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Department of
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Federal Crop Insurance
Corporation

FCIC-25380
(01-2019)

PRUNE LOSS ADJUSTMENT STANDARDS HANDBOOK

2019 and Succeeding Crop Years

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

TITLE: Prune Loss Adjustment Standards Handbook	NUMBER: FCIC-25380
EFFECTIVE DATE: 2019 and succeeding crop years	ISSUE DATE: 01/29/19
SUBJECT: Provides the procedures and instructions for administering the Prune crop insurance program.	OPI: Product Administration and Standards Division
	APPROVED: <i>/s/ Richard H. Flournoy</i> Deputy Administrator for Product Management

REASON FOR ISSUANCE

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

1. Revised the handbook to incorporate the most recent RMA approved format and standard language. Many paragraphs and sections within the handbook were rewritten or relocated to increase clarity and understanding. Throughout the handbook, references were revised to reflect the new handbook format, removal, and rearrangement of various sections and tables. Throughout the amended pages, changes were made to correct spelling, punctuation, formatting, and to correct subparagraph and section numbering.
2. Reformatted the handbook into parts, paragraphs, sections, subsections, and exhibits in accordance the External Handbook Standards format.
3. Revised links to websites referenced throughout the handbook.
4. Subparagraph 1A (Purpose and Objective): Revised the language for consistency with standard language.
5. Subparagraph 13A (Insurable Causes of Loss or Damage): Added entire subparagraph reflecting contents of Prune CP.
6. Removed paragraph “Determining the Amount of Prune Production” as this language can be found in the Prune CP and does not provide procedure for calculating production to count.
7. Exhibit 1: Added “COL,” “GSH,” and “UUF” to the list of approved acronyms and abbreviations. Corrected the term for “GPS.”
8. Exhibit 3, item 6 (Cause of Damage): Revised for consistency with standard language.
9. Exhibit 3, item 24 (No. of Green Prunes per Tree): Corrected column references used in the calculation.

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REASON FOR ISSUANCE (Continued)

10. Exhibit 4, item 3 (Location Description): Revised for consistency with standard language.
11. Exhibit 4, item 29: Added UUF/Third Party Damage stage codes.
12. Exhibit 4, item 35 (Quality Factor): Revised for consistency with standard language.
13. Exhibit 4, item 37 (Unins. Causes): Revised procedure for clarity. Added procedure for preliminary inspections in which Hail and Fire exclusion is not in effect.
14. Exhibit 4, item 40 (Quality): Revised for consistency with standard language.
15. Exhibit 4, item 41 (Mycotoxins): Added procedure for documentation.
16. Exhibit 4, Narrative (item p.): Corrected reference from column 18 to column 19.
17. Exhibit 4, Narrative (item r.): Revised wording.
18. Exhibit 4, Narrative (item w.): Revised for consistency with standard language.
19. Exhibit 4, PW example: Per the PW instructions for item 40, removed the “X” checkmark for “Other” added the “X” checkmark for “None.”
20. Exhibit 4, PW example: Added documentation of acreage calculation per Narrative instructions.

PRUNE LOSS ADJUSTMENT STANDARDS HANDBOOK

CONTROL CHART

Prune Loss Adjustment Standards Handbook							
	TP Page(s)	TC Page(s)	Text Page(s)	Exhibit Number	Exhibit Page(s)	Date	Directive Number
Remove	Entire Handbook					11-2017	FCIC-25380-1H
Insert	Entire Handbook					01-2019	FCIC-25380
Current Index	1-4	1-2	1-12	1-8	13-40	01-2019	FCIC-25380

FILING INSTRUCTIONS

The handbook replaces the 2018 Prune Loss Adjustment Standards Handbook, FCIC-25380-1H, (11-2017). This handbook is effective for the 2019 and succeeding crop years and is not retroactive to any 2018 or prior crop year determinations.

(RESERVED)

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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 located at www.rma.usda.gov/.

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
CIH	Provides underwriting procedures for use in sales, service, and loss adjustment of crop insurance contracts.
GSH	Provides general crop insurance information.
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 **GSH** and the LAM.
- (2) Terms, abbreviations, and definitions specific to prune loss adjustment and this handbook are in exhibits 1 and 2, herein.

C. CAT Coverage

Refer to the CIH, **GSH** and LAM for provisions and procedures not applicable to CAT coverage.

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.

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 described in the LAM.

D. Form Standards

- (1) The entry items and completion instructions in exhibits 3-4 are the minimum requirements for the Prune Appraisal Worksheet and Claim Form (hereafter referred to as "Production Worksheet"). 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: www.rma.usda.gov/.
- (3) The certification statement required by the current DSSH must 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, etc.).

3-10 (Reserved)

PART 2 POLICY INFORMATION

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

11 Insurability

A. Insured Crop

The crop insured will be all the prunes in the county for which a premium rate is provided by the actuarial documents:

- (1) In which the insured has a share;
- (2) That are grown for the production of natural condition prunes;
- (3) That are grown on trees that:
 - (a) Are listed as insurable types in the SP;
 - (b) Are grown on rootstock that is adapted to the area;
 - (c) Are irrigated (except where otherwise provided in the SP);
 - (d) Are grown in an orchard that, if inspected, is considered acceptable by the AIP; and
 - (e) Have reached at least the seventh (7th) growing season after being set out.

B. Interplanted Crops

Prunes interplanted with another perennial crop are insurable unless the AIP inspects the acreage and determines that it does not meet the insurability requirements contained in the insured's policy.

12 Unit Division

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 conditions stated in the applicable provisions are met.

Reminder: Refer to the insurance contract for unit provision information.

A. Insurable Causes of Loss or Damage

Insurance coverage is provided only against the following COLs that occur within the insurance period:

- (1) Adverse weather conditions;
- (2) Fire, unless weeds and other forms of undergrowth have not been controlled or pruning debris has not been removed from the orchard;
- (3) Wildlife, unless control measures have not been taken;
- (4) Earthquake;
- (5) Volcanic eruption;
- (6) Insects, but not damage due to insufficient or improper application of pest control measures; or
- (7) Plant disease, but not damage due to insufficient or improper application of disease control measures.

B. Uninsurable Causes of Loss or Damage

Insurance coverage is not provided against damage or loss of production due to:

- (1) Insect damage due to insufficient or improper application of pest control measures;
- (2) Plant disease due to insufficient or improper application of disease control measures; or
- (3) Inability to market prunes for any reason other than actual physical damage from an insurable cause specified in the CP.

Example: The AIP will not pay an indemnity if the insured is unable to market due to quarantine, boycott, or refusal of any person to accept production.

14-20 (Reserved)

PART 3 APPRAISALS

Section 1 General Information

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

21 Notice of Damage

Within the CP is a requirement that insureds file a “notice of damage or loss” unless the insurance period has ended prior to each of the following events:

- (1) At least 3 days prior to the date harvest should have started if the crop/variety will not be harvested;
- (2) At least 15 days before any production from any unit will be sold by direct marketing or sold as fresh fruit:
 - (a) The AIP will conduct an appraisal that will be used to determine the insured’s production to count for production that is sold by direct marketing or is sold as fresh fruit production;
 - (b) If damage occurs after this appraisal, the AIP will conduct an additional appraisal;
 - (c) These appraisals and any acceptable records provided by the insured will be used to determine production to count;
 - (d) Failure to give timely notice that production will be sold by direct marketing or sold as fresh fruit, will result in an appraised amount of production to count of not less than the production guarantee per acre, if such failure results in the inability of the AIP to make the required appraisal;
- (3) If the insured intends to claim an indemnity on any unit, insured shall:
 - (a) Notify the AIP at least 15 days prior to the beginning of harvest; or
 - (b) Immediately if damage is discovered during harvest so that the AIP may inspect the damaged production.

Important: The insured must not destroy the damaged crop until after the AIP has given the insured written consent to do so. If the insured fails to meet the requirements listed above and such failure results in the AIP’s inability to inspect the damaged production, all such production will be considered undamaged and included as production to count.

22 Appraisal Dates

- (1) AIP representatives will set appraisal dates.

22 Appraisal Dates (Continued)

- (2) Whenever possible, appraise prunes after the “Reference Date” issued by the RMA Regional Office and before prunes are removed from the trees or from the ground, as applicable.

23 Appraisal Periods

Prune appraisal periods are as follows:

Appraisal period	Timing
First-period immature appraisals	Conduct appraisals from the “Reference Date” through the 15th day after the reference date.
Second-period immature appraisals	Conduct appraisals from the 16th day after the reference date until fruit maturity.
Mature prune appraisals	Conduct appraisals on unharvested mature prunes and for production to be sold by direct marketing or sold as fresh fruit.

24 Selecting Representative Sample Trees

- (1) Take no less than the minimum number (count) of representative samples required in **exhibit 5**.
- (2) Select representative sample trees based on:
 - (a) Total acreage and number of trees;
 - (b) Extent of variation in the amount of production or damage within the orchard/block and location of prunes on the tree, when variable damage causes the crop potential to be significantly different within the same orchard/block, or an insured wishes to destroy a portion of the unit, split the unit into orchards/blocks, and appraise each orchard/block separately;
 - (c) Percent of each prune variety in the acreage;
 - (d) Tree age, size, density, and vigor; and
 - (e) Acreage in the unit from which prunes have been picked, and the extent of variation in the amount of unpicked prunes on the trees.

25 Handling Appraisal Discrepancies

If the insured disagrees with the unharvested prune appraisal, the adjuster shall:

- (1) Make arrangements for leaving representative trees unharvested and for inspecting those trees when the prunes are ready to harvest (harvest-appraisal);
- (2) With the insured, jointly select sample trees for fruit counts;
- (3) Make a sketch map of the orchard/block and mark the sample trees by row number and tree count within the chosen row; and
- (4) Be present when the representative trees are harvested.

Reminder: If an insured refuses to sign appraisal worksheet(s), refer to the LAM for information on unusual/controversial cases.

Section 2 Appraisal Methods

26 General Information

- (1) Adjusters shall use the following methods for appraising production on insured prune acreage that will not be harvested.

Appraisal Method	For immature and mature appraisals, use:
Unharvested Prune Appraisals	<ol style="list-style-type: none">Quadrant fruit counts: Visually quarter a sample tree and count the fruit in a representative quadrant. Multiply the quadrant count by 4 to calculate the number of fruit on the sample tree.Scaffold limb fruit counts: Visually count the fruit on one representative sample scaffold limb. Multiply the fruit count on such scaffold limb by the total number of scaffold limbs on the sample tree to calculate the total number of fruit on the sample tree.
Representative Tree Appraisals	The production harvested from the representative trees to determine the yield per acre.
Harvested Acreage Appraisals	The average yield per acre from representative harvested acreage as the appraisal per acre for unharvested acreage.

- (2) Refer to **exhibit 5** for the required number of representative sample trees.
- (3) Refer to **paragraph 24** for information on selecting representative sample trees.
- (4) To ensure consistent fruit counts, use only one fruit count method (quadrant fruit counts or scaffold limb fruit counts) in the orchard/block being appraised.

27 Unharvested Prune Appraisals

The following steps apply to first period, second period, and mature appraisals unless stated otherwise.

- (1) Count the number of green prunes on each representative sample tree using the quadrant fruit count or scaffold limb fruit count methods, as applicable.
- (2) Tally the green prune counts from all sample trees and divide this amount by the number of sample trees to calculate the average number of green prunes per tree.

27 Unharvested Prune Appraisals (Continued)

- (3) For First Period Immature Appraisals Only:
- (a) For each sample tree, determine the number of green prunes required to equal one (1) pound;
 - (b) Tally green fruit counts per pound from all sample trees and divide by the number of sample trees to calculate the average number of green prunes per pound; and
 - (c) Convert the average number of green prunes per pound to the corresponding predicted dry prune count.

Reminder: Refer to exhibit 8 for the applicable predicted dry prune count.

- (4) Calculate the appraised amount of prune tonnage per acre as follows:
- (a) Multiply the average number of green prunes per tree times the applicable survival conversion factor to calculate the number of green prunes per tree to count;
 - (b) Multiply the number of green prunes to count per tree by the number of trees per acre to calculate the total green prunes to count;
 - (c) Determine the average dry count per pound;
 - (d) Divide the total green prunes to count by the average dry count per pound to calculate the average dry pounds (of prunes) per acre; and
 - (e) Divide the average dry pounds per acre by 2,000 pounds per acre to calculate the appraised amount of prune tonnage per acre.

28 Harvested Prune Appraisals

A. Representative Tree Appraisals

Follow the steps below to complete a representative tree appraisal:

Step	Action
1	The adjuster and insured shall jointly select representative sample trees that reflect the type and severity of insured crop damage in the orchard/block.
2	The adjuster shall make arrangements to be present when the insured harvests the representative sample trees.

B. Representative Tree Appraisals (Continued)

Step	Action
3	During the field inspection, the adjuster shall: <ul style="list-style-type: none"> <li data-bbox="412 457 1268 491">(a) Select sample prunes for grading from the harvested samples; <li data-bbox="412 533 1419 604">(b) Determine amount of appraised potential production on each sample tree; and <li data-bbox="412 646 1406 718">(c) Document the amount of potential appraised production on the appraisal worksheet.

C. Harvested Acreage Appraisals

Follow the steps below for completing harvested acreage appraisals:

Step	Action
1	Prior to harvest, estimate the potential amount of gross potential production on unharvested acreage.
2	After harvest, compare the estimated gross potential production for unharvested acreage to the actual gross production from harvested acreage.
3	If the unharvested potential production is comparable to the harvested production, use the average yield per acre from harvested acreage as the appraisal per acre for unharvested acreage.
4	Use this method only when the harvested acreage can be verified as being representative of the unharvested acreage.

29 Appraisal Deviations and Modifications

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

Section 3 Appraisal Worksheet

30 General Information for Appraisal Worksheet Entries and Completion Procedures

- (1) Include the AIP's name in the appraisal worksheet title if not preprinted on the AIP's worksheet or when a worksheet entry is not provided.
- (2) Include the claim number on the appraisal worksheet (when required by the AIP) when a worksheet entry is not provided.
- (3) Complete a separate appraisal worksheet for each unit/orchard/block inspected, as applicable, and for acreage damaged by uninsured causes.
- (4) Standard appraisal worksheet items are numbered consecutively in **exhibit 3**. Example appraisal worksheets are provided to illustrate how to complete entries (except the last three items on the appraisal worksheet).
- (5) For every inspection, complete all applicable column entries on the appraisal worksheet.
- (6) In column 8, enter either "Immature" or "Mature," to identify the applicable appraisal period.
- (7) For zero appraisals, refer to the LAM.
- (8) Refer to the LAM for information on determining perennial crop acreage.

31-40 (Reserved)

PART 4 PRODUCTION WORKSHEET

41 General Information for Production Worksheet Entries and Completion Information

- (1) The PW is a progressive form containing all notices of damage for all preliminary and final inspections (including “No Indemnity Due” claims) on a unit.
- (2) If a **PW** has been prepared on a prior inspection, verify each entry and enter additional information as needed:
 - (a) If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line;
 - (b) The adjuster and the insured shall initial any line deletions.
- (3) Refer to the LAM for instructions regarding:
 - (a) Acreage report errors;
 - (b) Delayed notices and delayed claims;
 - (c) Corrected claims or fire losses (double coverage), and cases involving uninsured **COLs**, unusual situations, controversial claims, concealment, or misrepresentation;
 - (d) Claims involving a Certification Form, (when all the acreage on the unit has been appraised to be put to another use or other reasons described in the LAM); and
 - (e) “No Indemnity Due” claims (which must be verified by an appraisal or notification from the insured that the production exceeded the guarantee).
- (4) The adjuster is responsible for determining if any of the insured’s requirements under the under the notice and claim provisions have not been met. If any have not, the adjuster shall contact the AIP.
- (5) Instructions labeled “Preliminary” apply to preliminary inspections only. Instructions labeled “Final” apply to final inspections only. Instructions not labeled apply to all inspections.
- (6) If the AIP determines the claim is to be denied, refer to the LAM for PW completion instructions.
- (7) Standard PW items are numbered consecutively in **exhibit 4**. An example PW is also provided to illustrate how to complete item entries.

42-50 (Reserved)

Acronyms and Abbreviations

The following table provides the acronyms and abbreviations used in this handbook.

Approved Acronym/Abbreviation	Term
AIP	Approved Insurance Provider
BP	Common Crop Insurance Policy Basic Provisions
CAT	Catastrophic Risk Protection Endorsement
CIH	Crop Insurance Handbook
CLU	Common Land Unit
CoFo	Commercially Objectionable Foreign Odor
COL	Cause of Loss
CP	Crop Provisions
DFA	Dried Fruit Association
DPMO	Dried Prune Marketing Order
DSSH	Document and Supplemental Standards Handbook
FCIC	USDA Federal Crop Insurance Corporation
FDA	Food and Drug Administration
FSA	USDA Farm Service Agency
FN	FSA Farm Number
GSH	General Standards Handbook
GPS	Global Positioning System
KD	Total Defects
LAM	Loss Adjustment Manual
LASH	Loss Adjustment Standards Handbook
RMA	USDA Risk Management Agency
SP	Special Provisions of Insurance
TMA	Transitional Yield Map Area
TW	Test Weight
UUF	Uninsured Unavoidable Fire

Definitions

Block – Trees in an orchard of a single or mixed age and density, separated by applicable practice, type, variety, different TMA, or other characteristics shown in the actuarial documents.

Direct Marketing – The sale of the insured crop directly to consumers without the intervention of an intermediary such as a wholesaler, retailer, packer, processor, shipper, or buyer. Examples of direct marketing include: selling through an on-farm or roadside stand, farmer’s market, and permitting the general public to enter the field for the purpose of picking all or a portion of the crop.

Dried Fruit Association in California – The organization that provides inspection services for dried fruit and nuts (including prunes) to determine the quality and marketability of prunes by grade.

Harvest – The picking of mature prunes from the trees or ground either by hand or machine.

Natural Condition Prunes – The condition of prunes in which they are normally delivered from a dehydrator or dry yard.

Prunes – Any type or variety of plums grown in the area for the production of prunes and that meet the requirements defined in the applicable Federal Marketing Agreement Dried Prune Order.

Reference Date – The calendar date occurring one to two weeks after (prune) pit hardening, when 80 to 90 percent of the seeds show presence of endosperm. Endosperm is a clear jelly-like substance at the bloom end of the seed. The Reference Date usually occurs from May 1 through May 15 and is published each crop year in a memorandum that is issued by RMA.

Scaffold Limb – One of several fruit bearing tree limbs that are directly attached to the main trunk and form the framework of the tree canopy.

Standard Prunes – Any natural condition prunes that:

- (a) Grade “C” or better in accordance with the United States Standards for Grades of Fresh Plums and Prunes; or
- (b) meet or exceed the grade standards in effect for the crop year if a Federal Marketing Agreement Dried Prune Order has been established for the area in which the insured crop is grown.

Quadrant - For appraisal purposes, a quadrant, is one-fourth (1/4th) of the tree canopy measured on vertical planes from the top of the tree down to the tree trunk at the soil line.

Form Standards – Appraisal Worksheet

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. For general form standards and other general information, see [subparagraph 2D and paragraph 31](#).

Element/Item Number	Standard
Claim Number	Claim number as assigned by the AIP.
Company Name	Name of AIP if not preprinted on the worksheet (Company Name).

PART 1: GENERAL INFORMATION

Element/Item Number	Standard
1. Insured's Name	Name of insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. Policy Number	Insured's assigned policy number.
3. Crop Year	Four-digit crop year as defined in the policy for which the claim is filed.
4. Unit Acres	Unit acreage, rounded to tenths.
5. Unit Number	Unit number from the Summary of Coverage after it is verified to be correct.
6. Cause(s) of Damage	Name of the insured COL for this crop as listed in the LAM. Refer to the BP and CP for information pertaining to insured and uninsured COLs. If an insured COL is listed as "Other," explain in the Remarks. Important: If it is evident that no indemnity is due, enter "None."
7. Date of Damage	Date(s) of damage in MM/DD/YYYY format.
8. Immature/Mature	Enter "Immature" or "Mature," as applicable to indicate the appraisal period.
9. Appraisal Date	Appraisal date in MM/DD/YYYY format.
10. Reference Date	Reference date in MM/DD/YYYY format. Reminder: Refer to the RMA Informational Memorandum for the reference date for the current crop year.

PART 2: SAMPLING

Element/Item Number	Standard
11. Orchard ID	Block/orchard/suborchard identification symbol.
12. Appraised Acres	Block/orchard/suborchard appraised acres, rounded to tenths.

Form Standards – Appraisal Worksheet (Continued)

Element/Item Number	Standard
13. No. of Green Prunes per Sample Tree	(1) Determine the number of green prunes per sample tree. (2) As applicable, use the quadrant or scaffold limb fruit count method to count green prunes. Use only one method for acreage being appraised. Reminder: Identify fruit count method used in the Remarks.
14. Total No. of Green Prunes	Tally the number of green prunes from all sample tree entered in column 13.
15. Total No. of Sample Trees	Tally the number of sample trees in column 13.
16. Avg. No. of Green Prunes per Tree	Column 14 divided by column 15, results rounded to whole prunes.

PART 3: GREEN PRUNE COUNT

Use first period immature appraisals from the Reference Date through 15 calendar days after the Reference Date.

Element/Item Number	Standard
17. No. of Green Prunes per Lb. per Sample	First period immature appraisals: From the number of green prunes in item 13, from each sample tree, count the number of green prunes it takes to equal 1 (one) pound. All other appraisals: Make no entry.
18. Total No. of Green Prunes	First period immature appraisals: Tally the number of green prunes from all sample trees in column 17. All other appraisals: Make no entry.
19. Total No. of Sample Trees	First period immature appraisals: Tally the number of sample trees in column 17. All other appraisals: Make no entry.
20. Average No. of Green Prunes per Lb.	First period immature appraisals: Column 18 divided by column 19, results rounded to whole prunes. All other appraisals: Make no entry.
21. Predicted Dry Prune Count	First period immature appraisals: From average prune count in column 20, refer to exhibit 8 for the applicable predicted dry count under the “Predicted Harvest Size,” column heading. Enter such dry count. All other appraisals: Make no entry.

Form Standards – Appraisal Worksheet (Continued)

PART 4: PRODUCTION TO COUNT

Element/Item Number	Standard
22. Average No. of Green Prunes per Tree	Transfer entry from column 16.
23. Percent Survival Conversion	<p>Enter the percent survival as a two-place decimal. Determine as follows:</p> <p>(a) Count the number of calendar days between the Reference Date in item 9 and the appraisal date in item 10.</p> <p>(b) Refer to exhibit 7 and determine the applicable percent survival conversion factor based on the number of calendar days past the Reference Date.</p> <p>Example: If the reference date is May 10 and the appraisal is made on May 27 (17 days after such reference date), the applicable survival rate is 65.</p>
24. No. of Green Prunes per Tree	Column 22 multiplied by column 23, results rounded to whole prunes.
25. No. of Trees per Acre	Number of bearing trees per acre as determined by the adjuster.
26. Total Green Prunes to Count	Column 24 multiplied by column 25.
27. Avg. Dry Count per Lb.	<p>Enter the number of dried prunes per pound for the applicable appraisal period as follows:</p> <p>First-period immature appraisals: Transfer entry from column 21.</p> <p>Second period immature appraisals: Use the average number of dried prunes per pound from the RMA Product Management Bulletin for the applicable crop year.</p> <p>Mature Prune Appraisals: Use the average number of dried prunes per pound from the RMA Product Management Bulletin for the applicable crop year.</p>
28. Avg. Dry Lbs. per Acre	Column 26 divided by column 27, results rounded to whole pounds.
29. Lbs. per Ton	Make no entry. “2,000” is preprinted on the appraisal worksheet.
30. Appraised Tons per Acre	<p>Column 28 divided by column 29, results in tons rounded to tenths.</p> <p>Insured cause appraisals: Transfer this tonnage to column 31, “Appraised Potential” on the PW;</p> <p>Uninsured causes appraisals: Refer to PW column 37, “Unins. Causes” instructions in exhibit 4.</p>

Form Standards – Appraisal Worksheet (Continued)

Element/Item Number	Standard
31. Remarks	Enter any pertinent appraisal information such as: (a) How the number of prunes per pound is determined; (b) Fruit count method used; (c) The number of trees that are uninsurable; and (d) Any uninsured causes of damage.
The required entries below are not illustrated on the following example Appraisal Worksheets.	
32. Signature of Adjuster, Code Number, and Date	Signature of the adjuster, code number, and date signed after the insured (or insured's authorized representative) has signed. If the appraisal is performed prior to the 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 PW .
33. Signature of Insured and Date	Insured's (or insured's authorized representative's) signature and date. Before obtaining the signature, review all entries on the appraisal worksheet with the insured, (or insured's authorized representative), particularly explaining codes, etc., which may not be readily understood.
34. Page Number	Page numbers - (Example: Page 1 of 1, Page 1 of 2, etc.).

Form Standards – Appraisal Worksheet (Continued)

PRUNE APPRAISAL WORKSHEET (First Period Immature Appraisal Example)										
Claim Number: XXXXXX					Company Name: Any Company					
PART 1: GENERAL INFORMATION										
1. Insured's Name: I. M. Insured			2. Policy Number: XXXXX		3. Crop Year: YYYY		4. Unit Acres: 30.0		5. Unit Number: 0001-0002BU	
6. Cause(s) of Damage: Excess Precip.			7. Date(s) of Damage: MM/DD/YYYY		8. Immature/Mature: Immature		9. Appraisal Date: MM/DD/YYYY		10. Reference Date: MM/DD/YYYY	
PART 2: SAMPLING										
Orchard ID 11	Appraised Acres 12	No. of Green Prunes per Sample Tree 13					Total No. of Green Prunes 14	Total No. of Samples Trees 15	Avg. No. of Green Prunes per Tree (14 ÷ 15) 16	
A-1	5.0	900	875	1,125	985	1,150	5,035	5	1,007	
PART 3: GREEN PRUNE COUNT										
First Period Immature Appraisal Only (from Reference Date through 15 days after Reference Date)										
No. Green Prunes per Lb. per Sample 17					Total No. Green Prunes 18	Total No. of Samples 19	Avg. No. of Green Prunes per Lb. (18 ÷ 19) 20	Predicted Dry Prune Count 21		
60	66	81	65	68	340	5	68	47		
PART 4: PRODUCTION TO COUNT										
Avg. No. of Green Prunes per Tree (from 16) 22	Percent Survival Conversion 23	No. of Green Prunes per Tree (22 x 23) 24	No. of Trees per Acre 25	Total Green Prunes to Count (24 x 25) 26	Avg. Dry Count per Lb. 27	Avg. Dry Lbs. per Acre (26 ÷ 27) 28	Lbs. per Ton 29	Appraised Tons per Acre (28 ÷ 29) 30		
1,007	0.60	604	132	79,728	47	1,696	2,000	0.8		
31. Remarks										
Quadrant fruit count method used to determine entries for item 13. Item 21 entry taken from exhibit 8 in the prune handbook.										

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

Form Standards – Appraisal Worksheet (Continued)

PRUNE APPRAISAL WORKSHEET (Second Period Immature Appraisal Example)										
Claim Number: XXXXXXXX					Company Name: Any Company					
PART 1: GENERAL INFORMATION										
1. Insured's Name: I. M. Insured				2. Policy Number: XXXXX		3. Crop Year: YYYY	4. Unit Acres: 30.0	5. Unit Number: 0001-0002BU		
6. Cause(s) of Damage: Excess Precip.			7. Date(s) of Damage: MM/DD/YYYY			8. Immature/Mature: Immature	9. Appraisal Date: MM/DD/YYYY	10. Reference Date: MM/DD/YYYY		
PART 2: SAMPLING										
Orchard ID 11	Appraised Acres 12	No. of Green Prunes per Sample Tree 13					Total No. of Green Prunes 14	Total No. of Samples Trees 15	Avg. No. of Green Prunes per Tree (14 ÷ 15) 16	
A-2	6.0	1,115	910	1,005	885	915	4,830	5	966	
PART 3: GREEN PRUNE COUNT										
First Period Immature Appraisal Only (from Reference Date through 15 days after Reference Date)										
No. Green Prunes per Lb. per Sample 17					Total No. Green Prunes 18	Total No. of Samples 19	Avg. No. of Green Prunes per Lb. (18 ÷ 19) 20	Predicted Dry Prune Count 21		
PART 4: PRODUCTION TO COUNT										
Avg. No. of Green Prunes per Tree (from 16) 22	Percent Survival Conversion 23	No. of Green Prunes per Tree (22 x 23) 24	No. of Trees per Acre 25	Total Green Prunes to Count (24 x 25) 26	Avg. Dry Count per Lb. 27	Avg. Dry Lbs. per Acre (26 ÷ 27) 28	Lbs. per Ton 29	Appraised Tons per Acre (28 ÷ 29) 30		
966	1.00	966	132	127,512	66	1,932	2,000	1.0		
31. Remarks										
Scaffold limb fruit count method used to calculate entries for item 13.										
Item 27 entry taken from RMA Informational Memorandum.										

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

Form Standard – Production Worksheet

Verify and/or make the following entries for each PW element/item number. A completed PW for prunes is at the end of this exhibit. For general form standards and other general information, see subparagraph 2D and paragraph 41.

Element/Item Number	Standard
1. Crop/ Code #	Prunes (0036).
2. Unit #	Unit number from the Summary of Coverage after it is verified to be correct.
3. Location Description	Land location that identifies the legal description and, if available, the location of the unit (e.g., section, township, and range; FSA Farm Numbers; FSA Common Land Units (CLU) and tract numbers; GPS identifications; or Grid identifications) as applicable for the crop.
4. Date(s) of Damage	<p>First three letters of the month(s) during which the determined insured damage occurred for the inspection and COLs listed in item 5 below. If no entry in item 5 below, make no entry.</p> <p>For progressive damage, enter in chronological order the month that identifies when the majority of the insured damage occurred. Include the specific date where applicable as in the case of hail damage (e.g., Aug 11). Enter additional dates of damage in the extra spaces, as needed. If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.</p> <p>If there is no insurable COL, and a no indemnity due claim will be completed, make no entry.</p>
5. Cause(s) of Loss	<p>Name of the determined insured COL for this crop as listed in the LAM for the date of damage listed in item 4 above for this inspection. If an insured COL is coded as “Other,” explain in the Narrative.</p> <p>Enter additional COLs in the extra spaces, as needed. If more space is needed, document the additional determined insured causes of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.</p> <p>If it is evident that no indemnity is due, enter “NO INDEMNITY DUE” across the columns in item 5 (refer to the LAM for more information on no indemnity due claims).</p>

Form Standard – Production Worksheet (Continued)

Element/Item Number	Standard																								
<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. If additional space is needed, enter the additional determined “Insured Cause %” in the Narrative (or on a Special Report). The total of all “Insured Cause %” including those entered in the Narrative must equal 100%.</p> <p>If there is no insurable COL, and a no indemnity due claim will be completed, make no entry.</p> <p>Example: Entries for items 4 – 6 and the Narrative, reflecting entries for multiple dates of damage, the corresponding insured causes of damage, and insured cause percentages:</p> <table border="1" data-bbox="630 856 1382 1081"> <tr> <td>4. Date(s) 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 Moisture</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> <tr> <td colspan="6">Narrative: <i>Additional date of damage – SEP 5; Cause of Damage – Freeze; Insured Cause% is 10%.</i></td> </tr> </table>	4. Date(s) 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 Moisture</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>	Narrative: <i>Additional date of damage – SEP 5; Cause of Damage – Freeze; Insured Cause% is 10%.</i>					
4. Date(s) 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 Moisture</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>																				
Narrative: <i>Additional date of damage – SEP 5; Cause of Damage – Freeze; Insured Cause% is 10%.</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: 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 PW has not been completed. Additional non-loss units may be entered on a single PW.</p> <p>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>																								

Form Standard – Production Worksheet (Continued)

Element/Item Number	Standard
13. Est. Prod. Per Acre	<p>Preliminary: Make no entry.</p> <p>Final: Estimated yield per acre, in whole tons, of all non-loss units for the crop at the time of final inspection.</p>
14. Date(s) Notice of Loss	<p>Preliminary:</p> <ul style="list-style-type: none"> (a) Date the first or second notice of damage or loss was given for the unit in item 2, in the 1st or 2nd space, as applicable. Enter the complete date (MM/DD/YYYY) for each notice. (b) A notice of damage or loss for a third preliminary inspection (if needed) requires an additional set of PWs. Enter the date of notice for a third preliminary inspection in the 1st space of item 14 on the second set of PWs. (c) Reserve the “Final” space on the first page of the first set of PWs for the date of notice for the final inspection. (d) If the inspection is initiated by the AIP, enter “Company Insp.” instead of the date. (e) If the notice does not require an inspection, document as directed in the Narrative instructions. <p>Final: Transfer the last date (in the 1st or 2nd space from the first or second set of PWs) to the FINAL space on the first page of the first set of PWs if a final inspection should be made as a result of the notice. Always enter the complete date of notice (MM/DD/YYYY) for the FINAL inspection in the FINAL space on the first page of the first set of PWs.</p> <p>For a delayed notice of loss or delayed claim, refer to the LAM.</p>
15. Companion Policy(s)	<ul style="list-style-type: none"> (a) If no other person has a share in the unit (insured has 100 percent share), make no entry. (b) In all cases where the insured has less than a 100 percent share of a loss-affected unit, ask the insured if the other person sharing in the unit has a multiple-peril crop contract (i.e., not crop-hail, fire, etc.). If the other person does not, enter “None.” <ul style="list-style-type: none"> (1) If the other person has a multiple-peril crop insurance contract and it can be determined that the same AIP services it, enter the contract number. Handle these companion policies according to AIP instructions.

Form Standard – Production Worksheet (Continued)

Element/Item Number	Standard
15. Companion Policy(s) (Continued)	<p>(2) If the other person has a multiple-peril crop insurance contract and a different AIP or agent services it, enter the name of the AIP and/or agent (and contract number) if known.</p> <p>(3) If unable to verify the existence of a companion contract, enter “Unknown” and contact the AIP for further instructions.</p> <p>(c) Refer to the LAM for further information regarding companion contracts.</p>

Section I – Determined Acreage Appraised, Production, and Adjustments

Make separate line entries for varying:

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

Element/Item Number	Standard
16. Field ID	<p>Orchard/block identification symbol from the appraisal worksheet, sketch map or aerial photograph, as applicable.</p> <p>Refer to the Narrative instructions.</p>
17. Multi-crop Code	<p>The applicable two-digit code for first crop and second crop.</p> <p>Refer to the LAM for instructions regarding entry of first crop and second crop codes.</p>
18. Reported Acres	<p>In the event of over-reported acres, handle in accordance with the individual AIP’s instructions. In the event of under-reported acres, enter the reported acres, to tenths, for the block. If there are no under-reported acres, make no entry.</p> <p>Refer to the LAM or CIH for acreage determination instructions specific to perennial crops.</p>

Form Standard – Production Worksheet (Continued)

Element/Item Number	Standard
19. Determined Acres	<p>Refer to the LAM or CIH for definition of acceptable determined acres for perennial crops used herein. 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"> (a) Put to other use without consent; (b) Abandoned; (c) Damaged by uninsured causes; (d) For which the insured failed to provide acceptable records of production; or (e) From which production was sold by direct marketing if the insured failed to meet the requirements contained in the CP. <p>Acres breakdowns within a unit may be estimated if a determination is impractical. Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.</p> <p>Account for all planted acreage in the unit.</p>
20. Interest or Share	Insured’s interest in the crop to three decimal places as determined at the time of inspection. If shares vary on the same unit, use separate line entries.
21. Risk	Make no entry.
22. Type	Three-digit class code number, entered exactly as specified on the actuarial documents, for the type grown by the insured . If “No Type Specified” or is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a type (or variety) is not specified on the actuarial documents, make no entry.
23. Class	Three-digit class code number, entered exactly as specified on the actuarial documents. If “No Class” is shown in the actuarial documents, enter the appropriate three-digit type code number from the actuarial documents (e.g., 997). If a class is not specified on the actuarial documents, make no entry.

Form Standard – Production Worksheet (Continued)

Element/Item Number	Standard				
24. Sub-Class	Three-digit sub-class code number, entered exactly as specified on the actuarial documents for the sub-class grown by the insured. If “No Sub-Class Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a sub-class is not specified on the actuarial documents, make no entry.				
25. Intended Use	Three-digit intended use code number, entered exactly as specified on the actuarial documents for the intended use of the crop grown by the insured. If “No Intended Use Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an intended use is not specified on the actuarial documents, make no entry.				
26. Irr. Practice	Three-digit irrigated practice code number, entered exactly as specified on the actuarial documents for the irrigated practice carried out by the insured. If “No Irrigated Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an irrigated practice is not specified on the actuarial documents, make no entry.				
27. Cropping Practice	Three-digit cropping practice code number, entered exactly as specified on the actuarial documents for the cropping practice (or practice) carried out by the insured. If “No Cropping Practice or is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a cropping practice (or practice) is not specified on the actuarial documents, make no entry.				
28. Organic Practice	Three-digit organic code number, entered exactly as specified on the actuarial documents for the organic practice carried out by the insured. If “No Organic Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an organic practice is not specified on the actuarial documents, make no entry.				
29. Stage	<p>Preliminary: Make no entry.</p> <p>Final: Stage abbreviation as shown below:</p> <table border="0" data-bbox="537 1486 1461 1801"> <thead> <tr> <th data-bbox="537 1486 760 1528"><u>Stage</u></th> <th data-bbox="760 1486 1461 1528"><u>Explanation</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="537 1539 760 1581">“P”</td> <td data-bbox="760 1539 1461 1801">Acreage 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, or from which production was sold by direct marketing if the insured failed to meet the requirements contained in the CP.</td> </tr> </tbody> </table>	<u>Stage</u>	<u>Explanation</u>	“P”	Acreage 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, or from which production was sold by direct marketing if the insured failed to meet the requirements contained in the CP.
<u>Stage</u>	<u>Explanation</u>				
“P”	Acreage 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, or from which production was sold by direct marketing if the insured failed to meet the requirements contained in the CP.				

Form Standard – Production Worksheet (Continued)

Element/Item Number	Standard
29. Stage (Continued)	<p><u>Stage</u> <u>Explanation</u></p> <p>“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 fruit on the trees). Enter an appraisal for any such remaining production on the PW in item 31 and/or, if applicable, an appraisal for uninsured damage in item 37.</p> <p>“UH” Unharvested or put to other use with consent.</p> <p>“TZ” UUF/Third Party Damage – Zero Production on Same Acreage.</p> <p>“TA” UUF/Third Party Damage – Appraised Production on on Same Acreage.</p> <p>“TH” UUF/Third Party Damage – Harvested Production on Same Acreage.</p> <p>Gleaned Acreage: Refer to the LAM for information on gleaning.</p>
30. Use of Acreage	<p>Use the following intended “Use of Acreage” abbreviations, as applicable:</p> <p><u>Use</u> <u>Explanation</u></p> <p>“Bulldozed”Use made of acreage.</p> <p>“WOC”Other use without consent.</p> <p>“SU”Solely uninsured.</p> <p>“ABA”Abandoned without consent.</p> <p>“H”Harvested.</p> <p>“HI”Harvest Incomplete.</p> <p>“UH”Unharvested.</p> <p>Verify any intended “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>Gleaned Acreage: Refer to the LAM for information on gleaning.</p>
31. Appraised Potential	<p>Transfer the per-acre appraisal in tons, rounded to tenths, of potential production from item 30 “Appraised Tons per Acre” on the appraisal worksheet.</p> <p>Refer to the appraisal methods and applicable appraisal worksheet for additional instructions.</p> <p>If there is no potential on “UH” acreage, enter “0.0” (zero). Refer to the LAM for procedures for documenting zero yield appraisals.</p>

Form Standard – Production Worksheet (Continued)

Element/Item Number	Standard
32a.-33.	Make no entry.
34. Production Pre QA	<p>Column 19 multiplied by column 31, results in tons, rounded to tenths.</p> <p>If no entry in column 31, make no entry.</p>
35. Quality Factor	<p>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.” Instruct the insured to complete and submit a Certification Form stating the date the crop or production was destroyed and the method of destruction (refer to item 40 and the Narrative below). Refer to the LAM for additional information.</p> <p>Attach to the claim form, a copy of the completed Certification Form, destruction order, and any additional supporting quality adjustment documentation. For additional quality adjustment definitions, instructions, documentation, qualifications, and testing requirements, refer to the LAM. Also refer to the quality adjustment instructions in the Narrative, herein.</p>
36. Production Post-QA	<p>Make the following entries in tons, rounded to tenths.</p> <p>(a) No entry in column 35: Transfer entry from column 34.</p> <p>(b) Entry in column 35: Column 34 multiplied by column 35.</p>
37. Unins. Causes	<p>Make the following entries in tons, rounded to tenths.</p> <p>For uninsured cause(s) appraisals: Column 19 multiplied by item 30 on the appraisal worksheet or by the per acre appraisal for uninsured causes taken from other documentation. If no uninsured causes, make no entry.</p> <p>(a) Hail and Fire exclusion not in effect.</p> <p>(1) Enter the result of multiplying column 19 by not less than the insured’s production guarantee per acre in tons rounded to tenths, for the line, (calculated by multiplying the elected coverage level percentage times the approved APH yield per acre shown on the APH form) for any “P” stage acreage.</p> <p>(2) 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>(3) For acreage that is damaged partly by uninsured causes, enter the result of multiplying the appraised uninsured loss of production per acre, in tons rounded to tenths, by column 19 entry for any such acreage.</p>

Form Standard – Production Worksheet (Continued)

Element/Item Number	Standard															
37. Unins. Causes (Continued)	(b) Refer to the LAM when a Hail and Fire Exclusion is in effect and damage is from hail or fire. (c) Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals. (d) For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.															
38. Total to Count	Result of adding column 36 and column 37, results in tons, to tenths.															
39. Total	Preliminary: Make no entry. Final: Total determined acres (column 19), to tenths.															
40. Quality	Check the applicable QA condition affecting the unit’s production (refer to Table below). Check the condition that applies to the unit’s appraised and harvested production. <table border="1" data-bbox="544 766 1453 957" style="margin: 10px auto;"> <thead> <tr> <th colspan="3" style="text-align: center;">Qualifying QA Conditions</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">TW</td> <td style="text-align: center;">Fumonisin</td> <td style="text-align: center;">Ergoty</td> </tr> <tr> <td style="text-align: center;">KD</td> <td style="text-align: center;">Garlicky</td> <td style="text-align: center;">CoFo</td> </tr> <tr> <td style="text-align: center;">Aflatoxin</td> <td style="text-align: center;">Dark Roast</td> <td style="text-align: center;">Other</td> </tr> <tr> <td style="text-align: center;">Vomitoxin</td> <td style="text-align: center;">Sclerotinia</td> <td style="text-align: center;">None</td> </tr> </tbody> </table> <p>(a) For all qualifying quality adjustment conditions checked, in the Narrative or on a Special Report:</p> <p style="margin-left: 40px;">(1) Document the level for each qualifying QA condition as indicated by approved test results, and the name and location of each testing facility that verifies the presence of the qualifying quality adjustment condition and the date(s) of such tests; or</p> <p style="margin-left: 40px;">(2) Enter “See documentation included in the claim file” (e.g., include copy of the test facility certificate, grade certificate, summary or settlement sheet, etc., that documents the quality adjustment conditions).</p> <p>(b) If “Other” is checked, in addition to the above documentation requirements, document in the Narrative or on a Special Report:</p> <p style="margin-left: 40px;">(1) A description of the qualifying QA condition applicable to the unit’s production, including the cause and the result the QA condition has on the production; and</p> <p style="margin-left: 40px;">(2) The name of the controlling authority that considers this qualifying quality adjustment condition to be injurious to human or animal health and why.</p> <p>(c) Check “None” if quality adjustment does not apply to the unit’s production.</p>	Qualifying QA Conditions			TW	Fumonisin	Ergoty	KD	Garlicky	CoFo	Aflatoxin	Dark Roast	Other	Vomitoxin	Sclerotinia	None
Qualifying QA Conditions																
TW	Fumonisin	Ergoty														
KD	Garlicky	CoFo														
Aflatoxin	Dark Roast	Other														
Vomitoxin	Sclerotinia	None														

Form Standard – Production Worksheet (Continued)

Element/Item Number	Standard
41. Mycotoxins exceed FDA, State or other health organization maximum limits.	<p>Check “Yes” if any mycotoxin listed in item 40 above (including any identified as “Other”) exceeds Federal, State, or other health organization limits; otherwise, make no entry.</p> <p>Document in the Narrative, or on a Special Report, the disposition of the production.</p>
42. Totals	<p>Total of entries in columns 34, 36, 37 and 38, results in tons, to tenths.</p> <p>If a column has no entries, make no entry.</p>

Narrative Instructions

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

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 required, enter the unit number(s), “No Inspection,” date, and adjuster’s initials. The insured’s signature is not required.
c.	Explain any uninsured causes, unusual, or controversial cases.
d.	If there is an appraisal in column 37 for uninsured causes due to a hail/fire exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.
e.	Document the actual appraisal date if an appraisal was performed prior to the adjuster’s signature date on the appraisal worksheet and the date of the appraisal is not recorded on the appraisal worksheet.
f.	State that there is “No other fire insurance” when fire damages or destroys the insured crop and it is determined that the insured has no other fire insurance. Refer to the LAM.
g.	Explain any errors found on the Summary of Coverage.
h.	Explain any commingled production. Refer to the LAM.
i.	<p>Explain any entry for “Production Not to Count” in column 62, and/or any production not included in column 56.</p> <p>Example: Harvested production from uninsured acreage that can be identified separately from insured acreage in the unit.</p>
j.	Explain a “No” checked in item 44 (Similar Damage).
k.	<p>Attach a sketch map or aerial photograph to identify the total unit:</p> <ul style="list-style-type: none"> (1) If consent is or has been given to put part of the unit to another use; (2) If uninsured causes are present; or (3) For unusual or controversial cases. <p>Reminder: Indicate on the aerial photograph or sketch map, the disposition of acreage destroyed or put to other use with or without consent.</p>

Form Standard – Production Worksheet (Continued)

Narrative Instructions (Continued)

l.	Explain any difference between date of inspection and signature dates. For an absentee insured, enter the date of the inspection AND the date of mailing the PW for signature.
m.	When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and date of inspection.
n.	Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed in accordance with the AIP’s instructions.
o.	Explain any delayed notices or delayed claims as instructed in the LAM.
p.	Document any authorized estimated acres shown in column 19 as 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. List the control measures used and explain why they did not work.
s.	Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaning.
t.	Document any other pertinent information, including any data to support any factors used to calculate the production.
w.	<p>For production ordered to be destroyed by a Federal or State agency, due to presence of injurious substances or conditions, include a copy of all supporting documentation in the insured’s claim file.</p> <p>(1) Explain any “0.000” factor entered in columns 35 and 65. Follow the documentation requirements listed in items 40 and 41 above.</p> <p>(2) Document the date the crop was destroyed and the method of destruction.</p> <p>Reminder: Refer to the LAM for additional documentation requirements.</p>

Section II – Determined Harvested Production

- (1) When all acreage has been harvested, determine total production from warehouse receipts, packer/processor receipts, or farm management records (refer to the LAM for farm record requirements) verified by the adjuster and supported by written records from the first handler. This production will be the basis for computing losses from the insured and uninsured causes of damage on the PW.
- (2) Account for all harvested production (for all entities sharing in the crop) except production appraised before harvest and shown in Section I because the quantity cannot be determined later.
- (3) For production commercially stored, sold, etc., enter the name and address of storage facility, buyer, packing house, or processor as applicable in columns 49 through 52. For fruit otherwise disposed of, indicate the method of disposition (e.g., sold at roadside stand, etc.).

Form Standard – Production Worksheet (Continued)

- (4) If additional lines are necessary, enter data on a continuation sheet. Use separate lines for:
- (a) Separate storage facilities;
 - (b) Different first handlers (buyers, packing houses, or processors);
 - (i) The insured must have maintained satisfactory records of all production sold or stored.
 - (ii) Verify any packing house or processor records.
 - (iii) In all localities, if the first handler was not a packer or processor, the production will be determined by the adjuster on the basis of available records.
 - (c) Different types;
 - (d) Varying shares on the same unit (e.g., 50 percent and 75 percent shares on same unit).
 - (e) Fresh and dried prunes when marketing records indicate both;
 - (f) Harvested production from more than one insured practice or type and a separate approved APH yield has been established for each, the harvested production also must be entered on separate lines in columns 47a through 66 by type or practice.
- (5) There will generally be no harvested production entries in columns 47a through 66 for preliminary inspections.

Element/Item Number	Standard
43. Date Harvest Completed	<p>Used to determine if there is a delayed notice or a delayed claim. Refer to the LAM.</p> <p>Reminder: Refer to the LAM for delayed notice or delayed claim information.</p> <p>Preliminary: Make no entry.</p> <p>Final:</p> <ul style="list-style-type: none"> (a) The earlier of the date the entire acreage on the unit was (1) harvested, (2) totally destroyed, (3) put to other use, (4) a combination of harvested, destroyed, or put to other use, or (5) the calendar date for the end of the insurance period. (b) If at the time of final inspection (if prior to the end of the insurance period), there is any unharvested insured acreage remaining on the unit that the insured does not intend to harvest, enter “Incomplete.”

Form Standard – Production Worksheet (Continued)

Element/Item Number	Standard
43. Date Harvest Completed (Continued)	<p>(c) If at the time of final inspection (if prior to the end of the insurance period), none of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter “No Harvest.”</p> <p>Important: If the case involves a Certification Form, enter the date from the Certification Form when the entire unit is put to another use, etc. Refer to the LAM.</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 orchards in the area. If “No” is checked, explain in the Narrative.</p>
45. Assignment of Indemnity	Check “Yes” only if an assignment of indemnity is in effect for the crop year; otherwise, check “No.” Refer to the GSH .
46. Transfer of Right to Indemnity	Check “Yes” only if a transfer of right to indemnity is in effect for the unit for the crop year; otherwise, check “No.” Refer to the GSH .
47a. Share	Record only varying shares on same unit to three decimal places.
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 column 16).</p>
48. Multi-crop Code	The applicable two-digit code for first crop and second crop. Refer to the LAM for instructions regarding entry of first crop and second crop codes.
49-52.	For production sold or stored, enter the name and address of the buyer, packinghouse, processor, or other first handler. For prunes otherwise disposed of, indicate the method of disposition (sold at roadside stand, etc.).
53-55.	Make no entry.
56. Bu. Ton, Lbs., Cwt.	<p>(a) Circle “Ton” in column heading.</p> <p>(b) As applicable, on separate lines document all harvested production in tons rounded to tenths from insurable acreage that:</p> <ol style="list-style-type: none"> (1) meets the definition of standard prunes; (2) is intended for use as fresh prunes; (3) is sold as standard prunes; and (4) is damaged by uninsured causes.
57. Shell/Sugar Factor	<p>(a) For fresh production: Enter “0.333” when there is fresh prune production entered in column 56.</p> <p>(b) For dried production: Make no entry.</p>
58a.-60b.	Make no entry.

Form Standard – Production Worksheet (Continued)

Element/Item Number	Standard
61. Adjusted Production	<p>Make the following entries in tons, rounded to tenths.</p> <p>(a) For fresh production: Column 56 multiplied by column 57.</p> <p>(b) For dried production: Transfer entry from column 56.</p>
62. Prod. Not to Count	<p>Net production not to count in tons, rounded to tenths, when acceptable records identifying such production are available, from harvested acreage which has been assessed an appraisal of not less than the guarantee per acre, or from other sources (e.g., other units or uninsured acreage).</p> <p>This entry must never exceed production shown on the same line.</p> <p>Reminder: Explain any “Production Not to Count” in the Narrative.</p>
63. Production Pre-QA	Result of subtracting column 62 from column 61, to tenths.
64a.-64b.	Make no entry.
65. Quality Factor	<p>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.” Refer to items 35, 40, 41, and the Narrative above for additional instructions and required documentation.</p> <p>A copy of all supporting quality adjustment documentation must be included in the insured’s claim file.</p> <p>Refer to the LAM for additional information.</p>
66. Production to Count	If entry in column 65, enter the result of multiplying column 63 by column 65, in tons rounded to tenths. If no entry in column 65, transfer the entry from column 63.
67. Total	Total of column 63, in tons to tenths. If no entry in column 63, make no entry.
68. Section II Total	Total of column 66, in tons to tenths.
69. Section I Total	Transfer entry from column 38 total.
70. Unit Total	Total of column 68 and column 69, in tons to tenths.
71. Allocated Prod.	<p>Refer to the LAM for instructions for determining allocated production. Enter the total production, in tons, rounded to tenths, allocated to this unit that is included in sections I or II of the PW. Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.</p>
72. Total APH Prod	<p>Make the following entries, in tons to tenths:</p> <p>(a) When there are entries in column 37 and/or item 71: Subtract the total of column 37 (item 42) and item 71 from item 70.</p> <p>(b) When there are no entries in column 37 and item 71: Transfer the entry from item 70.</p> <p>Note: Make no entry when separate APH yields are maintained by type, practice, etc., within the unit.</p>

Form Standard – Production Worksheet (Continued)

Element/Item Number	Standard
The following required entries are not illustrated on the PW examples below.	
73. Insured's Signature and Date	<p>Insured's (or insured's authorized representative's) signature and date. before obtaining the insured's signature, review all entries on the PW with the insured or insured's authorized representative, particularly explaining codes, etc., that may not be readily understood.</p> <p>Final indemnity inspections should be signed on bottom line.</p>
74. Adjuster's Signature, Code #, and Date	<p>Signature of adjuster, code number, and date signed after the insured (or insured's authorized representative) has signed. For an absentee insured, enter adjuster's code number only. The signature and date will be entered after the absentee has signed and returned the PW.</p> <p>Final indemnity inspections should be signed on bottom line.</p>
75. Page Numbers	<p>Preliminary: Page numbers - "1," "2," etc., at the time of inspection.</p> <p>Final: Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).</p>

Form Standard – Production Worksheet (Continued)

PRODUCTION WORKSHEET

1. Crop/Code # <i>Prunes/0036</i>	2. Unit # <i>0001-0002BU</i>	3. Location Description <i>SW1/4,S1-06N-030W</i>	7. Company Agency <i>Any Company Any Agency</i>	8. Name of Insured <i>I. M. Insured</i>
4. Date(s) of Damage <i>JUN 1</i>	5. Cause(s) of Damage <i>Excess Precip</i>	6. Insured Cause % <i>100%</i>	12. Additional Units	13. Est. Prod. Per Acre
9. Claim # <i>XXXXXXXX</i>				11. Crop Year <i>YYYY</i>
10. Policy # <i>XXXXXXXX</i>				14. Date(s) Notice of Loss <i>MM/DD/YYYY</i>
14. Date(s) Notice of Loss <i>MM/DD/YYYY</i>				Final <i>MM/DD/YYYY</i>
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	Intended or Final Use	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count
A-1	NS		5.0	1.000		997	997	997	997	002	997	997	UH	UH	0.8			4.0		4.0		4.0
A-2	NS		6.0	1.000		997	997	997	997	002	997	997	UH	UH	1.0			6.0		6.0		6.0
A-3	NS		19.0	1.000		997	997	997	997	002	997	997	H	H								
39. TOTAL			30.0	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		10.0		10.0		10.0		
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) *Acres determined using GPS.*

SECTION II – DETERMINED HARVESTED PRODUCTION

43. Date Harvest Completed <i>MM/DD/YYYY</i>					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. 47b.	48.	49.	50.	51.	52.	53.	54.	55.	56.	57.	58a. 58b.	59a. 59b.	60a. 60b.	61.	62.	63.	64a. 64b.	65.	66.		
Share Field ID	Multi-Crop Code	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod.	Bu. Top 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		
	NS	<i>XX Prune Processors Anytown, State</i>							7.3					7.3		7.3				7.3	
	NS	<i>Acme Fresh Prune, Co. Anytown, State</i>							3.5	0.333				1.2		1.2				1.2	
67. TOTAL																8.5	68. Section II Total		8.5		
																69. Section I Total		10.0			
																70. Unit Total		18.5			
																71. Allocated Prod.					
																72. Total APH Prod.		18.5			

For Illustration Purposes Only
This form example does not illustrate all required entry items

Minimum Representative Sample Requirements

Acres in Unit/Block	Minimum Number of Samples
0.1 - 10.0	The lesser of 5 trees or 5% of the number of trees.
One additional tree is required for each additional 10.0 acres (or fraction thereof) in the unit/block.	

Number of Trees Per Acre

		DISTANCE BETWEEN ROWS (IN FEET)																									
		10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
DISTANCE BETWEEN TREES (IN FEET)	10	436	396	363	335	311	290	272	256	242	229	218	207	198	189	182	174	168	161	156	150	145	141	136	132	128	124
	11		360	330	305	283	264	248	233	220	208	198	189	180	172	165	158	152	147	141	137	132	128	124	120	116	113
	12			303	279	259	242	227	214	202	191	182	173	165	158	151	145	140	134	130	125	121	117	113	110	107	104
	13				258	239	223	209	197	186	176	168	160	152	146	140	134	129	124	120	116	112	108	105	102	99	96
	14					222	207	194	183	173	164	156	148	141	135	130	124	120	115	111	107	104	100	97	94	92	89
	15						194	182	171	161	153	145	138	132	126	121	116	112	108	104	100	97	94	91	88	85	83
	16							170	160	151	143	136	130	124	118	113	109	105	101	97	94	91	88	85	83	80	78
	17								151	142	135	128	122	116	111	107	102	99	95	92	88	85	83	80	78	75	73
	18									134	127	121	115	110	105	101	97	93	90	86	83	81	78	76	73	71	69
	19										121	115	109	104	100	96	92	88	85	82	79	76	74	72	69	67	66
	20											109	104	99	95	91	87	84	81	78	75	73	70	68	66	64	62
	21												99	94	90	86	83	80	77	74	72	69	67	65	63	61	59
	22													90	86	83	79	76	73	71	68	66	64	62	60	58	57
	23														82	79	76	73	70	68	65	63	61	59	57	56	54
	24															76	73	70	67	65	63	61	59	57	55	53	52
	25																70	67	65	62	60	58	56	54	53	51	50
	26																	64	62	60	58	56	54	52	51	49	48
	27																		60	58	56	54	52	50	49	47	46
	28																			56	54	52	50	49	47	46	44
	29																				52	50	48	47	46	44	43
	30																					48	47	45	44	43	41
	31																						45	44	43	41	40
	32																							43	41	40	39
	33																								40	39	38
	34																									38	37
35																										36	

For spacing not shown on this chart: Multiply the distance between trees (nearest tenth of a foot) times the distance between rows (nearest tenth of a foot) and divide the result into 43,560 (round to the nearest whole number).

Example: 6.5 ft. x 10.0 ft. = 65.0 sq. ft., then 43,560 ÷ 65.0 equals 670 trees per acre. Refer to the LAM for information on how to calculate the number of trees per acre.

Prune Survival Conversions

Period	Percent Survival Rate
“Reference Date” through Day 15	60
Day 16 through Day 30	65
Day 31 through Day 45	70
Day 46 through Day 60	75
Day 61 through Day 75	80
Day 76 through Day 90	85
Day 91 through Day 105	90
Day 106 through Day 115	95
Day 116 through Harvest	100

Use this chart to obtain a factor for percent survival used in item 23 “Percent Survival Conversion” on the prune appraisal worksheet. Obtain the applicable “Reference Date” from the RMA Product Management Bulletin for the applicable crop year.

Example:

- (a) Day 10 from “Reference Date” and the average prune count per tree is 1181.

$$1181 \times 0.60 = 709 \text{ prunes to count}$$

- (b) Day 46 from “Reference Date” and the average prune count per tree is 1001.

$$1001 \times 0.75 = 751 \text{ prunes to count}$$

- (c) Day 119 from “Reference Date” and the average prune count per tree is 709.

$$709 \times 1.00 = 709 \text{ prunes to count}$$

Note: Percentages are expressed as two-place decimals.

Predicted Average Harvest Size of Dry Prunes

Reference Date Size (Green) (fruit count/lb.)	Predicted Harvest Size (Dry) (fruit count/lb.)	Reference Date Size (Green) (fruit count/lb.)	Predicted Harvest Size (Dry) (fruit count/lb.)	Reference Date Size (Green) (fruit count/lb.)	Predicted Harvest Size (Dry) (fruit count/lb.)
50	33	85	63	120	103
51	33	86	64	121	104
52	34	87	65	122	106
53	35	88	66	123	107
54	36	89	67	124	108
55	37	90	68	125	110
56	37	91	69	126	111
57	38	92	70	127	112
58	39	93	71	128	114
59	40	94	72	129	115
60	41	95	73	130	117
61	41	96	74	131	118
62	42	97	75	132	120
63	43	98	77	133	121
64	44	99	78	134	123
65	45	100	79	135	124
66	46	101	80	136	126
67	46	102	81	137	127
68	47	103	82	138	129
69	48	104	83	139	130
70	49	105	84	140	132
71	50	106	86	141	133
72	51	107	87	142	135
73	52	108	88	143	137
74	53	109	89	144	138
75	54	110	90	145	140
76	54	111	92	146	142
77	55	112	93	147	143
78	56	113	94	148	145
79	57	114	95	149	147
80	58	115	96	150	148
81	59	116	98	151	150
82	60	117	99	152	152
83	61	118	101	153	153
84	62	119	102		

This table may be revised as required for certain insured counties and/or areas. The table shows the predicted average harvest size of dry prunes per pound. Use this table from the “Reference Date” to 15 days after the “Reference Date.”

Example: On the “Reference Date” there are 68 green prunes per pound, the table predicts there will be 47 dry prunes per pound at harvest.