320.6.

8. Federal Register notice, summarization of comments and consultation with persons outside the Agency

The Federal Register notice with a sixty day comment period was published on July 31, 2012 (77 FR 45328). No comments were received.

The consultations were performed with Scott Reed of the Texas State FSA Office (979)680-5214, Joilyn Garcia of the New Mexico State FSA Office (505)761-4911 and Cliff Fusell of the Ben Hill/Irwin, County FSA Office (229)468-7491.

9. Explain any decision to provide any payment or gift to respondent

No gifts or payments are provided to respondents in return for completion of Form FSA-409.

10. Confidentiality provided to respondents

The data that is collected is handled according to established FSA procedures for implementing the Privacy and Freedom of Information Acts. This information collection complies with the Privacy Act of 1974 and OMB Circular A-130, Responsibilities for the Maintenance of Records about Individuals by Federal Agencies.

11. Questions of a sensitive nature

Data collected is not considered sensitive in nature.

12. Estimates of burden

The FSA-409 is only prepared if a producer requests a measurement service. There are an estimated 135,000 respondents who take about 15 minutes to collect data from the producer for a total of 33,750 burden hours. The travel time is included in the total burden hours of 168,750. The costs are paid for by the producer before the service is provided.

The average hourly rate for the respondents is \$20.00. The respondent's annual cost burden associated with this information collection is \$3,375,000 (168,750 x \$20.00).

13. Total annual cost burden to respondents or record keepers resulting from the collection of information

No special equipment or services must be purchased by the respondent in order to collect the information. There are no additional cost burdens for recordkeeping, as this task is performed by county office personnel.

14. Annual cost to Federal Government

There is no cost to the federal government. This is a service provided to producers at a rate established by the FSA to recover the cost of performing the service.

15. Reasons for changes in burden

There is no change in burden since the last approval.

16. Tabulation, analysis and publication plans

There are no plans to publish, in any form, the data collected from the FSA-409.

17. Reasons display of expiration date of OMB approval is inappropriate

The form will display the OMB approval expiration date.

18. Exceptions to 83-1 certification statement

There are no exceptions to the 83-1 certification statement.

19. How is this information collection related to the Customer Service Center? Will this information be part of their one stop shopping?

Yes, the form is currently available through the service center. The respondents are not required to provide information from other sources to respond to the Agency's request.