



GUIDE TO USDA'S NASS END OF SEASON FRUIT AND VEGETABLE INQUIRY - SHORT FORM

A Plain Language Guide from the New Entry Sustainable Farming Project



IN THIS GUIDE, YOU WILL LEARN ABOUT:

Purpose of the End of Season Survey

Step-by-Step Instructions to Complete the Survey

Contact Information for the USDA

NEW ENTRY SUSTAINABLE FARMING PROJECT IN COLLABORATION WITH THE NORTHEAST NETWORK OF IMMIGRANT FARMING PROJECTS

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PURPOSE OF THIS GUIDE

Who should read this guide?

This guide is written to help you complete the USDA NASS End-of-Season Fruit and Vegetable Survey. This guide will help you understand where to record your farm information on the forms.

You will benefit from this guide if you:

- Have been contacted by NASS to complete a year-end survey.
- Are unsure how to put your information on the forms.

It may be helpful for you to use this workbook with someone who can guide you to more farming information, such as an experienced farmer, staff member of a farm service organization, or other service provider. We recommend you contact a NASS representative to get help in completing the worksheets in this guide to make sure you understand the process and complete the survey accurately.

What is Plain Language?

This guide is presented in a format called **Plain Language**. Plain Language provides clear, simple, and accessible text for readers in order to reduce misunderstandings, errors, and lack of comprehension. It also helps guide you to take action steps to practice what you learn, and gives examples of other people using the information. We present this guide in Plain Language in order to make the topic accessible to everyone.



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WHY DO I FILL OUT THE SURVEY?

This survey is created by the:

**United States Department of Agriculture,
National Agriculture Statistics Service (NASS)**



- **NASS** provides useful information for farmers and other people who work in agriculture.
- **NASS** creates surveys that farmers fill out. The information from the surveys is collected and used to make reports on prices, wages, finances, chemical use, and food supplies.
- The information is then put on the website:
http://www.nass.usda.gov/About_NASS/index.asp.
- Your personal information is kept confidential. NASS does not share your personal information with other organizations.

Your participation in this survey is voluntary, but your information is useful to NASS when they make their reports.

Your answers to the survey questions are added to answers from other farmers. Your name is not recorded and will not appear anywhere. This survey will not change your participation in other government programs and is not shared between government agencies.

- Answers are used by growers, processors, and marketers to make production and marketing decisions.
- Answers are used by government agencies to develop government programs for agriculture. Some of the government programs may benefit you.

HOW DO I FILL OUT THIS SURVEY?

Your participation is voluntary.

An interviewer will call you to ask for the answers to the questions on this survey

To prepare to fill out the survey, you should:

1. Collect your records that show:
 - The area of land that you farmed
 - Crops that you grew
 - Yield of your crops
 - Prices that you received when you sold your crops
2. Follow the instructions in this guide to report on all of the land that you used, including the land that you rented.

The NASS end of season survey covers both tree fruit and vegetable crops.

You only need to fill out the section of the survey for the type of crops that you grow.

See the following pages for examples of blank forms, and explanations of what you should write in each space.



TREE FRUIT

First, you will learn how to fill in the Tree Fruit part of the form.*

*If you did not grow Fruit Trees, skip to page 10 of this guide.

Did you grow any Tree Fruit during this year's growing season? YES ___ NO ___



Some examples of Tree Fruit are:

- Peaches
- Apples
- Pears
- Plums

Tree Fruit: Acreage and Production, 2009 Crop

CROP	TOTAL NUMBER OF BEARING AGE TREES 2009	TOTAL BEARING ACRES 2009 (to tenths, ex. 0.1)	TOTAL BUSHELS HARVESTED 2009	QUANTITY OF MATURE FRUIT NOT HARVESTED 2009	AVERAGE NETWEIGHT PER BUSHEL 2009	TOTAL BUSHELS HARVESTED 2009
Apples	___ trees	___ acres	___ bushels	___ bushels	___ lbs	___ bushels
Pears	___ trees	___ acres	___ bushels	___ bushels	___ lbs	___ bushels
Peaches	___ trees	___ acres	___ bushels	___ bushels	___ lbs	___ bushels



TOTAL NUMBER OF BEARING AGE TREES 2009

= The number of your trees that produced fruit this year

Example: I have 2,000 apple trees on my farm. This year, 1,300 of them produced fruit.

TOTAL BEARING ACRES 2009

= The number of acres of each fruit tree that produced fruit this year.

(Please round to the nearest 0.1 of an acre. Another way to write 0.1 is 1/10)

Example 1: I have 1.25 acres (or, 1 1/4 acres) of apple trees. I must round 1.25 to the nearest 0.1 acres. The nearest 0.1 acre is 1.30. *That means I have 1.30 acres of apple trees.*

Example 2: I have 40.95 acres of peach trees. I must round to the nearest 0.1 acres. The nearest 0.1 acre is 41.00 acres. *That means I have 41.00 acres of peach trees.*

TOTAL BUSHES HARVESTED 2009

= The total number of bushels of each type of fruit harvested this year.

Example: I harvested 1,000 bushels of apples.



Tree Fruit: Acreage and Production, 2009 Crop

CROP	TOTAL NUMBER OF BEARING AGETREES 2009	TOTAL BEARING ACRES 2006 ⁹ (to tenths, ex. 0.1)	TOTAL BUSHELS HARVESTED 2009	QUANTITY OF MATURE FRUIT NOT HARVESTED 2009	AVERAGE NETWEIGHT PER BUSHEL 2009	TOTAL BUSHELS HARVESTED 2009
Apples	___ trees	___ acres	___ bushels	___ bushels	___ lbs	___ bushels
Pears	___ trees	___ acres	___ bushels	___ bushels	___ lbs	___ bushels

QUANTITY OF MATURE FRUIT NOT HARVESTED 2009

= The estimated total number of bushels of each type of ripe fruit that was not harvested for any reason.

Reasons for not harvesting ripe fruit can include:

- *Insect or weather damage*
- *Not enough time to harvest*
- *No market for your fruit*
- *Or any other reason*

Example: Since I did not have time, I did not harvest about 200 bushels of ripe apples.

AVERAGE NET WEIGHT PER BUSHEL 2009

= The average weight of one bushel of each type of fruit that you harvested.

Example: The average net weight per bushel of my apples was 45 lbs.



Tree Fruit: 2009 Crop Sold and To Be Sold

CROP	TOTAL EXPECTED FRESH MARKET SALES	EXPECTED SEASON AVERAGE PRICE FOR FRESH MARKET	TOTAL EXPECTED SALES FOR PROCESSING	EXPECTED SEASON AVERAGE PRICE FOR PROCESSING	BUSHELLS FOR PERSONAL USE OR GIFTS	BUSHELLS HARVESTED BUT NOT UTILIZED
Apples	___ bushels	\$___./ bushel	___ bushels	\$___./ bushel	___ bushels	___ bushels
Pears	___ bushels	\$___./ bushel	___ bushels	\$___./ bushel	___ bushels	___ bushels
Peaches	___ bushels	\$___./ bushel	___ bushels	\$___./ bushel	___ bushels	___ bushels

TOTAL EXPECTED FRESH MARKET SALES

= The total number of bushels per fruit you sold this year. Do not include fruits that you sold to a processor.

Example: I sold 1000 bushels of peaches. I sold 700 bushels of apples. I sold 500 bushels of pears.



EXPECTED SEASON AVERAGE PRICE FOR FRESH MARKET

= The average price per bushel that you sold your fresh apples, pears, and peaches for.

Example: I sold my apples at the farmers' market during September for \$25 per bushel, and during October for \$30 per bushel. The average price of my apples was \$27.50 per bushel.

$$\begin{aligned} \$25 + \$30 &= \$55 \\ \$55 / 2 &= \$27.50 \text{ per bushel} \end{aligned}$$

TREE FRUIT: 2009 CROP SOLD AND TO BE SOLD

CROP	TOTAL EXPECTED FRESH MARKET SALES	EXPECTED SEASON AVERAGE PRICE FOR FRESH MARKET	TOTAL EXPECTED SALES FOR PROCESSING	EXPECTED SEASON AVERAGE PRICE FOR PROCESSING	BUSHELLS FOR PERSONAL USE OR GIFTS	BUSHELLS HARVESTED BUT NOT UTILIZED
Apples	___ bushels	\$___./ bushel	___ bushels	\$___./ bushel	___ bushels	___ bushels
Pears	___ bushels	\$___./ bushel	___ bushels	\$___./ bushel	___ bushels	___ bushels
Peaches	___ bushels	\$___./ bushel	___ bushels	\$___./ bushel	___ bushels	___ bushels

TOTAL EXPECTED SALES FOR PROCESSING

= The total number of bushels that you to a processor. A processor is a company that makes a new product with your fruit and resells it.

Examples of Processed Fruits:

- Dried Fruit
- Frozen Fruit
- Canned Fruit
- Fruit Pies
- Fruit Chutney
- Fruit Jelly

EXPECTED SEASON AVERAGE PRICE FOR PROCESSING

= The average price that you received from selling your apples, pears, and peaches to a processor.

Example: I sold my pears to a jelly company for \$10 per bushel, and I sold my pears to a dried fruit company for \$12 per bushel. The average price for processing my pears was \$11.

$$\begin{aligned} \$10 + \$12 &= \$22 \\ \$22 / 2 &= \$11 \text{ per bushel average} \end{aligned}$$



BUSHEL FOR PERSONAL USE OR GIFTS

= The number of bushels of each fruit that you kept for yourself or gave away.

Example: I kept 10 bushels of peaches for my family and I gave 15 bushels to friends and neighbors. That means I kept 25 bushels for personal use or gifts.

BUSHEL HARVESTED BUT NOT UTILIZED

= The number of bushels of each fruit that you harvested but did not use or sell. These are bushels that you threw away, composted, or dumped



VEGETABLES AND BERRIES

Here, you will learn how to fill in the Vegetables and Berries section of the survey.



PLANTED/TOTAL AREA
(acres, sq. ft., row ft., plants)

= The total amount of land that you use to grow each crop. Only include land that is growing vegetables, melons, and berries you will sell.

Example 1: If you plant beets in the spring on a one-acre plot, and you plant more beets in the fall on the same one-acre plot, write that you planted and harvested 1 acre of beets.

Example 2: I grow 1/10 of an acre of beets. Or, I grow 2 1/2 acres of lettuce. If you measure your land in feet or square feet, please write that in your form. Such as, 'I grow 300 feet of peas' or 'I grow 35 square feet (ft²) of beans.'

Measurement tips:

- You may report in acres, square feet, row feet, or number of plants.
- If your plantings are measured in rows or square feet, please report the lengths of your rows, the space between your plants, and the plants per row.
- If you measure in acres, please round to the nearest 1/10 (0.1) of an acre.



Vegetables and Berries: Acreage and Production, 2009 Crop

CROP	SWEET CORN	TOMATOES	PUMPKINS	STRAWBERRIES	OTHER	OTHER	OTHER
PLANTED/ TOTAL AREA (acres, sq. ft., row ft., plants)							
AREA HARVESTED (acres, sq. ft., row ft., plants)							
TOTAL PRODUCTION OR YIELD PER ACRE (Include units, see instructions)							
WEIGHT OF PRODUCTION UNITS (in pounds)	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs
PERCENT SOLD RETAIL	___%	___%	___%	___%	___%	___%	___%
RETAIL SALES PRICE	\$___	\$___	\$___	\$___	\$___	\$___	\$___
WEIGHT OF RETAIL SALES UNITS (in pounds)	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs
PERCENT SOLD WHOLESALE	___%	___%	___%	___%	___%	___%	___%
WHOLESALE SALES PRICE	\$___	\$___	\$___	\$___	\$___	\$___	\$___
WEIGHT OF WHOLESALE SALES UNITS (in pounds)	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs
PERCENT OTHER USE (home use, processing, etc.)	___%	___%	___%	___%	___%	___%	___%

* Go to the end of this guide if you need more space for other types of crops you grow.

Vegetables and Berries: Acreage and Production, 2009 Crop

CROP	SWEET CORN	TOMATOES	PUMPKINS	STRAWBERRIES	OTHER	OTHER	OTHER
PLANTED/ TOTAL AREA (acres, sq. ft., row ft., plants)							
AREA HARVESTED (acres, sq. ft., row ft., plants)							
TOTAL PRODUCTION OR YIELD PER ACRE (Include units, see instructions)							
WEIGHT OF PRODUCTION UNITS (in pounds)	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs
PERCENT SOLD RETAIL	___%	___%	___%	___%	___%	___%	___%
RETAIL SALES PRICE	\$___	\$___	\$___	\$___	\$___	\$___	\$___
WEIGHT OF RETAIL SALES UNITS (in pounds)	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs
PERCENT SOLD WHOLESALE	___%	___%	___%	___%	___%	___%	___%
WHOLESALE SALES PRICE	\$___	\$___	\$___	\$___	\$___	\$___	\$___
WEIGHT OF WHOLESALE SALES UNITS (in pounds)	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs
PERCENT OTHER USE (home use, processing, etc.)	___%	___%	___%	___%	___%	___%	___%



AREA PLANTED
(acres, sq. ft., row ft., plants)

= The total amount of land that you actually harvested vegetables, melons, and berries from. This number might be the same as you wrote for Planted Area.

Example: I planted 1/2 acres of pumpkins, but I harvested 0 acres of pumpkins because a disease killed all of the plants.

TOTAL PRODUCTION OR YIELD PER ACRE (include units)

= Please write **either** your Total Production or your Yield Per Acre. This section is only for vegetables, melon, and berries sold fresh.

Total Production means how much you grew of one crop. If you are using Total Production, write how you are counting and how much you grew. You can do this in pounds, pints, quarts, boxes, bags, bunches, bushels, or any other unit that you used to sell your melons and vegetables.

Example: My total production of cabbage was 500 pounds. My total production of beets was 400 bunches. My total production of eggplant was 60 boxes.

Yield Per Acre is the amount of each crop you grew on one acre. Yield Per Acre is usually used by farmers who grow more than one acre of a particular crop.

Example: I grew 15 acres of pumpkins and each acre produced about 8,000 pounds. My Yield Per Acre was 8,000 pounds per acre of pumpkins.



Vegetables and Berries: Acreage and Production, 2009 Crop

CROP	SWEET CORN	TOMATOES	PUMPKINS	STRAWBERRIES	OTHER	OTHER	OTHER
PLANTED/ TOTAL AREA (acres, sq. ft., row ft., plants)							
AREA HARVESTED (acres, sq. ft., row ft., plants)							
TOTAL PRODUCTION OR YIELD PER ACRE (Include units, see instructions)							
WEIGHT OF PRODUCTION UNITS (in pounds)	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs
PERCENT SOLD RETAIL	___%	___%	___%	___%	___%	___%	___%
RETAIL SALES PRICE	\$___	\$___	\$___	\$___	\$___	\$___	\$___
WEIGHT OF RETAIL SALES UNITS (in pounds)	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs
PERCENT SOLD WHOLESALE	___%	___%	___%	___%	___%	___%	___%
WHOLESALE SALES PRICE	\$___	\$___	\$___	\$___	\$___	\$___	\$___
WEIGHT OF WHOLESALE SALES UNITS (in pounds)	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs
PERCENT OTHER USE (home use, processing, etc.)	___%	___%	___%	___%	___%	___%	___%

WEIGHT OF PRODUCTION UNITS (in pounds)

= If you wrote your Total Production or Yield Per Acre as box, bunches, bags, etc., and not as weight, please write how much the average box, pint, bag, etc. weighed.

Example: I wrote 400 bunches of beets in Total Production. In Pounds per Unit, I write that each bunch of beets weighed 1/2 pound.



PERCENT SOLD RETAIL

= The percent (%) of each crop that you sold directly to a customer.

Example: My total production of beets was 400 bunches. I sold 100 bunches directly to retail customers. That means 100 out of 400 bunches was Retail Production.

$$100/400 = 25\%$$

That means that 25% of my beets were for Retail Production.

RETAIL SALES PRICE

= The price you received when you sold your crops to retail accounts .

Example: The Retail Sales Price (dollars per unit) of my beets was \$3.00/bunch.

Vegetables and Berries: Acreage and Production, 2009 Crop

CROP	SWEET CORN	TOMATOES	PUMPKINS	STRAWBERRIES	OTHER	OTHER	OTHER
PLANTED/ TOTAL AREA (acres, sq. ft., row ft., plants)							
AREA HARVESTED (acres, sq. ft., row ft., plants)							
TOTAL PRODUCTION OR YIELD PER ACRE (Include units, see instructions)							
WEIGHT OF PRODUCTION UNITS (in pounds)	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs
PERCENT SOLD RETAIL	___%	___%	___%	___%	___%	___%	___%
RETAIL SALES PRICE	\$___	\$___	\$___	\$___	\$___	\$___	\$___
WEIGHT OF RETAIL SALES UNITS (in pounds)	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs
PERCENT SOLD WHOLESALE	___%	___%	___%	___%	___%	___%	___%
WHOLESALE SALES PRICE	\$___	\$___	\$___	\$___	\$___	\$___	\$___
WEIGHT OF WHOLESALE SALES UNITS (in pounds)	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs
PERCENT OTHER USE (home use, processing, etc.)	___%	___%	___%	___%	___%	___%	___%

WEIGHT OF RETAIL SALES UNITS (in pounds)

= This might be the same as what you wrote for the first Pounds per Unit section of the chart.

Example: If I sold my beets directly to customers in 1/2 pound bunches, I write 1/2 pound.

PERCENT SOLD WHOLESAL

= The percent (%) of each crop that you sold to a wholesale account. A wholesale account can be a grocery store, a school, a restaurant, or another company or institution that buys your crops to resell to other customers.

Example: My total production of beets was 400 bunches. I sold 200 bunches of beets to wholesale accounts. That means 200 out of 400 was Wholesale Production.

$$200/400 = 50\%$$

That means that 50% of my production was Wholesale Production

WHOLESAL SALES PRICE

= The price you received when you sold your crops to wholesale accounts

Example: The Wholesale Sales Price (dollars per unit) of my beets was \$1.50/bunch.

Vegetables and Berries: Acreage and Production, 2009 Crop

CROP	SWEET CORN	TOMATOES	PUMPKINS	STRAWBERRIES	OTHER	OTHER	OTHER
PLANTED/ TOTAL AREA (acres, sq. ft., row ft., plants)							
AREA HARVESTED (acres, sq. ft., row ft., plants)							
TOTAL PRODUCTION OR YIELD PER ACRE (Include units, see instructions)							
WEIGHT OF PRODUCTION UNITS (in pounds)	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs
PERCENT SOLD RETAIL	___%	___%	___%	___%	___%	___%	___%
RETAIL SALES PRICE	\$___	\$___	\$___	\$___	\$___	\$___	\$___
WEIGHT OF RETAIL SALES UNITS (in pounds)	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs
PERCENT SOLD WHOLESALE	___%	___%	___%	___%	___%	___%	___%
WHOLESALE SALES PRICE	\$___	\$___	\$___	\$___	\$___	\$___	\$___
WEIGHT OF WHOLESALE SALES UNITS (in pounds)	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs	___ lbs
PERCENT OTHER USE (home use, processing, etc.)	___%	___%	___%	___%	___%	___%	___%

**WEIGHT OF WHOLESALE SALES
UNITS (in pounds)**

= This might be the same as what you wrote for the first Pounds per Unit section of the chart.

Example: If I sold my beets to wholesale customers in 1/2 pound bunches, I write 1/2 pound.

**PERCENT OTHER USE
(home use, processing, etc.)**

= If you kept some of your crops to eat for dinner, gave some to family members, or preserved them, here you would estimate the percent of the crops you used but did not sell.

Example: You made 50 quarts of tomato sauce for winter eating. You used 200 pounds of tomatoes for canning. You produced and sold 1,600 lbs of tomatoes this year, so you have used 12.5% of your tomatoes for other use.

$$200 \text{ lbs} / 1,600 \text{ lbs} = .125 \text{ or } 12.5\%$$



OTHER INFORMATION

The survey will also ask you to provide the following information:

TOTAL ACRES OF VEGETABLES

= The total amount of land that you use for planting acres. Round to the nearest 1/10 (0.1) of an acre.

TOTAL ACRES OF CROPLAND

= The total amount of land that you use for planting acres. Round to the nearest 1/10 (0.1) of an acre.

Report the total amount of land that you use for orchards, growing crops, fallow land, pasture, and government programs.

Example: I use 2.1 acres to grow vegetables, and I use 0.3 acres to grow fruit. I have 1.1 acres of fallow land. That means I have 3.5 total acres of cropland.

ORGANIC PRODUCE

= Answer Yes or No to whether you produced organic produce for sale.

Answer **Yes** only if you followed the National Organic Standards for growing your crops.



What do I do after I fill out the survey?

Do not mail this survey. You will be contacted by an interviewer who will ask you to give the answers over the telephone.

If you have questions about the survey, you can call: **800.642.9591**

The results of the survey are available every March at:
<http://www.nass.usda.gov/nh>

Remember:

- Many farmers are contacted about this survey.
- Nobody will be able to see your individual answers
- Your answers will be added to answers from other farmers, and total numbers will be posted online.
- Your name will not appear on the website or be given to other government programs.

Contact Information for NASS:

NASS
New England Field Office
53 Pleasant Street
Concord, NH 03301
Phone: 800.642.9571
Fax: 800.754.7607
Email: nass-nh@nass.usda.gov
Website: <http://nass.usda.gov>



If you need help completing the survey in another language, ask a NASS employee to provide you with translation services.



Thank you for your interest in this plain language guide. If you could take a few minutes to fill out a four question survey, please go to: <http://survey.constantcontact.com/survey/a07e2zty2p7gcxrszee/start>

1) How would you describe your background?

- Farmer
- Home Gardener
- Educator or Researcher
- Rancher
- Non-Profit Professional
- Government Agent
- Other



2) How useful was this guide?

Not Useful

Most Useful

3) Where did you learn about this guide?

- Friend
- Internet
- Co-Worker
- New Entry Staff
- Other

4) How will you use the information in this guide? Please write 2 or 3 action items.

Additional comments, corrections, or suggestions.

Please write to us with additional comments, suggestions, corrections or to sign-up for the New Entry newsletter.

Survey results can be sent to:
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 Lowell MA 01852

