

U.S. Department of Agriculture, Farm Service Agency
OMB No.: 0560-0NEW
Form FSA-409, Measurement Service Records

Purpose:

The purpose of this request for OMB review is to obtain approval for a new information collection package associated with Measurement Service Records. This information collection includes an old form that has been used by county offices to document producer's request for measurement service, cost, collection of cost, and results of the service for over 30 years. It was at the time a request to modify the form that it was determined that the form had never been approved by OMB. It is of the utmost importance to have this form approved as soon as possible. The current form does not meet needs for documenting hours, mileage, rate and total cost based current methods approved for calculating cost.

Justification:

1. Circumstances making collection of information necessary

The 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 the FSA-409. This collection of information is 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, Measurement Service Record, is used to document the kind of service requested by the producer. The form is prepared by FSA County Office personnel when producers come into the office and request a measurement services 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

The FSA-409, Measurement Service Record and instructions are available at the local FSA Office or through the USDA e-Forms web site. The form should be completed and fees prepaid at the county office before services are performed. FSA is requesting OMB approval to use the FSA-409 in hard copy and electronic formats.

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

A Federal Register notice with a sixty day comment period was published on May 11, 2007 (72 FR 26774). No comments were received. Another Notice for 30-day to include travel time in the burden estimate was published on November 1, 2003 (72 FR 61856). No comments were received.

The consultations were performed with Danny Noble of the Texas State FSA Office (979)680-5151, Scott Wilbant of the Kansas State FSA Office (785)539-3531 and Cliff Fusell of the Ben Hill, County FSA Office (229)423-2041.

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.

The questions in the form are 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 and approximately 1 hour of travel time for a total of 168,750 burden hours.

The average hourly rate for the respondents is \$16.00. The respondent's annual cost burden associated with this information collection is \$2,700,000 (168,750 x \$16.00).

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 annual cost to the federal government because the fees are used to recover the County office costs. Also, the mileage is built into the hourly rate. This is a voluntary service and the producer agrees to and pays the costs prior to the FSA performing the service. Since it is a voluntary in nature, they are not required or mandated to get the service.

15. Reasons for changes in burden.

This is a new submission.

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, this 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.