

**Justification of Change Worksheet**  
**Pistachios Grown in California, Arizona, and New Mexico**  
**OMB No. 0581-0215**  
**Marketing Order No. 983**

**January 2017**

This change worksheet modifies five forms related to the Federal marketing order for pistachios grown in California, Arizona, and New Mexico and currently approved under OMB No. 0581-0215. The Administrative Committee for Pistachios (ACP) would like to improve their forms for their nomination process. In addition, form identifiers will be changed from FV to SC due to the change in the organization's name from "Fruit and Vegetable Program" (FV) to "Specialty Crops Program" (SC). All changes are cosmetic in nature and will not affect the burden. The changes are for clarity and conformity with all other forms and provide ease for the applicant to complete.

There are three types of forms related to the annual election process for ACP. First, ACP solicits nominations through the producer and handler nomination forms (FV-245 and FV-245A). Next, nominees fill out the Qualification and Acceptance form (FV-243). Finally, producers and handlers vote for nominees of their choosing with the producer and handler ballots (FV-244 and FV-246).

**Producer Member Nomination Form FV-245 to SC-245**

The first page on FV-245 is an entire page of detailed instructions and explanations of the marketing order; SC-245 distills the most fundamental instructions into a half-page section. Pages 2-5 on FV-245 consists of nomination and certification sections on each page and one page for each district; SC-245 condenses all the same information requested into a half-page. On SC-245 it is possible to simply provide a checkmark on the nomination district as opposed to a separate form for each district. SC-245 greatly simplified all the background information on the marketing order, election process, nomination eligibility, and affiliation on one page with redundant information deleted and pertinent information condensed. The title of the form is simplified from "NOMINATION FORM PRODUCER MEMBERS AND ALTERNATE PRODUCER MEMBERS" to "Producer Member Nomination Form." This does not affect the use of the form as it is referred to by its form number (245).

**Handler Nomination Form FV-245A to SC-245A**

The first page on FV-245A is an entire page of detailed instructions and explanations of the marketing order; SC-245A distills the most fundamental instructions into a half-page section. The second page on FV-245 is the nomination and certification sections; SC-245A condenses the same information requested into a half-page. The second page for SC-245A contains the background information on the marketing order, election, nomination eligibility, and affiliation. SC-245A contains a 'Nomination Deadline' notice at the top right of the first page as a helpful reminder to recipients. The title of the form is changed from "Nomination Form for Handler Members and Alternate Handler Members" to "Handler Member Nomination Form." This does not affect the use of the form as it is referred to by its form number (245A).

### **Qualification and Acceptance Form FV-243 to SC-243**

SC-243 contains a 'Return By:' notice at the top right as a helpful reminder to applicants. The identification section and qualification section has its questions divided into helpful boxes as opposed to simple lines as was done in FV-243. This makes the format easier to fill out. The SC-243 provides more space to answer the questions on financial interests; membership in other organizations; and experience or eligibility. The Certification of Qualification and Acceptance section is in larger font to make it more legible. The statement on FV-243 giving direction on where to return the form (The original signed copy of this form needs to be on file with the Administrative Committee for Pistachios. Please fax or email a copy of the completed form by \_\_\_\_\_, 20\_\_\_\_, and then mail the original. ) is greatly shortened in SC-243 (Return this form by email, mail, or fax by March XX, XXXX). In SC-243 the third page with the definitions has an added section defining "Person." The title of the form is changed from "Confidential Producer/handler and Public Member Qualification and Acceptance Statement" to "Qualification and Acceptance Statement." This does not affect the use of the form as it is referred to by its form number (243).

### **Handler Ballot Form FV-244 to SC-244**

The SC-244 version simplified the two pages with definitions and instructions into one page. Instead of a section to check-off individual, trust, partnership, corporation, tax ID number, the revised SC-244 simply defines the ballot certification eligibility. The section on certification for position year 1 and year 2 is removed as redundant. Explanations on the Handler Position Ballot section are removed as redundant. Candidate slate is simplified. SC-244 contains a 'Voting Deadline' notice at the top right of the second (ballot) page as a helpful reminder to recipients. The title of the form is simplified from "Ballot for Election of Handler Members and Alternate Handler Members" to "Official Ballot Material." This does not affect the use of the ballot as it is referred to by its form number (244).

### **Producer Ballot Form FV-246 to SC-246**

SC-246 is a two-sided document that simplifies the nine pages for FV-246. The SC-246 version condenses the two pages with definitions and instructions into one page. Instead of a section to check-off individual, trust, partnership, corporation, tax ID number, the revised SC-246 simply defines the ballot certification eligibility. Pages 2-9 on FV-246 consists of nomination and certification sections on each page and two pages for each district; SC-246 condenses all the same information requested into one page. On SC-246, the District number is left undefined so that ACP can fill in the information with 1, 2, 3, or 4. The candidate slate section is condensed to take up much less space and fit on one page with the certification section. The title of the form is simplified from "Ballot for Election of Producer Members and Alternate Producer Members" to "Official Ballot Material." This does not affect the use of the ballot as it is referred to by its form number (246).