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Product  
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and Standards  
Division

FCIC-25360 (12-2010)

# **CENTRAL AND SOUTHERN POTATO LOSS ADJUSTMENT STANDARDS HANDBOOK**

**2011 and Succeeding Crop Years**

**UNITED STATES DEPARTMENT OF AGRICULTURE  
WASHINGTON D.C. 20250**

<b>FEDERAL CROP INSURANCE HANDBOOK</b>		<b>NUMBER: 25360 (12-2010)</b>
<b>SUBJECT:  CENTRAL AND SOUTHERN POTATO LOSS ADJUSTMENT STANDARDS HANDBOOK 2011 AND SUCCEEDING CROP YEARS</b>	<b>OPI: Product Administration &amp; Standards Division</b>	
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**THIS HANDBOOK CONTAINS THE OFFICIAL FCIC-APPROVED LOSS ADJUSTMENT STANDARDS FOR THIS CROP FOR THE 2011 AND SUCCEEDING CROP YEARS. ALL REINSURED COMPANIES WILL UTILIZE THESE STANDARDS FOR BOTH LOSS ADJUSTMENT AND LOSS TRAINING.**

**SUMMARY OF CHANGES/CONTROL CHART**

The following list contains significant changes to this handbook, as determined by us. It may not represent all changes made. All changes made to this handbook are applicable regardless of whether or not listed.

Major Changes: See changes or additions in text which have been highlighted. Three stars (\*\*\*) identify where text that has been removed.

**Changes for the 2011 Crop Year (FCIC-25360):**

- A. Throughout the handbook: Made changes so handbook text tracks with current RMA-approved handbook standards, and updated examples and forms as needed. Also corrected grammar, punctuation, deleted unneeded words and reworded sentences to clarify meaning and corrected reference numbers.
- B. Page 5, subsection 2 B (3): Added abbreviation for Basic Provisions, Crop Provisions and Special Provisions.
- C. Made editorial changes to other sections and subsection headings throughout the handbook.
- D. Inserted new approved Loss Adjustment Standards Branch language throughout the handbook.
- E. Page 22, Section 10: Revised all applicable entry instructions for the new Production Worksheet.
- F. Page 37, Removed current example of the production worksheet and added example of the new Production Worksheet.

# CENTRAL AND SOUTHERN POTATO LOSS ADJUSTMENT HANDBOOK

## SUMMARY OF CHANGES/CONTROL CHART (Continued).

Control Chart For: Central and Southern Potatoes Loss Adjustment Standards Handbook						
	SC Page(s)	TC Page(s)	Text Page(s)	Reference Material	Date	Directive Number
Remove	Entire Handbook					
Current Index	1-2	1-2	1-40	41-44	12-2010	FCIC-25360

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# **1. INTRODUCTION**

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**THIS HANDBOOK MUST BE USED IN CONJUNCTION WITH THE LOSS ADJUSTMENT MANUAL (LAM) STANDARDS HANDBOOK, FCIC-25010.**

The FCIC-issued loss adjustment standards for this crop are the official standard requirements for adjusting losses in a uniform and timely manner. The FCIC-issued standards for this crop and crop year are in effect as of the signature date for this crop handbook at [www.rma.usda.gov/handbooks/2500/index.html](http://www.rma.usda.gov/handbooks/2500/index.html). All Approved Insurance Providers (AIPs) will utilize these standards for both loss adjustment and loss adjustment training for the applicable crop year. These standards, which include crop appraisal methods, claims completion instructions, and form standards, supplement the general (not crop-specific) loss adjustment standards identified in the LAM.

## **2. SPECIAL INSTRUCTIONS**

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This handbook remains in effect until superseded by reissuance of **either** the entire handbook **or** selected portions (through slipsheets or bulletins). If slipsheets have been issued for a handbook, the original handbook as amended by slipsheet pages shall constitute the handbook. A bulletin can supersede either the original handbook or subsequent slipsheets. States covered by the Central and Southern (C&S) Potato Crop Insurance Provisions include: Alabama, Arizona, California (all counties except Humboldt, Modoc, and Siskiyou), Delaware, Florida, Georgia, Maryland, Missouri, New Jersey, all New Mexico counties except San Juan, North Carolina, Oklahoma, Texas, Virginia, and any other states or counties if allowed by the Special Provisions **(SP)**.

### **A. DISTRIBUTION**

- (1) The following is the minimum distribution of forms completed by the adjuster and signed by the insured (or the insured's authorized representative) for the loss adjustment inspection.
- (2) One legible copy to the insured. The original and all remaining copies as instructed by the AIP. It is the AIP's responsibility to maintain original insurance documents relative to policyholder servicing as designated in their approved plan of operations.

### **B. TERMS, ABBREVIATIONS, AND DEFINITIONS**

- (1) Terms, abbreviations, and definitions **general** (not crop specific) to loss adjustment are identified in the LAM.
- (2) Terms, abbreviations, and definitions **specific** to Central and Southern potato loss adjustment and this handbook, which are not defined in this section, are defined as they appear in the text.

(3) Abbreviations:

<b>BP</b>	<b>Common Crop Insurance Policy, Basic Provisions</b>
<b>CAT</b>	Catastrophic Risk Protection
<b>CSREES</b>	Cooperative State Research, Education, and Extension Service
<b>CIH</b>	Crop Insurance Handbook
<b>CP</b>	<b>Crop Provisions</b>
<b>DSSH</b>	Document and Supplemental Standards Handbook, FCIC-24040
<b>SP</b>	<b>Special Provisions</b>

(4) Definitions:

<b>Bulking</b>	Stage of growth where potato plants have reached full size. Tuber enlargement begins and continues until tuber maturity.
<b>Certified Seed</b>	Potatoes that were entered into the potato certified seed program and that meet all requirements for production to be used to produce a seed crop for the next crop year or a potato crop for harvest for commercial uses in the next crop year.
<b>Discard</b>	Disposal of production by the insured or a person acting for the insured, without receiving any value for the potatoes.
<b>Disposed</b>	Any disposition of the potatoes including but not limited to sale or discard.
<b>Early Harvest</b>	Any potato acreage harvested earlier than 45 days prior to the calendar date for the end of the insurance period, unless otherwise specified in the <b>SP</b> .
<b>External Defects</b>	Defects that can be detected externally. However, cutting may be required to determine the extent of the injury. Refer to the United States Standards for Grades of Potatoes for classification of external defects.
<b>Grade Inspection</b>	An inspection in which samples of (potato) production are obtained by the AIP, or a party approved by the AIP, prior to the sale, storage, or disposal of any lot of potatoes, or any portion of a lot and the potatoes are evaluated and quality (grade) determinations are made by the AIP, a laboratory approved by the AIP, or a potato grader licensed or certified by the applicable State or the United States Department of Agriculture, in accordance with the United States Standards for Grades of Potatoes. The United States standards used to determine the quality (grade) deficiencies will be: for potatoes produced for chipping, the United States Standards for Grades of Potatoes for Chipping; for potatoes produced for processing, the United States Standards for Grades of Potatoes for Processing; for potatoes produced for seed, the United States

Standards for Grades of Seed Potatoes; and for all other potatoes, the United States Standards for Grades of Potatoes. The quantity and number of samples required will be determined in accordance with procedure issued by FCIC.

<b>Harvest</b>	Lifting potatoes from within the soil to the soil surface.
<b>Internal Defects</b>	Defects that cannot be detected without cutting the potato. Refer to the United States Standards for Grades of Potatoes for classification of internal defects.
<b>Lot</b>	A quantity of production that can be separated from other quantities of production by grade characteristics, load, location or other distinctive features.
<b>Potato Certified Seed Program</b>	The state program administered by a public agency responsible for the seed certification process within the state in which the seed is produced.
<b>Tare Percentage</b>	The percent of undesirable material (e.g., dirt, rocks, plant material, unmarketable potatoes, etc.) from either a representative sample of harvested potatoes or lot of potatoes delivered to the processor as noted on the settlement sheet.

### **3. INSURANCE CONTRACT INFORMATION**

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The AIP is to determine that the insured has complied with all policy provisions of the insurance contract. **CP** which are to be considered in this determination include (but are not limited to):

#### **A. INSURABILITY**

The following may not be a complete list of insurability requirements. Refer to the **BP**, the Central and Southern Potato **CP**, and the **SP** for a complete list.

- (1) Insured Central and Southern potatoes are all the potatoes in the county for which a premium rate is provided by the actuarial documents, **in which the insured has a share, and that are:**
  - (a) **P**lanted with Certified Seed (unless otherwise permitted by the **SP**);
  - (b) **P**lanted for harvest as certified seed stock or for human consumption (unless otherwise specified in the **SP**); and
  - (c) **N**ot (unless allowed by the **SP** or written agreement) interplanted with another crop or planted into an established grass or legume.
- (2) Potato acreage will be uninsurable if it does not meet crop rotation requirements as specified in the **SP**.



- (3) Potato acreage will be considered uninsurable if damaged before the final planting date or before the end of the applicable planting period in counties for which the **SP** designate separate planting periods, to the extent that similarly situated producers in the area would normally not further care for the crop, unless the acreage is replanted or the AIP agrees it is not practical to replant (refer to section 4, herein.)
- (4) Damage that occurs or becomes evident after the end of the insurance period, including, but not limited to damage that occurs or becomes evident in storage will be uninsurable.
- (5) Damage, by a cause of loss, such as freeze, after the dates specified in the **SP** will be uninsurable.
- (6) Ninety percent (90%) of the insured's price election must be used to determine the indemnity if:
  - (a) The production from any acreage of the insured crop is not harvested;
  - (b) The potato acreage is damaged by insured causes to the extent that other producers in the area would not normally further care for the crop even though the insured continues to care for such potato acreage; or
  - (c) Potatoes that are lifted to the soil surface and not removed from the field.
- (7) The policy requires the insured to file a "notice of damage or loss," and if the insured is going to destroy any acreage of the insured crop that will not be harvested, he or she must leave representative samples at least 10 feet wide and extending the entire length of each field in the unit.

## **B. GRADE INSPECTIONS**

- (1) Prior to any grade inspection, the insured must notify the AIP of the intended use of the potatoes so the appropriate United States **(U.S.)** Grading Standards will be applied (the AIP may request previous sales records to verify the claimed intended use or base the intended use on the type of potato grown if such potatoes are not usually grown for the intended use the insured reported).
- (2) The AIP must be given the opportunity to perform a grade inspection on the potatoes prior to sale, storage or disposal from any unit which the insured has given notice of damage. An appraisal of not less than the production guarantee will apply for any acreage from which any production is disposed of without a grade inspection. (Refer to the definition of "disposed" in section 2, herein.)

- (3) In accordance with the definition of “Grade Inspection” in section 2 B (4), representative samples must be obtained by the adjuster or a disinterested third party approved by the AIP prior to the sale, storage, or disposal of any lot of potatoes, or any portion of a lot. The potatoes must be evaluated and quality (grade) determinations must be made by:
  - (a) A laboratory approved by the AIP; or
  - (b) A potato grader licensed or certified by the applicable State or the United States Department of Agriculture, in accordance with the U.S. Standards for Grades of Potatoes.
- (4) Samples will be graded according to the applicable U.S. Standards for the intended use. The number and size of samples required will be determined in accordance with section 5 C of this handbook. Sampling requirements in the U.S. Standards or any other instructions for such standards are not applicable. If the potatoes are delivered direct from the field to the packer/processor, a dockside inspection can be used if sampling and grading requirements contained in the CP and this handbook are fulfilled.
- (5) Any quality loss **must** be determined based on samples obtained prior to:
  - (a) The production being placed in storage, if the production is stored prior to sale; or
  - (b) The date the potatoes are delivered to a buyer, wholesaler, packer, broker, or other handler if production is not stored.
- (6) If there is a possibility of damage occurring during transportation, representative samples should be obtained from field run production prior to transporting the potatoes.
- (7) Production not meeting the U.S. Standards for grading U.S. No. 2 due to external defects will be determined on an individual potato basis for all UNHARVESTED potatoes and for any HARVESTED potatoes if the AIP determines it is practical to separate the damaged production.
- (8) The adjuster is required to verify the actual grade of potatoes (from Federal/State inspection certificates) where grower’s settlement sheets do not exist or do not indicate the applicable U.S. Standards for Grades of Potatoes.
- (9) It is IMPERATIVE that all gross (field run) production be graded for the appropriate characteristics according to the CP, and the U.S. Standards for Grades of Potatoes. Document, in the narrative of the appraisal worksheet, the reasons the potatoes did not meet or exceed the applicable U.S. Standards.

### **C. PROVISIONS AND PROCEDURES NOT APPLICABLE TO CAT COVERAGE**

Refer to the CIH and the LAM for provisions and procedures not applicable to CAT.

## D. UNIT DIVISION

Refer to the insurance contract for unit provisions. Unless limited by the **CPs** or **SPs**, a basic unit, as defined in the **BP**, will be divided into additional basic units by planting period.

## 4. REPLANTING PAYMENT REQUIREMENTS

There is currently no replanting payment for Central and Southern Potatoes. Refer to the **BP** and the **CP** for replanting requirements prior to the final planting date.

## 5. POTATO APPRAISALS

### A. GENERAL INFORMATION

- (1) Potential production **for all types of inspections** will be appraised in accordance with procedure in this handbook and the LAM.
- (2) PRIOR TO HARVEST and when a loss situation is probable or a notice of loss is filed, the AIP must complete a PRE-HARVEST inspection if it is determined the insurable entity is a broker, packer, or processor. Refer to the LAM for instructions for completing a pre-harvest inspection. Also, refer to the LAM for additional reasons for appraisals.
- (3) Appraisals to be made in addition to those specified in the LAM are as follows:
  - (a) Production is lost due to harvest PRIOR to full maturity, (i.e., EARLY HARVEST).
    - 1 Production to count from such acreage will be determined by increasing the amount of harvested production by 2 percent for each day the potatoes are harvested earlier than 45 days prior to the calendar date for the end of the insurance period, unless a time period other than 45 days is specified in the **SP**.

#### **EXAMPLE:**

The insured harvested (early harvest) 1,000.0 hundredweight of potatoes 50 days before the calendar date for the end of the insurance period. The policy date the potatoes would have reached full maturity will be considered 45 days prior to the calendar date for the end of the insurance period.

50 days - 45 days = 5 days

2% x 5 days = 10% increase in production

.10 x 1,000.0 hundredweight = 100.0 hundredweight

1,000.0 hundredweight + 100.0 hundredweight = 1,100.0 hundredweight

production to count. Enter the adjusted production to count in section II, **column** "**56** - Bu., Ton, Lbs., Cwt" of the Claim Form.

- 2 The early harvest adjustment to potato production will not be made if the potatoes are damaged by an insurable cause of loss, and leaving the crop in the

field would either reduce production or decrease quality.

- (b) Planting takes place earlier than normal. The full maturity date established by the CP could be later than necessary and result in increasing production even though the production is fully mature. In such cases, AIP's should document that the production did reach full maturity prior to the "fully mature date" established by the CP (or if applicable, the date established by the SP) and that the "bulking factor" (as stated in 5 A (3) (a) 1) was not applied.
- (c) If there are multiple early harvest days, compute the increased production for each day separately, and total the results of each day's calculation. Enter the total production to count for early harvest in Section II, column "56 - Bu., Ton, Lbs., Cwt" of the Claim Form. Document the calculations in the "Narrative" section of the Claim Form or on a Special Report.

## **B. SPECIAL LOSS ADJUSTMENT CONSIDERATIONS**

### **Insured's Awareness of Disease Problem**

- (1) When preparing claims involving damage resulting from disease, such as late blight or pythium leak, etc. follow the instructions and guidelines in the LAM in the section entitled "Claims Involving Severe Insect, Disease, or Weed Infestation" to determine whether appraisals for uninsured causes of loss are applicable.
- (2) Contact the local university and/or CSREES plant pathologist or potato specialist. Take representative samples of diseased potatoes to the plant pathologist to have him/her properly identify and document diseases present and acquire their assistance in determining the percent of damage. Use farm records to verify that the insured followed current recommendations or proper management practices.
- (3) If the adjuster is able to determine that the insured was aware of the disease problem in the current or preceding crop year but did not follow recognized good farming practices, some or all of the loss will be considered an **uninsured** loss. Failure to follow recognized, good farming practices might include, but not be limited, to the following:
  - (a) Failure to adequately dispose of infected potatoes from prior year's production according to methods recommended by representatives from CSREES, local university, and/or the State Department of Agriculture;
  - (b) Failure to apply appropriate fungicides; or
  - (c) Failure to follow recommended crop rotation practices on disease-infected fields following a disease problem.

### C. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS

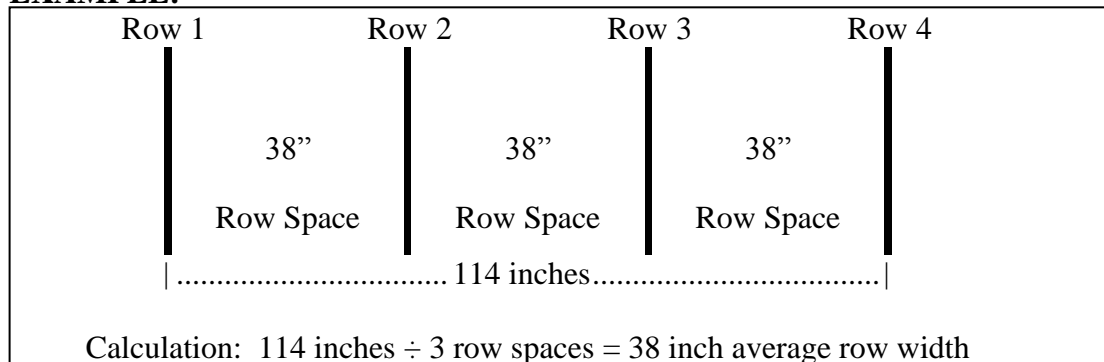
- (1) Determine the minimum number of required samples for a field or subfield by the field size, (take not less than the minimum number (count) of representative samples required in **TABLE A** for each field or subfield), the average stage of growth, age (size) and general capabilities of the plants, and variability of potential production, and plant damage within the field or subfield.
- (2) Split the field into subfields when:
  - (a) Variable damage causes the crop potential to appear to be significantly different within the same field; or
  - (b) The insured wishes to destroy a portion of a field.
- (3) Each field or subfield must be appraised separately.
- (4) Determine the average stage of growth by representative sampling of plants.

### D. MEASURING ROW WIDTH FOR SAMPLE SELECTION

Use these instructions for all appraisal methods that require row width determinations:

- (1) Use a measuring tape marked in inches or convert a tape marked in tenths of a foot, to inches, to measure row width (refer to the LAM for conversion table).
- (2) Measure across **THREE OR MORE** row spaces, from the center of the first row to the center of the fourth row (or as many rows as needed), and divide the result by the number of row spaces measured across to determine an average row width in whole inches.

**EXAMPLE:**



- (3) Where rows are skipped for tractor and planter tires, refer to the LAM.
- (4) Apply the average row width to **TABLE B** to determine the required length of sample row for either 1/100 acre or 1/1000 acre, as applicable.

- (5) When using two or more rows to fulfill the required length of sample row, divide the length of row required by the number of rows used in the sample. The combined length of all rows must equal the single row length.

## **6. APPRAISAL METHODS**

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### **A. GENERAL INFORMATION**

These instructions provide information on appraisal methods for:

<b>Appraisal Method...</b>	<b>Use...</b>
Immature Appraisal Method	For planted acreage with no emerged seed, from emergence up to the stage where the mature weight of the potatoes can accurately be determined.
After Maturity - (Weight Method) Appraisals	For mature potatoes where the mature weight of the potatoes can be determined.

### **B. EMERGENCE TO MATURITY APPRAISALS**

If the reduction in stand is solely due to non-emerged seed due to insufficient soil moisture, do not complete appraisals prior to the time specified in the LAM. Refer to the paragraph in the LAM regarding deferred appraisals and non-emerged seed.

- (1) Select the required number of representative samples (refer to **TABLE A**) and the required sample row-length for **1/100** acre (refer to **TABLE B**).
- (2) Row measurements: Enter the average row spacing on the appraisal worksheet (refer to section 5 D).
- (3) Count the number of live plants in each sample row that are capable of producing tubers. If more than one sprout has emerged at the point where the seed segment was planted, count this “cluster” as a single plant.
- (4) Total the number of live plants from all representative samples and divide by the number of samples to calculate the average number of plants.
- (5) Multiply the average number of plants by the applicable pounds-per-plant factor (refer to **TABLE D**) to calculate the per acre appraisal in hundredweight rounded to tenths.

### **C. AFTER MATURITY (WEIGHT METHOD) APPRAISALS**

- (1) Select the required number of representative samples (refer to **TABLE A**) and the required sample row-length for **1/1000** acre (refer to **TABLE B**).

- (2) Row measurements: Enter the average row spacing on the appraisal worksheet (refer to section 5 D).
- (3) Dig and weigh all potatoes in the sample row length (1/1000 of an acre).
  - (a) Record the weight of each sample on the appraisal worksheet.
  - (b) Total all samples and divide by the number of samples to determine the Average Pounds per Sample.
- (4) Using the potatoes dug in (3) above, select at least 25 pounds, which are representative of all samples.
  - (a) These 25+ pounds are to be submitted to a grader for grade determination (refer to 3 B (3)).
  - (b) Sample sizes for grading should be at least 25 pounds of potatoes that are taken from each field or subfield appraised. As the sample used for grading purposes is to be representative of the whole field or subfield, if there are significant differences in quality of the samples weighed, it may be necessary to further sub-divide the field or subfield.
  - (c) If the number of potatoes from the representative samples does not equal or exceed 25 pounds, the adjuster will need to dig up additional potatoes to make a 25 pound sample for grading purposes.
  - (d) When the adjuster inquires as to the availability of authorized graders, it is also necessary to find out what size (weight) of representative samples are currently required by such inspectors in order to make grade determinations.
- (5) For any potatoes that do not meet or exceed the requirements for **U.S. Standards for grading U.S. No. 2 DUE TO EXTERNAL DEFECTS**:
  - (a) Subtract the percentage of those potatoes not meeting the requirements for **U.S. Standards for grading U.S. No. 2** due to external defects from 1.0.
  - (b) Multiply the result by the Average Pounds per Sample to determine the Average Pounds per Sample Excluding External Defects.
- (6) For a potato lot with internal or other defects, as shown in the grade standards:
  - (a) If the lot meets or exceeds the requirements for **U.S. Standards for grading U.S. No. 2** (on a lot basis), multiply the Average Pounds per Sample Excluding External Defects by a factor of 1. The entire lot is counted as production.
  - (b) If the lot does not meet or exceed the requirements for **U.S. Standards for grading U.S. No. 2** (on a lot basis), multiply the Average Pounds per Sample Excluding External Defects by a factor of 0. No production is counted.
- (7) Multiply the Average Pounds to Count Per Sample, as calculated in (6) above, by a factor of 10 to convert to CWT/acre.

## **7. DETERMINING POTATO PRODUCTION TO COUNT**

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### **A. GENERAL INFORMATION**

- (1) All determinations for production to count must be based upon a grade inspection.
- (2) Account for the total harvested and unharvested production from all insurable acreage on the unit. Mature potatoes are harvested and sold on the basis of “marketable lots” grading at least **U.S. Standards for grading** U. S. No. 2 or better (refer to section 12 of the **CP**).

### **B. MARKETABLE LOTS**

- (1) Production to Count.
  - (a) Only marketable lots of mature potatoes will be considered production to count for loss adjustment purposes, with the EXCEPTION of production with external defects.
  - (b) Production that does not meet or exceed the **U.S. Standards for grading** U. S. No. 2, due to external defects will be determined on an individual potato basis for all unharvested and any harvested potatoes for which the AIP determines it is practical to separate the damaged potato production from the undamaged potato production.
- (2) Marketable Lot Requirements. Marketable lots of potatoes will include any lot of potatoes that are:
  - (a) Stored;
  - (b) Sold as seed;
  - (c) Sold for human consumption; or
  - (d) Harvested and not sold or that is appraised if such lot meets or exceeds the requirements for **U.S. Standards for grading** U. S. No. 2 on a sample basis.
- (3) Additional Marketable Lot Requirements. Marketable lots will also include any potatoes that the AIP determines:
  - (a) Could have been sold for seed or human consumption in the general marketing area;
  - (b) Were not sold as a result of uninsured causes including, but not limited to, failure to meet chipper or processor standards for fry color or specific gravity; or



- (c) Were disposed of without the AIP's prior written consent and such disposition prevented a determination of marketability (refer to the definition of "disposed" in subsection 2B, herein).

### **C. UNMARKETABLE LOTS**

A potato lot will **not** be considered marketable (unless such potatoes are categorized in subsections 7 B (2) or (3) above) if, due to insurable causes of damage, it:

- (1) Is partially damaged, and is salvageable only for starch, alcohol, or livestock feed;
- (2) Does not meet the **U.S. Standards for grading** U. S. No. 2 or better due to internal defects; or
- (3) Does not meet or exceed the requirements for the **U.S. Standards for grading** U.S. No. 2 due to external defects and it is not practical to separate the damaged production.

### **D. LACK OF STORAGE FACILITIES**

The lack of storage facilities may require the insured to delay harvesting until a buyer is able to handle the potatoes. In such cases, the following applies:

- (1) Insured damage to the potatoes will be covered during the insurance period, provided that:
  - (a) The insured has made every effort to market the potatoes through regular channels; and
  - (b) Other producers in the area are experiencing similar harvest delays under the same circumstances.
- (2) Document the circumstances, and determine that harvest is not being scheduled for uninsured producers ahead of insured producers solely to take disproportionate advantage of the insurance program. If such favored scheduling is determined to have taken place, make appraisals for uninsured causes as appropriate, depending upon the nature and extent of damage occurring after the date the potatoes should have been harvested as determined by the AIP.
- (3) If harvest is delayed beyond the calendar date for the end of the insurance period, make appraisals immediately after such date to establish the amount of damage which occurred during the insurance period. Refer to the LAM for instructions on handling claims with damage occurring after the end of the insurance period.

## **8. APPRAISAL DEVIATIONS AND MODIFICATIONS**

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### **A. DEVIATIONS**

Deviations in appraisal methods require RMA written authorization (as described in the LAM) prior to implementation.

### **B. MODIFICATIONS**

There are no pre-established appraisal modifications or deviations contained in this handbook. Refer to the LAM for additional information.

## **9. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES**

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### **A. WORKSHEET FORM STANDARDS**

- (1) The entry items in subsection 9 C are the minimum requirements for the C&S Potato Appraisal Worksheets. All of these entry items are “Substantive,” (i.e., they are required).
- (2) Appraisal Worksheet Completion Instructions. The completion instructions for the required entry items on the Appraisal Worksheet in the following subsections are “Substantive,” (i.e., they are required.)
- (3) The Privacy Act and Non-Discrimination Statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown in the example form in this section. The current Non-Discrimination Statement and Privacy Act Statement can be found on the RMA website at <http://www.rma.usda.gov/regs/required.html> or successor website.
- (4) Refer to the DSSH for other crop insurance form requirements (e.g., font point size, etc.).

### **B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION INSTRUCTIONS**

- (1) Include the AIP’s name in the appraisal worksheet title if not preprinted on the AIP’s worksheet or when a worksheet entry is not provided.
- (2) Include the claim number on the appraisal worksheet (when required by the AIP), when a worksheet entry is not provided.

- (3) Separate appraisal worksheets must be completed for each unit appraised, and for each field or subfield including fields or subfields with a differing base (APH) yield or farming practice (applicable to replant, preliminary, and final claims). Refer to section 5 for sampling requirements.
- (4) For every inspection, complete items 1 through 4. Complete Part I and II as instructed below.
- (5) Standard appraisal worksheet items are numbered consecutively in subsection 9 C. Illustrations are also provided to illustrate how to complete all entries, except the last three items on the respective appraisal worksheets.
- (6) For all zero appraisals, refer to the LAM.

## C. WORKSHEET ENTRIES AND COMPLETION INFORMATION

### FROM EMERGENCE TO MATURE STAGE

Verify or make the following entries:

**Item  
No.**

**Information Required**

**Company:** Name of the AIP if not preprinted on the worksheet (Company Name).

**Claim Number:** Claim number as assigned by the AIP.

1. **Insured's Name:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. **Policy Number:** Insured's assigned policy number.
3. **Unit Number:** Unit number from the Summary of Coverage after it is verified to be correct.
4. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim has been filed.
5. **Field ID:** Field or subfield identification symbol.
6. **Acreage In Field:** Field or sub-field acreage (to tenths) being appraised as identified in item 5.
7. **Row Space:** Enter the average row width in whole inches. Refer to subsection 5 C and TABLE B, for row-length sample requirements for the determined row width (1/100 of an acre sample).
8. **Type:** Three-digit code number, entered exactly as specified on the SP, for the type grown by the insured. If "No Type Specified," enter appropriate three-digit code number from the

**SP.**

9. **Each Block Equals Number of Plants in One Sample:** Number of **live** plants per sample. Refer to length of sample row for 1/100 acre in **TABLE B**.
10. **Total Plants All Samples:** Total number of **live plants** from all samples in item 9.
11. **Number Samples:** Total number of **samples** in item 9.
12. **Average Number Plants:** Item 10 divided by item 11, results rounded to tenths.
13. **Factor:** Enter the pounds-per-plant factor, rounded to two-decimal places, (refer to **TABLE D**). Show the calculation in the Narrative.
14. **Cwt. per Acre Appraisal:** Item 12 multiplied by item 13, results in hundredweight rounded to tenths.

**The following required entries are not illustrated on the Appraisal Worksheet example below.**

15. **Adjuster's Code No., Signature, and Date:** Signature of adjuster, code number and date signed **after** the insured (or insured's authorized representative) has signed. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the Narrative of the Production Worksheet.
16. **Insured's Signature and Date:** Insured's (or insured's authorized representative's) signature and date. **BEFORE** obtaining the insured's signature, **REVIEW ALL ENTRIES** on the Appraisal Worksheet **WITH THE INSURED** (or insured's authorized representative's), particularly explaining codes, etc., which may not be readily understood.  
  
**Page Number:** Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

**FOR ILLUSTRATION PURPOSES ONLY**

COMPANY: *Any Company*

CLAIM NUMBER: **XXXXXXXX**

<b>IMMATURE C&amp;S POTATO APPRAISAL WORKSHEET POTATOES</b>			1. INSURED'S NAME <i>I. M. Insured</i>							2. POLICY NUMBER <b>XXXXXXXX</b>		3. UNIT NUMBER <b>0001-0001-BU</b>		4. CROP YEAR <b>YYYY</b>	
			<b>PART 1 – FROM EMERGENCE TO MATURE STAGE</b>												
FIELD ID 5	ACREAGE IN FIELD 6	ROW SPACE 7	TYPE 8	EACH BLOCK EQUALS NUMBER PLANTS IN ONE SAMPLE 9							TOTAL PLANTS ALL SAMPLES 10	NUMBER SAMPLES 11	AVERAGE NUMBER PLANTS 12	FACTOR 13	CWT. PER ACRE APPRAISAL 14
A	15.6	38	077	17	29	23	21			90	4	22.5	1.49	33.5	

NARRATIVE:

*Field A: Item 13 calculation: 412 (approved APH yield) ÷ 138 (row length in feet for 38" rows from TABLE B) X 0.500 (6" plant spacing factor from TABLE C) = 1.49.*

**This form example does not illustrate all required entry items (e.g., signatures, dates, etc.).**

## WEIGHT METHOD

Use this method when the number of mature representative sample potatoes can be determined and weighed.

### Item

#### No.

#### Information Required

**Company:** Name of the AIP if not preprinted on the worksheet (Company Name).

**Claim Number:** Claim number as assigned by the AIP.

1. **Insured's Name:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. **Policy Number:** Insured's assigned policy number.
3. **Unit Number:** Unit number from the Summary of Coverage after it is verified to be correct.
4. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim has been filed.
5. **Field ID:** Field identification symbol.
6. **Acreage In Field:** Field or sub-field acreage (to tenths) being appraised as identified in item 5.
7. **Row Space:** Measure across 4 or more rows, and enter average row width in whole inches (refer to subsection 5 D, herein).
8. **Type:** Three-digit code number, entered exactly as specified on the SP, for the type grown by the insured. If "No Type Specified," enter appropriate three-digit code number from the SP.
9. **Weight of Potatoes in Each Sample:** For each sample, enter the gross weight, in pounds to tenths, of all potatoes in the sample length of row (1/1000 of an acre).
10. **Total All Samples:** Enter the total of Item 9 entries, in pounds to tenths.
11. **No. of Samples:** Enter the total number of samples from Item 9.
12. **Avg. Lbs. per Sample:** Enter the result, in pounds to tenths, of dividing Total All Samples (Item 10) by No. of Samples (Item 11).
13. **% Potatoes Remaining (Excluding External Defects):** Transfer entry from Item 24.

14. **Avg. Lbs. per Sample (Excluding External Defects):** Enter the result, in pounds to tenths, of multiplying the “Avg. Lbs. Per Sample” (Item 12) by the “% Potatoes Remaining” (Item 13).
15. **Did the Lot Fail U.S. #2 Due to Internal or Other Defects?:** Check “Yes” if “Yes” is checked in either Item 28 or Item 32. Check “No” if “No” is checked in BOTH Item 28 and Item 32.
16. **Factor:**
  - a. Enter a factor of “0” (zero) if “Yes” is checked in Item 15. A factor of zero means that the potato lot failed the U.S. Standards for grading U.S. No. 2, and no production will be counted.
  - b. Enter a factor of “1” if “No” is checked in Item 15. A factor of “1” means that the potato lot graded at least the U.S. Standards for grading U.S. No. 2, and the entire lot will be counted as production. Refer to Section 7 herein and Section 12 of the CP for more information.
17. **Avg. Lbs. To Count per Sample:** Enter the result, in pounds to tenths, of multiplying the “Avg. Lbs. Per Sample” (Item 14) by the “Factor” (Item 16).
18. **Conversion Factor:** MAKE NO ENTRY. Conversion factor of “10” pre-printed on the worksheet.
19. **Appraisal CWT. per Acre:** Enter the result, in hundredweight to tenths, of multiplying the “Avg. Lbs. to Count Per Sample” (Item 17) by the “Conversion Factor” (Item 18).

## GRADE DETERMINATION

After the potatoes from each sample length of row are weighed, the adjuster should select, from those potatoes, a 25.0 pound representative sample which will be graded. The potatoes should be graded by a licensed grader or laboratory approved by the AIP in accordance with Section 3 B (3). All grade determinations will be recorded below.

### Item

- | <u>No.</u> | <u>Information Required</u>   |
|------------|---|
| 20.        | <b>Production Graded By:</b> Check “Laboratory” or “Licensed Grader.” Refer to Section 3 B (3) herein.  |
| 21.        | <b>Total Weight of Sample to be Graded for External Defects:</b> Enter the total weight, in pounds to tenths, of the sample graded. This entry should not be less than 25.0 pounds.   |
| 22.        | <b>Total Weight of Potatoes Failing U.S. #2 Due to EXTERNAL Defects:</b> Record the total weight, in pounds to tenths, of potatoes which fail to grade at least the U.S. Standards for grading U.S. No.2 because of EXTERNAL defects. |

23. **% Potatoes Failing The U.S. Standards for Grading U.S. No. 2 Due to External Defects:** Enter the result, rounded to three decimal places, of dividing the “Total Weight of Potatoes Failing the U.S. Standards for grading U.S. No. 2 Due to External Defects” (Item 22) by the “Total Weight of Sample to be Graded for External Defects” (Item 21).
24. **% Potatoes Remaining (Excludes External Defects):** Enter the result of subtracting the “% Potatoes Failing U.S. No. 2 Due to External Defects” (Item 23) from 1.000. Transfer the result to Item 13.
25. **Total Weight of Sample to be Graded for Internal Defects:** Enter the result, in pounds to tenths, of subtracting the “Total Weight of Potatoes Failing the U.S. Standards for grading U.S. No.2 Due to External Defects” (Item 22) from the “Total Weight of Sample to be Graded for External Defects” (Item 21). Internal and Other defects are evaluated on a lot basis, whereas External defects are evaluated on an individual potato basis. This calculation removes the external defects from the lot, because they have already been evaluated. Refer to Section 7 herein and Section 12 of the CP, for more information.
26. **Total Weight of Potatoes Failing The U.S. Standards for Grading U.S. No. 2 Due to Internal Defects:** Record the total weight, in pounds to tenths, of potatoes which fail to grade at least the U.S. Standards for grading U.S. No. 2 because of INTERNAL defects.
27. **% Potatoes Failing The U.S. Standards for Grading U.S. No. 2 Due to Internal Defects:** Enter the result, rounded to three decimal places, of dividing the “Total Weight of Potatoes Failing U.S. No. 2 Due to Internal Defects” (Item 26) by the “Total Weight of Sample to be Graded for Internal Defects” (Item 25).
28. **Does % in Item 27 Exceed Tolerance in The U.S. Standards for Grading for U.S. No. 2 Potatoes?:** Check “Yes” if the entry in Item 27 exceeds the U.S. No. 2 tolerance for internal defects, as outlined in the U.S. Standards for Grades of Potatoes. Check “No” if the entry in Item 27 does not exceed the applicable tolerance.
29. **Total Weight of Sample to be Graded for Other Defects:** Enter the result, in pounds to tenths, of subtracting the “Total Weight of Potatoes Failing U.S. No. 2 Due to External Defects” (Item 22) from the “Total Weight of Sample to be Graded for External Defects” (Item 21). Internal and Other defects are evaluated on a lot basis, whereas External defects are evaluated on an individual potato basis. This calculation removes the external defects from the lot, because they have already been evaluated. Refer to Section 7 herein and Section 12 of the CP, for more information.
30. **Total Weight of Potatoes Failing The U.S. Standards for Grading U.S. No. 2 Due to Other Defects:** Record the total weight, in pounds to tenths, of potatoes which fail to grade at least the U.S. Standards for grading U.S. No. 2 because of OTHER defects. Other defects include, but may not be limited to, freezing, southern bacterial wilt, ring rot, late blight, soft rot, or wet breakdown. Refer to the U.S. Standards for Grades of Potatoes for more information.



31. **% Potatoes Failing The U.S. Standards for Grading U.S. No. 2 Due to Other Defects:** Enter the result, rounded to 3 decimal places, of dividing the “Total Weight of Potatoes Failing U.S. No. 2 Due to Other Defects” (Item 30) by the “Total Weight of Sample to be Graded for Other Defects” (Item 29).
32. **Does % in Item 31 Exceed Tolerance in The U.S. Standards for Grading for U.S. No. 2 Potatoes?:** Check “Yes” if the entry in Item 31 exceeds the U.S. Standards for grading U.S. No. 2 tolerance for other defects, as outlined in the applicable grade standards. Check “No” if the entry in Item 31 does not exceed the applicable tolerance.

**Remarks:** Document information pertinent to the appraisal.

**The following required entries are not illustrated on the Appraisal Worksheet example below.**

33. **Adjuster’s Signature, Code No. and Date:** Signature of adjuster, code number and date signed **after** the insured (or insured’s authorized representative) has signed. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the Narrative of the Production Worksheet.
34. **Insured’s Signature and Date:** Insured’s (or insured’s authorized representative’s) signature and date. **BEFORE** obtaining the insured’s signature, **REVIEW ALL ENTRIES** on the Appraisal Worksheet **WITH THE INSURED** (or insured’s authorized representative’s), particularly explaining codes, etc., which may not be readily understood.

**Page Number:** Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

**FOR ILLUSTRATION PURPOSES ONLY**

**CENTRAL AND SOUTHERN POTATO WEIGHT METHOD APPRAISAL WORKSHEET**

COMPANY: <b>Any Company</b>				1. INSURED'S NAME <b>I.M. Insured</b>				2. POLICY NO. <b>XXXXXXXX</b>		3. UNIT NO. <b>0002-0002-BU</b>	4. CROP YEAR <b>YYYY</b>	
CONTACT NO. <b>XXXXXXXX</b>												
FIELD ID	ACRES IN FIELD	ROW SPACE	TYPE	WEIGHT OF POTATOES IN EACH SAMPLE (EACH BLOCK EQUALS 1/1000 ACRE SAMPLE ROW)				TOTAL ALL SAMPLES	NO. OF SAMPLES	AVG. LBS. PER SAMPLE (10 ÷ 11)	% POTATOES REMAINING (EXCLUDING EXTERNAL DEFECTS) (REFER TO ITEM 24)	AVG. LBS. PER SAMPLE (EXCLUDING EXTERNAL DEFECTS) (12 X 13)
5	6	7	8	9				10	11	12	13	14
A	10.0	36	077	10.0	14.5	12.0	18.5	55.0	4	13.8	.900	12.4
DID THE LOT FAIL U.S. #2 DUE TO INTERNAL OR OTHER DEFECTS? 15				FACTOR "YES" IN 15, ENTER "0" "NO" IN 15, ENTER "1" 16			AVG. LBS. TO COUNT PER SAMPLE (14 X 16) 17		CONVERSION FACTOR 18		APPRAISAL CWT. PER ACRE (17 X 18) 19	
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				1			12.4		10		124.0	
<b>GRADE DETERMINATION</b>				20. PRODUCTION GRADED BY: LABORATORY <input type="checkbox"/> LICENSED GRADER <input checked="" type="checkbox"/>								
<b>EXTERNAL DEFECTS</b>	TOTAL WEIGHT OF SAMPLE TO BE GRADED FOR EXTERNAL DEFECTS 21	TOTAL WEIGHT OF POTATOES FAILING U.S. #2 DUE TO EXTERNAL DEFECTS 22	% POTATOES FAILING U.S. #2 DUE TO EXTERNAL DEFECTS (22 ÷ 21) 23	% POTATOES REMAINING (EXCLUDES EXTERNAL DEFECTS) (1.000 - 23) (TRANSFER TO ITEM 13) 24	REMARKS:							
	50.0	5.0	.100	.900								
<b>INTERNAL DEFECTS</b>	TOTAL WEIGHT OF SAMPLE TO BE GRADED FOR INTERNAL DEFECTS (21 - 22) 25	TOTAL WEIGHT OF POTATOES FAILING U.S. #2 DUE TO INTERNAL DEFECTS 26	% POTATOES FAILING U.S. #2 DUE TO INTERNAL DEFECTS (26 ÷ 25) 27	DOES % IN ITEM 27 EXCEED TOLERANCE IN GRADE STANDARDS FOR U.S. #2 POTATOES? 28								
	45.0	1.5	.033	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>								
<b>OTHER DEFECTS</b> (Freezing, Southern Bacterial Wilt, Ring Rot, Late Blight, Soft Rot or Wet Breakdown)	TOTAL WEIGHT OF SAMPLE TO BE GRADED FOR OTHER DEFECTS (21 - 22) 29	TOTAL WEIGHT OF POTATOES FAILING U.S. #2 DUE TO OTHER DEFECTS 30	% POTATOES FAILING U.S. #2 DUE TO OTHER DEFECTS (30 ÷ 29) 31	DOES % IN ITEM 31 EXCEED TOLERANCE IN GRADE STANDARDS FOR U.S. #2 POTATOES? 32								
	45.0	.4	.009	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>								

**This form example does not illustrate all required entry items (e.g., signatures, dates, etc.).**

## **10. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES**

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### **A. CLAIM FORM STANDARDS**

- (1) The entry items in subsection 10 C are the minimum Claim Form (hereafter referred to as “Production Worksheet”) requirements. All of these entry items are considered “Substantive,” (i.e., they are required).
- (2) Production Worksheet Instructions. The completion instructions for the required entry items on the Production Worksheet in the following subsections are “Substantive,” (i.e., they are required).
- (3) The Privacy Act and Non-Discrimination statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown in the example form in this exhibit. The current Non-Discrimination Statement and Privacy Act Statement can be found on the RMA website at <http://www.rma.usda.gov/regs/required.html> or successor website.
- (4) The certification statement required by the current DSSH must be included on the form directly above the insured’s signature block and immediately followed by the statement below.

“I understand the certified information on this Production Worksheet will be used to determine my loss, if any, to the above unit. The insurance provider may audit and approve this information and supporting documentation. The Federal Crop Insurance Corporation, an agency of the United States, subsidizes and reinsures this crop insurance.”

- (5) Refer to the DSSH for other crop insurance form requirements (e.g., point size of font, etc.)

### **B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION INSTRUCTIONS**

- (1) The Production Worksheet is a progressive form containing all notices of damage for all preliminary and final inspections (including “No Indemnity Due” claims) on a unit.
- (2) If a Production Worksheet has been prepared on a prior inspection, verify each entry and enter additional information as needed. If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and insured should initial any line deletions.
- (3) Refer to the LAM for instructions regarding the following:
  - (a) Acreage report errors.
  - (b) Delayed notices or delayed claims.

- (c) Corrected claims or fire losses (double coverage) and cases involving uninsured causes of loss, unusual situations, controversial claims, concealment, or misrepresentation.
  - (d) Claims involving a Certification Form (when all the acreage on the unit has been appraised to be put to another use or other reasons described in the LAM).
  - (e) “No Indemnity Due” claims (which must be verified by an APPRAISAL or NOTIFICATION from the insured that the production exceeded the guarantee).
- (4) Refer to the Prevented Planting Handbook for information on prevented planting.
  - (5) The adjuster is responsible for determining if the insured has complied with all of their requirements under the notice and claim provisions of the policy. If they have not, the adjuster should contact the AIP.
  - (6) Instructions labeled “PRELIMINARY” apply to preliminary inspections only. Instructions labeled “FINAL” apply to final inspections only. Instructions not labeled apply to ALL inspections.
  - (7) If the AIP determines the claim is to be DENIED, refer to Paragraph 67 K of the LAM for PW completion instructions.

### C. FORM ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

<u>Item No.</u>	<u>Information Required</u>
1.	<b>Crop/Code #:</b> “Potatoes” (0084).
2.	<b>Unit #:</b> Unit number from the Summary of Coverage after it is verified to be correct.
3.	<b>Location Description:</b> Land location that identifies the legal description, if available, and the location of the unit (e.g., section, township, and range; FSA Numbers, FSA Common Land Units (CLU) and tract numbers; GPS identifications; or Grid identifications) as applicable for the crop.
4.	<b>Date(s) of Damage:</b> First three letters of the month(s) during which the determined insured damage occurred for the inspection and cause(s) of damage listed in item 5 below. If no entry in item 5 below MAKE NO ENTRY. For progressive damage, enter in chronological order the month that identifies when the primary insured damage occurred. Include the SPECIFIC DATE where applicable as in the case of hail damage (e.g., Aug 11). Enter additional dates of damage in the extra spaces, as needed. If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.

If there is no insurable cause of loss, and a no indemnity due claim will be completed, MAKE NO ENTRY.

5. **Cause(s) of Damage:** Name of the determined insured cause(s) of damage for this crop as listed in the LAM for the date of damage listed in item 4 above for this inspection. If an insured cause(s) of damage is coded as “Other,” explain in the Narrative. Enter additional causes of damage in the extra spaces, as needed. If more space is needed, document the additional determined insured causes of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.

If it is evident that no indemnity is due, enter “NO INDEMNITY” across the columns in Item 5 (refer to the LAM for more information on no indemnity due claims).

6. **Insured Cause %:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Whole percent of damage for the insured cause of damage listed in item 5 above for this inspection. Enter additional “Insured Cause %” in the extra spaces, as needed. If additional space is needed, enter the additional determined “Insured Cause %” in the Narrative (or on a Special Report). The total of all “Insured Cause %” including those entered in the Narrative must equal 100%.

If there is no insurable cause of loss, and a no indemnity due claim will be completed, MAKE NO ENTRY.

Example entries for items 4-6 and the Narrative, reflecting entries for multiple dates of damage, the corresponding insured causes of damage and insured cause percents:

4. Date(s) of Damage	MAY	JUN 30	JUN 30	AUG	AUG
5. Cause(s) of Damage	Excess Moisture	Tornado	Hail	Drought	Heat
6. Insured Cause %	10	20	15	25	20
Narrative: Additional date of damage – SEP 5; Cause of Damage – Freeze; Insured cause Percent - 10%.					

7. **Company/Agency:** Name of company and agency servicing the contract.
8. **Name of Insured:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
9. **Claim #:** Claim number as assigned by the AIP.
10. **Policy #:** Insured's assigned policy number.
11. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim is filed.
12. **Additional Units:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Unit number(s) for ALL non-loss units for the crop at the time of final inspection. A non-loss unit is any unit for which a Production Worksheet has not been completed. Additional non-loss units may be entered on a single Production Worksheet. If more spaces are needed for non-loss units, enter the unit numbers, identified as “Non-Loss Units,” in the Narrative or on an attached Special Report.

13. **Est. Prod. Per Acre:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Estimated yield per-acre, in whole hundredweight of ALL non-loss units for the crop at the time of final inspection.

14. **Date(s) of Notice of Loss:**

**PRELIMINARY:**

- a. Date the first or second notice of damage or loss was given for the unit in item 2, in the 1st or 2nd space, as applicable. Enter the complete date (MM/DD/YYYY) for each notice.
- b. A notice of damage or loss for a third preliminary inspection (if needed) requires an additional set of Production Worksheets. Enter the date of notice for a third preliminary inspection in the 1st space of item 14 on the second set of Production Worksheets.
- c. Reserve the “Final” space on the first page of the first set of Production Worksheets for the date of notice for the final inspection.
- d. If the inspection is initiated by the AIP, enter “Company Insp.” instead of the date.
- e. If the notice does not require an inspection, document as directed in the “Narrative” instructions.

**FINAL:** Transfer the last date (in the 1st or 2nd space from the first or second set of Production Worksheets) to the FINAL space on the first page of the first set of Production Worksheets if a final inspection should be made as a result of the notice. Always enter the complete date of notice (MM/DD/YYYY) for the “FINAL” inspection in the FINAL space on the first set of Production Worksheets. For a delayed notice of loss or delayed claim, refer to the LAM.

15. **Companion Policy(s):**

- a. If no OTHER person has a share in the unit (insured has 100 percent share), MAKE NO ENTRY.

- b. In all cases where the insured has LESS than a 100 percent share of a loss-affected unit, ask the insured if the OTHER person sharing in the unit has a multiple-peril crop insurance contract (i.e., not crop-hail, fire, etc.). If the other person does not, enter “NONE.”
- (1) If the OTHER person has a multiple-peril crop insurance contract and it can be determined that the SAME AIP services it, enter the contract number. Handle these companion policies according to AIP instructions.
  - (2) If the OTHER person has a multiple-peril crop insurance contract and a DIFFERENT AIP or agent services it, enter the name of the AIP and/or agent (and contact number) if known.
  - (3) If unable to verify the existence of a companion contract, enter “Unknown” and contact the AIP for further instructions.
- c. Refer to the LAM for further information regarding companion contracts.

## SECTION I – **DETERMINED** ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

Make separate line entries for varying:

- (1) Rate classes, types, classes, sub-class, intended use, irrigated practices, cropping practice, or organic practices, as applicable;
- (2) APH yields;
- (3) Appraisals;
- (4) Stages or intended use(s) of acreage;
- (5) Shares (e.g., 50 percent and 75 percent shares on the same unit); or
- (6) Appraisals for damage due to hail or fire if the Hail and Fire Exclusion is in effect.

Verify or make the following entries:

### Item

### No.      Information Required

**16.**      **Field ID:** The field identification symbol from a sketch map or aerial photo. Refer to the “Narrative.”

**17.**      **Multi-Crop Code:**

**REPLANT: MAKE NO ENTRY.**

**PRELIMINARY AND FINAL:** The applicable two-digit code for first crop and second crop. REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRY OF FIRST CROP AND SECOND CROP CODES.

18. **Reported Acres:** In the event of over-reported acres, handle in accordance with the individual AIP's instructions. In the event of under-reported acres, enter the reported acres to tenths for the field or subfield. If there are no under-reported acres, MAKE NO ENTRY.

19. **Determined Acres:** Refer to the LAM for definition of acceptable determined acres used herein. Enter the determined acres to tenths for the field or subfield for which consent is given for other use and/or:

- a. Put to other use without consent.
- b. Abandoned.
- c. Damaged by uninsured causes.
- d. For which the insured failed to provide acceptable records of production.

Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.

**PRELIMINARY AND FINAL:** Determined acres to tenths. Acreage breakdowns WITHIN a unit or field may be estimated (refer to the LAM) if a determination is impractical.

ACCOUNT FOR ALL **PLANTED** ACREAGE IN THE UNIT

20. **Interest or Share:** Insured's interest in the crop to three decimal places as determined at the time of inspection. If shares vary on the same UNIT, use separate line entries.

21. **Risk:** Three-digit code for the correct "Rate Class" specified on the actuarial documents. If a "Rate Class" or "High Risk Area" is not specified on the actuarial documents, MAKE NO ENTRY. Verify with the Summary of Coverage and if the rate class is found to be incorrect, revise according to AIP's instructions. Refer to the LAM.

Unrated land is uninsurable without a written agreement.

22. **Type:** Three-digit code number entered exactly as specified on the actuarial documents for the type (or variety) grown by the insured. If "No Type Specified" or "No Variety Specified" is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a type (or variety) is not specified on the actuarial documents, MAKE NO ENTRY.

23. **Class:** Three-digit code number, entered exactly as specified on the actuarial documents for the class grown by the insured. If "No Class Specified," is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a class is not specified on the actuarial documents, MAKE NO ENTRY.

24. **Sub-Class:** Three-digit code number, entered exactly as specified on the actuarial documents for the sub-class grown by the insured. If "No Sub-Class Specified" is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a sub-class is not specified on the actuarial documents, MAKE NO ENTRY.



25. **Intended Use:** Three-digit code number, entered exactly as specified on the actuarial documents for the intended use of the crop grown by the insured. If “No Intended Use Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an intended use is not specified on the actuarial documents, MAKE NO ENTRY.
26. **Irr. Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the irrigated practice carried out by the insured. If “No Irrigated Practice Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an irrigated practice is not specified on the actuarial documents, MAKE NO ENTRY.
27. **Cropping Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the cropping practice (or practice) carried out by the insured. If “No Cropping Practice (or Practice) Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a cropping practice (or practice) is not specified on the actuarial documents, MAKE NO ENTRY.
28. **Organic Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the organic practice carried out by the insured. If “No Organic Practice Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an organic practice is not specified on the actuarial documents, MAKE NO ENTRY.

29. **Stage:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Stage abbreviation as shown below.

<u>STAGE</u>	<u>EXPLANATION</u>
--------------	--------------------

“P” .....	Acreage abandoned without consent, damaged solely by uninsured cause(s), put to other use or vines thereon destroyed without consent, from which any production is disposed of without a grade inspection, or for which the insured failed to provide <b>acceptable</b> records of production to the AIP.
-----------	---

“H” .....	Harvested.
-----------	------------

“UH” .....	Unharvested or put to other use or vines thereon destroyed WITH consent.
------------	--

If production from any acreage of the insured crop is NOT harvested, or if potato acreage is damaged by insured causes to the extent that other producers in the area would not normally further care for the crop even though the insured continues to care for such potato crop, the price used to determine the indemnity will be 90 percent of the insured’s price election.

**PREVENTED PLANTING: Refer to the Prevented Planting Handbook for proper codes for any eligible prevented planting acreage.**

**GLEANED ACREAGE: Refer to the LAM for information on gleaning.**

**30. Use of Acreage:** Use the following “Intended Use” abbreviations.

<u>USE</u>	<u>EXPLANATION</u>
“To soybeans,”	
“plowed,” etc.....	Use made of the acreage
“WOC”.....	Other use without consent
“SU”.....	Solely uninsured
“ABA”.....	Abandoned without consent
“H”.....	Harvested
“UH”.....	Unharvested

Verify any preliminary “Intended Use” entry. If the final use of the acreage was not as indicated, strike out the original line and initial it. Enter all data on a new line showing the correct “Final Use.”

**PREVENTED PLANTING: Refer to the Prevented Planting Handbook for proper codes for any eligible prevented planting acreage.**

**GLEANED ACREAGE: Refer to the LAM for information on gleaning.**

**31. Appraised Potential:**

**PRELIMINARY AND FINAL:** Per-acre appraisal in hundredweight, to tenths, of POTENTIAL production for the acreage appraised as shown on the appraisal worksheet. Refer to section 5, “Potato Appraisals” for additional instructions. If there is no potential on UH acreage, enter “0.” Refer to the paragraph in the LAM for procedures for documenting zero yield appraisals.

- a. From emergence to maturity appraisals: Enter the appraisal per-acre from item 14 of the appraisal worksheet.
- b. After maturity appraisals: Enter the appraisal per-acre from item 19 on the appraisal worksheet.

**32a.-32b. MAKE NO ENTRY.**

**33. MAKE NO ENTRY.**

**34. Production Pre QA:**

**REPLANT: MAKE NO ENTRY.**

**PRELIMINARY AND FINAL:** Result of multiplying column 31 times column 19, in hundredweight to tenths. If no entry in column 31, MAKE NO ENTRY.

35. **Quality Factor:** MAKE NO ENTRY.

36. **Production Post QA:** Transfer entry from column 34.

37. **Uninsured Cause:**

**PRELIMINARY AND FINAL:** EXPLAIN IN THE NARRATIVE.

a. Hail and Fire exclusion NOT in effect.

(1) Enter the result of multiplying column 19 entry by NOT LESS than the insured's production guarantee per acre in hundredweight, to tenths, for the line, (calculated by multiplying the elected coverage level percentage times the approved APH yield per acre shown on the APH form) for any "P" stage acreage.

(2) On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged SOLELY by uninsured causes separate from other production. Refer to the LAM for information on how to determine uninsured cause appraisals.

(3) For acreage that is damaged PARTLY by uninsured causes, enter the result of multiplying the APPRAISED UNINSURED loss of production per acre in hundredweight, to tenths, by column 19 entry for any such acreage.

b. When there is late-planted acreage, the applicable per-acre production guarantee for such acreage is the production guarantee per-acre that has been reduced for late-planting acreage, multiplied by column 19 entry for any such acreage.

c. Refer to the LAM when a Hail and Fire Exclusion is in effect and damage is from hail or fire.

d. Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.

e. For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.

38. **Total to Count:** Result of adding column 36 and column 37.

39. **Total:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Total determined acres (column 19) to tenths.

40. **Quality:**

**PRELIMINARY AND FINAL:** Check "None."

41. **Mycotoxins exceed FDA, State, or other health organization maximum limits. Check “Yes:” MAKE NO ENTRY.**

42. **Totals: Total of entries in columns 34, 36, 37 and 38. If a column has no entries, MAKE NO ENTRY.**

#### **NARRATIVE:**

If more space is needed, document on a Special Report, and enter “Refer to the Special Report.” Attach the Special Report to the Production Worksheet.

- a. If no acreage is released on the unit, enter “No acreage released,” enter adjuster’s initials, and date.
- b. If notice of damage was given and “No Inspection” is required, enter “No inspection,” the unit number(s), date, and adjuster’s initials (do not enter unit numbers for which notice has not been given). The insured’s signature is not required.
- c. Explain any uninsured causes, unusual, or controversial cases.
- d. If there is an appraisal in Section I, column 37 for uninsured causes due to a hail/fire exclusion, show the original hail/fire liability per-acre and the hail/fire indemnity per-acre.
- e. Document the actual appraisal date if an appraisal was performed prior to the adjuster’s signature date on the appraisal worksheet, and the date of the appraisal is not recorded on the appraisal worksheet.
- f. State that there is “No other fire insurance” when fire damages or destroys the insured crop and it is determined that the insured has no other fire insurance. Refer to the LAM.
- g. Explain any errors found on the Summary of Coverage.
- h. Explain any commingled production. Refer to the LAM.
- i. Explain any entry for “Production Not to Count” in Section II, column 62 and/or any production not included in Section II, column 56 or column 49-52 entries (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).
- j. Explain a “NO” checked in item 44, “Damage Similar to Other Farms in the Area.”

- k. Attach a sketch map or aerial photograph to identify the total unit:
- (1) If consent is or has been given to put part of the unit to another use;
  - (2) If uninsured causes are present; or
  - (3) Unusual or controversial cases.

Indicate on the aerial photograph or sketch map, the disposition of acreage destroyed or put to other use with or without consent.

- l. Explain any difference between date of inspection and signature dates. For an ABSENTEE insured, enter the date of the inspection AND the date of mailing the Production Worksheet for signature.
- m. When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and date of inspection.
- n. Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed in accordance with the AIP’s instructions.
- o. Explain any delayed notices or delayed claims as instructed in the LAM.
- p. Document any authorized estimated acres, as instructed in the LAM, shown In Section I, column 19.
- q. Document the method and calculation used to determine acres for the unit. Refer to the LAM.
- r. Document and show the calculations for any increased harvested production due to early digging of potatoes not fully mature.
- s. Specify the type of insects or disease when the insured cause of damage or loss is listed as insects or disease. Explain why any control measures did not work.
- t. Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for information on gleaning.
- u. Document the amount of verifiable tare percentage in farm stored production or from processor settlement sheets, as applicable.
- v. Document any other pertinent information, including any data to support any factors used to calculate the production. If on an attachment, enter “See Attachment.”

## SECTION II – DETERMINED HARVESTED PRODUCTION

### GENERAL INFORMATION:

- (1) Account for ALL HARVESTED PRODUCTION (for ALL ENTITIES sharing in the crop) except production appraised BEFORE harvest and shown in Section I because the quantity cannot be determined later (e.g. released for other uses, etc.).
- (2) Columns 49 through 52 are for structure measurement entries (Rectangular, Round, Square, Conical Pile, etc.). If structures are a combination of shapes, break into a series of average measurements, if possible. Enter “Odd Shape” if production is stored in an odd shaped structure. Document measurements on a Special Report or other worksheet used for this purpose.
- (3) If farm-stored production has been weighed prior to storage and acceptable weight tickets are available showing gross weights, enter “Weighed and Stored on Farm” in columns 49 through 52. Refer to the LAM for acceptable weight tickets.
- (4) For production commercially stored, sold, etc., make entries in columns 49 through 52 as follows:
  - (a) Name and address of storage facility or buyer.
  - (b) “Seed,” “Fed,” etc.
- (5) If additional lines are necessary, the data may be entered on a continuation sheet. USE SEPARATE LINES FOR:
  - (a) Varying determinations of production (Immature potatoes harvested early when percentage increased production).
  - (b) Different varieties and types.
  - (c) Separate storage structures.
  - (d) Varying names and addresses of buyers or sold production.
  - (e) Varying shares; e.g., 50 percent and 75 percent shares on the same unit.
  - (f) Conical piles. Do NOT add the cone in the top or bottom of a storage structure to the height of other potatoes in the structure. For computing the production in cones and conical piles, refer to the LAM.
- (6) There will generally be no harvested production entries in columns 47 through 66 for preliminary inspections.
- (7) If there is harvested production from more than one insured practice (or type) and a separate approved APH yield has been established for each, the harvested production also must be entered on separate lines in columns 47 through 66 by type or practice. If

production has been commingled, refer to the LAM.

**Verify or make the following entries:**

**Item**

**No.**

**Information Required**

**43. Date Harvest Completed: (Used to determine if there is a delayed notice or a delayed claim. Refer to the LAM.)**

**PRELIMINARY: MAKE NO ENTRY.**

**FINAL:**

- a. The earlier of the date the ENTIRE acreage on the unit was (1) harvested, (2) totally destroyed, (3) put to other use, (4) a combination of harvested, destroyed, or put to other use, or (5) the calendar date for the end of the insurance period.
- b. If at the time of final inspection (if prior to the end of the insurance period), there is any unharvested insured acreage remaining on the unit that the insured does not intend to harvest, enter “**Incomplete.**”
- c. If at the time of final inspection (if prior to the end of the insurance period), **none** of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter “**No Harvest.**”
- d. If the case involves a Certification Form, enter the date from the Certification Form when the entire unit is put to another use, etc. Refer to the LAM.

**44. Damage Similar to Other Farms in the Area?:**

**PRELIMINARY: MAKE NO ENTRY.**

**FINAL:** Check “Yes” or “No.” Check “Yes” if **the** amount and cause of damage due to insurable causes is similar to the experience of other farms in the area. If “No” is checked, explain in the Narrative.

**45. Assignment of Indemnity:** Check “Yes” **only** if an assignment of an indemnity is in effect for the crop year; otherwise, check “No.” Refer to the LAM.

**46. Transfer of Right to Indemnity:** Check “Yes” **only** if a transfer of right to an indemnity is in effect for the unit for the crop year; otherwise, check “No.” Refer to the LAM.

**47a. Share:** RECORD ONLY VARYING SHARES on **the** SAME unit rounded to three decimal places.

**47b. Field ID:**

- a. If only one practice and/or type of harvested production is listed in Section I, MAKE NO ENTRY.
- b. If more than one practice and/or type of harvested production is listed in Section I, and a separate approved APH yield exists, indicate for each practice/type the corresponding Field ID (from Section I, **column 16**).

**48. Multi-Crop Code:** The applicable two-digit code for first crop and second crop. REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRIES OF FIRST CROP AND SECOND CROP CODES.

**49. Length or Diameter:** Internal measurement in feet to tenths of structural space occupied by the crop.

- a. Length if rectangular or square.
- b. Diameter if round or conical pile. Refer to the LAM to convert circumference to diameter if internal diameter measurement is not possible.

**50. Width:** Internal width measurement in feet to tenths of space occupied by the crop in the structure if rectangular or square. If round, enter "RND." If conical pile, enter "Cone."

**51. Depth:** Depth measurement in feet to tenths of space occupied by the crop in rectangular, round, or square structures. If conical pile, enter the height of the cone. If there is production in the storage structure from other units or sources, refer to the LAM.

**52. Deductions:** Cubic feet, to tenths, of crop space displaced by chutes, vents, studs, crossties, etc. Refer to the LAM for computation instructions.

**53. Net Cubic Feet:** Net cubic feet of potatoes in the storage structure. Refer to the LAM for computation instructions.

**54. Conversion Factor:** Enter Conversion Factor as 0.4167 (only if structure measurements are entered).

**55. Gross Prod.:** Multiply **column 53** times **column 54**, in hundredweight rounded to tenths.

- a. Eliminate any dirt weight only if documentation can be provided to establish the **amount** of dirt in the **stored** production.
- b. For production lost due to harvest prior to full maturity, the production to count must be increased (refer to subsection 5 A (3), herein).

**56. Bu., Ton, Lbs., CWT:** Circle Cwt. in column heading. Production in hundredweight, rounded to tenths. Production should represent "marketable lots" (refer to section 7, herein, for information on marketable lots).

For production lost due to harvest prior to full maturity, the production to count must be



increased (refer to subsection 5 A (3), herein).

- a. Weighed and stored on the farm.
- b. Sold and/or commercial storage - Obtain gross production for the UNIT from the summary and/or settlement sheets. (Individual load slips only WILL NOT suffice unless the storage facility or buyer WILL NOT provide summary and/or settlement sheets to the insured, and this is documented in the Narrative.)
- c. Stored in odd-shaped structures. The adjuster must compute the amount of gross production. (Refer to the LAM for cubic footage and production computations). A copy of ALL production calculations must be left in the file folder.

**57.** **Shell/Sugar Factor:** Enter the PERCENT to count, as a three-place decimal, (e.g., .955 for 95.5 percent), after SUBTRACTING THE TARE PERCENTAGE (refer to the definition in section 2 B, herein) also rounded to a three-place decimal, (e.g., .045 for 4.5 percent).

**Percent tare plus percent to count must equal 100 percent.** Calculate percentages from harvested samples or settlement figures, where available.

**58a.-60b.** MAKE NO ENTRY.

**61.** **Adjusted Production:**

- (a) For stored production: Transfer entry from **column 55** or **56**, results in hundredweight to tenths.
- (b) For sold production with tare percentage deduction: **column 56** times **column 57**, results in hundredweight rounded to tenths.
- (c) For sold production with no tare percentage deduction: Transfer entry from **column 56**, in hundredweight to tenths.

**62.** **Prod. Not to Count:** Net production NOT to count, in hundredweight to tenths, WHEN ACCEPTABLE RECORDS IDENTIFYING SUCH PRODUCTION ARE AVAILABLE, from harvested acreage which has been assessed an appraisal of not less than the guarantee per acre, or from other sources (e.g., other units or uninsured acreage) in the same storage structure (if the storage entries include such production).

THIS ENTRY MUST NEVER EXCEED PRODUCTION SHOWN ON THE SAME LINE. EXPLAIN THE TOTAL STORAGE STRUCTURE CONTENTS (storage facility, depth, etc.) AND ANY "PRODUCTION NOT TO COUNT" IN THE NARRATIVE.

Make no entry if only the depth for production to count has been entered in **column 51**, and the depth for production not to count has been entered in the narrative. Refer to the example in the LAM.

63. **Production Pre-QA:** Result of subtracting the entry in column 62 from column 61, in hundredweight to tenths.

64a.-65. MAKE NO ENTRY.

66. **Production to Count:** Production from column 63 times column 65, in hundredweight to tenths.

67. Total of column 63. If no entry in column 63, MAKE NO ENTRY.

FOR ITEMS 68-72, WHEN SEPARATE LINE ENTRIES ARE MADE FOR VARYING SHARES, STAGES, APH YIELDS, PRICE ELECTIONS, TYPES, ETC., WITHIN THE UNIT, AND TOTALS NEED TO BE KEPT SEPARATE FOR CALCULATING INDEMNITIES. MAKE NO ENTRY AND FOLLOW THE AIP'S INSTRUCTIONS; OTHERWISE, MAKE THE FOLLOWING ENTRIES.

68. **Section II Total:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Total of column 66, in hundredweight to tenths.

69. **Section I Total:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Enter figures from Section I, column 38 total.

70. **Unit Total:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Total of items 68 and 69, in hundredweight to tenths.

71. **Allocated Prod.:** Refer to paragraphs 126 C (5) and 127 of the LAM for instructions for determining allocated production. Enter the total production, rounded to tenths of a ton, allocated to this unit that is included in Sections I or II of the Production Worksheet. Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.

72. **Total APH Prod.:** MAKE NO ENTRY

The following required entries are not illustrated on the Production Worksheet example below.

73. **Insured's Signature and Date:** Insured's (or insured's authorized representative's) signature and date. BEFORE obtaining the insured's signature, REVIEW ALL ENTRIES on the Production Worksheet WITH THE INSURED (or insured's authorized representative), particularly explaining codes, etc., that may not be readily understood. Final indemnity inspections should be signed on bottom line.

**74. Adjuster's Signature, Code # and Date:** Signature of adjuster, code number, and date signed **after** the insured (or insured's authorized representative) has signed. For an absentee insured, enter adjuster's code number **ONLY**. The signature and date will be entered **AFTER** the absentee has signed and returned the Production Worksheet. Final indemnity inspections should be signed on bottom line.

**75. Page Numbers:**

**PRELIMINARY:** Page numbers - "1," "2," etc., at the time of inspection.

**FINAL:** Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

**PRODUCTION WORKSHEET**

1. Crop/Code # <b>Potatoes</b> <b>0084</b>	2. Unit # <b>0001-0001-</b>	3. Location Description <b>S12-12N-12W</b>	7. Company Agency	<b>ANY COMPANY</b> <hr/> <b>ANY AGENCY</b>	8. Name of Insured <b>I.M. INSURED</b>
4. Date(s) of Damage <b>OCT 10</b>	<b>DEC 3</b>				9. Claim # <b>XXXXXXXX</b>
5. Cause(s) of Damage					11. Crop Year <b>YYYY</b>
6. Insured Cause %					10. Policy # <b>XXXXXX</b>
12. Additional Units <b>0001-0001-</b>					14. Date(s) Notice of Loss <b>MM/DD/YYYY</b>
13. Est. Prod. Per Acre <b>180</b>					1st <b>MM/DD/YYYY</b>
					2nd <b>MM/DD/YYYY</b>
					Final <b>MM/DD/YYYY</b>
					15. Companion Policy(s) <b>NONE</b>

**SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS**

A. ACTUARIAL															B. POTENTIAL YIELD							
																				36.	37.	38.
														Use of			Shell % or Value			Production Post QA	Uninsured Causes	Total to Count
			<b>15.6</b>		<b>AO1</b>	<b>077</b>									<b>33.5</b>					<b>522.6</b>		<b>522.6</b>
			<b>10.1</b>		<b>A01</b>	<b>077</b>							<b>P</b>	<b>WOC</b>							<b>2,704.8</b>	<b>2,704.8</b>
	<b>C</b>	<b>NS</b>	<b>21.5</b>	<b>1,000</b>	<b>A01</b>	<b>077</b>					<b>002</b>		<b>H</b>	<b>H</b>								
<b>39. TOTAL</b>			<b>47.2</b>	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input checked="" type="checkbox"/>										<b>42. TOTALS</b>		<b>522.6</b>		<b>522.6</b>	<b>2,704.8</b>	<b>3,227.4</b>		
41. Mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>																						

NARRATIVE (If more space is needed, attach a Special Report): Field B destroyed without consent. Guarantee is 267.8 cwt per acre. Field C 6.0 acres harvested early and 15.5 harvested timely. Section II stored production from 15.5 acres in Field C. Field C 6.0 acres harvested 1,000 cwt 5 days early (2% x 5 = 10% increase in production) 1,000 x 10% = 100 additional cwt production to count = 1,100 cwt production to count. Field harvested production delivered to processor tare percentage 4.5% listed in settlement sheet, reduced production to count to .995% for 1,100cwt delivered to processor. Wheel measured acreage.

**SECTION II – DETERMINED HARVESTED PRODUCTION**

43. Date Harvest Completed <b>MM/DD/YYYY</b>					44. Damage similar to other farms in the area? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					45. Assignment of Indemnity Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					46. Transfer of Right to Indemnity? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
A. MEASUREMENTS					B. GROSS PRODUCTION					C. ADJUSTMENTS TO HARVESTED PRODUCTION											
47a.	48.	49.	50.	51.	52.	53.	54.	55.	56.	57.	58a.	59a.	60a.	61.	62.	63.	64a.	65.	66.		
47b.											58b.	59b.	60b.				64b.				
Share	Multi-Crop Code	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod.	Ctns Bu Ton Lbs. (CWT)	Shell/Sugar Factor	FM% Factor	Moisture % Factor	Test WT Factor	Adjusted Production	Prod. Not to Count	Production Pre-QA	Value Mkt. Price	Quality Factor	Production to Count		
	<b>NS</b>	<b>16.0</b>	<b>12.5</b>	<b>9.0</b>		<b>1800</b>	<b>.4167</b>	<b>750.1</b>						<b>750.1</b>		<b>750.1</b>			<b>750.1</b>		
	<b>NS</b>	Acme Potato Company Anytown, Anystate							<b>1,100.0</b>		<b>.995</b>				<b>1,094.5</b>		<b>1,094.5</b>			<b>1,094.5</b>	
<b>67. TOTAL</b>																	<b>1,844.6</b>		<b>68. Section II Total</b>	<b>1,844.6</b>	
																			<b>69. Section I Total</b>	<b>3,227.4</b>	
																			<b>70. Unit Total</b>	<b>5,072.0</b>	
																			<b>71. Allocated Prod.</b>		
																			<b>72. Total APH Prod.</b>	<b>2,367.2</b>	

This form example does not illustrate all required entry items (e.g., signatures, dates, etc.).



## **11. REFERENCE MATERIAL**

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**TABLE A - MINIMUM REPRESENTATIVE SAMPLE REQUIREMENTS**

<b>ACRES IN FIELD OR SUBFIELD</b>	<b>MINIMUM NO. OF SAMPLES</b>
0.1 - 10.0	3
One additional sample is required for each additional 40.0 acres (or fraction thereof) in the field or subfield.	

**TABLE B – ROW WIDTHS AND LENGTHS FOR REPRESENTATIVE SAMPLES**

Row Width in Inches	Row Length in Feet 1/100 Acre	Row Length in Feet 1/1000 Acre
42	125	12.5
40	131	13.1
38	138	13.8
36	145	14.5
34	154	15.4
32	163	16.3
30	174	17.4
28	187	18.7
26	202	20.2
24	218	21.8
22	238	23.8
20	262	26.2
18	290	29.0
16	326	32.6
14	374	37.4

**EXAMPLE:**

For row widths not listed in **TABLE B**, use the following formula:

$$\frac{43,560 \text{ sq. ft./acre}}{100 \text{ ft. (for 1/100 acre)}} \div \left[ \frac{\text{row width in inches}}{12"} \right] \quad \text{or} \quad \frac{43,560 \text{ sq. ft./acre}}{1000 \text{ ft. (for 1/1000 acre)}}$$

**EXAMPLE:**

$$\frac{43,560 \text{ sq. ft./acre} \div 25"}{100 \text{ ft.}} \div \frac{12"}{12"} = \frac{43,560 \text{ sq. ft.} \div 2.083}{100 \text{ ft.}} = \frac{20,912.146}{100 \text{ ft.}} = 209.121 \text{ ft row length.}$$

**TABLE C - IN-ROW PLANT SPACING FACTORS**

<b>In-row Plant Spacing In Inches</b>	<b>Factor</b>
<b>6</b>	<b>.500</b>
<b>7</b>	<b>.583</b>
<b>8</b>	<b>.667</b>
<b>9</b>	<b>.750</b>
<b>10</b>	<b>.833</b>
<b>11</b>	<b>.917</b>
<b>12</b>	<b>1.000</b>
<b>13</b>	<b>1.083</b>
<b>14</b>	<b>1.167</b>
<b>15</b>	<b>1.250</b>
<b>16</b>	<b>1.333</b>
<b>17</b>	<b>1.417</b>
<b>18</b>	<b>1.500</b>
<b>19</b>	<b>1.583</b>
<b>20</b>	<b>1.667</b>
<b>21</b>	<b>1.750</b>
<b>22</b>	<b>1.833</b>
<b>23</b>	<b>1.917</b>
<b>24</b>	<b>2.000</b>

After calculating the average in-row plant spacing (in whole inches) as originally planted, determine the appropriate factor to be used in the pounds-per-plant formula. Calculate the factor for any plant spacing not listed by dividing the row spacing by 12; (e.g.,  $5 \div 12 = .417$  (rounded to three-decimal places)).



**TABLE D - FORMULA FOR CALCULATING POUNDS-PER-PLANT FACTORS**

**FORMULA:**

Approved APH Yield ÷ Length of Row Equivalent to 1/100 Acre x In-row Plant Spacing Factor (from **TABLE C**) = Pounds-per-Plant Factor, round to two decimal places.

**EXAMPLE:**

Approved APH Yield..... 412 hundredweight  
Row Width..... 38 inches  
Length of row (1/100 acre with 38 inch rows from **TABLE B**)..... 138 feet  
6 inches in-row plant spacing (factor from **TABLE C**)..... .500  
Calculation:  $(412 \div 138) \times .500 = 1.49$  Pounds-per-plant factor. Enter in item 13 “Factor” on the Immature appraisal worksheet.