United States
Department of
Agriculture

USDA

Federal Crop
Insurance
Corporation

FCIC

Product
Administration
and Standards
Division

RMA

MACADAMIA TREE LOSS ADJUSTMENT STANDARDS HANDBOOK

2013 and Succeeding Crop Years

TITLE: MACADAMIA TREE LOSS ADJUSTMENT STANDARDS HANDBOOK	NUMBER: FCIC-25270 (11-2010) FCIC-25270-1 (07-2011) FCIC-25270-2 (08-2012)
EFFECTIVE DATE: 2013 and Succeeding Crop Years	**ISSUE DATE: August 30, 2012**
SUBJECT: **Provides the procedures and instructions for administering the macadamia tree insurance program**	**OPI: Product Administration and Standards Division**
	APPROVED: August 30, 2012 /s/ Tim B. Witt **Deputy Administrator for Product Management**

Major Changes: See changes or additions in text which have been <mark>highlighted</mark>. Three stars (***) identify where information has been removed.

1. Page 8, subsection 5 C: Revised "Tree Count" appraisal instructions to document damaged/destroyed tree acres on the appraisal worksheet and to document undamaged tree acres on the Production Worksheet.

2. Page 18, subsection 8 C: Revised Production Worksheet item 19 "Determined Acres" instructions to separately document damaged/destroyed trees acres and undamaged trees acres.

3. Page 19, subsection 8 C: Inserted Production Worksheet item 29 "Stage" instructions to document unit damaged/destroyed tree acres (designated by the letter "D") and undamaged tree acres (designated by the letters "UD").

4. Page 20, subsection 8 C: Transferred instructions from item 35 "Quality Factor" to item 32b "Factor" for "D" tree acres to enter the result of subtracting appraisal worksheet entry in item 24 from 1.000. Inserted instructions for "UD" tree acres to enter "1.000."

5. Page 20, subsection 8 C: Expanded Production Worksheet item 36 "Production Post-QA," instructions to include separate calculations for appraisals (column 34 multiplied by column 32b) and destruction orders (column 34 multiplied by column 35).

6. Page 26: Inserted an example Production Worksheet that illustrates how to document quality factors, damaged/destroyed tree acres, undamaged tree acres, factors, and dollar amounts for claims based on Tree Count Appraisals.

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SUMMARY OF CHANGES/CONTROL CHART (Continued)

	SC Page(s)	TC Page(s)	Text Page(s)	Reference Material	Date	Directive Number
Control Chart For: Macadamia Tree Loss Adjustment Standards Handbook						
Remove	1-2		3-4		11/2010	FCIC-25270
			7-8		07/2011	FCIC-25270-1
			17-18		11/2010	FCIC-25270
			19-20		07/2011	FCIC-25270-1
			25-26		11/2010	FCIC-25270
Insert	1-2		3-4		08-2012	FCIC-25270-2
			7-8		08-2012	FCIC-25270-2
			17-20		08-2012	FCIC-25270-2
			25-26	27	08-2012	FCIC-25270-2
Current Index		1-2	1-2		11/2010	FCIC-25270
			3-4		08-2012	FCIC-25270-2
	1-2		5-6		07/2011	FCIC-25270-1
			7-8		08-2012	FCIC-25270-2
			9-14.3		07/2011	FCIC-25270-1
			15-16		11/2010	FCIC-25270
			17-20		08/2012	FCIC-25270-2
			21-22		07/2011	FCIC-25270-1
			23-24		11/2010	FCIC-25270
			25-26	27	08/2012	FCIC-25270-2

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1.   INTRODUCTION

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**. All Approved Insurance Providers (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

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 authorized representative) for the loss adjustment inspection:

   (a)   One legible copy to the 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 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 macadamia tree loss adjustment and this handbook, which are not defined in this section, are defined as they appear in the text.

   (3)   Abbreviations:

CAT	Catastrophic Level of Coverage
CP	Crop Provisions
CIH	Crop Insurance Handbook
SP	Special Provisions

(4)   Definitions:

Destroyed	Trees damaged to the extent that the AIP determines replacement, including grafts, is required.
Graft	The uniting of a macadamia shoot to an established macadamia tree rootstock for future production of macadamia nuts.
Rootstock	The root and stem portion of a macadamia tree to which a macadamia shoot can be grafted.
Scaffold Limbs	Fruit-bearing tree limbs that form the framework of a tree that are directly attached to the main tree trunk.
Verifiable Records	Contemporaneous records of acreage and production provided by the insured, which may be verified by FCIC through an independent source, and which are used to substantiate the acreage and production that have been reported on the production report.

3.   INSURANCE CONTRACT INFORMATION

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 Basic Provisions, Macadamia Tree CP, and SP for a complete list.

(1)   **Insured Crop**. The crop insured will be all macadamia trees 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 the production of macadamia nuts;

   (c)   For which the rootstock is adapted to the area;

   (d)   That are at least one year of age when the insurance period begins; and

   (e)   If the orchard was inspected, it is considered acceptable by the AIP.

(2)   **Percent Stand**. If the stand is less than 90 percent based on the original planting pattern, the dollar amount of insurance will be reduced 1 percent for each percent below 90 percent. The adjuster should verify if any adjustments were properly made (refer to the example below).

EXAMPLE:

The insured selects $2,000 as the amount of insurance per acre. The inspection revealed that the current stand is 85 percent of the original planted acreage. The amount of insurance per acre is reduced as follows:

●90% - 85% = 5 percentage points (0.05) below 90%
●1.00 - 0.05 = 0.95 remaining amount of insurance
●$2,000 x 0.95 remaining = $1,900 reduced amount of insurance per acre

(3) **Interplanted Trees**. Macadamia tree interplanted with another perennial crop are insurable unless the AIP inspects the acreage and determines that it (acreage) does not meet the insurability requirements contained in the policy.

(4) **Causes of Loss**. Refer to the CP for specific insured causes of loss. Also, refer to the Basic Provisions and the CP for causes of loss that are excluded.

B. PROVISIONS AND PROCEDURES NOT APPLICABLE TO CAT COVERAGE:

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

C. UNIT DIVISION

(1) **Basic Units.** Refer to the insurance contract for unit provisions. Unless limited by the CP or SP, a basic unit as defined in the Basic Provisions may be divided into optional units if, for each optional unit, all conditions stated in the applicable provisions are met.

(2) **Optional Units**. Unless otherwise allowed by a written agreement, optional units may be established only if each optional unit:

(a) Contains at least 80 acres of insurable age macadamia trees; or

(b) Is located on non-contiguous land.

(3) **Acreage and Tree Record Requirements**. The insured must provide records, which can be independently verified, of acreage and age of trees for each unit for at least the last crop year.
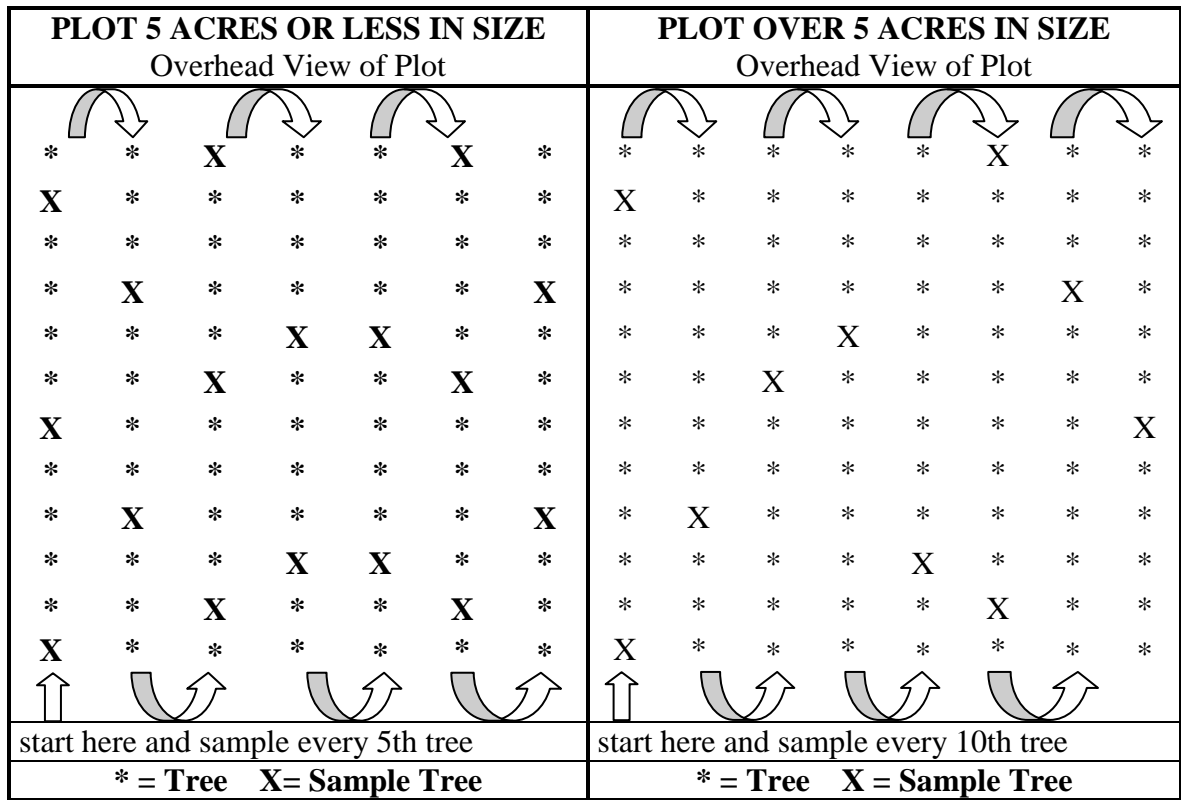
4. MACADAMIA TREE APPRAISALS

A. GENERAL INFORMATION

(1) **Appraisal Requirements**. Macadamia trees that are damaged or destroyed by insured causes will be appraised in accordance with procedures in this handbook and the LAM. Refer to the LAM and subsection 5 A, herein, for information on when appraisals are required.

(2) **Uninsured Damage**. Any trees damaged by uninsured causes will not be included in determining the actual percent of damage. Enter the percent damage due to uninsured causes in the Narrative section of the Production Worksheet. Explain the cause of such damage.

(3) **Notice of Damage**. The Basic Provisions require insureds to file a "notice of damage or loss" with the AIP within 3 days of the insured's initial discovery of damage but not later than 15 days after the end of the insurance period by unit for each insured crop.

(4) **Separate Appraisals by Tree Age**. The adjuster will complete a separate appraisal worksheet for each age group of trees on the unit or plot when the producer's records show age and location of the individual trees. The actual percent of loss determined for each age group of trees will be used to determine the amount of loss on the Production Worksheet for that age of tree.

(5) **Multiple-age Tree Appraisals**. For a unit or plot that contains more than one age group of trees on the acreage report, and there are no maps or records available that show age and location of the individual trees to allow division into subfields by age of trees, the adjuster will complete the appraisal worksheet based on a representative sample of **all** trees in the unit or plot. The percent of loss determined will be an average for the entire acreage being appraised. The sample size will be large enough to reasonably expect that all ages of trees have been sampled during the appraisal.

    (a) For such appraisals, make no entry on the appraisal worksheet for item 10 ("Year Setout) and item 11 (% Value).

    (b) Once the Applicable Percent of Loss (item 24) is determined, apply that percentage on the Production Worksheet for each line with the applicable acreage and age of trees.

B.   SELECTING REPRESENTATIVE SAMPLE TREES FOR APPRAISAL

(1) Take the number (count) of representative sample trees required in **TABLE A**.

(2) Make a general examination of all acreage in the unit/plot to determine the type/severity/location of damage or destroyed trees before selecting representative sample trees for appraisal.

(3) Select and examine sample trees that are representative of the type and severity of insured damage in the unit/plot.

(4) Locate a corner tree (the first insurable tree on an outside row – refer to the diagram below); this will be the first sample tree. Proceed along each row and select every 5th or 10th insured tree, as applicable, as a sample tree. Do not count skips, other types of trees, macadamia trees that are less than one year old, macadamia trees that were dead before insured damage occurred, and macadamia trees damaged by uninsured causes.

(5) At the end of each row, proceed down the adjacent row in the opposite direction beginning with the first tree and identify sample trees down each succeeding row until the entire unit or plot has been covered (refer to the diagrams below).

PLOT 5 ACRES OR LESS IN SIZE Overhead View of Plot	PLOT OVER 5 ACRES IN SIZE Overhead View of Plot
| ```
 *   *   X   *   *   X   *
 X   *   *   *   *   *   *
 *   *   *   *   *   *   *
 *   X   *   *   *   *   X
 *   *   *   X   X   *   *
 *   *   X   *   *   X   *
 X   *   *   *   *   *   *
 *   *   *   *   *   *   *
 *   X   *   *   *   *   X
 *   *   *   X   X   *   *
 *   *   X   *   *   X   *
 X   *   *   *   *   *   *
``` | ```
 *   *   *   *   *   X   *   *
 X   *   *   *   *   *   *   *
 *   *   *   *   *   *   *   *
 *   *   *   *   *   *   X   *
 *   *   *   X   *   *   *   *
 *   *   X   *   *   *   *   *
 *   *   *   *   *   *   *   X
 *   *   *   *   *   *   *   *
 *   X   *   *   *   *   *   *
 *   *   *   *   X   *   *   *
 *   *   *   *   *   X   *   *
 X   *   *   *   *   *   *   *
``` |
| start here and sample every 5th tree | start here and sample every 10th tree |
| * = Tree   X= Sample Tree | * = Tree   X = Sample Tree |

(6)   Examine each sample tree to determine if the tree is either damaged or destroyed by insured causes. On the appraisal worksheet, document the number of trees that are damaged (and the percent damage) and destroyed due to insured causes.

5.   APPRAISALS METHODS

A.   GENERAL INFORMATION

(1)   These instructions provide information on appraisal methods for:

Appraisal Method....	Use....
Representative Sample Appraisals	when insured tree damage and/or destruction is widely dispersed within the plot or unit.
Tree Count Appraisals	when insured tree damaged and/or destruction is in widely dispersed areas or concentrated in areas within the plot or unit.

(2)   AIP representatives can choose the appropriate appraisal method that will more accurately determine the amount of damaged and destroyed trees in relation to the location and dispersion of damaged/destroyed trees in the plot or unit being appraised. Refer to the diagrams below.

x	☒	x	☒	x	x	x
☒	x	x	x	x	☒	x
x	x	☒	x	x	x	x
x	☒	x	x	☒	x	☒
x	x	x	x	x	x	x

☒	☒	☒	x	x	x
☒	☒	☒	x	x	x
☒	☒	☒	x	x	x
x	x	x	x	x	x
x	x	x	x	x	x

x = Macadamia Tree
☒ = Damaged/destroyed Macadamia Tree
Diagram and tree spacings are not to scale.

B.   REPRESENTATIVE SAMPLE APPRAISALS

(1)   **General Information.**

(a)   Use **TABLE A** to determine which tree (i.e., every 5th tree or every 10th tree) to select as a representative sample tree.

(b)   Use the procedures in subsection 4 C, herein, to select representative sample trees.

(c)   Do not include trees damaged by <u>uninsured</u> causes when determining the actual percent of damage. If the sample tree in sequence (i.e., every 5th or 10th tree) is damaged by <u>uninsured</u> causes, skip this tree and select the next tree in the row that is damaged by insured causes.

(d)   The adjuster should complete tree counts and damage assessments first. Document all tree counts (including trees that are either damaged or destroyed) in Part III of the appraisal worksheet. Then, complete Part II of the appraisal worksheet using the information obtained from Part III.

(2)   **Appraisal Method.** Document each representative sample tree in the unit/plot (including damaged and destroyed trees) on the applicable line entry of the appraisal worksheet. Examine each representative sample tree and determine if the tree is either damaged or destroyed by insured causes.

(a)   **Damaged Trees.** When a representative sample tree has suffered damage due to insured causes:

1   First, count the number of <u>damaged</u> scaffold limbs. Then, count the total number of scaffold limbs on the sample tree. Divide the number of <u>damaged</u> scaffold limbs by the total number of scaffold limbs on the sample tree to calculate the percent damage (refer to the example below).

EXAMPLE:

Tree #1: 3 damaged limbs ÷ 10 total scaffold limbs = 30% damage
Tree #2: 3 damaged limbs ÷ 8 total scaffold limbs = 38% damage
Tree #3: 3 damaged limbs ÷ 9 total scaffold limbs = 33% damage

     <u>2</u>   Record the percent damage, rounded to two decimal places, (e.g., .30, .38, or .33, etc.) due solely to insurable causes in Part II of the appraisal worksheet.

(c)   **Destroyed Trees.**

     <u>1</u>   If a tree is damaged by insured causes to the extent that replacement (including grafts) is required, identify the tree as destroyed on the appraisal worksheet.

     <u>2</u>   If no grafts are viable (alive), the tree is considered destroyed even if the rootstock is still viable.

     <u>3</u>   Units/plots with over 80 percent actual damage from insurable causes will be considered destroyed (100 percent damaged).

(3) **Calculating the Applicable Percent of Loss.** The information contained in (a) through (h) below track with the calculations in part II of the appraisal worksheet.

   (a)   For each unit or plot, enter the total number of trees per unit and the total number of trees sampled.

   (b)   Tally the number of trees destroyed. Divide the number of trees destroyed by the total number of trees sampled to calculate the percent loss.

   (c)   Tally the number of trees damaged. Divide the number of trees damaged by the total number of trees sampled to calculate the percent of tree limb damage.

   (d)   Tally the total percent damage from all trees. Divide the total percent of damage from all trees by the number of trees damaged to calculate the percent of limb loss. Multiply the percent of tree limb damage times the percent of limb loss.

   (e)   Add the percent loss to the result from (d) to calculate the total percent loss.

     <u>1</u>   If the total percent loss is greater than 80 percent no additional calculations are necessary, the unit loss is considered 100 percent damaged.

     <u>2</u>   If the total percent loss is 80 percent or less, complete items (f), (g), and (h) below.

   (f)   Calculate the deductible by subtracting the coverage level elected from 1.000 (e.g., if the coverage level is .750, then 1.000 - .750 = .250 deductible).

   (g)   Subtract the deductible from the total percent loss (e.g., .556 - .250 = .306).

   (h)   Divide the result from (g) by the applicable coverage percent to calculate the applicable percent loss.

C. TREE COUNT APPRAISALS

(1) **General Information**. Use the Tree Count Appraisal method when insured macadamia tree damaged/destruction are in widely dispersed areas or concentrated in specific areas within the plot or unit. When damage is concentrated in specific area(s) of the unit, document such damaged/destroyed tree acres, tree counts, and damage/destruction percentages on separate appraisal worksheet(s), as applicable. Determine the number of undamaged tree acres and document such acres on the Production Worksheet (refer to the example Production Worksheet herein). Use this method to determine the number of damaged/destroyed trees and the "Applicable % Loss" as described below.

(2) **Appraisal Method**.

    (a) **Determine Number of Insured Trees**. Determine the total number of insured trees in the plot/unit being appraised. Refer to the PAW, PAIR, or other documentation, as applicable, to confirm the total number of insurable trees.

    (b) **Determine Number of Damaged/Destroyed Trees**. Count the actual number of damaged/destroyed trees in the plot/unit due to insured causes. Do not count trees damaged by uninsured causes or trees that are uninsurable.

        1 Destroyed trees: Are trees with over 80% damage.
        2 Damaged trees: Determine percent damage in accordance with procedures in subsection 5 B (2) (a).

(3) **Appraisal Worksheet Entries**. Document the number of insured trees, damaged, and destroyed trees in Part III of the appraisal worksheet. Calculate the "Applicable % Loss" in accordance with the appraisal worksheet item entry instructions in subsection 7 C, herein.

6. APPRAISAL DEVIATIONS AND MODIFICATIONS

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 PROCEDURES

A. WORKSHEET STANDARDS

(1) The entry items in subsection C are the minimum requirements for the Macadamia Tree Worksheet (hereafter referred to as the "Worksheet"). 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 Nondiscrimination 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 on 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) Refer to the DSSH for other crop insurance form requirements (e.g., font point, size, etc.).

B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION

(1) Separate worksheets are required for each block/age group in the unit, as applicable.

(2) Include the AIP's name in the worksheet title if not pre-printed on the worksheet.

(3) Include the claim number on the worksheet (when required by the AIP) when a worksheet entry is not provided.

C. WORKSHEET ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

**Item
No.   Information Required**

Company Name: Name of AIP, if not pre-printed on the worksheet.

Claim Number: Claim Number as assigned by the AIP, if required.

PART I

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

2. **Policy No.:** Insured's assigned policy number.

3. **County:** Name of county where the macadamia trees are physically located.

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

5. **Type:** Appropriate variety name (e.g., Keauhou, etc.).

6. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim has been filed.

PART II

7.   **Sample Plot (Number):** Applicable plot number.

8.   **Number of Trees/Unit:** Split the column in half and enter the applicable number of trees as follows:

    a.   **Representative Sample Appraisals:** Split the column in half and enter the applicable number of trees as follows:

        (1)   In the top half, record the total number of insured trees counted in the plot or unit.

        (2)   In the bottom half, record the number of representative sample trees in the plot. Transfer entry from either column 25 "Totals" on the appraisal worksheet; or, column 25 "Grand Total" on the continuation sheet, as applicable.

    b.   **Tree Count Appraisals:** Record the number of insured trees in the plot or unit being appraised. Transfer entry from either column 25 "Totals" on the appraisal worksheet; or, column 25 "Grand Total" on the continuation sheet, as applicable.

9.   **Acres:** Total number of acres in the unit or plot, rounded to tenths.

10.   **Year Setout:** Month and year (e.g., MM/YYYY) trees were set out, obtain dates from the Macadamia Orchard Report or Summary of Coverage, etc., as applicable. Make no entry if there are more than one age group of trees in the unit or plot being appraised and the exact age and location of the individual trees cannot be determined from a plat map or producer records.

11.   **% Value:** Whole dollar amount of insurance per acre from the Summary of Coverage. Make no entry if there are more than one age group of trees in the unit or plot being appraised and the exact age and location of the individual trees cannot be determined from a plat map or producer records.

12.   **Number Of Trees Destroyed:** Transfer entry from either column 26 "Totals" on the appraisal worksheet; or, column 26 "Grand Total on the continuation sheet, as applicable. Enter "0" (zero) if there are no destroyed trees in the plot or unit.

    a.   **Representative Sample Appraisals:** Total number of <u>sample trees</u> destroyed.

    b.   **Tree Count Appraisals:** Total number of <u>trees</u> destroyed.

13.   **Percent Loss (12 ÷ 8):** Make the following percentage entries as a three-place decimal (e.g., $55 \div 120 = 0.458$). Enter "0" (zero) if there are no destroyed trees in the plot or unit.

    a.   **Representative Sample Appraisals:** Column 12 divided by column 8 below the line (number of sample trees).

    b.   **Tree Count Appraisals:** Column 12 divided by column 8.

14. **Trees Damaged:** Total number of sample trees damaged for the appraisal. Transfer entry from either column 27, "Totals," on the appraisal worksheet or column 27, "Grand Total," on the continuation sheet, as applicable.

15. **% of Trees Limb Damage (14 ÷ 8):** Make the following percentage entries as a three-place decimal (e.g., 19 ÷ 120 = 0.158).

    a. **Representative Sample Appraisals**: Column 14 divided by column 8 below the line (number of sample trees).

    b. **Tree Count Appraisals:** Column 14 divided by column 8.

16. **No. of Trees Damaged:** Transfer entry from column 14.

17. **% Totals:** Total percent of damage from all trees in the plot. Transfer entry from either column 29 "Totals" on the appraisal worksheet; or, column 29 "Grand Totals" on the continuation sheet, as applicable (e.g., .60 + .70 + .75. ... + .60 = 11.75).

18. **% of Limb Loss (17 ÷ 16):** Column 17 divided by column 16. Enter results as a three-place decimal (e.g., 11.75 ÷ 19 = 0.618).

19. **(15 x 18):** Column 15 multiplied by column 18. Enter results as a three-place decimal (e.g., .158 x .618 = 0.098).

20. **Total % Loss (13 + 19):** Column 13 plus column 19. Enter results as a three-place decimal (e.g., .458 + .098 = 0.556).

    If the entry in column 20 is over 80 percent, make no entries in columns 21 through 23. Enter 1.000 as the Applicable % Loss (column 24). If column 20 entry is less than or equal to 80 percent, complete columns 21 through 24.

21. **Applicable % (Level):** (Deductible) Enter the applicable deductible percent level as a three-place decimal, calculated by subtracting the coverage level percent from 1.000 (e.g., 75% coverage level, calculate as follows: 1.000 - .750 = 0.250).

22. **(20 minus 21):** Column 20 minus column 21. Enter results as a three-place decimal (e.g., .556 - .250 = 0.306).

23. **Applicable % (Level):** (Coverage Level) Enter the applicable coverage level percent as a three-place decimal (e.g., 75 percent coverage level is entered as 0.750).

24. **Applicable % Loss:** Column 22 divided by column 23. Enter results as a three-place decimal (e.g., .306 ÷ .750 = 0.408).

PART III

25. **Number:**

    a. **Representative Sample Appraisals:** Make a check mark (✔) for each representative sample tree in the plot or unit.

b. **Tree Count Appraisals:** Make a check mark (✔) <u>for each insurable tree</u> in the plot or unit.

26. **Destroyed:**

    a. **Representative Sample Appraisals:** Make a check mark (✔) <u>for each representative sample tree destroyed</u> in the plot or unit. If tree is not destroyed, make no entry.

    b. **Tree Count Appraisals:** Make a check mark (✔) <u>for each destroyed tree</u> in the plot or unit.

27. **Damaged:** Make a check mark (✔) for each tree with percent damage entry in column 29. If such tree is not damaged, make no entry.

28. **Number Trees:** MAKE NO ENTRY.

29. **% Damage per Tree:** Divide the number of scaffold limbs damaged by insured causes, by the total number of scaffold limbs on the representative sample tree. Enter percent damage as a two-place decimal.

    Totals:

    a. **Appraisal Worksheet:** Tally all entries in columns 25, 26, 27, and 29.

    b. **Continuation Sheet:** Tally all entries in columns 25, 26, 27, and 29 for the page. If there are entries on an appraisal worksheet, transfer entries from the worksheet "Totals" for columns 25, 26, 27, and 29 and enter in the "Previous Totals" entry of the continuation sheet. Enter the cumulative totals from the appraisal worksheet and continuation sheet(s) in the "Grand Total" entry for columns 25, 26, 27, and 29, as applicable on the last continuation sheet.

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

30. **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.

31. **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. If an 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.

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

COMPANY NAME: Any Company   **CLAIM NO.:** XXXXXXX

MACADAMIA TREE WORKSHEET
(For Illustration Purposes Only)

PART I:

1. NAME OF INSURED	2. POLICY NO.	3. COUNTY
I. M. Insured	XXXXXXXX	Hawaii

4. UNIT IDENTIFICATION	5. TYPE	6. CROP YEAR
0001-0001BU	Keauhou	YYYY

PART II:

TREES DESTROYED / LIMB DAMAGE

	Sample Plot (Number)	Number of Trees/Unit	Acres	Year Setout	% Value	Number of Trees Destroyed	Percent Loss (12 ÷ 8)	Trees Damaged	% of Trees Limb Damage (14 ÷ 8)	No. of Trees Damaged	% Totals	% of Limb Loss (17 ÷ 16)	(15 x 18)	Total % Loss (13 + 19)	Applicable % Level	(20 - 21)	Applicable % (Level)	Applicable % Loss
	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
A	1200 / 120		25.0	MM/YYYY	3,478	55	0.458	19	0.158	19	11.75	0.618	0.098	0.556	(-) 0.250	(=) 0.306	(÷) 0.750	(=) 0.408
B															(-)	(=)	(÷)	(=)
C															(-)	(=)	(÷)	(=)
D															(-)	(=)	(÷)	(=)

PART III:

Columns: 25 NUMBER | 26 DESTROYED | 27 DAMAGED | 28 NUMBER TREES | 29 % DAMAGE PER TREE

#	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE
1	✓	✓			
2	✓	✓			
3	✓	✓			
4	✓	✓			
5	✓	✓			
6	✓	✓			
7	✓	✓			
8	✓	✓			
9	✓	✓			
10	✓	✓			
11	✓	✓			
12	✓	✓			
13	✓				
14	✓				
15	✓				
16	✓				
17	✓				
18	✓				

#	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE
19	✓				
20	✓		✓		.60
21	✓		✓		.70
22	✓		✓		.75
23	✓		✓		.65
24	✓		✓		.70
25	✓				
26	✓	✓			
27	✓	✓			
28	✓	✓			
29	✓	✓			
30	✓	✓			
31	✓	✓			
32	✓	✓			
33	✓	✓			
34	✓				
35	✓				
36	✓				

#	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE
37	✓				
38	✓		✓		.50
39	✓		✓		.55
40	✓		✓		.45
41	✓		✓		.60
42	✓		✓		.45
43	✓				
44	✓	✓			
45	✓	✓			
46	✓	✓			
47	✓	✓			
48	✓	✓			
49	✓	✓			
50	✓	✓			
51	✓	✓			
52	✓				
53	✓				
54	✓				

#	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE
55	✓				
56	✓				
57	✓				
58	✓				
59	✓				
60	✓				
61	✓				
62	✓				
63	✓				
64	✓	✓			
65	✓	✓			
66	✓	✓			
67	✓				
68	✓				
69	✓	✓			
70	✓				
71	✓	✓			
72	✓				

#	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE
73	✓				
74	✓				
75	✓		✓		.60
76	✓		✓		.60
77	✓		✓		.70
78	✓		✓		.65
79	✓		✓		.60
80	✓				
81	✓				
82	✓				
83	✓				
84	✓				
85	✓	✓			
86	✓	✓			
87	✓	✓			
88	✓	✓			
89	✓				
90	✓				

	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE
TOTALS	90	40	15		9.10

30. SIGNATURE OF INSURED: I. M. Insured   **DATE:** MM/DD/YYYY

31. SIGNATURE OF ADJUSTER: I. M. Adjuster XXXXX   **DATE:** MM/DD/YYYY

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

COMPANY NAME	CLAIM NO.	PART I:			
Any Company	**XXXXXXX**	1. NAME OF INSURED		2. POLICY NO.	3. COUNTY
MACADAMIA TREE WORKSHEET			**I. M. Insured**	**XXXXXXXX**	**Hawaii**
(Continuation Page)		4. UNIT IDENTIFICATION		5. TYPE	6. CROP YEAR
(For Illustration Purposes Only)		**0001-0001BU**		**Keauhou**	**YYYY**

APPRAISAL WORKSHEET(Continued from Part III

	TREES 25 NUMBER	26 DESTROYED	27 DAMAGED	DAMAGE 28 NUMBER TREES	29 % DAMAGE PER TREE		25 NUMBER	26 DESTROYED	27 DAMAGED	28 NUMBER TREES	29 % DAMAGE PER TREE		25 NUMBER	26 DESTROYED	27 DAMAGED	28 NUMBER TREES	29 % DAMAGE PER TREE		25 NUMBER	26 DESTROYED	27 DAMAGED	28 NUMBER TREES	29 % DAMAGE PER TREE		25 NUMBER	26 DESTROYED	27 DAMAGED	28 NUMBER TREES	29 % DAMAGE PER TREE
1	✓		✓		.70	31						61						91						116					
2	✓		✓		.60	32						62						92						117					
3	✓		✓		.75	33						63						93						118					
4	✓		✓		.60	34						64						94						119					
5	✓					35						65						95						120					
6	✓					36						66						96						121					
7	✓	✓				37						67						97						122					
8	✓					38						68						98						123					
9	✓					39						69						99						124					
10	✓	✓				40						70						100						125					
11	✓	✓				41						71						101						126					
12	✓	✓				42						72						102						127					
13	✓	✓				43						73						103						128					
14	✓	✓				44						74						104						129					
15	✓	✓				45						75						105						130					
16	✓	✓				46						76						106						131					
17	✓	✓				47						77						107						132					
18	✓	✓				48						78						108						133					
19	✓	✓				49						79						109						134					
20	✓	✓				50						80						110						135					
21	✓	✓				51						81						111						136					
22	✓	✓				52						82						112						137					
23	✓	✓				53						83						113						138					
24	✓					54						84						114						139					
25	✓					55						85						115						140					
26	✓					56						86												TOTAL	30	15	4		2.65
27	✓					57						87												PREVIOUS TOTAL	90	40	15		9.10
28	✓					58						88												GRAND TOTAL	120	55	19		11.75
29	✓					59						89																	
30	✓					60						90												Page __2__ of __2__ Pages					

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

COMPANY NAME: CLAIM NO.:	PART I:				
MACADAMIA TREE WORKSHEET	1. NAME OF INSURED *I. M. Insured*	2. POLICY NO. *XXXXXXXX*		3. COUNTY *Hawaii*	
	4. UNIT IDENTIFICATION *0002-0001BU*	5. TYPE *Keauhou*		6. CROP YEAR *YYYY*	

PART II:

TREES DESTROYED / LIMB DAMAGE

Sample Plot (Number)	Number of Trees/Unit	Acres	Year Setout	% Value	Number of Trees Destroyed	Percent Loss (12 ÷ 8)	Trees Damaged	% of Trees Limb Damage (14 ÷ 8)	No. of Trees Damaged	% Totals	% of Limb Loss (17 ÷ 16)	(15 x 18)	Total % Loss (13 + 19)	Applicable % Level	(20 -21)	Applicable % (Level)	Applicable % Loss
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
F-1	*90*	*3.0*	*YYYY*	*2,393*	*35*	*0.389*	*15*	*0.167*	*15*	*8.60*	*0.573*	*0.096*	*0.485* (-)	*0.350* (=)	*0.135* (÷)	*0.650* (=)	*0.208*
													(-)	(=)	(÷)	(=)	
													(-)	(=)	(÷)	(=)	
													(-)	(=)	(÷)	(=)	

PART III:

	TREES		DAMAGE				TREES		DAMAGE				TREES		DAMAGE				TREES		DAMAGE				TREES		DAMAGE	
	25	26	27	28	29		25	26	27	28	29		25	26	27	28	29		25	26	27	28	29		25	26	27	28	29
	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE		NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE		NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE		NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE		NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE
1	✓	✓				19	✓	✓				37	✓	✓				55	✓		✓		.70	73	✓	✓			
2	✓	✓				20	✓	✓				38	✓	✓				56	✓		✓		.50	74	✓	✓			
3	✓	✓				21	✓	✓				39	✓	✓				57	✓		✓		.60	75	✓				
4	✓	✓				22	✓	✓				40	✓					58	✓		✓		.50	76	✓				
5	✓	✓				23	✓	✓				41	✓					59	✓		✓		.40	77	✓				
6	✓	✓				24	✓					42	✓					60	✓		✓		.40	78	✓		✓		.60
7	✓	✓				25	✓					43	✓					61	✓		✓		.40	79	✓		✓		.70
8	✓	✓				26	✓					44	✓					62	✓					80	✓		✓		.60
9	✓	✓				27	✓					45	✓	✓				63	✓					81	✓		✓		.60
10	✓	✓				28	✓					46	✓	✓				64	✓					82	✓		✓		.70
11	✓					29	✓					47	✓					65	✓					83	✓				
12	✓					30	✓	✓				48	✓	✓				66	✓					84	✓				
13	✓					31	✓	✓				49	✓	✓				67	✓					85	✓				
14	✓					32	✓	✓				50	✓					68	✓					86	✓				
15	✓					33	✓	✓				51	✓					69	✓					87	✓				
16	✓					34	✓	✓				52	✓		✓		.60	70	✓	✓				88	✓				
17	✓					35	✓	✓				53	✓		✓		.60	71	✓					89	✓				
18	✓					36	✓	✓				54	✓		✓		.70	72	✓	✓				90	✓				

Example Tree Count Appraisal
This form example does not illustrate all required entry items (e.g., signatures, etc.).

TOTALS	90	35	15		8.60

8. PRODUCTIONWORKSHEET ENTRIES AND COMPLETION PROCEDURES

A. WORKSHEET STANDARDS

(1) The entry items in subsection C are the minimum Production Worksheet requirements. All of these 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. 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 DSSH requires the following certification information on the form directly above the insured's signature block.

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 INFORMATION

(1) The Production Worksheet is a progressive form containing all notices of damage for all preliminary and final inspections 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 and 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 as 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 any of 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.

(5) 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 #:** "Macadamia Trees" (0024).

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 loss 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 majority of the insured damage occurred. Include the SPECIFIC DATE where applicable as in the case of hail damage (e.g., Aug 11, etc.). 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 he 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 for this inspection. Enter additional "Insured Cause %" in the extra spaces, as needed. If additional space is needed, enter the additional "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 was freeze, insured cause percent = 10%.*					

7. **Company/Agency:** Name of the 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:** MAKE NO ENTRY.

14.   **Date(s) 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 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 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 a 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 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 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 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.

         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) Types, irrigated practices, or organic practices, as applicable;
(2) Appraisals;
(3) Stages or intended use(s) of acreage;
(4) Shares (e.g., 50 percent and 75 percent shares on the same unit); or
(5) Appraisals for damage due to hail or fire if Hail and Fire Exclusion is in effect.

16. **Field ID:** The orchard identification symbol from the appraisal worksheet, sketch map, or aerial photograph. Refer to the Narrative instructions.

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. For under-reported acres, enter the reported acres rounded to tenths for the orchard or sub-orchard. If there are no under-reported acres, MAKE NO ENTRY. Refer to the LAM or CIH for acreage determination instructions specific to perennial crops.

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

a. Put to other use without consent
b. Abandoned;
c. Damaged by uninsured causes;

Refer to the LAM for procedures and documentation requirements for estimating acres.

FINAL: Determined acres to tenths. Acreage breakdowns WITHIN a unit may be estimated (Refer to the LAM) if a determination is impractical. ACCOUNT FOR ALL PLANTED ACREAGE IN THE UNIT. For acreage appraised using the "Tree Count" appraisal method, when damaged/destroyed trees are concentrated in specific area(s) of the unit, document the number of acres with damaged/destroyed trees on one line (transfer entry from item 9 Acres on the Appraisal Worksheet) and the number of acres with undamaged trees on a separate line. Explain in the Narrative.

Example: A 10.0 acre unit of macadamia trees sustains insured damage on 3.0 acres. An appraisal worksheet was completed for the 3.0 acres of damaged tree acreage. 7.0 acres of trees are undamaged. Enter the 3.0 acres on one line and 7.0 acres of a separate line (refer to the example Production Worksheet herein).

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 the actuarial documents do not contain type information, MAKE NO ENTRY.

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

24.-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 Irrigated Practice Specified" is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If actuarial documents do not contain irrigated practice information, MAKE NO ENTRY.

27. 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 actuarial documents do not contain organic practice information, MAKE NO ENTRY.

29. **Stage:** For item 19 Determined Acres, on separate lines make the following entries:

    a. "D" for damaged tree acreage and

    b. "UD" for undamaged tree acreage.

30. MAKE NO ENTRY.

31. **Appraised Potential:** Line through column heading and enter "Ref. Max. Dollar Amt." Enter the applicable "Reference Maximum Dollar Amount" in whole dollars per acre. If the stand is less than 90 percent, based on the original planting pattern, verify that the dollar amount of insurance was reduced 1 percent for each percent below 90 percent. Enter such reduced amount and explain in the Narrative. Refer to the Summary of Coverage and actuarial documents for applicable information.

32a. MAKE NO ENTRY.

32b. **Factor:** Make factor entry as a three-place decimal (e.g., 0.592, etc.).

    a. When "D" is entered in column 29: 1.000 minus entry in column 24 "Applicable % Loss" on the Appraisal worksheet. Document calculation in Narrative (e.g., 1.000 – 0.408 = 0.592).

    b. When "UD" is entered in column 29: Enter "1.000."

33. MAKE NO ENTRY.

34. **Production Pre QA:** Line through column heading and enter "Amt. of Ins." Column 19 multiplied by column 31, results in whole dollars. If no entry in column 31, MAKE NO ENTRY.

***

35. **Quality Factor:** Under section 15 (j) of the Basic Provisions, if due to insured causes, a Federal or State agency has ordered the appraised insured crop or production to be destroyed, enter the factor ".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.

36. **Production Post-QA:** Make the following entries in whole dollars:

   a. <mark>Appraisals: Column 34 multiplied by column 32b; or</mark>

   b. <mark>Destruction orders: Column 34 multiplied by 35.</mark>

37. **Unins. Causes:** Refer to the LAM when a hail fire exclusion is in effect. Enter hail and fire exclusion appraisal per acre in whole dollars; otherwise, MAKE NO ENTRY. Document in the Narrative any tree damaged due to uninsured causes as a percent.

38. **Total to Count:** Column 36 plus column 37, results in whole dollars.

39. **Total:** Total determined acres to tenths from column 19.

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

Qualifying Quality Adjustment Conditions Table

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

   a. Check "Other" if the identified injurious substances or conditions, for which a destruction order was issued, are not listed above. For mycotoxins, refer to item 41 below. Refer to the Narrative instructions for documentation requirements.

   b. Otherwise, check "None."

41. **Mycotoxins exceed FDA, State, or other health organization maximum limits**. Check "Yes" if 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 whole dollars, 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 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 was 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 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, etc.).

j.   Explain a "No" checked in column 44.

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)   For unusual or controversial cases.

    Indicate on the aerial photograph or sketch map, the disposition of acreage destroyed or put to other use 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 the 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 instructed in the LAM.

q.   Document the method and calculation used to determine acres for the unit. Refer to the LAM.

r.   Specify the type of insects or disease when the insured cause of loss is listed as insects or disease. Explain why control measures did not work.

s.   Document any other pertinent information, including any data to support any factors used to calculate the production, etc.

t.   For crop ordered destroyed by a Federal or State agency due to the presence of injurious substances or conditions, document the following (if additional space is needed use a Special Report form):

        (1)   Identity of injurious substance or condition.

        (2)   Circumstances in which the crop was affected by such injurious substance or condition.

        (3)   Date crop was destroyed and method of such destruction.

        (4)   As applicable, attach the following to the Production Worksheet:

            a.   A completed Certification Form,

            b.   A copy of such destruction order, and

            b.   A copy of laboratory test results that confirms the presence of injurious substances or conditions.

        (5)   Refer to the LAM for additional documentation requirements.

SECTION II – <mark>DETERMINED</mark> HARVESTED PRODUCTION

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 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. <mark>**Damage Similar to other Farms in the Area?:**</mark>

    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.-68.   MAKE NO ENTRY.

69. **Section I Total:** Total of column <mark>38</mark> entries, in whole dollars.

70. **Unit Total:** Transfer entry from item 69.

71. MAKE NO ENTRY.

72. 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 the 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 the 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#:	2. Unit #	3. Location Description	7. Company Agency	*Any Company*		8. Name of Insured	
Macadamia Trees 0024	*0001-0001BU*	*SW1-96N-30W*		*Any Agency*		*I. M. Insured*	

4. Date(s) of Damage	*Jun 1*	9. Claim # *XXXXXXX*	11. Crop Year *YYYY*
5. Cause(s) of Damage	*Wind*	10. Policy #	*XXXXXXXX*

6. Insured Cause %	*100*	14. Date(s) Notice of Loss	1st *MM/DD/YYYY*	2nd	Final *MM/DD/YYYY*
12. Additional Units					
13. Est. Prod. Per Acre		15. Companion Policy(s)			

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

A. ACTUARIAL / B. POTENTIAL YIELD

16. Field ID	17. Multi-Crop Code	18. Reported Acres	19. Determined Acres	20. Interest or Share	21. Risk	22. Type	23. Class	24. Sub-Class	25. Intended Use	26. Irr Practice	27. Cropping Practice	28. Organic Practice	29. Stage	30. Use of Acres	31. Appraised Potential ~~Ref Max $ Amt~~	32a./32b. Moisture % Factor	33. Shell %, Factor, or Value	34. ~~Production Pre QA~~ Amt of Ins	35. Quality Factor	36. Production Post QA	37. Unins. Causes	38. Total to Count
A			*25.0*	*1.000*		*997*	*D03*						*D*		*2,939*	*0.592*		*73,475*	*0.592*	*43,497*		*43,497*

39. TOTAL *25.0*	40. Quality: TW ☐ KD ☐ Aflatoxin ☐ Vomitoxin ☐ Fumonisin ☐ Garlicky ☐ Dark Roast ☐ Sclerotinia ☐ Ergoty ☐ CoFo ☐ Other ☒ None ☐	42. TOTALS *73,475*		*43,497*	*43,497*
	41. Do any mycotoxins exceed FDA, State or other health organization maximum limits? Yes ☐				

NARRATIVE (If more space is needed, attach a Special Report)   *Orchard A, item 32(b) Factor: 1.000 – 0.408 (from appraisal worksheet item 24 entry) = 0.592*

SECTION II – DETERMINED HARVESTED PRODUCTION

43. Date Harvest Completed *MM/DD/YYYY*	44. Damage similar to other farms in the area? Yes *X* No	45. Assignment of Indemnity Yes No *X*	46. Transfer of Right to Indemnity? Yes No *X*

A. MEASUREMENTS / B. GROSS PRODUCTION / C. ADJUSTMENTS TO HARVESTED PRODUCTION

47a./47b. Share Field ID	48. Multi-Crop Code	49. Length or Diameter	50. Width	51. Depth	52. Deduc-tion	53. Net Cubic Feet	54. Conver-sion Factor	55. Gross Prod	56. Bu., Ton Lbs. CWT	57. Shell/ Sugar Factor	58a./58b. FM % Factor	59a./59b. Moisture % Factor	60a./60b. Test Wt. Factor	61. Adjusted Production	62. Prod not to Count	63. Production Pre-QA	64a./64b. Value Mkt. Price	65. Quality Factor	66. Production to Count

67. TOTAL	68. Section II Total	
	69. Section I Total	*43,497*
	70. Unit Total	*43,497*
	71. Allocated Prod.	
	72. Total APH Prod.	

Example Representative Sample Claim

(For Illustration Purposes Only)

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

PRODUCTION WORKSHEET

1. Crop/Code#: **Macadamia Trees 0024**	2. Unit # **0002-0001BU**	3. Location Description **SW1-96N-20W**	7. Company Agency *Any Company* / *Any Agency*	8. Name of Insured *I. M. Insured*	

9. Claim # *XXXXXXX*	11. Crop Year *YYYY*
10. Policy # *XXXXXXXX*	

4. Date(s) of Damage *Jun 1*	14. Date(s)	1st *MM/DD/YYYY*	2nd	Final *MM/DD/YYYY*
5. Cause(s) of Damage *Fire*	Notice of Loss			
6. Insured Cause % *100*	15. Companion Policy(s)			
12. Additional Units				
13. Est. Prod. Per Acre				

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

A. ACTUARIAL   **B. POTENTIAL YIELD**

16. Field ID	17. Multi-Crop Code	18. Reported Acres	19 Determined Acres	20. Interest or Share	21. Risk	22. Type	23. Class	24. Sub-Class	25. Intended Use	26. Irr Practice	27. Cropping Practice	28. Organic Practice	29. Stage	30. Use of Acres	31. Appraised Potential Ref Max $ Amt.	32a./32b. Moisture % Factor	33. Shell %, Factor, or Value	34. Production Pre QA Amt. of Ins	35. Quality Factor	36. Production Post QA	37. Unins. Causes	38. Total to Count
A			**3.0**	**1.000**		**997**	**D03**						**D**		**2,939**	**0.792**		**8,817**		**6,983**		**6,983**
B			**7.0**	**1.000**		**997**	**D03**						**UD**		**2,939**	**1.000**		**20,573**		**20,573**		**20,573**

39. TOTAL **10.0**	40. Quality: TW ☐ KD ☐ Aflatoxin ☐ Vomitoxin ☐ Fumonisin ☐ Garlicky ☐ Dark Roast ☐ Sclerotinia ☐ Ergoty ☐ CoFo ☐ Other ☐ None ☒ 41. Do any mycotoxins exceed FDA, State or other health organization maximum limits? Yes ☐	42. TOTALS **29,390**		**27,556**		**27,556**

NARRATIVE (If more space is needed, attach a Special Report)   *Orchard A, item 32(b) Factor: 1.000 – 0.208 (from appraisal worksheet item 24 entry) = 0.792*

Orchard A appraised 3.0 acres see appraisal worksheet. Orchard B 7.0 acres with no damage.

SECTION II – DETERMINED HARVESTED PRODUCTION

43. Date Harvest Completed *MM/DD/YYYY*	44. Damage similar to other farms in the area? Yes **X** No	45. Assignment of Indemnity Yes ☐ No **X**	46. Transfer of Right to Indemnity? Yes ☐ No **X**

A. MEASUREMENTS   **B. GROSS PRODUCTION**   **C. ADJUSTMENTS TO HARVESTED PRODUCTION**

47a./47b. Share Field ID	48. Multi-Crop Code	49. Length or Diameter	50. Width	51. Depth	52. Deduc-tion	53. Net Cubic Feet	54. Conver-sion Factor	55. Gross Prod	56. Bu., Ton Lbs. CWT	57. Shell/Sugar Factor	58a./58b. FM % Factor	59a./59b. Moisture % Factor	60a./60b. Test Wt. Factor	61. Adjusted Production	62. Prod not to Count	63. Production Pre-QA	64a./64b. Value Mkt. Price	65. Quality Factor	66. Production to Count

67. TOTAL	
68. Section II Total	
69. Section I Total	**27,556**
70. Unit Total	**27,556**
71. Allocated Prod.	
72. Total APH Prod.	

<mark>**Example Tree Count Claim**</mark>

(For Illustration Purposes Only)

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

9. REFERENCE MATERIAL

TABLE A - REPRESENTATIVE SAMPLE REQUIREMENTS

PLOT OR UNIT SIZE	SAMPLE TREES SELECTED
0.0 to 5.0 acres	**Select every 5th tree**
5.1 or more acres	**Select every 10th tree**

TABLE B - NUMBER OF TREES PER ACRE

		ROW SPACING (IN FEET)																
		14	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**
TREE SPACING (IN FEET)	**8**	389	363	340	320	303	287	272	259	248	237	227	218	209	202	194	188	182
	9	346	323	303	285	269	255	242	230	220	210	202	194	186	179	173	167	161
	10	311	290	272	256	242	229	218	207	198	189	182	174	168	161	156	150	145
	11	283	264	248	233	220	208	198	189	180	172	165	158	152	147	141	137	132
	12	259	242	227	214	202	191	182	173	165	158	151	145	140	134	130	125	121
	13	239	223	209	197	186	176	168	160	152	146	140	134	129	124	120	116	112
	14	222	207	194	183	173	164	156	148	141	135	130	124	120	115	111	107	104
	15	207	194	182	171	161	153	145	138	132	126	121	116	112	108	104	100	97
	16	194	182	170	160	151	143	136	130	124	118	113	109	105	101	97	94	91
	17	183	171	160	151	142	135	128	122	116	111	107	102	99	95	92	88	85
	18	173	161	151	142	134	127	121	115	110	105	101	97	93	90	86	83	81
	19	164	153	143	135	127	121	115	109	104	100	96	92	88	85	82	79	76
	20	156	145	136	128	121	115	109	104	99	95	91	87	84	81	78	75	73
	21	148	138	130	122	115	109	104	99	94	90	86	83	80	77	74	72	69
	22	141	132	124	116	110	104	99	94	90	86	83	79	76	73	71	68	66

Do NOT use TABLE B to determine acres.

The above tree and row spacings are for square and hedgerow plantings.

Use the example formula below to calculate the number of trees per acre for tree and/or row spacings not shown in the chart: Multiply the distance between tree rows by the spacing between trees within the row and divide into 43,560 sq. ft./acre.

EXAMPLE:
Tree row spacing is 16.0 feet and tree spacing within rows is 12.5 feet.

$$\frac{43,560}{16.0 \times 12.5} = \frac{43,560}{200} = 217.8 = 218 \text{ trees per acre}$$