

Tomato Acreage Measurement Manual

Introduction

UPGRADE CONSULTING LTD is responsible for the measurement of all contracted acres of processing tomatoes grown in Ontario.

Growers and processors for the purpose of obtaining a single third party source for acreage statistics have requested the service of measuring. This information will be used for a number of purposes:

- Verifying contracted acreage
- Estimating production potential
- Basis for yield calculations
- Determining productivity incentives
- Source of Ontario Processing Vegetable Growers' statistics
- Crop Insurance calculations

These acreage figures will ultimately be used as the basis for financial transactions. **ACCURACY AND ATTENTION TO DETAIL ARE CRITICAL.**

The authority for acreage measurement is derived from a marketing board agreement under The Farm Products Marketing Act. Refer to the tomato agreement for the actual wording.

Supplies

- Trimble Geo XT handheld unit
- Spare batteries and chargers
- Form 3's
- Manual
- Carrying Case
- Pens
- Scratch Pads
- Calculator

GPS equipment is being used again to measure tomato acreage in 2005.

It is **VERY IMPORTANT** to ensure that the batteries are **RECHARGED EVERY NIGHT**.

Treat this equipment with extreme care. Do not handle the units roughly or abuse them in anyway. The equipment is well built and will accommodate rainfall, dust, etc. but it still needs to be cared for.

Each crew is responsible for security precautions. **NEVER LEAVE THE EQUIPMENT UNPROTECTED** where it may be lost, stolen or damaged.

Do not use this equipment for any unauthorized uses.

Operational Instructions for Trimble Geo XT GPS Unit

Turn on machine by pressing ON button

Press Start

Press Programs

Press on Farm Works / Site Mate icon

Press Scouting Job

Press Log File

Under the pull down menu press new (the folder containing all the date files should appear or press New Documents)

Press the appropriate date and leave it highlighted. NB this will only need to be done at the start of the day

Then tap the filename box so that you see the blinking cursor.

Tap on the keyboard icon and enter the proper filename.

Close the keyboard by tapping on the icon.

General Information

- Consult with the office regarding work schedules, areas of responsibility, supplies, etc.
- Your workdays are pre-scheduled, and a 2-person crew will staff each GPS unit.
- You will need the use of a car to make farm calls. You will be reimbursed for travel expenses according to UPGRADE CONSULTING LTD policy.
- Work in an accurate and positive manner.
- Explain your findings to the grower, if he requests, but do not spend an excessive amount of time “visiting” or defending the need for acreage measurement.
- You are not expected to work in the rain. Use common sense in bad weather (take shelter during lightning storms, wait out brief showers, allow time for water soaked fields to dry out.)
- Use rain delays to contact growers. Obtain preliminary information for later use.
- You are not expected to work under unsafe conditions. Check out potential hazards with each grower (e.g. farm dogs, spray applications, etc.) **WAIT 48 HOURS AFTER ANY SPRAY APPLICATION BEFORE MEASURING.**
- If you have any reason to believe that you are in any immediate danger, retreat to a safe place. Report the problem to the grower and the office promptly.
- **REPORT any ACCIDENTS at work to the office IMMEDIATELY REGARDLESS OF SEVERITY.**
- Refer any disputes, difficult questions or challenges to the office.
- The information you are collecting is **CONFIDENTIAL**. Refrain from disclosing information about a crop or field to other growers or outsiders.
- Wilful damage to tomato plants during the course of measuring will not be tolerated. Take reasonable care and remember that you are operating on private property.

UPGRADE CONSULTING LTD Directory

Main Office: (519) 733-2448
(888) 253-2141

Work Orders

Each crew will be given a list of growers for whom they will be responsible. This list or “work order” will contain the following information:

Grower’s name

Contact person

Address

Telephone number

Estimated acreage

Processor (for that contract)

Completed Form 3

Contact the grower and arrange an appointment to measure their fields. In your conversation:

- Identify yourself and the purpose of your call.
- Ask if the detailed maps are available (including 911 numbers)

The grower must prepare detailed maps and designate the appropriate contact for your reference. Get the 911 numbers for each field (where available). Some growers may appear twice if they hold contracts with more than one processor. Treat each contract individually. The grower must identify which fields belong to each processor prior to measuring (**make sure you are clear on this and have maps with 911 numbers where available to verify**). If the grower refuses to identify separate contracts on the maps, refer the problem to the office and move on to your next assignment.

Our primary concern is the measurement of processing tomato fields. However, some farmers grow both processing and fresh market tomatoes. It is up to the grower to declare and identify through maps, which tomatoes are for processing **BEFORE** measuring. **Maps for all fields with 911 numbers (where available) are required before we start measuring. The grower must also identify all other fields that are NOT to be measured. Note the locations of these fields on a separate list.** Notify the office if the grower response is vague or unsatisfactory.

Some varieties of tomatoes are classed as “experimental” and are grown under special contract between a processor and a specific grower. Consider experimental plantings to be a separate contract. Measure and record them on an individual certificate.

Measuring is to be carried out only after the grower has finished planting all of their fields as identified in their Form 3's. If it is advantageous to measure certain finished fields before the grower has finished planting all of his fields, then the UPGRADE CONSULTING LTD measurer may do so at their discretion providing the maps are available. However, DO NOT give out measured field details (acreage) until ALL fields for a grower have been measured.

Do not measure unplanted beds. You cannot assume that all beds will be planted. If a field is incomplete, return at a later date to finish it.

If you notice that the grower has tomato fields that are not identified on the grower's maps or identified in the grower's Form 3:

- ask about them to clarify the status
- note the locations of the undeclared and unidentified fields on a separate list
- notify the office if the grower response is vague or unsatisfactory

Mark "completed" and the date on your work order beside the grower's name once that contract is finished.

Preliminary Survey

1. Check the lay of the land to determine the general shape of the field (i.e. rectangular, irregular, etc.) and locate any stakes or flags that indicate different contracts or fresh market acreage.
2. You might find that parts of the field have been flooded or blown out by wind. Include ALL damaged areas as part of the field. In addition we will NOT make adjustments for "spray rows". Some growers incorporate slightly wider aisles between rows at regular intervals (e.g. every 10 rows). This allows for the passage of machinery without crop damage. These wider rows are considered to be an integral part of that block and are not discounted. Do not confuse spray rows

with roadways for loading handpick tomatoes. Record appropriate comments on the certificate to note these occurrences.

3. Any significant UNPLANTED areas (greater than .1 acre) within a field must be discounted, such as:
 - low lying drainage gully. NOTE: this does not apply to small, shallow surface ditches.
 - potato rows (used for trapping potato beetles)
 - rye strips for wind control. NOTE: this does not apply to rye that is planted right on the tomato bed.
 - a grove of trees (but not just one tree)
 - an outlying barn or other obstacle.
 - roadways for loading handpicked tomatoes

Paperwork

Prepare a timesheet and record your mileage for each week. Timesheets will be collected on Mondays and cheques will be issued on Thursday for the previous weeks hours worked

Appeals

1. A grower may not agree with all or part of your measuring. - this could be due to an error or an omission. **A claim for an appeal MUST be received through the office within 14 days from the date on the certificate if mailed or 7 days from the date on the certificate if it**

was faxed.

2. In all likelihood, an odd-shaped field will be the cause of the disagreement. The grower will need to show evidence of a discrepancy to support the claim.
3. **Appeals must be registered through the office.** Appeal numbers will be issued and dealt with accordingly.
4. There will be no UPGRADE CONSULTING LTD adjustments for weather related damage, overplant removals or late declaration of fresh market status.
5. A grower may want to change the position of a stake after measuring. This is considered a late adjustment and we will not re-measure. Advise the grower to take it up with the contracting processor(s). Notify the office. You can also enter the objection in the “Attributes” area of the GPS system.
6. Growers should contact their processors for late adjustments.
7. If it can be determined that the acreage appears to be incorrect, the contested acreage will be re-measured.
8. After re-measuring for an appeal, it will be necessary for the office to cancel the original map and re-issue a new one. Document this occurrence under “Attributes” in the data logger i.e. “Appeal – Field No.X”.
9. If the grower still does not agree, do not get into a heated discussion. Under “Attributes” in the data logger, type “Grower in dissent”.

If there is a serious lack of co-operation on the part of the grower, the office will contact the processor and the OPVG and request their assistance.