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GRAPE LOSS ADJUSTMENT STANDARDS HANDBOOK

2014 and Succeeding Crop Years

**RISK MANAGEMENT AGENCY
KANSAS CITY, MO 64133**

TITLE: GRAPE LOSS ADJUSTMENT STANDARDS HANDBOOK	NUMBER: 25230
EFFECTIVE DATE: 2014 and succeeding crop years	ISSUE DATE: 6/21/13
SUBJECT: This handbook provides procedures and instructions for administering the grape crop insurance program	OPI: Product Administration and Standards Division
	APPROVED <p style="text-align: center;">/s/ Tim B. Witt</p> Deputy Administrator for Product Management

REASON FOR AMENDMENT

Major Changes: Changes in handbook standards are **highlighted**. Three stars (***) signify where standards have been deleted.

1. Revised handbook format and syntax to track with new RMA External Handbook Standards (RMA-14050).
2. Page 1, Part I: Revised general information instructions to track with EHS standards. Moved Privacy Act and Certification statement requirements to paragraph 2 D.
3. Page 3, paragraph 11 A (3): Inserted a statement explaining that insured grapes in this handbook are referred to as “variety(ies)” that includes all “types” and “groups” identified in the SP.
4. Pages 4-5, paragraph 11 E: Inserted instructions to confirm Pierce’s disease control measures are in accordance with recommendations from agricultural expert in the area.
5. Pages 6-8, paragraph 13 A thru C: Inserted instructions to use the contract price (when selected by the insured) instead of the price election as the value of undamaged production to calculate the quality adjustment factor. Revised instructions on how to document eligible acres, appraised production, value of damaged/undamaged production, and quality adjustment factor for appraised acreage with multiple damage values.
6. Pages 11-13, paragraph 22 B and C: Reformatted “Immature Bunch Weight” and “Mature Bunch Weight” appraisal information.
7. Pages 14-15, paragraph 31: Grouped general appraisal and production worksheet information under one heading.
8. Page 16, exhibit 1: Inserted alphabetical list of acronyms used in this handbook.
9. Page 17, exhibit 2: Inserted terms and definitions for “Berry shatter,” “Bunch desiccation,” “Group,” and “Variety.”

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10. Page 19, exhibit 3: Revised appraisal worksheet instructions to identify such instructions that are applicable to “immature” or “mature” appraisals.
11. Pages 28-29, exhibit 4: Inserted instructions to document “Risk,” “Class,” “Sub-class,” and “Intended Acreage,” on the Production Worksheet.
12. Page 30, exhibit 4: Inserted instructions in item 29 “Stage” and item 30 “Use of Acreage” to document grape production that is select harvested (cherry-picked).
13. Page 31, exhibit 4: Revised instructions in item 32b “Factor” to determine the value of undamaged grape production for quality adjustment. Inserted instructions to use the contract price when selected by the insured.
14. Page 40, exhibit 4: Revised instructions in item 64 “Market Price” to determine the value of undamaged grape production for quality adjustment. Inserted instructions to use the contract price when selected by the insured.
15. Page 44, exhibit 5: Inserted instructions to select the number of representative samples for 10.1 or more acres of grapes.

Control Chart For: Grape Loss Adjustment Standards Handbook							
	TP Page(s)	TC Page(s)	Text Page(s)	Exhibit Number	Exhibit Page(s)	Date	Directive Number
Insert	Entire Handbook						
Current Index	1-2	1-2	1-15	1	16	06-2013	FCIC-25230
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Filing Instructions: This handbook replaces FCIC-25130, Grape Loss Adjustment Standards Handbook, dated November 15, 2010. This handbook is effective upon approval and until obsoleted.

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PART 1 GENERAL INFORMATION AND RESPONSIBILITIES

1. General Information

A. Purpose and Objective

The RMA-issued loss adjustment standards for this crop are the official standard requirements for adjusting losses in a uniform and timely manner. The RMA-issued standards for this crop and crop year are in effect as of the signature date for this crop handbook on the internet at www.rma.usda.gov/handbooks/25000/index.html.

This handbook remains in effect until superseded by reissuance of either the entire handbook or selected portions (through amendments, bulletins, or FADs). If amendments are issued for a handbook, the original handbook as amended shall constitute the handbook. A bulletin or FAD can supersede either the original handbook or subsequent amendments.

B. Related Handbooks

The following table identifies handbooks that shall be used in conjunction with this handbook.

Handbook	Relation/Purpose
DSSH	Provides the form standards and procedures for use in the sales and service of crop insurance contracts.
LAM	Provides overall general loss adjustment (not crop-specific) process.

- (1) Terms, abbreviations, and definitions general (not crop specific) to loss adjustment are identified in the LAM.
- (2) Terms, abbreviations, and definitions specific to grape loss adjustment and this handbook are in exhibits 1 and 2.

C. CAT Coverage

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

2. AIP Responsibilities

A. Standards Utilization

All AIPs shall 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. AIP Responsibilities (Continued)

B. Form Distribution

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.

- (1) One legible copy to the insured; and
- (2) The original and all remaining copies as instructed by the AIP.

C. Record Retention

It is the AIP's responsibility to maintain records (documents) as stated in the SRA and as described in the LAM.

D. Form Standards

- (1) The entry items in exhibits 3 and 4 are the minimum requirements for the Grape/Table Grape Appraisal Worksheet, and Claim Form (hereafter referred to as "Production Worksheet"), respectively. All entry items are "Substantive," they are required.
- (2) 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 on the example form(s) in exhibits 3 and 4. 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.
- (3) The certification statement required by the current DSSH shall be included on the Production Worksheet 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 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."

- (4) Refer to the DSSH for other crop insurance form requirements (such as font size, and so forth).

3-10 (Reserved)

PART 2 POLICY INFORMATION

The AIP shall determine if the insured has complied with all policy provisions in the insurance contract. The Grape CP, which are to be considered in this determination, include (but are not limited to):

11. Insurability

A. General Information

- (1) This section lists grape insurability requirements applicable to loss adjustment. Refer to the BP, CP, and SP for a complete list of all insurability requirements.
- (2) Refer to section 15 (b) of the BP for information on determining production to count when acreage is harvested after the crop has been appraised.
- (3) For general loss adjustment purposes, insured grapes shall be referred to as variety(ies) in this handbook (including all other designations in the actuarial documents such as type and group).

B. Insured Crop

- (1) State insurability requirements are as follows:

IF the state is..	THEN...
California or Arizona	Insured grapes will be <u>any</u> insurable grape variety the insured elects to insure in the county.
Any other state	Insured grapes will be <u>all</u> insurable grape varieties in the county.

- (2) As stated in the CP, the crop insured includes grape varieties for which a premium rate is provided by the actuarial documents:

- (a) in which the insured has a share;
- (b) that are grown for wine, juice, raisins, canning, or table grapes;
- (c) grown in vineyards that if inspected, are considered acceptable by the AIP;

Important: Refer to the CIH for applicant/insured and AIP instructions for completing the PAW.

- (d) that after being set out or grafted, have reached the number of growing seasons designated by the SP; and
- (e) on vines that produced an average of at least 2 tons of grapes per acre, or as otherwise provided in the SP, during at least one of the three crop years immediately preceding the insured crop year unless the AIP inspects and allows insurance on such acreage.

11. Insurability (Continued)

C. Interplanted Acreage

Grapes interplanted with another perennial crop are insurable unless the AIP inspects the acreage and determines that the acreage does not meet the requirements contained in the CP.

D. Causes of Loss

Refer to the CP for causes of loss, which excludes phylloxera, regardless of cause; or the inability to market grapes for any reason other than **actual** physical damage from insurable cause(s) of loss. For example, an indemnity will not be paid when the insured is unable to market grapes due to quarantine, boycott, or refusal of any person to accept production.

E. **Insurability Requirements for California Grapes with Pierce's Disease**

- (1) Losses caused by Pierce's disease may be indemnified subject to the limitations of the CP. Prior to loss payment due to Pierce's disease, the AIP **shall** determine if recommended disease control measures, **as provided by an agricultural expert from the area**, were used. Document such control measures in the insured's claim file. Any production losses due to insufficient or improper application of Pierce's disease control measures should not be paid.
- (2) If Pierce's disease is not evident on any of the grape acreage, regardless of variety, during the year preceding the **SCD**, the grower/insured is eligible to purchase insurance or increase coverage and/or price election for any variety.
- (3) If Pierce's disease is evident on any of the grape acreage, regardless of variety, during the year preceding the **SCD**, and if the CDFR classifies any portion of the county in which the grape acreage is located as being GWSS infested, then the insured:
 - (a) is not eligible to increase the coverage level and/or price election for any variety grown on acreage where the disease was evident or on acreage that is contiguous to such diseased acreage;

Example: If **insured Grenache grapes** are grown on land contiguous to land where **insured, diseased Merlot grapes are grown**, the insured cannot increase coverage on any acreage of **Grenache grapes**.

- (b) is eligible to increase the coverage level and/or price election for any variety grown only on acreage that is not contiguous to **such diseased** acreage;

Example: If **insured Grenache grapes** are grown on land not contiguous to land where **insured, diseased Merlot grapes are grown**, the insured can increase coverage on any acreage of **Grenache grapes**.

11. Insurability (Continued)

E. **Insurability Requirements for California Grapes with Pierce's Disease (continued)**

- (4) For new insureds, indicate on a PAW the presence of Pierce's disease that will or is likely to reduce production from previous levels. If such PAW indicates the previous occurrence of such disease, the AIP **shall** deny coverage for any grape variety grown on such diseased acreage or acreage that is contiguous to diseased acreage.
- (5) In counties not classified by the CDFA as being partially or entirely GWSS infested and if there is no other evidence that GWSS are present, the grower/insured is eligible to purchase insurance or to increase the coverage level and/or price election for any variety, even if there is evidence of Pierce's disease on the grape acreage during the year preceding the **SCD**. However, new or increased coverage will be allowed only if appropriate phytosanitary measures have been taken, including the removal of diseased vines.
- (6) When Pierce's disease is evident and/or vines are removed in a scattered pattern, **reduce** the APH yields in accordance with the CP and CIH. When vines in a block pattern are removed from insured acreage, document such reduced acreage on the acreage report.
- (7) AIPs should contact the CDFA for the **current list** of partially or entirely GWSS infested counties.

12. Unit Division

A. **Basic Units**

Unless limited by the CP or SP, a basic unit, as defined in the BP, 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.

B. **Optional Units**

- (1) *In all states except Arizona and California*, Optional units may be established:
 - (a) by section, section equivalent, or FSA FN;
 - (b) for both irrigated and non-irrigated practices (if specified in the SP);
 - (c) on acreage located on non-contiguous land; or
 - (d) by separate type.

Reminder: Refer to the CP for specific information for items (a) through (d) above.

- (2) *In Arizona and 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.

13. Quality Adjustment

A. General Information

- (1) As stated in the CP, mature marketable grape production that is damaged by insured causes is eligible for quality adjustment if such damaged production has a value of less than 75 percent of the average market price of undamaged grapes of the same or similar variety.
- (2) Determine the value per ton of the qualifying damaged production and the average market price of undamaged grapes on the earlier of the date the damaged production is sold or the date of final inspection for the unit.

B. Quality Adjustment Factor Calculations

Follow the steps below to calculate the quality adjustment factor.

Step	Action
1	Determine the value of damaged mature marketable grapes in dollars and cents per ton. Important: Such damaged value shall include unsold grapes and grapes sent to a disinterested third party for processing.
2	Determine value of undamaged grapes in dollars and cents per ton. Such value of undamaged grapes will be the lesser of the: <ol style="list-style-type: none"> (a) <u>Average market price per ton:</u> Determine such average market price by averaging the prices being paid by the usual marketing outlets in the area during the week in which damaged grapes were valued; or (b) <u>Maximum price election per ton:</u> Use the maximum price election (which is the "Established Price" in the actuarial documents) or the contract price if elected by the insured. Important: Refer to the SP for additional contract price information.
3	Step 1 value divided by step 2 value, resulting factor rounded to three-decimal places (not to exceed 1.000).
4	If the factor in step 3 is: <ol style="list-style-type: none"> (a) Less than 0.750, multiply such factor by the number of tons of the eligible damaged grape production, results in tons rounded to tenths. (b) 0.750 or greater, do not reduce such damaged production.
5	<ol style="list-style-type: none"> (a) For appraised production: Enter the value of damaged production in item 32a and the value of undamaged production in item 32b of the Production Worksheet, respectively. (b) For harvested production: Enter the value of damaged production in item 64a and the value of undamaged production in item 64b of the Production Worksheet, respectively.

13. Quality Adjustment (Continued)

C. Quality Adjustment Factor Calculation with Multiple Damage Values

- (a) **Acreage.** Follow the steps below to calculate **unit** acreage eligible for quality adjustment when there are two different damage values (insured could receive two such values by select picking grapes) and one value is less than 75 percent of the average market price for undamaged grape production.

Step	Action
1	Determine the total number of acres of grape production that are eligible for quality adjustment and are not on the same vine or intermingled within the same rows as grapes that are not eligible for quality adjustment.
2	<p>If such production is on the same vine or intermingled within the same rows and could or should be select picked, calculate the percentage of appraised grapes that would qualify for quality adjustment using the following formula:</p> <p>Formula: $\frac{\text{Number of grape bunches that qualify for quality adjustment}}{\text{Total bunches in the samples}}$</p> <p>Example: In a 20.0 acre unit, there were 852 bunches from five samples. 426 bunches qualify for quality adjustment.</p> <p>▶ $426 \div 852 = 0.500$ grape bunches eligible for quality adjustment</p> <p>▶ $20.0 \text{ acres} \times 0.500 = 10.0 \text{ acres}$ eligible for quality adjustment.</p>
3	On separate lines enter 10.0 acres eligible for quality adjustment and 10.0 acres not eligible for quality adjustment in item 19 of the Production Worksheet.

- (b) **Quality adjustment calculation for multiple damage values when one value is less than 75 percent of the average market price for undamaged grape production.**

Step	Action
1	Separately determine the values of such damaged grapes in the unit/block being appraised.
2	Determine the value of undamaged grapes as stated in paragraph 13 B.
3	As applicable , separately divide each damage value by the value per ton for undamaged grapes to calculate the quality adjustment factor.
4	As applicable , step 3 factors separately multiplied by the number of tons of such damaged production.

Example: Grape production on a vineyard with two damage values on a 20.0 acre unit that is appraised at 5.0 T per acre. The value of undamaged production is \$800/T.

13. Quality Adjustment (Continued)

C. Quality Adjustment with Multiple Damage Values (continued)

- ▶ 50% (2.5 T) of the appraised production on 10.0 acres is select picked and valued at \$810/ton with no quality adjustment.
- ▶ 50% (2.5 T) of the production on 10.0 acres is sold to a distillery for \$200/T and is eligible for quality adjustment. $\$200/T \div \$800/T = 0.250$ quality adjustment factor.

Reminder: On one line on the Production Worksheet, enter 10.0 acres in item 19 and 2.5 T in item 31. On a separate line, enter the 10.0 acres in item 19; 2.5 T in item 31; \$200 in item 32a; \$800 in item 32b; and 0.250 in item 35. Follow all applicable Production Worksheet item entry instructions in exhibit 4 for the aforementioned item numbers to calculate the appraised production to count.

- (c) **Quality adjustment calculation for multiple damage values when two or more damage values are less than 75 percent of the average market price.**

Step	Action
1	Separately determine the values of damaged grape production in the unit/block being appraised.
2	Determine the value of undamaged grapes as stated in paragraph 13 B.
3	Separately multiply each damage value by the percentage of the total production with such values.
4	Tally all such adjusted values.
5	Step 4 total value divided by the value per ton for undamaged production to calculate the quality adjustment factor.

Example: A 20.0 acre unit is appraised at 5.0 T per acre with two separate damage values. The value of undamaged production is \$800/T. 50% (2.5 T) of the production on 10.0 acres has a damage value of \$810/T and does not qualify for quality adjustment. 50% (2.5 T) of the production on 10.0 acres qualifies for quality adjustment. Of the 50% that qualifies for quality adjustment, 60% (1.5 T) of the production has a damage value of \$500/T and could be sold for processing into preserves. 40% (1.0 T) of the production has a damage value of \$200/T and could be sold for distillery material.

Calculate the quality adjustment factor as follows:

$$0.60 \times \$500/T = \$300/T$$

$$0.40 \times \$200/T = \$80/T$$

$$\$380/T \div \$800/T = 0.475 \text{ quality adjustment factor.}$$

Reminder: On the Production Worksheet, enter 10.0 acres in item 19 and 2.5 T in item 31 in the first line. On a separate line, enter 10.0 acres in item 19; 2.5 T in item 31, \$380 in item 32a, \$800 in item 32b, and 0.475 in item 35. Follow all applicable Production Worksheet item entry instructions in exhibit 4 for the aforementioned item numbers to calculate the appraised production to count.

PART 3 APPRAISAL INFORMATION

Potential production from all types of inspections shall be appraised in accordance with procedures as specified in this handbook and the LAM.

21. Grape Appraisals

A. General Information

- (1) Make separate appraisals for each insurable **variety**, as applicable.

Reminder: Refer to the actuarial documents for a list of insurable grape **varieties**.

- (2) Appraisals are to be made, but not limited to:
 - (a) when the insured has grape acreage that she/he does not intend to harvest or which is unharvested at the end of the insurance period;
 - (b) grapes harvested before maturity;
 - (c) special use (Champagne or Bortrytis-affected grapes, and so forth); and
 - (d) raisin production to be converted to a fresh weight equivalent.

Reminder: Refer to the LAM for additional appraisal information.

B. Selecting Representative Sample Vines for Appraisals

- (1) Make a general examination of all acreage in the unit. Determine the number of representative sample vines and general location of such sample vines 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 and 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;
 - (c) percent of each type in the acreage;
 - (d) vine age, size, density, vigor, and;
 - (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 samples as necessary to accurately determine potential production. Refer to exhibit 5 for the minimum number of representative samples.

22. Appraisal Methods

A. General Information

- (1) Use the applicable appraisal method below to determine the amount of appraised production on insured acreage.

APPRAISAL Method...	USE...
Immature Bunch Weight	For immature production when: <ol style="list-style-type: none">grapes have not reached the level of maturity to be harvested for intended use;are not going to be cared for through maturity; andthe conditions for using the “harvested appraisal method” do not apply.
Mature Bunch Weight	For mature production, if the variety : <ol style="list-style-type: none">has reached the level of maturity to be harvested for intended use; andthe conditions for using the Immature Bunch Weight or the Harvested Appraisal methods do not apply.
Harvested Appraisals	For mature production, if part of the vineyard will be harvested and can be verified to be representative of the unharvested acreage.
Grapes Harvested To Produce Raisins Appraisals	For grapes that are harvested and dried for raisins.

- (2) Use the Grape/Table Grape Appraisal Worksheet (hereafter referred to as the appraisal worksheet) to count and record the number of undamaged **grape** bunches from each sample. Record the number of bunches in each sample that the insured could realize a value from for the intended or other use. Include any bunches damaged by uninsurable causes.
- (3) **Each grape sample consists of 5 vines. Determine the number of representative samples in accordance with exhibit 5.**
- (4) The adjuster and the insured should agree on the vines selected as representative samples. If adjuster and insured cannot agree on representative samples, contact the AIP.

22. Appraisal Methods (Continued)

B. Immature Bunch Weight Appraisals

Follow the steps below to complete an Immature Bunch Weight appraisal. Record information on the appraisal worksheet.

Step	Action
1	Separately count the number of bunches in each sample and determine the total number of bunches.
2	Step 1 results divided by the number of samples to calculate the number of bunches per sample.
3	Step 2 results divided by number of vines per sample to calculate the average number of bunches per vine.
4	Number of vines per acre divided by step 3 results to calculate the number of bunches per acre.
5	Step 4 results multiplied by the average bunch weight to calculate the total pounds of grapes per acre. Reminder: Identify source of such average bunch weight in the Narrative.
6	Step 5 results divided by 2,000 lbs. per ton to calculate the tons of grape per acre appraisal.

C. Mature Bunch Weight Appraisals

Follow the steps below to complete a Mature Bunch Weight appraisal. Record information on the appraisal worksheet.

Step	Action
1	Separately count the number of bunches in each sample and determine the total number of bunches.
2	Step 1 results divided by the number of samples to calculate the number of bunches per sample.
3	Step 2 results divided by number of vines per sample to calculate the average number of bunches per vine.
4	Number of vines per acre divided by step 3 results to calculate the average number of bunches per acre.
5	Pick 10 average-size bunches from each sample and weigh the 10 bunches together. Do not pick the smallest nor the largest bunches, select average-size bunches that would be representative of all bunches in the sample. Important: If 10 representative bunches cannot be found in the sample, select as many representative bunches as needed from additional vines to obtain the required number of bunches.

22. Appraisal Methods (Continued)

C. Mature Bunch Weight Appraisals (continued)

Step	Action
6	Total the weigh of all such bunches. Total the number of bunches. Total bunch weights divided by the total number of bunches to calculate the average bunch weight.
7	Number of vines per acre divided by step 3 results to calculate the number of bunches per acre.
8	Step 6 results multiplied by step 7 results to calculate the total pounds of grapes per acre.
9	Step 8 results divided by 2,000 lbs. per ton to calculate the tons of grape per acre appraisal.
Reminder: If the appraised production is eligible for quality adjustment, refer to the quality adjustment procedures in paragraph 13.	

D. Harvested Appraisals

Follow the steps below for harvested appraisals.

Step	Action
1	Inspect both harvested and unharvested acreage prior to harvest.
2	Compare the crop on the vines to verify that the harvested acreage is representative of the unharvested acreage.
3	Document inspection results on a Special Report and include the following: <ul style="list-style-type: none"> (a) indicate that the per-acre production of the harvested acreage is to be applied to the unharvested acreage; and (b) explain how the harvested portion is representative of the entire acreage being appraised.
Reminder: If the representative harvested production is eligible for quality adjustment, refer to the quality adjustment procedures in paragraph 13.	

22. Appraisal Methods (Continued)

E. Grapes Harvested for Raisins Appraisals

Follow the steps below to appraise grapes harvested for raisins.

Step	Action
1	From vineyard inspections (other than small scattered bunches not harvested) determine the amount of any unharvested production that could have been laid as raisins, harvested and marketed as grapes, and/or any unharvested production due to uninsured damage. Important: Do not count bunches that are obviously second growth.
2	(a) Convert raisin tonnage to grape tonnage by multiplying by 4.5. Example: Raisin production is 2.53 T x 4.5 (factor) = 11.4 T grapes. (b) When raisin tonnage is difficult to determine (because of berry-shatter, bunch desiccation, and so forth) use an average weight of 1.25 lbs. per bunch to determine the weight of all remaining grape production left on the vine.

23. Appraisal Deviations and Modifications

- A. Deviations in appraisal methods require FCIC written authorization (as described in the LAM) prior to implementation.
- B. There are no pre-established appraisal modifications in this handbook. Refer to the LAM for more information.

24-30 (Reserved)

PART 4 WORKSHEET INFORMATION

31. General Information

A. Appraisal Worksheets

- (1) Appraise damaged grape production using either the “Immature Bunch Weight,” “Mature Bunch Weight,” “Harvested Appraisal,” or “Grapes Harvested to Produce Raisins” method, as applicable.
- (2) Appraisal worksheet item entry instructions apply to all appraisal methods unless specifically stated otherwise.
- (3) Complete a separate appraisal for:
 - (a) each unit/vineyard/block inspected, as applicable;
 - (b) each grape variety appraised, and
 - (c) insured acreage damaged solely by uninsured causes.

B. Production Worksheets

Refer to the LAM for instructions regarding the following.

- (1) Acreage report errors.
- (2) Delayed notices and delayed claims.
- (3) Corrected claims or fire losses (double coverage), and cases involving uninsured causes of loss, unusual situations, controversial claims, concealment, or misrepresentation.
- (4) 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).
- (5) “No Indemnity Due” claims (which must be verified by an appraisal or notification from the insured that the production exceeded the guarantee).
- (6) If the AIP determines a claim is to be denied;

Important: Refer to the LAM for Production Worksheet completion instructions for denied claims.

- (7) 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 shall initial any line deletions.
- (8) 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. If they have not, the adjuster should contact the AIP.

31. General Information (Continued)

B. Production Worksheets (continued)

- (9) Enter damaged/undamaged production values and factors in the appraised and/or harvested production entry items, as applicable.
- (10) Make separate line entries on the Production Worksheet for appraised acreage and production that does/does not qualify for quality adjustment.

Important: Explain reason(s) for quality adjustment in the Narrative of the Production Worksheet or on a Special Report.

- (11) Production worksheet instructions:
 - (a) labeled “**PRELIMINARY**” apply to preliminary inspections only;
 - (b) labeled “**FINAL**” apply to final inspections only; or
 - (c) not labeled apply to all inspections.

32-40 (Reserved)

Acronyms

The following table contains RMA-approved acronyms used in this handbook.

Approved Acronyms	Term
AIP	Approved Insurance Provider
APH	Actual Production History
BP	Common Crop Insurance Policy Basic Provisions (11-BR)
CAT	Catastrophic Risk Protection Endorsement
CDFA	California Department of Food and Agriculture
CES	Cooperative Extension Service
CIH	FCIC-18018 Crop Insurance Handbook
CLU	Common Land Unit
COFO	Commercially Objectionable Foreign Odor
CP	Crop Provisions
DSSH	FCIC-24040 Document and Supplement Standards Handbook
FAD	RMA Final Agency Determination
FCIC	USDA Federal Crop Insurance Corporation
FN	Farm Number
FSA	USDA Farm Service Agency
GPS	Global Positioning System
GWSS	Glassy Winged Sharpshooter Insect
KD	Total Defects
LAM	FCIC-25010 Loss Adjustment Manual
PAW	RMA Pre Acceptance Worksheet
RMA	USDA Risk Management Agency
SCD	Sales Closing Date
SP	Special Provisions
SRA	RMA Standard Reinsurance Agreement
TMA	Transitional Yield Map Area
TW	Test Weight
USDA	United States Department of Agriculture

Definitions

The following list contains RMA-approved terms and definitions used in this handbook.

Berry shatter is a physiological disorder associated with seedless grapes where individual berries detach from the cluster. Symptoms are more prevalent when vines are stressed due to drought, heat, weak vine growth, or cool wet weather.

Bunch desiccation is the lack of sufficient internal fruit moisture causing bunch/berries to collapse and dry out (desiccate).

Block means trees, vines, or bushes in an orchard, vineyard, bog, of a single or mixed age and density, separated by applicable practice, type, variety, different TMAs or other characteristics shown in the actuarial documents.

Botrytis is a grape disease (*Botrytis cinerea*) that covers young fruit with a fuzzy gray-brown coating of fungal growth that later may dry into infected mummies. The disease develops in tight fruit clusters; dense foliage; and cool, moist growing conditions.

Graft is to unite a shoot or bud (scion) with a rootstock or an existing vine in accordance with recommended practices to form a living union.

Group is a category of grape varieties that may include several types as listed in the SP.

Harvest is removing the mature grapes from the vines either by hand or machine.

Pierce's Disease is a bacterium (*Xylella fastidiosa*) that infects grape vines. The infection is spread by the glassy-winged sharpshooter which is an insect that feeds on the vascular system of the vines. When vines become infected, leaves will turn yellow, then brown, and eventually drop off the vine. First shoots die, after 1 to 5 years, the vine dies.

Phylloxera are small oval or pear shaped soil-borne insects that damage and kill European type grapes vines (*Vitis vinifera*). The nymphs and adults feed on the vine roots causing necrotic spots (areas of dead tissue) at the feeding sites. These insects thrive in heavy soils and cool growing conditions.

Representative sample in addition to the definition in section 1 of the BP, for grape loss adjustment purposes, consists all of the grape bunches from 5 vines on insured acreage. The number of samples per unit is based on the number of insured acres (refer to exhibit 5). The number of bunches and weight of such bunches are variables used to calculate appraised grape production.

Set Out is physically planting the grape plants in the vineyard.

Type is a category of grapes (one or more varieties) identified as a type in the SP.

Variety for crop insurance purposes is the type or the type in a group as listed in the SP. In botanical nomenclature is below the rank of genus, species, and subspecies, comparable to the term "Cultivar."

Appraisal Worksheet Standards and Elements

Verify and/or make the following entries for each appraisal worksheet element/item number. A completed appraisal worksheet example is at the end of this exhibit. Refer to paragraph 31 for general form standards and other general information.

Element/Item Number	Description
Company	Name of the AIP (company name) if not pre-printed on the worksheet.
1. Insured's Name	Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued.
2. Policy Number	Insured's assigned policy number.
3. Claim Number	Claim number as assigned by the AIP.
4. Unit Number	Unit number from the Summary of Coverage verified to be correct.
5. Unit Location	Physical location of the vineyard (road, avenue, legal description).
6. Vine Spacing	Space between vines and between rows of vines in feet. Use additional lines to note varying vine spacings within the unit and explain in the Narrative.
7. Vines Per Acre	Number of vines per acre as determined by the adjuster. Reminder: Refer to exhibit 7 for information on the number of vines per acre based on vine spacing. Refer to the CIH and LAM for information on determining acreage for perennial crops.
8. Variety	Name of the appraised grape variety. Reminder: Refer to the SP for a list of insurable types/groups/varieties.
9. Unit Acreage	Number of determined unit acres, rounded to tenths.
10. Crop	Enter "Grapes 0053."
11. Field ID	Vineyard/block identification symbol.
12. No. of Acres	Number of appraised acres rounded to tenths.
13. Variety	Name of the appraised grape variety. Reminder: Refer to the SP for a list of insurable types/groups/varieties.
14. Number of Bunches from each Sample (Sample = 5 Vines)	Separately count and enter the number of bunches in each five-vine sample.
15. Total Bunches	Total number of <u>bunches</u> from all item 14 entries.
16. No. of Samples	Total number of <u>samples</u> from all item 14 entries.

Appraisal Worksheet Standards and Elements (Continued)

17. Bunches Per Sample	Item 15 divided by item 16, results rounded to tenths.
18. No. of Vines	Make no entry, “5” is pre-printed on the form.
19. Average Bunches Per Vine	Item 17 divided by item 18, results rounded to tenths.

Reminder: Make no entry in items 20, 21, and 22 for Immature Bunch Weight Appraisals. Enter “*Immature Bunch Weight Appraisal*” across items 23 to 25 for such appraisals.

20. Weight of 10 Sample Bunches	<p><i>For Mature Bunch Weight Appraisals Only</i>, make the following entries in pounds rounded to tenths for each sample group.</p> <p>(a) Weight of 10 average size bunches per sample.</p> <p>(b) If 10 average size bunches cannot be found on 5 consecutive vines in the sample, select as many representative bunches as needed from additional vines in the vineyard to obtain the required number of bunches.</p>
21. Total Bunch Weight	<i>For Mature Bunch Weight Appraisals Only</i> , total weight of item 20 entries for all samples, results in pounds rounded to tenths.
22. Total Bunches	<i>For Mature Bunch Weight Appraisals Only</i> , item 16 multiplied by 10 (number of bunches per sample).
23. Weight of Sample Bunches	<i>For Mature Bunch Weight Appraisals Only</i> , transfer entry from item 21.
24. No. of Bunches	<i>For Mature Bunch Weight Appraisals Only</i> , transfer entry from item 22.
25. Average Bunch Weight	<i>For Mature Bunch Weight Appraisals Only</i> , 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, round results to the nearest whole bunch.
29. Average Bunch Weight	<p>Make the following entries in pounds rounded to two-decimal places.</p> <p>(a) <i>Mature Bunch Weight Appraisals</i>: Transfer entry from item 25.</p> <p>(b) <i>Immature Bunch Weight Appraisals</i>: Average bunch weight for the variety being appraised from CES; university agriculture department; and/or historical average mature bunch weights for the vineyard.</p> <p>Reminder: Identify source of immature bunch weight in the Narrative.</p>

Appraisal Worksheet Standards and Elements (Continued)

30. Total Pounds Per Acre	Item 28 multiplied by item 29, results rounded to the nearest whole pound.
31. Lug /Ton Factor	Cross out “Lug,” in the column heading and enter “2,000.”
32. Lugs/Tons Per Acre To Count	<p>(a) Cross out “Lugs” in the column heading.</p> <p>(b) Item 30 divided by item 31, results in tons rounded to tenths.</p> <p>(c) The appraisal worksheet contains entry items for three separate appraisals. Transfer separate appraisal results to separate lines on the Production Worksheet as follows:</p> <p style="padding-left: 40px;">(1) For <u>insured</u> cause appraisals: Transfer to column 31 “Appraised Production” on the Production Worksheet.</p> <p style="padding-left: 40px;">(2) For <u>uninsured</u> cause appraisals: Refer to Production Worksheet column 37, “Unins. Causes” instructions in exhibit 4.</p>
33. Narrative	<p>Document information pertinent to the appraisal as follows.</p> <p>(a) Identify source of immature bunch weights. If more room is needed, enter information on a Special Report and enter “refer to attached Special Report.”</p> <p>(b) By line, identify any appraised production that is eligible for quality adjustment. Explain whether individual bunches or the entire appraisal is being quality adjusted.</p> <p>(c) As applicable, list insured and uninsured cause(s) of damage and date(s) of such damage.</p> <p>(d) Enter notes/calculations or if more space is needed attach a Special Report. If a Special Report is attached, so indicate.</p> <p>(e) Document any “Special Use Method” appraisals, unusual appraisal entries/findings, and supply any additional information pertinent to the unit appraisal.</p>

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

Appraisal Worksheet Standards and Elements (Continued)

<p>34. Adjuster's Signature, Code No., and Date</p>	<p>(a) Signature of adjuster, code number, and date signed after the insured or insured's authorized representative has signed.</p> <p>(b) If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the Narrative of the Production Worksheet.</p>
<p>35. Insured's Signature and Date</p>	<p>(a) Insured's or insured's authorized representative's signature and date.</p> <p>(b) Before obtaining insured's signature, review all entries on the Appraisal Worksheet with the insured, or insured's authorized representative, particularly explaining codes which may not be readily understood.</p>
<p>Page Number</p>	<p>Page numbers</p> <p>Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, and so forth.</p>

Appraisal Worksheet Standards and Elements

GRAPE/TABLE GRAPE APPRAISAL WORKSHEET

Company Name: **Any Company**

1. Insured's Name: **I. M. Insures** 2. Policy Number: **XXXXXXX** 3. Claim Number: **XXXXXXX** 4. Unit Number: **0001-0001BU** 5. Unit Location: **12th & Vine**

6. Vine Spacing: **8' x 12'** 7. Vines per Acre: **454** 8. Variety: **Cabernet Sauvignon** 9. Unit Acreage: **36.5** 10. Crop: **Grapes (0053)**

Field ID	No. of Acres	BUNCH COUNT							Total Bunches	No. of Samples	Bunches per Sample	No. of Vines	Average Bunches per Vine
		13. Variety											
		14. Number of Bunches from each Sample (Sample = 5 Vines)											
11	12	Cabernet Sauvignon							15	16	17 (15 ÷ 16)	18	19 (17 ÷ 18)
A	5.5	85	92	90					267	3	89.0	5	17.8

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

Total Bunch Weight	Total Bunches	Average Bunch Weight	Vines Per Acre	Average Bunches Per Vine	Bunches Per Acre	Average Bunch Weight	Total Pounds Per Acre	Lug/Ton Factor	Lugs/Tons Per Acre To Count
23	24	25 (23 ÷ 24)	26	27	28 (26 x 27)	29	30 (28 x 29)	31	32 (30 ÷ 31)
Immature Bunch Weight Appraisal			454	17.8	8,081	0.95	7,677	2,000	3.8

Field ID	No. of Acres	BUNCH COUNT							Total Bunches	No. of Samples	Bunches per Sample	No. of Vines	Average Bunches per Vine
		13. Variety											
		14. Number of Bunches from each Sample (Sample = 5 Vines)											
11	12								15	16	17 (15 ÷ 16)	18	19 (17 ÷ 18)
												5	

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

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

Field ID	No. of Acres	BUNCH COUNT							Total Bunches	No. of Samples	Bunches per Sample	No. of Vines	Average Bunches per Vine
		13. Variety											
		14. Number of Bunches from each Sample (Sample = 5 Vines)											
11	12								15	16	17 (15 ÷ 16)	18	19 (17 ÷ 18)
												5	

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

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

33. Narrative: **Freeze damage occurred April 9, 20XX. Average bunch weight in item 29 from CES.**

Immature Bunch Weight Appraisal Example

This form does not illustrate all required entry items.

Appraisal Worksheet Standards and Elements (Continued)

GRAPE/TABLE GRAPE APPRAISAL WORKSHEET

Company Name: <i>Any Company</i>												
1. Insured's Name: <i>I. M. Insures</i>				2. Policy Number: <i>XXXXXXX</i>			3. Claim Number: <i>XXXXXXX</i>		4. Unit Number: <i>0001-0001BU</i>		5. Unit Location: <i>12th & Vine</i>	
6. Vine Spacing: <i>8' x 12'</i>		7. Vines per Acre: <i>454</i>		8. Variety: <i>Cabernet Sauvignon</i>				9. Unit Acreage: <i>36.5</i>		10. Crop: <i>Grapes (0053)</i>		
Field ID 11	No. of Acres 12	BUNCH COUNT						Total Bunches 15	No. of Samples 16	Bunches per Sample 17 (15 ÷ 16)	No. of Vines 18	Average Bunches per Vine 19 (17 ÷ 18)
		13. Variety <i>Cabernet Sauvignon</i>										
		14. Number of Bunches from each Sample (Sample = 5 Vines)										
<i>B</i>	<i>10.0</i>	<i>100</i>	<i>103</i>	<i>101</i>			<i>304</i>	<i>3</i>	<i>101.3</i>	<i>5</i>	<i>20.3</i>	
		20. Weight of 10 Sample Bunches						21. Total Bunch Weight		22. Total Bunches		
		<i>10.0</i>	<i>9.5</i>	<i>9.0</i>			<i>28.5</i>		<i>30</i>			
Total Bunch Weight 23	Total Bunches 24		Average Bunch Weight 25 (23 ÷ 24)	Vines Per Acre 26	Average Bunches Per Vine 27	Bunches Per Acre 28 (26 x 27)	Average Bunch Weight 29	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor 31	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)		
<i>28.5</i>	<i>30</i>		<i>0.95</i>	<i>454</i>	<i>20.3</i>	<i>9,216</i>	<i>0.95</i>	<i>8,755</i>	<i>2,000</i>	<i>4.4</i>		
Field ID 11	No. of Acres 12	BUNCH COUNT						Total Bunches 15	No. of Samples 16	Bunches per Sample 17 (15 ÷ 16)	No. of Vines 18	Average Bunches per Vine 19 (17 ÷ 18)
		13. Variety										
		14. Number of Bunches from each Sample (Sample = 5 Vines)										
												<i>5</i>
		20. Weight of 10 Sample Bunches						21. Total Bunch Weight		22. Total Bunches		
Total Bunch Weight 23	Total Bunches 24		Average Bunch Weight 25 (23 ÷ 24)	Vines Per Acre 26	Average Bunches Per Vine 27	Bunches Per Acre 28 (26 x 27)	Average Bunch Weight 29	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor 31	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)		
Field ID 11	No. of Acres 12	BUNCH COUNT						Total Bunches 15	No. of Samples 16	Bunches per Sample 17 (15 ÷ 16)	No. of Vines 18	Average Bunches per Vine 19 (17 ÷ 18)
		13. Variety										
		14. Number of Bunches from each Sample (Sample = 5 Vines)										
												<i>5</i>
		20. Weight of 10 Sample Bunches						21. Total Bunch Weight		22. Total Bunches		
Total Bunch Weight 23	Total Bunches 24		Average Bunch Weight 25 (23 ÷ 24)	Vines Per Acre 26	Average Bunches Per Vine 27	Bunches Per Acre 28 (26 x 27)	Average Bunch Weight 29	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor 31	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)		

33. Narrative: *Freeze damage occurred April 26, 20XX*

Mature Bunch Weight Appraisal Example

This form does not illustrate all required entry items.

Production Worksheet Standards and Elements

Verify and/or make the following entries for each production worksheet element/item number. A completed production worksheet example is at the end of this exhibit. Refer to paragraph 31 for general form standards and other general information.

Element/Item Number	Description
1. Crop/Code #	Enter Grapes/0053.
2. Unit #	Unit number from the Summary of Coverage verified to be correct.
3. Location Description	Location description may include section, township, and range; FSA FN or CLU; tract numbers; GPS identifications; or grid identifications.
4. Date(s) of Damage	<p>(a) First three letters of the month(s) during which the determined insured damage occurred for the inspection and the cause(s) of damage listed in item 5 below. If no entry in item 5 below make no entry.</p> <p>(b) 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.</p> <p>Example: Aug 11.</p> <p>(c) Enter additional dates of damage in the extra spaces, as needed.</p> <p>(d) If more space is needed, document additional dates of damage in the Narrative or on a Special Report. Refer to the illustration in item 6 below.</p> <p>Important: Make no entry if there is no insurable cause of loss, and a no indemnity due claim is to be completed.</p>
5. Cause(s) of Damage	<p>(a) 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.</p> <p>(b) If an insured cause(s) of damage is coded as “Other,” explain in the Narrative.</p> <p>(c) Enter additional causes of damage in the extra spaces, as needed.</p> <p>(d) If more space is needed, document additional determined insured causes of damage in the Narrative or on a Special Report. Refer to the illustration in item 6 below.</p> <p>Important: If it is evident that no indemnity is due, enter “No Indemnity Due” across the column in item 5. Refer to the LAM for more information on no indemnity due claims.</p>

Production Worksheet Standards and Elements (Continued)

<p>6. Insured Cause %</p>	<p>PRELIMINARY: Make no entry.</p> <p>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.</p> <p>(a) If additional space is needed, enter additional determined “Insured Cause %” in the Narrative or on a Special Report. The total of all “Insured Cause %” including those in the Narrative shall equal 100%.</p> <p>(b) Example entries for items 4 thru 6 and the Narrative, reflecting entries for multiple dates of damage, the corresponding insured causes of damage and insured cause percentages:</p> <table border="1" data-bbox="508 720 1466 867"> <tr> <td>4. Date of Damage</td> <td><i>May</i></td> <td><i>Jun 30</i></td> <td><i>Jun 30</i></td> <td><i>Aug</i></td> <td><i>Aug</i></td> </tr> <tr> <td>5. Cause(s) of Damage</td> <td><i>Excess-</i></td> <td><i>Tornado</i></td> <td><i>Hail</i></td> <td><i>Drought</i></td> <td><i>Heat</i></td> </tr> <tr> <td>6. Insured Cause %</td> <td><i>10</i></td> <td><i>20</i></td> <td><i>15</i></td> <td><i>25</i></td> <td><i>20</i></td> </tr> </table> <p>Narrative: <i>Sept. 5 additional date of damage, freeze cause of damage, 10% insured cause percent.</i></p> <p>Important: Make no entry if there is no insurable cause of loss, and a no indemnity due claim will be completed.</p>	4. Date of Damage	<i>May</i>	<i>Jun 30</i>	<i>Jun 30</i>	<i>Aug</i>	<i>Aug</i>	5. Cause(s) of Damage	<i>Excess-</i>	<i>Tornado</i>	<i>Hail</i>	<i>Drought</i>	<i>Heat</i>	6. Insured Cause %	<i>10</i>	<i>20</i>	<i>15</i>	<i>25</i>	<i>20</i>
4. Date of Damage	<i>May</i>	<i>Jun 30</i>	<i>Jun 30</i>	<i>Aug</i>	<i>Aug</i>														
5. Cause(s) of Damage	<i>Excess-</i>	<i>Tornado</i>	<i>Hail</i>	<i>Drought</i>	<i>Heat</i>														
6. Insured Cause %	<i>10</i>	<i>20</i>	<i>15</i>	<i>25</i>	<i>20</i>														
<p>7. Company/Agency</p>	<p>Name of the AIP and agency servicing the contract.</p>																		
<p>8. Name of Insured</p>	<p>Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued.</p>																		
<p>9. Claim #</p>	<p>Claim number as assigned by the AIP.</p>																		
<p>10. Policy #</p>	<p>Insured’s assigned policy number.</p>																		
<p>11. Crop Year</p>	<p>Four-digit crop year, as defined in the policy, for which the claim is filed.</p>																		
<p>12. Additional Units</p>	<p>PRELIMINARY: Make no entry.</p> <p>FINAL:</p> <p>(a) 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.</p> <p>(b) Additional non-loss units may be entered on a single Production Worksheet.</p> <p>Important: 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.</p>																		

Production Worksheet Standards and Elements (Continued)

<p>13. Est. Prod. Per Acre</p>	<p>PRELIMINARY: Make no entry.</p> <p>FINAL: Estimated yield per acre in whole tons from all non-loss units for the crop at the time of final inspection.</p>
<p>14. Date(s) of Notice of Loss</p>	<p>PRELIMINARY:</p> <ul style="list-style-type: none"> (a) Enter the 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 for each notice in MM/DD/YYYY format. (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. <p>Important: If the notice does not require an inspection, document as directed in the Narrative instructions.</p> <p>FINAL:</p> <ul style="list-style-type: none"> (a) 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. (b) Always enter the complete date of notice for the “Final” inspection in the final space on the first page of the first set of Production Worksheets in MM/DD/YYYY format. <p>Reminder: For delayed notice of loss or delayed claim, refer to the LAM.</p>
<p>15. Companion Policy(s)</p>	<ul style="list-style-type: none"> (a) If no other person has a share in the unit (insured has a 100 percent share), make no entry. (b) When 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 (not crop-hail, fire). If the other person does not, enter “None.”

Production Worksheet Standards and Elements (Continued)

<p>15. Companion Policy(s) (continued)</p>	<p>(1) If the other person has a multiple-peril contract and it is determined that the same AIP services it, enter the contract number. Handle these companion policies according to AIP instructions.</p> <p>(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.</p> <p>(3) If unable to verify the existence of a companion contract, enter “Unknown” and contact the AIP for further instructions.</p> <p>Reminder: Refer to the LAM for further information regarding companion contracts.</p>
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Section I: Determined Acreage Appraised, Production and Adjustments

Make separate line entries for varying:

- (a) types, irrigated, cropping, or organic practices, as applicable;
- (b) APH yields;
- (c) appraisals;
- (d) adjustments to appraised mature production (quality adjustment factors);
- (e) stages or intended use(s) of acreage;
- (f) shares, such as 50% and 75% shares on the same unit; or
- (g) appraisals for damage due to hail or fire if a Hail and Fire Exclusion is in effect.

<p>16. Field ID</p>	<p>The vineyard identification symbol from the appraisal worksheet, sketch map, or an aerial photograph, as applicable. Refer to the Narrative instructions.</p>
<p>17. Multi-Crop Code</p>	<p>Applicable two-digit code for first crop and second crop.</p> <p>Reminder: Refer to the LAM for instructions regarding first crop and second crop code entries.</p>
<p>18. Reported Acres</p>	<p>(a) In the event of over-reported acres, handle in accordance with the individual AIP instructions.</p> <p>(b) In the event of under-reported acres, enter such under-reported acres to tenths for the vineyard.</p> <p>(c) If there are no under-reported acres, make no entry.</p> <p>Reminder: Refer to the LAM or CIH for acreage determination specific to perennial crops.</p>

Production Worksheet Standards and Elements (Continued)

19. Determined Acres	<p>(a) Enter the determined acres to tenths (include “E” if estimated) for which consent is given for other use and/or:</p> <ul style="list-style-type: none"> (1) put to other use without consent; (2) abandoned; (3) damaged by uninsured causes; (4) the insured failed to provide acceptable records of production. <p>(b) Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.</p> <p>Reminder: Refer to the LAM or CIH for definition of acceptable determined acres for perennial crops used herein.</p> <p>FINAL: Determined acres to tenths.</p> <p>(a) Acreage breakdowns within a unit may be estimated (enter “E” in front of the acres) if a determination is impractical.</p> <p>(b) Account for all planted acreage in the unit.</p>
20. Interest or Share	<p>(a) Insured’s interest in crop to three-decimal places as determined at the time of inspection.</p> <p>(b) If shares vary on the same unit, use separate line entries.</p>
21. Risk	<p>(a) Three-digit code number, entered exactly as specified on the actuarial documents for the risk area.</p> <p>(b) If “No Risk Area Specified,” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents.</p> <p>(c) If risk is not specified on the actuarial documents, make no entry.</p>
22. Type	<p>(a) Three-digit code number, entered exactly as specified on the actuarial documents for the type grown by the insured.</p> <p>(b) If “No Type Specified,” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents.</p> <p>(c) If type is not specified on the actuarial documents, make no entry.</p>
23. Class	<p>(a) Three-digit class code number, entered exactly as specified on the actuarial documents.</p> <p>(b) If “No Class” is shown in the actuarial documents, enter the appropriate three-digit type code number from the actuarial documents.</p> <p>(c) If a class is not specified on the actuarial documents, make no entry.</p>

Production Worksheet Standards and Elements (Continued)

24. Sub Class	<p>(a) Three-digit sub class code number, entered exactly as specified on the actuarial documents.</p> <p>(b) If “No Sub Class” is shown in the actuarial documents, enter the appropriate three-digit type code number from the actuarial documents.</p> <p>(c) If a sub class is not specified on the actuarial documents, make no entry.</p>
25. Intended Use	<p>(a) Three-digit intended use code number, entered exactly as specified on the actuarial documents.</p> <p>(b) If “No Intended Use” is shown in the actuarial documents, enter the appropriate three-digit type code number from the actuarial documents.</p> <p>(c) If an intended use is not specified on the actuarial documents, make no entry.</p>
26. Irr. Practice	<p>(a) Three-digit code number, entered exactly as specified on the actuarial documents for the irrigated practice carried out by the insured.</p> <p>(b) If “No Irrigated Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents.</p> <p>(c) If an irrigation practice is not specified on the actuarial documents, make no entry.</p>
27. Cropping Practice	<p>(a) Three-digit code number, entered exactly as specified on the actuarial documents for the cropping practice carried out by the insured.</p> <p>(b) 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.</p> <p>(c) If a cropping practice is not specified on the actuarial documents, make no entry.</p>
28. Organic Practice	<p>(a) Three-digit code number, entered exactly as specified on the actuarial documents for the organic practice carried out by the insured.</p> <p>(b) If “No Organic Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents.</p> <p>(c) If an organic practice is not specified on the actuarial documents, make no entry.</p>

Production Worksheet Standards and Elements (Continued)

<p>29. Stage</p>	<p>PRELIMINARY: Make no entry.</p> <p>FINAL: Stage abbreviation as shown below.</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>STAGE</u></th> <th style="text-align: left;"><u>EXPLANATION</u></th> </tr> </thead> <tbody> <tr> <td>“P”</td> <td>Acreege abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide records of production which are acceptable to the AIP.</td> </tr> <tr> <td>“H”</td> <td>Harvested. Includes harvesting a portion of the crop on the acreage in a random manner, requiring an appraisal for any remaining production (“cherry” picking only part of the crop on the vine). Enter an appraisal for any such remaining production on the Production Worksheet in item 31 and/or, if applicable, an appraisal for uninsured cause(s) in item 37.</td> </tr> <tr> <td>“UH”</td> <td>Unharvested or put to other use with consent.</td> </tr> </tbody> </table> <p>Reminder: Refer to the LAM for information on gleaning.</p>	<u>STAGE</u>	<u>EXPLANATION</u>	“P”	Acreege abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide records of production which are acceptable to the AIP.	“H”	Harvested. Includes harvesting a portion of the crop on the acreage in a random manner, requiring an appraisal for any remaining production (“cherry” picking only part of the crop on the vine). Enter an appraisal for any such remaining production on the Production Worksheet in item 31 and/or, if applicable, an appraisal for uninsured cause(s) in item 37.	“UH”	Unharvested or put to other use with consent.								
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<p>30. Use of Acreage</p>	<p>Enter the applicable abbreviation as follows:</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>USE</u></th> <th style="text-align: left;"><u>EXPLANATION</u></th> </tr> </thead> <tbody> <tr> <td>“Bulldozed,” and so forth.....</td> <td>Use made of acreage</td> </tr> <tr> <td>“WOC”</td> <td>Other use without consent</td> </tr> <tr> <td>“SU”</td> <td>Solely uninsured</td> </tr> <tr> <td>“ABA”</td> <td>Abandoned without consent</td> </tr> <tr> <td>“H”</td> <td>Harvested</td> </tr> <tr> <td>“HI”</td> <td>Harvest incomplete</td> </tr> <tr> <td>“UH”</td> <td>Unharvested</td> </tr> </tbody> </table> <p>Important: 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.”</p> <p>Reminder: Refer to the LAM for information on gleaning.</p>	<u>USE</u>	<u>EXPLANATION</u>	“Bulldozed,” and so forth.....	Use made of acreage	“WOC”	Other use without consent	“SU”	Solely uninsured	“ABA”	Abandoned without consent	“H”	Harvested	“HI”	Harvest incomplete	“UH”	Unharvested
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Production Worksheet Standards and Elements (Continued)

<p>31. Appraised Potential</p>	<p>Transfer the per-acre appraisal in tons to tenths from item 32, “Tons per Acre to Count” on the appraisal worksheet.</p> <p>(a) Refer to the appraisal methods and applicable appraisal worksheet for additional instructions.</p> <p>(b) If there is no potential on UH acreage, enter “0,” (zero).</p> <p>Reminder: Refer to the LAM for procedures for documenting “0” (zero) yield appraisals.</p>
<p>32a. Moisture%</p>	<p>Line through the heading and enter “<i>Value/T.</i>” Make the following entries in dollars and cents per ton. If no quality adjustment, make no entry.</p> <p>(a) Enter the value of mature marketable unharvested production that is damaged by insured causes. Do not reduce price for damage due to uninsured causes.</p> <p>(b) Identify in the “Narrative” which factors (insured causes) were allowed in establishing the value of damaged production.</p> <p>(c) If appraised grapes have no value, enter “0.00,” explain in the Narrative.</p> <p>Reminder: Refer to paragraph 13 for information on determining multiple values per ton of damaged production.</p>
<p>32b. Factor</p>	<p>Line through the column heading and enter “<i>Price/T.</i>” Make the following entries in dollars and cents per ton for the insured grape variety or similar variety as listed in the SP. If no quality adjustment, make no entry. <u>Enter the lesser of the:</u></p> <p>(a) Market price for undamaged grapes. Calculate the average market price of undamaged production by averaging the prices being paid by usual marketing outlets for the area during the week in which the damaged grapes were valued, or</p> <p>(b) Maximum price election for such grape variety (which is the “Established Price” in the actuarial documents) or the contract price if elected by the insured.</p> <p>Reminder: In the Narrative or Special Report, identify which undamaged production price was used and if applicable, show average market price calculations. Refer to the SP for additional contract price information.</p>

Production Worksheet Standards and Elements (Continued)

33. Shell %, Factor or Value	Make no entry.
34. Production Pre QA	Item 19 multiplied by item 31, results in tons rounded to tenths.
35. Quality Factor	<p>Make the following percent entries as a three-place decimal. If no quality adjustment, make no entry.</p> <p>(a) For Quality Adjustment, or</p> <p>Item 32a divided by item 32b, results not to exceed 1.00.</p> <p>(b) For State/Federal Destruction Orders</p> <p>(1) Under section 15 (j) of the BP, 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.”</p> <p>(2) 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 the Narrative below).</p> <p>***</p> <p>Important: Refer to LAM for additional information on destruction orders, use of the Certification Form, for additional quality adjustment definitions, instructions, documentation, qualifications, and testing requirements. Refer to the quality adjustment instructions in the Narrative.</p> <p>Reminder: Include a copy of all supporting quality adjustment documentation in the insured’s claim file.</p>
36. Production Post-QA	<p>Make the following entries in tons rounded to tenths.</p> <p>(a) No entries in items 32a, 32b, and 35: Transfer entry from item 34.</p> <p>(b) When the entry in item 35 is less than 75 percent: Item 34 multiplied by item 35.</p> <p>(c) When the entry in item 35 is 75 percent or greater: Transfer entry from item 34.</p>
37. Unins. Causes	<p>Make the following entries in tons rounded to tenths.</p> <p>For uninsured cause appraisals, item 19 multiplied by the per-acre appraisal in item 32 on the appraisal worksheet for uninsured causes or other documentation; otherwise, make no entry.</p> <p>(a) Hail and fire exclusion not in effect.</p>

Production Worksheet Standards and Elements (Continued)

<p>37. Unins. Causes (continued)</p>	<p>(1) Enter not less than the insured’s production guarantee per acre for the line, (calculate 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.</p> <p>(2) For acreage that is damaged partly by uninsured causes, enter the appraised uninsured loss of production per acre. Refer to the LAM for information on uninsured cause appraisals.</p> <p>(b) Refer to the LAM when a Hail and Fire Exclusion is in effect and damage is from hail or fire.</p> <p>(c) Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.</p> <p>Reminder: For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.</p>												
<p>38. Total to Count</p>	<p>Item 36 plus item 37, results in tons to tenths.</p>												
<p>39. Total</p>	<p>Total of item 19 acres to tenths.</p>												
<p>40. Quality</p>	<p>Check the applicable qualifying quality adjustment condition(s) affecting the unit’s appraised and harvested production in the table below.</p> <p>Important: Refer to the CP and SP for quality conditions.</p> <table border="1" data-bbox="508 1266 1466 1402"> <tr> <td>TW</td> <td>Vomitoxin</td> <td>Dark Roast</td> <td>CoFo</td> </tr> <tr> <td>KD</td> <td>Fumonisin</td> <td>Sclerotinia</td> <td>Other</td> </tr> <tr> <td>Aflatoxin</td> <td>Garlicky</td> <td>Ergoty</td> <td>None</td> </tr> </table> <p>(a) Check “Other” if the identified injurious substances or conditions are not listed in the table above for production ordered destroyed by a Federal or State agency.</p> <p>(1) Identify the injurious substance or condition, the date the crop was destroyed and the method of destruction in the Narrative or on a Special Report.</p> <p>(2) Attach to the claim, the completed Certification Form, a copy of the destruction order, and if possible a copy of the laboratory test results confirming the presence of any injurious substances or conditions.</p> <p>(b) Otherwise, check “None.”</p>	TW	Vomitoxin	Dark Roast	CoFo	KD	Fumonisin	Sclerotinia	Other	Aflatoxin	Garlicky	Ergoty	None
TW	Vomitoxin	Dark Roast	CoFo										
KD	Fumonisin	Sclerotinia	Other										
Aflatoxin	Garlicky	Ergoty	None										

Production Worksheet Standards and Elements (Continued)

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	Separately total items 34, 36, 37, and 38 in tons to tenths. Make no entry if an item has no entries.

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 if 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 item 62, and/or any production not included in item 56 entries.

Example: Harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit.
- (j) Explain a “No” checked in item 44.
- (k) Attach a sketch map or aerial photograph to identify the total unit:
 - (1) if consent is given to put part of the unit to another use;
 - (2) if uninsured causes are present; or
 - (3) for unusual or controversial cases.

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

Production Worksheet Standards and Elements (Continued)

Narrative (continued)

- (l) Explain any difference between 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 delayed notices or delayed claims as instructed in the LAM.
- (p) Document any authorized estimated acres shown in item 19 as follows: “Line 3 ‘E’ acres authorized by AIP MM/DD/YYYY.”
- (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 damage or loss is listed as insects or disease. Explain why control measures did not work.
- (s) Document the name and address of the charitable organization when gleaned acreage is applicable.
- (t) Document any other pertinent information, including any data to support factors used to calculate the production.
- (u) 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 items 35 and 65. Follow the documentation requirements listed in items 40 and 41 above.
 - (2) refer to the LAM for additional documentation requirements.

Section II: Determined Harvested Production**General Information**

- (a) 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, as applicable. This production will be the basis for computing losses for insured and uninsured causes on the Production Worksheet.
- (b) Account for all harvested production for all entities sharing in the crop except production appraised before harvest and shown in Section I herein because the quantity cannot be determined later.

Production Worksheet Standards and Elements (Continued)

Section II: Determined Harvested Production (continued)

- (c) For production commercially stored, sold, and so forth, enter the name and address of storage facility, buyer, packing house, or processor, as applicable, in items 49 through 52. For grapes otherwise disposed of, indicate the method of disposition.
- (d) The insured must maintain satisfactory records of all production sold. Verify any processing/packing house records.

Reminder: If acceptable sales records are not available, refer to the LAM.

- (e) If additional lines are necessary, enter the data on a continuation sheet. Use separate lines for:
 - (1) separate storage facilities;
 - (2) different first handlers (buyers, packing houses, or processors);
 - (i) the insured should maintain satisfactory records of all production sold or stored,
 - (ii) AIP shall verify any packing house or processor records,
 - (iii) in all localities, if the first handler was not a packer or processor, the production shall be determined by the adjuster on the basis of available records;
 - (3) harvested fruit of any type that failed to meet the applicable grade (quality) requirements due to insured cause(s);
 - (4) varying shares; such as 50 percent and 75 percent shares on same unit;
 - (5) harvested production from more than one insured practice (or crop) and a separate approved APH yield has been established for each, the harvested production also must be entered on separate lines in items 47a through 66 by crop.

Reminder: Refer to the LAM if production is commingled.

- (f) There will generally be no harvested production entries in items 47a through 66 for preliminary inspections.

<p>43. Date Harvest Completed</p>	<p>This date is used to determine if there is a delayed notice or a delayed claim.</p> <p>Reminder: Refer to the LAM for delayed notice or delayed claim information.</p> <p>PRELIMINARY: Make no entry.</p>
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Production Worksheet Standards and Elements (Continued)

43. Date Harvest Completed (continued)	<p>FINAL:</p> <p>(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.</p> <p>(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.”</p> <p>(c) If at the time of final inspection (if prior to the end of the insurance period), <u>none</u> of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter “No Harvest.”</p> <p>Important: If claim utilizes a Certification Form, enter date from such form when the entire unit is put to another use. Refer to the LAM.</p>
44. Damage Similar to Other Farms in the Area?	<p>PRELIMINARY: Make no entry.</p> <p>FINAL: Check “Yes” or “No.” Check “Yes” if amount and cause of damage due to insurable causes is similar to the experience of other vineyards in the area. If “No” is checked, explain in the “Narrative.”</p>
45. Assignment of Indemnity	<p>Check “Yes” only if an assignment of indemnity is in effect for the crop year; otherwise, check “No.” Refer to the LAM.</p>
46. Transfer of Right to Indemnity	<p>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.</p>
47a. Share	<p>Record only varying shares on same unit to three decimal places.</p>
47b. Field ID	<p>(a) If only one practice and/or type of harvested production is listed in Section I, make no entry.</p> <p>(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 item 16).</p>
48. Multi-Crop Code	<p>The applicable two-digit code for first crop and second crop.</p> <p>Reminder: Refer to the LAM for instructions on first and second crop codes</p>
49.-52. Length or Diameter/Width/Depth/Deduction	<p>(a) For production sold: Enter the name and address of the buyer, packing house, or processor, as applicable.</p> <p>(b) For production otherwise disposed of: Identify method of disposition.</p>
53.-55.	<p>Make no entry.</p>

Production Worksheet Standards and Elements (Continued)

56. Bu., Ton, Lbs., Cwt.	<p>Circle “Tons” in heading. Enter the amount of harvested grape production in tons rounded to tenths for the applicable variety.</p> <p>Important: Comingle production for all such harvested production within an individual bin and when bins are not labeled by unit.</p> <p>(a) For grape production harvested before normal maturity or for special purpose (such as champagne or Bortrytis-affected grapes): Calculate the value per ton in whole dollars for such early-harvested grape varieties and divide by the value per ton in whole dollars for fully matured grapes of the same type. Multiply results by the number of tons of such grape production.</p> <p>Example: 10.0T Chardonney grapes harvested for champagne valued at \$448/T. Fully mature harvest price was \$350/T. $\\$448/T \div \\$350/T = 1.28$. $10.0T \times 1.28 = 12.8T$. Enter 12.8T in item 56. Document calculations in the Narrative or on a Special Report form.</p> <p>(b) Grapes harvested to produce raisins: Total all such raisin tonnage converted to grape tonnage from items (b) (1), (2), (3), (4), or (5) below, as applicable. Document all such totals in the Narrative or on a Special Report.</p> <p>(1) <u>From vineyard inspections, other than small scattered bunches not harvested:</u> Determine the amount of any unharvested production that could have been laid as raisins; or harvested and marketed as grapes; and/or any unharvested production due to uninsured damage.</p> <p>(i) Multiply raisin tonnage by 4.5 to convert to grape tonnage.</p> <p>(ii) If raisin tonnage is difficult to determine because of berry-shatter or bunch desiccation; use an average weight of 1.25 pounds per bunch to determine the weight of all remaining grapes left on the vine;</p> <p>Important: Do not count bunches that are obviously second growth.</p> <p>(2) <u>When all production has been boxed, delivered, and weighed as raisins:</u> Multiply such production tonnage by 4.5 to convert to grape tonnage.</p>
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Production Worksheet Standards and Elements (Continued)

<p>56. Bu., Ton, Lbs., Cwt. (continued)</p>	<p>Important: Adjust such raisin tonnage for moisture over 16 percent but do not adjust for substandard, or “U. S. Grade B” or better maturity standards.</p> <p>Example: 10.0T delivered raisins with 18.0 percent moisture (0.9760 moisture factor). 10.0 T raisins x 0.976 (moisture factor) = 9.76 T x 4.5 (conversion factor) = 43.9 T of grapes.</p> <p>(3) <u>When part of the production has or will be boxed, delivered, and weighed as raisins:</u></p> <p>(i) appraise raisins using the applicable appraisal method, adjuster for moisture (as described above); and</p> <p>(ii) multiply by 4.5 to convert to grape tonnage.</p> <p>(4) <u>When no production will be boxed, delivered, and weighed as raisins:</u></p> <p>(i) appraise raisins using the applicable appraisal method; and</p> <p>(ii) multiply by 4.5 to convert to grape tonnage.</p> <p>(5) <u>When the number of bunches on trays cannot accurately be determined because of bunches being tightly stuck together and/or deterioration on the trays:</u></p> <p>(i) determine appraised grape tonnage by multiplying the number of trays by 20.25 pounds (standard average weight of a tray of raisins when raisins are first laid) and</p> <p>(ii) divide by 2000, to calculate tonnage to tenths.</p>
<p>57.-60 b.</p>	<p>Make no entry.</p>
<p>61. Adjusted Production</p>	<p>Transfer entry from item 56.</p>
<p>62. Prod. Not to Count</p>	<p>Net production not to count in tons to tenths when acceptable records identifying such production are available. Use harvested acreage records which have been assessed an appraisal of not less than the guarantee per acre, or from other sources (such as other units or uninsured acreage). This entry must never exceed entry in item 56 for harvested production shown on the same line.</p> <p>Reminder: Explain any Production not to Count in the Narrative.</p>

Production Worksheet Standards and Elements (Continued)

<p>63. Production Pre-QA</p>	<p>Make the following entries in tons to tenths.</p> <p>(a) When there is an entry in item 62: Item 61 minus item 62. (b) When there is no entry in item 62: Transfer entry from item 61.</p>
<p>64a. Value</p>	<p>Enter the value of damaged harvested marketable grape production in dollars and cents per ton. If no quality adjustment, make no entry.</p> <p>(a) The value per ton of the qualifying damaged production will be determined on the earlier of the date the damaged production is sold or the date of final inspection for the unit.</p> <p>(b) If the grapes are sold on-the-vine, value shall include normal harvest and delivery costs. Considerations for determining value:</p> <p>(1) Did you (adjuster) actually see the grapes to verify quality? (2) The time lapse between picking and sale of the grapes? (3) Did the insured follow recommended management practices?</p>
<p>64b. Market Price</p>	<p>When there is an entry in item 64a above, enter the value of undamaged production in dollars and cents per ton for the insured grape variety or similar variety as listed in the SP. If no quality adjustment, make no entry. Enter the lesser of the:</p> <p>(a) Market price for the undamaged grape variety. Calculate the average market price of undamaged production by averaging the prices being paid by usual marketing outlets for the area during the week in which the damaged grapes were valued, or</p> <p>(b) Maximum price election for the insured grape variety (which is the “Established Price” in the actuarial documents) or the contract price if elected by the insured.</p> <p>Reminder: In the Narrative or Special Report, identify which undamaged production price was used and if applicable, show average market price calculations. Refer to the SP for additional contract price information.</p>
<p>65. Quality Factor</p>	<p>Make the following percentage entry as a three-place decimal not to exceed 1.000. If no quality adjustment, make no entry.</p> <p>(a) For Quality Adjustment, or</p> <p>For harvested production with quality adjustment, item 64a divided by item 64b.</p> <p>(b) For State/Federal Destruction Orders</p> <p>(1) Under section 15 (j) of the BP, 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.”</p>

Production Worksheet Standards and Elements (Continued)

<p>65. Quality Factor (continued)</p> <p>***</p>	<p>(2) 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).</p> <p>Important: Refer to LAM for additional information on destruction orders, use of the Certification form, for additional quality adjustment definitions, instructions, documentation, qualifications, and testing requirements.</p> <p>Reminder: Enter in the Narrative, the reasons for quality adjustment. Identify any factors affecting the price of grapes even though such factors (alone) may not have qualified grapes for quality adjustment.</p>
<p>66. Production to Count</p>	<p>Make the following entries in tons to tenths.</p> <p>(a) When there is no entry in items 64a, 64b, and 65: Transfer entry from item 63.</p> <p>(b) When the entry in item 65 is <u>less than 75 percent</u>: Item 63 multiplied by item 65.</p> <p>(c) When the entry in item 65 is <u>75 percent or more</u>: Transfer entry from item 63.</p>
<p>67. Total</p>	<p>Total of item 63 entries in tons to tenths. If no entry in item 63, make no entry.</p>
<p>68. Section II Total</p>	<p>Total of item 66 entries, results in tons to tenths.</p>
<p>69. Section I Total</p>	<p>Total of item 38 entries, results in tons to tenths.</p>
<p>70. Unit Total</p>	<p>Item 68 plus item 69, results in tons to tenths.</p>
<p>71. Allocated Prod.</p>	<p>(a) Total production in tons to tenths, allocated to this unit that is included in Sections I or II of the Production Worksheet.</p> <p>(b) Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.</p> <p>Reminder: Refer to the LAM for instructions for determining allocated production.</p>
<p>72. Total APH Prod.</p>	<p>Make the following entries in tons to tenths.</p> <p>(a) When there are entries in item 37 and/or item 71: Item 70 minus item 71, minus total of item 37.</p> <p>(b) When there is no entry in item 71 and item 37: Transfer entry from item 70.</p> <p>Important: Make no entry when separate APH yields are maintained by type, practice within the unit.</p>

Production Worksheet Standards and Elements (Continued)

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

<p>73. Adjuster's Signature, Code # and Date</p>	<p>(a) Signature of adjuster, code number, and date signed after the insured or insured's authorized representative has signed.</p> <p>(b) 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.</p> <p>(c) Final indemnity inspections should be signed on the bottom line.</p>
<p>74. Insured's Signature and Date</p>	<p>(a) Insured's or insured's authorized representative's signature and date.</p> <p>(b) Before obtaining the insured's signature, review all entries on the Production Worksheet with the insured or insured's authorized representative, particularly explaining codes, and so forth, that may not be readily understood.</p> <p>(c) Final indemnity inspections should be signed on the bottom line.</p>
<p>75. Page Numbers</p>	<p>PRELIMINARY: Page numbers, "1," "2," and so forth at the time of inspection.</p> <p>FINAL: Page numbers.</p> <p>Example: Page 1 of 1, Page 1 of 2, Page 2 of 2 and so forth.</p>

Production Worksheet Standards and Elements

PRODUCTION WORKSHEET

1. Crop/Code # Grapes 0053	2. Unit # 0001- 0001BU	3. Location Description SW1-96N-30W	7. Company Agency Any Company Any Agency	8. Name of Insured I. M. Insured
4. Date(s) of Damage Apr 09	Apr 26			9. Claim # XXXXXXXX
5. Cause(s) of Damage Freeze	Freeze			11. Crop Year YYYY
6. Insured Cause % 50	50			10. Policy # XXXXXXXX
12. Additional Units				14. Date(s) Notice of Loss MM/DD/YYYY
13. Est. Prod. Per Acre				1st MM/DD/YYYY
				2nd MM/DD/YYYY
				Final MM/DD/YYYY
				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	Reported 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	Uninsured Causes	Total to Count	
A			5.5	1.000		016				002			UH	UH	3.8			20.9		20.9		20.9	
B			10.0	1.000		016				002			UH	UH	4.4			44.0		44.0		44.0	
C			21.0	1.000		016				002			H	H									
39. TOTAL			36.5	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input checked="" type="checkbox"/>												42. TOTALS		64.9		64.9		64.9	
												41. Do any mycotoxins exceed FDA, State or other health organization maximum limits?		Yes <input type="checkbox"/>									

NARRATIVE (If more space is needed, attach a Special Report) **Vineyards A and B not harvested. Vineyard C harvested. For vineyard C, used price election per ton for market value in column 64b.**

SECTION II – DETERMINED HARVESTED PRODUCTION

43. Date Harvest Completed MM/DD/YYYY						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.	58b.	59a.	59b.	60a.	60b.	61.	62.	63.	64a.	64b.	65.	66.
47b.	Multi-Crop Code	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod.	Bu. (Ton) Lbs. CWT	Shell/Sugar Factor	FM% Factor	Moisture % Factor	Test WT Factor	Adjusted Production	Prod. Not to Count	Production Pre-QA	Value Mkt. Price	Quality Factor	Production to Count				
		Acme Grape Co. Anytown, State							140.0						140.0		140.0	150.00 300.00	0.500	70.0			
67. TOTAL																			140.0	68. Section II Total		70.0	
																			69. Section I Total		64.9		
																			70. Unit Total		134.9		
																			71. Allocated Prod.				
																			72. Total APH Prod.		134.9		

This form example does not illustrate all required entry items.

Representative Sample Requirements

Acres in Vineyard/Block	Number of Samples 1 sample = 5 vines
0.1 - 10.0	3
One additional sample is required for each additional 40.0 acres (or fraction thereof) in the vineyard or sub-vineyard.	

Raisin Moisture Adjustment Factor Table

		PERCENT MOISTURE TO TENTHS									
		0.0	0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9
PERCENT MOISTURE	16	1.000	0.9988	0.9976	0.9964	0.9952	0.9940	0.9928	0.9916	0.9904	0.9892
	17	0.9880	0.9868	0.9856	0.9844	0.9832	0.9820	0.9808	0.9796	0.9784	0.9772
	18	0.9760	0.9748	0.9736	0.9724	0.9712	0.9700	0.9688	0.9676	0.9664	0.9652
	19	0.9640	0.9628	0.9616	0.9604	0.9592	0.9580	0.9568	0.9556	0.9544	0.9532
	20	0.9520	0.9508	0.9496	0.9484	0.9472	0.9460	0.9448	0.9436	0.9424	0.9412
	21	0.9400	0.9388	0.9376	0.9364	0.9352	0.9340	0.9328	0.9316	0.9304	0.9292
	22	0.9280	0.9268	0.9256	0.9244	0.9232	0.9220	0.9208	0.9196	0.9184	0.9172
	23	0.9160	0.9148	0.9136	0.9124	0.9112	0.9100	0.9088	0.9076	0.9064	0.9052
	24	0.9040	0.9028	0.9016	0.9004	0.8992	0.8980	0.8968	0.8956	0.8944	0.8932
	25	0.8920	0.8908	0.8896	0.8884	0.8872	0.8860	0.8848	0.8836	0.8824	0.8812
	26	0.8800	0.8788	0.8776	0.8764	0.8752	0.8740	0.8728	0.8716	0.8704	0.8692
	27	0.8680	0.8668	0.8656	0.8644	0.8632	0.8620	0.8608	0.8596	0.8584	0.8572
	28	0.8560	0.8548	0.8536	0.8524	0.8512	0.8500	0.8488	0.8476	0.8464	0.8452
29	0.8440	0.8428	0.8416	0.8404	0.8392	0.8380	0.8368	0.8356	0.8344	0.8332	
30	0.8320	0.8308	0.8296	0.8284	0.8272	0.8260	0.8248	0.8236	0.8224	0.8212	

Vineyard Population 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	454	427	403	382	363
	7	1037	889	778	691	622	566	519	479	444	415	389	366	346	328	311
	8	908	778	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 spacings not shown on the table: Multiply the distance between vines (nearest tenth foot) times the distance between rows (nearest tenth foot) to calculate the area occupied by one vine and divide the result into 43,560 sq. ft./acre to calculate the number of vines per acre (round result to the nearest whole number).

Example: 6.5 ft. (distance between trees in the row) X 10.0 ft. (distance between rows) = 65.0 sq. ft./vine. 43,560 sq. ft./acre ÷ 65.0 sq. ft./vine = 670 vines/acre.