

Form Signing and CIPSEA Training

NAHMS State Coordinators

- Take [CIPSEA training](#)
- Sign ADM-043 and NASS Representative Agreement
- Send CIPSEA completion certificate and completed forms to NAHMS

Other enumerators (VMO's, AHT's, State partners)

- Take [CIPSEA training](#)
 - If the enumerator doesn't have access to AgLearn, let NAHMS know and we will forward you the training information and a CIPSEA quiz, which will be used in place of the completion certificate
- Sign ADM-043 and have NAHMS State Coordinator sign
- Send CIPSEA completion certificate and completed forms to NAHMS State Coordinator, who will send to NAHMS

CIPSEA Quiz*

* If the enumerator doesn't have access to AgLearn, let NAHMS know and we will forward you the training information and a CIPSEA quiz, which will be used in place of the completion certificate

CIPSEA and NAHMS Data Lab Procedure

Course Quiz 2020

You need to get at least 7 questions on the quiz correct to pass. Please clearly select your answer for each question and complete the contact information at the back of the quiz. When you are finished either:

- Mail the quiz to NAHMS at: NAHMS, 2150 Centre Ave., Bldg B, Mail Stop 2e7, Fort Collins, CO 80526 ATTN: Abby Zehr
- Or, scan and email your quiz to Abby Zehr at: abigail.c.zehr@usda.gov

Which of the following are you allowed to do with confidential NAHMS survey information that is protected under CIPSEA?

- 1 Freely share identifiable respondent information with NAHMS employees and its contractors
- 2 Share identifiable information with persons outside of NAHMS or its contractors only if the request comes from a federal agency
- 3 Only use the information for statistical purposes
- 4 All of the above

Mary works on a NAHMS CIPSEA survey where data were collected using a pledge of confidentiality. She receives a call from Dana who works for another federal agency. Dana says she needs summary population level data for use in an analysis of the impacts of a proposed regulation. Senior officials are requesting these data. Mary should...

- 1 Get the information to Dana as soon as possible
- 2 Ask Dana for details about the project, have Dana sign a confidentiality form, and then provide her with the information
- 3 Tell Dana there is no way the information can be provided because of confidentiality concerns
- 4 Tell Dana that the information was collected under a pledge of confidentiality for statistical uses and that a formal agreement must be established before any confidential information can be shared with non-NAHMS personnel. Then Mary should discuss this request with her supervisor.

A VS District Office contacts you to request access to NAHMS CIPSEA data. They explain that they need this information to identify producers that may have moved animals illegally. Is this request a statistical purpose?

- 1 Yes, one of the official duties of VS is to regulate animal agriculture.
- 2 No, this is a nonstatistical purpose which could potentially identify individual producers and could result in regulatory action.
- 3 Yes, identifying illegal animal movement is a statistical activity.
- 4 Both 1 and 3.

You receive an email from Gary, a field epidemiologist in VS. Gary asks for access to NAHMS data so he can try to link slaughter plant data to NAHMS data to determine which producers are sending samples to the lab. You should:

- 1 Have Gary sign a confidentiality agreement and provide the information to him.
- 2 Inform Gary that you cannot provide the information because linking slaughter plant data to NAHMS data to identify producers is a nonstatistical use and these uses are prohibited by CIPSEA.
- 3 Provide the information to Gary because he works for VS and the information will be used for official federal government purposes.
- 4 Tell Gary that NAHMS will analyze the data to determine which producers may be sending animals to the slaughter plants.

Which of the following uses of CIPSEA survey information is considered a statistical purpose?

- 1 Using survey data reported by a producer to investigate if the respondent improperly administered antibiotics.
- 2 Using survey data reported by a producer to determine if they are in compliance with regulations.
- 3 Using survey data to create aggregate statistics that describe animal health in the United States
- 4 None of the above

A Freedom of Information Act (FOIA) request is received for all data collected from producers in the state of California. The subject matter expert discusses the request with NAHMS leadership and argues that NAHMS should:

- 1 Notify the requestor that producer level data are only released to other Federal agencies.
- 2 Inform the requestor that the data were collected under CIPSEA and that releasing the information requested under FOIA is a nonstatistical use that is not permitted under CIPSEA. The information will be withheld from public release using FOIA Exemption 3.
- 3 NAHMS does not need to respond to the requestor because the data are protected under CIPSEA.
- 4 Notify the requestor that the request would take too many resources to process and is unduly burdensome, therefore a fee will be charged for responding to this FOIA request.

If a person knows that the disclosure of specific information is prohibited under CIPSEA and he/she intentionally discloses that information to a person or agency not entitled to receive it, then that person's action may result in...

- 1 being charged with a felony
- 2 imprisonment for up to 5 years
- 3 a fine of up to \$250,000
- 4 all of the above

If you need to move data into or out of the lab you will:

- 1 find a USB drive and move it yourself
- 2 submit a request in SharePoint and the data will be moved for me
- 3 find Pat, he can move it for me
- 4 Talk to the project lead

Which of the following are variables that need to be removed from datasets that are taken out the lab:

- 1 Street address
- 2 inventory from NASS list frame
- 3 latitude/longitude
- 4 all of the above

Printed Name: _____

Signature: _____

Organization: _____

Phone: _____

Email: _____

NAHMS State Coordinator ADM-043

NAHMS State Coordinator name

The form is titled "CERTIFICATION AND RESTRICTIONS ON USE OF UNPUBLISHED DATA" and is from the USDA NASS HQ Methodology Division. It includes a "Request No." field and a section for the coordinator's name. Below this is a section for "The specific data to which this request applies are:" followed by a large text input field. The "The specific conditions of the agreement are:" section contains several items, including a checkbox for "Project Collaboration Only" which is highlighted by a red callout box. At the bottom, there are fields for "Name (Type or Print)", "Organization or Agency/Div/Br.", "City and State", and "Signature". A "Witnessed by:" section at the very bottom is also highlighted by a red callout box.

If you are a part of the Feedlot Health 2021 Study only, enter:
"NAHMS Feedlot Health 2021"

If you are a part of the Swine 2021 Study only, enter:
"NAHMS Swine 2021 Large Enterprise"

If you are a part of both the Swine 2021 and Feedlot Health 2021 studies, enter:
"NAHMS Swine 2021 Large Enterprise and Feedlot Health 2021"

Check "Project collaboration only"

NAHMS State Coordinator signs and fillsout this block of information and signs

Do not sign. NAHMS will obtain the appropriate NASS signature here.

NAHMS State Coordinator NASS Representative Agreement

NAHMS State Coordinator signs as the "NASS Representative"

Do not sign. NAHMS will obtain the appropriate signature here.

Do not sign. NAHMS will obtain the appropriate signature here.

**NASS Representative Agreement
For NAHMS**

Background:

The Confidential Information Protection and Statistical Efficiency Act (CIPSEA) of 2002 emphasizes the need for government agencies to reduce respondent burden and increase data sharing. The Act authorizes agencies to identify agents who agree in writing to comply with all provisions of law that affect information acquired by agencies for statistical purposes.

This MOU addendum specifies NASS representatives who can witness agent signatures on forms ADM-043.

Duties of the NASS Representative:

1. Be proactive NASS "sworn employee" on all issues related to computer and physical security and data confidentiality. The NASS data confidentiality and security (physical and computer) must be strictly enforced. The NASS representative will witness and compile NASS forms ADM-043, *Certification and Restrictions on Use of Unpublished Data* annually.
2. Conducts the confidentiality/security briefing and completes a certification for agents and emails to the NASS Data Lab Manager.

This Representative Agreement is executed by the parties as indicated below and shall become effective upon signing by all parties:

NASS Representative: _____
Signature

Printed Name of Representative: _____

Date: _____ Telephone: (____) _____

NAHMS Senior Official: _____
Signature

Printed Name of NAHMS Senior Official: _____

Date: _____ Telephone: (____) _____

NASS Senior Official: _____
Signature

Printed Name of NASS Senior Official: _____

Date: _____ Telephone: (____) _____

Field Staff ADM-043

Field Staff name

USDA NASS
HQ Methodology Division
SEDMB | CDS | Data Lab

ADM-043
USDA-NASS
Revised (04/21)

CERTIFICATION AND RESTRICTIONS
ON USE OF UNPUBLISHED DATA

Request No. _____

_____ understand and agree to the following conditions concerning the use of unpublished data provided by the National Agricultural Statistics Service in response to my request.

The specific data to which this request applies are:

The specific conditions of the agreement are:

- Any aggregates, summaries, or analysis that have not been published by the National Agricultural Statistics Service (NASS) cannot be considered as official estimates.
- All individual report data are confidential and may not be revealed, copied, or transmitted in any form. All summaries and analysis must not reveal individual reports and must be cleared by authorized staff. Access is authorized via (check one):
 - NASS Data Lab
 - Data Enclave
 - Project Collaboration Only
 - Other: _____
- These data will be used for *statistical and economic research purposes* only.
- I will not disseminate or share the data, whether in original form or aggregated, with persons other than those who are directly associated with the project for which the data were obtained and have completed this agreement.
- All questions regarding access to these data shall be referred to the Chair of Agricultural Statistics Board for appropriate response.

In addition to the above conditions, I have been provided Title III of Pub. L. No. 115-435, codified in 44 U.S.C. Ch. 35, Section 3572, *Fines and Penalties, and Limitations on Use and Disclosure of Data and Information*; 18 U. S. Code 1902, *Disclosure of crop information and speculation thereon*; 18 U. S. Code 1905, *Disclosure of confidential information generally*; 7 U. S. Code 2276, *Confidentiality of information*; and 18 U.S. Code 2072, *False crop reports*.

I certify that I have read the above-mentioned regulations this _____ day of _____, 20____, and will abide by them.

Name (Type or Print)

Organization or Agency/Div/Br.

City and State

Signature

Witnessed by: *Representative of Chair Agricultural Statistics Board, National Agricultural Statistics Service*

Date: _____

If you are a part of the Feedlot Health 2021 Study only, enter:
"NAHMS Feedlot Health 2021"

If you are a part of the Swine 2021 Study only, enter:
"NAHMS Swine 2021 Large Enterprise"

If you are a part of both the Swine 2021 and Feedlot Health 2021 studies, enter:
"NAHMS Swine 2021 Large Enterprise and Feedlot Health 2021"

Check "Project collaboration only"

Field Staff signs and fills out this block of information and signs

NAHMS State Coordinator signs and dates.