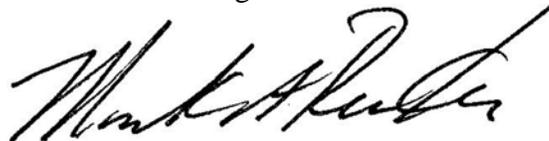


**For:** State and County Office

**Food, Feed, Seed, and Fertilizer Listing Program**

**Approved by:** Deputy Administrator for Management



**1 Overview**

**A Background**

FSA maintains a food, feed, seed, and fertilizer facility listing to assist with emergency preparedness activities following a disaster. The listing provides USDA with an inventory of critical food and food resource facilities, which are necessary for agriculture’s continuation and assessment of post-event operating capabilities.

In 2013, the Emergency Preparedness Division (EPD) instructed county offices to no longer submit the forms FSA-249, Changes in Food, Feed, and Seed Facility Listing Data, and FSA-250, Changes in Fertilizer Facility Listing Data through the state office to Kansas City.

**B Purpose**

This notice informs state and county offices that the program to automate the information is in the final stages of development and will soon be available for testing and deployment.

**C Contact**

For questions regarding this notice contact Jerry Epting at:

- e-mail to [jerry.epting@wdc.usda.gov](mailto:jerry.epting@wdc.usda.gov), or
- telephone at 202-380-5010.

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2016	State Offices; State Offices relay to County Offices

## Notice SEM-46

### 2 State and County Office Action

#### A County Office Action

County offices shall continue to collect information pertaining to food, feed, seed, and fertilizer facilities according to 1-SEM, Part 7, Security and Emergency Management. This required information is to be completed on the FSA-249 or FSA-250.

**Note:** Do not transmit the information collected on FSA-249 or FSA-250 until new procedures related to the automated process are available. The information will be loaded into the automated system when it becomes available and functional.

#### B State Office Action

State offices assigned responsibilities for feed, food, seed, and fertilizer information shall assist county offices when requested according to 1-SEM, Part 7. Additionally, any FSA-249 or FSA-250 forms that were collected from county offices should be returned to county offices for input into the automated system when it becomes available.

**Note:** State offices should return all 2012 through 2014 FSA-249 or FSA-250 forms to the designated county offices for review and submission into the new system when it becomes operational.