

United States  
Department of  
Agriculture



Federal Crop  
Insurance  
Corporation



Product  
Administration  
and Standards  
Division

# TABLE GRAPE LOSS ADJUSTMENT STANDARDS HANDBOOK

FCIC-25490 (11-2010)

**2011 and Succeeding Crop Years**



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

<b>FEDERAL CROP INSURANCE HANDBOOK</b>	<b>NUMBER: 25490 (11 - 2010)</b>
<b>SUBJECT:</b>  <b>TABLE GRAPE</b>  <b>LOSS ADJUSTMENT STANDARDS HANDBOOK</b> <b>FOR THE 2011 AND SUCCEEDING CROP</b> <b>YEARS</b>	<b>OPI: Product Administration and Standards Division</b>
	<b>APPROVED:</b> <span style="float:right"><b>DATE</b></span>
	/s/ <b>Tim B. Witt</b> 11/15/10  Deputy Administrator, Product Management

**THIS HANDBOOK CONTAINS THE OFFICIAL FCIC-APPROVED LOSS ADJUSTMENT STANDARDS FOR THIS CROP FOR THE 2011 AND SUCCEEDING CROP YEARS. ALL APPROVED INSURANCE PROVIDER'S WILL UTILIZE THESE STANDARDS FOR BOTH LOSS ADJUSTMENT AND LOSS TRAINING.**

**SUMMARY OF CHANGES/CONTROL CHART**

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

**Changes for 2010 Issuance: (FCIC-25490) issued NOVEMBER 2010:**

- A. Page 3, subsection 3 A (1): Updated information on insured crops that tracks with the Crop Provisions.
- B. Page 9, subsection 7 B (3): Inserted instructions to complete a separate appraisal for acreage that is damaged by uninsured causes.
- C. Page 10, subsection 7 B (5): Inserted reference to handbook sections 4 and **TABLE A** for representative sample information.
- D. Pages 10- 12, subsection 7 C: Revised appraisal worksheet item entry instructions. Also, inserted instructions in item 32 to transfer insured and uninsured appraisal results to columns 31 and 37 on the Production Worksheet, respectively.
- E. Page 13: Inserted example appraisal worksheet that illustrates how to document "Immature Bunch Weight" appraisal information.
- F. Page 16, subsection 8 B (5): Inserted reference to section 15 (b) in the Basic Provisions for information on determining production to count on acreage that is harvested after it has been appraised.

# TABLE GRAPE LOSS ADJUSTMENT HANDBOOK

## SUMMARY OF CHANGES/CONTROL CHART (Continued)

- G. Pages 16 – 28, subsection 8 C: Revised Production Worksheet item entry instructions to track with new format.
- H. Page 29: Inserted example of the new Production Worksheet with Table Grape claims entries.
- I. Throughout the handbook, made syntax and format changes as needed so that this handbook tracks with the RMA-approved crop handbook format.

Control Chart For: Table Grape 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	1-29	30-31	11-2010	FCIC-25490

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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 crop insurance 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 are located on the internet at [www.rma.usda.gov/handbooks/25000/index.html](http://www.rma.usda.gov/handbooks/25000/index.html). All Approved Insurance Provider's (AIPs) will utilize these standards for both loss adjustment and loss 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.

### A. DISTRIBUTION

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

### B. TERMS, ABBREVIATIONS, AND DEFINITIONS

- (1) Terms, abbreviations, and definitions that are **general** (not crop specific) to loss adjustment are identified in the LAM.
- (2) Terms, abbreviations, and definitions **specific** to table grape loss adjustment and this handbook, which are not defined in this section, are defined as they appear in the text.
- (3) Abbreviation(s):

**CES**                      Cooperate Extension Service (State and County Offices under CSREES)

(4) Definition(s):

<b>Adapted (grape varieties)</b>	Varieties (of grapes) that are recognized by the Cooperative State Research, Education, and Extension Service as compatible with agronomic and weather conditions in the county.
<b>Cluster Thinning and Removal</b>	Removal of parts of an immature cluster or the entire cluster of grapes.
<b>Direct Marketing</b>	Sale of the insured crop directly to consumers without the intervention of an intermediary such as a wholesaler, retailer, packer, processor, shipper or buyer. Examples of direct marketing include selling through an on-farm or roadside stand, farmer's market, and permitting the general public to enter the field for the purpose of picking all or a portion of the crop.
<b>Harvest</b>	Removing the mature grapes from the vines either by hand or machine.
<b>Lug</b>	<ol style="list-style-type: none"><li>(1) Twenty (20) pounds of table grapes in the Coachella Valley, California district and all other States;</li><li>(2) Twenty-one (21) pounds in all other California districts; or</li><li>(3) As otherwise specified in the SP.</li></ol>
<b>Other Use Value Factor</b>	The factor determined for harvested production that is marketed for any other use other than table grapes. Refer to section 12(c)(2) of the Crop Provisions.
<b>Set Out</b>	Physically planting the grape plants in the vineyard.
<b>Strippings</b>	Any table grapes remaining in the vineyard following final harvest that fail to meet the CDFA minimum standards for table grapes.
<b>Table Grapes</b>	Grapes that are grown for commercial sale for human consumption as fresh fruit on acreage where the cultural practices are carried out to produce fresh marketable grapes.
<b>Type</b>	A category of grapes (one or more varieties) identified as a type in the SP.
<b>USDA Grade Standard</b>	<ol style="list-style-type: none"><li>(1) United States standard used to determine the minimum quality grade will be:<ol style="list-style-type: none"><li>(i) The United States Standards for Grades of Table Grapes (European or Vinifera Type);</li><li>(ii) The United States Standards for Grades of American Eastern Type Bunch Grapes; and</li><li>(iii) The United States Standards for Grades of Muscadine (<i>Vitis rotundifolia</i>) Grapes.</li></ol></li><li>(2) The quantity and number of samples required will be determined in accordance with procedure issued by FCIC or as provided on the SP of Insurance.</li></ol>



**Variety**

A kind of grape that is distinguished from any other by unique characteristics such as, but not limited to, size, color, skin thickness, acidity, flavors and aromas. In Arizona and California each variety is identified as a separate type in the SP except for type 095 (other varieties). Type 095 is used to designate varieties not listed as a separate type.

### **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. Crop Provisions 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 Basic Provisions, Grape Crop Provisions (hereafter referred to as the Crop Provisions), and Special Provisions (SP) for a complete list.

- (1) **Insured Crop.** The crop insured will be any insurable variety of table grapes that the insured elects to insure in Arizona and California, or in all other states all insurable types, in the county for which a premium rate is provided by the actuarial documents:
  - (a) In which the insured has a share;
  - (b) That are grown for harvest as table grapes;
  - (c) That are adapted to the area;
  - (d) That are grown in vineyards that, if inspected, are considered acceptable by the AIP;
  - (e) That after being set out or grafted, have reached the number of growing seasons designated by the SP; or
  - (f) That have produced an average of at least 150 lugs of table grapes per acre (or otherwise provided in the SP) in at least one of the most recent three crop years immediately preceding the insured crop year, unless the AIP inspects and allows insurance on acreage that has not produced this amount.
- (2) **Insured Acreage.** Table grape vines interplanted with another perennial crop are insurable unless the AIP inspects the acreage and determines the acreage does not meet the requirements contained in the policy.
- (3) **Uninsured Causes of Loss.** In addition to the causes of loss excluded in section 12 of the Basic Provisions, we will not insure against damage or loss of production due to:
  - (a) Disease or insect infestation, unless adverse weather:
    - 1 Prevents the proper application of control measures or causes properly applied control measures to be ineffective; or,
    - 2 Causes disease or insect infestation for which no effective control mechanism is available;

- (b) Phylloxera, regardless of cause; or
- (c) Inability to market the table grapes for any reason other than actual physical damage from an insurable cause specified in the policy. For example, the AIP will not pay an indemnity if the insured is unable to market table grapes due to a quarantine, boycott, or refusal of any person to accept production.

## **B. PROVISIONS NOT APPLICABLE TO CAT COVERAGE**

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

## **C. UNIT DIVISION**

- (1) **Basic Units.** Refer to the insurance contract for unit provisions. Unless limited by the Crop Provisions (**CP**) or **SP**, a basic unit, as defined in the Basic Provisions, may be divided into optional units if, for each optional unit, all the conditions stated in the applicable provisions are met. In Arizona and California only, a basic unit will also be established for each grape variety that the insured chooses to insure.
- (2) **Optional Units.**
  - (a) In all states except Arizona and California, Optional units may be established as follows:
    - 1 By section, section equivalent, or FSA farm serial number;
    - 2 For both irrigated and non-irrigated practices;
    - 3 On acreage located on non-contiguous land; or
    - 4 By separate type.
  - (b) In Arizona California only, unless otherwise allowed by a written agreement, optional units may ONLY be established if each optional unit is located on non-contiguous land or grown and insured under an organic farming practice, unless otherwise allowed by written agreement.

## **D. PRODUCTION TO COUNT**

- (1) **Appraised Production.** The total production to count in lugs from all insurable acreage on the unit will include:
  - (a) All appraised production as follows:
    - 1 Not less than the production guarantee per acre for acreage:
      - i. That is abandoned;
      - ii. That is sold by direct marketing if the insured fails to comply with the requirements in the **CP** pertaining to direct marketed grape production;

- iii. That is damaged solely by uninsured causes; or
  - iv. For which the insured fails to provide acceptable production records.
- 2 Production lost due to uninsured causes;
  - 3 Unharvested production that meets, or would meet if properly handled, the state quality standards, if specified in the **SP**, or the appropriate USDA grade standard if no state standard is specified; and
  - 4 Potential production of insured acreage that the insured intends to abandon or no longer care for, if the insured and the AIP agree on the appraised amount of production. Upon such agreement, the insurance period for that acreage will end. If the insured does not agree with the AIP's appraisal, the AIP may defer the claim only if the insured agrees to continue to care for the crop. The AIP will then make another appraisal when the insured notifies the AIP of further damage or that harvest is general in the area unless the insured harvested the crop, in which case the AIP will use the harvested production. If the insured does not continue to care for the crop, the AIP's appraisal made prior to deferring the claim will be used to determine the production to count.
- (2) **Harvested Production.** **Production to count includes** all harvested production from insurable acreage regardless of condition or disposition. The quantity of production to count for table grape production damaged by insurable causes within the insurance period that is marketed for any use other than table grapes will be determined by multiplying **the greater of:**
- (a) The value of the table grapes per ton; or
  - (b) \$50, by the number of tons, and dividing that result by the highest price election available for the insured unit. This result will be the number of lugs to count.

## **4. TABLE GRAPE APPRAISALS**

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### **A. GENERAL INFORMATION**

- (1) Potential production will be appraised in accordance with procedures specified in this handbook and in the LAM.
- (2)** Table grape appraisals are to be made for (but not limited to):
  - (a) Unharvested production that meets or would meet if properly handled, the state minimum standards, if specified in the **SP**, or the appropriate USDA grade standard (if no state standard is specified) and is damaged by insurable causes of loss; and
  - (b) Any production that will be sold by direct marketing. Refer to section 5 for applicable appraisal methods for table grape production that "Meets Table Grape Standards."

## **B. SELECTING REPRESENTATIVE SAMPLE VINES FOR APPRAISALS**

- (1) Make a general examination of all acreage in the unit. Determine the number and general location of vines to be used in the representative samples based on:
  - (a) Total acreage and number of vines;
  - (b) Extent of variation in the amount of production or damage within the acreage and location of the fruit on the vine.
  - (c) Percent of each variety in the acreage;
  - (d) Vine age, size, density, and vigor. When there appears to be significant differences within the same vineyard or an insured wishes to destroy a portion of the vineyard, split the vineyard into sub-vineyards and appraise each one separately;
  - (e) The acreage in the unit from which fruit has been picked, and the extent of variation in the amount of unpicked fruit on the vines.
- (2) Use as many sample vines as are necessary to accurately determine potential production (refer to **TABLE A** for sample requirements).
- (3) As applicable, refer to section 7 or **TABLE B** for information on determining the number of vines per-acre.

## **5. APPRAISAL METHODS**

### **A. GENERAL INFORMATION**

These instructions provide information on appraisal methods for:

<b>Appraisal Method...</b>	<b>Use...</b>
Immature Bunch Weight Appraisal Method	when at the time of appraisal, the appraised grapes have not reached the level of maturity to be packed as table grapes and are not going to be cared for to maturity; and the conditions for using the "Mature Bunch Weight Appraisal Method," or the "Harvested Appraisal Method" do not apply.
Mature Bunch Weight Appraisal Method	when at the time of appraisal the type (varietal group) has reached the level of maturity to be harvested for the intended use; the conditions for using the "Immature Bunch Weight Appraisal Method," or the "Harvested Appraisal Method" do not apply; the appraised table grape acreage has NOT been harvested; harvested acreage is NOT representative of the harvested acreage; or vineyard management practices are going to be changed.
Harvested Appraisal Method	if a representative area of the vineyard will be harvested as "Meets Table Grape Standards" and "Other Use" marketable grapes will be harvested separately. The "Other Use" tons will be a separate line entry on the production worksheet and adjusted by the "Other Use" value factor (refer to section 8, herein).

## **B. IMMATURE BUNCH WEIGHT APPRAISAL METHOD**

- (1) Use the Grape/Table Grape Appraisal Worksheet (hereafter referred to as the appraisal worksheet) to count and record the number of undamaged bunches from each sample. Include any bunches damaged by uninsurable causes.
- (2) Determine by type, the average mature weight per bunch based on information obtained from the local extension service office; university agriculture department; and/or historical average mature bunch weights for the vineyard. Refer to section 7 (items 23 to 25) that contains procedures for recording immature bunch weights on the appraisal worksheet.
- (3) Complete the chain calculations on the appraisal worksheet to determine the appraisal in lugs rounded to tenths.

## **C. MATURE BUNCH WEIGHT APPRAISAL METHOD**

- (1) Select representative vines for bunch sampling (refer to subsection 4 B, herein).
- (2) Pick all of the grape bunches from each sample group and separate the bunches into two piles as follows:
  - (a) Grape bunches that meet, or would meet if properly handled, the CDFA minimum standards for table grapes (herein referred to as “Meet Table Grape Standards”);
  - (b) Grape bunches NOT meeting the Table Grape Standards.
- (3) DISCARD grape bunches that do NOT “Meet Table Grape Standards.”
- (4) Count the number of bunches in each sample that “Meets Table Grape Standards,” and weigh 10 representative bunches from each sample. Enter the weights for “Meets Table Grape Standards” on the appraisal worksheet. Grapes damaged by uninsured causes will be counted as those grapes meeting the minimum requirements for table grapes.
- (5) If the table grapes are damaged by insurable causes and the insured intends to discontinue table grape cultural practices it is necessary to determine the production of table grapes which would be marketable as table grapes. If the appraised grapes (Meeting Table Grape Standards) are harvested for “other use,” the appraisal will count as production, but the weight of the appraisal (in tons) would be subtracted from the tonnage of grapes marketed as other than table grapes BEFORE determining the harvested production.

**EXAMPLE:**

For grapes appraised as Meeting Table Grape Standards, but then harvested for "Other Use," (section 12(c)(2) of the Crop Provisions), settle the claim as follows:	
Harvested Production	200.0 lugs per acre
Appraised production	*55.0 lugs per acre
Winery Tonnage @ \$100/ton	*3.0 tons per acre
*Since the winery tonnage included the appraised production, subtract the weight of the 55 lugs from the 3 tons delivered to the winery (therefore the appraised production is not counted twice).	
Winery Tonnage (3 T @ 2,000 lbs.)	6,000 pounds
Appraised production (55 lugs @ 21 lbs. per lug)	1,155 pounds
Total pounds (2.4 tons)	4,845 pounds
Value to Count **(2.4 tons x winery price of \$100 per ton)	\$240.00
Lugs to count from "other use" (\$240 is divided by the highest price election available for the variety: \$7.00).	34.3 lugs per acre

To establish the total production to count add:	
Harvested	200.0 lugs per acre
Appraised	+ 55.0 lugs per acre
"Other Use"	+ 34.3 lugs per acre
Total production to count	289.3 lugs per acre
**In this example, the 2.4 tons would be production to count and would be entered on the Production Worksheet in columns 56, 61, and 63. Enter "Other Use" quality adjustment factors in columns 64 a, 64 b, and 65. Enter adjusted lugs in column 66.	

- (6) If the acreage is appraised and will NOT be harvested, any grapes counted as "Other Use" production will not be used in determining production to count.
- (7) If the grapes are damaged by insurable causes and none meet the minimum standards for table grapes; but the insured intends to HARVEST them as other than table grapes, the appraisal worksheet will show no potential production. However, production to count, for harvested table grapes NOT meeting the minimum standards will be determined by dividing the value of production by the highest price election. Document in the Narrative of the Appraisal Worksheet.

**D. HARVESTED APPRAISAL METHOD**

- (1) Prepare a Special Report indicating the number of lugs/tons harvested, and the calculation showing the per-acre production of the harvested acreage that is to be applied to the unharvested acreage.
- (2) Explain on the Special Report how the harvested portion is representative of the entire acreage being appraised.

## **6. APPRAISAL DEVIATIONS AND MODIFICATIONS**

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### **A. DEVIATIONS**

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

### **B. MODIFICATIONS**

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

## **7. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURE**

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### **A. APPRAISAL WORKSHEET STANDARDS**

- (1) The entry items in subsection C are the minimum requirements for the Grape Appraisal Worksheet hereafter referred to as the appraisal worksheet. All of these entry items are “Substantive,” (i.e. they are required).
- (2) Appraisal worksheet completion instructions. The completion 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 Nondiscrimination statements are required statements that must be printed on the appraisal worksheet or provided to the insured as a separate document. These statements are not shown on the example worksheet, herein. The current Nondiscrimination and Privacy Act statements can be found on the RMA website at: <http://www.rma.usda.gov/regs/required/html>
- (4) Refer to the DSSH for other crop insurance form requirements (e.g., font point, size, etc).

### **B. GENERAL INFORMATION FOR APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES**

- (1) Include the AIP name in the appraisal worksheet title if not pre-printed on the AIP’s worksheet, 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) Complete a separate appraisal for insured acreage that is damaged by uninsured causes.
- (4) Complete a separate appraisal for each insurable table grape type listed in the SP.

(5) Refer to section 4 and **TABLE A**, herein for sampling requirements.

(6) Standard appraisal worksheet items are numbered consecutive in subsection B. An example appraisal worksheet is also provided to illustrate how to complete entries.

## **C. WORKSHEET ENTRIES AND COMPLETION INFORMATION**

Verify or make the following entries:

**Item  
No.**

**Information Required**

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

1. **Insured's Name:** Name of insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.

2. **Policy Number:** Insured's assigned policy number.

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

4. **Unit Number:** Unit number from the Summary of Coverage after it is verified to be correct.

5. **Unit Location:** Physical location of the vineyard (**legal description**, road, avenue, **etc.**).

6. **Vine Spacing:** Space between vines and between rows in whole feet (e.g., 8' x 12'). Use additional lines to note varying vine spacings within the unit.

7. **Vines per Acre:** Enter the number of vines per acre (refer to **TABLE B**).

8. **Variety:** Type being appraised, as listed in the SP.

9. **Unit Acreage:** Number of determined acres, rounded to tenths for the unit.

10. **Crop:** Table Grapes (0052).

11. **Field ID:** Plot or vineyard identification symbol.

12. **No. of Acres:** Number of determined acres in plot or vineyard, rounded to tenths.

13. **Variety:** As listed in the SP, type being appraised that meet the minimum insurability requirements for table grapes.

14. **Number of Bunches from each Sample (Sample = 5 Vines):** Number of bunches in sample. Enter "0" (zero) if no grapes qualify for that category.

15. **Total Bunches:** Total of item 14 entries.

16. **No. of Samples:** Total number of samples taken for item 14.



17. **Bunches per Sample:** Item 15 divided by item 16, results rounded to tenths.
18. **No. of Vines:** MAKE NO ENTRY, “5” pre-printed on the worksheet.
19. **Average Bunches per Vine:** Item 17 divided by item 18, results rounded to tenths.

**For Immature Bunch Weight Appraisals, MAKE NO ENTRY in items 20, 21 and 22. Refer to the example appraisal worksheet herein.**

20. **Weight of 10 Sample Bunches:**
- a. Weight of 10 average size bunches in pounds to tenths, that are representative of the sample group. If no bunches qualify for a sample (i.e., “Meets Table Grape Standards”), enter “0.0” as the 10-bunch weight for such sample category.
  - b. If 10 representative bunches cannot be found on 5 consecutive vines in the sample group, use as many additional vines as necessary to collect 10 representative bunches. Use only the original sample group of 5 vines for entries in item 14.
21. **Total Bunch Weight:** Total weight of item 20 entries, results in pounds to tenths.
22. **Total Bunches:** Total number of bunches included in item 21. If a sample weight was recorded as “0.0,” DO NOT include that 10-bunch sample in the bunch count.

**For Immature Bunch Weight Appraisals, enter “Immature Bunch Weight Appraisal,” in items 23 to 25, as applicable. Refer to the example appraisal worksheet herein.**

23. **Weight of Sample Bunches:** Transfer entry from item 21.
24. **No. of Bunches:** Transfer entry from item 22.
25. **Average Bunch Weight:** Item 23 divided by item 24, results in pounds rounded to two decimal places.
26. **Vines per Acre:** Transfer entry from item 7.
27. **Average Bunches per Vine:** Transfer entry from item 19.
28. **Bunches per Acre:** Item 26 multiplied by item 27, results to the nearest whole bunch.
29. **Average Bunch Weight:** Make the following entries in pounds rounded to two-decimal places.
- a. For Mature Bunch Weight Appraisals: Transfer entry from item 25.
  - b. For Immature Bunch Weight Appraisals: The average bunch weight determined by type/variety from information obtained from the CES; university agriculture department; and/or historical average mature bunch weights for the vineyard. Identify source of bunch weight information in the Narrative.

30. **Total Pounds per Acre:** Item 28 multiplied by item 29, results to the nearest whole pound.
31. **Lug/Ton Factor:** Cross out “Ton” in the column heading. Enter applicable lug weight factor as follows:
- (a) 20 pounds for Coachella Valley district
  - (b) 21 pounds for all other California districts; or
  - (c) 20 pounds for Arizona, as applicable.
32. **Lugs/Tons Per Acre To Count:** Cross out “Tons” in the column heading. Item 30 divided by item 31, results in lugs rounded to tenths. The appraisal worksheet contains entry items for three separate appraisals. Transfer such appraisal results to separate lines on the Production Worksheet.
- a. For insured cause appraisals: Transfer entries to column 31 “Appraised Potential” on the Production Worksheet.
  - b. For uninsured cause appraisals: Transfer entries to column 37 “Unins. Causes” on the Production Worksheet.
33. **Narrative:** Document information pertinent to the appraisal.
- a. Enter all notes/calculations or on an attached Special Report. If a Special Report is attached, so indicate.
  - b. Document any unusual entries/findings, and supply any additional information pertinent to the unit appraisal.
  - c. List uninsured causes of damage and date(s) of said damage in MM/DD/YYYY format.

**The following required entries are not illustrated on the appraisal worksheet example below.**

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

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

**GRAPE/TABLE GRAPE APPRAISAL WORKSHEET**

Company Name: <b><i>Any Company</i></b>										
1. Insured's Name: <b><i>I. M. Insured</i></b>			2. Policy Number: <b><i>XXXXXXXX</i></b>		3. Claim Number: <b><i>XXXXXXXX</i></b>		4. Unit Number: <b><i>0001-0001BU</i></b>		5. Unit Location: <b><i>12<sup>th</sup> St. &amp; Vine</i></b>	
6. Vine Spacing: <b><i>8 x 12</i></b>		7. Vines per Acre: <b><i>454</i></b>		8. Variety: <b><i>Thompson Seedless</i></b>			9. Unit Acreage: <b><i>30.0</i></b>		10. Crop: <b><i>Table Grapes 0052</i></b>	

Field ID	No. of Acres	BUNCH COUNT							Total Bunches	No. of Samples	Bunches per Sample 17 (15 ÷ 16)	No. of Vines	Average Bunches per Vine 19 (17 ÷ 18)
		13. Variety	14. Number of Bunches from each Sample (Sample = 5 Vines)										
<b>A</b>	<b>7.5</b>	<b>17</b>	<b>22</b>	<b>20</b>					<b>59</b>	<b>3</b>	<b>19.7</b>	<b>5</b>	<b>3.9</b>

20. Weight of 10 Sample Bunches							21. Total Bunch Weight		22. Total Bunches		

Total Bunch Weight	Total Bunches	Average Bunch Weight 25 (23 ÷ 24)	Vines Per Acre	Average Bunches Per Vine	Bunches Per Acre 28 (26 x 27)	Average Bunch Weight	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)
<b>23</b>	<b>24</b>	<b>(23 ÷ 24)</b>	<b>26</b>	<b>27</b>	<b>(26 x 27)</b>	<b>29</b>	<b>(28 x 29)</b>	<b>31</b>	<b>(30 ÷ 31)</b>
<b><i>Immature Bunch Weight Appraisal</i></b>			<b><i>454</i></b>	<b><i>3.9</i></b>	<b><i>1,771</i></b>	<b><i>3.9</i></b>	<b><i>6,907</i></b>	<b><i>21</i></b>	<b><i>328.9</i></b>

Field ID	No. of Acres	BUNCH COUNT							Total Bunches	No. of Samples	Bunches per Sample 17 (15 ÷ 16)	No. of Vines	Average Bunches per Vine 19 (17 ÷ 18)
		13. Variety	14. Number of Bunches from each Sample (Sample = 5 Vines)										
											<b>5</b>		

20. Weight of 10 Sample Bunches							21. Total Bunch Weight		22. Total Bunches		

Total Bunch Weight	Total Bunches	Average Bunch Weight 25 (23 ÷ 24)	Vines Per Acre	Average Bunches Per Vine	Bunches Per Acre 28 (26 x 27)	Average Bunch Weight	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)
<b>23</b>	<b>24</b>	<b>(23 ÷ 24)</b>	<b>26</b>	<b>27</b>	<b>(26 x 27)</b>	<b>29</b>	<b>(28 x 29)</b>	<b>31</b>	<b>(30 ÷ 31)</b>

Field ID	No. of Acres	BUNCH COUNT							Total Bunches	No. of Samples	Bunches per Sample 17 (15 ÷ 16)	No. of Vines	Average Bunches per Vine 19 (17 ÷ 18)
		13. Variety	14. Number of Bunches from each Sample (Sample = 5 Vines)										
											<b>5</b>		

20. Weight of 10 Sample Bunches							21. Total Bunch Weight		22. Total Bunches		

Total Bunch Weight	Total Bunches	Average Bunch Weight 25 (23 ÷ 24)	Vines Per Acre	Average Bunches Per Vine	Bunches Per Acre 28 (26 x 27)	Average Bunch Weight	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)
<b>23</b>	<b>24</b>	<b>(23 ÷ 24)</b>	<b>26</b>	<b>27</b>	<b>(26 x 27)</b>	<b>29</b>	<b>(28 x 29)</b>	<b>31</b>	<b>(30 ÷ 31)</b>

33. Narrative:  
***Hail damage reported on 05/15/20XX. Acreage appraised on 05/20/20XX.***

**Immature Bunch Weight Appraisal  
 For Illustration Purposes Only  
 This form does not illustrate all required entry items (e.g., signature, etc.).**

**GRAPE/TABLE GRAPE APPRAISAL WORKSHEET**

Company Name: ***Any Company***

1. Insured's Name: <b><i>I. M. Insured</i></b>			2. Policy Number: <b><i>XXXXXXX</i></b>		3. Claim Number: <b><i>XXXXXXX</i></b>		4. Unit Number: <b><i>0001-0001BU</i></b>		5. Unit Location: <b><i>12<sup>th</sup> St. &amp; Vine</i></b>		
6. Vine Spacing: <b><i>8 x 12</i></b>		7. Vines per Acre: <b><i>454</i></b>		8. Variety: <b><i>Thompson Seedless</i></b>			9. Unit Acreage: <b><i>30.0</i></b>		10. Crop: <b><i>Table Grapes 0052</i></b>		

Field ID	No. of Acres	BUNCH COUNT							Total Bunches	No. of Samples	Bunches per Sample 17 (15 ÷ 16)	No. of Vines	Average Bunches per Vine 19 (17 ÷ 18)
		13. Variety		14. Number of Bunches from each Sample (Sample = 5 Vines)									
<b>B</b>	<b>5.0</b>	<b>40</b>	<b>37</b>	<b>55</b>					<b>132</b>	<b>3</b>	<b>44.0</b>	<b>5</b>	<b>8.8</b>

20. Weight of 10 Sample Bunches							21. Total Bunch Weight		22. Total Bunches			
<b>10.8</b>	<b>12.4</b>	<b>13.2</b>					<b>36.4</b>		<b>30</b>			

Total Bunch Weight	Total Bunches	Average Bunch Weight 25 (23 ÷ 24)	Vines Per Acre	Average Bunches Per Vine	Bunches Per Acre 28 (26 x 27)	Average Bunch Weight	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)
<b>36.4</b>	<b>30.0</b>	<b>1.21</b>	<b>454</b>	<b>8.8</b>	<b>3,995</b>	<b>1.21</b>	<b>4,834</b>	<b>21</b>	<b>230.2</b>

Field ID	No. of Acres	BUNCH COUNT							Total Bunches	No. of Samples	Bunches per Sample 17 (15 ÷ 16)	No. of Vines	Average Bunches per Vine 19 (17 ÷ 18)
		13. Variety		14. Number of Bunches from each Sample (Sample = 5 Vines)									
											<b>5</b>		

20. Weight of 10 Sample Bunches							21. Total Bunch Weight		22. Total Bunches			

Total Bunch Weight	Total Bunches	Average Bunch Weight 25 (23 ÷ 24)	Vines Per Acre	Average Bunches Per Vine	Bunches Per Acre 28 (26 x 27)	Average Bunch Weight	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)

Field ID	No. of Acres	BUNCH COUNT							Total Bunches	No. of Samples	Bunches per Sample 17 (15 ÷ 16)	No. of Vines	Average Bunches per Vine 19 (17 ÷ 18)
		13. Variety		14. Number of Bunches from each Sample (Sample = 5 Vines)									
											<b>5</b>		

20. Weight of 10 Sample Bunches							21. Total Bunch Weight		22. Total Bunches			

Total Bunch Weight	Total Bunches	Average Bunch Weight 25 (23 ÷ 24)	Vines Per Acre	Average Bunches Per Vine	Bunches Per Acre 28 (26 x 27)	Average Bunch Weight	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)

33. Narrative:

**Hail damage reported on 07/18/20XX. Acreage appraised on 07/25/20XX.**

**Mature Bunch Weight Appraisal**

**For Illustration Purposes Only**

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

## **8. PRODUCTION WORKSHEET ENTRIES AND COMPLETION PROCEDURES**

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### **A. WORKSHEET STANDARDS**

- (1) The entry items in subsection C are the minimum Production Worksheet requirements. All entry items are considered “Substantive,” (i.e., they are required).
- (2) 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 Nondiscrimination statements are required statements that must be printed on the form or provided as a separate document. These statements are not shown in the example form in this exhibit. The current Nondiscrimination and Privacy Act statements can be found on the RMA website at: <http://www.rma.usda.gov/regs/required/html>
- (4) The certification statement required by the DSSH must be included on the form directly above the insured’s signature block 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 AIP 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., font point, size, etc.).

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

- (1) The Production Worksheet is a progressive form containing all notices of damage for all preliminary and final inspections made 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 the insured should initial any line deletions.
- (3) Refer to the LAM for instructions regarding the following:
  - (a) Acreage reports errors;
  - (b) Delayed notices and delayed claims;
  - (c) Corrected claims or fire losses (double coverage) and cases involving uninsured cause 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) The adjuster is responsible for determining if the insured has complied with all of the requirements under the notice and claim provisions of the policy have not been met. If they have not, the adjuster should contact the AIP.
- (5) For insured table grape acreage that is harvested after it has been appraised, determine production to count in accordance with section 15 (b) of the Basic Provisions.
- (6) Instructions labeled “PRELIMINARY” apply to preliminary inspections only. Instructions labeled “FINAL” apply to final inspections only. Instructions not labeled apply to all inspections.

**C. WORKSHEET ENTRIES AND COMPLETION INFORMATION**

Verify or make the following entries:

**Item**

**No.**

**Information Required**

1. **Crop/Code #:** “Table grapes” (0052).
2. **Unit #:** Unit number from the Summary of Coverage after it is verified to be correct.
3. **Location Description:** Land location that identifies the legal description, if available, and the location of the unit (e.g., section, township, and range; FSA Farm Numbers; FSA Common Land Units (CLU) and tract numbers; GPS identifications; or Grid Identifications) as applicable for the crop.
4. **Date(s) of Damage:** 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 identified when the majority of 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 DUE” across the columns in item 5. Refer to the LAM for more information on no indemnity due claims. If the claim is denied, enter “DC” and refer to the LAM for further instructions.

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: <i>Additional date of damage – SEP 5, Cause of Damage – Freeze, insured cause percent = 10%.</i>					

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 lugs, of all non-loss units for the crop at the time of final inspection.

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

**PRELIMINARY:**

- a. Date the notice of damage was given for the unit in item 2 in the first or second space, as applicable. Enter the complete date (e.g., MM/DD/YYYY) **for each notice**.
- b. A third notice **of damage or loss for** a 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 if a final inspection should be made as a result of the notice. Always enter the complete date of notice (e.g., MM/DD/YYYY) for the “FINAL” inspection in the FINAL space on the first page of 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.” Refer to the LAM for further information regarding companion contracts.
  - (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 contract number) if known.
  - (3) If unable to verify the existence of a companion contract, enter “Unknown” and contact the AIP for further instructions.



## SECTION I - DETERMINED ACREAGE APPRAISED, PRODUCTION, AND ADJUSTMENTS

Make separate line entries for varying:

- (1) Types, irrigated practice, cropping practice, or organic practices, as applicable;
- (2) APH yields;
- (3) Appraisals;
- (4) Adjustments to appraised mature production (quality adjustment factors);
- (5) Stages or intended use(s) of acreage;
- (6) Shares (e.g., 50 percent and 75 percent shares on the same unit); or
- (7) Appraisals for damage due to hail or fire if Hail and Fire Exclusion is in effect.

16. **Field ID:** The field identification symbol from a sketch map or an aerial photograph. Refer to the Narrative instructions. In the margin or in a separate column, enter the date of inspection for the last line entry of each inspection for the last line entry of each inspection.
17. **Multi-Crop Code:** 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 vineyard or sub vineyard. If there are no under-reported acres MAKE NO ENTRY.
19. **Determined Acres:** Refer to the LAM or CIH for definition of acceptable determined acres for perennial crops used herein. Determined acres to tenths (include "E" if estimated) 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.
  - e. From which production was sold by direct marketing if the insured failed to meet the requirements contained in the Crop Provisions.
- FINAL:** Determined acres to tenths. Acreage breakdowns WITHIN a unit may be estimated (enter "E" in front of the acres) if a determination is impractical. Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements. ACCOUNT FOR ALL PLANTED ACREAGE IN THE UNIT.
20. **Interest or Share:** Insured's interest in crop to three-decimal places as determined at the time of inspection. If shares vary on the same UNIT, use separate line entries.
21. MAKE NO ENTRY.

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

23.-25. 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 Irrigation Practice Specified,” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If irrigation 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 carried out by the insured. If “No Cropping Practice” or “No Practice Specified,” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If cropping 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 in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If 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, put to other use without consent, damaged solely by uninsured causes, or which the insured failed to provide records of production which are acceptable to the AIP, or from which production was sold by direct marketing if the insured failed to meet the requirements contained in the Crop Provisions.
“H” .....	Harvested.
“UH” .....	Unharvested or put to other use with consent.

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

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

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

Verify any "Use of Acreage" 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 "Use of Acreage."

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

**31. Appraised Potential:** Transfer the per-acre appraisal in lugs rounded to tenths, of POTENTIAL production from item 32 on the appraisal worksheet, as applicable for acreage appraised. Refer to the appraisal methods and applicable appraisal worksheet for additional instructions. If there is no potential on UH acreage, enter "0," (zero). Refer to paragraph 85 in the LAM for procedures for documenting "0" (zero) yield appraisals.

**32a.-33. MAKE NO ENTRY.**

**34. Production Pre-QA:** Column 19 multiplied by column 31, results in lugs rounded to tenths.

**35. MAKE NO ENTRY.**

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

**37. Unins. Causes:** Make the following entries in lugs rounded to tenths.

For uninsured causes appraisals: Column 19 multiplied by the per acre appraisal for uninsured causes from item 32 on the appraisal worksheet or uninsured appraisal from other documentation, as applicable (explain in the Narrative). If no uninsured causes, MAKE NO ENTRY.

**a.** Hail and Fire exclusion NOT in effect.

(1) Enter NOT LESS than the insured's production guarantee per acre in lugs rounded 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. On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged SOLELY by uninsured causes separate from other production.

(2) For acreage that is damaged PARTLY by uninsured causes, enter the APPRAISED UNINSURED loss of production per acre in lugs rounded to tenths, for any such acreage. Refer to the LAM for instructions regarding assessing uninsured cause appraisals.

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

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

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

38. **Total to Count:** Column 36 plus column 37, results in lugs rounded to tenths.

39. **Total:** Total of all column 19 acres rounded to tenths.

40. **Quality:** Check the applicable qualifying quality adjustment condition(s) affecting the unit's appraised and harvested production (refer to the Crop Provisions and SP) in the Table below.

**Qualifying Quality Adjustment Conditions Table**

TW (Test Weight)
KD (Total Defects)
Aflatoxin
Vomitoxin
Fumonisin
Garlicky
Dark Roast
Sclerotinia
Ergoty
CoFo (Commercially Objectionable Foreign Material)
Other
None

a. Check "Other" if the identified injurious substances or conditions are not listed above (refer to item 35 above). For mycotoxins, also refer to item 41 below. Document in the Narrative (or on a Special Report):

- (1) Insurable causes of damage that are not associated with destruction orders as described below (e.g., excessive precipitation, freeze damage, etc.);
- (2) A description of the injurious substance or condition for which a destruction order was issued, the date the crop was destroyed and the method of destruction;
- (3) Attach to the claim, the completed Certification Form, a copy of the destruction order issued by the Federal or State agency and (if possible) the results of the laboratory test that confirms the presence of injurious substances or conditions.

b. Otherwise, check "None."

41. **Mycotoxins exceed FDA, State, or other health organization maximum limits.** Check "Yes" if any mycotoxin listed in item 40 (including any identified as "Other") exceed the Federal, State, or other health organization maximum limits; otherwise, MAKE NO ENTRY.

42. **Totals:** Total of columns 34, 36, 37 and 38, in lugs rounded to tenths, if there is an entry in the respective columns; otherwise, MAKE NO ENTRY.

## **NARRATIVE:**

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

- a. If no acreage is released on the unit, enter “No acreage released,” adjuster's initials, and date.
- b. If notice of damage was given and “No Inspection” is necessary, enter the unit number(s), “No Inspection,” date, and adjuster’s initials. The insured’s signature is not required.
- c. Explain any uninsured causes, unusual, or controversial cases.
- d. If there is an appraisal in item **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. Also 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 column **“62,”** and/or any production not included in column **“56”** entries (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).
- j. Explain “NO” checked in item **44**.
- k. Attach a sketch map or aerial photo 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) For 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 differences 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 AIP’s instructions.
- o. Explain any delayed notices or delayed claims as instructed in the LAM.
- p. Document any authorized estimated acres shown in **column 19** as follows: Line 3 “E” acres authorized by the AIP MM/DD/YYYY.
- q. Specify the type of insects or diseases when the insured cause of damage or loss is listed as insects and disease. Explain why control measures did not work.
- r. Document the method and calculation used to determine acres for the unit. Refer to the LAM.
- s. Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaning.
- t. Document any other pertinent information, including any data to support any factors used to calculate the production. If on an attachment, enter “See Attachment.”
- u. For production that qualified for quality adjustment and, as applicable, for production ordered to be destroyed due to presence of injurious substances or conditions, document the following:
  - (1) Explain any “0.000” quality adjustment factor entered in column 65 and, as applicable, the name of the Federal or State agency that ordered the destruction of the crop or production and why.
  - (2) As applicable, the date the crop was destroyed and the method of destruction. Attach to the claim the insured’s completed Certification Form, a copy of the destruction order issued by the Federal or State agency and (if applicable) the results of the laboratory test that confirms the presence of injurious substances or conditions.
  - (3) As applicable, explain deficiencies, substances, or conditions that allowed for quality adjustment, as well as any which were not allowed.
  - (4) As applicable, document calculations used to determine quality adjustment factors.
  - (5) Refer to the LAM for additional documentation requirements.

## SECTION II – **DETERMINED** HARVESTED PRODUCTION

### GENERAL INFORMATION

- (1) When all acreage has been harvested, determine total production from warehouse receipts, packer/processor receipts, or farm management records (refer to the LAM for farm record requirements) verified by the adjuster and supported by written records from the first handler. This production will be the basis for computing losses from the insured and uninsured causes of damage on the Production Worksheet.

- (2) 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.
- (3) For production commercially stored, sold, etc., enter the name and address of storage facility, buyer, packinghouse, or processor as applicable in items 49 through 52.
- (4) If additional lines are necessary, the data may be entered on a continuation sheet. USE SEPARATE LINES FOR:
- (a) Different FIRST handlers (buyers, packing houses, or processors). The insured must have maintained satisfactory records of ALL production sold. Verify any packinghouse or processor records. (In all localities) if the first handler was not a packer or processor, the production will be determined by the adjuster on the basis of available records.
  - (b) Different types and/or quality (differing value).
  - (c) Varying shares; e.g., 50 percent and 75 percent shares on same unit.
  - (d) There will generally be no harvested production entries in items 48 through 66 for preliminary inspections.
  - (e) 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 items 48 through 66 by type. If production has been commingled, refer to the LAM.

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. Similar Damage:**

**PRELIMINARY:** MAKE NO ENTRY.

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

**45. Assignment of Indemnity:** Check “Yes” **only** if an assignment of 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 SAME unit 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 column “16”).
- c. Enter the applicable two-digit code for first crop or second crop.

**48. Multi-Crop Code:** 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.

**49. - 52. Length or Diameter/Width/Depth/Deduction:** For each table grape variety stored or sold, enter the name and address of the packinghouse, winery, or buyer as applicable. For fruit otherwise disposed of, indicate the method of disposition.

**53. – 55. MAKE NO ENTRY.**

**56. Bu., Ton, Lbs., CWT:** Enter/circle “Lugs” in the column heading, as applicable.

- a. For harvested grape production that “Meets Table Grape Standards:” Enter production in lugs rounded to tenths.
- b. For grape production harvested and marketable as “Other Use:” Enter **production in tons rounded to tenths**, followed by “T” (e.g., 3.6T) if harvested production is marketable for other use due to insured causes.

**57. – 60. MAKE NO ENTRY.**

**61. Adjusted Production:** Transfer entry from column 56.



**62. Prod. not to Count:** Net production NOT to count in lugs or tons, to tenths, as applicable 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). THIS ENTRY MUST NEVER EXCEED PRODUCTION SHOWN ON THE SAME LINE. EXPLAIN ANY “PRODUCTION NOT TO COUNT” IN THE NARRATIVE.

**63. Production pre-QA:** Column 61 minus column 62, results in lugs or tons rounded to tenths, as applicable.

**64a. Value:**

- a. For grape production that “Meets Table Grape Standards,” MAKE NO ENTRY.
- b. For damaged grape production that is harvested and marketable as “Other Use,” **enter the greater of:**
  - (1) The value **in dollars and cents per ton** for such grape production; or
  - (2) \$50.00 per ton.

**64b. Mkt. Price:**

- a. For grape production that “Meets Table Grape Standards,” MAKE NO ENTRY.
- b. For damaged grape production that is harvested and marketable as “Other Use,” enter the highest price election **in dollars and cents per lug** available for the insured unit.

**65. Quality Factor:** **Make the following percent entries as a three-place decimal.**

- a. **Column 64a divided by column 64b.** This percentage converts tons of damaged table grape production into the number of lugs of table grape production to count, **or**
- b. **Under section 15 (j) of the Basic Provisions, if due to insured causes, a Federal or State agency has ordered the appraised crop or production to be destroyed, enter the factor “0.000.” Instruct the insured to complete and submit a Certification Form stating the date the crop or production WAS DESTROYED and the method of destruction (refer to item 40 and the Narrative below). Also refer to LAM paragraphs 96 J (2) and 102 A for additional information.**

**66. Production to Count:** Make the following entries in lugs, rounded to tenths.

- a. For grape production that “Meets Table Grape Standards,” transfer entry from column 63.
- b. For grape production that is harvested and marketable as “Other Use,” column 63 multiplied by column 65.

**67. Total:** Total of all column 63 entries in lugs rounded to tenths. **Convert other than table grape production from tons to lugs (explain in the Narrative).**

**EXAMPLE:**

12.0 T other than table grape production x 2,000 lbs./ton = 24,000 lbs. ÷ 20 lbs./lug = 1,200.0 lugs. + 3,650.0 lugs table grape production that meets grade standards = 4,850.0 lugs

68. **Section II Total:** Total of column 66 entries, in lugs rounded to tenths.
69. **Section I Total:** Total of column 38 entries, in lugs rounded to tenths.
70. **Unit Total:** Item 68 plus item 69, results in lugs rounded to tenths.
71. **Allocated Prod.:** Refer to paragraphs 126 C (5) and 127 of the LAM for instructions for determining allocated production. Total production in lugs rounded to tenths, 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 the following entries in lugs rounded to tenths.
- When there are entries in column 37 and/or item 71: Item 70 minus item 71, minus total of column 37.
  - When there is no entry in item 71 and column 37: Transfer entry from item 70.

**MAKE NO ENTRY** when separate APH yields are maintained by type, practice, etc., within the unit.

The following required entries are not illustrated on the appraisal worksheet example below.

73. **Adjuster's Signature, Code Number, 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 adjusters code number **ONLY**. The signature and date will be entered **AFTER** the absentee has signed and returned the Production Worksheet. Final indemnity inspection should be signed on bottom line.
74. **Insured's Signature and Date:** Insured's (or insured's authorized representative's) signature and date. **BEFORE** obtaining insured's signature, **REVIEW ALL ENTRIES** on the Production Worksheet **WITH THE INSURED**, or the insured's authorized representative, particularly explaining codes, etc., that may not be readily understood. Final indemnity inspection 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>Table Grapes 0052</b>	2. Unit # <b>0001- 0001BU</b>	3. Location Description <b>SW1-96N-30W</b>	7. Company Agency <b>Any Company Any Agency</b>		8. Name of Insured <b>I. M. Insured</b>			
4. Date(s) of Damage <b>May 2 July 10</b>	5. Cause(s) of Damage <b>Hail Hail</b>	6. Insured Cause % <b>50 50</b>	12. Additional Units	13. Est. Prod. Per Acre	9. Claim # <b>XXXXXXX</b>	11. Crop Year <b>YYYY</b>		
10. Policy # <b>XXXXXX</b>					14. Date(s) Notice of Loss <b>MM/DD/YYYY</b>	1st	2nd	Final <b>MM/DD/YYYY</b>
					15. Companion Policy(s)			

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

A. ACTUARIAL															B. POTENTIAL YIELD								
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a.	32b.	33.	34.	35.	36.	37.	38.
Field ID	Multi-Crop Code	Prelim Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acres	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Unins. Causes	Total to Count	
<b>A</b>			<b>7.5</b>	<b>1.000</b>		<b>088</b>				<b>002</b>			<b>UH</b>	<b>UH</b>	<b>328.9</b>			<b>2,466.8</b>		<b>2,466.8</b>		<b>2,466.8</b>	
<b>B</b>			<b>5.0</b>	<b>1.000</b>		<b>088</b>				<b>002</b>			<b>UH</b>	<b>UH</b>	<b>230.2</b>			<b>1,151.0</b>		<b>1,151.0</b>		<b>1,151.0</b>	
<b>C</b>			<b>17.5</b>	<b>1.000</b>		<b>088</b>				<b>002</b>			<b>H</b>	<b>H</b>									
39. TOTAL			<b>30.0</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 checked="" type="checkbox"/> None <input type="checkbox"/>												42 TOTALS		<b>3,617.8</b>		<b>3,617.8</b>		<b>3,617.8</b>	

NARRATIVE (If more space is needed, attach a Special Report) **Vineyard C harvested as other than table grapes. Value of damage grapes was \$75.00/ton (item 64 a entry). Price election for Thompson Seedless grapes was \$8.30/lug (item 64 b entry). 12.0T x 2,000 lbs./ton = 24,000 lbs. ÷ 20 lbs./lug = 1,200.0 lugs + 650.0 lugs = 1,850.0 lugs (item 67 entry).**

**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 checked="" type="checkbox"/> No <input 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.	Share Field ID	Multi-Crop Code	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod.	Bu., Ton Lbs. CWT Lugs	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>Acme Juice Co. Anytown, State</b>							<b>12.0T</b>					<b>12.0T</b>		<b>12.0T</b>	<b>75.00 8.30</b>	<b>9.036</b>	<b>108.4</b>	
			<b>Acme Fresh Grape Co. Anytown, State</b>							<b>3,650.0</b>					<b>3,650.0</b>		<b>3,650.0</b>			<b>3,650.0</b>	
67. TOTAL																	<b>4,850.0</b>	68. Section II Total		<b>3,758.4</b>	
																		69. Section I Total		<b>3,617.8</b>	
																		70. Unit Total		<b>7,376.2</b>	
																		71. Allocated Prod.			
																		72. Total APH Prod.		<b>4,376.2</b>	

**EXAMPLE TABLE GRAPE CLAIM**

**For Illustration Purposes Only**

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

## 9. REFERENCE MATERIAL

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**TABLE A - REPRESENTATIVE SAMPLE REQUIREMENTS**

ACRES IN FIELD OR SUBFIELD:	NUMBER OF SAMPLES:
0.1 – 10.0	3
One additional sample is required for each additional 40.0 (or fraction thereof) in the vineyard or sub vineyard. <b>1 sample = 5 vines.</b>	

**TABLE B - VINEYARD POPULATIONS TABLE**

		DISTANCE BETWEEN VINES (IN FEET)														
		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
DISTANCE BETWEEN ROWS (IN FEET)	6	1210	1037	908	807	726	660	605	558	519	484	453	427	403	382	363
	7	1037	889	779	691	622	566	519	479	444	415	389	366	346	328	311
	8	908	779	681	605	545	495	454	419	389	363	340	320	303	287	272
	9	807	691	605	538	484	440	403	372	346	323	303	285	269	255	242
	10	726	622	545	484	436	396	363	335	311	290	272	256	242	229	218
	11	660	566	495	440	396	360	330	305	283	264	248	233	220	208	198
	12	605	519	454	403	363	330	303	279	259	242	227	214	202	191	182
	13	558	479	419	372	335	305	279	258	239	223	209	197	186	176	168
	14	519	444	389	346	311	283	259	239	222	207	194	183	173	164	156
	15	484	415	363	323	290	264	242	223	207	194	182	171	161	153	145
	16	454	389	340	303	272	248	227	209	194	182	170	160	151	143	136
	17	427	366	320	285	256	233	214	197	183	171	160	151	142	135	128
	18	403	346	303	269	242	220	202	186	173	161	151	142	134	127	121
	19	382	328	287	255	229	208	191	176	164	153	143	135	127	121	115
20	363	311	272	242	218	198	182	168	156	145	136	128	121	115	109	

For vine spacings not show on the tables: Multiply the distance between vines (nearest tenth of a foot) times the distance between rows (nearest tenth of a foot) and divide the result into 43,560 (round result to the nearest whole number)

**EXAMPLE:** 6.5 ft. X 10 ft. = 65 sq. ft., 43,560 square feet /acre ÷ 65square feet per vine = 670 vines per acre