

United States
Department of
Agriculture



Federal Crop
Insurance
Corporation



Risk Management
Agency



Product
Administration
and Standards
Division

FCIC-25560
(07-2010)
FCIC-25560-1
(06-2011)
FCIC-25560-2
(06-2012)

CANOLA AND RAPESEED LOSS ADJUSTMENT STANDARDS HANDBOOK

2013 and Succeeding Crop Years

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

TITLE: CANOLA AND RAPESEED LOSS ADJUSTMENT STANDARDS HANDBOOK	NUMBER: 25560 (07-2010) 25560-1 (06-2011) 25560-2 (06-2012)
EFFECTIVE DATE: 2013 and Succeeding Crop Years	ISSUE DATE: June 18, 2012
SUBJECT: Provides the procedures and instructions for administering the Canola and Rapeseed crop insurance program	OPI: Product Administration and Standards Division
	APPROVED: June 18, 2012 <i>/S:/ Tim B Witt</i> Tim B. Witt Deputy Administrator for Product Management

REASONS FOR AMENDMENT

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

1. **Subsection 4 C, Examples 1 and 2:** Changed instruction from entering the maximum pounds allowed for replanting in Section I, column 36 to Section I, column 34, "Production Pre QA."
2. **Subsection 8 C, Example Appraisal Worksheets:** Revised unit number to reflect current unit numbering procedure.

CANOLA AND RAPESEED LOSS ADJUSTMENT STANDARDS HANDBOOK

CONTROL CHART

Control Chart For: Canola and Rapeseed Loss Adjustment Standards Handbook						
	SC Page(s)	TC Page(s)	Text Page(s)	Reference Material	Date	Directive Number
Remove	1-4		7-8		06-2011	FCIC-25560-1
			19-22		07-2010	FCIC-25560
					07-2010	FCIC-25560
Insert	1-2		7-8		06-2012	FCIC-25560-2
			19-22		06-2012	FCIC-25560-2
Current Index	1-2	1-2	1-2		06-2012	FCIC-25560-2
					06-2011	FCIC-25560-1
					07-2010	FCIC-25560
			3-4.2		06-2011	FCIC-25560-1
			5-6		07-2010	FCIC-25560
			7-8		06-2012	FCIC-25560-2
			9-14		07-2010	FCIC-25560
			15-16		06-2011	FCIC-25560-1
			17-18		07-2010	FCIC-25560
			19-22		06-2012	FCIC-25560-2
			23-24		06-2011	FCIC-25560-1
			25-26		07-2010	FCIC-25560
			27-32		06-2011	FCIC-25560-1
			33-34		07-2010	FCIC-25560
			35-36		06-2011	FCIC-25560-1
			37-38		07-2010	FCIC-25560
39-43	06-2011	FCIC-25560-1				
44	45-55	07-2010	FCIC-25560			

Compute the number of pounds per acre allowed for a replanting payment as follows. Show all calculations in the Narrative of the claim form or on a Special Report.

EXAMPLE 1

Owner/operator (100 percent share)
20.0 acres replanted
20% of prod. guar. (975 lbs. x 20%) = 195 lbs.
175 lbs. (maximum lbs. allowed in policy)
The lesser of 195 lbs. and 175 lbs. is 175 lbs.
Actual lbs. per acre allowed = 175 lbs.

Enter the number of replanted acres multiplied by 175 lbs. (3,500 lbs.) in Section I, column 34, "Production Pre QA" of the claim form.

EXAMPLE 2

Landlord/tenant (both insured on 50/50 share)
20.0 acres replanted
20% of prod. guar. (975 lbs. x 20%) = 195 lbs. x .500 (share) = 98 lbs.
175 lbs. (maximum lbs. allowed in policy) x .500 (share) = 88 lbs.
The lesser of 98 lbs. and 88 lbs. is 88 lbs.
Actual lbs. per acre allowed = 88 lbs.

Enter the number of replanted acres multiplied by 88 lbs. (1,760 lbs.) if the share has been applied, or the number of replanted acres multiplied by 175 lbs. (3,500 lbs.) if share has yet to be applied in Section I, column 34, "Production Pre QA" of the claim form. (Follow individual AIP guidelines). Indicate in the "Narrative" if the pounds allowed for replanting have/have not been reduced for share on the claim form according to AIP guidelines.

D. REPLANTING PAYMENT INSPECTIONS

Replanting payment inspections are to be prepared as final inspections on the claim form only when qualifying for a replanting payment. Non-qualifying replanting-payment inspections (**unless the claim is withdrawn by the insured**) are to be handled as preliminary inspections. If qualified for a replanting payment, a Certification Form may be prepared on the initial farm visit. Refer to the LAM.

E. COUNTIES WITH SPRING AND FALL PLANTING DATES

- (1) Any acreage of fall planted canola or rapeseed that is damaged before the spring final planting date, and the AIP determines it is practical to replant to the fall type, must be replanted to the fall type to maintain insurance based on the fall type. If it is not practical to replant to the fall type of canola or rapeseed but is practical to replant to a spring type, the insured must replant to a spring type to keep the insurance based on the fall type in force.

- (2) Any fall planted canola or fall planted rapeseed acreage that is replanted to a spring type of the same crop when it was practical to replant the fall type will be insured as the spring type and the production guarantee, premium and projected price and harvest price applicable to the spring type will be used. In this case, the acreage is considered to be initially planted to the spring type.
- (3) Acreage damaged after the final planting date must not be released for other use UNTIL it is no longer practical to replant. Refer to the LAM.
- (4) Replanting payments will be calculated using the projected price and production guarantee for the type that is replanted and insured in accordance with (1) and (2) above.

5. CANOLA AND RAPESEED APPRAISALS

A. GENERAL INFORMATION

Potential production for all types of inspections will be appraised in accordance with procedures specified in this handbook and the LAM.

B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS

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

C. MEASURING ROW WIDTH FOR SAMPLE SELECTION

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

- (1) Use a measuring tape marked in inches or convert a tape marked in tenths, to inches, to measure row width (refer to the LAM for conversion table).

22. **Seed Level in Cylinder (ml):** Seed level in cylinder to the nearest whole milliliter (ml.). Refer to subsection 6 D.

Use a graduated cylinder to measure seed samples. Adjusters can obtain graduated cylinders, in ml., from most chemical supply stores.

23(a). **Total ml:** Total all column 22 entries.

23(b). **Total ml from 23(a):** Enter Total ml. from item 23(a).

23(c). **Sq./Ft. Per Sample:** Enter the square feet per representative sample. Enter “5” for canola/rapeseed seeded in rows (drilled). Enter “9” for broadcast seeded.

23(d). **Average ml:** Enter the result of item 23(b) divided by item 23(c) to tenths.

23(e) **Conversion Factor:** “61.8.”

Make entry under the “Seed Count” column for items 24 through 26.

24. **Sub-total:** Convert ml. to pounds by multiplying the Average ml. Per Sample from item 23(d) by a factor of “61.8.” Enter the result in pounds to tenths.

25. **Number of Samples:** Total number of samples taken for all Seed Count Appraisals.

26. **Appraisal (Pounds/A):** Item 24 divided by item 25, in whole pounds.

27. **Remarks:** Enter pertinent information about the appraisal. Include any appropriate calculations. Enter field or subfield identification symbol and row width/drill spacing for Seed Count appraisals.

Enter “Rapeseed” for any rapeseed appraisals, as applicable.

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

28. **Insured’s Signature and Date:** Insured’s (or insured’s authorized representative’s) signature and date. BEFORE obtaining 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.

29. **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 the appraisal is performed prior to signature date, document the date of appraisal in the Remarks/Narrative section of the Appraisal Worksheet (if applicable); otherwise, document the appraisal date in the “Narrative” of the Production Worksheet.

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

COMPANY: ANY COMPANY				
CANOLA AND RAPESEED APPRAISAL WORKSHEET (FOR ILLUSTRATION PURPOSES ONLY)	1 INSURED=S NAME	2 POLICY NUMBER	3 UNIT NUMBER	4 CROP YEAR
	I.M. Insured	XXXXXX	0001-0001 BU	YYYY
	5 CLAIM NUMBER	6 STAGE	7 ACRES APPRAISED	
	XXXXX	Vegetative	20.0	

STAND REDUCTION AND PLANT DAMAGE APPRAISALS

SAMPLE NUMBER 8	FIELD ID 9	DRILL SPACE 10	Original Stand 11	Surviving Stand 12	% DAMAGE FROM STAND REDUCTION 13	POTENTIAL REMAINING (1.00-item 13) 14	% LEAF AREA DESTROYED (Hail Only) 15	% DAMAGE FROM LEAF DESTRUCTION 16	NET DAMAGE TO LEAF LOSS (14 x 16) 17	NET POTENTIAL REMAINING (14 - 17) 18	APH YIELD (Pounds) 19	TOTAL POUNDS PER SAMPLE (18 x 19) 20
1	A	6	85	26	.12	.88	.65	.17	.15	.73	1,300	949
2	A	6	90	30	.09	.91	.70	.18	.16	.75	1,300	975
3	A	6	75	0	1.00	.00				.00	1,300	0
4	A	6	100	33	.07	.93	.60	.15	.14	.79	1,300	1,027
5	A	6	65	22	.17	.83	.75	.19	.16	.67	1,300	871

SEED COUNT APPRAISALS

SAMPLE NUMBER 21	SEED LEVEL IN CYLINDER (ML) 22	23(b) TOTAL ML FROM 23(a)	23(c) SQ/FT PER SAMPLE	23(d) AVERAGE ML	23(e) CONVERSION FACTOR	SEED COUNT	STAND REDUCTION OR PLANT DAMAGE
1			÷	=	x 61.8	24 SUB-TOTAL	3,822
2						25 NUMBER OF SAMPLES	5
3						26 APPRAISAL (Pounds/A)	764
4							
5		27 REMARKS					
6							
7							
TOTAL ML 23(a)							

Refer to the Above Appraisal Worksheet instructions for required statements and signature entries.

COMPANY: ANY COMPANY

CANOLA AND RAPESEED APPRAISAL WORKSHEET (FOR ILLUSTRATION PURPOSES ONLY)	1 INSURED=S NAME	2 POLICY NUMBER	3 UNIT NUMBER	4 CROP YEAR
	I.M. Insured	XXXXXX	0001-0001 BU	YYYY
	5 CLAIM NUMBER	6 STAGE		7 ACRES APPRAISED
	XXXXX	Podding		6.0

STAND REDUCTION AND PLANT DAMAGE APPRAISALS

SAMPLE NUMBER 8	FIELD ID 9	DRILL SPACE 10	Original Stand 11	Surviving Stand 12	% DAMAGE FROM STAND REDUCTION 13	POTENTIAL REMAINING (1.00-Item 13) 14	% LEAF AREA DESTROYED (Hail Only) 15	% DAMAGE FROM LEAF DESTRUCTION 16	NET DAMAGE TO LEAF LOSS (14 x 16) 17	NET POTENTIAL REMAINING (14 - 17) 18	APH YIELD (Pounds) 19	TOTAL POUNDS PER SAMPLE (18 x 19) 20
1												
2												
3												
4												

SEED COUNT APPRAISALS

SAMPLE NUMBER 21	SEED LEVEL IN CYLINDER (ML) 22	23(b) TOTAL ML FROM 23(a)	23(c) SQ/FT PER SAMPLE	23(d) AVERAGE ML	23(e) CONVERSION FACTOR	24 SUB-TOTAL	SEED COUNT	STAND REDUCTION OR PLANT DAMAGE			
1	14	101	5	20.2	61.8		1,248.4				
2	18					25 NUMBER OF SAMPLES	8				
3	11					26 APPRAISAL (Pounds/A)	156				
4	7					27 REMARKS Field ID 1B Drilled in 10 inch rows.					
5	12										
6	15										
7	16										
8	8										
TOTAL ML 23(a)	101										

Refer to the Above Appraisal Worksheet instructions for required statements and signature entries.

9. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES

A. CLAIM FORM STANDARDS

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

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

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

B. GENERAL INFORMATION FOR ENTRIES AND COMPLETION PROCEDURES

- (1) The Production Worksheet is a progressive form containing all notices of damage for all preliminary, replant, 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.