Guidelines for Farm Service Agreements

1. All farm service agreements (FSAs) will be reviewed and approved by a "Farm Operations Committee" (FOC). The FOC will consist of the Resident Director of the Yuma Agricultural Center, one faculty member from the Yuma Mesa farm, one faculty member from the Yuma Valley farm, one faculty member from the main campus in Tucson, one faculty member from Cooperative Extension, and the Yuma Ag Center farm manager. The farm manager's input on logistical constraints and infrastructure limitations is needed in determining the feasibility of certain projects. The Resident Director will chair the FOC. The Resident Director will negotiate proposed changes, requirements, and assessments with project leaders on behalf of the entire FOC. Committee members will disqualify themselves from discussions concerning their own FSAs.

2. ***The new FSA form requires a brief justification statement.*** A determination will be made if the project is consistent with the mission of the College of Agriculture (COA) and of potential benefit to community, region, state, nation, etc. The following guidelines will be used in processing FSAs:

i. **All projects determined to be consistent with the COA mission will be approved.** However, budget constraints require that we establish an acreage limitation for each project leader. Up to five acres of vegetable and field crops or ten acres of tree crops will be allowed for each project leader at any one time. All project leaders must provide seed to be used in their projects. Additionally, budget constraints require that we enact a charge for operations that require outside labor and equipment. For example, when professional labor crews are brought in (non-UA personnel) for thinning, these costs are passed on the project leader. In the early fall, some vegetable crops require sprinkler pipe. If sprinkler pipe is rented, these costs are passed on to the project leader. (The costs of thinning and sprinkler pipe as mentioned above seldom exceeds $400. 00 per acre). All project leaders are responsible for their own data collection. **Up to the above acreage limits, the costs of all standard growing practices, such as land preparation, fertilization, irrigation, cultivation and pest control will be provided by the farm.** Nevertheless, if projects are well funded, the farm will be grateful for contributions toward growing costs and project leaders are encouraged to incorporate growing costs into their grant proposals.

ii. Project leaders that request land in excess of the above acreage restriction, for projects determined to be consistent with COA mission, will be assessed an additional charge for acreage in excess of limitation to help partially defray growing costs. These charges will be determined by the FOC and will be based on expenses such as land preparation, pesticides, fertilizer, cultural operations, etc., but not necessarily be inclusive of all these production costs. Charges will not include land rent and water cost.

Generally, projects with lower costs, such as wheat, will be charged less than projects with higher production costs, such as lettuce. These costs may be waived for new faculty who have not yet generated outside funding.

iii. If a specific project generates farm sales revenue in an amount sufficient to pay growing costs, charges may be waived. This arrangement must be negotiated with the Resident Director.

iv. Project leaders may arrange for the donation of products that the farm routinely uses, such as fertilizers and pesticides, in exchange for cash payment. Project leaders can also contribute labor toward farm functions in exchange for cash payment. These arrangements must be negotiated with the Resident Director and considered by the FOC.

v. Projects considered to be primarily of benefit to a particular commercial entity may be charged a price equivalent to that charged for Facility Use Agreements (FUAs). For example, a project determined to be aimed solely at the registration of a specific chemical for a specific company may be charged the rate of $2,000.00 per acre.

vi. All deadlines for FSAs will be strictly enforced. This has become necessary because of budget constraints, competing interests and for land, water and infrastructure resources, and the need for planning the distribution of these resources. FSAs for the fall period (July - December) are due July 1. FSAs for the spring (January - July) are due January 1. All late FSAs, if approved by the FOC, will be assessed a per acre land charge. The charge will be determined by the FOC and will not exceed $2,000.00 per acre.

vii. There will be mechanisms for appeal if project leaders dispute the initial decisions of the FOC, including cost assessments. Written appeals must be submitted to the Resident Director and will be considered by the entire FOC. If project leaders are not satisfied with the FOC ruling of an appeal, a final appeal may be made to the Vice Dean and Director of the Agricultural Experiment Station.

3. Once FSAs are approved, all follow-up correspondence concerning farm operations must be communicated directly to the farm manager. If the farm manager is unavailable, contact the appropriate farm supervisor at the Valley or Mesa Farm.

4. If you are a non-resident project leader and plan to travel to YAC to work in your plot area, please coordinate your visit with the farm manager. Irrigation schedules, pesticide sprays, or weather may affect your ability to enter the plot area.