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National
Agricultural
Statistics Service

Agricultural
Statistics Board

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Agricultural Labor Survey

Interviewer's Manual



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Chapter 1 – Agricultural Labor Survey

General

USDA's National Agricultural Statistics Service (NASS) is responsible for publishing farm employment and wage rate estimates. These estimates are based on data obtained from a sample of farmers and ranchers selected for participation in the Agricultural Labor Survey. Individual reports are kept CONFIDENTIAL and are reviewed only by employees of NASS. Data reported are combined to produce State, Regional, and National estimates.

Employer

You are an employee of the National Association of State Departments of Agriculture (NASDA). Work on this survey is covered by a cooperative agreement between NASDA and NASS. Introduce yourself as a NASDA employee working for the (your State) Field Office of the USDA, National Agricultural Statistics Service.

Responsibility

Accurate information collected directly from farmers and ranchers by trained interviewers provides the foundation for reliable Agricultural Labor estimates. When you contact survey respondents, it is your responsibility to:

- obtain cooperation from selected operations,
- remind respondents of the confidential nature of the data,
- explain the uses of the data collected,
- collect quality data on survey items.

Once you have completed data collection, you are responsible for returning all completed questionnaires to your RFO in a timely manner and before the survey due date. Keep in mind the confidential nature of the data you have collected. Protect the data and the respondent's personal information with utmost care and respect.

Labor Surveys and Reports

The Agricultural Labor Survey is conducted semi-annually in all States (except Alaska) in April and October. In California, the survey is conducted monthly in a cooperative effort with the State of California Employment Development Department (EDD), Labor Market Information Division (LMID).

Labor data is collected for two periods each time it is enumerated. In April, NASS collects data for the months of January and April; in October data is collected for July and October.

The survey Reference Week is always the Sunday through Saturday period that includes the 12th day of the month. This corresponds to the week specified in the general employment and wage series of other Federal agencies.

NASS publishes estimates of hired workers, average hours worked, and wage rates in the Farm Labor report. These estimates are published as Regional averages; Regional groupings are shown below. In addition, annual average wage rates are published for all relevant Regions & States in the November Farm Labor release.

Northeast I	: CT, ME, MA, NH, NY, RI, VT
Northeast II	: DE, MD, NJ, PA
Appalachian I	: NC, VA
Appalachian II	: KY, TN, WV
Southeast	: AL, GA, SC
Lake	: MI, MN, WI
Cornbelt I	: IL, IN, OH
Cornbelt II	: IA, MO
Delta	: AR, LA, MS
Northern Plains	: KS, NE, ND, SD
Southern Plains	: OK, TX
Mountain I	: ID, MT, WY
Mountain II	: CO, NV, UT
Mountain III	: AZ, NM
Pacific	: OR, WA
California	
Florida	
Hawaii	

Farm Labor publications may be viewed on the USDA- NASS website:
(<https://usda.library.cornell.edu/concern/publications/x920fw89s>).

Use of Labor Survey Information

Estimates of farm labor are used for a variety of purposes by State and Federal governments, educational institutions, farmer organizations, and private sector employers of agricultural labor.

- Legislators and USDA use farm worker data in making farm policy decisions.
- Labor data are used in the formulation of farm productivity indexes. The inclusion of wage rate data in the Parity Index (Index of Prices Paid by Farmers) is required by law.
- Farm worker data are an important component of the agricultural sector of the Gross Domestic Product.
- Agencies responsible for administering farm labor recruitment and placement programs use the statistics in their planning and evaluation. The U.S. Department of Labor currently uses NASS's Regional annual average combined field and livestock wage rates, as the Adverse Effect Wage Rates per State for the following year (see further explanation, below).
- Individual producers may use wage rate data as a guide when hiring workers and when estimating expenses for their operation.
- Producers may use wage data in hiring and estimating expenses for their operation.

Federal regulations that determine minimum wage rates for foreign agricultural workers in the U.S. (H-2A workers) also use Agricultural Labor Survey data as an input into the calculations. The H-2A Program is the provision of the Immigration Reform and Control Act (IRCA) of 1986 which allows admission of foreign national agricultural workers to perform agricultural labor or services of a temporary or seasonal nature in the United States.

To hire H-2A workers, the employer must apply to the Department of Labor (DOL) for an H-2A labor certificate. Employers are required to provide amenities such as housing, transportation, meals or cooking facilities, and pay at a minimum the Adverse Effect Wage Rate (AEWR). The Regional annual average rate for field and livestock workers as published in the November Farm Labor release serves as a component used to set the AEWR. Prevailing Wage Rate Surveys conducted by DOL and State/Federal minimum wage laws are also used.

Limitations of Survey Data

The Agricultural Labor Survey is designed to estimate the number of hired workers, hours worked, and wage rates for the week containing the 12th of the survey month. There are some limitations you should be aware of when discussing the uses of the survey data.

- The Agricultural Labor Survey does not measure the total labor expenditures for agricultural production. The Agricultural Resource Management Study (ARMS) conducted by NASS each year provides an estimate of total expenditures for farm labor.
- Reported wages do not include the value of benefits such as housing, meals, or insurance. Information on total value of benefits provided to agricultural workers is obtained during the ARMS.
- Workers could work on more than one farm during the survey week, and thus be counted more than once. This type of duplication is expected when information is collected from employers.
- Demographic data about the workers are not collected on the Agricultural Labor Survey. Surveys of employees, such as the Bureau of Census Current Population Survey provide some of this information.

Chapter 2 – Terms & Definitions

Enumerators working the Agricultural Labor Survey should be familiar with the definitions of the terms listed below. See www.nasda.org for additional terms and definitions.

General Terms

Agricultural Service	Non-Response Operating
Agricultural Work	Arrangement Operation
Bonus Wages	Operator
Confidentiality	Out-of-Business
Contract Labor	Other Workers
Custom Work	Paid Worker
Farm/Ranch	Partnership
Field Worker	Perquisites
Gross Value of Sales	Respondent
Gross Wages	Supervisor
H-2A Temporary Agricultural/ Employment Program	Target Operator/Operation
H-2A Temporary Agricultural Worker	Term of Employment
Hired Worker	Total Hours
Inaccessible	Type of Farm/Ranch
Individual operation	
Livestock Worker	
Managed operation	
Methods of Pay	

Chapter 2

Terms and Definitions

Agricultural Service Firm - Establishments whose business is to perform agricultural labor, custom work, or other tasks on a fee or contract basis. The workers themselves are paid by the Agricultural Service firm. Examples of agricultural service work include artificial insemination; combining; corn or cotton picking; fertilizing; harvesting of fruits, vegetables or berry crops; hay baling; milk testing; pruning; sheep shearing; spraying; and veterinarian work.

Agricultural Work - Work performed on an agricultural operation engaged in production of any crop or livestock commodity or other related functions.

Confidentiality – The assurance from NASS, backed by Federal law that individual information collected on authorized USDA surveys will not be released to any person, organization, or institution, including court subpoenas.

Contract Labor – Work performed on a farm or ranch where the provider of the service is paid for the use of labor. The workers themselves are paid by the contracted service. The agreement may be informal or as specified in a contract. Examples of work that may be done by contract labor are pruning, weeding, or harvesting of fruit and vegetable crops.

Custom Work – Agricultural work performed by people and machines hired as a unit. Equipment is included in the service. Combining, cotton picking, spraying, and fertilizing are examples of custom work that may be hired by an operation.

Farm/Ranch – Any agricultural operation that produces and/or sells or would normally sell at least \$1,000 worth of agricultural products during a calendar year.

Gross Value of Sales – All income realized by a farm operation within a calendar year before deducting production expenses.

Gross Wages – The total amount paid to workers before taxes and other deductions. Equal to (base wages + bonus wages + overtime wages). Include the worker's share of social security and unemployment insurance but exclude the employer's share. Include in-kind payments (e.g., agricultural product like a side of beef, bushels of grain, etc.) provided in lieu of wages for work done. In-kind payments do not include benefits such as housing, meals or insurance.

H-2A Temporary Agricultural Employment Program- The H-2A program allows a U.S. farm operator who meets specific regulatory requirements to bring foreign nationals to the U.S. to fill temporary agricultural jobs. The farm operator must file a petition to participate in the program, as well as a temporary labor certification. The operator must provide housing and meet other host requirements. Workers brought in under the program, work for the petitioning farm only.

Unlike employment of migrant workers, employment of H-2A workers requires the farm to undergo an extensive qualification process and ongoing regulatory process. Because of this, almost all operators and/or respondents will likely know whether H-2A workers were employed on the farm, during the reference week. More information can be found at: <https://www.dol.gov/agencies/whd/agriculture/h2a>.

H-2A Temporary Agricultural Worker – A foreign national (an individual who is a citizen of any country other than the United States) hired to perform agricultural labor or services of a temporary or seasonal nature, by a qualifying farm. See H-2A Temporary Agricultural Employment Program.

Hired Worker – see Paid Worker.

Inaccessible – A sample unit which cannot be contacted, interviewed, enumerated, etc., during the survey period.

Methods of Pay – Workers may be paid by the hour, week, month, year, or on a per unit basis (piece rate). No matter the method of pay, hired wage rates are calculated on total gross wages paid divided by the total hours worked during the survey week.

Non-Response – Failure of a respondent to reply to a survey questionnaire; may be item non-response (refuse to answer one or more questions), survey non-response (refuse to answer most of the questions), or inability of enumerator to contact respondent during the survey period.

Operating Arrangement – The managerial organization of the farm operation, by which day-to-day decisions are made. Operating arrangement is classified as:

1. **Individual** – An operating arrangement in which one person makes day-to-day management decisions. This includes incorporated family farms even though a legal partnership involving spouse, children, etc. may exist.
2. **Managed** – An operating arrangement in which day-to-day management decisions are made by a hired manager. The ranch foreman or farm manager must have authority to make the day-to-day decisions instead of the landowner.
3. **Partnership** – An operating arrangement where two or more persons share in decision making. Each person participates in day-to-day decisions and shares in profits or losses, but not necessarily on an equal basis.

Chapter 2

Terms and Definitions

Operation – Establishments engaged in the production of crops, livestock, or poultry. Terms such as “This operation” which appear on questionnaires reference the questionnaire label.

Operator – The person responsible for all or most of the day-to-day decisions for the land operated. This includes, for example, decisions regarding planting, harvesting, feeding, marketing, etc. The operator could be the owner, hired manager, tenant, or share tenant. If land is rented or worked on shares, the tenant or renter is the operator, and the landowner is considered a “landlord”.

Out-of-Business – A previous farm operator who no longer makes day-to-day decisions for a farm operation. The land may not have changed ownership, but the day-to-day decisions have been turned over to someone else.

Paid Worker - Anyone other than an agricultural service worker who was paid for at least one hour of agricultural work on a farm or ranch.

- **Field Workers** - Employees engaged in planting, tending, grading, sorting, packing, and harvesting fruit, vegetable, or other crops. The operation of farm machinery while engaged in these activities is included.
- **Livestock Workers** - Employees tending livestock, milking cows, or caring for poultry, including operation of farm machinery on livestock or poultry operations.
- **Supervisors** - Hired managers, range foremen, crew leaders, production management (agricultural operations), etc. This should include only those individuals directly involved in the day-to-day operations on the farm.
- **Other Workers** - Employees engaged in agricultural work not included in the other three categories. Transportation workers, administrative (i.e., bookkeepers, office workers), mechanics, and pilots are examples.

Perquisites - Benefits such as non-regularly paid cash bonuses, housing, or meals provided to an employee in addition to pay. Perquisites should not be included in total wages. Commonly referred to as a “perk”.

Respondent - The person who provides the information necessary to complete a survey interview.

Target Operator/Operation - Reference to the operator/operation listed on the questionnaire label.

Chapter 2

Terms and Definitions

Term of Employment - The length of time during the year the farm operator expects to employ the workers who were on the payroll during the survey week.

Total Hours - The total hours worked during the week.

Type of Farm/Ranch - An operation is classified by the farm type which accounts for the largest portion of the total value of sales for its agriculture production.

- **Field Crops Operation** - A farm primarily engaged in the production of wheat, rice, corn, soybeans, barley, dry beans, rye, sorghum, cotton, popcorn, tobacco, or other such crops.
- **Livestock/Poultry Operation** - An operation primarily engaged in production of cattle, hogs, sheep, goats, milk, chickens, eggs, turkeys, or animal specialties such as furs, fish, honey, exotics, etc.
- **Other Crops Operation** - A farm primarily engaged in the production of vegetables, potatoes, melons, berry crops, grapes, tree nuts and fruits, nursery or greenhouse crops, sugar crops, hay, peanuts, hops, mint, and maple syrup. Also included are operations which qualify as a farm solely from the receipt of \$1,000 or more in government payments.

Chapter 3 – Enumerator Procedures

This chapter provides guidelines for completing the Agricultural Labor Questionnaire and submitting completed work.

Questionnaire

The Agricultural Labor Survey collects information on quarterly labor wage rates, with data collected twice a year. The questionnaire has separate pages to record hours worked, and wages paid by worker types, for two consecutive quarters. All States use the same version of the questionnaire. **Questions regarding Agricultural Service and Contract Workers are not included in the questionnaire.**

The Agricultural Labor questionnaire is designed for self-administration, along with telephone and personal interviews. The questionnaire may be mailed to respondents. A letter explaining the purpose of the survey and an instruction sheet explaining how to fill out sections within the questionnaire are included when the questionnaire is mailed to the target operation.

Method of Interviewing

The Agricultural Labor Survey may be collected by mail, phone, fax, internet, personal interview by Computer Assisted Personal Interview (CAPI), or personal interview by paper questionnaire; **however, enumerators should follow current guidelines pertaining to personal interviews.** The primary mode of data collection is through the mail, with telephone follow-up by phone enumerators at the NASS National Operations Division (NOD) and associated Data Collection Centers (DCCs). Telephone enumerators at the NOD and DCCs will utilize the Blaise CATI (Computer Assisted Telephone Interview) Instrument, which automatically delivers forms and manages call backs and appointments.

Operations assigned to CATI follow-up will receive a letter and a copy of the questionnaire during the survey Reference Week. The operator may choose to complete and return the questionnaire by mail or complete the questionnaire online at agcounts.usda.gov. If the operation reports data by either of these methods, they will become ineligible for calling through CATI.

Chapter 3

Enumerator Procedures

Some operations will be held for Regional Field Office enumeration and will be collected by telephone, mail, fax, or field interview. A telephone interview is preferred whenever possible, to keep costs down. However, if the operation is large and complicated, if you are unable to contact the farm or ranch operator by phone, or the respondent requests a personal interview, a field visit should be planned. Plan your field enumeration so that mileage is minimized, and your time is used wisely.

Burden Statement

Federal regulations require that all questionnaires used by agencies of the Federal government provide a burden statement – an estimate of the average time required to complete the questionnaire. This regulation is administered by the Office of Management and Budget (OMB), which has the duty of approving and overseeing all government data collection efforts. The public may respond to the Office of Management and Budget regarding any aspect of a survey.

The burden statement appears on the front page of the Agricultural Labor Questionnaire. The average time indicated on the burden statement represents the average completion time as recorded in previous years of the survey. If respondents ask, "How long will this take?" note the burden statement average time requirement and never directly contradict it. However, you may provide additional information, such as, ***"The official average for this survey is 30 minutes, but the interviews I have been doing in this area are averaging around 10 - 15 minutes."***

If the respondent is mailed a copy of the questionnaire, enumerators collecting data by personal interview need not present a copy of the burden statement at the time of the interview.

SAMPLE BURDEN STATEMENT

The information you provide will be used for statistical purposes only. Your responses will be kept confidential and any person who willfully discloses ANY identifiable information about you or your operation is subject to a jail term, a fine, or both. This survey is conducted in accordance with the Confidential Information Protection Statistical Efficiency Act of 2018, Title III of Pub. L. No. 115-435, codified in 44 U.S.C. Ch. 35 and other applicable Federal laws. For more information on how we protect your information please visit: <https://www.nass.usda.gov/confidentiality>. Response is voluntary.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number is 0535-0109. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Confidentiality

Reports received from individual operations remain confidential and are used only in combination with other reports to publish Regional and National estimates.

It is your responsibility to inform the respondent that this is a voluntary survey and assure them their report is confidential. A respondent has the right to know under what authority the information is being collected, the purpose for the information collected, and how information about their operation will be used. See your NASDA handbook for additional information regarding confidentiality.

Completing the Interview

The target operator for the farm or ranch, or a partner, should be your first point of contact. An operation's record keeper (bookkeeper, etc.) may also be a good source of information; however, be sure to secure the cooperation of the target operator before interviewing the record keeper.

Encourage respondents to have operation or payroll records on hand. Using records makes for more reliable reporting. It may also be helpful for the respondent to follow along with a blank copy of the questionnaire.

Chapter 3

Enumerator Procedures

Make sure you are familiar with and understand the questionnaire. Review the survey letter, survey instructions, and other materials. Prepare an introduction and be prepared to answer questions about the survey purpose, uses of the data, and items on the questionnaire.

Ask questions in the order they appear on the questionnaire. Do not skip questions unless instructions printed on the questionnaire allow you to do so. Read statements and questions exactly as written.

Following are examples of the type of instructions that you may find on the questionnaire.

Enumerator Instructions

Enumerator instructions may be included with some questions. Enumerator instructions are provided to you so that you will complete the questionnaire correctly. Enumerator instructions are enclosed in square brackets. They should not be read to the respondent.

Example:

[Verify name and mailing address of this operation. Make any corrections necessary (including the correct operation name) on the label and continue.]

“Include” and “Exclude” Statements

“Include” and “exclude” statements appear with many questions. “Include” and “exclude” statements are provided to help you and the respondent clarify the meaning of the question. Read the “include/exclude” statements so that the meaning of the question is clear.

“Skip” Instructions

Sometimes you may encounter questions which instruct you to skip a question or section based on a particular response. Follow the “skip” instructions when they appear with questions. If the interview is being completed via CATI or CAPI, the instrument is programmed to automatically “skip” when appropriate.

Example:

Note that depending on the response (“Yes”, “No”, or “Don’t Know”), you may continue or skip to the next section. (This pertains to both quarters).

1. Did this operation have agricultural workers on the payroll during the week of October 10th through October 16th?

- 600 1 ☐ Yes - Continue
- 3 ☐ No - Go to page 6
- 2 ☐ Don't Know - Go to page 6

Sometimes you will need to probe to get an adequate answer to a question, for example, when the answer isn’t precise enough or if you think the respondent didn’t understand the question. Probing is important to verify unusual data or correct misreported data. Be careful that you don’t appear to be questioning or challenging the respondent’s answers, but clarifying an answer given.

Reference Dates

The Agricultural Labor Survey is designed to collect information about labor practices during a specific survey week. The Reference Week is always the Sunday through Saturday period that includes the 12th day of the month. Be aware of the survey Reference Week, which will be highlighted on the questionnaire.

In addition to the survey Reference Week, some questions have a June 1 reference date, and others are based on the calendar year. Be mindful of the correct reference date when you ask a question.

Chapter 3

Enumerator Procedures

Important Reminders

As you complete the questionnaire:

- Make good notes. This is especially important when you find unusual situations. Remember that notes should be written in the margins of the paper questionnaire - do not write notes or make unnecessary entries in the answer cell.
- Write down any calculations you have made.
- Record your answers in whole numbers (no decimals). If given a response in dollars and cents, round to the nearest dollar.
- When completing a paper questionnaire, make all entries clear and easy to read. Use a black #2 lead pencil. Do not use ink or a mechanical pencil, as questionnaires will be scanned.
- Answers must be written entirely within the box or space provided (including YES and NO check boxes). If the answer to a question is "none", enter a dash (--) NOT a zero.
- Use the instruction sheet when conducting an interview.

Call Back Procedures

Plan each phone or field follow-up for a different time of day or early evening. Use the following instructions as a guide.

First Attempt

If the operator or partner is not present, but is expected shortly, make an appointment to call back at a later time or, if interviewing in person, wait for the interview. It is very important for you to keep the appointment or to call back if it cannot be kept.

If the operator or partner will not be available until after the survey is over, interview a knowledgeable person such as a spouse, son, daughter, or hired person. Try to interview the person most knowledgeable about the farming operation.

Second Attempt

If a second call or visit is required, try again to interview the operator or partner. If they are still unavailable, set up an appointment.

Final Attempt

If the operation is assigned for CATI enumeration, your supervisor will determine the number of attempts for call-backs.

The NASS “rule-of-thumb” for field enumeration is to make up to three visits. If the operation is still unavailable on your third attempt, try to determine whether or not the name on the label is still farming or ranching, and make note of the types of commodities they are producing and any other information you think may be helpful to the Regional Field Office.

Refusals

There are always respondents reluctant to provide information and some will refuse completely. When a refusal occurs, note the reason why the operator refused. If possible, try to determine if the operation is still in business and what commodities (crops, livestock, etc.) are produced. Do not become discouraged when you get a refusal. On the next interview, continue to greet the operator with an easy, friendly manner.

Field Enumeration

Current guidelines for personal interviews should be followed. Enumerators should contact the regional office for guidelines pertaining to field enumeration. Planning is critical to effective field enumeration. Mark on a map the location of all operations you are to enumerate and use this map to plan your daily travel route. Plan an efficient route assuming that some operators will not be available. Begin with operations close to home, make a circle or return route to return to those that were not available the first time.

Make notes on the questionnaire of what you observe, or any information learned while trying to contact the operator. This information will be useful if you are unable to contact the operator on a later visit. Do not attempt to interview a neighbor if the selected individual is a refusal, as this promotes distrust among other operators.

Chapter 3

Enumerator Procedures

- Step 1** After determining the most efficient route, locate the first operator using the state highway map or county map.
- Step 2** Contact the operator and introduce yourself. Explain the purpose of the survey, uses of the data, and remind respondents of the confidentiality of the information collected.
- Step 3** Complete a questionnaire.
- Step 4** Thank the respondent for the interview. Make a friendly, courteous departure since many operators will be revisited for other surveys.
- Step 5** After leaving the operator, but before the next interview, review the questionnaire and make any necessary notes, additions or deletions. If necessary, return immediately to the respondent for corrections.

Returning Completed Work

It is very important to begin field enumeration for the Agricultural Labor Survey as soon as the enumeration period begins and to complete your work as quickly as possible. Do not wait until the last minute to send in work. Completed questionnaires should be forwarded according to your Regional Field Office instructions. If you do not think that completed work will reach the Regional Field Office by the final due date, call your supervisor for additional instructions.

Keep a record of all items that you mail or turn over to your supervisor. You should record the date, time of mailing, and list of POIDs returned. This information will help Regional Field Offices locate materials if needed.

Supervision

All questions regarding data collection should be directed to your NASDA supervisor. Contact your supervisor with questions or problems as soon as they arise. Your supervisor or Regional Field Office may contact some of your respondents after you interview them as part of a Quality Check.

Materials

Materials used in the Agricultural Labor Survey are listed below. Your supervisor is responsible for furnishing all necessary materials. Notify your supervisor if you are running low on supplies.

All Enumerators

- | | |
|---|---|
| <input type="checkbox"/> Interviewer's Manual | <input type="checkbox"/> Copy of Survey Letter |
| <input type="checkbox"/> Blank questionnaires | <input type="checkbox"/> Copy of EDR Instructions |
| <input type="checkbox"/> Labeled questionnaires | <input type="checkbox"/> Black lead pencils |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Instruction sheet |

Field Enumerators

- ☐ State and County Maps
- ☐ Motor Vehicle Accident Report Kit
- ☐ NASDA Employee Handbook
- ☐ NASDA Identification Card

Survey Response Rate

A minimum 80% response rate is required by OMB and is expected from all Regional Field Offices.

Feedback

Everyone involved in the survey is encouraged to recommend changes to clarify or improve survey materials and procedures. Forward all recommendations to the Labor Statistician in your Regional Field Office, who will forward them to the Survey Administrator in HQ.

Chapter 4 – Identification

General

Contents of this chapter apply to the face page, partners name, change in operator, and conclusion sections of the Agricultural Labor Questionnaire.

Name and Address Labels

Operator

The person responsible for the day-to-day decisions for the land operated is considered the operator and is listed on the label. The operator could be the owner, hired manager, cash tenant, or share tenant. If land is rented or worked on shares, the tenant or renter is the operator.

Farm Name

A farming operation may or may not have a farm name listed on the label. If the farm does not have a farm name, the operation will be listed under an individual operator. If the respondent indicates the operation has a farm or ranch name, ask the respondent if this name should appear on the label. This will help the Regional Field Office know whether to update the label for future surveys and can be checked against the List Sampling Frame to identify potential duplication.

Names such as "The Old Smith Place," "Jones Farm," etc., should not be included if they are used only to identify different parcels of land in the respondent's operation. The farm or ranch should do business and be known by the operation name.

Chapter 4
Identification

Name and Address Labels

Here is an example of a questionnaire name and address label. The format of the label in your Regional Field Office may differ from this example but will contain the same basic information.

BARCO B BA BAR BARCO B BA BARCO B C

State, POID, Tract, Survey ID numbers

CASI Respondent Survey Code, Strata, Sequence #

Operation Name, District, County

Operator Name, ODStatus, Supervisor, Enumerator

Address

City, State, Zip-Zip4

BARCO B BA BAR BARCO B BA BARCO B C

10 300123890 01 01 2315 125698 00

SURVEY CODE = 11-22222221-AA1AAA 71 10000

RIVER VALLEY FARM 20 129

JOHN SMITH 00 307 359

12345 RIVER RD

OURTOWN DE 12590-4582

Target Name

The "target name" is the person or operation you should contact. Most often, the target name is the individual's name appearing alone on the questionnaire label. However, the operation name is considered the target when the operation is managed or has the OpDomStatus ID =99. The following pages provide examples of different types of management arrangements that you might encounter.

Rule #1:

The Target Name (individual listed on the label) is the sampled unit. Information collected will focus on this individual.

Example 1. Individual Target Name on label.

```
BARCO B BA BAR BARCO B BA BARCO B C
10 300123890 01 01 2315 125698 00
SURVEY CODE=10-300123891-GMX78Q 71 10000
                                20 129
DENNIS R. SCOTT                00 307 359
12345 RIVER RD
OURTOWN DE 12590-4582
```

Dennis R. Scott is the Target Name. **You should collect data for all operations with which Dennis is involved.** If Dennis is involved in more than one operation (i.e., an individual row crop operation and a partnership hog operation), then two questionnaires must be completed. The original questionnaire should contain the data for the individual row crop operation. A second questionnaire must be completed for the partnership hog operation. List the name and address of all partners in the PARTNER NAMES Section of each questionnaire. The partners may be the same or different for each operation.

Example 2. Combination of Names with Individual Target Name on Label.

```
BARCO B BA BAR BARCO B BA BARCO B C
10 300123890 01 01 2315 125698 00
SURVEY CODE=10-300123891-GMX78Q 71 10000
BILL & JOE FORD                20 129
BILL FORD                     00 307 359
12345 RIVER RD
OURTOWN DE 12590-4582
```

In this example, Bill Ford is the Target Name. **You should collect data for all operations in which Bill is involved.** The partnership or combination of individual names is listed to let you know Bill is involved in a partnership with Joe. Complete the questionnaire for the partnership and a separate questionnaire(s) for any other operation(s) in which Bill is involved. If the partnership no longer exists, make a note, correct the label to delete Bill and Joe Ford, **and complete the questionnaire for Bill's individual operation.**

Chapter 4

Identification

Example 3. Operation Name and Target Name on label.

BARCO B BA BAR BARCO B BA BARCO B C
10 300123890 01 01 2315 125698 00
SURVEY CODE=10-300123891-GMX78Q 71 10000
WINDY ACRES FARM 20 129
RALPH DEAN 00 307 359
12345 RIVER RD
OURTOWN DE 12590-4582

In this example Ralph Dean is the Target Name. Collect data for all operations in which Ralph is involved. Complete the labeled questionnaire with Ralph Dean's individual information. If Ralph Dean is involved in another operation, complete a separate questionnaire for this operation, and list the name and address of all partners (if any). **If you determine Ralph Dean is still operating but not as Windy Acres Farm, mark through the farm name, write a note on the questionnaire, and complete the original questionnaire to include information for Ralph Dean's operation.**

Example 4. Multiple Operation (85/45).

BARCO B BA BAR BARCO B BA BARCO
10 300123890 01 01 2315 125698 00
SURVEY CODE=10-300123891-GMX78Q 71 10000
20 129
WILLIAM L SIMONS 85 307 359
12345 RIVER RD
OURTOWN DE 12590-4582

BARCO B BA BAR BARCO B BA BARC
10 300123890 01 02 2315 125698 00
SURVEY CODE=10-300123901-GMX78Q 72 10000
WILLIAM SIMONS & FRED LONG 20 129
WILLIAM L SIMONS 45 307 359
12345 RIVER RD
OURTOWN DE 12590-4582

This is an example of two operating arrangements for the target, William L. Simons. The "OD-45" label was generated because William reported two separate operations on a previous survey. You should complete each questionnaire accordingly. If either one no longer exists, an explanatory note is necessary. **Complete a questionnaire for all operations in which William is involved. More than two questionnaires are possible.**

Rule #2:

Information for managed operations will always be collected for the operation named on the label.

Example 5. Managed Operation Target Name on Label.

BARCO B BA BAR BARCO B BA BARCO B C

10 300123890 01 01 2315 125698 00

SURVEY CODE=10-300123891-GMX78Q 71 10000

BERRA INC 20 129

PETER ANDERSON, MGR 00 307 359

12345 RIVER RD

OURTOWN DE 12590-4582

This label suggests Berra, Inc. is a managed operation. Confirm this is true and complete the questionnaire for Berra Inc., regardless of Peter's involvement. This data collection rule is true for all managed operations.

Once the questionnaire for the managed operation is completed, Rule #1 applies to the person managing the operation. An additional questionnaire must be completed if Peter has a separate individual or partnership operation. **In the case where Peter Anderson operates a farm or ranch and has no association to Berra Inc., correct the label, write an explanatory note, and complete the questionnaire for Berra Inc. and an additional questionnaire for Peter Anderson's operation.**

Chapter 4

Identification

Example 6. OpDom-99 Target Name on label.

BARCO B BA BAR BARCO B BA BARCO B C	
10 300123890 01 01 2315 125698 00	
SURVEY CODE=10-300123891-GMX78Q 71 10000	
GREEN ACRES FARM	20 129
WALTER PHILLIPS	99 307 359
12345 RIVER RD	
OURTOWN DE 12590-4582	

This example shows an **OD-99** operation. Your office will use an OpDom status code (OD) of 99 to indicate that the target name is the **Operation Name** shown on the label, and not the **individual's name**. You will only complete one questionnaire for the operation named on the label. Even though the individual named on the label (Walter Phillips) may be involved in other operations, you will not complete additional questionnaires for the other operations. The designation of OD-99 is reserved for extremely large or complicated operating arrangements. Your Regional Field Office will provide special instructions for handling OD-99 situations.

Examples of typical OD-99 operations include:

- 1) Operators with numerous operating arrangements for which your Regional Field Office maintains separate OD-99 records to minimize respondent burden.
- 2) Large, stable firms that may readily change managers or operators. For example, a large nursery operation with a hired manager.
- 3) Operations that require different individuals to be contacted for various types of data. For example, a University Farm that employs a field crops manager, a dairy manager, etc.

Questionnaire – Face Page

Item 1. Corrections to the Name and Address Label

Verify the correct spelling of the name(s) and that the address is complete. Make corrections on the label as needed.

Special Handling Situations

Operator is deceased

If the target operator is deceased, make necessary corrections to the label. If someone other than the spouse is the new operator, refer to instructions that follow at the end of this chapter to determine if the new operator should be “substituted” and interviewed for this survey.

Land in more than one state

Record information for farms and ranches with land in more than one State as follows:

1. Land operated across State lines as a single unit:

a. Your State has largest value of agricultural production:

Complete one questionnaire. Include workers in both states.

b. Largest value of agricultural production in another State:

Do not complete the pre-printed labeled questionnaire. Note that the largest agricultural production is in another State. The record in your State will be coded as an out of State record.

Complete a separate questionnaire (Blank questionnaire) for the operation located in another State. Include only workers paid by the operation in that State. Note this situation on the questionnaire.

Chapter 4

Identification

AGRICULTURAL LABOR SURVEY - October 2021

OMB No.0535-0109
Approval Expires: 2/28/2022
Project Code: 956
Survey ID: 4012
Version: 1



United States
Department of
Agriculture



NATIONAL
AGRICULTURAL
STATISTICS
SERVICE

USDA/NASS

National Operations Division
9700 Page Avenue, Suite 400
St. Louis, MO 63132-1547
Phone: 1-888-424-7828
Fax: 1-855-415-3687
Email: nass@usda.gov

Please make corrections to name, address, and ZIP Code, if necessary.

The information you provide will be used for statistical purposes only. Your response will be kept confidential and any person who willfully discloses ANY identifiable information about you or your operation is subject to a jail term, a fine, or both. This survey is conducted in accordance with the Confidential Information Protection and Statistical Efficiency Act of 2018, Title III of Pub. L. No. 115-435, codified in 44 U.S.C. Ch. 35 and other applicable Federal laws. For more information on how we protect your information please visit: <https://www.nass.usda.gov/confidentiality>. Response is voluntary.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number is 0535-0109. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

	FIPS	POID	Tract	Subtr.
Office Use Only				

1. Verify name and mailing address of this operation.
Make any corrections necessary (including the correct operation name) on the label and continue.
2. Since June 1, 2021 have you or will you (name on label):
 - a. grow any crops or cut hay? INCLUDE grains, row crops, oilseeds, fruits, nuts, vegetables (including strawberries and melon crops), nursery and greenhouse, Christmas trees, and other specialty crops.
☐ Yes - Go to page 2 ☐ No - Continue
 - b. own or raise any livestock, poultry, bees or aquaculture?
INCLUDE livestock and poultry owned, and any being raised under contract for someone else.
☐ Yes - Go to page 2 ☐ No - Continue
 - c. sell any agricultural products?
☐ Yes - Go to page 2 ☐ No - Continue
 - d. receive government agricultural payments? EXCLUDE government payments received as a landlord.
☐ Yes - Go to page 2 ☐ No - Continue
 - e. have more than 19 acres of idle cropland or more than 99 acres of pastureland?
☐ Yes - Go to page 2 ☐ No - Go to page 11

2. Land operated as separate units in your State and other State(s):

a. Operation in your State:

Complete one questionnaire only for the operation in your State. Include only workers paid by the operation in your state.

b. Target operation in another State(s):

3. Operator lives in another State, but entire operation is in your State:

Questionnaire should be completed for the State with the agricultural production, which is your state. The Regional Field Office in the other State will make the operation inactive, if it exists on their List Frame. If necessary, arrangements for data collection may be made with that State.

Item 2 - Screening Questions

Item 2 lists a series of screening questions. If any questions in Item 2 are checked YES, the questionnaire must be completed. These screening questions allow us to obtain information about additional or newly formed operating arrangements, and screen for valid farms. The screening questions also provide information about the commodities produced on the farm.

The target population for the Agricultural Labor survey is all farms that sold or would normally have sold at least \$1,000 worth of agricultural products the previous year. Government agricultural payments should be included in sales. The final determination of whether an operation qualifies as a farm is not made until the screening questions are answered. An operation that answers "YES" to at least one of the screening questions qualifies as a farm.

Some enumerators are reluctant to ask the screening questions, possibly because they feel the questions waste the respondents' time or are not directly related to the survey content. It is important that enumerators ask these questions exactly as worded and follow the skip instructions. This is our only guarantee that the survey is administered uniformly to the entire sample. The questions prepare the respondents for the Labor items by getting them thinking about their entire farming operation. Also, some respondents with only a few head of livestock or crop acres may not consider themselves farmers even though they qualify by our definition.

Chapter 4

Identification

Others may consider themselves retired, even though they still make day-to-day decisions about their farm.

Include institutions such as Indian reservations, religious groups, university farms, and prison farms. NASS often refers to these operations as “Abnormal Operations”. If these operations have been enumerated in previous quarters and it has been determined that their wages are not representative of a typical farm, these operations may be “held” from enumeration. This will be determined by your Regional Field Office.

Exclude processing facilities such as commercial storage, grain facilities, cotton gins, etc.

Item 3 - Operation Description

Item 3 determines the type of operating arrangement and is used to assist in detecting possible duplication on the list. Write notes and supply additional information when unusual situations occur. Check only one category as follows:

1. One Individual: Makes all the day-to-day decisions. This person may be the landowner or a person who is renting or leasing land from someone else.
2. Hired Manager: The employer may be an individual landowner, a corporation, institution, or cooperative. Careful probing is required to determine if a ranch foreman or farm manager actually has managerial authority to make all day-to-day decisions in lieu of the landowner.
3. Partners: Each person must contribute to making some of the day-to-day decisions.

Sometimes a situation arises where one person in a partnership oversees the livestock and another partner makes all the decisions about the crops. This is still considered a partnership since the livestock and crops are part of the total land operated by the two partners.

Exclude: arrangements involving livestock only and no joint operation of land; landlord-tenant, cash rent, or share crop arrangements; and silent partnerships where only one person makes the decisions.

Incorporated Operations

Often a farmer or rancher will incorporate the farming or ranching operation for estate and tax purposes. The corporation's officers and shareholders will include the spouse, sons, daughters, brothers, sisters, etc., making it a family owned corporation. These operations will usually have an operation name such as SMITH FARMS. The key to determining what category to check for the operation description is who makes the day-to-day decisions.

If one of the corporate members makes ALL the decisions, then "One Individual" should be checked. Check "Partners" if corporate members SHARE in the decision making. When the corporation pays a person outside the corporation (non-shareholder) to make the day-to-day decisions, "Hired Manager" should be checked. If this person is a shareholder, then one individual or partners should be checked.

Chapter 4

Identification

<p>3. Are the day-to-day decisions for this operation made by one individual, a hired manager, or partners? (Check one)</p> <p><input type="checkbox"/> One individual - Go to Section 1 on Page 3</p> <p><input type="checkbox"/> A hired manager - Go to Section 1 on Page 3</p> <p><input type="checkbox"/> Partners - Continue</p> <p>4. How many partners are involved in the day-to-day decisions of this operation, including the partner named on the front page and listed below?.....</p> <p style="text-align: center;">Do not include landlords and tenants as partners</p> <p>5. Please identify the other person(s) in this partnership, then go to Section 1, Page 3. (Verify partners' names and make necessary corrections if names have already been entered.)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="4" style="background-color: #cccccc; text-align: center; vertical-align: middle;">For Office Use Only</td> <td style="text-align: center;">R. Unit</td> </tr> <tr> <td style="text-align: center;">9921</td> </tr> <tr> <td style="text-align: center;">SUB</td> </tr> <tr> <td style="text-align: center;">9941</td> </tr> <tr> <td></td> <td style="text-align: center;">JUNE 1</td> </tr> <tr> <td></td> <td style="text-align: center;">9930</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Number</td> </tr> <tr> <td style="height: 30px;"></td> </tr> </table>	For Office Use Only	R. Unit	9921	SUB	9941		JUNE 1		9930	Number	
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Number												

<input type="checkbox"/> Check if verified Name: _____ Address: _____ City: _____ State: _____ Zip: _____ <div style="text-align: right; font-size: small;">check if cell phone <input type="checkbox"/></div> Phone: (____) _____ Did this partner also operate land individually on June 1, 2021? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Check if verified Name: _____ Address: _____ City: _____ State: _____ Zip: _____ <div style="text-align: right; font-size: small;">check if cell phone <input type="checkbox"/></div> Phone: (____) _____ Did this partner also operate land individually on June 1, 2021? <input type="checkbox"/> Yes <input type="checkbox"/> No
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For Office Use Only	599	10	

Item 4 - Partner Names

The purpose of this section is to identify other persons involved in a partnership arrangement. This information is needed to minimize duplication of reported data in the event one or more partner's names were also selected in the sample.

Space is provided for four partners. Use blank spaces on other pages to identify additional partners. If the RFO has already entered partners' names and addresses, then you should verify this information.

On questionnaires involving a change in operator, you must determine if each partner operated land individually in the State on the specified date. Individually operated means this person made most of the day-to-day decisions for the land he/she may have operated on the specified date.

Chapter 4

Identification

Change in Operator

This section is located on page 11 of the questionnaire. This section will only be completed if all screening questions on the front page of the questionnaire (2a, b, c, d and e) were all answered NO.

Item 1

Determine why the operation named on the label is not actively farming or ranching.

Check YES if the operation represented by the name on the label has been sold, rented out, or turned over to someone else.

Check NO, if the operation has not been sold, rented out, or turned over to someone else. You should determine if the land will be used for agricultural purposes during the next year. Probe the respondent to determine the future status of the land and record your findings clearly in the indicated space.

Item 2

Record the name and address of the new operator if the operation named on the label was sold, rented out, or turned over to someone else. Remember to include the operation name, if one exists. If the new operating arrangement is a partnership, record all partners' names and addresses.

Item 3

Determine if the new operation in item 2 was in business on or before June 1. The response to this question is used to determine if the new operation can substitute for the old operation.

Item 4

Determine if the new operation in item 2 is operated by a hired manager.

If the new operation is operated by a hired manager, check YES and go to the back page. You will need to complete another questionnaire for the new operation identified in item 2.

If the new operation is not operated by a hired manager, check NO and continue.

Item 5

Determine if the new operator or partners operated land individually on or before June 1. If any of the individuals involved in the new operation operated a farm on or before June 1, check Yes and go to the Conclusion Section. No substitution will occur.

If none of the individuals involved in the new operation were operating individually on June 1, check NO and complete an additional questionnaire for the new operator(s) identified in item 2. This questionnaire will substitute for the out-of-business operation since it did not exist on June 1.

For more information on when to substitute, see the information below beginning on page 417.

Conclusion (Back page)

This section determines if the respondent has another farm or ranch and provides a place to enter a code if the respondent is interested in receiving a copy of the survey results.

Item 1 - Additional operation

When the selected name also makes day-to-day decisions for another operation, an additional questionnaire should be completed. Exclude landlord-tenant, cash rent, and share crop arrangements. Record the name of the other arrangement and determine whether it was in business before the reference date. Regardless of when the new operation started, complete an additional questionnaire.

Response box

Ask the respondent if they would like a copy of the results of the survey and code box 9990 accordingly.

Chapter 4

Identification

Completion Codes

Complete the boxes on the bottom of the back page as follows.

Response Code Box 9901.

Identify the survey response by coding box 9901. The codes are:

- 1 - Complete
- 2 - Refusal
- 3 - Inaccessible
- 4 - Office Hold
- 8 - Known Zero (Office Use Only)

Respondent Code Box 9902.

Identify the respondent by coding box 9902. The codes are:

- 1 - Operator/Manager
- 2 - Spouse of Operator or Partner
- 3 - Accountant or Bookkeeper
- 4 - Partner
- 9 - Other

Mode Code Box 9903.

Identify the mode of data collection by coding box 9903. The codes are:

- 1 = PASI-Paper Assisted Self Interview (MAIL)
- 2 = PATI-Paper Assisted Telephone Interview (TELEPHONE)
- 3 = PAPI-Paper Assisted Personal Interview (FACE to FACE)
- 4 = CATI-Computer Assisted Telephone Interview
- 5 = CASI-Computer Assisted Self Interview
- 6 = E-mail
- 7 = Fax
- 8 = mCAPI Mobile Computer Assisted Personal Interview
- 9 = mCATI Mobile Computer Assisted Telephone Interview
- 19 = Other

Enumerator Code Box 098.

Your Enumerator Identification Number should be entered in code box 098.

Date Code Box 9910.

Complete box 9910 with the month, day, and year the survey was completed. The date should be recorded in the MMDDYY format. For example, October 24, 2021 should be recorded as 102421.

Substitution

If the operation shown on the label is no longer involved in agriculture, you may need to "substitute" a new operation. The only reason to consider substitution is if there was a change since June 1. Do not consider substituting the new operating arrangement if the change occurred on or before June 1. If the new operator(s) operated individually on June 1, then the operator(s) was covered by the Area Frame segment, even if they were not on the List Frame.

If the new operator(s) was not operating on June 1, data for the new operator(s) will substitute for the old operator. The following situations are the only ones where substitution is allowed:

1. If the new operation is an individual: Substitute if the individual was not operating individually on June 1.
2. If the new operation is a partnership: Substitute if the partnership was not operating on June 1 and if all individuals in the partnership were not operating individually on June 1. The exception is if the target came from an area tract operated individually, then you must pick up any partnership reported, even if the partners were operating individually on June 1.
3. If the new operation is managed land: Substitute if the managed operation was not operating on June 1. Operators who were operating individually on June 1 should also report for all other operations they are involved with.

If you complete a new questionnaire write the original operation's ID on the questionnaire.

Chapter 4

Identification

Example 1: Target Name reports he is Out-of-Business. The new operator was not operating land on June 1.

Target Name: Bill Smith

Current Name: Ed Jones

Action: Code the original questionnaire for Bill Smith Out-Of-Business. Complete a new questionnaire for Ed Jones

Example 2: Target Name reports he is Out-of-Business. The new operator was operating land in this State on June 1.

Target Name: Joe Davis

Current Name: Harry Smith

Action: Obtain address and phone number for Harry Smith. Code the original questionnaire for Joe Davis Out-Of-Business. Do not complete a questionnaire for Harry Smith, because he was operating land on June 1, and had a chance to be in the June Area survey.

Example 3: The Operator died (before or after June 1). The new operator was operating land in this State on June 1.

Target Name: William Burns

Current Name: Tim Smith

Action: Obtain the address and phone number for Tim Smith. Code the original questionnaire for William Burns Out-Of-Business. Do not complete a questionnaire for Tim Smith, because he was operating on June 1 and could have been in the survey.

Example 4: The Operator died after June 1. The spouse takes over the operation but was not operating land in this State on June 1.

Target Name: William Burns

Current Name: Sally Burns

Action: Code the original questionnaire for William Burns Out-of-Business. Complete a new questionnaire for Sally Burns, because she could not have been in the June Area survey on June 1. A spouse is treated the same as any new operator.

Example 5: A partner has been added to the operation.

Target Name: Bob Hale
Current Name: Bob & Bill Hale

Action: Complete the original questionnaire for Bob Hale for the partnership. No additional questionnaires are needed, because the target name is still involved in this operation. Be sure to complete page 2 of the questionnaire with the name and address of the new partner, and check the box indicating the partner's operating status on June 1.

Example 6: Partnership dissolved after June 1. Bill Hale does not operate land in any arrangement.

Label Name: Bob & Bill Hale
Target Name: Bob Hale
Current Name: Bob Hale

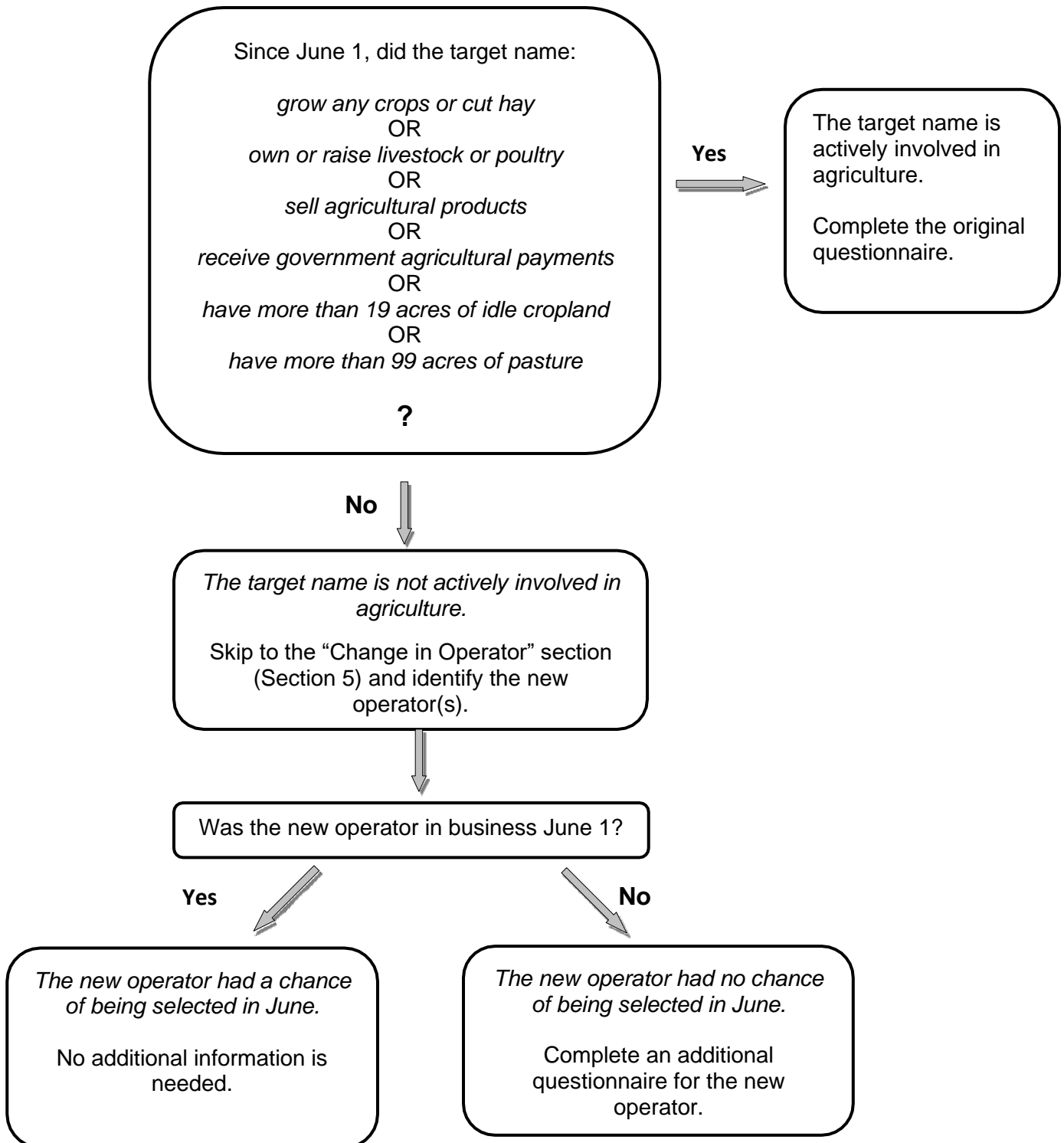
Action: Complete the original questionnaire, correcting the label to delete Bill's name, because the target name has not changed. Write a comment for the Regional Field Office to drop Bill as a partner and indicate he does not operate any land individually.

Example 7: Hired Manager Changed

Target Name: Orchard Farms
Tom Hicks, Manager
Current Name: Orchard Farms
Joe Hill, Manager

Action: Correct the manager's name and complete the original questionnaire. The target name has not changed, as this is a managed operation.

Substitution Flow Chart



Chapter 5 – Paid Agricultural Workers

General

This chapter covers basic concepts related to the Agricultural Labor Survey, including agricultural work, number of workers, wages paid, gross value of sales, and type of operation. Questions associated with these items begin on page 3 of the Agricultural Labor questionnaire.

The purpose of the Agricultural Labor Survey is to account for the number of agricultural workers, hours worked, and wages paid to agricultural workers on U.S. farms and ranches. Because USDA-NASS defines a farm as an operation that sells, or would normally sell, at least \$1000 worth of agricultural products, some operations will be included in the sample that employ non-farm workers and that derive a sizeable portion of their income from non-farm activities. All income and activities associated with the non-farm portion should be excluded from the Agricultural Labor Survey.

What is Agricultural Work?

Agricultural work is any activity performed on a farm or ranch in connection with the production of agricultural products. Agricultural products may include crop specialties such as mushrooms, nursery and greenhouse products, and animal specialties such as hatcheries, furs, fish and apiaries. Agricultural work includes the maintenance of buildings and machinery, bookkeeping, and supervision of employees if these activities are directly related to the production of agricultural products.

Work associated with the production of agricultural products is considered agricultural work until (1) the product is sold at retail, or (2) the work materially alters the form of the product produced (“value-added”).

Agricultural work may include packing, grading, and sorting of produce if these activities are part of, and financially tied to, the production operation, and are not part of a separate business.

Similarly, for horse farms, non-production work on an integrated boarding or training side of a production operation, such as boarding attendance, riding & training, and show of livestock, qualifies as agricultural work.

Agricultural work also includes some activities which may not occur on the farm but are a necessary part of doing farm business. These activities include trips to town to buy feed, seed or fertilizer; delivering crops or livestock to a local market, or handling other farm related business, such as dealing with lending institutions or accountants.

Work at roadside stands should be included in agricultural work if the operator produces more than 50 percent of the products sold at the stand. If the operator produces less than 50 percent of the products sold, the work is non-agricultural.

Agricultural Operations for Special Handling

Institutional Farms: (Exclude, Mostly)

Institutional farms are currently considered in-scope for the Labor survey. However, for many of these operations, hiring practices and wages paid are not representative of a normal farm. The NASS annual average combined field & livestock wage is the main component used by the Department of Labor to establish the Adverse Effect Wage Rate (AEWR). Therefore, the non-representative wages reported by institutional farms could skew the published wages and the AEWR.

If, based on prior knowledge of the operation, hiring patterns and basis of payment fit one of the descriptions listed below, the questionnaire should be held in the office and coded as “in business” with no hired workers. However, if the operation has not previously been contacted on the Labor survey, a questionnaire should be completed in order to make the initial determination as to whether they fit one of the descriptions below. If so, comments should be entered which fully document this information for future contacts, and the operation should be coded as “in business” with no hired workers.

Examples of Institutional Farms:

University Research Farms – University Research Farms should be excluded from the Agricultural Labor Survey. Wages reported from these farms can inflate the average wage rate in areas where University employees are paid wages higher than typical for the area, or when employees are provided stipends for living expenses. On the other hand, if the University employs a large number of student workers in work-study programs, the average wage may be lower than average. In general, wages paid by University Research Farms are not considered representative of a normal farm.

Indian Reservations - Since the Unpaid Worker category was discontinued in July 2002, we have no place to record unpaid tribe members working on the reservation. The reservation should be screened to determine if they hire workers from outside the reservation. If yes, those workers should be counted. If no, code the operation as “in business” with no hired workers.

Chapter 5 – Paid Agricultural Workers

Prison Farms - The individuals doing the farm work are normally the prisoners themselves. They usually receive wages well below average and not representative of a normal farm. Administrators, directors, and supervisors of these farms are paid by the county, state or federal government, not by the operation itself. Therefore, they would not qualify as hired workers.

Integrated Operations (Include or exclude components, depending)

Examples of integrated operations and agricultural work:

Example 1:

An apple orchard produces apples and operates a packing shed that sorts, grades, bags, and ships the apples. They operate under the name of Krispy Apples. The farm name “Krispy Apples” is used for the entire operation and only one set of business records is kept which includes all income and expenses for the orchard and packing shed. In this example all workers, whether employed in the orchard or packing shed should be included in the survey. The packing shed workers in this case should be listed as FIELD WORKERS Graders and Sorters – Crop, Nursery and Greenhouse Products (Code 13) or Hand Packers and Packagers – Crop, Nursery and Greenhouse Products (Code 14).

Example 2:

Larry Brown is a vegetable grower. He raises an assortment of vegetables and operates a packing shed known as Brown’s Produce. In addition to packing his own crops he packs vegetables grown by his neighbors. Mr. Brown treats the farm and packing shed as two separate businesses and maintains one set of business records for the farm and another set for the packing shed. If Larry Brown is selected for the survey, only the workers employed in raising the vegetables should be enumerated as paid workers because the records for the farm and packing shed are separate. If Brown’s Produce (the packing shed) is sampled it is considered a non-farm operation because none of the vegetables are raised by the packing shed.

Example 3:

A seed farm produces hybrid seed (corn, wheat, vegetables, etc.) and cleans, grades, bags, and sells the seed they produce. If the entire operation is treated as one business and one set of business records is used for the entire operation, all workers hired and paid by the target name on the label should be included. If the enterprise is operated as two separate businesses (production and marketing) and separate records are maintained for each business, workers and wages should be collected for the production operation only.

Example 4:

Some farming operations are associated with a retail store which sells all or part of their production. This type of arrangement is not uncommon for example, in nursery and greenhouse operations and vineyards. The retail portion of the operation is considered a non-farm enterprise and all income and workers employed in the retail outlet should be excluded. In situations where the respondent cannot break out the retail unit from the production unit, collect information on workers and wages for all employees on the payroll; however, document this clearly in your notes.

What is NOT Agricultural Work?

Work which occurs on a farm or ranch that is not related to the production of agricultural products is not considered agricultural work.

Non-farm businesses: Operating a non-farm business, such as a store, filling station, landscaping operation, non-farm packing sheds, or other non-agricultural enterprise, even if located on the farm would not be included in agricultural work.

“Value added” work and retail sales work: Work that materially alters the form of the product should not be included as agricultural work. This “value-added” work usually occurs when a processing facility is connected with a farming operation. Work and labor costs associated with these processing operations should be excluded from the Agricultural Labor Survey even if the processing plant is located on the farm and their wages are paid by the operator. Make a note if the respondent cannot break out these workers and their wages from the other agricultural workers. Examples of these types of operations are wineries, potato processing plants, cotton ginning operations, livestock slaughter plants, and dairy manufacturing plants. Additionally, work associated with marketing a modified or value-added product at a “retail” markup over wholesale, should not be included as agricultural work.

Agri-tourism: Agri-tourism, an increasingly common source of farm income, is considered a recreational activity. Hours worked on agri-tourism activities should be excluded from the Labor survey. Income from these sources would not be considered farm income, and labor primarily associated with these enterprises should be excluded.

Work provided by service firms: All work provided by service firms such as ginning cotton at a commercial gin, bookkeeping, legal, or other professional services provided at a location off the farm are considered non-agricultural work.

Chapter 5 – Paid Agricultural Workers

Paid Agricultural Workers, Who Qualifies?

The Labor survey questionnaire collects information about paid agricultural workers that were on the target operator's (name on label) payroll during each of the two survey reference weeks, regardless of where they worked.

Paid "directly hired" workers include (1) full and part-time employees, including paid family members and hired managers, who collected an hourly wage or payment-in-kind for at least one hour of work, or a salary. Note personal withdrawals of funds from the farm account ("draws") are **not** considered payment or salary; (2) H-2A workers who are directly invited (or directly petitioned for), hired, and hosted by the target farm operation; (3) employees on paid vacation or sick leave; (4) qualifying operators, partners, and others.

*Paid "directly hired" workers **EXCLUDE** contract and custom-job workers; worker crews furnished by a contractor (or agricultural service firm) or custom work provider are not "directly hired," paid, workers.*

H-2A workers: H-2A workers are considered paid, "directly hired," workers when they are directly requested, invited, and hosted by the target operation. See pages 103-104, 202-203 for additional definition and hosting requirements. This **EXCLUDES** H-2A workers who are part of a contract crew (and hosted by the contractor or agricultural business); exclude these workers just as you would exclude other contract workers. Because additional H-2A worker include/exclude instructions have not tested well when included on the questionnaire, these additional instructions are excluded from the questionnaire at this time.

Operators and partners: Operators and partners are considered paid workers when the following conditions are met:

1. They have an established salary ("draws" on the farm account, don't count),
2. The salary is recorded as a business expense of the farming operation,
3. The salary is shown as income on the operator's personal tax form and Social Security taxes are based on this salary, and
4. The farming operation obligates the salary, regardless of the farm's profits or losses.

Shareholders and upper management: Only employees who are involved in the day to day farming or ranching activities, or decisions regarding daily operation, should be included as paid workers or supervisors. Generally, most shareholders and upper management aren't involved in such daily tasks.

Independent Contract or ‘Gig’ Workers

Count these laborers as directly hired employees, in survey. At this time, "independent contractors" are classified as "hired" employees, because the employer-employee relationship more closely resembles that for a "hired" worker, than for a "contract" worker. Because these employees are paid directly by the operation and can negotiate the terms of employment, they are considered to be on the "payroll" for the purpose of the Ag Labor Survey, though these workers may be responsible for all payroll taxes.

Use of third-party services or apps: These independent contractors or ‘gig’ workers may use third party services or apps such as Task Rabbit, Gigsmart, Fiverr, etc. These apps connect potential employers with potential employees for short term work where fees are set up front and the potential employee can either provide what skills they have for a fee or an employer can list the job, terms, and pay. Payment is done through the app typically after the work has been completed. However, because these services or apps do not take on the full role of a "contractor," the use of these services does not make a laborer a "contract" worker for purposes of the Ag Labor survey.

Important Note: If the work is highly specialized or requires use of worker-provided equipment or machinery, this is likely custom work and all associated laborers and fees can be excluded.

Recording Paid Agricultural Workers on the Questionnaire

Data are collected for two quarterly survey reference weeks each time we enumerate. Therefore, it is important that you make clear to the respondent the exact month and week for which the questions apply. Also note that there is a separate screening question for each quarter.

Chapter 5 – Paid Agricultural Workers

Section 1 - Paid Workers for October

October 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Instructions for Reporting Agricultural Workers

- Agricultural workers are workers directly hired and paid by the farm operation to perform work on a farm or ranch in connection with the production of agricultural products.
- INCLUDE part-time workers, paid family members, hired managers, and workers on paid leave. INCLUDE workers regardless of method of pay (hourly, salaried, piece rate, etc.).
- Do NOT INCLUDE workers hired through a contractor, custom workers (workers hired to use their machines to perform a service on the farm e.g., combining, fertilizing), retail workers, or value added workers (workers who materially alter the form of the product produced e.g., winery, dairy manufacturing plant workers).

1. Did this operation have agricultural workers on the payroll during the week of October 10th through October 16th?

- 600 1 ☐ Yes - Continue
- 3 ☐ No - Go to page 6
- 2 ☐ Don't Know - Go to page 6

2. How many agricultural workers did you have on the payroll during the week of October 10th through October 16th?.....

TOTAL NUMBER
660

3. In 2021, how many of the agricultural workers on the payroll that week will be paid by this operation for 150 days or more of work?.....

NUMBER OF WORKERS
700

Sections 1 & 2 – PAID WORKERS

Item 1: This is a screening question which is specific to the survey month and reference week indicated.

If the operator employed workers during the survey reference week, check the box next to “Yes” and continue to question 2.

If the operator employed workers during the survey reference week, but cannot complete question 2, check “yes” and make a note explaining the situation.

Check “Don’t Know” if the operator cannot recall if there were workers employed during the survey reference week.

Check “No” if no workers were employed on the operation during the survey reference week.

Item 2:

This item asks for total (directly hired) workers for the reference week. Enter the total numbers of workers on the payroll for the reference week.

Item 3:

This item asks for the total number of workers (entered in Item 2) which were hired to do, and will be paid for, 150 days or more of work. For instance, workers that were hired to work for 150 days or more should be classified as such, even those workers who exited employment before 150 days. The workers must be paid by the target operation but can perform their work on any farm or ranch. When determining a "day worked," the worker should be included for all days they were hired to work and receive pay, regardless of the number of hours worked.

Item 4:

If the target operation has qualifying workers on the payroll, enter the following information:

Type of worker (**See “Type of Worker” below**)

Number of workers that week

Total hours worked that week

Total gross wages

Additional wage detail

Record the data for the survey week indicated on the questionnaire. Remember to include workers on the payroll that were on paid vacation or sick leave during the survey week. Additionally, you want to remind the respondent to report each worker only once.

Chapter 5 – Paid Agricultural Workers

Two or more workers can be entered on one line if they were the same type of worker. When two or more workers are entered on one-line, total hours worked, and total gross wages is the sum of hours worked, and sum of wages for all workers on that one line, respectively.

If the respondent's payroll period does not coincide with the survey week, obtain information for the 7-day payroll period that includes the 12th day of the month. If the payroll period is greater than a week, obtain number of workers, hours, and wages for the entire period. Note the dates of the payroll period and any information that would be helpful in prorating the data to a one-week period. The respondent should be encouraged to use payroll records to complete the questionnaire as this will result in more accurate survey data.

Type of worker

Recently, the classification strategy has changed slightly, to ease reporting:

- Report workers under the worker code (displayed on the next page) in which they are working, not under the worker code for which they have been trained.
- If the worker performs work in two or more worker codes, report them under the worker code that requires the highest level of skill. If there is no measurable difference in skill requirements, report workers under the worker code in which they spend the most time.

The basis of the worker codes is the Standard Occupational Classification (SOC) used by Federal statistical agencies to classify workers into occupational categories for the purposes of collecting, calculating and disseminating data. The 2018 SOC system was recently published.

A full listing of the SOC codes, including 2018 revisions, can be viewed at:

https://www.bls.gov/soc/2018/soc_2018_definitions.pdf

Note on CATI data collection: To greater facilitate worker type data collection via CATI, the script guides the respondent through a worker categorization order that sometimes differs from the worker code order on the questionnaire. All worker codes and worker categories (field workers, livestock workers, supervisors, and other/miscellaneous workers) are accounted for, just sometimes in a slightly different order.

Worker Codes for Sections 1 and 2

Code	Work Hired to Do
CROP, NURSERY AND GREENHOUSE WORKERS	
11	Agricultural Equipment Operators - Crop, Nursery and Greenhouse: Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops.
12	Farmworkers - Crop, Nursery and Greenhouse: Manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, field crops, Christmas trees and short rotation woody crops. Use hand tools, such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; or cleaning, grading, sorting, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities.
13	Graders And Sorters - Crop, Nursery and Greenhouse Products: Grade, sort, or classify agricultural crops by size, weight, color or condition.
14	Hand Packers And Packagers - Crop, Nursery and Greenhouse Products: Pack or package by hand a wide variety of products and materials.
15	All Other Field Workers: Specify: All agricultural workers working with crops, nursery or greenhouse products not included in codes 11-14.
LIVESTOCK WORKERS	
20	Agricultural Equipment Operators – Farm, Ranch, and Aquacultural Animals: Drive and control heavy farm equipment while attending to live farm, ranch, or aquacultural animals and in harvest of unprocessed animal products.
21	Farmworkers - Farm, Ranch, and Aquacultural Animals: Attend to live farm, ranch, or aquacultural animals including cattle, sheep, swine, goats, horses and other equines, poultry, finfish, shellfish, and bees. Duties may include feeding, watering, herding, milking, grazing, castrating, branding, de-beaking, weighing, catching, and loading animals. May conduct simple exams; maintain records; assist in births; and administer medications, vaccinations, or insecticides. May clean and maintain animal housing areas.
22	Graders And Sorters - Farm, Ranch, and Aquacultural Animal Products: Grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, or condition.
23	Hand Packers And Packagers - Farm, Ranch and Aquacultural Animal Products: Pack or package by hand a wide variety of products and materials.
24	All Other Livestock Workers: Specify: All agricultural workers working with farm, ranch and aquacultural animals or products not included in codes 20 – 23.
SUPERVISORS	
31	Farmers, Ranchers and Other Agricultural Managers: Plan, direct, or coordinate the management or operation of farms, ranches, greenhouses, aquacultural operations, nurseries, tree farms, or other agricultural establishments.
32	First-Line Supervisors of Farm Workers: Directly supervise and coordinate the activities of agricultural, aquacultural, and related workers.
OTHER WORKERS	
41	Agricultural Inspectors: Inspect agricultural commodities, processing equipment and facilities, and aquacultural operations, to ensure compliance with regulations and laws governing health, quality, and safety.
42	Animal Breeders: Select and breed animals according to their genealogy, characteristics, and offspring.
43	Pesticide Handlers and Sprayers: Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporation, or chemical application to all crops including nursery and greenhouse products and facilities, and livestock, and livestock facilities. Usually requires specific training and state or federal certification. Excludes pilots who dust or spray crops from aircraft.
44	Any Other Worker Not Listed Above: Specify: Including, but not limited to, mechanics, shop workers, truck drivers, accountants, bookkeepers and office workers. Excluding contract and custom workers, retail workers, and "value-added" workers.

Chapter 5 – Paid Agricultural Workers

Worker Codes

Field Workers (called Crop, Nursery, and Greenhouse Workers on CATI)

Worker Code 11: Agricultural Equipment Operators - Crop, Nursery and Greenhouse

Workers included in code 11 match up with SOC code 45-2091 “Agricultural Equipment Operators”.

Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops. May perform tasks, such as crop baling or hay bucking. May operate stationary equipment to perform post-harvest tasks, such as husking, shelling, threshing, and ginning.

Examples: Combine Operator, Hay Baler, Tractor Operator

Worker Code 12: Farmworkers - Crop, Nursery and Greenhouse:

Workers included in code 12 match up with SOC code 45-2092 “Farmworker and Laborers, Crop, Nursery, and Greenhouse”.

Manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, and field crops. Use hand tools, such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; or cleaning, grading, sorting, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities. Excludes “Graders and Sorters, Agricultural Products” (45-2041) and “Forest, Conservation, and Logging Workers” (45-4011 through 45-4029).

Examples: Greenhouse Transplanter, Pecan Gatherer, Pepper Picker

Note: The main difference between worker code 11 and worker code 12 is that equipment operators are hired to do fieldwork operating motorized or mechanized equipment and farmworkers are hired to do fieldwork by hand or using hand tools. “Jack of all trade” workers on crops operations would be included under worker code 11 or 12 depending on if they were mainly hired to do work using machines or by hand.

Worker Code 13: Graders and Sorters - Crop, Nursery and Greenhouse

Products:

Workers included in code 13 match up with SOC code 45-2041 “Graders and Sorters, Agricultural Products” that would be included in the NASS definition of “Field workers”.

Grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, or condition. Excludes “Agricultural Inspectors” (45-2011).

Examples: Cotton Grader, Fruit Sorter

Worker Code 14: Hand Packers and Packagers - Crop, Nursery and Greenhouse Products:

Workers included in code 14 match up with SOC code 53-7064 “Packers and Packagers, Hand” that would be included in the NASS definition of “Field workers”.

Pack or package by hand a wide variety of products and materials.

Examples: Carton Wrapper

Worker Code 15: All Other Field Workers

Workers in code 15 match up with SOC code 45-2099 “Agricultural Workers, All Other” that would be included in the NASS definition of “Field workers”.

All agricultural workers not listed separately.

Examples: Crop Scout, Irrigation Worker

Note: Please make every effort to include a worker in one of the worker codes listed above before using worker code 15.

Livestock Workers

Worker Code 20: Agricultural Equipment Operators- Farm, Ranch, and Aquaculture Animals:

Workers in code 20 match up with SOC code 45-2091 “Farm, Ranch and Aquaculture Animals”

Drive and control heavy farm equipment while attending to live farm, ranch, or aquaculture animals and in harvest of unprocessed animal products.

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Worker Code 21: Farmworkers - Farm, Ranch, and Aquaculture Animals:

Workers in code 21 match up with SOC code 45-2093 “Farmworkers, Farm, Ranch, and Aquaculture Animals”

Attend to live farm, ranch, or aquaculture animals that may include cattle, sheep, swine, goats, horses and other equines, poultry, finfish, shellfish, and bees. Attend to animals produced for animal products, such as meat, fur, skins, feathers, eggs, milk, and honey. Duties may include feeding, watering, herding, grazing, castrating, branding, de-beaking, catching, and loading animals. May maintain records on animals; examine animals to detect diseases and injuries; assist in birth deliveries; and administer medications, vaccinations, or insecticides as appropriate. May clean and maintain animal housing areas. Includes workers who shear wool from sheep and collect eggs in hatcheries.

Examples: Cattle Brander, Sheep Shearer, Shrimp Pond Laborer

Note: Most “Jack of all trade” workers on livestock operations would be included under worker code 21. For horse farms: Non-production, general-task workers occasionally or even primarily involved with an integrated boarding or training side of the operation such as boarding attendants, riders, trainers, showman, etc. can be classified under Worker Code 24, “All Other Livestock Workers.” However, relatively high-skill, high-wage workers associated with an integrated boarding or training facility should be classified under Worker Code 44, “Any Other Worker.”

Worker Code 22: Graders and Sorters - Farm, Ranch, and Aquaculture Animal Products:

Workers in code 22 match up with SOC code 45-2041 “Graders and Sorters, Agricultural Products” that would be included in the NASS definition of “Livestock Workers”.

Grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, condition. Excludes “Agricultural Inspectors” (45-2011).

Examples: Egg Grader, Meat Grader

Worker Code 23: Hand Packers and Packagers – Farm, Ranch and Aquaculture Animal Products

Workers included in code 23 match up with SOC code 53-7064 “Packers and Packagers, Hand” that would be included in the NASS definition of “Livestock Workers”.

Pack or package by hand a wide variety of products and materials.

Examples: Egg Packer

Worker Code 24: All Other Livestock Workers

Workers in code 24 match up with SOC code 45-2099 “Agricultural Workers, “All Other” that would be included in the NASS definition of “Livestock Workers”.

All agricultural workers not listed separately.

Examples: Livestock Showman

Note: Please make every effort to include a worker in one of the worker codes Listed above before using worker code 24. For horse farms: Non-production, general-task workers occasionally or even primarily involved with an integrated boarding or training side of the operation such as boarding attendants, riders, trainers, showman, etc. can be classified here. However, relatively high-skill, high-wage workers associated with an integrated boarding or training facility should be classified under Worker Code 44, “Any Other Worker.”

Supervisors

Worker Code 31: Farmers, Ranchers and Other Agricultural Managers:

Workers in code 31 match up with SOC code 11-9013 “Farmers, Ranchers, and Other Agricultural Managers”.

Plan, direct, or coordinate the management or operation of farms, ranches, greenhouses, aquaculture operations, nurseries, timber tracts, or other agricultural establishments. May hire, train, and supervise farm workers or contract for services to carry out the day-to-day activities of the managed operation. May engage in or supervise planting, cultivating, harvesting, and financial and marketing activities. Excludes “First-Line Supervisors of Farming, Fishing, and Forestry Workers” (45-1011).

Examples: Animal Husbandry Manager, Dairy Farm Manager, Fish Hatchery Manager, Orchard Manager

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Worker Code 32: First-Line Supervisors of Farm Workers:

Workers in code 32 match up with SOC code 45-1011 “First-Line Supervisors of Farming, and Fishing Workers”

Directly supervise and coordinate the activities of agricultural, aquaculture, and related workers. Excludes “First-Line Supervisors of Landscaping, Lawn Service, and Grounds-keeping Workers” (37-1012).

Examples: Corral Boss, Cranberry Bog Supervisor, Fish Hatchery Supervisor

Note: Virtually all people listed as operators or partners (those making “day to day decisions”) on pages 1 and 2 of the questionnaire should be included in worker code 31. A hired manager is also very likely to be included in worker code 31. Paid workers in worker code 32 would be those who have direct supervisory responsibility, but do not make the “day to day decisions” about the management of the operation.

Other Workers (some of these categories are in different places on the paper and CATI instrument)

Worker Code 41: Agricultural Inspectors

Workers in code 41 match up with SOC code 45-2011 “Agricultural Inspectors”

Inspect agricultural commodities, processing equipment, and facilities, and fish and logging operations, to ensure compliance with regulations and laws governing health, quality, and safety.

Examples: Cattle Examiner, Grain Sampler, Milk Tester

Worker Code 42: Animal Breeders

Workers in code 42 match up with SOC code 45-2021 “Animal Breeders”

Select and breed animals according to their genealogy, characteristics, and offspring. May require knowledge of artificial insemination techniques and equipment use. May involve keeping records on heats, birth intervals, or pedigree. Excludes “Nonfarm Animal Caretakers” (39-2021) who may occasionally breed animals as part of their other caretaking duties.

Excludes “Animal Scientists” (19-1011) whose primary function is research.

Examples: Dairy Husbandry Worker, Horse Breeder

Worker Code 43: Pesticide Handlers and Sprayers

Workers in code 43 match up with SOC code 37-3012 “Pesticide Handlers, Sprayers, and Applicators, Vegetation”.

Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporation, or chemical application on trees, shrubs, lawns, or botanical crops. Usually requires specific training and State or Federal certification. Excludes "Commercial Pilots" (53-2012) who dust or spray crops from aircraft.

Examples: Fruit Sprayer, Weed Sprayer

Note: Generally, a pesticide applicator has received certification from the federal or state government. A paid worker included under worker code 43 should be hired for the specific purpose of applying pesticides on the operation.

Worker Code 44: Any Other Worker Not Listed Above

Workers in code 44 can match up with all other SOC code occupations not listed above. These occupations can include, but are not limited to, mechanics, shop workers, truck drivers, aerial crop dusters, accountants, bookkeepers, and office workers. Contract and custom workers, retail workers, and “value-added” workers are excluded.

Every effort should be made to classify non-supervisory agricultural production workers as either field or livestock workers, and **not** as “other” workers. As long as a worker is directly involved in the production of an agricultural commodity (including pre-production and packaging activities) **and** the form of the commodity is **not** materially altered, the worker should be classified as a field or livestock worker, depending upon the commodity being produced.

For horse farms: Unusually high-skill, high-wage non-production workers associated with an integrated boarding or training facility can be classified here. However, workers who are more general-task, who are occasionally or even primarily involved with an integrated boarding or training side of the operation (including boarding attendants, riders, trainers, showman, etc.) can be classified under Worker Code 24: “All Other Livestock Workers.”

For further examples:

Example 1: A vegetable farm has its own packing shed, and the packing shed does not operate under a separate name. The workers in the packing shed put cabbage into cartons for shipment to market. Even though they are not actually working in the field, these workers should be listed as FIELD WORKERS Hand Packers and Packagers – Crop, Nursery and Greenhouse Products (Code 14).

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Example 2: A table egg operation has workers who place eggs into crates and put the crates onto flats for shipment to market. These workers should be listed as LIVESTOCK WORKERS Hand Packers and Packagers – Farm, Ranch and Aquaculture Animal Products (Code 23).

Worker Table

The paid worker table has reverted to the previous structure of collecting gross values only.

Section 2 - Paid Workers for July (continued)

4. In the table below, report all agricultural workers on the payroll during the week of July 11th through July 17th.

- Report workers under the worker code (provided on page 5) in which they are working, not under the worker code for which they have been trained.
- Report workers who fall under the same worker code on a single line.
- Report the total hours and wages paid to the group of workers during the week of July 11th through July 17th.
- Record each worker only once.
- If the worker performs work in two or more worker codes, report them under the worker code that requires the highest level of skill. If there is no measurable difference in skill requirements, report workers under the worker code in which they spend the most time.
- For salaried employees, report the standard amount of hours worked on your operation.
- Gross wages are the total amount paid to workers before taxes and other deductions. INCLUDE the worker's share of social security and unemployment insurance, but EXCLUDE the employer's share. INCLUDE in-kind payments (e.g., agricultural product like a side of beef, bushels of grain, etc.) provided in lieu of wages for work done. In-kind payments do NOT INCLUDE benefits such as housing, meals or insurance.

Enter the Worker Code from Page 5	Number of Paid Workers that week	Total Hours Worked that week	Total Gross Wages Paid that week (Dollars)
611	612	613	614
611	612	613	614
611	612	613	614

Total Hours: Record hours worked in whole hours. If a worker is on paid vacation or sick leave for the entire survey week, record the number of hours the person(s) would normally have worked. If two or more workers are grouped on one line, "Total hours worked" is the sum of total hours worked by all members in the group.

Total Gross Wages: In the column "Total Gross Wages That Week", record wages in whole dollars. Include the employee's share of social security and unemployment insurance but exclude the employers' share. When two or more workers are grouped, "Total gross wages" is the sum of total wages earned by all workers in the group.

Procedures for Calculating Gross Weekly Wages:

<u>Wage Rate</u>	<u>Method of Pay</u>	<u>Total Gross</u>
Hourly	Hourly	Hours x Hourly Rate
Piece Rate	Piece Rate	Units x rate per unit
Daily	Other	Days x Daily Rate
Monthly	Other	Monthly Salary x .23
Yearly	Other	Yearly Salary / 52

Payment-in-kind. If a hired worker receives a payment-in-kind **in lieu** of wages for work performed during the survey week, a value must be determined for the payment-in-kind and recorded as wages. If the compensation in-kind was a gift given to the employee in addition to wages, the payment-in-kind should be considered a benefit and is not included.

A payment-in-kind can be a quantity of agricultural product like a side of beef, bushels of grain, head of livestock, milk check, etc.) in lieu of wages for work done. To record payment-in-kind work, a value should be determined for the payment-in-kind and the number of hours worked to receive that payment. A wage rate can then be calculated and applied to the hours worked during the survey week.

Example of payment-in-kind: A hired worker took care of livestock for a farm operator while he was on vacation for 2 weeks. The worker received a side of beef for the work done. The worker put in 35 hours during the survey week and 45 hours the next. The value of the beef is \$500. Therefore, the worker earned \$6.25 per hour (\$500/80 hours). On the questionnaire record the 35 hours worked during the survey week and \$219 gross earnings, (\$6.25 per hour times 35 hours).

Recording Additional Information about Hours and Gross Wages

If the gross wage rate per hour (wages divided by hours) seems low or high compared with guidelines provided by the Regional Field Office, it is your responsibility to review information with the respondent. Write notes to justify unusual reports and include hours normally worked in comments. For example, salaried workers may put in extra hours during a peak season or fewer hours in the off-season while receiving a constant salary. Even if wages appear unusually high or low, record actual "hours worked" and "gross wages."

Chapter 5 – Paid Agricultural Workers

Bonuses can also impact reported wages. They should be excluded unless they are issued regularly. For example, salary bonuses based on production should be included and noted as such. If a bonus is issued, write notes to explain what the bonus was and its value.

Example 1: A worker is paid \$1000 every two weeks. During the survey week, this person worked an unusually low 20 hours. Record 20 hours worked (the actual hours worked that week) and \$500 gross wages (\$1000 divided by 2). Write a note explaining that the worker is paid \$1000 every two weeks, worked 20 hours that week, but normally works more hours during a typical week.

Example 2: A worker is paid a salary of \$2240 per month. During the survey week, he was on paid vacation (or sick) leave. Record the number of hours the worker would normally have worked and \$515 ($\2240×0.23) wages. Write a note explaining that the worker was on vacation and the number of hours recorded represents the time that he would normally have worked during the survey week.

Example 3: The survey week falls during harvest season and a worker puts in 10-hour days all week long. She is paid \$15 for overtime hours over 8 hours per day, a rate above the standard rate of \$11 per hour. Record total hours worked during the week (5 days * 10 hours = 50 hours). Record the amount of gross wages including the overtime pay ($(\$11 \times 40 \text{ hours}) + (\$15 \times 10 \text{ hours}) = \590). Write a note with any helpful comments regarding the standard vs overtime wage rate.

Section 3 - Agricultural Workers on the Payroll in 2021

1. During 2021, what was or will be the largest number of agricultural workers on the payroll on any one day?

- INCLUDE part-time workers, paid family members, hired managers, and workers on paid leave. INCLUDE workers regardless of method of pay (hourly, salaried, piece rate, etc.).
- Do NOT INCLUDE workers hired through a contractor, custom workers (workers hired to use their machines to perform a service on the farm e.g., combining, fertilizing), retail workers, or value added workers (workers who materially alter the form of the product produced e.g., winery, dairy manufacturing plant workers).....

		Largest Number of Workers in 2021	
NONE		277	
278	3 <input type="checkbox"/>		

2. During 2021, did or will this operation have any H-2A temporary agricultural workers on the payroll?

The H-2A program allows agricultural employers who anticipate a shortage of domestic workers to bring non-immigrant foreign workers to the U.S. to perform agricultural labor or services of a temporary or seasonal nature.

- 279
- 1 ☐ Yes
- 3 ☐ No
- 2 ☐ Don't Know

Section 3 – PAID WORKERS IN 2021

Item 1: Enter the largest number of directly hired workers on the payroll, on any one day for 2021 (or anticipated, for the remainder of 2021). Note that the same INCLUDE and EXCLUDE statements apply as in earlier sections, as noted on the questionnaire.

Item 2: Note presence of directly hired H-2A temporary agricultural workers at any time during 2021 (not just during the reference week). An official definition is provided for additional clarity. Be advised, that this question was added at the request of the DOL and is for their use exclusively (the response does not affect NASS's processing of the main survey data, and the results of this question are not summarized or released by NASS).

The H-2A program allows U.S. employers or U.S. agents who meet specific regulatory requirements to bring foreign nationals to the United States to fill temporary agricultural jobs. A U.S. employer must file a petition on a prospective worker's behalf:

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Paid Workers

To qualify for H-2A nonimmigrant classification, the employer must:

- Offer a job that is of a temporary or seasonal nature.
- Demonstrate that there are not sufficient U.S. workers who are able, willing, qualified, and available to do the temporary work.
- Show that the employment of H-2A workers will not adversely affect the wages and working conditions of similarly employed U.S. workers.

Section 4 – Value of Sales

1. Please classify this operation in terms of the gross value of sales and government agricultural payments in 2020.

INCLUDE: • sales of all crops, livestock, poultry, and livestock products (milk, eggs, etc.) sold in 2020.

• the value of hay, silage, and other crops harvested in 2020, but not sold.

• the value of all crops, livestock, and poultry produced under contract in 2020.

• landlord's share of government payments and crops sold in 2020.

EXCLUDE dollars received on land rented to others.

860

☐ \$0 - \$999

☐ \$1,000 - \$9,999

☐ \$10,000 - \$49,999

☐ \$50,000 - \$99,999

☐ \$100,000 - \$249,999

☐ \$250,000 - \$499,999

☐ \$500,000 - \$999,999

☐ \$1,000,000 - \$4,999,999

☐ \$5,000,000 and over

2. Is the 2020 gross value of sales and government agricultural payments for this operation less than \$1,000?

☐ Yes - Continue

☐ No - Skip to Item 4

3. Record all 2021 crops, land uses, and livestock or poultry now on the total acres operated, then go to Item 4, next page.

Land Use	ACRES	Field Crops Intended For Harvest	ACRES	Other Crops	ACRES
CRP/WRP				Cut Christmas Trees	
Idle Cropland					
Summer Fallow					
.....					
.....					

Government Payments	WHOLE DOLLARS	Fruits/Nuts	ACRES	Livestock	NUMBER
CRP/WRP Payments				Cattle – Dairy	
Other Gov't Payments				Cattle – Other	
				Chickens	
				Hogs	
				Horses	
				Mules/Burros	

Pasture/Rangeland	ACRES	Vegetables/Melons	ACRES
Cropland Used Only For Pasture			
Permanent Pasture			
Woodland Pasture			

Aquaculture	NUMBER	Berries	ACRES
Acres of Ponds in Use			
Foodsize/Stockers			
Fingerlings/Broodfish			
Trout Eggs			

Office Use
TOTAL POINTS
861
PASTURE POINTS
869

Value of Sales

Item 1

Operations are classified by their Value of Sales based on the gross value of the agricultural commodities that they produce. “Value of Sales” is calculated based on cash sales, the value of commodities grown under contract, and government payments.

“Value of Sales” is recorded by the appropriate GVS code in Box 860. In determining the code, be sure to include sales of products produced on the total acres operated. Include the value of any production given to the landlord on land that is share-rented from others. Exclude production from land that is owned by this operation but is rented to others. Exclude non-production income, such as that from non-farm businesses, “value-added” enterprises, and agri-tourism.

Crop sales include all reference year and earlier years’ production which was sold during the calendar year. For contract operations, the “value of product removed” is the value of the commodity, not the contract fee received by the farmer.

Include government agricultural payments received the previous calendar year, including commodity payments and payments received for land in CRP, CREP, WHIP, and other conservation programs

Crops. Crop sales include all crops produced during the reference year and earlier year’s production which was sold during the reference year.

Include: Field crops of all types, hay, mushrooms, flowers, nursery stock, greenhouse crops, fruits, vegetables, tree nuts, Christmas trees, and maple syrup.

Exclude: Produce from home gardens

Livestock. Sales include all livestock sold during the reference year.

Include: Cattle, swine, sheep, chicken, turkeys, other poultry, bees, honey, rabbits, furs and fur bearing animals, fish for consumption (commercial or home use), exotic livestock, and animals raised for 4-H and Future Farmers of America (FFA) livestock projects. Related product sales such as butter, eggs, whole milk, or cream. Sales of all types of horses.

Exclude: Production of animals kept for pleasure, recreation, or amusement, such as horses or dogs not related to agricultural production, and animals such as exotic chickens or game birds sold as pets or as a hobby. Income for training, boarding or renting animals such as horses or dogs should be excluded.

Chapter 5

Paid Workers

Item 1c.

Item 1c should only be completed if:

- the Value of Sales is unknown (for example, if this is a new operation).
- the operator refuses to provide the GVS code.
- the gross value of sales is less than \$1,000 (Code 99 or Code 1 is checked).

If any of these are true, record all crops, land uses, livestock, and poultry on total acres operated in the spaces provided (item 1c). Be specific as to types of crops planted such as barley, corn, tobacco, vegetables, etc. Include crops planted the previous fall. Crops cut for hay or used as pasture would be listed as a crop or land use. Include idle cropland, summer fallow and cropland used for pasture only.

Section 4 - Value of Sales (continued) – Farm Type

4. Of the farm or ranch income reported, which of these categories represents the largest portion of the gross income from this operation?

Code

- | | | |
|---|----|--------------------------|
| 1 – Grains, Oilseeds, Dry Beans, and Dry Peas | 1 | <input type="checkbox"/> |
| (corn, flaxseed, grain silage and forage, grains and oilseeds, popcorn, rice, small grains, sorghum, soybeans, sunflowers, straw, etc.) | | |
| 2 – Tobacco | 2 | <input type="checkbox"/> |
| 3 – Cotton and Cottonseed | 3 | <input type="checkbox"/> |
| 4 – Vegetables, Melons, Potatoes and Sweet Potatoes | 4 | <input type="checkbox"/> |
| (beets, cabbage, cantaloupes, pumpkins, sweet corn, tomatoes, watermelons, vegetable seeds, etc.) | | |
| 5 – Fruit, Tree Nuts and Berries | 5 | <input type="checkbox"/> |
| (almonds, apples, blueberries, cherries, grapes, hazelnuts, kiwifruit, oranges, pears, pecans, strawberries, walnuts, etc.) | | |
| 6 – Nursery, Greenhouse, Floriculture and Sod | 6 | <input type="checkbox"/> |
| (bedding plants, bulbs, cut flowers, flower seeds, foliage plants, mushrooms, nursery potted plants, shrubbery, sod, etc.) | | |
| 7 – Cut Christmas Trees and Short Rotation Woody Crops | 7 | <input type="checkbox"/> |
| 8 – Other Crops and Hay, CRP and Pasture | 8 | <input type="checkbox"/> |
| (grass seed, hay and grass silage, hops, maple syrup, mint, peanuts, sugarcane, sugarbeets, CRP, etc.) | | |
| 9 – Hogs and Pigs | 9 | <input type="checkbox"/> |
| 10 – Milk and Other Dairy Products from Cows | 10 | <input type="checkbox"/> |
| 11 – Cattle and Calves | 11 | <input type="checkbox"/> |
| (beef and dairy cattle for breeding stock, fed cattle, beef and dairy cull animals, stockers and feeders, veal calves, etc.) | | |
| 12 – Sheep, Goats, and their Products | 12 | <input type="checkbox"/> |
| (wool, mohair, milk and cheese) | | |
| 13 – Horses, Ponies, and Mules | 13 | <input type="checkbox"/> |
| (burros and donkeys) | | |
| 14 – Poultry and Eggs | 14 | <input type="checkbox"/> |
| (broilers, chickens, turkeys, ducks, eggs, emus, geese, hatchlings, ostriches, pigeons, pheasants, quail, poultry products, etc.) | | |
| 15 – Aquaculture | 15 | <input type="checkbox"/> |
| (catfish, trout, ornamental and other fish, mollusks, crustaceans, etc.) | | |
| 16 – Other Animals and Other Animal Products | 16 | <input type="checkbox"/> |
| (honey bees, honey, rabbits, fur-bearing animals, semen, manure, other animal specialties, etc.) | | |

Farm Type Code
862

Farm Type

Item 2

The type of operation is based on the gross value of sales recorded in Item 1a (Box 860). The respondent should indicate what category represents the largest portion of the gross value of sales received from among the commodity groupings listed on the questionnaire. If the respondent says sales for two of the groupings are 50/50, ask which group is more important and is the primary production activity.

Other government payments (for example, direct payment, counter-cyclic payments, state program payments, etc.) should be distributed among these categories according to the type of program in which the operator participated.

Operations engaged primarily in the production of short-rotation woody trees with a growth and harvest cycle of 10 years or less for pulp or tree stock are counted as farms and classified in the “Nursery, Greenhouse and Floriculture” category. A farm primarily engaged in raising dairy heifers for herd replacement is classified as a beef cattle operation because no milk or dairy products are being produced.

Operations that qualify as farms based solely on payments from Conservation programs such as CRP, CREP, WHIP, etc. should be coded as Farm Type “8”.

If the respondent reported no sales in Item 1a (Box 860), complete Item 2 by observation or enter a code based on current land use, livestock, or poultry on hand.

Review Your Work

It is very important to review your work as soon as possible after completing the interview. Following is a checklist of items that are commonly enumerated incorrectly.

Labor Questionnaire Review

Paid Workers

- ___ Large labor-intensive operations such as nurseries, dairies, etc. should have a correspondingly large number of workers reported. Ensure that all workers are only recorded once.
- ___ If an operator reports an unusually large number of hours worked (more than 60 hours), verify and write a comment.
- ___ Calculate wages paid on a per hour basis (total gross wages/total hours worked). If wages are unusually high or low for size or type of operation, verify.

Generally, >\$18/hr for livestock, field workers, >\$45 for supervisor, >\$30 for others.

Example: A worker is paid an annual salary. During the reference week they worked 70 hours. Due to the large number of hours worked, paid wages only calculate out to \$4.00 per hour. Confirm and write a comment.

- ___ Watch for respondents that report for a two-week pay period instead of the reference week.
- ___ If more than one worker is included per line (Section 2), check that the hours worked and wages paid are for all workers combined. For example, if an operation reports two field workers and 35 total hours worked – is this for each worker or for both workers combined?
- ___ Type of Worker is determined by the type of work the person was hired to do, not by the kind of work which was done during the survey week. For example, workers were hired as Farmworkers-Livestock Workers, but during the reference week they harvested hay. They are counted as Farmworkers-Livestock Workers.
- ___ When recording the type of workers, avoid descriptions like “field workers.” Write: “apple picker”, “packing shed workers”, etc. **
- ___ An operator or partner should not be counted as a “Paid Worker” unless they meet the requirements listed on page 506.
- ___ All operations that report a “hired manager” (page 2, question 3) must have at least one Supervisor/Manager (Code 31) worker reported.

- ___ Supervisors should only be reported if they are directly involved in day-to-day decisions of the farm.
- ___ Respondents sometimes report full time workers but no full-time hours during the Reference Week. Were the workers on sick leave or vacation? See the instructions in the Interviewer's Manual. Leave a clear note.
- ___ Time worked performing non-agricultural activities should not be reported.
- ___ Bonus is reported – see page 520 for direction.

Value of Sales

- ___ Value of Sales for contract operations is value of the product removed under contract, not what the operator is paid to raise the commodity.
- ___ Value of Sales does not include land rental payments.
- ___ Value of Sales includes government payments.

Reminders:

Always have a calculator handy.

Write clearly and boldly with a lead pencil. Do not use a mechanical pencil.
Questionnaires are scanned and stored as optical images.

Begin your work as soon as the enumeration period begins and complete your work promptly. Do not wait until the last minute. Questionnaires must be edited, keyed, and scanned before they are available for statistical editing and processing. All statistical processes must be complete by a strict deadline and we must avoid a large volume of work arriving the last few days of the survey period.

NOTES: