



Florida Department of Agriculture and Consumer Services
CHARLES H. BRONSON, Commissioner
The Capitol • Tallahassee, FL 32399-0800
www.doacs.state.fl.us

Please Respond to:

LEGISLATIVE BUDGET REQUEST

Department of Agriculture & Consumer Services

Tallahassee, Florida
October 15, 2010

Jerry L. McDaniel, Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Council Director
House Full Appropriations Councils
221 Capitol
Tallahassee, Florida 32399-1300

David Coburn, Staff Director
Senate Policy and Steering Committee on Ways and Means
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Agriculture & Consumer Services is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2011-12 Fiscal Year. This submission has been approved by Commissioner Charles H. Bronson.

Sincerely,

A handwritten signature in cursive script that reads "Charles H. Bronson".

CHARLES H. BRONSON
COMMISSIONER OF AGRICULTURE



Florida Agriculture and Forest Products
Over \$100 Billion for Florida's Economy

State of Florida
Department of Agriculture
and Consumer Services

Department Level Exhibits
and Schedules

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Network Service

Dept/Agency: **Department of Agriculture and Consumer Services**
 Submitted by: **Jeff Griffin, Chief Information Officer**
 Phone: **(850) 617-7005**
 Date submitted: **October 15, 2010**

Network Service

This service enables data connectivity and transport using Local Area Network (LAN) and/or Wide Area Network (WAN) technologies. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major hardware and commercial software associated with this service:			
1	Intel servers with Windows OS	5	Cisco Firewall
2	Ethernet Switches	6	MyFlorida.Net
3	Cisco Routers	7	
4	Solarwinds Network Monitoring tool	8	

1. IT Service Definition

1.1. Who is the LAN service provider? *(Indicate all that apply)*

- | | |
|---|---|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Southwood Shared Resource Center |
| <input checked="" type="checkbox"/> Program staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input type="checkbox"/> Other state agency <i>(non-primary data center)</i> | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other External Service Provider <i>(specify)</i> _____ | |

1.2. Who is the WAN service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.4. Please identify the number of users of the Network Service. 5,000+

1.5. How many locations currently host IT assets and resources used to provide LAN services? 170

1.6. How many locations currently use WAN services? 160

1.7. What types of WAN connections are included in this service? *(Indicate all that apply)*

- | | | |
|--|---|--|
| <input type="checkbox"/> ATM | <input type="checkbox"/> Frame Relay | <input checked="" type="checkbox"/> Cellular Network |
| <input type="checkbox"/> SUNCOM RTS | <input checked="" type="checkbox"/> Internet | <input type="checkbox"/> Dedicated Wired connection |
| <input type="checkbox"/> Radio | <input checked="" type="checkbox"/> Satellite | <input checked="" type="checkbox"/> Dial-up connection |
| <input checked="" type="checkbox"/> Other <u>MyFlorida.Net</u> | | |

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Network Service

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) Very Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Service level requirements must be validated to ensure another IT service provider could install and support WAN capabilities and meet the needs for all the Department's users in 170 locations throughout the state.

Quality and service could be sacrificed in outsourcing or reduced cost ventures. The Department is not profit oriented and currently provides an excellent, timely, and quality customer service. The Department is very cost conscientious and is continually exploring alternatives to reduce costs, however, it is not interested in acquiring lesser quality and lesser service at the expense of its customers/clients and employees from a profit oriented service provider.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for LAN service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Has the agency specified the service level requirements for WAN service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

3.3. Timing and Service Delivery Requirements

3.3.1. Hours/Days that service is required *(e.g., 0800-1600 M-F, 24/7)* for:

3.3.1.1. Online availability 24/7

3.3.1.2. Offline and availability for maintenance Monthly 2-4 PM

3.3.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 5 min, 15 min, 60 min)*? 5 min.

3.3.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

IT Service Requirements Worksheet: Network Service

The WAN provides backbone connectivity between the Department's facilities throughout the State and allows access to central computer applications that support strategic Department services. Significant down time would reduce affected field offices' ability to answer and respond to emergency situations. Due to the emergency nature of the Department, this down time may result in life threatening situations.

- 3.3.3. Does the agency have a standard for required bandwidth its locations? Yes No

If yes, indicate the standard (*e.g. fiber channels for certain locations*)

A minimum of T1 band width is required where available when the office houses more than 30 staff members on a regular basis.

- 3.3.4. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

- 3.3.5. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption
 Other _____

- 3.3.6. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes No

3.3.6.1. If yes, please specify and describe:

4. User/customer satisfaction

- 4.1. Are service level metrics reported to business stakeholders or agency management?

- Yes No

If yes, briefly describe the frequency of reports and how they are provided:

- 4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes No

- 4.2.1. If no, what changes need to be made to the current IT service? (*Briefly explain*)

The hardware refresh period must be reduced to five years or less to ensure current file servers have the capacity and power to efficiently run the current supported levels of commercial networking software packages needed to support Department networking functions. When file servers are purchased, the Department purchases an extended five (5) year manufacturer's warranty. When the five (5) year manufacturer's warranty expires, maintenance services for the servers become a costly issue which must be addressed.

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Network Service

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

This service is funded entirely through General Revenue funds and Department Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

The costs of this service are distributed to the Divisions/users of the service. No adjustments or changes are anticipated.

5.3. Other pertinent information related to this service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

Dept/Agency: **Department of Agriculture and Consumer Services**
 Submitted by: **Jeff Griffin, Chief Information Officer**
 Phone: **(850) 617-7005**
 Date submitted: **October 15, 2010**

E-Mail, Messaging, and Calendaring Service

This service enables users to send and receive e-mail and attachments, perform departmental calendaring, manage address lists, create and maintain shared or private folders, and store message data provided through the e-mail service. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major hardware and commercial software associated with the E-Mail Service:			
1	Microsoft Exchange Software	5	Microsoft Outlook Software
2	McAfee Antivirus Software	6	Microsoft ISA Server
3	Enterprise Exchange Servers	7	Blackberry Server/Gateway
4	Ironport Spam Filter	8	

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- | | |
|--|---|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Southwood Shared Resource Center |
| <input type="checkbox"/> Program staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input type="checkbox"/> Other state agency <i>(non-primary data center)</i> | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other External Service Provider <i>(specify)</i> | |

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.3. Please identify the number of users (e-mail accounts/mailboxes) of this service. 4,000

1.4. How many locations currently host IT assets and resources used to provide e-mail, messaging, and calendaring services? 1

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider? Very Similar
(Identical, Very Similar, No)

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

The Department must retain its ability to add, delete, or change e-mail accounts and access in a timely manner. Quality and service could be sacrificed in outsourcing or reduced cost ventures, as well as subjecting sensitive data (HIPAA, Social security numbers, etc.) to unauthorized access. The Department is not profit oriented and currently provides an excellent, timely, and quality customer service. The Department is very cost conscientious and is constantly exploring alternatives to reduce costs, however, it is not interested in acquiring lesser quality and lesser service at the expense of its customers/clients and employees from a profit oriented service provider.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Department management mandates that e-mail, calendaring, and handheld device messaging services be available 24/7.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (e.g., 0600-2100 M-F, 24/7): 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (e.g., 5 min, 15 min, 60 min)? 30 min.

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

If the Department down-time standard is exceeded potential life threatening situations may occur.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (include any applicable constitutional, statutory, or rule requirements)

This service must provide and support mobile computing communications capabilities for appropriate Department staff. (i.e., wild fires, pest and animal disease outbreaks, food borne disease, etc.)

3.2.4. What are security requirements for this IT service? (Indicate all that apply)

- User ID/Password
- Access through internal network only
- Other _____
- Access through Internet or external network
- Access through Internet with secure encryption

3.2.5. Are there any federal, state, or agency records retention or privacy policies, restrictions, or requirements applicable to this IT Service?

- Yes
- No

3.2.5.1. If yes, please specify and describe:

Records/data exempt from the provisions of Chapter 119, Florida Statutes, must be protected in accordance with State policy, and records must be retained in compliance with State record retention policies.

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

Reports are provided quarterly to the Information Technology Resource Steering Committee.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost of Completion

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

This service is funded entirely through General Revenue funds and Department Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

The costs of this service are distributed to the Divisions/users of the service. No adjustments or changes are anticipated.

5.3. Other pertinent information related to this service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Desktop Computing Service

Dept/Agency: **Department of Agriculture and Consumer Services**
 Submitted by: **Jeff Griffin, Chief Information Officer**
 Phone: **(850) 617-7005**
 Date submitted: **October 15, 2010**

Desktop Computing Service

This service enables use of standard office automation functions, as well as access to other applications that require standard desktop functionality. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major hardware and commercial software associated with the Desktop Computer Service:			
1	Microsoft Office Suite	5	Microsoft Internet Explorer
2	McAfee VirusScan Enterprise	6	
3	Microsoft Windows OS	7	
4	Desktop and Laptop PC's	8	

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- | | |
|--|---|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Southwood Shared Resource Center |
| <input checked="" type="checkbox"/> Program staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input type="checkbox"/> Other state agency <i>(non-primary data center)</i> | <input type="checkbox"/> Northwest Regional Data Center |
| <input checked="" type="checkbox"/> Other External Service Provider <i>(specify)</i> _____ | |

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.3. Please identify the number of users of this service. 4,863

1.4. How many locations currently use desktop computing services? 170

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No, Unknown) Unknown

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Desktop Computing Service

Service level requirements would need to be validated to ensure another IT service provider could install and update desktop software and trouble-shoot the desktops for all of the Department's 4,863 users in 170 locations throughout the state in a timely, cost efficient manner. Due to wide dispersion of office locations throughout the state, it would be economically impossible for another state agency or IT service provider to provide this service at the same or lesser costs that those currently incurred by the Department. Desktop computing services within the Department are provided by a combination of central IT staff, division staff, and external service IT service providers. The Department establishes and controls the priorities and order in which desktop computing services are provided and escalates problem resolution activities when the needs dictate an escalation is necessary.

Quality and service could be sacrificed in outsourcing or reduced cost ventures. The Department is not profit oriented and currently provides an excellent, timely, and quality customer service. The Department is very cost conscientious and is constantly exploring alternatives to reduce costs, however, it is not interested in acquiring lesser quality and lesser service at the expense of its customers/clients and employees from a profit oriented service provider.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

For Desktop Maintenance Services the maintenance services provider has to meet a two (2) hour first response to customer, and a forty-eight (48) hour problem resolution time frame.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0800-1600 M-F, 24/7*)

8-5 M-F

3.2.2. What are the impacts on the agency's business if the Desktop Service is not available?

Department employees would not be able to access central department applications or use E-mail, Messaging, and Calendaring Service. Services to customers may be disrupted if alternative microcomputers are not available in case of failure.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

3.2.4. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption
 Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes No

3.2.5.1. If yes, please specify and describe:

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Desktop Computing Service

Department policy mandates that employees must keep passwords private and must change their passwords every 90 days.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

The Help Desk Manager conducts meetings with support staff to review status of outstanding customer problems. Problem reporting and problem resolution statistics are reported monthly to management.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

Hardware refresh period must be reduced from the current five years to four years or less to ensure current hardware has the capacity and power to efficiently run current commercial software packages for Department management and analyses functions.

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost of Completion

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

This service is funded entirely through General Revenue funds and Department Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

The costs of this service are distributed to the Divisions/users of the service. No adjustments or changes are anticipated.

5.3. Other pertinent information related to this service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Desktop Computing Service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Helpdesk Service

Dept/Agency: **Department of Agriculture and Consumer Services**
 Submitted by: **Jeff Griffin, Chief Information Officer**
 Phone: **(850) 617-7005**
 Date submitted: **October 15, 2010**

Helpdesk Service

This service involves the centralized or consolidated intake and resolution of IT system problems for users and stakeholders throughout the department. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify any major hardware and commercial software associated with the Helpdesk Service:			
1	Remedy Action Request System	5	
2	25 Remedy Client Licenses	6	
3		7	
4		8	

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- | | |
|--|---|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Southwood Shared Resource Center |
| <input type="checkbox"/> Program staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input type="checkbox"/> Other state agency <i>(non-primary data center)</i> | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other External Service Provider <i>(specify)</i> | |

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.3. Please identify the number of users of this service: 5,000

1.4. How many locations currently host IT assets and resources used to provide helpdesk services? 1

1.5. What communication channels are used for the service? *(Indicate all that apply)*

- | | |
|--|---|
| <input type="checkbox"/> On-line self-serve | <input checked="" type="checkbox"/> On-line interactive |
| <input checked="" type="checkbox"/> Telephone/IVR | <input checked="" type="checkbox"/> Face-to-face |
| <input checked="" type="checkbox"/> Remote desktop (e.g., PC Anywhere) | |
| <input type="checkbox"/> Other | |

1.6. What is the scope of the service provided by the Help Desk: *(Check all boxes that apply)*

Help Desk Action	Simple problems	Moderately complex problems	Complex problems
Accepting and logging	X	X	X
Referring/escalating	X	X	X
Tracking and reporting	X	X	X
Resolving/closing	X	X	X

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Helpdesk Service

1.7. Please identify the major IT systems or services for which the Help Desk must provide assistance:

1	Network User Account Support and Maintenance	8	Change Management Support
2	Oracle User Account Support and Maintenance	9	Emergency Agency Communications Notices
3	Hardware Maintenance Management	10	Agency Wireless Card Management
4	Agency Purchasing and Travel System Support	11	1 st Level Support for all In-house Agency Applications
5	e-Commerce System Support	12	Agency Encryption Software Support
6	Disaster Recovery Team Support	13	Agency IT Asset Management (CAPAS)
7	Telecommunications 1 st Level Support Service	14	

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?

(Identical, Very Similar, No, Unknown)

Very Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

This service supports unique Department application problems and their resolution. Less than 1% of the calls to the Department Help Desk relates to "How To" questions related to commercial-off-the-shelf software (Microsoft Word, Excel, etc.). The majority of the questions received pertain to Department unique applications which another agency or source would have no knowledge of.

Quality and service could be sacrificed in outsourcing or reduced cost ventures. The Department is not profit oriented and currently provides an excellent, timely, and quality customer service. The Department is very cost conscientious and is constantly exploring alternatives to reduce costs, however, it is not interested in acquiring lesser quality and lesser service at the expense of its customers/clients and employees from a profit oriented service provider.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

A formal Service Level Agreement has been established.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days the Help Desk service is required (*e.g., 0800-1600 M-F, 24/7*)

7:30-5:00 M-F

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Helpdesk Service

3.2.2. What are the impacts on the agency's business if the Help Desk service is not available?

Department employees will not be able to get timely responses to their IT problems, which would reduce their efficient utilization of the Department applications and cause reduction in compliance with performance standards for customer service.

3.2.3. What is the average monthly volume of calls/cases/tickets? 2,000

3.2.4. Are there any agency-unique service requirements? Yes No
 If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

The Department requires problem resolution for its unique Mission Critical applications and applications which are not mission critical.

3.2.5. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption
 Other _____

3.2.6. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes No

3.2.6.1. If yes, please specify and describe:

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

- Yes No

If yes, briefly describe the frequency of reports and how they are provided:

Monthly internal meetings are conducted with section supervisors to review reports of outstanding service calls. Monthly statistical reports are provided to and discussed with management.

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost of Completion

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Helpdesk Service

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5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

This service is funded entirely through General Revenue funds and Department Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

The costs of this service are distributed to the Divisions/users of the service. No adjustments or changes are anticipated.

5.3. Other pertinent information related to this service

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FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Security/Risk Mitigation Service

Dept/Agency: **Department of Agriculture and Consumer Services**
Submitted by: **Jeff Griffin, Chief Information Officer**
Phone: **(850) 617-7005**
Date submitted: **October 15, 2010**

IT Security/Risk Mitigation Service

This service involves the implementation of measures to reduce risk and ensure continuity of the IT Services supporting the agency. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

1. IT Service Definition

1.1. Who is the service provider? (*Indicate all that apply*)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Southwood Shared Resource Center |
| <input checked="" type="checkbox"/> Program staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input type="checkbox"/> Other state agency (<i>non-primary data center</i>) | <input type="checkbox"/> Northwest Regional Data Center |
| <input checked="" type="checkbox"/> Other External Service Provider (<i>specify</i>) _____ | |

1.2. Who uses the service? (*Indicate all that apply*)

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider? (*Identical, Very Similar, No*)

Unknown

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Service level requirements will need to be validated to insure another agency or source could provide the necessary support for the Department's risk assessment, mitigation, and disaster recovery processes and plans. The Department must be able to retain its authority for establishing priorities and schedules for continuity of operation plan and disaster recovery plan executions and implementation.

Quality and service could be sacrificed in outsourcing or reduced cost ventures. The Department is not profit oriented and currently provides an excellent, timely, and quality customer service. The Department is very cost conscientious and is constantly exploring alternatives to reduce costs, however, it is not interested in acquiring lesser quality and lesser service at the expense of its customers/clients and employees from a profit oriented service provider.

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Security/Risk Mitigation Service

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Formal service level agreements are in place for Disaster Recovery Services.

3.2. Timing and Service Delivery Requirements

- 3.2.1. Hours/Days that service is required (*e.g., 0800-1600 M-F, 24/7*): 24/7
- 3.2.2. In the event of an emergency, how quickly must essential services be restored to maintain the agency's continuity of operations? COOP – 2 hrs., DRP -72 hrs.
- 3.2.3. How frequently must the IT disaster recovery plan be tested? Annually
- 3.2.4. In the event of a security breach, what is the agency's tolerance for down time of security IT services during peak periods, i.e., time before management-level intervention occurs (*e.g., 10 min, 60 min, 4 hours*)? 2 hrs.
- 3.2.5. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

The communications infrastructure is essential to support Department mission critical activities including but not limited to: Law Enforcement, Bio-Terrorism Laboratory Facilities, Forest Protection, E-Commerce and Food Safety and quality.

3.2.6. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption
 Other _____

3.2.7. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes No

If yes, please specify and describe:

Records/data exempt from the requirements of Chapter 119, Florida Statutes, must be protected in accordance with State policy, and records must be retained in compliance with State record retention policies.

4. User/customer satisfaction

4.1. Are service level metrics reported regularly to business stakeholders or agency management?

- Yes No

If yes, briefly describe the frequency of reports and how they are provided:

A report on the Department's annual Disaster Recovery Plan exercise is presented to management. Risk assessment results are discussed with management.

4.2. Are currently defined IT service levels adequate to support the business needs?

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Security/Risk Mitigation Service

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

This service is funded entirely through General Revenue funds and Department Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

The costs of this service are distributed to the Divisions/users of the service. No adjustments or changes are anticipated.

5.3. Other pertinent information related to this service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agency Financial and Administrative Systems Support Service

Dept/Agency: **Department of Agriculture and Consumer Services**
 Submitted by: **Jeff Griffin, Chief Information Officer**
 Phone: **(850) 617-7005**
 Date submitted: **October 15, 2010**

Agency Financial and Administrative Systems Support Service

This service enables users in the agency's administrative and support areas to operate and maintain the non-strategic applications that support agency administrative. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify major IT application systems that are included (in whole or part) in this IT Service:			
1	Procurement System (Admin. Imaging System – AIMS)	19	Personnel Imaging System (PDMS)
2	Business, Sites and Features (BSF)	20	Revenue Receipts Accounting System (REV)
3	Print Shop System (BGSI)	21	COOP and Personal Assets System (CAPAS)
4	Contract Tracking System (CATS)	22	Equal Employment Opportunity Database (EEO)
5	Correspondence Control System (DOACR)	23	Fuel Card Billing (FCB)
6	Dept. of Agriculture and Consumer Services System (DACS)	24	Maintenance Request System (MARS)
7	Disbursements (DISB)	25	Outside Employment Database (OEMP)
8	Dept. Information System Inventory (DISI)	26	Payroll Account Reporting (PAR)
9	Div. of Admin. File System (DAFS)	27	Personnel Package Tracking (PERSONEL)
10	Enterprise e-Commerce System (EGC)	28	Publications (PUBS)
11	Enterprise Imaging System (EIS)	29	DOACS Employee Web Services
12	Final Orders Database (FINL)	30	FDACS Geocoding Service
13	Financial Information System (FIS)	31	Geospatial Data Integration Project (GDI)
14	Directors Personnel Information System (DPI)	32	GIS Metadata Catalog
15	Forms Management System (FORMS)	33	GIS Enterprise Data Library (EGIS)
16	Interactive Orientation and Enrollment Program	34	GIS Internet Mapping Service (PEC)
17	Lease Management System	35	Remedy Asset Inventory
18	FA Reports / Monthly Reconciliation Database	36	Remedy Help Desk

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- | | |
|--|---|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Southwood Shared Resource Center |
| <input checked="" type="checkbox"/> Program staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input type="checkbox"/> Other state agency <i>(non-primary data center)</i> | <input type="checkbox"/> Northwest Regional Data Center |
| <input checked="" type="checkbox"/> Other External Service Provider <i>(specify)</i> _____ | |

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agency Financial and Administrative Systems
Support Service

- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.3. Please identify the number of users of this service. 9,000

1.4. How many locations currently host agency financial/ administrative systems? 1

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) Unknown

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Most of these applications are integrated with each other and are also integrated with program area systems in order to minimize manual data input, maximize data quality, and improve efficiency in the Department. The Department needs to maintain these systems in order to quickly respond to the needs of the Department.

3. IT Service Levels Required to Support Business Functions

Answer the following questions for the primary or dominant IT system within this IT Service.

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Criticality and maximum allowable downtime has been determined for each application.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0700-1800 M-F, 24/7*) for:

3.2.1.1. User-facing components of this IT service (online) 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 15 min, 30 min, 60 min*)? 30 min.

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agency Financial and Administrative Systems Support Service

The mission critical applications are used throughout the Department and if they are unavailable employees would not be able to complete many tasks such as purchasing, disbursements, revenue processing, etc. Many of these systems are integrated with program area systems or provide lookup information to program area systems and unavailability would have a negative impact on program area functionality such as issuance of permits/licenses.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Integration between Department level applications and integration with program area systems is required.

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption
 Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

3.2.5.1. If yes, please specify and describe:

Some agency databases contain information which is confidential by law, such as employee social security numbers.

Chapter 119, F.S. Public Records

Florida Dept. of Agriculture and Consumer Services Administrative Policy and Procedure 8-3, Title: Confidentiality of Information Resource Security Programs and Data

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
**IT Service Requirements Worksheet: Agency Financial and Administrative Systems
 Support Service**

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

This service is funded entirely through General Revenue funds and Department Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

Not Applicable

5.3. Other pertinent information related to this service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Administration and Management Service

Dept/Agency: **Department of Agriculture and Consumer Services**
 Submitted by: **Jeff Griffin, Chief Information Officer**
 Phone: **(850) 617-7005**
 Date submitted: **October 15, 2010**

IT Administration and Management Service

This service enables the management and administration of the agency's central IT program or unit. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify major IT application systems that are included (in whole or part) in this IT Service:			
1	Cost Allocation and Recovery System	5	
2		6	
3		7	
4		8	

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- | | |
|---|---|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Southwood Shared Resource Center |
| <input type="checkbox"/> Program staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input type="checkbox"/> Other state agency <i>(non-primary data center)</i> | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other External Service Provider <i>(specify)</i> _____ | |

1.2. How many locations currently host assets and resources used to provide IT administration and management services? 1

2. Service Unique to Agency

2.1. If the same level of service could be provided through another agency or external source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.1.1. If yes, what must happen for your agency to use another IT service provider?

IT Service Requirements Worksheet: Data Center Service

2.1.2. If not, why does your agency need to maintain the current provider for this IT service?

IT Administration and Management Service relates to a Department program that is a function of the Department management. It cannot be performed by an external service provider.

Quality and service could be sacrificed in outsourcing or reduced cost ventures. The Department is not profit oriented and currently provides an excellent, timely, and quality customer service. The Department is very cost conscientious and is constantly exploring alternatives to reduce costs, however, it is not interested in acquiring lesser quality and lesser service at the expense of its customers/clients and employees from a profit oriented service provider.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0800-1600 M-F, 24/7*) for the systems included in this service:

8-5 M-F

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 5 min, 15 min, 60 min*)?

30 Min.

3.2.3. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes
- No

If yes, please specify and describe:

3.2.4. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

- Yes
- No

If yes, briefly describe the frequency of reports and how they are provided:

Service level metrics are discussed bi-monthly with Division staff at a formalized meeting of the Operational Steering Committee and quarterly with the Information Technology Resource Steering Committee.

4.2. Are currently defined IT service levels adequate to support the business needs of the agency?

- Yes
- No

If no, what changes need to be made to the current IT service? (*Briefly explain*)

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Data Center Service

4.2.1. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12.

This service is funded entirely through General Revenue funds and Department Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

The costs of this service are distributed to the Divisions/users of the service. No adjustments or changes are anticipated.

5.3. Other pertinent information related to this service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Portal/Web Management Service

Dept/Agency: **Department of Agriculture and Consumer Services**
 Submitted by: **Jeff Griffin, Chief Information Officer**
 Phone: **(850) 617-7005**
 Date submitted: **October 15, 2010**

Portal/Web Management Service

The Portal/Web Management service enables the publishing of the agency's standard, mission-critical information with its employees and the public. Please consult the Guidelines for Schedule IV-C: IT Costs and Service Requirements for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major hardware and commercial software associated with this service:			
1	Windows 2003 Servers	11	Dreamweaver
2	Windows 2008 Servers	12	Photoshop, Writer
3	Google Search Appliances	13	Visual Studio
4	Web Trends Servers	14	ADA Tools
5	ESRI ArcGIS Server	15	Citranet/Freshnet (Internally Developed)
6	Campbell Scientific Loggernet 4.3	16	Oracle RDBMS / Forms
7	Verisign	17	TP Ware
8	VMWare	18	VMS
9	Adode Acrobat Professional	19	Adobe Reader
10	ACMS	20	

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- | | |
|--|---|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input checked="" type="checkbox"/> Program staff | <input type="checkbox"/> Southwood Shared Resource Center |
| <input type="checkbox"/> Other state agency <i>(non-primary data center)</i> | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other External Service Provider <i>(specify)</i> | |

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.3. Please identify the number of Internet users of this service.

Avg. per week 100,325

1.4. Please identify the number of intranet users of this service.

4,393

1.5. How many locations currently host IT assets and resources used to provide this service?

2

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No)

Unknown

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Portal/Web Management Service

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

The costs required to reconfigure applications and security settings to adjust to the new hardware/network configuration of the service provider would be prohibitive. The majority of the Portal/Web services that comprise this service are integrated with each other and are also integrated with program area systems in order to maximize data quality and improve efficiency in the Division / Department. The Department needs to maintain these systems in order to quickly respond to the needs of the Department and the public.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Criticality and maximum allowable downtime has been determined for this IT service.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (e.g., 0600-2100 M-F, 24/7): 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (e.g., 5 min, 15 min, 60 min)? 30 min.

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

The IT service is utilized throughout the Department and Divisions and if the service is unavailable customers/clients would not be able to utilize the features/functions provided by the web-based applications.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (include any applicable constitutional, statutory, or rule requirements)

Integration between Department level applications and integration with program area systems is required. All the Division web sites have unique services requirements and numerous statutory citations are applicable.

3.2.4. What are security requirements for this IT service? (Indicate all that apply)

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption
 Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Portal/Web Management Service

3.2.5.1. If yes, please specify and describe:

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

The Divisions have access to the Web Trend reporting software and can create reports on an as needed basis.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

This service is funded entirely through General Revenue funds and Department Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

The costs of this service are distributed to the Divisions/users of the service. No adjustments or changes are anticipated.

5.3. Other pertinent information related to this service

The Portal-Web Management service averages approximately 100,325 hits per week. The service is utilized to identify the services provided by the Department and describe the services available and provide the users the ability to apply for services on-line.

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Data Center Service

Dept/Agency: **Department of Agriculture and Consumer Services**
 Submitted by: **Jeff Griffin, Chief Information Officer**
 Phone: **(850) 617-7005**
 Date submitted: **October 15, 2010**

Data Center Service

This service provides the centralized operation and management of data center services through (a) data centers and computing facilities as defined in s. 282.0041, F.S., and (b) single logical-server installations. It includes all resources required to perform data center functions identified in s. 282.201(2)(d)1.e., F.S. for agency strategic and non-strategic IT services.

Statutory definitions from s. 282.0041, F.S., are provided here for convenience:

- "Primary data center" means a state or non-state agency data center that is a recipient entity for consolidation of non-primary data centers and computing facilities. A primary data center may be authorized in law or designated by the Agency for Enterprise Information Technology pursuant to s. [282.201](#).
- "Data center" means agency space containing 10 or more physical or logical servers any of which supports a strategic or nonstrategic information technology service, as described in budget instructions developed pursuant to s. [216.023](#).
- "Computing facility" means agency space containing fewer than a total of 10 physical or logical servers, any of which supports a strategic or nonstrategic information technology service, as described in budget instructions developed pursuant to s. [216.023](#), but excluding single, logical-server installations that exclusively perform a utility function such as file and print servers.

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the non-strategic and strategic IT services that are supported (in whole or part) by data center services offered at the following data centers and computing facilities.		
1	Northwood Shared Resource Center	
2	Southwood Shared Resource Center	
3	Northwest Regional Data Center	
4	Agency (non-primary) Data Center	<p><u>Strategic:</u> Agricultural Law Enforcement / Interdiction Station Service, Agricultural Water Policy Coordination Service, Agricultural Environmental Service, Agricultural Products Marketing Service, Animal Pest and Disease Control Service, Aquaculture Coordination Service, Consumer Protection Service, Food Safety and Quality Service, Forest Resource Protection Service, Fruit and Vegetable Inspection and Enforcement Service, Licensing Compliance and Enforcement Service, Plant Pest and Disease Detection Service, Standards and Petroleum Quality Inspection Service.</p> <p><u>Non-Strategic:</u> Data Center Service, Desktop Computing Service, E-Mail Service and Calendaring, Help Desk Service, IT Administration and Management Service, IT Security-Risk Mitigation Service, IT Support Service for Agency Financial Service, Network Service, Portal-Web Management</p>
5	Agency Computing Facilities	<p><u>Strategic:</u> Agricultural Law Enforcement / Interdiction Station Service, Agricultural Water Policy Coordination Service, Agricultural Environmental Service, Agricultural Products Marketing Service, Animal Pest and Disease Control Service, Aquaculture Coordination Service, Consumer Protection Service, Food Safety and Quality Service, Forest Resource Protection Service, Fruit and Vegetable Inspection and Enforcement</p>

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Data Center Service

		Service, Licensing Compliance and Enforcement Service, Plant Pest and Disease Detection Service, Standards and Petroleum Quality Inspection Service. Non-Strategic: Portal-Web Management
6	Other External Data Center(s)	

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- | | |
|---|---|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> Northwood Shared Resource Center |
| <input checked="" type="checkbox"/> Program staff | <input type="checkbox"/> Southwood Shared Resource Center |
| <input type="checkbox"/> Other state agency <i>(non-primary data center)</i> | <input type="checkbox"/> Northwest Regional Data Center |
| <input type="checkbox"/> Other External Service Provider <i>(specify)</i> _____ | |

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.3)

1.3. Provide the following information regarding agency data centers included in this service:

1.3.1. Number of agency data center(s) 2

1.3.2. List the major IT application systems¹ hosted at each of these facilities:

Name of Agency Data Center	Major IT Application Systems Supported	External Agency Supported <i>(if applicable)</i>
Agriculture Management Information Center - Mayo Bldg.	Agricultural Environmental Services Laboratory Information Management System (LIMS)	
	Agricultural Environmental Services Suntrack System	
	Electronic Fumigation Notice Submission System	
	Enterprise Imaging System (EIS) – Agricultural Environmental Services	
	Fertilizer Registration, Enforcement, Analysis and Laboratory Information Management System	
	Pesticide Applicator Certificate Continuing Education Units	
	Pesticide Use Permitting System (PUPS)	
	Registration Tracking System	
	Daily Activity Report	

¹ Any custom developed system, commercially acquired, or open-source software product that is included in the definition of non-strategic or strategic IT service. *Note: Strategic IT Services and their constituent systems are defined in Worksheets SC-1 & SC-2.*

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Data Center Service

	Florida Poultry Producer's System	
	Garbage Feeders Database	
	Generic Database (GDB)	
	Master Brand Records Database	
	Master Cervidae Herd Plan/Permits Database	
	Master Equine Extension Database	
	Master Livestock Haulers Database	
	Master Swine Herd Plan/Permits Database	
	Reportable Animal Diseases (RAD) System	
	Visual Laboratory (VLAB) System	
	Apalachicola Shellfish Harvesting Licenses Database	
	Aquaculture Certification System	
	Aquaculture Lease Database	
	Shellfish Harvesting Status Daily Web Update System	
	Shellfish Shippers Database	
	Water Quality Data Sonde Web Project System	
	Consumer Services Imaging System	
	Consumer Services Register On-Line System	
	Division of Consumer Services System (DOCS)	
	Electronic Inspection System (Mobile Lite)	
	Food Safety System	
	Complex Incident Management Course (CIMCA) System	
	Cooperative Equipment Leasing	
	Florida Fire Management Information System	
	Forest Management Timber Sales System	
	Forestry Best Management Practices Survey System	
	Forestry GIS Spatial Data	
	Forestry Rare Plants Tracking System	
	Forestry Services Vendor Database	
	Time Allocation and Accomplishments Reporting System	
	Tree Seedlings System	

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Data Center Service

	Volunteer Tracking System	
	Warehousing Inventory System	
	Wild Land Fire Risk Assessment on the Web	
	Brix Acid Unit System / Citranet	
	Electronic Quality Inspection Process System	
	Freshnet System	
	Fruit and Vegetable System	
	County Fair Database	
	Enterprise Imaging System (EIS) – Marketing	
	Florida Agriculture Client Tracking System	
	Fresh from Florida Kids System	
	License and Bond System	
	Tenant and Lease Database	
	Enterprise Imaging System – Plant Industry	
	Pest Incident Control System (PICS)	
	Plant Inspection Trust Revenue System (PITR)	
	Plant Pathology Specimen Tracking System (PPST)	
	Generator Inspection System	
	Liquefied Petroleum Gas System	
	Weights and Measures Permitting System	
	ACISS Case Management System	
	Bill of Lading System	
	Commerce Transport Imaging System (CTIS)	
	Commercial Vehicle Information System	
	Enterprise Imaging System – Agricultural Law Enforcement	
	Field Training Program	
	Tag and Container Recognition System	
	Best Management Practices Tracking System	
	Journal of Assists Application System	
	Mobile Irrigation Laboratory Database	
	OAWP Contract Management System (CMS2005)	

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Data Center Service

	OAWP Internet Web site	
	Procurement System (Admin. Imaging System – AIMS)	
	Business, Sites and Features (BSF)	
	Print Shop System (BGSI)	
	Contract Tracking System (CATS)	
	Correspondence Control System (DOACR)	
	Dept. of Agriculture and Consumer Services System (DACS)	
	Disbursements (DISB)	
	Dept. Information System Inventory (DISI)	
	Div. of Admin. File System (DAFS)	
	Enterprise e-Commerce System (EGC)	
	Enterprise Imaging System - Administration	
	Final Orders Database (FINL)	
	Financial Information System (FIS)	
	Directors Personnel Information System (DPI)	
	Forms Management System (FORMS)	
	Interactive Orientation and Enrollment Program	
	Lease Management System	
	FA Reports / Monthly Reconciliation Database	
	Personnel Imaging System (PDMS)	
	Revenue Receipts Accounting System (REV)	
	COOP and Personal Assets System (CAPAS)	
	Equal Employment Opportunity Database (EEO)	
	Fuel Card Billing (FCB)	
	Maintenance Request System (MARS)	
	Outside Employment Database (OEMP)	
	Payroll Account Reporting (PAR)	
	Personnel Package Tracking (PERSONEL)	
	Publications (PUBS)	
	DOACS Employee Web Services	
	FDACS Geocoding Service	
	Geospatial Data Integration Project (GDI)	
	GIS Metadata Catalog	
	GIS Enterprise Data Library (EGIS)	

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Data Center Service

	GIS Internet Mapping Service (PEC)	
	Remedy Asset Inventory	
	Remedy Help Desk	
Licensing Data Center – Crossland Bldg.	Electronic Document Management System	
	Licensing Reflections System	

1.4. Provide the following information regarding agency computing facilities included in this service:

1.4.1. Number of agency computing facilities

6

Note: Okeechobee computing facility does not have any applications

1.4.2. List the major IT application systems¹ hosted at each of these facilities:

Name of Computing Facility	Major IT Application Systems Supported	External Agency Supported <i>(if applicable)</i>
Conner Building	Aerial Operations Database	
	Agricultural Environmental Services Suntrack System	
	Feed Registration and Laboratory Information Management System	
	Seed Registration and Laboratory Information Management System	
	Regulatory Information Management System (RIMS)	
	Access Laboratory Information Management System – Chemical Residue Samples	
	Control Charting System	
	Electronic Inspection System (Mobile Lite)	
	Federal Contact Database	
	Food Laboratory Barcode Sample Tracking System	
	Food Laboratory Information Management System	
	Food Safety System	
	Training and Standardization Database	
	Compliance Suite	
	Cooperative Equipment Leasing	
	Florida Fire Management Information System	
	Forestry GIS Spatial Data	
	Mitigation Access Database	
	Bureau of Petroleum Inspection –	

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Data Center Service

	Information Management System	
	Fair Rides Database	
	Weights and Measures Complaint Tracking System	
	WinWam	
Kissimmee	Visual Laboratory (VLAB) System	
Gainesville	Nematology Program System	
	Sample and Specimen Collection System	
Rhodes Building	Consumer Services Imaging System	
	Division of Consumer Services System (DOCS)	
	K9 Activity Tracking System	
	Skills Manager System	
Winter Haven	Electronic Quality Inspection Process System	
	Fruit and Vegetable System	
	Citrus Budwood Database	

1.5. Provide the following information regarding single logical-server installations included in this service:

- 1.5.1. Total number of logical servers not housed in an agency data center, agency computing facility, or primary data center 0
- 1.5.2. Total number of single logical-server installations 22
- 1.5.3. List all major IT application systems¹ supported by these servers in 1.5.1 and 1.5.2:

2. Data Center Consolidation

2.1. When are your agency data center and computing facilities scheduled for consolidation into a primary data center? *If not yet scheduled, indicate "Not Available."*

Not Available

2.2. Has your agency specified service level requirements for this IT service in a service level agreement (SLA) executed with a primary data center in compliance with s. 282.203, F.S.?

- Yes No

2.2.1. If no, please explain the specific issues preventing execution, and describe your plan and schedule for resolving those issues.

Not available

2.2.2. If yes, please provide an electronic copy of the executed service level agreement with your Schedule IV-C submission.

3. IT Service Levels Required to Support Business Functions

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Data Center Service

3.1. Timing and Service Delivery Requirements

3.1.1. Hours/Days that service is required (*e.g., 0600-2400 M-F, 24/7*) 24/7, 365

3.1.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (e.g., 5 min, 15 min, 60 min)? < 5 min

3.1.3. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?
 Yes No

If yes, please specify and describe:

Section 790.335, F.S., Prohibition of registration of firearms; electronic records

3.1.4. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

Section 790.06 (7), F.S., License to carry concealed weapon or firearm

3.1.5. What are the security requirements for this IT service? (*Indicate all that apply*)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Restricted system administration rights | <input checked="" type="checkbox"/> Secured entrance to facility |
| <input type="checkbox"/> Systems access through internal network only | <input checked="" type="checkbox"/> Systems access through secure encryption |
| <input checked="" type="checkbox"/> Criminal background check for data center staff | <input type="checkbox"/> Other |

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?
 Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

Monthly internal meetings are conducted with section supervisors to review reports of outstanding service calls. Monthly statistical reports are provided to and discussed with management.

4.2. Are currently defined IT service levels adequate to support the business needs of the agency?
 Yes No

4.2.1. If no, what changes need to be made to the current IT service? (*Briefly explain*)

N/A

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service. *Please indicate the D3-A issue number in the Description for any projects that require funds in a legislative budget request for FY 2011-12.*

Project Name	Description	Start Date	End Date	Estimated Total Cost of Completion

5. Additional Information

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Data Center Service

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service, and describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12

The fund sources of the Data Center Service are General Revenue, General Inspection Trust Fund, Division of Licensing Trust Fund, and Contract and Grants. Funding source levels for FY 2011-12 are not anticipated to change in order to provide this service.

5.2. Please indicate whether there is a cost recovery or cost allocation plan for this service, and describe any anticipated adjustments or needed changes in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.)

Data Center Service costs are charged back to the Divisions. However, there are no anticipated changes to the service funding model.

5.3. Other pertinent information related to this service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agricultural Law Enforcement / Interdiction Station Service

Dept/Agency: **Department of Agriculture and Consumer Services**
 Submitted by: **Jeff Griffin, Chief Information Officer**
 Phone: **(850) 617-7005**
 Date submitted: **October 15, 2010**

Agricultural Law Enforcement / Interdiction Station Service

Identify major commercial hardware (H) /software (S) that are included (in whole or part) in this IT Service:			
1	(H) Sun Enterprise T5220 Server	6	(S) AgLaw EIS Records Imaging
2	(S) Oracle Relational Data Base Management System	7	(S) AgLaw Commerce Transport Imaging System (CTIS)
3	(S) SQL Relational Data Base Management System	8	(S) Joint Agency Bill of Lading
4	(S) ACISS Case Management / Property and Evidence	9	(S) K-9 Tracking System
5	(S and H) AgLaw Tag/Container camera system	10	(S) Skills Manager / FTO Application

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Agricultural Law Enforcement / Interdiction Station Service initiates, investigates and resolves both criminal and civil investigations, as they relate to consumer matters upon which the Department has jurisdiction. Consumer protection issues are increasing as population, demographics and economics trends change. The strategic service protects consumers from potential health risks and unfair and deceptive trade practices, investigates criminal cases involving consumer fraud, timber theft, citrus theft, wildfire arson, livestock and equipment theft and agricultural crimes. The strategic information technology (IT) services utilized are an enabler of the business functions and regulatory responsibilities. The strategic IT service provides the backbone for the services delivered to the Department's customers.

The Agricultural Law Enforcement / Interdiction Station Service is comprised of integrated systems which capture, store and allow for electronic records retrieval and dissemination of information regarding inspections of agricultural products at interdiction stations and statewide criminal investigations of agricultural and consumer related crimes. Additionally this service allows for analysis and conditional trends regarding freight activity passing through inspection stations and statewide criminal activity related to agricultural and consumer crimes, as well as reporting by area and / or region, crime classification, internal bureau activities, etc. This service also links with state and national crime databases to identify additional intelligence information on persons and vehicles of special interest.

1.2. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agricultural Law Enforcement / Interdiction Station Service

- Employees or contractors from one or more federal agencies
- External service providers
- Public

1.4. Please identify the number of users of this service. 300+

1.5. How many locations currently host this service? 1

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) Unknown

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Most of the applications comprising this Strategic IT Service are integrated with each other and are also integrated with other program area systems within the Agency in order to minimize data input, maximize data quality, and improve efficiency in the Department. The Department needs to maintain these systems in order to quickly respond to the needs of the Department.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Criticality and maximum allowable downtime has been determined for each application.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required *(e.g., 0700-1800 M-F, 24/7)* for:

- 3.2.1.1. User-facing components of this IT service (online) 24/7/365
- 3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7/365

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 15 min, 30 min, 60 min)*? 30 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

The mission critical applications are used throughout the program area and the Department. Many of the applications are integrated with other program area systems and unavailability would have a negative impact on the program area functionality and its ability to perform its regulatory duties and responsibilities.

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agricultural Law Enforcement / Interdiction Station Service

3.2.3. Are there any agency-unique service requirements? Yes No
 If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Integration between Department level applications and integration with program area systems is required.

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption
 Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?
 Yes No

3.2.5.1. If yes, please specify and describe:

Some databases may contain information which is confidential by law (Section 119.07, Florida Statutes) and the following identified policies and procedures contained in the Department's Supervisory Manual reflect the restrictions that are applicable: Administrative Policies and Procedures No. 8-2 (Control of Computers and Information Resources); No. 8-3 (Physical Security and Access to Data Processing Facilities); No. 8-4 (Logical and Data Access Controls); No. 8-5 (Data and System Integrity); No. 8-6 (Network Security); No.8-8 (Personnel Security and Security Awareness); and No. 8-11 (Security and Control of Microcomputers).

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management
 Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?
 Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

The majority of this service is financed through General Revenue and Department Trust Funds. However approximately \$150,000 in maintenance costs are subsidized through federal funds from Homeland Security and CVISN, awarded on a year to year basis with no guarantee of being self perpetuating. No change to either GR or Trust funds, or their funding level, is anticipated for FY 2011-12.

5.2. Other comments

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agricultural Water Policy Coordination Service

Dept/Agency: **Department of Agriculture and Consumer Services**
Submitted by: **Jeff Griffin, Chief Information Officer**
Phone: **(850) 617-7005**
Date submitted: **October 15, 2010**

Agricultural Water Policy Coordination Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify major commercial hardware/software that are included (in whole or part) in this IT Service:			
1	Sun Enterprise T5220 Server	5	Microsoft Windows Server 2008
2	Oracle Relational Data Base Management System	6	Microsoft SQL Server 2005
3	VMWare virtualized servers	7	Microsoft SharePoint Foundation 2010
4	Microsoft Windows Server 2003	8	ESRI ArcGIS software

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Agricultural Water Policy Coordination Service, implemented by the Office of Agricultural Water Policy (OAWP), works directly with agricultural producers, the university system, the public, and federal, state, regional, and local government agencies on water resource issues involving agriculture. Specific activities include the development and implementation of statewide agricultural Best Management Practices (BMPs) and water conservation programs to improve water quality and water conservation. The OAWP works with the agricultural industry, the Florida Department of Environment Protection, and the water management districts to implement these BMPs throughout the state on citrus, vegetable, sod, cow/calf, equine, specialty fruit and nut, and nursery operations. The OAWP also helps fund Mobile Irrigation Labs, which provide technical assistance to agricultural producers to improve irrigation efficiency. The programs and practices are designed to meet the statutory requirements of the state Total Maximum Daily Load Program, the Nitrogen and Phosphorus Best Management Practices Program, and the Northern Everglades and Estuaries Protection Program.

This strategic service's integrated systems, described below, are used to collect, store, organize, track, formally report, and generally disseminate information on the development and implementation of water quality and quantity BMPs to meet statutory directives and requirements with regard to water resources protection. They provide on-line BMP manuals and enrollment forms, record enrollment data and operation-specific BMPs, track estimated potential water savings from implementing water conservation recommendations, record number and type of water policy assists provided by staff, and support contract management (contract development and invoice receipt and payment).

1.2. Who is the service provider? (*Indicate all that apply*)

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? (*Indicate all that apply*)

- Agency staff (state employees or contractors)

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agricultural Water Policy Coordination Service

- Employees or contractors from one or more additional state agencies
- External service providers
- Public

1.4. Please identify the number of users of this service. 35

1.5. How many locations currently host this service? 1

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) No

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Most of the applications comprising this Strategic IT Service are integrated with each other and are also integrated with program area systems in order to minimize data input, maximize data quality, and improve efficiency in the Department. The Department needs to maintain these systems in order to quickly respond to the needs of the Department.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Criticality and maximum allowable downtime has been determined for each application.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required *(e.g., 0700-1800 M-F, 24/7)* for:

- 3.2.1.1. User-facing components of this IT service (online) 24/7
- 3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 15 min, 30 min, 60 min)*? 30 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

The mission critical applications are used throughout the program area and the Department. Many of the systems are integrated with program area systems and unavailability would have a negative impact on the program area functionality and its ability to perform its duties and responsibilities.

3.2.3. Are there any agency-unique service requirements? Yes No

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agricultural Water Policy Coordination Service

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Integration between Department level applications and integration with program area systems is required.

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password
 Access through Internet or external network
 Access through internal network only
 Access through Internet with secure encryption
 Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes
 No

3.2.5.1. If yes, please specify and describe:

Some databases may contain information which is confidential by law (Section 119.07, Florida Statutes) and the following identified policies and procedures contained in the Department's Supervisory Manual reflect the restrictions that are applicable: Administrative Policies and Procedures No. 8-2 (Control of Computers and Information Resources); No. 8-3 (Physical Security and Access to Data Processing Facilities); No. 8-4 (Logical and Data Access Controls); No. 8-5 (Data and System Integrity); No. 8-6 (Network Security); No.8-8 (Personnel Security and Security Awareness); and No. 8-11 (Security and Control of Microcomputers).

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

- Yes
 No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes
 No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agricultural Water Policy Coordination Service

service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

This service is funded entirely through General Revenue funds and Department Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Other comments

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Licensing Compliance and Enforcement Service

Dept/Agency: **Department of Agriculture and Consumer Services**
 Submitted by: **Jeff Griffin, Chief Information Officer**
 Phone: **(850) 617-7005**
 Date submitted: **August 19, 2010**

Licensing Compliance and Enforcement Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify major commercial hardware/software that are included (in whole or part) in this IT Service:			
1	Windows 2003 Servers	21	PhotoShop
2	Windows 2000 Servers	22	Visual Studio
3	Java Scripts	23	TP Ware
4	Web Trends Servers	24	VMWare
5	Dreamweaver	25	ACMS
6	VMS	26	Adobe Professional
7	Oracle RDB	27	Adobe Reader
8	DEC forms	28	Reflections
9	Oracle/Acorde (Context and Workflow)	29	Quillix
10	OCRForAnydoc	30	Crossmatch FingerprintTechnologies/Applications
11	Cobol	31	Microsoft SQL 2000 Server
12	Alpha/ES45	32	HP Proliant Servers
13	HP EVA 4400	33	Kodak Scanners
14	Atlantek Card Printer	34	HP Laser Printers
15	Siemens IVR	35	Group Mail
16	Expressions Faxing	36	Microsoft Office 2003
17	Approve IT	37	IP Switch – FTP Secure Server
18	HP DataProtector – Backup Solution	38	III Badge – Card Print software
19	Data Card	39	Adobe InDesign
20	Adobe Live Cycle w/ JavaScripts		

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

Through the Licensing Compliance and Enforcement Service, the State of Florida provides statewide uniform standards for issuing licenses to carry concealed weapons and firearms for self-defense to ensure that no honest, law-abiding person who qualifies is subjectively or arbitrarily denied his or her rights. Personal safety and security, and public and private assets are protected through the services of the Private Security Industry, Private Investigative Industry and the Private Recovery Industry. The Legislature recognized that untrained persons, unlicensed persons or businesses, or persons who are not of good moral character engaged in these industries are a threat to the welfare of the public if placed in positions of trust. Regulation of licensed and unlicensed persons and businesses engaged in these industries is therefore deemed necessary to assure that only law-abiding, trained, and qualified individuals and businesses are issued licenses to offer their services to Florida consumers. This strategic service also quickly revokes or suspends a license after a disqualifying event occurs. Technology and inter-agency cooperation have greatly improved access to disqualifying information.

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Licensing Compliance and Enforcement Service

Integrated systems are used to capture, store, manage work flow, and provide for retrieval of electronic records of applications and documentation associated to licensure of persons in the private security, private investigation and recovery professions (total 23 license types) and concealed weapon/firearm licenses. The system output includes correspondence generated during application review; compliance and investigative case reports; legal documents pertaining to administrative actions such as letters of reprimand, fines, denial or suspension of applications, suspension or revocation of licenses; and printed licenses with a holographic security feature incorporated. Additionally, these systems capture and store historical data for each applicant, licensee, or unlicensed person against whom administrative action has been taken. The system generates renewal notices/applications for licensees prior to the expiration of the license. Statistical and informational reports are produced from the stored data.

1.2. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public

1.4. Please identify the number of users of this service. 327

1.5. How many locations currently host this service? 1

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) No

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Most of the applications comprising this Strategic IT Service are integrated with each other and are also integrated with program area systems in order to minimize data input, maximize data quality, and improve efficiency in the Division. The Division IT staff has extensive training and certifications in the products that comprise the applications used by the Division. With the complex system integration, specialized staff is required in order to maintain the applications. The Division needs to be able to quickly respond to any changes mandated by the legislature or industry. The costs required to reconfigure applications and security settings to adjust to the new hardware/network configuration of the service provider would be prohibitive. The Division IT Staff must respond quickly to the needs of the Division and the public. Pursuant to Chapter 493 and 790.06, the Division is required to assure the confidentiality of the licensee information.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Criticality and maximum allowable downtime has been determined for each application.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (e.g., 0700-1800 M-F, 24/7) for:

3.2.1.1. User-facing components of this IT service (online) 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (e.g., 15 min, 30 min, 60 min)? 0 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

The mission critical applications are used throughout the program area of the Division. Many of the systems are integrated with program area systems and unavailability would have a negative impact on the program area functionality and its ability to perform its duties and responsibilities.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (include any applicable constitutional, statutory, or rule requirements)

Integration between the division's applications and program area systems is required. The Division's applications have unique service requirements and numerous statutory citations are applicable. Pursuant to Chapter 493 and 790.06, the Division is required to assure the confidentiality of the licensee information.

3.2.4. What are security requirements for this IT service? (Indicate all that apply)

- User ID/Password
- Access through internal network only
- Other _____
- Access through Internet or external network
- Access through Internet with secure encryption

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes
- No

3.2.5.1. If yes, please specify and describe:

Some databases may contain information which is confidential by law (Section 119.07, Florida Statutes) and the following identified policies and procedures contained in the Department's

Supervisory Manual reflect the restrictions that are applicable: Administrative Policies and Procedures No. 8-2 (Control of Computers and Information Resources); No. 8-3 (Physical Security and Access to Data Processing Facilities); No. 8-4 (Logical and Data Access Controls); No. 8-5 (Data and System Integrity); No. 8-6 (Network Security); No.8-8 (Personnel Security and Security Awareness); and No. 8-11 (Security and Control of Microcomputers). Pursuant to Chapter 493 and 790.06, the Division is required to assure the confidentiality of the licensee information.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

Real time, weekly and monthly metric reports are available and provided to management.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

This service is funded entirely through the Licensing Trust Fund. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Other comments

The Division has a developed and implemented an extremely sophisticated application that utilizes several advanced technologies. These applications are an amalgamation of commercial software and internally developed software interfaces. Because of the specialized characteristics of these applications, the Division's IT staff must remain current in the training and certifications necessary to maintain these applications, thereby enabling them to quickly implement modifications to programs when business rules and/or statutory changes occur. The Division is also responsible, pursuant to Chapter 493 and 790.06, to assure the confidentiality of the licensee information. Therefore very strict security rules have been instituted and observed.

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Licensing Compliance and Enforcement Service

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Forest Resource and Protection Service

Dept/Agency: **Department of Agriculture and Consumer Services**
 Submitted by: **Jeff Griffin, Chief Information Officer**
 Phone: **(850) 617-7005**
 Date submitted: **October 15, 2010**

Forest and Resource Protection Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify major commercial hardware/software that are included (in whole or part) in this IT Service:		
1	Sun Enterprise T5220 Server	Sun Servers
2	Oracle Relational Data Base Management System	SGI Server
3	Windows 2003 Servers	ESRI GIS desktop and application development
4	Windows 2008 Servers	Visual Studio (MSDN)
5	SQL Server 2008 Relational Data Base system	Quest TOAD: Modeling, SQL Optimization, Data Management
6	ERDAS Imagine GIS Imagery	

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Forest and Resource Protection Service preserves and protects Florida’s agricultural and natural resources through mandates under Chapters 589 and 590 of the Florida Statutes and Chapter 5I of the Florida Administrative Code. This service promotes and encourages forest environmental education, forest fire protection, forest land stewardship, good forest management, tree planting and care, forest recreation, and the proper management of public lands. The strategic service provides direction for multiple use management of forest lands owned by the state and serves as the lead for state-owned land primarily suited for forest resource management. It pursues an aggressive program to reforest and convert open lands to forests. Other critical services provided are the prevention, detection, suppression, and extinguishment of wildfires and administration of the open burning program.

The integrated systems are used to capture and store information electronically relating to open burning authorizations, incident tracking, suppression billing, law enforcement, wildfire risk, fire weather, incident training, forestry best management practices timber sales, resource management, forestry vendor services, tree seedling sales, fleet maintenance, equipment part warehouses, accomplishment reporting and volunteer tracking data. Additionally, the capabilities of these integrated systems allow for data retrieval, which enables the Division to make informed decisions, produce output for printed copy and electronic medium, provide reports to our cooperators and information to the State of Florida.

1.2. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Forest Resource and Protection Service

- Employees or contractors from one or more additional state agencies
- External service providers
- Public

- 1.4. Please identify the number of users of this service. 1,273
- 1.5. How many locations currently host this service? 1

2. Service Unique to Agency

- 2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) No
- 2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?
- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Most of the applications comprising this Strategic IT Service are integrated with each other and are also integrated with program area systems in order to minimize data input, maximize data quality, and improve efficiency in the Department. The Department needs to maintain these systems in order to quickly respond to the needs of the Department.

3. IT Service Levels Required to Support Business Functions

- 3.1. Has the agency specified the service level requirements for this IT Service?
- Yes; formal Service Level Agreement(s)
 - Yes; informal agreement(s)
 - No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Criticality and maximum allowable downtime has been determined for each application.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required *(e.g., 0700-1800 M-F, 24/7)* for:

3.2.1.1. User-facing components of this IT service (online) 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 15 min, 30 min, 60 min)*? 10 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

The mission critical applications are used throughout the program area and the Department. Many of the systems are integrated with program area systems and unavailability would have a negative impact on the program area functionality and its ability to perform its duties and responsibilities.

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IT Service Requirements Worksheet: Forest Resource and Protection Service

3.2.3. Are there any agency-unique service requirements? Yes No
 If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Integration between Department level applications and integration with program area systems is required.

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption
 Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?
 Yes No

3.2.5.1. If yes, please specify and describe:

Some databases may contain information which is confidential by law (Section 119.07, Florida Statutes) and the following identified policies and procedures contained in the Department's Supervisory Manual reflect the restrictions that are applicable: Administrative Policies and Procedures No. 8-2 (Control of Computers and Information Resources); No. 8-3 (Physical Security and Access to Data Processing Facilities); No. 8-4 (Logical and Data Access Controls); No. 8-5 (Data and System Integrity); No. 8-6 (Network Security); No.8-8 (Personnel Security and Security Awareness); and No. 8-11 (Security and Control of Microcomputers).

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management
 Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?
 Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
Timber Sales	Systems re-write to upgrade technology and adapt to new business methodology.	7/1/2011	6/30/2013	83,000

5. Additional Information

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Forest Resource and Protection Service

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

This service is funded entirely through General Revenue funds and Department Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Other comments

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Food Safety and Quality Service

Dept/Agency: **Department of Agriculture and Consumer Services**
Submitted by: **Jeff Griffin, Chief Information Officer**
Phone: **(850) 617-7005**
Date submitted: **October 15, 2010**

Food Safety and Quality Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify major commercial hardware/software that are included (in whole or part) in this IT Service:			
1	Sun Enterprise T5220 Server	5	VPN service
2	Oracle Relational Data Base Management System	6	
3	Windows 2003 Server	7	
4	Oracle Database Lite 10g Mobile Manager	8	

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The goal of this strategic service is to "Ensure safety and wholesomeness of food and other consumer products". The regulatory responsibilities associated with this service are to assure the safety, wholesomeness, and proper representation of foods held or offered for sale in food processing and storage establishments and retail stores, including those with ancillary food service operations. It also ensures Florida consumers have dairy products that are wholesome and produced, processed, and sold under sanitary conditions. Prevention and response preparedness to terrorist actions which threaten the safety of the food supply is becoming a significant component of this responsibility. The strategic service emphasizes proper sanitation and safe food-handling procedures in the establishments it inspects and regulates, as well as the source of the food product. Laboratory analysis is performed on samples collected to ensure the absence of food-borne pathogens, illegal additives, food adulterants or contaminants, misrepresented products, and the presence of pesticides and other chemical residues.

To help accomplish the goal of this strategic IT service, inspection reports are generated that list violations noted by inspectors at the time of an inspection. These reports are used by both program management to monitor effectiveness of inspection efforts but also by the business owner as a list of items that need correction. Other documents that may be generated in the course of an inspection are Stop Sale Orders and Stop Use Orders. These documents can keep unwholesome food from being sold, or keep unsanitary equipment from being used to process food. If samples are collected in the course of an inspection a sample collection report is generated that initiates the chain of custody for the sample. Once the sample has been analyzed by the laboratory a final report is generated that states whether the sample was in violation or in compliance. Sample reports containing violations are referred for follow-up or other action as may be necessary. Compliance documents are generated for firms that fail to comply with Florida food laws. These documents may include assessment of fines or other action, up to closing of the food establishment.

1.2. Who is the service provider? (*Indicate all that apply*)

- Central IT staff
- Program staff

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Food Safety and Quality Service

- Another State agency
- External service provider

1.3. Who uses the service? (**Indicate all that apply**)

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public

1.4. Please identify the number of users of this service.

350 emp. + public at large

1.5. How many locations currently host this service?

1

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(**Identical, Very Similar, No**)

No

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Most of the applications comprising this Strategic IT Service are integrated with each other and are also integrated with program area and other department systems in order to minimize data input, maximize data quality, and improve efficiency in the Department. The Department needs to maintain these systems in order to quickly respond to changing needs or requirements in order to help assure a safe and wholesome food supply.

There are unique statutory permitting and inspection requirements for the types of food establishments regulated by the Department.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Criticality and maximum allowable downtime has been determined for each application.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0700-1800 M-F, 24/7*) for:

3.2.1.1. User-facing components of this IT service (online) 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Food Safety and Quality Service

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 15 min, 30 min, 60 min*)?

30 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Mission critical applications are used throughout the program area and the Department. Many of the systems are integrated with other program area and/or department systems and unavailability would have a negative impact on the program area functionality and its ability to perform its duties and responsibilities, which include assuring a safe and wholesome food supply for the citizens of the State of Florida.

3.2.3. Are there any agency-unique service requirements?

Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

Integration with Department level applications and program area applications requires that other identified applications have the same high priority service level requirement.

3.2.4. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption
 Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

3.2.5.1. If yes, please specify and describe:

Some databases may contain information which is confidential by law (Section 119.07, Florida Statutes), such as data provided by the Food & Drug Administration or other federal partners; HACCP plans provided by regulated entities, which are considered proprietary information; Domestic Security sample information; and Chemical Terrorism sample information. The following identified policies and procedures contained in the Department's Supervisory Manual reflect the restrictions that are applicable: Administrative Policies and Procedures No. 8-2 (Control of Computers and Information Resources); No. 8-3 (Physical Security and Access to Data Processing Facilities); No. 8-4 (Logical and Data Access Controls); No. 8-5 (Data and System Integrity); No. 8-6 (Network Security); No.8-8 (Personnel Security and Security Awareness); and No. 8-11 (Security and Control of Microcomputers).

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? (*Briefly explain*)

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Food Safety and Quality Service

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
FIMS	Food Inspection Management System (rewrite and enhancement of the current system)	3/9/2009	06/30/2012	\$800,000
FSLIMS	Laboratory Information Management System (consolidated and enhanced system two laboratories)	07/01/2009	12/31/2012	\$400,000

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

This service is funded entirely through General Revenue funds and Department Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Other comments

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agricultural Environmental Service

Dept/Agency: **Department of Agriculture and Consumer Services**
Submitted by: **Jeff Griffin, Chief Information Officer**
Phone: **(850) 617-7005**
Date submitted: **October 15, 2010**

Agricultural Environmental Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify major commercial hardware/software that are included (in whole or part) in this IT Service:			
1	Sun Enterprise T5220 Server	5	
2	Oracle Relation Data Base Management System	6	
3		7	
4		8	

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Agricultural Environmental Service regulates pesticides, fertilizer, seed, feed, mosquito control and pest control in the state and examines licenses and certifies pesticide applicators and businesses. The service also provides technical and scientific expertise for development of chemical management practices and operates state-of-the-art analytical laboratories that support regulatory, scientific, and inspection programs for pesticides, fertilizers, feed and seed.

The interfaced systems are used to collect, store, print, or publish information relating to the pesticide, pest control, feed, seed, and fertilizer industries such as aerial aircraft insurance information, license registration information, enforcement actions, information pertaining to restricted use pesticides, license recertification training material and schedules, pesticide product brands information, EPA registration information, and laboratory sample collection and analysis information for pesticide, feed, seed, and fertilizer sold in the state. System outputs include inspection reports, stop sale notices, warning letters, administrative fines, compliance reports, license certifications and wallet ID cards, payment receipts, and permits to apply restricted use pesticides. On-line web based applications provide to the public, private, and commercial users license registration information, location of recertification training programs, information required for field inspections, and quarterly and annual reports on pesticide, feed, seed, and fertilizer samples collected.

1.2. Who is the service provider? (*Indicate all that apply*)

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? (*Indicate all that apply*)

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agricultural Environmental Service

1.4. Please identify the number of users of this service. 56,463 possible
Internal users, unknown number of external users. Webtrends reports weekly average of 100,325 Internet hits.

1.5. How many locations currently host this service? 1

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(*Identical, Very Similar, No*) Unknown

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Most of the applications comprising this Strategic IT Service are integrated with each other and are also integrated with program area systems in order to minimize data input, maximize data quality, and improve efficiency in the Department. The Department needs to maintain these systems in order to quickly respond to the needs of the Department.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Criticality and maximum allowable downtime has been determined for each application.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0700-1800 M-F, 24/7*) for:

3.2.1.1. User-facing components of this IT service (online) 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 15 min, 30 min, 60 min*)? 30 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

The mission critical applications are used throughout the program area and the Department. Many of the systems are integrated with program area systems and unavailability would have a negative impact on the program area functionality and its ability to perform its duties and responsibilities.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

Integration between Department level applications and integration with program area systems is required.

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password
 Access through Internet or external network
 Access through internal network only
 Access through Internet with secure encryption
 Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes
 No

3.2.5.1. If yes, please specify and describe:

Some databases may contain information which is confidential by law (Section 119.07, Florida Statutes) and the following identified policies and procedures contained in the Department's Supervisory Manual reflect the restrictions that are applicable: Administrative Policies and Procedures No. 8-2 (Control of Computers and Information Resources); No. 8-3 (Physical Security and Access to Data Processing Facilities); No. 8-4 (Logical and Data Access Controls); No. 8-5 (Data and System Integrity); No. 8-6 (Network Security); No.8-8 (Personnel Security and Security Awareness); and No. 8-11 (Security and Control of Microcomputers).

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

- Yes
 No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes
 No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agricultural Environmental Service

FY 2011-12. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

This service is funded entirely through General Revenue funds and Department Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Other comments

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Consumer Protection Service

Dept/Agency: **Department of Agriculture and Consumer Services**
Submitted by: **Jeff Griffin, Chief Information Officer**
Phone: **(850) 617-7005**
Date submitted: **October 15, 2010**

Consumer Protection Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify major commercial hardware/software that are included (in whole or part) in this IT Service:			
1	Sun Enterprise T5220 Server	5	
2	Oracle Relational Data Base Management System	6	
3		7	
4		8	

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The primary purpose of this strategic service is to protect consumers from unfair and deceptive business practices. This strategic service regulates the following areas; business opportunities, dance studios, game promotions/sweepstakes, health studios, intrastate movers, motor vehicle repair shops, pawn shops, professional surveyors and mappers, sellers of travel, solicitation of charitable contributions, telemarketing, Florida's Do Not Call program, and the motor vehicle Lemon Law. The service also responds to inquiries on a multitude of subjects that are not regulated, such as landlord/tenant issues, buying clubs, and retail store regulations. The strategic service processes all consumer complaints filed with the Division of Consumer Services. The complaints are received on-line and via mail, and deal with a variety of subjects. The service attempts to resolve disputes through informal mediation, and the complaints are reviewed for compliance with applicable laws.

The automated integrated systems are used to facilitate regulatory compliance with the acceptance of paper and electronic forms to renew and submit material change for existing licensees, and allow the submittal for a new licensee. Additionally, inputs to case management accepts consumer complaints and enforcement of compliance issues through investigative processes including administrative complaint filing. Customer Service to business and general public is delivered through web and telephonic services.

1.2. Who is the service provider? (*Indicate all that apply*)

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? (*Indicate all that apply*)

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Consumer Protection Service

1.4. Please identify the number of users of this service. 2,000,000

1.5. How many locations currently host this service? 1

1.6. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) Unknown

1.7. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

1.7.1. If yes, what must happen for your agency to use another IT service provider?

1.7.2. If not, why does your agency need to maintain the current provider for this IT service?

Most of the applications comprising this Strategic IT Service are integrated with each other and are also integrated with program area systems in order to minimize data input, maximize data quality, and improve efficiency in the Department. The Department needs to maintain these systems in order to quickly respond to the needs of the Department.

2. IT Service Levels Required to Support Business Functions

2.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Criticality and maximum allowable downtime has been determined for each application.

2.2. Timing and Service Delivery Requirements

2.2.1. Hours/Days that service is required (e.g., 0700-1800 M-F, 24/7) for:

2.2.1.1. User-facing components of this IT service (online) 24/7

2.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

2.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (e.g., 15 min, 30 min, 60 min)? 30 min

2.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

The mission critical applications are used throughout the program area and the Department. Many of the systems are integrated with program area systems and unavailability would have a negative impact on the program area functionality and its ability to perform its duties and responsibilities.

2.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (include any applicable constitutional, statutory, or rule requirements)

Integration between Department level applications and integration with program area systems is required.

2.2.4. What are security requirements for this IT service? (Indicate all that apply)

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Consumer Protection Service

- User ID/Password
- Access through internal network only
- Other _____
- Access through Internet or external network
- Access through Internet with secure encryption

2.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes No

2.2.5.1. If yes, please specify and describe:

Some databases may contain information which is confidential by law (Section 119.07, Florida Statutes) and the following identified policies and procedures contained in the Department's Supervisory Manual reflect the restrictions that are applicable: Administrative Policies and Procedures No. 8-2 (Control of Computers and Information Resources); No. 8-3 (Physical Security and Access to Data Processing Facilities); No. 8-4 (Logical and Data Access Controls); No. 8-5 (Data and System Integrity); No. 8-6 (Network Security); No.8-8 (Personnel Security and Security Awareness); and No. 8-11 (Security and Control of Microcomputers).

3. User/customer satisfaction

3.1. Are service level metrics reported to business stakeholders or agency management

- Yes No

3.1.1. If yes, briefly describe the frequency of reports and how they are provided:

3.2. Are currently defined IT service levels adequate to support the business needs?

- Yes No

3.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

3.2.2. List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

4. Additional Information

4.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

This service is funded entirely through General Revenue funds and Department Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

4.2. Other comments

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Standards and Petroleum Quality Inspection Service

Dept/Agency: **Department of Agriculture and Consumer Services**
 Submitted by: **Jeff Griffin, Chief Information Officer**
 Phone: **(850) 617-7005**
 Date submitted: **October 15, 2010**

Standards and Petroleum Quality Inspection Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify major commercial hardware/software that are included (in whole or part) in this IT Service:			
1	Sun Enterprise T5220 Server	5	
2	Oracle Relational Data Base Management System	6	
3		7	
4		8	

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Standards and Petroleum Quality Inspection Service has diverse regulatory responsibilities that assure consumer protection and safety for the citizens of Florida. In particular, the service provides regulatory oversight for transactions involving weighing and measuring devices, package testing, and price verification equipment. This service also provides for the quality, quantity, and pricing of petroleum products, for safe distribution and storage of Liquefied Petroleum (LP) Gas, and the inspection and permitting of amusement rides.

The integrated systems are used to capture, store, and provide retrieval of electronic records of petroleum, liquefied petroleum, fair ride and weighing/measuring inspections as well as backup generator equipment, weighing and measuring device and consumer complaint data. Additionally these systems conduct on-line issuance transactions for liquefied petroleum (LP) gas training classes, LP gas examinations and LP gas license renewals on a web based application. This web based application also provides information and forms necessary for the licensing, permitting and registration of antifreeze, brake fluid, fair rides, gas appliances, LP gas products, petroleum products, propane and weighing and measuring devices.

1.2. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public

1.4. Please identify the number of users of this service.

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IT Service Requirements Worksheet: Standards and Petroleum Quality Inspection Service

1.5. How many locations currently host this service? 1

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(*Identical, Very Similar, No*) Unknown

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

The majority of the applications comprising this strategic IT services are integrated with each other and are also integrated with program area systems in order to minimize manual data input efforts, maximize data quality, and improve efficiency in the Division and the Department. The Department needs to maintain these systems in order to quickly respond to the needs of the Department and the public.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Criticality and maximum allowable downtime has been determined for this strategic IT service.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0700-1800 M-F, 24/7*) for:

3.2.1.1. User-facing components of this IT service (online) 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 15 min, 30 min, 60 min*)? 30 min.

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

The strategic IT service is utilized throughout the Division and if it is unavailable employees would not be able to conduct inspections of the petroleum distribution system and analyze samples of petroleum products; perform permitting, inspections and tests on weighing and measuring devices, including retail scales, prescription balances, livestock scales, truck scales and taximeters; inspect and permit fair rides; and regulate LP gas usage, storage, distribution, and transportation from the time the product enters the state until it reaches its final point of consumption.

3.2.3. Are there any agency-unique service requirements? Yes No

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Standards and Petroleum Quality Inspection Service

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Integration between Department level applications and integration with program area systems is required. Section 570.46, Florida Statutes; Chapter 5F-1, Florida Administrative Code (F.A.C.); Chapter 5F-2, F.A.C.; Chapter 5F-3, F.A.C.; Chapter 5F-4, F.A.C.; Chapter 5F-5, F.A.C.; Chapter 5F-6, F.A.C.; Chapter 5F-7, F.A.C.; Chapter 5F-8, F.A.C.; Chapter 5F-10, F.A.C.; Chapter 5F-11, F.A.C.; Chapter 5F-12, F.A.C.; Chapter 5F-13, F.A.C.; Chapter 5F-14, F.A.C.

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password
 Access through Internet or external network
 Access through internal network only
 Access through Internet with secure encryption
 Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes
 No

3.2.5.1. If yes, please specify and describe:

Some databases may contain information which is confidential by law (Section 119.07, Florida Statutes) and the following identified policies and procedures contained in the Department's Supervisory Manual reflect the restrictions that are applicable: Administrative Policies and Procedures No. 8-2 (Control of Computers and Information Resources); No. 8-3 (Physical Security and Access to Data Processing Facilities); No. 8-4 (Logical and Data Access Controls); No. 8-5 (Data and System Integrity); No. 8-6 (Network Security); No.8-8 (Personnel Security and Security Awareness); and No. 8-11 (Security and Control of Microcomputers).

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

- Yes
 No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes
 No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Standards and Petroleum Quality Inspection Service

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

No change to either funding source or funding level is anticipated for FY 2011-12. The funding source for this strategic IT services is the General Inspection Trust Fund (GITF).

5.2. Other comments

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Fruit and Vegetables Inspection and Enforcement Service

Dept/Agency: **Department of Agriculture and Consumer Services**
Submitted by: **Jeff Griffin, Chief Information Officer**
Phone: **(850) 617-7005**
Date submitted: **October 15, 2010**

Fruit and Vegetables Inspection and Enforcement Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify major commercial hardware/software that are included (in whole or part) in this IT Service:			
1	Sun Enterprise T5220 Server	5	Oracle DB-Lite
2	Oracle Relational Data Base Management System	6	Modcomp – Vendor Software Solutions
3	Centos 5.5	7	MSDN Premium - Development
4	Cognos Reporting	8	

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Fruit and Vegetable Inspection and Enforcement Service inspects and certifies all fresh and processed shipments of vegetables, fruits, and nuts, as may be assigned in connection with regulations issued under federal and state marketing orders. The service licenses all citrus dealers and registers all agents of licensed fruit dealers, packing houses, processing plants, and field boxes used in harvesting fruits and vegetables. The service also maintains testing equipment and facilities at processing plants and packing houses, and develops and conducts methods for maturity and load evaluation procedures and equipment.

The integrated systems facilitate the collection of data used to organize, print, or publish information relating to perishable and non-perishable agricultural commodity inspection services. This data includes processor licenses, tomato inspection packing certifications, commodity quality inspections as related to tomatoes, potatoes, avocados, peanuts as well as all fresh and processed citrus and others as requested by domestic and international USDA standards. Systems outputs include inspection reports, stop sale notices, warning letters, licenses, certifications, compliance reports, cannery memorandums, cannery summary, billing, and accounts receivables for license and bond fees, and Citranet Fees. In support of the citrus commodities, these systems also provide published outputs regarding freshness and accuracy movement data, and Brix and Acid seasonal ratio status data to on-line sources regarding the citrus as well as other agricultural activities in areas around the state.

1.2. Who is the service provider? (*Indicate all that apply*)

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? (*Indicate all that apply*)

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Fruit and Vegetables Inspection and Enforcement Service

Public

- 1.4. Please identify the number of users of this service. 200-300
- 1.5. How many locations currently host this service? 1

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) No

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Most of the applications comprising this Strategic IT Service are integrated with each other and are also integrated with program area systems in order to minimize data input, maximize data quality, and improve efficiency in the Department. The Department needs to maintain these systems in order to quickly respond to the needs of the Department. Agriculture is a perishable commodity and outages directly impact Florida industries, when information and services are not rendered in a timely fashion.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Criticality and maximum allowable downtime has been determined for each application. Seasonal requirements dictate the necessity and availability for each platform.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required *(e.g., 0700-1800 M-F, 24/7)* for:

3.2.1.1. User-facing components of this IT service (online) 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 15 min, 30 min, 60 min)*? 30 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

The mission critical applications are used throughout the program area and the Department. Many of the systems are integrated with program area systems and unavailability would have a negative impact on the program area functionality and its ability to perform its duties and responsibilities.

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Fruit and Vegetables Inspection and Enforcement Service

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Integration between Department level applications and integration with program area systems is required.

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption
 Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

3.2.5.1. If yes, please specify and describe:

Some databases may contain information which is confidential by law (Section 119.07, Florida Statutes) and the following identified policies and procedures contained in the Department's Supervisory Manual reflect the restrictions that are applicable: Administrative Policies and Procedures No. 8-2 (Control of Computers and Information Resources); No. 8-3 (Physical Security and Access to Data Processing Facilities); No. 8-4 (Logical and Data Access Controls); No. 8-5 (Data and System Integrity); No. 8-6 (Network Security); No.8-8 (Personnel Security and Security Awareness); and No. 8-11 (Security and Control of Microcomputers).

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Fruit and Vegetables Inspection and Enforcement Service

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

This service is funded entirely through general inspection trust funds and Citrus Trust Fund. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Other comments

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agricultural Products Marketing Service

Dept/Agency: **Department of Agriculture and Consumer Services**
 Submitted by: **Jeff Griffin, Chief Information Officer**
 Phone: **(850) 617-7005**
 Date submitted: **October 15, 2010**

Agricultural Products Marketing Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify major commercial hardware/software that are included (in whole or part) in this IT Service:		
1	Sun Enterprise T5220 Server	5
2	Oracle Relational Data Base Management System	6
3		7
4		8

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Agricultural Products Marketing Service stimulates, encourages, and fosters the production and consumption of Florida-grown and produced agricultural products. This is accomplished by conducting activities that create a better understanding of products and markets, and more efficient cooperation among producers, buyers, food editors, and the consuming public. The service is also charged with operating the State Farmers Market system of thirteen (13) markets.

The Strategic IT service provides Florida agribusinesses, producers, retailers, ranchers, farmers, USDA food recipients and consumers marketing assistance through IT systems. These systems manage information for Florida Agricultural Promotional Campaign (FAPC) marketing clients, farmer's market lease statistics, county fair information, commodity tracking and licensed agricultural dealers. Portions of this information is available on-line to end users who desire to search for various agricultural commodities, licensed dealers, commodity allocations, fair schedules and other information. Marketing assistance can also be obtained through these web applications. Even though not all Agricultural Products Marketing IT information is on-line to the public, information may be available by contacting the Division of Marketing and Development.

1.2. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public

1.4. Please identify the number of users of this service. 150

1.5. How many locations currently host this service? 1

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) Unknown

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Most of the applications comprising this Strategic IT Service are integrated with each other and are also integrated with program area systems in order to minimize data input, maximize data quality, and improve efficiency in the Department. The Department needs to maintain these systems in order to quickly respond to the needs of the Department.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Criticality and maximum allowable downtime has been determined for each application.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required *(e.g., 0700-1800 M-F, 24/7)* for:

3.2.1.1. User-facing components of this IT service (online) 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 15 min, 30 min, 60 min)*? 30 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

The mission critical applications are used throughout the program area and the Department. Many of the systems are integrated with program area systems and unavailability would have a negative impact on the program area functionality and its ability to perform its duties and responsibilities.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Integration between Department level applications and integration with program area systems is required.

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password
- Access through Internet or external network

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Agricultural Products Marketing Service

- Access through internal network only
 Other _____

Access through Internet with secure encryption

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes No

3.2.5.1. If yes, please specify and describe:

Some databases may contain information which is confidential by law (Section 119.07, Florida Statutes) and the following identified policies and procedures contained in the Department's Supervisory Manual reflect the restrictions that are applicable: Administrative Policies and Procedures No. 8-2 (Control of Computers and Information Resources); No. 8-3 (Physical Security and Access to Data Processing Facilities); No. 8-4 (Logical and Data Access Controls); No. 8-5 (Data and System Integrity); No. 8-6 (Network Security); No.8-8 (Personnel Security and Security Awareness); and No. 8-11 (Security and Control of Microcomputers).

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

- Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

This service is funded entirely through General Revenue funds and Department Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Other comments

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Aquaculture Coordination Service

Dept/Agency: **Department of Agriculture and Consumer Services**
 Submitted by: **Jeff Griffin, Chief Information Officer**
 Phone: **(850) 617-7005**
 Date submitted: **October 15, 2010**

Aquaculture Coordination Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify major commercial hardware/software that are included (in whole or part) in this IT Service:			
1	Windows 2003 Server	5	
2	Access Relational Database	6	
3		7	
4		8	

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Aquaculture Coordination Service performs the lead role in coordinating and developing aquaculture in the state. This role is accomplished via numerous projects, farmer certification, best management practices in lieu of environmental permits, compliance of the Best Management Practices (BMPs), aquaculture lease management, shellfish safety and inspection, licensing, permitting assistance, and annual production of the Florida aquaculture plan.

The interfaced systems are used to organize, print, or publish information relating to shellfish processing plants, shellfish harvesting licenses, aquaculture leases, aquaculture certifications, water quality data, and shellfish harvesting areas. System outputs include inspection reports, stop sale notices, warning letters, licenses, certifications, compliance reports, ID cards and receipts of payment (certification fees and shellfish harvesting license fee). Additionally these systems provide publishing outputs regarding water quality data and shellfish harvesting status to on-line sources, thus providing information to make decisions regarding the aquaculture activities in areas around the state.

1.2. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public

1.4. Please identify the number of users of this service. 43

1.5. How many locations currently host this service? 1

2. Service Unique to Agency

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Aquaculture Coordination Service

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(*Identical, Very Similar, No*) Yes No

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Yes No

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Most of the applications comprising this Strategic IT Service are integrated with each other and are also integrated with program area systems in order to minimize data input, maximize data quality, and improve efficiency in the Department. The Department needs to maintain these systems in order to quickly respond to the needs of the Department.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Criticality and maximum allowable downtime has been determined for each application.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0700-1800 M-F, 24/7*) for:

3.2.1.1. User-facing components of this IT service (online) Yes No 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 15 min, 30 min, 60 min*)? 30 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Due to the size of the applications and the ease of use, each program area can function independent of the IT service for an extended amount of time.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

3.2.4. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption
 Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Aquaculture Coordination Service

Yes No

3.2.5.1. If yes, please specify and describe:

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

This service is funded entirely through General Revenue funds and Department Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Other comments

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Animal Pest and Disease Control Service

Dept/Agency: **Department of Agriculture and Consumer Services**
 Submitted by: **Jeff Griffin, Chief Information Officer**
 Phone: **(850) 617-7005**
 Date submitted: **October 15, 2010**

Animal Pest and Disease Control Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify major commercial hardware/software that are included (in whole or part) in this IT Service:			
1	Sun Enterprise T5220 Server	5	
2	Oracle Relational Data Base Management System	6	
3		7	
4		8	

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Animal Pest and Disease Control Services serve the animals and citizens of Florida by preventing, controlling, and eradicating certain infectious or communicable diseases of livestock and other domestic animals. In enforcing Florida's animal health regulations, the strategic service focuses on the goals and objectives of protecting the state from animal pests and diseases that threaten economic and public health and providing enhanced value for the quality of life for Florida's citizens, animals, and visitors.

The interfaced systems are used to capture, store, and provide retrieval of electronic records of animal premise inspections, swine garbage feeding facilities, health certificates, herd plans, livestock haulers, reportable animal diseases and laboratory diagnostic records. System outputs include inspection reports, permits, and certifications. Additionally these systems provide outputs regarding laboratory testing results, and animal diseases which may have zoonotic implications, thus providing management information to make decisions regarding the animal industry activities in areas around the state.

1.2. Who is the service provider? (*Indicate all that apply*)

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? (*Indicate all that apply*)

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public

1.4. Please identify the number of users of this service. 150

1.5. How many locations currently host this service? 1

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Animal Pest and Disease Control Service

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) Unknown

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Most of the applications comprising this Strategic IT Service are integrated with each other and are also integrated with program area systems in order to minimize data input, maximize data quality, and improve efficiency in the Department. The Department needs to maintain these systems in order to quickly respond to the needs of the Department.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Criticality and maximum allowable downtime has been determined for each application.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required *(e.g., 0700-1800 M-F, 24/7)* for:

3.2.1.1. User-facing components of this IT service (online) 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 15 min, 30 min, 60 min)*? 30 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

The mission critical applications are used throughout the program area and the Department. Many of the systems are integrated with program area systems and unavailability would have a negative impact on the program area functionality and its ability to perform its duties and responsibilities.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Integration between Department level applications and integration with program area systems is required.

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

User ID/Password Access through Internet or external network

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Animal Pest and Disease Control Service

- Access through internal network only
 Other _____

Access through Internet with secure encryption

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes No

3.2.5.1. If yes, please specify and describe:

Some databases may contain information which is confidential by law (Section 119.07, Florida Statutes) and the following identified policies and procedures contained in the Department's Supervisory Manual reflect the restrictions that are applicable: Administrative Policies and Procedures No. 8-2 (Control of Computers and Information Resources); No. 8-3 (Physical Security and Access to Data Processing Facilities); No. 8-4 (Logical and Data Access Controls); No. 8-5 (Data and System Integrity); No. 8-6 (Network Security); No.8-8 (Personnel Security and Security Awareness); and No. 8-11 (Security and Control of Microcomputers).

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

- Yes No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

This service is funded entirely through General Revenue funds and Department Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Other comments

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Plant Pest and Disease Detection Service

Dept/Agency: **Department of Agriculture and Consumer Services**
Submitted by: **Jeff Griffin, Chief Information Officer**
Phone: **(850) 617-7005**
Date submitted: **October 15, 2010**

Plant Pest and Disease Detection Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Identify major commercial hardware/software that are included (in whole or part) in this IT Service:			
1	Sun Enterprise T5220 Server	5	
2	Oracle Relational Data Base Management System	6	
3		7	
4		8	

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The Plant Pest and Disease Detection Service works to detect, intercept and control plant and honey bee pests and disease that threaten Florida's native and commercially grown plants and agricultural resources. These services are accomplished through (1) inspection of nurseries (production, stock, retail) and apiaries for pests and diseases; (2) enforcement of Florida statutes and departmental rules on movement of plants, plant products, honey bees and beekeeping equipment; (3) routine and special surveys for early detection of plant and apiary pests in commercial, natural and urban environments; (4) registration and pathogen-testing of citrus source trees and nursery stock for absence of plant pests and diseases; (5) development and implementation of pest eradication and control programs (chemical, physical, cultural, biological control) for newly established plant and honey bee pests; (6) administration and participation in the Citrus Health Response Program to reduce impact of exotic citrus diseases and early detection of new diseases; (7) conduct trapping efforts for exotic fruit flies and participates in the Sterile Insect Release Program for fruit flies; (8) diagnose and identify over 300,000 samples annually for exotic plant pests and diseases; (9) conduct field investigations on biology and taxonomy of newly established exotic plant pests; (10) inspect and certify citrus commodities for domestic and foreign markets; (11) conduct special surveys for high-risk exotic plant pests and diseases through the Cooperative Agricultural Pest Survey program, in conjunction with the United States Department of Agriculture (USDA).

The interfaced systems are used to track detection, interception and control as it relates to plant and honey bee pests that threaten Florida's native and commercially grown plants and agricultural resources. Systems outputs include inspection records, stop sales notices, warning letters, certificates, compliance agreements, receipts of payment, diagnosis results, export certificates, numerous maps, budwood cutting reports, research studies and various management reports.

1.2. Who is the service provider? (*Indicate all that apply*)

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? (*Indicate all that apply*)

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Plant Pest and Disease Detection Service

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public

- 1.4. Please identify the number of users of this service. 250
- 1.5. How many locations currently host this service? 1

2. Service Unique to Agency

- 2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) No
- 2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?
 Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Most of the applications comprising this Strategic IT Service are integrated with each other and are also integrated with program area systems in order to minimize data input, maximize data quality, and improve efficiency in the Department. The Department needs to maintain these systems in order to quickly respond to the needs of the Department, USDA and requirements of citrus industry.

3. IT Service Levels Required to Support Business Functions

- 3.1. Has the agency specified the service level requirements for this IT Service?
- Yes; formal Service Level Agreement(s)
 - Yes; informal agreement(s)
 - No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Criticality and maximum allowable downtime has been determined for each application.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required *(e.g., 0700-1800 M-F, 24/7)* for:

3.2.1.1. User-facing components of this IT service (online) 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 15 min, 30 min, 60 min)*? 30 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

The mission critical applications are used throughout the program area, the Department and USDA-APHIS. Many of the systems are integrated with program area systems and unavailability would

FY 2011-12 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Plant Pest and Disease Detection Service

have a negative impact on the program area functionality and its ability to perform its duties and responsibilities.

- 3.2.3. Are there any agency-unique service requirements? Yes No
 If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Integration between Department level applications and integration with program area systems is required.

- 3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*
- User ID/Password
 - Access through internal network only
 - Other _____
 - Access through Internet or external network
 - Access through Internet with secure encryption

- 3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?
 Yes No

3.2.5.1. If yes, please specify and describe:

Some databases may contain information which is confidential by law (Section 119.07, Florida Statutes) and the following identified policies and procedures contained in the Department's Supervisory Manual reflect the restrictions that are applicable: Administrative Policies and Procedures No. 8-2 (Control of Computers and Information Resources); No. 8-3 (Physical Security and Access to Data Processing Facilities); No. 8-4 (Logical and Data Access Controls); No. 8-5 (Data and System Integrity); No. 8-6 (Network Security); No.8-8 (Personnel Security and Security Awareness); and No. 8-11 (Security and Control of Microcomputers).

4. User/customer satisfaction

- 4.1. Are service level metrics reported to business stakeholders or agency management

Yes No

- 4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

- 4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

- 4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

- 4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2011-12. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

This service is funded entirely through General Revenue funds, Department and Federal Grant Trust Funds. No change to either funding source or funding level is anticipated for FY 2011-12.

5.2. Other comments

Listing of Agency IT Systems

FY 2011-12 Schedule IV-C
Worksheet SC-1

Dept/Agency: Florida Department of Agriculture and Consumer Services
 Prepared by: Jeff Griffin
 Phone: (850) 617-7005
 Date Completed: October 15, 2010

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
1	Aerial Operations Database	This database tracks aircraft registrations for the spraying of pesticides, application of fertilizer and seed. The location of the aircraft is also tracked.	Agricultural Environmental Services	Activities governed by Section 487.051, Florida Statutes, and Section 5E-9.036, Florida Administrative Code.
2	Agricultural Environmental Services Laboratory Information Management System (LIMS)	This Laboratory Information Management System (LIMS) (Perkin-Elmer) will be used by the entire Division of Agricultural Environmental Services for tracking and reporting laboratory samples and analysis results. Currently the Pesticide Laboratory is using the system in production. This system will also include a regulatory desktop module and a web LIMS for the inspectors to be able to submit samples.	Agricultural Environmental Services	42216 - LABWORKS
3	Agricultural Environmental Services Suntrack System	This system consists of two modules for tracking licensing of pesticide applicators and dealers and commercial and household pest control operators and the use of restricted use pesticides (RUP).	Agricultural Environmental Services	42210 – SUNTRACK Activities governed by Section 482.071, Florida Statutes, for pest control applications; Chapter 388, Florida Statutes for public health applications; Section 487.012, Florida Statutes, for all other restricted use pesticide

Listing of Agency IT Systems

FY 2011-12 Schedule IV-C
Worksheet SC-1

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
				applications; and Section 487.048, Florida Statutes for restricted use pesticide dealers.
4	Electronic Fumigation Notice Submission System	This system is a web based electronic data collection and retrieval application within the Bureau of Entomology and Pest Control's existing web site that allows the fumigation industry to submit their notice of fumigation data on-line and allows pest control field inspectors the ability to search and retrieve on-line all submitted fumigation notices.	Agricultural Environmental Services	42242 – FUMIGATION Activities governed by Section 482.051, Florida Statutes, and Section 5E-14.110, Florida Administrative Code. Per Section 482.051, Florida Statutes, and Section 5E-14.110, Florida Administrative Code, all licensees performing a general fumigation must submit to their local field inspector a completed notice of fumigation at least 24 hours in advance of the fumigation period.
5	Enterprise Imaging System (EIS) – Agricultural Environmental Services	The Division of Agricultural Environmental Services (AES) currently has two Bureaus using EIS for imaging: the Bureau of Entomology and Pest Control and the Bureau of Compliance Monitoring. These two Bureaus have two business areas that are very similar and need to be able to share documents as one is the licensing and registration of pesticide applicators and the other is the inspection and enforcement	Agricultural Environmental Services	42222 – EIS-AES

Listing of Agency IT Systems

FY 2011-12 Schedule IV-C
Worksheet SC-1

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		actions with the pesticide applicators.		
6	Feed Registration and Laboratory Information Management System	This system tracks the annual registration of feed manufacturers in Florida and results of the testing of feed to ensure that products meet label guarantees.	Agricultural Environmental Services	Activities governed by Chapter 580, Florida Statutes.
7	Fertilizer Registration, Enforcement, Analysis and Laboratory Information Management System	This system tracks fertilizer samples through the Fertilizer Laboratory. It incorporates fertilizer inspection locations of fertilizer registrants/company manufacturing plants, distributors, dealers and consumers. It also contains the licensing and registration information.	Agricultural Environmental Services	Activities governed by Chapter 576, Florida Statutes.
8	Pesticide Applicator Certificate Continuing Education Units	This system is used by training providers to submit training classes for approval to grant the continuing education units (CEU's) to pesticide applicators for recertification credit. External registered users can submit through the Internet.	Agricultural Environmental Services	42212 – CEU Activities governed by Section 487.049, Florida Statutes.
9	Pesticide Use Permitting System (PUPS)	This system provides an on-line process for licensed pesticide applicators to apply for permits to apply Aldicard/Temik pesticides, including mapping of proposed application sites and vulnerable areas, and allows Agricultural Environmental Services' Pesticide Certification employees to approve and issue permits to permit	Agricultural Environmental Services	42211 - Activities governed by Section 5E-2.028, Florida Administrative Code.

Listing of Agency IT Systems

FY 2011-12 Schedule IV-C
Worksheet SC-1

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		applicants.		
10	Registration Tracking System	The Registration Tracking System houses data pertaining to the statutorily mandated registration of all pesticide brands sold or distributed in Florida. The product related data are available on-line to any public, private or regulatory entity interested in determining the Florida registration status of pesticides. The system also allows pesticide companies to complete and certify their registration fee transactions via the E-Commerce System.	Agricultural Environmental Services	42211 – RTS Activities governed by Sections 487.031 and 487.041, Florida Statutes.
11	Seed Registration and Laboratory Information Management System	This system handles the registration of seed dealers, as well as results of tests of samples of seeds for purity, germination, etc.	Agricultural Environmental Services	Activities governed by Chapter 578, Florida Statutes.
12	Daily Activity Report	This system is used for tracking and reporting of field inspectors daily activities for the Bureau of Animal Disease Control. Items tracked include: date and time of specific field activity; hours, miles, location, contact person and notes; program or mandated data specific to the activity. The system also captures additional budget performance measure information to facilitate reporting on the USDA Cooperative Agreements and	Animal Industry	42250 - DAR

Listing of Agency IT Systems

FY 2011-12 Schedule IV-C
Worksheet SC-1

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		reports requested by the Capitol.		
13	Florida Poultry Producer's System	This is a database of the standardized poultry data with forms that allow Animal Industry to maintain the database with new and updated data. It tracks poultry inspections, tests and diseases using a standard data format that can be used for emergency response.	Animal Industry	42252 - POULTRY
14	Garbage Feeders Database	Access database for program permitting of the applications to feed garbage to swine. Once requested, an inspector is dispatched to inspect, application is completed and sent to head quarters for issuance of permit.	Animal Industry	
15	Generic Database (GDB)	This is a USDA maintained database of vaccinations, health certificate information used by the animal industry records section.	Animal Industry	
16	Global Vet Link Electronic Health Certificates	This application is outsourced and hosted by Global Vet Link but is owned by the USDA. It allows veterinarians to create electronic health certificates which are required for the movement of large animals. Approximately 10-20% of the health certificates are issued from this application.	Animal Industry	
17	Master Brand Records Database	This database is used to keep pictures of brands used on livestock.	Animal Industry	

Listing of Agency IT Systems

FY 2011-12 Schedule IV-C
Worksheet SC-1

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
18	Master Cervidae Herd Plan/Permits Database	Access database for herd plan/owner data and permitting.	Animal Industry	
19	Master Equine Extension Database	Access database that stores permit information for extension of health permit for up to six months so horses can be taken out-of-state for extended trips.	Animal Industry	
20	Master Livestock Haulers Database	Database tracks permits issued to livestock haulers.	Animal Industry	
21	Master Swine Herd Plan/Permits Database	Access database for swine herd plan/owner data and permitting.	Animal Industry	
22	Reportable Animal Diseases (RAD) System	This system is used to track local and regionally identified animal diseases. It is used to alert the Florida Department of Health, Division of Environmental Health of those identified issues which may have zoonotic implications.	Animal Industry	42249 - RAD
23	Visual Laboratory (VLAB) System	The Visual Laboratory System records case abstracts on bacteriological, parasitological, pathological, urological, and toxicological examinations on all animals and poultry. Examinations for the various type of disease are performed in two animal disease diagnostic laboratories throughout the state of Florida.	Animal Industry	42251 - VLAB
24	Apalachicola Shellfish Harvesting	This database is used to store and organize each shellfish harvesting	Aquaculture	

Listing of Agency IT Systems

FY 2011-12 Schedule IV-C
Worksheet SC-1

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
	Licenses Database	applicant's name, mailing address, phone number, license status, and fee payment. This database is used once a year in the month of June when licenses are renewed. Fees and invoice numbers are then forwarded to the Bureau of Finance and Accounting.		
25	Aquaculture Certification System	This system is used to store and organize aquaculture farm facility details, certification fees, historical and current certification status and inspection deficiencies for all aquaculture farms within the state.	Aquaculture	
26	Aquaculture Lease Database	This database is used to store and organize aquaculture lease details, lease fees and historical and current lease status on all aquaculture leases within the state.	Aquaculture	
27	Shellfish Harvesting Status Daily Web Update System	The system distributes current water information to insurance companies, lease holders and shellfish harvesters. The environmental scientists in the field post openings and closures of shellfish harvesting areas. The shellfish harvesting areas are located in Panama City, Murdock, Palm Bay, Cedar Key and Apalachicola.	Aquaculture	
28	Shellfish Shippers Database	This database stores and organizes shellfish shippers facility details, historical and current certification	Aquaculture	

Listing of Agency IT Systems

FY 2011-12 Schedule IV-C
Worksheet SC-1

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		status and inspection deficiencies for all shellfish shippers within the state.		
29	Water Quality Data Sonde Web Project System	This system provides real-time water quality data to insurance companies and lease holders on the Internet. Water quality data instruments collect data on aquaculture lease areas in data loggers that transmit the data to a server where it is then read by a web publishing package that converts the data to graphs and tables easily read from the web site.	Aquaculture	
30	Consumer Services Imaging System	This front-end electronic document management system is an integral component to support the Division's primary system known as Division of Consumer Services System (DOCS). All hard copy correspondence (applications, complaint forms, estimate & invoice forms, proof of insurance, letters, supporting documentation, etc) received in the mail is scanned, indexed and validated against the DOCS database.	Consumer Services	
31	Consumer Services Register On-Line System	Consumer services has developed an e-commerce module which executes the business presentation layer to the customer (public) and allows customers to conduct	Consumer Services	42218 - CSTRACK

Listing of Agency IT Systems

FY 2011-12 Schedule IV-C
Worksheet SC-1

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		business on-line with the Department specific to the Division of Consumer Services. Customers are able to complete applications (new and renewal) and submit material changes on-line. Commercial Telemarketing Seller, Commercial Telemarketing Salesperson, and Travel Independent Agents licenses are operational.		
32	Division of Consumer Services System (DOCS)	This is the primary system the Division of Consumer Services relies on to process its data and make business decisions. The Division processes its data across three Bureaus which have tight interaction with each other and share data in the system. DOCS consist of five business modules: Compliance, Mediation and Enforcement. Call Center, Do Not Call Program and Lemon Law.	Consumer Services	42218 – CSTRACK
33	Regulatory Information Management System (RIMS)	This system tracks the following: dairy hauling (hauler), dairy inspections, farm and frozen dessert permitting. It also tracks all laboratory samples (product and water samples) for farms, milk processing plants, frozen dessert plants and single-service container manufacturers (milk containers).	Dairy Industry	
34	Access Laboratory	This system maintains information	Food Safety	

Listing of Agency IT Systems

FY 2011-12 Schedule IV-C
Worksheet SC-1

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
	Information Management System – Chemical Residue Samples	about food samples that are tested for chemical residue by the Chemical Residue Laboratory. The PDP data required for the USDA Federal Pesticide Data Program has been merged into this access database.		
35	Control Charting System	This is commercially licensed software in use in the food laboratory for graphing the analytical results of control samples. The data is generated by laboratory instruments or from laboratory test results and processed by this system.	Food Safety	
36	Electronic Inspection System (Mobile Lite)	The system provides for the collection and data capture on the mobile client consisting of information obtained during visits to food establishments and the transfer of the data to an enterprise data base (Food Safety System) for analysis by management.	Food Safety	42227 – FOOD
37	Federal Contract Database	This database maintains records about inspections by federal and state food inspectors for the food and drug administration program.	Food Safety	
38	Food Laboratory Barcode Sample Tracking System	This system improves collection sample custody information during laboratory analyses and supports the Food Laboratory's goal of ISO accreditation through improvements on the chain of	Food Safety	

Listing of Agency IT Systems

FY 2011-12 Schedule IV-C
Worksheet SC-1

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		custody of food samples. The system assists in improved quality and quantity of information available during litigation.		
39	Food Laboratory Information Management System	This system is the repository for data and analyses of food samples which have been collected in the state of Florida and examined for microbiological and chemical contamination and adherence to the Florida Statutes.	Food Safety	
40	Food Safety System	This system maintains information about food permits, inspections, administrative actions for food establishments, and consumer complaints/requests for service to food establishments.	Food Safety	42227 – FOOD
41	Training and Standardization Database	This database maintains food safety related training records and inspector standardization records for all field personnel in the Bureau of Food and Meat Inspection.	Food Safety	
42	Complex Incident Management Course (CIMCA) System	This system is a web based application process for the CIMC course and it provides students, agency reps and observers the ability to submit and review applications on-line. Applications are shared with the CIMC steering committee.	Forestry	42230 – CIMCA
43	Compliance Suite	This is a Commercial Off-The-Shelf (COTS) software package from Essential Software Services to	Forestry	

Listing of Agency IT Systems

FY 2011-12 Schedule IV-C
Worksheet SC-1

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		support Safety & Worker's Compensation compliance tracking.		
44	Cooperative Equipment Leasing	This is a system used to maintain an inventory of state and federally acquired fire equipment on lease to various agencies throughout the state.	Forestry	
45	Florida Fire Management Information System	This system is used for issuing and tracking open burn authorizations, tracking incidents (wildfires), dispatching emergency crews, tracking law enforcement activities related to open burning violations, fire reporting and tracking suppression billing for the Division of Forestry. It includes modules for weather data collection, fire weather reporting, weather data exports, wildfire risk assessment, internet Smoke Screening Tool, and fire mapping (browsers) for the web.	Forestry	42238 - FMIS
46	Forest Management Timber Sales System	This system manages all aspects of the sales contract process for timber stand bid packages, including correspondence, sales agreements and revenue posting.	Forestry	42236 - FMSALES
47	Forestry Best Management Practices Survey System	This system is used every two years to store the data collected from a survey for the Florida Silviculture Best Management Practices Program (BMP). This statewide program is directed at	Forestry	42240 – BMP

Listing of Agency IT Systems

FY 2011-12 Schedule IV-C
Worksheet SC-1

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		controlling nonpoint source (NPS) pollution associated with forestry operations, through the use of BMPs under delegation by the Florida Department of Environmental Protection's State Water Quality Program.		
48	Forestry GIS Spatial Data	Spatial data maintained by the Division of Forestry for mapping purposes.	Forestry	42228 - SDE
49	Forestry Rare Plants Tracking System	This application is used by the Bureau of Forest Management to track a variety of information about rare plants in Florida. Included in the database are the types of research funded, duration and reports of study projects performed, sources of funding and other aspects of the biology support for rare plant conservation.	Forestry	42231 - RARE
50	Forestry Services Vendor Database	This database makes available Florida forestry consultant data on the Division Internet web site. The public can query the database to find consultants in a specific county providing specific services. There are approximately 1,000 private companies and data includes names, phone numbers, county, web addresses, mailing addresses and a comments section.	Forestry	42241 - FSVD
51	Mitigation Access Database	Microsoft Access database and application used by the mitigation	Forestry	

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#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		specialists to track mitigation work accomplished (i.e., fuel reduction work) for funding purposes.		
52	Time Allocation and Accomplishments Reporting System	Division of Forestry employee time allocation system. Database stores information by employee by pay period. Reports are produced to meet various state reporting requirements. Also includes a module for the Bureau of Forest Management, Cooperative Forestry Assistance Section to record and manage information concerning their programs.	Forestry	42235 – TAARS
53	Tree Seedlings System	The Bureau of Forest Management grows approximately 70 million bare root tree seedlings annually which contribute largely to the reforestation needs of Florida. These seedlings are sold to Florida landowners at a nominal cost and are provided free of charge to landowners that participate in the Agriculture Conservation Program or the Forest Incentive Program.	Forestry	42233 - TREES
54	Volunteer Tracking System	This system provides a web based mechanism to input and retrieve vital Division of Forestry (DOF) volunteer information. The system stores information such as volunteer name, type, activity, hours, beneficiary (DOF unit), and associated project or grant	Forestry	42239 - VOLT

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#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		information.		
55	Warehousing Inventory System	Intranet-based warehouse inventory tracking system that allows district maintenance shops to track inventory data and allow for central reporting.	Forestry	42229 – FLEET/WARES
56	Wild Land Fire Risk Assessment on the Web	This map service allows the user to view the following map layers 1. Fuels; 2. LOC- levels of concern; 3. WFSI - wild land fire susceptibility index; and 4. FOA - fire occurrence areas. This map service allows planners, land managers, emergency response personnel, as well as staff from other county/state/ federal agencies to more accurately assess the potential risk from wildfire for any area in Florida.	Forestry	
57	Brix Acid Unit System / Citranet	Brix acid units are installed at 28 canneries throughout the state. These units check for Brix (sugar) and acid content in fruit that is brought in for processing. The units are also used to determine the juice content in citrus samples. There is a web site that displays Brix acid unit data collected by the Brix acid unit application, and displays it for the citrus suppliers.	Fruit and Vegetables	42246 – CITRANET/BAU
58	Electronic Quality Inspection Process System	This system provides the Division of Fruit and Vegetables the capability to collect peanut	Fruit and Vegetables	

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#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		sampling data from buying points, approximately 20, located around the state. Data collected provides a record of inspections services provided to the industry as well as the timely and accurate billing information required by the state fiscal Department.		
59	Freshnet System	Internet web site that receives nightly uploads of manifest data from packing houses. No data is available for viewing on this web site.	Fruit and Vegetables	42247 - FRESHNET
60	Fruit and Vegetable System	This is the Division Fruit and Vegetables main application. It currently consists of twelve modules including: vegetable billing, citrus billing, license and bond, and accounts receivable.	Fruit and Vegetables	42245 – FAVR
61	Electronic Document Management System	This system handles all of the document management for the Division including the legal process, license issuance process, regulation and investigation process.	Licensing	
62	Licensing Reflections System	This system stores all the licensing data, including administrative actions, license issuance, and regulation/investigation.	Licensing	
63	County Fair Database	This database tracks every County Fair in the State, and associated information such as dates of operation, prize monies for Future Farmers of America projects, etc.	Marketing and Development	

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#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
64	Enterprise Imaging System (EIS) – Marketing	The Bureau of Food Distribution utilizes the Enterprise Imaging System to maintain records regarding the ordering and processing of USDA commodities distributed in the State to recipient agencies (RA's). These RA's include all 67 county school systems, private schools, correctional institutions and emergency feeding agencies throughout the state. The Bureau also maintains records of agreements, audits, reviews, technical assistance, contracts, payments, and other services provided to the recipient agencies. Some records must be maintained permanently.	Marketing and Development	42226
65	Florida Agriculture Client Tracking System	This system is used by the Division of Marketing and Development for managing clients, some of which are participants in the Florida Agricultural Promotional Campaign (FAPC). Currently, the Bureau of Development and Information and the Bureau of Seafood and Aquaculture Marketing are utilizing this system.	Marketing and Development	42255 – FACTS
66	Fresh from Florida Kids System	This system tracks participants in the Fresh from Florida Kids program which is in conjunction with the Healthy Start Coalition. The Division will be tracking the	Marketing and Development	42256 - FFFK

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#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		progress of the eating habits of the participants for 3 years. The users of the system are 5 Division personnel and 5 external users from the Healthy Start Coalition offices.		
67	License and Bond System	The administration of the Agricultural License and Bond Law requires the licensing and bonding of dealers in agricultural products. All dealers in Florida agricultural products, their products, bonding company, amount of bond, licensing fee and company data are recorded in this system. Licenses and renewal letters are generated automatically and reports are available to list all dealers of a particular agricultural product.	Marketing and Development	42213 – LBL
68	Tenant and Lease Database	The database tracks State Farmer's Market tenants at the thirteen (13) market sites, as well as the square footage of space each tenant occupies (for parking, platform, freezers, etc.).	Marketing and Development	
69	Citrus Budwood Database	These Access database(s) are a collection of interconnected databases controlling scion grove and foundation grove tree identification, testing and movement.	Plant Industry	
70	Enterprise Imaging System – Plant	The Division of Plant Industry currently has four applications in	Plant Industry	42224 – EIS-DPI

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#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
	Industry	<p>production in the Enterprise Imaging System: EIS - Citrus Budwood Cutting Report, EIS – Office of Agriculture Law Enforcement, EIS - Phytocert and EIS - Citrus Health Response Plan (CHRP) documents. 1) EIS – Citrus Budwood Cutting Report documents – Citrus Budwood cutting certificates are documents for frequent retrieval from various locations and verification of reported data. 2) EIS – Office of Agricultural Law Enforcement (OALE) scanned plant and apiary product passing reports and violations for conducting inspections or regulatory actions and to research product movement into/out of FL for inspectors. 3) EIS - Phytosanitary Certificate documents are scanned to track accountability of certificates issued to reconcile fees billed and invoiced for special inspections. 4) EIS - CHRP documents – legal documents related to residential or commercial citrus eradication, legal notices, tree payment reimbursement, any court documents (subpoena, stays, etc.) and/or correspondence between FDACS and entities. These documents support the Departments activities and are</p>		

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#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		referenced statewide.		
71	Nematology Program System	This Access database system is used to retain the data of the results of soil, root and foliage samples sent to the Division by inspectors or Florida residents with plant problems suspected to be caused by nematodes. A report is produced with the results of the samples and is forwarded to the inspectors. Also, inspectors will then use nematode identification reports to certify a nursery and/or plant shipment for national and international export. This system is also used to retain historical information to include new finds of nematodes in Florida, and for the possibility of future litigation. This system is planned to be migrated into the Oracle PPST database system.	Plant Industry	
72	Pest Incident Control System (PICS)	The Oracle database supports the efforts of the Department in finding and previous eradication of Asian Citrus Canker in residential and commercial properties in Florida. It is a geographic information system application that allows reporting, scheduling, tracking, and recording data for citrus diseases such as citrus canker, <i>Xanthomonas axonopodis</i> pv. <i>citri</i> (Xac), for residential and commercial	Plant Industry	42265 – PICS

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#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		<p>properties. PICS records all data associated with survey, pathology, regulatory, compliance agreements, inspection and control information. PICS allow multiple end users through out Florida and within United States Department of Agriculture (USDA) to access required information.</p>		
73	Plant Inspection Trust Revenue System (PITR)	<p>This Oracle database system tracks services and correspondence (compliance) delivered by the Bureau of Plant and Apiary Inspection to nurseries, stock dealers, home owners, bee keepers and protocol. In addition to tracking inspections, the system tracks certificates and receipts for funds. The system generates invoices, "age" invoices where appropriate, and allows for posting, allocation, reconciliation of funds received, and tracks revenue collected for the Division of Plant Industry. This system also tracks imported fire ant activities (certifications and inspections), Apiary registration and certification, nematode compliance and certification, Boll Weevil Eradication Program and the Caribbean Fruit Fly Program. The system allows for tracking inspector hours, activities and mileage in carrying out job</p>	Plant Industry	42275 - PITR

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#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		duties.		
74	Plant Pathology Specimen Tracking System (PPST)	This Oracle database system tracks samples submitted to the Plant Pathology Section of the Bureau of Entomology, Nematology, and Plant Pathology for diagnosis. Diagnoses as to the plant pathogen(s) and/or the host plant(s) are captured with documents being generated to report findings to management, inspectors, businesses and the public.	Plant Industry	42262 – PPST
75	Sample and Specimen Collection System	This Access database for the Entomology system tracks collected samples and identifications of plant and insect names as well as point of origin of specimens. This system is planned to be migrated into the Oracle PPST database system.	Plant Industry	
76	Bureau of Petroleum Inspection – Information Management System	All petroleum dispensers located at retail service stations, bulk plants and terminals are inspected periodically to assure compliance to state performance standards. This system allows the Division to monitor all inspections. In addition to having permanent records of inspections, Bureau supervisors use test summary and statistical output reports to plan workloads, measure regulatory effectiveness and determine future inspection priorities. This system tracks	Standards	

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#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		inspections performed at high volume, wholesale petroleum facilities.		
77	Fair Rides Database	This database tracks the Bureau of Fair Rides inspections of fair rides in the state.	Standards	
78	Generator Inspection System	This system allows the Division to maintain the inspection data and track the compliance of petroleum stations to have functioning backup electric generation equipment and wiring which was mandated in 2007. Data from the Bureau of Petroleum Inspection – Laboratory Information Management System Access system was used to initially populate the Oracle RDBMS tables for PETRO.	Standards	42272 – PETRO
79	Liquefied Petroleum Gas System	This system tracks LP Gas field inspections and license renewals and associated revenue. The LP Gas System also includes the qualifier's information on courses and training they have received. The course information and location will also be included in LP Gas schema. LP Gas is part of the E-Commerce System which allows the LP GAS companies to do license renewals, register for classes and register for exams via the Internet.	Standards	42271 – LPGAS
80	Weights and Measures Complaint	An internally used Division system for entering and tracking consumer	Standards	

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#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
	Tracking System	complaints pertaining to the functions of the Bureau of Weights and Measures.		
81	Weights and Measures Permitting System	This system is used by the Bureau of Weights and Measures to permit the location of more than 60,000 commercial weighing and measuring devices in the State, including scales, tanks, flow meters, moisture meters, and taximeters. It is also used to track the collection of fees involved in the permitting process. Data is uploaded to Oracle nightly from the WINWAM system which tracks the inspections of all weighing and measuring devices.	Standards	42273 - WAM
82	WINWAM System	This system tracks all weighing and measuring devices, package testing and price verification. This includes any commercial entity that has a scale or sells items with a specified weight, count, portion or volume, or any item with a Universal Product Code (UPC).	Standards	
83	ACISS Case Management System	Commercial off the shelf system (COTS) which tracks case management for investigators and uniformed operations, creates chain of custody for property and evidence, and provides detailed management reports.	Office of Agricultural Law Enforcement	
84	Bill of Lading	This scanning system is a joint	Office of Agricultural Law	42208 – AGLAW

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#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
	System	agency application which images bills of lading and supporting documents for non-agricultural products, and then transfers the data and images to the Department of Revenue each night. Bills are cross-referenced with DOR information to determine any use taxes which require collection.	Enforcement	
85	Commerce Transport Imaging System (CTIS)	The CTIS system is used to collect data and document images on bills of lading for agricultural products at the inspection stations. That information is then indexed and transferred to the Division which regulates those products. Divisions currently receiving documents from the inspection stations are Division of Plant Industry, Animal Industry, Agriculture Environmental Services, and Aquaculture.	Office of Agricultural Law Enforcement	42225 – EIS-CTIS
86	Commercial Vehicle Information System	This is a system that is hosted by Prepass, which allows trucks to bypass the inspection stations. Trucks which verify they will never carry agricultural products are preapproved by Department of Agriculture and Consumer Services and the Department of Revenue to bypass the agricultural inspections stations as long as their records show they're in compliance.	Office of Agricultural Law Enforcement	
87	Enterprise Imaging	The Agricultural Law Enforcement	Office of Agricultural Law	42223 – EIS-AGLAW

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#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
	System – Agricultural Law Enforcement	(AgLaw) imaging system allows for better access to forms, memos, policy and procedures, BOLOs (Be On The Lookout), and alerts that must be accessible to field officers. It utilizes Optical Character Recognition (OCR) tools to provide searches for key words in documents, and uses the Enterprise Imaging System (EIS) software for the system user interface.	Enforcement	
88	Field Training Program	This system is used to track the training of AgLaw field personnel and is used by field training officers across the state as well as Tallahassee employees. Data interfaces with the Skills Manager System.	Office of Agricultural Law Enforcement	
89	K9 Activity Tracking System	This is a commercial-off-the-shelf (COTS) access database software package utilized to track canine training and medical records for the canine unit along with associated costs and deployment records.	Office of Agricultural Law Enforcement	
90	Skills Manager System	This is a commercial-off-the-shelf (COTS) access application used to track employees, training, and sensitive inventory assigned to Office of Agricultural Law Enforcement employees.	Office of Agricultural Law Enforcement	
91	Tag and Container Recognition System	License Plate Recognition utilizes cameras installed at the inspection stations to capture license plate	Office of Agricultural Law Enforcement	42284 – AGLAW-CAMERA

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#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		<p>numbers of vehicles passing through the inspection stations, as well as Shipping Container numbers. It then converts tag information to an optical character recognition format for comparison to the records contained in the Florida Crime Information Center (FCIC)/National Crime Information Center (NCIC) systems. If a matching number is found in the FCIC or the NCIC systems, an alert will be generated to notify the on-duty officer that the vehicle should be pulled over for further inspection. The driver's picture or a picture of the side of the truck is also captured and every violation downloaded to a centralized database. The system provides real-time information regarding domestic security issues, possible terrorism threats, equipment theft, as well as BOLOs (Be On The Lookout), and alerts on other violations and issues.</p>		
92	Best Management Practices Tracking System	<p>This web based system is used for recording and tracking information about the Notices of Intent to implement BMPs, submitted by agricultural producers throughout the state. The information is used by Department staff to document participation in BMP programs,</p>	Office of Agricultural Water Policy Coordination	42215 – BMPTS

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#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		conduct follow-up surveys and site visits, and provide data for state and regional water quality planning and implementation efforts. This information is also the basis for two of OAWP's performance-based budgeting measures.		
93	Journal of Assists Application System	This web based system is used for recording and tracking information about the water policy assists that the staff provides to agricultural producers, the public, and federal, state, regional, and local partners.	Office of Agricultural Water Policy Coordination	
94	Mobile Irrigation Laboratory Database	This web based system tracks the implementation of Mobile Irrigation Laboratory (MIL) services provided to agricultural producers by contracted MIL teams. The data is used to track the performance measure for number of gallons of water potentially conserved annually through improved irrigation management.	Office of Agricultural Water Policy Coordination	
95	OAWP Contract Management System (CMS2005)	This web based system is used for recording and tracking OAWP contracts, invoice payments, and other financial information. It is used extensively by OAWP staff to manage and reconcile contract expenditures.	Office of Agricultural Water Policy Coordination	
96	OAWP Internet Web site	This web based system is used for disseminating information to agricultural interests and the public	Office of Agricultural Water Policy Coordination	

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#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
		about agricultural water quality and quantity Best Management Practices (BMPs) and Mobile Irrigation Laboratories. The web site contains links to BMP manuals, forms for enrollment, maps of program coverage, and other user-friendly materials, as well as contact information to obtain assistance.		

(Insert as many rows into table as needed.)

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Dept/Agency: **Florida Department of Agriculture and Consumer Services**
Prepared by: **Jeff Griffin**
Phone: **850-617-7005**
Date Completed: **October 15, 2010**

1. Agricultural Law Enforcement / Interdiction Station Service

The Agricultural Law Enforcement / Interdiction Station Service initiates, investigates and resolves both criminal and civil investigations, as they relate to consumer matters upon which the Department has jurisdiction. Consumer protection issues are increasing as population, demographics and economics trends change. The strategic service protects consumers from potential health risks and unfair and deceptive trade practices, investigates criminal cases that involve consumer fraud, timber theft, citrus theft, wildfire arson, livestock and equipment theft and agricultural crimes. The strategic information technology (IT) services utilized are an enabler of the business functions and regulatory responsibilities. The strategic IT service provides the backbone for the services that are delivered to the Department's customers.

The Agricultural Law Enforcement / Interdiction Station Service is comprised of integrated systems which capture, store and allow for electronic records retrieval and dissemination of information regarding inspections of agricultural products at interdiction stations and statewide criminal investigations of agricultural and consumer related crimes. Additionally this service allows for analysis and conditional trends regarding freight activity passing through inspection stations and statewide criminal activity related to agricultural and consumer crimes, as well as reporting by area and / or region, crime classification, internal bureau activities, etc. This service also links with state and national crime databases to identify additional intelligence information on persons and vehicles of special interest.

The following IT Systems are constituent elements of this Strategic IT Service.

- 1.a. *ACISS Case Management System*** – Commercial off the shelf system (COTS) which tracks case management for investigators and uniformed operations, creates chain of custody for property and evidence, and provides detailed management reports.
- 1.b. *Bill of Lading System*** – This scanning system is a joint agency application which images bills of lading and supporting documents for non-agricultural products, and then transfers the data and images to the Department of Revenue each night. Bills are cross-referenced with DOR information to determine any use taxes which require collection.
- 1.c. *Commerce Transport Imaging System*** – The CTIS system is used to collect data and document images on bills of lading for agricultural

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products at the inspection stations. That information is then indexed and transferred to the Division which regulates those products. Divisions currently receiving documents from the inspection stations are Division of Plant Industry, Animal Industry, Agriculture Environmental Services, and Aquaculture.

- 1.d. Commercial Vehicle Information System** - This is a system that is hosted by Prepass, which allows trucks to bypass the inspection stations. Trucks which verify they will never carry agricultural products are preapproved by Department of Agriculture and Consumer Services and the Department of Revenue to bypass the agricultural inspections stations as long as their records show they're in compliance.
- 1.e. Enterprise Imaging System – Agricultural Law Enforcement** – The Agricultural Law Enforcement (AgLaw) imaging system allows for better access to forms, memos, policy and procedures, BOLOs (Be On The Lookout), and alerts that must be accessible to field officers. It utilizes Optical Character Recognition (OCR) tools to provide searches for key words in documents, and uses the Enterprise Imaging System (EIS) software for the system user interface.
- 1.f. Field Training Program** - This system is used to track the training of AgLaw field personnel and is used by field training officers across the state as well as Tallahassee employees. Data interfaces with the Skills Manager System.
- 1.g. K9 Activity Tracking System** - This is a commercial-off-the-shelf (COTS) access database software package utilized to track canine training and medical records for the canine unit along with associated costs and deployment records.
- 1.h. Skills Manager System** - This is a commercial-off-the-shelf (COTS) access application used to track employees, training, and sensitive inventory assigned to Office of Agricultural Law Enforcement employees.
- 1.i. Tag and Container Recognition System** - License Plate Recognition utilizes cameras installed at the inspection stations to capture license plate numbers of vehicles passing through the inspection stations, as well as Shipping Container numbers. It then converts tag information to an optical character recognition format for comparison to the records contained in the Florida Crime Information Center (FCIC)/National Crime Information Center (NCIC) systems. If a matching number is found in the FCIC or the NCIC systems, an alert will be generated to notify the on-duty officer that the vehicle should be pulled over for further

inspection. The driver's picture or a picture of the side of the truck is also captured and every violation downloaded to a centralized database. The system provides real-time information regarding domestic security issues, possible terrorism threats, equipment theft, as well as BOLOs (Be On The Lookout), and alerts on other violations and issues.

2. Agricultural Water Policy Coordination Service

The Agricultural Water Policy Coordination Service, implemented by the Office of Agricultural Water Policy (OAWP), works directly with agricultural producers, the university system, the public, and federal, state, regional, and local government agencies on water resource issues involving agriculture. Specific activities include the development and implementation of statewide agricultural Best Management Practices (BMPs) and water conservation programs to improve water quality and water conservation. The OAWP works with the agricultural industry, the Florida Department of Environment Protection, and the water management districts to implement these BMPs throughout the state on citrus, vegetable, sod, cow/calf, equine, specialty fruit and nut, and nursery operations. The OAWP also helps fund Mobile Irrigation Labs, which provide technical assistance to agricultural producers to improve irrigation efficiency. The programs and practices are designed to meet the statutory requirements of the state Total Maximum Daily Load Program, the Nitrogen and Phosphorus Best Management Practices Program, and the Northern Everglades and Estuaries Protection Program.

This strategic service's integrated systems, described below, are used to collect, store, organize, track, formally report, and generally disseminate information on the development and implementation of water quality and quantity BMPs to meet statutory directives and requirements with regard to water resources protection. They provide on-line BMP manuals and enrollment forms, record enrollment data and operation-specific BMPs, track estimated potential water savings from implementing water conservation recommendations, record number and type of water policy assists provided by staff, and support contract management (contract development and invoice receipt and payment).

The following IT Systems are constituent elements of this Strategic IT Service.

- 2.a. Best Management Practices Tracking System (BMPTS)** – This web based system is used for recording and tracking information submitted by producers throughout the state on Notices of Intent to implement BMPs under the various commodity-based programs. The information is used by OAWP staff to document participation in BMP programs, conduct follow-up surveys and site visits, and provide data for state and regional water quality planning and implementation efforts. This information is

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also the basis for two of OAWP's performance-based budgeting measures.

- 2.b. *Journal of Water Policy Assists (JWPA)*** – This web based system is used for recording and tracking information about the water-resource related assistance that OAWP staff provides to agricultural producers, the public, and federal, state, regional, and local partners. A “Water Policy Assist” is assistance given to an agricultural producer, industry representative, regulator, or other individual or entity with regard to one or more of the programs that the OAWP provides. Examples of assists include on-farm technical assistance, providing information on the implementation of BMPs, interagency water policy development, and facilitating discussion between agricultural producers and regulatory agencies on water resource issues. Information maintained in the JWPA system is the basis for one of OAWP's performance-based budgeting measures.
- 2.c. *Mobile Irrigation Lab Application (MILA)*** – This desktop-based system is used for recording and tracking data on the evaluations conducted by Mobile Irrigation Labs (MILs) to provide recommendations to growers on improving irrigation efficiency. This information includes estimated gallons of water that could be conserved if all MIL recommendations were implemented, which is the basis of one of OAWP's performance-based budgeting measures.
- 2.d. *OAWP Contract Management System (CMS2005)*** – This web based system is used for recording and tracking OAWP contracts, invoice payments, and other financial information. It is used extensively by OAWP staff to manage and reconcile contract expenditures.
- 2.e. *OAWP Internet Website*** – This web based system is used for disseminating information to agricultural interests and the public about agricultural water quality and quantity Best Management Practices (BMPs) and Mobile Irrigation Labs. The web site contains links to BMP manuals, forms for enrollment, maps of program coverage, and other user-friendly materials, as well as contact information to obtain assistance.

3. Agricultural Environmental Service

The Agricultural Environmental Service regulates pesticides, fertilizer, seed, feed, mosquito control and pest control in the state and examines licenses and certifies pesticide applicators and businesses. The service also provides technical and scientific expertise for development of chemical management

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practices and operates state-of-the-art analytical laboratories that support regulatory, scientific, and inspection programs for pesticides, fertilizers, feed and seed.

The interfaced systems are used to collect, store, print, or publish information relating to the pesticide, pest control, feed, seed, and fertilizer industries such as aerial aircraft insurance information, license registration information, enforcement actions, information pertaining to restricted use pesticides, license recertification training material and schedules, pesticide product brands information, EPA registration information, and laboratory sample collection and analysis information for pesticide, feed, seed, and fertilizer sold in the state. System outputs include inspection reports, stop sale notices, warning letters, administrative fines, compliance reports, license certifications and wallet ID cards, payment receipts, and permits to apply restricted use pesticides. On-line web based applications provide to the public, private, and commercial users license registration information, location of recertification training programs, information required for field inspections, and quarterly and annual reports on pesticide, feed, seed, and fertilizer samples collected.

The following IT Systems are constituent elements of this Strategic IT Service.

- 3.a. *Aerial Operations Database*** – This database tracks aircraft registrations for the spraying of pesticides, application of fertilizer and seed. The location of the aircraft is also tracked.

- 3.b. *Agricultural Environmental Services (AES) Laboratory Information Management System (LIMS)*** – This Laboratory Information Management System (LIMS) (Perkin-Elmer) will be used by the entire Division of Agricultural Environmental Services for laboratory samples and analysis. Currently the Pesticide Laboratory is using the system in production. This system will also include a regulatory desktop module and a web LIMS for the inspectors to be able to submit samples.

- 3.c. *Agricultural Environmental Services Suntrack System*** – This system consists of two modules for tracking licensing of pesticide applicators and dealers and commercial and household pest control operators and the use of restricted use pesticides (RUP).

- 3.d. *Electronic Fumigation Notice Submission System*** - This system is a web based electronic data collection and retrieval application within the Bureau of Entomology and Pest Control's existing web site that allows the fumigation industry to submit their notice of fumigation data on-line and allows pest control field inspectors the ability to search and retrieve on-line all submitted fumigation notices.

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- 3.e. Enterprise Imaging System (EIS) – Agricultural Environmental Services** - The Division of Agricultural Environmental Services (AES) currently has two Bureaus using EIS for imaging: the Bureau of Entomology and Pest Control and the Bureau of Compliance Monitoring. These two Bureaus have two business areas that are very similar and need to be able to share documents as one is the licensing and registration of pesticide applicators and the other is the inspection and enforcement actions with the pesticide applicators.
- 3.f. Feed Registration and Laboratory Information Management System (LIMS)** - This system tracks the results of the testing of feed to ensure that it matches the description on the label.
- 3.g. Fertilizer Registration and Laboratory Information Management System (LIMS)** - This system tracks fertilizer samples through the Fertilizer Lab. It incorporates fertilizer inspection locations of fertilizer registrants/company manufacturing plants, distributors, dealers and consumers. It also contains the licensing and registration information.
- 3.h. Pesticide Applicator Certificate Continuing Education Units System** – This system is used by training providers to submit training classes for approval to grant the continuing education units (CEU's) to pesticide applicators for recertification credit. External registered users can submit through the Internet.
- 3.i. Pesticide Use Permitting System (PUPS)** – This system provides an on-line process for licensed pesticide applicators of Aldicarb (Temik) to apply for permits. Includes mapping of proposed application sites and vulnerable areas and gives Division employees ability to review, approve, and issue permits. Interfaces with Registration Tracking System and Suntrack.
- 3.j. Registration Tracking System** - The Registration Tracking System houses the data required by Florida Statutes that all pesticide products sold in Florida be registered with the Department and has a module also for pesticide use permits. The company data, product name, the constituents which make up the product and the EPA registration number are maintained for each product registered. Various reports are generated to monitor the registrations. One of these reports is a list of products on "stop sale" which is used by the agricultural product specialists when making inspections.
- 3.k. Seed Registration and Laboratory Information Management System (LIMS)** - This system handles the registration of seed dealers,

as well as results of tests of samples of seeds for purity, germination, etc.

4. Agricultural Products Marketing Service

The Agricultural Products Marketing Service stimulates, encourages, and fosters the production and consumption of Florida-grown and produced agricultural products. This is accomplished by conducting activities that create a better understanding of products and markets, and more efficient cooperation among producers, buyers, food editors, and the consuming public. The service is also charged with operating the State Farmers Market system of thirteen (13) markets.

The Strategic IT service provides Florida agribusinesses, producers, retailers, ranchers, farmers, USDA food recipients and consumers marketing assistance through IT systems. These systems manage information for Florida Agricultural Promotional Campaign (FAPC) marketing clients, farmer's market lease statistics, county fair information, commodity tracking and licensed agricultural dealers. Portions of this information is available on-line to end users who desire to search for various agricultural commodities, licensed dealers, commodity allocations, fair schedules and other information. Marketing assistance can also be obtained through these web applications. Even though not all Agricultural Products Marketing IT information is on-line to the public, information may be available by contacting the Division of Marketing and Development.

The following IT Systems are constituent elements of this Strategic IT Service.

- 4.a. County Fair Database** – This database tracks every County Fair in the State, and associated information such as dates of operation, prize monies for Future Farmers of America projects, etc.
- 4.b. Enterprise Imaging System (EIS) Marketing** – The Bureau of Food Distribution utilizes the Enterprise Imaging System to maintain records regarding the ordering and processing of USDA commodities distributed in the State to recipient agencies (RA's). These RA's include all 67 county school systems, private schools, correctional institutions and emergency feeding agencies throughout the state. The Bureau also maintains records of agreements, audits, reviews, technical assistance, contracts, payments, and other services provided to the recipient agencies. Some records must be maintained permanently.
- 4.c. Florida Agriculture Client Tracking System** – This system is used by the Division of Marketing for managing clients, some of which are participants in the Florida Agricultural Promotional Campaign (FAPC).

Currently, the Bureau of Development and Information and the Bureau of Seafood and Aquaculture Marketing are utilizing this system.

- 4.d. *Fresh from Florida Kids System*** - This system tracks participants in the Fresh from Florida Kids program which is in conjunction with the Healthy Start Coalition. The Division will be tracking the progress of the eating habits of the participants for 3 years. The users of the system are five (5) Division personnel and five (5) external users from the Healthy Start Coalition offices.
- 4.e. *License and Bond System*** - The administration of the Agricultural License and Bond Law requires the licensing and bonding of dealers in agricultural products. All dealers in Florida agricultural products, their products, bonding company, amount of bond, licensing fee and company data are recorded in this system. Licenses and renewal letters are generated automatically and reports are available to list all dealers of a particular agricultural product.
- 4.f. *Tenant and Lease Database*** - The database tracks State Farmer's Market tenants at the thirteen (13) market sites, as well as the square footage of space each tenant occupies (for parking, platform, freezers, etc.).

5. Animal Pest and Disease Control Service

The Animal Pest and Disease Control Services serve the animals and citizens of Florida by preventing, controlling, and eradicating certain infectious or communicable diseases of livestock and other domestic animals. In enforcing Florida's animal health regulations, the strategic service focuses on the goals and objectives of protecting the state from animal pests and diseases that threaten economic and public health and providing enhanced value for the quality of life for Florida's citizens, animals, and visitors.

The interfaced systems are used to capture, store, and provide retrieval of electronic records of animal premise inspections, swine garbage feeding facilities, health certificates, herd plans, livestock haulers, reportable animal diseases and laboratory diagnostic records. System outputs include inspection reports, permits, and certifications. Additionally these systems provide outputs regarding laboratory testing results, and animal diseases which may have zoonotic implications, thus providing management information to make decisions regarding the animal industry activities in areas around the state.

The following IT Systems are constituent elements of this Strategic IT Service.

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- 5.a. Daily Activity Report** – This system is used for tracking and reporting of field inspectors daily activities for the Bureau of Animal Disease Control. Items tracked include: date and time of specific field activity; hours, miles, location, contact person and notes; program or mandated data specific to the activity. The system also captures additional budget performance measure information to facilitate reporting on the USDA Cooperative Agreements and reports requested by the Capitol.
- 5.b. Florida Poultry Producer's System** – This is a database of the standardized poultry data with forms that allow Animal Industry to maintain the database with new and updated data. It tracks poultry inspections, tests and diseases using a standard data format that can be used for emergency response.
- 5.c. Garbage Feeders Database** – Access database for program permitting of the applications to feed garbage to swine. Once requested, an inspector is dispatched to inspect, application is completed and sent to head quarters for issuance of permit.
- 5.d. Generic Database (GDB)** - This is a USDA maintained database of vaccinations, health certificate information used by the Animal Industry records section.
- 5.e. Global Vet Link Electronic Health Certificates** - This application is outsourced and hosted by Global Vet Link but is owned by the USDA. It allows veterinarians to create electronic health certificates which are required for the movement of large animals. Approximately 10-20% of the health certificates are issued from this application.
- 5.f. Master Brand Records System** – This database is used to keep pictures of brands used on livestock.
- 5.g. Master Cervidae Herd Plan/Permits Database** - Access database for herd plan/owner data and permitting.
- 5.h. Master Equine Extension Database** - Access database that stores permit information for extension of health permit for up to six months so horses can be taken out-of-state for extended trips.
- 5.i. Master Livestock Haulers Database** – Database tracks permits issued to livestock haulers.

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- 5.j. Master Swine Herd Plan/Permits Database** - Access database for swine herd plan/owner data and permitting.
- 5.k. Reportable Animal Diseases (RAD) System** - This system is used to track local and regionally identified animal diseases. It is used to alert the Florida Department of Health, Division of Environmental Health of those identified issues which may have zoonotic implications.
- 5.l. Visual Laboratory (VLAB) System** - The Visual Laboratory System records case abstracts on bacteriological, parasitological, pathological, urological, and toxicological examinations on all animals and poultry. Examinations for the various type of disease are performed in two animal disease diagnostic laboratories throughout the state of Florida.

6. Aquaculture Coordination Service

The Aquaculture Coordination Service performs the lead role in coordinating and developing aquaculture in the state. This role is accomplished via numerous projects, farmer certification, best management practices in lieu of environmental permits, compliance of the Best Management Practices (BMPs), aquaculture lease management, shellfish safety and inspection, licensing, permitting assistance, and annual production of the Florida aquaculture plan.

The interfaced systems are used to organize, print, or publish information relating to shellfish processing plants, shellfish harvesting licenses, aquaculture leases, aquaculture certifications, water quality data, and shellfish harvesting areas. System outputs include inspection reports, stop sale notices, warning letters, licenses, certifications, compliance reports, ID cards and receipts of payment (certification fees and shellfish harvesting license fee). Additionally these systems provide publishing outputs regarding water quality data and shellfish harvesting status to on-line sources, thus providing information to make decisions regarding the aquaculture activities in areas around the state.

The following IT Systems are constituent elements of this Strategic IT Service.

- 6.a. Apalachicola Shellfish Harvesting Licenses System** – This database is used to store and organize each shellfish harvesting applicant's name, mailing address, phone number, license status, and fee payment. This database is used once a year in the month of June when licenses are renewed. Fees and invoice numbers are then forwarded to finance and accounting.
- 6.b. Aquaculture Certification System** – This system is used to store and organize aquaculture farm facility details, certification fees, historical

and current certification status and inspection deficiencies for all aquaculture farms within the state.

- 6.c. Aquaculture Lease Database** – This database is used to store and organize aquaculture lease details, lease fees and historical and current lease status on all aquaculture leases within the state.
- 6.d. Shellfish Harvesting Status Daily Web Update System** – The system distributes current water information to insurance companies, lease holders and shellfish harvesters. The environmental scientists in the field post openings and closures of shellfish harvesting areas. The shellfish harvesting areas are located in Panama City, Murdock, Palm Bay, Cedar Key and Apalachicola.
- 6.e. Shellfish Shippers Database** - This database stores and organizes shellfish shippers facility details, historical and current certification status and inspection deficiencies for all shellfish shippers within the state.
- 6.f. Water Quality Data Sonde Web Project System** - This system provides real-time water quality data to insurance companies and lease holders on the Internet. Water quality data instruments collect data on aquaculture lease areas in data loggers that transmit the data to a server where it is then read by a web publishing package that converts the data to graphs and tables easily read from the web site.

7. Consumer Protection Service

The primary purpose of this strategic service is to protect consumers from unfair and deceptive business practices. This strategic service regulates the following areas; business opportunities, dance studios, game promotions/sweepstakes, health studios, intrastate moving, pawn shops, sellers of travel, solicitation of charitable contributions, telemarketing, Florida's Do Not Call Program, and the motor vehicle Lemon Law. The service also responds to inquiries on a multitude of subjects that are not regulated, such as landlord/tenant issues, buying clubs, and retail store regulations. The strategic service processes all consumer complaints filed with the Division of Consumer Services. The complaints are received on-line and via mail, and deal with a variety of subjects. The service attempts to resolve disputes through informal mediation, and the complaints are reviewed for compliance with applicable laws.

The automated integrated systems are used to facilitate regulatory compliance with the acceptance of paper and electronic forms to renew and submit material change for existing licensees, and allow the submittal for a new licensee.

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Additionally, inputs to case management accepts consumer complaints and enforcement of compliance issues through investigative processes including administrative complaint filing. Customer Service to business and general public is delivered through web and telephonic services.

The following IT Systems are constituent elements of this Strategic IT Service.

- 7.a. Consumer Services' Imaging System** – This front-end electronic document management system is an integral component to support the Division's primary system known as Division of Consumer Services System (DOCS). All hard copy correspondence (applications, complaint forms, estimate & invoice forms, proof of insurance, letters, supporting documentation, etc) received in the mail is scanned, indexed and validated against the DOCS database.

- 7.b. Consumer Services' Register On-Line System** - Consumer services has developed an e-commerce module which executes the business presentation layer to the customer (public) and allows customers to conduct business on-line with the Department specific to the Division of Consumer Services. Customers are able to complete applications (new and renewal) and submit material changes on-line. Commercial Telemarketing Seller, Commercial Telemarketing Salesperson, and Travel Independent Agents licenses are operational.

- 7.c. Division of Consumer Services' System (DOCS)** – This is the primary system the Division of Consumer Services relies on to process its data and make business decisions. The Division processes its data across three Bureaus which have tight interaction with each other and share data in the system. DOCS consist of five business modules: Compliance, Mediation and Enforcement, Call Center, Do Not Call Program, and Lemon Law.

8. Food Safety and Quality Service

The goal of this strategic service is to "Ensure safety and wholesomeness of food and other consumer products". The regulatory responsibilities associated with this service are to assure the safety, wholesomeness, and proper representation of foods held or offered for sale in food processing and storage establishments and retail stores, including those with ancillary food service operations. It also ensures Florida consumers have dairy products that are wholesome and produced, processed, and sold under sanitary conditions. Prevention and response preparedness to terrorist actions which threaten the safety of the food supply is becoming a significant component of this responsibility. The strategic service emphasizes proper sanitation and safe food-handling procedures in the

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establishments it inspects and regulates. Laboratory analysis is performed on samples collected to ensure the absence of food-borne pathogens, illegal additives, food adulterants or contaminants, misrepresented products, and the presence of pesticides and other chemical residues.

To help accomplish the goal of this strategic IT service, inspection reports are generated that list violations noted by inspectors at the time of an inspection. These reports are used by both program management to monitor effectiveness of inspection efforts but also by the business owner as a list of items that need correction. Other documents that may be generated in the course of an inspection are Stop Sale Orders and Stop Use Orders. These documents can keep unwholesome food from being sold, or keep unsanitary equipment from being used to process food. If samples are collected in the course of an inspection a sample collection report is generated that initiates the chain of custody for the sample. Once the sample has been analyzed by the laboratory a final report is generated that states whether the sample was in violation or in compliance. Sample reports containing violations are referred for follow-up or other action as may be necessary. Compliance documents are generated for firms that fail to comply with Florida food laws. These documents may include assessment of fines or other action, up to closing of the food establishment.

The following IT Systems are constituent elements of this Strategic IT Service.

- 8.a. Access Laboratory Information Management System – Chemical Residue Samples** – This system maintains information about food samples that are tested for chemical residue by the Chemical Residue Laboratory. The PDP data required for the USDA Federal Pesticide Data Program has been merged into this access database.
- 8.b. Control Charting System** - This is commercially licensed software in use in the food laboratory for graphing the analytical results of control samples. The data is generated by laboratory instruments or from laboratory test results and processed by this system.
- 8.c. Electronic Inspection System (Mobile Lite)** - The system provides for the collection and data capture on the mobile client consisting of information obtained during visits to food establishments and the transfer of the data to an enterprise data base (Food Safety System) for analysis by management.
- 8.d. Federal Contract Database** – This database maintains records about inspections by federal and state food inspectors for the food and drug administration program.
- 8.e. Food Laboratory Barcode Sample Tracking System** - This system improves collection sample custody information during laboratory

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analyses and supports the Food Lab's goal of ISO accreditation through improvements on the chain of custody of food samples. The system assists in improved quality and quantity of information available during litigation.

8.f. Food Laboratory Information Management System - This system is the repository for data and analyses of food samples which have been collected in the state of Florida and examined for microbiological and chemical contamination and adherence to the Florida Statutes.

8.g. Food Safety System - This system maintains information about food permits, inspections, administrative actions for food establishments, and consumer complaints/requests for service to food establishments.

8.h. Regulatory Information Management System (RIMS) – This system tracks the following: dairy hauling (hauler), dairy inspections, farm and frozen dessert permitting. It also tracks all laboratory samples (product and water samples) for farms, milk processing plants, frozen dessert plants and single-service container manufacturers (milk containers).

8.i. Training and Standardization Database - This database maintains food safety related training records and inspector standardization records for all field personnel in the Bureau of Food and Meat Inspection.

9. Forest Resource Protection Service

The Forest and Resource Protection Service preserves and protects Florida's agricultural and natural resources through mandates under Chapters 589 and 590 of the Florida Statutes and Chapter 51 of the Florida Administrative Code. This service promotes and encourages forest environmental education, forest fire protection, forest land stewardship, good forest management, tree planting and care, forest recreation, and the proper management of public lands. The strategic service provides direction for multiple use management of forest lands owned by the state and serves as the lead for state-owned land primarily suited for forest resource management. It pursues an aggressive program to reforest and convert open lands to forests. Other critical services provided are the prevention, detection, suppression, and extinguishment of wildfires and administration of the open burning program.

The integrated systems are used to capture and store information electronically relating to open burning authorizations, incident tracking, suppression billing, law enforcement, wildfire risk, fire weather, incident training, forestry best

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management practices timber sales, resource management, forestry vendor services, tree seedling sales, fleet maintenance, equipment part warehouses, accomplishment reporting and volunteer tracking data. Additionally, the capabilities of these integrated systems allow for data retrieval, which enables the Division to make informed decisions, produce output for printed copy and electronic medium, provide reports to our cooperators and information to the State of Florida.

The following IT Systems are constituent elements of this Strategic IT Service.

- 9.a. *Complex Incident Management Course (CIMC) Tracking*** – This system is a web based application process for the CIMC course and it provides students, agency reps and observers the ability to submit and review applications on-line. Applications are shared with the CIMC steering committee.
- 9.b. *Compliance Suite*** – This is a Commercial Off-The-Shelf (COTS) software package from Essential Software Services to support Safety & Worker's Compensation compliance tracking.
- 9.c. *Cooperative Equipment Leasing*** – This is a system used to maintain an inventory of state and federally acquired fire equipment on lease to various agencies throughout the state.
- 9.d. *Florida Fire Management Information System*** – This system is used for issuing and tracking open burn authorizations, tracking incidents (wildfires), dispatching emergency crews, tracking law enforcement activities related to open burning violations, fire reporting and tracking suppression billing for the Division of Forestry. It includes modules for weather data collection, fire weather reporting, weather data exports, wildfire risk assessment, internet Smoke Screening Tool, and fire mapping (browsers) for the web.
- 9.e. *Forest Management Timber Sales System*** – This system manages all aspects of the sales contract process for timber stand bid packages, including correspondence, sales agreements and revenue posting.
- 9.f. *Forestry Best Management Practices Survey System*** - This system is used every two years to store the data collected from a survey for the Florida Silviculture Best Management Practices Program (BMP). This statewide program is directed at controlling nonpoint source (NPS) pollution associated with forestry operations, through the use of BMPs under delegation by the Florida Department of Environmental Protection's State Water Quality Program.

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- 9.g. Forestry GIS Spatial Data** - Spatial data maintained by the Division of Forestry for mapping purposes.
- 9.h. Forestry Rare Plant Tracking System** - This application is used by the Bureau of Forest Management to track a variety of information about rare plants in Florida. Included in the database are the types of research funded, duration and reports of study projects performed, sources of funding and other aspects of the biology support for rare plant conservation.
- 9.i. Forestry Services Vendor Database** - This database makes available Florida forestry consultant data on the Division Internet web site. The public can query the database to find consultants in a specific county providing specific services. There are approximately 1,000 private companies and data includes names, phone numbers, county, web addresses, mailing addresses and a comments section.
- 9.j. Mitigation Access Database** - Microsoft Access database and application used by the mitigation specialists to track mitigation work accomplished (i.e., fuel reduction work) for funding purposes.
- 9.k. Time Allocation and Accomplishments Reporting System** – Division of Forestry employee time allocation system. Database stores information by employee by pay period. Reports are produced to meet various state reporting requirements. Also includes a module for the Bureau of Forest Management, Cooperative Forestry Assistance Section to record and manage information concerning their programs.
- 9.l. Tree Seedlings System** - The Bureau of Forest Management grows approximately 70 million bare root tree seedlings annually which contribute largely to the reforestation needs of Florida. These seedlings are sold to Florida landowners at a nominal cost and are provided free of charge to landowners that participate in the Agriculture Conservation Program or the Forest Incentive Program.
- 9.m. Volunteers Tracking System** - This system provides a web based mechanism to input and retrieve vital Division of Forestry (DOF) volunteer information. The system stores information such as volunteer name, type, activity, hours, beneficiary (DOF unit), and associated project or grant information.
- 9.n. Warehousing Inventory System** – Intranet-based warehouse inventory tracking system that allows district maintenance shops to track inventory data and allow for central reporting.

- 9.o. Wild Land Fire Risk Assessment on the Web** - This map service allows the user to view the following map layers 1. Fuels; 2. LOC- levels of concern; 3. WFSI - wild land fire susceptibility index; and 4. FOA - fire occurrence areas. This map service allows planners, land managers, emergency response personnel, as well as staff from other county/state/federal agencies to more accurately assess the potential risk from wildfire for any area in Florida.

10. Fruit and Vegetables Inspection and Enforcement Service

The Fruit and Vegetable Inspection and Enforcement Service inspects and certifies all fresh and processed shipments of vegetables, fruits, and nuts, as may be assigned in connection with regulations issued under federal and state marketing orders. The service licenses all citrus dealers and registers all agents of licensed fruit dealers, packing houses, processing plants, and field boxes used in harvesting fruits and vegetables. The service also maintains testing equipment and facilities at processing plants and packing houses, and develops and conducts methods for maturity and load evaluation procedures and equipment.

The integrated systems facilitate the collection of data used to organize, print, or publish information relating to perishable and non-perishable agricultural commodity inspection services. This data includes processor licenses, tomato inspection packing certifications, commodity quality inspections as related to tomatoes, potatoes, avocados, peanuts as well as all fresh and processed citrus and others as requested by domestic and international USDA standards. Systems outputs include inspection reports, stop sale notices, warning letters, licenses, certifications, compliance reports, cannery memorandums, cannery summary, billing, and accounts receivables for license and bond fees, and Citranet Fees. In support of the citrus commodities, these systems also provide published outputs regarding freshness and accuracy movement data, and Brix and Acid seasonal ratio status data to on-line sources regarding the citrus as well as other agricultural activities in areas around the state.

The following IT Systems are constituent elements of this Strategic IT Service.

- 10.a. Brix Acid Unit / CitraNet System** – Brix acid units are installed at 28 canneries throughout the state. These units check for Brix (sugar) and acid content in fruit that is brought in for processing. The units are also used to determine the juice content in citrus samples. There is a web site that displays Brix acid unit data collected by the Brix acid unit application, and displays it for the citrus suppliers.
- 10.b. Electronic Quality Inspection Process System** - This system provides the Division of Fruit and Vegetables the capability to collect peanut sampling data from buying points, approximately 20, located

around the state. Data collected provides a record of inspections services provided to the industry as well as the timely and accurate billing information required by the state fiscal Department.

10.c. *FreshNet System* – Internet web site that receives nightly uploads of manifest data from packing houses. No data is available for viewing on this web site.

10.d. *Fruit and Vegetables System* - This is the Division Fruit and Vegetables main application. It currently consists of twelve modules including: vegetable billing, citrus billing, license and bond, and accounts receivable.

11. Licensing Compliance and Enforcement Service

Through the Licensing Compliance and Enforcement Service, the State of Florida provides statewide uniform standards for issuing licenses to carry concealed weapons and firearms for self-defense to ensure that no honest, law-abiding person who qualifies is subjectively or arbitrarily denied his or her rights. Personal safety and security, and public and private assets are protected through the services of the Private Security Industry, Private Investigative Industry and the Private Recovery Industry. The Legislature recognized that untrained persons, unlicensed persons or businesses, or persons who are not of good moral character engaged in these industries are a threat to the welfare of the public if placed in positions of trust. Regulation of licensed and unlicensed persons and businesses engaged in these industries is therefore deemed necessary to assure that only law-abiding, trained, and qualified individuals and businesses are issued licenses to offer their services to Florida consumers. This strategic service quickly revokes or suspends a license after a disqualifying event occurs. Technology and inter-agency cooperation have greatly improved access to disqualifying information.

Integrated systems are used to capture, store, manage work flow, and provide for retrieval of electronic records of applications and documentation associated to licensure of persons in the private security, private investigation and recovery professions (total 23 license types) and concealed weapon/firearm licenses. The system output includes correspondence generated during application review; compliance and investigative case reports; legal documents pertaining to administrative actions such as letters of reprimand, fines, denial or suspension of applications, suspension or revocation of licenses; and printed licenses with a holographic security feature incorporated. Additionally, these systems capture and store historical data for each applicant, licensee, or unlicensed person against whom administrative action has been taken. The system generates renewal notices/applications for licensees prior to the expiration of the license. Statistical and informational reports are produced from the stored data.

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The following IT Systems are constituent elements of this Strategic IT Service.

- 11.a. *Electronic Document Management System*** – This system handles all of the document management for the Division including the legal process, license issuance process, regulation and investigation process.
- 11.b. *Licensing Reflections System*** – This system stores all the licensing data, including administrative actions, license issuance, and regulation/investigation.

12. Plant Pest and Disease Detection Service

The Plant Pest and Disease Detection Service works to detect, intercept and control plant and honey bee pests and disease that threaten Florida's native and commercially grown plants and agricultural resources. These services are accomplished through (1) inspection of nurseries (production, stock, retail) and apiaries for pests and diseases; (2) enforcement of Florida statutes and departmental rules on movement of plants, plant products, honey bees and beekeeping equipment; (3) routine and special surveys for early detection of plant and apiary pests in commercial, natural and urban environments; (4) registration and pathogen-testing of citrus source trees and nursery stock for absence of plant pests and diseases; (5) development and implementation of pest eradication and control programs (chemical, physical, cultural, biological control) for newly established plant and honey bee pests; (6) administration and participation in the Citrus Health Response Program to reduce impact of exotic citrus diseases and early detection of new diseases; (7) conduct trapping efforts for exotic fruit flies and participates in the Sterile Insect Release Program for fruit flies; (8) diagnose and identify over 300,000 samples annually for exotic plant pests and diseases; (9) conduct field investigations on biology and taxonomy of newly established exotic plant pests; (10) inspect and certify citrus commodities for domestic and foreign markets; (11) conduct special surveys for high-risk exotic plant pests and diseases through the Cooperative Agricultural Pest Survey program, in conjunction with the United States Department of Agriculture (USDA).

The interfaced systems are used to track detection, interception and control as it relates to plant and honey bee pests that threaten Florida's native and commercially grown plants and agricultural resources. Systems outputs include inspection records, stop sales notices, warning letters, certificates, compliance agreements, receipts of payment, diagnosis results, export certificates, numerous maps, budwood cutting reports, research studies and various management reports.

The following IT Systems are constituent elements of this Strategic IT Service.

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- 12.a. Citrus Budwood Database** – These Access database(s) are a collection of interconnected databases controlling scion grove and foundation grove tree identification, testing and movement. This system is planned to be migrated into an Oracle database system.
- 12.b. Enterprise Imaging System – Plant Industry** - The Division of Plant Industry currently has four applications in production in the Enterprise Imaging System: EIS - Citrus Budwood Cutting Report, EIS – Office of Agriculture Law Enforcement, EIS - Phytocert and EIS - Citrus Health Response Plan (CHRP) documents. 1) EIS – Citrus Budwood Cutting Report documents – Citrus Budwood cutting certificates are documents for frequent retrieval from various locations and verification of reported data. 2) EIS – Office of Agricultural Law Enforcement (OALE) scanned plant and apiary product passing reports and violations for conducting inspections or regulatory actions and to research product movement into/out of FL for inspectors. 3) EIS - Phytosanitary Certificate documents are scanned to track accountability of certificates issued to reconcile fees billed and invoiced for special inspections. 4) EIS - CHRP documents – legal documents related to residential or commercial citrus eradication, legal notices, tree payment reimbursement, any court documents (subpoena, stays, etc.) and/or correspondence between FDACS and entities. These documents support the Departments activities and are referenced statewide.
- 12.c. Nematology Program System** - This Access database system is used to retain the data of the results of soil, root and foliage samples sent to the Division by inspectors or Florida residents with plant problems suspected to be caused by nematodes. A report is produced with the results of the samples and is forwarded to the inspectors. Also, inspectors will then use nematode identification reports to certify a nursery and/or plant shipment for national and international export. This system is also used to retain historical information to include new finds of nematodes in Florida, and for the possibility of future litigation. This system is planned to be migrated into the Oracle PPST database system.
- 12.d. Pest Incident Control System (PICS)** - The Oracle database supports the efforts of the Department in finding and previous eradication of Asian Citrus Canker in residential and commercial properties in Florida. It is a geographic information system application that allows reporting, scheduling, tracking, and recording data for citrus diseases such as citrus canker, *Xanthomonas axonopodis* pv. *citri* (Xac), for residential and commercial properties. PICS records all data associated with survey, pathology, regulatory, compliance agreements, inspection and control information. PICS allows multiple end users through out Florida

and within United States Department of Agriculture (USDA) to access required information.

- 12.e. *Plant Inspection Trust Revenue System (PITR)*** - This Oracle database system tracks services and correspondence (compliance) delivered by the Bureau of Plant and Apiary Inspection to nurseries, stock dealers, home owners, bee keepers and protocol. In addition to tracking inspections, the system tracks certificates and receipts for funds. The system generates invoices, "age" invoices where appropriate, and allows for posting, allocation, reconciliation of funds received, and tracks revenue collected for the Division of Plant Industry. This system also tracks imported fire ant activities (certifications and inspections), Apiary registration and certification, nematode compliance and certification, Boll Weevil Eradication Program and the Caribbean Fruit Fly Program. The system allows for tracking inspector hours, activities and mileage in carrying out job duties.
- 12.f. *Plant Pathology Specimen Tracking System (PPST)*** - This Oracle database system tracks samples submitted to the Plant Pathology Section of the Bureau of Entomology, Nematology, and Plant Pathology for diagnosis. Diagnoses as to the plant pathogen(s) and/or the host plant(s) are captured with documents being generated to report findings to management, inspectors, businesses and the public.
- 12.g. *Sample and Specimen Collection System*** – This Access database for the Entomology system tracks collected samples and identifications of plant and insect names as well as point of origin of specimens. This system is planned to be migrated into the Oracle PPST database system.

13. Standards and Petroleum Quality Inspection Service

The Standards and Petroleum Quality Inspection Service has diverse regulatory responsibilities that assure consumer protection and safety for the citizens of Florida. In particular, the service provides regulatory oversight for transactions involving weighing and measuring devices, package testing, and price verification equipment. This service also provides for the quality, quantity, and pricing of petroleum products, for safe distribution and storage of Liquefied Petroleum (LP) Gas, and the inspection and permitting of amusement rides.

The integrated systems are used to capture, store, and provide retrieval of electronic records of petroleum, liquefied petroleum, fair ride and weighing/measuring inspections as well as backup generator equipment, weighing and measuring device and consumer complaint data. Additionally these systems conduct on-line issuance transactions for liquefied petroleum (LP) gas training

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classes, LP gas examinations and LP gas license renewals on a web based application. This web based application also provides information and forms necessary for the licensing, permitting and registration of antifreeze, brake fluid, fair rides, gas appliances, LP gas products, petroleum products, propane and weighing and measuring devices.

The following IT Systems are constituent elements of this Strategic IT Service.

- 13.a. *Bureau of Petroleum Inspection - Information Management System*** – All petroleum dispensers located at retail service stations, bulk plants and terminals are inspected periodically to assure compliance to state performance standards. This system allows the Division to monitor all inspections. In addition to having permanent records of inspections, Bureau supervisors use test summary and statistical output reports to plan workloads, measure regulatory effectiveness and determine future inspection priorities. This system tracks inspections performed at high volume, wholesale petroleum facilities.
- 13.b. *Fair Rides Database*** – This database tracks the Bureau of Fair Rides inspections of fair rides in the state.
- 13.c. *Generator Inspection System*** – This system allows the Division to maintain the inspection data and track the compliance of petroleum stations to have functioning backup electric generation equipment and wiring which was mandated in 2007. Data from the Bureau of Petroleum Inspection – Laboratory Information Management System Access system was used to initially populate the Oracle RDBMS tables for PETRO.
- 13.d. *Liquefied Petroleum Gas System*** - This system tracks LP Gas field inspections and license renewals and associated revenue. The LP Gas System also includes the qualifier's information on courses and training they have received. The course information and location will also be included in LP Gas schema. LP Gas is part of the E-Commerce System which allows the LP GAS companies to do license renewals, register for classes and register for exams via the Internet.
- 13.e. *Weights and Measures Complaint Tracking System*** - An internally used Division system for entering and tracking consumer complaints pertaining to the functions of the Bureau of Weights and Measures.
- 13.f. *Weights and Measures Permitting System*** - This system is used by the Bureau of Weights and Measures to permit the location of more than

Listing of Strategic IT Services

(FY 2011-12 Schedule IV-C

Worksheet SC-2)

60,000 commercial weighing and measuring devices in the State, including scales, tanks, flow meters, moisture meters, and taximeters. It is also used to track the collection of fees involved in the permitting process. Data is uploaded to Oracle nightly from the WINWAM system which tracks the inspections of all weighing and measuring devices.

- 13.g. WINWAN System** - This system tracks all weighing and measuring devices, package testing and price verification. This includes any commercial entity that has a scale or sells items with a specified weight, count, portion or volume, or any item with a Universal Product Code (UPC).

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-460-1000
Names of the Parties:	Pompano Beach, et al. v. DOACS (a/k/a In re Citrus Canker Litigation, Cox and Bogorff)		
Court with Jurisdiction:	Broward County Circuit Court		
Case Number:	00-18394		
Summary of the Complaint:	Lawsuit for damages for removal of canker-exposed citrus trees in Broward County under theories of inverse condemnation and statutory liability.		
Amount of the Claim:	Unliquidated, but more than \$50 million, plus interest, costs, and attorneys’ fees.		
Specific Law(s) Challenged:	Fla. Stat. § 581.1845.		
Status of the Case:	Court certified class of Broward homeowners who lost canker-exposed citrus trees. Judgment for \$8,043,501 was entered on October 6, 2008. The judgment was affirmed by the Fourth District Court of Appeal. The DOACS has requested the Florida Supreme Court review the decision.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Alters Law Firm, P.A. Weiss, Serota, Helfman, Pastoriza & Guedes, P.A. Lytal Reiter Clark Fountain & Williams, P.A. Berman, Devalerio, Pease, Tabacco, Burt & Pucillo		

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-460-1000
Names of the Parties:	Pompano Beach, et al. v. DOACS (a/k/a In re Citrus Canker Litigation) (transferred to Miami-Dade County Circuit Court) Martinez v. DOACS (a/k/a Grove Services)		
Court with Jurisdiction:	Miami-Dade County Circuit Court		
Case Number:	Pompano Beach: 02-24436 Martinez: 03-30110		
Summary of the Complaint:	Lawsuits for damages for removal of canker-exposed citrus trees in Miami-Dade County under theories of inverse condemnation and statutory liability. Pompano Beach covers residential trees removed after January 1, 2000, and Martinez covers other residential trees, and commercial trees.		
Amount of the Claim:	Unliquidated, but likely more than \$100 million, plus interest, costs, and attorneys’ fees.		
Specific Law(s) Challenged:	Fla. Stat. § 581.1845.		
Status of the Case:	Certification of a class in Pompano Beach was granted in the trial court, and is on appeal to the Third District. Certification of a class in Martinez was denied by the trial court, and affirmed by the Third District. Plaintiffs are requesting the Florida Supreme Court review the decision.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Alters Law Firm, P.A. Weiss, Serota, Helfman, Pastoriza & Guedes, P.A. Lytal Reiter Clark Fountain & Williams, P.A. Berman, Devalerio, Pease, Tabacco, Burt & Pucillo Law Offices of Malcolm Misuraca Stokes Law Office LLP		

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-460-1000
Names of the Parties:	Mendez v. DOACS		
Court with Jurisdiction:	Palm Beach County Circuit Court		
Case Number:			
Summary of the Complaint:	Lawsuit for damages for removal of canker-exposed citrus trees in Palm Beach County under theories of inverse condemnation and statutory liability.		
Amount of the Claim:	Unliquidated, but likely more than \$40 million, plus interest, costs, and attorneys' fees.		
Specific Law(s) Challenged:	Fla. Stat. § 581.1845.		
Status of the Case:	Court certified class of Palm Beach County homeowners who lost canker-exposed citrus trees. Summary judgment of liability was entered on claim under Fla. Stat. § 581.1845. Order holding DOACS liable to class was entered after bench trial in November 2007. The trial on damages is scheduled for November 29, 2010.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Alters Law Firm, P.A. Weiss, Serota, Helfman, Pastoriza & Guedes, P.A. Lytal Reiter Clark Fountain & Williams, P.A. Berman, Devalerio, Pease, Tabacco, Burt & Pucillo		

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-460-1000
Names of the Parties:	Dellaselva v. DOACS		
Court with Jurisdiction:	Lee County Circuit Court		
Case Number:	03-1947		
Summary of the Complaint:	Lawsuit for damages for removal of canker-exposed citrus trees in Lee County under theories of inverse condemnation and statutory liability.		
Amount of the Claim:	Unliquidated, but likely more than \$10 million, plus interest, costs, and attorneys' fees.		
Specific Law(s) Challenged:	Fla. Stat. § 581.1845.		
Status of the Case:	Court certified class of Lee County who lost canker-exposed trees, and certification was affirmed by Second District Court of Appeal. No trials are currently scheduled.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Alters Law Firm, P.A. Weiss, Serota, Helfman, Pastoriza & Guedes, P.A. Lytal Reiter Clark Fountain & Williams, P.A. Berman, Devalerio, Pease, Tabacco, Burt & Pucillo		

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-460-1000
Names of the Parties:	Ayers v. DOACS		
Court with Jurisdiction:	Orange County Circuit Court		
Case Number:	05 CA 4120 #37		
Summary of the Complaint:	Lawsuit for damages for removal of canker-exposed citrus trees in Orange County under theories of inverse condemnation and statutory liability.		
Amount of the Claim:	Unliquidated, but likely more than \$10 million, plus interest, costs, and attorneys’ fees.		
Specific Law(s) Challenged:	Fla. Stat. § 581.1845.		
Status of the Case:	Class certification was granted by the trial court and is one appeal to the Fifth District.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Alters Law Firm, P.A. Weiss, Serota, Helfman, Pastoriza & Guedes, P.A. Lytal Reiter Clark Fountain & Williams, P.A. Berman, Devalerio, Pease, Tabacco, Burt & Pucillo		

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-858-5555
Names of the Parties:	Patchen v. DOACS		
Court with Jurisdiction:	Miami-Dade County Circuit Court		
Case Number:	00-29271		
Summary of the Complaint:	Lawsuit for damages for removal of canker-exposed citrus trees belonging to Mr. and Mrs. Patchen under theory of inverse condemnation.		
Amount of the Claim:	Unliquidated, but estimated at thousands of dollars, plus interest, costs, and attorneys' fees		
Specific Law(s) Challenged:	Fla. Stat. § 581.1845.		
Status of the Case:	Summary judgment against Patchens was reversed by Florida Supreme Court. Further proceedings will be held in trial court to determine compensation due plaintiffs, if any. No trial is currently scheduled. This case is not a class action.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-460-1000
Names of the Parties:	Dooley Groves v. DOACS		
Court with Jurisdiction:	Hillsborough County Circuit Court		
Case Number:	09-12839		
Summary of the Complaint:	Lawsuit for damages for destroyed commercial citrus.		
Amount of the Claim:	Approximately \$1 million, plus interest, costs, and attorneys’ fees.		
Specific Law(s) Challenged:	N/A		
Status of the Case:	The trial court denied the motion of the DOACS to dismiss. The DOACS has moved for summary judgment, but no hearing date has been set. No trial has been scheduled. This is not a class action.		
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel	
		Office of the Attorney General or Division of Risk Management	
	X	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

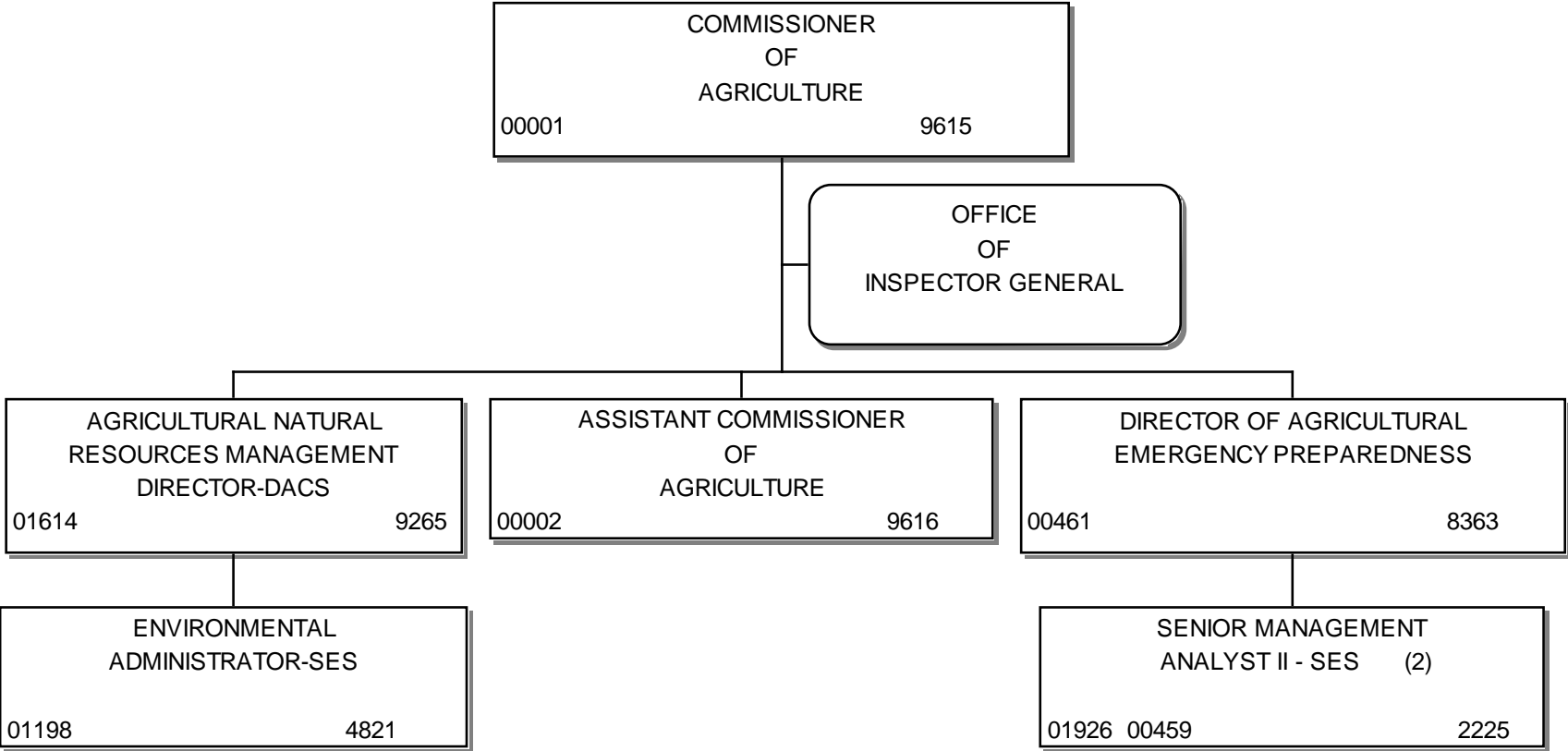
Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-460-1000
Names of the Parties:	Mahon v. DOACS		
Court with Jurisdiction:	Orange County Circuit Court		
Case Number:	08-CA-30736		
Summary of the Complaint:	Lawsuit for damages for nursery citrus.		
Amount of the Claim:	Approximately \$3.4 million, plus interest, costs, and attorneys’ fees.		
Specific Law(s) Challenged:	N/A		
Status of the Case:	The trial court is considering the motion of the DOACS to dismiss, but has not yet ruled. No trial is scheduled.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

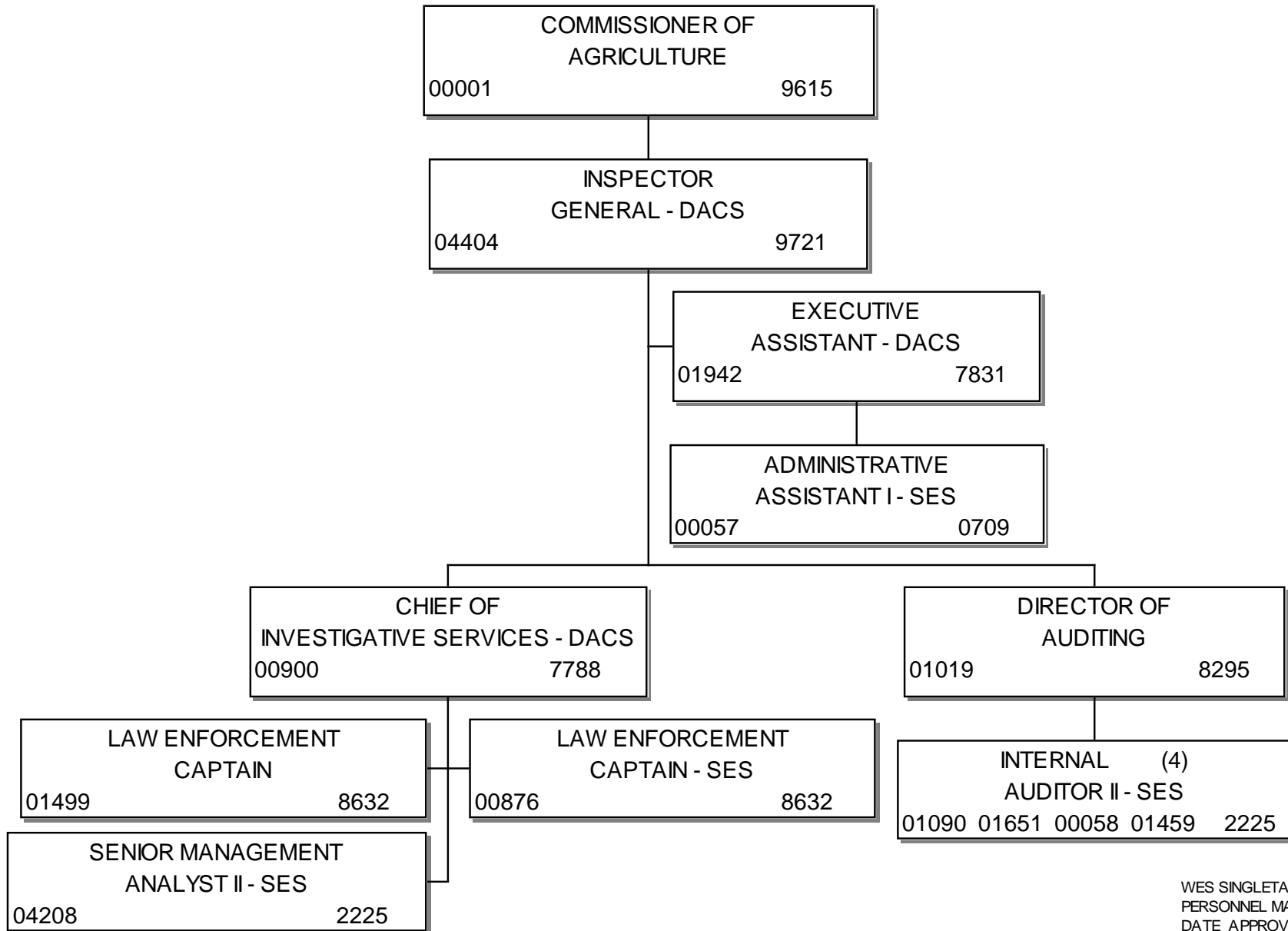
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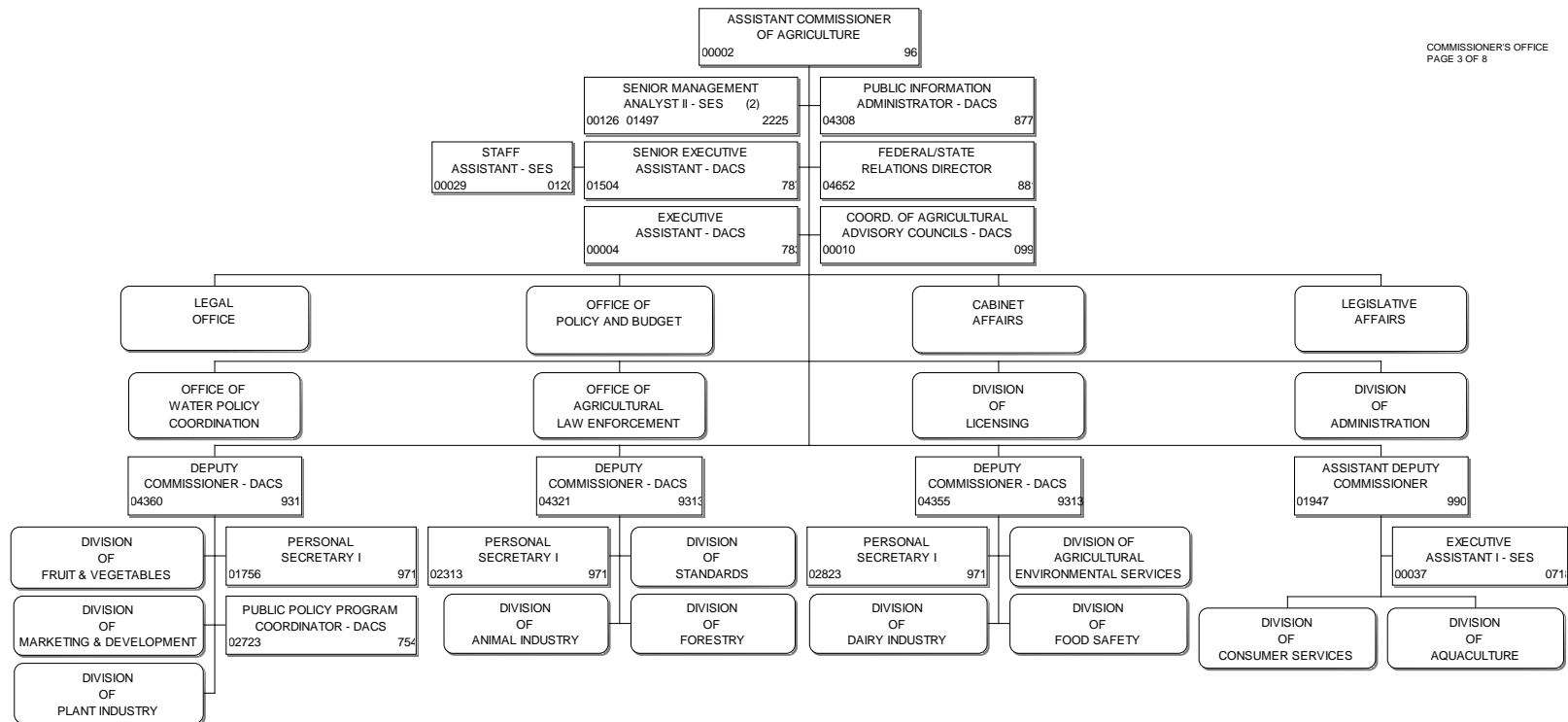
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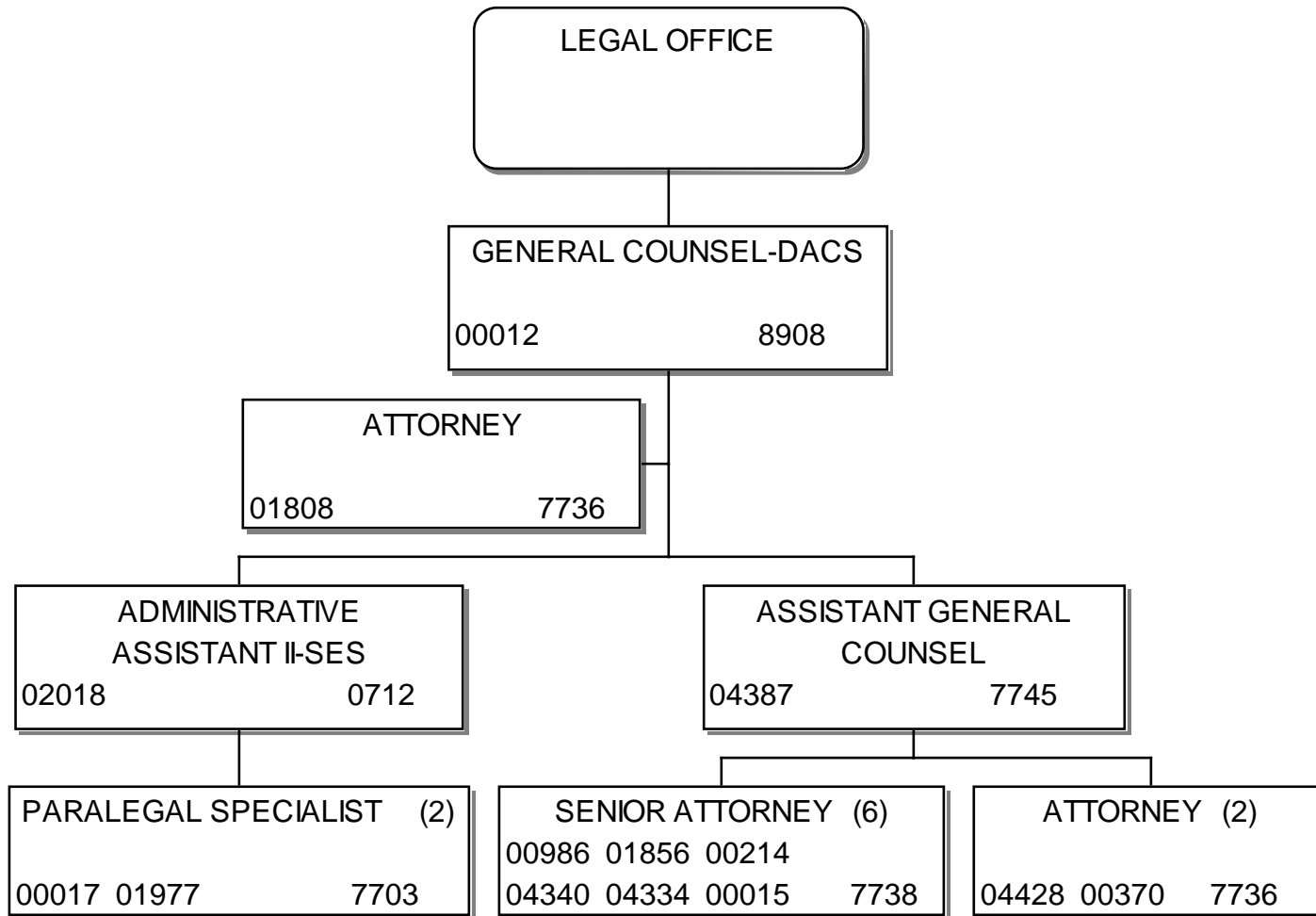
WES SINGLETARY, CHIEF OF
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DATE APPROVED: 11/13/2009

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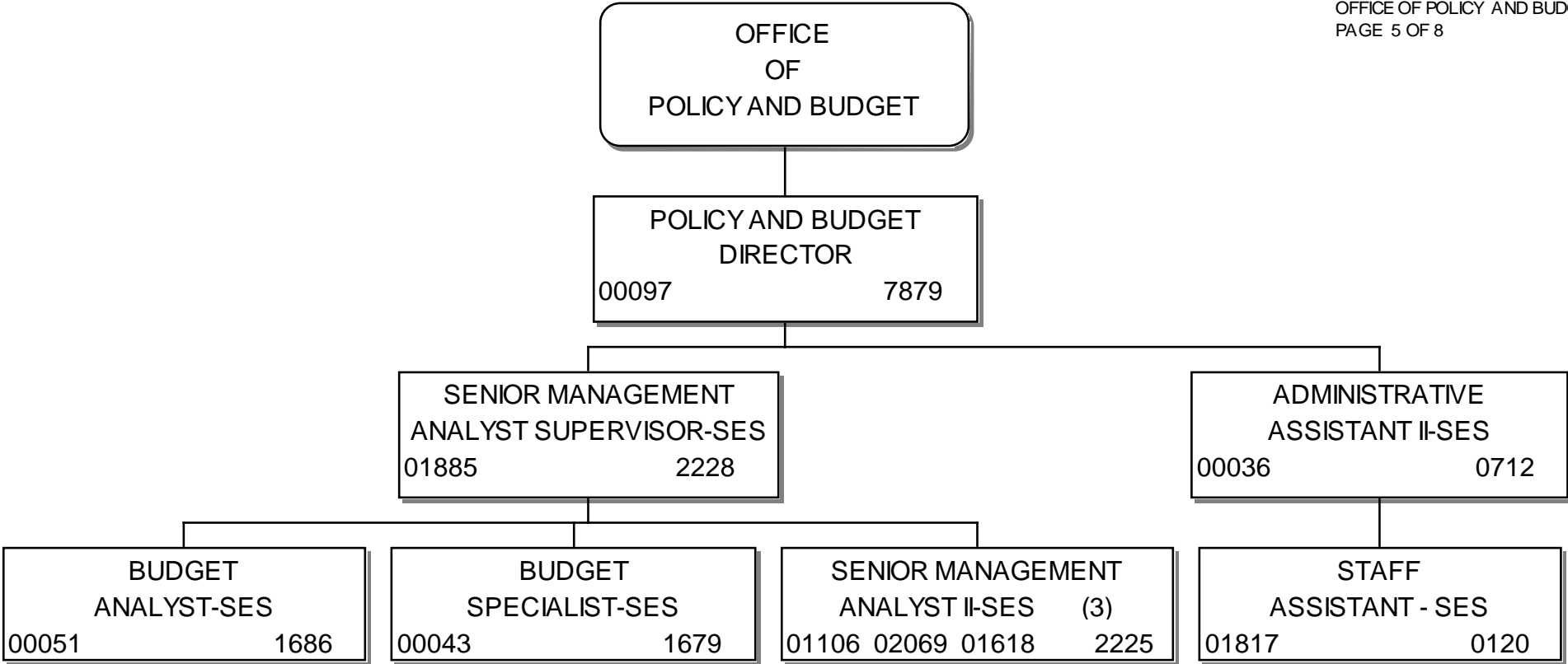
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GENERAL COUNSEL
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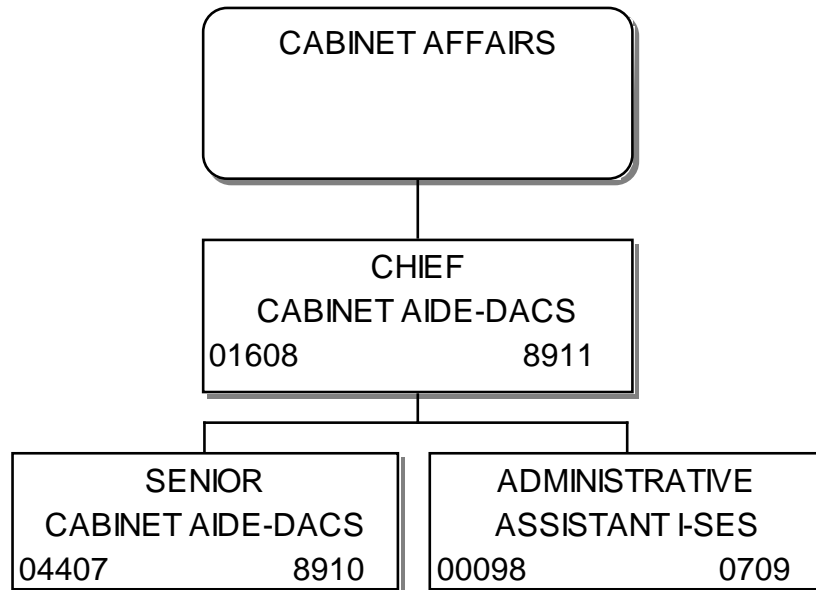
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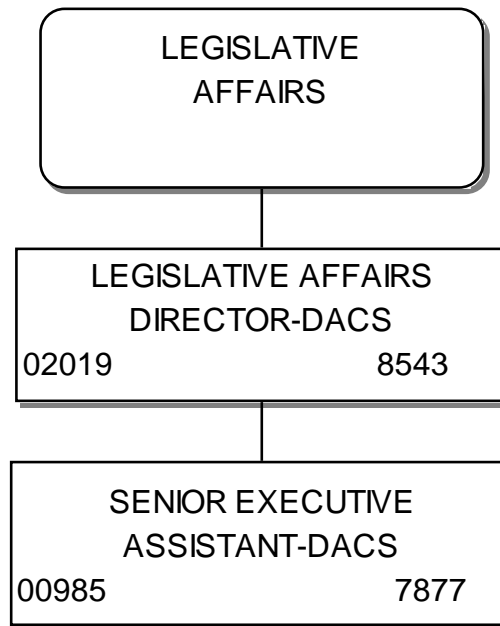
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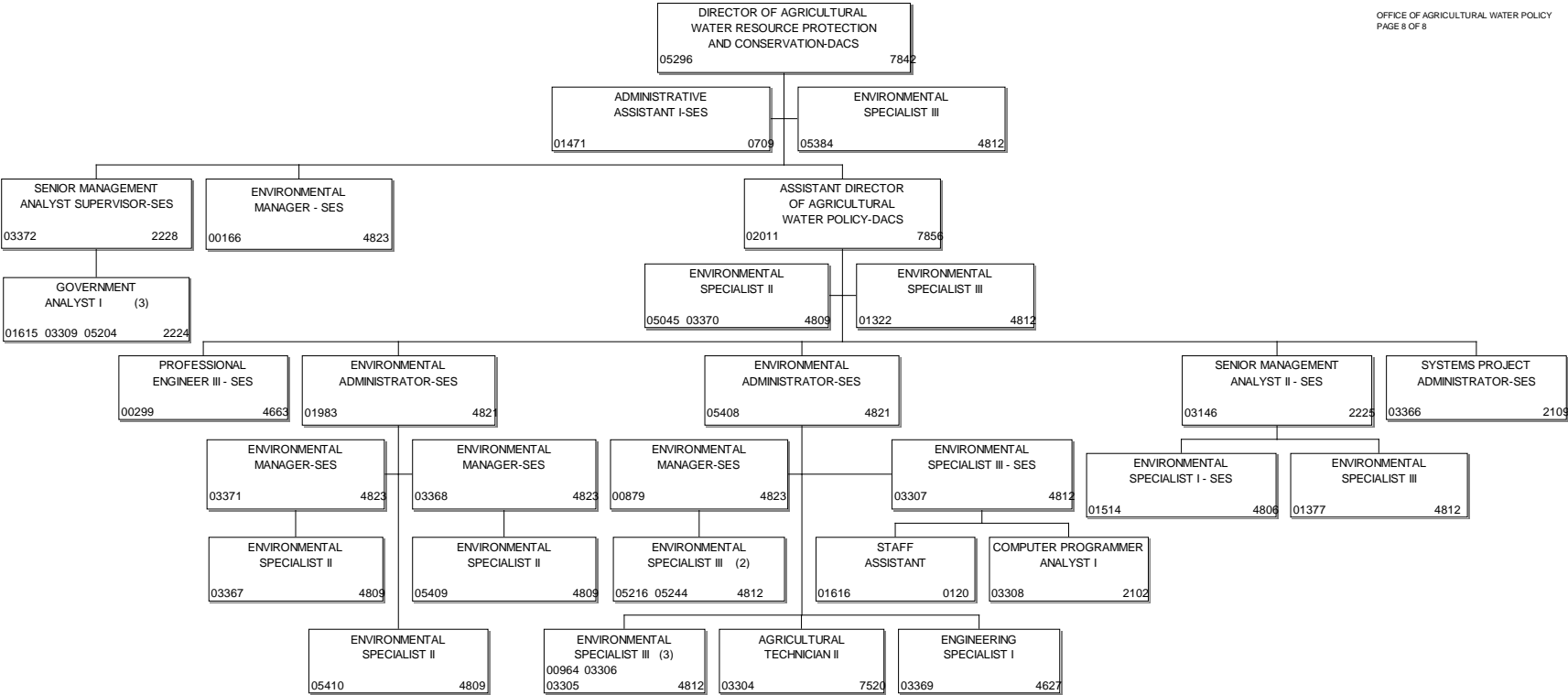
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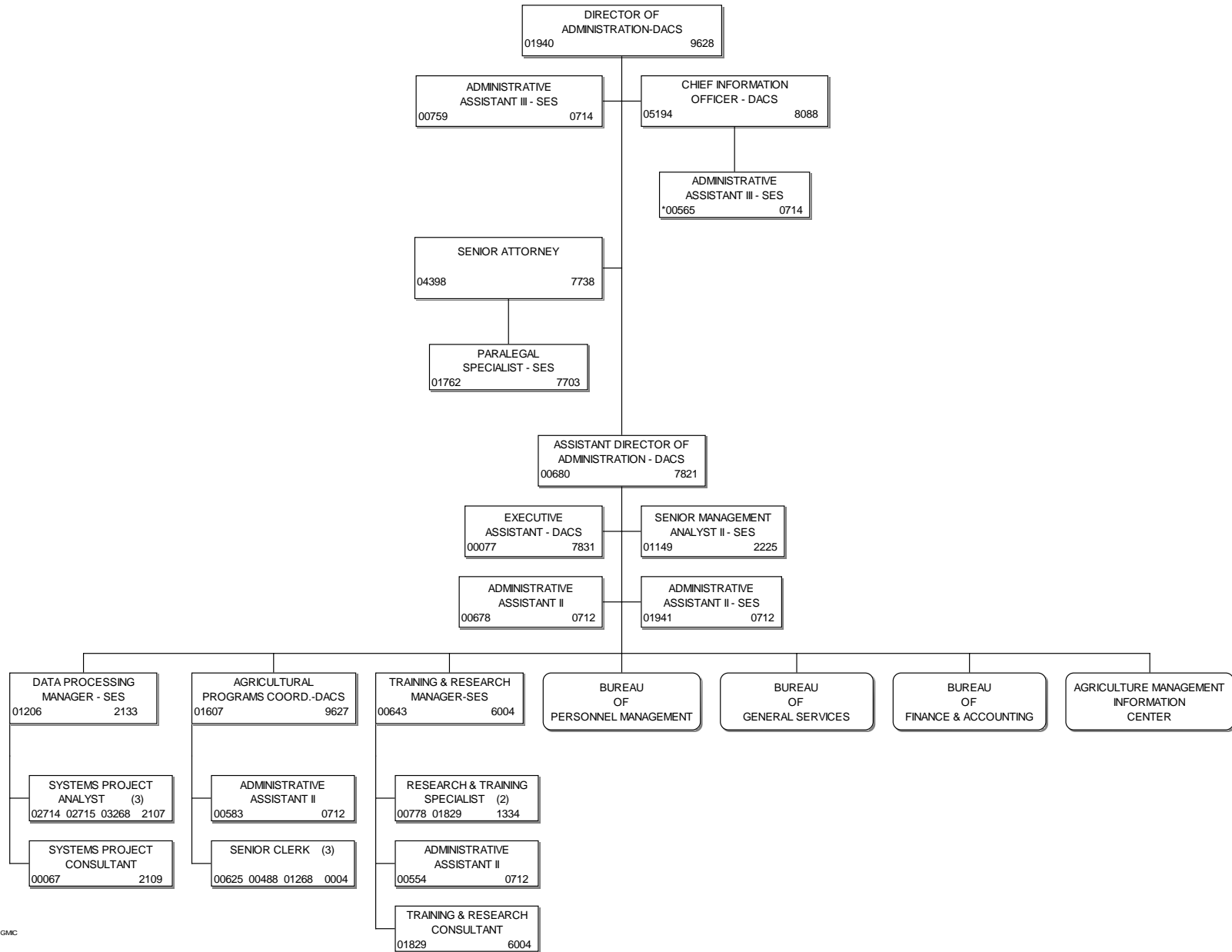
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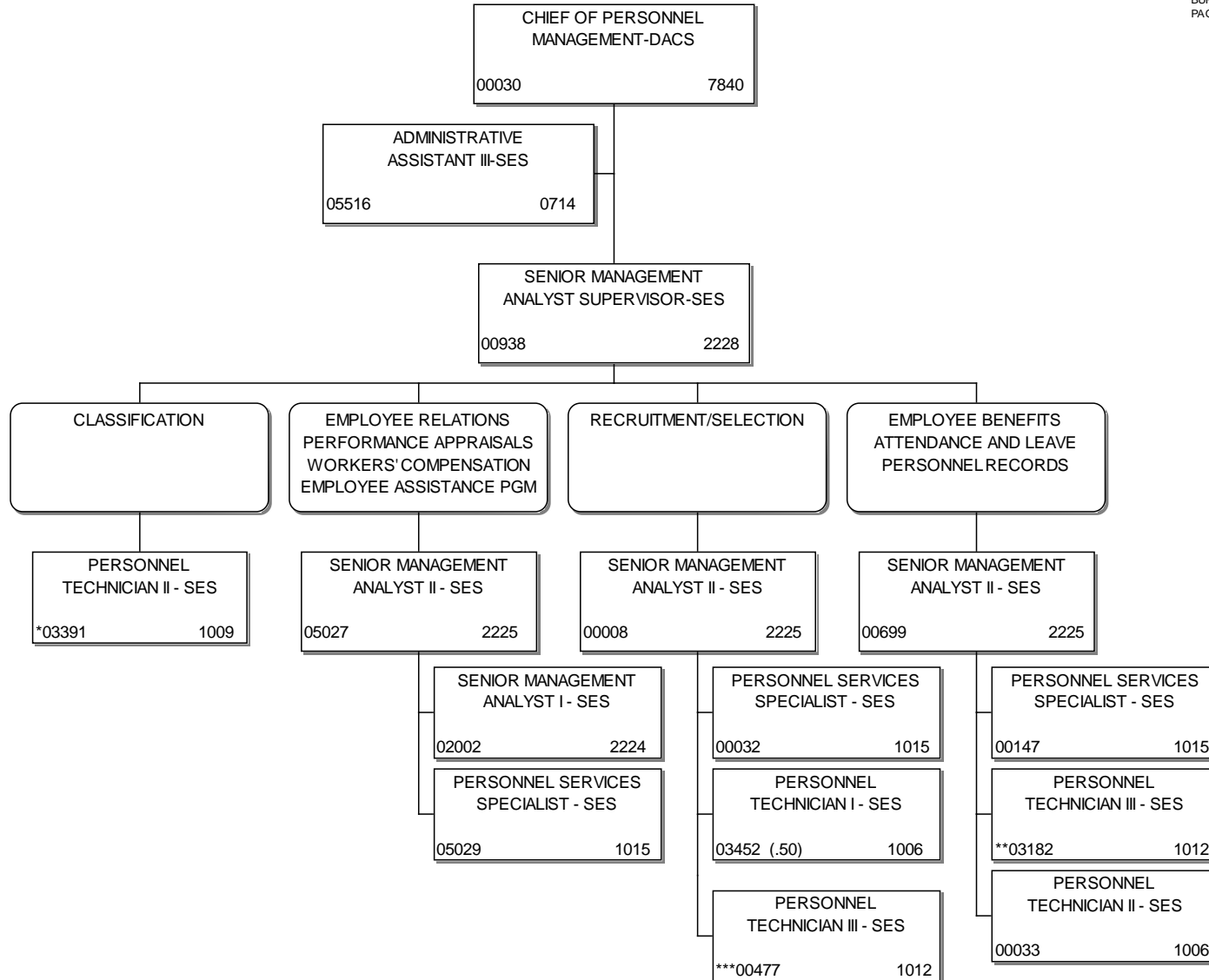
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DIRECTOR'S OFFICE
PAGE 1 OF 1



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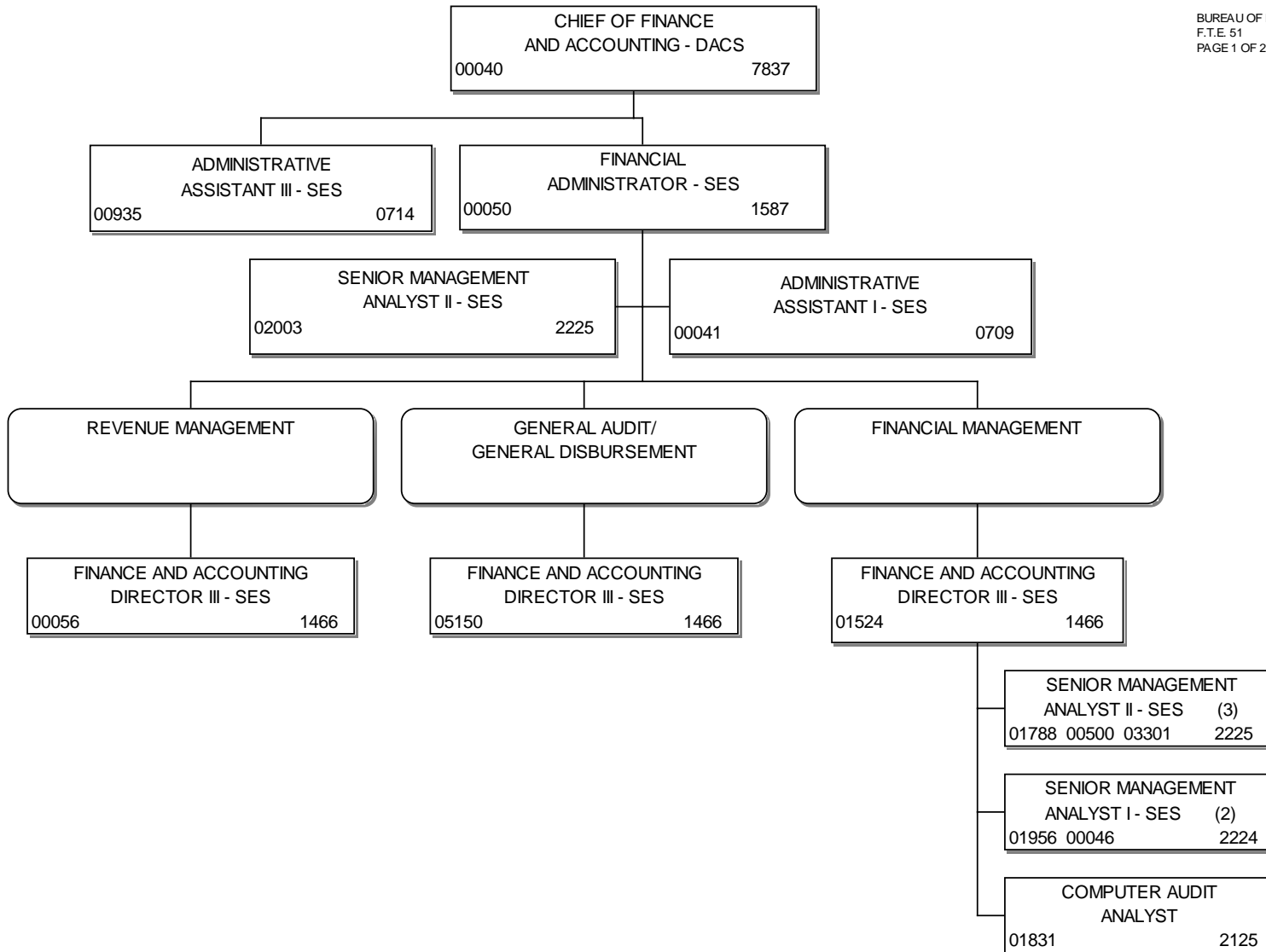
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*Funded from Div. of Forestry
**Funded from Div. of Aquaculture
***Funded from Div. of Food Safety

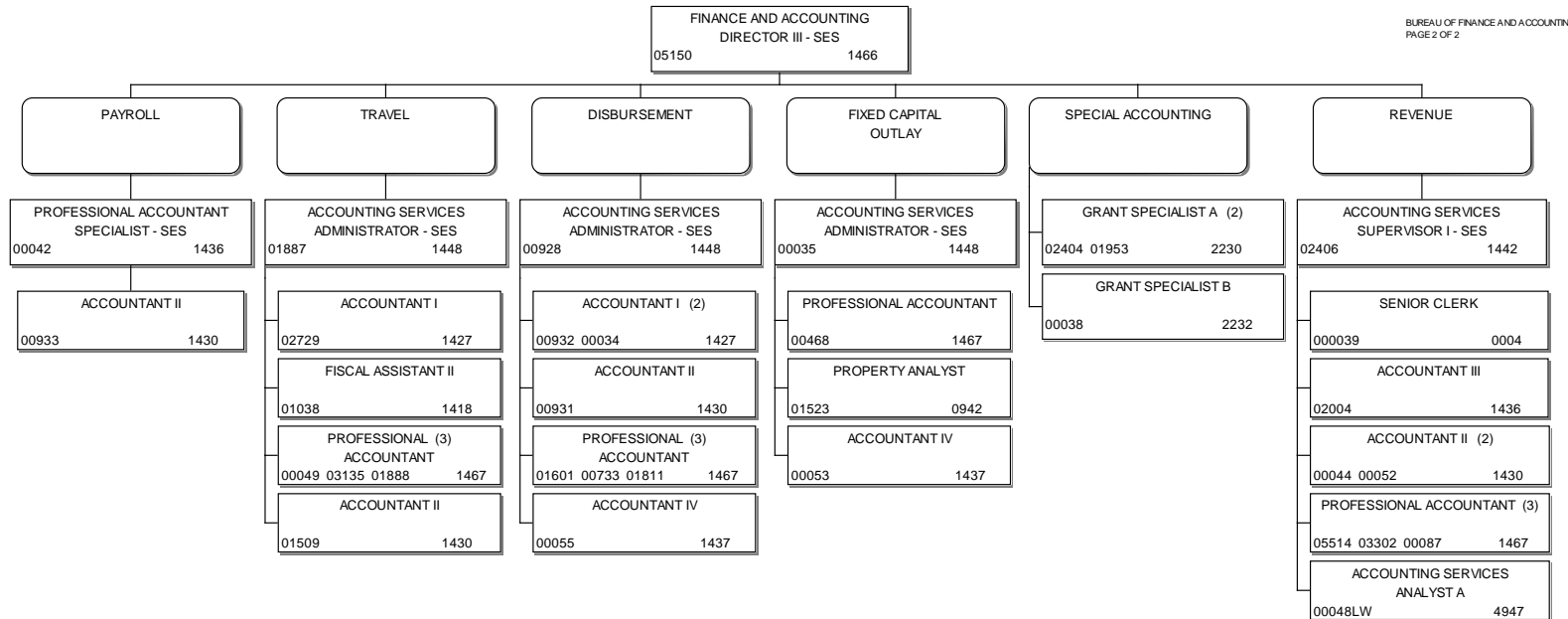
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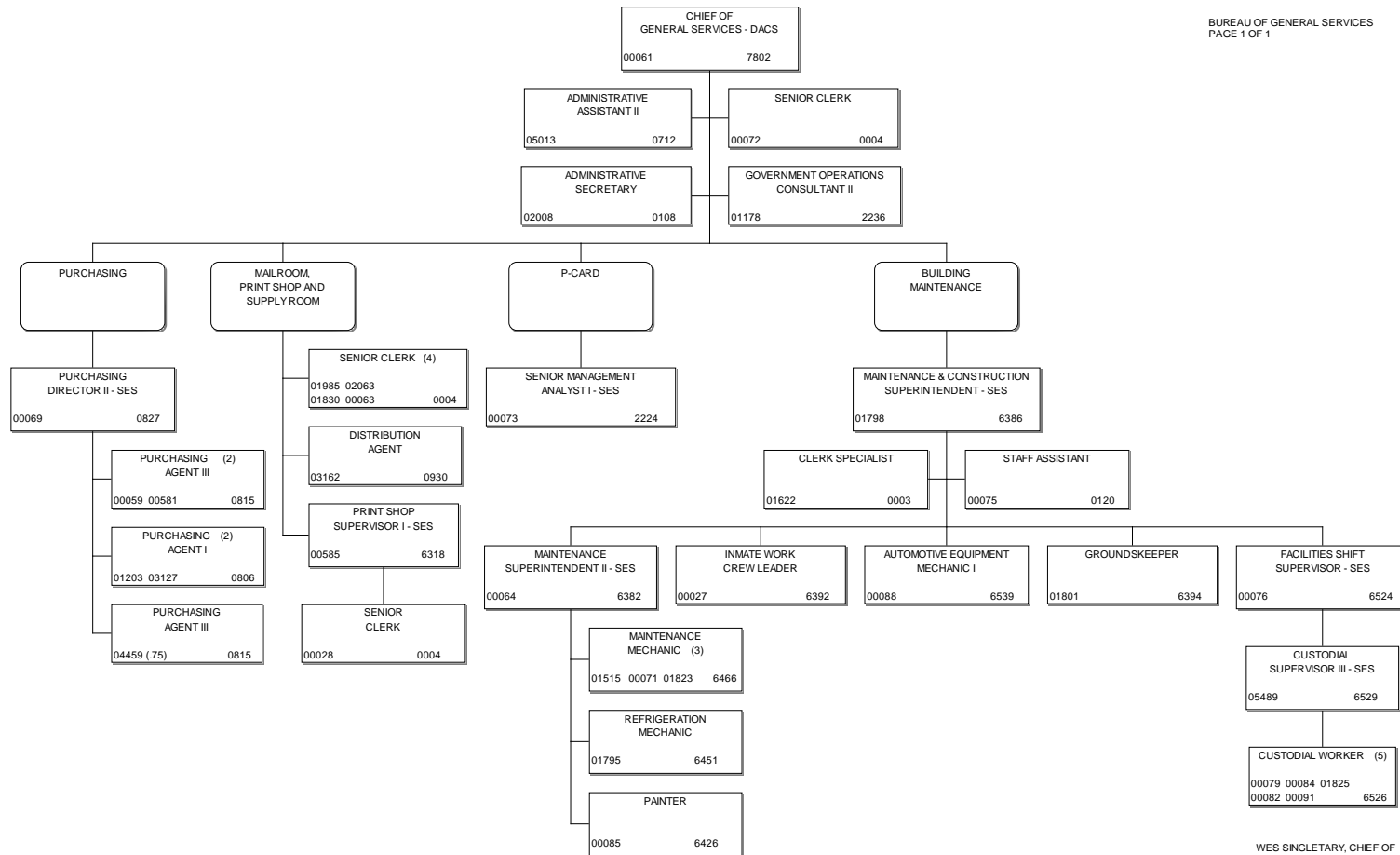
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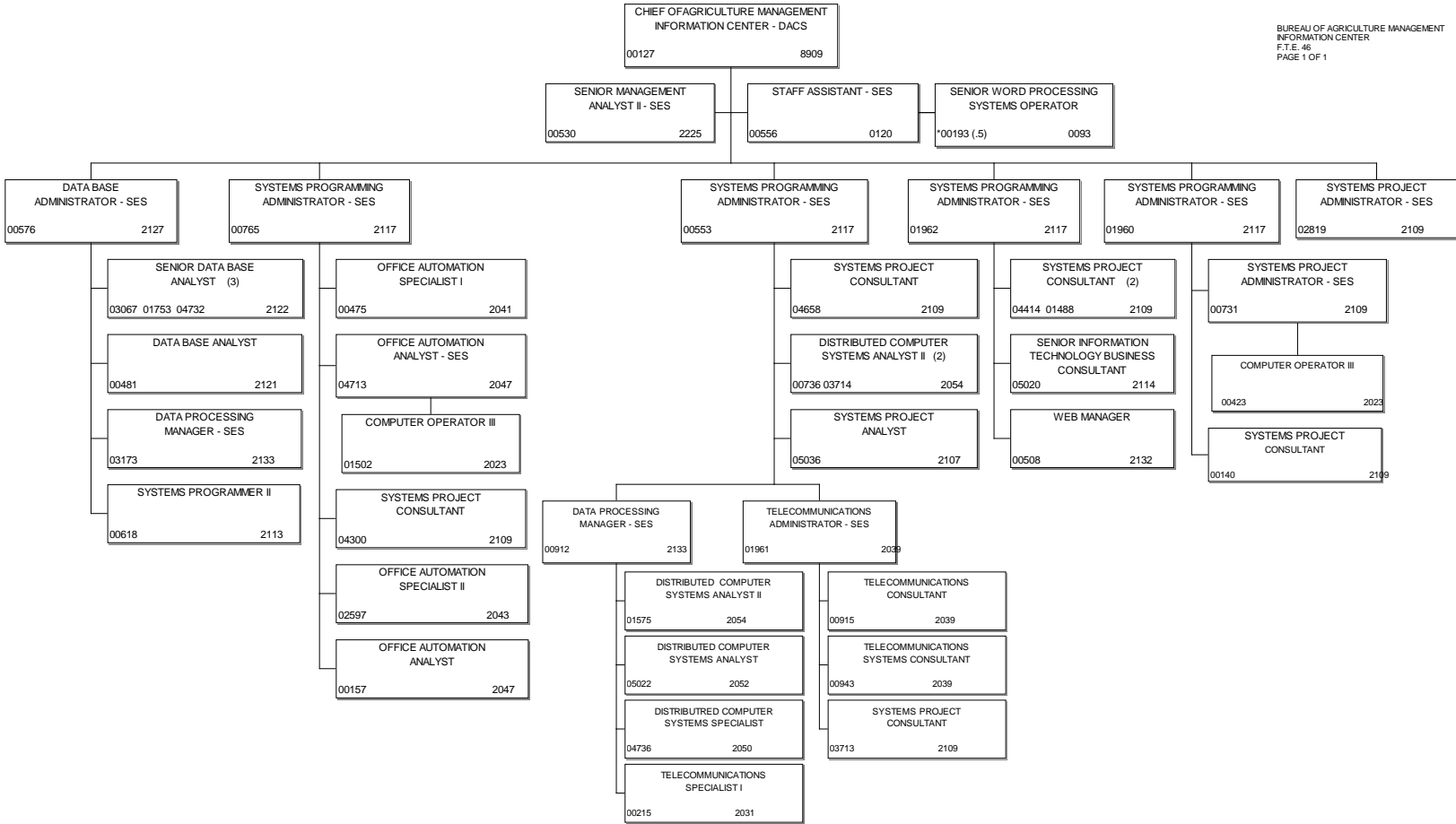


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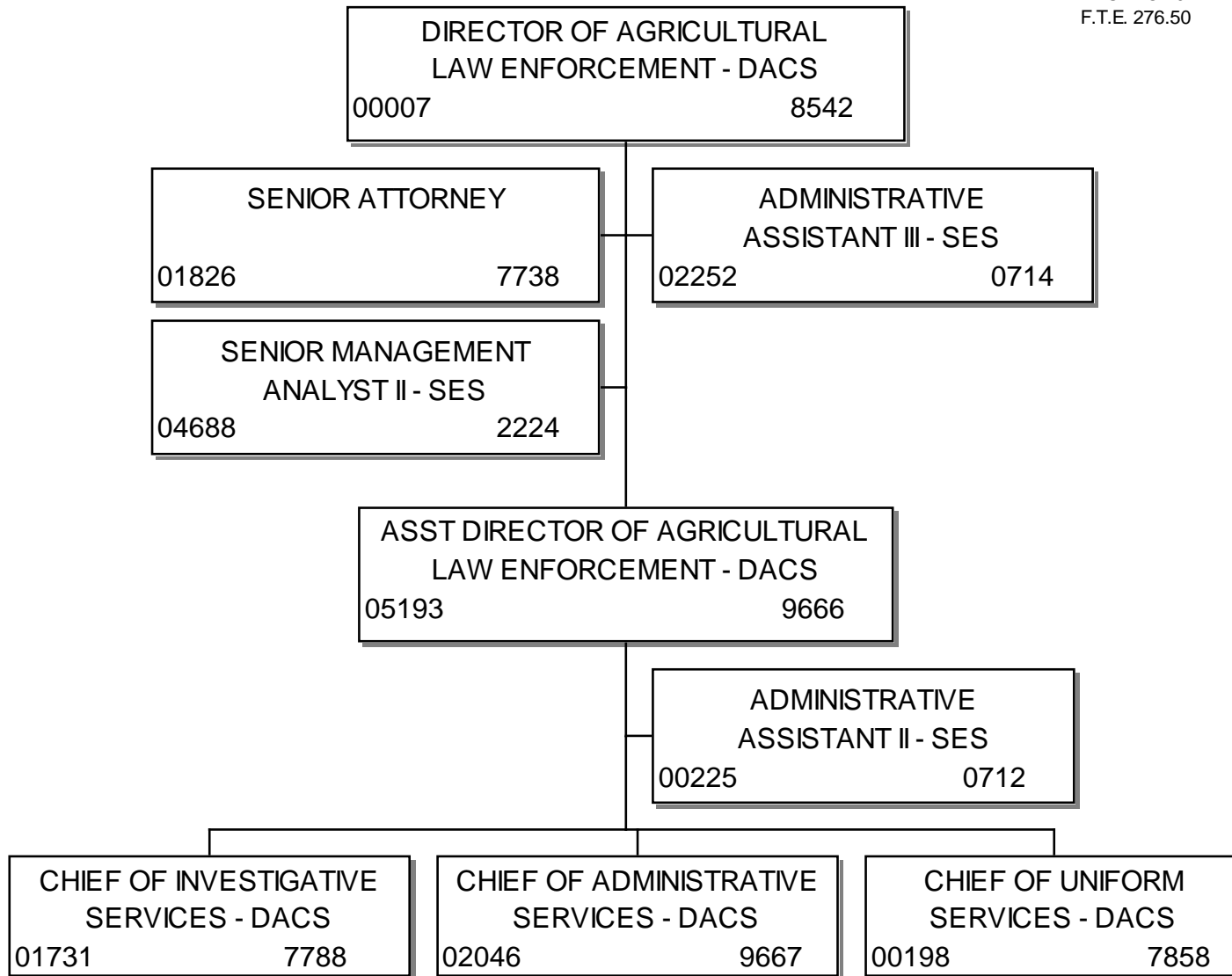
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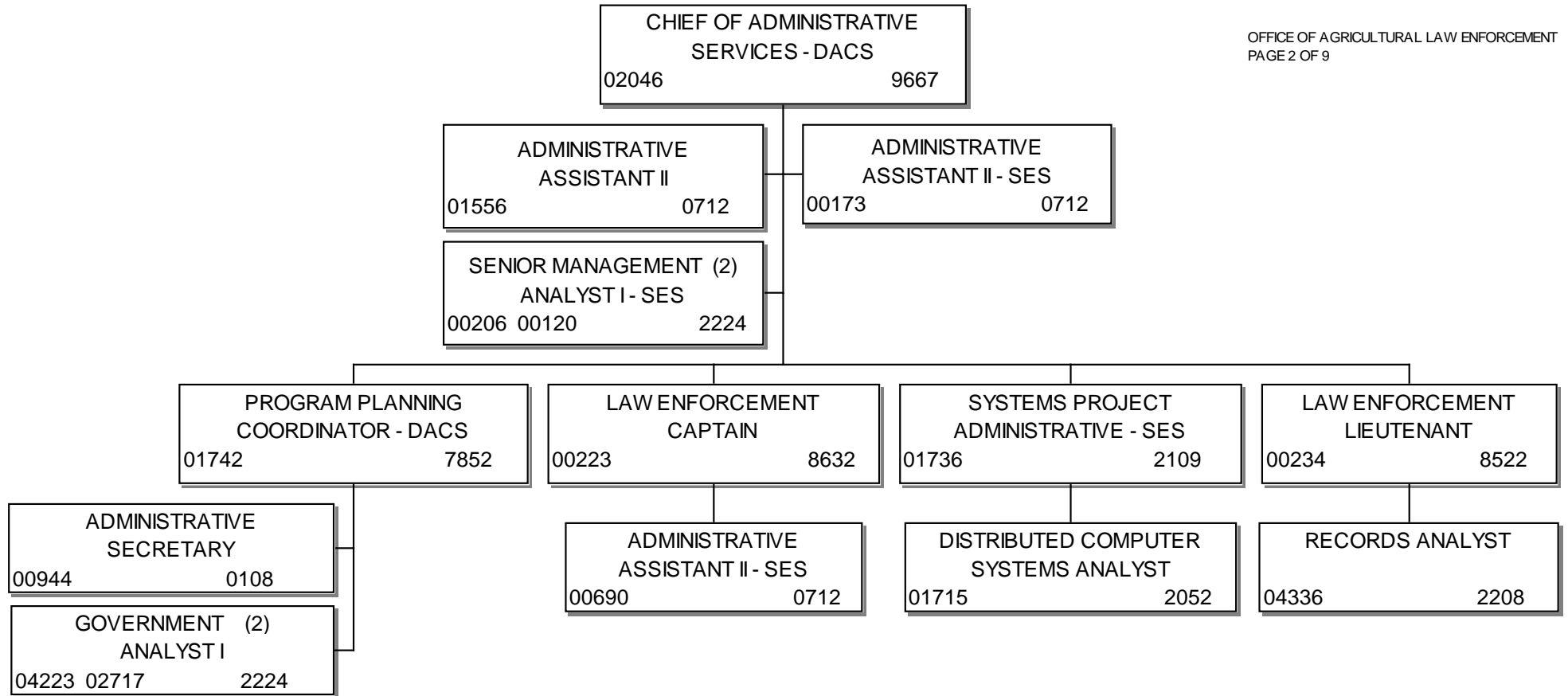
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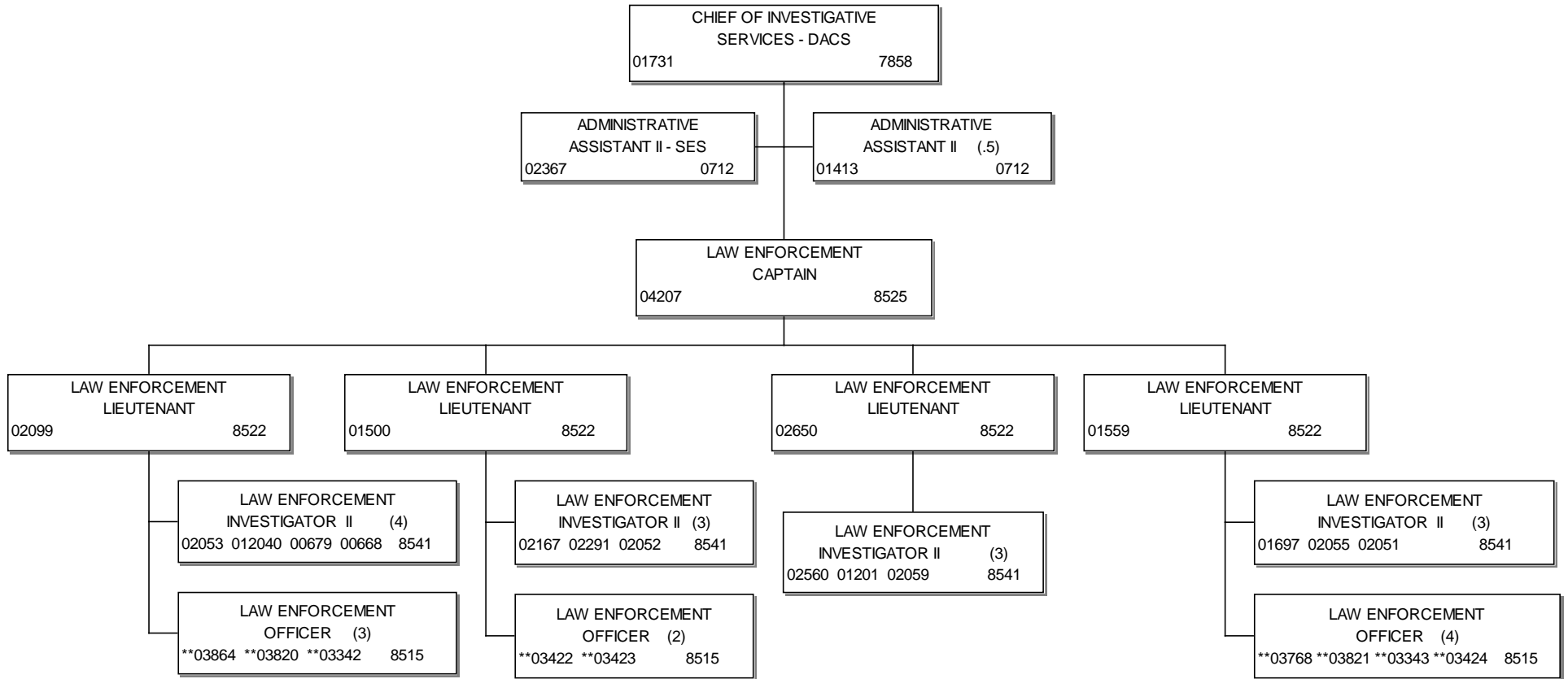
WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 04/28/2009

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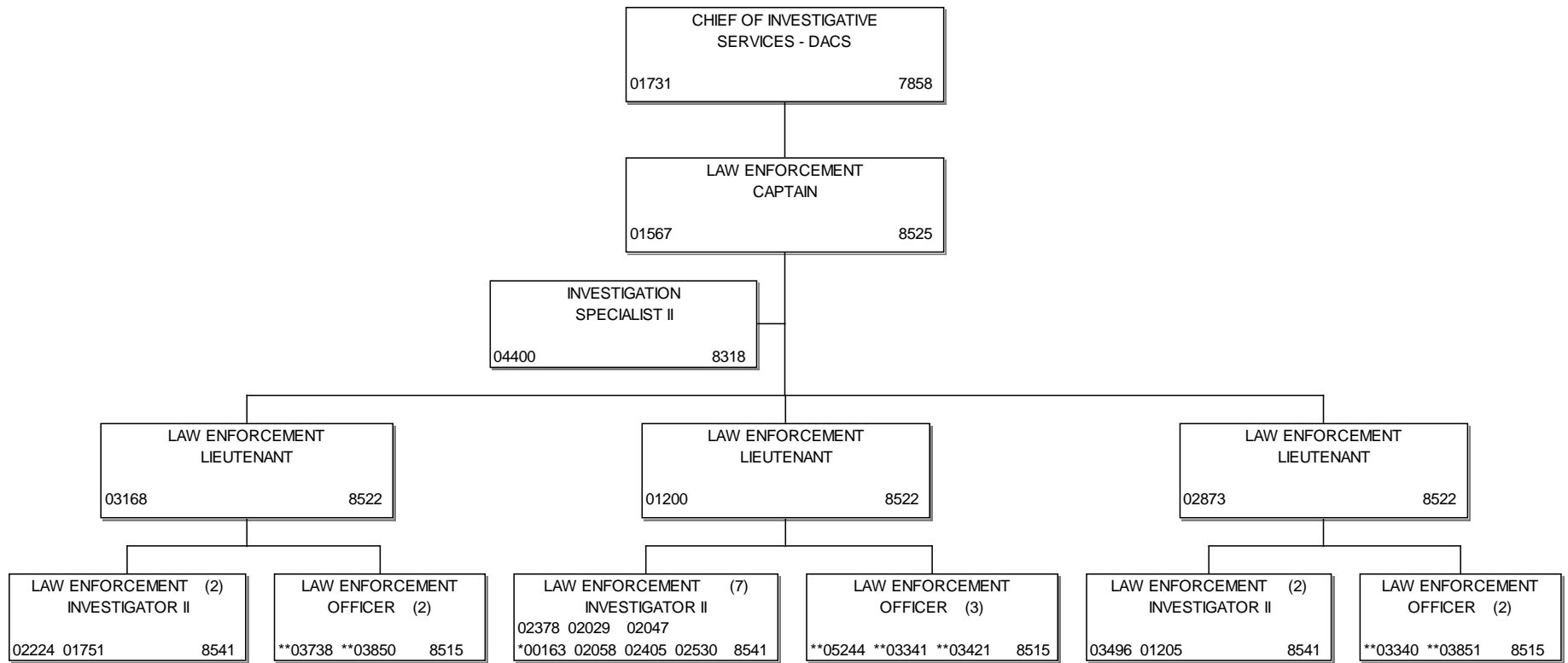


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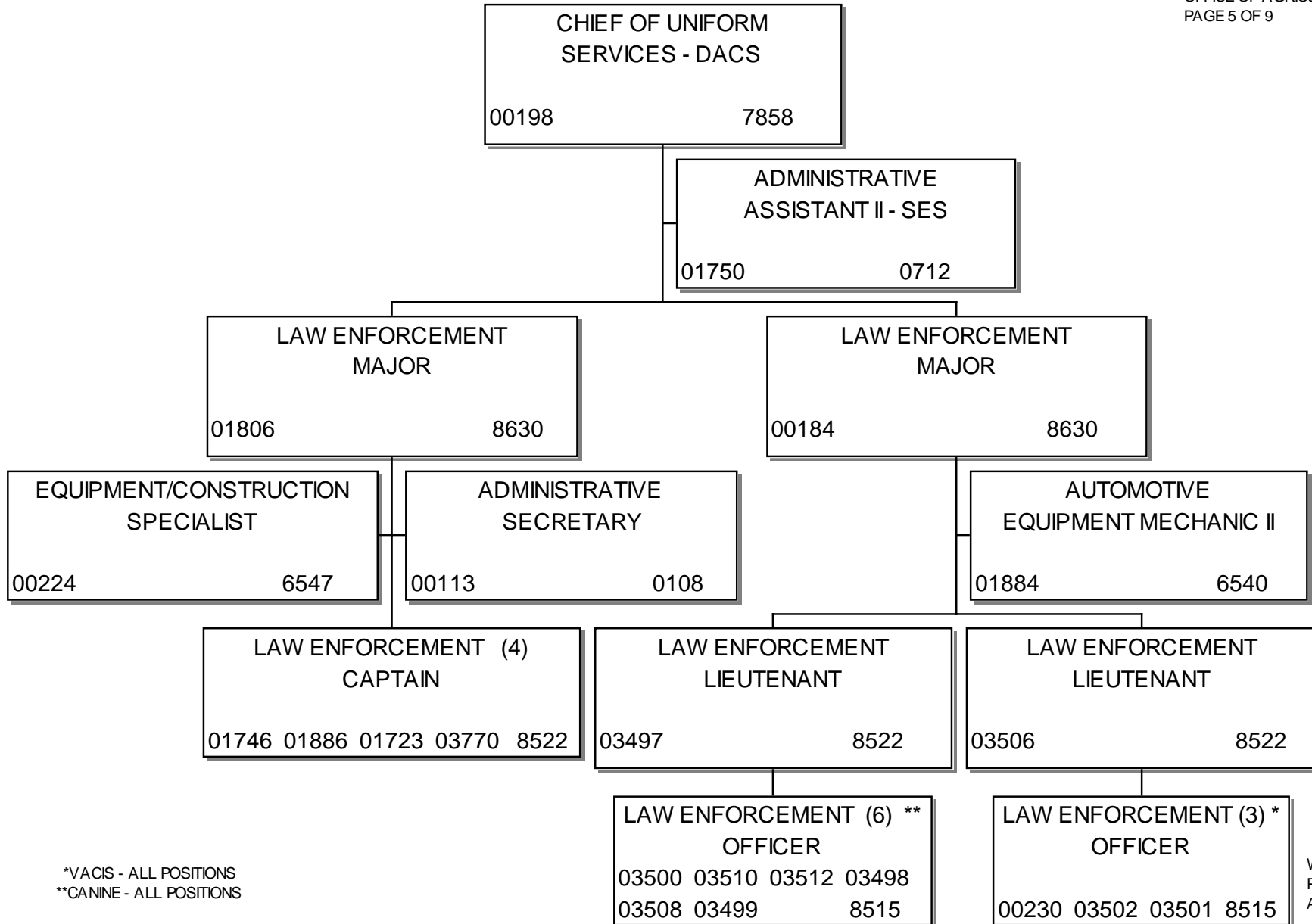


*FUNDED FROM DIV. OF AGRICULTURAL ENVIRONMENTAL SERVICES

** ALL POSITIONS FUNDED FROM DIV. OF FORESTRY - CARL

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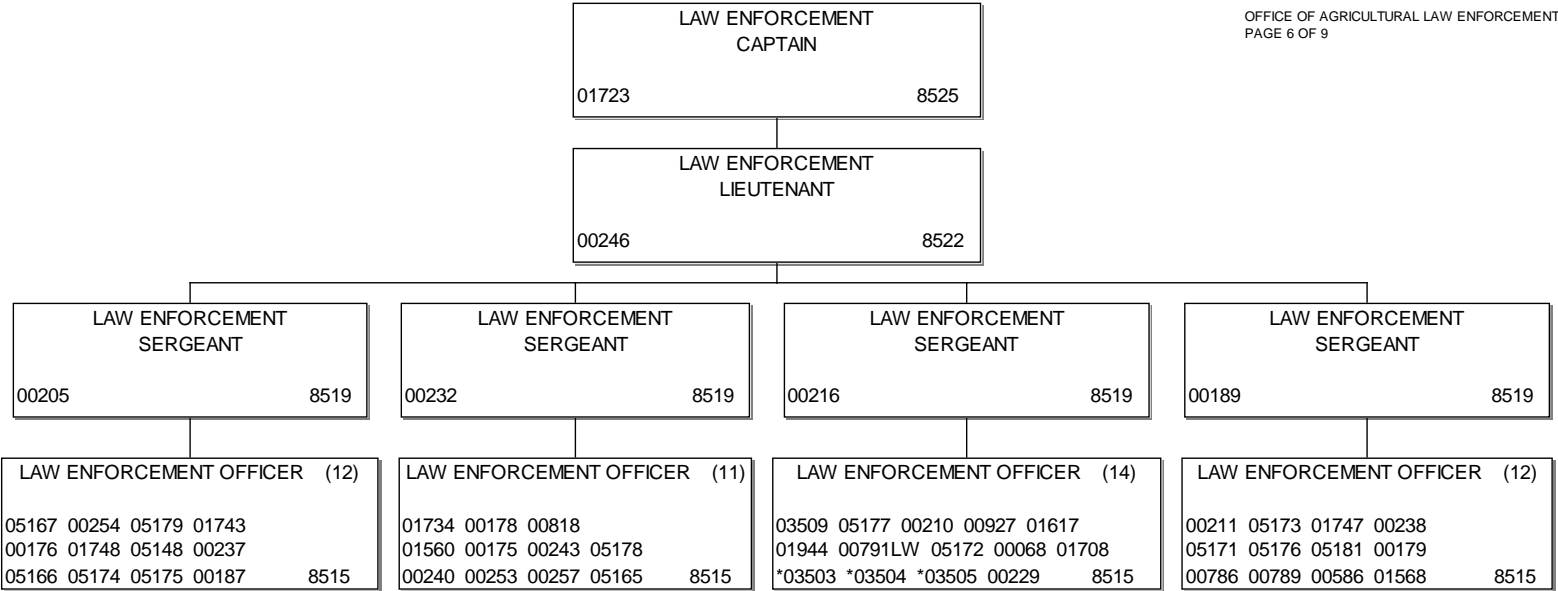
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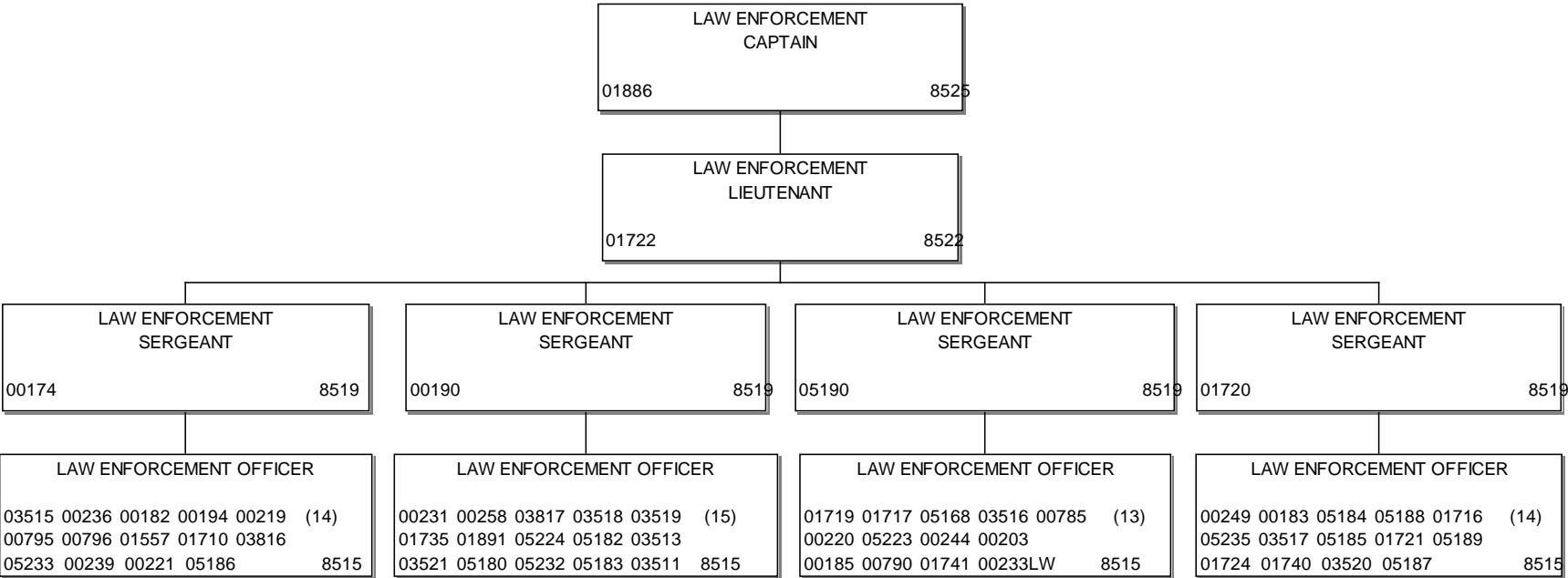
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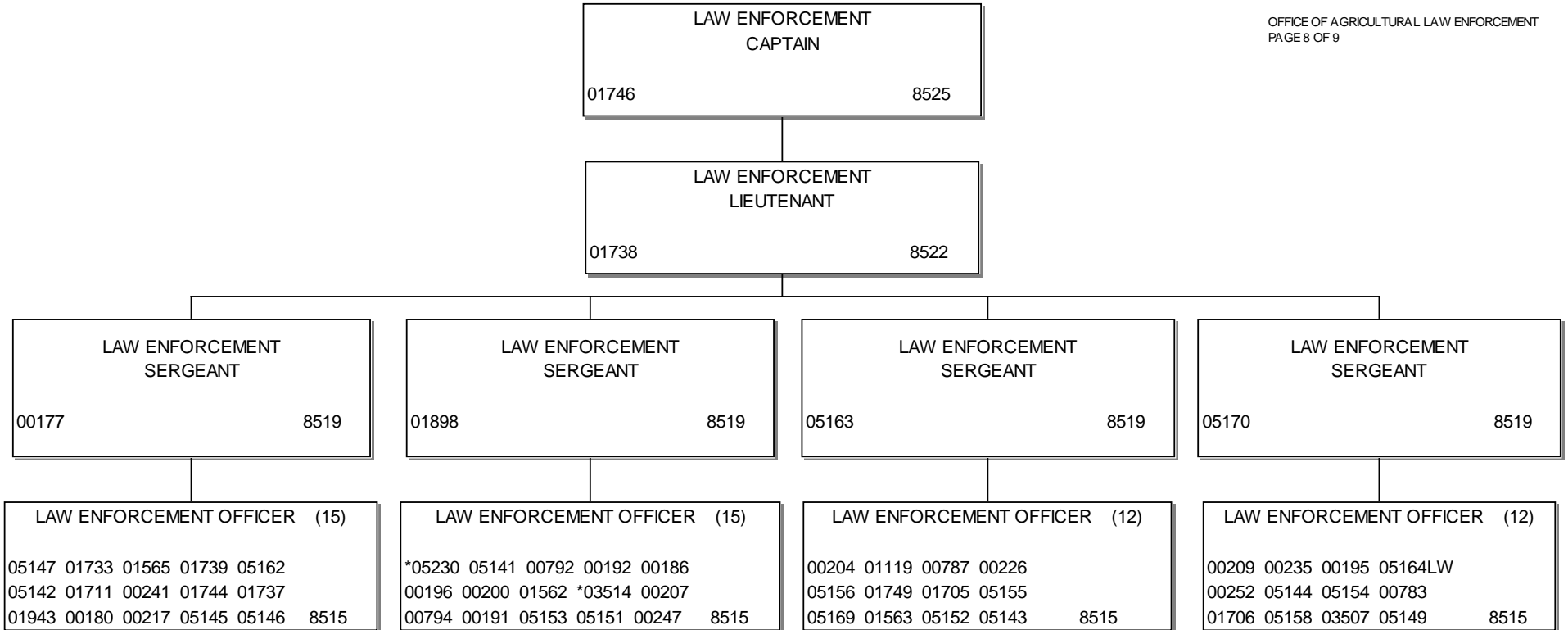
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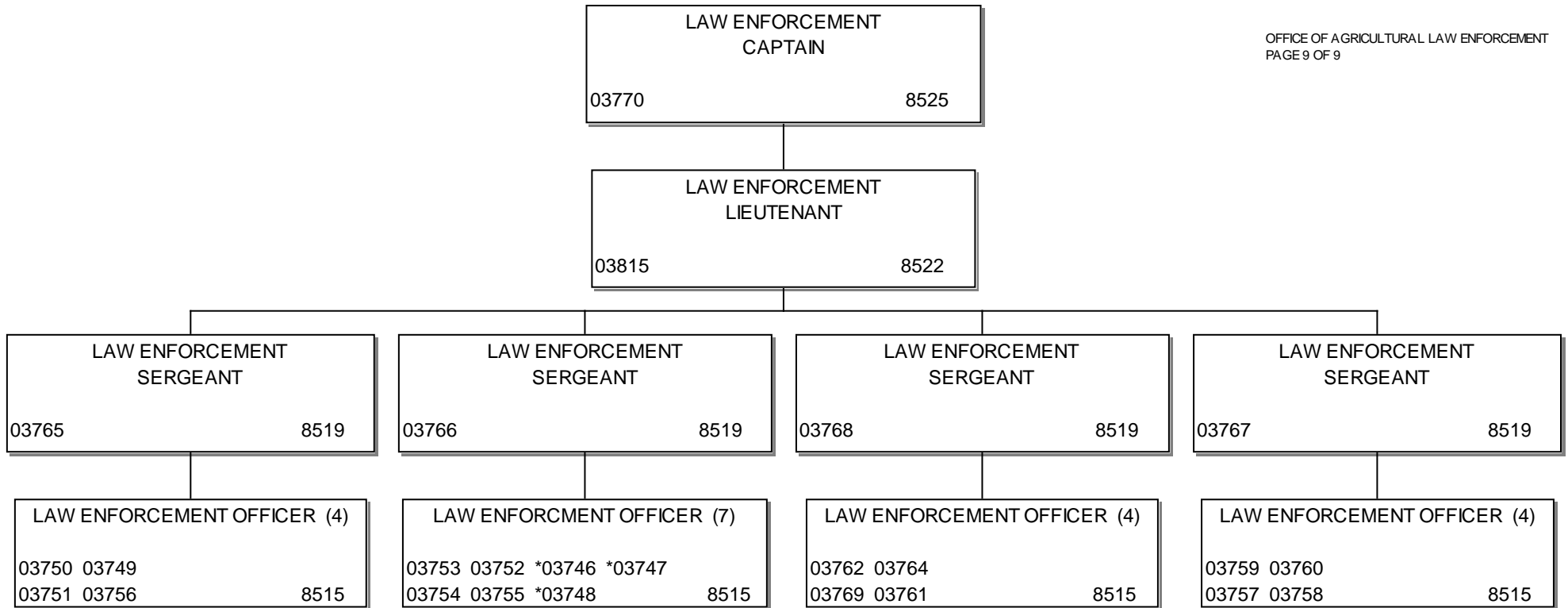


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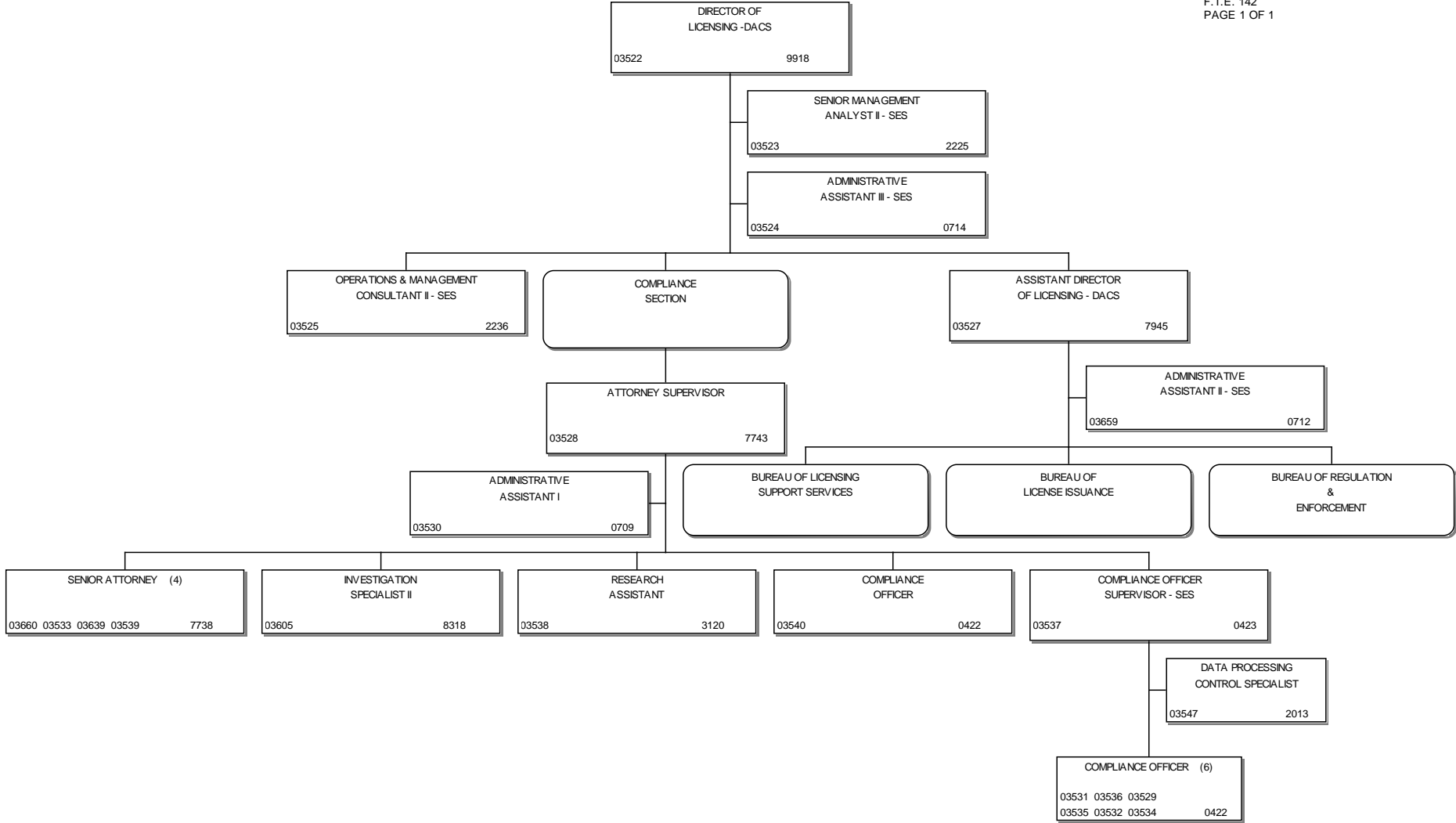
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DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF LICENSING

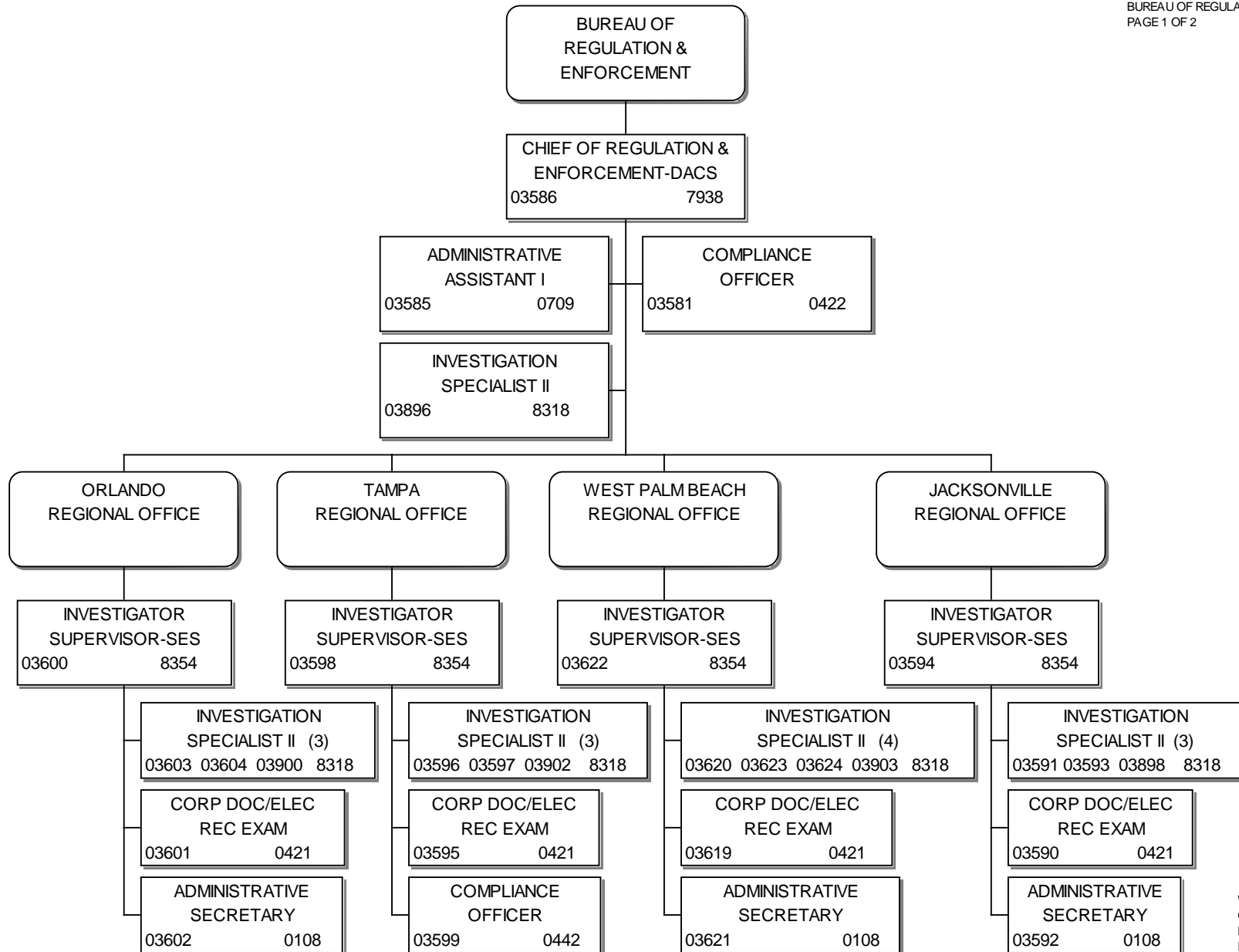
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WES SINGLETARY, CHIEF
PERSONNEL MANAGEMENT
DATE APPROVED: 11/30/2009

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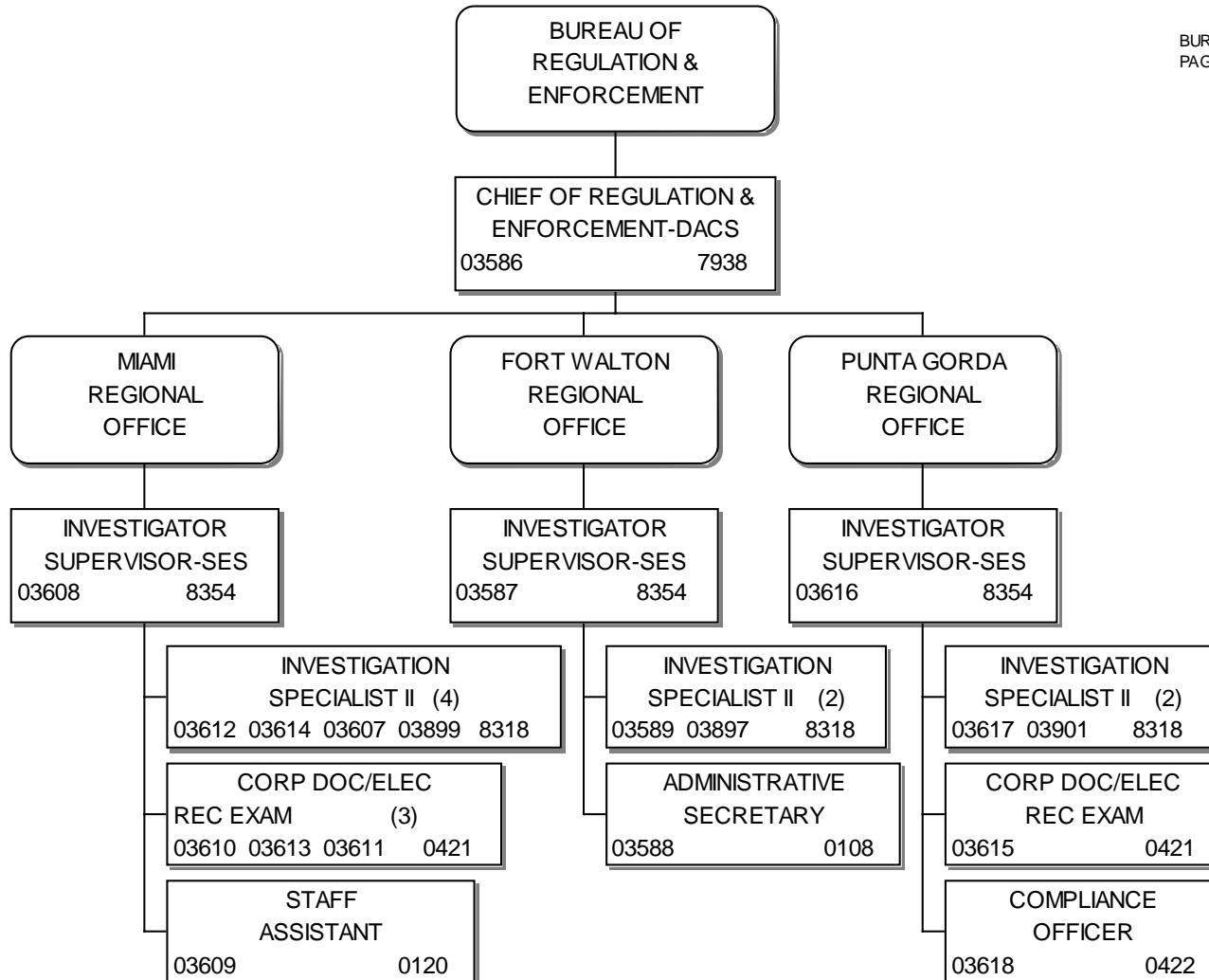
BUREAU OF REGULATION & ENFORCEMENT
PAGE 1 OF 2



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DATE APPROVED:
08/06/2010

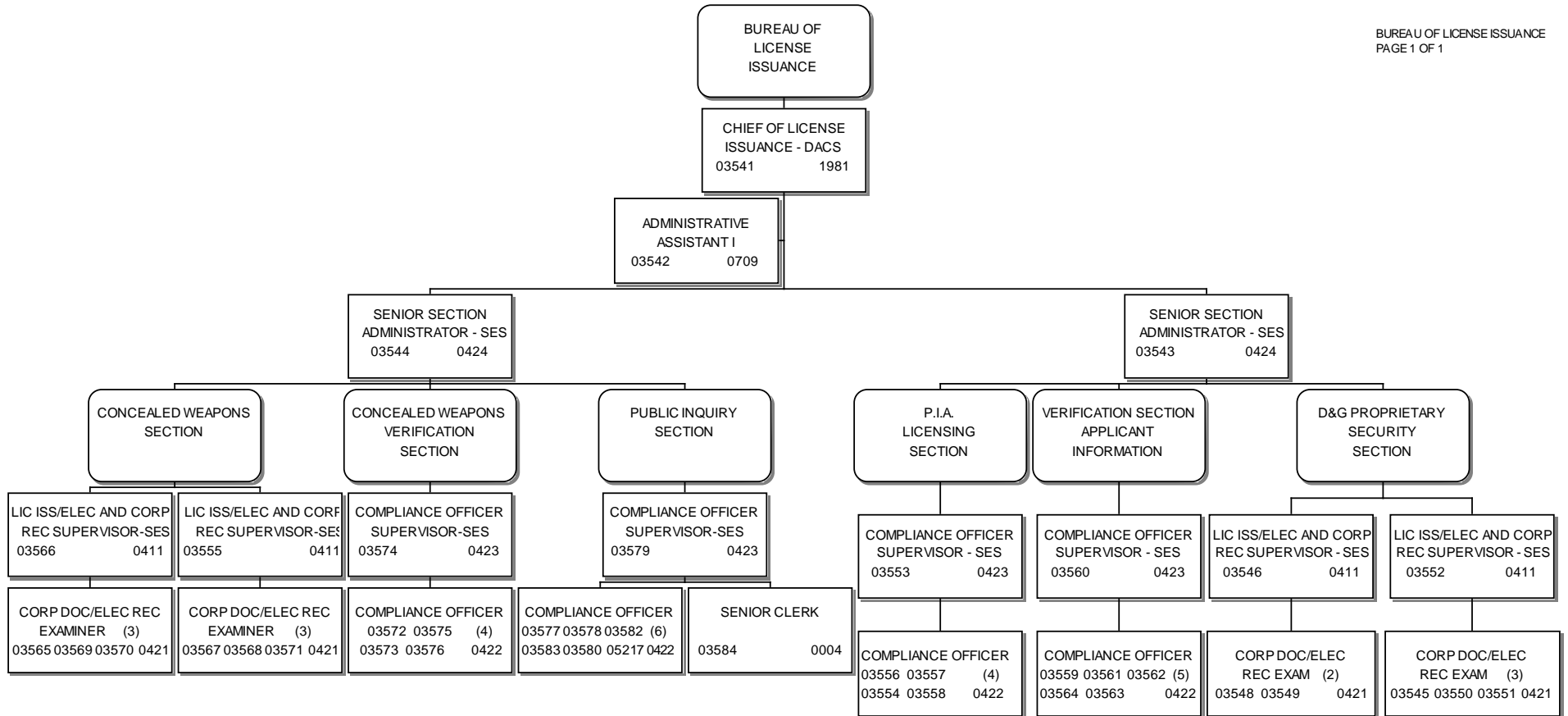
**DEPARTMENT OF AGRICULTURE
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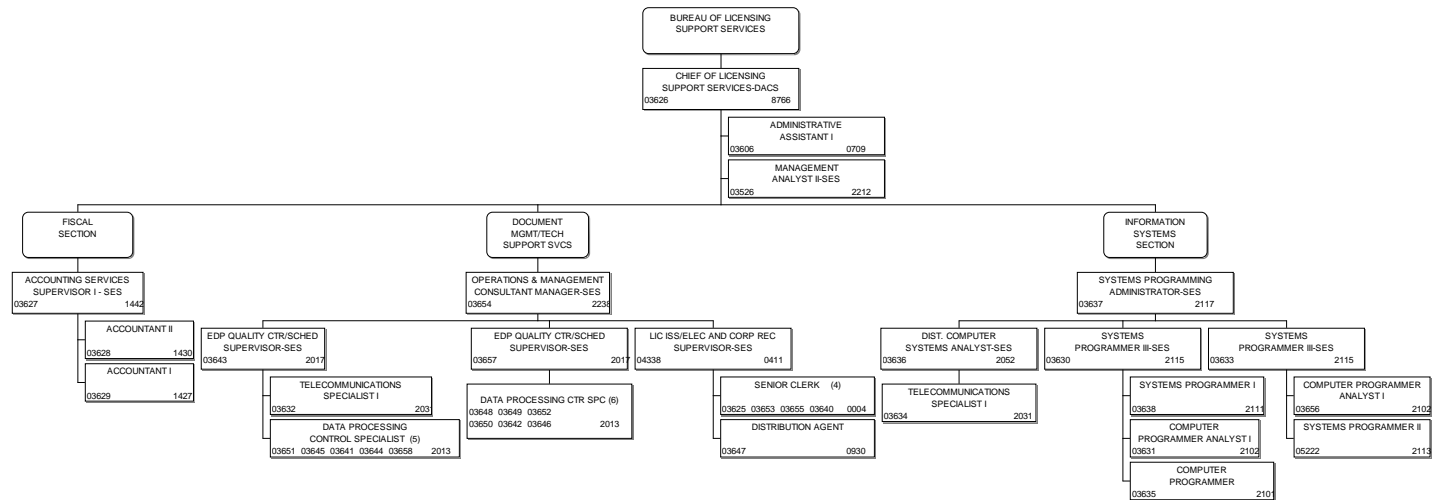


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PERSONNEL MANAGEMENT
DATE APPROVED: 08/06/2010

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF LICENSING

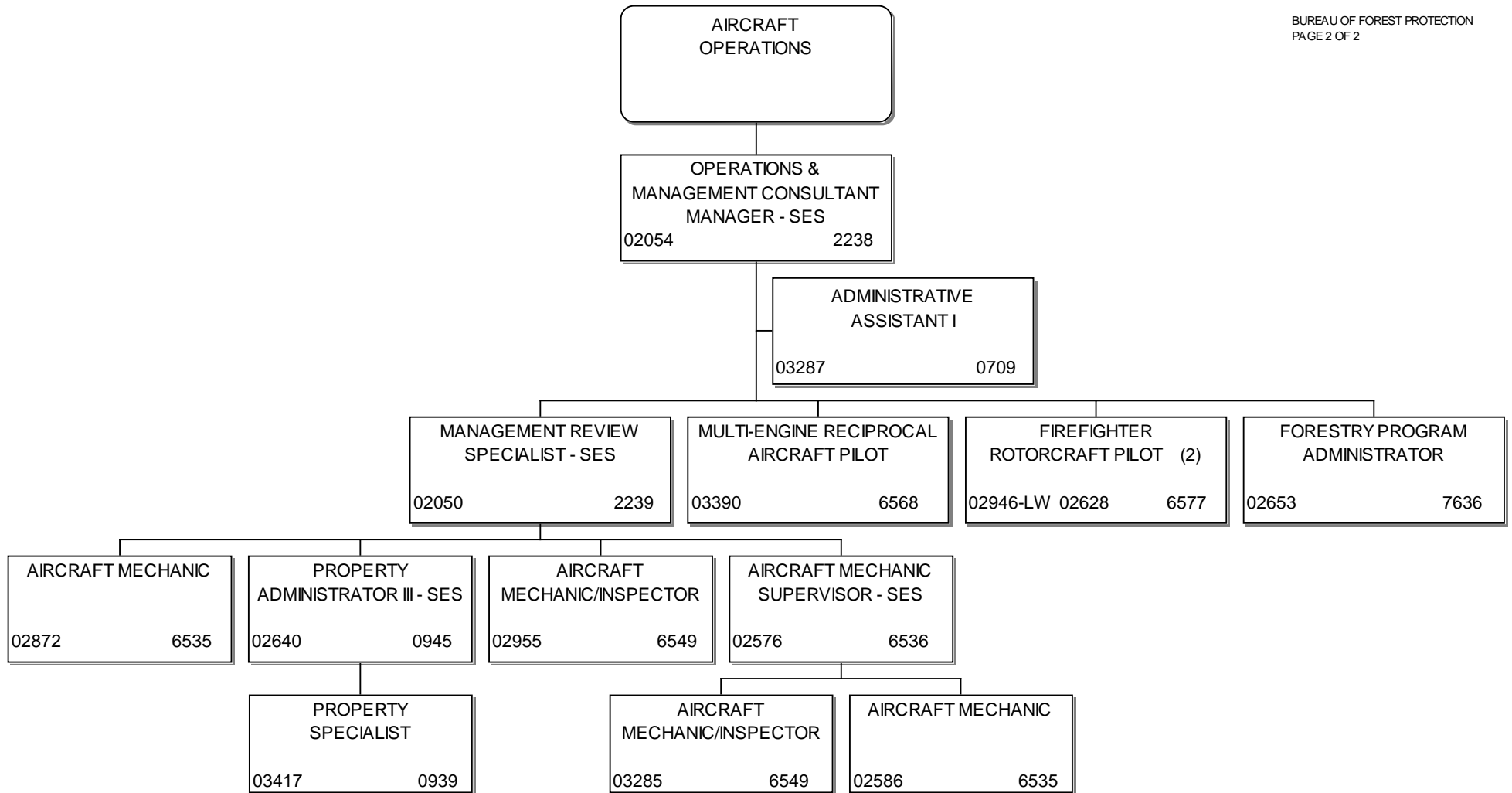


DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF LICENSING



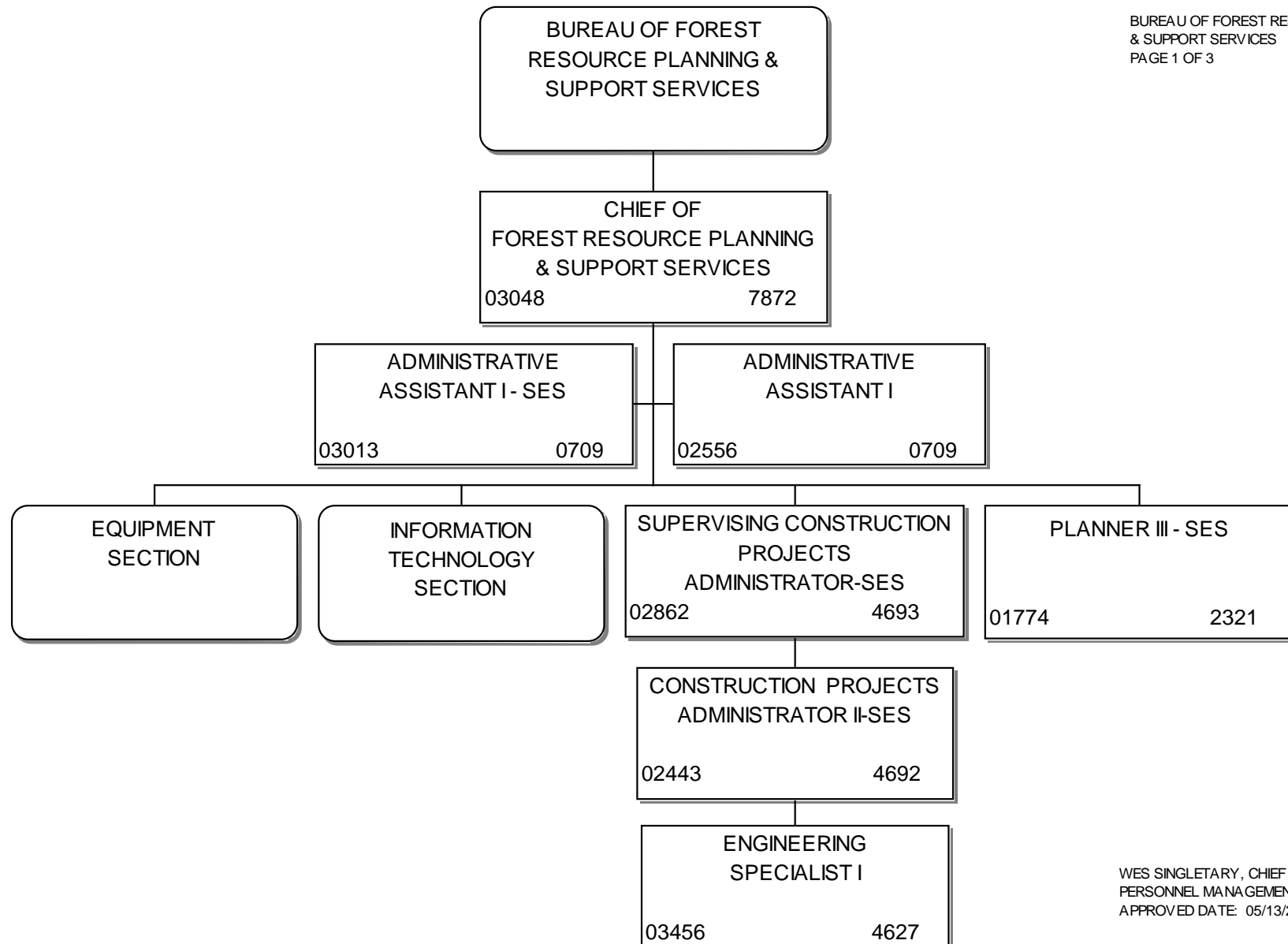
**DEPARTMENT OF AGRICULTURE AND CONSUMER
SERVICES - DIVISION OF FORESTRY
BUREAU OF FOREST PROTECTION**

BUREAU OF FOREST PROTECTION
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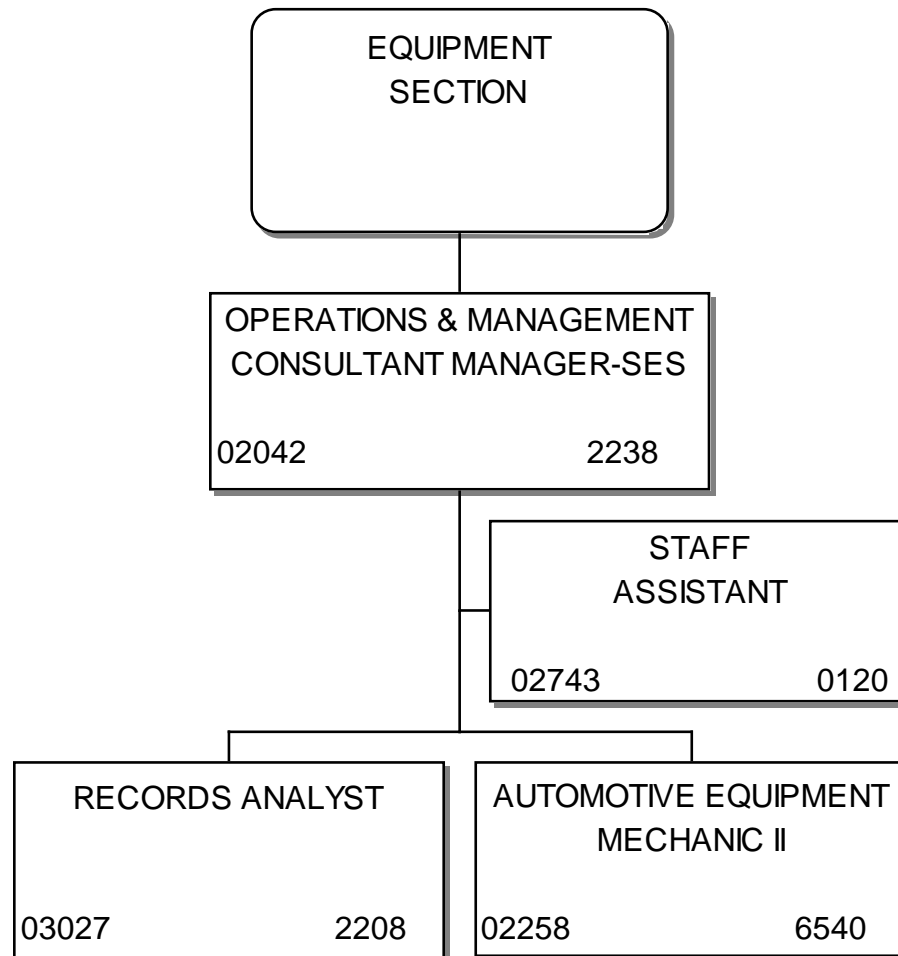
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WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 05/13/2009

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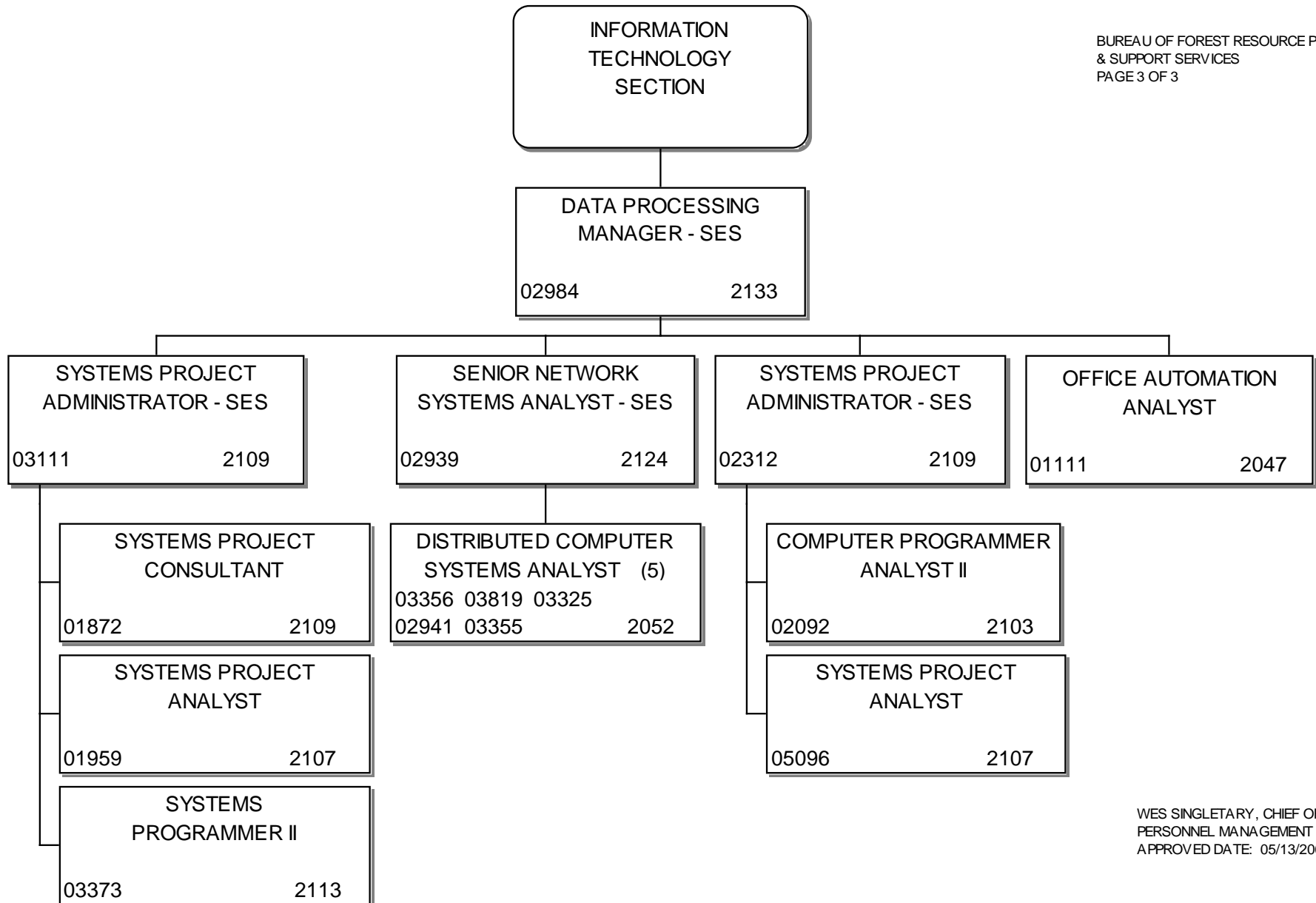


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APPROVED DATE: 08/06/2010

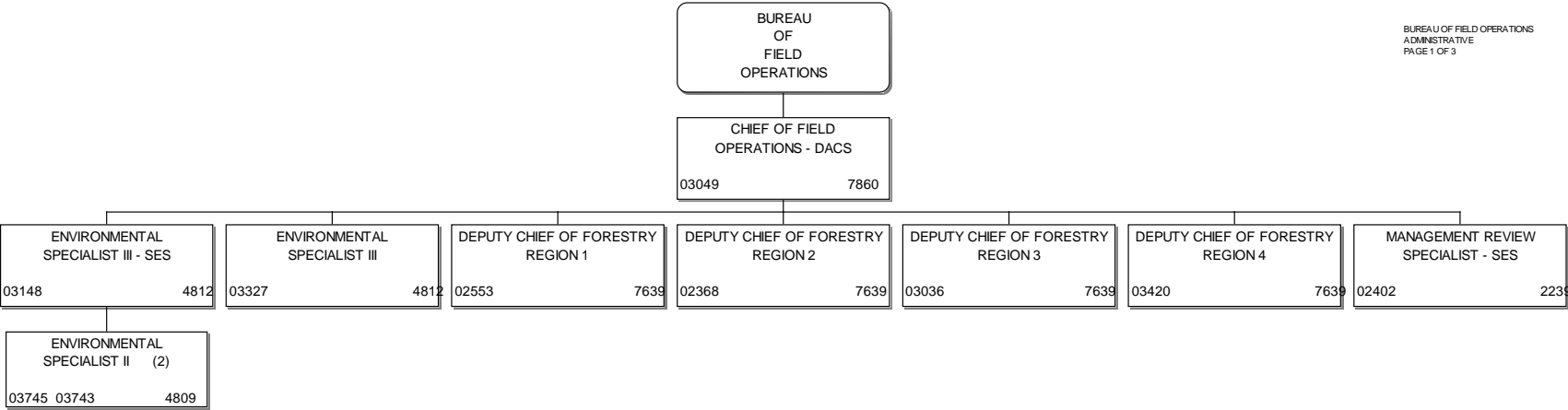
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APPROVED DATE: 05/13/2009

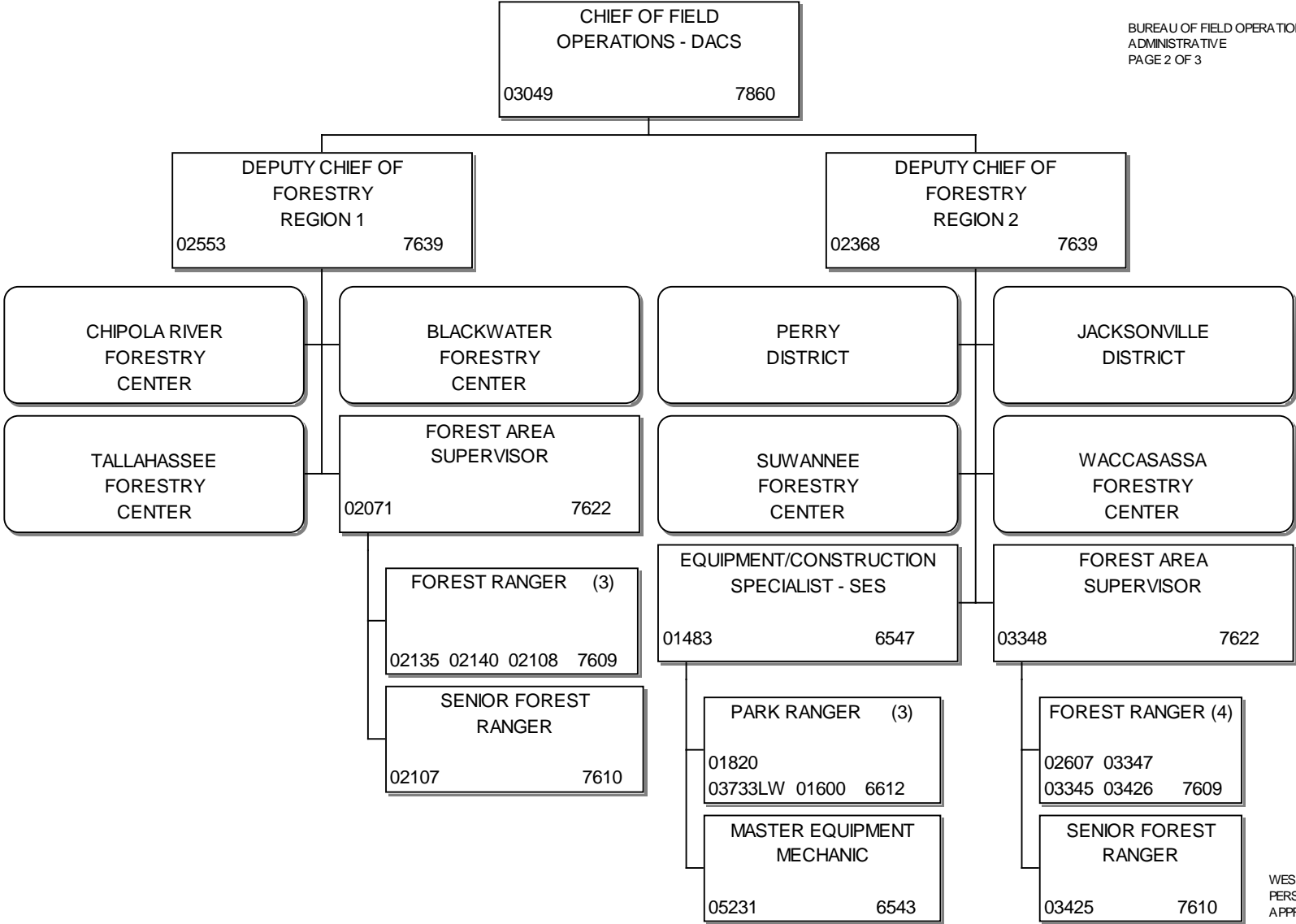
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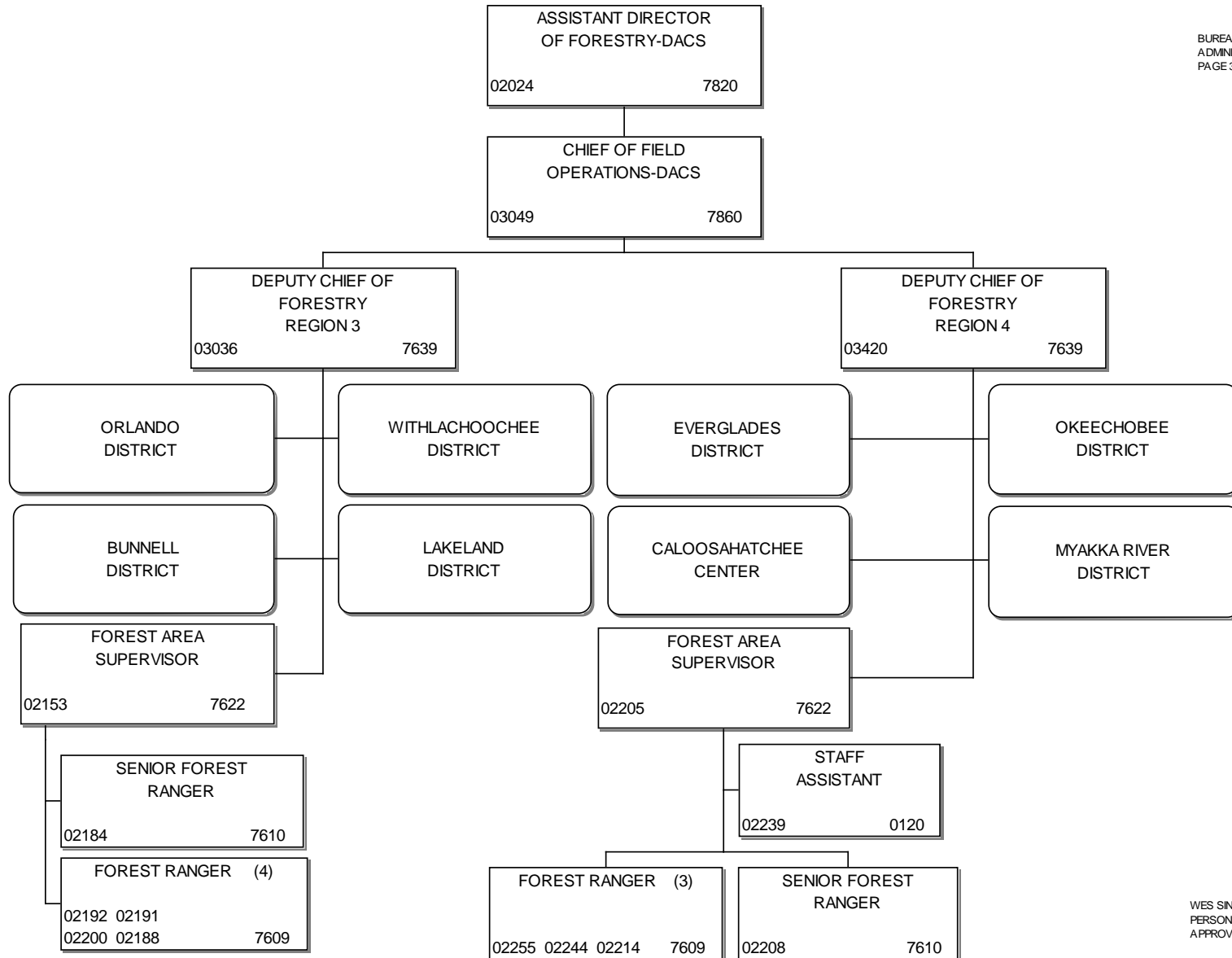
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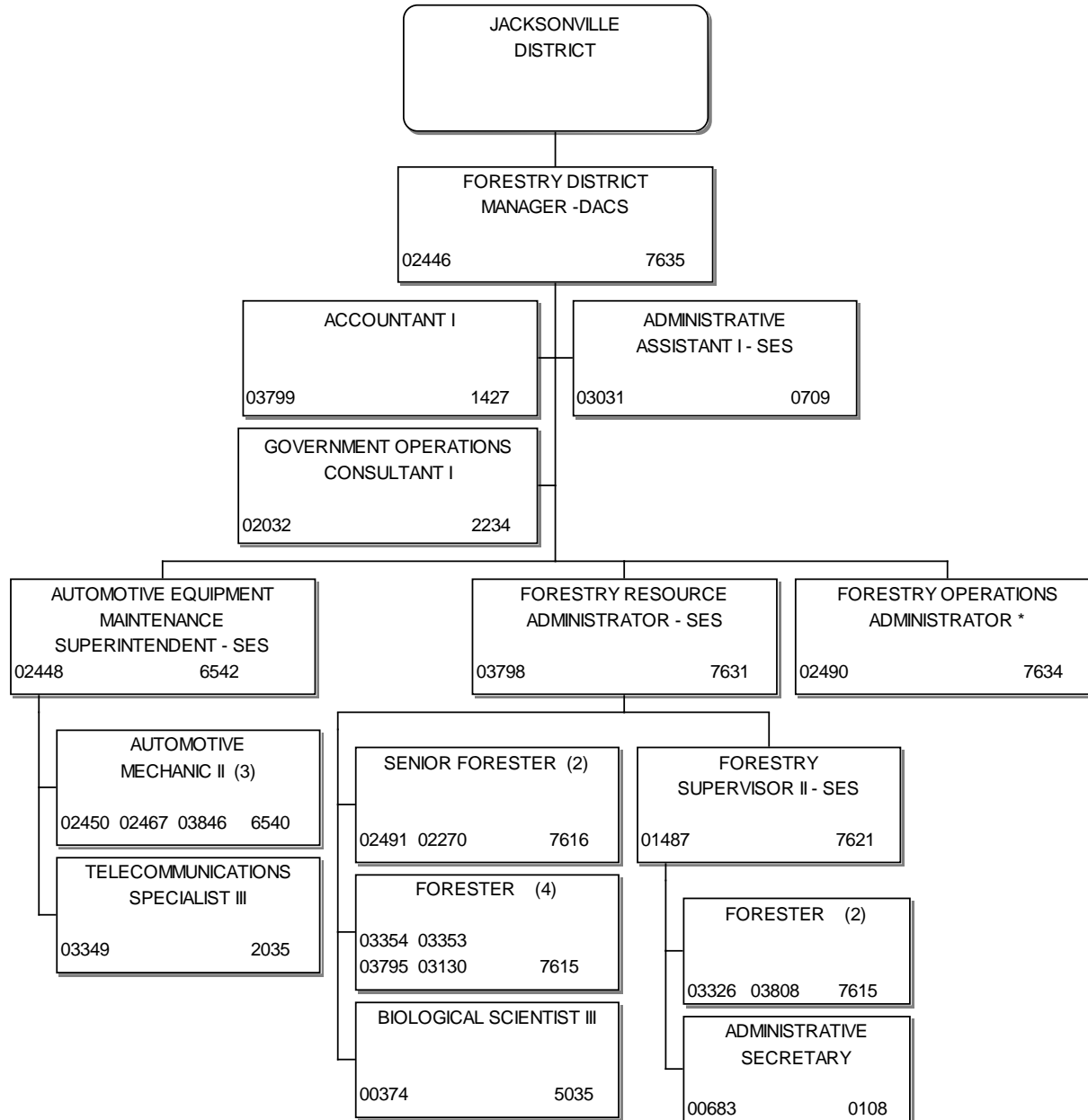
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APPROVED DATE: 05/13/2009

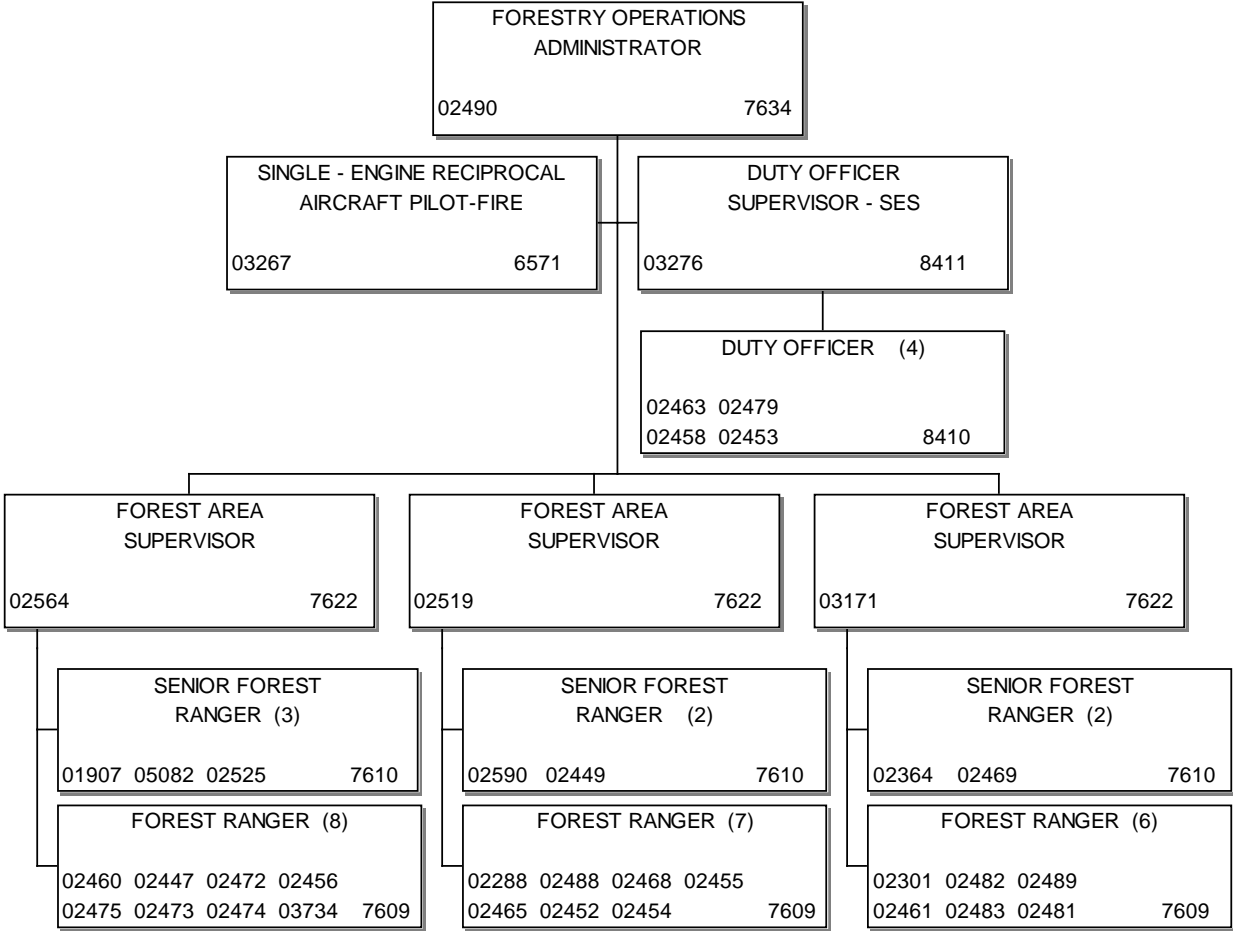
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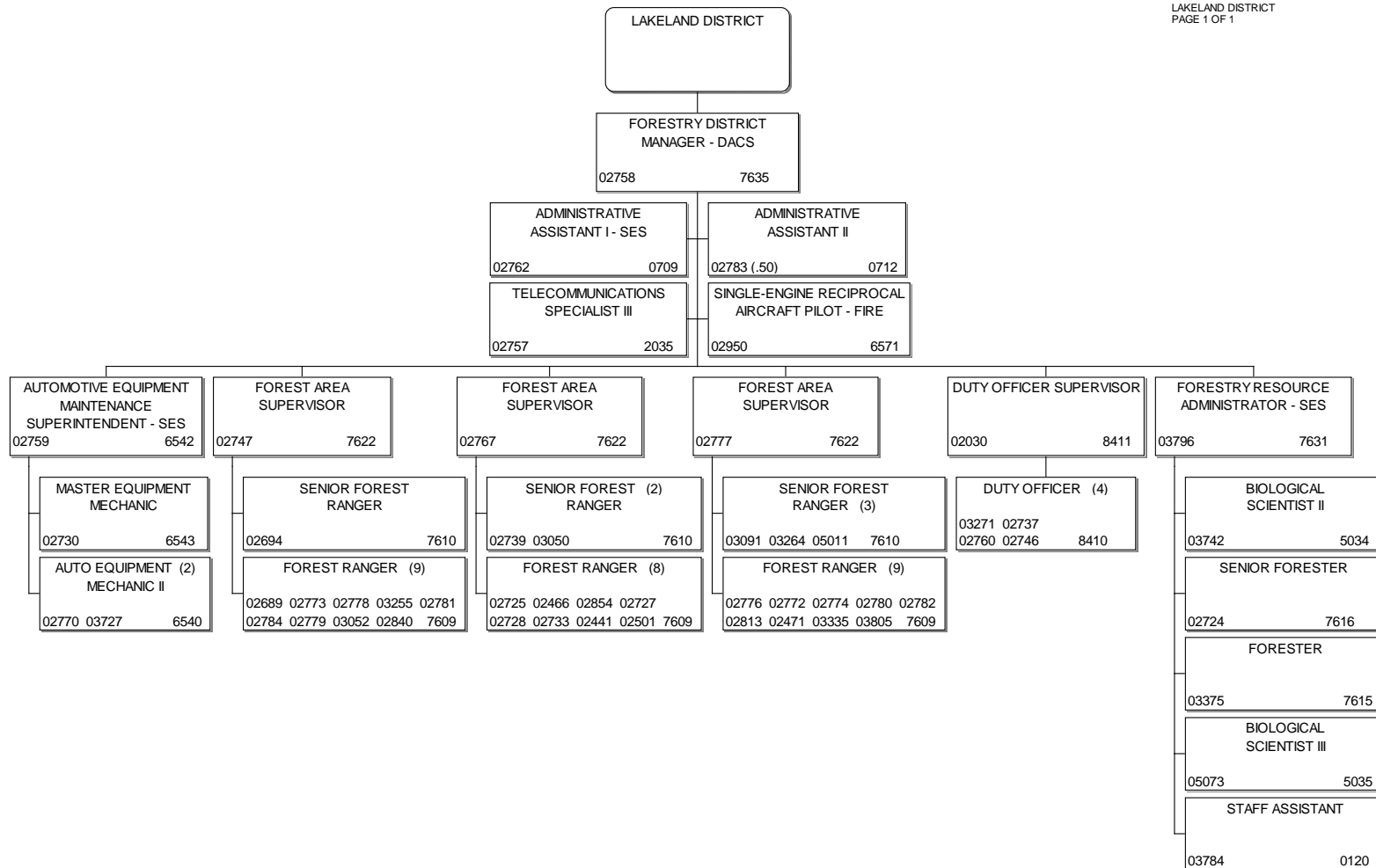


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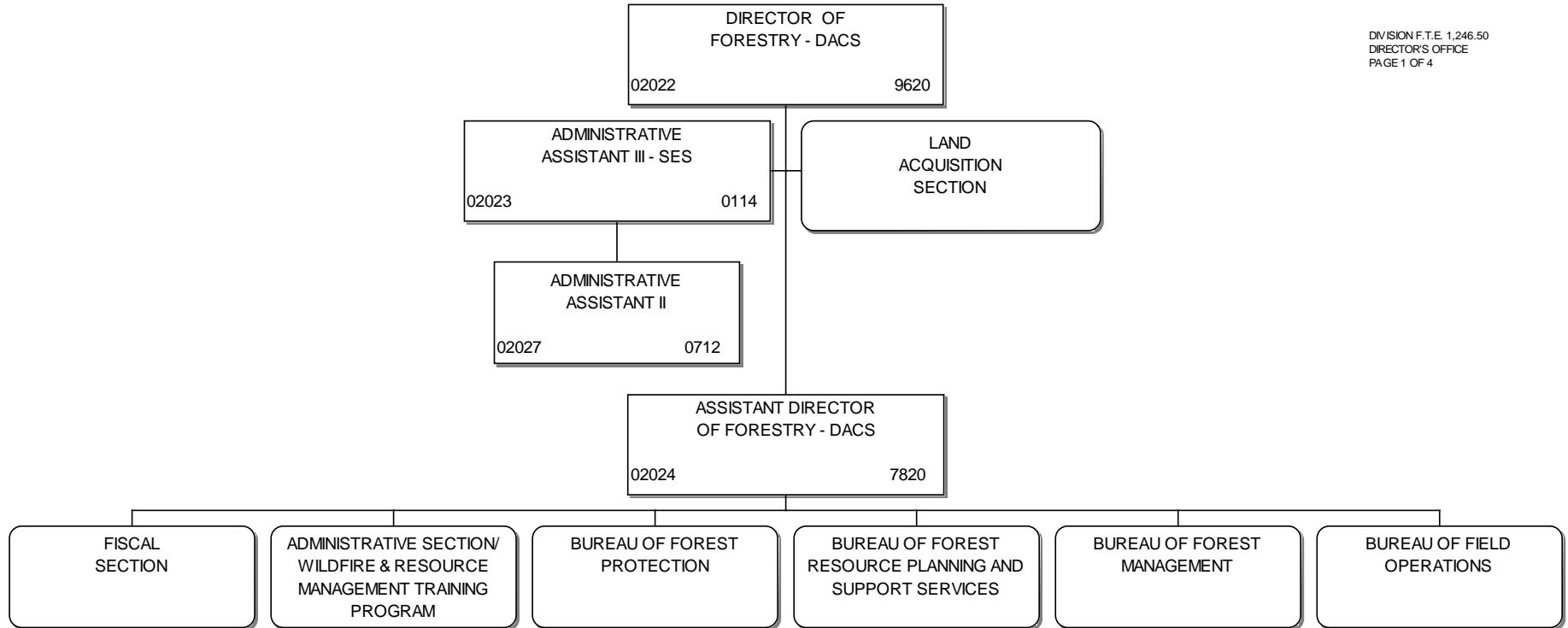
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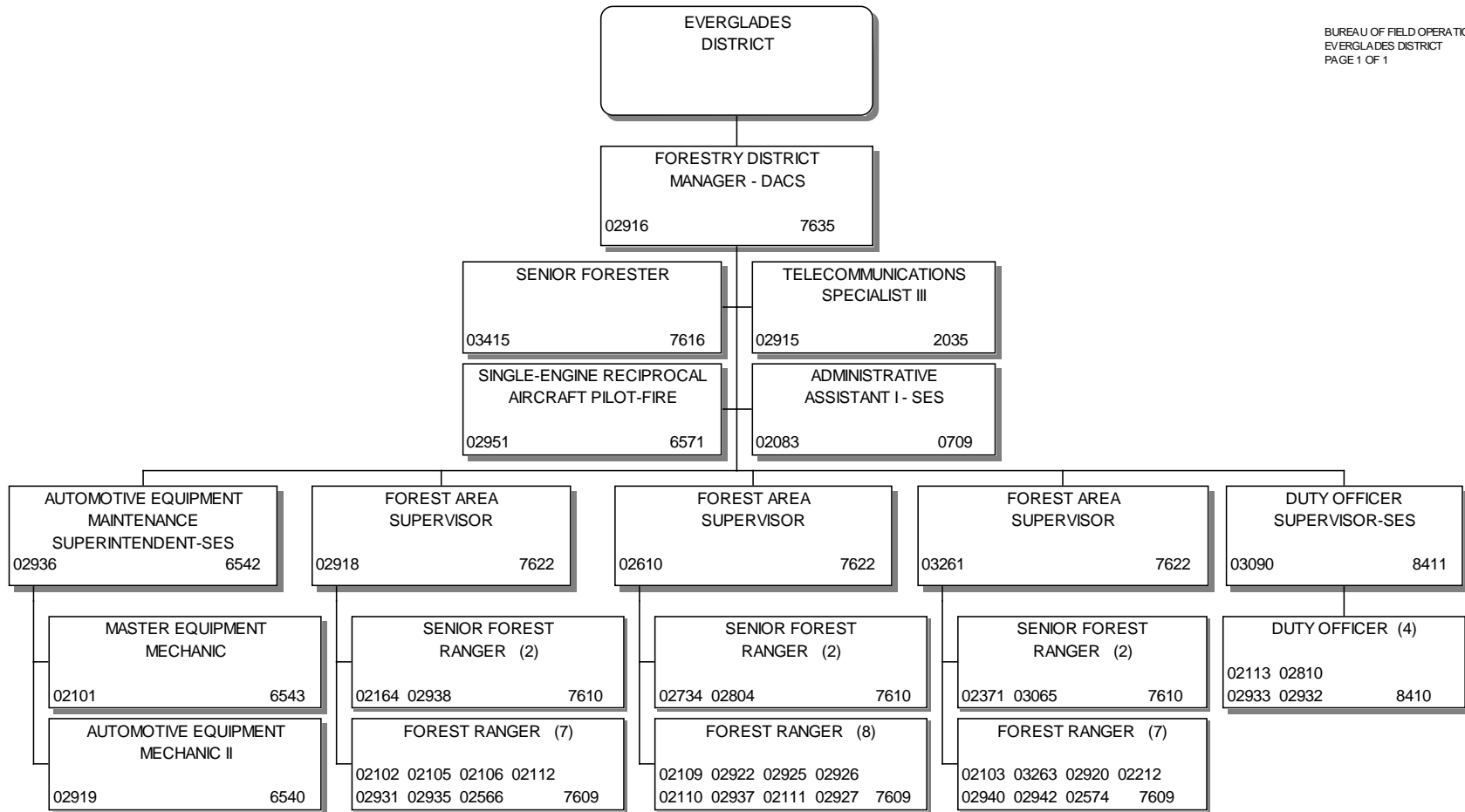
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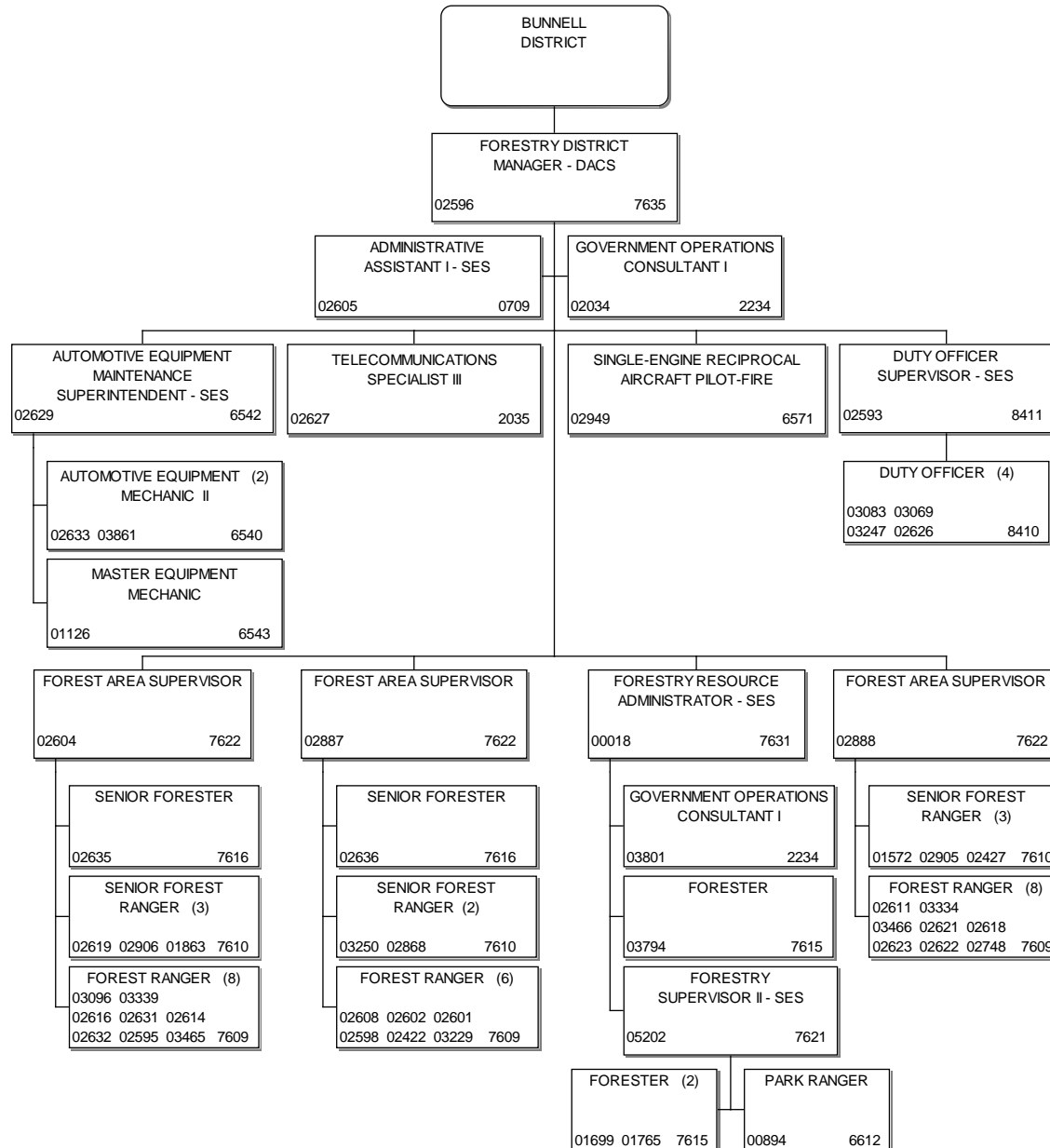
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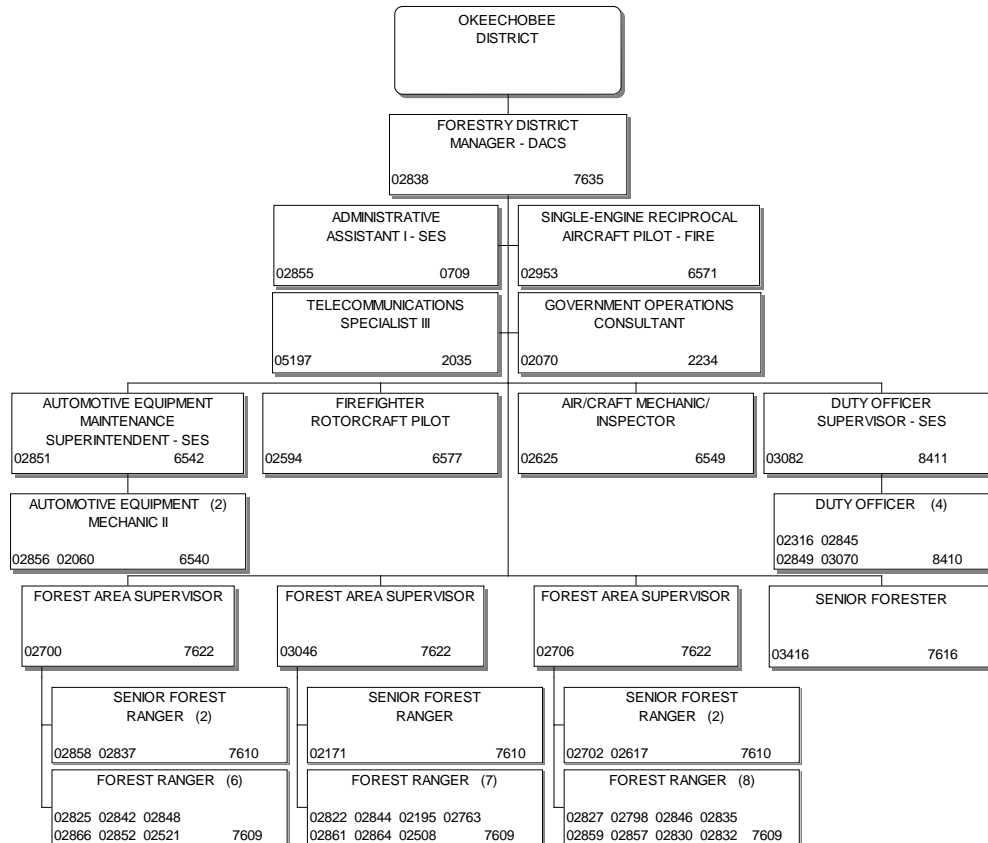


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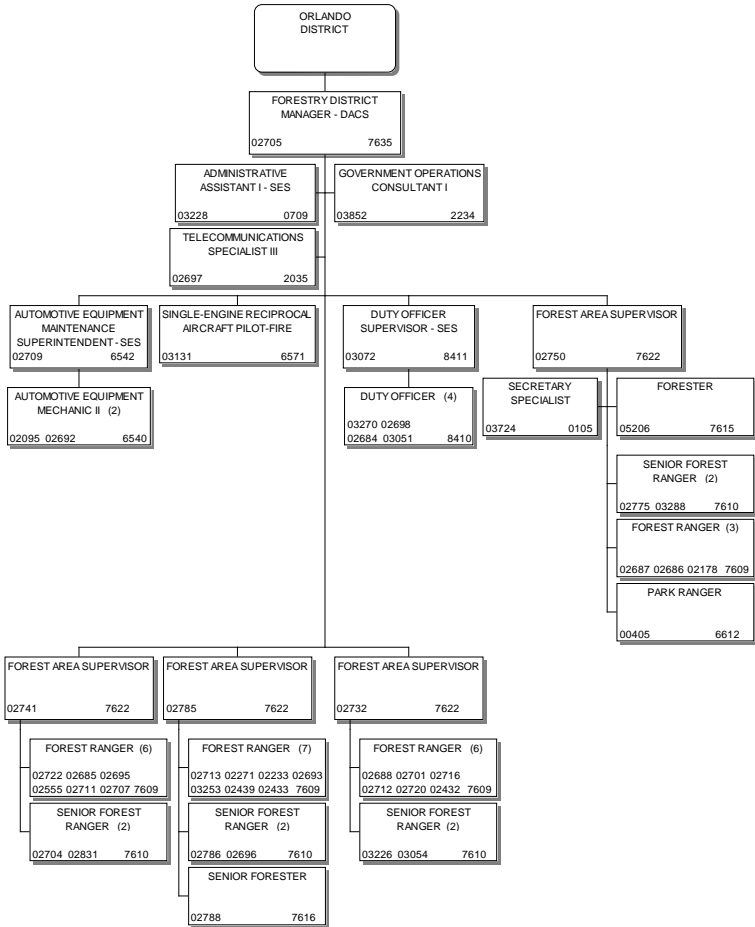
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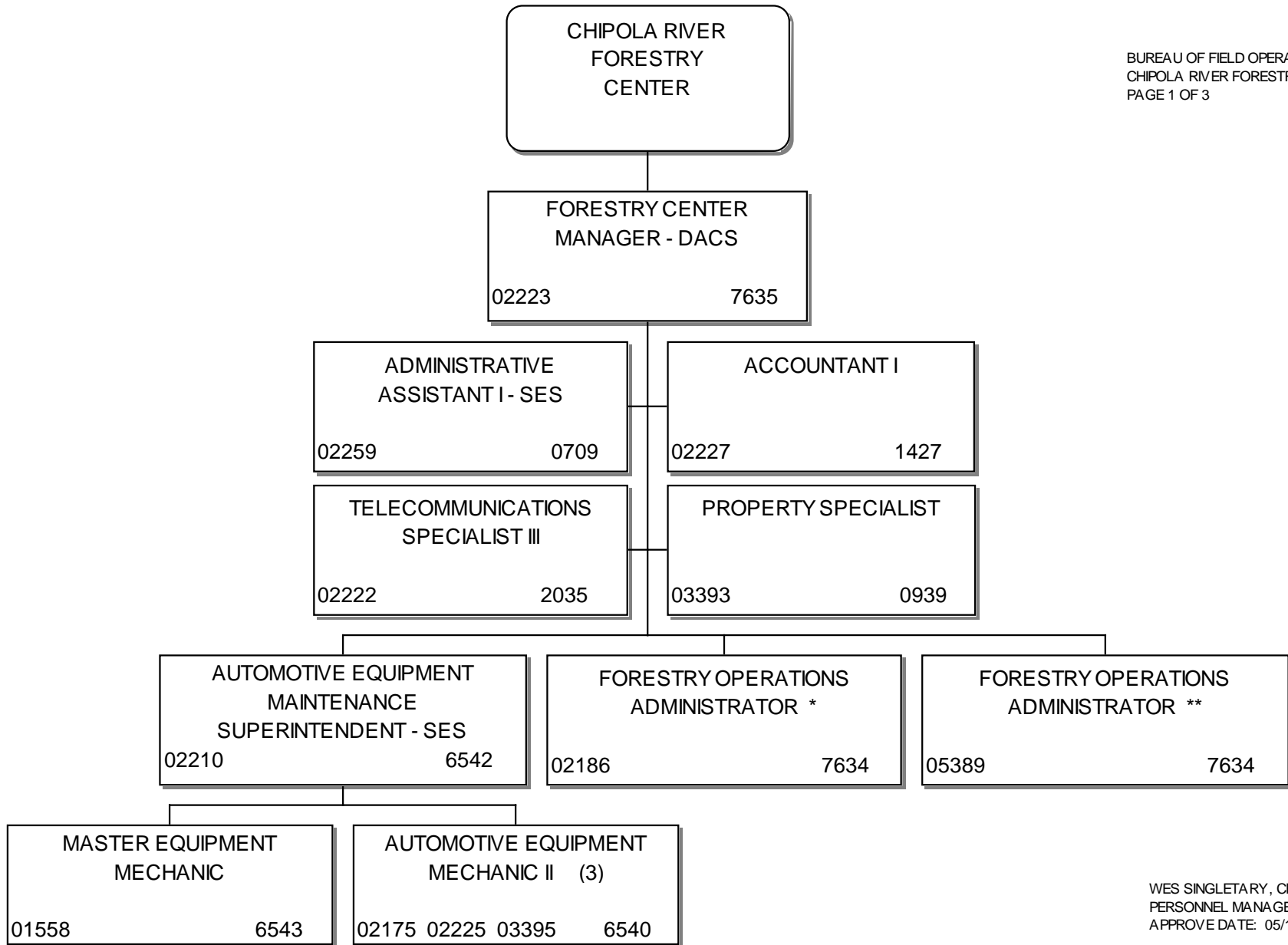


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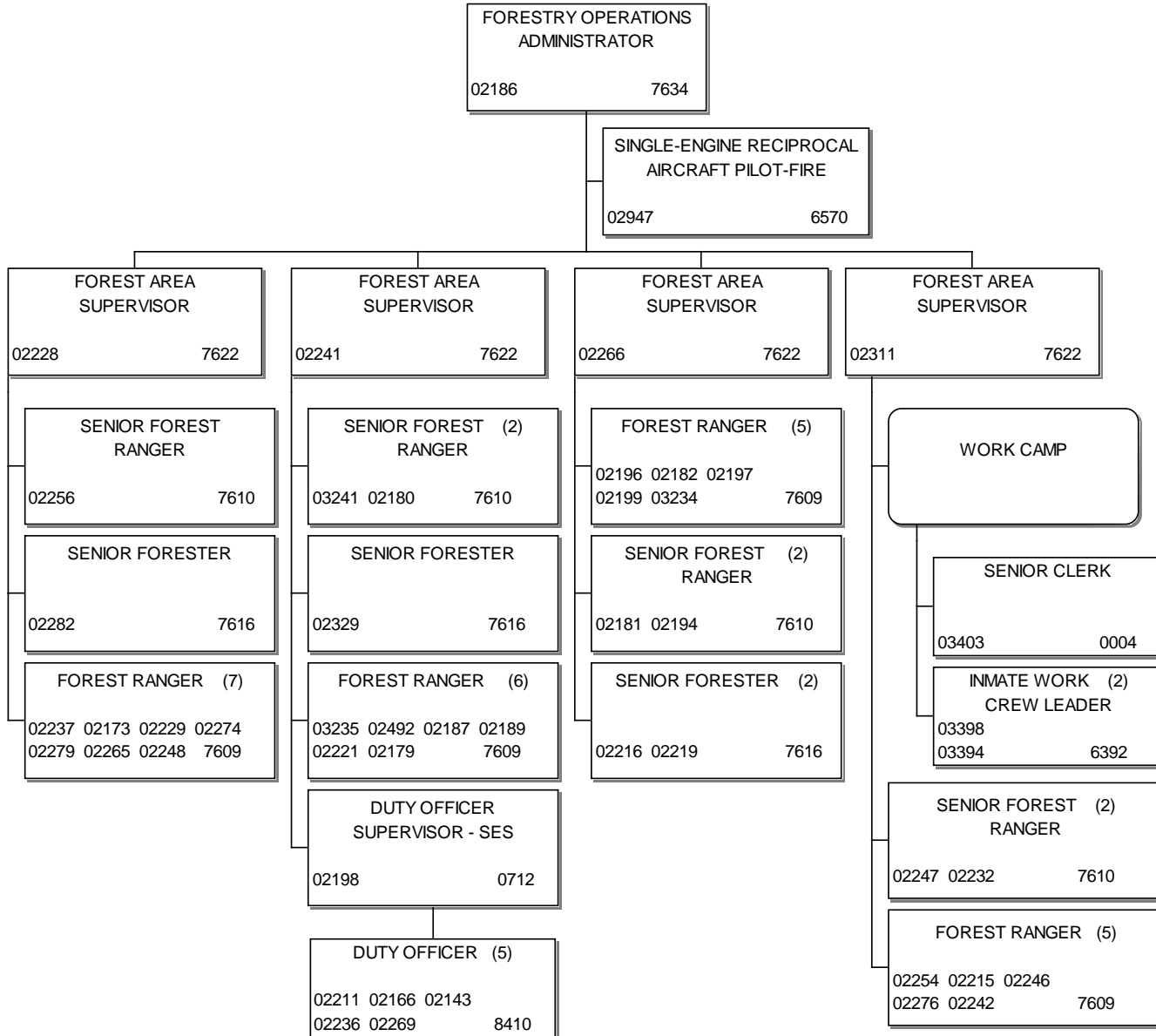
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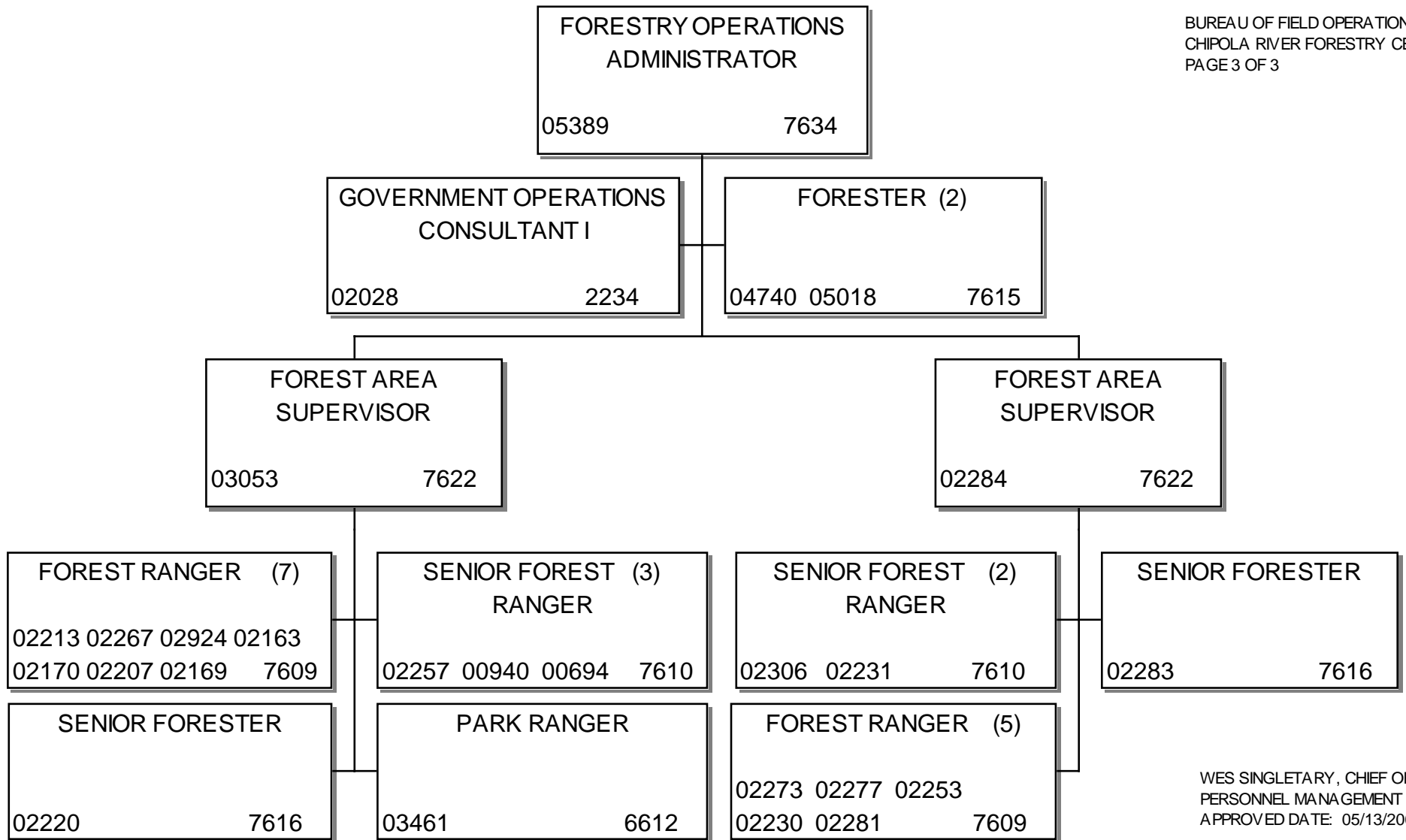
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APPROVED DATE: 05/13/2009

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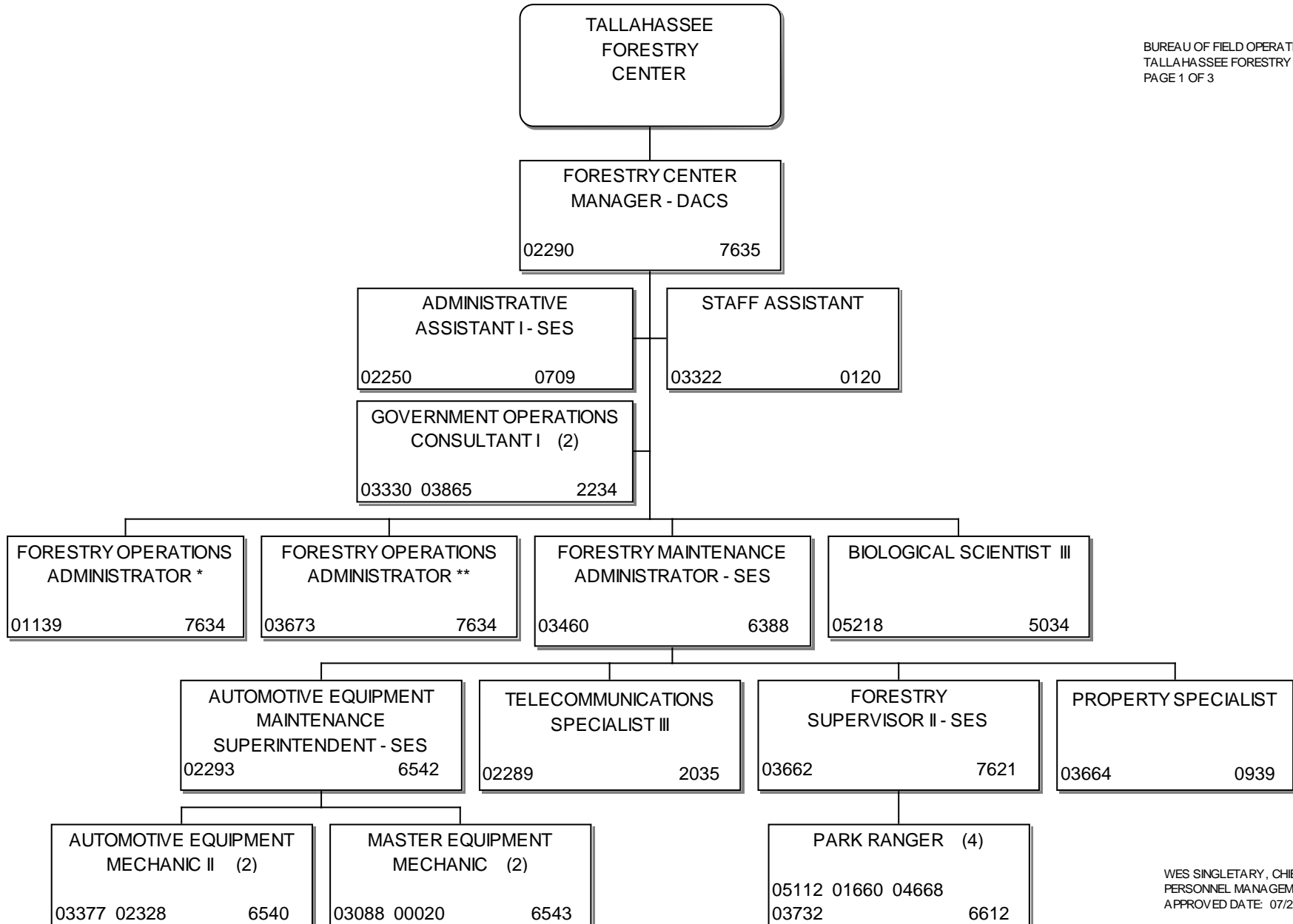
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APPROVED DATE: 05/13/2009

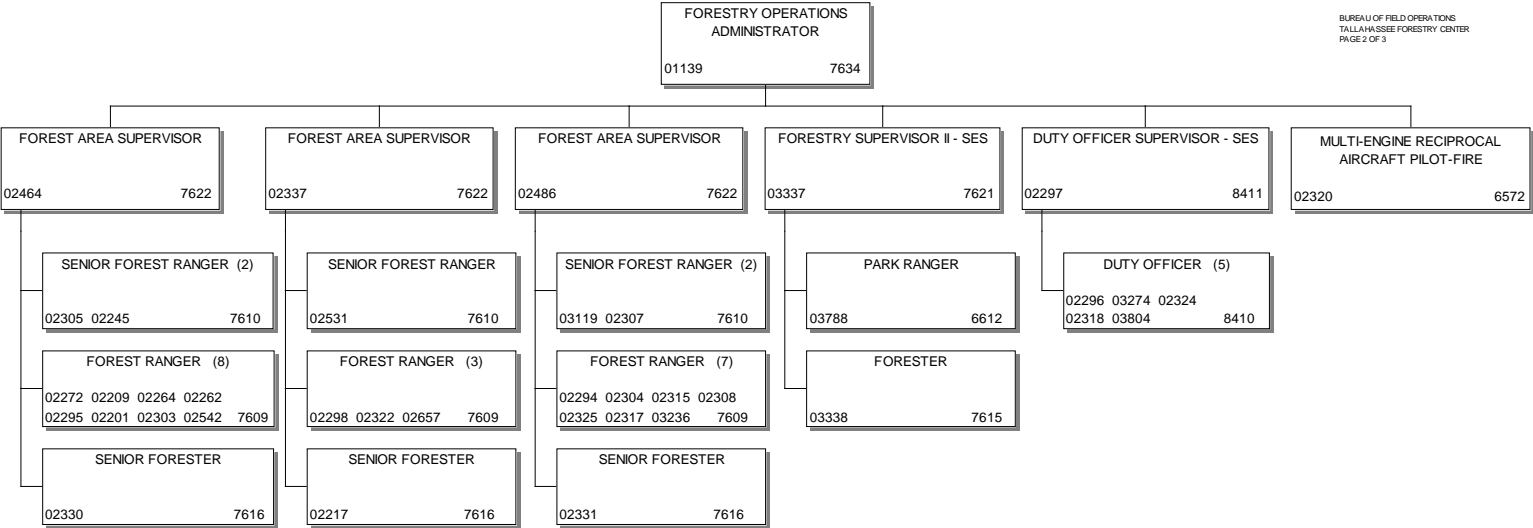
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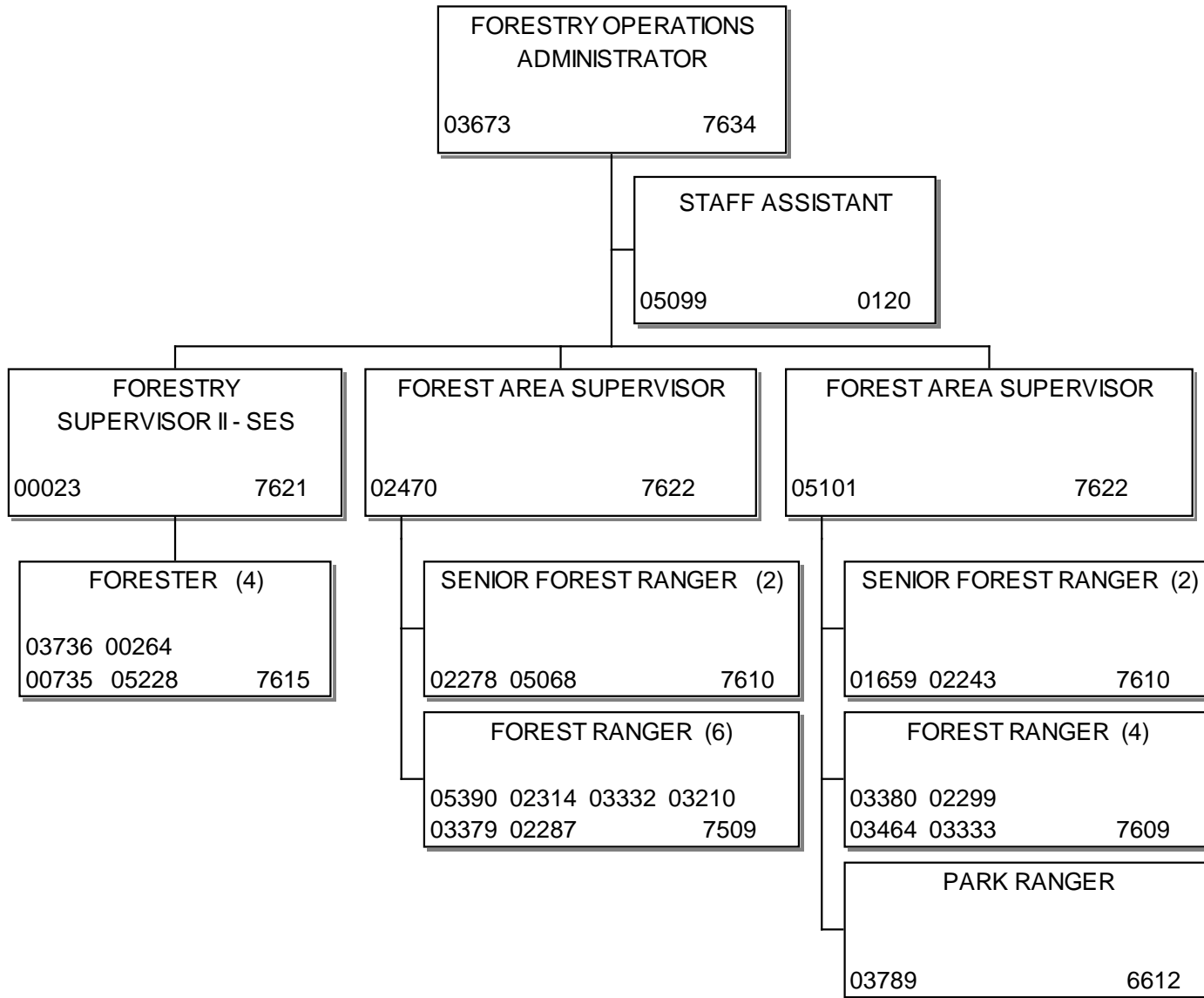
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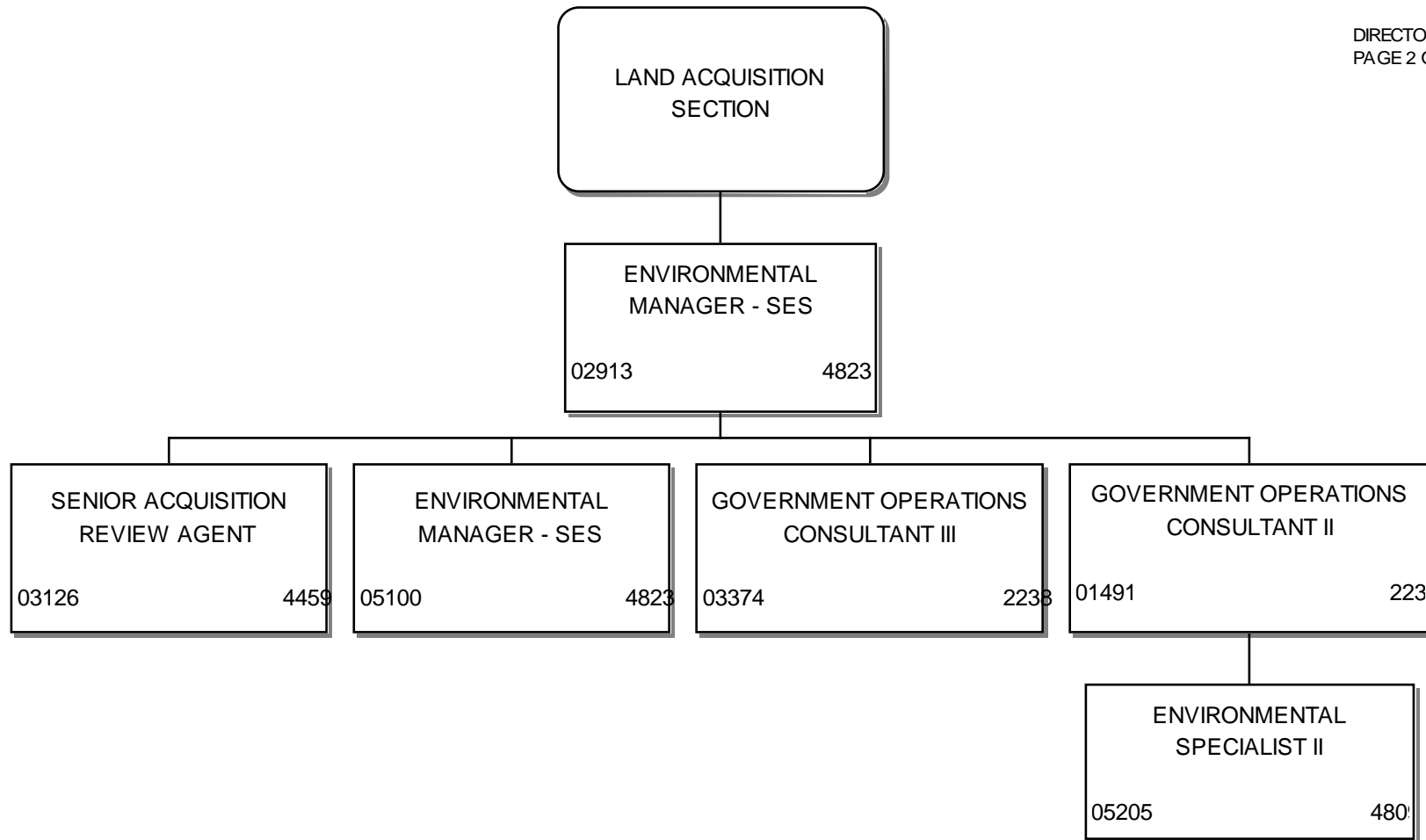
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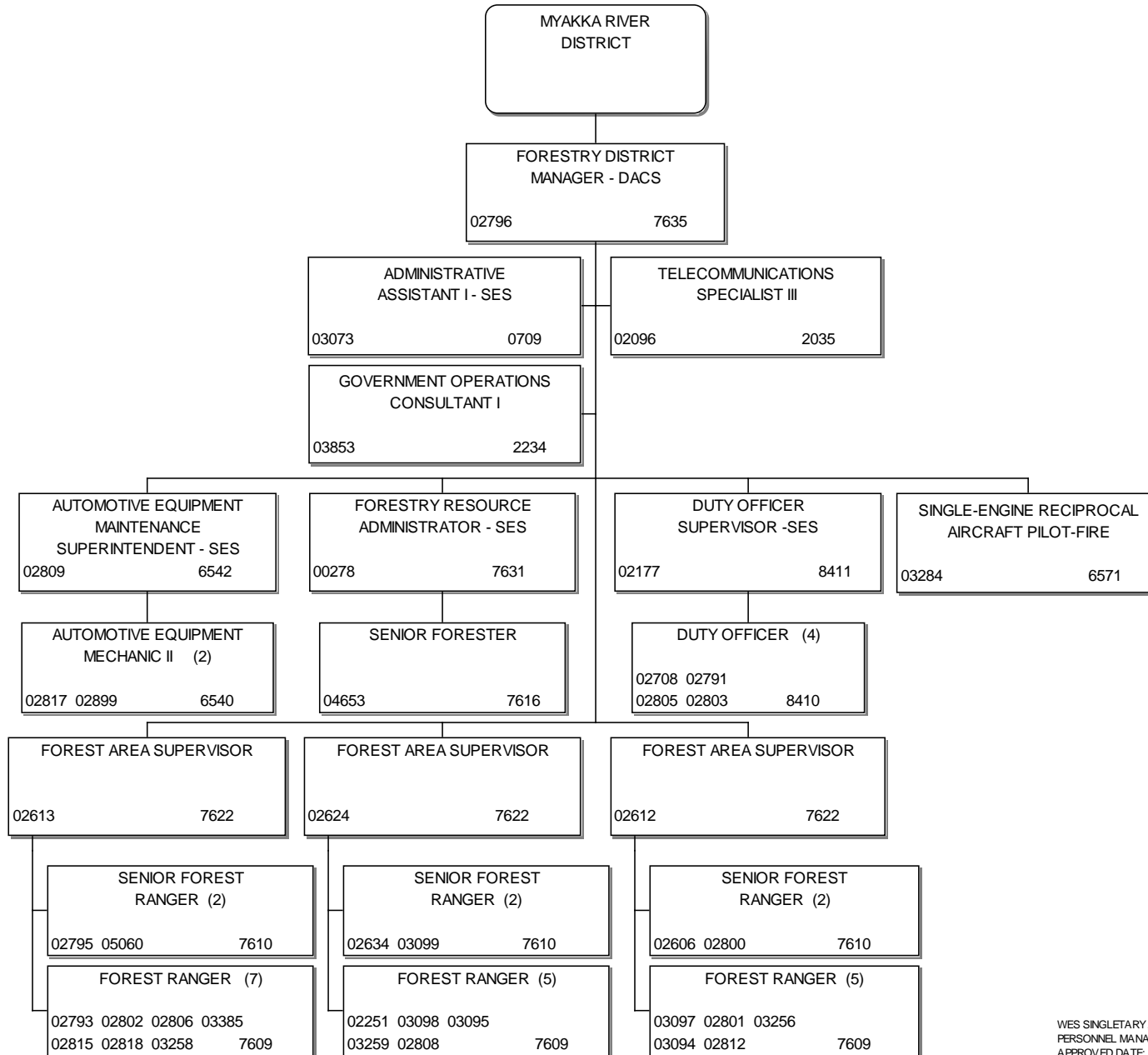
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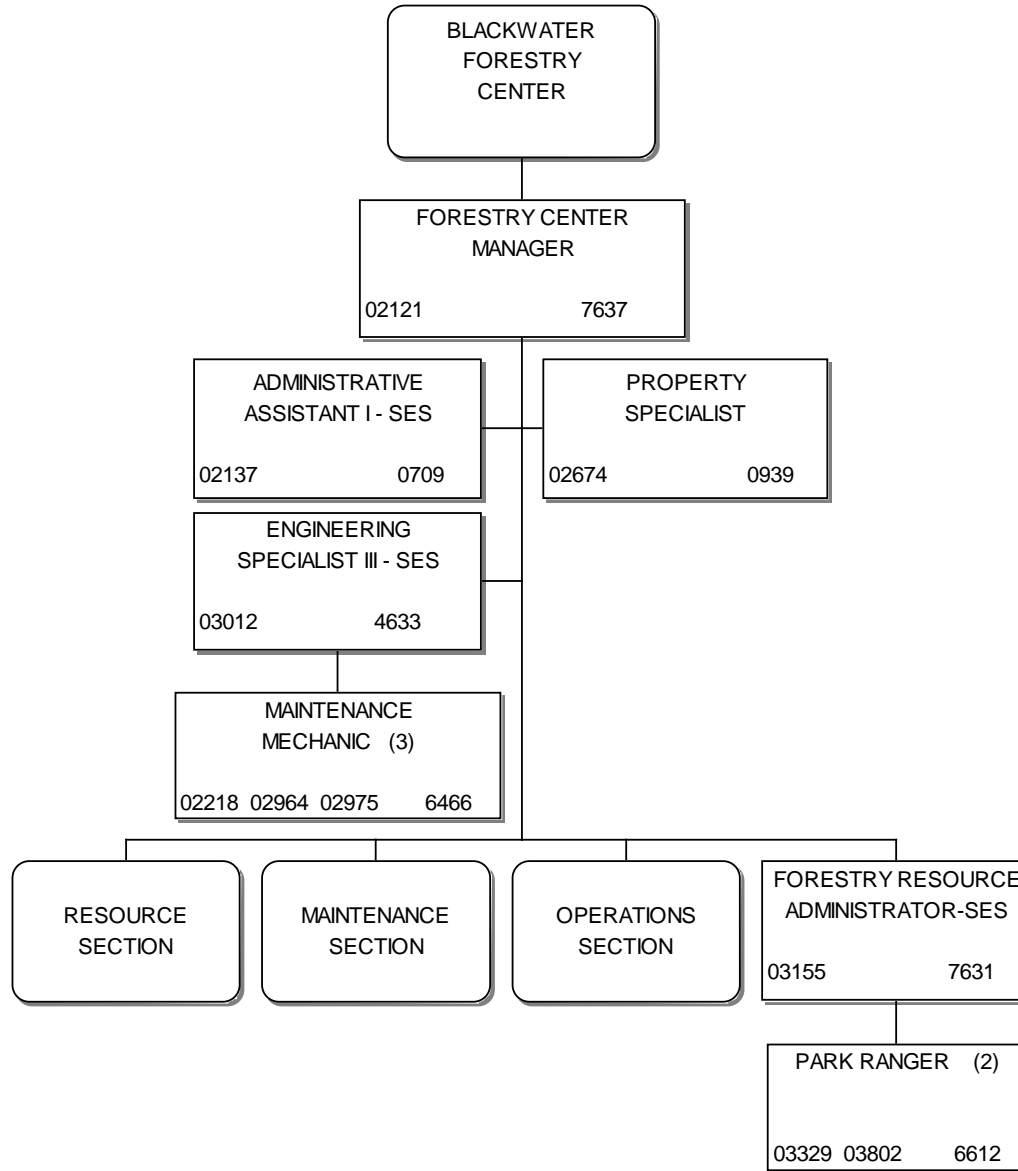
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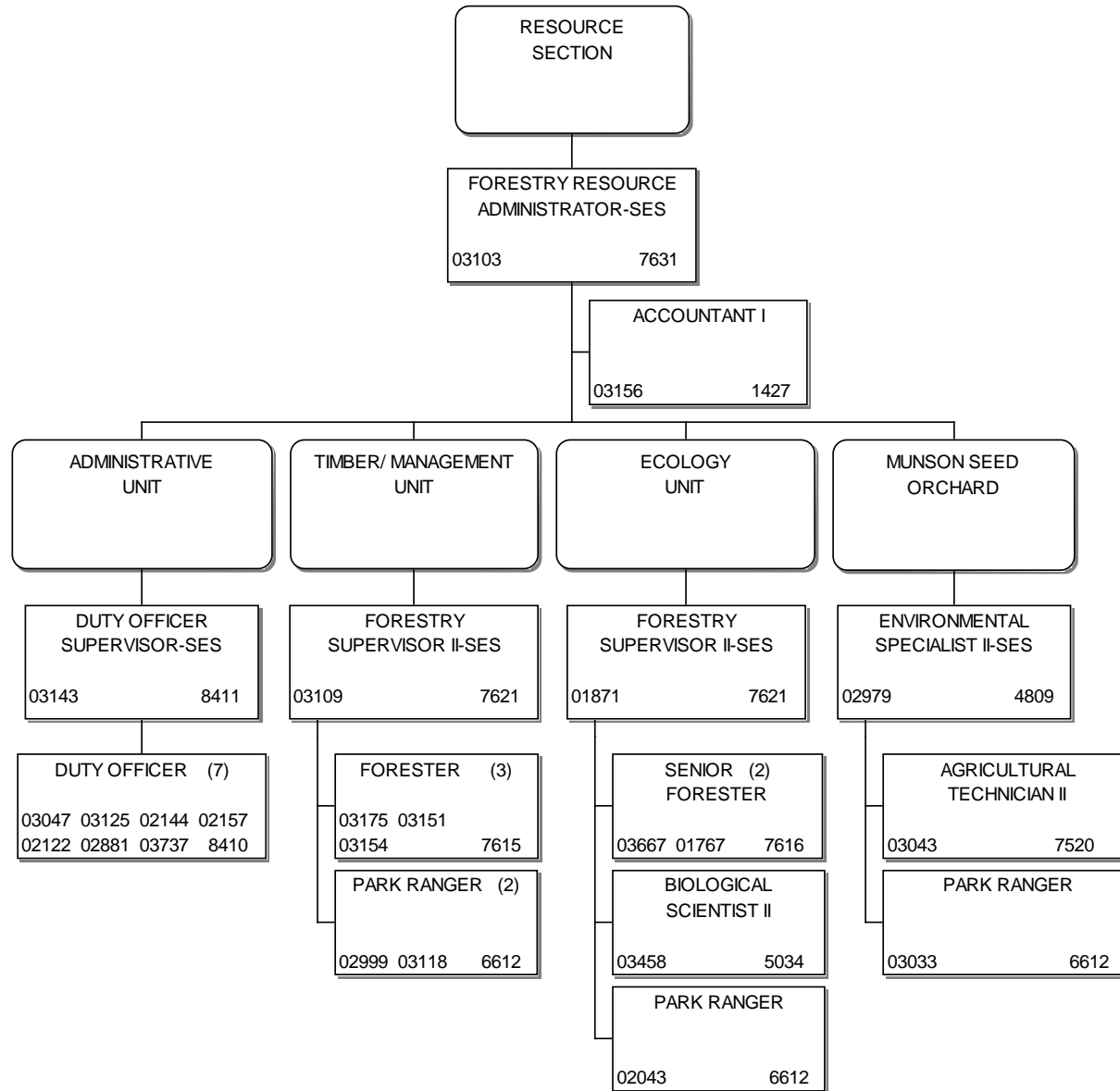
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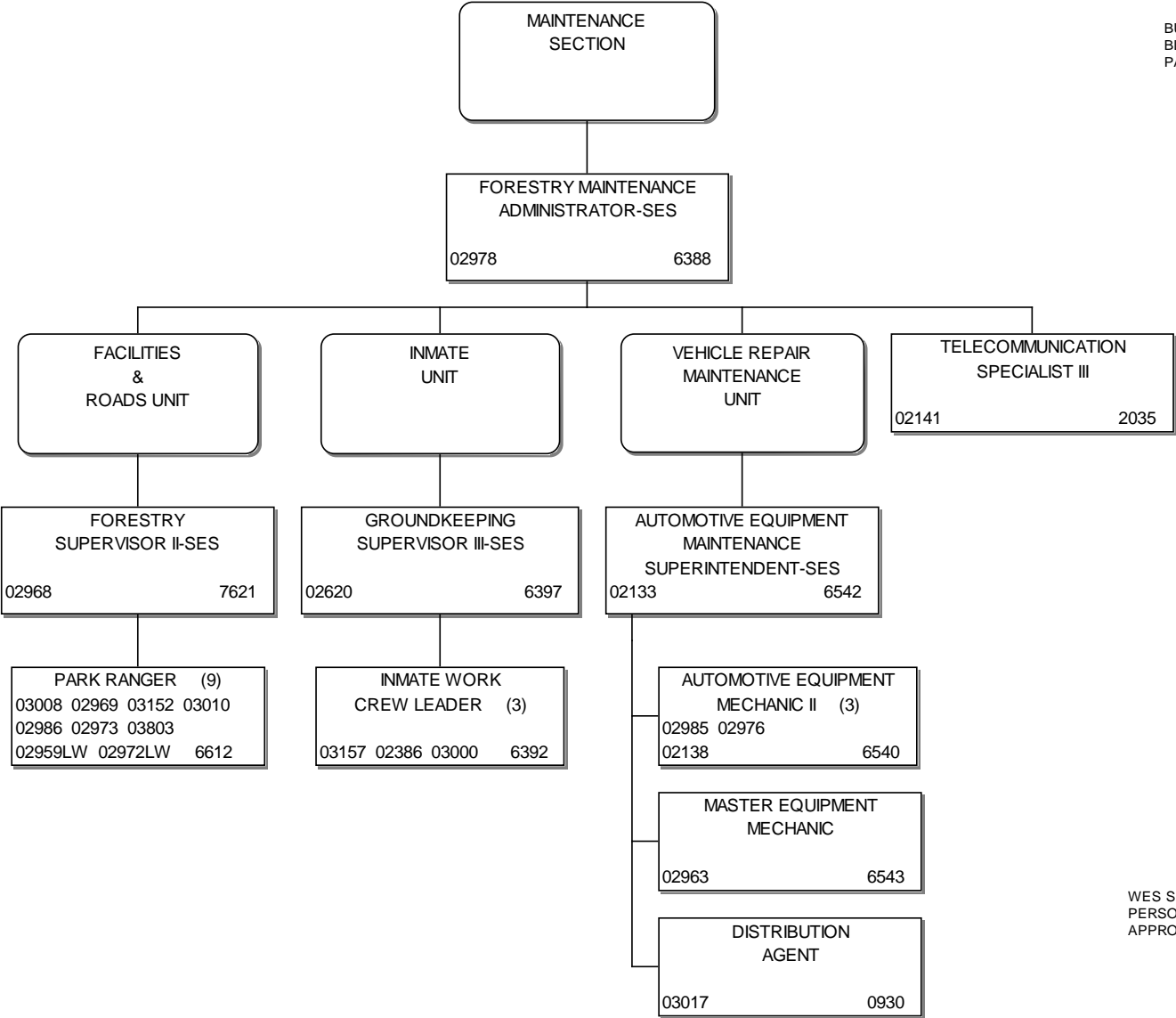
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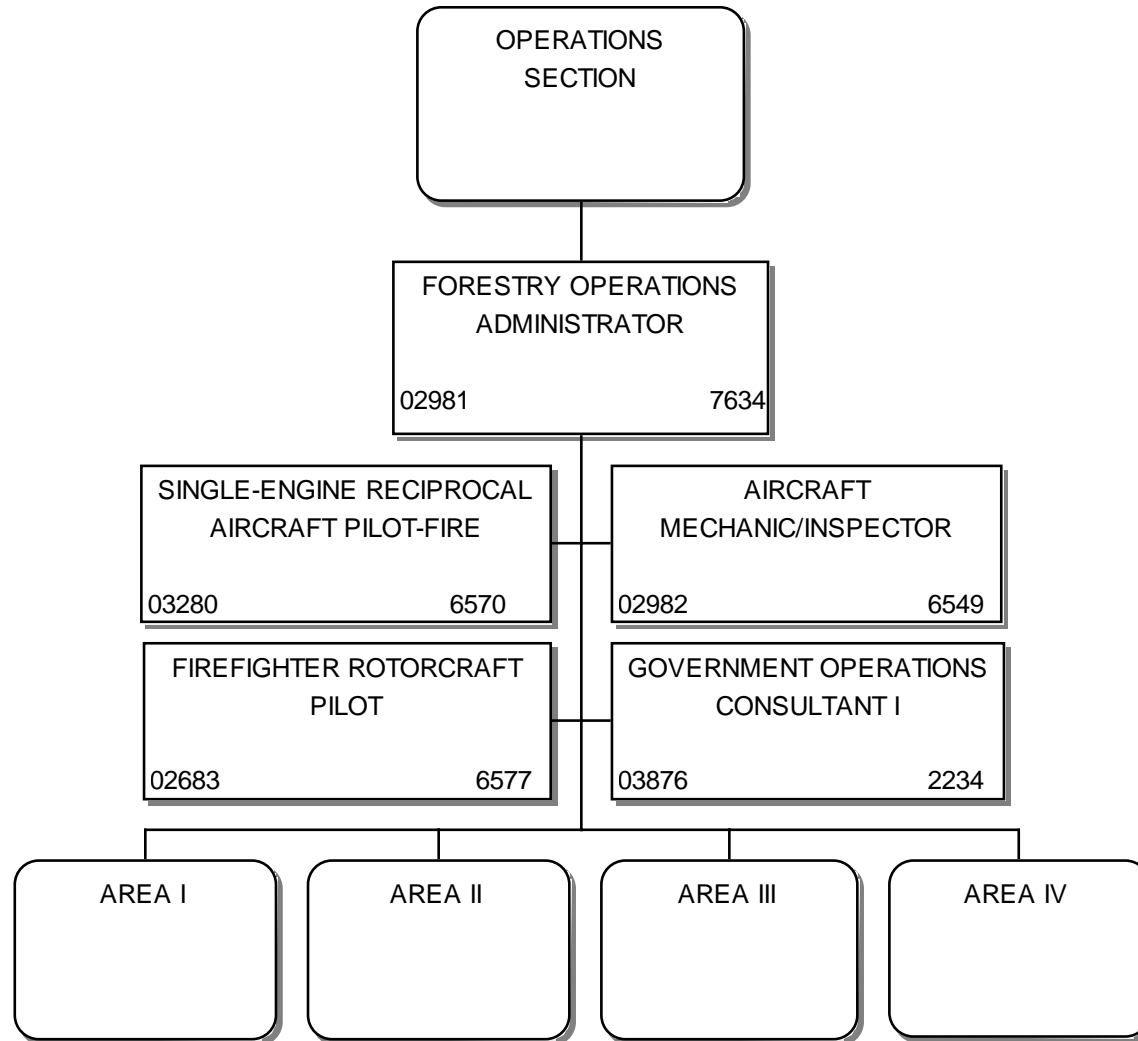
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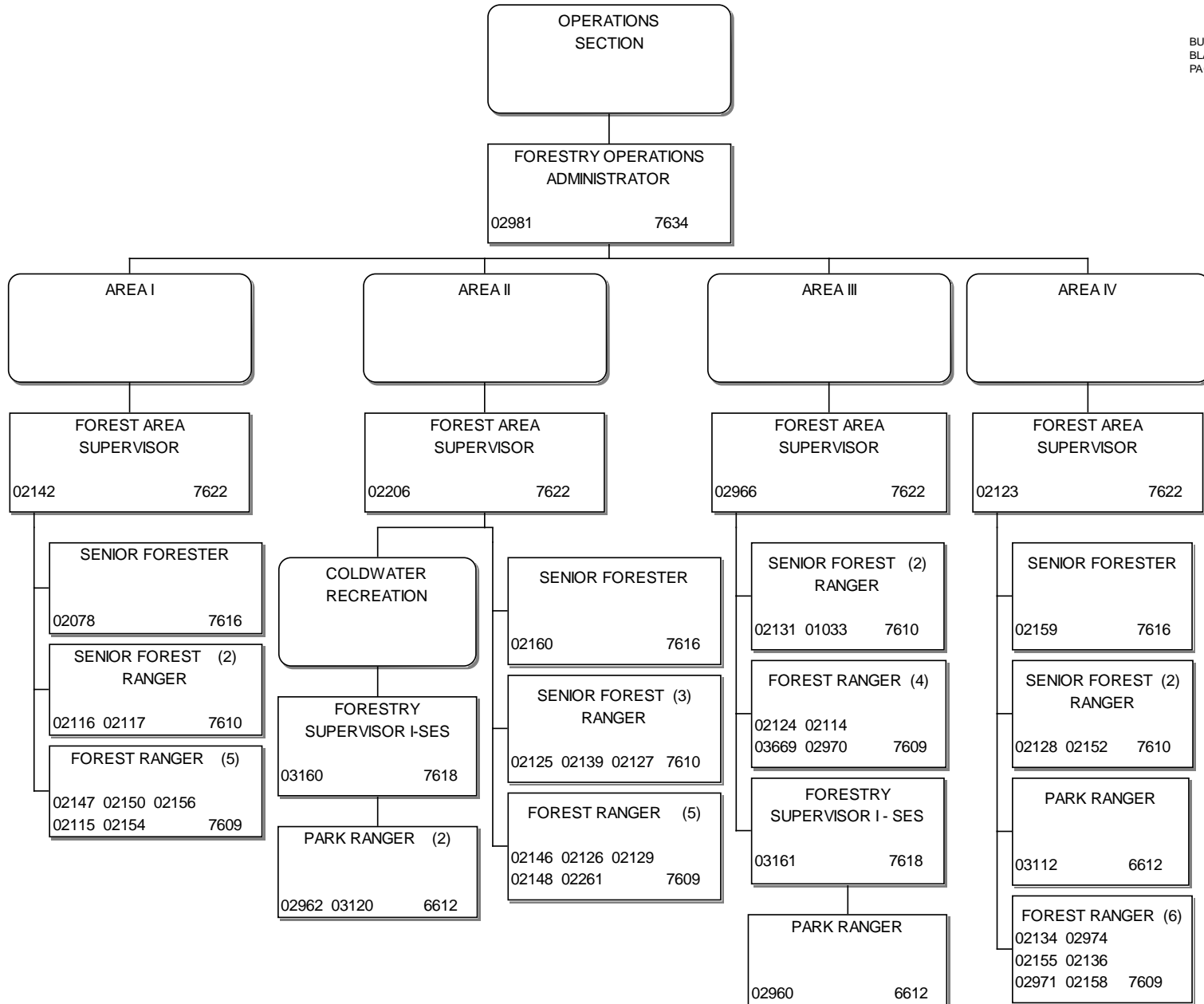


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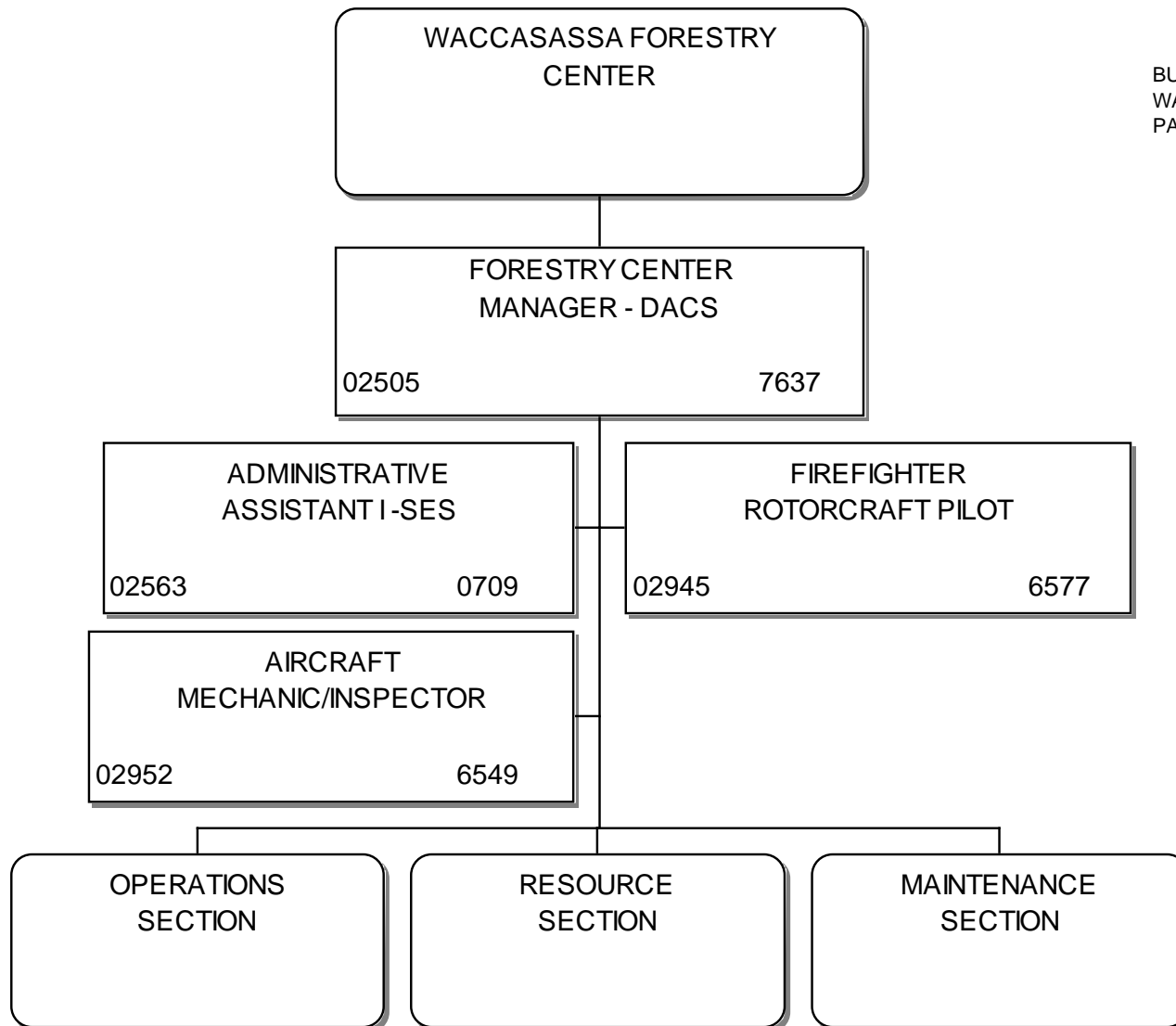
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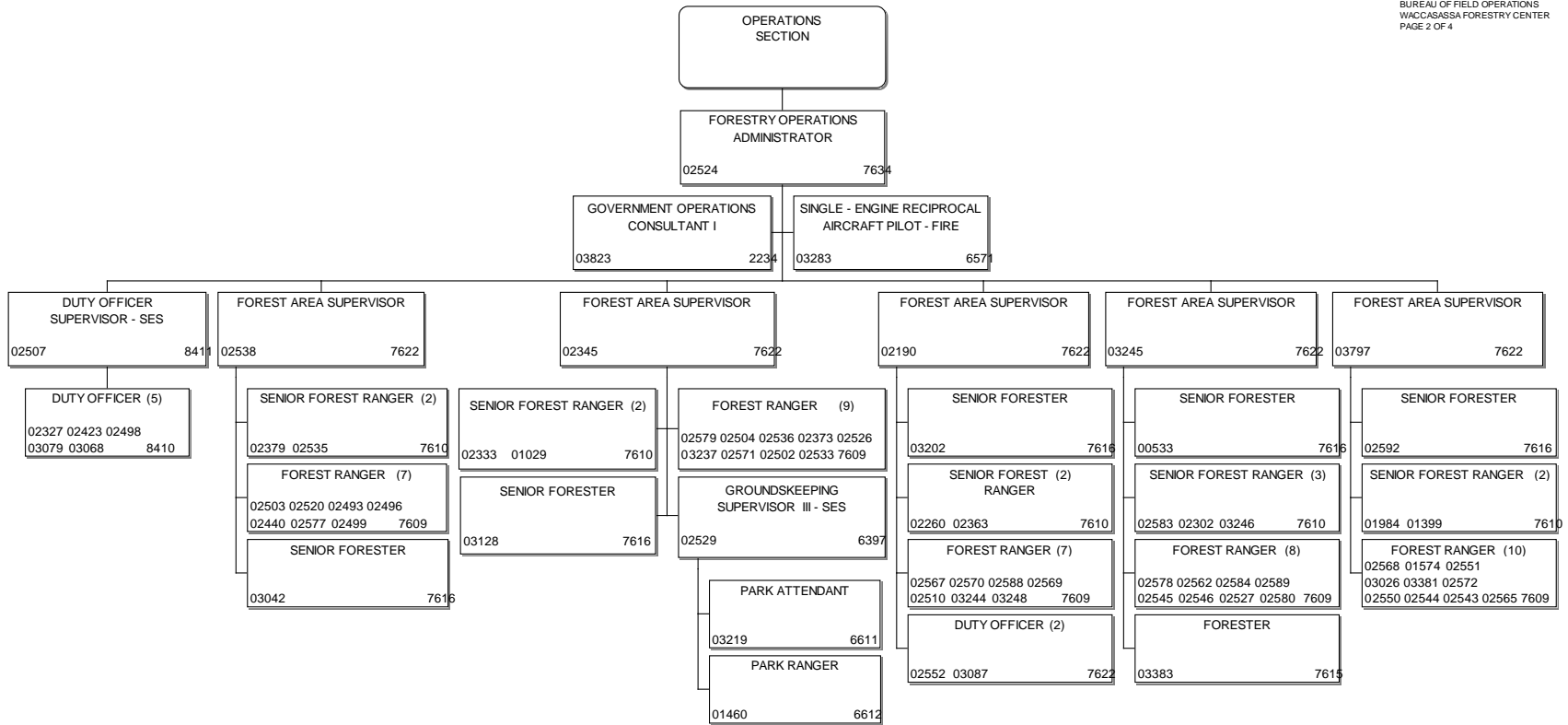
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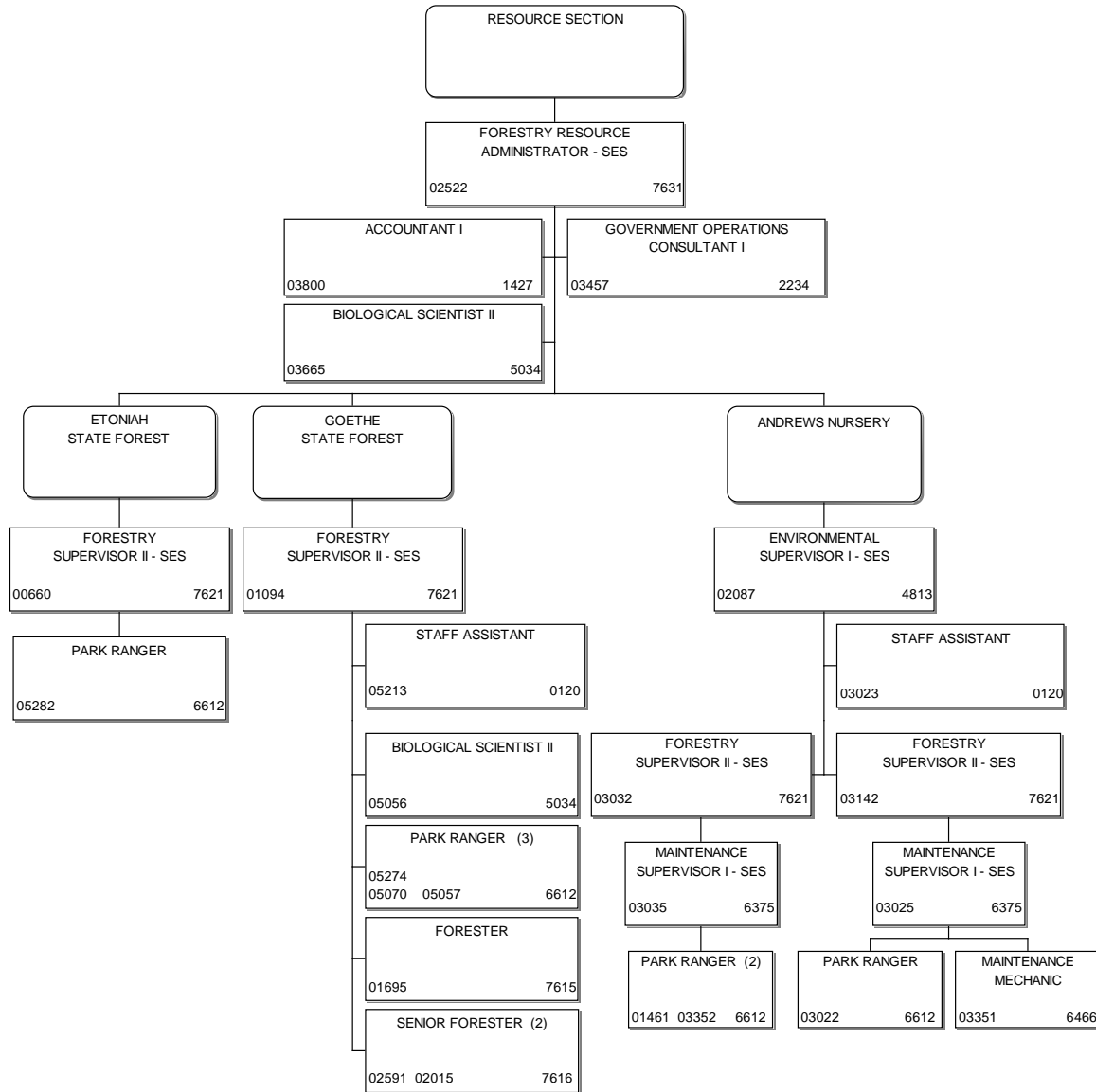
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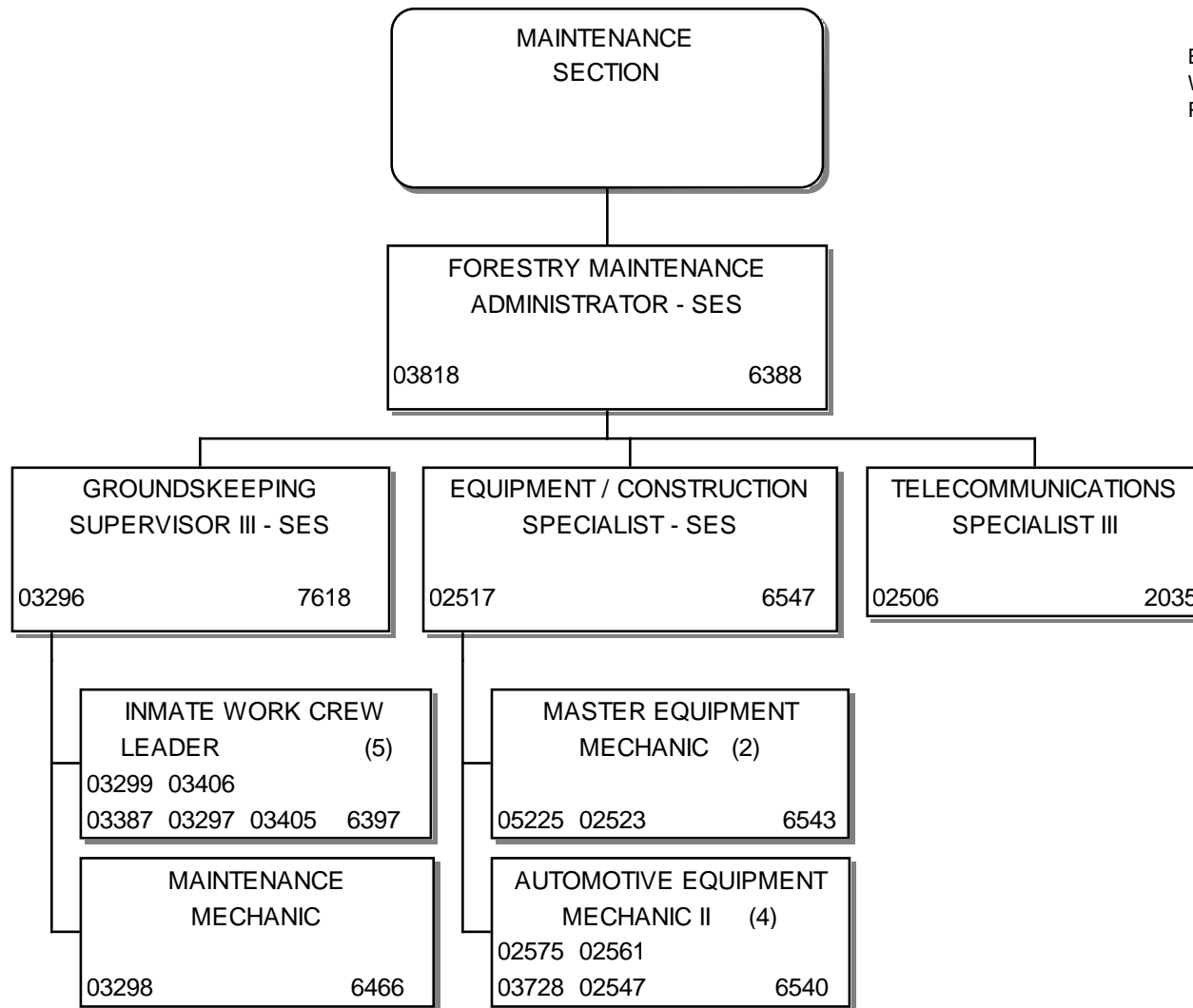


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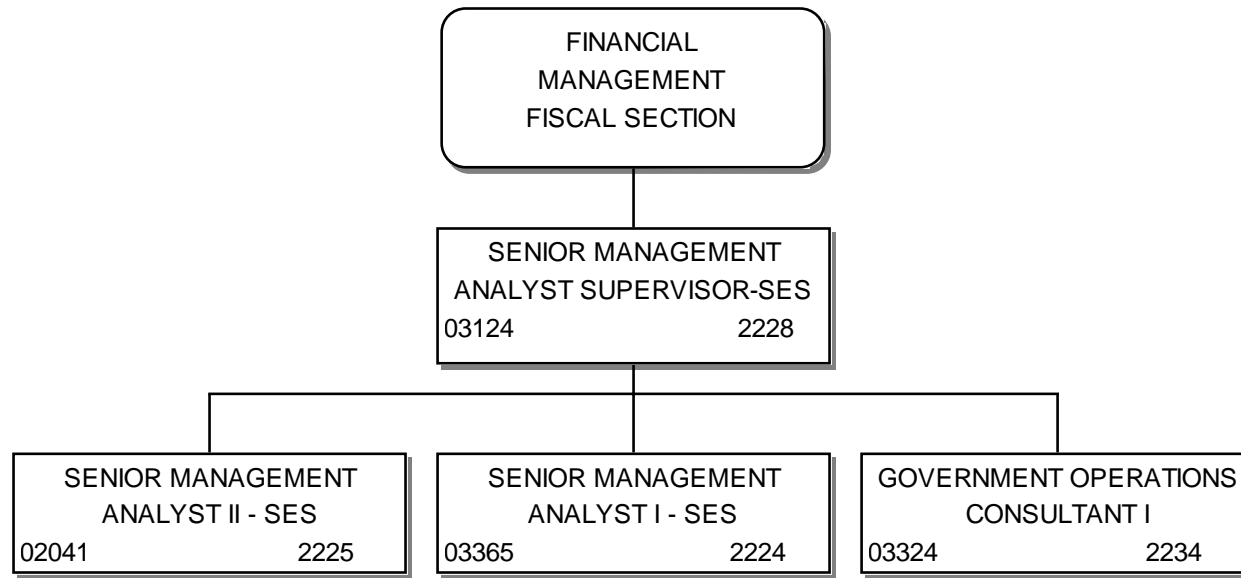
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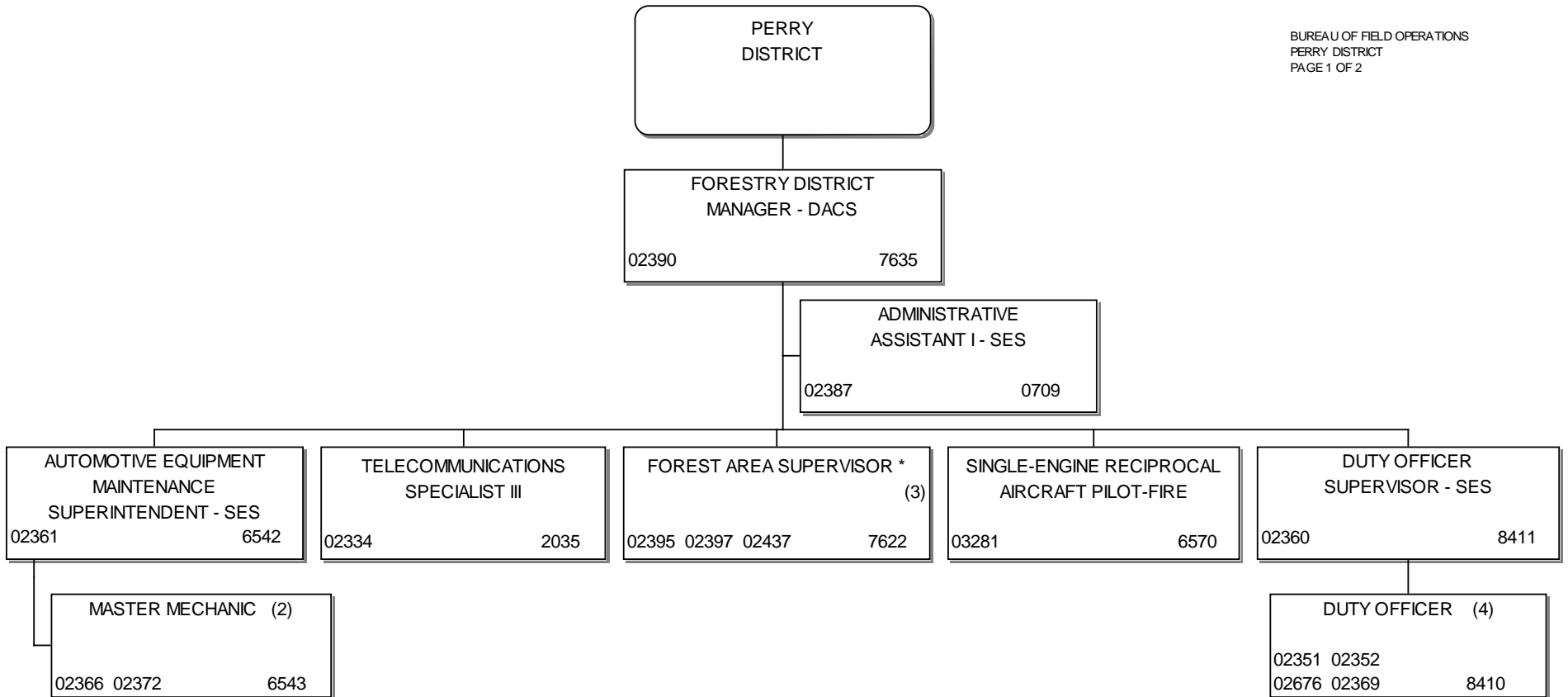
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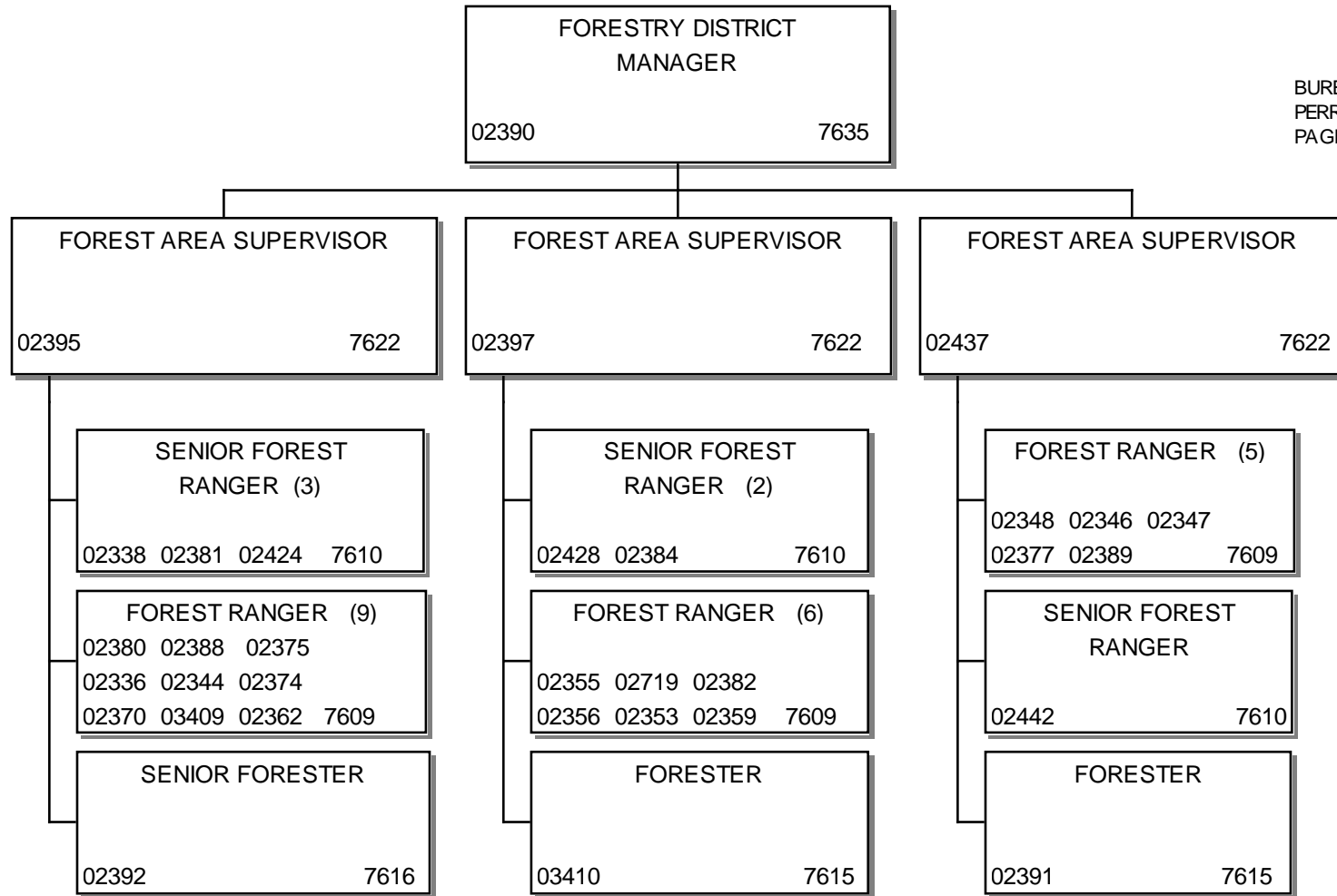
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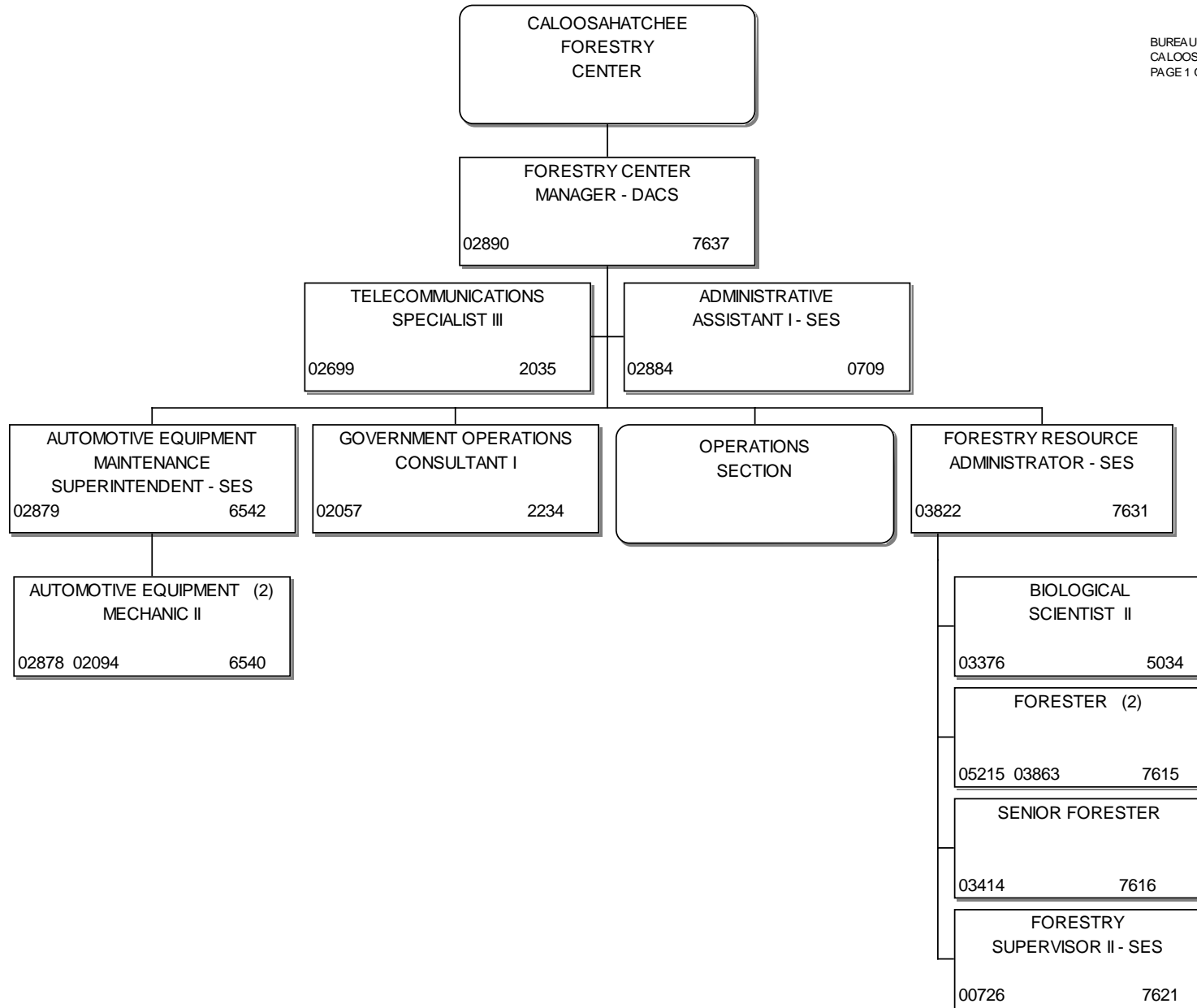
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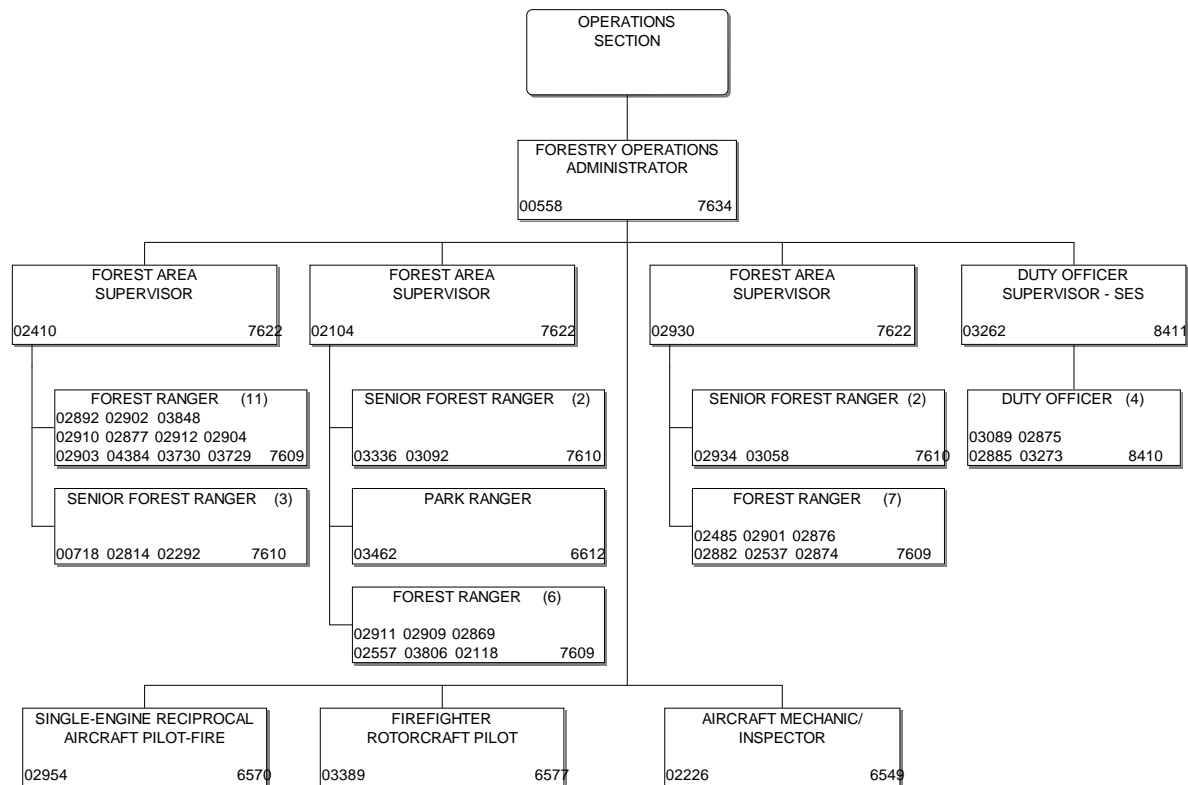
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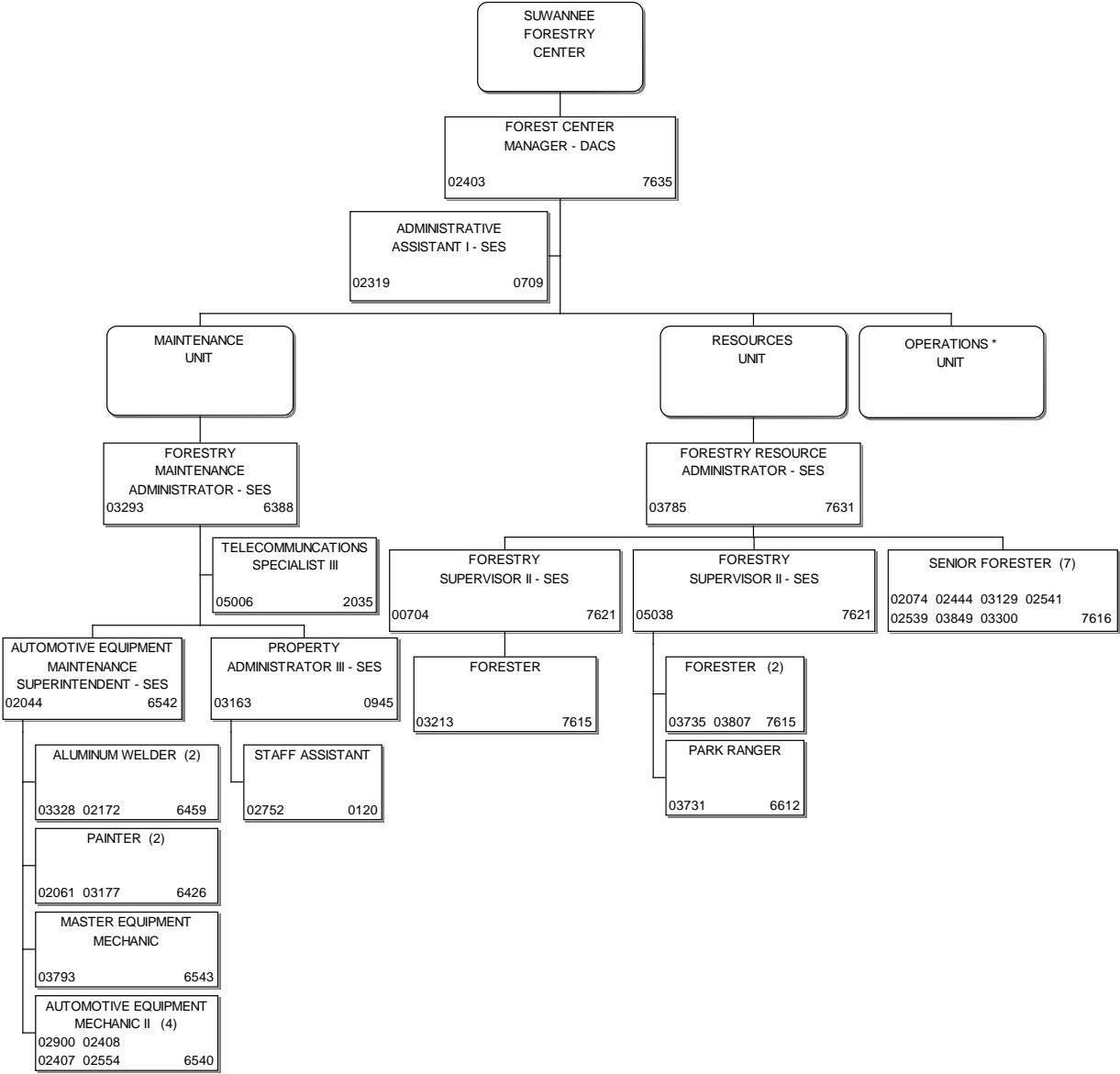


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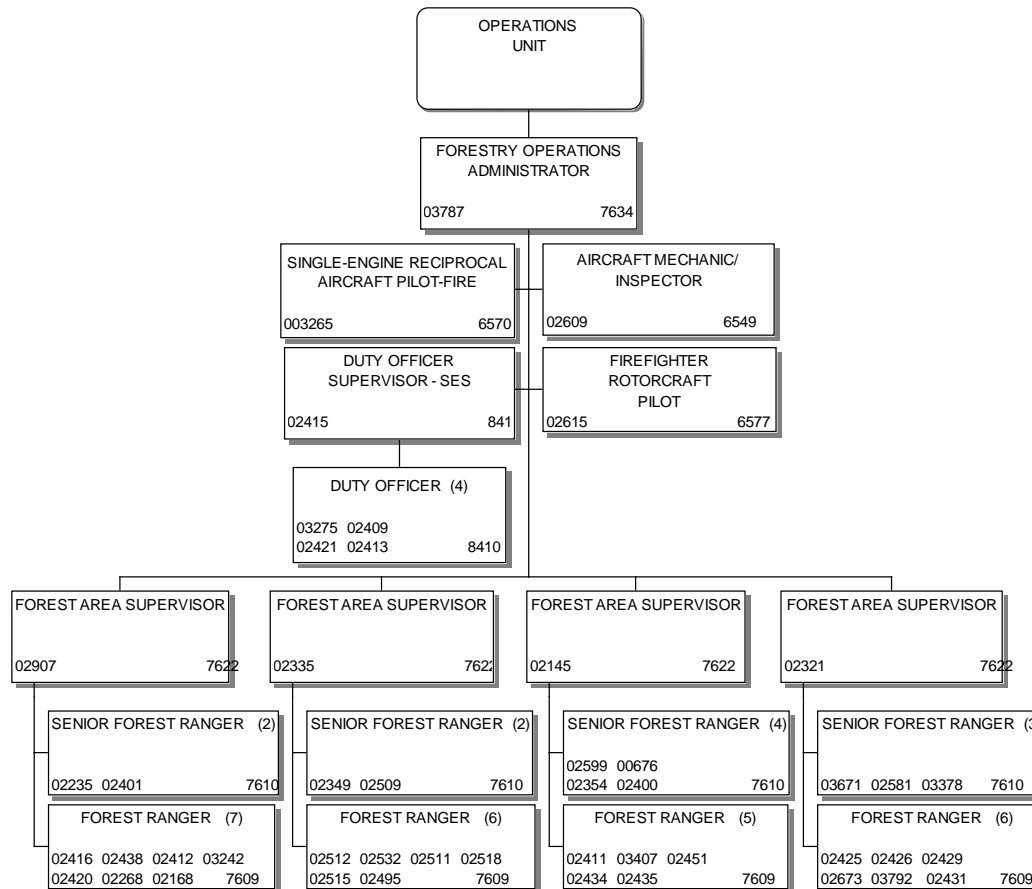
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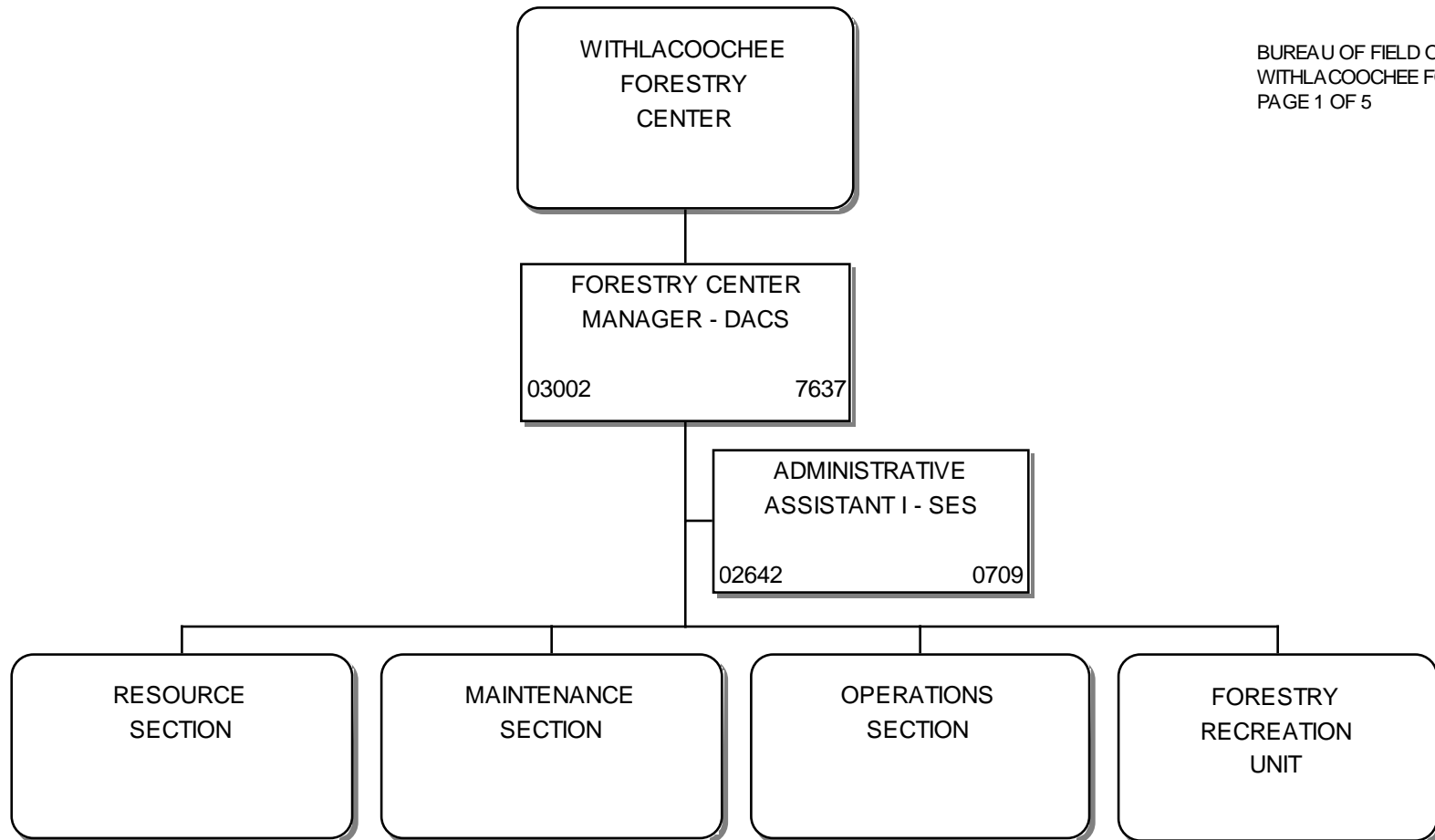
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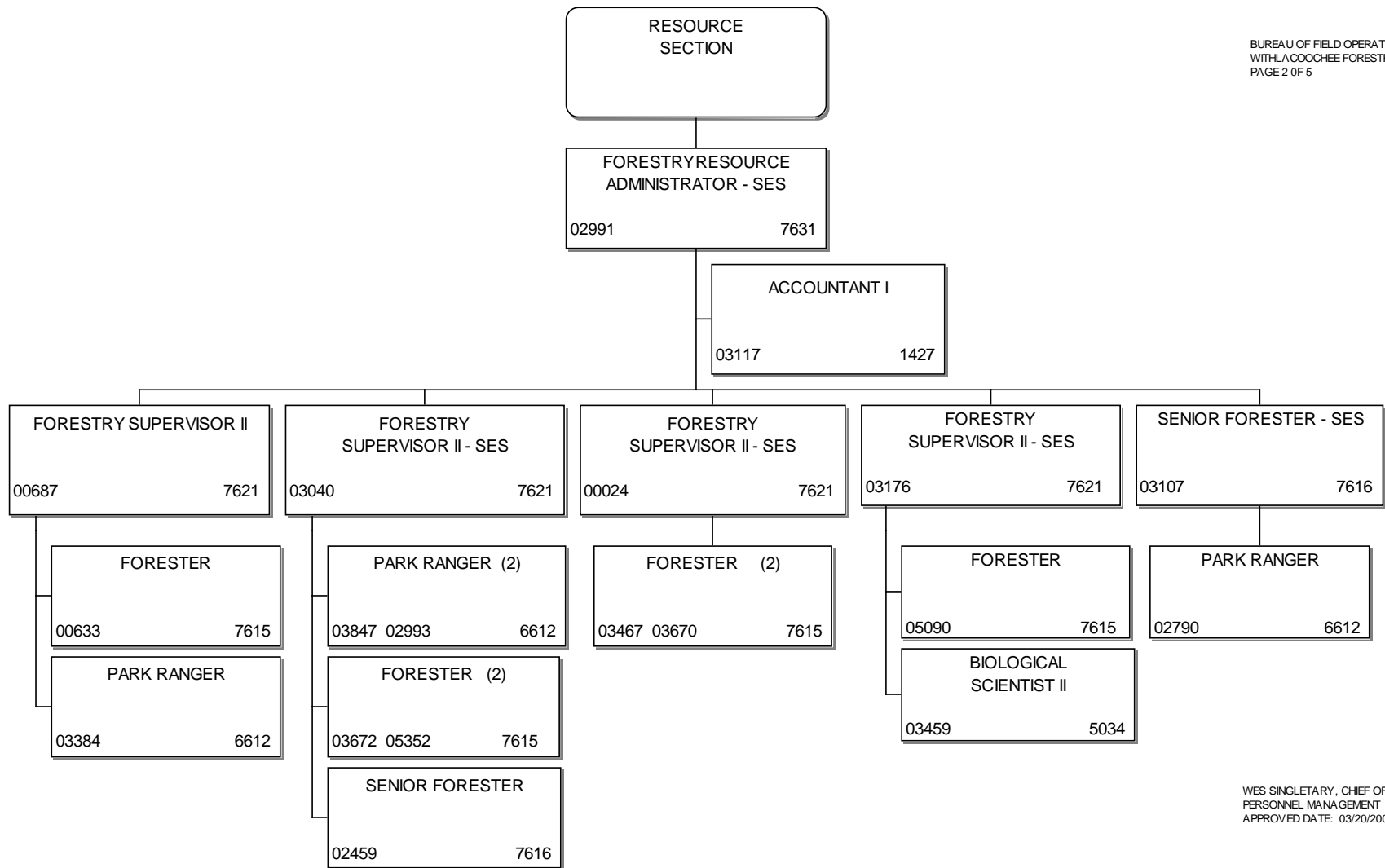


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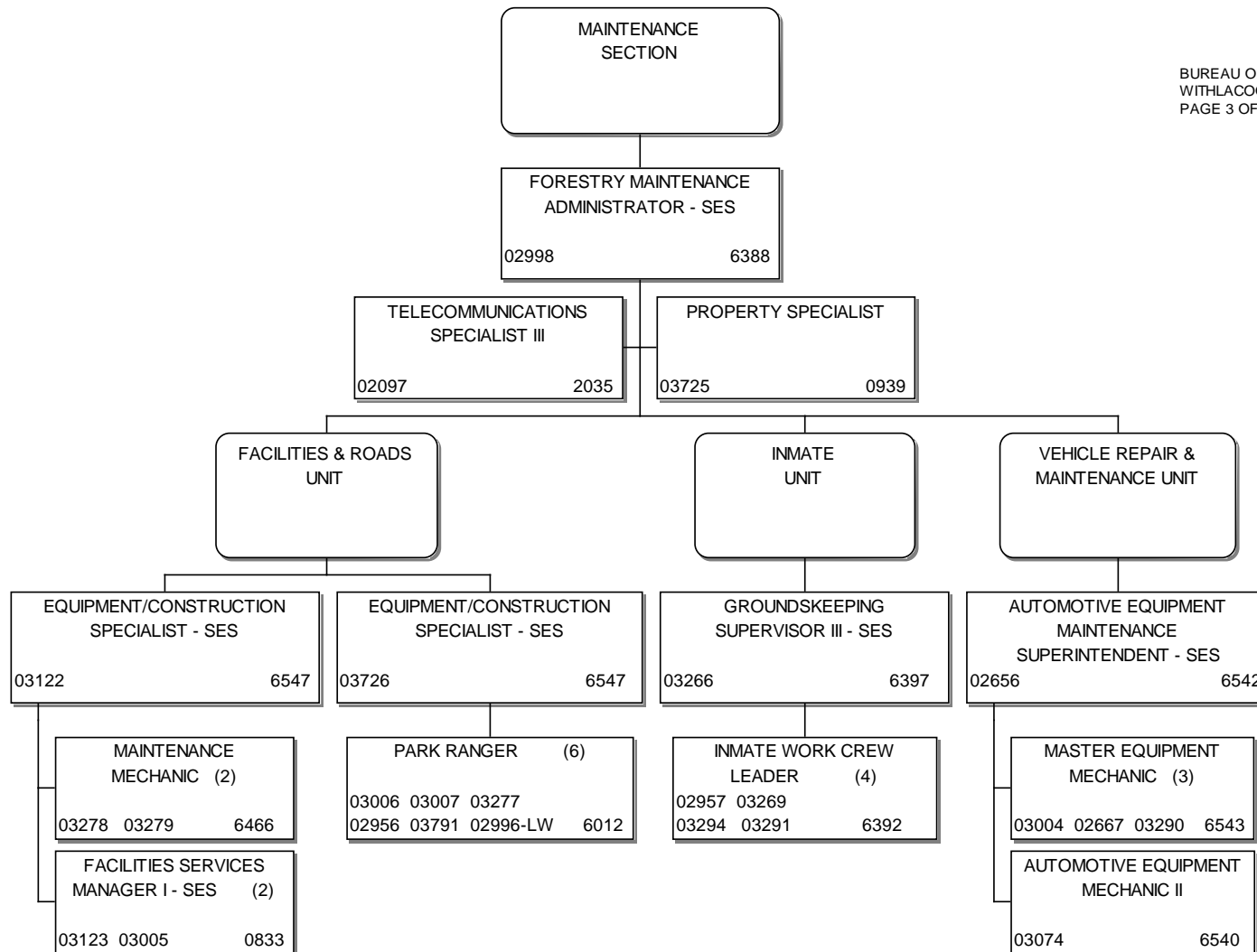
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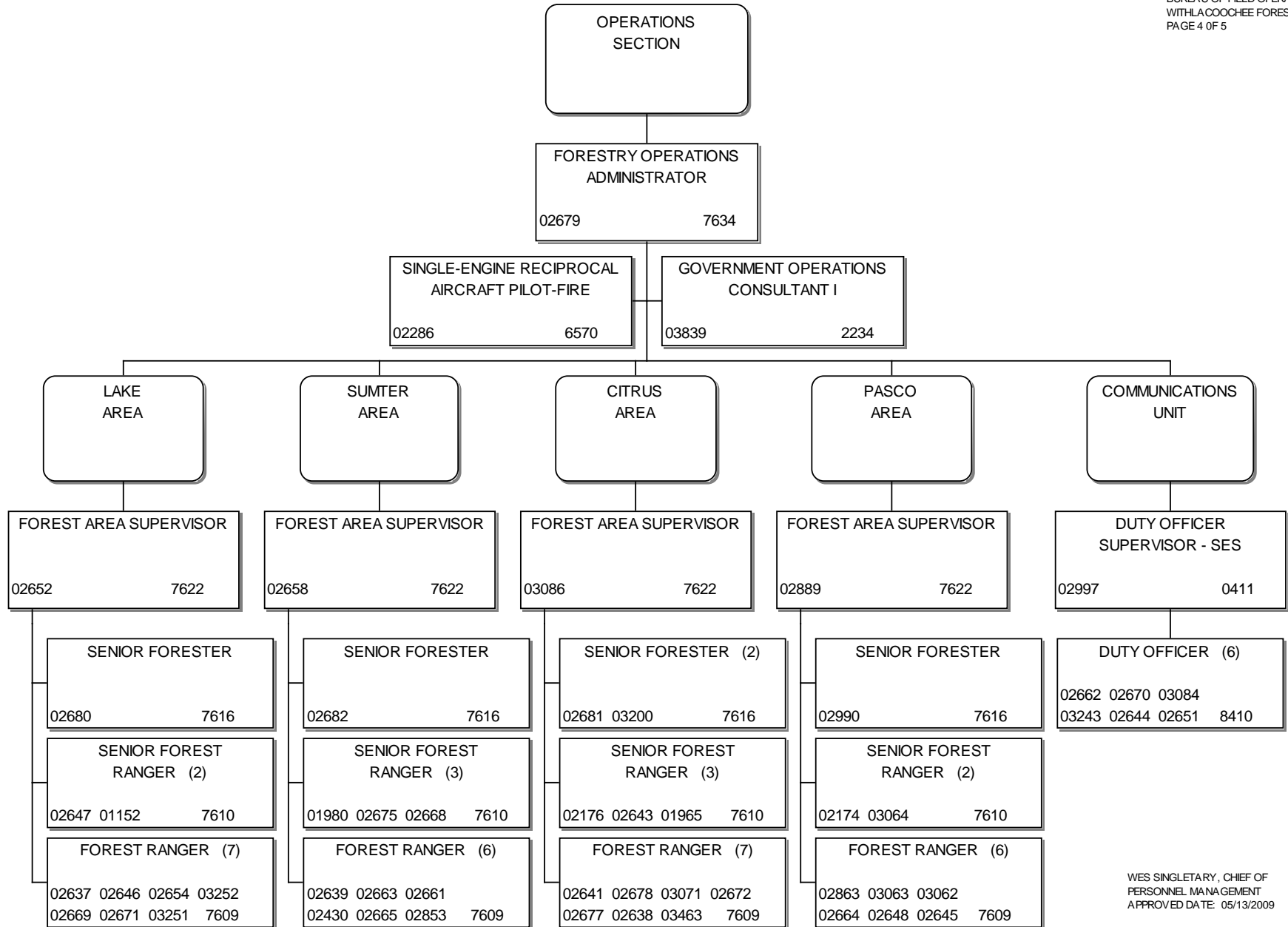
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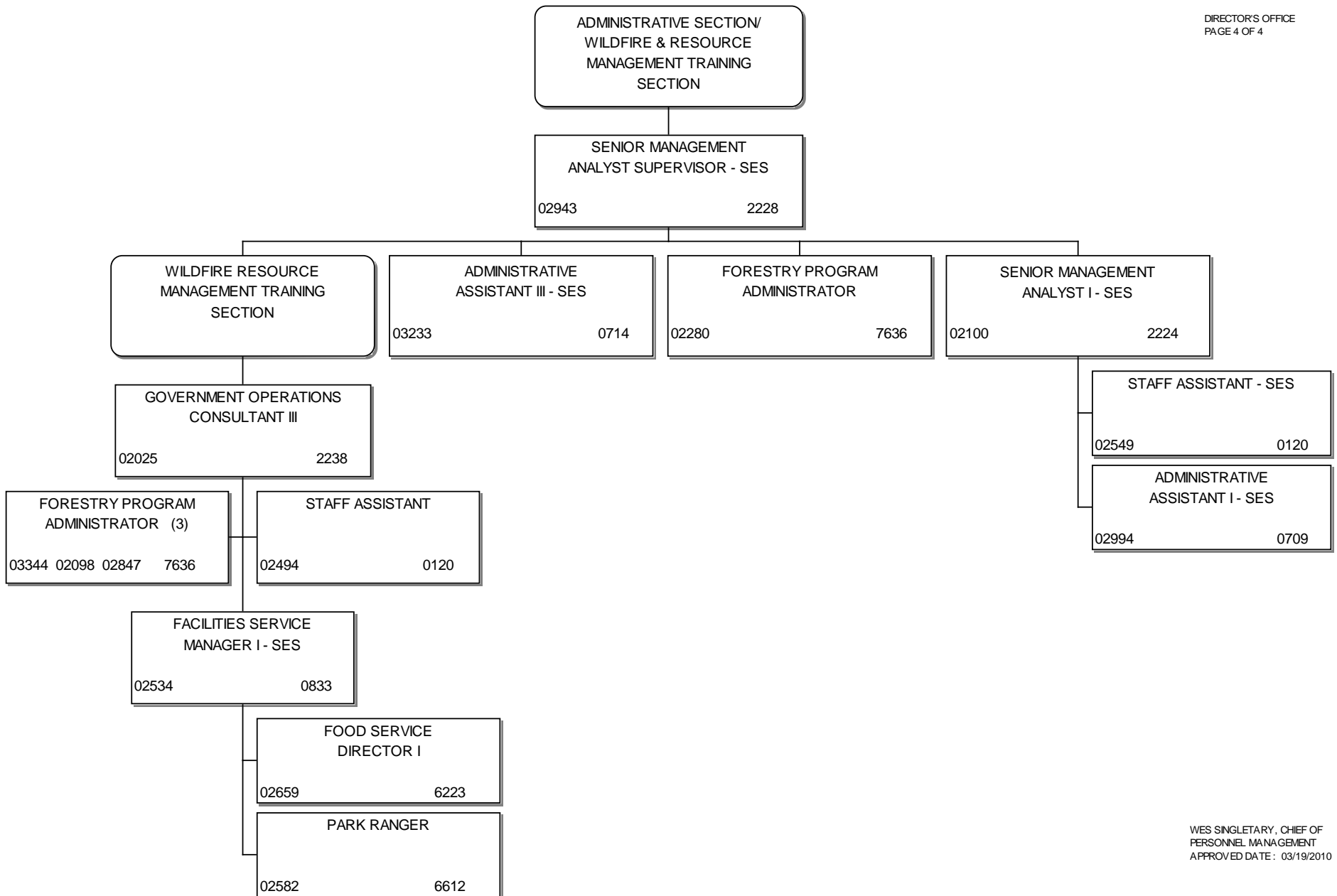
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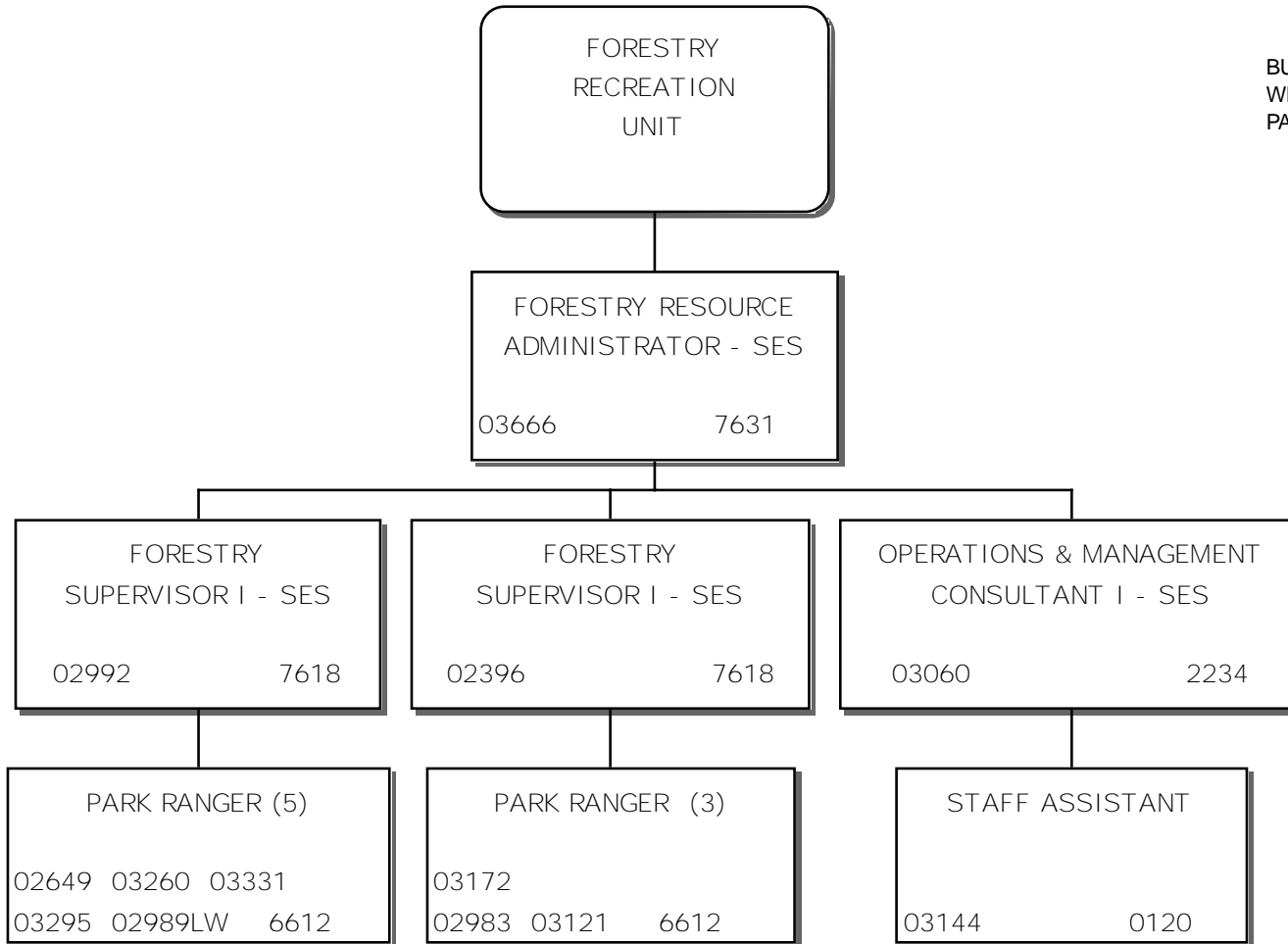
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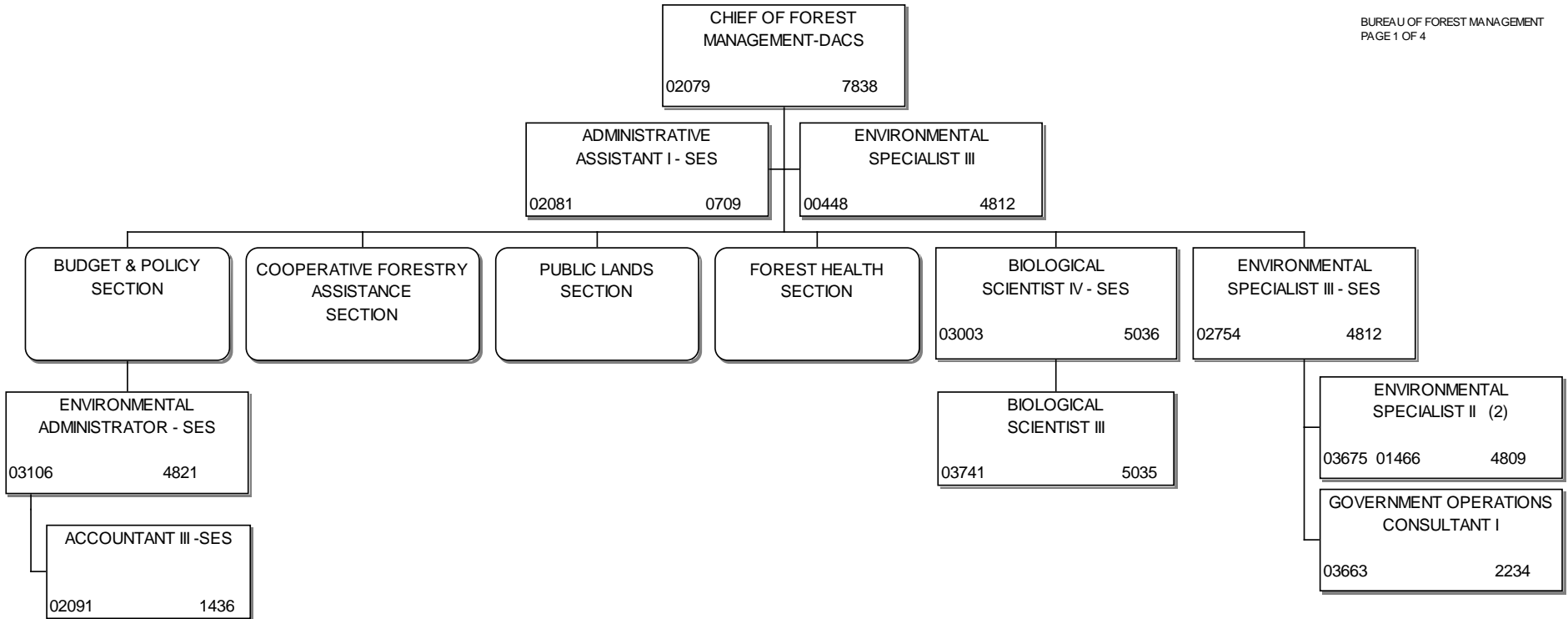


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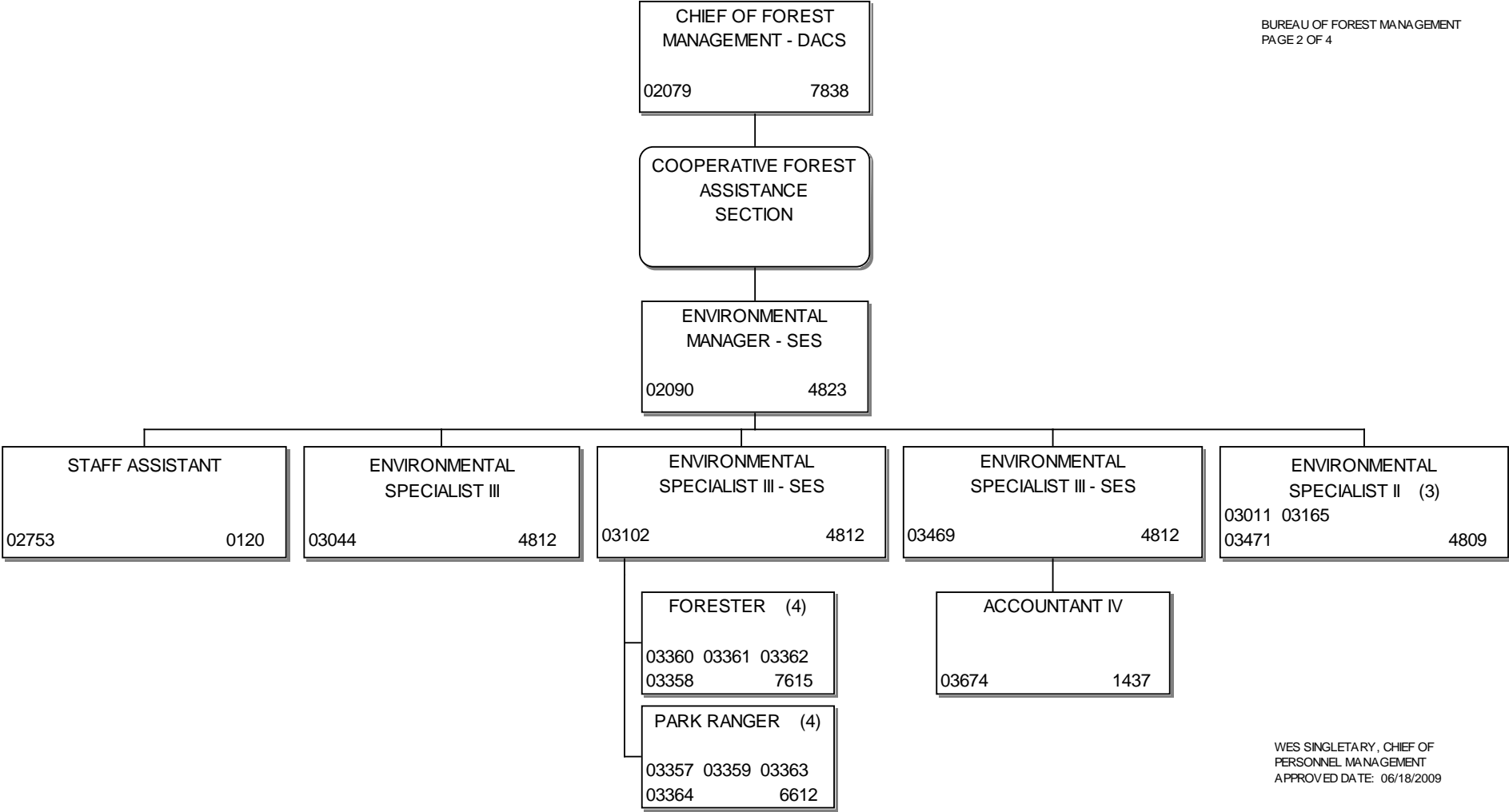
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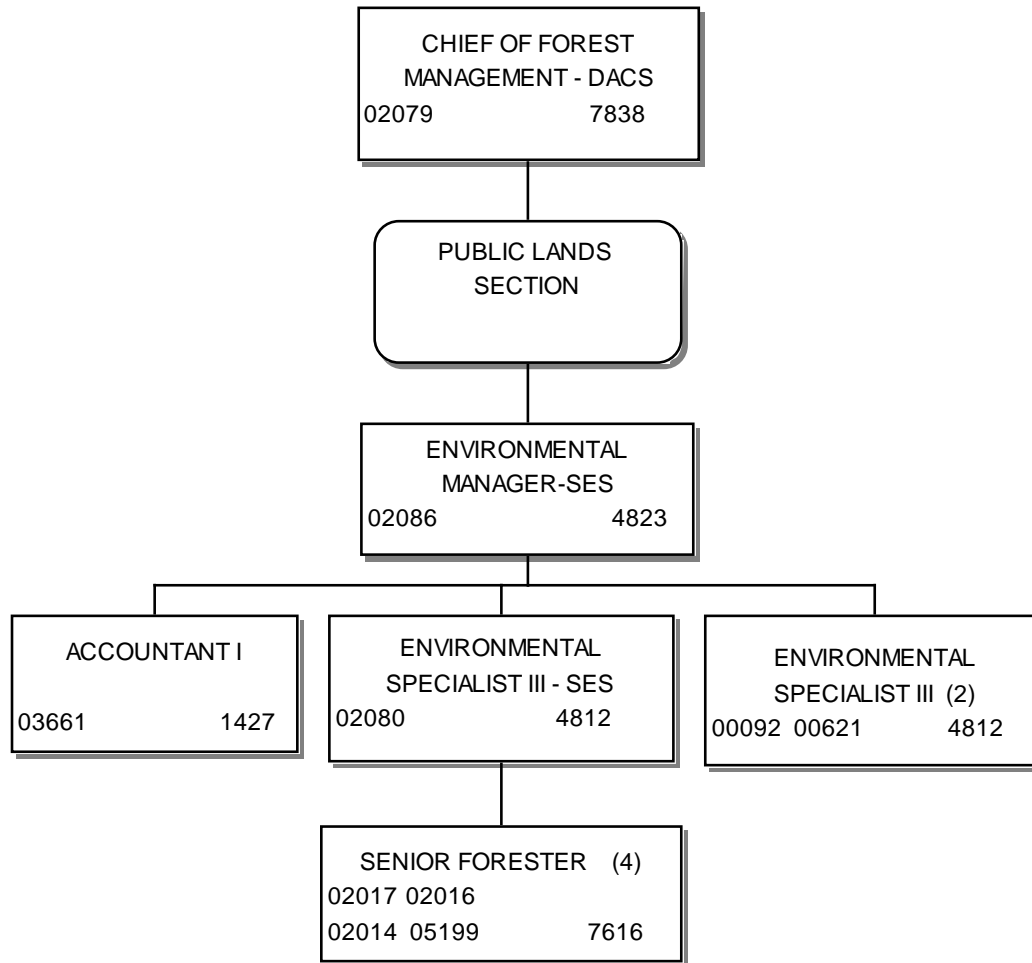
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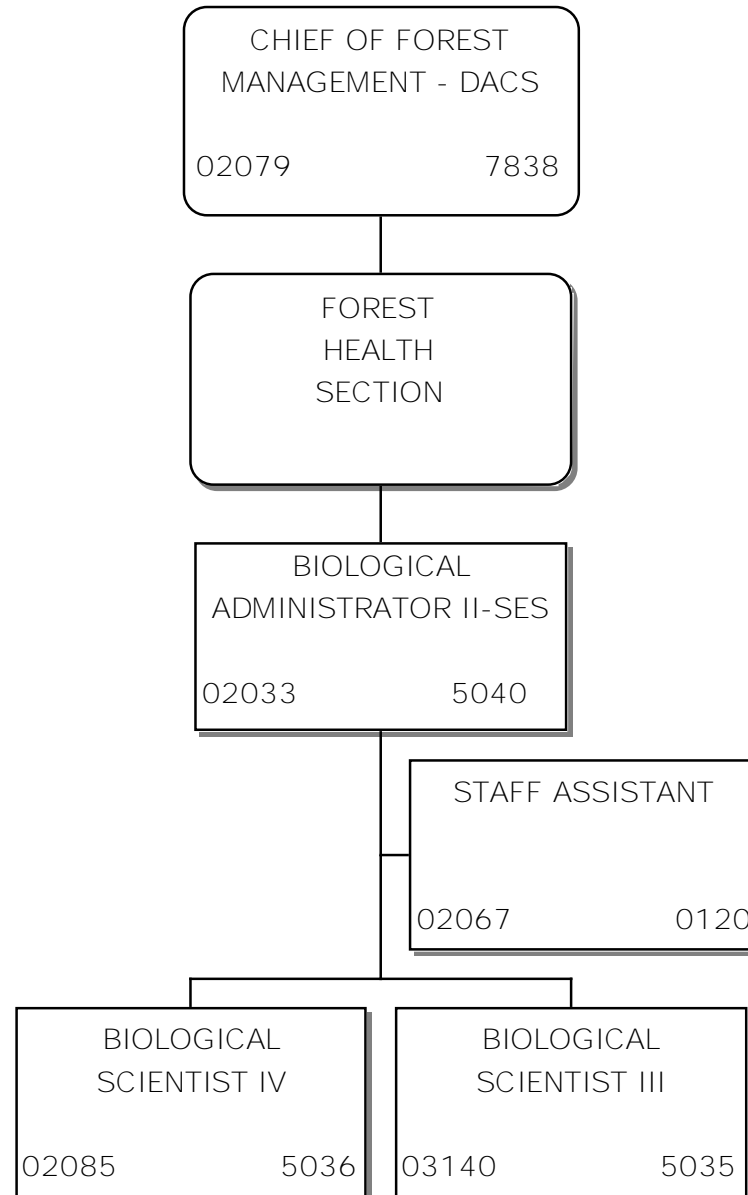
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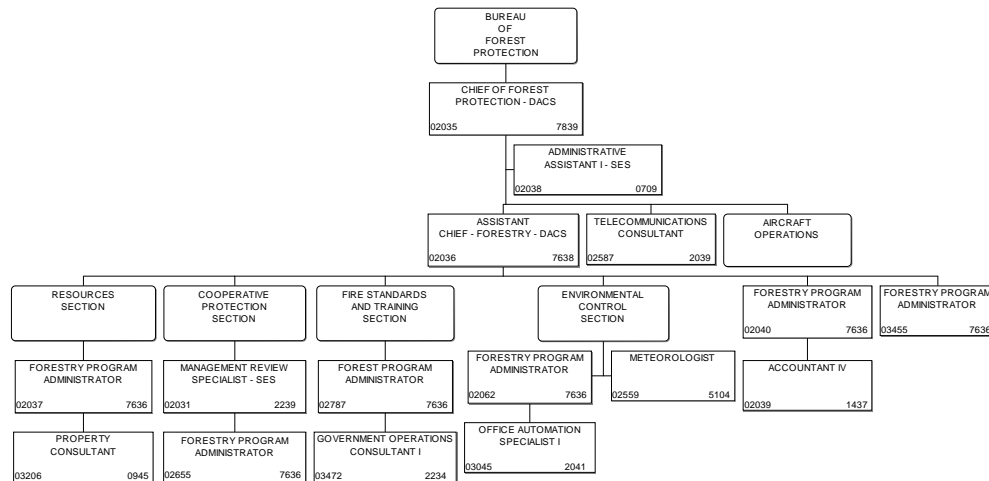
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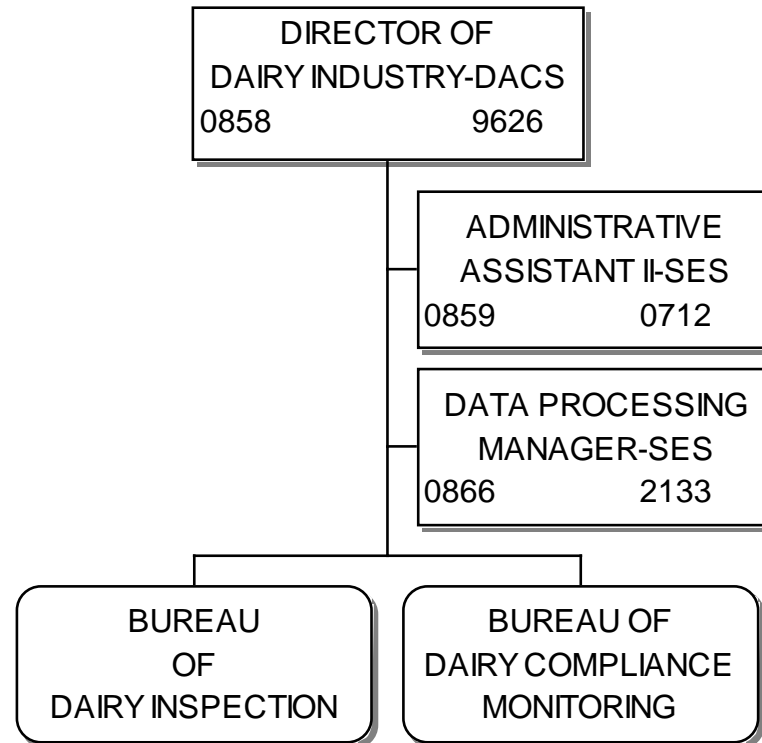
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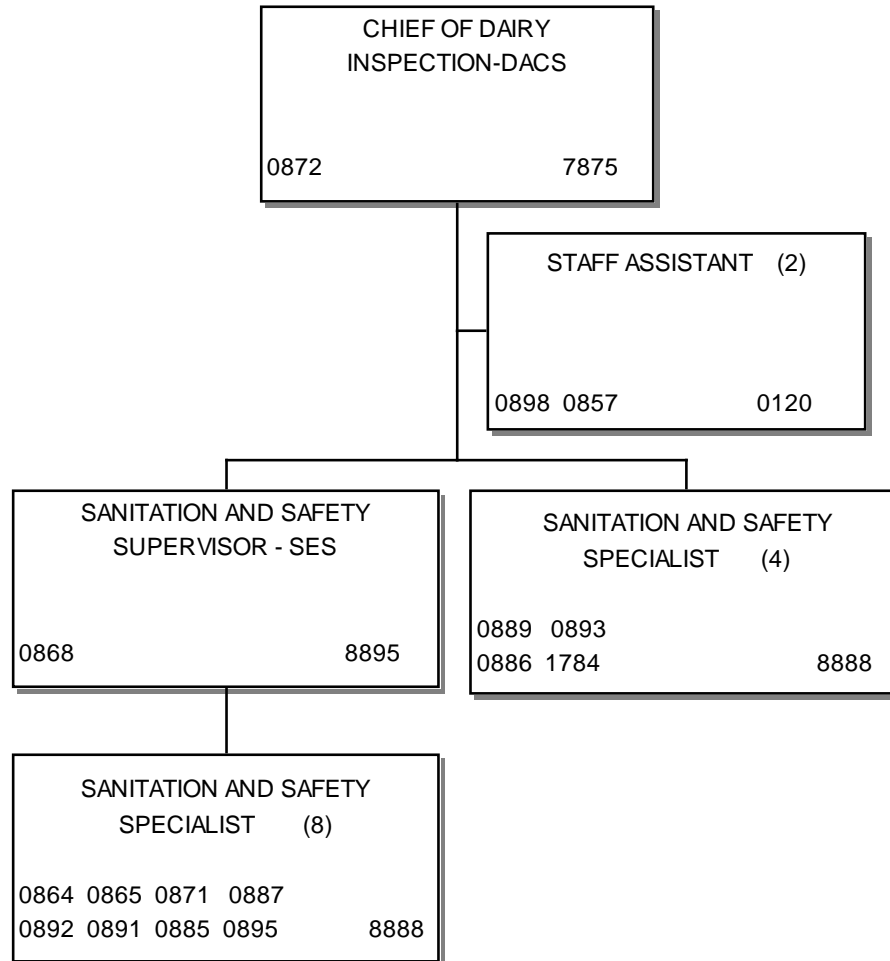
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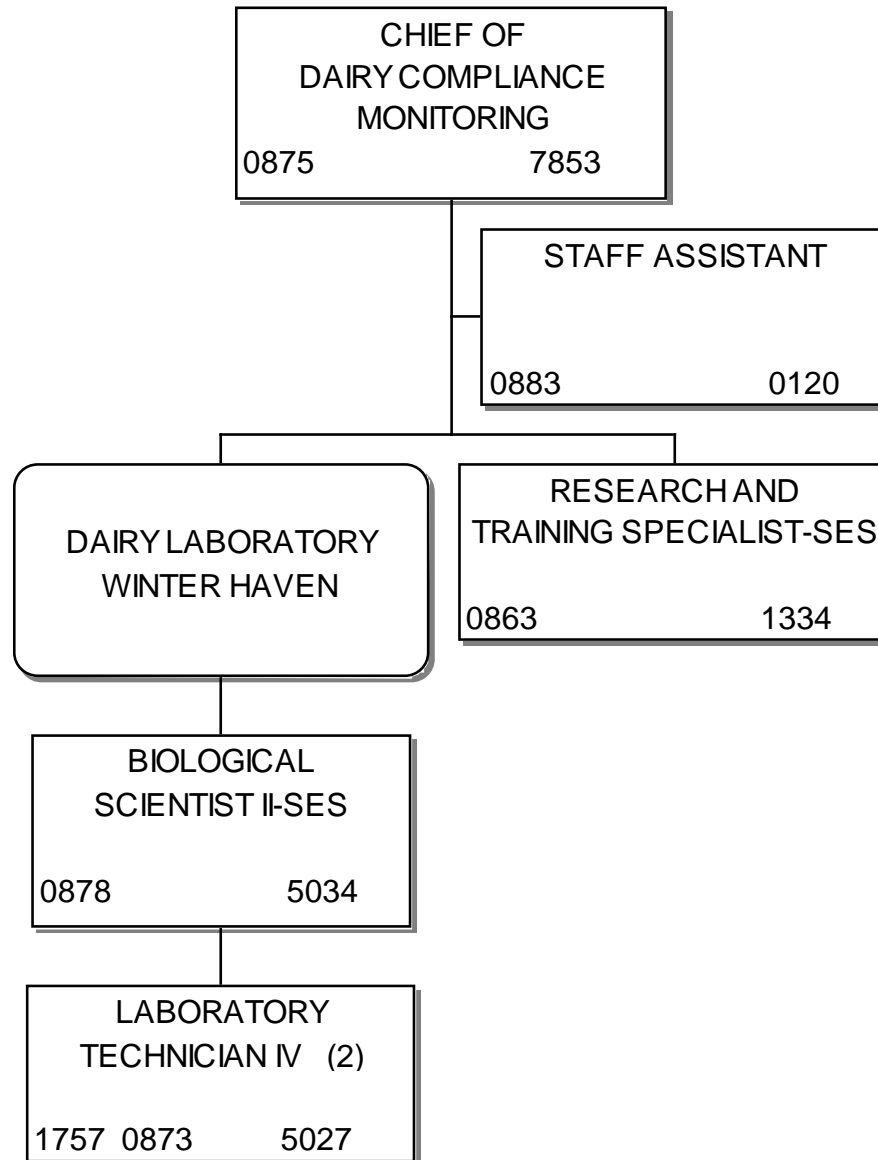
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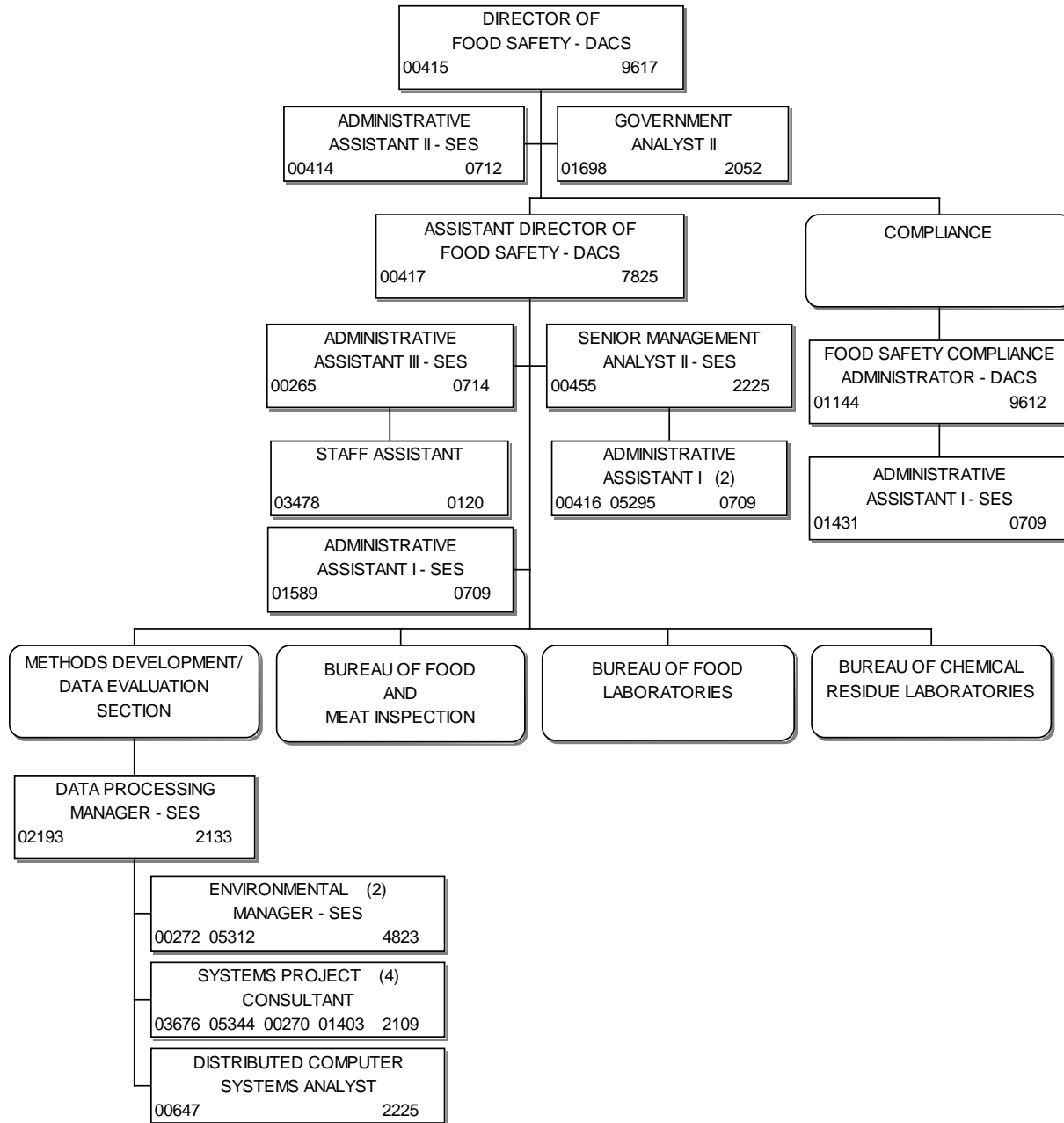
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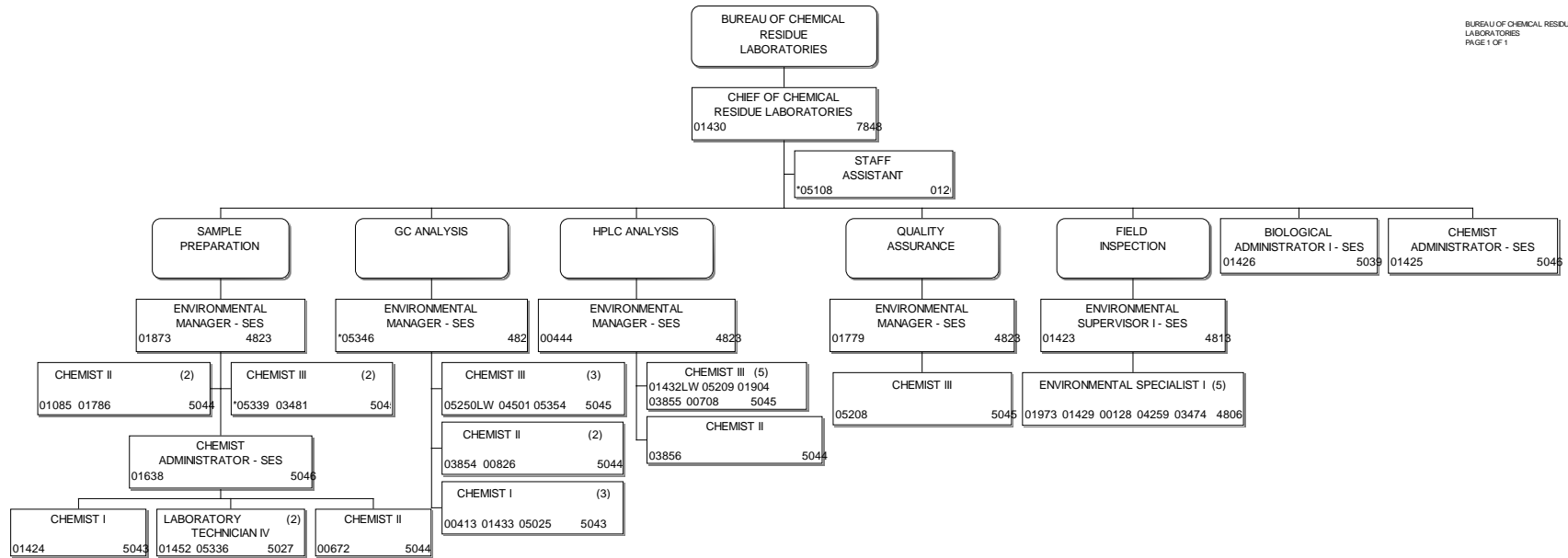
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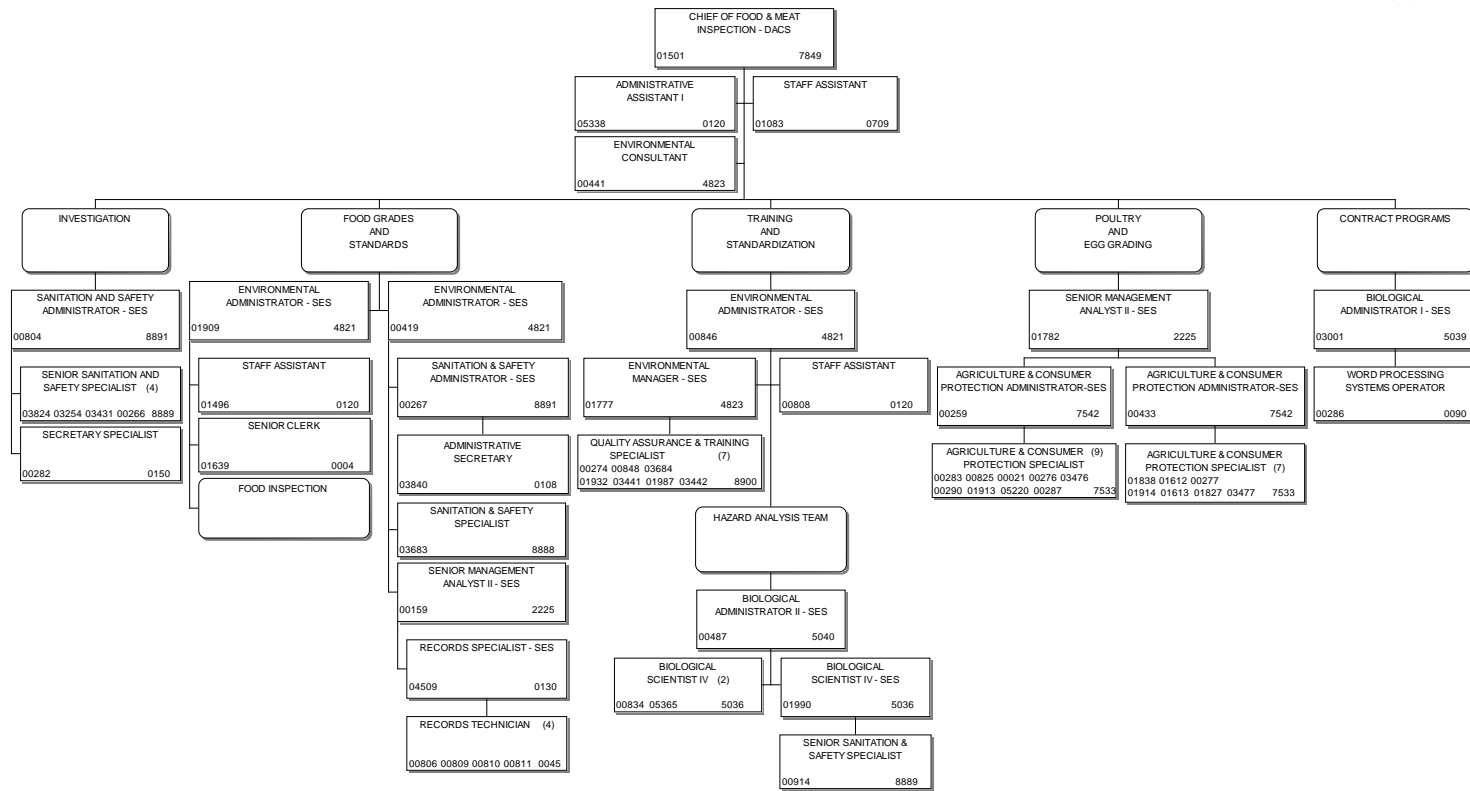
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BUREAU OF CHEMICAL RESIDUE LABORATORIES
PAGE 1 OF 1



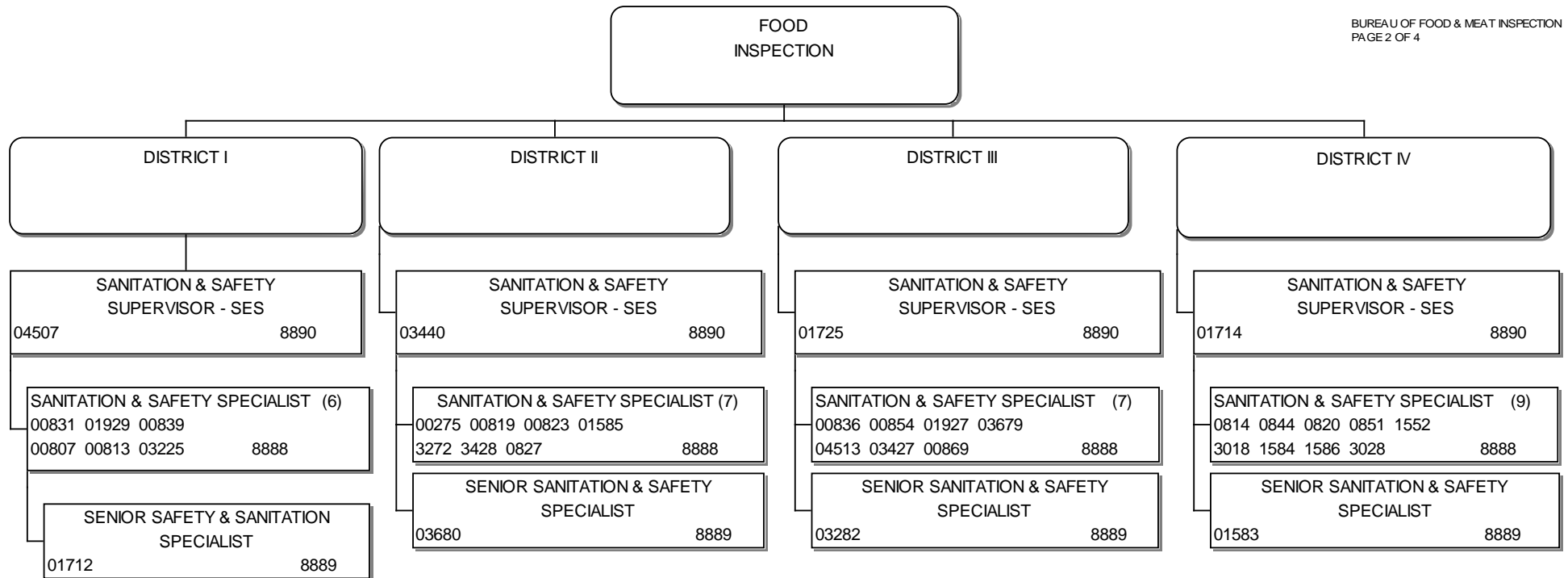
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BUREAU OF FOOD & MEAT INSPECTION
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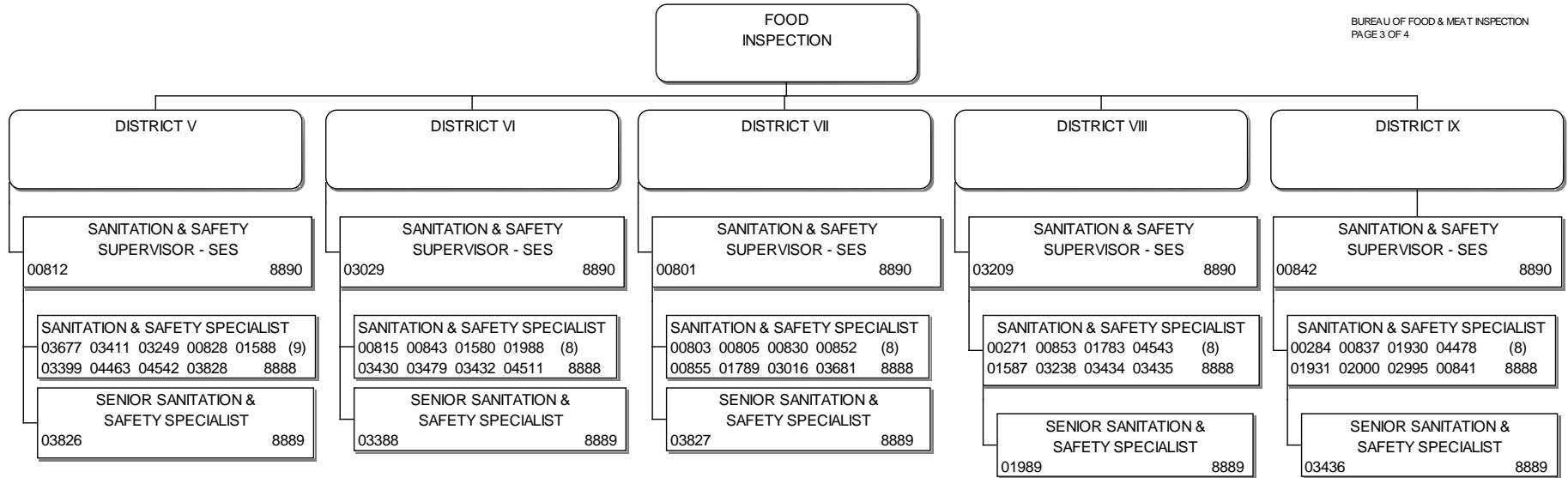
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APPROVED DATE: 06/20/2010

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF FOOD SAFETY



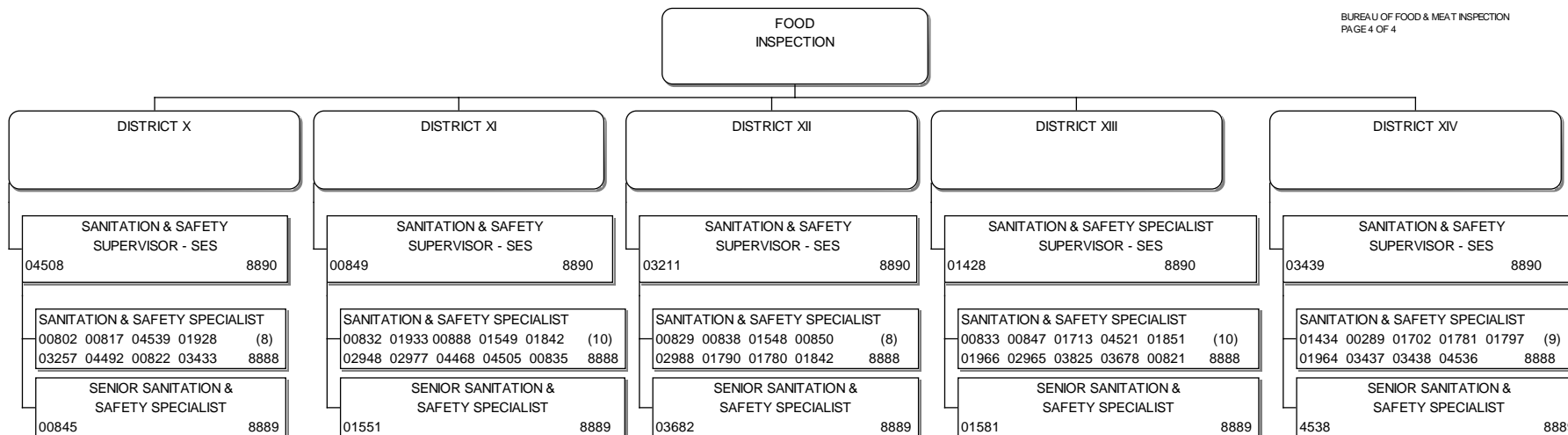
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BUREAU OF FOOD & MEAT INSPECTION
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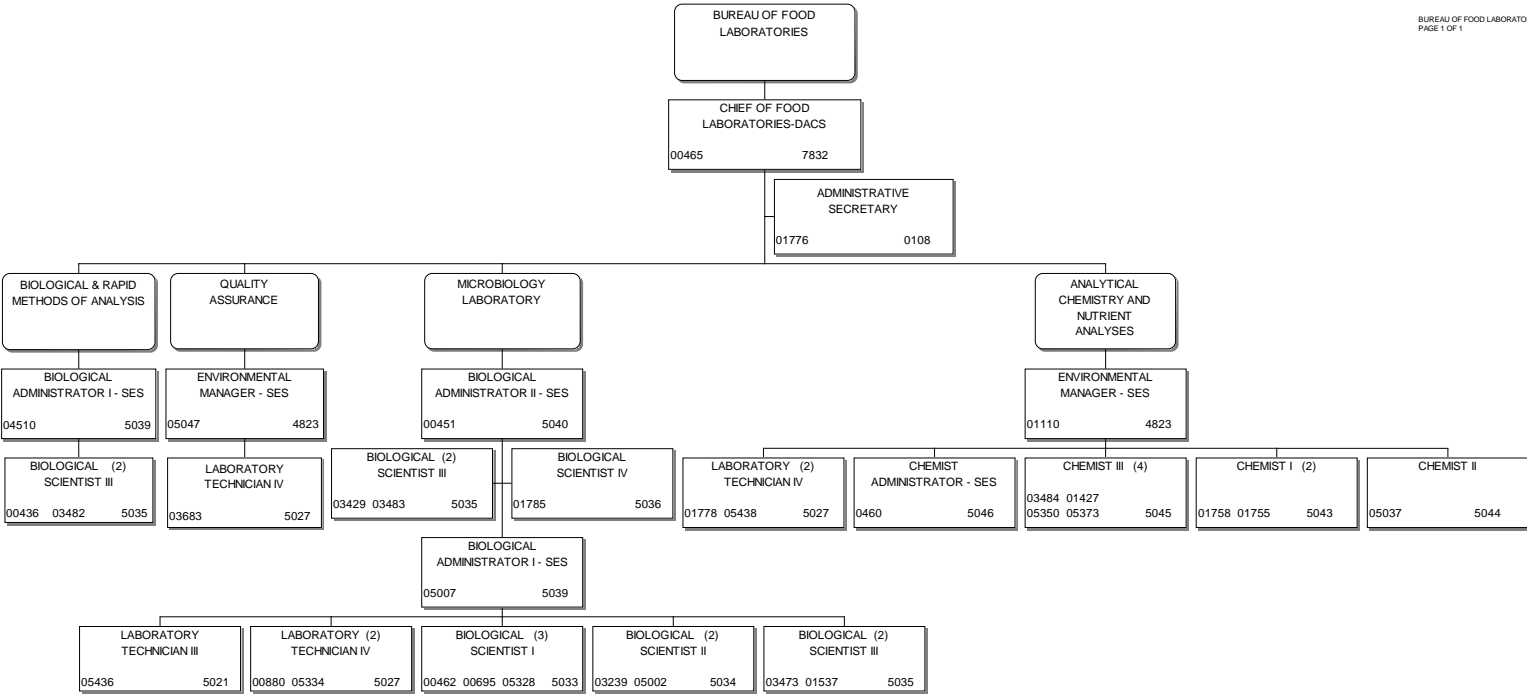


DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF FOOD SAFETY

BUREAU OF FOOD & MEAT INSPECTION
PAGE 4 OF 4

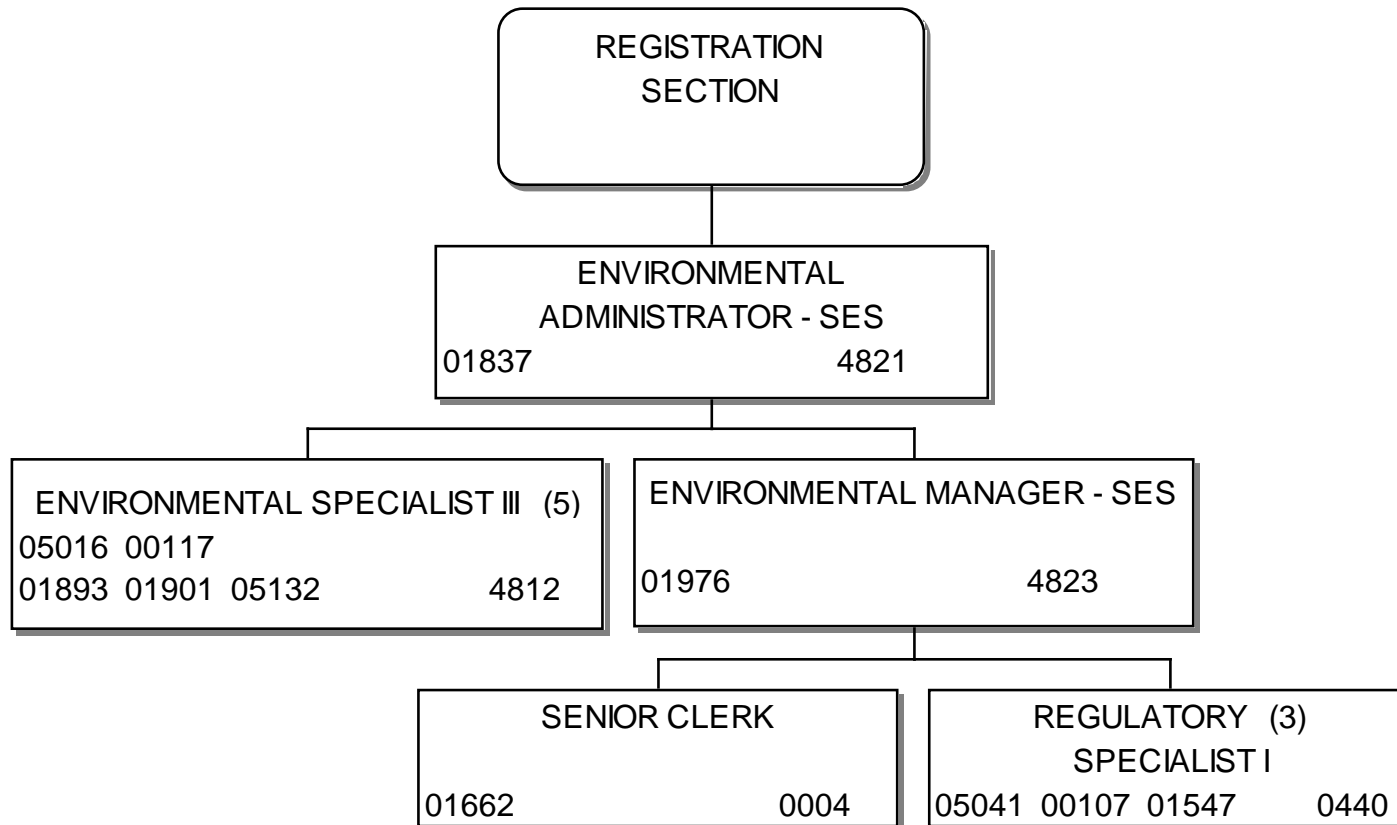


DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF FOOD SAFETY



**DEPARTMENT OF AGRICULTURE
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AGRICULTURAL ENVIRONMENTAL SERVICES**

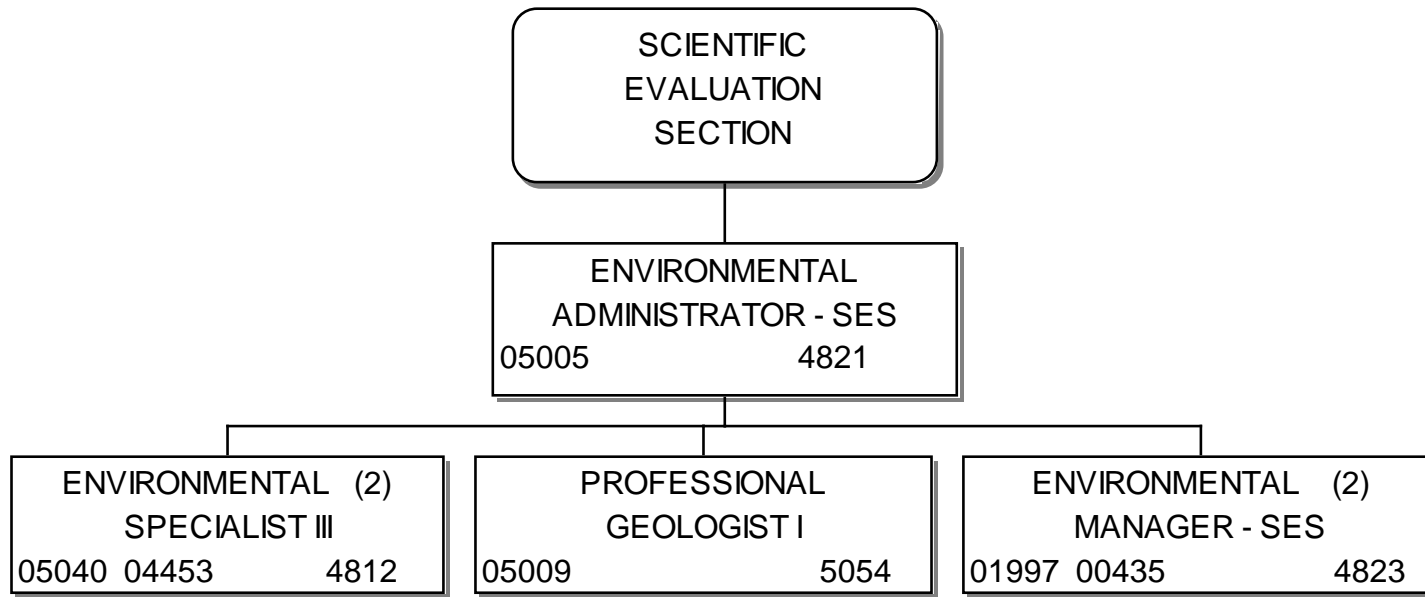
BUREAU OF PESTICIDES
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APPROVED DATE: 01/08/2010

**DEPARTMENT OF AGRICULTURE
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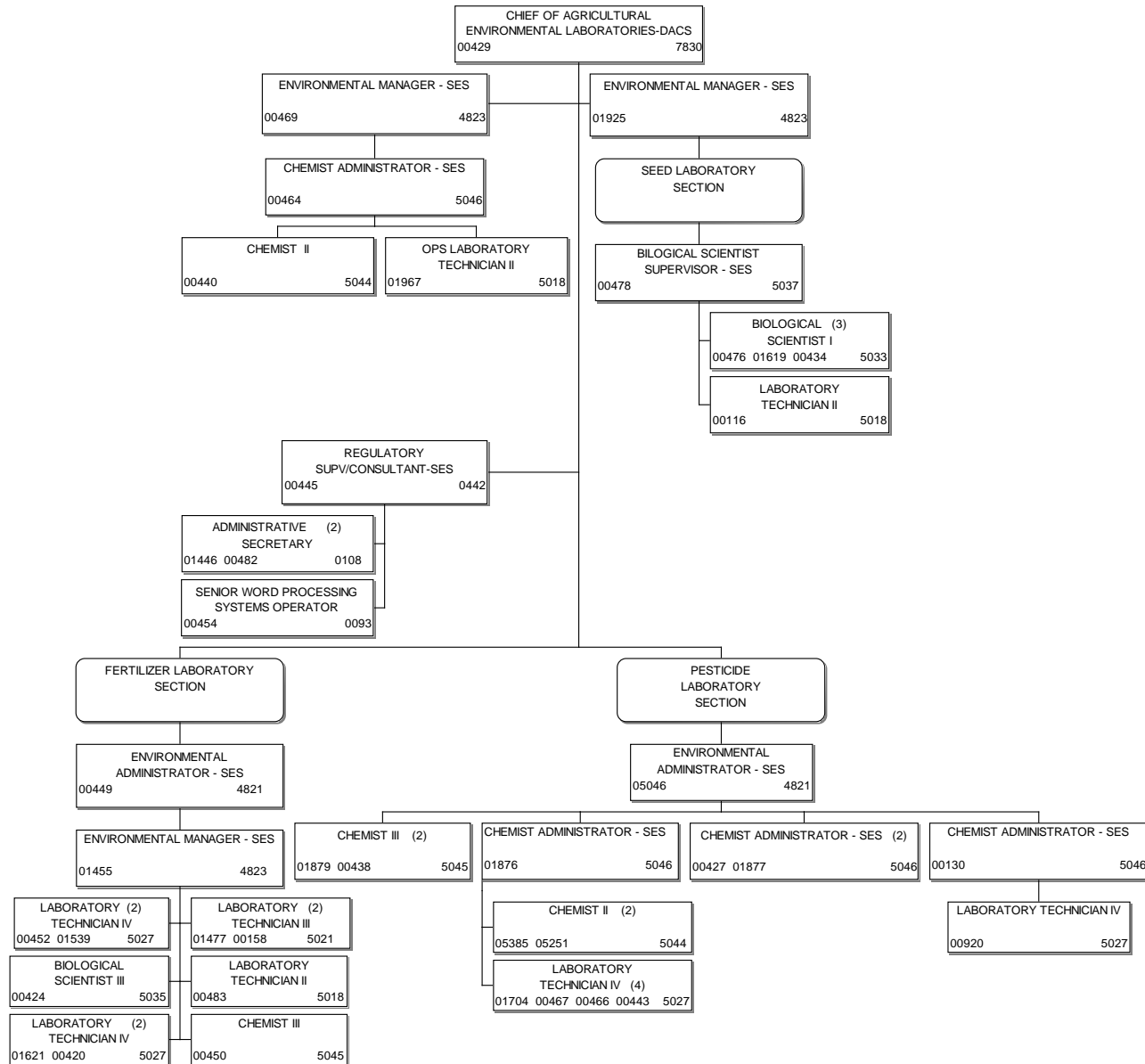
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APPROVED DATE: 08/06/2010

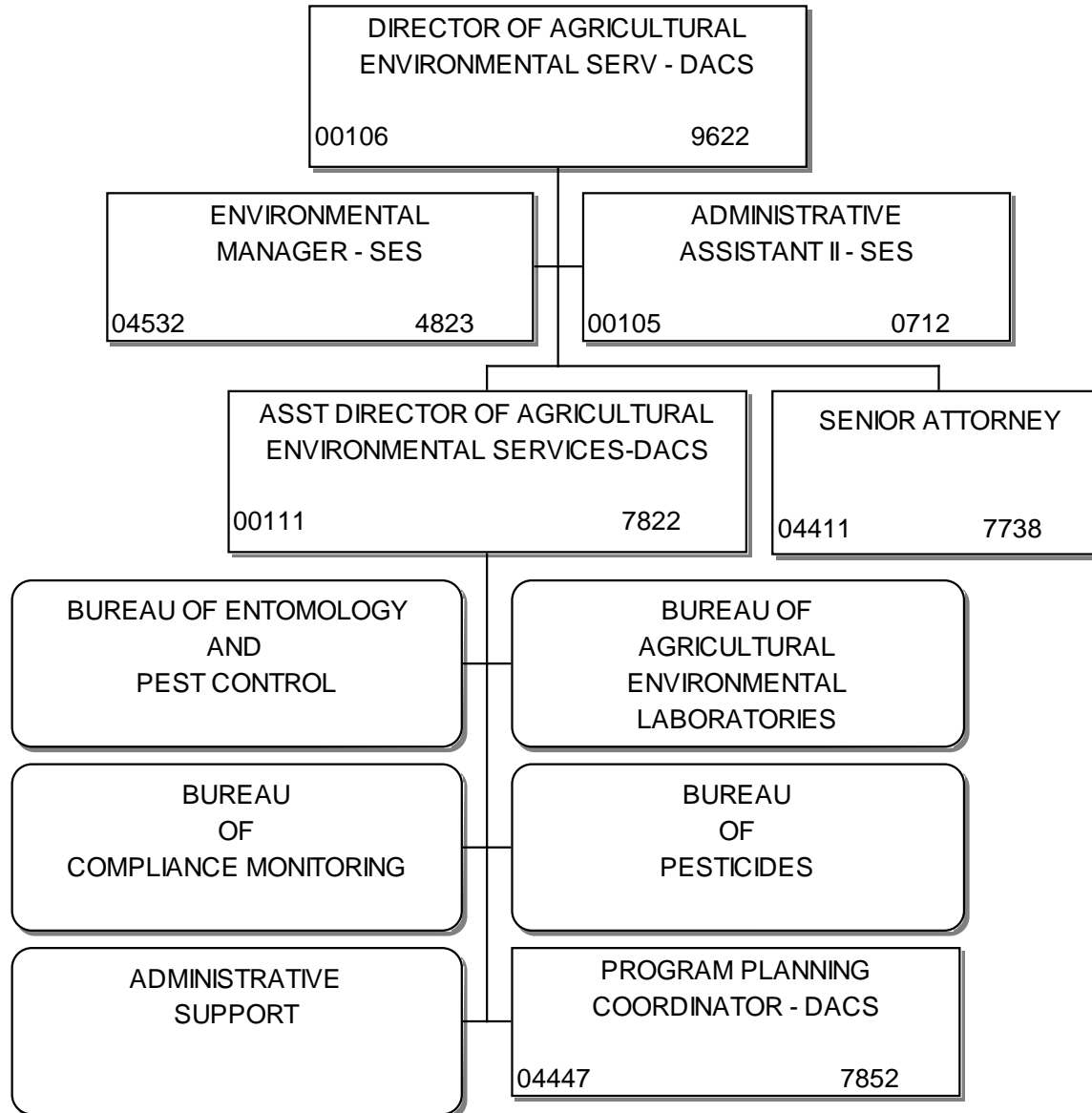
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BUREAU OF AGRICULTURAL
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**DEPARTMENT OF AGRICULTURE
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AGRICULTURAL ENVIRONMENTAL SERVICES**

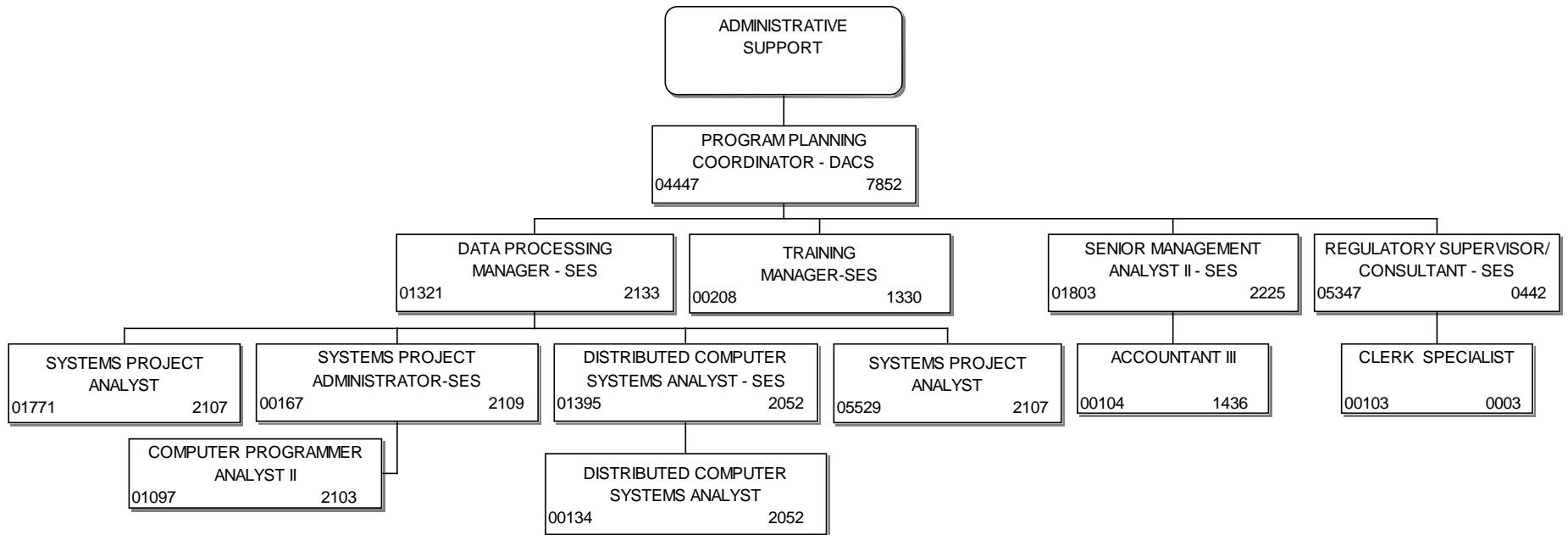
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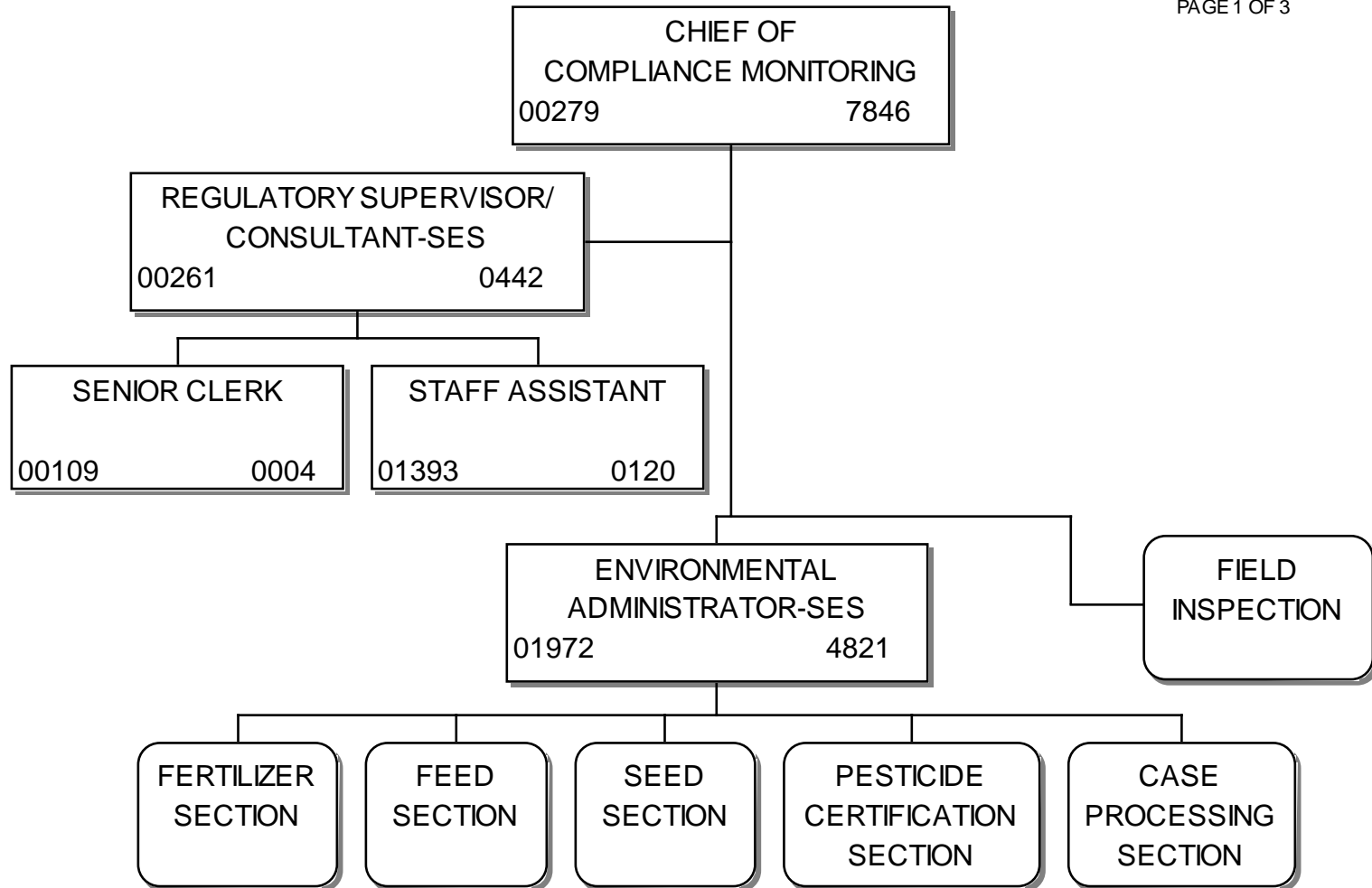
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AGRICULTURAL ENVIRONMENTAL SERVICES**

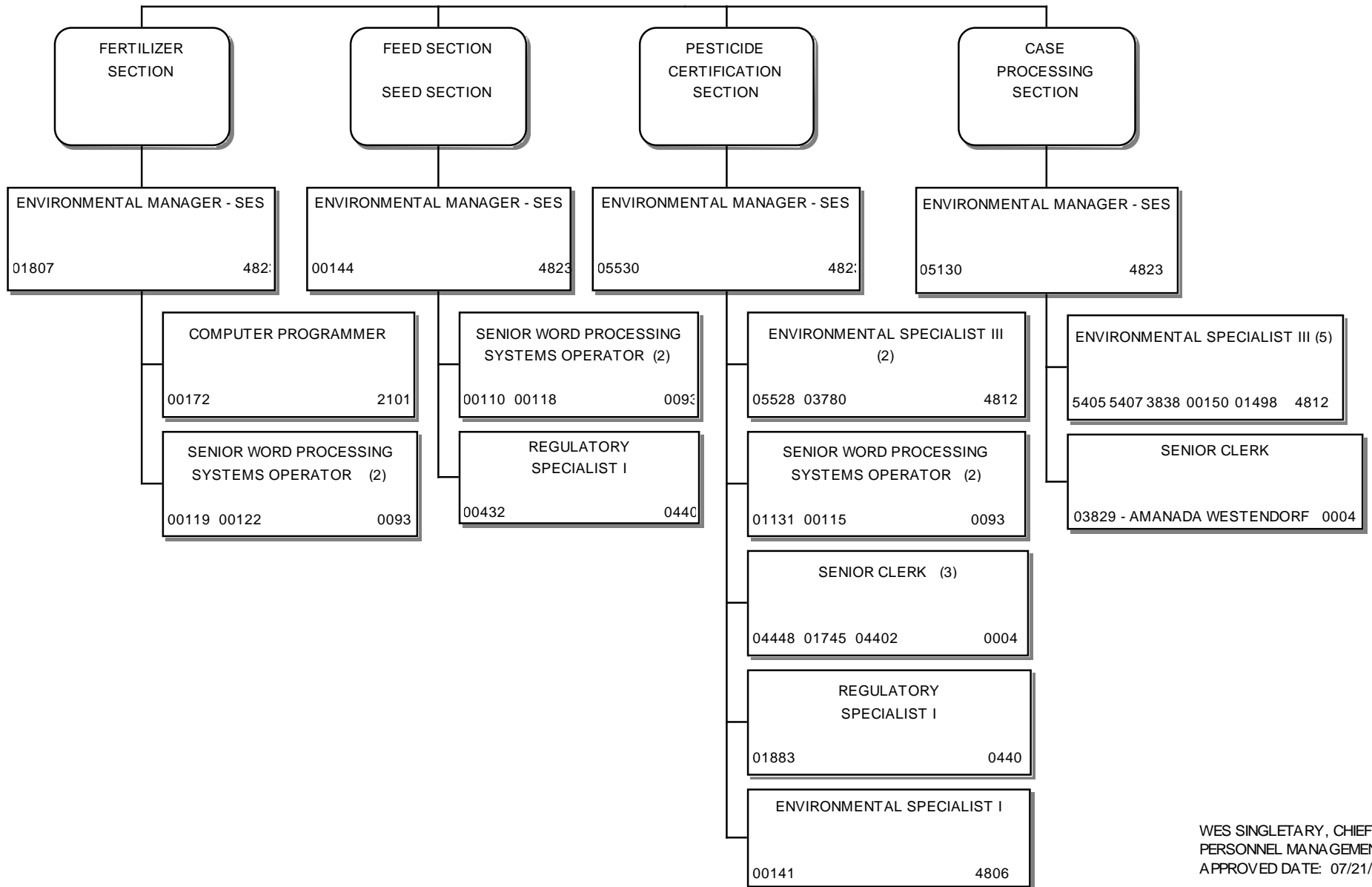
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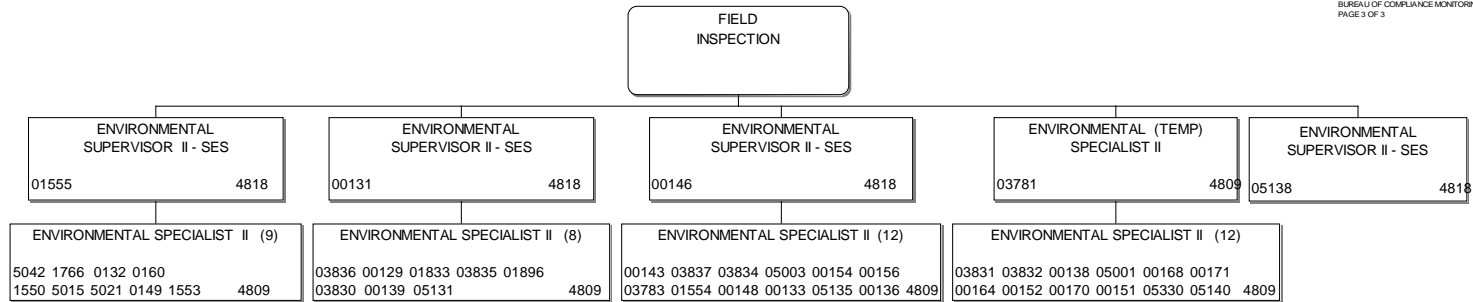
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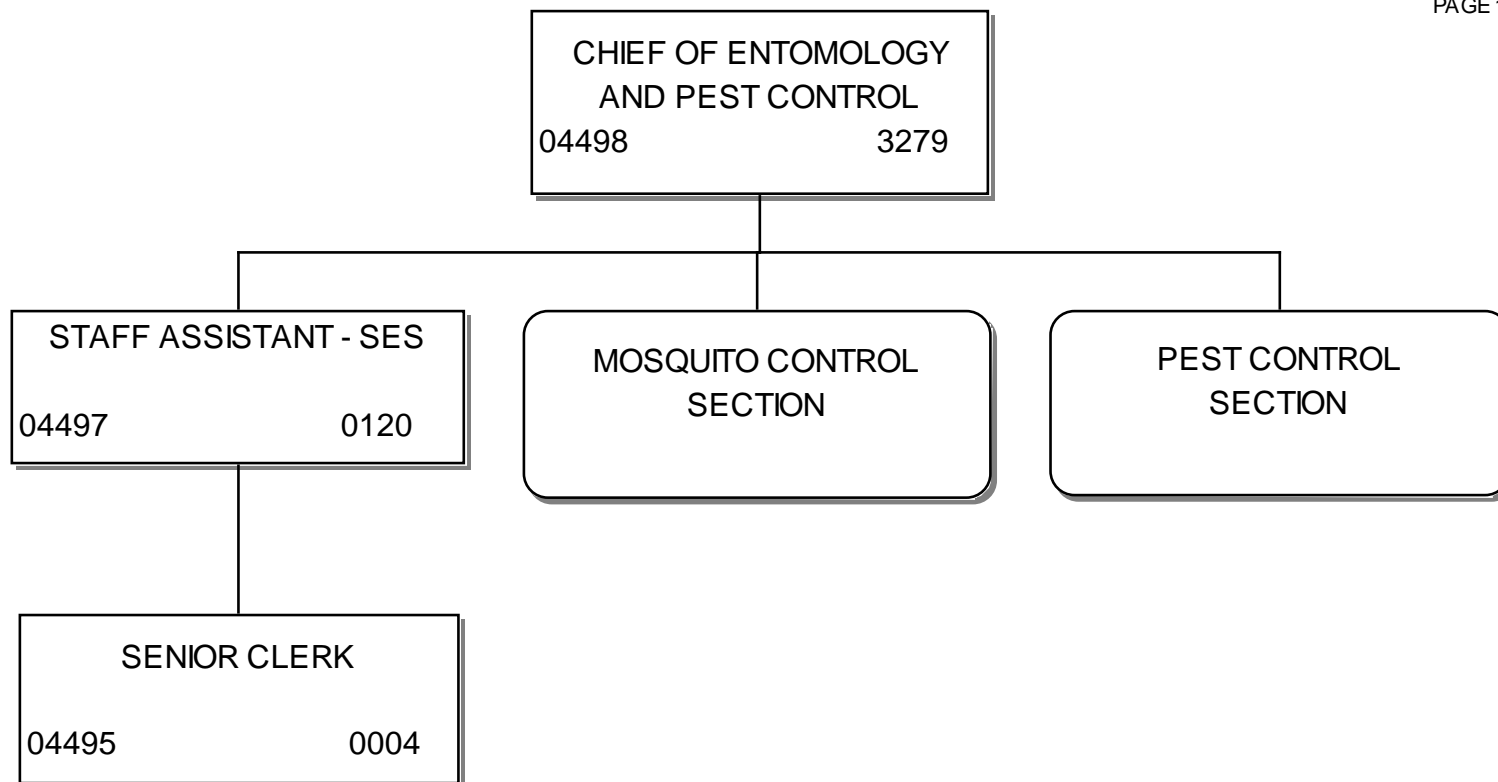
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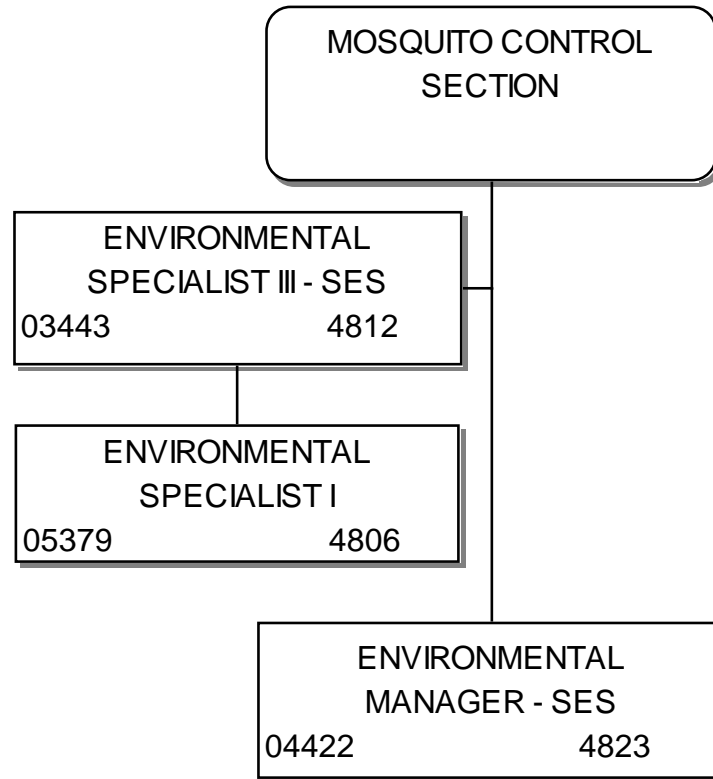
BUREAU OF ENTOMOLOGY AND
PEST CONTROL
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WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE : 05/01/2009

**DEPARTMENT OF AGRICULTURE
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AGRICULTURAL ENVIRONMENTAL SERVICES**

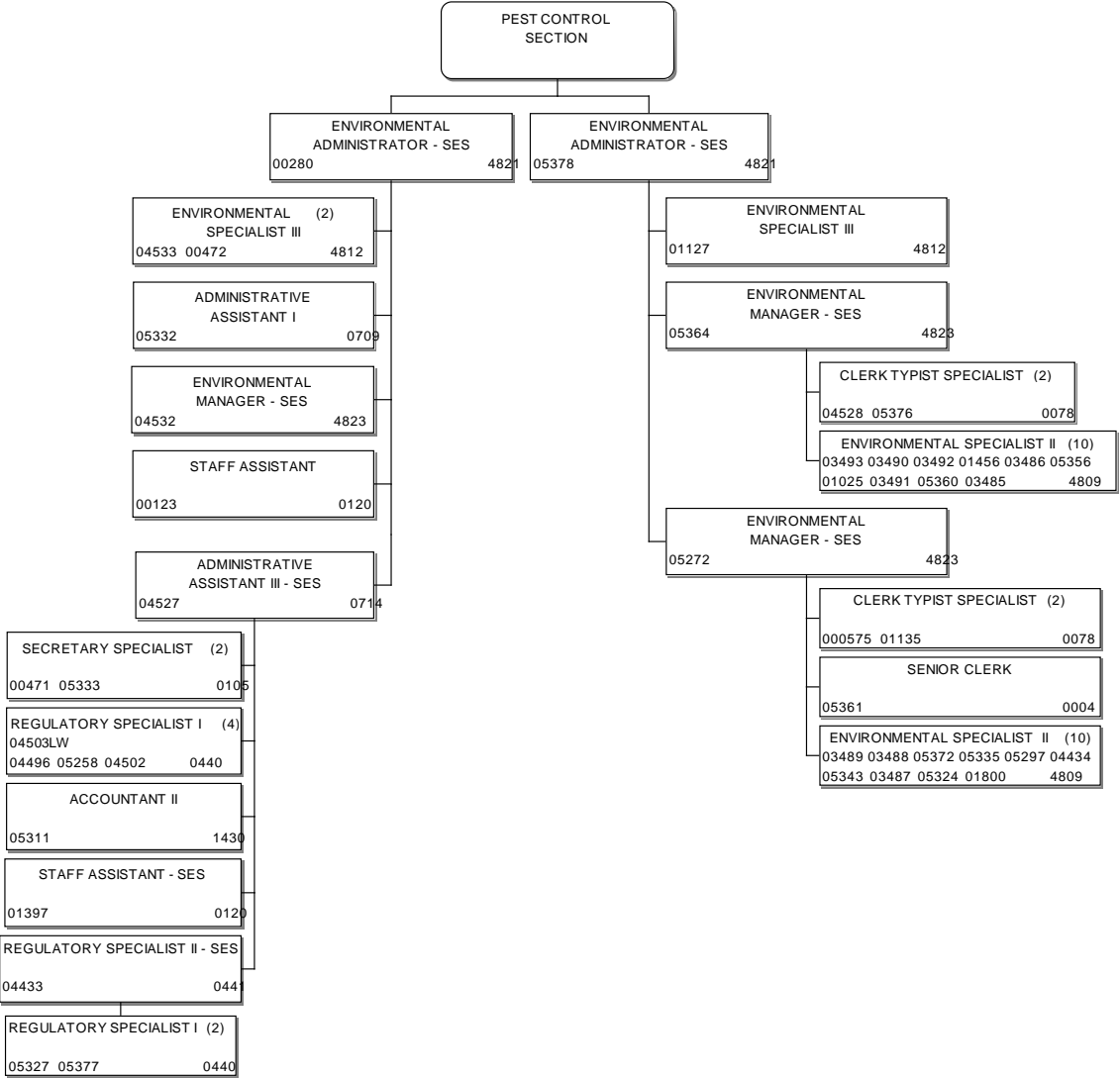
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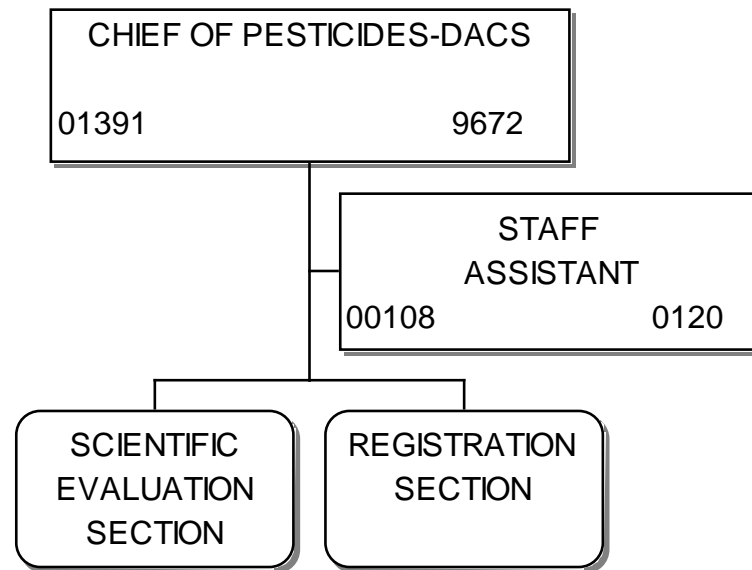
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PERSONNEL MANAGEMENT
APPROVED DATE: 08/06/2010

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PEST CONTROL
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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**

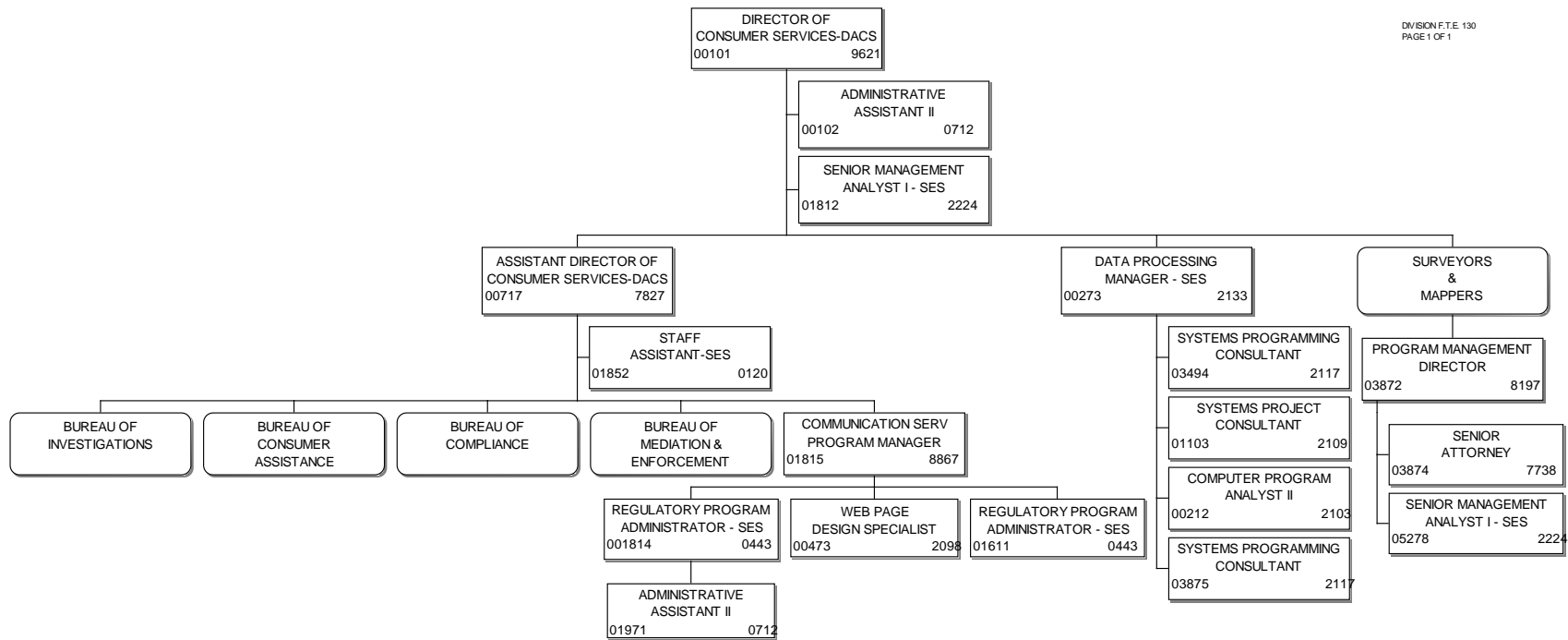


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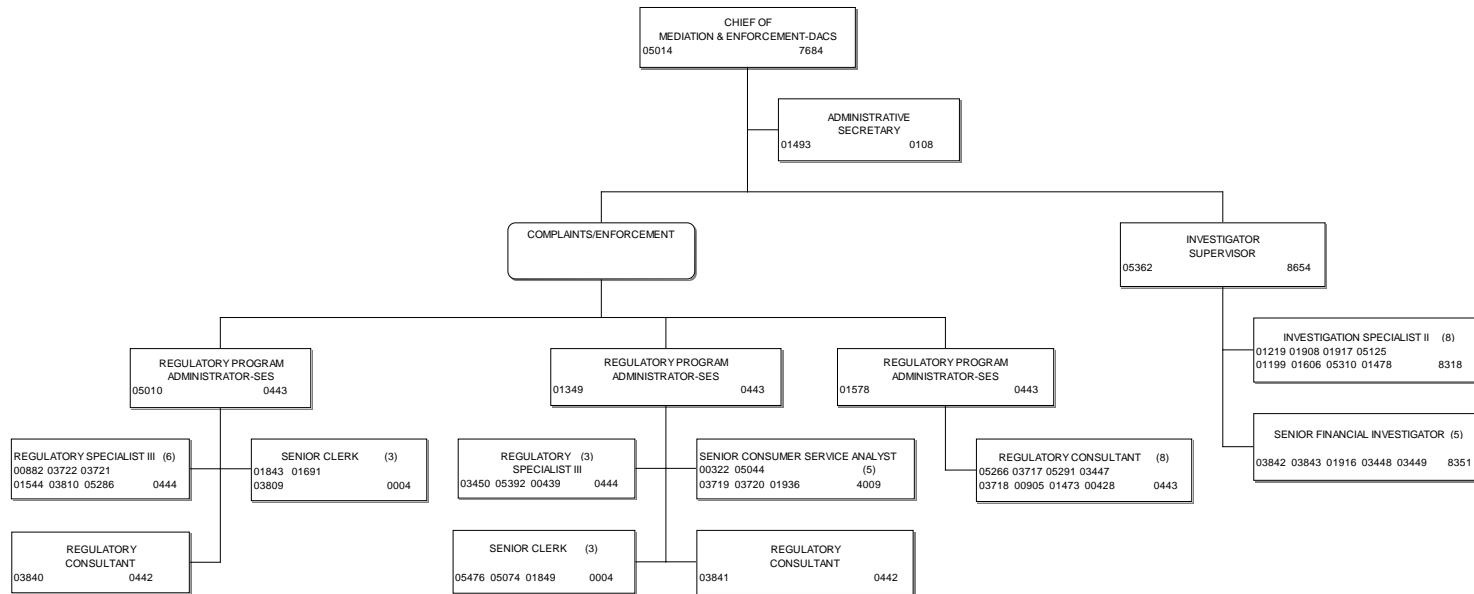
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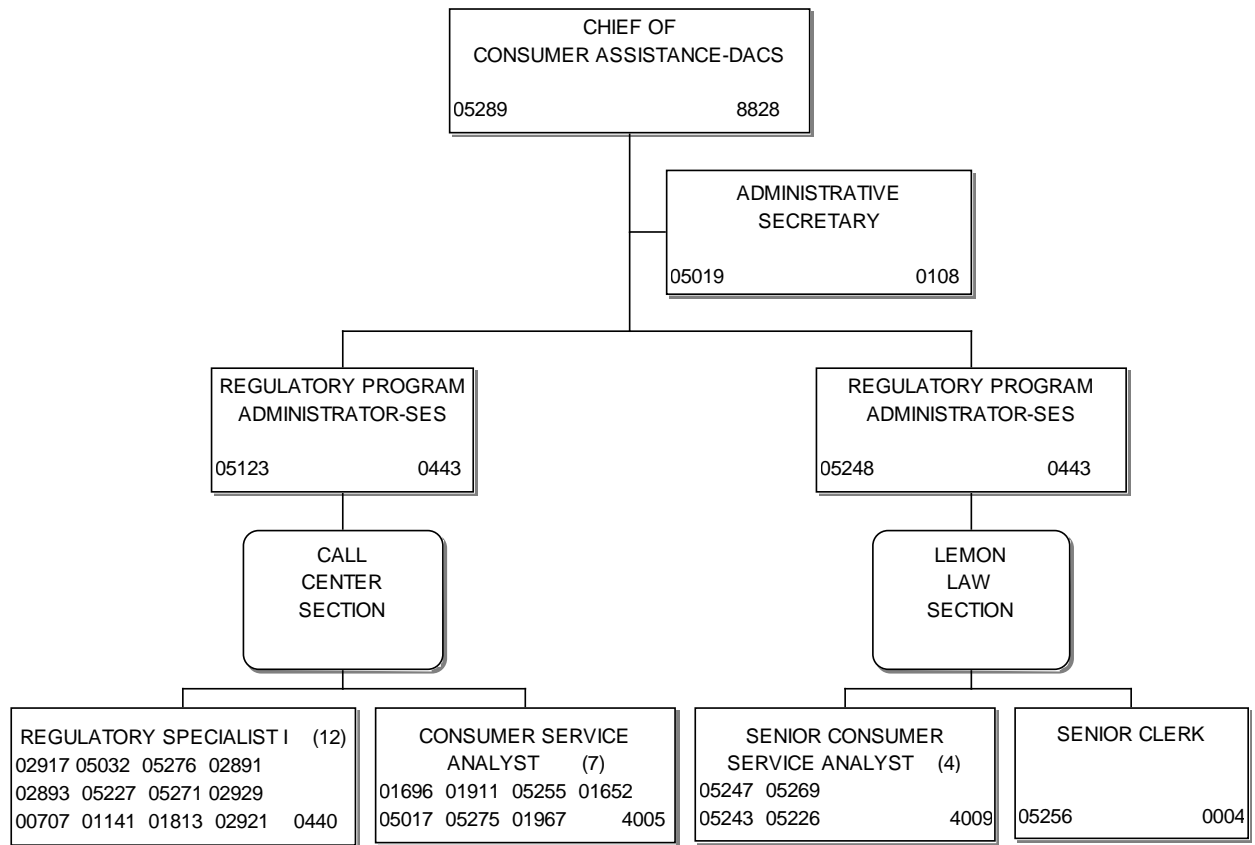
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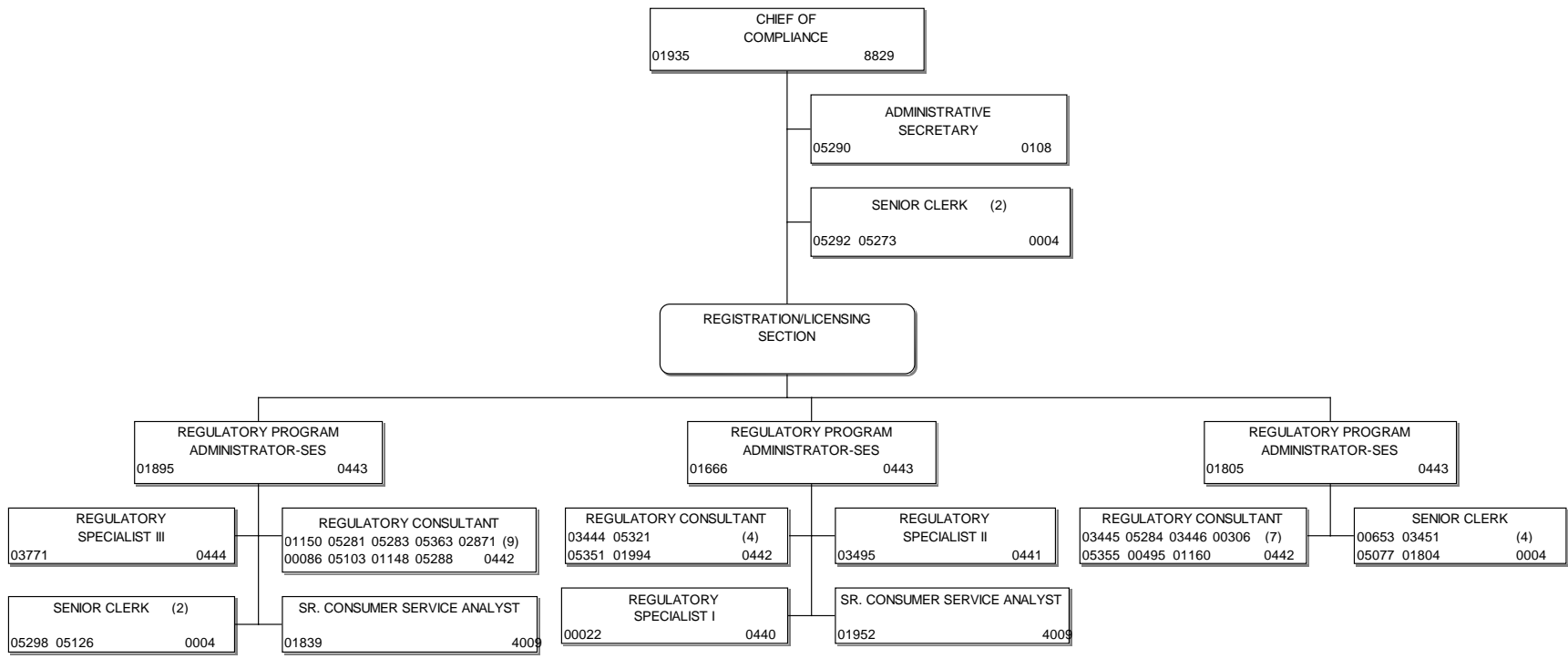
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WES SINGLETARY,
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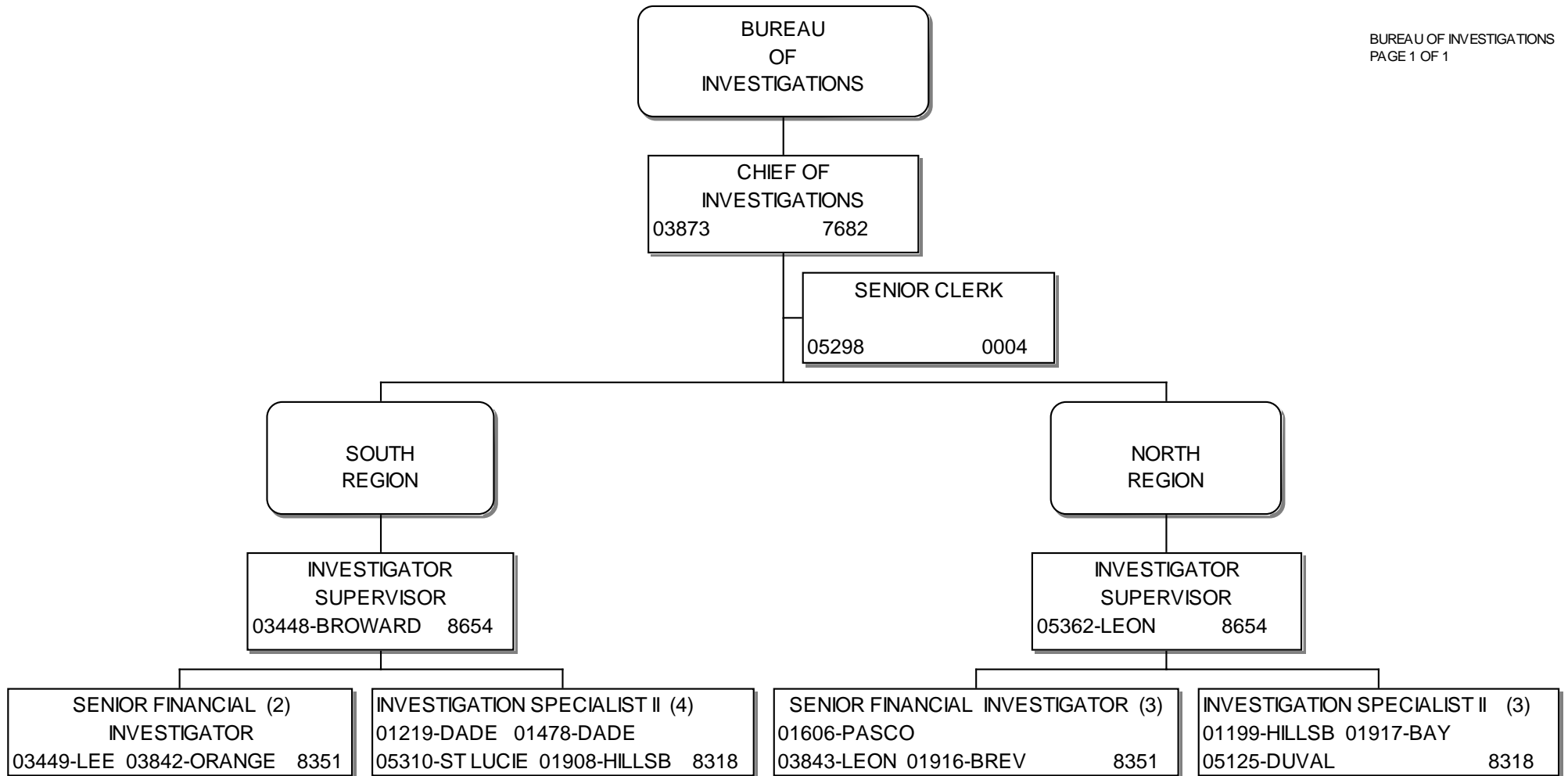
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DATE APPROVED: 05/01/2009

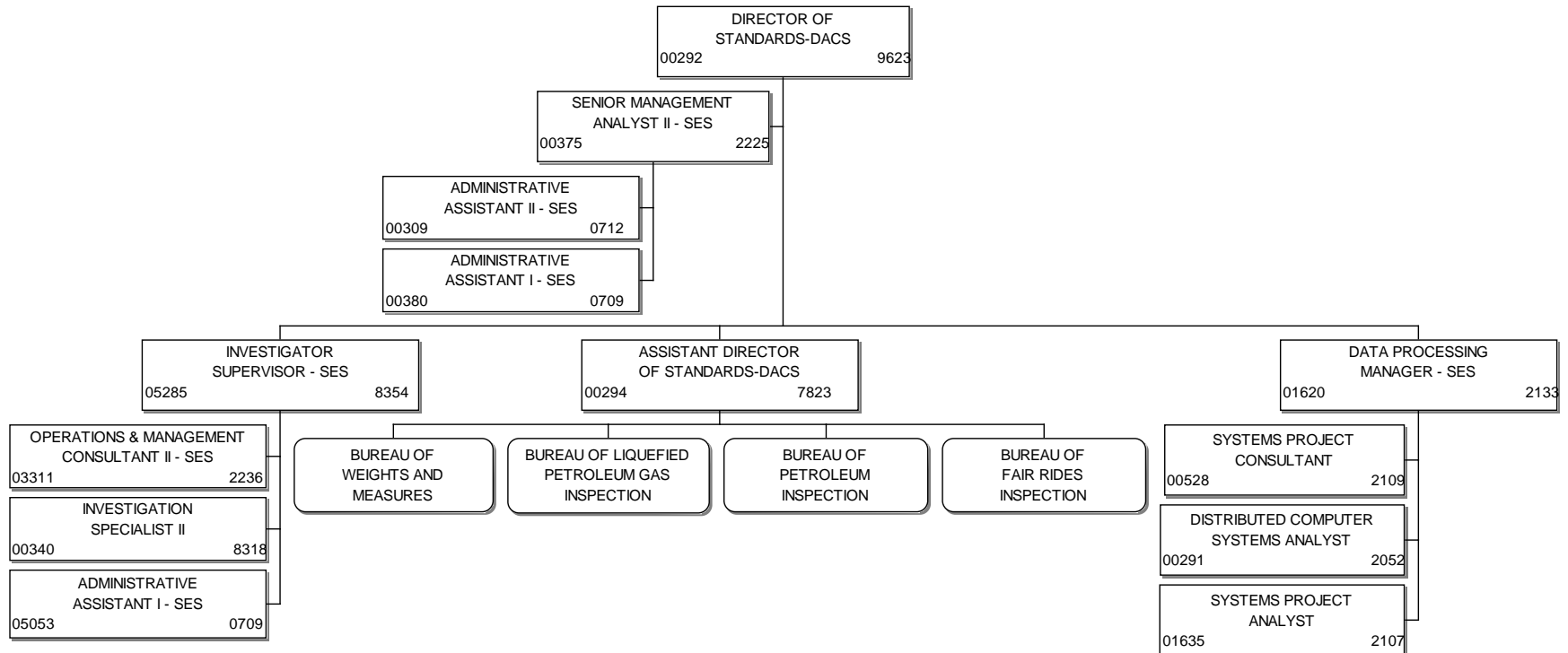
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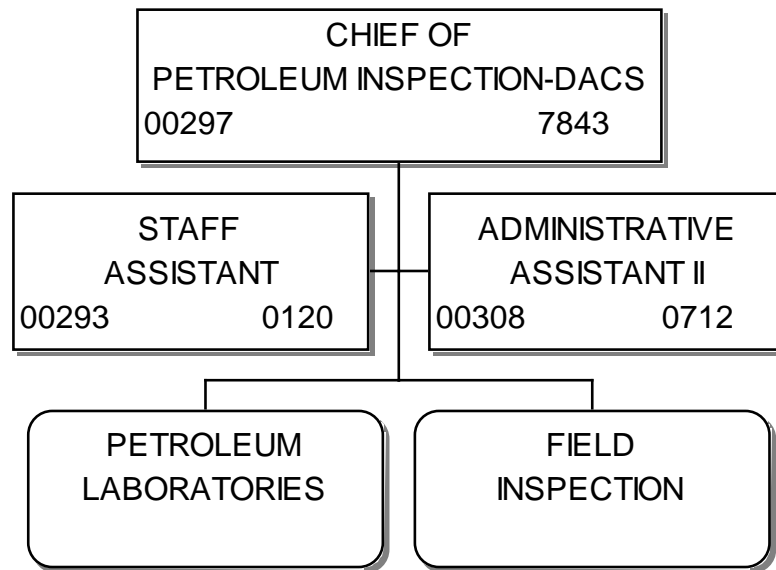


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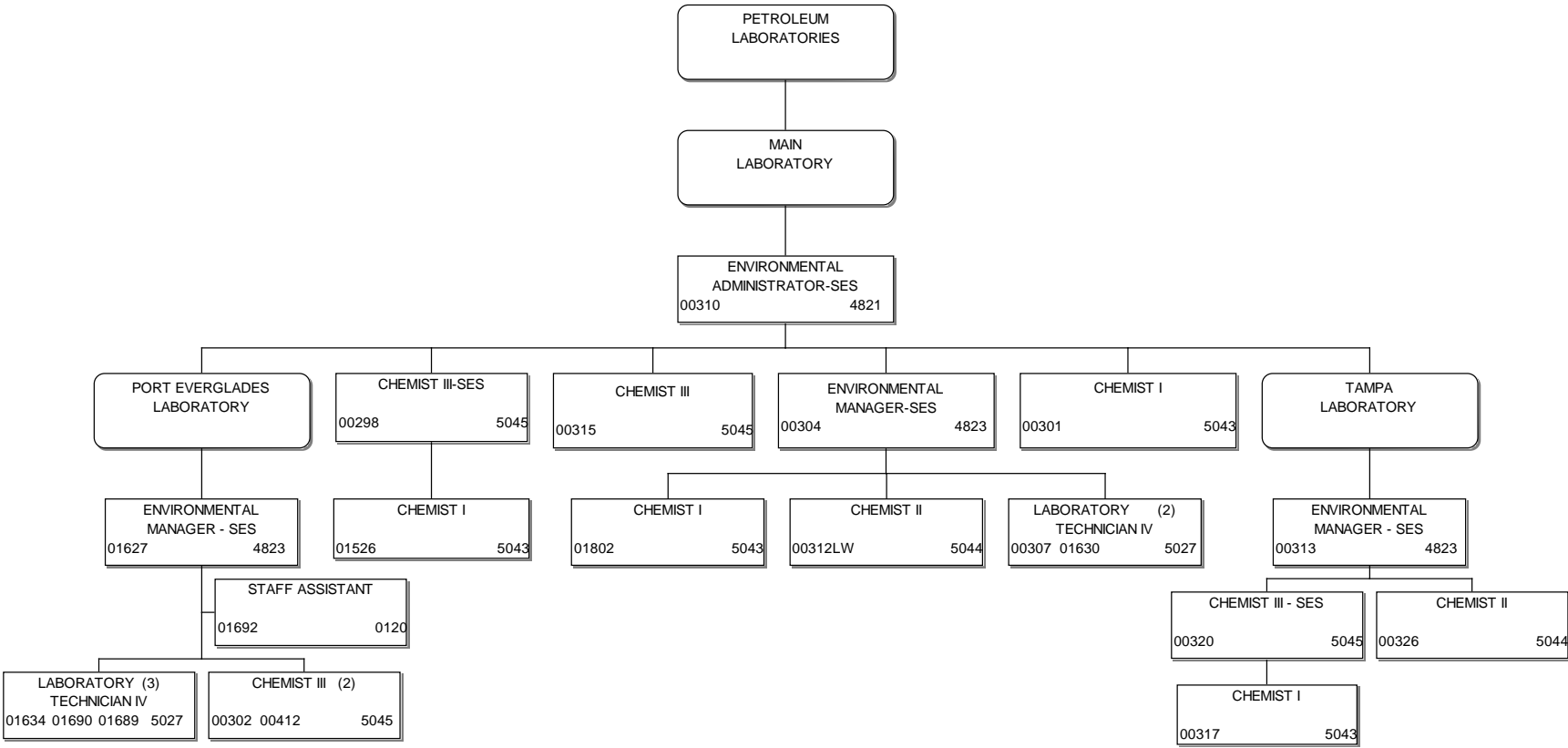


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PAGE 1 OF 3

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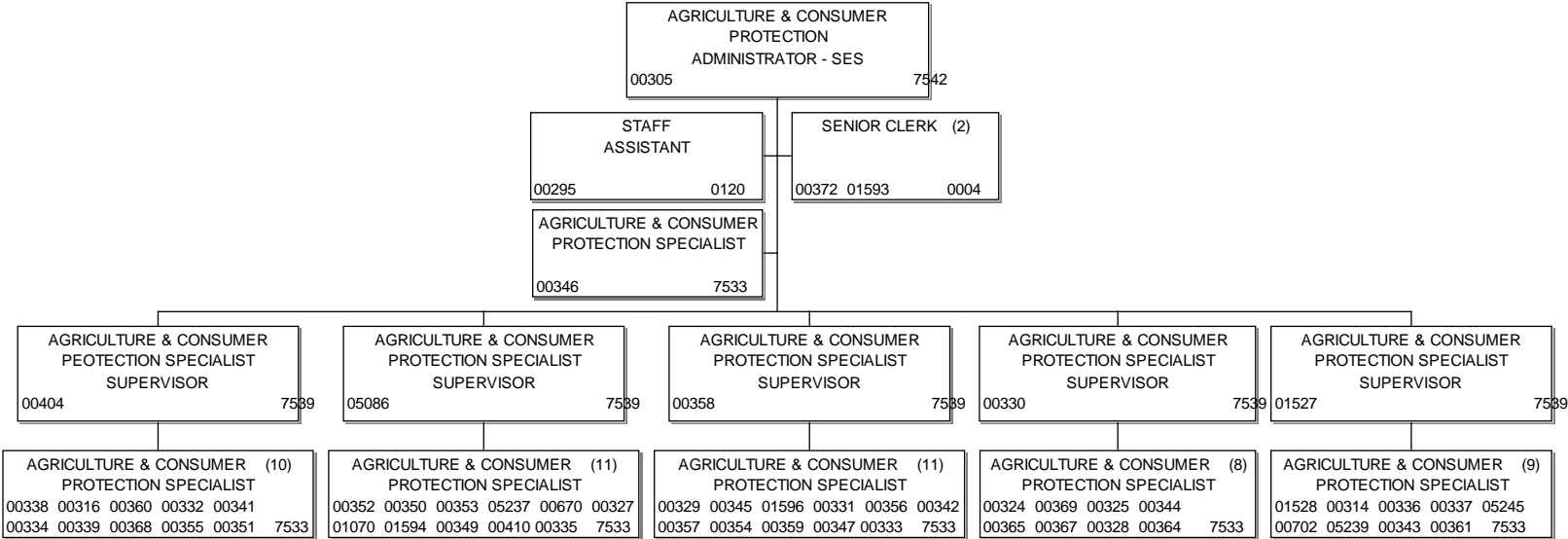
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BUREAU OF PETROLEUM INSPECTION
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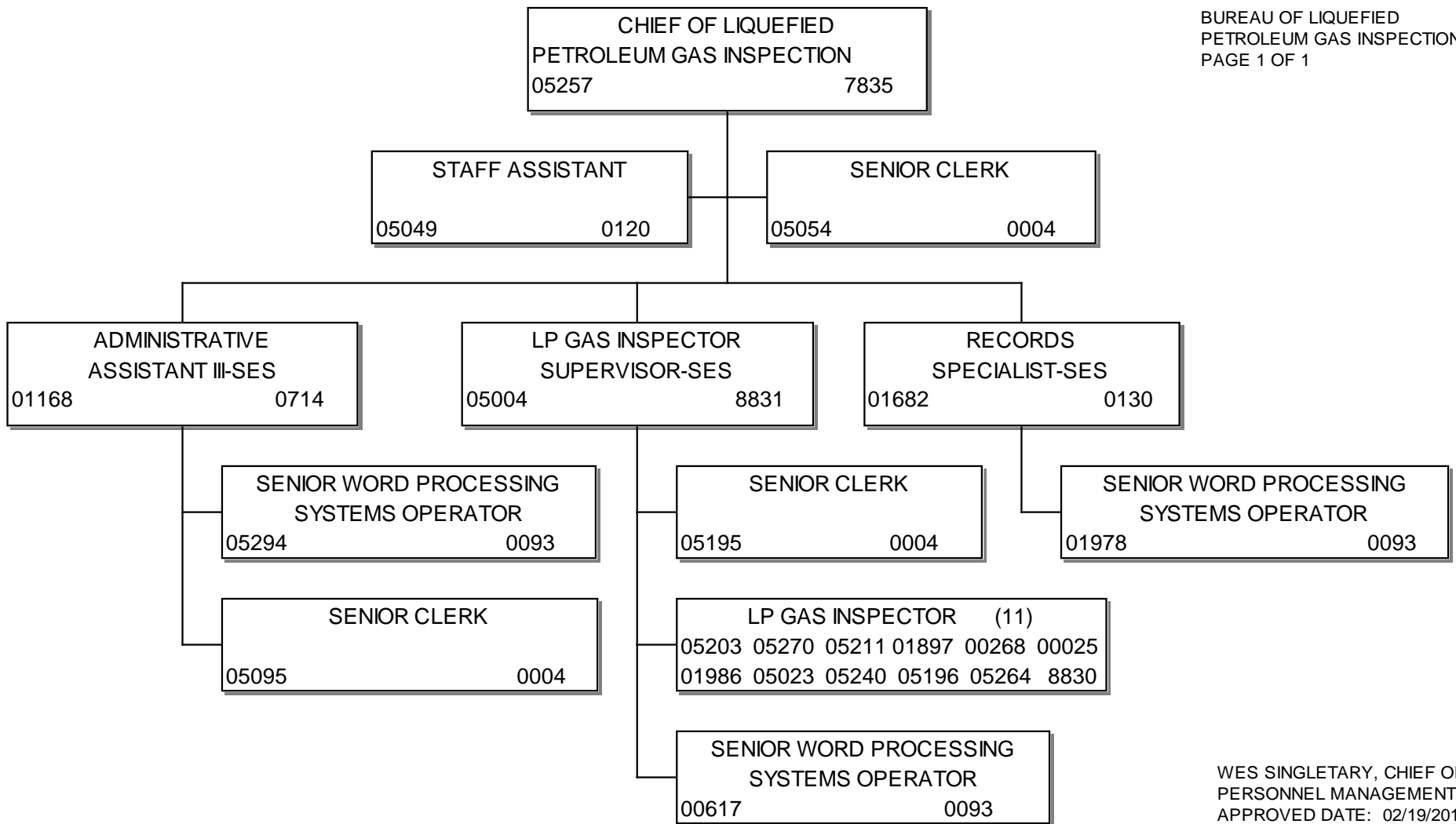
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BUREAU OF PETROLEUM INSPECTION
PAGE 3 OF 3



DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF STANDARDS

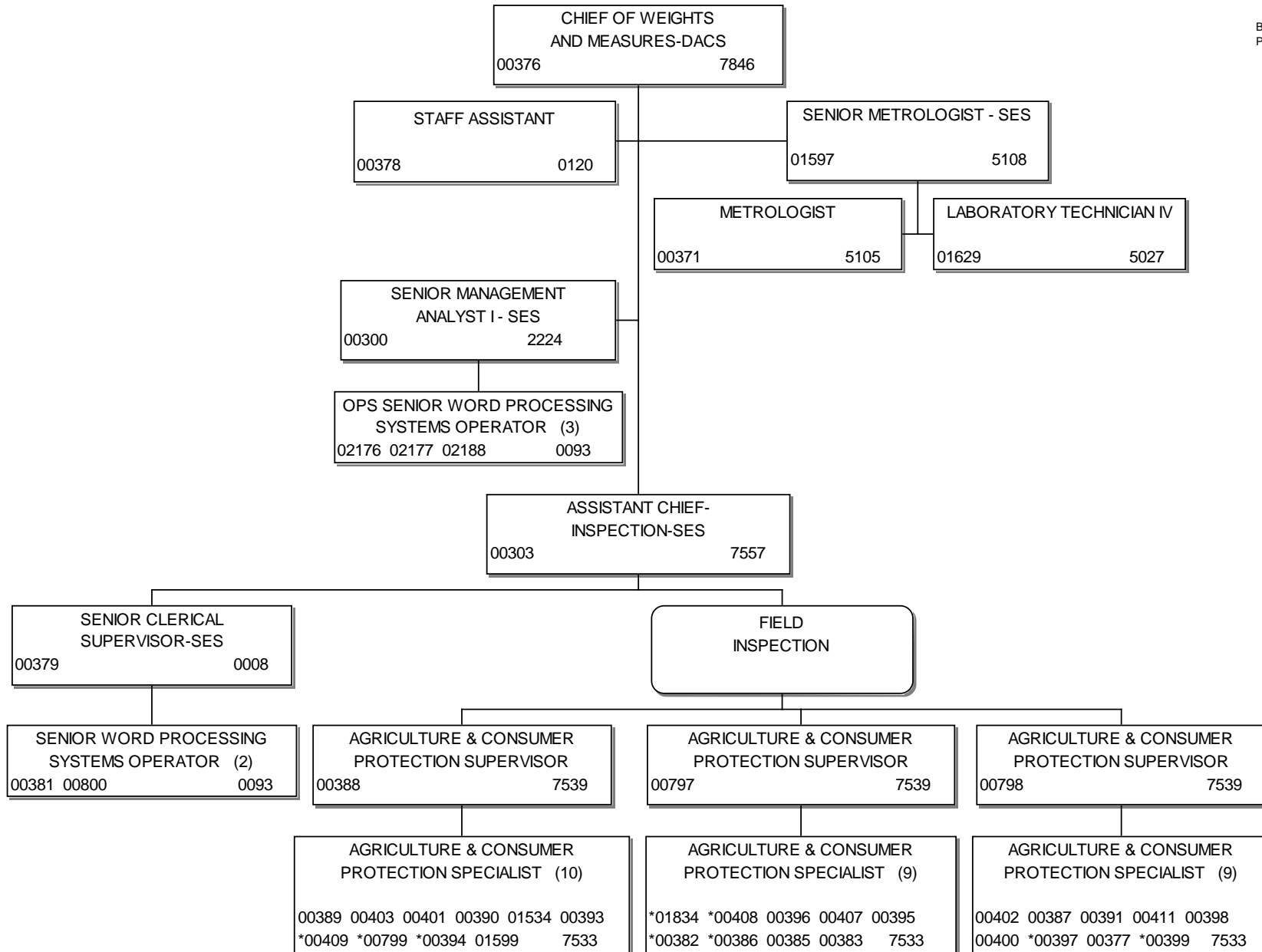
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PAGE 1 OF 1



WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
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DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF STANDARDS

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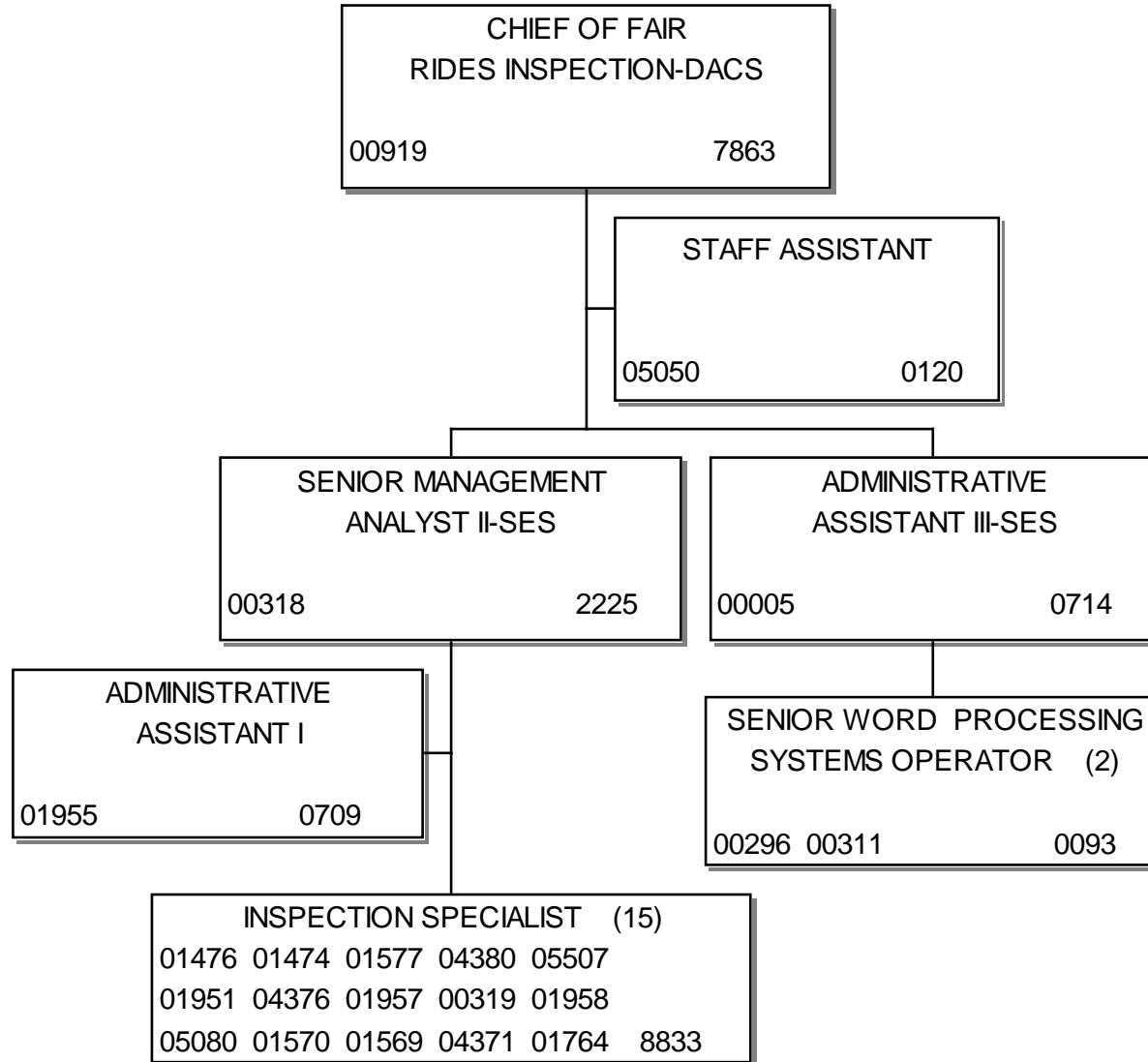


*PRIMARY WORKER

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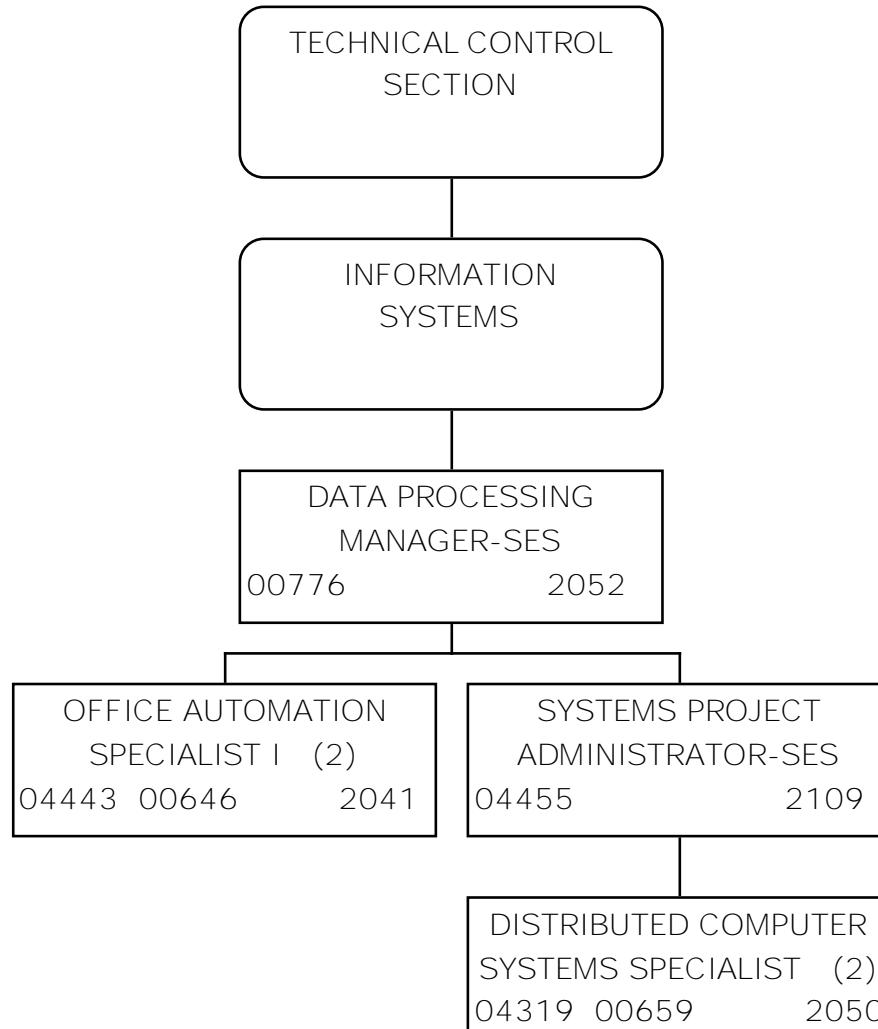
**DEPARTMENT OF AGRICULTURE
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DIVISION OF STANDARDS**

BUREAU OF FAIR RIDES INSPECTION
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WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
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TECHNICAL CONTROL SECTION
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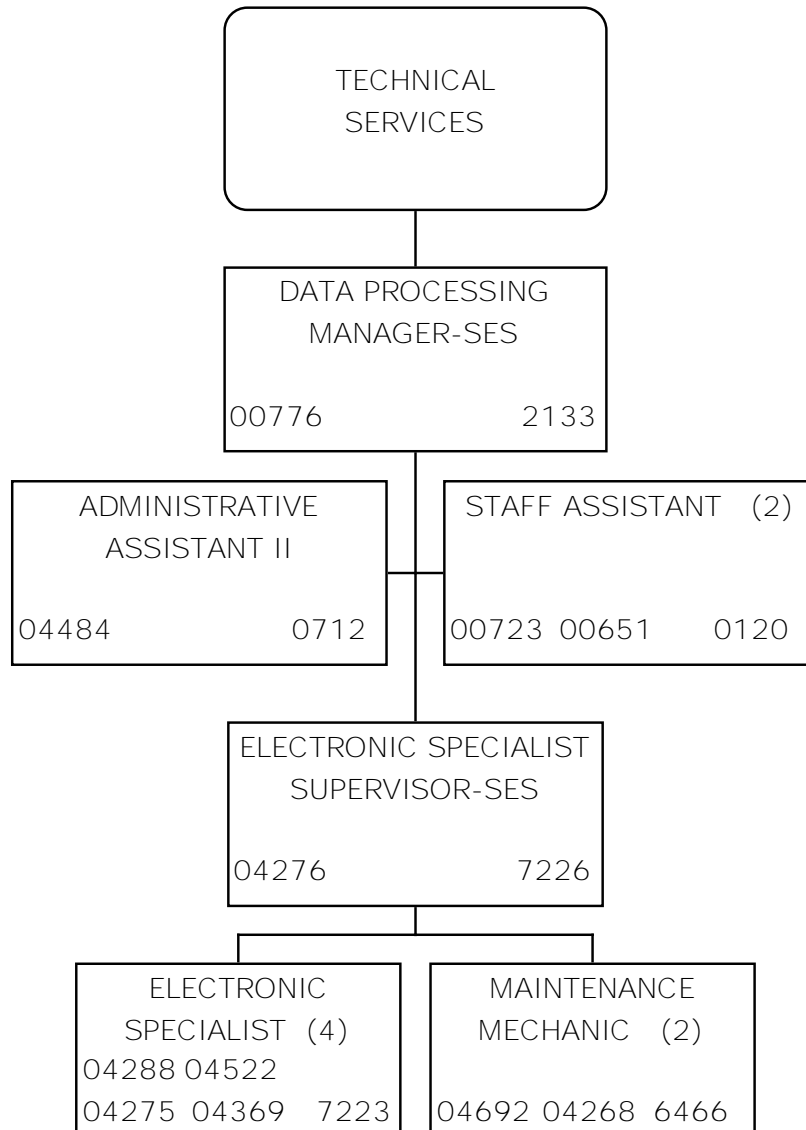
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
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TECHNICAL CONTROL SECTION
PAGE 3 OF 4

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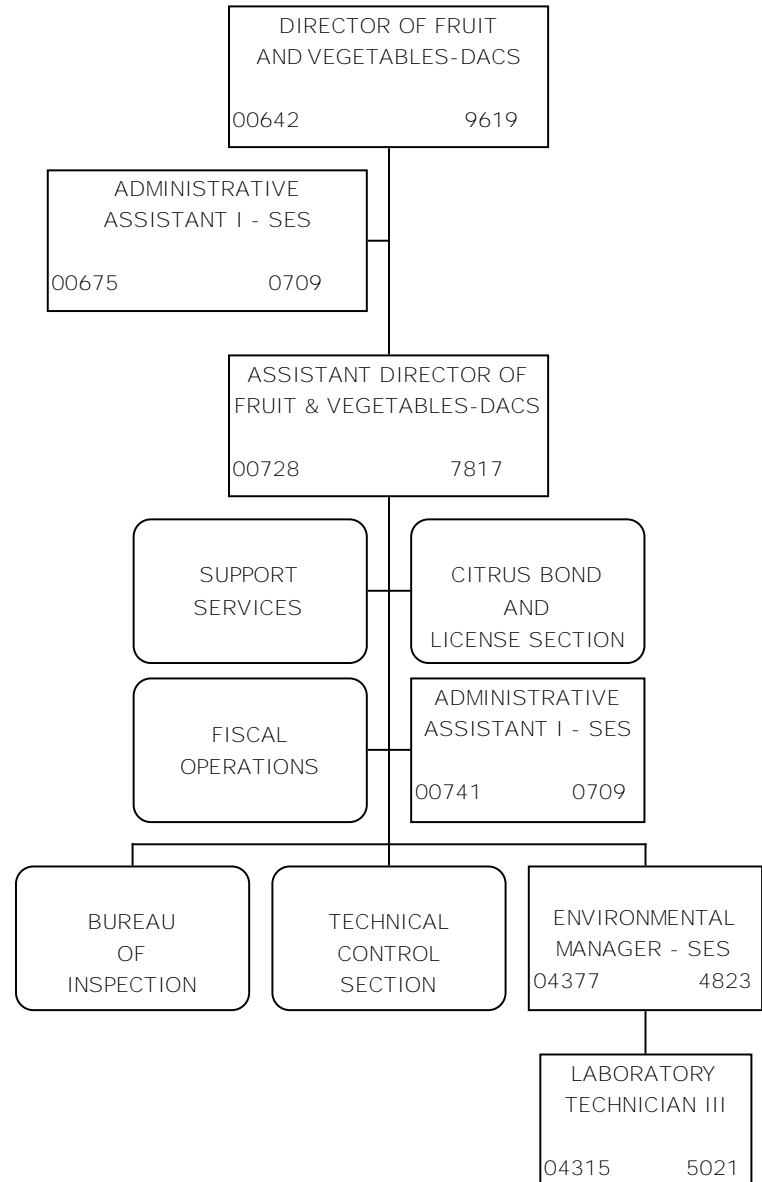
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APPROVED DATE: 05/01/2009

**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**

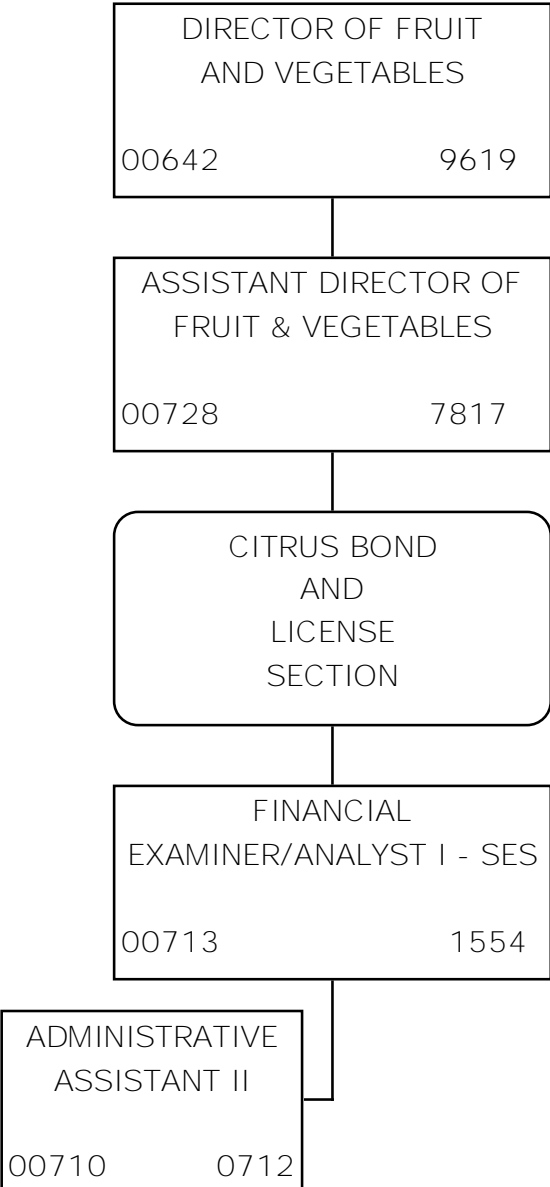


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PERSONNEL MANAGEMENT
APPROVED DATE: 05/01/2009

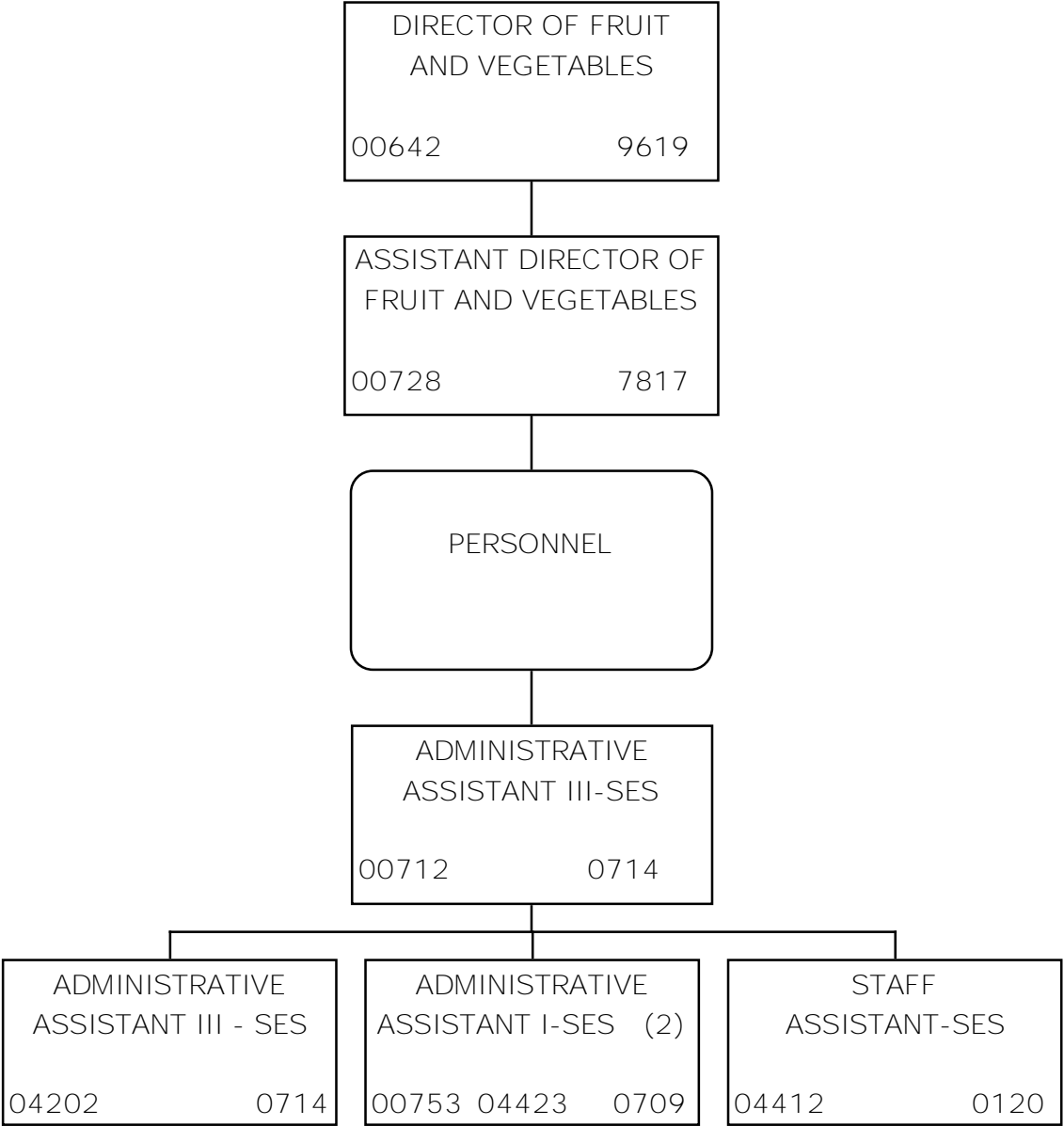
**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
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WES SINGLETARY, CHIEF OF
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APPROVED DATE: 05/01/2009

**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**

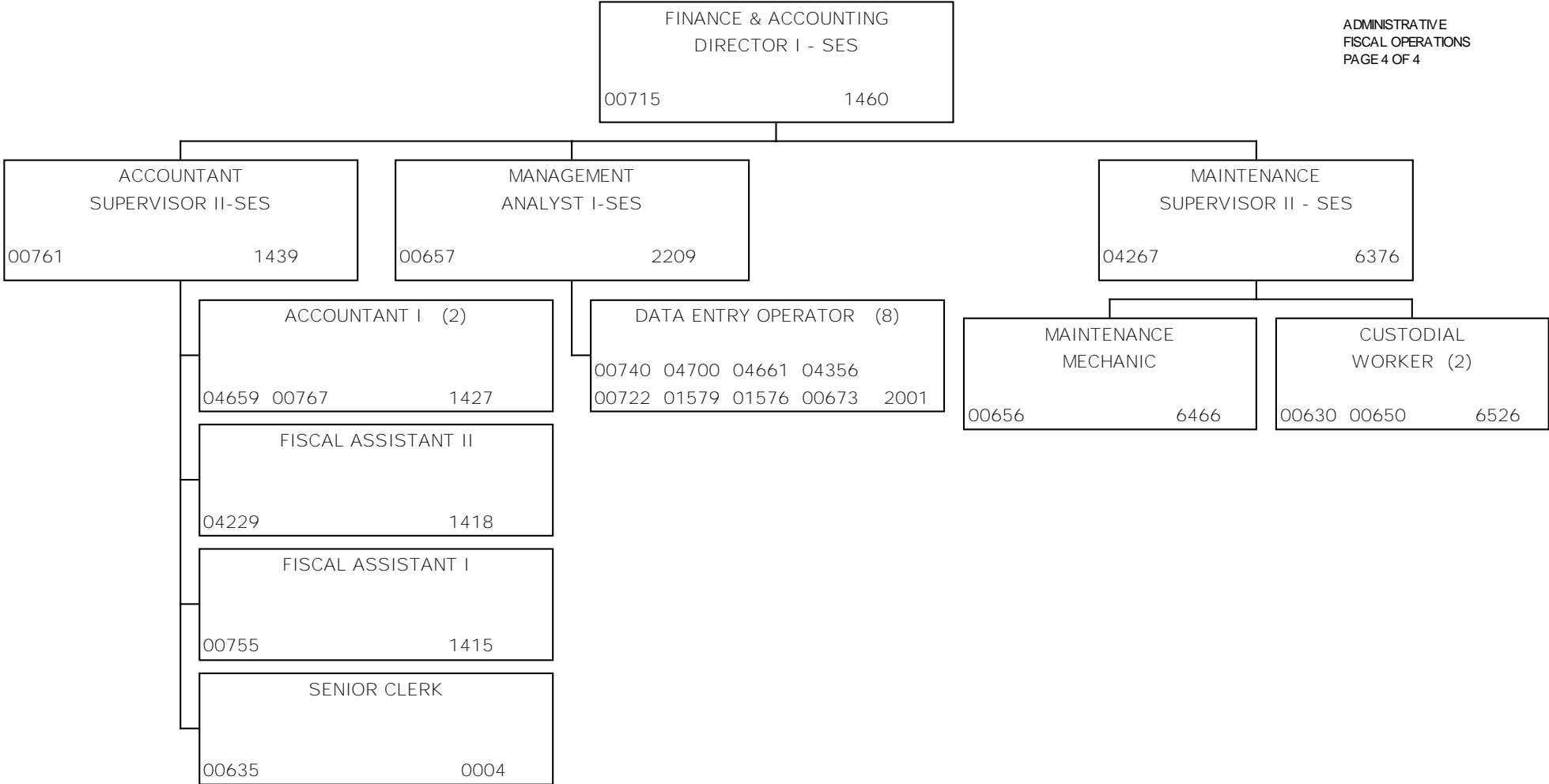


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PAGE 3 OF 4

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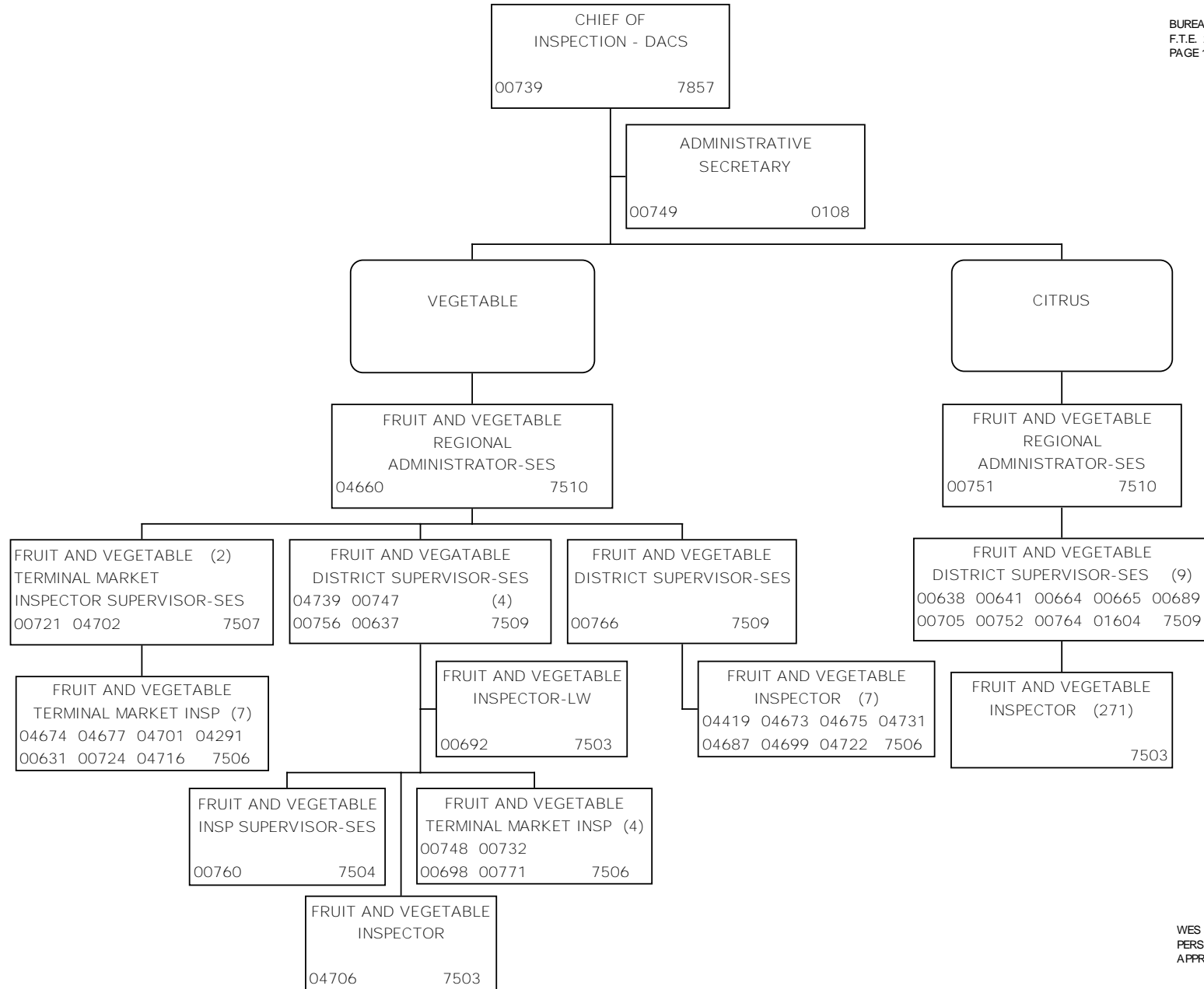
**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**

ADMINISTRATIVE
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DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF FRUIT AND VEGETABLES

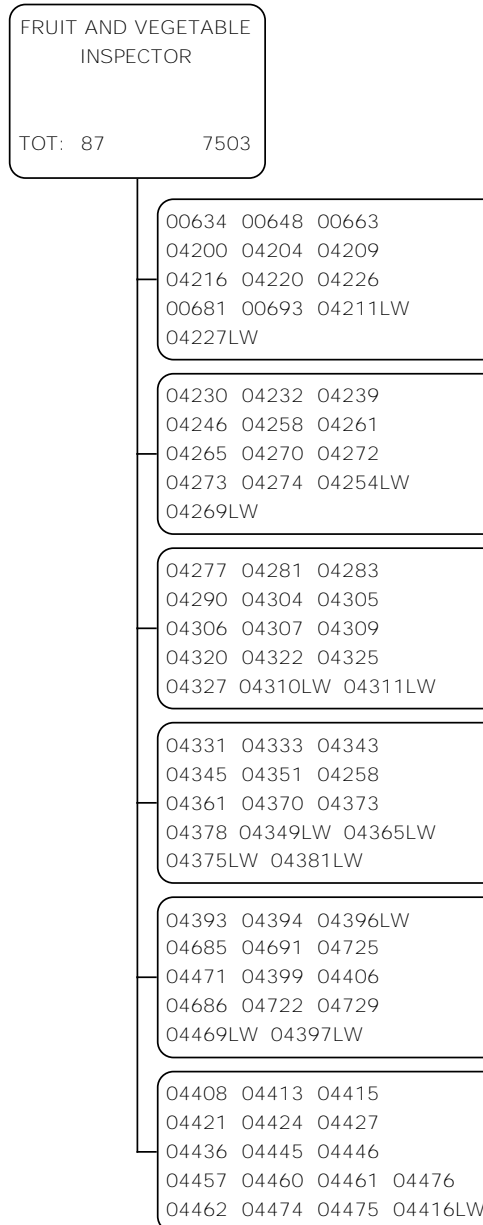
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WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 05/01/2009

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APPROVED DATE: 05/01/2009

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**

FRUIT AND VEGETABLE
INSPECTOR

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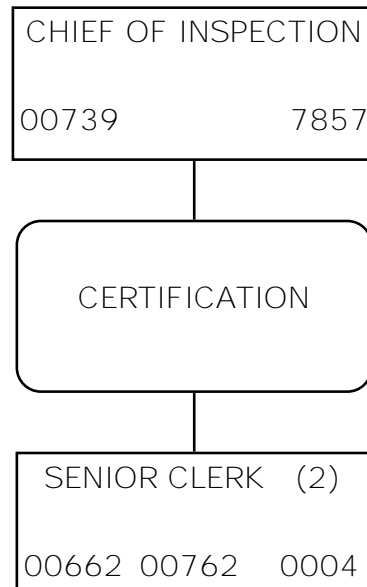
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PAGE 3 OF 4

WES SINGLETARY, CHIEF OF
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APPROVED DATE: 05/01/2009

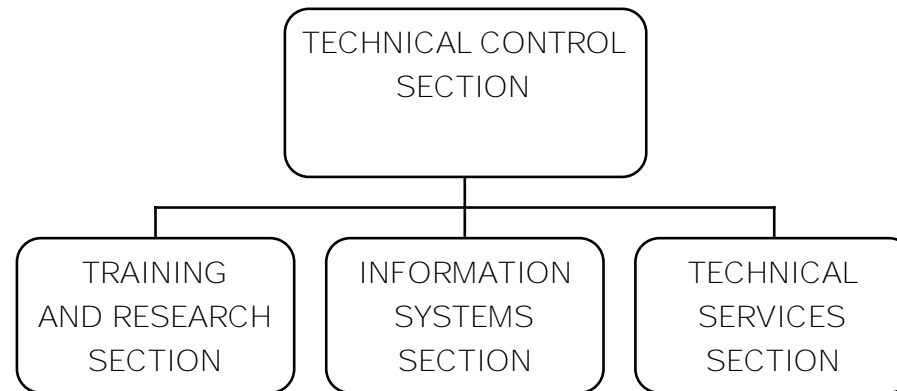
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
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APPROVED DATE: 05/01/2009

**DEPARTMENT OF AGRICULTURE
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DIVISION OF FRUIT AND VEGETABLES**

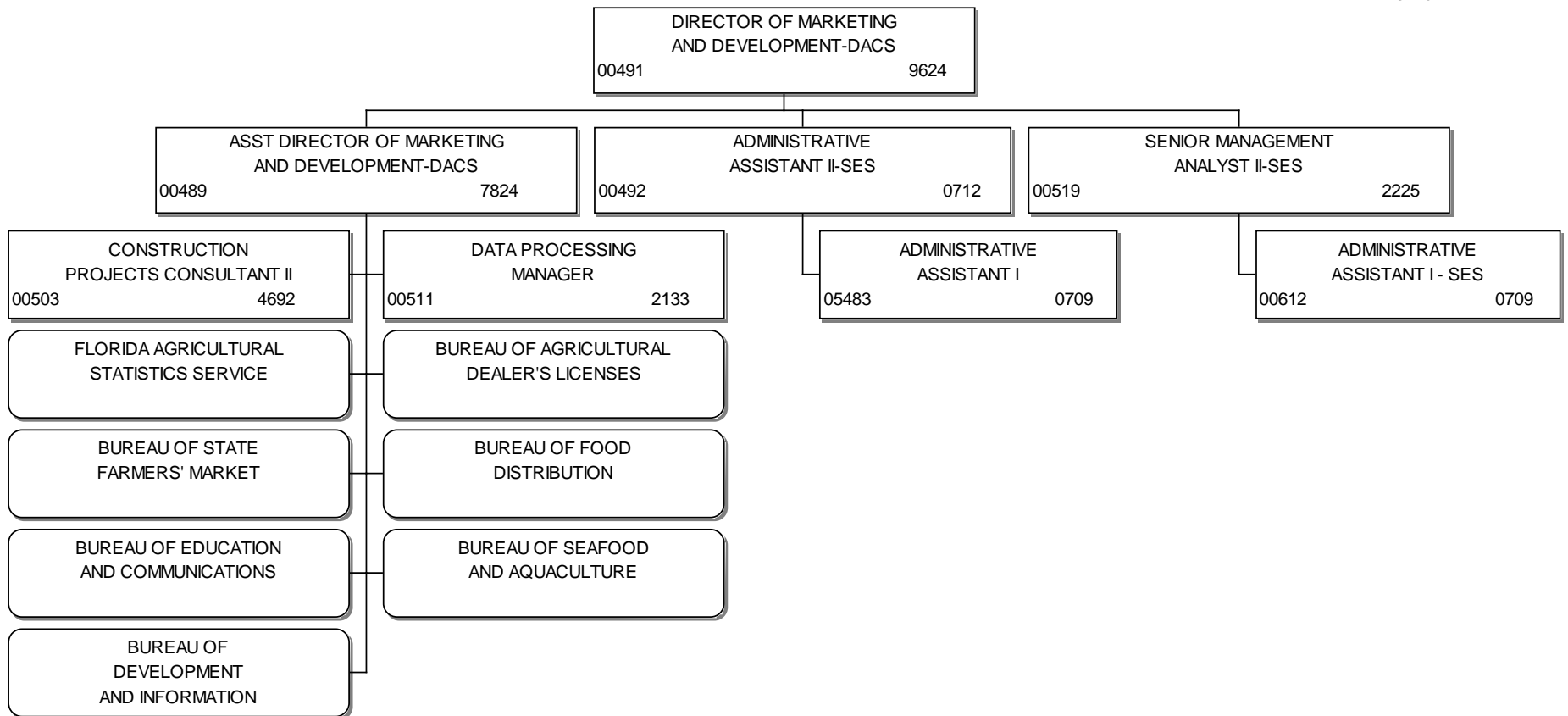


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WSE SINGLETARY, CHIEF OF
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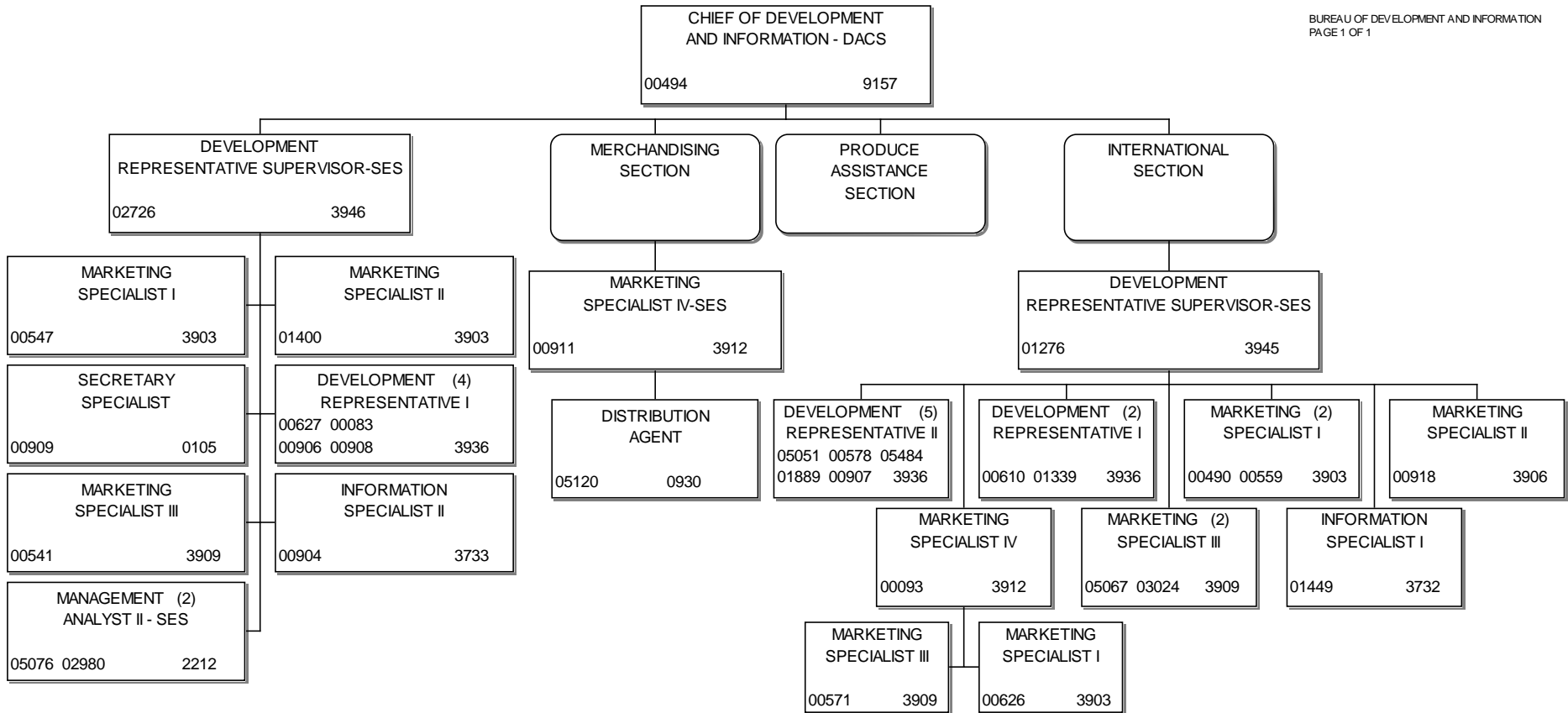
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

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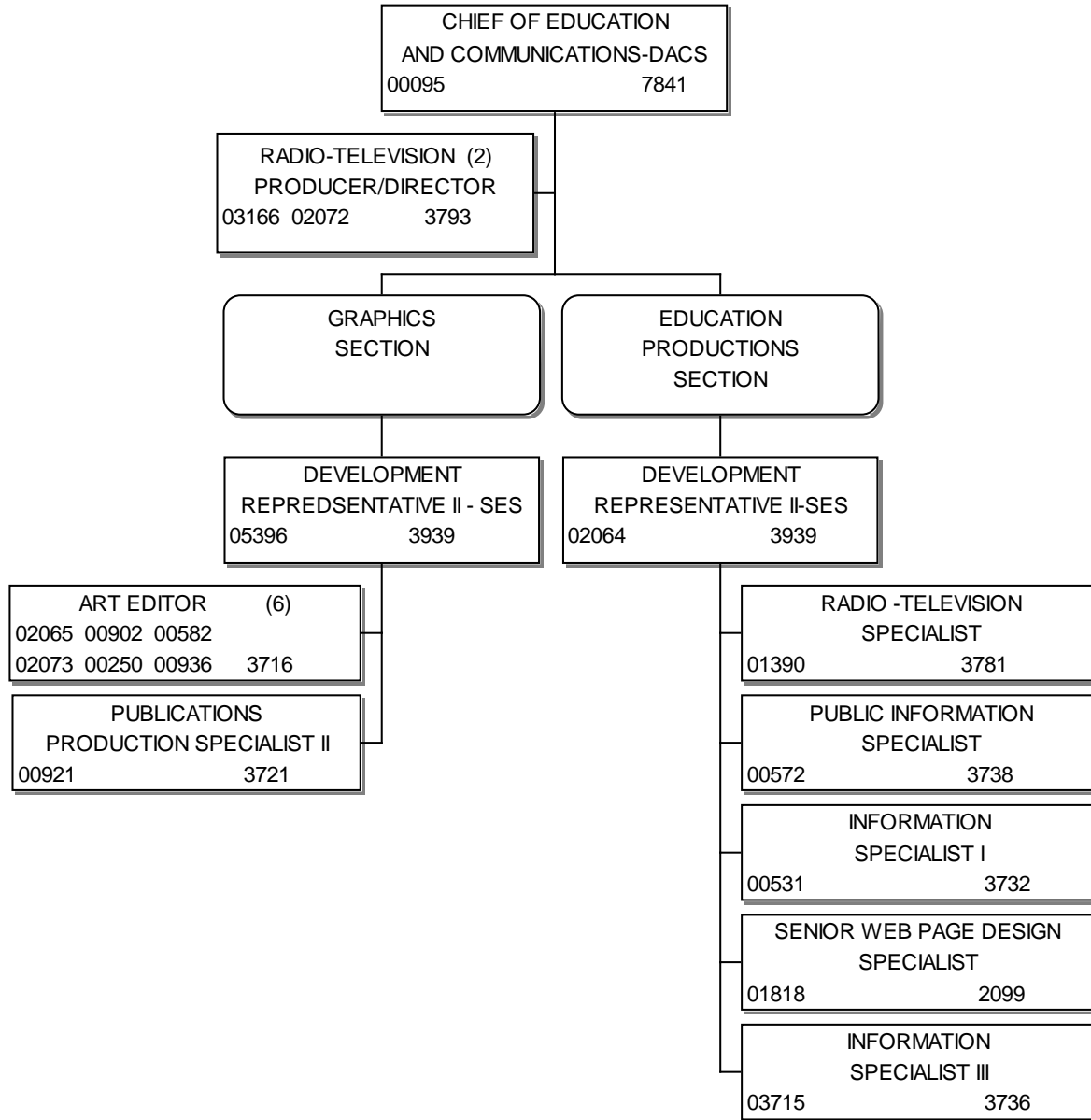


DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF MARKETING AND DEVELOPMENT

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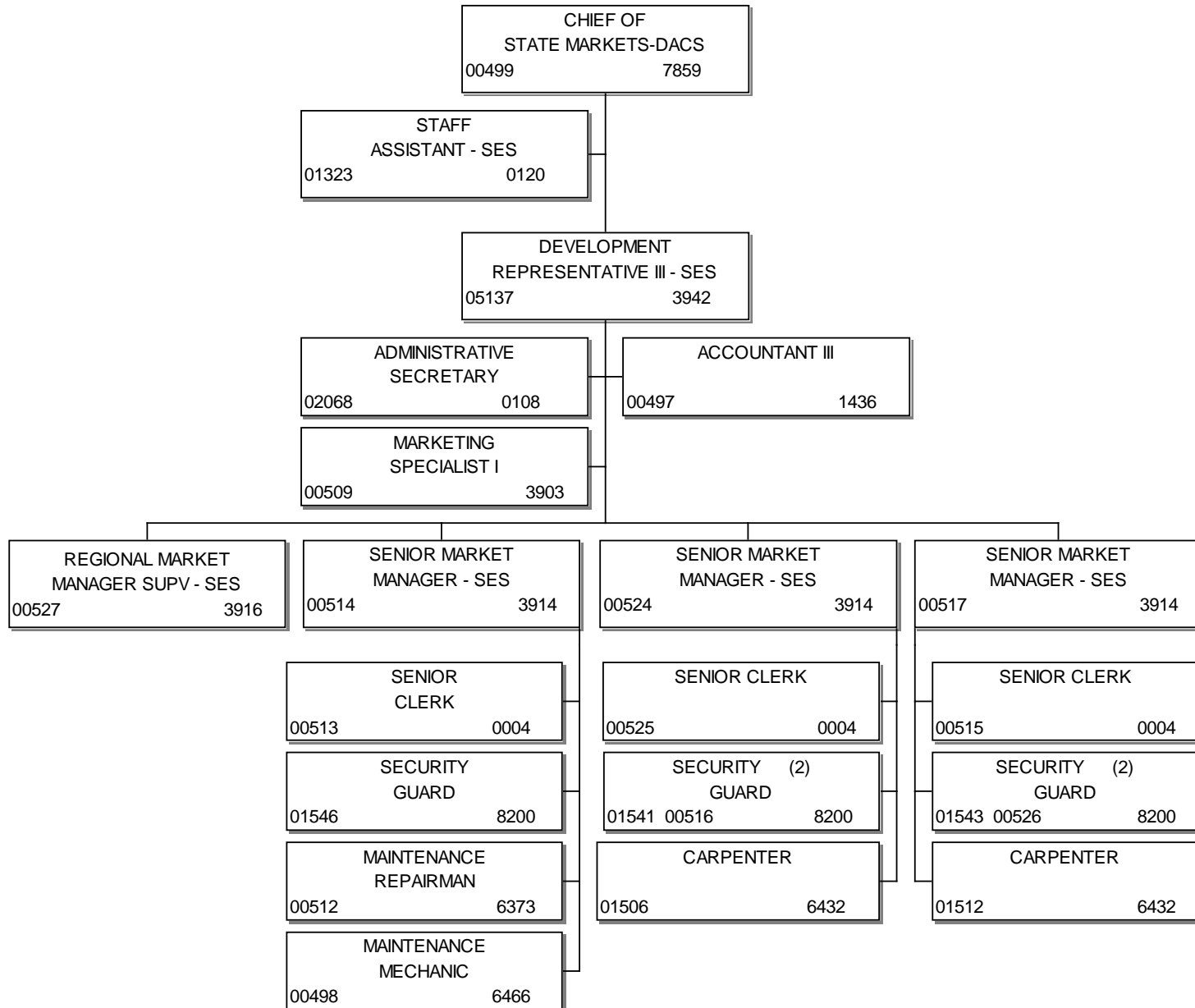


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
MARKETING AND DEVELOPMENT**



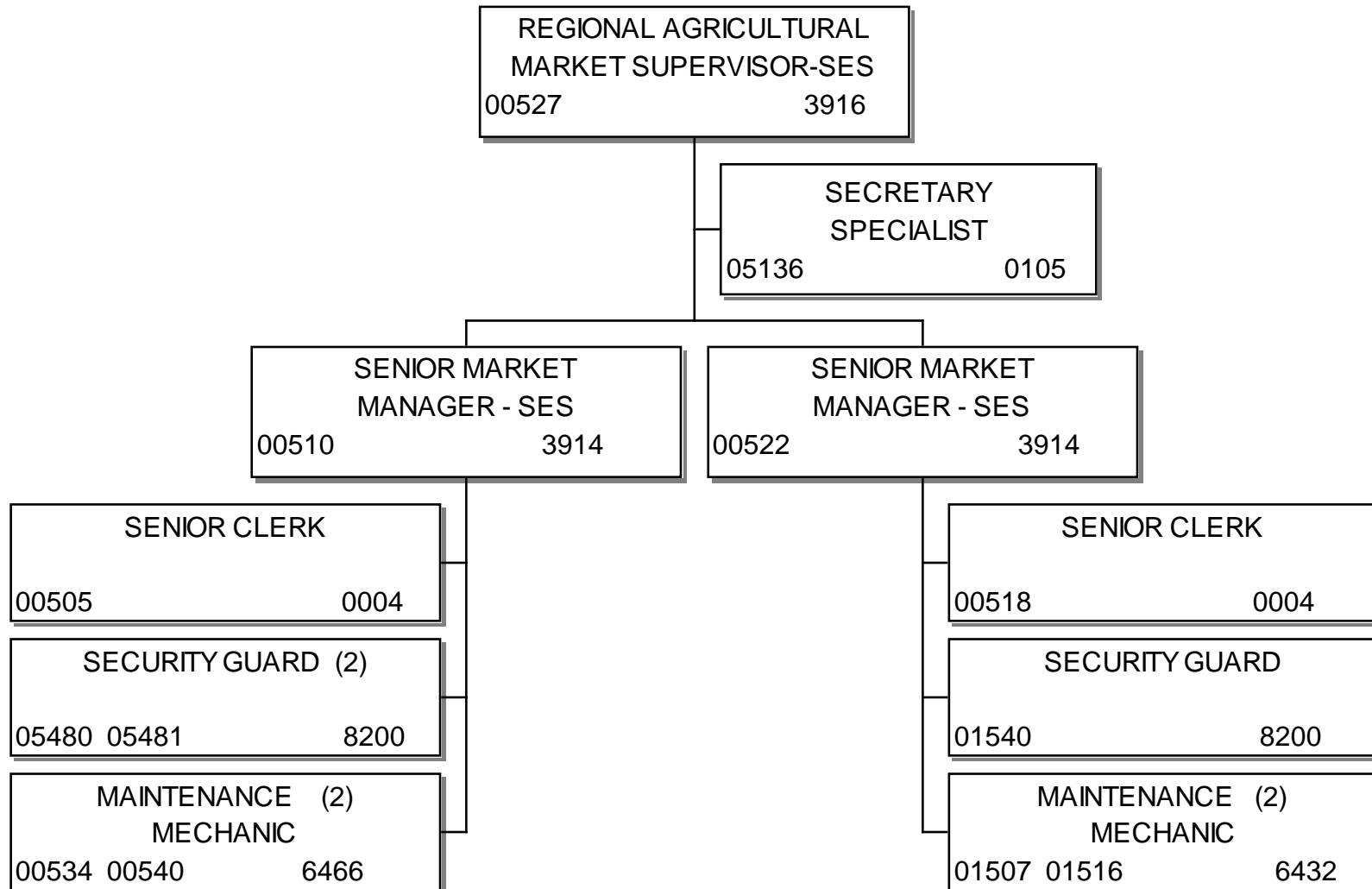
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AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

BUREAU OF STATE FARMERS' MARKET
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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

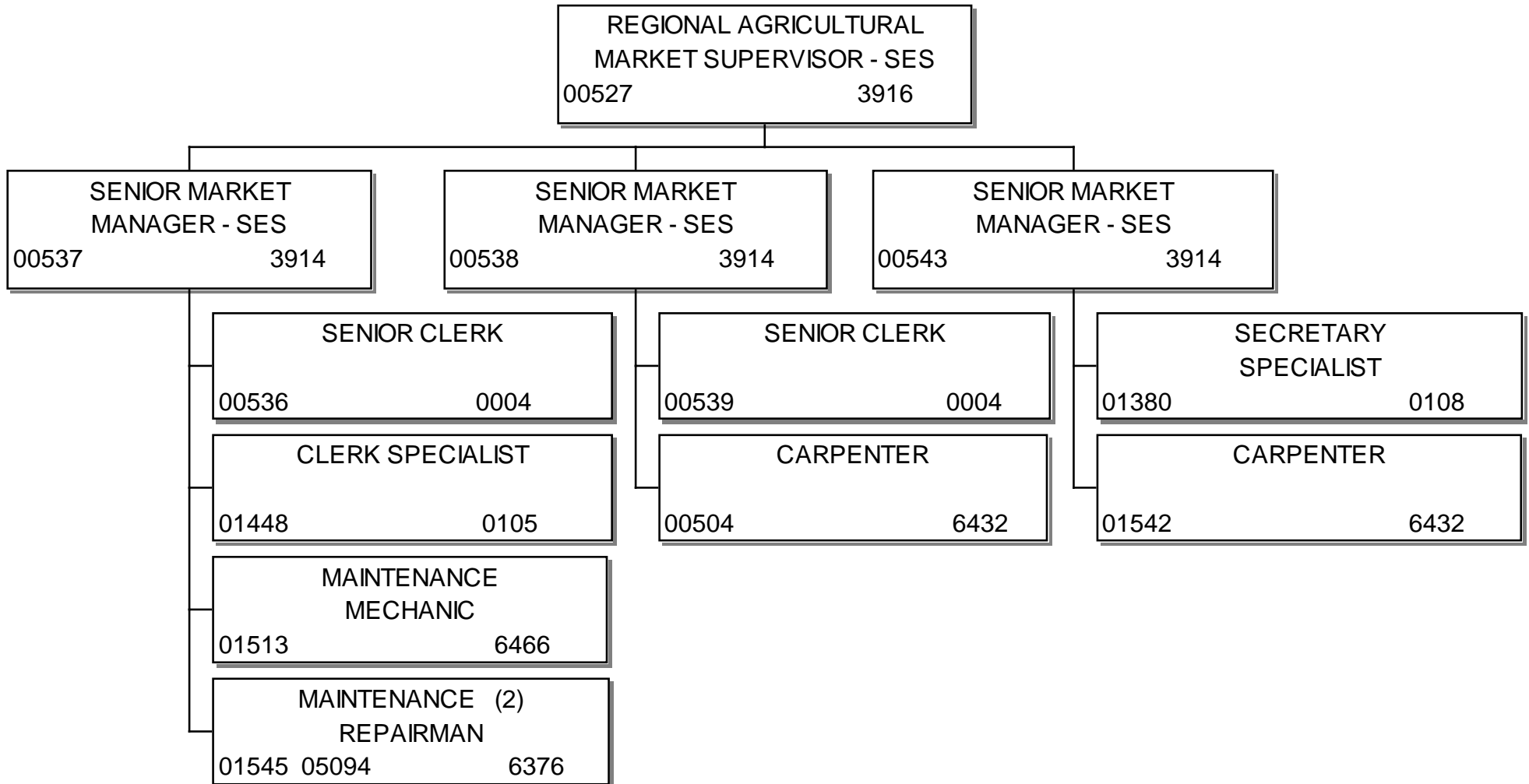
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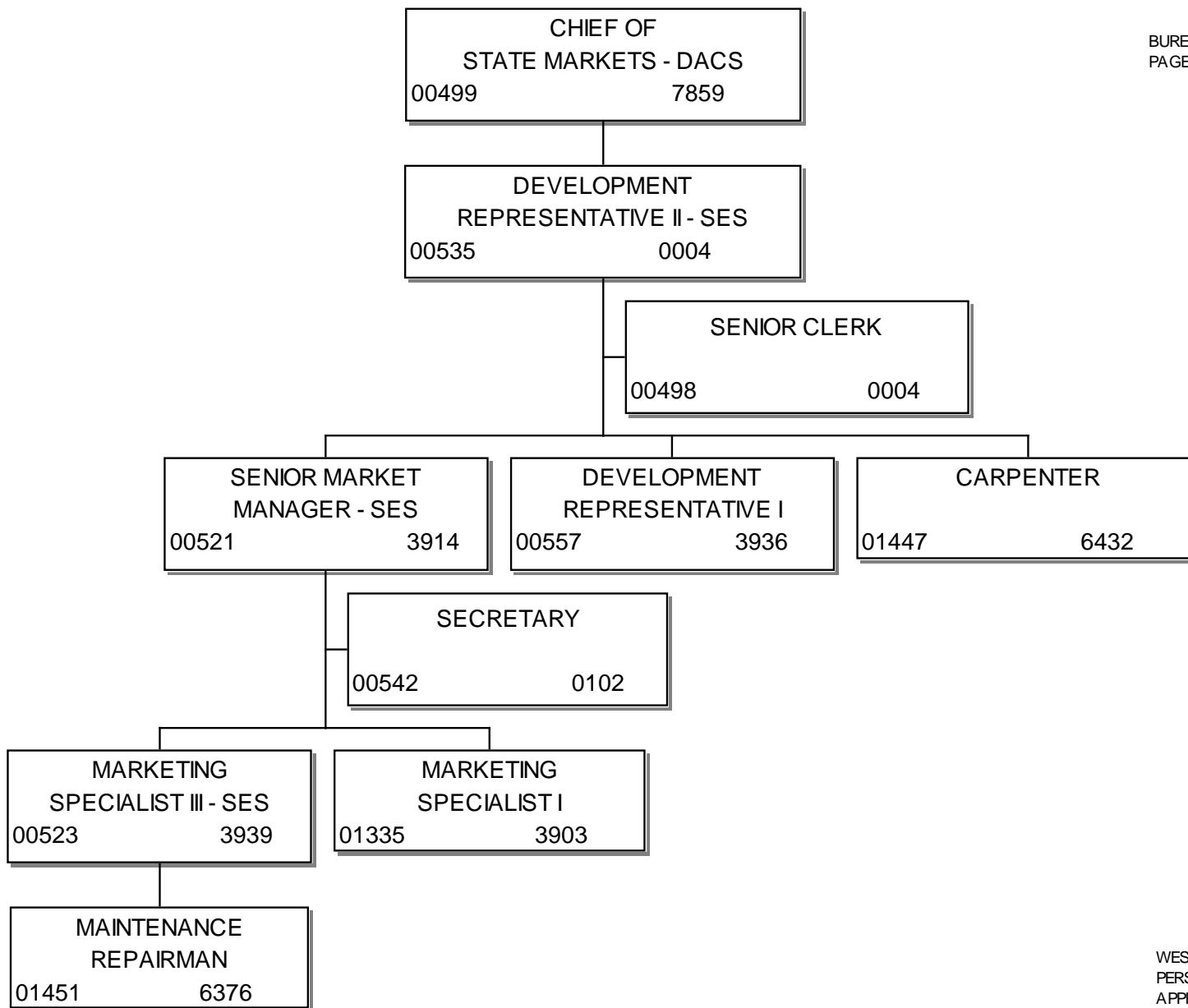
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

BUREAU OF STATE FARMERS' MARKET
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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

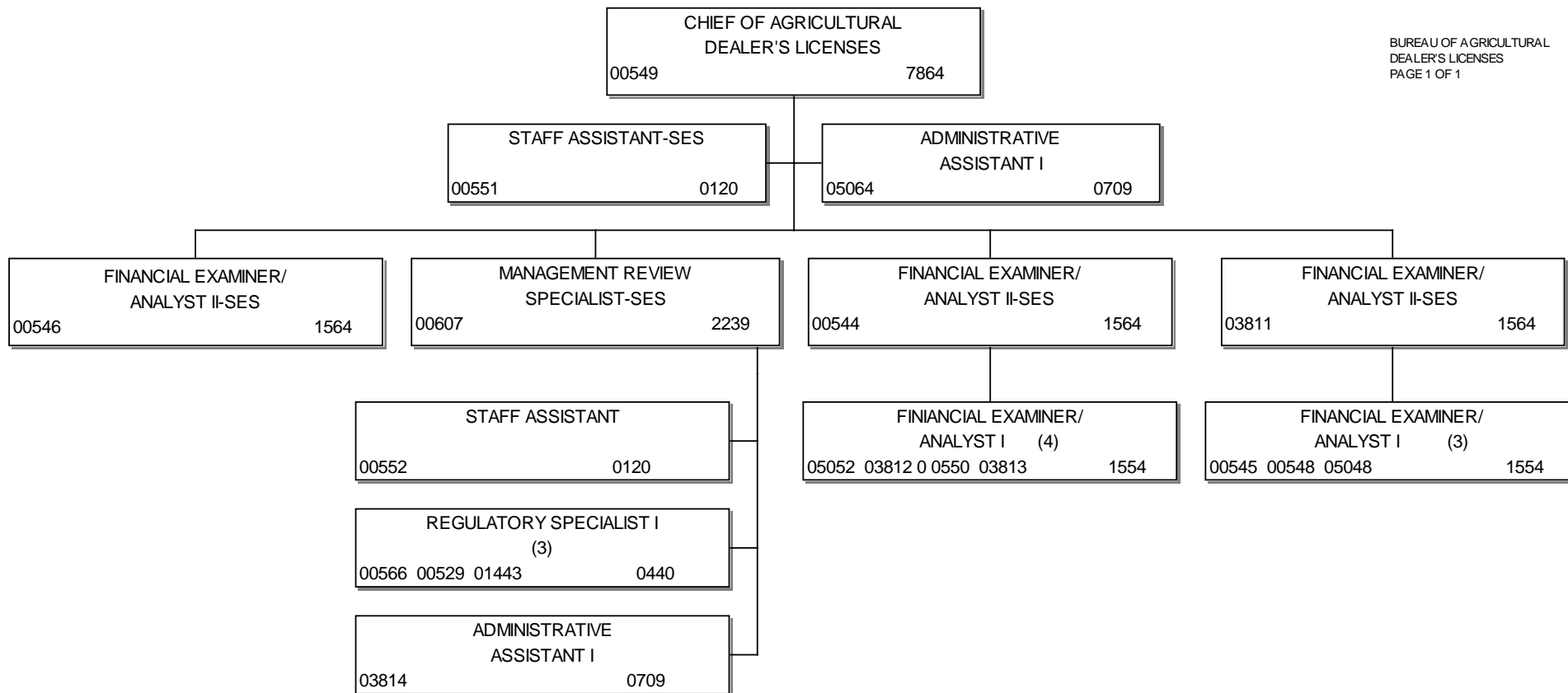
BUREAU OF STATE FARMERS' MARKET
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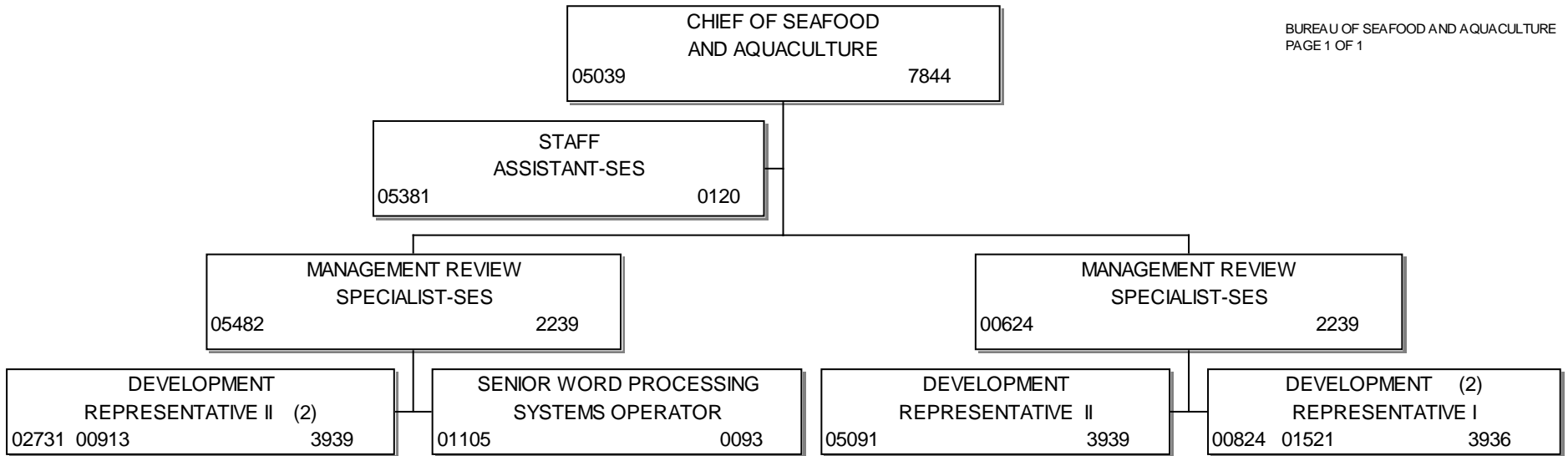
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AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING DEVELOPMENT**

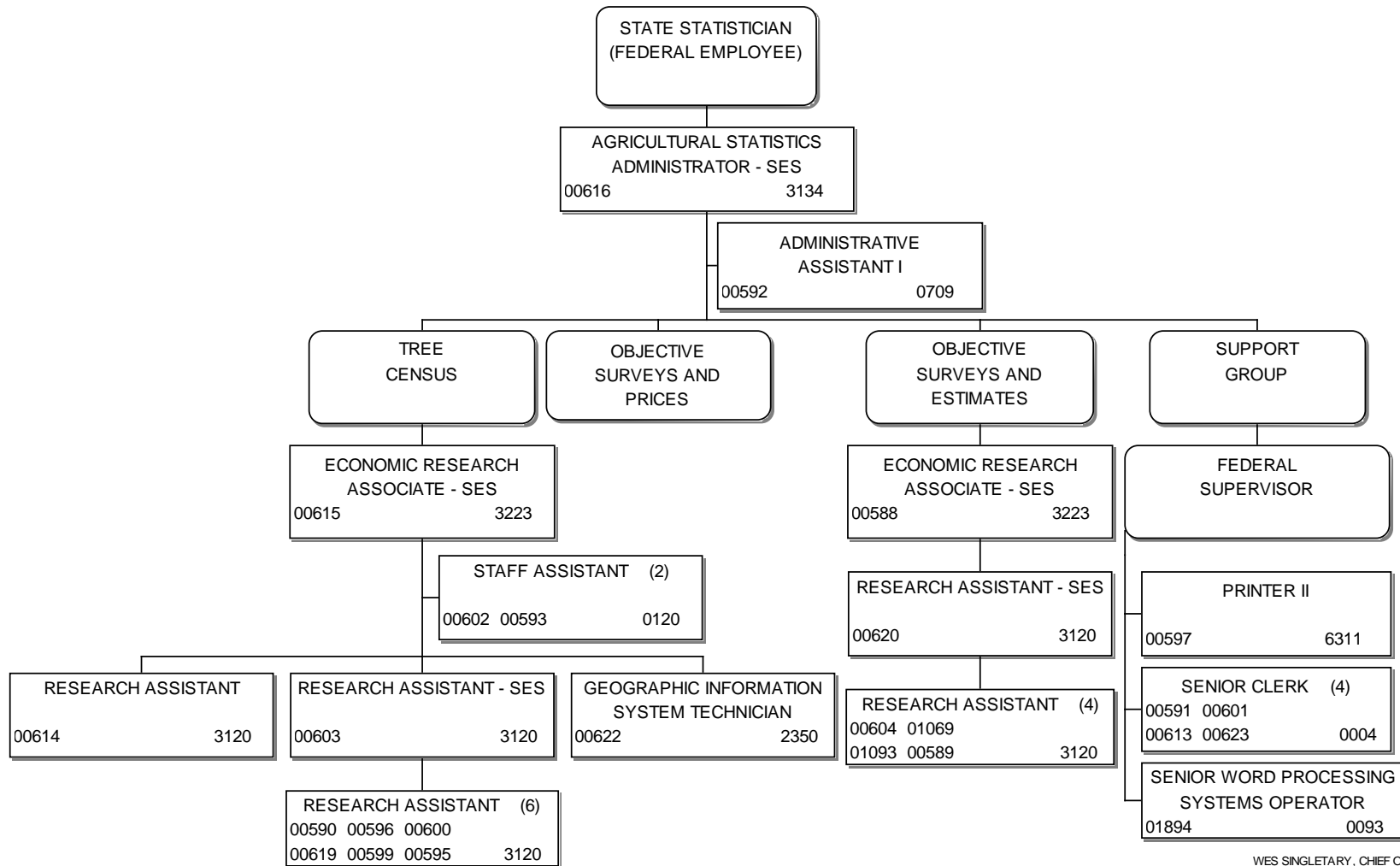
BUREAU OF SEAFOOD AND AQUACULTURE
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WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMNET**

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BUREAU OF FOOD DISTRIBUTION
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CHIEF OF FOOD
DISTRIBUTION-AGRI-DACS
05404 7855

STAFF
ASSISTANT - SES
05313 0120

GOVERNMENT
ANALYST II
00899 2225

SENIOR MANAGEMENT
ANALYST II - SES
01442 2225

SENIOR MANAGEMENT
ANALYST II - SES
05403 2225

SENIOR CLERK
00884 0004

STAFF
ASSISTANT
00782 0120

ADMINISTRATIVE
SECRETARY
05308 0108

REGULATORY CONSULTANT
05221 01171 (4)
05071 01112 0442

GRANTS SPECIALIST V
05358 2415

GOVERNMENT
ANALYST I
01522 2224

GOVERNMENT
ANALYST I
05106 2224

SENIOR MANAGEMENT
ANALYST I - SES
05118 2224

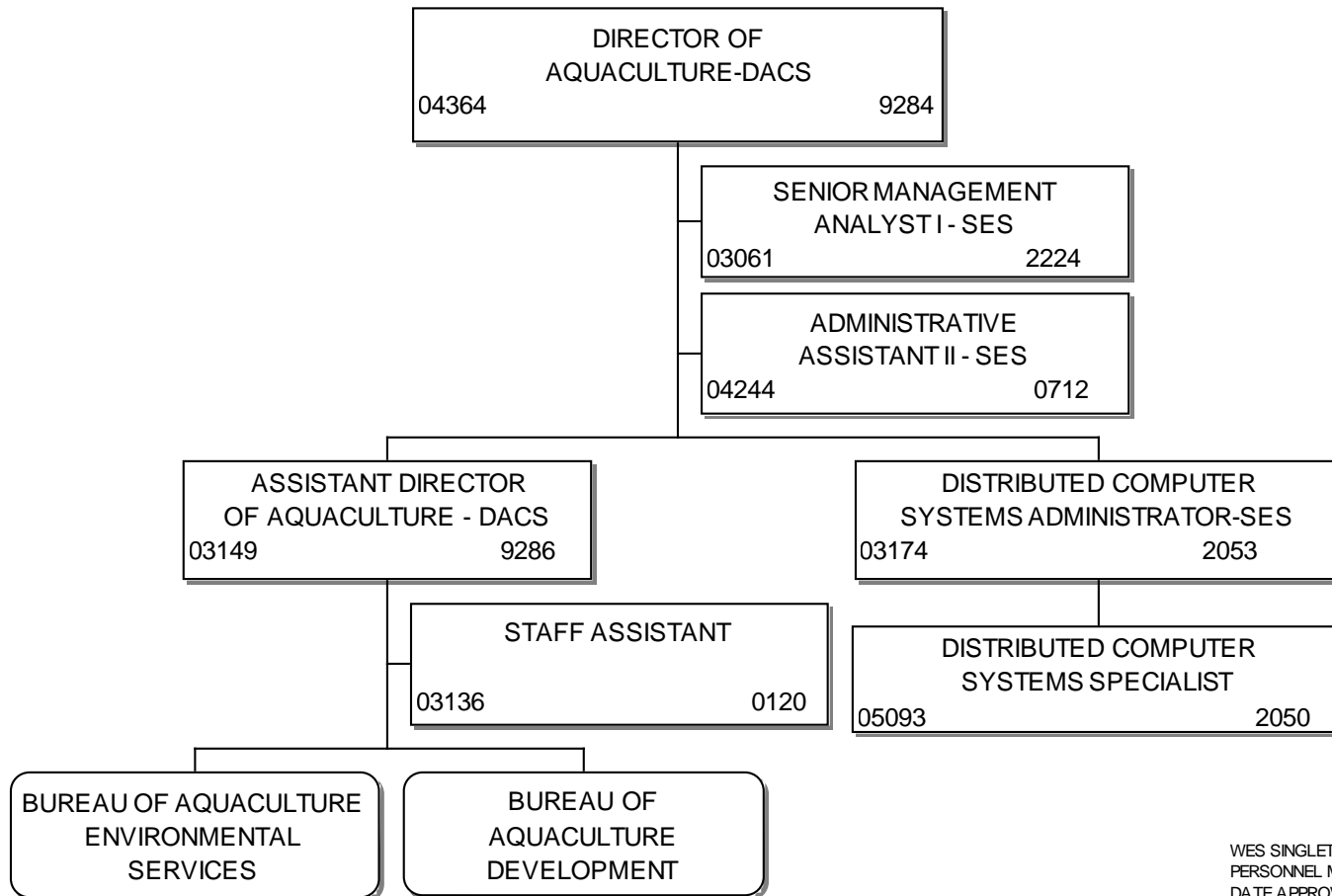
SENIOR WORD PROCESSING
SYSTEM OPERATOR (2)
01595 05391 0093

STAFF ASSISTANT
01899 0120

WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 12/11/2009

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF AQUACULTURE**

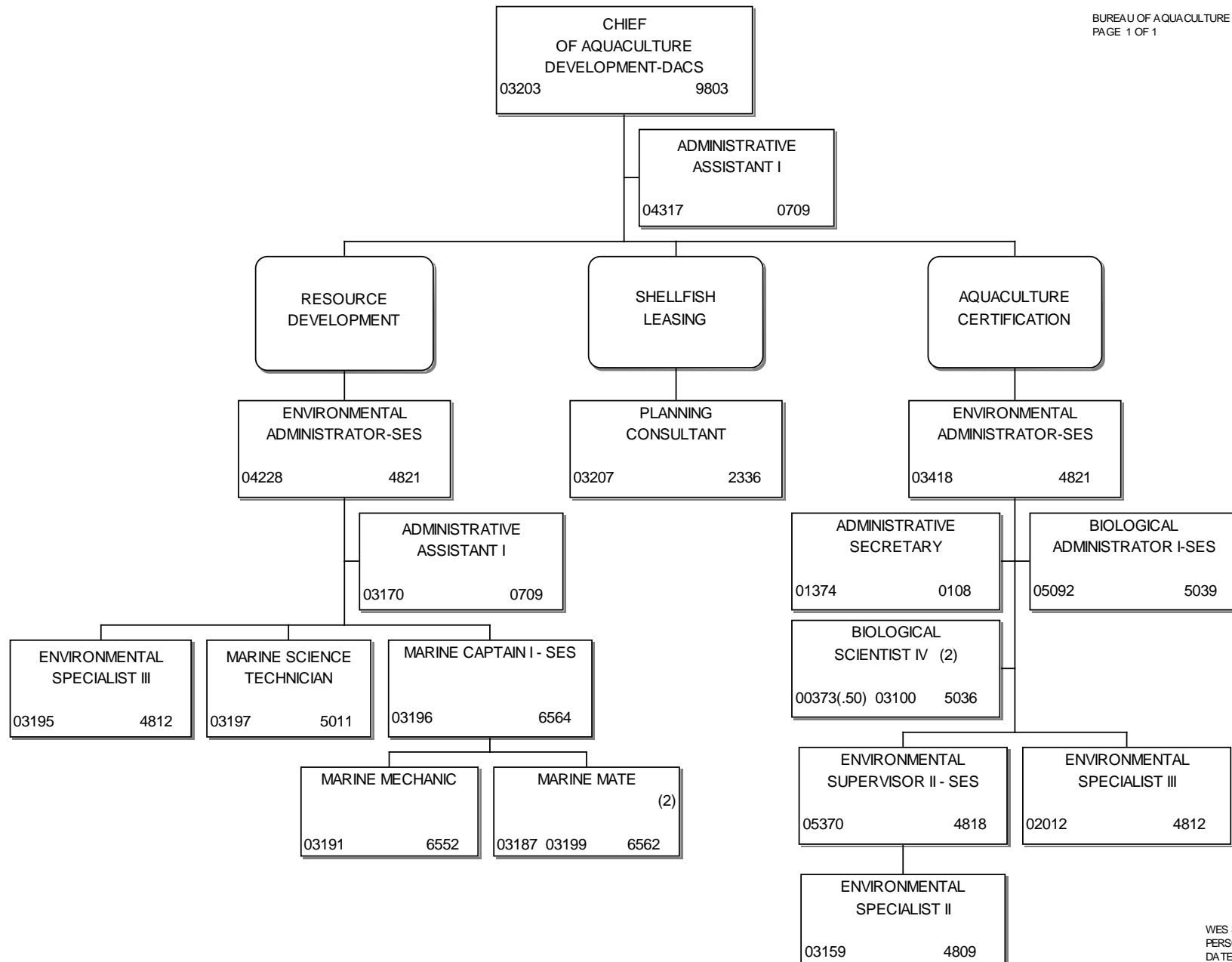
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F.T.E 51.5
PAGE 1 OF 1



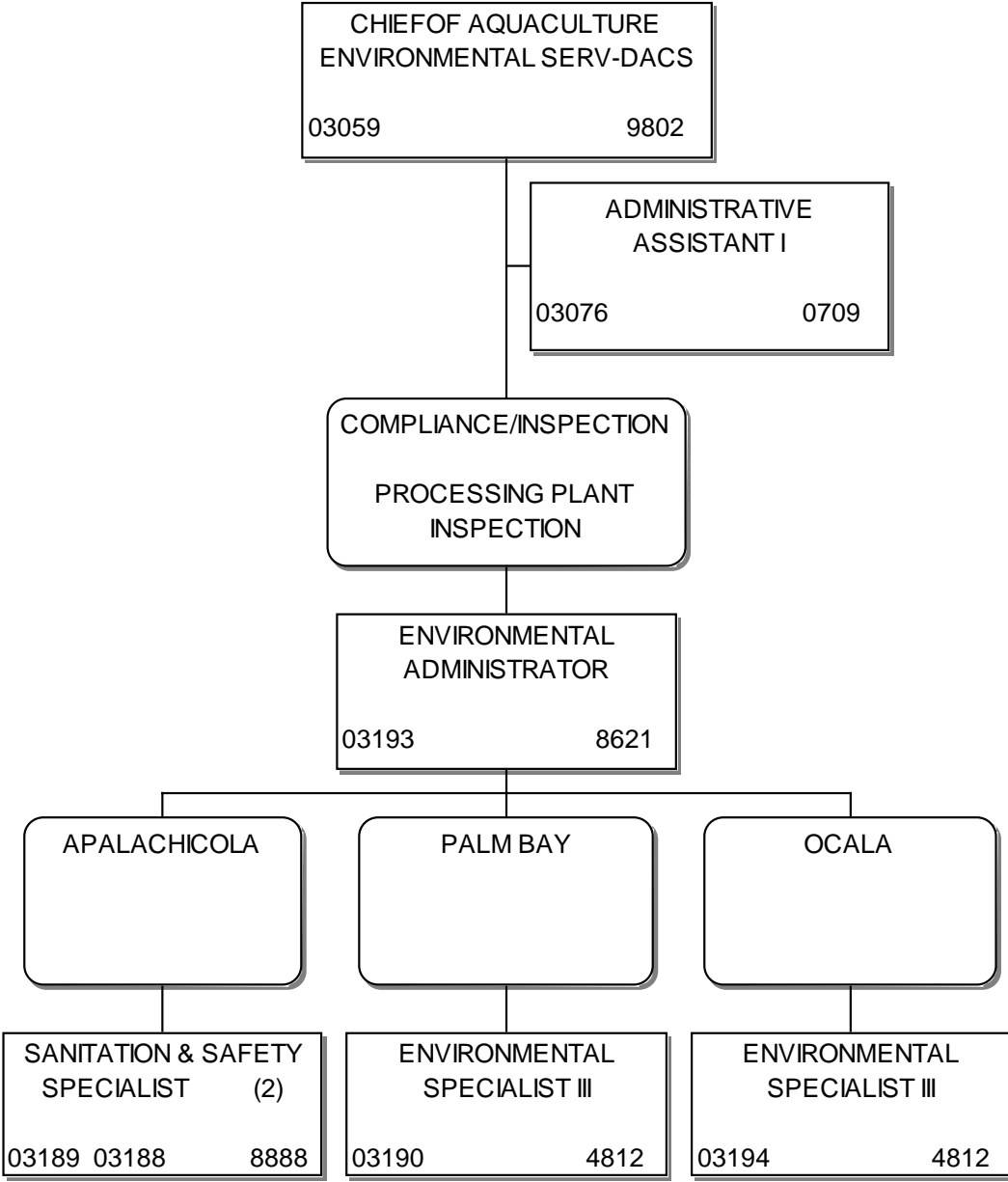
WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 05/01/2009

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF AQUACULTURE

BUREAU OF AQUACULTURE DEVELOPMENT
PAGE 1 OF 1



**DEPARTMENT OF AQUACULTURE
AND CONSUMER SERVICES
DIVISION OF AQUACULTURE**

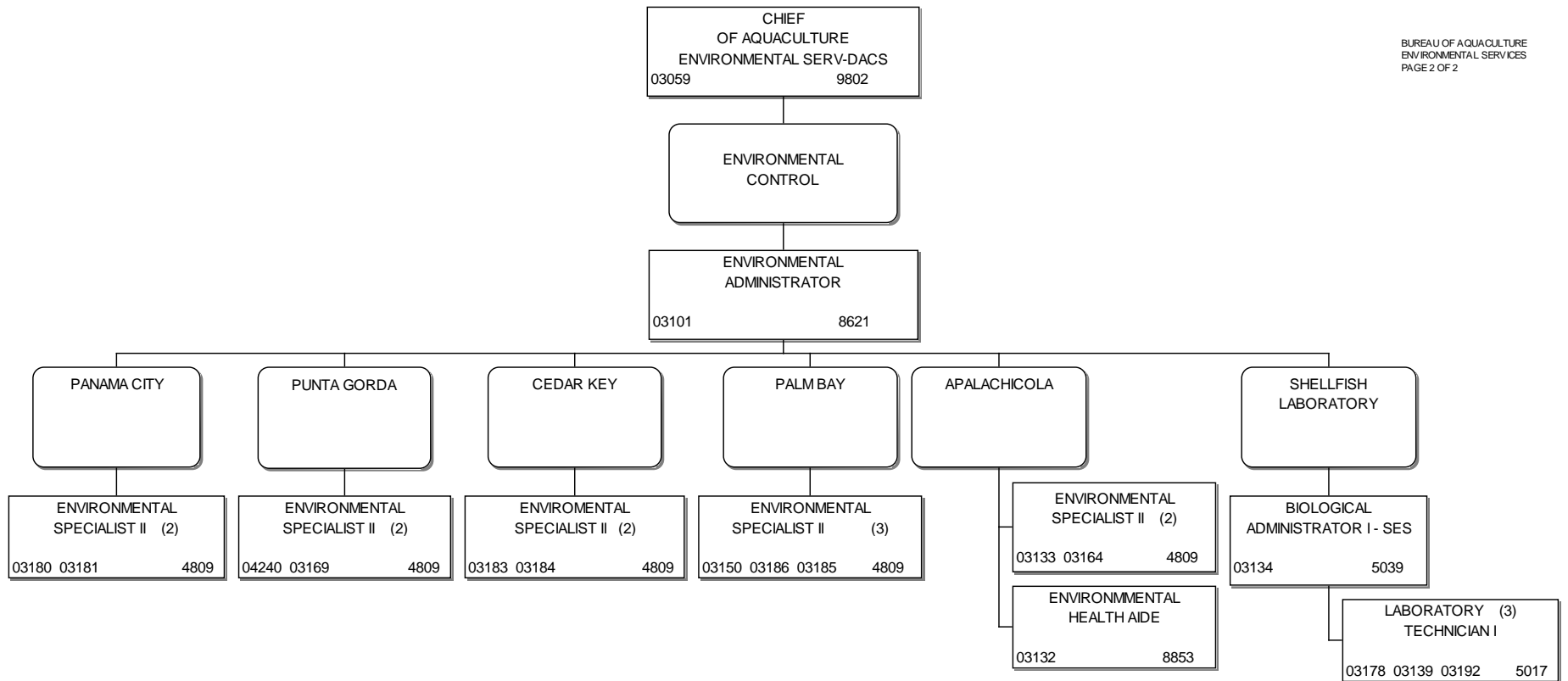


BUREAU OF AQUACULTURE
ENVIRONMENTAL SERVICES
PAGE 1 OF 2

WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 05/20/2010

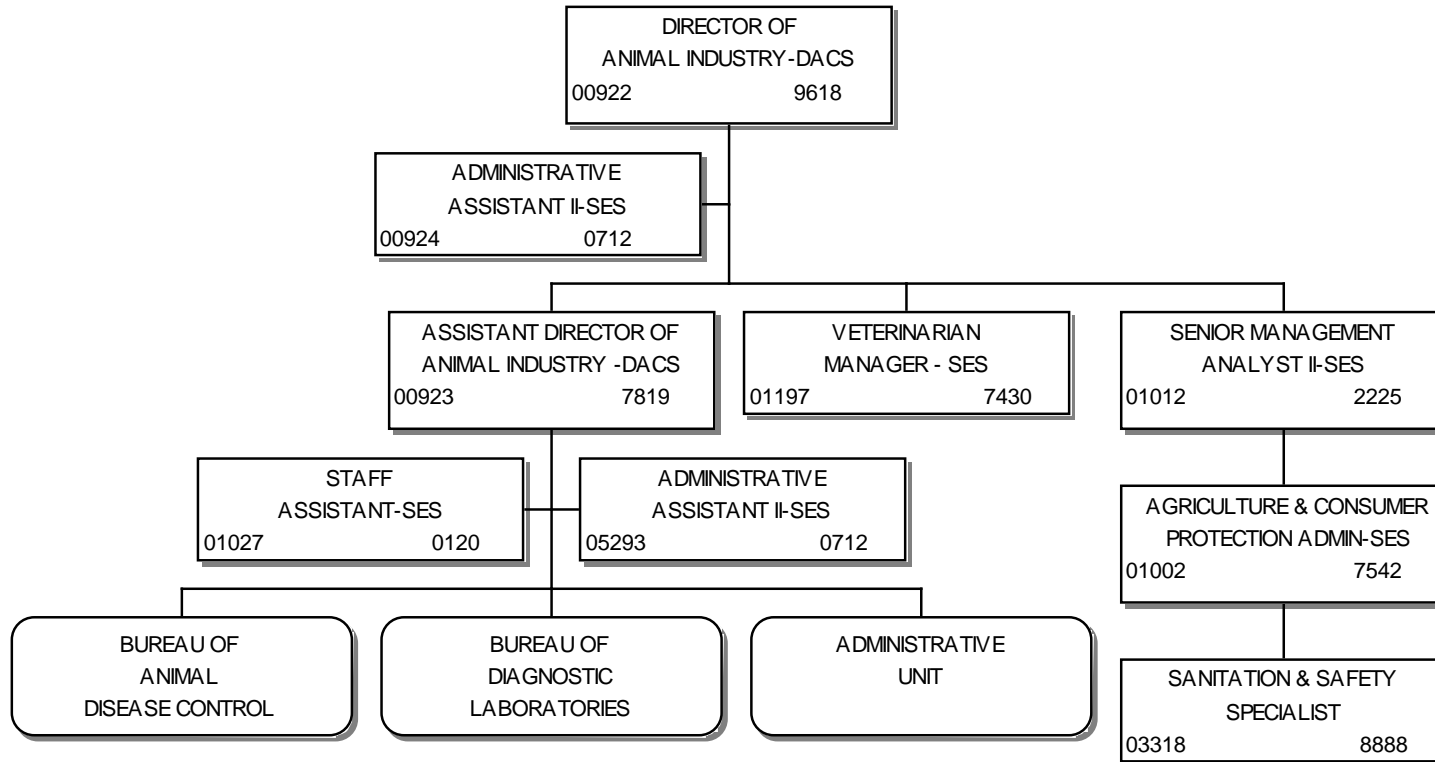
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF AQUACULTURE

BUREAU OF AQUACULTURE
ENVIRONMENTAL SERVICES
PAGE 2 OF 2



**DEPARTMENT OF AGRICULTURE
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DIVISION OF ANIMAL INDUSTRY**

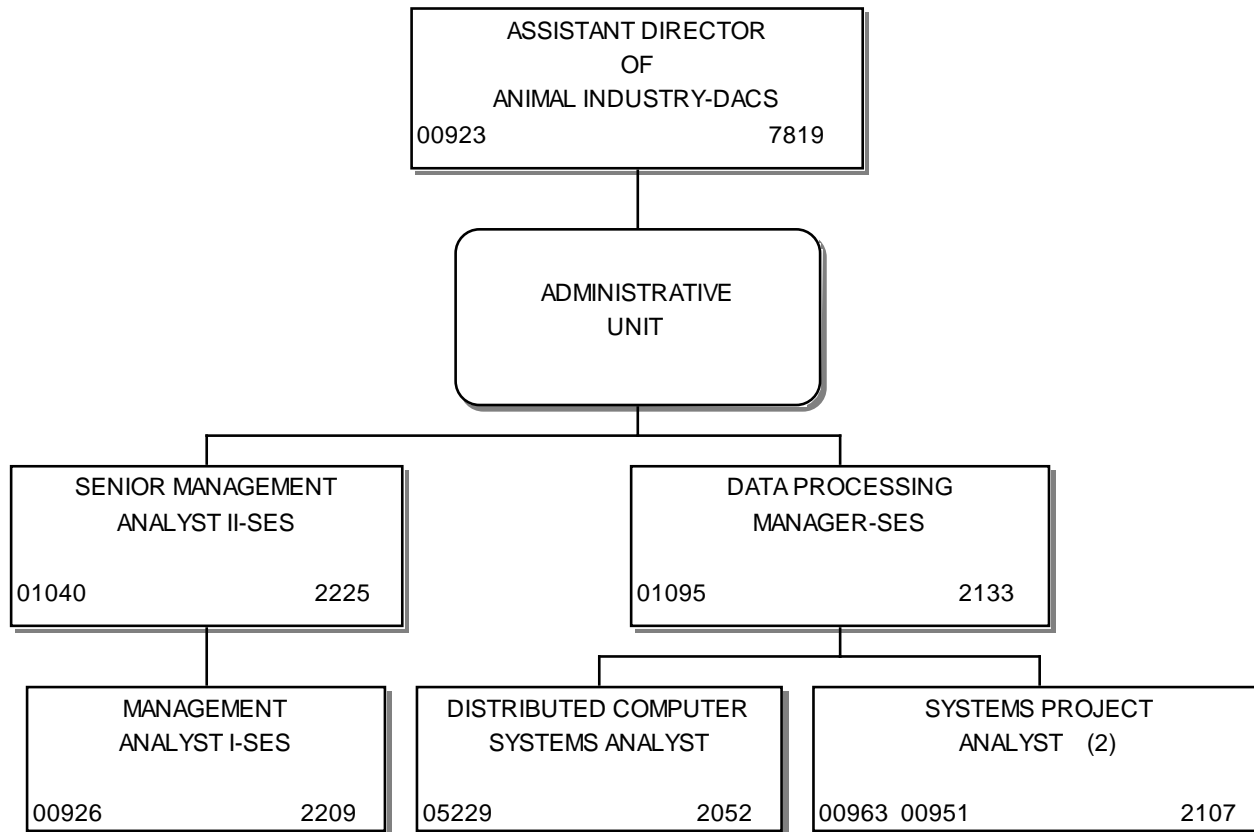
DIVISION F.T.E. 142.50
DIRECTOR'S OFFICE
PAGE 1 OF 2



WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 05/01/2009

**DEPARTMENT OF AGRICULTURE
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DIVISION OF ANIMAL INDUSTRY**

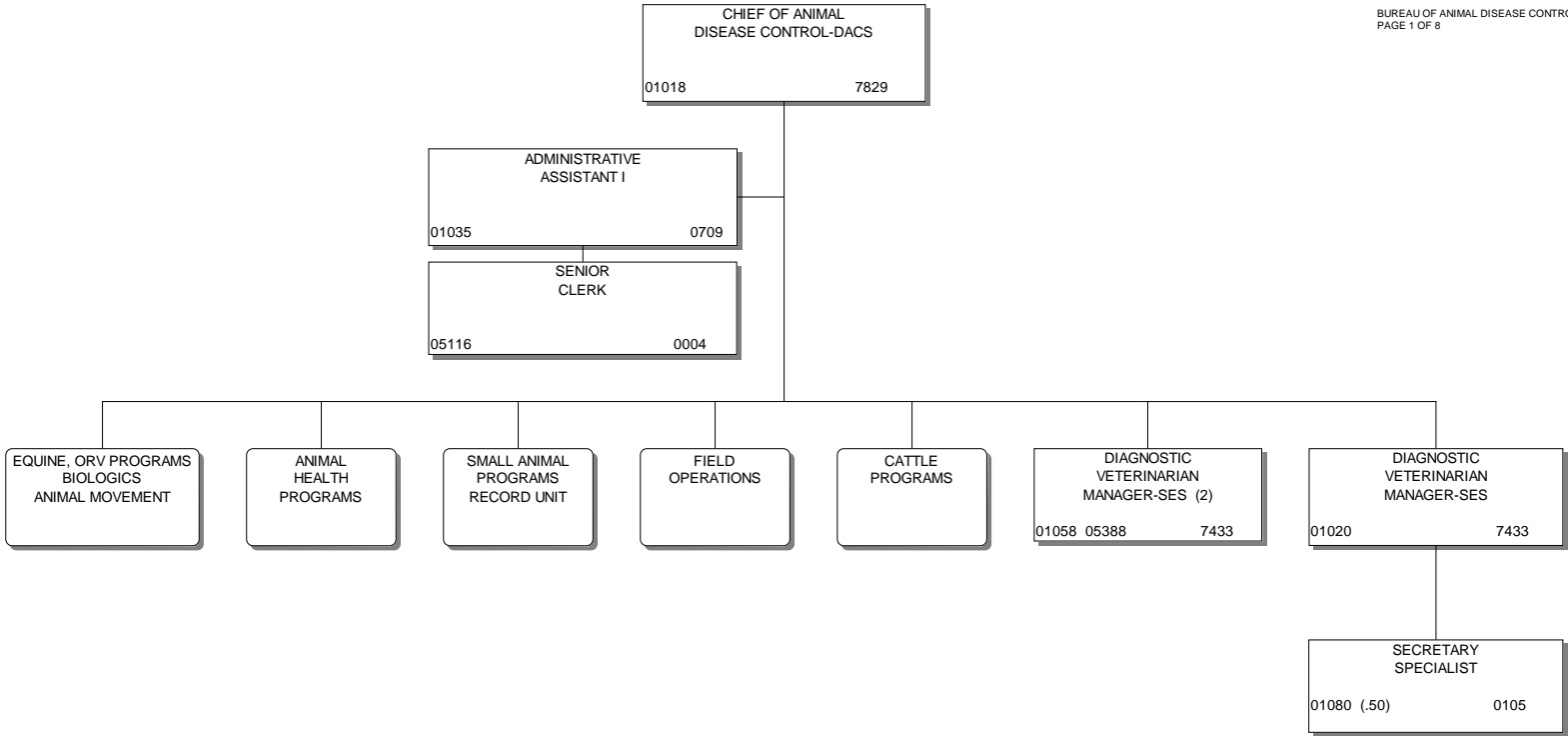
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PAGE 2 OF 2



WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 06/12/2009

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF ANIMAL INDUSTRY

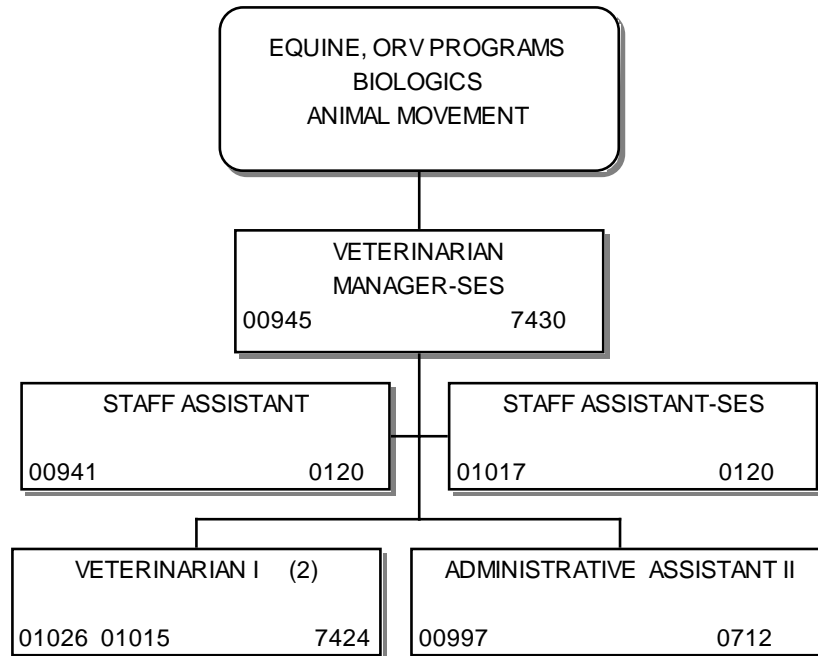
BUREAU OF ANIMAL DISEASE CONTROL
PAGE 1 OF 8



WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 05/01/2009

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF ANIMAL INDUSTRY**

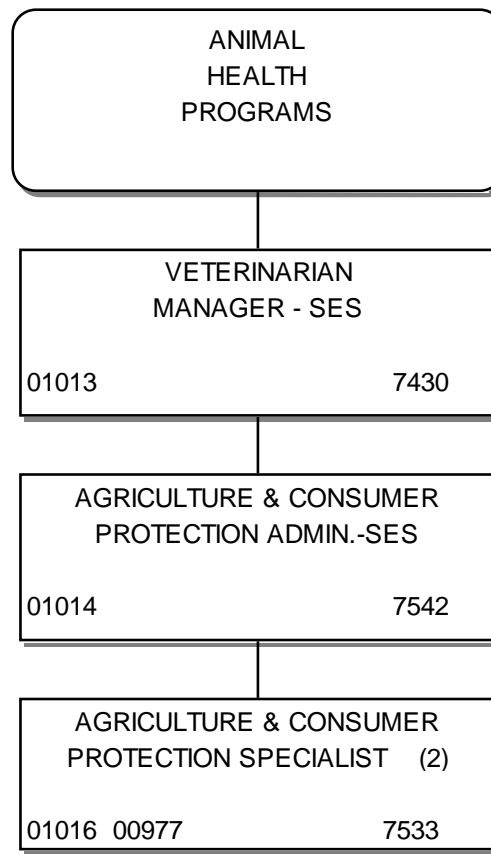
BUREAU OF ANIMAL DISEASE CONTROL
PAGE 2 OF 8



WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/24/2009

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF ANIMAL INDUSTRY**

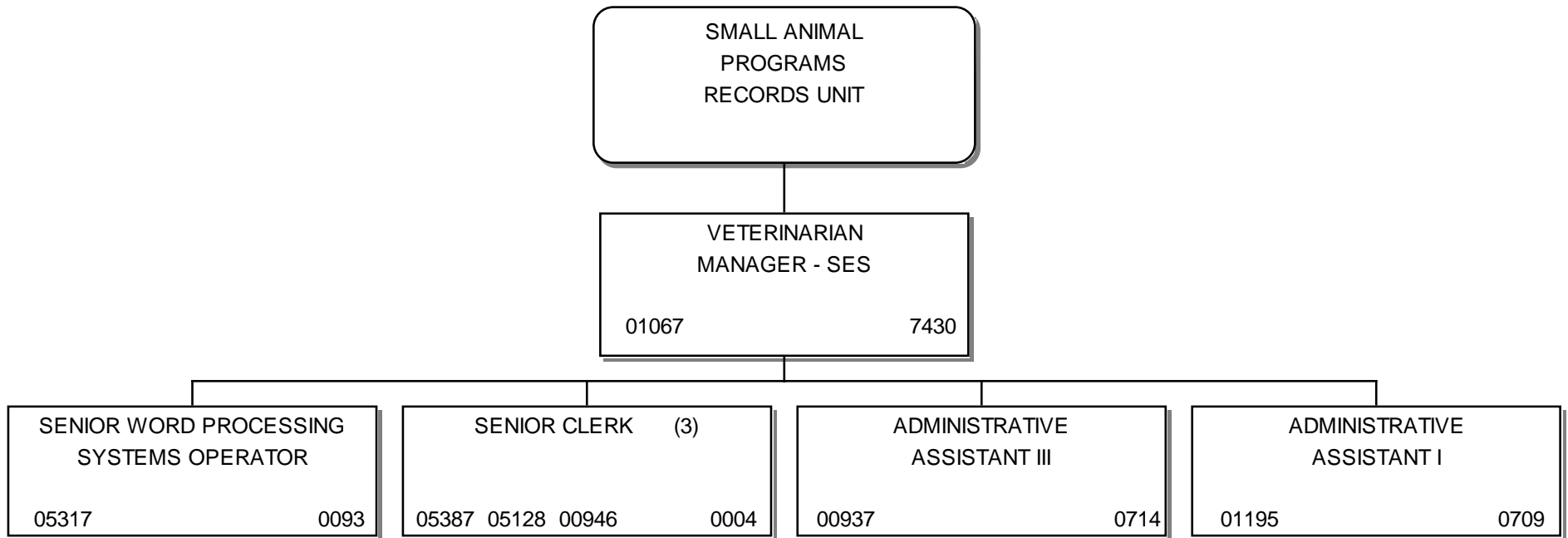
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PAGE 3 OF 8



WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 05/01/2009

**DEPARTMENT OF AGRICULTURE
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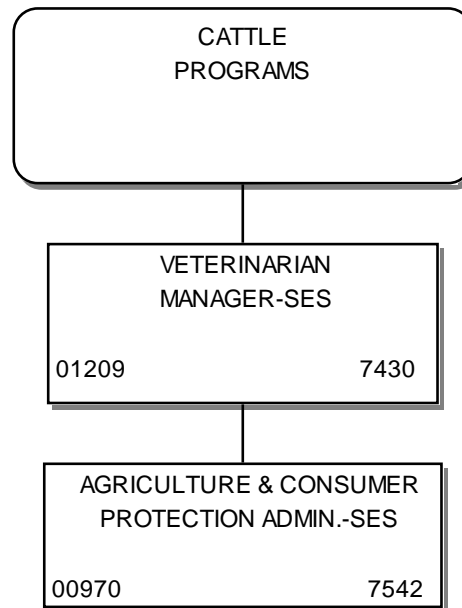
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CONTROL
PAGE 4 OF 8



WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 05/01/2009

**DEPARTMENT OF AGRICULTURE
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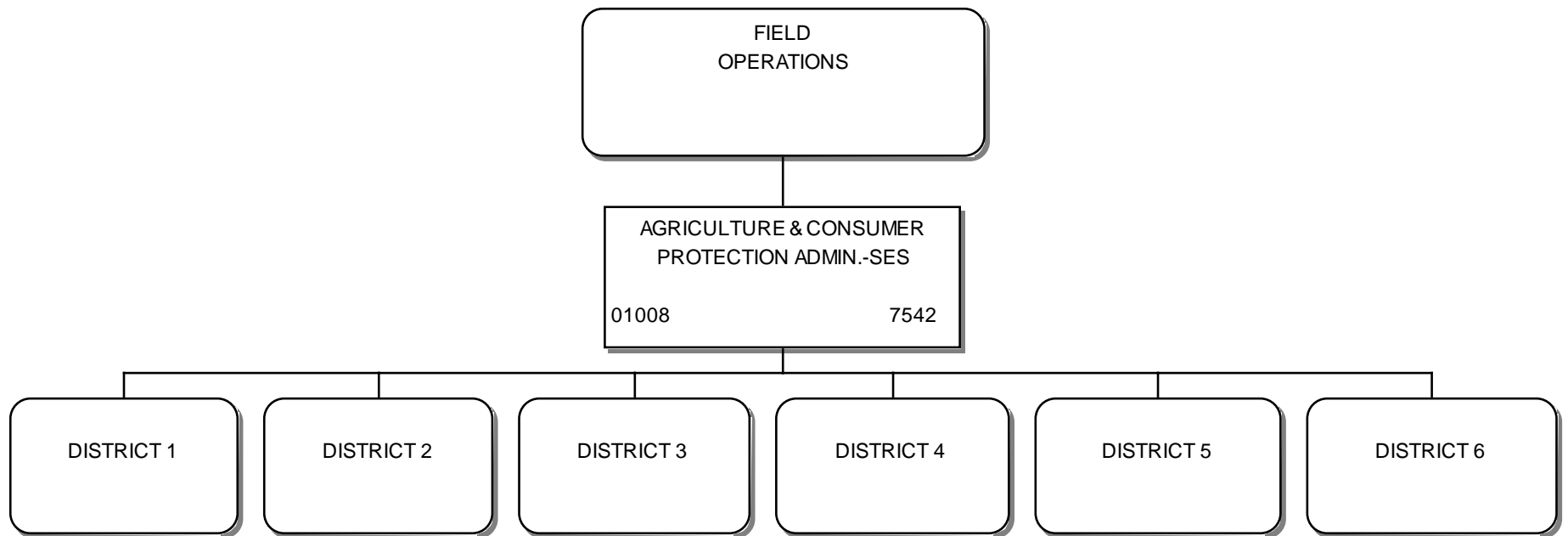
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APPROVED DATE: 05/01/2009

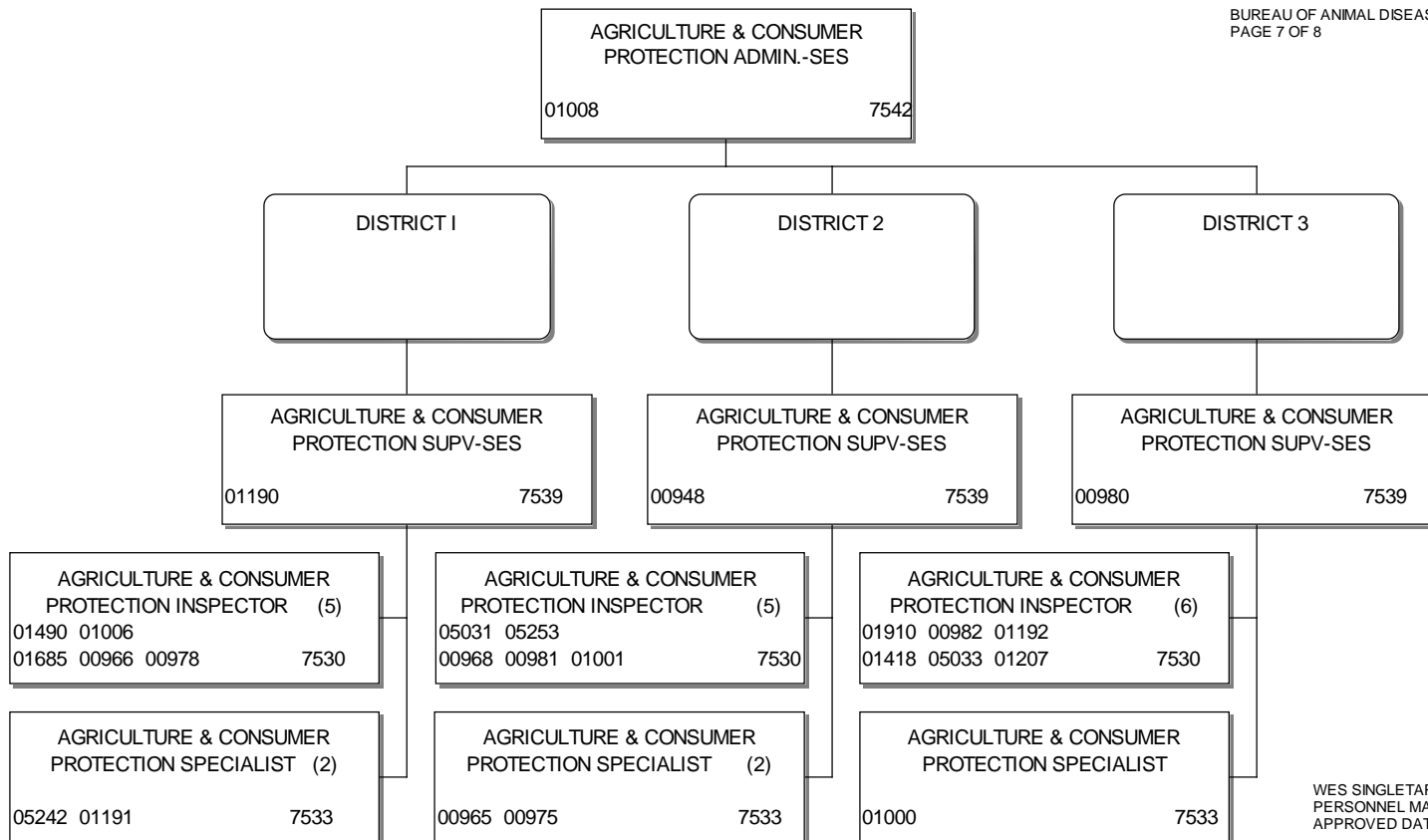
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF ANIMAL INDUSTRY**

BUREAU OF ANIMAL DISEASE CONTROL
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DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF ANIMAL INDUSTRY

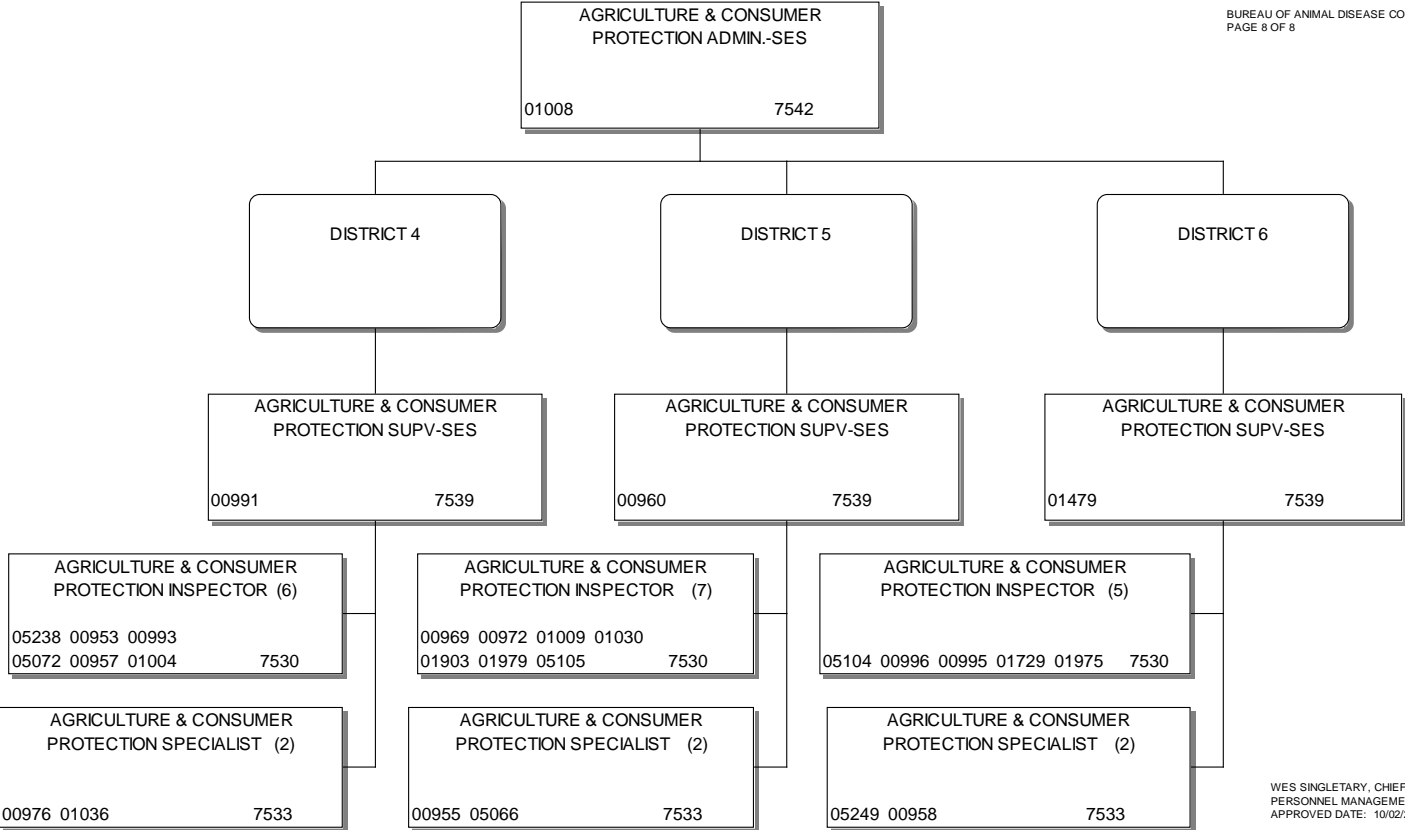
BUREAU OF ANIMAL DISEASE CONTROL
PAGE 7 OF 8



WES SINGLETARY, CHIEF OF
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APPROVED DATE: 10/02/2009

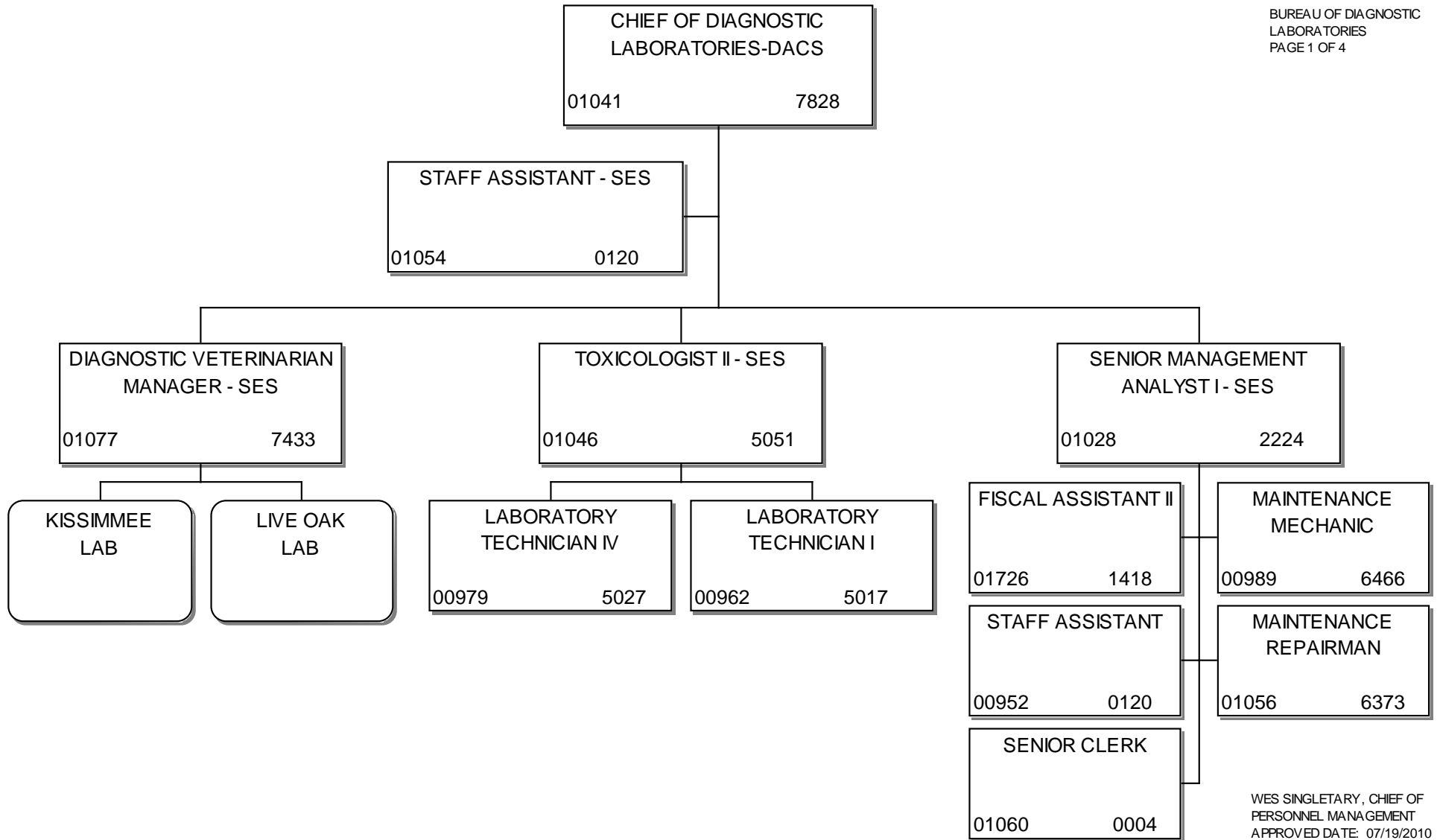
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF ANIMAL INDUSTRY

BUREAU OF ANIMAL DISEASE CONTROL
PAGE 8 OF 8



**DEPARTMENT OF AGRICULTURE
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DIVISION OF ANIMAL INDUSTRY**

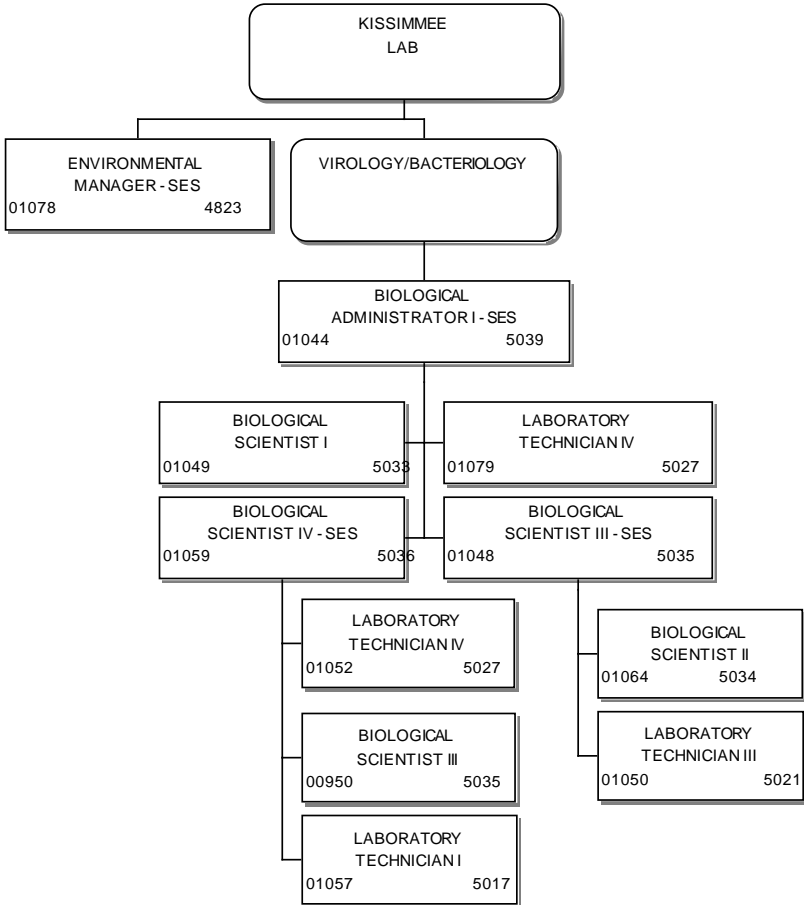
BUREAU OF DIAGNOSTIC
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PAGE 1 OF 4



WES SINGLETARY, CHIEF OF
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APPROVED DATE: 07/19/2010

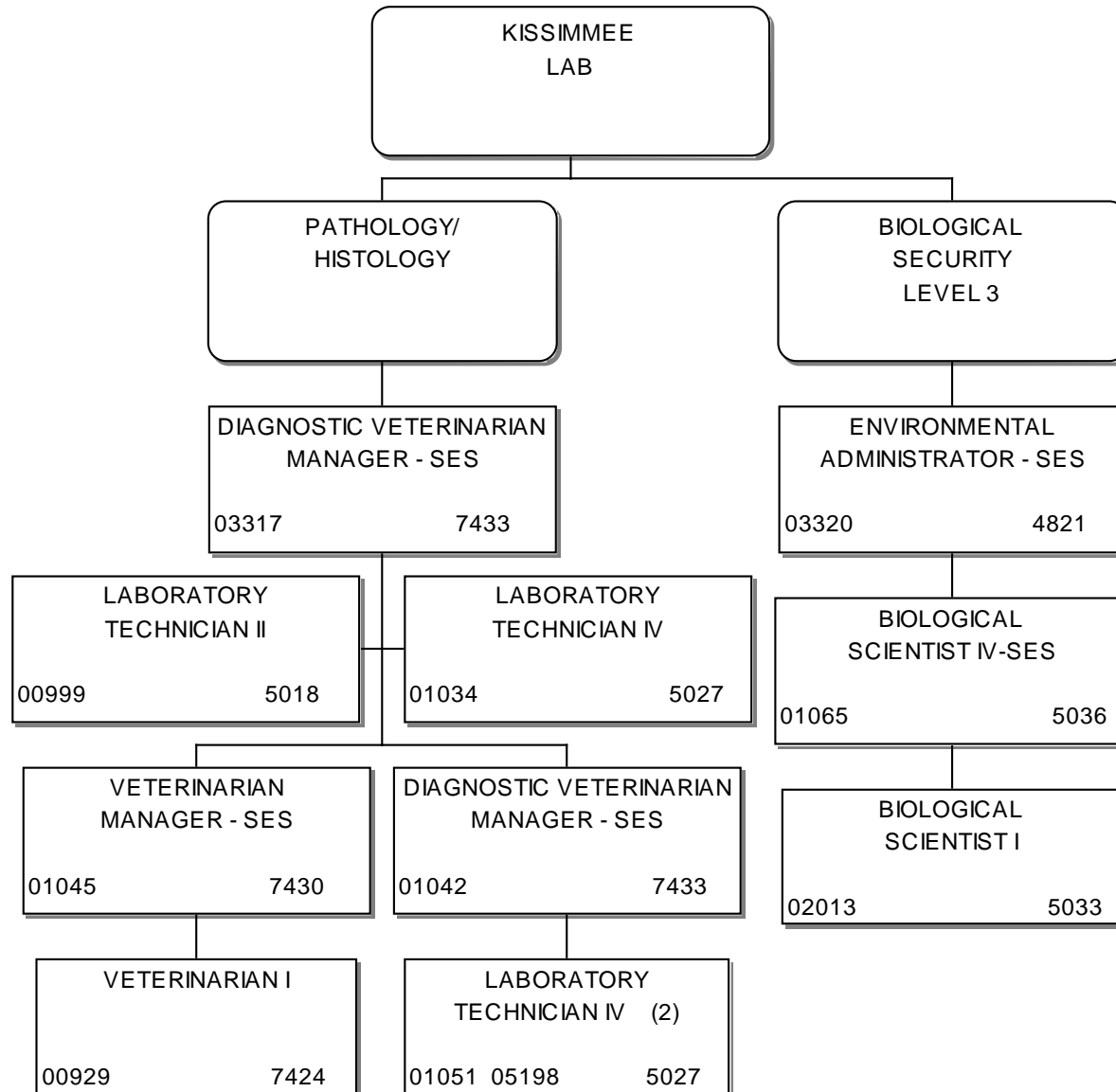
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BUREAU OF DIAGNOSTIC LABORATORIES
PAGE 2 OF 4



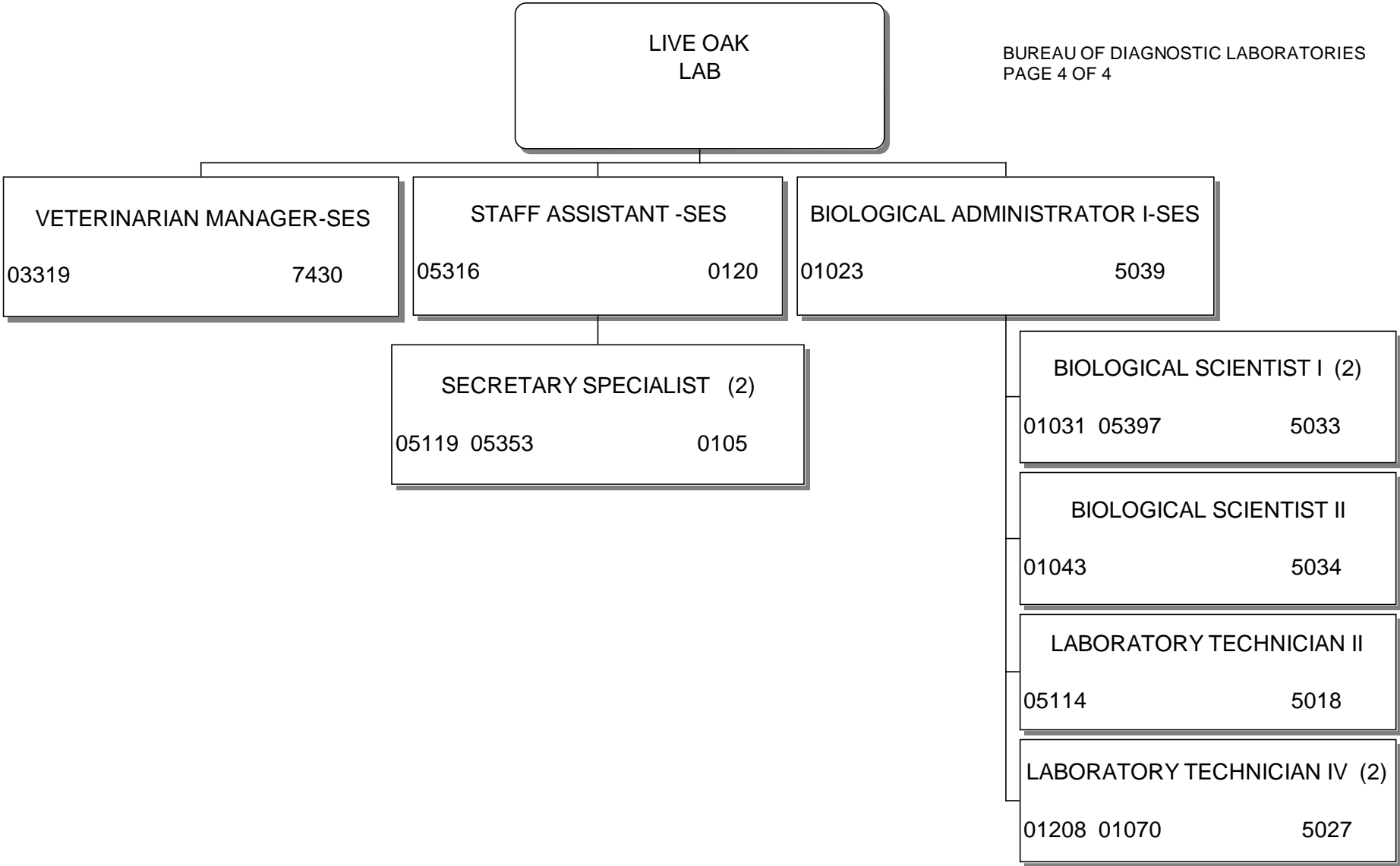
WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 03/19/2010

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF ANIMAL INDUSTRY**



**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF ANIMAL INDUSTRY**

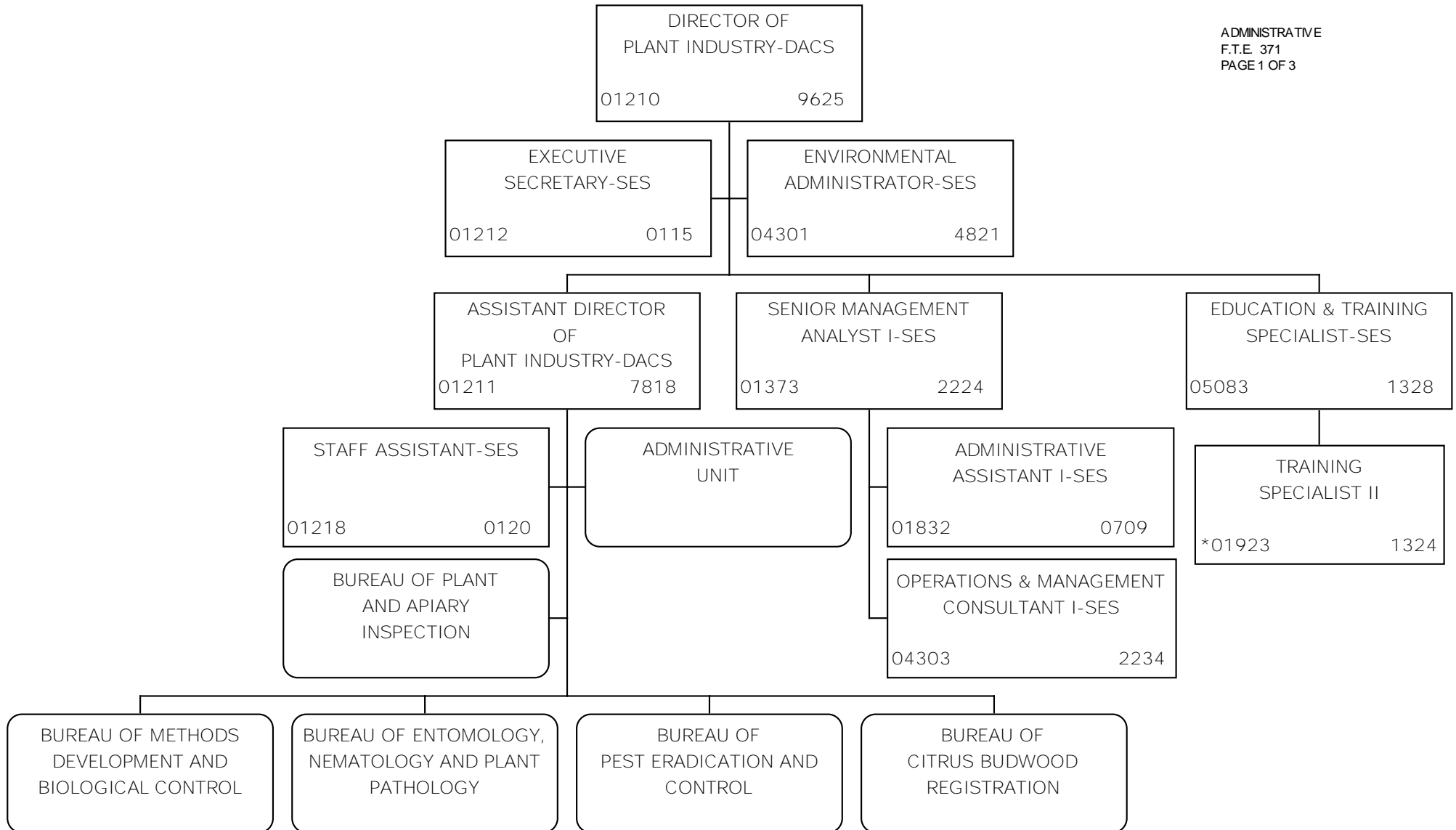
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PAGE 4 OF 4



WES SINGLETARY, CHIEF OF
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APPROVED DATE: 07/24/2009

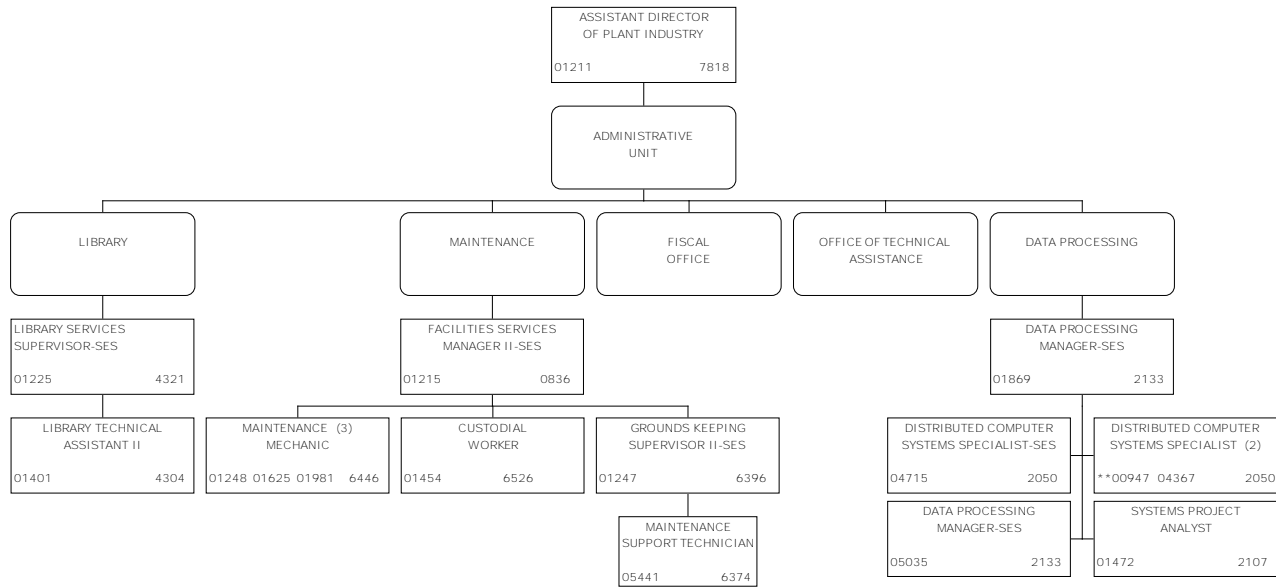
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**

ADMINISTRATIVE
F.T.E. 371
PAGE 1 OF 3



*FUNDED FROM BUREAU OF PLANT AND APIARY

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF PLANT INDUSTRY



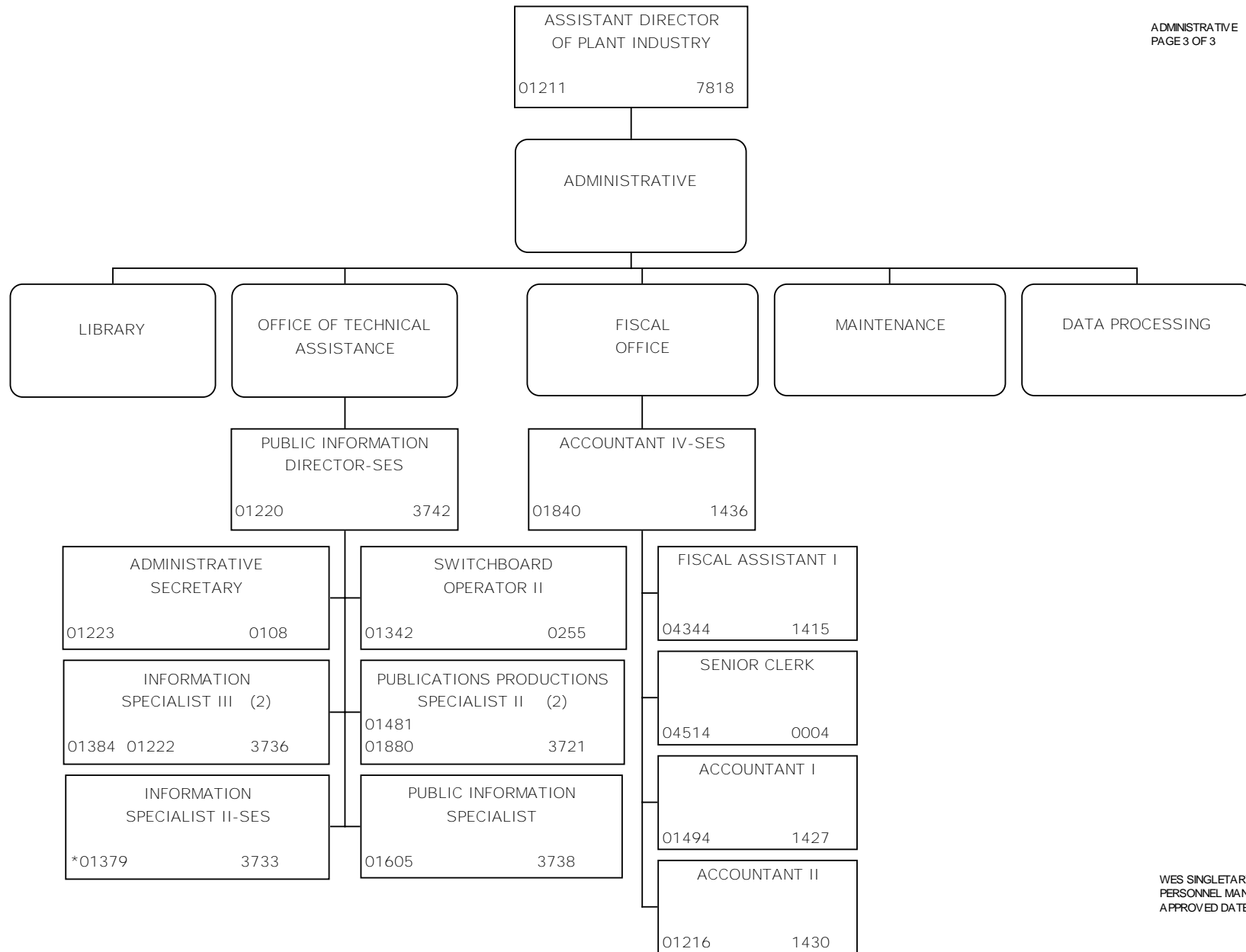
ADMINISTRATIVE
PAGE 2 OF 3

**FUNDED BY THE BUREAU OF PEST
ERADICATION AND CONTROL

ELAINE COOPER, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 01/27/2009

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF PLANT INDUSTRY

ADMINISTRATIVE
PAGE 3 OF 3

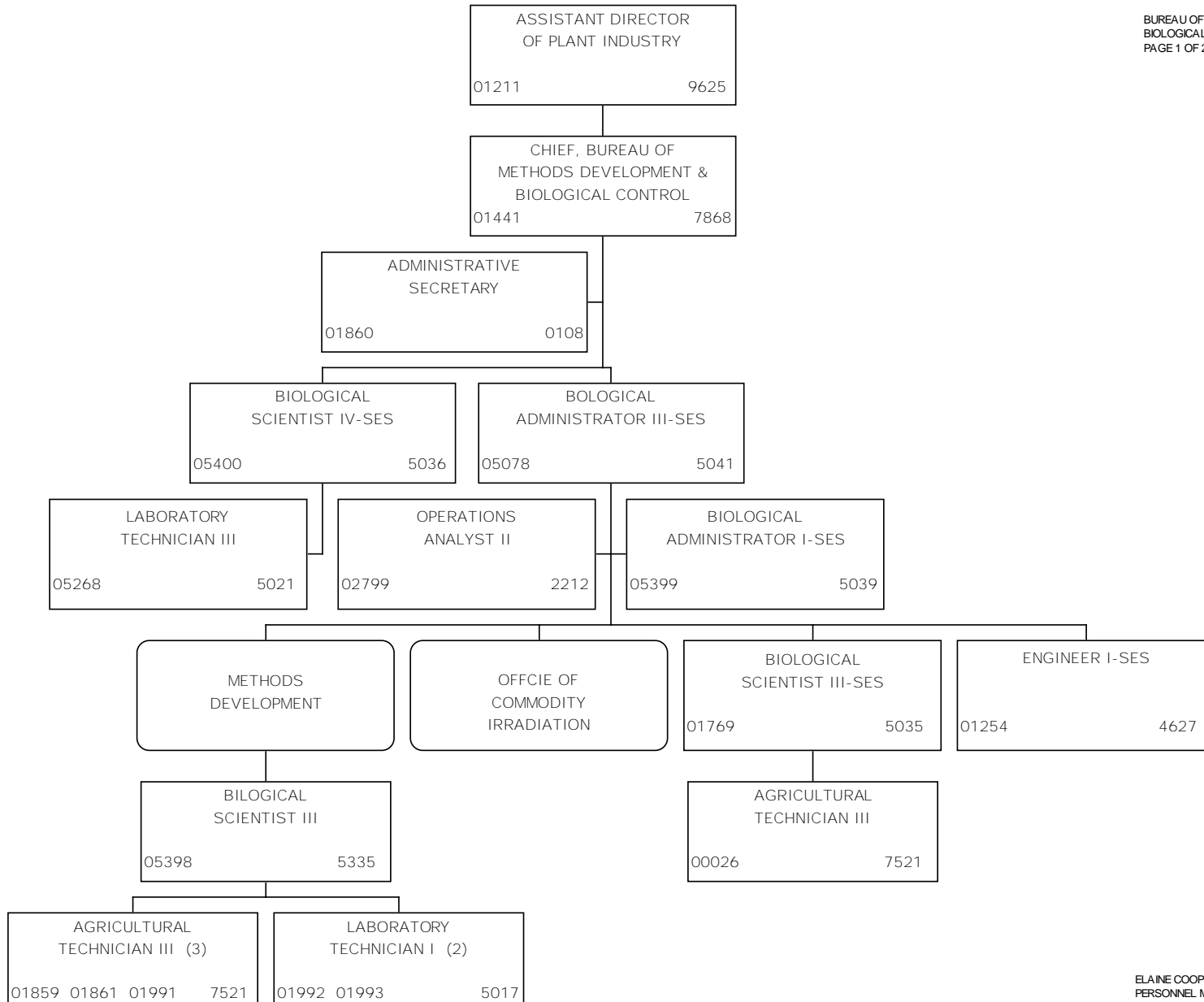


*POSITION FUNDED
FROM PEST
ERADICATION
AND CONTROL

WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 05/01/2009

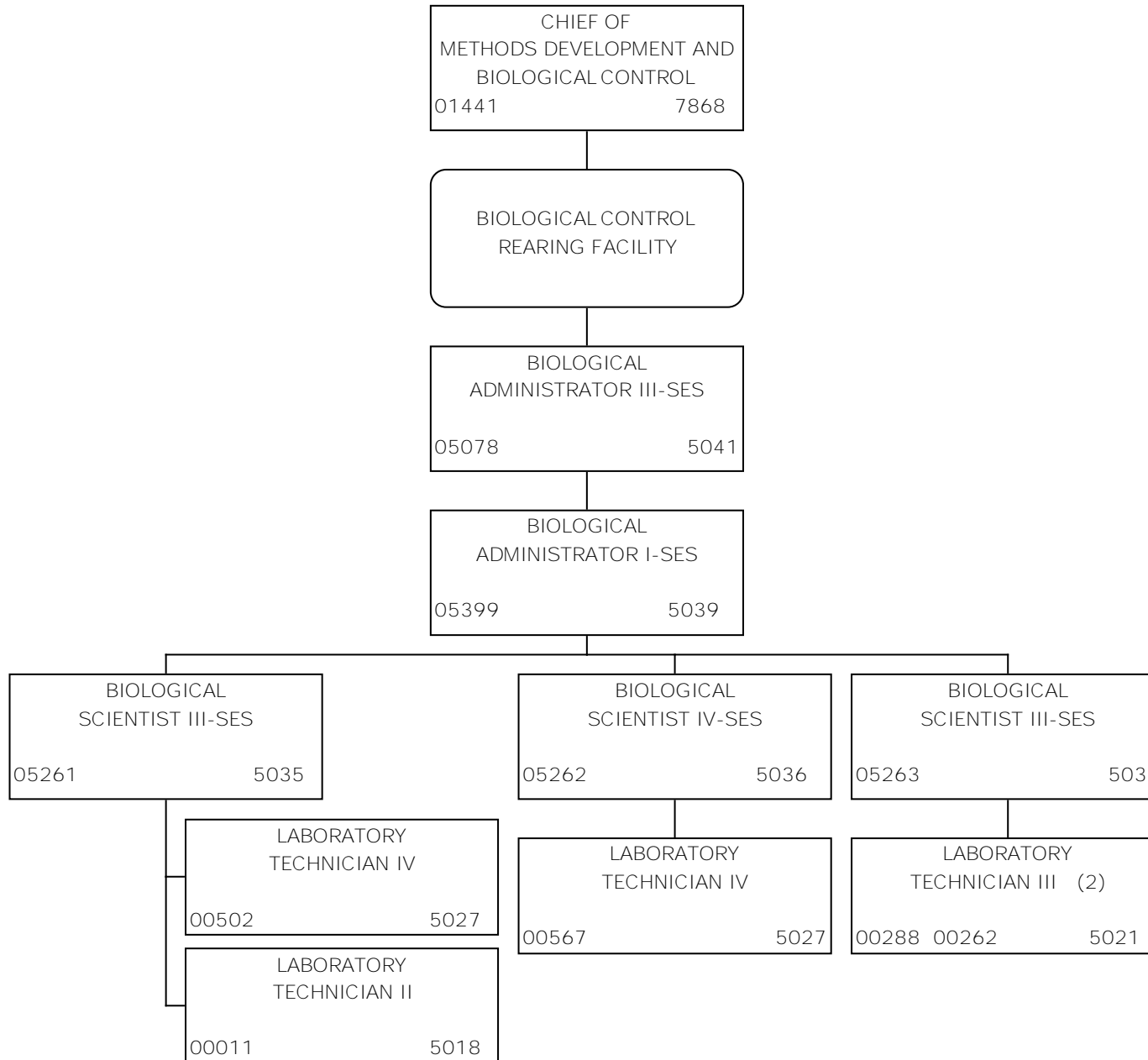
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF PLANT INDUSTRY

BUREAU OF METHODS DEVELOPMENT
BIOLOGICAL CONTROL
PAGE 1 OF 2



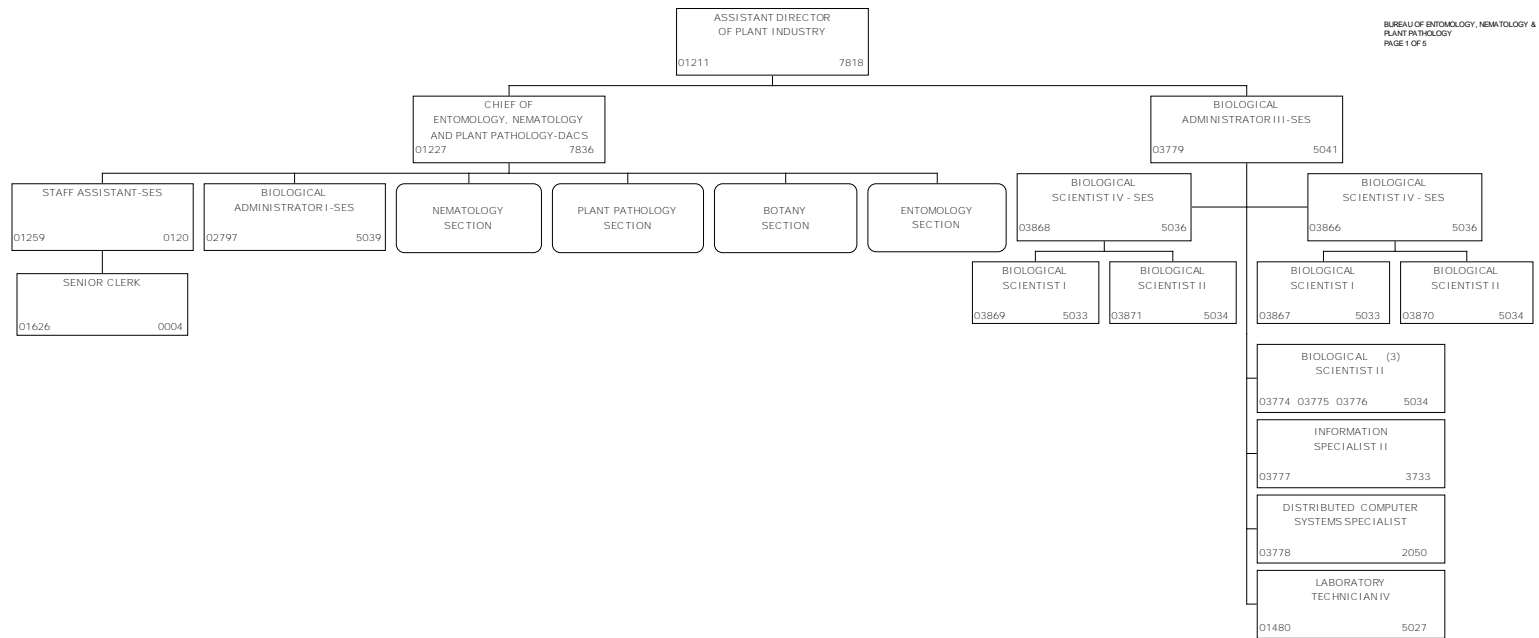
ELAINE COOPER, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 09/08/2006

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**



BUREAU OF METHODS DEVELOPMENT
AND BIOLOGICAL CONTROL
PAGE 2 OF 2

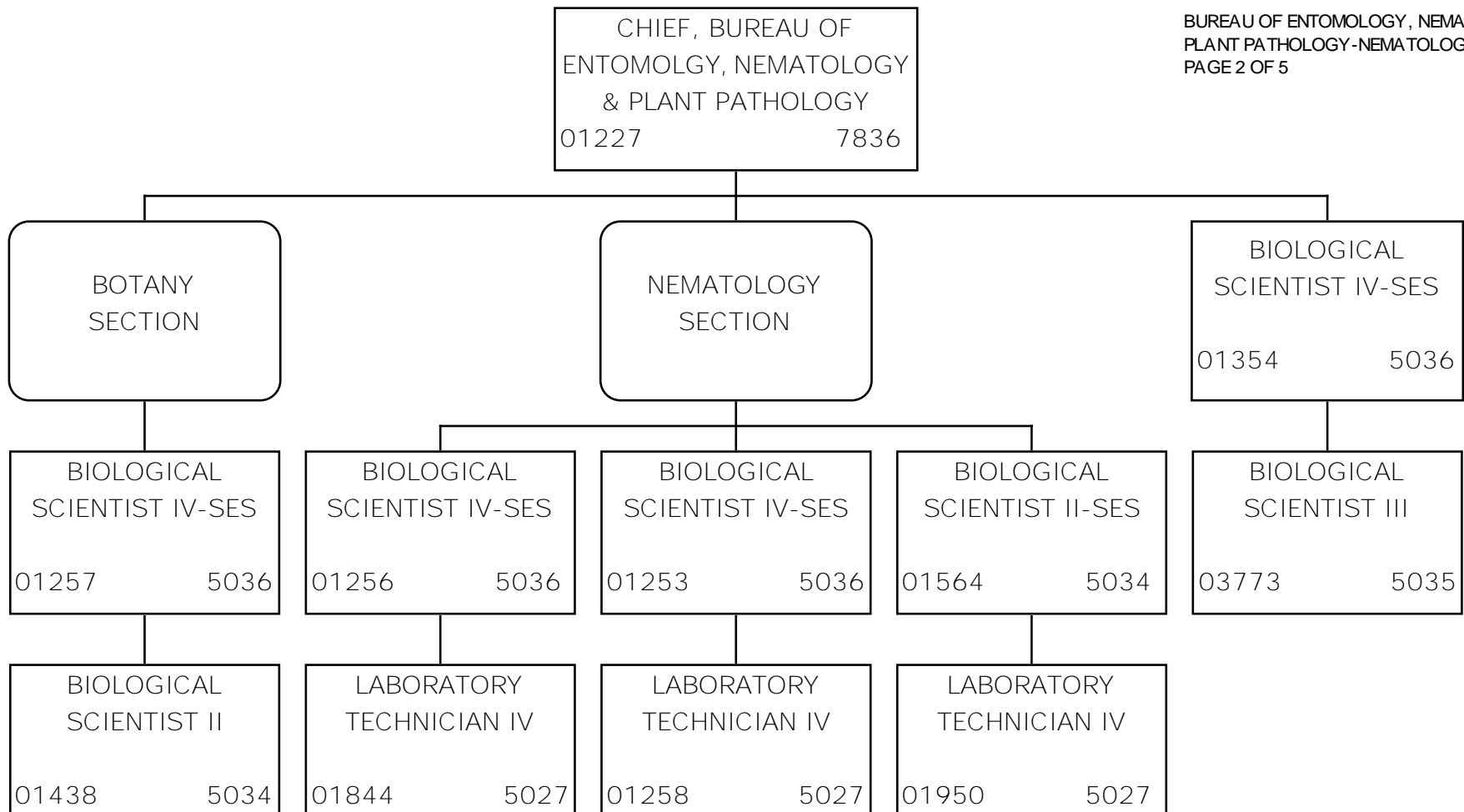
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF PLANT INDUSTRY



BUREAU OF ENTOMOLOGY, NEMATOLOGY &
PLANT PATHOLOGY
PAGE 1 OF 5

**DEPARTMENT OF AGRICULTURE
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DIVISION OF PLANT INDUSTRY**

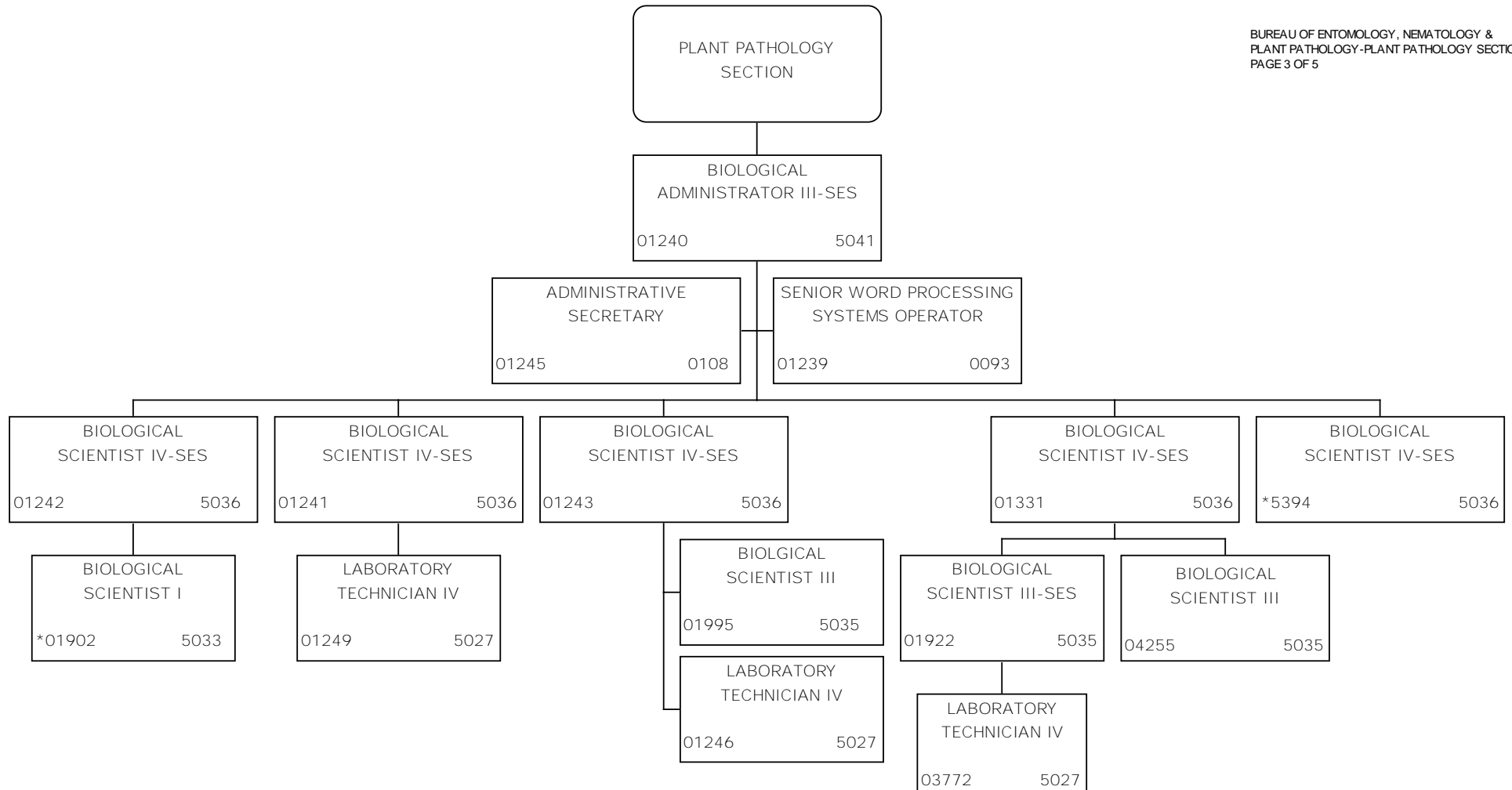
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WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 05/01/2009

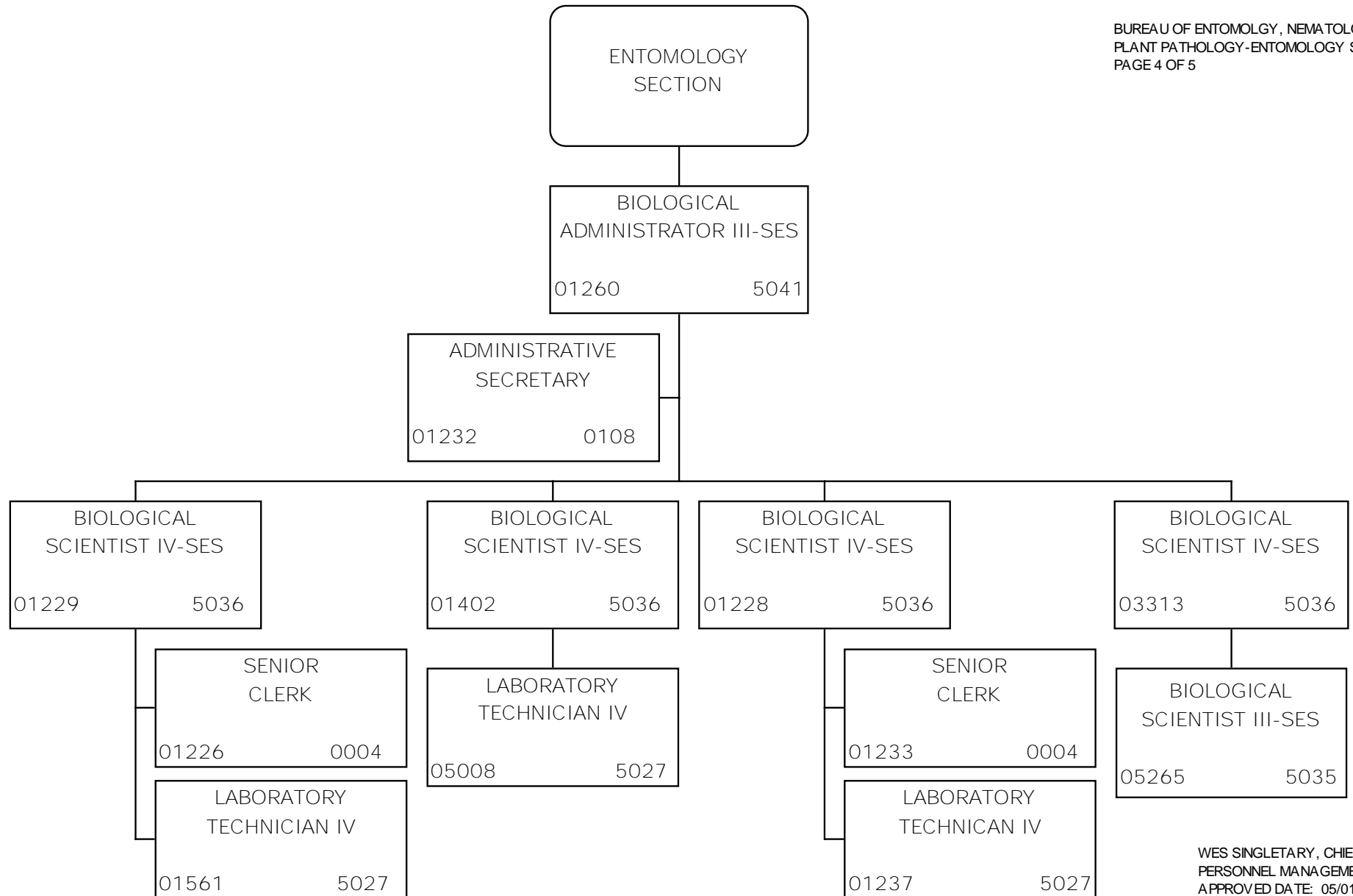
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**

BUREAU OF ENTOMOLOGY, NEMATOLOGY &
PLANT PATHOLOGY-PLANT PATHOLOGY SECTION
PAGE 3 OF 5



**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**

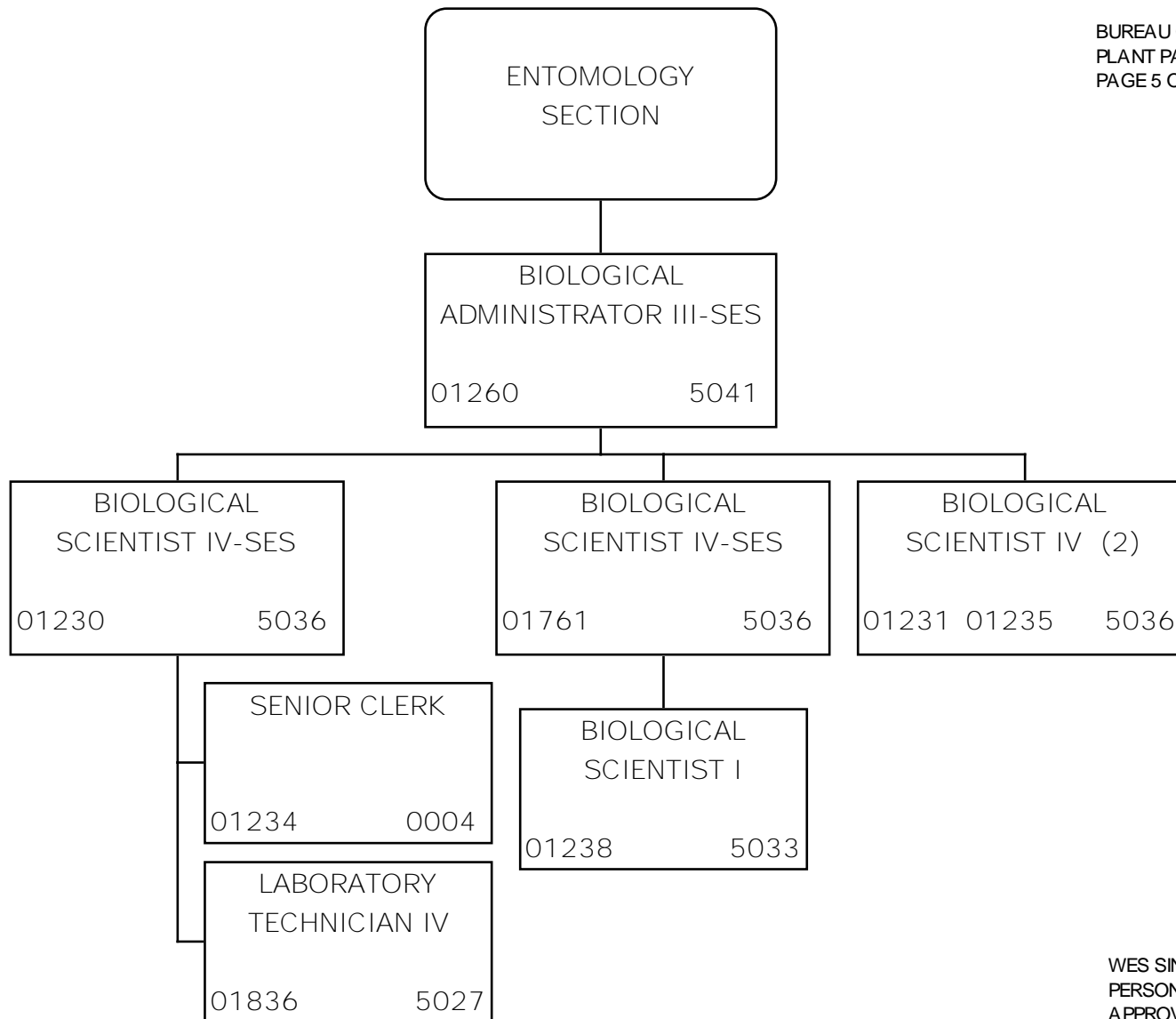
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PLANT PATHOLOGY-ENTOMOLOGY SECTION
PAGE 4 OF 5



WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 05/01/2009

**DEPARTMENT OF AGRICULTURE
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DIVISION OF PLANT INDUSTRY**

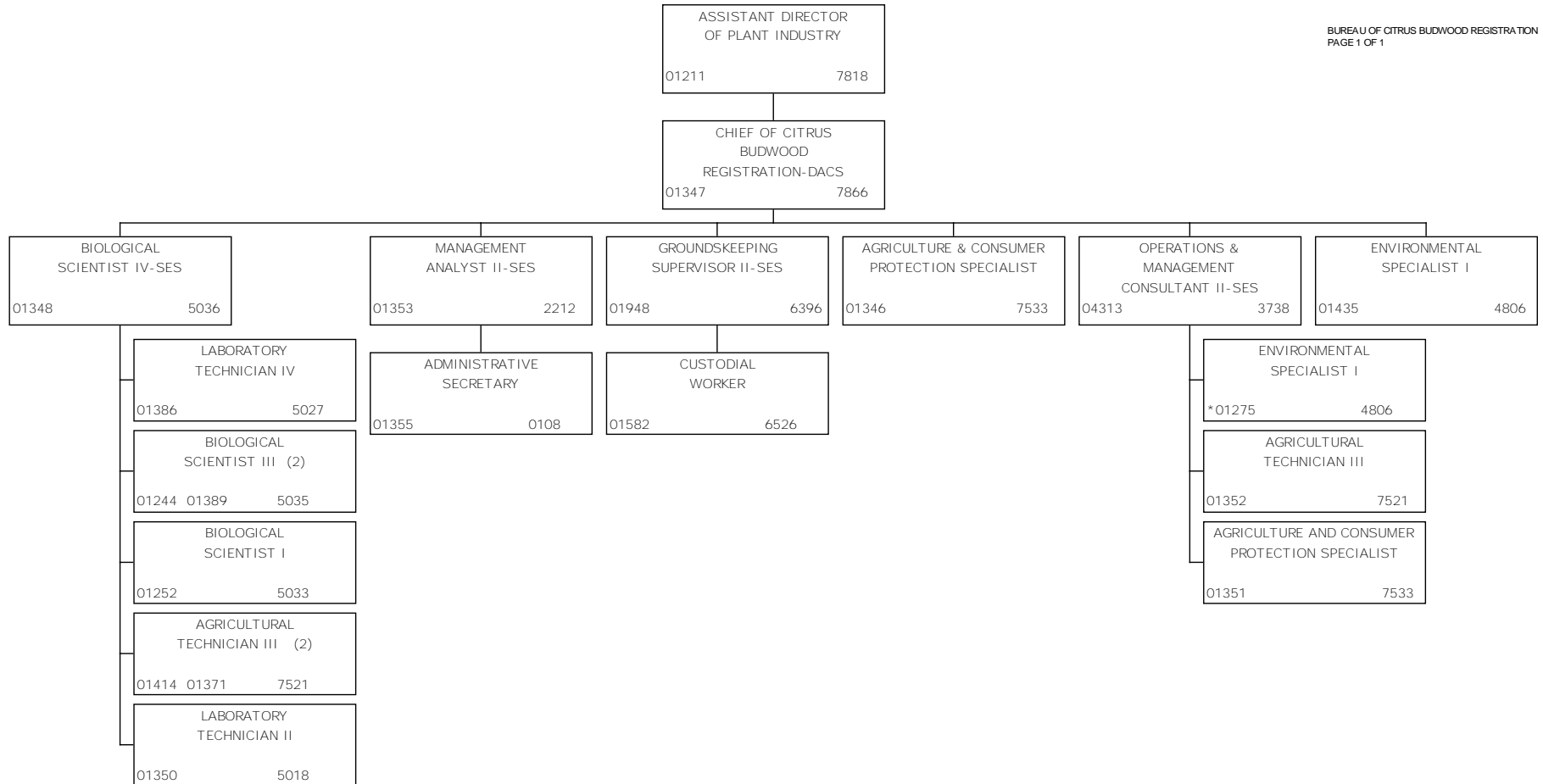
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WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 05/01/2009

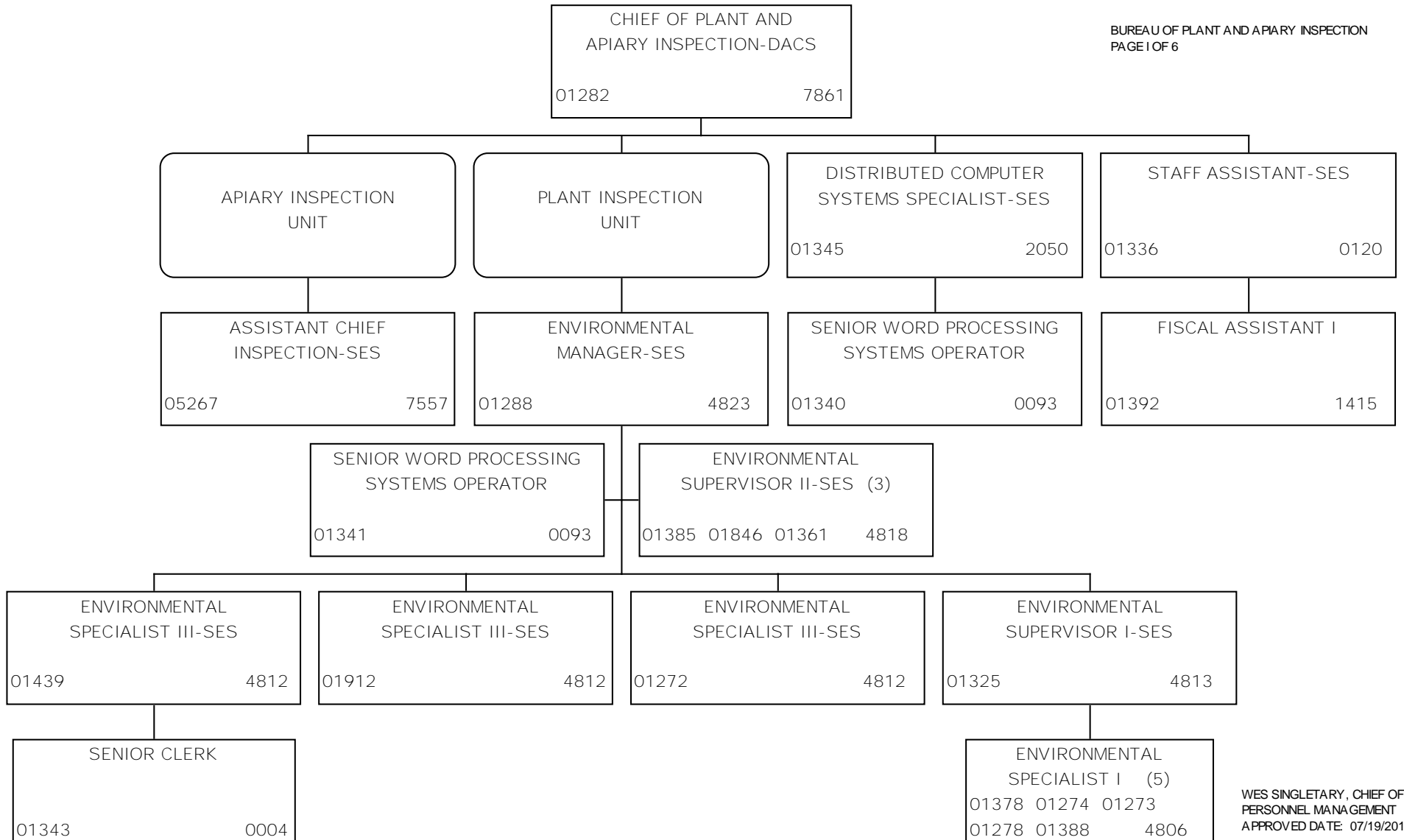
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF PLANT INDUSTRY

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PAGE 1 OF 1



**DEPARTMENT OF AGRICULTURE
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DIVISION OF PLANT INDUSTRY**

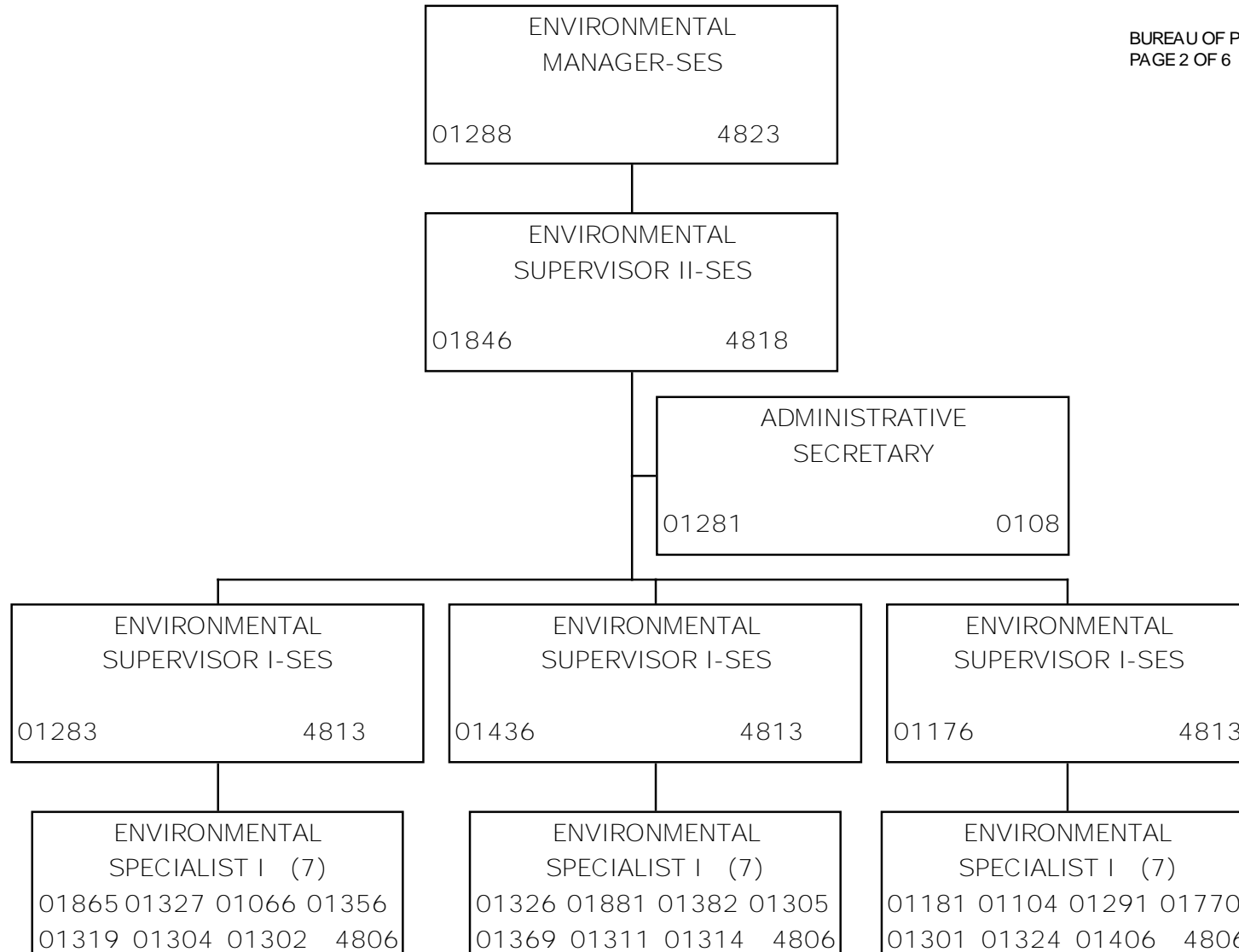
BUREAU OF PLANT AND APIARY INSPECTION
PAGE 1 OF 6



WES SINGLETARY, CHIEF OF
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APPROVED DATE: 07/19/2010

**DEPARTMENT OF AGRICULTURE
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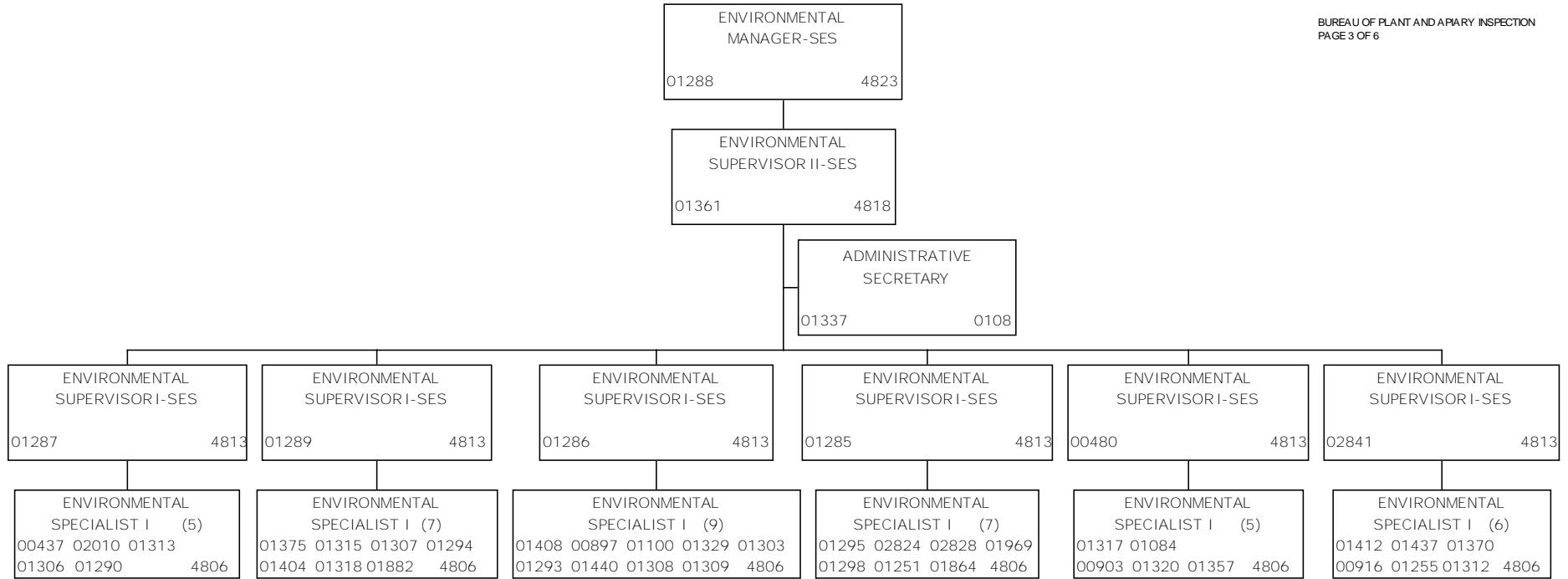
BUREAU OF PLANT AND APIARY INSPECTION
PAGE 2 OF 6



WES SINGLETARY,
CHIEF OF
PERSONNEL
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APPROVED DATE:
05/01/2009

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**

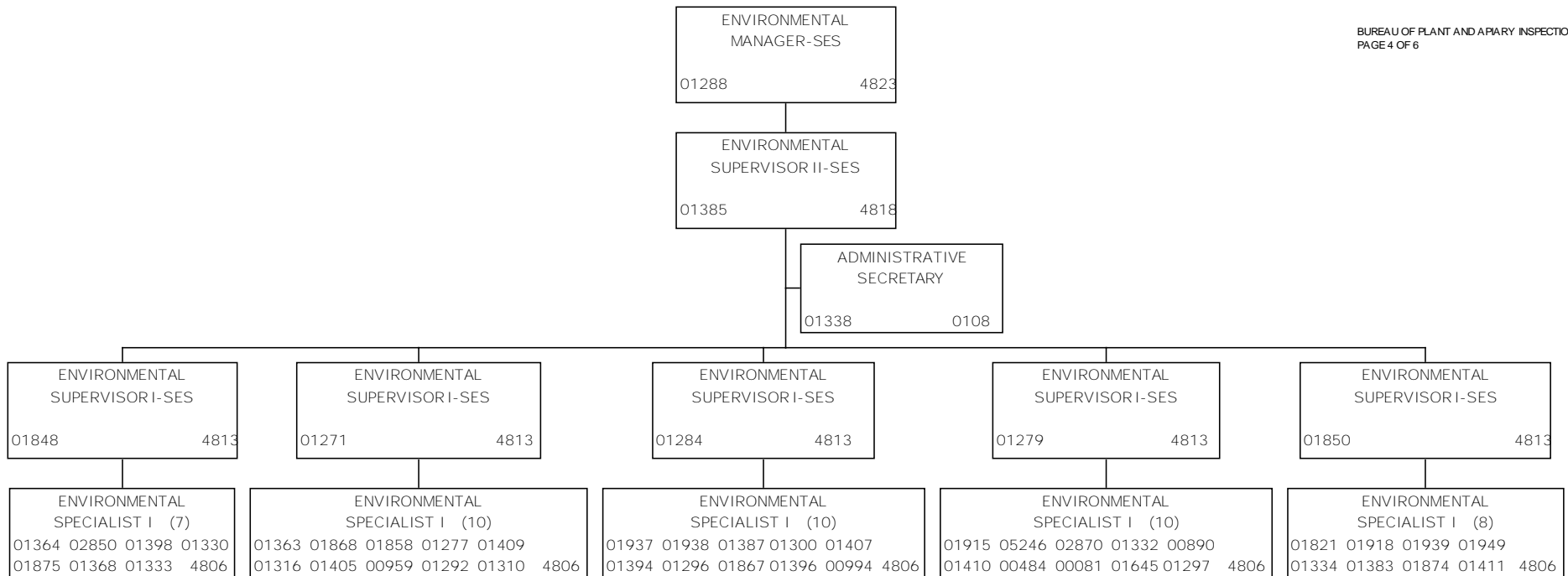
BUREAU OF PLANT AND APICARY INSPECTION
PAGE 3 OF 6



WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 04/30/2010

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF PLANT INDUSTRY

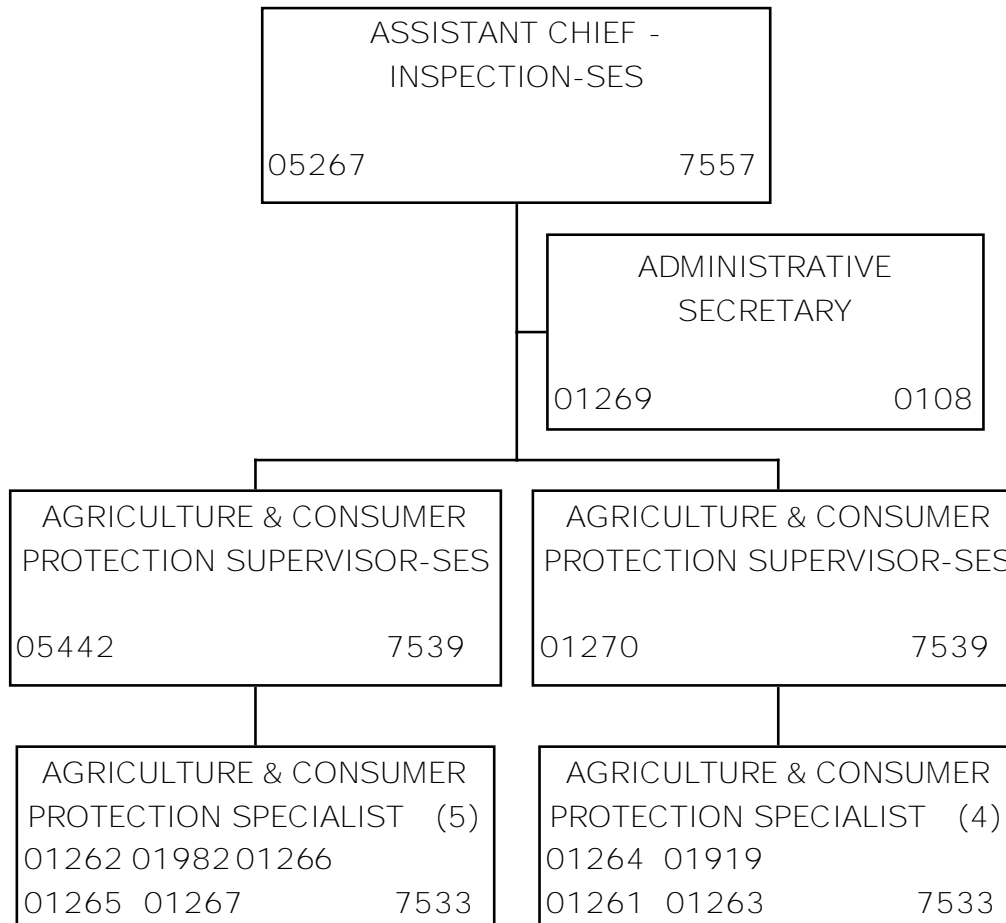
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PAGE 4 OF 6



WES SINGLETARY, CHIEF OF
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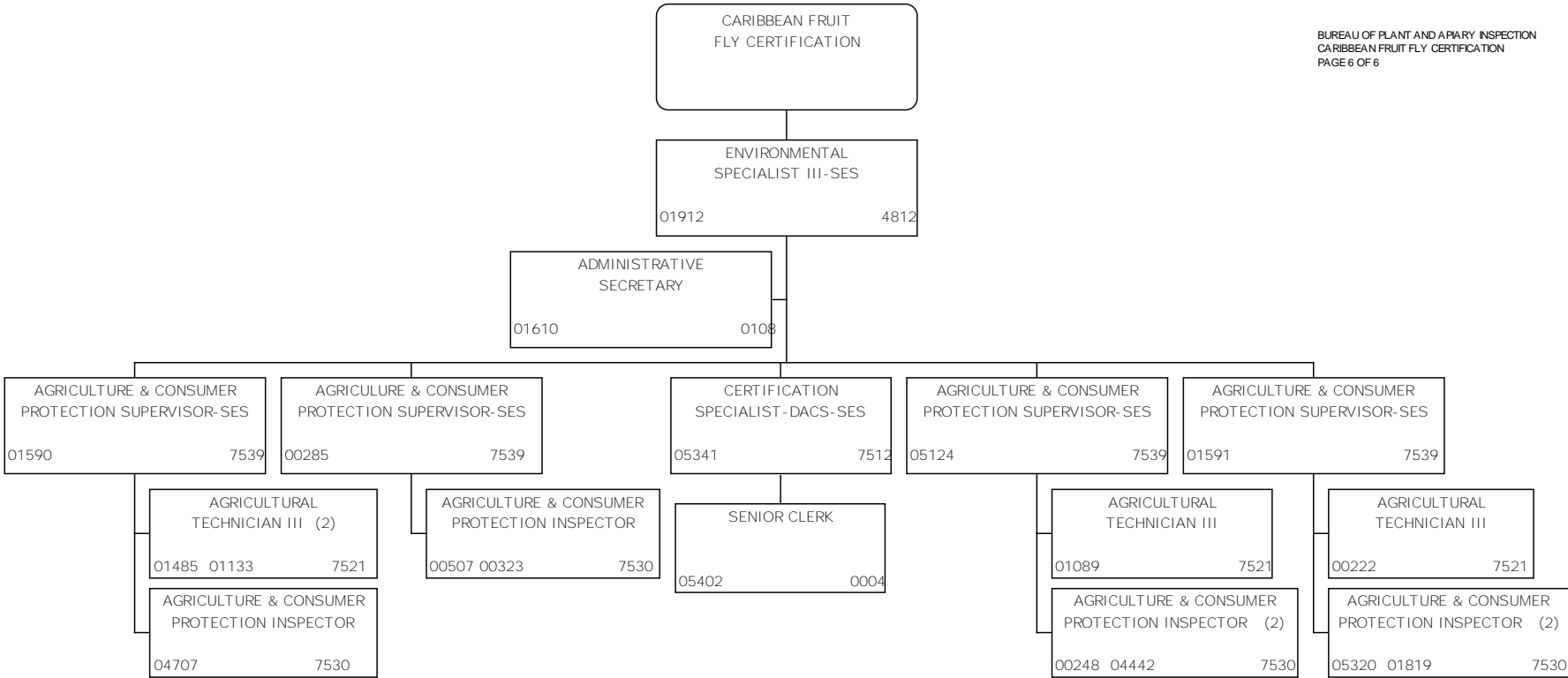
**DEPARTMENT OF AGRICULTURE
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DIVISION OF PLANT INDUSTRY**

BUREAU OF PLANT AND APIARY INSPECTION
PAGE 5 OF 6



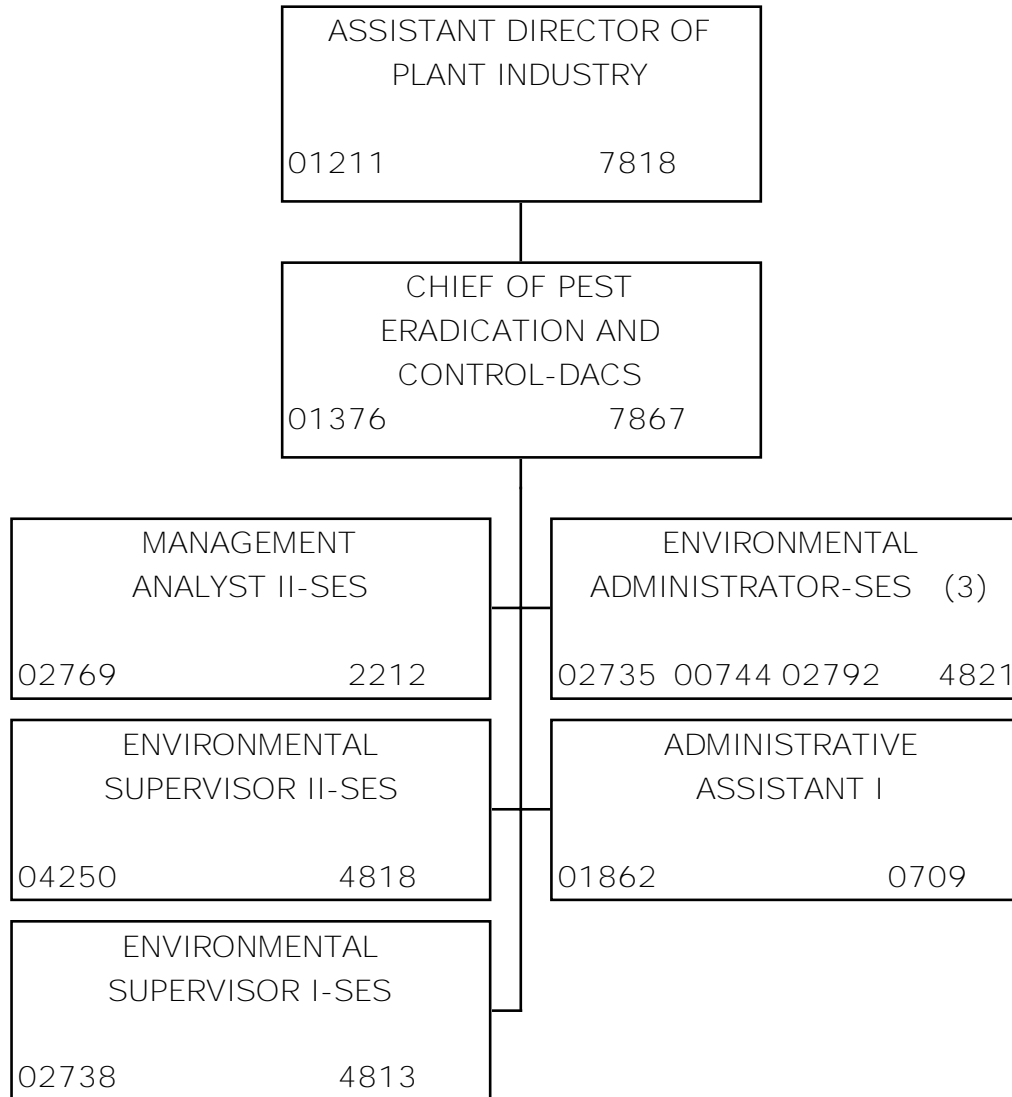
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF PLANT INDUSTRY

BUREAU OF PLANT AND ANIMAL INSPECTION
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PAGE 6 OF 6



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AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**

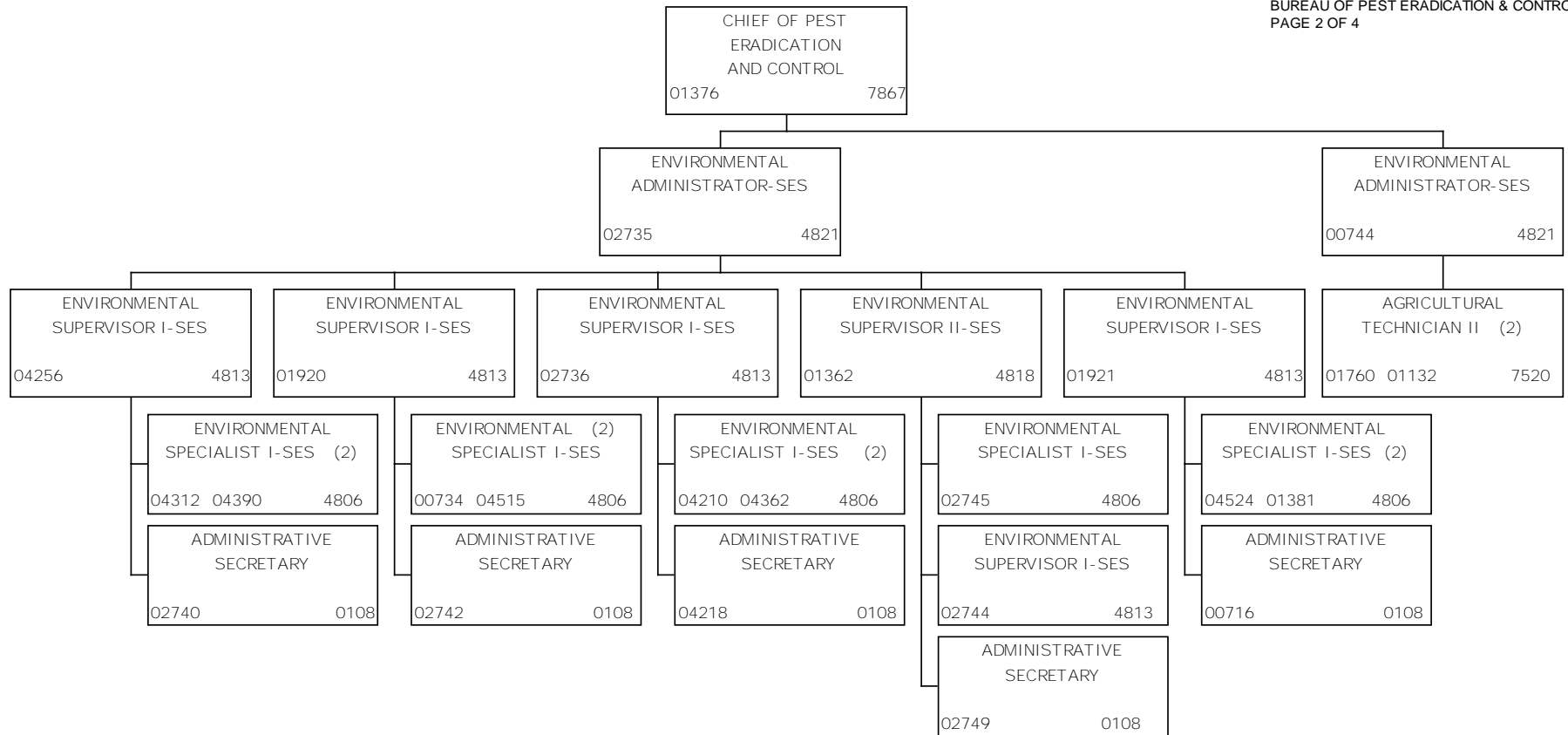
BUREAU OF PEST ERADICATION & CONTROL
PAGE 1 OF 4



WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 05/01/2009

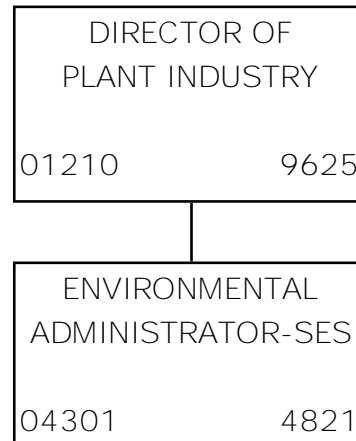
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF PLANT INDUSTRY

BUREAU OF PEST ERADICATION & CONTROL
PAGE 2 OF 4



WES SINGLETARY, CHIEF OF
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APPROVED DATE: 05/01/2009

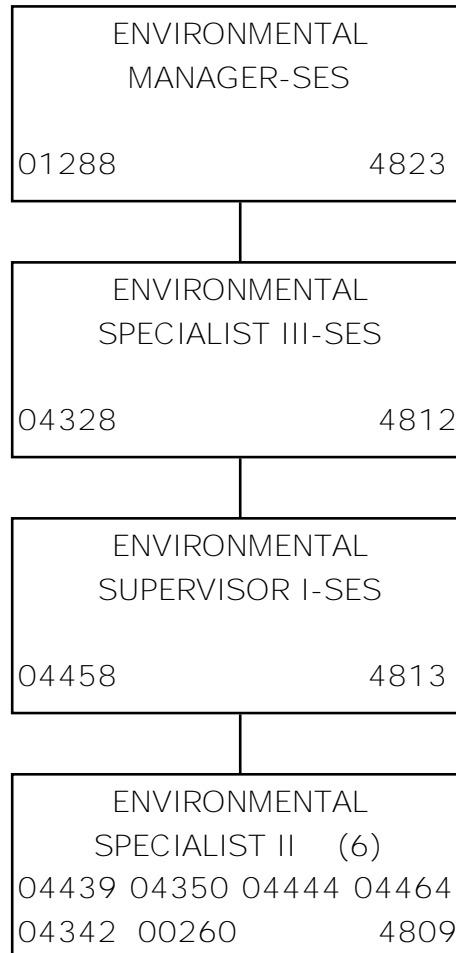
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**



BUREAU OF PEST READICATION & CONTROL
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WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 05/01/2009

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**



BUREAU OF PEST ERADICATION & CONTROL
PAGE 4 OF 4

WES SINGLETARY, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 05/01/2009

AGRICULTURE AND CONSUMER SERVICES, DEPARTMENT OF, AND		FISCAL YEAR 2009-10	
SECTION I: BUDGET		OPERATING	FIXED CAPITAL OUTLAY
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		335,751,132	1,177,843
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		9,998,389	0
FINAL BUDGET FOR AGENCY		345,755,521	1,177,843
SECTION II: ACTIVITIES - MEASURES		Number of Units	(1) Unit Cost
		(2) Expenditures (Allocated)	(3) FCO
<i>Executive Direction, Administrative Support and Information Technology (2)</i>			1,177,843
Register And Respond To Complaints Applicable To Motor Vehicle Repair Law * Number of motor vehicle repair shops licensed		22,312	38.37
Register And Respond To Complaints Applicable To Solicitation Of Contribution Law * Number of solicitors of contributions licensed		15,695	40.34
Process "No Sales Solicitation Calls" Subscriptions * Number of "No Sales Solicitation Calls" processed		85,498	8.99
Register And Respond To Complaints Applicable To Sellers Of Travel Law * Number of sellers of travel licensed		5,134	116.30
Provide Lemon Law Assists To Consumers * Number of Lemon Laws assists made to consumers		11,278	42.10
Register And Respond To Complaints Applicable To Health Studio Law * Number of health studios licensed		1,891	134.73
Register And Respond To Complaints Applicable To Pawn Shop Law * Number of pawn shops licensed		1,249	203.98
Register And Respond To Complaints Applicable To Telemarketing Law * Number of telemarketers licensed		10,643	15.96
Register And Respond To Complaints Applicable To Business Opportunity Law * Number of sellers of business opportunity licensed		2,172	118.06
Register And Respond To Complaints Applicable To Dance Studio Law * Number of dance studios licensed		198	104.06
Provide Assists To Consumers (call Center) * Number of assists provided to consumers by the call center		415,229	3.81
Enforce Consumer Protection Laws * Number of complaints investigated/processed		44,520	26.35
Provide Consumer Education To Public * Number of assists provided to consumers for consumer education		3,489,377	0.08
Mediate (non-regulated) Consumer Complaints * Number of assists provided to consumers for non-regulated consumer complaints		20,189	26.35
Register And Respond To Complaints Applicable To Game Promotions * Number of game promoters licensed		2,188	158.22
Register And Respond To Complaints Applicable To Intrastate Moving Companies * Number of intrastate moving companies licensed		887	384.93
Register And Respond To Complaints Applicable To Professional Surveyors And Mappers * Number of regulated entities licensed		4,149	72.13
State Forest Resource Management * The number of acres of State Forests managed by the Department		1,054,745	20.08
Provide Technical Assists To Non-Industrial Forest Landowners * Number of hours spent providing forest-related technical assists to non-industrial private landowners		41,429	45.00
Visitor Service / Recreation * The number of State Forest visitors served		1,231,261	2.60
Capital Improvements * Number of hours spent on capital improvement projects		346,550	31.52
Provide Land Management Assistance To Other Agencies * Number of hours spent providing forest-related technical assists to public land management agencies		17,326	20.77
Supervise Workcamp Inmates * Number of inmate hours worked on Division of Forestry Programs		230,218	4.37
Protect Acres Of Forest Land From Wildfires * Number of acres of forest land protected from wildfires		26,329,082	2.18
Licensing * Number of license applications processed		14	878,705.14
Public Inquiry * Number of inquiries responded to		14	77,418.00
Compliance Section * Number of Administrative Actions		331	6,521.15
Regional Offices * Number of investigations performed		2,303	2,127.85
Inspect Pesticide Applicators And Dealers * Number of pesticide inspections conducted		3,635	632.16
License Pesticide Applicators And Dealers * Number of pesticide applicators and dealers licensed		12,023	88.04
Evaluate And Manage Pesticide Products * Number of pesticide products registered		169	3,514.48
Register Pesticide Products * Number of pesticide products registered		16,910	54.87
Analyze Pesticide Products * Number of pesticide sample determinations made in the pesticide laboratory		108,216	12.97
Inspect Pest Control Businesses And Applicators * Number of pest control businesses and applicators licensed		3,124	934.11
License Pest Control Businesses And Applicators * Number of pest control businesses and applicators licensed		49,295	13.32
Regulate Mosquito Control Programs * Number of people served by mosquito control activities		17,467,431	0.14
Regulate Fertilizer Companies * Number of fertilizer inspections conducted		4,191	281.89
Analyze Fertilizer Products * Number of fertilizer sample determinations		245,274	4.55
Analyze Seed Companies * Number of official seed sample determinations performed		64,117	7.23
Regulate Seed Companies * Number of seed inspections conducted		3,063	136.32
License Feed Companies * Number of feed companies licensed		822	506.84
Analyze Feed Products * Number of official feed samples collected by feed manufacturers and analyzed by certified labs for regulatory purposes		1,575	162.89
Conduct Food Establishment Inspections * Number of inspections of food establishments and water vending machines		78,494	161.63
Perform Analyses Of Chemical Residues And Pesticide Data * Number of food analyses conducted		45,763	78.95
Perform Analyses For Chemical Residues And Pesticide Data * Number of chemical residue analyses conducted		527,168	6.80
Perform Grade Evaluations On Poultry And Eggs * Tons of poultry and shell eggs graded		290,712	5.56
Inspect Shellfish Processing Plants * Number of shellfish processing plants inspections and HACCP (Hazard Analysis Critical Control Point) records reviews		874	426.66
Test Water Quality * Number of acres tested		1,454,180	1.13
Administer Aquaculture Certification Program * Number of certifications issued to first-time applicants or renewed		959	1,010.65
Administer Shellfish Lease Program * Number of leases verified for compliance		649	93.72
Conduct Oyster Planting Activities * Number of bushels of processed shell and live oysters deposited to restore habitat on public oyster reefs		581,376	2.06
Conduct Law Enforcement Investigations * Number of law enforcement investigations initiated		2,942	1,007.34
Agriculture State Law Enforcement - Commodity Interdiction * Number of vehicles inspected at agricultural interdiction stations		9,324,525	1.72
Capture Bills Of Lading * Number of Bills of Lading transmitted to the Department of Revenue from Agricultural Interdiction Stations		57,551	45.38
Develop And Implement Best Management Practices (bmp's) For Agricultural Industry * Number of acres in the Northern Everglades and Estuaries Protection Program area enrolled annually, through Notices of Intent, in Agricultural Water Policy Best Management Practices programs		169,955	37.14
Assist Implementation Of 1999 Watershed Restoration Act * Number of acres in the Northern Everglades and Estuaries Protection Program area enrolled annually, through Notices of Intent, in Agricultural Water Policy Best Management Practices programs		279,624	17.27
Develop Water Policy * Number of water policy assists provided to agricultural interests		586	513.16
Assist Mobile Irrigation Laboratory Conservation Programs * Number of gallons of water potentially conserved annually by agricultural operations pursuant to site-specific recommendations provided by participating Mobile Irrigation Labs		2,000,000,000	0.00
Assist Soil And Water Conservation Districts * Number of soil and water conservation districts assisted		63	3,960.76
Conduct Petroleum Field Inspections * Number of petroleum field inspections conducted		225,243	18.50
Analyze Petroleum Products * Number of petroleum samples analyzed		156,504	10.85
Conduct Weights And Measures Inspections * Number of weights and measures inspections conducted		64,876	41.78
Issue Weighing And Measuring Device Permits * Number of Weighing and Measuring Devices		16,838	9.88
Conduct Metrological Laboratory Tests * Number of physical measurement standards tests or calibrations performed		10,900	19.63
Issue Liquefied Petroleum Gas Licenses * Number of LP gas licenses issued		10,004	57.69
Conduct Liquefied Petroleum Gas Inspections * Number of LP-gas facility inspections/reinspections conducted		10,004	107.64
Administer Liquefied Petroleum Gas Examinations * Number of LP-gas examinations administered		10,004	12.18
Conduct Liquefied Petroleum Gas Accident Investigations * Number of LP-gas related accidents investigated		10,004	7.86
Conduct Amusement Ride Safety Inspections * Number of amusement ride safety inspections conducted		9,068	171.88
Inspect Dairy Establishments And Collect Samples * Number of dairy establishment inspections		1,599	675.99
Perform Sample Analyses * Number of analyses conducted on Florida Milk Regulatory Program samples		42,293	11.84
Inspect Dairy Tankers And Evaluate Bulk Milk Sample Collectors * Number of dairy tankers inspected and bulk milk sample collectors evaluated		1,325	42.05
Conduct Florida Agriculture Promotion Campaign (FapC) And Related Promotional Activities * Number of buyers reached with agricultural promotion campaign messages		12,870,529,567	0.00
Provide Education & Communications * Number of media items produced for promotional and educational purposes		13,022	83.34
Conduct State Farmers Market Program * Number of leased square feet at state farmers' markets		1,729,668	2.01
Conduct Agriculture/Seafood/ Aquaculture Assists * Number of marketing assists provided to producers and businesses		855,360	2.14
Issue, Inspect And Renew Licenses And Bond Program * Number of agricultural dealer licenses issued		4,982	268.85
Conduct Citrus Crop/Maturity Estimates For The Citrus Industry * Number of agricultural production observations conducted		1,693,278	1.39
Conduct Market News Program * Number of market pricing information assists provided to agriculture producers and businesses		6,467	33.10
Conduct Citrus Packing House And Processing Inspections * Number of tons of citrus inspected		7,035,386	0.59
Conduct Shipping And Receiving Point Vegetable Inspections And Regulate Imports In Applicable Areas Upon Request * Number of tons of vegetables inspected		604,665	4.41
Conduct Terminal Market Inspections Upon Request Of Shippers/Receivers * Number of tons of fruits and vegetables inspected		69,432	10.82
Inspect Plants For Plant Pests, Disease Or Grade And Service Exotic Fruit Fly Traps * Number of plant inspections performed		971,931	22.24
Identify Plant Pests * Number of plant, soil, insect and other organism samples processed for identification or diagnosis		249,697	19.00
Certify Citrus Fly-free * Number of acres trapped for carlby		6,517,239	0.20
Develop Control Methods And Rear Biocontrol Agents * Number of bio-control agents reared		72,638,719	0.03
Release Sterile Fruit Flies * Billions of sterile medflies released		4,478,921,985	0.00
Inspect Citrus Trees For Crop Forecast And Pest Detection * Number of commercial acres surveyed for citrus diseases		207,426	0.60
Inspect Apiaries * Number of honeybee inspections performed		279,451	4.01
Register Citrus Budwood * Number of citrus budwood trees registered		44,299	24.43
Certify Nurseries As Imported Fire Ant Free * Number of inspections conducted for imported fire ants		3,050	57.99
Prevent, Control And Eradicate Animal Diseases * Number of animals tests and/or vaccinations performed on animals		480,536	7.84
Conduct Animal-related Diagnostic Laboratory Procedures * Number of animal-related diagnostic laboratory procedures performed		349,885	11.44
Inspect Livestock On Farms/Ranches For Sanitary/Hygiene Conditions * Number of animal site inspections performed		17,293	122.53
Identify The Origin And Health Status Of Imported Animals * Number of animals covered by health certificates		15,246,327	0.05
TOTAL			281,489,809
SECTION III: RECONCILIATION TO BUDGET			
PASS THROUGHS			
TRANSFER - STATE AGENCIES			
AID TO LOCAL GOVERNMENTS			
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS			
OTHER			19,857,202
REVERSIONS			44,408,581
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)			345,755,592
			1,177,843

SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY

- (1) Some activity unit costs may be overstated due to the allocation of double budgeted items.
- (2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.
- (3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.
- (4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

THE FOLLOWING STATEWIDE ACTIVITIES (ACT0010 THROUGH ACT0490) HAVE AN OUTPUT STANDARD (RECORD TYPE 5)
AND SHOULD NOT:

*** NO ACTIVITIES FOUND ***

THE FCO ACTIVITY (ACT0210) CONTAINS EXPENDITURES IN AN OPERATING CATEGORY AND SHOULD NOT:
(NOTE: THIS ACTIVITY IS ROLLED INTO EXECUTIVE DIRECTION, ADMINISTRATIVE SUPPORT AND INFORMATION
TECHNOLOGY)

*** NO OPERATING CATEGORIES FOUND ***

THE FOLLOWING ACTIVITIES DO NOT HAVE AN OUTPUT STANDARD (RECORD TYPE 5) AND ARE REPORTED AS 'OTHER' IN
SECTION III: (NOTE: 'OTHER' ACTIVITIES ARE NOT 'TRANSFER-STATE AGENCY' ACTIVITIES OR 'AID TO LOCAL
GOVERNMENTS' ACTIVITIES. ALL ACTIVITIES WITH AN OUTPUT STANDARD (RECORD TYPE 5) SHOULD BE REPORTED
IN SECTION II.)

BE	PC	CODE	TITLE	EXPENDITURES	FCO
42110200	1402000000	ACT0500	HURRICANE RELIEF EFFORTS	721,184	
42110200	1402000000	ACT0502	AMERICAN RECOVERY AND REINVESTMENT	3,682,183	
42150200	1205000000	ACT0505	DEEPWATER HORIZON - 2010 OIL SPILL	84,338	
42110200	1402000000	ACT1173	FUNDS TO LOCAL GOVERNMENTS AND	3,509,200	
42010100	1202000000	ACT2010	ADMINISTRATION OF LAW ENFORCEMENT	1,688,792	
42170200	1101000000	ACT6060	PASS-THROUGH FUNDS TO FOOD	6,056,359	
42170200	1101000000	ACT6090	PASS-THROUGH FUNDS TO ASSIST CITRUS	2,371,233	
42170200	1101000000	ACT6100	PASS-THROUGH FUNDS TO ASSIST	473,427	
42170200	1101000000	ACT6110	PASS-THROUGH FUNDS TO FARM SHARE TO	200,000	
42170200	1101000000	ACT6120	PASS-THROUGH FUNDS TO AGRICULTURAL	299,313	
42170200	1101000000	ACT6140	PASS-THROUGH FUNDS FOR VITICULTURE	303,940	
42170200	1101000000	ACT6145	PASS-THROUGH FUNDS TO SUPPORT THE	100,000	
42170600	1302000000	ACT8160	PASS-THROUGH FUNDS TO FLORIDA	127,233	
42170600	1302000000	ACT8200	DISTRIBUTE ENDANGERED PLANT GRANT	240,000	

TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 42	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	345,755,521	1,177,843
TOTAL BUDGET FOR AGENCY (SECTION III):	345,755,592	1,177,843
	-----	-----
DIFFERENCE:	71-	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Department of Agriculture and Consumer Services

Contact: Phyllis Vaughn, Director

Article III, Section 19(a)3, Florida Constitution, requires each agency Legislative Budget Request to be based upon and reflect the long range financial outlook adopted by the Joint Legislative Budget Commission or to explain any variance from the outlook.


- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2010 contain revenue or expenditure estimates related to your agency?

Yes No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2011-2012 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2011-2012 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Agricultural Best Management Practices		2,400,000	500,000
b	Agricultural Promotion and Education Facilities		2,500,000	0
c	Agricultural Interdiction Station Ramp Renovation		2,400,000	0
d	Building Repairs and Maintenance		3,600,000	500,000
e	Forestry Wildfire Suppression Equipment		3,300,000	6,000,000
f	Replacement of Motor Vehicles		0	1,194,753
g	Florida Agricultural Promotion Campaign		1,400,000	2,590,000
h	Farm Share / Food Banks		500,000	0
i	Aquaculture Program-Aquaculture Review Council (ARC) Projects		700,000	847,170

- 3) If your agency's Legislative Budget Request does not conform to the long range financial outlook with respect to the revenue estimates (from your Schedule I) or budget drivers, please explain the variance(s) below.



* R/B = Revenue or Budget Driver

Office of Policy and Budget - July 2009

Division of Licensing Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** **2011-12**
Program: 42010400 Licensing
Fund: 2163 Licensing Trust Fund

Specific Authority: Chapter 493
Purpose of Fees Collected: To fund the cost of administering the licensing and regulatory requirements of Chapter 493 (Security Officers, Private Investigators and Recovery Agents).

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2009 - 10	FY 2010 - 11	FY 2011 - 12
<u>Receipts:</u>			
<u>Agency New</u>	306,086	367,725	390,500
<u>Agency Renewal</u>	502,198	538,800	488,675
<u>"D" Renewal</u>	1,759,259	1,284,030	1,526,805
<u>"D" New</u>	1,794,895	1,996,025	2,133,945
<u>"G" Renewal</u>	737,938	593,244	760,708
<u>"G" New</u>	856,906	910,080	1,155,016
<u>Manager New</u>	25,338	32,325	25,950
<u>Manager Renewal</u>	63,385	45,825	52,500
<u>Recovery Agent New E/EE</u>	43,074	52,500	63,015
<u>Recovery Agent Renewal E/EE</u>	31,758	23,460	29,040
<u>P.I. New C/CC</u>	73,704	84,555	60,345
<u>P.I. Renewal C/CC</u>	307,165	202,905	231,675
<u>Application Fees 493</u>	181,573	224,300	188,900
<u>Class C Exam</u>	60,100	60,100	60,100
<u>Penalties Late Fees</u>	185,954	185,954	185,954
<u>PY Warrant/SVC Fees/Reimbursement</u>			
<u>PIA Misc</u>	102,941	102,941	102,941
<u>Other Misc Fees - Copies</u>	7,479	7,479	7,479
<u>Fingerprint Fees</u>	1,733,880	2,116,762	2,296,993
<u>Fines</u>	80,500	80,500	80,500
<u>Interest</u>			
<u>Net Deferred Revenues</u>		186,778	(387,516)
Total Fee Collection to Line (A) - Section III	8,854,131	9,096,288	9,453,525

SECTION II - FULL COSTS

	ACTUAL	ESTIMATED	REQUEST
	FY 2009 - 10	FY 2010 - 11	FY 2011 - 12
Direct Costs:			
Salaries and Benefits	3,923,003	4,186,138	4,186,138
Other Personal Services	485,607	211,493	211,493
Expenses	1,657,218	1,560,876	1,560,876
Operating Capital Outlay	52,730	52,730	52,730
Motor Vehicle			162,000
Contracted Services/Other	1,773,540	2,116,762	2,296,933
Allocated Costs Charged to Trust Fund	956,226	965,912	979,802
Total Full Costs to Line (B) - Section III	8,848,324	9,093,911	9,449,972

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL	ESTIMATED	REQUEST
		FY 2009 - 10	FY 2010 - 11	FY 2011 - 12
TOTAL SECTION I	(A)	8,854,131	9,096,288	9,453,525
TOTAL SECTION II	(B)	8,848,324	9,093,911	9,449,972
TOTAL - Surplus/Deficit	(C)	5,808	2,377	3,553

EXPLANATION of LINE C:

Based on revenue projections. A deficit is not projected for FY 10-11 and 11-12.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture & Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Licensing – Chapter 493

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division implemented a new IVR (interactive voice response) enhancement to the existing telephone system that will allow the applicant to check the status of his/her license application without the need to talk to a person or send email, both of which require personal assistance.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The Division is in the process of implementing a streamlined process for documents received via fax. Instead of faxed documents being received on a fax machine and then scanned into the document management system, the documents will be received via email for processing. This time saving process will allow the indexing and storing of the image directly into the document management system from email eliminating using a scanner to scan the document.

The Division uses an Electronic Document Management System (EDMS) that handles all of the document management and workflow for the Division including the legal, license issuance and regulation/investigation processes. The Division is in the process of upgrading the EDMS software to a Next-Generation Management Application. The new version of this software will provide additional tools needed during processing and simplify the administration of the system.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the Division promotes public protection through compliance and enforcement of laws, regulations, and professional standards for persons wishing to be employed in the private investigative, private security or private recovery industries.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally

Yes, they are prepared using generally accepted governmental accounting procedures.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes, the Division analyzes the fees being assessed for licenses on a regular basis. The fees were increased on January 1, 2006.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Yes, the fee schedule was determined based on the type of license. For example, more time and resources are required to process an agency application and regulate the licensee than are required for an individual's application and license. Therefore, the license fee for a Security Agency, Private Investigative Agency, or Recovery Agency is more than the license fee for an individual licensed as a private security officer, private investigator, or private recovery agent.

Furthermore, fees cover costs to regulate an entity after a license is issued, which includes activities such as investigating public complaints concerning the service provided by a licensee; performing compliance inspections; and frequent monitoring of arrest records, domestic violence records, incarceration records and mental history records. Fees are also sufficient to cover costs associated with providing legislatively required pamphlets and reports to licensees and the public and to cover the dissemination of information and documents provided to employers and citizens inquiring about the status of licensees.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or

b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

N/A

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Licensing

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No

What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? \$0

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Chapter 493 Application Fee	LICENSING APPLICATION FEE-493	493.6105	\$60	1990	YES	\$50	Licensing Trust Fund
Chapter 493 Fingerprint Fee	LICENSING FINGERPRINT FEE	493.6105	N/A	N/A	YES	\$42	Licensing Trust Fund
Misc. Private Investigative	LICENSING PIA MISC	493.6107	\$30	1990	YES	\$15	Licensing Trust Fund
Private Investigative Agency License	LICENSING AGENCY NEW	493.6202	\$450	1990	YES	\$450	Licensing Trust Fund
Security Agency License	LICENSING AGENCY NEW	493.6302	\$450	1990	YES	\$450	Licensing Trust Fund
Recovery Agency License	LICENSING AGENCY NEW	493.6402	\$450	1990	YES	\$450	Licensing Trust Fund
Private Investigative Agency Branch License	LICENSING AGENCY NEW	493.6202	\$125	1990	YES	\$125	Licensing Trust Fund
Security Agency Branch License	LICENSING AGENCY NEW	493.6302	\$125	1990	YES	\$125	Licensing Trust Fund
Recovery Agency Branch License	LICENSING AGENCY NEW	493.6402	\$125	1990	YES	\$125	Licensing Trust Fund
Private Investigative Agency License Renewal	LICENSING AGENCY RENEWAL	493.6202	\$450	1990	YES	\$450	Licensing Trust Fund
Security Agency License Renewal	LICENSING AGENCY RENEWAL	493.6302	\$450	1990	YES	\$450	Licensing Trust Fund
Recovery Agency License Renewal	LICENSING AGENCY RENEWAL	493.6402	\$450	1990	YES	\$450	Licensing Trust Fund
Private Investigative Branch License Renewal	LICENSING AGENCY RENEWAL	493.6202	\$125	1990	YES	\$125	Licensing Trust Fund
Security Agency Branch License Renewal	LICENSING AGENCY RENEWAL	493.6302	\$125	1990	YES	\$125	Licensing Trust Fund
Recovery Agency Branch License Renewal	LICENSING AGENCY RENEWAL	493.6402	\$125	1990	YES	\$125	Licensing Trust Fund
Security Officer School/Security Officer Instructor Renewal	LICENSING D RENEWAL FEE	493.6302	\$60	1990	YES	\$60	Licensing Trust Fund
Security Officer License Renewal	LICENSING D RENEWAL FEE	493.6302	\$45	1990	YES	\$45	Licensing Trust Fund
Security Officer/Rec School, Security Officer/Rec Instructor Lic	LICENSING D NEW LICENSE	493.6302	\$60	1990	YES	\$60	Licensing Trust Fund
Security Officer License	LICENSING D NEW LICENSE	493.6302	\$45	1990	YES	\$45	Licensing Trust Fund
Statewide Firearm License Renewal	LICENSING G/K RENEWAL	493.6107	\$150	1990	YES	\$112	Licensing Trust Fund
Firearms Instructor License Renewal	LICENSING G/K RENEWAL	493.6107	\$100	1990	YES	\$100	Licensing Trust Fund
Statewide Firearm License	LICENSING G/K NEW LICENSE	493.6107	\$150	1990	YES	\$112	Licensing Trust Fund
Firearms Instructor License	LICENSING G/K NEW LICENSE	493.6107	\$100	1990	YES	\$100	Licensing Trust Fund
Manager-Private Inv, Security and Rec Agency License	LICENSING MANAGER NEW	493.6107	\$75	1990	YES	\$75	Licensing Trust Fund
Manager-Private Inv, Security and Rec Agency License Ren	LICENSING MANAGER RENEWAL	493.6107	\$75	1990	YES	\$75	Licensing Trust Fund
Recovery Agent License	LICENSING RECOVERY AGENT NEW E/EE	493.6402	\$75	1990	YES	\$75	Licensing Trust Fund
Recovery Agent Intern License	LICENSING RECOVERY AGENT NEW E/EE	493.6402	\$60	1990	YES	\$60	Licensing Trust Fund
Recovery Agent Renewal	LICENSING RECOVERY AGENT RENEWAL	493.6402	\$75	1990	YES	\$75	Licensing Trust Fund
Recovery Agent Intern License Renewal	LICENSING RECOVERY AGENT RENEWAL	493.6402	\$60	1990	YES	\$60	Licensing Trust Fund
Private Investigator License	LICENSING-PRIV.INVESTGTR.NEW C/CC	493.6202	\$75	1990	YES	\$75	Licensing Trust Fund
Private Investigator Intern License	LICENSING-PRIV.INVESTGTR.NEW C/CC	493.6202	\$60	1990	YES	\$60	Licensing Trust Fund
Private Investigator License Renewal	LICENSING-PRIV.INVESTGTR.RENEWAL	493.6202	\$75	1990	YES	\$75	Licensing Trust Fund
Private Investigator Intern License Renewal	LICENSING-PRIV.INVESTGTR.RENEWAL	493.6202	\$60	1990	YES	\$60	Licensing Trust Fund
Chapter 493 Late Fees	LICENSING LATE FEES	493.6113		1990	YES	Amount of License Fee	Licensing Trust Fund
Private Investigator Exam Fee	CLASS C EXAM FEE	493.6203	\$100	2008	YES	\$100	Licensing Trust Fund

Division of Dairy Industry
Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2011-12**
Program: 42150100 Dairy
Fund(s): 1000, 2321 General Revenue, General Inspection Trust Fund
Specific Authority: 502.032, F.S. - Milkfat Tester's Permit and 503.041, F.S. - Frozen Dessert License
Purpose of Fees Collected: To offset direct and indirect costs resulting from the administration of the Dairy Regulatory Program.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
	GR	GITF	GR	GITF	GR	GITF
<u>Receipts:</u>						
Frozen Dessert Licenses		10,600		16,500		16,500
Milkfat Tester's Permits		8,375		3,500		3,750
Epidemiology Fees				100		100
Copy Fees				15		15
Refunds		50				
Total Fee Collection to Line (A) - Section III	-	19,025	-	20,115	-	20,365

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
	GR	GITF	GR	GITF	GR	GITF
<u>Direct Costs:</u>						
Salaries and Benefits	1,338,264		1,447,106		1,447,106	
Expenses	238,449	80	220,928	20,115	220,928	20,365
Contracted Services	37,497		24,960		24,960	
Operating Capital Outlay			10,500		10,500	
Data Processing	48,428		48,428		48,428	
General Revenue S/C		1,823				
Indirect Costs Charged to Trust Fund						
Total Full Costs to Line (B) - Section III	1,662,638	1,903	1,751,922	20,115	1,751,922	20,365

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	19,025	-	20,115	-	20,365
TOTAL SECTION II	(B)	1,662,638	1,903	1,751,922	20,115	1,751,922	20,365
TOTAL - Surplus/Deficit	(C)	(1,662,638)	17,122	(1,751,922)	-	(1,751,922)	-

EXPLANATION of LINE C:

Expenditures in this document represent expenditures for the Division of Dairy Industry which include the Director's Office, the Bureau of Dairy Inspection and the Bureau of Dairy Compliance Monitoring. The activities of the Division are directly related to the regulation of the Dairy Industry in Florida under the requirements of Chapters 502 and 503, Florida Statutes. The primary beneficiaries of these activities are the citizens of Florida (ensuring a safe and wholesome milk, milk product and frozen dessert supply) and the Florida Dairy Industry itself for being able to move their products in interstate commerce unimpeded by other states' regulations.

Charging fees to cover the total costs in the Division of Dairy Industry would put the Florida Dairy Industry at a disadvantage with the other states in the Southeast Region that Florida competes with. None of these states are fee-funded. Using the information from our Service Information Form (which provides unit costs for conducting inspections, collecting samples and analysis), we did some preliminary calculations for estimated fees for a farm and a large plant. For a farm, we would have to charge a minimum annual fee of \$3,850 per farm. Economic pressures have already reduced the number of farms from 189 to 139 from FY 03-04 to FY 09-10. A fee of this amount would add additional pressures and could cause more farms to go out of business. For a large plant, we would have to charge a minimum annual fee of \$52,200. A fee of this amount would put Florida plants at an economic disadvantage with other states in the Southeast Region.

While self-sufficiency is not feasible, a plan to establish fees for out-of-state permit/licenses that are outlined in Chapters 502 and 503, F.S., a per hundred weight assessment of milk processed in Florida and fees for situations requiring additional non-routine visits has been developed. Implementation of this plan would reduce the Division's reliance on funds from General Revenue. Using the numbers of active out-of-state permits as of June 30, 2010, an estimated \$257,000 in revenues could be generated.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Dairy Regulatory Program

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

In FY 08-09, inspector territories were adjusted. An analysis of miles driven and fuel costs showed that no real savings had been achieved. There was a slight reduction in fuel costs, but this was due to lower fuel prices. The number of miles driven by our inspectors did not decrease.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The Division of Dairy Industry has submitted a request for replacement vehicles for the 2011-2012 Fiscal Year. As of June 30, 2010, four of the Division's vehicles met the updated replacement criteria established by DMS. The new vehicles will be more fuel efficient and will not have any repair problems. The estimated cost reduction is approximately \$4,000 per year consisting of savings on repair bills and fuel costs. This reduction in costs would not be fully realized until the end of the 2011-2012 Fiscal Year. However, if this issue goes unfunded and the vehicles become undrivable, the cost to reimburse mileage for the employees driving these vehicles jumps to \$33,000 per year.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. A primary mission of the Department is to safeguard the public health and to support Florida's agricultural economy by ensuring the safety and wholesomeness of food and other consumer products through inspection and testing programs; and protecting consumers from unfair and deceptive business practices and providing consumer information. The Division of Dairy Industry's statutory directive is to: through 502.013, F.S. - Ensure that milk and milk products sold or offered for sale in Florida are produced under sanitary conditions, are wholesome and fit for human consumption, are correctly labeled as to grade, quality and source of production; and to facilitate the shipment and acceptance of milk and milk products of high sanitary quality in interstate and intrastate commerce; and through 503.031, F.S. - Ensure that ice cream and frozen desserts are made from safe, suitable ingredients and are palatable and properly

labeled. The Dairy Regulatory Program accomplishes this through the inspection and sampling activities conducted on dairy establishments located in the state and products sold in the state. The regulation of milk, milk products, ice cream and frozen desserts safety is a basic tenet of public health principles. As the lead state agency for food safety, the Department has a responsibility to ensure the protection of Florida's residents and guests. A comprehensive regulatory program is an appropriate function towards achieving an acceptable level of protection.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Revenue projections for Milk Fat Tester's permits and Frozen Dessert licenses are developed using historical revenue data and trend analysis involving actual and estimated dairy establishment counts.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No. Regulatory fees are used to directly support the Dairy Regulatory Program. Revenues from the current fee schedule are inadequate to fully cover all direct and indirect costs associated with the maintenance of the current level of services provided. It is important to note that in addition to its regulatory component, the Dairy Regulatory Program is a public health program which benefits Florida citizens and our guests by protecting the consuming public from injury from unsafe milk, milk products, ice cream and frozen desserts regardless of their origin.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees were set by the Legislature and do not take into account any differences between the businesses regulated. It is important to note that the current fee structure is for permit fees and not inspection fees.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
- a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The Dairy Regulatory Program operates under Chapters 502 and 503, Florida Statutes. Chapter 502 regulates milk and milk products and our purpose under Chapter 502 is to ensure that milk and milk products sold or offered for sale in Florida are produced under sanitary conditions, are wholesome and fit for human consumption, are correctly labeled as to grade, quality and source of production; and to facilitate the shipment and acceptance of milk and milk products of high sanitary quality in interstate and intrastate commerce. Chapter 503 regulates ice cream and frozen desserts and our purpose under Chapter 503 is to ensure that ice cream and frozen desserts are made from safe, suitable ingredients and are palatable and properly labeled. In carrying out the requirements of Chapters 502 and 503, the Dairy Regulatory Program protects the more than 90% of Florida citizens and our guests that eat or drink dairy products. It is appropriate that the Dairy Regulatory Program be supported by General Revenue to reflect the public health benefits of the program and its activities.

Charging fees to cover the total costs in the Division of Dairy Industry would put the Florida Dairy Industry at a disadvantage with the other states in the Southeast Region that Florida competes with, as none of these states are fee-funded. Florida is a member of the National Conference of Interstate Milk Shipments (NCIMS). NCIMS membership is maintained by strict adherence to the requirements of the Grade A Pasteurized Milk Ordinance (PMO). The PMO sets inspection and product sampling frequencies for dairy farms and processing plants as well as standards for the analyses that are conducted on the product samples collected. Adherence to the requirements of the PMO ensures that the dairy products offered for sale to Florida residents and our guests are wholesome and fit for human consumption. It also allows for dairy

products processed in Florida to be sold in interstate commerce and provides the ability for Florida processing plants to bid on federal, state and county contracts. Using the information from our Service Information Form (which provides unit costs for conducting inspections, collecting samples and analysis of those samples) and the inspection and sampling frequencies outlined in the PMO (allowances were made based on historical averages per farm/plant for inspections and sample collections), we did some preliminary calculations for estimated fees for a farm and a large milk processing plant. For a farm, we would have to charge a minimum annual fee of \$3,850 per farm. Economic pressures have reduced the number of farms by 26% in the last seven years. A fee of this amount would add additional pressures. For a large milk processing plant, we would have to charge a minimum annual fee of \$52,200. A fee of this amount would put Florida plants at an economic disadvantage with other states in the Southeast Region.

Farm Calculations (farms have only one product and typically have one water source)

5 Inspections per year @ \$120.17 each	\$ 600.85
15 Product Samples (collect) per year @ \$120.17 each	\$1,802.55
75 Product Analyses (15 x 5) @ \$12.00 each	\$ 900.00
4 Water Samples (collect) per year @ \$120.17 each	\$ 480.68
4 Water Analyses (4 x 1) @ \$12.00 each	<u>\$ 48.00</u>
TOTAL for Farm	\$3,832.08

Plant Calculations (using a plant with 4 pasteurizers, 15 products in production and 4 cooling water sources)

5 Processing Inspections per year @ \$120.17 each	\$ 600.85
16 Pasteurizer Inspection per year @ \$120.17 each (4 pasteurizers x 4 inspections)	\$ 1,922.72
180 Product Samples (collect) per year @ \$120.17	\$21,630.60
2,160 Product Analyses (180 x 12) @ \$12.00 each	\$25,920.00
16 Water Samples (collect) per year @ \$120.17 each	\$ 1,922.72
16 Water Analyses (16 x 1) @ \$12.00 each	<u>\$ 192.00</u>
TOTAL for Plant	\$52,188.89

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Currently 13 of our 15 permits/licenses/certifications have no fee and there are no fees for instances where product violations require additional non-routine visits. Implementing this option will require a statute change. A public records exemption would also need to be added. The following estimates were calculated using active out-of-state permits as of June 30, 2010, an analysis of historical

Federal Order 6 information and a review of establishment records in 2009-2010 Fiscal Year for repeated violations of sampling criteria.

<u>Permit Type</u>	<u># Active</u>	<u>Fee</u>	<u>Revenue</u>
Milk Plant			
Out-of-State*	110	\$500	\$ 27,500
Frozen Dessert Plant			
Out-of-State**	71	\$400	\$ 28,400
(net increase in fee)			
Per Hundred Weight (CWT)			
Assessment***	34,103,149	\$0.0057	\$194,388
Warning Letters &			
Hold Order/Stop Sale	58	\$ 75	\$ 4,350
Accelerated Sampling	10	\$200	\$ 2,000
TOTAL			\$256,638

*Many out-of-state plants hold a permit even though they are not currently shipping into Florida. It is expected that 50%, or 55, of the current 110 out-of-state plants will request their permit be cancelled if a fee is assessed.

**Already charge \$100 for an annual permit. Increasing the fee to \$500 would generate a net increase of \$400 per permit.

***All milk processed in Florida falls under the Milk Market Administrator's (MMA) office in Atlanta, GA under Federal Order No. 6. The MMA office will verify milk receipts reported to them by processors if the processor has filed a release of information form with them. The MMA office conducts quarterly audits at marketing agencies and milk plants to validate reported numbers. This is the best source of information on milk receipts.

Florida is part of the FDA Southeast Region which includes AL, GA, LA, MS, NC, SC and TN. A recent poll of these states showed that AL, LA, MS, NC and TN are currently charging fees.

AL – \$250 for Milk Plant, Single Service and Frozen Dessert
 LA – \$90 for Milk Producer and \$300 for Milk Plant
 MS – \$300 for Milk Plant or Frozen Dessert and \$100 for Manufacturing Plant
 NC – \$40 for Frozen Dessert or Manufacturing Plant (annual inspection fee)
 TN – Sliding scale fee based on pounds received in plant - \$20 - \$400

Arkansas and Texas are two states in the south that fully fund their dairy regulatory programs through per hundred weight (CWT) fees. Arkansas assesses \$0.03 - \$0.065 CWT fees depending on the type of permit. Texas assesses \$0.045

CWT to milk processors as well as \$100 - \$400 annually for a permit depending on the type of permit.

SPECIAL NOTE: A per hundred weight (CWT) assessment of \$0.055 would generate roughly \$1.8 million and fully fund our program and allow us to routinely replace vehicles and equipment.

Division of Food Safety Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2011-12**
Program: 42150200 Food Store Inspection Program/Food Lab
Fund(s): 2261, 2321 Federal Grants Trust Fund, General Inspection Trust Fund

Specific Authority: Chapters 381, 500 and 570, F.S., Chapter 5K- F.A.C.
Purpose of Fees Collected: The fees collected shall be used solely for the purpose of the recovery of costs for the services provided by the Division as required by statute and F.A.C.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

X	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
	FGTF	GITF	FGTF	GITF	FGTF	GITF
<u>Receipts:</u>						
Food Permit Fees		15,104,146		15,000,000		15,000,000
Reinspection Fees		105,651		150,000		150,000
Late Filing Penalties		164,351		160,000		160,000
Administrative Fines		291,945		296,000		296,000
Plan Review Fees		11,910		12,000		12,000
U.S. Grants	1,803,102	0	1,640,000		1,070,000	
Certification Report Fees		158,530		150,000		150,000
Bottled Water Permits		93,525		95,000		95,000
Epidemiology Surcharge		446,919		440,000		440,000
Misc. Revenue (Refunds, Other)	337	15,650	3,800	13,100	3,800	13,100
FDA Contract Agreement		254,607		300,000		300,000
COOL Agreement Fees		390,600		300,000		300,000
Total Fee Collection to Line (A) - Section III	1,803,439	17,037,834	1,643,800	16,916,100	1,073,800	16,916,100

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
	FGTF	GITF	FGTF	GITF	FGTF	GITF
<u>Direct Costs:</u>						
Salaries and Benefits	813,515	8,987,041	600,000	9,500,000	400,000	9,750,000
Other Personal Services	117,414	57,320	100,000	50,000	100,000	50,000
Expenses	434,345	1,416,844	400,000	1,550,000	400,000	1,750,000
Contracted Services	241,344	187,026	350,000	350,000	100,000	400,000
Operating Capital Outlay	87,077	91,968	88,800	50,000	25,000	50,000
Data Processing	5,870	446,355	5,000	450,000	5,000	450,000
General Revenue S/C		1,333,956		1,361,608		1,364,008
Refunds		19,765		20,000		20,000
Transfers-Epidemiology		410,037		440,000		440,000
Indirect Costs Charged to Trust Fund	100,504	2,267,400	100,000	2,300,000	43,800	2,300,000
Total Full Costs to Line (B) - Section III	1,800,069	15,217,712	1,643,800	16,071,608	1,073,800	16,574,008

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
		FGTF	GITF	FGTF	GITF	FGTF	GITF
TOTAL SECTION I	(A)	1,803,439	17,037,834	1,643,800	16,916,100	1,073,800	16,916,100
TOTAL SECTION II	(B)	1,800,069	15,217,712	1,643,800	16,071,608	1,073,800	16,574,008
TOTAL - Surplus/Deficit	(C)	3,370	1,820,122	-	844,492	-	342,092

EXPLANATION of LINE C:

The overall surplus in FY 2009-10 in the Food Store Inspection Program was the result of additional annual permit fee revenue of approximately \$1.3 million each year since FY 2007-08. Increased grant expenditures were due to full implementation of the Rapid Response Team (RRT) Grant in FY 2009-10. This grant will end July 31, 2011. Projected GITF revenues for FY 2010-11 and 2011-12 remain constant, however, GITF expenditures will increase due to filling of vacant positions and costs associated with the re-write of the Food Inspection Management System (FIMS).

It is important to note that food establishment permit fees are not inspection fees, they are one-time annual fees regardless of the number of inspections performed per location. These fees support public health protection activities including laboratory analyses of foods produced outside of our state borders. In accordance with Chapter 500, F.S., all food products sold in Florida are regulated by this Department. However, most food processors or manufacturers are located in other states or countries where the Department has no permit or inspection authority. Benefits to the general public from this program include the availability of food products that are safe, wholesome, and properly labeled to prevent injury or harm, regardless of where they are produced or grown. Prevention of and response preparedness to terrorist actions which threaten the safety of the food supply is another public benefit which is becoming a significant component of this responsibility. Rapid identification and containment of contaminated food products are essential components of these efforts, and all Floridians reap the benefits of these capabilities.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Food Store Inspection Program

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division is in the process of replacing its 15 year-old electronic multi-application Food Safety System database with a single integrated system, the Food Inspection Management System (FIMS), incorporating all food safety inspections and related functions into one application. Creation of a the new system is necessary to: 1) move the user interface to a supported platform; 2) implement risk-based inspection standards consistent with the United States Food and Drug Administration requirements; 3) maintain and improve necessary reporting criteria to meet grant/contract requirements from federal partners; 4) improve the public information portal; and, 5) create integration and data sharing between the Laboratory Information Management System (LIMS) and FIMS. The Division is currently in the design phase supported by a federal grant that is in its final year. The design phase will be completed by the end of December 2010 at which time the Division will be able to determine cost estimates for the development phase. Completion of this project should take approximately two more years.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Food Safety inspections and laboratory staff spent six months modifying and implementing food sample collection and shipping procedures for the purpose of label review by the State's food laboratories. With an implemented and functioning system in place for the last two years, the State has saved an estimated \$4,000 in collection and shipping costs and reduced total labor requirements by 334 hours. By collecting food labels digitally, sample purchase is no longer required. Because shipping actual samples from all around the state to Tallahassee laboratories has been replaced by a simple email containing electronic photos of food labels, shipping costs have been reduced by 100%. Virtual samples no longer require facility storage space; therefore storage is available for other projects and sampling programs. Analysis of virtual samples can now be conducted on a computer monitor as opposed to photocopying actual labels. Since samples arrive in the laboratory ready for analysis, analysts no longer spend time preparing labels for analysis, yielding an estimated 25% reduction in real

work time per sample. The impact of this virtual label review is an expedited time for reviewing potentially mislabeled food being sold in retail establishments in Florida.

By using current available technology via the Internet, Division staff reduced operational costs by \$4,000 and labor costs by \$5,000 over a two-year period. Traditional samples collected taking an average of 24 hours to arrive at Tallahassee laboratories now arrive within minutes as .jpg attachments to email. Label review can be expedited, resulting in potentially mislabeled food being identified more rapidly.

The total estimated cost in FY 2007-08 was \$6,000.
The total estimated cost in FY 2009-10 was \$1,500.

These estimates are for the entire process of sample collection, shipping, receipt and logging, storage, analysis and disposal.

The percent added value was determined to be $(6,000-1,500)/6,000 \times 100\% = 75\%$.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

A primary mission of the Department of Agriculture and Consumer Services is to safeguard the public health and support Florida's agricultural economy by ensuring the safety and wholesomeness of food and other consumer products through inspection and testing programs, and protecting consumers from unfair and deceptive business practices and providing consumer information. The Division of Food Safety's statutory directive to "safeguard the public health and promote the public welfare by protecting the consuming public from injury" serves that primary mission through its food safety inspection and laboratory activities.

The regulation of food safety is a basic tenet of public health principles. As the lead state agency for food safety, the Department of Agriculture and Consumer Services has a responsibility to ensure the protection of Florida's residents and guests and a comprehensive regulatory program is an appropriate function towards achieving an acceptable level of protection. With the emergence of possible threats to our food supply through "bioterrorism" and/or "agroterrorism", that responsibility has increased exponentially. As a result, the current level of responsibility is not only appropriate but should be further expanded and developed into new areas of expertise and accountability.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally

accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Revenue projections by the Division of Food Safety are developed using historical revenue data, trend analysis involving actual and estimated firm counts, firm categories and associated fees, and the impact of current cooperative agreements in all bureaus, which involve participation with the federal government and private industry in generating revenues. Permit fees are adjusted to the extent practicable based on revenue projections, with consideration given to maintaining equity among firm categories.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Regulatory fees are used to directly support the Bureau of Food and Meat Inspection, the support services provided by the Bureau of Food Laboratories and appropriate administrative support functions. Effective January 1, 2009, a rule change regarding permit fees was implemented to bring in an estimated \$1 million increase in revenues to the program. Current cost statements indicate the Division received sufficient revenue during the immediate past fiscal year to support its food safety mission during that time period. Sufficiency of funds going forward is contingent upon the census of food firms to be billed for services provided and the relationship of costs incurred to provide such services.

It is important to note that in addition to its regulatory component, food safety is a public health program which benefits Florida citizens and our guests by protecting the consuming public from injury from unsafe food products, regardless of their origin. Food producers in other states and countries are not charged a permit fee, and are not regulated by this Department, though the products they sell here are regulated. General Revenue funds were historically a component of this program; used to supplement the fees generated in support of this program. At such time that Florida revenue resources recover, consideration should be given to restore the provision of General Revenue funds to this program.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

It is important to note that the food establishment permit fees are not inspection fees; these fees support public health protection activities including analyses of

foods produced outside of state borders. As indicated above, the permit fees developed by the Division of Food Safety include consideration of the number of inspections conducted annually, as well as the time and manpower expended to regulate firms of differing sizes and operations. Supermarkets (\$650 annually) with multiple operations under one roof (deli, meat market, seafood counter, bakery, etc.) and which carry tens of thousands of different food products obviously require a great deal of time and expertise to inspect, while a limited food sales operation (\$130 annually) may only require a relatively short amount of time. Other physically smaller operations, such as a seafood processor (\$520 annually) may require greater oversight due to the complex nature and risks associated with its operations.

In addition, the Division has instituted a re-inspection fee to compensate for the cost per service of conducting subsequent visits to firms that are not in compliance during the routine inspection. The current re-inspection fee for the Division is \$135 per re-inspection. This fee is also considered as a deterrent to poor sanitation and safety practices.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

While current fee increases have stabilized the food inspection program's fiscal status at this time, there is the anticipation that deficits will occur again in future years due to ongoing increases to program costs. A statutory change in Chapter 500, Florida Statutes, is needed on a periodic basis to raise the fee capacity proportionate with increasing program costs. A corresponding administrative rule change will have to occur to assess each firm category to determine the appropriate permit fee for each firm type and activity.

Clearly, all Floridians face potential adverse health impacts from poor sanitation in food establishment, and conversely, benefit from a program that reduces these risks. However, as indicated previously, the food safety program is not limited to the regulation of permitted food establishments, and funding of the program should not be limited to fees collected by the regulated businesses. Additional benefits to the general public from this program include the availability of food products that are safe, wholesome, and properly labeled to prevent injury or harm, regardless of where they are produced or grown. Prevention of and response preparedness to terrorist actions which threaten the safety of the food supply is another public benefit which is becoming a significant component of this responsibility. Rapid identification and containment of contaminated food products are essential components of these efforts, and all Floridians reap the benefits of these capabilities.

It is appropriate and important that a portion of the activity be supported by General Revenue to reflect the public health benefits of the Division's programs and activities. Future laboratory resources will also be needed to deal with new food types and analytes, improve methods for identification of pathogens, increase sensitivity of detection, and expand the current scope of testing.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

As stated above in #7, a statutory change in Chapter 500, Florida Statutes, is needed on a periodic basis to raise the fee capacity proportionate with increasing program costs.

Division of Agricultural
Environmental Services
Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2011-12**
Program: 42160100 Feed Regulation
Fund(s): 1000, 2261, 2321 General Revenue, Federal Grants Trust Fund, General Inspection Trust Fund
Specific Authority: 580.041(1), 580.065
Purpose of Fees Collected: To ensure that Florida consumers receive feed products that conform to the Commercial Feed Law and to provide uniform regulation to feed producers and distributors.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10			ESTIMATED FY 2010 - 11			REQUEST FY 2011 - 12		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
<u>Receipts:</u>									
U.S. Grants		145,283			250,000			250,000	
Feed Deficiency Penalties									
Feed Master Registration			511,781			511,781			511,781
Feed Lab Certification			3,900			3,900			3,900
Administrative Fines			237			5,000			5,000
Misc. - Other			40						
BSE Inspection			149,368			95,800			95,800
Total Fee Collection to Line (A) - Section III	-	145,283	665,326	-	250,000	616,481	-	250,000	616,481

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10			ESTIMATED FY 2010 - 11			REQUEST FY 2011 - 12		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
<u>Direct Costs:</u>									
Salaries and Benefits	3,774		148,614		111,768	118,612		111,768	118,612
Other Personal Services		50,837	42						
Expenses	255	34,595	7,265		90,000	11,500		90,000	11,500
Contracted Services		15,330	3,169		38,232	3,000		38,232	3,000
Operating Capital Outlay		44,521			10,000			10,000	
Data Processing	277		5,532			5,532			5,532
General Revenue S/C			45,501			50,918			50,918
Field Inspection	1,639		258,375			281,153			281,153
Refunds			110			568			568
<u>Indirect Costs Charged to Trust Fund</u>	7,456		105,035	5,960		105,035	5,960		105,035
Total Full Costs to Line (B) - Section III	13,401	145,283	573,643	5,960	250,000	576,318	5,960	250,000	576,318

Basis Used: Indirect costs are based on percentage of total salary dollars by program

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10			ESTIMATED FY 2010 - 11			REQUEST FY 2011 - 12		
		GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
TOTAL SECTION I	(A)	-	145,283	665,326		250,000	616,481		250,000	616,481
TOTAL SECTION II	(B)	13,401	145,283	573,643	5,960	250,000	576,318	5,960	250,000	576,318
TOTAL - Surplus/Deficit	(C)	(13,401)	-	91,683	(5,960)	-	40,163	(5,960)	-	40,163

EXPLANATION of LINE C:

General Revenue (GR) is appropriated annually by the Legislature to support this regulatory activity. Use of General Revenue and General Inspection Trust Funds to support this program is justified by the benefits provided by the regulatory program. The Division feels that GR funds to support this program is warranted because the regulation of feed is essential to the continued economically viable production of livestock and protection of the health of companion animals. Feed regulation is needed to ensure that feed meets quality standards and is free from contaminants and that feed products are labeled in accordance with state and federal regulations and contain necessary feeding directions and precautionary statements for the protection of animal health. A critically important part of the program is the monitoring of feed for prohibited proteins that are strictly regulated to prevent the transmission of the disease agent for bovine spongiform encephalopathy (BSE) or mad cow disease. Fees for this program were increased in 2008 by Florida Statute. The surplus of revenues over expenditures is used to help offset the deficit in the Worker

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Feed Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division constantly strives for operational efficiency. We currently are implementing a more efficient Laboratory Information Management System (LIMS), which will automate laboratory processes, and provide stakeholders, via the Internet, real-time program and laboratory information.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We anticipate continuing to operate at costs reduced from those of the program prior to FY 07-08.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of feed is essential to the continued economically viable production of livestock and protection of the health of companion animals. Feed regulation is needed to ensure that feed meets quality standards and is free from contaminants. A critically important part of the program is the monitoring of feed for prohibited proteins that are strictly regulated to prevent the transmission of the disease agent for bovine spongiform encephalopathy (BSE) or mad cow disease.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The fees charged are set in statute or rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

As a result of a fee increase enacted by the 2008 Legislature, the fees charged covered both direct and indirect costs to the General Inspection Trust Fund portion of the program area for FY 09-10, and we anticipate that this will continue for FY 10-11.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are set in statute or rule.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees charged are adequate to cover direct and indirect costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

We believe that a state subsidy for this regulatory program is appropriate since it provides a public benefit.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160100 Fertilizer Regulation
Fund(s): 1000, 2321 General Revenue, General Inspection Trust Fund

Budget Period: 2011-12

Specific Authority: 576.021, 576.041, 576.045, 576.051(2)

Purpose of Fees Collected: To ensure that Florida consumers receive fertilizer products that conform to the Commercial Fertilizer Law, to provide uniform regulation to fertilizer producers and distributors and to provide environmental protection from heavy metal contaminants in fertilizers.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
	GR	GITF	GR	GITF	GR	GITF
Fertilizer Dealer Licenses		57,800		57,800		57,800
Fertilizer Reporting Fees		1,625,084		1,625,084		1,625,084
Lime Reporting Fees		147,687		147,687		147,687
Phosphate Reporting Fees		1,791		1,791		1,791
Specialty Fertilizer Registration		193,019		193,019		193,019
Commercial Sampling		11,812		11,812		11,812
Penalties		132,850		132,850		132,850
Administrative Fines		800		25,000		25,000
Misc.		707				
Fees - Fert., Lime & Phosp. Rate Shortages						
Total Fee Collection to Line (A) - Section III	-	2,171,550	-	2,195,043	-	2,195,043

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
	GR	GITF	GR	GITF	GR	GITF
Salaries and Benefits	147,585	923,645	61,982	931,698	61,982	931,698
Other Personal Services		12,619				
Expenses	6,259	101,761		150,421		150,421
Contracted Services	4,910	27,043		21,160		21,160
Operating Capital Outlay						
Data Processing	2,499	40,084	2,499	40,084	2,499	40,084
General Revenue S/C		171,075		175,603		175,603
Refunds		12,935		2,887		2,887
Field Inspection	4,097	645,939		702,883		702,883
Indirect Costs Charged to Trust Fund	63,631	453,537	63,631	453,537	63,631	453,537
Total Full Costs to Line (B) - Section III	228,982	2,388,637	128,112	2,478,273	128,112	2,478,273

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	2,171,550		2,195,043		2,195,043
TOTAL SECTION II	(B)	228,982	2,388,637	128,112	2,478,273	128,112	2,478,273
TOTAL - Surplus/Deficit	(C)	(228,982)	(217,087)	(128,112)	(283,230)	(128,112)	(283,230)

EXPLANATION of LINE C:

General Revenue is appropriated annually by the Legislature to support this regulatory activity. Use of General Revenue and General Inspection Trust Funds to support this program is justified by the benefits provided by the regulatory program. The Division feels that GR funds to support this program are warranted because the regulation of fertilizers is essential to the continued use of fertilizers needed for food and fiber production and landscape management. Fees for this program were increased in 2008. Surplus of revenues from the Pesticide Regulation Program are used to help cover the deficit in this program.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Fertilizer Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division constantly strives for operational efficiency. Antiquated and inefficient analytical methods and equipment have been replaced with current methodologies and modern, automated equipment. We have implemented a risk-based inspection strategy that has reduced the number of samples collected (3,833 in FY 09-10 compared to 6,478 in FY 06-07).

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We will continue to refine the risk-based regulatory program. We anticipate continuing to operate at costs reduced from those of the program prior to the implementation of the risk assessment strategy.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of fertilizers is essential to the continued use of fertilizers needed for food and fiber production and landscape management. Fertilizer regulation is needed to ensure that guaranteed amounts of nutrients are present in fertilizers and that contaminants, such as heavy metals from recycled hazardous waste, are not present. The regulation of fertilizers used in urban landscapes has become increasingly important as concerns have arisen regarding the impact of fertilizer use on water quality in coastal areas.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The fees charged are set in statute or rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

As a result of fee increases enacted by the 2008 and the 2009 Legislature, the fees charged covered most of the direct and indirect costs to the General Inspection Trust Fund portion of the program area for FY 09-10.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are set in statute or rule.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees charged are anticipated to be adequate to cover most of the direct and indirect costs for the General Inspection Trust Fund.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

We believe that a state subsidy for this regulatory program is appropriate since it provides a public benefit. Elimination of the General Revenue portion of this program would require fee increases.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2011-12**
Program: 42160100 Pest Control
Fund(s): 1000, 2528 General Revenue, Pest Control Trust Fund

Specific Authority: 482.032, 482.061, 482.071, 482.155, 482.156
Purpose of Fees Collected: To ensure that Florida consumers receive pest control services that conform to the Florida Structural Pest Control Act and to provide uniform regulation to pest control licensees.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
	GR	PCTF	GR	PCTF	GR	PCTF
Receipts:						
Exam Fees		440,045		440,045		440,045
Prior Notification Fees		1,220		1,220		1,220
Emergency Certification Fees		37,700		37,700		37,700
Pest Control Licenses		2,750,666		2,750,666		2,750,666
Special Handling Fees		7,950		7,950		7,950
Late Penalties		74,175		73,720		73,720
Administrative Fines				52,941		52,941
Interest on Investments		16,874		12,700		8,400
Misc. Service Fees/Copies/Refunds Prior Yrs		1,594		1,594		1,594
Misc. - Other/ Refunds		8		8		8
Limited Cert. Comm. Fert. App. (new)				35,000		35,000
Total Fee Collection to Line (A) - Section III		3,330,232		-		3,413,544

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
	GR	PCTF	GR	PCTF	GR	PCTF
Direct Costs:						
Salaries and Benefits	227,679	2,579,332		2,579,332		2,579,332
Other Personal Services		32,995		21,530		21,530
Expenses	91,365	341,615		376,076		376,076
Contracted Services	41,312	71,871		106,425		106,425
Operating Capital Outlay		22,253				
Data Processing		32,626		32,626		32,626
General Revenue S/C						
Assessment on Investments		778				
Refunds		11,505		11,505		11,505
Indirect Costs Charged to Trust Fund	183,649	215,529	183,649	215,529	183,649	215,529
Total Full Costs to Line (B) - Section III	544,005	3,308,503	183,649	3,343,022	183,649	3,343,022

Basis Used: Indirect costs are based on percentage of total salary dollars by program

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
		GR	PCTF	GR	PCTF	GR	PCTF
TOTAL SECTION I	(A)		3,330,232	0	3,413,544		3,409,244
TOTAL SECTION II	(B)	544,005	3,308,503	183,649	3,343,022	183,649	3,343,022
TOTAL - Surplus/Deficit	(C)	(544,005)	21,729	(183,649)	70,522	(183,649)	66,222

EXPLANATION of LINE C:

This regulatory activity is supported by General Revenue that is appropriated annually by the Legislature and by funds collected from the industry and deposited into the Pest Control Trust Fund. Use of General Revenue to support this program is justified by the benefits provided by the regulatory program. The Division feels that General Revenue funds to support this program are warranted because the regulation of pest control is absolutely essential to the continued provision of pest management services that protect public health and private property. Without effective regulation, the potential exists for fraudulent or unsafe practices of pest control that will endanger public health and private property.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Pest Control Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division constantly strives for operational efficiency. The Pest Control Regulatory Program has been growing to accommodate a growing industry and population, while maintaining or improving unit costs. A risk-based enforcement strategy has been implemented, resulting in fewer inspections that are conducted more in-depth and that focus on areas with the greatest risk of non-compliance, resulting in a number of inspections and complaint responses of 3,124 in FY 09-10.

Efforts to increase efficiencies in this program area include:

- Reducing the number of field offices from ten to three.
 - Implementation of a document imaging system to reduce file storage space, and therefore, leased office space.
 - Implementation of electronic mail notification of licensees for legally required notices to reduce mail-out costs to save approximately \$30,000 per year.
2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The risk-based enforcement strategy will continue to be refined. We have not completed an estimate of potential savings.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of pest control is absolutely essential to the continued provision of pest management services that protect public health and private property. Without effective regulation, the potential exists for fraudulent or unsafe practice of pest control that will endanger public health and private property.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally

The fees charged are set in statute or rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

The fees charged covered all direct and indirect charges to the Pest Control Trust Fund for FY 09-10 and are projected to cover all of the combined direct and indirect costs projected for FY 10-11.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are set in statute or rule.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The regulation of pest control provides substantial public benefits well in excess of the amount of public funds expended. These benefits include:

- Prevention of misuse of pesticides by untrained or unsupervised pest control applicators, thereby preventing harm to human health, public and private property and the environment.
- Prevention of poor performance of pest control by unlicensed or untrained and unsupervised persons.
- Prevention of misleading and deceptive practices in the conduct of pest control.
- Enforcement of requirements for protection contracts for performance of wood destroying organism pest control.

The Pest Control Industry in Florida provides services worth over \$ 1.4 billion ¹. One important component of pest control in Florida is protection against wood-destroying organisms. Costs for subterranean termite control and repair alone are estimated to be \$484,000,000 based on a 2000 survey of Florida homeowners².

A critical benefit of pest control is protection of public health through the control of disease carrying flies, roaches, and rodents. Given the large amount of public benefit, the most appropriate way to cover program costs is a combination of reasonable fees plus partial subsidy from other state funds.

References:

1. - National Pest Management Association, email from Cindy Mannes, 9/20/06.

2. - A Survey of Florida Homeowners Regarding Termite Infestation, January, 2001
Michael J. Scicchitano and Tracy L. Johns, Shimberg Center, Policy and Management Research,
University of Florida , Gainesville, Florida.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

We believe that a state subsidy for this regulatory program is appropriate since it provides a public benefit.

Examination of Regulatory Fees - Part II

Department: **Agriculture & Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Pest Control

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No, Ch. 482, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) 96% General Revenue

If the program is subsidized from other state funds, what is the source(s)? General Revenue

What is the current annual amount of the subsidy? \$544,005 GR

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Pest Control	Pest Control License - Initial fee	482.071(2)(b) 5E-14.142(5)(h)	\$300	1992	Yes	\$250	Pest Control Trust Fund
Pest Control	Pest Control License - Renewal fee (annual)	482.071(2)(b) 5E-14.142(5)(i)	\$300	1992	Yes	\$250	Pest Control Trust Fund
Pest Control	Pest Control License - Change of Business Location Address fee	482.071(2)(d)	\$25	1992	No	\$25	Pest Control Trust Fund
Pest Control	Pest Control License - Change of Business Name fee	482.071(2)(d)	\$25	1992	No	\$25	Pest Control Trust Fund
Pest Control	Pest Control License - Change of Business Ownership fee	482.071(2)(a) 5E-14.142(5)(h)	\$300	1992	Yes	\$250	Pest Control Trust Fund
Pest Control	Pest Control License - Late License Renewal fee	482.071(2)(b)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Pest Control License - Expedite fee	482.071(2)(f) 5E-14.142(5)(h)	\$50	1992	Yes	\$50	Pest Control Trust Fund
Pest Control	Pest Control Employee ID Card - Initial fee	482.091(1)(b), (5)	\$10	1992	No	\$10	Pest Control Trust Fund
Pest Control	Pest Control Employee ID Card - Renewal fee (annual)	482.091(4),(5)	\$10	1992	No	\$10	Pest Control Trust Fund
Pest Control	Pest Control Employee ID Card - Change of Business Location, Name or Ownership fee	482.091(4),(5)	\$10	1992	No	\$10	Pest Control Trust Fund
Pest Control	Pest Control Operator Certificate - Issuance fee	482.111(1),(7) 5E-14.132(3)	\$150	1992	Yes	\$150	Pest Control Trust Fund
Pest Control	Pest Control Operator Certificate - Renewal fee (annual)	482.111(3), (7) 5E-14.132(3)	\$150	1992	Yes	\$150	Pest Control Trust Fund
Pest Control	Pest Control Operator Certificate - Late fees	482.111(1), (3) 5E-14.132(1), (2)	\$50	1992	Yes	\$50	Pest Control Trust Fund
Pest Control	Emergency Certificate - Initial fee (30 day)	482.111(9)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Emergency Certificate - Additional Periods fee (30 day)	482.111(9)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Special ID Card - Initial fee	482.151(5) 5E-14.136(2)	\$100	1992	Yes	\$100	Pest Control Trust Fund
Pest Control	Special ID Card - Renewal fee (annual)	482.151(6) 5E-14.136(3)	\$100	1992	Yes	\$100	Pest Control Trust Fund
Pest Control	Special ID Card - Late fees	482.151(5),(6) 5E-14.136(2),(3)	\$25	1992	No	\$25	Pest Control Trust Fund
Pest Control	Examination Fees - Certified Operator Initial	482.141(2) 5E-14.123(4)	\$300	1992	Yes	\$225	Pest Control Trust Fund
Pest Control	Examination Fees - Special ID Initial	482.151(4) 5E-14.123(5)	\$200	1992	Yes	\$200	Pest Control Trust Fund
Pest Control	Optional CEU Certificate Renewal by Examination fee	482.111(10)(c)	\$300	1992	Yes	\$225	Pest Control Trust Fund
Pest Control	Limited Gov't Private Exam and Issuance fee (4 yr license)	482.155(1)(b) 5E-14.117(17)	\$150	1992	Yes	\$150	Pest Control Trust Fund
Pest Control	Limited Gov't Private Certificate Renewal	482.155(1)(b) 5E-14.117(17)	\$25	1992	Yes	\$25	Pest Control Trust Fund
Pest Control	Limited Certification for Urban Landscape Commercial Fertilizer Application (four year)	482.1562 (3), 5E-14.117(18)	\$75	2009	Yes	\$25	Pest Control Trust Fund
Pest Control	Limited Commercial Lawn Maintenance Exam and Issuance fee (annual)	482.156(2)(a) 5E-14.117(11)	\$150	1992	Yes	\$150	Pest Control Trust Fund
Pest Control	Limited Commercial Lawn Maintenance Certificate Renewal	482.156(3) 5E-14.117(11)(b)(5)	\$75	1992	Yes	\$75	Pest Control Trust Fund
Pest Control	Limited Commercial Lawn Maintenance Late fee	482.156(3)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Prior Notification Registry - Initial	482.2267(1)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Prior Notification Registry - Annual Renewal	482.2267(3)	\$10	1992	No	\$10	Pest Control Trust Fund
Pest Control	Service Charge - Returned Checks		\$15	1992	No	\$15	Pest Control Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2011-12**
Program: 42160100 Pesticide Regulation
Fund(s): 1000, 2261, 2321 General Revenue, Federal Grants Trust Fund, General Inspection Trust Fund
Specific Authority: 487.04, 487.041, 487.045, 487.048, 487.071
Purpose of Fees Collected: To ensure that pesticides are distributed and used in Florida in accordance with the Florida Pesticide Law and to provide uniform regulation to pesticide users.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

X	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2009 - 10			ESTIMATED FY 2010 - 11			REQUEST FY 2011 - 12		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
U. S. Grants		985,267			810,426			810,426	
Pesticide Dealer's License			107,500			107,500			107,500
Pesticide Applicator's License			444,724			304,759			304,759
Pesticide Registration			6,246,006			5,474,613			5,873,906
Misc - Penalties			14,375			14,375			14,375
Administrative Fines			28,900						
Misc. - Other			1,501			1,500			1,500
Refunds									
Supplemental Registration (new)						390,463			451,116
Other transfers/donations									
Total Fee Collection to Line (A) - Section III	-	985,267	6,843,006	-	810,426	6,293,210	-	810,426	6,753,156

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2009 - 10			ESTIMATED FY 2010 - 11			REQUEST FY 2011 - 12		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
Salaries and Benefits	4,771	403,960	2,436,289	11,785	143,273	2,208,912	11,785	143,273	2,208,912
Other Personal Services			2,760						
Expenses	55,685	135,055	112,136		266,946	194,131		266,946	194,131
Contracted Services	17,312	214,970	102,522		220,000	61,500		220,000	61,500
Operating Capital Outlay		185,106			158,000			158,000	
Data Processing	9,955		95,582	9,955		95,582	9,955		95,582
Transfers									
General Revenue S/C			172,224			505,769			542,564
Field Inspection	6,692		856,687			932,210			932,210
Refunds			1,750			18,287			18,287
Indirect Costs Charged to Trust Fund	13,769	47,263	883,433	13,769	22,207	883,433	13,769	22,207	883,433
Total Full Costs to Line (B) - Section III	108,183	986,354	4,663,383	35,509	810,426	4,899,824	35,509	810,426	4,936,619

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10			ESTIMATED FY 2010 - 11			REQUEST FY 2011 - 12		
		GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
TOTAL SECTION I	(A)	-	985,267	6,843,006		810,426	6,293,210		810,426	6,753,156
TOTAL SECTION II	(B)	108,183	986,354	4,663,383	35,509	810,426	4,899,824	35,509	810,426	4,936,619
TOTAL - Surplus/Deficit	(C)	(108,183)	(1,087)	2,179,623	(35,509)	(0)	1,393,386	(35,509)	(0)	1,816,537

EXPLANATION of LINE C:

This regulatory activity is supported by General Revenue that is appropriated annually by the Legislature and by funds used by the Department from the General Inspection Trust Fund. Use of General Revenue and General Inspection Trust Funds to support this program is justified by the benefits provided by the regulatory program. The Division feels that GR funds to support this program are warranted because the regulation of pesticides and pesticide use is absolutely essential to the continued use of pesticides needed for food and fiber production, pest management, protection of public health, protection of private property, protection from aquatic weed accumulation in waterways used for flood control and landscape management.

Pesticide regulation is needed to ensure that pesticides are used in ways that protect public health, agricultural workers, environmental resources and water quality. Pesticide regulation is also needed to protect Florida's industries, including agriculture and tourism, the state's two largest industries. Fees for this program were increased in 2008 by Florida Statute. The Legislature also created a new supplemental fee for pesticide registrations in 2009. The surplus is used to cover other programs in the Division, such as the Fertilizer and Worker Safety Programs.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Pesticide Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The implementation of an Oracle-based, web-accessible registration system that has allowed the reduction of one staff position, while improving tracking of over 15,000 registered pesticides and have implemented a biennial registration program that began in January 2009 that will allow registrants to pay for two years of registration at a time. Electronic payment of registration fees has also been implemented.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We will continue to refine the web-accessible registration system and electronic payment system. We are working to provide web access to pesticide labels, making these documents quickly available to regulatory officials and the public, allowing registration staff to work on other program priorities. We will continue to refine the risk-based enforcement program.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of pesticides and pesticide use is absolutely essential to the continued use of pesticides needed for food and fiber production, pest management, protection of public health, protection of private property, protection from aquatic weed accumulation in waterways used for flood control, and landscape management. Pesticide regulation is needed to ensure that pesticides are used in ways that protect public health, agricultural workers, environmental resources, water and air quality. Pesticide regulation is also needed to protect Florida's industries, including agriculture and tourism, the state's two largest industries.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The fees charged are set in statute or rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Current fees are adequate to cover the direct and indirect costs of the program.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are set in statute or rule. Fees are reviewed routinely and are increased when necessary and without undue hardship on the regulated industry. Fee increases in this program area were proposed in the 2008 and 2009 Legislature and were adopted.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees collected cover direct and indirect costs charged to the trust fund.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

We believe that providing General Revenue to support this program area is appropriate, since the regulation of pesticides and pesticide use provide an obvious public benefit.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2011-12**
Program: 42160100 Seed Regulation
Fund(s): 1000, 2321 General Revenue, General Inspection Trust Fund
Specific Authority: 578.08(1), 578.11, 578.26(1)
Purpose of Fees Collected: To ensure that Florida consumers receive seed products that conform to the Commercial Seed Law and to provide uniform regulation to seed producers and distributors.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
	GR	GITF	GR	GITF	GR	GITF
Receipts:						
Seed Licenses		988,925		988,925		988,925
Seed Complaint Filing Fee		100		100		100
Misc. - Other		3,071		3,071		3,071
Refunds						
Total Fee Collection to Line (A) - Section III	-	992,096	-	992,096	-	992,096

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		ESTIMATED FY 2010 - 11	
	GR	GITF	GR	GITF	GR	GITF
Direct Costs:						
Salaries and Benefits	16,423	490,557		485,295		485,295
Other Personal Services		191				
Contracted Services		2,531		2,117		2,117
Expenses	1,098	21,444		35,428		35,428
Operating Capital Outlay						
Data Processing	1,202	17,920	1,202	17,920	1,202	17,920
General Revenue S/C		79,336		79,368		79,368
Field Inspection	1,229	193,782		210,865		210,865
Refunds		26				
Indirect Costs Charged to Trust Fund	30,385	187,490	30,385	161,103	30,385	161,103
Total Full Costs to Line (B) - Section III	50,337	993,277	31,587	992,096	31,587	992,096

Basis Used: Indirect costs are based on percentage of total salary dollars by program

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		ESTIMATED FY 2010 - 11	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	992,096	-	992,096	-	992,096
TOTAL SECTION II	(B)	50,337	993,277	31,587	992,096	31,587	992,096
TOTAL - Surplus/Deficit	(C)	(50,337)	(1,181)	(31,587)	-	(31,587)	-

EXPLANATION of LINE C:

General Revenue is appropriated annually by the Legislature to support this regulatory activity and by funds used by the Department from the General Inspection Trust Fund. Use of General Revenue and General Inspection Trust Funds to support this program is justified by the benefits provided by the regulatory program. The Division feels that GR funds to support this program are warranted because the regulation of seeds is essential to the continued economically viable production of food and fiber.

Seed regulation is needed to ensure that seeds purchased by consumers meet established standards for purity, germination, and are not contaminated with noxious weed seeds. The Seed Program provides benefits to the agricultural industry by ensuring that it has access to high quality seed to produce crops of economic value in the state. Fees for this program were increased in 2009 by Florida Statute. The deficit is covered by the Pesticide Regulation Program.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Seed Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division constantly strives for operational efficiency. We have also implemented a risk-based inspection strategy that has reduced the number of samples collected (3,010 in FY 09-10 compared to 2,919 in FY 08-09 and 2,945 in FY 07-08), but focused on potential areas of non-compliance, resulting in an equivalent number of samples found to be violative (117 in FY 09-10, 111 in FY 08-09 and 108 in FY 07-08).

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We are implementing a web-based Laboratory Information Management System (LIMS) which will allow paperless transmission of seed regulatory information. The costs savings associated with this transition have not been estimated at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of seeds is essential to the continued, economically viable production of food and fiber. Seed regulation is needed to ensure that seeds purchased by consumers meet established standards for purity, germination and are not contaminated with noxious weed seeds.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The fees charged are set in statute or rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Prior to a fee increase adopted by the 2009 Legislature, fees were not adequate to cover the direct and indirect costs of the program. Fees were doubled in 2009, so revenues for FY 09-10 covered most of the direct and indirect costs of the program.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are set in statute or rule. Fees are reviewed routinely and are increased when necessary and without undue hardship on the regulated industry.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The seed program benefits the agricultural industry by ensuring it has access to high quality seed to produce crops of economic value in the state.

The regulation of seeds provides substantial public benefits well in excess of the amount of public funds expended. The 2,348 licensed seed dealers in Florida in

FY 08-09 reported \$98,587,407 in gross receipts. These seeds are the basis for Florida agriculture and backyard fruit and vegetable production.

Seed regulation includes resolution of disputes between growers and seed producers. Settlement payments of \$798,530 were recommended for the last three fiscal years as a result of these Seed Council Investigations.

The seed regulatory program performs a vital function in checking for both prohibited and restricted noxious weed seed contamination. For one restricted noxious weed, tropical soda apple, a total of 60 lots, totaling 376,700 pounds of Bahiagrass and Aeschynomene seed contaminated with tropical soda apple were identified and stopped from being sold or shipped in the three fiscal years of FY 06-07 through FY 08-09.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

We believe that a state subsidy for this regulatory program is appropriate since it provides a public benefit.

Division of Consumer
Protection
Exhibits or Schedules

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Dance Studios

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training and streamlining administrative processes. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes. The annual registration fee set by statute covers both direct and indirect costs of providing this regulatory service.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight are set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for Dance Studio registrations are adequate to cover direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2011-12**
Program: 42160200 Health Studios
Fund(s): 2321 General Inspection Trust Fund
Specific Authority: s. 501.015, F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Health Studio Industry in the State of Florida.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
	GITF	GITF	GITF
<u>Receipts:</u>			
<u>Registration Fees</u>	555,000	555,000	555,000
<u>Administrative Fines</u>	60,512	77,724	77,724
<u>Miscellaneous Penalties</u>			
	89		
Total Fee Collection to Line (A) - Section III	615,600	632,724	632,724

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
	GITF	GITF	GITF
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	125,351	121,660	122,660
<u>Other Personal Services</u>	149		
<u>Data Processing</u>	9,131	9,131	9,131
<u>Expenses</u>	10,810	2,000	2,000
<u>Operating Capital Outlay</u>	72		
<u>Contracted Services</u>	3,725		
<u>General Revenue S/C</u>	49,350	50,618	50,618
<u>Refunds</u>	3,000	3,000	3,000
<u>Indirect Costs Charged to Trust Fund</u>	60,889	60,889	60,889
Total Full Costs to Line (B) - Section III	262,477	247,298	248,298

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
		GITF	GITF	GITF
TOTAL SECTION I	(A)	615,600	632,724	632,724
TOTAL SECTION II	(B)	262,477	247,298	248,298
TOTAL - Surplus/Deficit	(C)	353,124	385,426	384,426

EXPLANATION of LINE C:

Excess revenues from this program are used to fund positions and expenses in the Call Center, the Non-Regulated Consumer Complaints Program, and the Consumer Education and Outreach Program. All three programs are non-revenue producing services performed by the Division for the general public.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Health Studios

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training and streamlining administrative processes. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes. The annual registration fee set by statute covers both direct and indirect costs of providing this regulatory service.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight are set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for Health Studio registrations are adequate to cover direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160200 Intrastate Moving Companies
Fund(s): 2321 General Inspection Trust Fund

Budget Period: 2011-12

Specific Authority: s. 507.03, F.S.

Purpose of Fees Collected: To provide regulation and oversight to the Intrastate Moving Industry in the State of Florida.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
	GITF	GITF	GITF
Receipts:			
<u>Registration Fees</u>	251,550	251,250	251,250
<u>Administrative Fines</u>	64,984	75,607	75,607
<u>Miscellaneous Penalties</u>	140		
<u>Miscellaneous Other</u>	222		
Total Fee Collection to Line (A) - Section III	316,895	326,857	326,857

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
	GITF	GITF	GITF
Direct Costs:			
<u>Salaries and Benefits</u>	267,353	187,770	187,770
<u>Other Personal Services</u>	319		
<u>Data Processing</u>	19,474	19,474	19,474
<u>Expenses</u>	27,637	8,500	8,500
<u>Operating Capital Outlay</u>	154		
<u>Contracted Services</u>	2,127		
<u>General Revenue S/C</u>	24,629	26,149	26,149
<u>Refunds</u>	200	200	200
<u>Indirect Costs Charged to Trust Fund</u>	104,450	104,450	104,450
Total Full Costs to Line (B) - Section III	446,343	346,543	346,543

Basis Used: Indirect costs are based on percentage of total salary dollars by program

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
		GITF	GITF	GITF
TOTAL SECTION I	(A)	316,895	326,857	326,857
TOTAL SECTION II	(B)	446,343	346,543	346,543
TOTAL - Surplus/Deficit	(C)	(129,447)	(19,686)	(19,686)

EXPLANATION of LINE C:

When this program was originally enacted by the Florida Legislature in 2002, the Legislature recognized that setting a fee sufficient to cover the program costs would require so high an assessment as to damage the industry's competitive position amongst industry members. Therefore, the Legislature funded salary dollars for this program's FTE's with General Revenue funding. During the Special Session in 2009, the Division fund shifted its entire General Revenue appropriation of \$215,761 to the General Inspection Trust Fund. The excess revenues from other programs within the Division are used to cover the deficit.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Intrastate Moving Companies

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training and streamlining administrative processes. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No. The annual registration fee set by statute does not cover both direct and indirect costs of providing this regulatory service. When this program was originally enacted by the Florida Legislature in 2002, the Legislature recognized that setting a fee sufficient to cover the program costs would require so high an

assessment as to damage the industry's competitive position amongst industry members. Therefore, the Legislature enacted this law with partial funding from General Revenue.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight is set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fee charged for this regulatory service and oversight is set by statute. When this program was originally enacted by the Florida Legislature in 2002, the Legislature recognized that setting a fee sufficient to cover the program costs would require so high an assessment as to damage the industry's competitive position amongst industry members. Therefore, the Legislature enacted this law with partial funding from General Revenue. The statutory purpose of this program is to secure the satisfaction and confidence of shippers (consumers) and members of the public when using an intrastate mover.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Total annual revenue exceeded total operating and non-operating cost in an amount sufficient to absorb the cost of the program.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2011-12**
Program: 42160200 Motor Vehicle Repair Shops
Fund(s): 2321 General Inspection Trust Fund
Specific Authority: s. 559.904, F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Motor Vehicle Repair Industry in the State of Florida.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
	GITF	GITF	GITF
Receipts:			
<u>Registration Fees</u>	1,213,886	1,171,101	1,171,101
<u>Fees- Licenses, Sales Persons</u>			
<u>Administrative Fines</u>	195,349	296,064	296,064
<u>Miscellaneous Penalties</u>	19,650	19,362	19,362
<u>Miscellaneous Refunds</u>	13		
<u>Miscellaneous Other</u>	140		
Total Fee Collection to Line (A) - Section III	1,429,037	1,486,527	1,486,527

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
	GITF	GITF	GITF
Direct Costs:			
<u>Salaries and Benefits</u>	643,471	392,505	392,505
<u>Other Personal Services</u>	2,652		
<u>Data Processing</u>	46,871	46,871	46,871
<u>Expenses</u>	76,519	27,000	27,000
<u>Operating Capital Outlay</u>	370		
<u>Contracted Services</u>	7,387		
<u>General Revenue S/C</u>	114,690	118,922	118,922
<u>Refunds</u>	7,875	7,875	7,875
<u>Indirect Costs Charged to Trust Fund</u>	432,325	432,325	432,325
Total Full Costs to Line (B) - Section III	1,332,160	1,025,498	1,025,498

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
		GITF	GITF	GITF
TOTAL SECTION I	(A)	1,429,037	1,486,527	1,486,527
TOTAL SECTION II	(B)	1,332,160	1,025,498	1,025,498
TOTAL - Surplus/Deficit	(C)	96,878	461,029	461,029

EXPLANATION of LINE C:

Excess revenues from this program are used to fund positions and expenses in the Call Center, the Non-Regulated Consumer Complaints Program, and the Consumer Education and Outreach Program. All three programs are non-revenue producing services performed by the Division for the general public.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Motor Vehicle Repair Shops

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training, streamlining administrative processes, and making online renewal available to consumers. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes. The biennial registration fee set by statute covers both direct and indirect costs of providing this regulatory service.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged for the regulatory service and oversight are set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for Motor Vehicle Repair Shop registrations are adequate to cover direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2011-12**
Program: 42160200 Pawn Shops
Fund(s): 2321 General Inspection Trust Fund
Specific Authority: s. 539.001, F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Pawn Shop Industry in the State of Florida.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
	GITF	GITF	GITF
Receipts:			
Registration Fees	381,981	401,080	421,134
Background Checks	21,404	17,866	17,866
Administrative Fines	44,300	168,059	168,059
Miscellaneous Penalties	77		
Miscellaneous Other	27		
Total Fee Collection to Line (A) - Section III	447,790	587,005	607,059

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
	GITF	GITF	GITF
Direct Costs:			
Salaries and Benefits	172,276	129,701	129,701
Other Personal Services	205		
Data Processing	12,549	12,549	12,549
Expenses	19,751	8,000	8,000
Operating Capital Outlay	99		
Contracted Services	17,691		
General Revenue S/C	36,915	46,960	48,565
Refunds	272	272	272
Indirect Costs Charged to Trust Fund	61,065	61,065	61,065
Total Full Costs to Line (B) - Section III	320,823	258,547	260,152

Basis Used: Indirect costs are based on percentage of total salary dollars by program

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
		GITF	GITF	GITF
TOTAL SECTION I	(A)	447,790	587,005	607,059
TOTAL SECTION II	(B)	320,823	258,547	260,152
TOTAL - Surplus/Deficit	(C)	126,966	328,458	346,907

EXPLANATION of LINE C:

Excess revenues from this program are used to fund positions and expenses in the Call Center, the Non-Regulated Consumer Complaints Program, and the Consumer Education and Outreach Program. All three programs are non-revenue producing services performed by the Division for the general public.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Pawn Shops

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training and streamlining administrative processes. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes. The annual registration fee set by statute covers both direct and indirect costs of providing this regulatory service.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for Pawn Shop licenses are adequate to cover direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160200 Sellers of Business Opportunities
Fund(s): 2321 General Inspection Trust Fund

Budget Period: 2011-12

Specific Authority: s. 559.805, F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Sellers of Business Opportunities Industry in the State of Florida.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
	GITF	GITF	GITF
<u>Receipts:</u>			
<u>Business Opportunity Filing Fee</u>	224,590	226,090	226,090
<u>Administrative Fines</u>		14,250	14,250
<u>Miscellaneous Penalties</u>	60		
<u>Miscellaneous Other</u>			
<u>Total Fee Collection to Line (A) - Section III</u>	224,650	240,340	240,340

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
	GITF	GITF	GITF
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	117,387	119,874	119,874
<u>Other Personal Services</u>	140		
<u>Data Processing</u>	8,551	8,551	8,551
<u>Expenses</u>	10,675	2,500	2,500
<u>Operating Capital Outlay</u>	67		
<u>Contracted Services</u>	313		
<u>General Revenue S/C</u>	18,125	19,227	19,227
<u>Refunds</u>	1,400		
<u>Indirect Costs Charged to Trust Fund</u>	35,872	35,872	35,872
<u>Total Full Costs to Line (B) - Section III</u>	192,531	186,024	186,024

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
		GITF	GITF	GITF
TOTAL SECTION I	(A)	224,650	240,340	240,340
TOTAL SECTION II	(B)	192,531	186,024	186,024
TOTAL - Surplus/Deficit	(C)	32,119	54,316	54,316

EXPLANATION of LINE C:

Excess revenues from this program are used to fund positions and expenses in the Call Center, the Non-Regulated Consumer Complaints Program, and the Consumer Education and Outreach Program. All three programs are non-revenue producing services performed by the Division for the general public.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Sellers of Business Opportunities

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training and streamlining administrative processes. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

The fee charged for Sellers of Business Opportunities are adequate to cover direct and indirect program costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight are set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for Seller of Business Opportunities registrations and filing updates cover the direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160200 Sellers of Travel
Fund(s): 2321 General Inspection Trust Fund

Budget Period: 2011-12

Specific Authority: s. 559.928, F.S.

Purpose of Fees Collected: To provide regulation and oversight to the Sellers of Travel Industry in the State of Florida.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
	GITF	GITF	GITF
Receipts:			
Initial Fee	102,315	102,315	102,315
Renewal Fee	474,850	474,850	474,850
DOC Submission Fee	1,000	600	600
Travel Independent Agents	134,150	134,150	134,150
Administrative Fines	72,923	40,277	40,277
Miscellaneous Penalties			
Miscellaneous Refunds			
Miscellaneous Other	210		
Total Fee Collection to Line (A) - Section III	785,448	752,192	752,192

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
	GITF	GITF	GITF
Direct Costs:			
Salaries and Benefits	356,402	326,220	326,220
Other Personal Services	425		
Data Processing	25,961	25,961	25,961
Expenses	33,235	6,000	6,000
Operating Capital Outlay	205		
Contracted Services	4,022		
General Revenue S/C	59,937	60,175	60,175
Refunds	9,610	9,610	9,610
Indirect Costs Charged to Trust Fund	138,139	138,139	138,139
Total Full Costs to Line (B) - Section III	627,936	566,105	566,105

Basis Used: Indirect costs are based on percentage of total salary dollars by program

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
		GITF	GITF	GITF
TOTAL SECTION I	(A)	785,448	752,192	752,192
TOTAL SECTION II	(B)	627,936	566,105	566,105
TOTAL - Surplus/Deficit	(C)	157,511	186,087	186,087

EXPLANATION of LINE C:

Excess revenues from this program are used to fund positions and expenses in the Call Center, the Non-Regulated Consumer Complaints Program, and the Consumer Education and Outreach Program. All three programs are non-revenue producing services performed by the Division for the general public.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Sellers of Travel

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training and streamlining administrative processes. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes. The annual registration fee set by statute covers both direct and indirect costs of providing this regulatory service.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged for the regulatory service and oversight are set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for Sellers of Travel are adequate to cover the direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Sellers of Travel

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; s. 559.928, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? N/A

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Sellers of Travel	Registration fee	s. 559.928	\$300 annually set by statute	1991	No	\$300	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160200 Solicitation of Contributions
Fund(s): 2321 General Inspection Trust Fund

Budget Period: 2011-12

Specific Authority: s. 496.405, 496.409 and 496.410, F.S.

Purpose of Fees Collected: To provide regulation and oversight to the Solicitation of Contributions Industry in the State of Florida.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
	GITF	GITF	GITF
Receipts:			
Registration Fees	2,343,689	2,507,747	2,683,289
Penalties - Late Filing Fees	78,571	64,104	64,104
Return Check Charge			
Administrative Fines	146,171	104,104	104,104
Refunds			
Miscellaneous Other	111		
Total Fee Collection to Line (A) - Section III	2,568,541	2,675,955	2,851,497

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
	GITF	GITF	GITF
Direct Costs:			
Salaries and Benefits	757,396	544,218	544,218
Other Personal Services	10,367	10,000	10,000
Data Processing	55,170	55,170	55,170
Expenses	76,235	18,185	18,185
Operating Capital Outlay	435		
Contracted Services	9,322		
General Revenue S/C	179,859	214,076	228,120
Refunds	42,351	42,351	42,351
Indirect Costs Charged to Trust Fund	324,813	324,813	324,813
Total Full Costs to Line (B) - Section III	1,455,948	1,208,813	1,222,857

Basis Used: Indirect costs are based on percentage of total salary dollars by program

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
		GITF	GITF	GITF
TOTAL SECTION I	(A)	2,568,541	2,675,955	2,851,497
TOTAL SECTION II	(B)	1,455,948	1,208,813	1,222,857
TOTAL - Surplus/Deficit	(C)	1,112,593	1,467,142	1,628,640

EXPLANATION of LINE C:

Excess revenues from this program are used to fund positions and expenses in the Call Center, the Non-Regulated Consumer Complaints Program, and the Consumer Education and Outreach Program. All three programs are non-revenue producing services performed by the Division for the general public.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Solicitation of Contributions

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training and streamlining administrative processes. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes. The annual registration fee set by statute covers both direct and indirect costs of providing this regulatory service.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged for the regulatory service and oversight are set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for Solicitation of Contributions registrations are adequate to cover direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Solicitation of Contributions

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; s. 496.405, 496.409 and 496.410, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? N/A

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Solicitation of Contributions	Registration fee	ss. 496.405, 496.409 and 496.410	The following annual fees are set by statute for charitable organizations and sponsors: \$10 if contributions received are less than \$25,000 and only use volunteers; \$75 if contributions more than \$5,000 and less than \$100,000; \$125 if contributions more than \$100,000 and less than \$200,000; \$200 if more than \$200,000 and less than \$500,000; \$300 if more than \$500,000 and less than \$1 million; \$350 if more than \$1 million and less than \$10 million; and \$400 if \$10 million or more.	Fees for charitable organizations and sponsors last revised in 1991. Fees for professional solicitors and fundraising consultants last revised in 1994.	No	Same as set by statute	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160200 Telemarketing
Fund(s): 2321 General Inspection Trust Fund

Budget Period: 2011-12

Specific Authority: s. 501.605 and 501.607, F.S.

Purpose of Fees Collected: To provide regulation and oversight to the Telemarketing Industry in the State of Florida.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
	GITF	GITF	GITF
<u>Receipts:</u>			
<u>Licenses-Commercial Telephone Sales</u>	446,060	446,060	446,060
<u>Licenses-Sales Persons</u>	654,276	650,576	650,576
<u>Licenses-Change Information</u>	24,190		
<u>Administrative Fines</u>	590,000	252,466	252,466
<u>Miscellaneous Other</u>	80		
Total Fee Collection to Line (A) - Section III	1,714,606	1,349,102	1,349,102

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
	GITF	GITF	GITF
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	104,135	92,992	92,992
<u>Other Personal Services</u>	124		
<u>Data Processing</u>	7,585	7,585	7,585
<u>Expenses</u>	33,162	26,000	26,000
<u>Operating Capital Outlay</u>	60		
<u>Contracted Services</u>	2,138		
<u>General Revenue S/C</u>	128,168	107,928	107,928
<u>Refunds</u>	2,660	2,660	2,660
<u>Indirect Costs Charged to Trust Fund</u>	73,208	73,208	73,208
Total Full Costs to Line (B) - Section III	351,240	310,373	310,373

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
		GITF	GITF	GITF
TOTAL SECTION I	(A)	1,714,606	1,349,102	1,349,102
TOTAL SECTION II	(B)	351,240	310,373	310,373
TOTAL - Surplus/Deficit	(C)	1,363,366	1,038,729	1,038,729

EXPLANATION of LINE C:

Excess revenues from this program are used to fund positions and expenses in the Call Center, the Non-Regulated Consumer Complaints Program, and the Consumer Education and Outreach Program. All three programs are non-revenue producing services performed by the Division for the general public.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Telemarketing

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training and streamlining administrative processes. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes. The annual registration fee set by statute covers both direct and indirect costs of providing this regulatory service.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged for the regulatory service and oversight are set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for Telemarketing licenses are adequate to cover direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

Division of Standards Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 - Agriculture and Consumer Services **Budget Period: 2011-12**
Program: 42160300 - Fair Rides Inspection
Fund: 2321 - General Inspection Trust Fund
Specific Authority: 616.242, F.S.
Purpose of Fees Collected: Offset direct and indirect inspection costs.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
<u>Receipts:</u>			
Amusement Ride Permits	716,950	707,122	707,122
Lost USA ID Tag/Permit	2,200	2,267	2,267
Kiddie Amusement Ride Inspection	67,431	68,530	68,530
Non-Kiddie Ride/Go Kart Insp. Fees	433,598	431,177	431,177
Late Notice Inspection Fees	47,900	43,980	43,980
Failure to Cancel Inspection Fee	4,300	4,670	4,670
Fee - Reinspection	38,918	41,746	41,746
Fee Fair/Super Ride	135,070	137,798	137,798
Bungee Permit	500	500	500
Weekend Inspection Fee	16,650	17,296	17,296
Returned Check Penalties	1,324	302	302
Insurance Recoveries	897		
Administrative Fines	4,250	4,250	4,250
Miscellaneous Refunds	1,861	1,000	1,000
Miscellaneous Other	329	383	383
Total Fee Collection to Line (A) - Section III	1,472,178	1,461,021	1,461,021

SECTION II - FULL COSTS	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
<u>Direct Costs:</u>			
Salaries and Benefits	1,073,713	1,116,205	1,116,205
Other Personal Services			
Expenses	165,978	186,705	186,705
Contracted Services	9,709	11,500	11,500
Refunds	880	880	880
Data Processing	28,849	28,849	28,849
General Revenue S/C	117,630	116,882	116,882
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	1,396,759	1,461,021	1,461,021

Basis Used: Indirect costs based on percentage of total salary dollars by program.

SECTION III - SUMMARY		ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
TOTAL SECTION I	(A)	1,472,178	1,461,021	1,461,021
TOTAL SECTION II	(B)	1,396,759	1,461,021	1,461,021
TOTAL - Surplus/Deficit	(C)	75,419	-	-

EXPLANATION of LINE C:
 The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Bureau of Fair Rides Inspection

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Bureau implemented a plan to reduce the frequency of express mailings (UPS, Federal Express, etc.) by field inspectors. During this last fiscal year the Bureau limited those mailings to three times per week via express mail, providing a savings over \$6,000. Due to the cost savings this program will be continued each fiscal year.

The Bureau discontinued letting field inspectors purchase ink cartridges during FY 2009-10. It began regulating the distribution of more efficient cartridges to the inspectors for a cost savings of \$1,200. This program will be continued each fiscal year.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Office supply orders will be reviewed prior to ordering with every attempt made to use property from the warehouse or to order more cost effective supplies. The projected cost savings of this program is \$1,100 per fiscal year.

Additional savings will be accomplished this fiscal year by reducing the inspector uniform orders. The projected cost savings of this program will be \$1,500.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. The Bureau provides a critical service safeguarding the public with the most comprehensive amusement ride inspection program of any state in the country.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Fees are based on projections utilizing generally accepted governmental accounting procedures. Projections are based primarily on historic industry growth.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Yes, amusement rides are differentiated into three types of rides, and charged fees are commensurate with the complexity and the time needed to complete the inspection.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees currently charged are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Fair Rides Inspection

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No

What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? \$ N/A

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Amusement Ride Inspection	Kiddie Amusement Ride	616.242	\$35	2001	Yes	\$35	General Inspection Trust Fund
	Non-Kiddie Amusement Ride	616.242	\$70	2001	Yes	\$70	General Inspection Trust Fund
	Super Ride	616.242	\$140	2001	Yes	\$140	General Inspection Trust Fund
	Reinspection	616.242	\$500	2005	Yes	\$500	General Inspection Trust Fund
	Late Notice Inspection	616.242	\$100	1997	Yes	\$100	General Inspection Trust Fund
	Failure to Cancel Inspection	616.242	\$100	1997	Yes	\$100	General Inspection Trust Fund
	Go Kart Vehicle Inspection	616.242	\$7	2005	Yes	\$7	General Inspection Trust Fund
	Ride Permit Fee	616.242	\$430	2005	Yes	\$430	General Inspection Trust Fund
	Lost USAID Tag	616.242	\$100	1993	Yes	\$100	General Inspection Trust Fund
	Bungee Permit	616.242	\$500	1993	Yes	\$500	General Inspection Trust Fund
	Weekend/Holiday Inspection	616.242	\$500	2005	Yes	\$75	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160300 LP Gas Inspection
Fund: 2321 General Inspection Trust Fund

Budget Period: 2011-12

Specific Authority: Chapter 527, F.S.

Purpose of Fees Collected: Regulatory oversight of the liquefied petroleum gas industry, including licensing, examination, inspection, investigation and training.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

X	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
<u>Receipts:</u>			
LP Gas License Fees	1,549,152	1,480,313	1,480,313
LP Gas Fees	73,478	82,061	82,061
Fees-Truck Registration	21,713	21,738	21,738
Miscellaneous Refunds	12	0	0
Miscellaneous Penalties	171	302	302
Miscellaneous Other	7,338	4,670	4,670
Administrative Fines	102,950	102,000	102,000
Returned Check Penalties	939		
Total Fee Collection to Line (A) - Section III	1,755,753	1,691,084	1,691,084

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
<u>Direct Costs:</u>			
Salaries and Benefits	1,063,715	1,104,130	1,104,130
Other Personal Services	8,487	6,000	6,000
Expenses	102,164	102,386	102,386
Contracted Services	10,722	10,722	10,722
Refunds	8,540	8,540	8,540
Data Processing	28,849	28,849	28,849
General Revenue S/C	140,603	135,287	135,287
Indirect Costs Charged to Trust Fund	291,944	295,170	295,170
Total Full Costs to Line (B) - Section III	1,655,024	1,691,084	1,691,084

Basis Used: Indirect costs based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
TOTAL SECTION I	(A)	1,755,753	1,691,084	1,691,084
TOTAL SECTION II	(B)	1,655,024	1,691,084	1,691,084
TOTAL - Surplus/Deficit	(C)	100,729	-	-

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Bureau of Liquefied Petroleum Gas Inspection

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Two major projects were undertaken during FY 09/10: 1) scanning of all documents currently housed in the Bureau and 2) moving to a paperless system.

The Bureau recently moved to an entirely paperless system for submission of field inspection and accident reports. All eleven field inspectors are now scanning and e-mailing these documents to the central headquarters' office location. This has allowed the Bureau to forego use of three-part paper and has resulted in a reduction in costs related to mailing, printing, copying and office supplies. In addition, because the documents are already scanned, this allows for immediate indexing into the Bureau's scanning database, eliminating the need for scanning and indexing by headquarters' staff and storage of hard copies.

The following percent cost savings with regard to paper have been realized:

Percent Reduction in Paper Costs	09/10 FY Compared to FY
79.981%	08/09
71.196%	07/08
68.307%	06/07

The following percent cost savings in regard to postage have been realized:

Percent Reduction in Postage Costs	09/10 FY Compared to FY
63.380%	08/09
68.255%	07/08
56.924%	06/07

In calendar year 2010, the Bureau has currently scanned approximately 14,000 licensure files. This has resulted in a drastic reduction in storage space, allowing the Bureau to restructure the storage space into work space. As additional files are scanned and destroyed and filing cabinets are removed, the work space will again expand, allowing the Bureau's copier and fax machines to be moved into the same office suite. This will enhance efficiency by removing time staff is out of the suite and not able to respond to phone calls.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The Bureau has proposed legislation changing the renewal date for approximately ½ of the over 13,000 LP Gas licenses. All licenses currently expire on August 31 annually. Renewing two of the fifteen license categories in March instead of August, would divide the number in half, allowing the workload to be spread out throughout the year instead of being processed during a four-month period. Processing licenses in this manner should allow the Bureau to forego hiring OPS help specifically hired to process renewals between June and September. Cost savings would be approximately \$3,500.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the Bureau provides a critical service to safeguard the public with the most comprehensive LP Gas Program of any state in the country.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Fees are based on projections utilizing generally accepted governmental accounting procedures. Projections are based primarily on historic industry growth, trends within the various industry factions and general market conditions.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Fees are reasonable and comparable to similar professional fees in Florida and other states. Financial incentives are achieved through a strong enforcement program which imposes monetary penalties for failure to comply with adopted laws, rules and regulations.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The expenses associated with it enable the Department to provide consumers in Florida with a greater measure of safety through the inspection of propane storage facilities and enforcement of safety codes. In addition, investigation of accidents allows the identification of problem areas and resolution before damage becomes widespread. Most of the fees have not been increased in the last 20 years and proposals to raise fees have been made, but were unsuccessful. The Propane Industry supported submission of a proposal to raise fees by amending Chapter 527, Florida Statutes, during FY 08/09 and again in FY 09/10.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program's intention is to be self-sufficient, however, licensure fees have not been increased in over 20 years and all Bureau activities have nearly doubled in all categories (e.g., number of licensees and number of inspections conducted have doubled). Statutory licensure fee increases have been proposed previously and were proposed for FY 09-10, however, fee increases have not been approved. The Propane Industry has supported a fee increase in previous years. A fee increase is needed in future years in order to support IT programming needs, including upgrades to the on-line licensure processing system.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: LP Gas Inspection

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No

What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? N/A

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Liquefied Petroleum Gas	Manufacturer of LP Gas Appliances & Equip	527.02, FS	\$525	1990	No	\$525	General Inspection Trust Fund
	Category III LP Gas Cylinder Exchange Unit Operator	527.02, FS	\$100	2000	No	\$100	General Inspection Trust Fund
	Installer E	527.02, FS	\$300	1990	No	\$300	General Inspection Trust Fund
	Installer B	527.02, FS	\$300	1990	No	\$300	General Inspection Trust Fund
	Installer C	527.02, FS	\$300	1990	No	\$300	General Inspection Trust Fund
	Requalification of Cylinders	527.02, FS	\$525	1990	No	\$525	General Inspection Trust Fund
	Fabrication, Repair & Testing of Vehicles & Cargo Tanks	527.02, FS	\$525	1990	No	\$525	General Inspection Trust Fund
	Category I LP Gas Dealer	527.02, FS	\$525	1990	No	\$525	General Inspection Trust Fund
	Dealer in Appliances & Equipment for use of LP Gas	527.02, FS	\$50	1990	No	\$50	General Inspection Trust Fund
	Installer D	527.02, FS	\$300	1990	No	\$300	General Inspection Trust Fund
	Category II LP Gas Dispensing Unit	527.02, FS	\$525	1990	No	\$525	General Inspection Trust Fund
	Category IV LP Gas Dispenser & RV Servicer	527.02, FS	\$525	2000	No	\$525	General Inspection Trust Fund
	Category V LP Gas Dealer in Industrial Gases Only	527.02, FS	\$300	2003	No	\$300	General Inspection Trust Fund
	Installer A	527.02, FS	\$300	1990	No	\$300	General Inspection Trust Fund
	Pipeline System Operator	527.02, FS	\$400	1992	No	\$400	General Inspection Trust Fund
	Duplicate License or Qualifier Card	527.0201, FS	\$10	1993	No	\$10	General Inspection Trust Fund
	LP Gas Examination Filing Fee-Qualifier	527.0201, FS	\$20	1990	No	\$20	General Inspection Trust Fund
	LP Gas Examination Filing Fee- Master Qualifier	527.0201, FS	\$30	2000	No	\$30	General Inspection Trust Fund
	Truck Registration Fee	527.021, FS	\$50	1992	No	\$50	General Inspection Trust Fund
	Site Plan Fee	527.0605, FS	\$200	1992	No	\$200	General Inspection Trust Fund
	Qualifier Renewal	527.0201, FS	\$20	2000	No	\$20	General Inspection Trust Fund
	Master Qualifier Renewal	527.0201, FS	\$30	2000	No	\$30	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160300 Petroleum Inspection
Fund: 2321 General Inspection Trust Fund

Budget Period: 2011-12

Specific Authority: 525.09, F.S.; 526.51, F.S.; 501.913, F.S

Purpose of Fees Collected: To defray the expenses incident to inspecting, testing, and analyzing petroleum fuels and vehicular fluids in this state.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
Receipts:			
Gasoline & Oil Inspection Fee	10,379,680	10,360,305	10,360,305
Brake Fluid	17,675	20,508	20,508
Antifreeze Registrations	84,900	78,567	78,567
Administrative Fines	1,206,919	117,000	117,000
Refunds	3,938	1,650	1,650
Miscellaneous Other	96	384	384
Miscellaneous Penalties	75		
Sale of Surplus Property	166		
Interest Earned	564,750	549,427	549,427
Penalties-Svc Fees on Returned Checks	-	302	302
Total Fee Collection to Line (A) - Section III	12,258,199	11,128,143	11,128,143

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10	ESTIMATED FY 2010 - 11	REQUEST FY 2011 - 12
Direct Costs:			
Salaries and Benefits	3,631,179	3,866,833	3,866,833
Other Personal Services	43,409	30,000	30,000
Expenses	713,995	741,000	741,000
Contracted Services	140,826	157,000	157,000
Operating Capital Outlay & Vehicles	159,987	437	437
Data Processing	125,278	125,278	125,278
General Revenue S/C	976,817	890,251	890,251
Refunds	2,875	2,875	2,875
Investment Costs	26,796	26,796	26,796
Indirect Costs Charged to Trust Fund	1,291,288	1,305,560	1,305,560
Total Full Costs to Line (B) - Section III	7,112,451	7,146,030	7,146,030

Basis Used: Indirect costs based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL	ESTIMATED	REQUEST
		FY 2009 - 10	FY 2010 - 11	FY 2011 - 12
TOTAL SECTION I	(A)	12,258,199	11,128,143	11,128,143
TOTAL SECTION II	(B)	7,112,451	7,146,030	7,146,030
TOTAL - Surplus/Deficit	(C)	5,145,748	3,982,113	3,982,113

EXPLANATION of LINE C:

The Bureau of Petroleum Inspection generates revenues through inspection and registration fees to offset program expenses. The sale of petroleum fuel fluctuates from year to year and the current fee plan (a single fee rate assessed per gallon of specific petroleum fuels sold in Florida) is believed to be the best overall approach. The fee covers the associated expenses for the many different services our program is responsible for, such as the handling and investigation of consumer and price gouging complaints, the analysis of petroleum samples and the inspection of wholesale and retail dispensing devices. Changing the fee structure would require the institution of multiple fees assessed to many additional businesses in order to cover the program's expenses. This would also require significantly more administrative costs to process and monitor the additional fees. Alternatively, lowering the inspection fee would make no material difference in the price of gasoline purchased. The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Petroleum Inspection

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Updates to the Bureau's screening software for fuels testing has allowed for a more rapid response to substandard fuel on the market. Additionally, expanded testing protocols have been implemented to test ethanol-blended fuels for compliance with recently adopted applicable standards, which is essential to ensure consumers are protected from substandard alternative fuels that continue to enter the market in Florida. Additional procedures for screening and for alternative fuels are still being investigated as this portion of the market continues to evolve.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Further redefining of the amount of information required for penalty assessment cases, which translates into less time required for inspectors to collect such information, resulted in the approximate reduction of four hours per inspector, per assessment report last year. It is anticipated that further streamlining of these reports in conjunction to newly adopted rules affecting penalty assessments will save inspectors additional time per assessment case. Additionally, it was estimated that warning letters issued for petroleum related violations cost the Bureau between \$300-\$500 per warning letter, which the Department issued at a rate of approximately 100 per year. However, new rules adopted by the Department allow for the collection of this expense by assessing penalties against violators of motor fuel laws. Thus, an estimated recovery of costs from violators of \$30,000-\$50,000 is expected to be realized annually.

Introduction of a Laboratory Information Management System (LIMS) will reduce the amount of time needed to record, evaluate, report and account for data produced in the Bureau's laboratories. It is estimated that implementation of the LIMS will reduce printer and paper related expenses alone by an estimated \$3,000 per year. FTE hourly cost reductions are also expected and anticipated to yield a much greater reduction, but estimates are uncertain at this time.

The Bureau has worked closely with ASTM International in the elimination of unnecessary and costly instrument calibration checks required to be performed by outside vendors. The elimination of such unnecessary checks will save the Bureau approximately \$8,000 per year.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, Florida is currently the third largest petroleum fuel consuming state in the nation. Providing consumer protection in the petroleum fuel, antifreeze, and brake fluid markets plays an important role not only with respect to the protection of millions of Floridians on a daily basis, but also by contributing to the protection of one of Florida's largest industries: tourism. Those that visit our state, whether flying or driving, most likely purchase petroleum and vehicular fluid products during their visit and a bad experience at the pump can remain with them long after their vacation or visit has ended.

Further, with the presence of renewable and alternative fuels becoming even more prevalent each year at gas stations throughout the state, significant changes continue to take place in Florida's motor fuel marketplace. First, ten percent ethanol will be required in all gasoline sold beginning on December 31, 2010. Second, the Environmental Protection Agency is considering a request to increase the maximum limit of ethanol allowed in gasoline from ten to fifteen percent and is expected to make a decision later this year or in early 2011. As a result, it is imperative that such a transition continue to progress as smoothly as possible to further the development of these products and reduce our dependence on foreign oil.

Additionally, each year Floridians face potential danger in the form of hurricanes that threaten our entire state mainly during the months of June through November. In the unfortunate event such a disaster strikes our state, this program is responsible for investigating and taking enforcement action against motor fuel price gougers. This, in conjunction with ensuring affected motor fuel outlets are prewired with appropriate wiring to allow for connection to an alternate generated power source in the event of a power outage resulting from such a disaster, are primary concerns of the Department's during these hurricane-prone months.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The fee charged for the inspection of petroleum products is statutorily set at 1/8 cent per gallon of gas, kerosene (except when used as aviation turbine fuel), and #1 fuel oil sold within this state.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes, the fees are adequate to cover both the direct and indirect costs of this program, but this is diminishing due to the increasing presence of biofuels (such as ethanol and biodiesel), which are not subject to the petroleum inspection fee established in s.525.09, F.S. However, the Department is still required to test and inspect such products and equipment used to distribute them.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Yes, the fees are reasonable and are assessed on a per gallon sold basis as opposed to a per-inspection or other unit basis. The fees are assessed on fuel that enters the state with the intent of remaining in the state. However, much of the work performed by our program is conducted down the distribution chain from the point of entry into the state. There are different activities and businesses within the petroleum distribution chain, but all are covered under the petroleum industry "umbrella". The fees cover lab analyses as well as pump inspections at both the wholesale and retail levels, not to mention a number of other consumer-related services such as price gouging investigations, alternate electricity generation equipment inspections, consumer complaint hot-line operation, and a general petroleum information center.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate

that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Not applicable to the Bureau of Petroleum Inspection at this time; however, with the continual growth of biofuels, such as ethanol and biodiesel, in Florida's motor fuel market, existing petroleum inspection fee receipts may not be adequate in the future to cover the costs for inspecting and testing petroleum (and alternative) fuels sold within this state.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Petroleum Inspection

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No

What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? \$ N/A

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Petroleum distribution and sales	Inspection Fee	Section 525.09, F.S.	None	1995	No	1/8 cent per gallon gasoline and kerosene (except aviation and #1 fuel oil)	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2011-12**
Program: 42160300 Weights and Measures
Fund: 2321 General Inspection Trust Fund

Specific Authority: Ch. 531, F.S.
Purpose of Fees Collected: Permitting fees for scales and weighing devices and metrology laboratory calibration services.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2009 - 10	FY 2010 - 11	FY 2011 - 12
Receipts:	GITF	GITF	GITF
Metrology Calibration & Testing	49,374	49,411	49,411
Refunds, Shipping Costs	2,086	2,433	2,433
Meter/Scale Permit Fees	1,994,387	1,900,000	1,900,000
Administrative Fines	7,500	6,229	6,229
Miscellaneous Refunds	5	0	0
Miscellaneous Penalties	450	302	302
Miscellaneous Other	19	383	383
Total Fee Collection to Line (A) - Section III	2,053,821	1,958,758	1,958,758

SECTION II - FULL COSTS

Direct Costs:	GITF	GITF	GITF
Salaries and Benefits	1,856,133	1,975,697	1,975,697
Other Personal Services	43,221	11,572	11,572
Expenses	498,285	458,000	458,000
Contracted Services	43,047	44,000	44,000
OCO	19,631		
Refunds	19,185	19,185	19,185
Data Processing	52,809	52,809	52,809
General Revenue S/C	164,286	156,701	156,701
Indirect Costs charged to Trust Fund	509,428	515,058	515,058
Total Full Costs to Line (B) - Section III	3,206,025	3,233,022	3,233,022

Basis Used: Indirect costs based on percentage of total salary dollars by program.

SECTION III - SUMMARY

	GITF	GITF	GITF
TOTAL SECTION I	(A) 2,053,821	1,958,758	1,958,758
TOTAL SECTION II	(B) 3,206,025	3,233,022	3,233,022
TOTAL - Surplus/Deficit	(C) (1,152,204)	(1,274,264)	(1,274,264)

EXPLANATION of LINE C:

Permit fees were authorized by the Legislature effective FY 2009-10. The permitting fees were established so that the Weights and Measures Program could be shifted from General Revenue funding. The deficit in this program is covered by the overall Department cash balances in this trust fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Weights and Measures

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The program continually adopts internal operational efficiencies to provide an acceptable level of service while the inspection workload has steadily increased and staff positions have decreased. Efficiencies include realignment of field inspection territories, cross-training of inspection positions and development of risk assessment testing procedures.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Continued improvement and streamlining in the program have been necessary in order to meet the additional responsibilities with fewer resources. At this time, maximum operational efficiency is being maintained to meet statutory requirements with the funding available.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. Weights and measures regulation provides a vital consumer protection service for all citizens and visitors, as well as a level playing field for businesses and industry. Regulatory inspections include assessing accuracy and design suitability of commercial devices, compliance of packaged commodities with net contents claims and labeling requirements, accuracy of electronic and manual retail pricing systems with advertised prices, and investigating consumer complaints and complaints from businesses regarding unfair practices by competitors.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The 2009 Legislature adopted Sections 531.60 -65, F.S., requiring owners of weighing and measuring devices to pay fees for permits to operate these devices

commercially. Fees were set in statute based on estimates of the number of commercial devices and businesses with commercial devices.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No. The fees are not adequate to cover the entire cost of the program. The permitting fees that were adopted in 531.60 – 65, F.S., were set to replace the level of General Revenue funding the program.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Fees for businesses with large numbers of retail devices reflect the economies of scale realized in inspecting those businesses. The fees are permit fees, which are not able to provide financial incentives to maintain compliance. Such incentives are provided for in enforcement actions and penalties prescribed for non-compliance.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Weights and measures regulation provides a vital consumer protection service for all citizens and visitors, as well as a level playing field for businesses and industry. It protects consumers and businesses from economic harm. The permitting requirements identify certain participants in the marketplace, in this case device owners, that benefit and/or create a need for the regulatory functions, and provides that they shoulder a percentage of the costs. However, every citizen (buyers and sellers) benefits from independent weights and measures regulatory functions during every commercial transaction, making it impossible to have every beneficiary pay the actual cost of their benefit.

Testing devices benefits both the owners of the devices and their customers; testing packages for accuracy and labeling compliance benefits consumers by assuring full, accurate measure and contents disclosure and benefits industries by providing a level playing field while eliminating unfair competitive advantages related to short measure, mislabeling and fraud.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Increasing the device permit fees would be required to maintain an appropriate level of services and be self sufficient.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: **Weights and Measures**

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): **No**

What percent of the regulatory cost is currently subsidized? (0 to 100%) **56%**

If the program is subsidized from other state funds, what is the source(s)? **General Inspection Trust Fund**

What is the current annual amount of the subsidy? **\$1,152,204**

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Retail scales; 1 - 5 in a single establishment - \$60	2009	No	\$40	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Retail scales; 6 - 10 in a single establishment - \$150	2009	No	\$125	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Retail scales; 11 - 30 in a single establishment - \$200	2009	No	\$175	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Retail scales; More than 30 in a single establishment - \$300	2009	No	\$225	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Scales; 100 - 5,000 lb. capacity - \$200	2009	No	\$75	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Scales; 5,000 - 20,000 lb. capacity - \$300	2009	No	\$150	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Scales; Over 20,000 lb capacity - \$400	2009	No	\$200	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Wheel Load Weighers - \$35	2009	No	\$15	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Static Railroad track scales \$1,000	2009	No	\$200	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Bely Conveyor Scales - \$500	2009	No	\$400	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	In Motion Railroad Track Scales - \$1,000	2009	No	\$200	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Mass Flow Meters up to 150 lb/minute - \$100	2009	No	\$100	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Mass Flow Meters >150 lb/minute - \$500	2009	No	\$250	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Volumetric Flow Meters up to 20 gal/minute - \$50	2009	No	\$40	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Volumetric Flow Meters >20 gal/minute - \$100	2009	No	\$80	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Tanks, Under 500 gal capacity, Used as measures - \$100	2009	No	\$100	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Tanks, Over 500 gal capacity, used as measures - \$200	2009	No	\$200	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Taximeters - \$50	2009	No	\$35	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Grain Moisture Meters - \$25	2009	No	\$25	General Inspection TF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Multiple Dimension Measuring Device - \$100	2009	No	\$100	General Inspection TF

Division of Marketing and
Development
Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture & Consumer Services **Budget Period: 2011-12**
Program: 42170200 Agricultural Dealer's Licenses
Fund: 2321 General Inspection Trust Fund

Specific Authority: 534.48; 535.05; 604.15-604.34, F.S.
Purpose of Fees Collected: Licensing of agricultural dealers, thoroughbred horse sales, and livestock markets; processing claims of Florida producers; administrative fines for enforcement of statutory requirements.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2009 - 10	FY 2010 - 11	FY 2011 - 12
<u>Receipts:</u>			
Licenses - Produce Dealers	868,781	870,000	903,533
Licenses - Livestock Markets	605	800	800
Licenses - Thoroughbred Horse Sales	3,000	3,000	3,000
Fees - L&B Complaint Filing Fee	16,780	10,000	8,500
Administrative Fines	95,351	103,000	103,000
Other Refunds			
Miscellaneous	42		
Total Fee Collection to Line (A) - Section III	984,558	986,800	1,018,833

SECTION II - FULL COSTS

	ACTUAL	ESTIMATED	REQUEST
	FY 2009 - 10	FY 2010 - 11	FY 2011 - 12
<u>Direct Costs:</u>			
Salaries and Benefits	980,389	980,389	980,389
Other Personal Services			
Expenses	48,928	50,000	50,000
Contracted Services	11,167	15,000	15,000
Refunds	8,478	8,478	8,478
Data Processing	40,187	41,000	41,000
General Revenue S/C	9,942	11,104	10,984
Indirect Costs Charged to Trust Fund	46,257	46,000	46,000
Total Full Costs to Line (B) - Section III	1,145,348	1,151,971	1,151,851

Basis Used: Indirect costs are based on percentage of total salary dollars by program

SECTION III - SUMMARY

		ACTUAL	ESTIMATED	REQUEST
		FY 2009 - 10	FY 2010 - 11	FY 2011 - 12
TOTAL SECTION I	(A)	984,558	986,800	1,018,833
TOTAL SECTION II	(B)	1,145,348	1,151,971	1,151,851
TOTAL - Surplus/Deficit	(C)	(160,789)	(165,171)	(133,018)

EXPLANATION of LINE C:

Expenditures in this document represent expenses in the Bureau of Agricultural Dealer's Licenses. The primary objective of the program is to reduce the financial risk of Florida growers in the event an agricultural dealer defaults on payment. The sole source of funding for this program is GITF. Although expenses have decreased slightly, economic factors have led to a decrease in the amount of revenues received as well. Excess revenues in GITF within the Department are used to cover the deficit.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Agricultural Dealer's Licenses

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The program has continued to refine processes and look for new ideas to cut operating costs.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The program would still like to explore the possibility of adding a scanning component to its database. This would provide a better method of document management and afford the possibility to process applications and renewals electronically. However, the initial cost of implementing this project is too high at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. The program continues to garner support from industry groups affected by the program.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The maximum license fee is set by statute.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees were increased in 2006 as a result of a legislative review. During

FY 08-09, the program experienced an operating surplus. Although the program realized a modest decline in costs in FY 09-10, economic factors led to a decrease in revenues.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are reasonable. The business type is determined by the commodity handled. The fees do not differentiate between business types. There are no re-inspection fees assessed.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees were increased in 2006 as a result of a legislative review. During FY 08-09, the program experienced an operating surplus. Although the program realized a modest decline in costs in FY 09-10, economic factors led to a decrease in revenues. However, fees may have to be re-assessed if indirect costs and costs beyond the control of the program continue to climb.

This program provides a unique and valuable protection to one of the largest industries in Florida. This protection ensures that those Florida producers who conduct business with properly licensed agricultural dealers will be provided an entry into the administrative process and security from the possibility of serious

economic harm in the event that an agricultural dealer defaults on payment. This security is crucial to the Florida producer due to the perishable nature of agricultural products, the impracticality of recovering those products due to the speed with which they move through commerce, and the difficulty in identifying one producer's product from another's.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is exploring ideas to continue to reduce operating costs. One idea is to reduce costs in the renewal process by utilizing forms available on-line as opposed to incurring the cost of mass mailing forms to licensees. Another suggestion has been to develop an on-line application process. However, these changes would require funding to implement programming changes.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Service**

Regulatory Service to or Oversight of Business or Profession Program: Agricultural Dealer' s Licenses

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No

What percent of the regulatory cost is currently subsidized? (0 to 100%) 16%

If the program is subsidized from other state funds, what is the source(s)? General Inspection Trust Fund

What is the current annual amount of the subsidy? \$160,789

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Agricultural Dealer's	License Fee	604.19	\$500	2005	Yes - 5H-1.003	\$170; \$230; \$300	General Inspection TF
	Supplemental Location Fee	604.19	\$100	2005	Yes - 5H-1.003	\$100	General Inspection TF
	Delinquent Renewal	604.19	\$100	2005	Yes - 5H-1.003	\$100	General Inspection TF
	Complaint Filing Fee	604.21(1)(a)	\$50	2005	No	\$50	General Inspection TF
	Administrative Fines	604.30(3)(a)	\$2,500	2005	No	\$2,500	General Inspection TF
	Continuing Violation Fine	604.30(3)(b)	\$100/day	2005	No	\$100/day	General Inspection TF
Livestock Markets	License Fee	534.48	\$100	1993	No	\$100	General Inspection TF
Thoroughbred Horse Sales	License Fee	535.05	\$300	1993	No	\$300	General Inspection TF

Division of Aquaculture Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2011-12**
Program: 42170300 Aquaculture Certification
Fund: 1000, 2321 General Revenue and General Inspection Trust Fund
Specific Authority: 597.004
Purpose of Fees Collected: To fund the Certification Program that regulates Aquaculture farms which produce products for sale to the public.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

X	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
	GR	GITF	GR	GITF	GR	GITF
Aquaculture Certification Fees		87,000		71,000		71,000
Donations						
Refunds						
Total Fee Collection to Line (A) - Section II	-	87,000	-	71,000	-	71,000

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
	GR	GITF	GR	GITF	GR	GITF
Salaries and Benefits	469,358		474,238		474,238	
Other Personal Services						
Expenses	19,841	1,369	45,495		45,495	
Operating Capital Outlay						
Contracted Services		1,064				
Refunds		200				
General Revenue S/C						
Indirect Costs Charged to Trust Fund						
Total Full Costs to Line (B) - Section III	489,200	2,633	519,733	-	519,733	-

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	87,000	-	71,000	-	71,000
TOTAL SECTION II	(B)	489,200	2,633	519,733	-	519,733	-
TOTAL - Surplus/Deficit	(C)	(489,200)	84,367	(519,733)	71,000	(519,733)	71,000

EXPLANATION of LINE C:

The Division collects a statutory fee for this program. Excess revenues are used to cover the deficit in the Division's Shellfish Processing Plant Inspection Program.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture & Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Aquaculture Certification

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Historically aquaculture regulatory on-site compliance visits have been conducted “unannounced.” This policy often resulted in visits with no access because of locked gates, locked buildings, watch dogs and other uninvited guest deterrents, in addition to the farmer/managers not being present to accompany staff on facility inspection. Routine compliance site visits are now scheduled in advance, eliminating the need for unnecessary repeat return attempts to inspect a facility.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Improve planning, scheduling, and coordination to improve staff time efficiencies and effectiveness resulting in increased productivity per FTE, while reducing program cost per visit without having a detrimental impact on service provided to the farmer or the Division’s program responsibilities.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the Legislature established the regulatory function in the Department of Agriculture and Consumer Services, Division of Aquaculture because aquaculture is an agricultural commodity and the Legislature wanted aquaculture to be part of the one-stop regulatory permitting process to eliminate duplication of regulation and agency oversight, and provide a concise, effective, and efficient permitting process for Florida aquaculture farmers.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Florida Legislature set the original fee in FY 1997-98 and increased (doubled) the fee in FY 2008-09 from \$50 to \$100.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No, the number of field staff and the fee is set by the Florida Legislature. Reducing field staff (4 for 1,000 farms that have to be inspected twice a year) would greatly diminish the protection to the state's resources.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

No, the aquaculture certification fees are established in statute and apply equally.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The Aquaculture Certification Program benefits the general public by controlling exotic/invasive aquatic species, conserving waters of the state, and protecting, maintaining, and improving water quality for public use by providing that no waste water be discharged from aquaculture farms into any waters of the state without first being given the degree of treatment necessary to protect Florida waters. This program also promotes the utilization of wildlife, fish, and other aquatic life, and provides for domestic, agricultural, industrial, recreational, and other beneficial uses. Raising fees to cover

program costs will put the Florida Aquaculture Industry at a competitive disadvantage in both the National and International marketplace.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Any reduction of the state subsidy will require the reduction and/or elimination of legislatively directed agency responsibilities which will directly impact all Florida residents and visitors, Florida's wildlife and Florida's natural resources.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2011-12**
Program: 42170300 Shellfish Processing Plant Inspection
Fund: 1000, 2321 General Revenue and General Inspection Trust Fund
Specific Authority: 597.020
Purpose of Fees Collected: No fees collected.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

x	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
	GR	GITF	GR	GITF	GR	GITF
Penalties						
Total Fee Collection to Line (A) - Section II	-	-	-	-	-	-

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
	GR	GITF	GR	GITF	GR	GITF
Salaries and Benefits	180,579	38,069	224,003	54,450	224,003	54,450
Other Personal Services						
Expenses	14,218	1,767	20,156		20,156	
Operating Capital Outlay						
Indirect Costs Charged to Trust Fund						
Total Full Costs to Line (B) - Section III	194,797	39,836	244,159	54,450	244,159	54,450

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10		ESTIMATED FY 2010 - 11		REQUEST FY 2011 - 12	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	-	-	-	-	-
TOTAL SECTION II	(B)	194,797	39,836	244,159	54,450	244,159	54,450
TOTAL - Surplus/Deficit	(C)	(194,797)	(39,836)	(244,159)	(54,450)	(244,159)	(54,450)

EXPLANATION of LINE C:

The Division does not collect any fees for this program due to the small number of plants inspected. Excess revenues from the Aquaculture Certification Program are used to cover the deficit.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture & Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Shellfish Processing Plant Inspection

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Department recognizes that large operational efficiencies in this program are not feasible since: (1) the required level of inspector standardization, (2) the required level of inspections, and (3) the number of required inspections are prescriptive according to the National Shellfish Sanitation Program.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Large operational efficiencies in this program are not feasible as stated in #1 above.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is an appropriate function and the agency should continue at the current level for this molluscan shellfish public health program. The current regulatory activity and level of regulatory activity is what is required by the National Shellfish Sanitation Program. Should the regulatory activity fall below that prescribed by the National Shellfish Sanitation Program, the safety of Florida-produced and processed molluscan shellfish would be questioned and Florida shellfish would not be allowed to enter interstate commerce.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

No fees are charged for this molluscan shellfish public health program. The shellfish consuming public is the primary beneficiary of safe and wholesome shellfish.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No fees are charged for this molluscan shellfish public health program. The shellfish consuming public is the primary beneficiary of safe and wholesome shellfish.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

No fees are charged for this molluscan public health program. There is no entity to charge.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

7. b). A reasonable fee cannot be charged to cover a significant part of the cost of the processing plant program. With the number of processors (100), it makes the unit cost approximately \$4,000. This fee would devastate this small industry. General Revenue is appropriated because the general public is the primary beneficiary of safe and wholesome shellfish. Consumers enjoy eating molluscan shellfish raw, whole, and alive. Because consumers choose to consume shellfish in this product form (raw), and raw oysters, clams, and mussels can be passive vectors of enteric disease which pose a potential human health hazard, stringent regulations must occur. For these reasons, molluscan shellfish must continue to be regulated to ensure a safe product and to compete with other gulf states funded with other dollars.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

As stated above, there is no reasonable plan to reduce the state General Revenue funding by charging the molluscan shellfish processing industry. Because the consumer enjoys the public health benefits of this regulatory program, General Revenue funding remains the most appropriate revenue source. A possible alternative to General Revenue funding may be legislation to collect a tax at retail and food establishments for each shellfish sold to the consumer. However, such a tax may be burdensome on the Department of Revenue to collect and on food proprietors to implement.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture & Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Shellfish Processing Plant Inspection

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No

What percent of the regulatory cost is currently subsidized? (0 to 100%) 83% General Revenue and 17% General Inspection Trust Fund

If the program is subsidized from other state funds, what is the source(s)? GR and GITF

What is the current annual amount of the subsidy? \$194,797 GR and \$39,836 GITF

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Shellfish Processing Plants	None	None	None	N/A	N/A	N/A	N/A

Division of Animal Pest and
Disease Control
Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2011-12**
Program: 42170500 Animal Disease Control
Fund(s): 1000, 2321, 2360 General Revenue, General Inspection Trust Fund and Ag Emergency Eradication Trust Fund
Specific Authority: 534, 534.021, 534.031, 534.041, 534.051, 534.083(1), 585.002(5)
Purpose of Fees Collected: To facilitate the Division's ability to regulate the movement of animals into and within the state to control and or prevent dangerous animal diseases.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2009 - 10			ESTIMATED FY 2010 - 11			REQUEST FY 2011 - 12		
	GR	GITF	AEETF	GR	GITF	AEETF	GR	GITF	AEETF
<u>Vet Inspection Certificate-Intrastate</u>		97,195			189,160			189,160	
<u>Apply for Approval Quarantine Facility</u>		800			1,633			1,633	
<u>Apply to Conduct EIA Tests</u>		-			-			-	
<u>Contagious Equine Metritis Service</u>		212,100			202,250			202,250	
<u>Vet Inspection Certificate -Large Interst.</u>		19,240			21,097			21,097	
<u>Vet Inspection Certificate -Equine Interst.</u>		83,785			81,253			81,253	
<u>Vet Inspection Certificate -Small Interst.</u>		75,270			90,378			90,378	
<u>Vet Accreditation Training</u>		4,800			5,566			5,566	
<u>EIA Reactor Horse Quarantine</u>		-			400			400	
<u>Health Certificate-Avian</u>		-			22			22	
<u>Equine Interstate Passport Card</u>		6,665			6,368			6,368	
<u>Negative EIA Test Verification Card</u>		3,115			3,032			3,032	
<u>Equine Event Extension</u>		11,580			12,828			12,828	
<u>Garbage Feeding Permit</u>		7,200			7,574			7,574	
<u>Transport Animal Carcass Permit</u>		10,250			8,783			8,783	
<u>Marks and Brands Recording</u>		6,605			7,741			7,741	
<u>Marks and Brands Hauling</u>		9,515			9,570			9,570	
<u>Fuel Tax & Related Interest Earnings</u>			272,788			123,973			123,973
Total Fee Collection to Line (A) - Section III	-	548,120	272,788	-	647,655	123,973	-	647,655	123,973

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10			ESTIMATED FY 2010 - 11			REQUEST FY 2011 - 12		
	GR	GITF	AEETF	GR	GITF	AEETF	GR	GITF	AEETF
Direct Costs:									
Salaries and Benefits	3,561,208	160,919	253,398	2,952,581	320,046	104,583	2,952,581	320,046	104,583
Other Personal Services	87				61,642			61,642	
Expenses	228,354	73,268		130,000	43,200		130,000	43,200	
Operating Capital Outlay	3,101								
Transfers									
Contracted Services		65,620			35,000			35,000	
Data Processing	25,711	80,831		25,711	80,831		25,711	80,831	
Refunds		580							
General Revenue S/C		41,831			51,812			51,812	
Indirect Costs Charged to Trust Fund		21,797	19,390		21,797	19,390		21,797	19,390
Total Full Costs to Line (B) - Section III	3,818,461	444,844	272,788	3,108,292	614,328	123,973	3,108,292	614,328	123,973

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10			ESTIMATED FY 2010 - 11			REQUEST FY 2011 - 12		
		GR	GITF	AEETF	GR	GITF	AEETF	GR	GITF	AEETF
TOTAL SECTION I	(A)	-	548,120	272,788	-	647,655	123,973	-	647,655	123,973
TOTAL SECTION II	(B)	3,818,461	444,844	272,788	3,108,292	614,328	123,973	3,108,292	614,328	123,973
TOTAL - Surplus/Deficit	(C)	(3,818,461)	103,276	0	(3,108,292)	33,327	0	(3,108,292)	33,327	0

EXPLANATION of LINE C:

Expenditures in this document represent expenditures in the Bureau of Animal Disease Control. Our sole regulatory program is housed in this Bureau. Since the opening of the new necropsy lab and the shipping and receiving facility in the Bronson Animal Disease Diagnostic Laboratory (BADDL) in FY 2009-10, the Division has incurred additional costs for utilities for a total of approximately \$89,000. In addition, the Division receives limited funding for the Bio-Safety Level 3 (BSL3) Laboratory at the BADDL. Expenditures here include approximately \$60,000 in laboratory supplies and \$55,000 for reagents for testing. The surplus in FY 2009-10 was used to help pay for these recurring operating expenditures.

The primary beneficiaries of animal disease surveillance are the citizens of Florida, ensuring an available and safe food supply and protection from zoonotic diseases, which are diseases that can spread from animal to human, animal industries and the animal population, not the individual animal or animal owner. Without the cooperation of the individual animal owner, an undiagnosed zoonotic and/or foreign animal disease could be introduced into the state and destroy economic segments of the industry (Florida, nationally and internationally), and severely impact public health in the event of a zoonotic disease epidemic. Current fees are reasonable as the objective is to encourage participation in the Division's disease surveillance and animal movement activities.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Animal Disease Control

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division of Animal Industry has achieved operational efficiencies through enhanced emergency response capabilities, including enhancing a State Animal Response Team (SART), establishing partnerships with other entities to assist in emergency response efforts and coordinating county emergency response efforts as related to animal issues. Establishing and maintaining a close working relationship with partners in the Department of Health, Fish and Wildlife Commission, and the University of Florida, College of Veterinary Medicine has greatly improved our operational efficiencies and improved services in response to natural disasters such as hurricanes and to outbreaks of Dangerous Transmissible Diseases. These efforts have improved services to the citizens of Florida. In FY 2009-10, the Division eliminated 2 FTE due to budget cuts. These cuts did not translate into any cost savings to the Division, as our budget was reduced in Salaries and Benefits by the amount of the eliminated positions.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

As a result of budget reductions, regulatory oversight can be expected to decrease with lessened personnel to carry out disease prevention and control activities. Operational efficiencies have been implemented in an attempt to meet performance measures with reduced personnel. Additional budget reductions and further reductions in personnel can be expected to negatively impact on program delivery and a reduction in performance measure accomplishment.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. The primary beneficiaries of animal disease surveillance are the citizens of Florida, ensuring an available and safe food supply and protection from zoonotic diseases (diseases that can spread from animal to human), animal industries and the animal population, not the individual animal or animal owner. The Division of Animal Industry has experienced significant reduction in staff over the past 5

years as our programs have evolved. Our responsibilities have been expanded to include enhanced Emergency Response, including establishing a State Animal Response Team (SART), establishing partnerships with other entities to assist in emergency response efforts and coordinating county emergency response efforts as related to animal issues, responsibility for the Emergency Support Function (ESF)-17 at the State Emergency Operations Center (SEOC), increased assistance on animal cruelty/abuse investigations, increased inspections at companion animal-related facilities (pet cemeteries, pet stores and other sellers of dogs and cats) and significantly increased management of cooperative agreements and grants from a variety of federal entities. In addition, responsibilities for enhanced animal disease surveillance and monitoring of animals introduced into the state that pose a risk of introducing diseases such as avian influenza, chronic wasting disease, bovine spongiform encephalopathy, contagious equine metritis, piroplasmiasis, and tuberculosis have increased significantly. These issues are all tied to our regulatory service, Introduction of Animals into the State, for the prevention, control, and eradication of Dangerous Transmissible Diseases of Animals. Therefore, the continuation of all funding sources, including General Revenue, is justified due to the critical animal and public health benefit.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

No. Fees charged are set and capped by statute and/or rule. As disease surveillance is our primary objective, it is incumbent on the Division to maintain fees at a reasonable level to encourage citizens, livestock owners, veterinarians, etc. to continue to participate in our surveillance activities. This surveillance for Dangerous Transmissible Diseases generally does not benefit the individual animal owner, but enables regulatory controls to be implemented to prevent the spread of disease.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No. Fees charged are set and capped by statute and/or rule and the Legislature and past Governors have seen this program as one that protects the general public and has appropriated mostly General Revenue to continue its functions. As disease surveillance and control are our primary objectives, it is incumbent on the Division to maintain fees at a reasonable level to encourage citizens, livestock owners, veterinarians, etc. to continue to participate in our surveillance activities. The primary beneficiaries of animal disease surveillance are the citizens of Florida (ensuring an available and safe food supply and protection from zoonotic diseases – diseases that can spread from animal to human), animal industries and the animal population, not the individual animal or animal owner. Without the

cooperation of the individual animal owner, an undiagnosed zoonotic and/or foreign animal disease could be introduced into the state and destroy economic segments of the industry (Florida, nationally and internationally), and severely impact animal and public health in the event of a zoonotic disease epidemic. As an example, because of worldwide concerns related to avian influenza in birds and people, our Division has greatly expanded laboratory testing of domestic birds and wild birds. This is part of a nationwide and international effort to carry out surveillance for this very serious animal and public health threat.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Current fees are reasonable as the objective is to encourage participation in the Division's disease surveillance and animal movement activities. A recent survey of the state of Louisiana, Alabama and Georgia Animal Health Divisions revealed they are dependent upon General Revenue with the only regulatory fee of \$25 being charged by Alabama for the licensing of livestock markets/haulers.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) Information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) Demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as "providing consumer benefits" or "promoting health, safety and welfare" are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The primary beneficiaries of animal disease surveillance and control are the citizens of Florida, ensuring an available and safe food supply and protection from zoonotic diseases (diseases that can spread from animal to human), animal

industries and the animal population, not the individual animal or animal owner. The Division of Animal Industry has experienced significant reduction in staff over the past 5 years as our programs have evolved. Our responsibilities have been expanded to include enhanced Emergency Response, including establishing a State Animal Response Team (SART), establishing partnerships with other entities to assist in emergency response efforts and coordinating county emergency response efforts as related to animal issues), responsibility for the Emergency Support Function (ESF)-17 at the State Emergency Operations Center (SEOC), increased assistance on animal cruelty/abuse investigations, increased inspections at companion animal related facilities (pet cemeteries, pet stores and other sellers of dogs and cats) and significantly increased management of cooperative agreements and grants from a variety of federal entities. In addition, responsibilities for enhanced animal disease surveillance and monitoring of animals introduced into the state that pose a risk of introducing diseases such as avian influenza, chronic wasting disease, bovine spongiform encephalopathy, contagious equine metritis, piroplasmiasis, and tuberculosis have increased significantly. These issues are all tied to our regulatory service – Introduction of Animals into the State. Therefore, the continuation of all funding sources, including General Revenue, is justified due to the critical public health benefit.

All other states carry out regulatory services and oversight of animal health of livestock and poultry. Without these functions being carried out in Florida, agricultural animal industries could not market their animals or products to other states, because of other state or federal restrictions. If producers were required to bear these additional costs, the competitive economic disadvantage would be so great that they could be expected to go out of business. Again, these regulatory measures serve to safeguard not the individual producer, but the animal industries as a whole and to protect animal and public health.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

As the majority of the costs of our program are either Salaries and Benefits or facilities/fuel costs, we would be forced to eliminate FTEs and reduce our animal disease surveillance and disease control efforts if state subsidies are further reduced.

Examination of Regulatory Fees - Part II

Department: **Agriculture & Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Animal Industry - Introduction of Animals Into the State

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No

What percent of the regulatory cost is currently subsidized? (0 to 100%) 97%

If the program is subsidized from other state funds, what is the source(s)? General Revenue

What is the current annual amount of the subsidy? \$3,818,461

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Introduction of Animals Into the State	Livestock; Marks and Brands; Stamping Beef	534	\$5; \$1,000	1975, 1991, 1993, 1997	No	\$5; \$1,000	General Inspection Trust Fund
	Recording of marks or brands	534.021	\$10	1997	No	\$10	
	Certified copies of marks and brands	534.031	\$2	1975	No	\$2	
	Renewal of certificate of mark or brand	534.041	\$5	1997	No	\$5	
	Transfer of ownership of mark or brand	534.051	\$10	1975	No	\$10	
	Livestock hauler's permit; display of permit on vehicle; Bill of Lading	534.083(1)	\$5	1991	No	\$5	
Introduction of Animals Into the State	5C-4, Animal Health Regulations for Exhibition						General Inspection Trust Fund
	Equine Interstate Passport Card (DACS-09207) Application (DACS-09219)	585.002(5)	\$200	2006	Yes	\$15; \$5	
	Negative EIA Test Verification Card (DACS-09160) Application (DACS-09206)	585.002(5)	\$200	2006	Yes	\$5	
	Equine Event Extension (A Permit)(DACS-09051)	585.002(5)	\$200	2006	Yes	\$10; \$5	
Introduction of Animals Into the State	5C-11, Swine Garbage Feeding						General Inspection Trust Fund
	Application for Permit to Feed Garbage to Swine (AI-15/DACS-09015)	585.002(5)	\$200	2002	Yes	\$50, \$100, \$150, \$200	

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Introduction of Animals Into the State	5C-18, Equine Infectious Anemia						General Inspection Trust Fund
	Request for a permit to conduct EIA tests	585.002(5)	\$200	1973, 1994, 1999	Yes	\$50	
	Request for approved quarantine premises	585.002(5)	\$200	1999	Yes	\$200	
Introduction of Animals Into the State	5C-22, Contagious Equine Metritis						General Inspection Trust Fund
	Request for inspection for approval as a quarantine facility	585.002(5)	\$200	1993	Yes	\$150; \$100	
	Entry of horse into CEM testing/treatment program	585.002(5)	\$1,500	1993	Yes	\$1,250; \$750	
Introduction of Animals Into the State	5C-23, Transporting Animal Carcasses/Refuse						General Inspection Trust Fund
	Application and Permit to Transport Animal Carcasses/Refuse (DACS-09056)	585.002(5)	\$200	1999	Yes	\$200	
Introduction of Animals Into the State	5C-24, Schedule of Fees for Services						General Inspection Trust Fund
	Official Certificate of Veterinary Inspection (OCVI) (DACS-09000)	585.002(5)	\$200	1999, 2002	Yes	\$65	
	OCVI Equine (DACS-09002)	585.002(5)	\$200	1999, 2002	Yes	\$65	
	VS Form 9-3	585.002(5)	\$200	1999, 2002	Yes	\$50	
	OCVI Avian (DACS-09023)	585.002(5)	\$200	1999, 2002	Yes	\$100	
	Special Individual	585.002(5)	\$200	1999, 2002	Yes	\$30	
	OCVI Dog Cat Movement (DACS-09085)	585.002(5)	\$200	1999, 2002	Yes	\$65	
	OCVI Dog Cat Sale (DACS-09086)	585.002(5)	\$200	1999, 2002	Yes	\$65	

Division of Plant Pest and
Disease Control
Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2011-12
Program: 42170600 Apiary Inspection
Fund(s): 1000, 2360, 2507 General Revenue, Ag Emergency Eradication TF, Plant Industry TF
Specific Authority: Ch 581.021.14, F.S.
Purpose of Fees Collected: To help support the inspection and certification of honeybee colonies in order to maintain a healthy Apiary Industry.

Type of Fee or Program: (Check ONE Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10			ESTIMATED FY 2010 - 11			REQUEST FY 2011 - 12		
	GR	AEETF	PITF	GR	AEETF	PITF	GR	AEETF	PITF
Receipts:									
Apiary Registration			44,710			39,175			39,175
Fees - Raw Prod Insp - OT - USDA									
Special Inspections - Apiary			20,460			18,822			18,822
Misc. Other			1,211						
U.S. Grants - Other									
Transfer from DOR		744,690			787,803			787,803	
Total Fee Collection to Line (A) - Section III	0	744,690	66,381	0	787,803	57,997	0	787,803	57,997

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10			ESTIMATED FY 2010 - 11			REQUEST FY 2011 - 12		
	GR	AEETF	PITF	GR	AEETF	PITF	GR	AEETF	PITF
Direct Costs:									
Salaries and Benefits		641,905			698,803			698,803	
Other Personal Services			62,168			22,488			22,488
Expenses	26,351	5,488	15,416	34,000	6,000	17,000	34,000	6,000	17,000
Operating Capital Outlay									
Contracted Services	23,472	96,907	8,949		83,000	8,000		83,000	8,000
Apiarian Indemnities		390							
Refunds			100						
Data Processing	7,449		10,509	7,449		10,509	7,449		10,509
Total Full Costs to Line (B) - Section III	57,272	744,690	97,142	41,449	787,803	57,997	41,449	787,803	57,997

Basis Used: Indirect costs are based on percentage of total salary dollars by program

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10			ESTIMATED FY 2010 - 11			REQUEST FY 2011 - 12		
		GR	AEETF	PITF	GR	AEETF	PITF	GR	AEETF	PITF
TOTAL SECTION I	(A)	0	744,690	66,381	0	787,803	57,997	0	787,803	57,997
TOTAL SECTION II	(B)	57,272	744,690	97,142	41,449	787,803	57,997	41,449	787,803	57,997
TOTAL - Surplus/Deficit	(C)	(57,272)	0	(30,761)	(41,449)	0	0	(41,449)	0	0

EXPLANATION of LINE C:

The registration and inspection fees that are collected are not sufficient to cover actual program costs. However, the actual costs incurred are insignificant in comparison to the service rendered and its impact on Florida's public and economic health. If one calculates the value of all citrus, watermelons, strawberries, blueberries, squash, cucumber, avocado, lychee, longans, and other minor agricultural crops, and crops produced by home gardeners, this is the partial value of honey bees, as all of these crops need pollen transferred from one flower to another in order for this pollination and fertilization to produce a marketable crop. The industry is under considerable financial pressure from imported honey, low pollination fees, and ever increasing overheads, and cannot shoulder additional costs directly. The contribution of our Africanized Honey Bee activities for all of Florida's citizens, tourists, guests, outdoor enthusiasts, and others is a public safety service. Raising fees sufficiently to cover these program costs would require so high an assessment from the industry as to damage its competitive position with similar entities in other states.

Other Plant Industry Trust Fund revenue sources are used to cover the deficit in this program if needed.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Apiary Inspection Program

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Operating with budget constraints, we have continued to maintain our priority regulatory registration, inspection and compliance agreements and monitoring African honey bee (AHB) oversight. We have experienced an over 100% growth in Registered Beekeepers since 2005. We have maintained compliance and regulatory oversight without increasing the number of apiary inspectors during the growth of our consumer base. Best Management Practices (BMPs) under industry direction have been instituted, which requires sampling by apiary field inspectors and analysis in the Apiary Identification Laboratory in Gainesville without an increase in staffing. Apiary field supervisors and field staff have been trained to give public, organizational, state and community presentations on a variety of honey bee topics including, but not limited to, the defensive and aggressive African bee and honey bee health issues.

Services to all Florida's consumers have increased without additional resources being required, however, there is extremely limited flexibility to meet any additional demands without increasing resources.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The bottleneck that has resulted in diminished efficiencies occurs in the Division's USDA Certified African Bee Identification Laboratory. The growing presence of AHB in Florida and the concerns throughout the Southeast have taxed the FDACS' AHB ID Laboratory. These concerns have resulted in dozens of samples being submitted for USDA-ID and FABIS (Fast African Bee Identification System) for processing from public, private, governmental, and industry groups in Florida, plus from the Departments of Agriculture in sister states in the Southeast.

We strive to gain efficiencies by training select apiary inspectors in the most labor intensive aspects of the AHB morphometric identification which is preparing samples. Preparing samples for USDA-ID/FABSI AHB-ID requires dissection and mounting of selected honey bee body structures on microscope slides.

A new initiative being “trialed” is having apiary inspectors certify, in a set window of time, if honey bee colonies are ultimately behaviorally manageable or not. If not, a sample is collected for further analysis. This “trial” will track sample quantity change over time in the AHB ID Laboratory.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Honey bees are the keystone foundational pollinator species for successful agricultural production of fruits, vegetables, and berry crops in Florida. Without a healthy and vibrant Apiculture Industry, the production of citrus, vegetables, watermelons, strawberries, blueberries and many other crops would suffer from lack of pollination that allows a fruit, melon or berry to form. Without pollination there is no crop and no agriculture business revenue.

African bees, the defensive and aggressive relative of the gentle, managed honey bee are increasing their presence in Florida. Florida has lost livestock, pets and wildlife as a result of mass stinging events. Dozens of citizens have sought emergency medical attention from non-fatal stinging encounters with African bees. In 2008, Florida experienced its first human fatality from an African swarm attack in the Kissimmee area. The Division of Plant Industry (DPI) tracks the movement and spread of these dangerous insects by monitoring and maintaining over 500 African bee traps in the state of Florida. DPI maintains the only USDA-Certified African Bee Identification personnel in the Southeast.

This regulatory activity should continue at its current level at a minimum; expansion in the future is highly advised due to the increasing spread of the Africanized honey bee.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The fees for registration are established and capped by Chapter 586.045 (3), F.S., at \$100 and do not cover the cost of the regulatory oversight. Special inspection fees, as established by rule, cover the cost of providing the special regulatory service. The Division is prohibited from charging special inspection fees in excess of the cost to provide the service.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No. The registration and inspection fees that are collected are insignificant in comparison to the services rendered. The industry is under considerable financial pressure from imported honey, low pollination fees, colony collapse disorder and ever-increasing overheads, and cannot shoulder additional direct costs.

The contribution of our Africanized honey bee activities for all of Florida's citizens, tourists, guests, outdoor enthusiasts, and others is a PUBLIC SAFETY SERVICE. Educating to prevent more human fatalities in Florida is our ultimate concern.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Since only one type of entity or portion of the Apiculture Industry is regulated by fees, there are no differences between types of consumers or services, except the number of colonies managed, that we provide as a value for consumers. The fees do not reflect the amount of time, and resources that are expended on our regulatory or public safety efforts.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

If one calculates the value of all citrus, watermelons, strawberries, blueberries, squash, cucumber, avocado, lychee, longans and other agricultural crops, and

crops produced by home gardeners, it would only reflect the partial value of honey bees, as all of these crops need pollen transferred from one flower to another in order for this pollination and fertilization to produce a marketable crop. These figures can be calculated because of the presence of healthy honey bee colonies that are the result of an active, knowledgeable and consumer oriented apiary inspection section.

Surveying, training and educational outreach efforts through and with the Africanized Honey Bee (AHB) Working Group and the African Honey Bee Inter-Agency Coordination Group helps alert all segments of the state to the AHB situation and provides appropriate awareness and helps ensure proper planning. Public safety and the value of human life is incalculable.

Raising fees sufficiently to cover these program costs would require so high an assessment from the industry as to damage its competitive position with similar entities in other states.

The presence of healthy honey bees in Florida is essential to the safety and supply of our food at the state and national level.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Honey bees provide benefits that only they can provide in the form of pollination. Without pollination, many segments of Florida agriculture would experience a drop in revenue from the decrease in production. Honey bees also provide free pollination in Florida's natural environment, producing the fruits, nuts and berries that feed all segments of Florida wildlife.

There is no plan that can substitute for the benefits that a healthy-managed honey bee industry receives through apiary inspection for pests, parasites and diseases.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42170600 Citrus Budwood Registration
Fund(s): 1000, 2093, 2261, 2360, 2507 General Revenue, Citrus Inspection TF, Federal Grants TF, Ag Emergency Eradication TF, Plant Industry TF
Specific Authority: Ch 581.021.14, F.S.
Purpose of Fees Collected: Specialized pathogen testing on citrus budwood and the distribution and preservation of clean budwood stock.

Budget Period: 2011-12

Type of Fee or Program: (Check ONE Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2009 - 10					ESTIMATED FY 2010 - 11					REQUEST FY 2011 - 12				
	GR	CITF	FGTF	AEETF	PITF	GR	CITF	FGTF	AEETF	PITF	GR	CITF	FGTF	AEETF	PITF
Receipts:															
Citrus Budwood Fees					96,881					100,000					110,000
Sale of Fruit					31,693					10,000					20,000
Misc. Refunds															
Other Transfers			85,004												
Industry Fees - Trfr from F&V		793,497		53,204			817,143					817,143			
Total Fee Collection to Line (A) - Section III	0	793,497	85,004	53,204	128,574	0	817,143	0	0	110,000	0	817,143	0	0	130,000

SECTION II - FULL COSTS

	ACTUAL FY 2009 - 10					ESTIMATED FY 2010 - 11					REQUEST FY 2011 - 12				
	GR	CITF	FGTF	AEETF	PITF	GR	CITF	FGTF	AEETF	PITF	GR	CITF	FGTF	AEETF	PITF
Direct Costs:															
Salaries and Benefits		706,184					727,369					727,369			
Other Personal Services															
Expenses		84,853			2,815		75,583			2,899		75,583			2,899
Operating Capital Outlay					62,341					5,006					5,006
Fixed Capital Outlay			66,273	53,204			11,493					11,493			
Data Processing	8,153				4,359	3,235					3,235				
Contracted Services		2,460					2,698					2,698			
Trfr to DMS/HR															
Total Full Costs to Line (B) - Section III	8,153	793,497	66,273	53,204	69,515	3,235	817,143	0	0	7,905	3,235	817,143	0	0	7,905

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2009 - 10					ESTIMATED FY 2010 - 11					REQUEST FY 2011 - 12				
		GR	CITF	FGTF	AEETF	PITF	GR	CITF	FGTF	AEETF	PITF	GR	CITF	FGTF	AEETF	PITF
TOTAL SECTION I	(A)	0	793,497	85,004	53,204	128,574	0	817,143	0	0	110,000	0	817,143	0	0	130,000
TOTAL SECTION II	(B)	8,153	793,497	66,273	53,204	69,515	3,235	817,143	0	0	7,905	3,235	817,143	0	0	7,905
TOTAL - Surplus/Deficit	(C)	(8,153)	0	18,731	0	59,059	(3,235)	0	0	102,095	(3,235)	0	0	0	122,095	

EXPLANATION of LINE C:

Program fees cover the registration costs of Citrus Budwood source trees. The program is funded by collection of industry fees, which are deposited into the Citrus Inspection Trust Fund (CITF) and Plant Industry Trust Fund (PITF). The surplus in the PITF is used to help offset other Division costs such as Salaries and Benefits. The FGTF surplus is a wash with last year's costs of (\$18,731) since the costs were reimbursable.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Citrus Budwood Registration

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Pathogen testing efficiencies were increased over the last three fiscal years with the purchase of new laboratory testing equipment. Real-time Polymerase Chain Reaction (qPCR) tests are now implemented which allow us to reduce the frequency of sample collection. This saves us considerable expense as one collection and one extraction now replaces multiple collections and extractions. Testing expenses are actually higher for this type of test, but labor savings allow us to do more testing without having to add additional staff. We can now run over 30,000 laboratory tests with the implementation of qPCR. Because of the impact of citrus greening on Florida's Citrus Industry, the PCR tests for citrus greening are required for all nursery source trees.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Once the new qPCR testing is optimized for other citrus pathogens, tests never before run will allow us to bring the standard of testing in the Florida Budwood Clean Stock Program up to the level of other world class budwood programs. This saves us considerable expense because to do this without qPCR would require the building of numerous state-of-the art temperature-controlled greenhouses, additional staff, increased utility bills, etc. Other tests currently being run may be replaced by more sensitive tests requiring Real-time PCR, a more sensitive PCR test that will bolster our customer's confidence in our results. Savings include not having to require additional greenhouses or staff to implement new tests.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, Citrus Industry stakeholder groups and industry task forces have expressed that clean budwood is critical to the survival of the industry in dealing with citrus greening and other endemic and exotic graft-transmissible diseases of citrus. The specialized pathogen testing provided by this agency is not available to individual growers through the private sector and distribution and preservation of

clean stock has to be centralized and made available to all stakeholders. There are no other agencies or programs in either the governmental or private realm that provide these services.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The citrus budwood regulation fees are established and capped by Chapter 581.031.14 (d), F.S., at \$5. Program fees cover the registration costs of source trees, but not other program fees, as the Division is prohibited from charging fees above actual expenses for services rendered.

The majority of the program's budget is funded by a citrus inspection box tax on the Citrus Industry. This fee is collected by the Division of Fruits and Vegetables and transferred to the Division of Plant Industry to cover the major portion of our expenses.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes, they are adequate to cover both direct and indirect costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Since only one type of entity or portion of the Citrus Industry is regulated by this Citrus Budwood Registration fee, there are no differences between the types of customers or services that we provide and a consistent fee is reasonable and well-received by the customers. The annual source tree registration fees reflect an amount of time and input into indexing practices for plant pathogens that require a set amount of inputs that can be applied to all end users equally as each tree is required to have the same tests, therefore, the cost of services is determined by the customer's number of trees requiring registration. Re-inspection is not an issue as graft-transmissible pathogen positive or negative results determine tree status and

the fee covers testing costs that are required regardless if a pathogen is determined to be present or not.

The majority of the Budwood Program is covered by a Citrus Industry fruit tax that is assessed on each box of fruit harvested. This tax is assessed fairly because it is applied on each box of citrus that is harvested. The taxes collected are deposited into the Citrus Inspection Trust Fund and then appropriated to the Citrus Budwood Protection Program. The fee is considered fair and equitable as the Citrus Budwood Program benefits all segments of the Florida Citrus Industry by providing high quality citrus propagation stock to all parties.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

- a) Approximately 99% of the program is funded from trust funds, the majority of which come from the Citrus Inspection Trust Fund (CITF). Funds deposited into the CITF are collected by the Division of Fruits and Vegetables from the Citrus Inspection Box Tax. This fee is assessed on each box of citrus fruit harvested in the state and a portion is used to cover the cost of the Citrus Budwood Registration Program.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Citrus Budwood Registration

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; Ch. 581.191, 581.212, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) 9% General Revenue

If the program is subsidized from other state funds, what is the source(s)? General Revenue

What is the current annual amount of the subsidy? \$8,153 GR

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Citrus Budwood	Source Tree Registration	581.031.14 (d)	\$5	1998	Yes	\$5	Plant Industry
*Citrus Inspection Box Tax Fee		601.28			Yes	0.0421	Processors
*Citrus Inspection Box Tax Fee		601.28			Yes	0.0030	Road Side Stands
*Citrus Inspection Box Tax Fee		601.28			Yes	0.0123	Fresh Fruit (PIQ)
*Citrus Inspection Box Tax Fee		570.48			Yes	0.0850	Packing House

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2011-2012

Department: Agriculture and Consumer Services

Chief Internal Auditor: Nedra Harrington

Budget Entity: _____

Phone Number: (850) 245-1360

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
IA 0910-01:07	Fiscal Year 2008-2009	Performance Measure Accuracy	For 2 of 7 performance measures selected, the reported numbers for Fiscal Year 2008-2009 are fairly stated. Four measures were not fairly stated and the accuracy of the reported number could not be determined for the remaining measure. Recommendations: Depending on the performance measure, divisions were asked to clearly define key terms and the methodology in the Validity and Reliability Statement, change the query used to produce the reported number, maintain documentation to support the reported number, finalize written procedures, review the methodology and position descriptions, finalize the reporting spreadsheet, and develop procedures.	The divisions agreed with the conclusions and have implemented the recommendations.	
IA 0910-08	February 2010	Attendance and Gate Admission Revenue - 2010 Florida State Fair	None	Not Applicable	
IA 0910-09	July 1, 2007 - April 30, 2010	Financial Data Analysis Purchasing Card Activity	The Office of Inspector General's analysis of PCard activity revealed instances where PCards were either not used by the cardholder, or where use of the PCard was limited. The single and monthly transaction totals in comparison to the single and monthly transaction limits indicated that some of the limits assigned to the PCard could be reduced. Recommendations: Review the detailed analysis prepared by the Office of Inspector General and consult with the Department's PCard Administrator to determine adjustments, as appropriate. Included in the review should be a determination as to whether the single and monthly transaction limits are reasonable based on the needs of the cardholder.	Division management has reviewed the detailed analysis and made determinations regarding cardholders and their respective transaction limits.	
IA 1011-01	Fiscal Year 2008-2009	Regulatory Enforcement - Florida Agricultural License and Bond	None	Not Applicable	
AG 2010-017	Fiscal Year 2008-2009	Quality Assessment Review - Department of Agriculture and Consumer Services - Office of Inspector General/Internal Audit Activity	None	Not Applicable	

AG 2010-020	July 2007 - February 2009, and selected actions through June 2009	Disbursement Controls - Operational Audit	<p>Finding: The Department had not designated as positions of special trust, key information technology positions with high access privileges and positions with access to sensitive locations, and had not ensured that appropriate background screenings, including fingerprinting, of the individuals in these positions had been performed. In addition, the Department could not demonstrate that contractors with access to AIMS or sensitive locations had received an appropriate background screening. Recommendation: The Department should take steps to ensure that all individuals with high access privileges or physical access to sensitive locations undergo a level 2 background screening prior to allowing any form of system or physical access.</p> <p>Finding: The Department did not always timely remove employee AIMS access privileges when employees separated from the Department. Recommendation: To minimize the risk of compromising data and IT resources, the Department should ensure that AIMS access privileges are revoked immediately upon employee termination.</p> <p>Finding: The Department could not demonstrate that program changes were tested by someone other than the programmer and that the changes were moved into production by an authorized individual other than the programmer. Recommendation: To enhance program change controls, the Department should ensure that there is an adequate tracking mechanism for all program changes and that approvals at each stage of the development and implementation process are documented.</p>	<p>Background screenings have been completed for staff occupying information technology positions that were identified as positions of special trust in the Division of Administration, Bureau of Agriculture Management Information Center. A project has been initiated by the Division of Administration to work with the remaining divisions to identify additional information technology staff that will require a background screening. Background screenings of contractors is not considered necessary or practical in all instances because contractors are not granted access to the AIMS production system, and contractors are escorted by Department personnel while in sensitive locations. In addition, there are frequent changes in contractor personnel who have access to sensitive locations, making it impractical to conduct background screenings.</p> <p>The Division of Administration has implemented a process to generate a terminated employee report out of People First on a weekly basis to ensure all user accounts are deleted for terminated employees. In addition, Administrative Policy and Procedures No. 1-18, CAPAS and Department-issued Property Items, has been amended to allow for a more reasonable timeframe within which to revoke user access accounts. The Department's on-line CAPAS training, which addresses user accounts, was updated and supervisors were required to retake the training as a refresher of their responsibilities for ensuring the timely termination of user accounts.</p> <p>The Department revised Administrative Policy and Procedures No. 2-3, Change Management, to enhance program controls and developed a change management log which requires more detailed information, including the documentation of authorizations throughout the development and implementation process. The Department is continuing to analyze options to electronically track changes.</p>	
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AG 2010-020 cont.			Finding: Employees performing financial management functions were assigned FLAIR access privileges that were incompatible with their assigned job responsibilities. In addition, multiple user names and user IDs were assigned to users, and the Department did not always timely remove FLAIR access privileges when employees separated from the Department. Recommendations: The Department should follow prescribed policies and procedures and perform reviews of employee FLAIR access capabilities and, as necessary, promptly modify those capabilities in accordance with the results of the review. In addition, in accordance with Department administrative policies and procedures, cancellation of FLAIR access privileges should occur no later than the date of separation from an employee's assigned position or last day in the office.	The Division of Administration, Bureau of Finance and Accounting, has developed and implemented internal Standard Operating Procedures to ensure access to FLAIR is granted based on the employee's assigned job responsibilities, and that a proper segregation of duties is maintained. Instances of multiple user names and user IDs were identified and corrected. Corrective action as outlined under finding two has been implemented to ensure the timely termination of user accounts.	
AG 2010-165	Fiscal Year 2008-2009	Federal Awards - Child Nutrition Cluster and Plant and Animal Disease, Pest Control, and Animal Care (PADPCAC)	None	Not Applicable	

Fiscal Year 2011-12 LBR Technical Review Checklist (Rev. 10-13-2010)

Department/Budget Entity (Service): Agriculture and Consumer Services

Agency Budget Officer/OPB Analyst Name: Phyllis Vaughn-Gadd

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)				
	420101	420102	420103	410104	421101

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A90, A91, A92, A93, A94, A95, IA1, IA4, IA5, IP1, V1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y
1.4 Has security been set correctly? (CSDR, CSA)	Y	Y	Y	Y	Y
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 of the LBR Instructions?	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y	Y	Y	Y	Y
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	Y	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y	Y	Y	Y
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	Y

AUDITS:

3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y
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Action		Program or Service (Budget Entity Codes)				
		420101	420102	420103	410104	421101
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2009-10 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		420101	420102	420103	410104	421101
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	Y	Y	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	Y
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #11-006?	N/A	N/A	N/A	N/A	N/A
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		420101	420102	420103	410104	421101
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 26 and 86 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	Y	Y	Y	Y	Y
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A
AUDIT:						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y	Y	Y	Y	Y
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	Y
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y	Y	Y	Y	Y
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					

Action		Program or Service (Budget Entity Codes)				
		420101	420102	420103	410104	421101
TIP	If an appropriation made in the FY 2009-10 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y	Y
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y	Y	Y	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y	Y	Y
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A	N/A	N/A	N/A	N/A
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	Y
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y	Y	Y	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		420101	420102	420103	410104	421101
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions appropriately shown in column A02?	Y	Y	Y	Y	Y
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	Y
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y	Y	Y
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						

		Program or Service (Budget Entity Codes)				
Action		420101	420102	420103	410104	421101
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 87 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Y	Y	Y	Y
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	Do the reductions comply with the instructions provided on pages 98 through 101 of the LBR Instructions regarding a 5% reduction in recurring and nonrecurring General Revenue and Trust Funds?	Y	Y	Y	Y	Y
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 15% reduction in recurring General Revenue and Trust Funds?	Y	Y	Y	Y	Y
15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions)						
15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y	Y
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2009-10 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	Y
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	Y
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		420101	420102	420103	410104	421101
15.6	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y	Y	Y
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y	Y	Y
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	Y
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
17.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y	Y	Y	Y	Y
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
18. FLORIDA FISCAL PORTAL						
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y

Fiscal Year 2011-12 LBR Technical Review Checklist (Rev. 10-13-2010)

Department/Budget Entity (Service): Agriculture and Consumer Services

Agency Budget Officer/OPB Analyst Name: Phyllis Vaughn-Gadd

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)				
	421102	421201	421501	421502	421601

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A90, A91, A92, A93, A94, A95, IA1, IA4, IA5, IP1, V1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y
1.4 Has security been set correctly? (CSDR, CSA)	Y	Y	Y	Y	Y
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 of the LBR Instructions?	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y	Y	Y	Y	Y
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	Y	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y	Y	Y	Y
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	Y

AUDITS:

3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y
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Action		Program or Service (Budget Entity Codes)				
		421102	421201	421501	421502	421601
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2009-10 approved budget. Amounts should be positive.					

Action		Program or Service (Budget Entity Codes)				
		421102	421201	421501	421502	421601
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	Y	Y	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	Y
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #11-006?	N/A	N/A	N/A	N/A	N/A
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		421102	421201	421501	421502	421601
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 26 and 86 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	Y	Y	Y	Y	Y
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A
AUDIT:						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y	Y	Y	Y	Y
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	Y
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y	Y	Y	Y	Y
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					

Action		Program or Service (Budget Entity Codes)				
		421102	421201	421501	421502	421601
TIP	If an appropriation made in the FY 2009-10 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y	Y
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y	Y	Y	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y	Y	Y
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A	N/A	N/A	N/A	N/A
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	Y
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y	Y	Y	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		421102	421201	421501	421502	421601
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions appropriately shown in column A02?	Y	Y	Y	Y	Y
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	Y
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y	Y	Y
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						

		Program or Service (Budget Entity Codes)				
Action		421102	421201	421501	421502	421601
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 87 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Y	Y	Y	Y
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	Do the reductions comply with the instructions provided on pages 98 through 101 of the LBR Instructions regarding a 5% reduction in recurring and nonrecurring General Revenue and Trust Funds?	Y	Y	Y	Y	Y
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 15% reduction in recurring General Revenue and Trust Funds?	Y	Y	Y	Y	Y
15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions)						
15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y	Y
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2009-10 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	Y
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	Y
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		421102	421201	421501	421502	421601
15.6	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y	Y	Y
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y	Y	Y
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	Y
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
17.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y	Y	Y	Y	Y
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
18. FLORIDA FISCAL PORTAL						
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y

Fiscal Year 2011-12 LBR Technical Review Checklist (Rev. 10-13-2010)

Department/Budget Entity (Service): Agriculture and Consumer Services

Agency Budget Officer/OPB Analyst Name: Phyllis Vaughn-Gadd

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)				
	421602	421603	421701	421702	421703

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A90, A91, A92, A93, A94, A95, IA1, IA4, IA5, IP1, V1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y
1.4 Has security been set correctly? (CSDR, CSA)	Y	Y	Y	Y	Y
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 of the LBR Instructions?	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y	Y	Y	Y	Y
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	Y	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y	Y	Y	Y
3.2 Are the 33XXXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	Y

AUDITS:

3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y
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		Program or Service (Budget Entity Codes)				
Action		421602	421603	421701	421702	421703
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2009-10 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		421602	421603	421701	421702	421703
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	Y	Y	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	Y
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #11-006?	N/A	N/A	N/A	N/A	N/A
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		421602	421603	421701	421702	421703
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 26 and 86 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	Y	Y	Y	Y	Y
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A
AUDIT:						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y	Y	Y	Y	Y
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	Y
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y	Y	Y	Y	Y
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					

Action		Program or Service (Budget Entity Codes)				
		421602	421603	421701	421702	421703
TIP	If an appropriation made in the FY 2009-10 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y	Y
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y	Y	Y	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y	Y	Y
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A	N/A	N/A	N/A	N/A
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	Y
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y	Y	Y	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		421602	421603	421701	421702	421703
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions appropriately shown in column A02?	Y	Y	Y	Y	Y
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	Y
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y	Y	Y
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						

		Program or Service (Budget Entity Codes)				
Action		421602	421603	421701	421702	421703
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 87 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Y	Y	Y	Y
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	Do the reductions comply with the instructions provided on pages 98 through 101 of the LBR Instructions regarding a 5% reduction in recurring and nonrecurring General Revenue and Trust Funds?	Y	Y	Y	Y	Y
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 15% reduction in recurring General Revenue and Trust Funds?	Y	Y	Y	Y	Y
15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions)						
15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y	Y
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2009-10 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	Y
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	Y
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		421602	421603	421701	421702	421703
15.6	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y	Y	Y
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y	Y	Y
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	Y
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
17.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y	Y	Y	Y	Y
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
18. FLORIDA FISCAL PORTAL						
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y

Fiscal Year 2011-12 LBR Technical Review Checklist (Rev. 10-13-2010)

Department/Budget Entity (Service): Agriculture and Consumer Services

Agency Budget Officer/OPB Analyst Name: Phyllis Vaughn-Gadd

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)			
	421704	421705	421706	

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A90, A91, A92, A93, A94, A95, IA1, IA4, IA5, IP1, V1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y	Y	Y		
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y		

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y		
1.4 Has security been set correctly? (CSDR, CSA)	Y	Y	Y		
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 of the LBR Instructions?	Y	Y	Y		
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y		
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y	Y	Y		
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	Y	Y	Y		

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y	Y		
3.2 Are the 33XXXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y		

AUDITS:

3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y		
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		Program or Service (Budget Entity Codes)				
Action		421704	421705	421706		
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y		
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y		
4.2	Is the program component code and title used correct?	Y	Y	Y		
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y		
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y	Y	Y		
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2009-10 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		421704	421705	421706		
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y		
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y	Y	Y		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y	Y	Y		
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	Y	Y	Y		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y		
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y	Y	Y		
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y	Y		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #11-006?	N/A	N/A	N/A		
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A	N/A		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y		

Action		Program or Service (Budget Entity Codes)				
		421704	421705	421706		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y		
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y		
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 26 and 86 of the LBR Instructions.)	N/A	N/A	N/A		
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	Y	Y	Y		
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A		
AUDIT:						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y	Y	Y		
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	Y	Y	Y		
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2)	Y	Y	Y		
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3)	Y	Y	Y		
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y	Y	Y		
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					

		Program or Service (Budget Entity Codes)				
Action		421704	421705	421706		
TIP	If an appropriation made in the FY 2009-10 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y		
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Y	Y	Y		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y		
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y	Y	Y		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y		
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y		
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A	N/A	N/A		
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	Y	Y	Y		
8.10	Are the statutory authority references correct?	Y	Y	Y		
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y	Y	Y		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y		

Action		Program or Service (Budget Entity Codes)				
		421704	421705	421706		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y		
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y		
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y		
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y		
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y		
8.25	Are current year September operating reversions appropriately shown in column A02?	Y	Y	Y		
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y		
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y		
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y		
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y		
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y		
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	Y		
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						

		Program or Service (Budget Entity Codes)				
Action		421704	421705	421706		
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y		
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 87 of the LBR Instructions.)	Y	Y	Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y		
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y		
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Y	Y		
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	Do the reductions comply with the instructions provided on pages 98 through 101 of the LBR Instructions regarding a 5% reduction in recurring and nonrecurring General Revenue and Trust Funds?	Y	Y	Y		
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 15% reduction in recurring General Revenue and Trust Funds?	Y	Y	Y		
15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions)						
15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y	Y	Y		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2009-10 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y		
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y		
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y		

Action		Program or Service (Budget Entity Codes)				
		421704	421705	421706		
15.6	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y		
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y		
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y		
17.5	Are the appropriate counties identified in the narrative?	Y	Y	Y		
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y	Y	Y		
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
18. FLORIDA FISCAL PORTAL						
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y		