



United States  
Department of  
Agriculture



Federal Crop  
Insurance  
Corporation

FCIC-20140 (12-2020)

# **SWEET POTATO LOSS ADJUSTMENT STANDARDS HANDBOOK**

## **2021 and Succeeding Crop Years**



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

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| <b>TITLE: Sweet Potato Loss Adjustment Standards Handbook</b>  | <b>NUMBER: FCIC - 20140</b>  |
| <b>EFFECTIVE DATE: 2021 and Succeeding Crop Years</b>  | <b>ISSUE DATE: January 06, 2021</b>  |
| <b>SUBJECT:</b><br><br><b>Provides the procedures and instructions for administering the Sweet Potato crop insurance program</b> | <b>OPI: Product Administration and Standards Division</b>  |
|  | <b>APPROVED:</b><br><br><i>/S:/ Richard Flourney</i><br><br><b>Deputy Administrator for Product Management</b> |

**REASON FOR ISSUANCE**

This handbook is being issued to provide loss adjustment procedures and instructions for administering the Sweet Potato Crop Insurance Program beginning with the 2021 crop year.

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

1. Subparagraphs 11(A), 21(A), 21(D)(1), 21(D)(5), 22(C)(1)(e), and 22(E)(1)(a): Removed procedures related to processing type sweet potatoes.
2. Subparagraph 11(F)2: Revised language for clarity related to basic units.
3. Subparagraph 21(A)7: Added language related to production harvested from acreage insured as the fresh market type that does not meet the standards shown in the definition of “fresh market sweet potatoes.”
4. Subparagraphs 22(A)(3), 22(B)(2) and (6), 22(C)(1)(f), 24(A)(4) and (5): Revised for clarity.
5. Subparagraph 22(C)(2)(c) and 24(C)(4): Modified language due to change in the CP concerning representative samples.
6. Exhibit 2: Removed the definitions for basic unit and approved yields for dedicated processing, fresh market, and processing sweet potatoes.
7. Exhibit 2: Added definition for approved yield and modified definition of sweet potato.
8. Exhibit 5: Modified the procedures for the Sweet Potato Storage Appraisal Worksheet Standards and Elements due to the change in the CP related to the removal of processing type sweet potatoes.
9. Exhibit 6: Modified procedure for Production Worksheet elements 35, 38, 63, and 65 based on CP changes when overplanting is applicable and updated Exhibit 14 example.

# SWEET POTATO LOSS ADJUSTMENT STANDARDS HANDBOOK

## CONTROL CHART

| Sweet Potato Loss Adjustment Standards Handbook |                 |               |                 |                   |                    |         |                |
|---|-----------------|---------------|-----------------|-------------------|--------------------|---------|----------------|
|   | TP<br>Page(s)   | TC<br>Page(s) | Text<br>Page(s) | Exhibit<br>Number | Exhibit<br>Page(s) | Date    | FCIC<br>Number |
| Remove  | Entire Handbook |               |                 |                   |                    | 11-2020 | FCIC-20140     |
| Insert  | Entire Handbook |               |                 |                   |                    | 12-2020 | FCIC-20140     |
| Current<br>Index                                | 1-2             | 1-2           | 1-21            | 1-15              | 22-60              | 12-2020 | FCIC-20140     |

### FILING INSTRUCTIONS:

This handbook replaces the 2020 Sweet Potato Loss Adjustment Standards Handbook, FCIC-20140. This handbook is effective for the 2021 and succeeding crop years and is not retroactive to any 2020 or prior crop year determinations.

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# PART 1 GENERAL INFORMATION AND RESPONSIBILITIES

## 1 General Information

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### A. Purpose

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](http://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 overall general underwriting (not crop specific) process.                                       |
| DSSH     | Provides the form standards and procedures for use in the sales and service of crop insurance contracts. |
| GSH      | Provides general crop insurance information.   |
| 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 LAM.
- (2) Terms, abbreviations, and definitions specific to Sweet Potato 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.

### D. Irrigated Practice

Refer to the DSSH for irrigated practice guidelines and the CIH and LAM for other irrigated practice information.

### A. Utilization of Standards

All AIPs shall use 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 ensure, at a minimum, a legible copy of loss adjustment inspection forms completed by an adjuster and signed by the insured, or insured's authorized representative, is provided to the insured, and all other copies distributed as instructed by the AIP.

### 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 AIPs responsibility to maintain records (documents) as stated in the SRA and described in the LAM.

### D. Form Standards

- (1) The entry items in exhibits 4-6 are the minimum requirements for the Appraisal Worksheet and Claim Form (hereafter referred to "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. The statements are not shown on the example form(s) in exhibits 4-6. The current Non-Discrimination Statement and Privacy Act Statement can be found on the RMA website at [www.rma.usda.gov](http://www.rma.usda.gov).
- (3) The certification statement required by the current DSSH must be included on the PW 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."



## **2 AIP Responsibilities (Continued)**

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### **D. Form Standards (continued)**

- (4) Refer to the DSSH for other crop insurance form requirements (such as point size of font, and so forth). The current DSSH can be found on the RMA website at:  
[www.rma.usda.gov](http://www.rma.usda.gov).

**3-10 (Reserved)**

## PART 2 POLICY INFORMATION

### 11 Insurability

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#### A. General Information

(1) This section provides most of the requirements to insure sweet potatoes. Refer to the BP, CP, SP, and if applicable, the SCE for all insurability requirements.

(2) The information in this handbook applies to both fresh market sweet potatoes and dedicated processing sweet potatoes insured under the CP unless the information specifies which coverage is, or is not, applicable. The SP will list a type for each category of sweet potatoes.

\*\*\*

(a) The dedicated processing sweet potato type includes sweet potatoes grown under a processor contract which requires 100 percent of the production from the acreage specified in the contract to be delivered to the processor.

\*\*\*

(b) AIPs shall determine if the insured complies with all policy provisions.

#### B. Insured Crop

(1) The crop insured will be all the sweet potatoes in the county for which a premium rate is provided by the actuarial documents:

(a) in which the insured has a share;

(b) for which the insured has an approved yield as required in section 1 of the CP;

(c) of a variety specified in the SP;

(d) that are planted for harvest as marketable sweet potatoes;

(e) that meet the rotation requirements shown in the SP, if applicable; and

(f) that are initially planted with a sufficient number of slips to achieve a plant density of not less than the number specified in the SP. The AIP will make an appraisal for uninsured causes of loss if a sufficient number of slips were not planted.

(2) The price for unharvested production will be used for determining the indemnity for unharvested acreage.

(3) The written agreement provisions of the BP are not applicable to sweet potatoes.

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(4) The prevented planting provisions of the BP are not applicable to sweet potatoes.

(5) A late planting period is not applicable to sweet potatoes. Sweet potatoes planted after the final planting date must be reported as uninsurable on the acreage report.

## 11 Insurability (Continued)

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### B. Insured Crop (continued)

- (6) The insured's actual yield of marketable sweet potato production will be used to calculate the insured's approved yield.
- (7) The following requirements is not applicable to dedicated processing sweet potatoes. If the insurable acreage of fresh market sweet potatoes for the crop year exceeds 115 percent of the greatest number of insurable acres of fresh market sweet potatoes the insured planted in the county in any of the three previous crop years, the production guarantee (per acre) will be calculated as follows:
  - (a) multiply the greatest number of insurable acres of the insured sweet potatoes the insured produced in the county in any one of the three previous crop years by 1.15;
  - (b) divide the result by the number of insurable acres of the crop the insured produced in the county in the current crop year, to obtain the overplanting factor;
  - (c) multiply the resulting overplanting factor (rounded to two decimal places and not to exceed 1.00) by the production guarantee (per acre) for the current crop year.
- (8) The following requirements apply only to dedicated processing sweet potatoes:
  - (a) the insured crop must be grown in accordance with the requirements of a processor contract executed on or before the acreage reporting date;
  - (b) the insured will be considered to have a share in the insured crop if, under the processor contract, the insured retains control of the acres on which sweet potatoes are grown, and the insured's income from the insured crop is dependent on the amount of production delivered;
  - (c) a sweet potato producer who is also a processor may establish an insurable interest if the following requirements are met:
    - (i) the insured complies with all policy provisions;
    - (ii) prior to the sales closing date, the Board of Directors or officers of the processor adopt a resolution containing the same terms as an acceptable processor contract. Such resolution qualifies as a processor contract under this policy; and
    - (iii) The AIP's inspection reveals the processing facilities comply with the definition of "processor" contained in the Sweet Potato CP;

## 11 Insurability (Continued)

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### B. Insured Crop (continued)

- (d) the insured must provide a copy of all processor contracts to the AIP on or before the acreage reporting date; and
- (e) the maximum number of insurable acres is the number of acres grown under a processor contract. The number of acres considered to be grown under a processor contract is determined as follows:
  - (i) for acreage only based processor contracts, and acreage and production-based processor contracts which specify a maximum number of acres, the lesser of:
    - (A) the maximum number of acres specified in the processor contract; or
    - (B) the number of planted acres; or
  - (ii) for production only based processor contracts, the lesser of:
    - (A) the number of acres determined by dividing the amount of production stated in the processor contract by the approved yield; or
    - (B) the number of planted acres.

### C. Replanting Requirements

The insured must replant any acreage of sweet potatoes damaged before the final planting date to the extent that a majority of producers in the area would not normally further care for the crop, unless the AIP agrees that it is not practical to replant. No replanting payments are available for sweet potatoes.

### D. Insurable Causes of Loss

Refer to the policy for all applicable insured causes of loss.

### E. Uninsurable Causes of Loss

- (1) Sweet potato acreage is not insurable if the acreage is:
  - (a) identified as uninsurable in the actuarial documents;
  - (b) subject to planting restriction orders issued by the official in the state responsible for the control of the sweet potato weevil, witchweed, or other controlled insect, disease, or weed. A copy of those orders must be placed in the insured's file by the acreage reporting date.

## 11 Insurability (Continued)

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### E. Uninsurable Cause of Loss (continued)

- (2) Sweet potatoes are not insurable if they are:
  - (a) planted on acreage that was planted to any other crop that was damaged by fungal, bacterial or viral diseases or insects or nematodes that can affect sweet potatoes during either of the previous two years. The insured's acreage report certifies that the acreage the insured reports as insurable was not damaged by fungal, bacterial or viral diseases or insects or nematodes that can affect sweet potatoes;
  - (b) planted on acreage, which in the preceding crop year, was pasture. The insured's acreage report certifies that the acreage the insured reports as insurable was not pasture in the preceding crop year;
  - (c) interplanted with another crop;
  - (d) sold or used for producing seed or slips;
  - (e) sold by direct marketing; or
  - (f) planted with a generation of seed older than generation three (G3).
- (3) Sweet potatoes are not insured against damage or loss of production due to:
  - (a) damage that occurs after the sweet potatoes have been harvested;
  - (b) damage that becomes evident more than 15 days (45 days if the SCE is applicable) after the end of the insurance period;
  - (c) the insured's inability to market part or all of the production:
    - (i) unless inability to market is caused by damage that is directly due to a specified insured cause of loss, or
    - (ii) for any other reason including but not limited to:
      - (A) quarantine,
      - (B) boycott; or
      - (C) the refusal of any buyer to accept the production.

### F. Unit Division

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- (1) Optional units, basic units and enterprise units are applicable.
- (2) Insurable fresh market sweet potato acreage and insurable dedicated processing sweet potato acreage will be separate basic units.

## 11 Insurability (Continued)

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### G. Storage Coverage Endorsement (SCE)

- (1) The SCE is available for additional coverage policies as provided in the actuarial documents.
- (2) All sweet potato production insured under the CP must be insured unless:
  - (a) The SP allow certain varieties, types or groups of sweet potatoes to be excluded from coverage. Such exclusions must be shown annually on the acreage report and are applicable to all acreage of the excluded varieties, types or groups for the crop year; or
  - (b) The production is grown under a processor contract that requires the production to be delivered to a buyer within 15 days of harvest. Such production will not be insured under the SCE. When a processor contract requires delivery of a stated amount of production, rather than all of the production from a stated number of acres, the number of acres not insured under the SCE will be determined by dividing the stated amount of production by the approved yield for the acreage.
- (3) The extended coverage provided by the SCE is applicable only if:
  - (a) Insured production is damaged by an insured cause during the insurance period that later results in rot, defined as decomposition, decay or wet breakdown of sweet potato tissue;
  - (b) The insured gave notice to the AIP during the insurance period that a covered cause of loss occurred;
  - (c) Insured production is stored in bins in a ventilated facility which allows air exchange and movement around the sweet potatoes;
  - (d) The AIP inspects the storage facility and determines it is acceptable. An inspection is required the initial year of insurance, and for any subsequent year if the insured reports changes to the facility that directly affect storage conditions; and
  - (e) The rot is discovered and reported to the AIP no later than 45 days (the standard 15 days plus the SCE-allowed 30 days) after the end of the insurance period.

12-20 (Reserved)

## PART 3 APPRAISALS

### 21 Sweet Potato Appraisals

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#### A. General Information

- (1) Potential production for all types of inspections will be appraised in accordance with procedures contained in this handbook and in the LAM.
  - (2) The AIP will perform an appraisal of production of any damaged sweet potatoes provided the sweet potatoes have achieved maturity. If maturity has not been achieved, the AIP may defer the appraisal of production until such time as the insured crop achieves maturity.
  - (3) Harvested sweet potatoes that are not marketable due to insured causes of loss will not be considered production to count.
  - (4) When fresh market sweet potatoes are appraised in the field, the production to count will be reduced by 5 percent to simulate the weight of the crop lost to shrinkage during curing and storage.
  - (5) Fresh market sweet potatoes are sweet potatoes that are grown for harvest and grade U.S. Number 1 or U.S. Extra Number 1 in accordance with the United States Standards for Grades of Sweet Potatoes, effective April 21, 2005, or a successor document.
- \*\*\*
- (6) Dedicated processing sweet potatoes are sweet potatoes that are accepted by a processor and are commonly referred to as “usable potatoes” on the insured’s settlement or delivery documents. Unharvested or unsold production to count will include production which, except for size, grade U.S. Extra No. 1, U.S. No. 1, or U.S. No. 2 (including jumbos) in accordance with the United States Standards for Grades of Sweet Potatoes, effective April 21, 2005, or a successor document. With respect to size, lots of production in which 85.1 percent or more of the sweet potatoes meet the size requirement specified in the processor contract for usable sweet potatoes will be included as production to count. Lots in which 85.0 percent or less of the sweet potatoes meet such size requirement will not be counted only if they are discarded and no value is received for the production.
  - (7) Production harvested from acreage insured as the fresh market type that does not meet the standards shown in the definition of “fresh market sweet potatoes” will not be production to count provided such production is destroyed. If the grower retains such production, it will be included as production to count. No adjustment will be made for any reduction in grade or quality.

**B. Notice of Damage or Loss**

- (1) The insured must:
  - (a) give the AIP notice within 72 hours of the insured's initial discovery of damage, but not later than 15 days (45 days if the SCE is applicable) after the end of the insurance period;
  - (b) if the SCE is applicable, give notice within the insurance period when a covered cause of loss occurs;
  - (c) leave representative samples of unharvested production in all harvested fields or subfields for which the insured has provided a notice of damage or loss. The insured may not harvest or destroy the representative samples until the AIP has inspected the field or 15 days after the date the insured notifies the AIP that the insured has finished harvesting;
  - (d) sort and grade a sample of the sweet potatoes in a storage facility, as designated by the AIP, according to the definition of fresh sweet potatoes or for dedicated processing sweet potatoes the standards in subparagraph 21A(7), under the supervision of the AIPs representative, to determine the stored production to count; and
  - (e) continue to care for the harvested crop during curing and storage until loss adjustment is completed.
- (2) The AIP will:
  - (a) appraise damaged sweet potatoes if the sweet potatoes have reached maturity. If the damaged sweet potatoes are immature, the AIP may defer the appraisal until the crop reaches maturity;
  - (b) on acreage the insured intends to abandon or put to another use prior to maturity; appraise the number of surviving plants and use the ratio of surviving plants to the original plant population to establish the amount of production to count for such acreage; and
  - (c) complete an appraisal of any sweet potato production in a storage facility no later than 30 days (60 days if the SCE is applicable) after the end of the insurance period.

**C. Responsibilities Following Receipt of a Notice of Damage or Loss**

The response to a Notice of Damage or Loss is determined by the degree of loss anticipated by the AIP following an insured event.

- (1) For all notices of loss or damage:



**C. Responsibilities Following Receipt of a Notice of Damage or Loss (continued)**

- (a) notify the insured of any requirements for replanting; and
  - (b) notify the insured of the requirement to leave and maintain representative samples of the unharvested crop as shown in section 10 of the CP.
- (2) The preliminary growing season inspections must be made within 15 days following receipt of a Notice of Damage or Loss to assess the losses due to the insured event, to differentiate those losses from losses due to prior and uninsured causes, and to determine if the insured can appropriately abandon maintenance of the field.
  - (3) The consent to release the field for other use can only be made by the AIP and must be made in writing.

**D. Grade Inspections**

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- (1) Grade samples of fresh market sweet potatoes taken for loss adjustment purposes in accordance with the definitions in section 1 of the CP. This includes production in the field and any stored or sold production.
- (2) Samples of dedicated processing sweet potatoes taken for loss adjustment purposes, except for size, should be graded as U.S. Extra No. 1, U.S. No. 1, or U.S. No. 2 (including jumbos) in accordance with the United States Standards for Grades of Sweet Potatoes, effective April 21, 2005, or a successor document. With respect to size, lots of production in which 85.1 percent or more of the sweet potatoes meet the size requirement specified in the processor contract for usable sweet potatoes will be included as production to count. Lots in which 85.0 percent or less of the sweet potatoes meet such size requirement will not be counted only if they are discarded and no value is received for the production.
- (3) When the crop reaches maturity, the AIP must perform an on-site grade inspection on representative samples of the sweet potatoes from any field or subfield for which the insured has provided a "Notice of Damage or Loss."
- (4) Any loss of production must be determined based on samples collected. The number and size of samples required will be determined in accordance with exhibit 4 for sweet potatoes in the field and/or exhibit 9 for sweet potatoes held in a storage facility.

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- (5) Fresh market sweet potatoes defined in section 1 of the CP must be evaluated for marketability based on the United States Standards for Grades of Sweet Potatoes, effective April 1, 2005, or a successor document. Production meeting or exceeding these standards will be determined by examining individual tuberous roots. All tuberous roots in the representative sample will be examined. Sweet potatoes that are not marketable will not be considered production to count, unless an uninsured cause of loss caused them to not be marketable.

**E. Selecting Representative Check Strips for Field Appraisals**

- (1) Determine the minimum number of check strips required in the field or subfield based on the field size, the general condition of the plants, and variability of potential production and plant damage within the field or subfield (see exhibit 4).
- (2) Split the field into subfields when:
  - (c) Variable damage causes the crop potential to appear to be significantly different within different portions of the same field; or
  - (d) The insured wishes to abandon a portion of a field, or discard or destroy the production.
- (3) Special attention should be paid to low lying portions of any field because such areas are especially subject to losses including uninsured losses.
- (4) Appraise each field or subfield separately. A separate set of Sweet Potato Growing Season Inspection Worksheets is required for each field or subfield. Separate entries for each field or subfield are required on the Final Sweet Potato Appraisal Worksheet.

**F. Selecting Representative Samples for Field Appraisals**

- (1) Use exhibits 4 and 5 or 5A to determine the minimum number of representative samples for a field or subfield required.
- (2) Locate an end plant (the first insurable plant in a check strip); this will be the first sample plant.
- (3) Collect the marketable tuberous roots.
- (4) Proceed along the check strip row, counting each insured plant and collecting the tuberous roots (for appraisal) at the sampling interval shown in exhibit 5. Do not count skips or other types of plants. Count sweet potato plants damaged by uninsured causes as plants to count. If those plants exceed 25% of the destroyed sweet potatoes, refer to the LAM for adjustment of controversial claims.
- (5) At the end of each row, proceed down the next check strip row in the opposite direction, continuing your count from the preceding row, and assessing the plants at the same interval used in (4) above.
- (6) Continue until all the plants in the field or subfield check strips have been counted and all the sample plants have been dug and evaluated.

## 21 Sweet Potato Appraisals (Continued)

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### G. Stages of Growth for Sweet Potatoes

Use exhibit 8 Appraisal Methods by Stage, to determine the stage of growth of sweet potato plants.

The mature stage for this field begins August 29 and continues through the date of harvest or destruction.

#### Example 1:

The insured's records indicate the crop was planted on May 15. The SP indicate the crop is immature for 104 days following planting.

The immature stage for this field lasts from May 16 through at least August 28.

#### Example 2:

The insured's records indicate the crop was planted April 15 and replanted on April 29. The SP indicate the crop is immature for 104 days following planting. The field was harvested September 1, with appropriate check strips left for appraisal. The immature stage for this field is from April 30 through August 12.

The mature stage for this field begins August 13 and continues until the date of harvest or destruction.

## 22 Appraisal Methods

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### A. Immature Stage Method

- (1) Use the immature stage method for fields damaged in the immature stage.
- (2) See exhibit 8 and the SP to determine the crop stage.
- (3) When damage occurs during the immature stage after the final planting date and the insured wants the acreage released to put to other use:

\*\*\*

- (a) Perform an immature stage appraisal;

\*\*\*

- (b) Determine production to count by dividing the number of surviving plants by the number of plants in the original planting and multiplying the result by:
  - (i) the approved yield for fresh market sweet potatoes as defined in section 1 of the CP that are used to calculate the guarantees; or
  - (ii) the approved yield for dedicated processing sweet potatoes as defined in section 1 of the CP that is used to calculate the guarantee

- (4) The AIP must verify the cause of loss and any uninsured losses, if applicable.

**A. Immature Stage Method (continued)**

- (5) A final appraisal of a crop damaged in the immature stage is required after the crop has reached maturity if the insured continues to care for the sweet potatoes after the immature stage inspection.
- (6) Determine the potential for each field or subfield by collecting samples in the locations identified by the AIP for check strips and extrapolating to calculate the potential of the field.
- (7) Determine the production to count for each field or subfield by applying the potential for that field or subfield to the acreage of the field or subfield.
- (8) The production to count for the unit is the sum of the production to count for all the fields or subfields in the unit.

**B. Mature Stage Method**

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- (1) Use the mature stage method for fields in the mature stage.
- (2) Document the date the insured intends to harvest or destroy the crop.
- (3) For crops not excluded by the anticipated harvest date described in (2) above, the final appraisal is made not more than 14 days following receipt of a Notice of Damage or Loss.
- (4) Determine the potential for each field or subfield by collecting and assessing representative samples from the check strips.
- (5) Determine the production to count for each field or subfield by applying the potential for that field or subfield to the acreage of the field or subfield.

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- (6) Sum production to count from all fields or subfields to determine production to count for the unit.

**C. Determining Field Production to Count**

- (1) The general information for determining field production to count is listed below.
  - (a) In the field, production to count is determined based on the weight of marketable sweet potato production that is harvested or could have been harvested.
  - (b) Production to count is determined, recorded, and totaled separately for harvested and unharvested acreage.
  - (c) Production to count is based upon a grade inspection of every tuberous root from sample plants located in check strips, just prior to or just after harvest.

**C. Determining Field Production to Count (continued)**

(d) Sample plants should be dug up with a potato fork. The soil around the plant should be loosened and examined to assure that all tuberous roots that had been attached to the plant have been removed from the soil.

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(e) The tuberous roots should be sorted and graded according to the definition for fresh market sweet potatoes in section 1 of the CP or according to the standards in section 12(c)(1)(iii) of the CP for dedicated processing sweet potatoes.

\*\*\*

(f) Weigh all marketable production to count from representative samples for a field or subfield and round the final weight to the nearest pound. Multiply the weight of fresh market sweet potatoes by 0.95 to simulate the weight lost to shrinkage during curing and storage.

(g) Account for the total unharvested but harvestable and marketable production from all planted acreage in the unit.

(h) Production to count for an uninsured cause of loss resulting from insufficient planting density on any acreage will be determined by subtracting the actual planting density from the minimum planting density as specified in the SP (see exhibit 6). If the result is a positive number, divide that number by the minimum planting density and multiply the result by the production guarantee and then by the planted acreage of the field or subfield. The result is the uninsured production loss per acre due to insufficient planting density.

**Example:** Minimum planting density = 9,800 slips per acre  
 Actual planting density = 8,000 slips per acre  
 Approved yield used to calculate the guarantee = 100 cwt. per acre  
 Minimum planting density – Actual planting density  
 9,800 slips per acre – 8,000 slips per acre = 1,800 slips per acre  
 Production to count for uninsured losses due to insufficient planting densities =  
 $(1,800/9,800) * 100 \text{ cwt. per acre} = 18.4 \text{ cwt. per acre.}$

(2) For harvested acreage, verify the fields and subfields were harvested by examining the field. Document any sweet potato tubers of harvestable size. Also, examine the insured's production records.

(a) Production to count for harvested acreage is based upon:

(i) the appraisal of sample plants in check strips;

(ii) all sweet potatoes held in storage (see subparagraph 22D); and

(iii) the insured's records of sold production.

**C. Determining Field Production to Count (continued)**

- (b) Production to count for harvested acreage will also include any sweet potatoes that the AIP determines:
  - (i) were damaged by uninsured causes;
  - (ii) meet the minimum grade standards as provided in the CP, but were not collected during the harvest even though they are marketable;
  - (iii) meet the minimum grade standards as provided in the CP and are marketable, but were gleaned (Refer to the LAM for more information about gleaned acreage); and
  - (iv) were discarded or destroyed without the AIP's written consent.
- (c) If **representative samples** have not been left and maintained **as required by the BP**, the production to count for all the harvested acres in that field or subfield will be the greater of the harvested production or the production guarantee.
- (3) For unharvested acreage, production to count will include any sweet potatoes that:
  - (a) meet the grade standards specified in the CP but were not **harvested**; and
  - (b) were not harvested as a result of uninsured causes.

**D. Determining Stored Production to Count**

- (1) Select representative samples for stored production appraisals. The number of samples required for sweet potatoes stored in a warehouse is influenced by various things including, but not limited to:
  - (a) variable damage at the time of harvest causing the stored marketable crop to appear to be significantly different;
  - (b) variable damage causing the stored marketable crop to appear to be significantly different within different areas of the same storage warehouse;
  - (c) any portion of the stored production is subject to uninsured losses resulting from poor curing and storage management practices in the warehouse;
  - (d) stored production located in more than one facility; and
  - (e) the insured intends to dispose of a portion of the stored production.

**D. Determining Stored Production to Count (continued)**

- (2) Insureds must provide the following information for all sweet potatoes in storage:
  - (a) insured's name;
  - (b) names of other persons sharing in the production;
  - (c) FN of the farm from which the sweet potatoes were harvested; and
  - (d) date sweet potatoes were harvested.
- (3) Stored production from each subunit must be appraised separately and a separate set of Sweet Potato Storage Appraisal Worksheets is required for each subunit. If the unit is divided into subunits, note the reasons for, and the method of, subdivision in the narrative portion of the PW.
- (4) A storage bin represents one sample.
- (5) Select and tag representative samples of stored production. Appraise all of the samples at that time if possible.
- (6) Sample bins should be randomly selected throughout the stored production from front to rear and from top to bottom. Avoid selecting only top or end bins.
- (7) Take at least the minimum number of samples for the unit or subunits as required in exhibit 9 Minimum Number of Storage Bin Samples Required.
- (8) The insured will collect each sample bin to assess the production to count for that sample. Under the supervision of the AIP's loss adjuster, the insured will sort, grade and weigh the sample sweet potatoes according to the:
  - (a) definitions of "fresh market sweet potatoes" in section 1 of the CP; or
  - (b) standards in section 12(c)(1)(iii) of the CP for dedicated processing sweet potatoes.
  - (c) round the final weight for each sample bin to the nearest pound.
- (9) Production to count includes sweet potatoes damaged from uninsured causes of loss.
- (10) Sample bins may be appraised at the time of initial inspection by having the insured retrieve each sample bin from the warehouse.
- (11) The appraised amount of production will be equal to the production guarantee if the insured tampers with or disposes of identified samples before the appraisal.

**D. Determining Stored Production to Count (continued)**

- (12) After final inspection of the stored crop, the insured is not required to give any additional notice of disposition nor will any further reduction in production to count be made.

**E. Sweet Potato Storage Appraisal**

The Sweet Potato Storage Appraisal Worksheet records the stored marketable production.

- (1) Complete a separate appraisal worksheet for each sweet potato type.

\*\*\*

- (a) For fresh market sweet potatoes, grade all sweet potatoes from the sample bins by unit or subunits as described in exhibit 15.
- (b) For dedicated processing sweet potatoes, production to count includes all harvested and unharvested production which, except for size, grade U.S. Extra No. 1, U.S. No. 1, or U.S. No. 2 (including jumbos) in accordance with the United States Standards for Grades of Sweet Potatoes, effective April 21, 2005, or a successor document. Lots of production in which 85.1 percent or more of the sweet potatoes meet the size requirement specified in the processor contract for usable sweet potatoes will be included as production to count. Lots in which 85.0 percent or less of the sweet potatoes meet such size requirement will not be counted only if they are discarded and no value is received for the production.
- (c) Weigh the graded sweet potatoes by grade and type.
- (d) Sum the weight of all graded sweet potatoes by type from all sample bins for the unit or subunit.
- (e) Sum the weight of all sweet potatoes by type in all sample bins for the unit or subunit.

- (2) Account for all harvested and stored production:

\*\*\*

- (a) Review any previous appraisals from the Sweet Potato Growing Season Inspection Worksheets and Final Sweet Potato Appraisal Worksheets.
- (b) Account for any of the current year's crop that has been sold.
- (c) If the appraised stored production to count differs by more than 10% from harvested production to count determined by any previous inspection, explain the difference in the Narrative or on an attached Special Report and continue with the appraisal.

- (3) On the PW the total production to count by type for the unit is determined and totaled separately for harvested and unharvested acres.



## 23 Appraisal Deviations and Modifications

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### A. Deviations

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

### B. Modifications

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

## 24 General Information for Worksheet Entries and Completion Procedures

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### A. Appraisal Worksheet Standards

- (1) An example of the Sweet Potato Growing Season Inspection Worksheet is provided in exhibit 10, the Sweet Potato Growing Season Inspection Worksheet (Continuation) is provided in exhibit 11, the Final Sweet Potato Appraisal Worksheet, is provided in exhibit 12 and the Sweet Potato Storage Appraisal Worksheet is provided in exhibit 13 to illustrate how to complete entries. These example worksheets are for illustration purposes only.
- (2) The appraisal worksheet completion instructions in exhibit 3, specify the minimum requirements for the appraisal worksheets. All entry items are “Substantive,” and they are required.
- (3) AIPs are responsible for developing the appraisal worksheets in accordance with the DSSH and the required entry items provided herein.
- \*\*\*  
(4) **Enter the AIP name** on the appraisal worksheet if it is not preprinted on the worksheet.
- \*\*\*  
(5) **Enter** the claim number on the appraisal worksheet (when required by the AIP) if a worksheet entry is not provided.
- (6) The purpose of the Sweet Potato Growing Season Inspection Worksheet is to determine the condition of the crop, if good sweet potato farming practices are being followed, to document any damage either by an insured cause of loss or by an uninsured cause of loss, and to gather such information as may be necessary to advise the AIP of any further action that may be needed. If sweet potatoes are in the mature stage and will be harvested or destroyed within 14 days of the initial field visit, this form is used by the AIP in conjunction with the final appraisal form.
- (7) Use the Final Sweet Potato Appraisal Worksheet for appraisal of sweet potatoes that are in the mature stage and will be harvested or destroyed within 14 days or for appraisal of check strips from harvested fields left by the insured as instructed by the AIP.

**A. Appraisal Worksheet Standards (continued)**

- (8) If the insured has requested an immediate release to put a field in the immature stage to other use, the production to count is determined by dividing the number of surviving plants by the total number of plants and multiplying the result by the approved yield used to calculate the guarantee. Enter the result as the adjusted potential for that field and note the calculations used for that determination in the narrative of the PW.

**B. Appraisal Information**

- (1) As applicable, complete a separate appraisal worksheet for:
  - (a) each field or subfield appraised (applicable to preliminary and final claims);
  - (b) insured acreage damaged solely by uninsured causes; and
  - (c) for each sweet potato type.
- (2) A field or subfield as a whole is considered to be in a single stage. If plants in a portion of the field or subfield have been planted on a different date from those in the majority of the field or subfield (for example, due to replanting), the mature stage begins for the whole field or subfield based upon the latest date of planting for the field or subfield (see subparagraph 21F example 2).
- (3) In the narrative of the PW, clearly note the procedures used to divide the unit so that the fields/subfields, check strips, and sample plants can be revisited.
- \*\*\*  
(4) Appraise production at least equal to the production guarantee if the insured does not leave representative samples **as required by the BP** or if the insured harvests or destroys those representative samples before 15 days after the date the insured notifies the AIP that the insured is finished harvesting. Refer to the CP.
- (5) Refer to subparagraph 21F of this document for sampling requirements.
- (6) After a final pre-harvest inspection, the adjuster must enter on the Final Sweet Potato Appraisal Worksheet in column 22 the date the insured anticipates harvesting or destroying the crop. The insured must notify the AIP if harvest/destruction does not occur by the date indicated. In such circumstances, an additional final inspection may be required if the crop is not harvested or destroyed by the date indicated on the original Final Sweet Potato Appraisal Worksheet. Also refer to the LAM.

25-30 (Reserved)

## PART 4 PRODUCTION WORKSHEET

### 31 General Information for Worksheet Entries and Completion Procedures

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- (1) The PW is a progressive form containing all notices of damage for all preliminary and final inspections on a unit (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. If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and insured should initial any line deletions.
- (3) Refer to the LAM for instructions regarding:
  - (a) acreage report errors;
  - (b) delayed notices and delayed claims;
  - (c) corrected claims or fire losses (double coverage), and cases involving uninsured causes of loss, unusual situations, controversial claims, concealment, or misrepresentation;
  - (d) claims involving a Certification Form, (when all acreage on the unit has been appraised to be put to another use or other reasons described in the LAM);
  - (e) “No Indemnity Due” claims (which must be verified by an appraisal or notification from the insured that the production exceeded the guarantee); and
- (4) If the AIP determines the claim is to be denied, refer to the LAM for PW completion instructions. Instructions labeled “PRELIMINARY” apply to preliminary inspections only.
- (5) Instructions labeled “FINAL” apply to final inspections only.
- (6) Instructions not labeled apply to all inspections.
- (7) If a PW has been prepared on a prior inspection, verify each entry and enter additional information as needed. If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and insured should initial any line deletions.

**32-40 (Reserved)**

## Acronyms and Abbreviations

| <b>Approved<br/>Acronym/Abbreviation</b> | <b>Term</b>   |
|--|---|
| AIP                                      | Approved Insurance Provider                             |
| APH                                      | Actual Production History                               |
| BP                                       | Common Crop Insurance Policy Basic Provisions           |
| CAT                                      | Catastrophic Risk Protection Endorsement                |
| CIH                                      | FCIC-18010 Crop Insurance Handbook                      |
| CLU                                      | FSA Common Land Unit                                    |
| CP                                       | Crop Provisions   |
| DSSH                                     | FCIC-24040 Document and Supplemental Standards Handbook |
| FCIC                                     | Federal Crop Insurance Corporation                      |
| FDA                                      | Food and Drug Administration                            |
| FN                                       | FSA Farm Number   |
| FSA                                      | USDA Farm Service Agency                                |
| GPS                                      | Global Positioning System                               |
| GSH                                      | FCIC-18190 General Standards Handbook                   |
| GSI                                      | Growing Season Inspection                               |
| LAM                                      | FCIC-25010 Loss Adjustment Manual                       |
| PW                                       | Production Worksheet                                    |
| RMA                                      | USDA Risk Management Agency                             |
| SCE                                      | Storage Coverage Endorsement                            |
| SP                                       | Special Provisions of Insurance                         |
| USDA                                     | United States Department of Agriculture                 |

## Definitions

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Approved yield means in lieu of the definition of approved yield contained in the BP, the approved yield is determined by summing the yearly actual yields of marketable production, assigned yields and adjusted or unadjusted transitional yields, and dividing the sum by the number of yields contained in the database. The database must contain at least four yields and may contain up to 10 consecutive crop years of actual, assigned or transitional yields.

\*\*\*

Base contract price means the price per hundredweight stipulated in the processor contract (without regard to discounts or incentives) and that is used to determine the price election for dedicated processing sweet potatoes.

Dedicated processing sweet potatoes means sweet potatoes grown on insurable acreage and under the terms of a processor contract that requires 100 percent of the production from the acreage specified in the contract to be delivered to the processor.

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

Field production (of seed) means propagation of seed outside a controlled environment such as a greenhouse.

Fresh market sweet potatoes mean sweet potatoes that are grown for harvest and grade U.S. Number 1 or U.S. Extra Number 1 in accordance with the United States Standards for Grades of Sweet Potatoes, effective April 21, 2005.

Generation one (G1) through generation three (G3) seed means Vine cuttings or roots produced in the first through the third year of field production used to create slips.

Harvest means the removal of the marketable sweet potato tuberous roots from the soil, and placement in a container.

Hundredweight means one hundred pounds avoirdupois (cwt).

Jumbos mean sweet potato tuberous roots that weigh more than 36 ounces avoirdupois.

Marketable means sweet potatoes that comply with the definition of either fresh market sweet potatoes or for dedicated processing sweet potatoes, production that meets the standards contained in the processor contract.

Maturity means a condition in which the tuberous roots are typical of the production normally harvested in the area. The insured crop will not be considered to have achieved maturity before the conclusion of the number of days after planting specified in the SP.

**Definitions (Continued)**

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Maximum allowable acreage means (not applicable to dedicated processing sweet potatoes) the number of acres equal to 115 percent of the greatest number of acres of planted sweet potatoes in which the insured had a share in any of the previous three crop years except that any acreage planted solely to fulfill a sweet potato processor contract for the current crop year will be excluded from the calculation of maximum allowable acreage. The insured must provide the AIP with a copy of the processor contract to exclude the acreage.

Over-planting factor means a factor which is always 1.000 or less and that is used to adjust the insured's production guarantee, when the insured plants more acres of fresh market sweet potatoes than the insured's maximum allowable acreage. This factor is determined in accordance with section 3 of the CP. Dedicated processing sweet potatoes will have an over-planting factor of 1.000.

Planted acreage means land on which slips have been transplanted into a properly prepared bed at the correct depth and in rows sufficiently wide to permit mechanical cultivation. Acreage planted in any other manner will not be insurable, unless allowed by the SP.

Price for unharvested acreage means the price used to determine the amount an indemnity will be reduced as specified the Special Provisions or any addendum thereto to account for harvest costs not incurred (when applicable, this reduced price will be used to compute the amount of any indemnity for unharvested acres.

Processor means any business enterprise regularly engaged in processing sweet potatoes for human consumption, that possesses all licenses and permits for processing sweet potatoes required by the State in which it operates, and that possesses facilities, or has contractual access to such facilities, with enough equipment to accept and process the contracted sweet potatoes within a reasonable amount of time after harvest.

Processor contract means a written contract between the producer and the processor, containing at a minimum:

- (a) The producer's commitment to plant and grow sweet potatoes, and to sell and deliver the sweet potatoes to the processor;
- (b) The processor's commitment to purchase all production stated in the processor contract; and
- (c) A price per hundredweight that will be paid for the production.

The insured must submit a copy of the processor contract to exclude acreage for the current crop year from the maximum allowable acreage calculation.

Production Guarantee (per acre) means in addition to the definition in the BP, the production guarantee for fresh market sweet potatoes will be adjusted in accordance with section 3(f) of the crop provisions.

Seed means tuberous sweet potato roots planted to produce slips.

Slips mean shoots or vine cuttings produced from sweet potato seed that are planted to establish a new sweet potato crop.

**Definitions (Continued)**

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\*\*\*Sweet potato means a plant of the species *Ipomoea batatas*, grown for tuberous roots primarily used for human consumption.

Types means a category of sweet potatoes identified as a type in the SP.

## Form Standards – Growing Season Inspection Worksheet

| Element/Item Number |   | Standard   |
|---------------------|---|--|
| <b>Part I</b>       |   |  |
| 1.                  | Insured's Name/Insurance Company          | Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued and name of the AIP (Company Name) if not preprinted on the worksheet.  |
| 2.                  | Policy #                                  | Insured's assigned policy number.  |
| 3.                  | County                                    | County where the sweet potato plants are physically located.   |
| 4.                  | Unit #/ FN /Claim #                       | Unit number from the Summary of Coverage after it is verified to be correct, FN, if applicable, and claim number as assigned by the AIP, if not preprinted on the worksheet.   |
| 5.                  | Variety                                   | Variety name. Indicate the source of documentation supplied to verify the variety and the appropriate practices regarding source of the seed. All insurable varieties are shown on the SP.   |
| 6.                  | Stage                                     | Stage ("Immature" or "Mature") on the day of the field visit/appraisal (see exhibit 8).  |
| <b>Part II</b>      |   |  |
| 7.                  | Field ID/Planting Density                 | Above the line, enter field or subfield identification symbol. Document the division of the unit into fields and subfields in the narrative of the PW so that the precise field and subfield can be revisited. Below the line, enter the planting density determined using the formula in exhibit 6.<br><br>All fields in the unit must be sampled when performing a GSI.  |
| 8.                  | Acres                                     | Number of determined acres to tenths, in field or sub-field being appraised (determine total acreage for the unit).  |
| 9.                  | Number of Plants/Samples                  | In the top half, record the original number of plants in the field derived by multiplying planting density (Item 7 below the line) by the factor of .9 (see exhibit 7 for an example) and multiplying that result by the planted acres (Item 8). Verify from the planting record. In the bottom half, record the number of plants sampled. The total number of plants sampled for each field or subfield is determined from the totals (column 20) of the Sweet Potato Growing Season Inspection Worksheet or the cumulative total (column 20) of the last worksheet continuation if more than one page is used for the field or subfield. |
| 10.                 | Percent of Crop Sampled                   | Number of plant samples divided by the number of plants in the field (both from Item 9), rounded to three decimal places.  |
| 11.                 | Date Planted                              | Month and day of the last planting of the field as determined by the insured's records.  |
| 12.                 | Guarantee                                 | The guarantee in hundredweight to the nearest tenth.   |
| 13.                 | Sample Plants Destroyed by Insured Causes | Enter the number of sample plants destroyed in each field or subfield by insured causes as determined from the plants identified in column 21.   |
| 14.                 | Sample Plants Damaged by Insured Causes   | Enter the number of sample plants damaged by insured causes as determined from the plants identified in column 22.   |



## Form Standards – Growing Season Inspection Worksheet (Continued)

| Element/Item Number |   | Standard  |
|---------------------|---|---|
| 15.                 | Sample Plants Destroyed by Uninsured Causes | Enter the number of sample plants destroyed by uninsured causes as determined from the plants identified in column 23.  |
| 16.                 | Sample Plants Damaged by Uninsured Causes   | Enter the number of sample plants damaged by uninsured causes as determined from the plants identified in column 24.  |
| 17.                 | Damage Cause Ratios                         | <p>In the upper half of the cell, enter the result of dividing the sum of Sample Plants Destroyed by Uninsured Causes (Item 15) and Sample Plants Damaged by Uninsured Causes (Item 16) by the number of samples (lower half of Item 9) rounded to two decimal places.</p> $\frac{\text{Sample Plants Destroyed by Uninsured Causes} + \text{Sample Plants Damaged by Uninsured Causes}}{\text{Number of Samples}}$ <p>If the value of the first damage cause ratio for the field or subfield is 0.10 or less, no further action is required for this item; these levels of losses to uninsured causes are typical for the crop. If the value of the first loss ratio is greater than 0.10, divide the sum of Sample Plants Destroyed by Uninsured Causes (Item 15) and Sample Plants Damaged by Uninsured Causes (Item 16) by the sums of Items 13, Item 14, Item 15, and Item 16 and enter as a decimal rounded to two places. This is the ratio of destruction or damage by an uninsured cause to all destruction or damage.</p> $\frac{\text{Item 15} + \text{Item 16}}{\text{Item 13} + \text{Item 14} + \text{Item 15} + \text{Item 16}}$ <p>In the event this ratio is in excess of 0.25, refer to the LAM for procedures to address controversial claims.</p> |
| 18.                 | Total Uninsured Plant Losses                | Enter the result of the number of Sampled Plants Destroyed by Uninsured Causes (Item 15) divided by the Percent of Crop Sampled (Item 10) rounded to a whole number. This represents the total plants in the field or subfield lost to uninsured causes.  |
| 19.                 | Total Uninsured Production Loss to Count    | <p>Enter the result of the Guarantee (Item 12) multiplied by the acreage of the field or subfield (Item 8), multiplied by the Total Uninsured Plant Losses (Item 18), and divided by the Number of Plants in the field (Item 9 above the line). Enter the production losses in hundredweight rounded to tenths.</p> $\text{Uninsured Production Losses to Count} = \frac{\text{Guarantee} \times \text{Acreage} \times \text{Total Uninsured Plant Losses}}{\text{Number of Plants in the Field}}$  |
| <b>Part III</b>     |   |   |
| 20.                 | Sample Number                               | Samples are numbered sequentially on the <i>Sweet Potato Growing Season Inspection Worksheet</i> .  |
| 21.                 | Destroyed by Insured Cause                  | Make a check mark (✓) for each sample plant destroyed by insured cause in the field or subfield. If the plant is not destroyed, or was destroyed by uninsured causes, make no entry.  |
| 22.                 | Damaged by Insured Cause                    | Make a check mark (✓) for each sample plant damaged by insured cause in the field or subfield. If the plant is not damaged or was damaged by uninsured causes make no entry.  |

## Form Standards – Growing Season Inspection (Continued)

| Element/Item Number   |  | Standard   |
|---|--|--|
| 23.   | Destroyed by Uninsured Cause             | Make a check mark (✓) for each sample plant destroyed by uninsured cause in the field or subfield. If the plant is not destroyed or was destroyed by insured causes, make no entry.  |
| 24.   | Damaged by Uninsured Cause               | Make a check mark (✓) for each sample plant damaged by uninsured cause in the field or subfield. If the plant is not damaged or was damaged by insured causes make no entry.   |
| The following required entries are not illustrated on the Sweet Potato Growing Season Inspection Worksheet. |  |  |
| 25.   | Insured's Signature and Date             | Insured's (or insured's authorized representative's) signature and date. Before obtaining insured's signature, review all entries on the Sweet Potato Growing Season Inspection Worksheet with the insured.  |
| 26.   | Adjuster's Signature, Code No., and Date | Signature of agricultural expert or adjuster, adjuster's code number (if applicable), and date signed after the insured (or insured's authorized representative) has signed. If the inspection is performed prior to the signature date, document the date of appraisal in the Remarks/Narrative section of the <i>Final Sweet Potato Appraisal Worksheet</i> (if available); otherwise, document the appraisal date in the Narrative of the PW. |
| 27.   | Page Number                              | Page numbers ( <b>Example:</b> Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).   |

Form Standards – Growing Season Inspection (Continued)

| For Illustration Purposes Only                   |                             |                           |                        |                            |               |                             |                           |                        |                      |               |                             | PART I:   |                        |  |               |  |                           |   |                      |                        |                             |                                 |                        |   |               |                             |                           |                        |                      |               |                             |                           |                        |                      |               |                             |                           |                        |                      |
|--|-----------------------------|---------------------------|------------------------|----------------------------|---------------|-----------------------------|---------------------------|------------------------|----------------------|---------------|-----------------------------|---|------------------------|--|---------------|--|---------------------------|---|----------------------|------------------------|-----------------------------|---------------------------------|------------------------|---|---------------|-----------------------------|---------------------------|------------------------|----------------------|---------------|-----------------------------|---------------------------|------------------------|----------------------|---------------|-----------------------------|---------------------------|------------------------|----------------------|
| SWEET POTATO GROWING SEASON INSPECTION WORKSHEET |                             |                           |                        |                            |               |                             |                           |                        |                      |               |                             | 1 NAME OF INSURED / INSURANCE COMPANY<br><b>I. M. Insured / The Insurance Co.</b> |                        |  |               |  |                           | 2 POLICY #<br><b>XX-XXX-XXXX</b>  |                      |                        |                             |                                 |                        | 3 COUNTY<br><b>Any County</b>               |               |                             |                           |                        |                      |               |                             |                           |                        |                      |               |                             |                           |                        |                      |
|  |                             |                           |                        |                            |               |                             |                           |                        |                      |               |                             | 4 UNIT # / FN / Claim #<br><b>0001-0001 BU / XXX / XXXXXXXX</b>                   |                        |  |               |  |                           | 5 Variety <b>Beauregard</b><br>Seed purchase records/I.M.<br>Agriculture Co. MM/DD/YY |                      |                        |                             |                                 |                        | 6 STAGE<br><b>Mature</b>                    |               |                             |                           |                        |                      |               |                             |                           |                        |                      |               |                             |                           |                        |                      |
| Field ID/ Planting Density 7                     |                             | Number of Acres 8         |                        | Number of Plants/Samples 9 |               | Percent of Crop Sampled 10  |                           | Date Planted 11        |                      | Guarantee 12  |                             | Sample Plants Destroyed by Insured Causes 13                                      |                        | Sample Plants Damaged by Insured Causes 14 |               | Sample Plants Destroyed by Uninsured Causes 15 |                           | Sample Plants Damaged by Uninsured Causes 16  |                      | Damage Cause Ratios 17 |                             | Total Uninsured Plant Losses 18 |                        | Total Uninsured Production Loss to Count 19 |               |                             |                           |                        |                      |               |                             |                           |                        |                      |               |                             |                           |                        |                      |
| A  |                             | 16,200                    |                        | 0.1                        |               | 1,458                       |                           | 80                     |                      | 0.055         |                             | MMM DD  |                        | 100.0                                      |               | 40   |                           | 30  |                      | 6                      |                             | 4                               |                        | 0.13  |               | 0.13                        |                           | 109                    |                      | 0.7           |                             |                           |                        |                      |               |                             |                           |                        |                      |
| 20   | 21                          | 22                        | 23                     | 24                         | 20            | 21                          | 22                        | 23                     | 24                   | 20            | 21                          | 22  | 23                     | 24   | 20            | 21   | 22                        | 23  | 24                   | 20                     | 21                          | 22                              | 23                     | 24  | 20            | 21                          | 22                        | 23                     | 24                   | 20            | 21                          | 22                        | 23                     | 24                   | 20            | 21                          | 22                        | 23                     | 24                   |
| Sample Number                                    | Destroyed by Insured Causes | Damaged by Insured Causes | Destroyed by Uninsured | Damaged by Uninsured       | Sample Number | Destroyed by Insured Causes | Damaged by Insured Causes | Destroyed by Uninsured | Damaged by Uninsured | Sample Number | Destroyed by Insured Causes | Damaged by Insured Causes   | Destroyed by Uninsured | Damaged by Uninsured                       | Sample Number | Destroyed by Insured Causes                    | Damaged by Insured Causes | Destroyed by Uninsured  | Damaged by Uninsured | Sample Number          | Destroyed by Insured Causes | Damaged by Insured Causes       | Destroyed by Uninsured | Damaged by Uninsured                        | Sample Number | Destroyed by Insured Causes | Damaged by Insured Causes | Destroyed by Uninsured | Damaged by Uninsured | Sample Number | Destroyed by Insured Causes | Damaged by Insured Causes | Destroyed by Uninsured | Damaged by Uninsured | Sample Number | Destroyed by Insured Causes | Damaged by Insured Causes | Destroyed by Uninsured | Damaged by Uninsured |
| 1  | ✓                           |                           |                        |                            | 16            | ✓                           |                           |                        |                      | 31            | ✓                           |   |                        |  | 46            | ✓  |                           |   |                      | 61                     | ✓                           |                                 |                        |   | 76            | ✓                           |                           |                        |                      | 91            |                             |                           |                        |                      |               |                             |                           |                        |                      |
| 2  | ✓                           |                           |                        |                            | 17            | ✓                           |                           |                        |                      | 32            | ✓                           |   |                        |  | 47            |  |                           | ✓   |                      | 62                     | ✓                           |                                 |                        |   | 77            | ✓                           |                           |                        |                      | 92            |                             |                           |                        |                      |               |                             |                           |                        |                      |
| 3  |                             | ✓                         |                        |                            | 18            |                             | ✓                         |                        |                      | 33            | ✓                           |   |                        |  | 48            |  | ✓                         |   |                      | 63                     | ✓                           |                                 |                        |   | 78            |                             | ✓                         |                        |                      | 93            |                             |                           |                        |                      |               |                             |                           |                        |                      |
| 4  | ✓                           |                           |                        |                            | 19            |                             | ✓                         |                        |                      | 34            | ✓                           |   |                        |  | 49            | ✓  |                           |   |                      | 64                     | ✓                           |                                 |                        |   | 79            |                             | ✓                         |                        |                      | 94            |                             |                           |                        |                      |               |                             |                           |                        |                      |
| 5  | ✓                           |                           |                        |                            | 20            | ✓                           |                           |                        |                      | 35            | ✓                           |   |                        |  | 50            |  | ✓                         |   |                      | 65                     |                             | ✓                               |                        |   | 80            |                             |                           | ✓                      |                      | 95            |                             |                           |                        |                      |               |                             |                           |                        |                      |
| 6  | ✓                           |                           |                        |                            | 21            | ✓                           |                           |                        |                      | 36            | ✓                           |   |                        |  | 51            | ✓  |                           |   |                      | 66                     |                             | ✓                               |                        |   | 81            |                             |                           |                        | 96                   |               |                             |                           |                        |                      |               |                             |                           |                        |                      |
| 7  | ✓                           |                           |                        |                            | 22            | ✓                           |                           |                        |                      | 37            |                             | ✓   |                        |  | 52            |  |                           | ✓   |                      | 67                     |                             | ✓                               |                        |   | 82            |                             |                           |                        | 97                   |               |                             |                           |                        |                      |               |                             |                           |                        |                      |
| 8  |                             | ✓                         |                        |                            | 23            |                             | ✓                         |                        |                      | 38            |                             | ✓   |                        |  | 53            |  |                           | ✓   |                      | 68                     | ✓                           |                                 |                        |   | 83            |                             |                           |                        | 98                   |               |                             |                           |                        |                      |               |                             |                           |                        |                      |
| 9  | ✓                           |                           |                        |                            | 24            |                             | ✓                         |                        |                      | 39            |                             | ✓   |                        |  | 54            |  |                           | ✓   |                      | 69                     | ✓                           | ✓                               |                        |   | 84            |                             |                           |                        | 99                   |               |                             |                           |                        |                      |               |                             |                           |                        |                      |
| 10   | ✓                           |                           |                        |                            | 25            | ✓                           |                           |                        |                      | 40            |                             | ✓   |                        |  | 55            |  |                           | ✓   |                      | 70                     | ✓                           |                                 |                        |   | 85            |                             |                           |                        | 100                  |               |                             |                           |                        |                      |               |                             |                           |                        |                      |
| 11   |                             | ✓                         |                        |                            | 26            |                             | ✓                         |                        |                      | 41            | ✓                           |   |                        |  | 56            |  |                           | ✓   |                      | 71                     |                             | ✓                               |                        |   | 86            |                             |                           |                        |                      |               |                             |                           |                        |                      |               |                             |                           |                        |                      |
| 12   | ✓                           |                           |                        |                            | 27            | ✓                           |                           |                        |                      | 42            |                             | ✓   |                        |  | 57            |  |                           | ✓   |                      | 72                     |                             | ✓                               |                        |   | 87            |                             |                           |                        |                      |               |                             |                           |                        |                      |               |                             |                           |                        |                      |
| 13   |                             | ✓                         |                        |                            | 28            |                             | ✓                         |                        |                      | 43            | ✓                           |   |                        |  | 58            |  | ✓                         |   |                      | 73                     | ✓                           |                                 |                        |   | 88            |                             |                           |                        |                      |               |                             |                           |                        |                      |               |                             |                           |                        |                      |
| 14   |                             | ✓                         |                        |                            | 29            | ✓                           |                           |                        |                      | 44            |                             | ✓   |                        |  | 59            |  |                           | ✓   |                      | 74                     |                             | ✓                               |                        |   | 89            |                             |                           |                        |                      |               |                             |                           |                        |                      |               |                             |                           |                        |                      |
| 15   | ✓                           |                           |                        |                            | 30            |                             | ✓                         |                        |                      | 45            | ✓                           |   |                        |  | 60            |  |                           | ✓   |                      | 75                     | ✓                           |                                 |                        |   | 90            |                             |                           |                        |                      |               |                             |                           |                        |                      |               |                             |                           |                        |                      |

Form Standards – Growing Season Inspection (Continued)

| SWEET POTATO GROWING SEASON<br>INSPECTION WORKSHEET (Continued) |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             | PART I:                               |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
|---|-----------------------------|---------------------------|-------------------------------|-----------------------------|---------------|-----------------------------|---------------------------|-------------------------------|-----------------------------|---------------|-----------------------------|---------------------------|-------------------------------|-----------------------------|---------------|-----------------------------|---------------------------|-------------------------------|-----------------------------|---------------|-----------------------------|---------------------------|-------------------------------|-----------------------------|---------------------------------------|--|--|--|--|--|--|--|--|--|-----------|--|--|--|--|--------------|--|--|--|--|-----------------|--|--|--|--|
|   |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             | 1 NAME OF INSURED / INSURANCE COMPANY |  |  |  |  |  |  |  |  |  |           |  |  |  |  | 2 POLICY NO. |  |  |  |  | 3 COUNTY/PARISH |  |  |  |  |
|   |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             | 4 UNIT# / FN / CLAIM#                 |  |  |  |  |  |  |  |  |  | 5 VARIETY |  |  |  |  | 6 STAGE      |  |  |  |  |                 |  |  |  |  |
| 20  | 21                          | 22                        | 23                            | 24                          | 20            | 21                          | 22                        | 23                            | 24                          | 20            | 21                          | 22                        | 23                            | 24                          | 20            | 21                          | 22                        | 23                            | 24                          | 20            | 21                          | 22                        | 23                            | 24                          |                                       |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| Sample Number   | Destroyed by Insured Causes | Damaged by Insured Causes | Destroyed by Uninsured Causes | Damaged by Uninsured Causes | Sample Number | Destroyed by Insured Causes | Damaged by Insured Causes | Destroyed by Uninsured Causes | Damaged by Uninsured Causes | Sample Number | Destroyed by Insured Causes | Damaged by Insured Causes | Destroyed by Uninsured Causes | Damaged by Uninsured Causes | Sample Number | Destroyed by Insured Causes | Damaged by Insured Causes | Destroyed by Uninsured Causes | Damaged by Uninsured Causes | Sample Number | Destroyed by Insured Causes | Damaged by Insured Causes | Destroyed by Uninsured Causes | Damaged by Uninsured Causes |                                       |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 1   |                             |                           |                               |                             | 26            |                             |                           |                               |                             | 51            |                             |                           |                               |                             | 76            |                             |                           |                               |                             | 101           |                             |                           |                               |                             | 151                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 2   |                             |                           |                               |                             | 27            |                             |                           |                               |                             | 52            |                             |                           |                               |                             | 77            |                             |                           |                               |                             | 102           |                             |                           |                               |                             | 152                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 3   |                             |                           |                               |                             | 28            |                             |                           |                               |                             | 53            |                             |                           |                               |                             | 78            |                             |                           |                               |                             | 103           |                             |                           |                               |                             | 153                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 4   |                             |                           |                               |                             | 29            |                             |                           |                               |                             | 54            |                             |                           |                               |                             | 79            |                             |                           |                               |                             | 104           |                             |                           |                               |                             | 154                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 5   |                             |                           |                               |                             | 30            |                             |                           |                               |                             | 55            |                             |                           |                               |                             | 80            |                             |                           |                               |                             | 105           |                             |                           |                               |                             | 155                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 6   |                             |                           |                               |                             | 31            |                             |                           |                               |                             | 56            |                             |                           |                               |                             | 81            |                             |                           |                               |                             | 106           |                             |                           |                               |                             | 156                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 7   |                             |                           |                               |                             | 32            |                             |                           |                               |                             | 57            |                             |                           |                               |                             | 82            |                             |                           |                               |                             | 107           |                             |                           |                               |                             | 157                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 8   |                             |                           |                               |                             | 33            |                             |                           |                               |                             | 58            |                             |                           |                               |                             | 83            |                             |                           |                               |                             | 108           |                             |                           |                               |                             | 158                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 9   |                             |                           |                               |                             | 34            |                             |                           |                               |                             | 59            |                             |                           |                               |                             | 84            |                             |                           |                               |                             | 109           |                             |                           |                               |                             | 159                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 10  |                             |                           |                               |                             | 35            |                             |                           |                               |                             | 60            |                             |                           |                               |                             | 85            |                             |                           |                               |                             | 110           |                             |                           |                               |                             | 160                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 11  |                             |                           |                               |                             | 36            |                             |                           |                               |                             | 61            |                             |                           |                               |                             | 86            |                             |                           |                               |                             | 111           |                             |                           |                               |                             | 161                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 12  |                             |                           |                               |                             | 37            |                             |                           |                               |                             | 62            |                             |                           |                               |                             | 87            |                             |                           |                               |                             | 112           |                             |                           |                               |                             | 162                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 13  |                             |                           |                               |                             | 38            |                             |                           |                               |                             | 63            |                             |                           |                               |                             | 88            |                             |                           |                               |                             | 113           |                             |                           |                               |                             | 163                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 14  |                             |                           |                               |                             | 39            |                             |                           |                               |                             | 64            |                             |                           |                               |                             | 89            |                             |                           |                               |                             | 114           |                             |                           |                               |                             | 164                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 15  |                             |                           |                               |                             | 40            |                             |                           |                               |                             | 65            |                             |                           |                               |                             | 90            |                             |                           |                               |                             | 115           |                             |                           |                               |                             | 165                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 16  |                             |                           |                               |                             | 41            |                             |                           |                               |                             | 66            |                             |                           |                               |                             | 91            |                             |                           |                               |                             | 116           |                             |                           |                               |                             | 166                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| 17  |                             |                           |                               |                             | 42            |                             |                           |                               |                             | 67            |                             |                           |                               |                             | 92            |                             |                           |                               |                             | 117           |                             |                           |                               |                             | 167                                   |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| <b>TOTAL</b>  |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             |                                       |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| <b>PREVIOUS TOTAL</b>   |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             |                                       |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |
| <b>CUMULATIVE TOTAL</b>   |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             |               |                             |                           |                               |                             |                                       |  |  |  |  |  |  |  |  |  |           |  |  |  |  |              |  |  |  |  |                 |  |  |  |  |

## Form Standards – Final Sweet Potato Appraisal Worksheet

| Element/Item Number |                                  | Standard  |
|---------------------|----------------------------------|---|
| 1.                  | Insured's Name/Insurance Company | Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued and the name of the AIP if not preprinted on the worksheet.  |
| 2.                  | Policy Number                    | Insured's assigned policy number.   |
| 3.                  | County                           | County where the sweet potato plants are physically located.  |
| 4.                  | Unit # / FN/<br>Claim #          | Unit number from the Summary of Coverage after it is verified to be correct, FN, if applicable, and claim number as assigned by the AIP.  |
| 5.                  | Variety                          | Variety name. Indicate the source of documentation supplied to verify the variety and the appropriate practices regarding source of the seed. All insurable varieties are shown on the SP.  |
| 6A.                 | Type                             | "Fresh Market," or "Dedicated Processing" as applicable.  |
| 6B.                 | Irrigated Practice               | Three-digit code entered exactly as specified on the actuarial documents, for the irrigated practice. If actuarial documents do not contain irrigated practices, make no entry.   |
| <b>Part 2</b>       |                                  |   |
| 7.                  | Field ID                         | Field or subfield identification. Document the division of the unit into fields and subfields in the narrative of the PW so that the precise field and subfield can be revisited.   |
| 8.                  | Planting Density                 | Enter the planting density (see exhibit 10).  |
| 9.                  | Acres                            | Determined acres, to tenths, in the field or subfield being appraised. In the total row, sum the acreages for the fields or subfields insured as a unit to verify the acreage.  |
| 10.                 | Number of Plants                 | Multiply item 8 by 0.9 and multiply that result by item 9 (see exhibit 11 (item 8 x 0.90 x item 9) and round to nearest whole number. Verify with the insured's planting record.  |
| 11.                 | Samples                          | Enter the number of plants sampled. The total number of plants sampled for each field or subfield is determined from the totals (column 20) of the Sweet Potato Growing Season Inspection Worksheet or the cumulative total (column 20) of the last worksheet continuation if more than one page is used for the field or subfield.<br>Depending on the dates of the growing season inspections and the final appraisal visits, the number of plants sampled in a single field or subfield for these two procedures may be different, but in no case should they be less than the minimum required.<br>For harvested fields or subfields when no check strips were left, the uninsured causes of loss appraised potential will be the greater of the guarantee per acre or the harvested production divided by the acreage. |
| 12.                 | Percent of the Crop Sampled      | For each field or subfield, enter the result of dividing item 11 by item 10, rounded to three decimal places.   |
| 13.                 | Date Planted                     | Enter the month and day of the last planting of the fields (as determined by the insured's records).  |
| 14.                 | Stage                            | Enter I if the crop in the field is in the Immature Stage. Make no entry if the crop is in the Mature Stage.  |

## Form Standards – Final Sweet Potato Appraisal Worksheet (Continued)

| Element/Item Number   |  | Standard  |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
|---|--|---|------------------|--------------------|-------|---|-------|--|------|-------------|-------|------------------------------------|-------|---------------------------------------|
| 15.   | Guarantee  | Enter the production guarantee in hundredweight to tenths.  |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| <b>For Immature Fields being released for other use, make no entry for items 16 through 18.</b> |  |   |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| 16.   | Harvested Weight of Samples                        | Enter the weight of marketable sweet potatoes from sample plants, rounded to whole pounds.  |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| 17.   | Preliminary Appraised Production                   | The result of dividing item 16 by item 12 and dividing the result by 100 [(item 16/item 12)/100], rounded to tenths.  |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| 18.   | Appraised Potential Per Acre                       | Enter the result of dividing item 17 by item 9 rounded to tenths.   |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| 19.   | Uninsured Production Loss                          | Total Uninsured Production Loss from Item 19 on the <i>Sweet Potato Growing Season Inspection Worksheet</i> .   |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| 20.   | Potential  | Enter the result of dividing item 19 by item 9 rounded to tenths. Both entries should be in hundredweight to tenths. Be sure to account for any losses due to insufficient planting densities. Refer to subparagraph 22C(1)(h) for instructions related to production to count due to insufficient planting densities. For harvested fields or subfields when no check strips were left, the uninsured cause of loss appraised potential will be the greater of the guarantee per acre or the harvested production divided by the acreage.  |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| 21.   | Condition of Field on Appraisal Date               | For each field appraised, enter the appropriate abbreviation from the list below. <table border="0" style="margin-left: 40px;"> <tr> <td style="text-align: center;"><u>Condition</u></td> <td style="text-align: center;"><u>Explanation</u></td> </tr> <tr> <td style="text-align: center;">“D/C”</td> <td>Destroyed or abandoned, check strips maintained</td> </tr> <tr> <td style="text-align: center;">“D/N”</td> <td>Destroyed or abandoned, no check strips maintained</td> </tr> <tr> <td style="text-align: center;">“UH”</td> <td>Unharvested</td> </tr> <tr> <td style="text-align: center;">“H/C”</td> <td>Harvested, check strips maintained</td> </tr> <tr> <td style="text-align: center;">“H/N”</td> <td>Harvested, no check strips maintained</td> </tr> </table> | <u>Condition</u> | <u>Explanation</u> | “D/C” | Destroyed or abandoned, check strips maintained | “D/N” | Destroyed or abandoned, no check strips maintained | “UH” | Unharvested | “H/C” | Harvested, check strips maintained | “H/N” | Harvested, no check strips maintained |
| <u>Condition</u>  | <u>Explanation</u>                                 |   |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| “D/C”   | Destroyed or abandoned, check strips maintained    |   |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| “D/N”   | Destroyed or abandoned, no check strips maintained |   |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| “UH”  | Unharvested  |   |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| “H/C”   | Harvested, check strips maintained                 |   |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| “H/N”   | Harvested, no check strips maintained              |   |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| 22.   | Anticipated Harvest Date                           | Month and day the insured anticipates harvesting or destroying the crop.  |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| 23.   | Unadjusted Potential per acre                      | The result of adding item 18 to item 20, to tenths.   |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| 24.   | Factor   | For fresh market sweet potatoes, enter 0.95. For processing sweet potatoes, enter 1.00.   |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| 25.   | Adjusted Potential per acre                        | The result of multiplying item 23 by item 24 and rounding to nearest tenth.<br><br>For immature fields being released for other uses, enter the result of dividing the number of surviving plants (including damaged plants) in a sample by the number of plants in the sample (including dead and damaged plants) and multiplying by the guarantee.  |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |
| 26.   | Narrative  | Enter pertinent information.  |                  |                    |       |   |       |  |      |             |       |                                    |       |                                       |

## Form Standards – Final Sweet Potato Appraisal Worksheet (Continued)

| The following required entries are not illustrated on the Final Sweet Potato Appraisal Worksheet example. |  |  |
|---|--|--|
| Element/Item Number   |  | Standard   |
| 27.   | Insured's Signature and Date             | The insured must sign and enter the date signed.   |
| 28.   | Adjuster's Signature, Code No., and Date | The adjuster must sign, enter their code number, and enter the date signed after the insured or the insured's authorized representative has signed. If the appraisal is performed prior to the signature date, document the date of appraisal in the Remarks/Narrative section of the <i>Final Sweet Potato Appraisal Worksheet</i> (if available); otherwise, document the appraisal date in the Narrative of the PW. |
| 29.   | Page Number                              | Page numbers - ( <b>Example:</b> Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).   |





## Form Standards – Storage Appraisal Worksheet

| Element/Item Number  |   | Standard   |
|--|---|--|
| <b>Part I</b>  |   |  |
| 1.   | Insured's Name<br>Insurance Company   | Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued and name of the AIP if not preprinted on the worksheet.   |
| 2.   | Policy Number   | Insured's assigned policy number.  |
| 3.   | State   | State where the sweet potatoes were grown.   |
| 4.   | County Parish   | County or parish where the sweet potato plants were physically located.  |
| 5.   | Unit # / FN /Claim #  | Unit number from Summary of Coverage after it is verified to be correct, FN, if applicable, and claim number as assigned by the AIP if not preprinted on the worksheet.                                |
| 6.   | Variety   | Planted variety. (All varieties other than Beauregard and Evangeline are uninsurable unless otherwise stated in the SP).   |
| 7.   | Total Number of Bins  | Total number of bins of sweet potatoes harvested from the unit. If this worksheet is for a subunit, divide the block in half and enter the total number of bins for the subunit in the bottom half.    |
| 8.   | Acres   | Determined acres, to tenths, in the field or subfield being appraised.   |
| 9.   | Date Harvested/<br>Stored   | From bin ID tags, enter the month and day as MMM-DD that the insured harvested and stored the crop. Explain in the Narrative or Special Report any production for acreage harvested after November 15. |
| <b>Part II</b>   |   |  |
| When all sample appraisals are completed, total each column in Part 2. If more than one page is required, add column totals and enter as "Page Total" then add all "Page Totals" and enter results in the "Total" block on page 1. |   |  |
| Item 10<br>Item 20<br>Item 30  | Sample ID   |  |
| Col 11<br>Col 21<br>Col 31   | <p><b>For Fresh Market Sweet Potatoes - U.S. Grades #1 and Extra #1</b> - Enter the weight, to the nearest pound, from each Sample Bin of marketable production grading U.S. No. 1 and U.S. Extra No. 1 in accordance with the United States Standards for Grades of Sweet Potatoes, effective April 21, 2005. This is the weight of production to count at the time of appraisal.</p> <p><b>***For Dedicated Processing Sweet Potatoes</b> - Enter the weight, to the nearest pound, from each Sample Bin of production, of production that except for size, grades U.S. No. 1, U.S. Extra No. 1, US Commercial, or U.S. No. 2 (including jumbos) in accordance with the United States Standards for Grades of Sweet Potatoes, effective April 21, 2005. With respect to size, lots of production in which 85.1 percent or more of the sweet potatoes meet the size requirement specified in the processor contract for usable sweet potatoes will be included as production to count. Lots in which 85.0 percent or less of the sweet potatoes meet such size requirement will not be counted only if they are discarded and no value is received for the production.</p> |  |

## Form Standards – Storage Appraisal Worksheet (Continued)

| Element/Item Number        |  | Standard   |
|----------------------------|--|--|
| Col 12<br>Col 22<br>Col 32 |  | <b>Uninsured Loss</b> - Enter the weight, to the nearest pound, of all production from each Sample Bin damaged by uninsured causes of loss. Since damaged tubers cannot be weighed directly, determine the production to count due to uninsured causes by counting the number of those tubers and then weighing the same number of undamaged, marketable tubers. This is the weight of production to count at the time of appraisal. |
| Row 13<br>Row 23<br>Row 33 |  | Column Total - Sum the weight, in pounds, of all sweet potatoes in the Column above each box in the row.   |
| Row 14                     |  | *** Sum the results of Col 11 and Col 12 totals.   |
| Row 24                     |  | *** Sum the results of Col 21 and Col 22 totals.   |
| Row 34                     |  | *** Sum the results of Col 31 and Col 32 totals.   |
| Row 15<br>Row 25<br>Row 35 |  | <b>No. of Sample Bins:</b> Enter the total number of Sample Bins for the appropriate sample ID. This number must be at least the number required by exhibit 9 for each sample ID.  |
| Row 16                     |  | For columns 11 and 12, item 14 ÷ item 15.  |
| Row 26                     |  | For columns 21 and 22, item 24 ÷ item 25.  |
| Row 36                     |  | For columns 31 and 32, item 34 ÷ item 35.  |
| Row 17<br>Row 27<br>Row 37 |  | Number of bins in each sample ID.  |
| Row 18                     |  | *** For columns 11 and 12, item 16 x item 17.  |
| Row 28                     |  | *** For columns 21 and 22, item 26 x item 27.  |
| Row 38                     |  | *** For columns 31 and 32, item 36 x item 37.  |
| Row 19                     |  | *** For columns 11 and 12, item 18 ÷ 100.  |
| Row 29                     |  | *** For columns 21 and 22, item 28 ÷ 100.  |
| Row 39                     |  | *** For columns 31 and 32, item 38 ÷ 100.  |
| 40.                        | Insured's Signature and Date             | The insured must sign and enter the date signed.   |
| 41.                        | Adjuster's Signature, Code No., and Date | The adjuster must sign, enter the adjuster's code number, and enter the date signed, which must be 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 Narrative section; otherwise, document the appraisal date in the Narrative of the PW.   |

**Form Standards – Storage Appraisal Worksheet (Continued)**

| <b>Sweet Potato Storage Appraisal Worksheet</b> |                  |                         |                      |                  |                          |                      |                            |                      |            |                         |
|---|------------------|-------------------------|----------------------|------------------|--------------------------|----------------------|----------------------------|----------------------|------------|-------------------------|
| Part I  |                  |                         |                      |                  |                          |                      |                            |                      |            |                         |
| 1. Name of Insured / Insurance Company          |                  | 2. Policy Number        |                      | 3. State         | 4. County / Parish       |                      | 5. Unit# / FN / Claim#     |                      | 6. Variety | 7. Total Number of Bins |
| I.M. Insured / Any Company                      |                  | XX XXX XXXX             |                      | LA               | Any Parish               |                      | 0001-0001 BU / XXX / XXXXX |                      | Evangeline | 918                     |
| 8. Determined Acres                             |                  | 9 Date Harvested/Stored |                      |                  |                          |                      |                            |                      |            |                         |
| 110   |                  | Oct-10                  |                      |                  |                          |                      |                            |                      |            |                         |
| Part II   |                  |                         |                      |                  |                          |                      |                            |                      |            |                         |
| 10<br>Sample ID<br>A                            | 11<br>Production | 12<br>Uninsured Loss    | 20<br>Sample ID<br>B | 21<br>Production | 22<br>Uninsured Loss     | 30<br>Sample ID<br>C | 31<br>Production           | 32<br>Uninsured Loss |            |                         |
| Sample 1  | 540.0            |                         | Sample 1             | 575.0            |                          | Sample 1             | 360.0                      |                      |            |                         |
| Sample 2  | 555.0            |                         | Sample 2             | 560.0            |                          | Sample 2             | 350.0                      |                      |            |                         |
| Sample 3  | 475.0            | 100                     | Sample 3             | 580.0            |                          | Sample 3             | 365.0                      |                      |            |                         |
| Sample 4  | 535.0            |                         | Sample 4             | 570.0            |                          | Sample 4             | 355.0                      |                      |            |                         |
| Sample 5  | 550.0            |                         | Sample 5             | 590.0            |                          | Sample 5             | 345.0                      |                      |            |                         |
| 13. Col. Total                                  | 2655.0           | 100                     | 23. Col. Total       | 2875.0           | 0                        | 33. Col. Total       | 1775.0                     | 0                    |            |                         |
| 14. Combined                                    | 2755.0           |                         | 24. Combined         | 2875.0           |                          | 34. Combined         | 1775.0                     |                      |            |                         |
| 15. Bins Sampled                                | 5                |                         | 25. Bins Sampled     | 5                |                          | 35. Bins Sampled     | 5                          |                      |            |                         |
| 16 Average                                      | 551.0            |                         | 26 Average           | 575.0            |                          | 36 Average           | 355.0                      |                      |            |                         |
| 17 Bins in sample ID                            | 367              |                         | 27 Bins in sample ID | 413              |                          | 37 Bins in sample ID | 138                        |                      |            |                         |
| 18 Sample Lbs.                                  | 202,217.0        |                         | 28 Sample Lbs.       | 237,475.0        |                          | 38 Sample Lbs.       | 48,990.0                   |                      |            |                         |
| 19 Sample Cwt                                   | 2,022.2          | 29 Sample Cwt           | 2,374.8              | 39 Sample Cwt    | 489.9                    |                      |                            |                      |            |                         |
| Part III  |                  |                         |                      |                  |                          |                      |                            |                      |            |                         |
| 40. Insured Signature                           |                  |                         | Date:                |                  | 41. Adjuster's Signature |                      |                            | Date                 | Pages      |                         |
|   |                  |                         |                      |                  |                          |                      |                            |                      |            |                         |

## Form Standards – Production Worksheet

| Element/Item Number |                      | Standard  |
|---------------------|----------------------|---|
| 1.                  | Crop/Code #          | Sweet Potato/0085.  |
| 2.                  | Unit #               | Unit number from the Summary of Coverage verified as correct.   |
| 3.                  | Location Description | Land location that identifies the legal description, if available, and the location of the unit (section, township, and range; FN; 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 the cause(s) of damage listed in item 5 below. If no entry in item 5 below make no entry.</p> <p>(a) For progressive damage, enter the month that identifies when the majority of insured damage occurred. Include the specific date where applicable as in the case of hail damage.<br/><b>Example:</b> Aug 11.</p> <p>(b) Enter additional dates of damage in extra spaces, as needed. 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><b>Important:</b> Make no entry if there is no insurable cause of loss and a no indemnity due claim will be completed.</p> |
| 5.                  | Cause(s) of Damage   | <p>Name of the determined insured cause(s) of damage for this crop as listed in the LAM for the date(s) of damage listed in item 4 above for this inspection.</p> <p>(a) If an insured cause(s) of damage is coded as “Other,” explain in the Narrative.</p> <p>(b) Enter additional causes of damage in the extra spaces, as needed. 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>(c) If it is evident that no indemnity is due, enter “No Indemnity Due” across the column in item 5.</p> <p><b>Important:</b> Refer to the LAM for more information on no indemnity due claims.</p>   |

Form Standards – Production Worksheet (Continued)

| Element/Item Number   |                     | Standard   |                   |         |        |        |     |     |                       |                 |         |      |         |      |                   |    |    |    |    |    |
|-----------------------|---------------------|--|-------------------|---------|--------|--------|-----|-----|-----------------------|-----------------|---------|------|---------|------|-------------------|----|----|----|----|----|
| 6.                    | Insured Cause %     | <p><b>Preliminary:</b> Make no entry.<br/> <b>Final:</b> 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 entered in the Narrative must equal 100%.</p> <p>(b) Make no entry if there is no insurable cause of loss, and a no indemnity due claim will be completed. Example entries for items 4 thru 6 and the Narrative are listed below, with entries for multiple dates of damage, corresponding insured causes of damage and insured cause percentages:</p> <table border="1"> <tr> <td>4. Date of Damage</td> <td>May</td> <td>Jun 30</td> <td>Jun 30</td> <td>Aug</td> <td>Aug</td> </tr> <tr> <td>5. Cause(s) of Damage</td> <td>Excess-Moisture</td> <td>Tornado</td> <td>Hail</td> <td>Drought</td> <td>Heat</td> </tr> <tr> <td>6 Insured Cause %</td> <td>10</td> <td>20</td> <td>15</td> <td>25</td> <td>20</td> </tr> </table> <p>Narrative: Sep 5 additional date of damage, freeze cause of damage, 10% insured cause percent.</p> | 4. Date of Damage | May     | Jun 30 | Jun 30 | Aug | Aug | 5. Cause(s) of Damage | Excess-Moisture | Tornado | Hail | Drought | Heat | 6 Insured Cause % | 10 | 20 | 15 | 25 | 20 |
| 4. Date of Damage     | May                 | Jun 30   | Jun 30            | Aug     | Aug    |        |     |     |                       |                 |         |      |         |      |                   |    |    |    |    |    |
| 5. Cause(s) of Damage | Excess-Moisture     | Tornado  | Hail              | Drought | Heat   |        |     |     |                       |                 |         |      |         |      |                   |    |    |    |    |    |
| 6 Insured Cause %     | 10                  | 20   | 15                | 25      | 20     |        |     |     |                       |                 |         |      |         |      |                   |    |    |    |    |    |
| 7.                    | Company/Agency      | Name of the AIP and agency servicing the contract.   |                   |         |        |        |     |     |                       |                 |         |      |         |      |                   |    |    |    |    |    |
| 8.                    | Name of Insured     | Name of insured that identifies exactly the person (legal entity) to whom the policy is issued.  |                   |         |        |        |     |     |                       |                 |         |      |         |      |                   |    |    |    |    |    |
| 9.                    | Claim #             | Claim number as assigned by the AIP.   |                   |         |        |        |     |     |                       |                 |         |      |         |      |                   |    |    |    |    |    |
| 10.                   | Policy #            | Insured’s assigned policy number.  |                   |         |        |        |     |     |                       |                 |         |      |         |      |                   |    |    |    |    |    |
| 11.                   | Crop Year           | Four-digit crop year, as defined in the policy, for which the claim is filed.  |                   |         |        |        |     |     |                       |                 |         |      |         |      |                   |    |    |    |    |    |
| 12.                   | Additional Units    | <p><b>Preliminary:</b> Make no entry.<br/> <b>Final:</b></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 PW has not been completed.</p> <p>(b) Additional non-loss units may be entered on a single PW.</p> <p><b>Important:</b> 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>  |                   |         |        |        |     |     |                       |                 |         |      |         |      |                   |    |    |    |    |    |
| 13.                   | Est. Prod. Per Acre | <p><b>Preliminary:</b> Make no entry.<br/> <b>Final:</b> Make no entry.</p>  |                   |         |        |        |     |     |                       |                 |         |      |         |      |                   |    |    |    |    |    |

## Form Standards – Production Worksheet (Continued)

| Element/Item Number                  | Standard  |
|--------------------------------------|---|
| <p>14. Date(s) of Notice of Loss</p> | <p><b>Preliminary:</b></p> <ul style="list-style-type: none"> <li>(a) Enter the date the first or second notice of damage or loss was given for the unit in item 2, in the 1<sup>st</sup> or 2<sup>nd</sup> space, as applicable. Enter the complete date for each notice in MM/DD/YYYY format.</li> <li>(b) A notice of damage or loss for a third preliminary inspection (if needed) requires an additional set of PW. Enter the date of notice for a third preliminary inspection in the 1<sup>st</sup> space of item 14 on the second set of PW.</li> <li>(c) Reserve the “Final” space on the first page of the first set of PW for the date of notice for the final inspection.</li> <li>(d) If the inspection is initiated by the AIP, enter “Company Insp” instead of the date.</li> </ul> <p><b>Important:</b> If the notice does not require an inspection, document as directed in the Narrative instructions.</p> <p><b>Final:</b></p> <ul style="list-style-type: none"> <li>(a) Transfer the last date (in the 1<sup>st</sup> or 2<sup>nd</sup> space from first or second set of PW) to the final space on the first page of the first set of PW if a final inspection should be made as a result of the notice.</li> <li>(b) Always enter the complete date of notice in MM/DD/YYYY format for the “Final” inspection in the final space on the first page of the first set of PW.</li> </ul> <p><b>Important:</b> For a delayed notice of loss or a delayed claim, refer to the LAM.</p> |
| <p>15. Companion Policy(s)</p>       | <ul style="list-style-type: none"> <li>(a) If no other person has a share in the unit (insured has a 100 percent share), make no entry.</li> <li>(b) In all cases where the insured has less than a 100 percent share of a loss-affected unit, ask the insured if the other person sharing in the unit has a multiple-peril contract (not crop-hail, fire). If the other person does not, enter “None”: <ul style="list-style-type: none"> <li>(1) if the other person has a multiple-peril contract and it can be determined the same AIP services it, enter the contract number, handle these companion policies according to AIP instructions;</li> <li>(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; and</li> <li>(3) if unable to verify the existence of a companion contract, enter “Unknown” and contact the AIP for further instructions.</li> </ul> </li> </ul> <p><b>Important:</b> Refer to the LAM for further information regarding companion contracts.</p>   |

## Form Standards – Production Worksheet (Continued)

## Section I Determined Acreage Appraised, Production and Adjustments

Make separate line entries for varying:

- (a) rate classes, types, or farming practices, as applicable;
- (b) APH yields;
- (c) appraisals;
- (d) stages or intended uses of acreage;
- (e) shares (e.g., 50 percent or 75 percent shares on the same unit); or (f) appraisals for damage due to hail or fire if a Hail and Fire Exclusion is in effect.

| Element/Item Number |                   | Standard  |
|---------------------|-------------------|---|
| 16.                 | Field ID          | Field identification symbol from the appraisal worksheet, sketch map, or an aerial photograph, as applicable. Refer to the Narrative instructions.  |
| 17.                 | Multi-Crop Code   | Applicable two-digit code for first crop and second crop. Refer to the LAM for instructions regarding first crop and second crop code entries.  |
| 18.                 | Reported Acres    | (a) In the event of over-reported acres, handle in accordance with the individual AIP instructions.<br>(b) In the event of under-reported acres, enter the reported acres to tenths.<br>(c) If there are no under-reported acres, make no entry.  |
| 19.                 | Determined Acres  | (a) Enter the determined acres to tenths for which consent is given for other use and/or:<br>(1) put to other use without consent;<br>(2) abandoned;<br>(3) damaged by uninsured causes;<br>(4) for which the insured failed to provide acceptable records of production; or<br>(5) from which production is sold by direct marketing.<br>(b) Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.<br><b>Final:</b> Determined acres to tenths. Acreage breakdowns within a unit may be estimated if a determination is impractical. Account for all planted acreage in the unit. |
| 20.                 | Interest or Share | Insured's interest in crop to three-decimal places as determined at the time of inspection. If shares vary on the same unit, use separate line entries.   |
| 21.                 | Risk              | Three-digit code for the correct "Rate Class" specified on the actuarial documents. If a "Rate Class" or "High Risk Area" is not specified on the actuarial documents, make no entry. Verify with the Summary of Coverage and if the Rate Class is found to be incorrect, revise according to the insurance provider's instructions. Refer to the LAM.  |

## Form Standards – Production Worksheet (Continued)

| Element/Item Number |                   | Standard   |
|---------------------|-------------------|--|
| 22.                 | Type              | Three-digit code entered exactly as specified on the actuarial documents, for the type grown by the insured. If “No Type Specified,” is shown in the actuarial documents, enter the appropriate three-digit code (997) from the actuarial documents. If actuarial documents do not contain types, make no entry.                     |
| 23.                 | Class             | Three-digit code entered exactly as specified on the actuarial documents, for the class. If “No Class Specified,” is shown in the actuarial documents, enter the three-digit code (997) from the actuarial documents. If actuarial documents do not contain classes, make no entry.  |
| 24.                 | Sub-class         | Three-digit code entered exactly as specified on the actuarial documents, for the Sub-class. If “No Sub-class Specified,” is shown in the actuarial documents, enter the appropriate three-digit code (997) from the actuarial documents. If actuarial documents do not contain Sub-classes, make no entry.                          |
| 25.                 | Intended Use      | Three-digit code entered exactly as specified on the actuarial documents, for the intended use. If “No Intended Use,” is shown in the actuarial documents, enter the appropriate three-digit code (997) from the actuarial documents. If actuarial documents do not contain Intended Uses, make no entry.                            |
| 26.                 | Irr. Practice     | Three-digit code entered exactly as specified on the actuarial documents, for the irrigated practice. If “No Irrigated Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code (997) from the actuarial documents. If actuarial documents do not contain irrigated practices, make no entry. |
| 27.                 | Cropping Practice | Three-digit code entered exactly as specified on the actuarial documents, for the cropping practice. If “No Cropping Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code (997) from the actuarial documents. If actuarial documents do not contain cropping practices, make no entry.    |
| 28.                 | Organic Practice  | Three-digit code entered exactly as specified on the actuarial documents, for the organic practice. If “No Organic Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code (997) from the actuarial documents. If actuarial documents do not contain organic practices, make no entry.       |



Form Standards – Production Worksheet (Continued)

| Element/Item Number |  | Standard   |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |
|---------------------|--|--|-------|-------------|------------------|--|-------|---------------------------|------|------------------|-------|---|------|---|------|--|-------|--|------|-------------|
| 29.                 | Stage  | <p><b>Preliminary:</b> Make no entry.<br/> <b>Final:</b> Stage abbreviation as shown below.</p> <table border="1"> <thead> <tr> <th>STAGE</th> <th>EXPLANATION</th> </tr> </thead> <tbody> <tr> <td>“P”</td> <td>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, for which notice was not provided according to the CP, or which were not disposed of according to the CP.</td> </tr> <tr> <td>“M”</td> <td>Mature</td> </tr> <tr> <td>“I”</td> <td>Immature</td> </tr> <tr> <td>“TZ”</td> <td>UUF/Third Party Damage- Zero production on same acreage</td> </tr> <tr> <td>“TA”</td> <td>UUF/Third Party Damage – Appraised production on same acreage</td> </tr> <tr> <td>“TH”</td> <td>UUF/Third Party Damage – Harvested production on same acreage.</td> </tr> </tbody> </table> <p><b>Gleaned Acreage:</b> Refer to the LAM for information on gleaning.</p> | STAGE | EXPLANATION | “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, for which notice was not provided according to the CP, or which were not disposed of according to the CP. | “M”   | Mature                    | “I”  | Immature         | “TZ”  | UUF/Third Party Damage- Zero production on same acreage | “TA” | UUF/Third Party Damage – Appraised production on same acreage | “TH” | UUF/Third Party Damage – Harvested production on same acreage.   |       |  |      |             |
| STAGE               | EXPLANATION  |  |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |
| “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, for which notice was not provided according to the CP, or which were not disposed of according to the CP. |  |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |
| “M”                 | Mature   |  |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |
| “I”                 | Immature   |  |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |
| “TZ”                | UUF/Third Party Damage- Zero production on same acreage  |  |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |
| “TA”                | UUF/Third Party Damage – Appraised production on same acreage  |  |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |
| “TH”                | UUF/Third Party Damage – Harvested production on same acreage.   |  |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |
| 30.                 | Use of Acreage   | <p>Enter the applicable abbreviation as follows:</p> <table border="1"> <thead> <tr> <th>USE</th> <th>EXPLANATION</th> </tr> </thead> <tbody> <tr> <td>“To xxxxx,” etc.</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>“D”</td> <td>Destroy with consent</td> </tr> <tr> <td>“H”</td> <td>Harvested (Appraisal from check strips or pre-harvest Appraisal)</td> </tr> <tr> <td>“H/N”</td> <td>Harvested (no check strips or pre-harvest appraisal)</td> </tr> <tr> <td>“UH”</td> <td>Unharvested</td> </tr> </tbody> </table> <p>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><b>Gleaned Acreage:</b> Refer to the LAM for information on gleaning.</p>                    | USE   | EXPLANATION | “To xxxxx,” etc. | Use made of acreage  | “WOC” | Other use without consent | “SU” | Solely uninsured | “ABA” | Abandoned without consent                               | “D”  | Destroy with consent  | “H”  | Harvested (Appraisal from check strips or pre-harvest Appraisal) | “H/N” | Harvested (no check strips or pre-harvest appraisal) | “UH” | Unharvested |
| USE                 | EXPLANATION  |  |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |
| “To xxxxx,” etc.    | Use made of acreage  |  |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |
| “WOC”               | Other use without consent  |  |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |
| “SU”                | Solely uninsured   |  |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |
| “ABA”               | Abandoned without consent  |  |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |
| “D”                 | Destroy with consent   |  |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |
| “H”                 | Harvested (Appraisal from check strips or pre-harvest Appraisal)   |  |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |
| “H/N”               | Harvested (no check strips or pre-harvest appraisal)   |  |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |
| “UH”                | Unharvested  |  |       |             |                  |  |       |                           |      |                  |       |   |      |   |      |  |       |  |      |             |

## Form Standards – Production Worksheet (Continued)

| Element/Item Number |   | Standard   |
|---------------------|---|--|
| 31.                 | Appraised Potential   | Enter item 25 from the <i>Final Sweet Potato Appraisal Worksheet</i> .   |
| 32a.                | Moisture %  | Make no entry.   |
| 32b.                | Factor  | Make no entry.   |
| 33.                 | Shell %, Factor, or Value   | Make no entry.   |
| 34.                 | Production Pre QA   | Make no entry.   |
| 35.                 | Quality Factor  | Enter the Over-planting Factor, if applicable.   |
| 36.                 | Production Post-QA  | Make no entry.   |
| 37.                 | Uninsured Causes  | Make no entry (uninsured causes of loss are calculated on the <i>Final Sweet Potato Appraisal Worksheet</i> ). |
| 38.                 | Total to Count  | Enter the result of multiplying the entry in item 19 by item 31 and by item 35.                                |
| 39.                 | Total   | Total of column 19 acres, to tenths.   |
| 40.                 | Quality   | Make no entry.   |
| 41.                 | Mycotoxins exceed FDA, State, or other health organization limits | Make no entry.   |
| 42.                 | Totals  | Total column 38, to tenths.  |

## Narrative

(For illustration purposes only, and because there was not a third line available to add the information for the harvested and stored production, the information was put in the narrative. Actual PWs will have more lines available and this type of information will be documented on the available lines or another worksheet will be used.)

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 necessary, enter the unit number(s), “No Inspection,” date, and adjuster’s initials. The insured’s signature is not required.                              |
| c. | Explain any uninsured causes, unusual, or controversial cases.  |
| d. | If there is an appraisal in column 37 for uninsured causes due to a hail/fire exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.                                 |
| e. | Document the actual appraisal date if an appraisal was performed prior to the adjuster’s signature date on the appraisal worksheet, and the date of the appraisal if not recorded on the appraisal worksheet. |

## Form Standards – Production Worksheet (Continued)

|    |  |
|----|--|
| 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 <i>Summary of Coverage</i> .   |
| h. | Explain any commingled production. Refer to the LAM.   |
| i. | Explain any entry for “Production Not to Count” in column 62, and/or any production not included in column 56 entries (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: <ol style="list-style-type: none"> <li>(1) if consent is or has been given to put part of the unit to another use;</li> <li>(2) if uninsured causes are present; or</li> <li>(3) for unusual or controversial cases.</li> </ol> <p>Indicate on the aerial photograph or sketch map, the disposition of acreage destroyed or put to other use with or without consent.</p> |
| 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 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. | Document the method and calculation used to determine acres for the unit. Refer to the LAM.  |
| p. | Document name and address of charitable organization when gleaned acreage is applicable. Refer to the LAM for information on gleaning.   |
| q. | Explain any delayed notices or delayed claims as instructed in 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, or if control measures were unavailable. Document the laboratory performing/confirming assessment.   |
| s. | Document the appraisal for uninsured causes of loss, if applicable.  |
| t. | Document any other pertinent information, including any data to support any factors used to calculate the production.  |

## Section II Determined Harvested Production

## General Information

- (a) When all acreage has been harvested, determine total production from warehouse receipts, packer/processor receipts, storage appraisals, etc.) verified by the adjuster and supported by written records from the first handler, as applicable. This production will be the basis for computing losses on the PW for insured and uninsured causes of damage.
- (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.

**Form Standards – Production Worksheet (Continued)**

- (c) For production commercially stored, sold, etc., enter the name and address of storage facility, buyer, or packing house, as applicable in columns 49 through 52.
- (d) The insured must maintain satisfactory records of all production sold. Verify any storage facility/buyer/packing house records.

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

- (e) If additional lines are necessary, the data may be entered on a continuation sheet. Use separate lines for:
  - (1) different first handlers (buyers, packing houses, or processors). The insured must have maintained satisfactory records of all production sold or stored. Verify any packing house or processor records;
  - (2) harvested production of any type that failed to meet the applicable grade (quality) requirements because of insured damage;
  - (3) varying shares; e.g., 50 percent and 75 percent shares on same unit; and
  - (4) 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 55 by crop. If production has been commingled, refer to the LAM.
- (f) 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 a delayed notice or a delayed claim. Refer to the LAM.</p> <p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b></p> <ul style="list-style-type: none"> <li>(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.</li> <li>(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.”</li> <li>(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.”</li> <li>(d) If the case involves a Certification Form, enter the date from the Certification Form when the entire unit is put to another use, and so forth. Refer to the LAM.</li> </ul> |

## Form Standards – Production Worksheet (Continued)

| Element/Item Number |  | Standard  |
|---------------------|--|---|
| 44.                 | Damage Similar to Other Farms in the Area? | <b>Preliminary:</b> Make no entry.<br><b>Final:</b> Check “Yes” or “No.” Check “Yes” if amount and cause of damage due to insurable causes is similar to the experience of other growers of sweet potatoes in the area. If “No” is checked, explain in the Narrative.   |
| 45.                 | Assignment of Indemnity                    | Check “Yes” only if an assignment of indemnity is in effect for the crop year; otherwise, check “No.” Refer to the LAM.   |
| 46.                 | Transfer of Indemnity                      | Check “Yes” only if a transfer of right to an indemnity is in effect for the unit for the crop year; otherwise, check “No.” Refer to the LAM.   |
| 47a.                | Share                                      | Record only varying shares on same unit to three decimal places.  |
| 47b.                | Field ID                                   | (a) Make no entry if only one practice and/or type of harvested production is listed in section I.<br>(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).   |
| 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.-<br>52.         | Length or Diameter/Width/Depth/Deduction   | For sweet potatoes sold or stored, enter the name and address of the broker, buyer, packing house, storage facility, etc., as applicable. For sweet potatoes otherwise disposed of, indicate the method of disposition.   |
| 53.-55.             |  | Make no entry.  |
| 56.                 | Bu., Tons, Lbs., Cwt.                      | Circle “Cwt.” in column heading. Include all harvested marketable production from insured acreage.<br>Enter the production in hundredweight, rounded to tenths.<br>(a) Weighed and stored on the farm.<br>(b) Sold and/or stored in commercial storage - Obtain the gross harvested production for the UNIT from the summary and/or settlement sheets. (Individual load slips only WILL NOT suffice unless the storage facility or buyer WILL NOT provide summary and/or settlement sheets to the insured, and this is documented in the Narrative.)<br>(c) Stored in odd-shaped structures. The adjuster must compute the amount of gross production. (Refer to the LAM for cubic footage and production computations). A copy of ALL production calculations must be left in the file folder.<br><br><b>Important:</b> Include all harvested marketable production from broker, buyer, or packing house records, etc., as applicable. |
| 57.                 | Shell/Sugar Factor                         | Enter “SCE” if damage is discovered during the period allowed by the SCE.   |
| 58.-60b.            |  | Make no entry.  |
| 61.                 | Adjusted Production                        | Transfer entry from column 56.  |

## Form Standards – Production Worksheet (Continued)

| Element/Item Number |                     | Standard  |
|---------------------|---------------------|---|
| 62.                 | Prod. Not to Count  | <p>Net production not to count in hundred weight 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 such as other units or uninsured acreage. Explain any “Production not to Count” in the Narrative.</p> <p><b>Important:</b> This entry shall never exceed production shown on the same line.</p>  |
| 63.                 | Production Pre-QA   | (Column 61 minus column 62) times column 65 in hundredweight, rounded to tenths.  |
| 64a.                | Value               | Make no entry.  |
| 64b.                | Market Price        | Make no entry.  |
| 65.                 | Quality Factor      | Enter the Over-planting Factor  |
| 66.                 | Production to Count | <p>(a) For acreage that was harvested without leaving appropriate check strips or the check strips were not maintained, according to the BP, the production to count for all the harvested acres in that field or subfield will be the greater of the harvested production or the production guarantee.</p> <p>(b) For harvested acreage appraised before harvest, or for acreage on which check strips were left in all fields or subfields and appraised after harvest, enter the greater of the stored/sold production or the appraised production.</p> <p>For items 68 - 70. When separate line entries are made for varying shares, stages, approved yields, price elections, types, etc., within the unit and totals need to be kept separate for calculating indemnities, make no entry and follow the AIP’s instructions; otherwise make the following entries.</p> |
| 67.                 | Total               | Total of column 63, to tenths. If no entry in column 63, make no entry.   |
| 68.                 | Section II Total    | Total of column 66, to tenths.  |
| 69.                 | Section I Total     | Total of column 38, to tenths.  |
| 70.                 | Unit Total          | Item 68 plus item 69, to tenths.  |
| 71.                 | Allocated Prod.     | <p>(a) Total production, in hundredweight, rounded to tenths, allocated to this unit that is included in sections I or II of the PW.</p> <p>(b) Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.</p> <p><b>Important:</b> Refer to the LAM for instructions for determining allocated production.</p>   |

## Form Standards – Production Worksheet (Continued)

| Element/Item Number  |                                       | Standard  |
|--|---------------------------------------|---|
| 72.  | Total APH Prod.                       | <p>Make the following entries in hundredweight, to tenths.</p> <p>(a) When there are entries in column 37 and/or item 71: Item 70 minus item 71, minus total of column 37.</p> <p>(b) When there is no entry in item 71 and column 37: Transfer entry from item 70.</p> <p><b>Reminder:</b> Make no entry when separate APH yields are maintained by type, practice, and so forth, within the unit.</p> |
| <b>The following required entries are not illustrated on the PW example below.</b> |                                       |   |
| 73.  | Insured's Signature and Date          | Insured's (or insured's authorized representative's) signature and date. Before obtaining the signature, review all entries on the PW with the insured (or insured's authorized representative), particularly explaining codes, and so forth, that may not be readily understood. Final indemnity inspections and final replanting payment inspections should be signed on bottom line.                 |
| 74.  | Adjuster's Signature, Code # and Date | Signature of adjuster, code number, and date signed after the insured (or insured's authorized representative) has signed. For an absentee insured, enter adjuster's code number only. The signature and date will be entered after the absentee has signed and returned the PW. Final indemnity inspections should be signed on bottom line.   |
| 75.  | Page                                  | Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, and so forth).  |

Form Standards – Production Worksheet (Continued)

| PRODUCTION WORKSHEET   |                 |                                       |                  |  |   |                      |                   |  |   |  |                   |                                    |        |                     |  |                   |                           |                         |                     |                       |                  |                |  |        |
|--|-----------------|---------------------------------------|------------------|--|---|----------------------|-------------------|--|---|--|-------------------|------------------------------------|--------|---------------------|--|-------------------|---------------------------|-------------------------|---------------------|-----------------------|------------------|----------------|--|--------|
| 1. Crop/Code #<br>Sweet Potato 0085  |                 | 2. Unit #<br>0001-0001 BU             |                  | 3. Location Description<br>SW1-96N-30W   |   |                      |                   | 7. Company<br>Any Company<br>Agency Any Agency |   |  |                   | 8. Name of Insured<br>I.M. Insured |        |                     |  |                   |                           | 9. Claim #<br>XXXXX     |                     | 11. Crop Year<br>YYYY |                  |                |  |        |
| 4. Date(s) of Damage<br>JUL  |                 | 5. Cause(s) of Damage<br>Ex. Moisture |                  | 6. Insured Cause %<br>100%   |   | 12. Additional Units |                   | 13. Est. Prod. Per Acre                        |   | 14. Date(s) Notice of Loss   |                   | 1st MM/DD/YYYY                     |        | 2nd                 |  | 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.              | 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 Acreage      | Appraised Potential  | Moisture % Factor | Shell %, Factor, or Value | Production Pre QA       | Quality Factor      | Production Post QA    | Uninsured Causes | Total to Count |  |        |
| A  | NS              |                                       | 0.1              | 1.000  |   |                      |                   |  |   | IRR  |                   |                                    | M      | H                   | 63.7   |                   |                           |                         | 1.00                |                       |                  | 6.4            |  |        |
| C  | NS              |                                       | 18.0             | 1.000  |   |                      |                   |  |   | IRR  |                   |                                    | M      | H/N                 | 100.0  |                   |                           |                         | 1.00                |                       |                  | 1800.0         |  |        |
| 39. TOTAL  |                 |                                       | 18.1             | 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"/><br>Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/> |   |                      |                   |  |   |  |                   |                                    |        |                     |  | 42. TOTALS        |                           |                         |                     |                       |                  |                |  | 1806.4 |
| NARRATIVE (If more space is needed, attach a Special Report)   |                 |                                       |                  |  |   |                      |                   |  | 110 acres, 1.000 share, irr., harvested, check strips left, production in storage listed below. |  |                   |                                    |        |                     |  |                   |                           |                         |                     |                       |                  |                |  |        |
| SECTION II – DETERMINED HARVESTED PRODUCTION   |                 |                                       |                  |  |   |                      |                   |  |   |  |                   |                                    |        |                     |  |                   |                           |                         |                     |                       |                  |                |  |        |
| 43. Date Harvest Completed<br>MM/DD/YYYY   |                 |                                       |                  |  | 44. Damage similar to other farms in the area?<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |                      |                   |  |   | 45. Assignment of Indemnity<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |                   |                                    |        |                     | 46. Transfer of Right to Indemnity?<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |                   |                           |                         |                     |                       |                  |                |  |        |
| A. MEASUREMENTS  |                 |                                       |                  |  | B. GROSS PRODUCTION   |                      |                   |  |   | C. ADJUSTMENTS TO HARVESTED PRODUCTION   |                   |                                    |        |                     |  |                   |                           |                         |                     |                       |                  |                |  |        |
| 47a.   | 48.             | 49.                                   | 50.              | 51.  | 52.   | 53.                  | 54.               | 55.  | 56.   | 57.  | 58a.              | 59a.                               | 60a.   | 61.                 | 62.  | 63.               | 64a.                      | 65.                     | 66.                 |                       |                  |                |  |        |
| Share  | Multi-Crop Code | Length or Diameter                    | Width            | Depth  | Deduction   | Net Cubic Feet       | Conversion Factor | Gross Prod.                                    | Bu., Ton Lbs., Cwt.   | Shell/ Sugar Factor  | 58b.              | 59b.                               | 60b.   | Adjusted Production | Prod. Not to Count   | Production Pre-QA | 64b.                      | Quality Factor          | Production to Count |                       |                  |                |  |        |
|  |                 |                                       |                  |  |   |                      |                   |  |   |  | Factor            | Factor                             | Factor |                     |  |                   | Value                     |                         |                     |                       |                  |                |  |        |
|  |                 |                                       |                  |  |   |                      |                   |  | 4886.9  | SCE  |                   |                                    |        | 4886.9              |  | 4886.9            |                           | 1.00                    | 4886.9              |                       |                  |                |  |        |
| 67. TOTAL  |                 |                                       |                  |  |   |                      |                   |  |   |  |                   |                                    |        |                     |  |                   | 4886.9                    | 68. Section II Total    |                     | 4886.9                |                  |                |  |        |
| I certify the information provided above, to the best of my knowledge, to be true and complete and that it will be used to determine my loss, if any, to my insured crop. I understand that this PW and supporting papers are subject to audit and approval by the company. I understand that this crop insurance is subsidized and reinsured by the Federal Crop Insurance Corporation, an agency of the United States. I understand that any false or inaccurate information may result in the sanctions outlined in my policy and administrative, civil, and criminal sanctions under 18 U.S.C. §§ 1006 and 1014, 7 U.S.C. § 1506, 31 U.S.C. §§ 3729 and 3730 and other federal statutes. |                 |                                       |                  |  |   |                      |                   |  |   |  |                   |                                    |        |                     |  |                   | 69. Section I Total       |                         | 1806.4              |                       |                  |                |  |        |
|  |                 |                                       |                  |  |   |                      |                   |  |   |  |                   |                                    |        |                     |  |                   | 70. Unit Total            |                         | 6693.3              |                       |                  |                |  |        |
|  |                 |                                       |                  |  |   |                      |                   |  |   |  |                   |                                    |        |                     |  |                   | 71. Allocated Prod.       |                         |                     |                       |                  |                |  |        |
|  |                 |                                       |                  |  |   |                      |                   |  |   |  |                   |                                    |        |                     |  |                   | 72. Total APH Prod.       |                         | 6693.3              |                       |                  |                |  |        |
| 73. Insured's Signature  |                 |                                       |                  |  | Date  |                      |                   |  |   | 74. Adjuster's Signature   |                   |                                    |        |                     | Code #   |                   | Date                      |                         |                     |                       |                  |                |  |        |
| 1 <sup>st</sup> Inspection   |                 |                                       |                  |  |   |                      |                   |  |   | 1 <sup>st</sup> Inspection   |                   |                                    |        |                     |  |                   |                           |                         |                     |                       |                  |                |  |        |
| 2 <sup>nd</sup> Inspection   |                 |                                       |                  |  |   |                      |                   |  |   | 2 <sup>nd</sup> Inspection   |                   |                                    |        |                     |  |                   |                           |                         |                     |                       |                  |                |  |        |
| Final Inspection   |                 |                                       |                  |  |   |                      |                   |  |   | Final Inspection   |                   |                                    |        |                     |  |                   |                           |                         |                     |                       |                  |                |  |        |
|  |                 |                                       |                  |  |   |                      |                   |  |   |  |                   |                                    |        |                     |  |                   | 75 Page                   |                         | 1                   | of                    |                  | 1              |  |        |



**Minimum Number of Field Check Strips Required**

| <b>Acres in Field or Subfield</b>  | <b>Check Strip Requirements</b>   |
|------------------------------------|---|
| Less than 1.0                      | Two adjacent rows located as instructed by the AIP.   |
| At least 1.0 but less than 10.0    | Two adjacent rows and one row on each side of the field, all located as instructed by the AIP.  |
| At least 10.0 but less than 40.0   | Three groups of at least two adjacent rows each located as instructed by the AIP  |
| At least 40.0 but less than 100.0  | Four groups of at least two adjacent rows each located as instructed by the AIP.  |
| At least 100.0 but less than 400.0 | Four groups of at least two adjacent rows and an additional pair of adjacent rows for every additional 100 acres or fraction thereof beyond 100 acres, all located as instructed by the AIP.  |
| At least 400.0                     | Eight groups of at least two adjacent rows and an additional pair of adjacent rows for every additional 200 acres or fraction thereof beyond 400 acres, all located as instructed by the AIP. |

**Minimum Number of Representative Samples Required**

---

| <b>Acres in Field or Subfield</b>  | <b>Representative Sample Requirements</b>    |
|------------------------------------|--|
| Less than 1.0                      | Every tenth plant from check strips.         |
| At least 1.0 but less than 10.0    | Every twenty-fifth plant from check strips.  |
| At least 10.0 but less than 100.0  | Every fiftieth plant from check strips.      |
| At least 100.0 but less than 200.0 | Every hundredth plant from check strips.     |
| More than 200.0                    | Every two-hundredth plant from check strips. |

**Adjusted Minimum Number of Representative Samples Required**

When a field or subfield is to be sampled and the length of the row is two times the field's width or more, loss adjusters may use the following procedure to limit the sample size required by Exhibit 8. Calculate Number of Plants per Row (P)= Row Length (feet) x 12 inches / Plant Spacing (inches)

| Number of Plants per Row (P) |   |             |   |                     |   |                        |   |                    |
|------------------------------|---|-------------|---|---------------------|---|------------------------|---|--------------------|
| Row Length (feet)            |   | 12 (inches) |   | Row Length (inches) |   | Plant Spacing (inches) |   | Plants per Row (P) |
|                              | x |             | = |                     | ÷ |                        | = |                    |

Calculate the Row Sample Size (Column E) based on the field acres as shown in Column A below.

| A                          | B                            | C                                    | D                                 | E                             | F  |
|----------------------------|------------------------------|--------------------------------------|-----------------------------------|-------------------------------|--|
| Acres in Field Or Subfield | Number of Plants Per Row (P) | Sample Requirement (Every Nth Plant) | Sample Requirement (decimal form) | Row Sample Size Col (B) x (D) | Adjusted Sample Requirement (Every Nth Plant) Col (D X 50) / E |
| < 1.0                      | P                            | 10th                                 | 0.100                             |                               |  |
| 1.0 < 10.0                 | P                            | 25th                                 | 0.040                             |                               |  |
| 10.0 < 100.0               | P                            | 50th                                 | 0.020                             |                               |  |
| 100.0 < 200.0              | P                            | 100th                                | 0.010                             |                               |  |
| > 200.0                    | P                            | 200th                                | 0.005                             |                               |  |

If the Row Sample Size (Column E) exceeds 50, the loss adjuster may reduce the sample size by:

- (1) Multiplying the Sample requirement (decimal form) by 50 and
- (2) Dividing the result by the Row Sample Size (Col E)
- (3) The result will be a decimal. Divide 1 by the result above to arrive at the Adjusted Sample Requirement.

**Example:** For 8 acres:

- (1) Assume the calculated Row Sample Size (Col E) = 58 (greater than 50)
- (2) Adjusted Sample Requirement = .04 x 50 / 58 = .0345
- (3) 1 / .0345 = 28.98 or every 29<sup>th</sup> plant rather than every 25<sup>th</sup> plant.

**Note:** The sample size must meet the minimum required 1/1000<sup>th</sup> of an acre. If the number of sampled plants is less than 0.001 (rounded) add additional rows until the minimum sample is obtained.

## Planting Density Formula Exhibit

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### Planting Density Formula

Use the following procedure to determine the number of plants per acre.

Select three areas and measure the distance between eleven adjacent plants in a row, in feet, to the nearest tenth of a foot. Divide the sum of those three measurements by 30 to obtain an average distance between plants. This value, to the nearest tenth of a foot, is the “feet between plants.”

Measure the distance between four adjacent rows and divide by three. This distance, to the nearest 1/10<sup>th</sup> of a foot, is the “feet between rows.” If the distance between rows is inconsistent, determine four or more “feet between rows” values and average those values.

Calculate the planting density (in whole slips planted per acre) per acre by dividing 43,650 (the square feet per acre) by the product of multiplying the feet between plants (to tenths) by the feet between rows (to tenths).

$$\text{Planting density} = \frac{43,560 \text{ square feet per acre}}{\text{Feet between plants} \times \text{feet between rows}}$$

**Example:** Distance between plants = 1.0 foot

Distance between rows = 3.5 feet

$$\text{Planting density} = \frac{43,560}{1 \times 3.5}$$

$$\text{Planting density} = \frac{43,560}{3.5}$$

$$\text{Planting density} = 12,446$$

**Number of Plants Formula**

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Use the following procedure to determine the number of plants in a field or subfield.

Calculate the planting density using the formula in exhibit 6

Calculate the number of plants in the field by multiplying the planting density by 0.9 (the typical planting efficiency for sweet potatoes under best management practices) and multiplying the result by the number of acres in the field.

Plants in a field = planting density x 0.9 x number of acres in the field.

**Example:** Distance between plants = 1.0 foot

Distance between rows = 3.5 feet

Field size = 2.0 acres

The calculated planting density is 12,446 slips planted per acre.

Plants in a field = planting density x 0.9 x number of acres in the field.

Plants in the field = 12,446 x 0.9 x 2.0 = 22,402.8 = 22,403 plants in the field.

**Appraisal Method by Stage**

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| Appraisal Method                | Use  |
|---------------------------------|--|
| Immature Stage Appraisal Method | The Immature Stage Appraisal Method from the first day following planting of sweet potatoes and continuing until the crop reaches the mature stage as described on the SP. |
| Mature Stage Appraisal Method   | The Mature Stage Appraisal Method beginning not earlier than the beginning of the mature stage as described on the SP.   |

**Minimum Number of Storage Bin Samples Required**

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| <b>Number of Bins</b> | <b>Minimum Number of Sample Bins</b>  |
|-----------------------|---|
| 100 or less           | 3 Sample Bins   |
| 101 to 500            | 5 Sample Bins   |
| Over 500              | 5 Sample Bins plus 1 additional Sample Bin per each additional 400 bins or portion thereof over 500 bins. |

## Grade Standards for Fresh Market Sweet Potatoes

| U.S. Extra No. 1                 | U.S. No. 1                  |
|----------------------------------|-----------------------------|
| similar varietal characteristics | one type which are:         |
| firm                             | Firm                        |
| smooth                           | fairly smooth               |
| fairly clean                     | fairly clean                |
| fairly well shaped               | fairly well shaped          |
| free from:                       | which are free from:        |
| freezing injury                  | freezing injury             |
| internal breakdown               | internal breakdown          |
| Black Rot                        | Black Rot                   |
| other decay or                   | other decay or              |
| wet breakdown                    | wet breakdown               |
| free from damage caused by:      | free from damage caused by: |
| secondary rootlets               | secondary rootlets          |
| sprouts                          | Sprouts                     |
| Cuts                             | Cuts                        |
| bruises                          | Bruises                     |
| Scars                            | Scars                       |
| growth cracks                    | growth cracks               |
| Scurf                            | Scurf                       |
| Pox (Soil Rot)                   | Pox (Soil Rot)              |
| or other diseases                | or other diseases           |
| wireworms                        | wireworms                   |
| weevils                          | weevils                     |
| or other insects                 | or other insects            |
| or other means                   |                             |
| Length                           |                             |
| not less than 3 inches           | not less than 3 inches      |
| not more than 9 inches           | Not more than 9 inches      |
| Weight                           |                             |
| not more than 18 ounces          | not more than 20 ounces     |
| Diameter                         |                             |
| not less than 1-3/4 inches       | not less than 1-3/4 inches  |
| not more than 3-1/4 inches       | not more than 3-1/2 inches  |



**Definitions from the United States Standards for Grades of Sweet Potatoes, Effective April 21, 2005**

| Term                             | Definition   |
|----------------------------------|--|
| Similar varietal characteristics | Similar varietal characteristics means that the sweet potatoes have the same character of flesh and practically the same skin color. For example, dry type shall not be mixed with semi-moist or moist type.   |
| One type                         | One type means that the sweet potatoes have the same character of flesh, and do not show an extreme range in skin color. For example, dry type shall not be mixed with semi-moist, or moist type, and deep red or purple skin color shall not be mixed with yellow or reddish copper skin color.   |
| Firm                             | Firm means not more than slightly flabby or shriveled.   |
| Smooth                           | Smooth means that the sweet potato is free from veining or other defects causing roughness which more than slightly detract from the appearance of the individual sweet potato or the general appearance of the lot.   |
| Fairly smooth                    | Fairly smooth means that the sweet potato is free from veining or other defects causing roughness which materially detract from the appearance of the individual sweet potato or the general appearance of the lot.  |
| Fairly clean                     | Fairly clean means the individual sweet potato is not caked with dirt and that dirt or other foreign matter does not materially detract from the general appearance of the lot.  |
| Fairly well shaped               | Fairly well shaped means that the sweet potatoes are not so curved, crooked, constricted or otherwise misshapen as to materially detract from the appearance of the individual sweet potato or the general appearance of the lot.  |
| Damage                           | Damage means any specific defect defined in this section; or an equally objectionable variation of any one of these defects, any other defect, or any combination of defects, which materially detracts from the appearance, or the edible or shipping quality of the individual sweet potato or the lot as a whole; or which cannot be removed without a loss of more than 5 percent of the total weight of the sweet potato including peel covering the defective area.    |
| Serious damage                   | Serious damage means any specific defect defined in this section; or an equally objectionable variation of any one of these defects, any other defect, or any combination of defects, which seriously detracts from the appearance or edible or shipping quality of the individual sweet potato or the lot as a whole; or which cannot be removed without a loss of more than 10 percent of the total weight of the sweet potato including peel covering the defective area. |
| ***                              |  |
| Sprout Damage                    | Sprout damage is present when more than 10 percent of the sweet potatoes in the lot have sprouts over three-fourths inch in length.  |
| ***                              |  |
| Growth crack damage              | Growth crack damage is present when the cracks are unhealed or when the growth cracks materially detract from the appearance of the individual sweet potato or general appearance of the lot.  |
| Serious growth crack damage      | Serious growth crack damage is present when the cracks are unhealed or when the cracks seriously detract from the appearance of the individual sweet potato or general appearance of the lot.  |
| Scurf damage                     | Scurf damage is present when more than 15 percent of the surface in the aggregate is affected by solid light brown discoloration. Speckled types of scurf, or lighter or darker shades of discoloration may be permitted over a greater or lesser area provided no discoloration detracts from the appearance more than the amount of solid light brown discoloration permitted.   |

**Definitions from the United States Standards for Grades of Sweet Potatoes, Effective April 21, 2005 (Continued)**

| Term                                     | Definition  |
|--|---|
| Pox (soil rot) damage                    | Pox damage is present when the pox materially detracts from the appearance of the individual sweet potato.  |
| Serious Pox damage                       | Serious Pox damage is present when the pox seriously detracts from the appearance of the individual sweet potato.   |
| ***                                      |   |
| Wireworm or other similar damage         | Wireworms or other similar damage is present when any hole in a sweet potato ranging in size from 6 to 8 ounces, is more than three-fourths inch long, or when the aggregate length of all holes is more than 1-1/4 inches, or correspondingly shorter or longer holes in smaller or larger sweet potatoes. |
| Serious Wireworm or other similar damage | Serious Wireworm or other similar damage is present when any hole in a sweet potato ranging in size from 6 to 8 ounces, is more than 1-1/4 inches long, or when the aggregate length of all holes is more than 2 inches, or correspondingly shorter or longer holes in smaller or larger sweet potatoes.    |
| ***                                      |   |
| Dirt                                     | Dirt or other foreign matter when the individual sweet potato is badly caked with dirt, or when seriously detracting from the appearance of the lot.  |
| Length                                   | Length means the dimension of the sweet potato, measured in a straight line between points at or near each end of the sweet potato where it is at least three-eighths inch in diameter.   |
| Diameter                                 | Diameter means the greatest dimension of the sweet potato, measured at right angles to the longitudinal axis.   |