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Federal Crop  
Insurance Corporation

# APPLE TREE LOSS ADJUSTMENT STANDARDS HANDBOOK

## 2021 and Succeeding Crop Years

FCIC-20550L (01-2020)



**RISK MANAGEMENT AGENCY  
KANSAS CITY, MO**

<b>TITLE: Apple Tree Loss Adjustment Standards Handbook</b>	<b>NUMBER: 20550L</b>
<b>EFFECTIVE DATE: 2021 and succeeding crop years</b>	<b>ISSUE DATE: January 23, 2020</b>
<b>SUBJECT:</b>  <b>Provides the procedures and instructions for administering the apple tree crop insurance program</b>	<b>OPI: Policy and Administration Division</b>
	<b>APPROVED:</b>  /S/ Richard Flournoy  <b>Deputy Administrator for Product Management</b>

**REASON FOR ISSUANCE**

This handbook provides procedures and instructions for administering the apple tree insurance program.

## APPLE TREE LOSS ADJUSTMENT STANDARDS HANDBOOK

### CONTROL CHART

Apple Tree Loss Adjustment Standards Handbook							
	TP Page(s)	TC Page(s)	Text Page(s)	Exhibit Number	Exhibit Page(s)	Date	Directive Number
Insert	Entire Handbook						
Current Index	1-2	1-2	1-17	1 2 3 4 5 6 7	18 19-22 23-31 32-53 54-61 62-63 64-76	01/2020	FCIC-20550L

**FILING INSTRUCTIONS:** This handbook is effective upon approval and until obsoleted.

**APPLE TREE LOSS ADJUSTMENT STANDARDS HANDBOOK  
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# PART 1 GENERAL INFORMATION AND RESPONSIBILITIES

## 1. General Information

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### A. Purpose and Objective

The RMA-issued loss adjustment standards for this crop are the official standard requirements for adjusting losses in a uniform and timely manner. The RMA issued standards for this crop and crop year are in effect as of the signature date for this crop handbook which is located on the internet 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This handbook remains in effect until superseded by reissuance of **either** the entire handbook **or** selected portions (through amendments, bulletins, or FADs).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
CISH	Provides specific underwriting process.
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 apple tree 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.

### D. Irrigated Practice

Refer to the CIH and LAM for irrigation standards and the DSSH for irrigated practice guidelines.

## 2. AIP Responsibilities

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### A. Utilization Standards

All AIPs shall utilize these standards for both loss adjustment and loss training for the applicable crop year. These standards, which include crop appraisal methods, claims completion instructions, and form standards, supplement the general (not crop-specific) loss adjustment standards identified in the LAM.

### B. Form Distribution

The following is the minimum distribution of forms completed by the adjuster and signed by the insured (or the insured's authorized representative) for the loss adjustment inspection.

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

### C. Record Retention

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

### D. Form Standards

- (1) The entry items in Exhibits 3 and 4 are the minimum requirements for the Apple Tree Appraisal Worksheet and Claim Form (hereafter referred to as "Production Worksheet"). All entry items are "Substantive," they are required.
- (2) The Privacy Act and Non-Discrimination statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown on the example form(s) in Exhibits 3-4. 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 Production Worksheet directly above the insured's signature block immediately followed by the statement below:

"I understand the certified information on this Production Worksheet will be used to determine my loss, if any, to the above unit. The insurance provider may audit and approve this information and supporting documentation. The Federal Crop Insurance Corporation, an agency of the United States, subsidizes and reinsures this crop insurance."
- (4) Refer to the DSSH for other crop insurance form requirements (such as font size etc.). 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

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

### 11. Insurability

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#### A. General Information

This paragraph includes key apple tree insurability requirements. Refer to the BP, CP, and SP for a complete list of insurability requirements.

#### B. Insured Crop

The crop insured will be all apple trees in the county for which a premium rate is provided by the AD:

- (1) that are grown in the county listed on the insured's application;
- (2) that are adapted to the production area;
- (3) in which the insured has a share;
- (4) that are at least one year of age on July 1 of the current crop year;
- (5) that have the potential to produce a yield typical of a healthy tree of the same age as the subject trees;
- (6) that are grown for the production of a commodity (i.e. apples) to be sold for human consumption; and
- (7) that are insured under the fire blight endorsement as specified in the SP.

#### C. Uninsurable Trees

In addition to the exclusions listed in the BP, insurance will not be provided for any trees that:

- (1) are unsound, diseased, or unhealthy;
- (2) are non-grafted seedlings (grown from seed);
- (3) are toppled or leaning and such trees are not reset (see the definition of reset);
- (4) were damaged before the beginning of the insurance period. (If trees suffered damage the previous crop year, then insurance will not attach until the previous year's damage is determined, the insured submits a revised acreage report, and the trees are accepted by the AIP.)
- (5) are inspected by the AIP and considered unacceptable.

#### D. Interplanted Crops

Apple trees interplanted with another perennial crop are insurable unless the AIP inspects the acreage and determines that such acreage does not meet the policy requirements for insurability.

#### E. Coverage Begins

When the AIP receives the completed application by the sales closing date and subject to all other policy requirements, coverage begins on July 1 following the sales closing date for the crop year.

## **11. Insurability (Continued)**

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### **F. End of Insurance Period**

- (1) In lieu of section 11(c) of the BP, the insurance period ends with the occurrence of any event specified in section 11(b) of the BP that affects any of the trees within a unit (coverage only remains in effect on trees that have not been affected).
- (2) The calendar date for the end of the insurance period (June 30).

### **G. Optional Coverages**

Additional coverage insureds (new and carryover) may elect the CTVE and OLO optional coverages. Coverage against fire blight damage as a cause of loss under the Fire Blight Endorsement as applicable in accordance with the SP (see the SP for optional and mandatory statements regarding fire blight coverage and its availability). These CTVE and OLO optional coverages are not available for CAT insureds. The Fire Blight Endorsement blight coverage is not available for CAT or the organic practice.

### **H. Unit Division**

Refer to the BP and CP for unit provisions.

### **I. Causes of Loss and Exclusions**

Refer to the BP and CP for causes of loss and exclusions and the LAM for additional instructions.

### **J. Insured Duties**

- (1) The BP require insureds to file a “notice of damage or loss” with the AIP within 3 days of the insured’s initial discovery of damage but not later than 15 days after the end of the insurance period by unit for the insured crop.
- (2) If the insured intends to claim an indemnity, any damaged trees must not be reset or removed until the AIP has inspected the unit and given consent. Such inspections will occur within 10 days of the notice of loss unless the insured is advised additional time is needed.
- (3) In lieu of section 14(e)(3)(i) of the BP, the insured must submit a claim for indemnity declaring the amount of loss not later than:
  - (a) 60 days after the latest date for the end of the insurance period for all acreage in the unit as specified in section 11(b) of the BP; or
  - (b) twelve (12) months after the calendar date for the end of the insurance period for the crop year in which the insured damage occurred if the:
    - (i) percent of damage cannot be determined within the 60-day period; or
    - (ii) period of time to remove or reset damaged trees exceeds the 60-day period. (The 12-month period may be extended by FCIC.)

## 11. Insurability (Continued)

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### K. Unit Value Determinations

- (1) Determination of unit acreage is not required; the number of trees in each stage-block in the unit is primarily used to determine unit value. If the unit value is greater than the amount of protection, the underreport factor (URF) is used to adjust the indemnity. If the insured files a revised acreage report after the final acreage reporting date (to change the reported number/stage of trees), the AIP shall refer to the LAM for instructions regarding such revised acreage reports. In lieu of instructions in the LAM requiring acreage determinations for acreage reports revised after the final acreage reporting date, AIP's must verify the actual number of trees by stage. (While acreage of apple trees is not used to establish insurance coverage, reported/determined acreage may be used to establish the number of trees in the unit. If used for this purpose, verification of the acreage is required.)
- (2) To determine actual tree number and stages of trees (and acres as applicable) in each block (a unit may contain multiple stage-blocks) for crop years following the year of application and crop acceptance inspection, the loss adjuster must visually inspect the unit. If an inspection reveals no discrepancy between the reported and actual numbers and stages of trees, the loss adjuster signs and dates the Apple Tree Orchard Producer Pre-Acceptance Worksheet (hereafter called the PAW-AT) that was submitted by the policyholder to verify that the information was found to be accurate. If previous crop year damage has occurred, verify the number of damaged or destroyed trees contained on any Appraisal and Production Worksheets for any previous crop year are reflected in the tree and stage numbers reported by the insured on the PAW AT for the current crop year. The unit arrangement, stages, and number of trees in each stage will be used to complete the Appraisal and Production Worksheets. Indicate on the Grove Identification Map the location of all SDT as a result of the most recent cause of loss.
- (3) If an inspection reveals a discrepancy between the reported and actual numbers and/or stages of trees (and acres as applicable), AIPs will correct the PAW (or complete a revised PAW) to establish the correct unit arrangement and the actual tree number or stages of trees in each unit. Both the policyholder and the loss adjuster will sign the corrected PAW-AT. Any corrections in the unit arrangement, the stages, and number of trees in each stage will be used to complete the Appraisal and Production Worksheets. Revision of the Grove Identification Map may also be required. (Indicate on the Grove Identification Map any applicable revisions and the location of all SDT as a result of the most recent cause of loss.) The loss adjuster will determine any necessary corrections by:
  - (a) requesting to examine the records used by the insured to complete the PAW-AT and Grove Identification Map;
  - (b) establishing the numbers of trees and stages in each block using the setting distances shown in Exhibit 6; or
  - (c) conducting a tree count for each stage within the block.

## 11. Insurability (Continued)

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- (4) If the number of trees or stages is incorrectly reported on the acreage report, a URF may apply for any indemnity determinations.
- (5) If the tree number is over-reported, handle in accordance with individual AIP instructions.
- (6) For determining the base policy amount of protection and unit value:
  - (a) Multiply the tree reference price for the applicable stage, type, and practice shown on the price table in the AD by the number of trees for each stage-block by the price percentage and coverage level elected by the insured and total the results. (The insured may select different coverage levels and price percentages by type.)
  - (b) For CAT: Multiply the tree reference price for the applicable stage, type, and practice shown on the price table in the AD by the number of trees for each stage-block by the price percentage (55%) times the coverage level (50%) and total the results.
- (7) For determining the CTVE amount of protection and unit value:
  - (a) If the insured has elected the CTVE, a separate CTV amount of protection and unit value must be determined using the maximum CTV reference price for each stage, type, and practice shown on the AD price table. Multiply the applicable maximum CTV tree reference price for each stage, type, and practice by the number of trees for each stage-block by the price percentage and coverage level elected by the insured and total the results. (The applicable coverage level and price percentage selected under the CP applies to the CTVE.)
  - (b) The CTVE is only available on trees in stage II or III (not available on CAT).
- (8) Indemnities are based on a determined percent of damage for each stage-block within a SDT, on a unit basis.
- (9) To determine tree stage:

Stage – Each full 12-month period based on the age of the tree (see definition of age).

Stage	Age (of Tree)	
	Standard Density	High Density
I	1-2 Years	1 Year
II	3-6 Years	2-3 Years
III	7+ Years	4+ Years

## 12-20 (Reserved)

## PART 3 APPRAISALS

### 21. Apple Tree Appraisals

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#### A. General Information

- (1) Tree damage shall be appraised in accordance with procedures as specified in this handbook and the LAM.
- (2) Refer to the LAM and procedures herein for information on when appraisals are required.
- (3) Document the number of trees damaged/destroyed by uninsured causes in the Narrative section of the Production Worksheet in accordance with the instructions in Exhibit 4. Identify:
  - (a) the cause(s) of such uninsured damage, and
  - (b) percent damage due to such uninsured cause(s).

**Reminder:** Any trees damaged by uninsured causes will be counted as undamaged trees in determining the actual percent of damage for the claim.

- (4) Separate AT appraisals will be made for each stand of damaged trees (SDT) within a unit/block and stage-block.

Stage-block – Example 1: The insured has one unit of standard-density trees containing 425 stage III trees, 50 stage II trees, and 25 stage I trees (same type and planting pattern - common boundary).

The block contains at least 75 percent of a single stage and may be reported as a single stage:

Block No.	Stage-Block	Stage	No. of Trees
001	001-III	III	500

Stage-block – Example 2: The insured has one unit with 300 stage III trees, 100 stage II trees, and 100 stage I trees (same type and planting pattern – common boundary).

The block does not contain at least 75 percent of a single stage and each stage must be reported separately:

Block No.	Stage-Block	Stage	No. of Trees
001	001-III	III	300
001	001-II	II	100
001	001-I	I	100

## 21. Apple Tree Appraisals (Continued)

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- (5) The SDT is an area in which damage due to the same insurable cause of loss has occurred and is identified by the AIP. For widespread damage or when distinct areas of damaged trees within the unit cannot be established, the SDT will be defined as an entire unit. In addition, several SDT may result from a single loss event.
- (6) Multiple SDT within a block or unit will cumulatively make up a single damage value for purposes of appraisals and completion of the Appraisal and Production Worksheets.

**Example:**

The unit below sustains damage in the shaded areas due to a covered peril. The SDT can be defined in several ways and is at the discretion of the AIP. For example, the AIP can:

- (a) define the SDT as the entire unit (Figure 1);
- (b) divide the damage into two SDT based on the outermost damaged trees of each area (Figure 2); or
- (c) treat each damage area as an individual SDT (Figure 3).

Other variations may also exist. Sampling is done within each SDT, observing the minimum sampling requirements (Exhibit 6, Table A) *for the number of trees in each stage-block within the SDT.*

In the figures below, black borders illustrate a separate SDT.

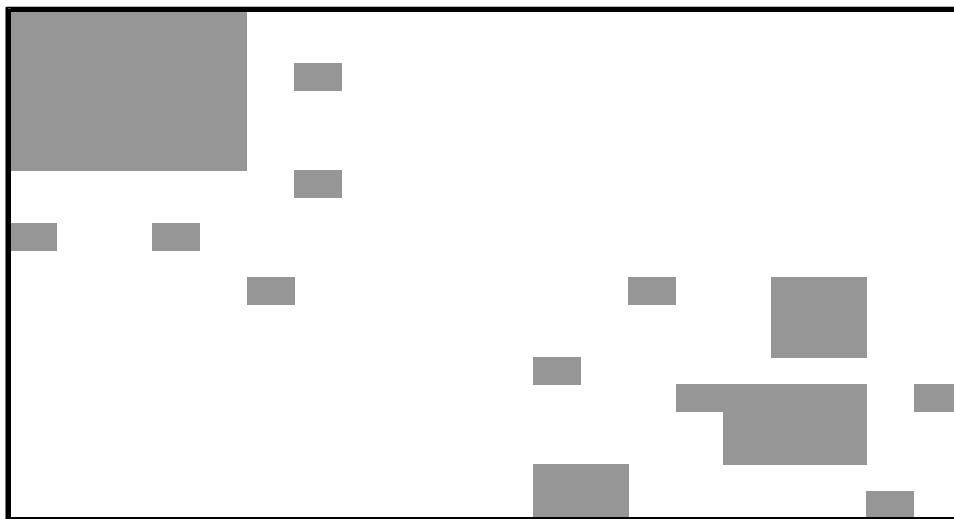


Figure 1. Entire unit as SDT.

## 21. Apple Tree Appraisals (Continued)

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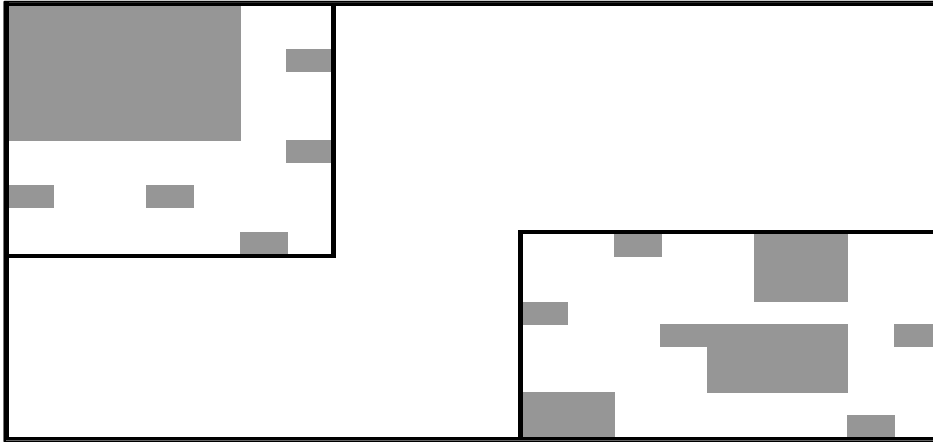


Figure 2. Two SDT defined by outermost damage in each area.

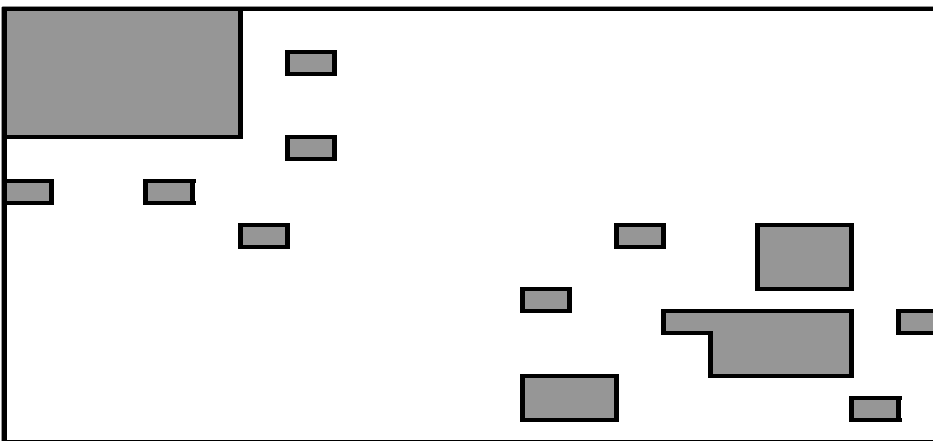


Figure 3. Multiple SDT defined by each damaged area.

- (7) Circumstances that require an appraisal include (but are not limited to) trees to be reset or removed, if damaged due to an insurable cause during the insurance period. APPRAISE DAMAGED TREES BEFORE ANY RESETTING OR REMOVAL.
- (8) **ACCOUNT FOR ALL INSURABLE TREES IN THE UNIT.** Verify the number of insurable trees by stage by a visual inspection and compared to the acreage report and PAW. If the Fire Blight Endorsement is in effect (i.e. optional or mandatory), any trees in a unit determined to be uninsurable due to any pre-existing damage including fire blight infection based on the PAIR or prior to insurance attaching for subsequent crop years based on a PAIR or PAW, as applicable, will be uninsurable for fire blight and **all other insured causes** under the CP (see section 8(b)(2), (4), and (5) of the CP) and would be reported as uninsurable on the acreage report. Fire Blight will not be an insured cause for insurable trees in the unit (i.e. trees with no pre-existing damage). If any of the conditions in section 3(b)(1) – (3) of the Endorsement are met prior to insurance attaching, all trees in the unit would be insurable for all causes of loss including fire blight unless other pre-existing damage applies resulting in the trees remaining uninsurable. (See the AT CISH, Para. 15D(4) for additional information.)

See Para. 11K(1) – (3) for instructions for verifying unit arrangement, stages, and tree number and correction steps if the inspection reveals a discrepancy between the reported and actual number and stages of trees or units.

## 21. Apple Tree Appraisals (Continued)

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### B. Selecting Trees for Representative Sample Appraisals

- (1) Determine the number of insurable trees in each SDT. Consider all trees in each stage-block and the stage assigned to the stage-block. Do not include any uninsurable trees. Include undamaged trees, insured trees damaged by uninsured causes, and trees damaged by insured causes when trees are sampled.
- (2) Use as many sample trees as necessary to accurately determine the percent of damage for each stage-block in the SDT. Minimum tree sample requirements are shown in Exhibit 6, Table A.
- (3) Select sample trees for each stage-block in each SDT as follows:

- (a) Locate the first **insurable** tree on an outside row; this will be the first sample tree. Proceed along the row, selecting additional sample trees as follows:

If the stage-block has....	Select....
Less than 100 trees	Every 10 <sup>th</sup> tree in each row <sup>1</sup> .
100 to 999 trees	Every 10 <sup>th</sup> tree in every other row.
1,000 to 4,999 trees	Every 10 <sup>th</sup> tree in every 5 <sup>th</sup> row.
5,000 trees or more	Every 10 <sup>th</sup> tree from every 10 <sup>th</sup> row.

<sup>1</sup>Continue counting on the next row when a row or remainder of a row does not have 10 trees.

- (b) Select only those trees representative of the assigned stage of the stage-block. For example, if sampling a stage III-block and the next sample tree is a stage I, skip over the stage I tree, and continue on to the next stage-III tree.
  - (c) Proceed down the next row in the opposite direction, beginning with the first insurable sample tree, and continue sampling (repeating the sampling method with each additional row) until all trees of the stage-block in the SDT have been covered and **at least the minimum number of trees (refer to Exhibit 6, Table A) have been sampled.** For example, selecting every 10<sup>th</sup> tree in every other row, every 5<sup>th</sup> row, or every 10<sup>th</sup> row may result in fewer sample trees being selected than the minimum required sample number.
  - (d) **INCLUDE** all insurable damaged and undamaged trees in the sample.
  - (e) **INCLUDE** all insurable trees damaged by an uninsured cause after insurance attached for the crop year. (For appraisal purposes, trees damaged solely by uninsured causes during the crop year are counted as trees **not** damaged.)
  - (f) **EXCLUDE** as representative samples any trees to which insurance did not attach. Trees damaged the previous crop year are not insurable the following year unless a pre-acceptance inspection is completed, and such trees are accepted as insurable. Skip over the uninsured tree and sample the next insurable tree.
- (4) Make all appraisal determinations for each stage-block in the SDT as required.



## 22. Appraisal Methods

### A. General Information

These instructions provide information on appraisal methods for undamaged, destroyed and fully damaged trees.

### B. Removal and Reset Guidelines

- (1) This appraisal method applies to all trees insured for the current crop year. (Note: Trees are not insurable until the at least one year of age on July 1 of the crop year; see the definition of “age”.)
- (2) Classify each sample tree as undamaged, fully damaged, or destroyed. The amount of damage to each tree will be determined as follows:

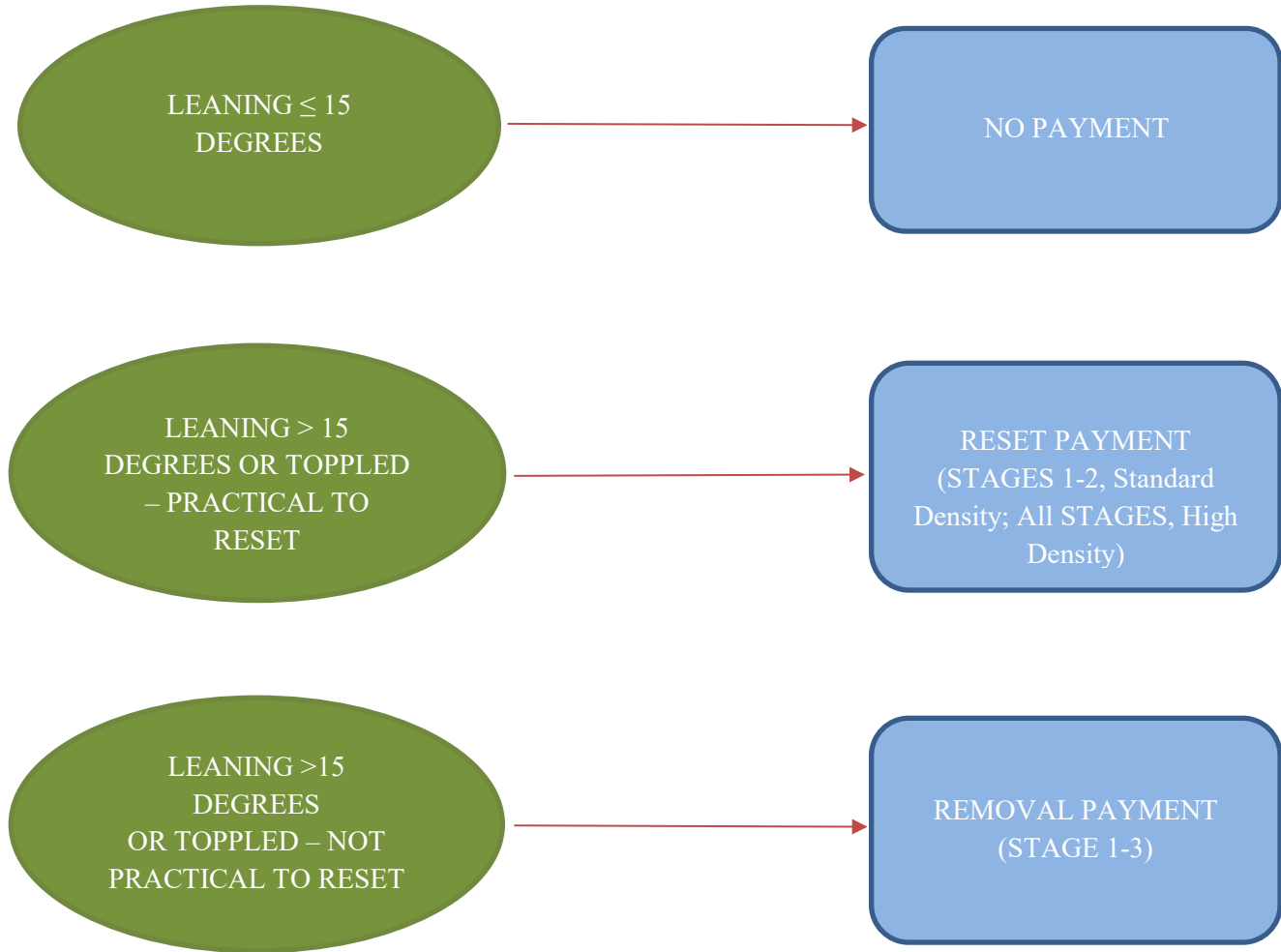
Tree Damage Description	Tree Classification
A tree that does not require reset or removal.	Undamaged
A tree is toppled or leaning and can be reset (standard density, stage I –II trees; high density, all stages). The tree is considered 100 percent damaged.	Fully Damaged
A tree that: <ol style="list-style-type: none"> <li>(1) Is dead (including trees with trunks broken at or near the bud union;</li> <li>(2) For a standard-density orchard:               <ol style="list-style-type: none"> <li>(i) Is a stage I – II tree that is toppled or leaning and the insured and AIP agree that reset is not practical; or</li> <li>(ii) Is a stage III tree that is toppled or leaning; or</li> </ol> </li> <li>(3) For a high-density orchard is a stage I – III tree that is toppled or leaning and the insured and the AIP agree that reset is not practical;</li> <li>* (4) A tree that is:               <ol style="list-style-type: none"> <li>(a) 1-6 years of age with fire blight cankers on the trunk or central leader; or</li> <li>(b) Seven (7) or more years of age with fire blight cankers on the trunk or central leader at a height above the bud union equal to 25 percent of the height of the tree [(e.g., location height equals 4.5 feet for a 16-foot tree with a bud union height of 0.5 feet (6 inches)); or</li> </ol> </li> <li>(5) Is missing.</li> </ol> The tree is considered 100 percent damaged	Destroyed

\*Applicable if the Fire Blight Endorsement has been elected or is required (see SP).

- (3) Record separately in Part III of the Appraisal Worksheet the number of trees undamaged and fully damaged or destroyed.

## 22. Appraisal Methods (Continued)

- (4) See section 13(i)(1), (2), and (3) of the CP for percent of damage limitations and Part 5, AT Certification for certification requirements. An AT Certification Form is required before an indemnity will be paid for trees considered destroyed [(dead/missing, toppled or leaning and not practical to reset – stage I – II, standard-density orchard); toppled or leaning – stage III, standard-density orchard), destroyed due to fire blight] or fully damaged (reset) – stage I – II, standard-density orchard; all stages, high-density orchard.
- (5) The CP permit the insured and AIP to determine if it is practical to reset a tree damaged by an insured cause of loss. The following guidelines are provided to aid in determining if the damaged tree should be removed or reset (may require some level of pruning) based on being toppled or the degrees of leaning (see the definition of destroyed and reset and Exhibit 7).



## **22. Appraisal Methods (Continued)**

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- (6) The guidelines above provide general guidance that can be used to determine if the damaged tree should be removed or reset. Circumstances may vary based on actual conditions observed at the time of the appraisal based on the stage of the tree and other conditions (soil types, soil moisture, normal level of rainfall). It may also be more practical to reset a damaged tree due the shorter time required for the tree to come back into production versus set out of a new tree. It may also be appropriate to authorize removal of the tree if the tree is damaged (e.g., leaning) to the extent that under existing stage and environmental conditions, the tree would not reasonably be expected to survive.

In these situations, the decision of the insured to remove or reset the damaged tree should be given appropriate consideration. Requesting an opinion (by the insured or AIP) from an agricultural expert may be useful in arriving at a final determination.

## **23. Appraisal Deviations and Modifications**

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

## **24. General Information for Appraisal Worksheet Entries and Completion Procedures**

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- (1) Include the AIP's name in the Appraisal Worksheet title if not preprinted on the worksheet.
- (2) Include the claim number on the Appraisal Worksheet (when required by the AIP), when a worksheet entry is not provided.
- (3) Separate Appraisal Worksheets are required for each unit inspected.
- (4) If the SDT consists of trees of more than one stage-block, a continuation sheet must be used for each stage.
- (5) If the CTVE is elected, the same Appraisal Worksheet is used for both the base policy and the endorsement. Destroyed and fully damaged loss percents will be entered on a separate CTVE claim form.
- (6) Document only the damage appraisal of SAMPLED trees for the SDT resulting from the most recent cause of loss on the Appraisal Worksheet/continuation sheet.
- (7) List the total number of trees the samples represent (total number of trees in current SDT(s) for all stage-blocks) only in Part II item 8 as directed.
- (8) An example Appraisal Worksheet (Exhibit 3) is provided to illustrate how to complete entries.

## **25-30 (Reserved)**

## PART 4 PRODUCTION WORKSHEET

### 31. General Information

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- (1) Multiple claims may be processed for a unit (for multiple loss events). For each final claim, the damage value will be carried forward to the next final claim.
- (2) If a Production Worksheet has been prepared on a prior inspection, verify each entry. If a change or correction is necessary, refer to subparagraph (4).
- (3) The Production Worksheet contains all notices of damage for the inspections (including “No Indemnity Due” claims) on a unit.
- (4) Refer to the LAM for instructions regarding the following:
  - (a) Acreage Report errors.
  - (b) Delayed notices and delayed claims.
  - (c) Corrected claims, fire losses (double coverage), and cases involving concealment, misrepresentation, or litigation.
  - (d) No Indemnity Due Claims. Under the AT CP, it is possible for multiple loss events to occur within the same crop year. In addition to the LAM instructions for “No Indemnity Due Claims,” **AIPs should document any reported tree damage on an Appraisal Worksheet and complete a “No Indemnity Due Claim.”** if no indemnity is due as a result of this inspection. Otherwise, any tree removal, pruning, etc., must be assumed to be a result of normal orchard maintenance practices and cannot be considered due to insurable causes. **Prior to executing a “Withdrawal of Claim,” without documentation of damage, AIPs must inform the insured of the above consequences of undocumented tree damage.**
- (5) The adjuster is responsible for determining if the insured has complied with all of the requirements under the notice and claim provisions of the policy. If they have not, the adjuster should contact the AIP.
- (6) The total of all indemnities for the unit must not exceed the lesser of the amount of protection times the share for the unit or the unit value times the share.
- (7) Insureds who select CTVE may also select OLO coverage.
- (8) If the insured has elected the CTVE, the adjuster will complete two separate Production Worksheets: the first for the base policy utilizing the applicable tree reference prices and the second for the endorsement utilizing the applicable CTV reference prices based on the applicable coverage level and price percentage elected by the insured under the base policy. All prices are provided on the AD price table. The same coverage level and price percentage for the type applies to the base policy and the endorsement. The base policy claim should be completed prior to the CTVE claim. If no indemnity is payable on the base policy, the CTVE Production Worksheet shall not be completed.

### **31 General Information (Continued)**

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- (9) AT Certification Forms (See Exhibit 5) are required for claims involving trees for which the indemnity is determined on the basis that the trees will be reset or removed for destroyed trees [(dead/missing, toppled or leaning and not practical to reset – stage I – II, standard-density orchard), toppled or leaning – stage III, standard-density orchard, destroyed due to fire blight] or fully damaged (reset) – stage I – II, standard-density orchard; all stages, high-density orchard.

The AIP must receive the applicable certification form signed by the insured before any claim involving such trees can be finalized and the indemnity can be paid.

**32-40 (Reserved)**

## PART 5 APPLE TREE CERTIFICATION

### 41. General Information

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- (1) See the AT Certification Form, Exhibit 5.
  - (2) Include the AIP's name in the Certification Form title if not preprinted on the form.
  - (3) Include the claim number on the Certification Form (when required by the AIP), when a form entry is not provided.
  - (4) Separate Certification Forms are required for each unit.
  - (5) The adjuster is responsible for determining if the insured has complied with all of the requirements under the provisions of the policy. If they have not, the adjuster should contact the AIP.
  - (6) Certification is used for processing claims for trees:
    - (a) Classified as destroyed as a result of being:
      - (i) dead/missing (DDM);
      - (ii) toppled or caused to lean in a standard-density orchard (for stage I and II) and it is not practical to reset the damaged trees or toppled or caused to lean in a standard-density orchard (for stage III) (DO);
      - (iii) toppled or caused to lean in a high-density orchard (for all stages) and it is not practical to reset (DO); or
      - (iv) damaged due to fire blight (DO) in accordance with Para. 22B(2); or
    - (b) Classified as fully damaged requiring resetting (stage I and II for a standard-density orchard and all stages for a high-density orchard (FDR);
- The AT Certification Form is used to process a claim related to reset and removal for the current loss and certifies that the trees have been reset or removed.
- (7) If certification is required for a unit:
    - (a) the adjuster will not complete items 20-22 on the Appraisal Worksheet; and
    - (b) the insured and adjuster will not sign the Appraisal Worksheet for the unit until the AT Certification Form signed by the insured is received.

## 41. General Information (Continued)

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If the insured does not remove or reset, as applicable, the destroyed/fully damaged trees, or only removes or resets a portion of the destroyed/fully damaged trees, or if the insured carries out a different practice (resets the trees instead of removing the trees), the loss/damage percents on the Appraisal Worksheet (items 12 and 13) will be adjusted, as applicable.

- (8) The AIP will review at least five percent of the claims on which certifications are required. The AIP may perform additional reviews if it believes conditions warrant.
- (9) The certification statements below must be included on the applicable certification form directly above the insured's signature block immediately followed by the certification statement contained in the DSSH:

"I understand the certified information on the AT Certification Form will be used to verify information contained on my Appraisal Worksheet and to make any adjustments to the applicable loss percents used to complete my Appraisal and Production Worksheets and determine my loss, if any, for the above unit. Additionally, I understand that the information on this form may be used for processing the claim. The insurance provider may audit and approve this information and supporting documentation and my signature herein authorizes the insurance provider to process an apple tree indemnity in accordance with the terms of my insurance contract and the information contained on this form."

Certification Statement. See DSSH, Exhibit 2.

- (10) Other required statements: See DSSH.

Privacy Act Statement. See Exhibit 3.

Nondiscrimination Statement. See Exhibit 4.

- (11) Completion instructions and an example Certification Form are provided in Exhibit 5.

**42-50 (Reserved)**

## Exhibits

### Acronyms

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

Approved Acronym/Abbreviation	Term
AT	Apple Tree
CISH	Crop Insurance Standards Handbook
CTVE	Comprehensive Tree Value Endorsement
DDM	Destroyed - Dead or Missing
DO	Destroyed - Other than dead or missing
FDR	Fully Damaged – Reset
OLO	Occurrence Loss Option
PAW	Producer’s Pre-acceptance Worksheet
R	Reset
SDT	Stand of Damaged Trees
URF	Underreport Factor



## Definitions

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Adjustment factor – means a factor contained in the Special Provisions used to determine the percent of damage and damage value of fully damaged trees for purposes of determining an indemnity.

Age (of tree) – means the number of complete 12-month periods that have elapsed since the month the trees were set out or were grafted, whichever is later. Age determination will be made for each unit, or portion thereof, as of July 1 of each crop year.

Amount of insured damage – means the dollar amount determined by multiplying the damage value by the coverage level.

Amount of protection (unit) – means the dollar amount for the unit calculated by multiplying the number of insurable trees reported by the insured in each stage-block by the insured's tree reference price for each stage-block, totaling these values, and then multiplying this result by the coverage level selected by the insured subject to any limit contained in the Special Provisions.

Block – means a stand of trees of the same type on acreage within a unit that shares a common boundary with no discernible change in the planting pattern.

CTV amount of insured damage – means the dollar amount determined by multiplying the CTV damage value by the coverage level.

CTV amount of protection – means the dollar amount (by unit) calculated by multiplying the number of insurable trees reported by the insured in each stage II and III block by the insured's maximum CTV reference price for each stage-block, adding these values, and then multiplying the result by the coverage level selected by the insured subject to any limit contained in the Special Provisions.

CTV damage value – means the dollar amount determined by multiplying the actual number of destroyed trees and the actual number of fully damaged trees in each stage II and III block in all the stands of damaged trees identified as a result of the most recent cause of loss by the insured's CTV reference price for each stage block, and then adding these values. The CTV reference price will be the maximum CTV reference price for trees destroyed and the minimum CTV reference price for trees fully (100-percent) damaged.

CTV underreport factor (unit) – means a factor determined by the AIP and used to adjust the insured's CTV indemnity in section 10(b)(2) when the insured has underreported the number of insurable trees. The factor is the result of dividing the CTV amount of protection by the CTV unit value, rounded to three decimal places, not to exceed 1.000.

CTV unit deductible – means the dollar amount determined by multiplying the actual number of insurable trees in each stage II and III block in the unit on the day before the loss (but not reduced for any insured damage that occurred during the crop year) by the insured's maximum CTV reference price for each stage-block, adding these values, and then multiplying the result by the deductible (1.0 minus the coverage level).

CTV unit value – means the amount determined by multiplying the number of actual insurable trees in each stage II and III block in the unit, as determined by the AIP, on the day before the loss (but not reduced for any insured damage that occurred during the crop year) by the insured's maximum CTV reference price for each stage-block, adding these values, and then multiplying the result by the coverage level selected by the insured.

## Definitions (Continued)

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Damage value – means the dollar amount determined by multiplying the actual number of insurable trees in each stage-block damaged by the most recent cause of loss by the insured’s tree reference price for each stage-block, multiplying this result for each stage-block by the percent of damage applicable to each stage-block, and totaling these values.

Damaged (damage) – means a tree that requires removal or reset due to injury to the main trunk, central leader, or roots (including leaning and toppling) due to an insured cause of loss that occurs during the insurance period.

Density practice – Each density practice designated in the Special Provisions.

Destroyed tree – means

- (a) For damage due to insured causes, any insurable tree that:
  - (1) Is dead (including trees with trunks broken at or near the bud union);
  - (2) For a standard-density orchard:
    - (i) Is a stage I – II tree that is toppled or leaning and the insured and AIP agree that reset is not practical; or
    - (ii) Is a stage III tree that is toppled or leaning; or
  - (3) For a high-density orchard is a stage I – III tree that is toppled or leaning and the insured and the AIP agree that reset is not practical;
  - (4) Is missing; or
  - (5) If the Fire Blight Endorsement is in effect:
    - (a) Is 1-6 years of age with fire blight cankers on the trunk or central leader; or
    - (b) Is seven (7) or more years of age with fire blight cankers on the trunk or central leader at a height above the bud union equal to 25 percent of the height of the tree (e.g., location height equals 4.5 feet for a 16-foot tree with a bud union height of .5 feet (6 inches)).
- (b) Destroyed trees are considered 100 percent damaged.
- (c) See section 13(d) and (i) of these Crop Provisions for determining the percent of damage for destroyed trees.

Fully damaged – means

- (a) An insurable tree requiring reset
- (b) A fully damaged tree will be considered 100-percent damaged but is not destroyed. (See section 13(d) and (i) of these Crop Provisions for determining the percent of damage for fully damaged trees.)

High Density – means orchards containing the number of trees per acre specified in the Special Provisions.

Leaning (lean) – means a tree that is leaning more than 15 degrees from the upright position.

Maximum CTV reference price – means the price per tree, by stage, type, and practice, listed on the actuarial documents for CTV that is used in calculating the CTV unit value, the CTV amount of protection, and the portion of the CTV damage value for destroyed trees for the Endorsement.

Minimum CTV reference price – means the price per tree, by stage, type, and practice, listed on the actuarial documents for CTV that is used in calculating the CTV unit value, the CTV amount of protection, and the portion of the CTV damage value for fully damaged trees for the Endorsement. The minimum CTV reference price applies only to stage II trees.

**Definitions (Continued)**

Occurrence loss option – means an option that may be elected by the insured that eliminates the unit deductible in accordance with section 15 of these Crop Provisions.

Remove (removal, removed, removing) – means conducting the necessary operations to prepare the planting site for a replacement tree including removing the damaged tree.

Replacement tree – means a tree set out in an existing orchard in the same location of a damaged tree that cannot be reset or is otherwise destroyed.

Reset – means restoration of a toppled or leaning tree by:

- (a) Returning the tree to approximately the same position the tree occupied before it was caused to topple or lean; or
- (b) Stabilizing a leaning tree by installing a stake (a wooden or metal post of a standard size) and carrying out the cultural practices necessary to reestablish or maintain the tree. For loss adjustment purposes only, reset is applicable only for stage I and II trees in standard-density orchards and all stages in high-density orchards

Share – means in addition to the definition in section 1 of the Basic Provisions, an insured tenant or operator must have a lease with the owner of the apple orchard that requires him or her to maintain the apple orchard using accepted orchard management practices. The lease agreement must clearly state the tenant is entitled to his or her insured share of any indemnities under the Apple Tree Crop Provisions. A copy of the lease must be on file with the insuring company at the time insurance attaches. However, only for the purpose of determining the amount of indemnity, the insured’s share will not exceed the insured’s share at the time of loss.

Stage – means each full 12-month period based on the age of the tree and tree density.

Stage	Age (of Tree)	
	Standard Density	High Density
I	1-2 Years	1 Year
II	3-6 Years	2-3 Years
III	7+ Years	4+ Years

Stage-block – means a block in which at least 75% of the trees are the same stage, at the time insurance attaches.

Stand of damaged trees – means the area or areas within a unit where damage due to the same insurable cause of loss occurs, as established by the insurance provider for the crop year, and used to determine the damage value for the unit. If distinct areas of damaged trees within the unit cannot be established, the stand of damaged trees will be the entire unit.

Standard Density – means orchards containing the number of trees per acre specified in the Special Provisions.

Toppled – means a tree that is leaning more than 60 degrees or is leaning and has an exposed root system.

Tree reference price – means the price per tree, by stage, type, and practice, listed on the actuarial that is used in calculating the unit value, the amount of protection, and the damage value.

**Definitions (Continued)**

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Type – means a varietal group of apple trees as designated in the Special Provisions.

Undamaged – means a tree that does not require removal or reset.

Underreport factor (URF) – means a factor determined by the insurance provider and used to adjust the insured's indemnity in section 13(a) when the insured has underreported the number of insurable trees. The factor is the result of dividing the amount of protection by the unit value, rounded to three decimal places not to exceed 1.000.

Unit deductible – means the dollar amount determined by multiplying the actual number of insurable trees in each stage-block in the unit on the day before the loss (but not reduced for any insured damage that occurred during the crop year) by the insured's tree reference price for each stage-block, totaling these values, and multiplying this result by the deductible (1.0 minus the coverage level).

Unit value – means, unless otherwise specified on the actuarial documents, the amount determined by multiplying the actual number of insurable trees in each stage-block in the unit, as determined by the insurance provider, on the day before the loss (but not reduced for any insured damage that occurred during the crop year) by the insured's tree reference price for each stage-block, totaling these values, and then multiplying this result by the coverage level selected by the insured.

**Form Standards – Appraisal Worksheet**

Verify and/or make the following entries for each Appraisal Worksheet element/item number. A completed Appraisal Worksheet example is at the end of this exhibit. For general form standards and other general information, see Para. 2D and Para. 24.

- (1) Complete the Appraisal Worksheet and continuation sheet in the following order:
  - (a) Part I – Appraisal Worksheet Heading
  - (b) Part III – Appraisal
  - (c) Part II – Percent Damage
- (2) All percent entries are entered as 3-place decimals (e.g. 79.4% is entered as .794; 100% is entered as 1.000).

**Part I - Appraisal Worksheet Heading**

Verify or make the following entries:

Element/Item Number	Description
Company	Name of AIP, if not preprinted on the worksheet (Company Name).
Claim Number	Claim number as assigned by the AIP.
1. Name of Insured	Name of insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. Policy Number	Insured’s assigned policy number.
3. County	Name of the county in which the trees are insured.
4. Unit Number	Eight-digit unit number from the Summary of Coverage after it is verified to be correct. (e.g. 00010000BU).
5. Crop/Type	Four-digit crop code number and three-digit type code number, as applicable, entered exactly as specified on the AD for the crop and type being appraised. If “No Type Specified,” enter appropriate three-digit code number from the AD.
6. Crop Year	Crop year, as defined in the policy, for which the claim has been filed (e.g. YYYY).

**Part II – Percent Damage**

- (1) Use the tree counts from Part III of either the Appraisal Worksheet or continuation sheet(s), as applicable, to complete item entries in Part II of the Appraisal Worksheet.
  - (a) When an Appraisal Worksheet is used, transfer the sample tree counts from item 29 Total (which is the total of Columns 24, 26 and 27 entries) to item 8b in Column 8 for each stage.
  - (b) When continuation sheets are used, transfer the sample tree counts from item 29 Grand Total (which is the total of Column 24, 26 and 27 entries) from the final continuation sheet to item 8b in Column 8 for each stage.

Form Standards – Appraisal Worksheet (Continued)

Example: Appraisal Worksheet

	Undamaged	Partially Damaged	Destroyed	Fully Damaged	Canopy Loss Percent
	24	25	26	27	28
29 Total	45			36	

Example: Continuation Sheet

	Undamaged	Partially Damaged	Destroyed	Fully Damaged	Canopy Loss Percent
	24	25	26	27	28
29 Total	6		4	5	
Previous Total	45			36	
Grand Total	51		4	41	

(2) Use the following three-place decimal format for percentages – 49% damage, enter as .490.

Verify or make the following entries:

Element/Item Number	Description
7. Field ID	Enter the Field ID.
8. Number of Trees/SDT	<p>Split the cell in half horizontally. Use separate lines for varying stages within the SDT (unless the block qualifies as a stage-block (see definition in CP) in which case the single stage for the stage-block will apply). For each stage, as applicable:</p> <p>(1) Record in the top half, the TOTAL number of insurable trees of the corresponding stage in <b>all SDTs</b> as a result of the most recent cause of loss. Include all damaged and undamaged trees, and all trees damaged by uninsurable causes in the SDT. Do not include trees that are uninsurable. The total number of insurable trees may be determined from the acreage report (verified using PAW (AT) information, grove maps, and/or as indicated by an actual physical count – see Para. 11K(1) – (3) of this handbook. Indicate on the Grove Identification Map the location of all SDT as a result of the most recent cause of loss.).</p> <p>(2) Record in the bottom half, the number of sample trees of the corresponding stage SAMPLED from all SDT as a result of the most recent cause of loss. This entry is taken from item 29 of the Appraisal Worksheet or the Grand Total for the Continuation Sheet. Refer to the examples in Part II, item (1) immediately above for additional instructions.</p> <p>(3) If the Fire Blight Endorsement is in effect (i.e. optional or mandatory), any trees in a unit determined to be uninsurable due to any pre-existing damage including fire blight infection based on the PAIR or prior to insurance attaching for subsequent crop years based on a PAIR or PAW, as applicable, will be uninsurable for the fire blight loss cause and <b>all other insured causes</b> under the CP and would be reported as uninsurable on the acreage report. See Para. 21B(8) for additional information.</p>

Form Standards – Appraisal Worksheet (Continued)

Example: Appraisal Worksheet

FIELD ID 7	NUMBER OF TREES/SDT 8a & 8b
	500
	20

←8.a. Enter number of insurable trees in the STD

←8.b. Enter number of sample trees

Element/Item Number	Description
9. Stage	Enter the applicable tree stage for the line item. Refer to Para. 11K(9).
10. Trees Destroyed	Record the number of trees from the <b>Total</b> (item 29) of Column 26 of PART III of the Appraisal Worksheet. If continuation sheets are used for the stage, enter the <b>Grand Total</b> of Column 26 from the final continuation sheet in this item. If the trees are considered destroyed [(dead or missing), other than dead/missing (not practical to reset for stages I - II trees for standard-density orchards only; for all stage trees for high-density orchards), toppled or leaning (stage III trees for standard-density orchards), or destroyed due to fire blight]; separate entries will be required. Split the cell vertically into sections. For destroyed trees, enter in the left section, the number of dead or missing trees (DDM), and in the right section, the number of trees other than dead/missing (DO). If no trees are destroyed, MAKE NO ENTRY.
11. Trees Fully Damaged (Reset)	Record the number of trees from the <b>Total</b> (item 29) of Column 27 of PART III of the Appraisal Worksheet that are fully damaged require resetting (FDR) (stage I – II trees for standard-density orchards; all stage trees for high-density orchards). If continuation sheets are used for the stage, enter the applicable <b>Grand Total</b> of Column 27 from the final continuation sheet in this item. If no trees are considered fully damaged (reset), MAKE NO ENTRY.
12. Destroyed Loss Percent	Result of dividing item 10 by item 8b. Round to nearest 3-place decimal. Separate entries will be required for each applicable section entry shown in item 10. Split the cell vertically into sections. As applicable, enter in the left section, the percent of dead/missing trees (DDM) and in the right section the percent of trees, other than dead/missing (DO).
13. Fully Damaged Loss Percent	Record the result of dividing applicable entry in item 11 by item 8b. Round to nearest 3-place decimal. Identify the entry with the (FDR) designation.

## Form Standards – Appraisal Worksheet (Continued)

Element/Item Number	Description
14. Trees Partially Damaged	MAKE NO ENTRY.
15. Part. Tree Damage Percent	MAKE NO ENTRY.
16. Total Canopy Loss Percent	MAKE NO ENTRY.
17. Avg. Canopy Loss Percent	MAKE NO ENTRY.
18. Limb Adjustment Percentage	MAKE NO ENTRY.
19. Canopy Loss Percent	MAKE NO ENTRY.

For appraisal worksheets containing DDM, DO, or FDR entries, do not complete remaining item entries until the AT Certification Form has been returned by the insured. Initial entries in items 12 (for DDM and DO trees) and 13 (for FDR trees) may be adjusted if Damage Adjustment Factors contained in item 17 of the AT Certification Form apply (see section 13(i)(1), (2), and (3) of the CP). If applicable, strike through the initial damage percent entries in 12 and 13, as applicable, and enter the adjusted percent. Complete the remaining entries as instructed.

These adjustments apply to trees: (1) classified as destroyed as a result of: (a) being dead/missing (DDM); (b) being other than dead/missing (DO) [(toppled or leaning (for stage I – II trees for standard-density orchards; all stage trees for high-density orchards) and it is not practical to reset the damaged trees; toppled or leaning (for stage III trees for standard-density orchards), destroyed due to fire blight]; and (2) fully damaged, requiring resetting – stages I and II trees for standard-density orchards; all stage trees for high-density orchards (FDR).

Element/Item Number	Description
20. Adjustment Factor	For fully damaged trees, enter the applicable factor for reset trees (R). See the AD (Prices Table) for applicable Fully Damaged (Reset) factor tables by state.  The adjustment factor does not apply to CTVE claims.
21. Destroyed Loss Percent	If applicable, split the cell vertically into sections to accommodate any entries from item 12. Multiply the applicable entry(ies) by 1.0 and enter the results in item 21. Round to the nearest 3-place decimal. Enter in the left section, the loss percent of dead or missing trees (DDM), and in the right section, the loss percent of trees other than dead/missing (DO). Transfer the item 21 entry(ies) to applicable sections in Column L in Section I of the Production Worksheet.
22. Fully Damaged Loss Percent	Multiply the entry from item 13 by the adjustment factor in item 20 and enter the results in of item 22. Round to the nearest 3-place decimal. Transfer the item 22 entry(ies) to Column L in Section I of the Production Worksheet.
23. Part. Damaged Loss Percent	MAKE NO ENTRY.



## Form Standards – Appraisal Worksheet (Continued)

### Part III – Appraisal

Identify the stage in Part III on each Appraisal Worksheet or continuation sheet used for the unit. **Do NOT mix stages on the same Appraisal Worksheet or continuation sheet.** Total each stage separately and transfer Part III totals to the appropriate stage line entries of Part II of the Appraisal Worksheet for the unit. Enter, in the space to the right of the Part III heading, the following:

- (1) Stage I – Stage III as appropriate for the form and the number of the pages used for Part III.
- (2) “Trees Uninsurable.” If uninsurable trees are discovered during the sampling process, verify that the number of trees in item 8.a. includes only insurable trees. Explain any adjustments to item 8.a. in the Remarks section.
- (3) “Trees Damaged by Uninsured Causes.” Record a mark for each sample tree damaged by an uninsured cause during the crop year. Indicate the number count in parentheses. (such trees are considered undamaged).

The adjuster should consult with the insured regarding the practices (removal and resetting) to be followed, i.e. the insured may determine the tree requires resetting or that the tree is damaged to the extent it should be removed.

Element/Item Number	Description
24. Undamaged	Make a check mark (✓) in Column 24 for each UNDAMAGED insurable sample tree. Record any sample tree damaged by uninsurable causes as undamaged; enter a (U) in place of the check mark. For a tree considered UNDAMAGED, Columns 25-28 should not contain a check mark (✓).
25. Partially Damaged	MAKE NO ENTRY.
26. Destroyed	Make a check mark (✓) in Column 26 for each DESTROYED (100%) insurable sample tree. (See the definitions of destroyed.) MAKE NO ENTRY in Columns 24, 25, 27, and 28. If the trees are considered destroyed (dead or missing, or other than dead/missing [not practical to reset (stages I – II trees for standard-density orchards; all stage trees for high-density orchards), or toppled or leaning (stage III trees for standard-density orchards), due to fire blight damage]); enter a check mark (✓) for each dead/missing insurable sample tree; two check marks (✓✓) for each other than dead/missing insurable sample tree. (For CTVE purposes, any adjusted Destroyed Loss Percent contained in item 12 of the Appraisal Worksheet will be used to determine any CTVE indemnity for destroyed stage II and III trees.)
27. Fully Damaged (Reset)	Make a check mark (✓) in Column 27 for each FULLY DAMAGED (100%) insurable sample tree. Show R for trees requiring resetting. (See the definitions of fully damaged.) MAKE NO ENTRY in Columns 24, 25, 26, and 28. (For CTVE purposes, any adjusted Fully Damaged Loss Percent contained in item 13 of the Appraisal Worksheet will be used to determine any CTVE indemnity for fully damaged stage II and III trees.)

Form Standards – Appraisal Worksheet (Continued)

Verify or make the following entries:

Element/Item Number	Description
28. Canopy Loss Percent	MAKE NO ENTRY.
29. Total	<p>Record the total number of trees for the stage in Columns 24, 26 – 27 of the Appraisal Worksheet or the Continuation Worksheet if used to record counts for each additional stage contained in the SDT. <b>Omit</b> from this count, uninsurable trees (trees for which insurance did not attach); <b>include</b> any trees damaged or destroyed by an uninsured cause during the crop year.</p> <p>For item 29: For the Total, Previous Total, and Grand Total entries, for Column 26 that contains sample trees that are destroyed (dead/missing or other than dead/missing), split the column horizontally into two rows. As applicable, enter the number of dead/missing trees in the top row and in the bottom row, the number of trees – other than dead/missing.</p> <p>For Column 27, enter the number of trees requiring resetting.</p> <p>Previous Total</p> <p>For continuation sheets only: If continuation sheets are required to record tree counts for the stage, enter the item 29 sample <b>Total</b> or <b>Grand Total</b>, as applicable, of each column or applicable column row from the previous Appraisal Worksheet in the <b>Previous Total</b> columns or applicable column rows of the current worksheet.</p> <p>Grand Total</p> <p>For continuation sheets only: For each continuation sheet for the stage, separately add the item 29 sample <b>Total</b> of each column or applicable column row to the <b>Previous Total</b> of each column (or applicable column row and enter the <b>Grand Total</b> in the appropriate column or applicable column row. The Grand Total for each column or applicable column row from the last continuation sheet for the stage will be used to complete the entries in Part II.</p>

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

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

<b>Element/Item Number</b>	<b>Description</b>
30. Adjuster’s Signature, Code Number, and Date	Signature of adjuster, code number, and date signed after the insured (or insured’s authorized representative) has signed the Appraisal Worksheet. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks/Narrative section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the Narrative of the Production Worksheet.
31. Insured’s Signature and Date	Insured’s (or insured’s authorized representative’s) signature and date on the Appraisal Worksheet. BEFORE obtaining the signature, REVIEW ALL ENTRIES on the Appraisal Worksheet and continuation sheet WITH THE INSURED (or the insured’s authorized representative), particularly explaining codes, etc., which may not be readily understood.
Page Numbers	Page numbers: Page 1 of 1, Page 1 of 2, etc., for each page used for the unit appraisal. The Appraisal Worksheet containing the PART II computations for the unit should be listed as page 1; appraisal continuation sheets should be numbered consecutively thereafter for the Part III stage sampled.
EXAMPLE	The Appraisal Worksheet contains the start of one stage (Part III) which continues over into another (continuation sheet) page. The first worksheet applies to stage II and the continuation worksheet applies to stage III. Additional continuation sheets would be used for the other stages. The Appraisal Worksheet would be numbered “Page 1 of 3 pgs.,” the first stage continuation sheet would be numbered “Page 2 of 3 pgs.,” and the other stage continuation sheet would be numbered “Page 3 of 3 pgs.”

Form Standards – Appraisal Worksheet (Continued)

COMPANY	ANY COMPANY	FOR ILLUSTRATION PURPOSES ONLY APPLE TREE APPRAISAL WORKSHEET	CLAIM NO.	XXXXXXX
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**PART I**

1 NAME OF INSURED I.M. INSURED	2 POLICY NUMBER XXXXXXXX	3 COUNTY ANY COUNTY	4 UNIT NUMBER 00010000BU	5 CROP/TYPE 0184 – 197	6 CROP YEAR YYYY
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**PART II**

FIELD ID	NO. OF TREES/SDT	STAGE	TREES DESTROYED	TREES FULLY DAMAGED (RESET)	DESTROYED LOSS PERCENT (10 ÷ 8b)	FULLY DAMAGED LOSS PERCENT (11 ÷ 8b)	TREES PART. DAMAGED	PART. TREE DAMAGE PERCENT (14 ÷ 8b)	TOTAL CANOPY LOSS PERCENT	AVG. CANOPY LOSS PERCENT (16 ÷ 14)	LIMB ADJ. PERCENT	CANOPY LOSS PERCENT (17 – 18)	ADJ. FACTOR	DESTROYED LOSS PERCENT	FULLY DAMAGED LOSS PERCENT (13 × 20)	PART. DAMAGED LOSS PERCENT (15 × 20)
7	8a/8b	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1A	100 10	II		4		.400 FDR	1						.25R		.100 FDR	
2A	500 20	III	4	5	.200 DDM	.250 FDR	5						.27R	.200 DDM	.067 FDR	

*(Refer to Exhibit 6, Table A for minimum number of required samples.)*

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**PART III Stage II (pgs. 1) TREES DAMAGED BY UNINSURED CAUSES (0)**

	Undamaged					Partially Damaged					Destroyed					Fully Damaged					Canopy Loss Percent				
	24	25	26	27	28	24	25	26	27	28	24	25	26	27	28	24	25	26	27	28		24	25	26	27
1	✓				18					35					52					69					
2				R✓	19					36					53					70					
3	✓				20					37					54					71					
4	✓				21					38					55					72					
5					22					39					56					73					
6				R✓	23					40					57					74					
7				R✓	24					41					58					75					
8				R✓	25					42					59					76					
9	✓				26					43					60					77					
10	✓				27					44					61					78					
11					28					45					62					79					
12					29					46					63					80					
13					30					47					64					81					
14					31					48					65					82					
15					32					49					66					83					
16					33					50					67					84					
17					34					51					68					85					
29 TOTAL														5			4								

**(For Illustration Purposes Only.) This form example does not illustrate all required entry items (e.g. signatures, etc.).**

Form Standards – Appraisal Worksheet (Continued)

1. NAME OF INSURED						2. POLICY NUMBER																						
I.M. INSURED						XXXXXXX																						
3. COUNTY			4. UNIT NUMBER			5. CROP/TYPE			6. CROP YEAR																			
ANY COUNTY			00010000BU			0184 –197			YYYY																			
APPRAISAL WORKSHEET (Continued from Part III) Stage III (pgs. 1) TREES UNINSURABLE (0)												TREES DAMAGED BY UNINSURED CAUSES (0)																
Undamaged	Partially Damaged	Destroyed	Fully Damaged/	Canopy Loss Percent		Undamaged	Partially Damaged	Destroyed	Fully Damaged/	Canopy Loss Percent		Undamaged	Partially Damaged	Destroyed	Fully Damaged/	Canopy Loss Percent		Undamaged	Partially Damaged	Destroyed	Fully Damaged/	Canopy Loss Percent		Undamaged	Partially Damaged	Destroyed	Fully Damaged/	Canopy Loss Percent
24	25	26	27	28		24	25	26	27	28		24	25	26	27	28		24	25	26	27	28		24	25	26	27	28
1	✓				28						55						82											109
2				R✓	29						56						83											110
3	✓				30						57						84											111
4					31						58						85											112
5			✓		32						59						86											113
6	✓				33						60						87											114
7				R✓	34						61						88											115
8					35						62						89											116
9	✓				36						63						90											117
10			✓		37						64						91											118
11				R✓	38						65						92											119
12			✓		39						66						93											120
13				R✓	40						67						94											121
14	✓				41						68						95											122
15	✓				42						69						96											123
16				R✓	43						70						97											124
17			✓		44						71						98											125
18					45						72						99											126
19					46						73						100											127
20					47						74						101											128
21					48						75						102											129
22					49						76						103											130
23					50						77						104											131
24					51						78						105											132
25					52						79						106	29 TOTAL					6		4	5		
26					53						80						107	PREVIOUS TOTAL										
27					54						81						108	GRAND TOTAL					6		4	5		

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

**Form Standards – Production Worksheet**

Verify and/or make the following entries for each Production Worksheet element/item number. Completed Production Worksheet examples are at the end of this exhibit. For general form standards and other general information, see Para. 2D and Para. 31.

<b>Element/Item Number</b>	<b>Description</b>
1. Crop/Code #	Enter the commodity name and the code number exactly as specified on the AD for the crop.
2. Unit #	<p>Eight-digit unit number from the Summary of Coverage after it is verified to be correct (e.g. 00010000BU). The unit number for CTVE claims should correspond with the base policy unit number.</p> <p>Designate when the CTVE and/or the OLO are in effect using the following codes:</p> <p>CV – CTVE is in effect (no OLO)            OL – OLO is in effect (no CTVE)            CV/OL – Both the CTVE and the OLO are in effect</p>
3. Location Description	Section, township, and range number or other description that identifies the location of the unit. (Include the FSA FN, Common Land Unit, and track number, if available.)
4. Date(s) of Damage	<p>Date(s) of Damage: First three letters of the month(s) during which the determined insured damage (including progressive damage) occurred for the inspection and causes(s) listed in item 5 below. For progressive damage, enter the month that identifies when the majority of the insured damage occurred. Include the SPECIFIC DATE where applicable as in the case of wind damage (e.g. JUL 15). Enter additional dates of damage in the extra spaces, as needed. If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.</p> <p>If there is no insurable cause of loss, and a “No Indemnity Due” claim will be completed, MAKE NO ENTRY.</p>
5. Cause(s) of Damage	<p>Name of the determined insured cause(s) of damage for this crop as listed in the BP and CP for the date of damage listed in item 4 above for this inspection. If an insured cause(s) of damage is coded as “Other,” explain in the Narrative. Enter additional causes of damage in the extra spaces, as needed. If more space is needed, document the additional determined insured causes of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.</p> <p>If there is no insurable cause of loss, and a “No Indemnity Due” claim will be completed, MAKE NO ENTRY.</p>

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description															
6. Insured Cause %	<p>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. The total of all “Insured Cause % must equal 100%.</p> <table border="1" data-bbox="592 457 1463 632"> <tr> <td data-bbox="592 457 933 520">4. Date(s) of Damage</td> <td data-bbox="933 457 1089 520">JUL 15</td> <td data-bbox="1089 457 1214 520"></td> <td data-bbox="1214 457 1339 520"></td> <td data-bbox="1339 457 1463 520"></td> </tr> <tr> <td data-bbox="592 520 933 583">5. Cause(s) of Damage</td> <td data-bbox="933 520 1089 583">Wind</td> <td data-bbox="1089 520 1214 583"></td> <td data-bbox="1214 520 1339 583"></td> <td data-bbox="1339 520 1463 583"></td> </tr> <tr> <td data-bbox="592 583 933 632">6. Insured Cause %</td> <td data-bbox="933 583 1089 632">100</td> <td data-bbox="1089 583 1214 632"></td> <td data-bbox="1214 583 1339 632"></td> <td data-bbox="1339 583 1463 632"></td> </tr> </table>	4. Date(s) of Damage	JUL 15				5. Cause(s) of Damage	Wind				6. Insured Cause %	100			
4. Date(s) of Damage	JUL 15															
5. Cause(s) of Damage	Wind															
6. Insured Cause %	100															
7. Company/Agency	Name of company and agency servicing the contract.															
8. Name of Insured	Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.															
9. Claim Number	The claim number as assigned by the AIP.															
10. Policy Number	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	Unit number(s) for ALL non-loss units for the crop at the time of final inspection. A non-loss unit is any unit for which a Production Worksheet has not been completed. Additional non-loss units may be entered on a single Production Worksheet. If more spaces are needed for non-loss units, enter the unit numbers, identified as "Non-Loss Units," in the narrative or on an attached Special Report.															
13. Date(s) of Notice	<p>(1) Date the notice of damage 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 (e.g. MM/DD/YYYY) for each notice.</p> <p>(2) A notice of damage or loss for a third inspection (if needed) requires an additional set of Production Worksheets. Enter the date of the notice for a third inspection in the 1st space of item 13 on the second set of Production Worksheets.</p> <p>(3) Reserve the “Final” space on the first page of the first set of Production Worksheets for the date of notice for the final inspection.</p> <p>(4) If the inspection was initiated by the AIP, enter “Company Insp.” instead of the date.</p> <p>(5) If the notice does not require an inspection, document as directed in the Narrative instructions.</p>															

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
13. Date(s) of Notice (Continued)	Transfer the latest date (in the 1st or 2nd space from the first or second set of Production Worksheets) to the FINAL space on the first page of the first set of Production Worksheets if a final inspection should be made as a result of the notice. Always enter the complete date of notice (MM/DD/YYYY) for the “FINAL” inspection. For a delayed notice of loss or delayed claim, refer to the LAM.
14. Companion Policy(ies)	<p>(1) If no other person has a share in the unit (insured has 100 percent share), MAKE NO ENTRY.</p> <p>(2) In all cases where the insured has LESS than a 100 percent share of a loss-affected unit, ask the insured if the OTHER person sharing in the unit has a multiple-peril contract (i.e. not crop-hail, fire, etc.). If the other person does not, enter “NONE.”</p> <p>(a) If the other person has a multiple-peril contract and it can be determined that the SAME AIP services it, enter the contract number. Handle these companion policies according to the AIP instructions.</p> <p>(b) If the OTHER person has a multiple-peril contract and a DIFFERENT AIP or agent services it, enter the name of the AIP and/or agent (and contract number) if known.</p> <p>(c) If unable to verify the existence of a companion contract, enter “Unknown” and contact the AIP for further instructions.</p> <p>(3) Refer to the LAM for further information regarding companion contracts.</p>



## Form Standards – Production Worksheet (Continued)

## Section I – Acreage Appraised, Unit Value

**ACCOUNT FOR ALL INSURABLE TREES IN THE UNIT. In the event of over-reported trees, handle in accordance with individual AIP's instructions.**

The **total** number of trees in **all** stage-blocks present in the **unit** must be accounted for on the Production Worksheet. This will be used to calculate the unit value for all claims, the unit deductible for non-OLO claims, and the 5 percent OLO trigger amount (10 percent for the Fire Blight Endorsement). The number of insurable trees by stage should be verified by a visual inspection and compared to the acreage report. If the Fire Blight Endorsement is in effect (i.e. optional or mandatory), any trees in a unit determined to be uninsurable due to any pre-existing damage including fire blight infection based on the PAIR or prior to insurance attaching for subsequent crop years based on a PAIR or PAW, as applicable, will be uninsurable for the fire blight loss cause and **all other insured causes** under the CP and would be reported as uninsurable on the acreage report. Trees with no pre-existing damage including fire blight will be insurable and will be reported separately from uninsurable trees. See Para. 21A(8) of this handbook and Para. 15D(4) of the CISH for additional information.

Refer to Para. 11K(1) – (3) and Exhibit 3, item 8(1) for additional information.

Verify or make the following entries:

Element/Item Number	Description
A. Field ID	<p>The stage-block identification number in which the SDT exists as assigned by the insured or AIP.</p> <p>(1) In the margin (or in a separate column), enter the DATE of inspection for the last line entry for each inspection.</p> <p>(2) For CTVE claims, do not enter any blocks of rate class (stage) D01 trees on the Production Worksheet.</p> <p><b>REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRIES OF FIRST CROP AND SECOND CROP CODES.</b></p>
B. Total Reported Trees	Total number of trees in each stage-block the insured reported in the unit on the Acreage Report.
C. Total Trees (Stage)	Enter the total number of trees in the unit corresponding to the stage of the stage-block, determined on the day before the loss occurred (see Exhibit 3, item 8(1) for additional instructions).
D. SDT	<p>(1) Base Policy: Enter the number of insurable trees in all SDTs (as a result of the most recent cause of loss) corresponding to the stage (identified by field ID). Make no entry in Column D if the corresponding stage was not present in the SDTs.</p> <p>(2) CTVE (see entry examples below):</p> <p>(a) Make no entry if the corresponding stage was not present in the SDT or for rate class (stage) D01.</p> <p>(b) Draw a horizontal line across the cell.</p> <p>(c) For entries above the line (fully damaged trees):</p>

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description																			
D. SDT (Continued)	<p>Multiply the Fully Damaged Loss Percent from item 13 of the Base Policy Appraisal Worksheet by the number of trees for all SDTs for the stage from item 8a. of the Appraisal Worksheet for the field ID. Enter the number of fully damaged trees for the SDTs for the stage above the line.</p> <p>(d) For entries below the line (destroyed trees):</p> <p>(i) If the Damage Loss Percent in item 12 (from the Base Policy Appraisal Worksheet) only represents dead/missing trees (DDM) or other than dead/missing trees (DO), multiply the applicable Destroyed Loss Percent in item 12 (from the Base Policy Appraisal Worksheet) by the number of trees for all SDTs for the stage from item 8a. of the Appraisal Worksheet for the field ID. Enter the number of destroyed trees below the line.</p> <p>(ii) If more than one Damage Loss Percent is shown in item 12 (from the Base Policy Appraisal Worksheet) for dead/missing trees (DDM) and other than dead/missing trees (DO), split the SDT cell below the line horizontally into the required number of sections. As applicable, enter in the top section the result of multiplying the Damage Loss Percent for dead/missing trees (DDM) times the number of trees for all SDTs for the stage from item 8a. of the Appraisal Worksheet for the field ID and enter in the bottom section the result of multiplying the Damage Loss Percent for other than dead/missing trees (DO) times the number of trees for all SDTs for the stage from item 8a. of the Appraisal Worksheet for the field ID.</p> <p>Example 1: For (2)(d)(i): Single Fully Damaged/Destroyed Damage Loss Percent (less than 80% damage/SDT for the stage-block)</p> <table border="1" data-bbox="800 1602 1377 1906"> <thead> <tr> <th colspan="3">Base Policy Appraisal Worksheet</th> </tr> <tr> <th>8.a</th> <th>9</th> <th>12 and 13</th> </tr> <tr> <th>SDT</th> <th>Stage</th> <th>Fully Damaged/Destroyed Loss Percent</th> </tr> </thead> <tbody> <tr> <td rowspan="3">100</td> <td rowspan="3">002</td> <td>.400 FDR</td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> <tr> <td rowspan="3">500</td> <td rowspan="3">003</td> <td>.200 DDM      ---</td> </tr> <tr> <td>.250 FDR</td> </tr> <tr> <td></td> </tr> </tbody> </table>	Base Policy Appraisal Worksheet			8.a	9	12 and 13	SDT	Stage	Fully Damaged/Destroyed Loss Percent	100	002	.400 FDR			500	003	.200 DDM      ---	.250 FDR	
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Form Standards – Production Worksheet (Continued)

Element/Item Number	Description																																																																																
D. SDT (Continued)	<p style="text-align: center;">Example 1 (Continued)</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: center;">CTVE Production Worksheet</th> </tr> <tr> <th style="width: 15%;">D</th> <th style="width: 15%;">F</th> <th style="width: 15%;">K</th> <th style="width: 15%;">L</th> <th style="width: 40%;">M</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">SDT</td> <td style="text-align: center;">Stage</td> <td style="text-align: center;">Reference Price</td> <td style="text-align: center;">% Damage</td> <td style="text-align: center;"> <input type="checkbox"/> Amt. of Ins. 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Split the cell and enter each result in the Production Worksheet for fully damaged trees (above the line) and a separate entry for destroyed trees (below the line).</p>	CTVE Production Worksheet					D	F	K	L	M	SDT	Stage	Reference Price	% Damage	<input type="checkbox"/> Amt. of Ins. Damage or <input checked="" type="checkbox"/> Damage Value	40 (FDR)	002	47.00	1.000	1,880	125 (FDR)	003	47.00	1.000	5,875	100 (DDM)	003	93.00	1.000	9,300	Base Policy Appraisal Worksheet			8a	9	12 - 13	SDT	Stage	Fully Damaged/Destroyed Loss Percent	100	002	.400 FDR			500	003	.200 DDM      ---      .100DO	.250 FDR		CTVE Production Worksheet					D	F	K	L	M	SDT	Stage	Reference Price	% Damage	<input type="checkbox"/> Amt. of Ins. Damage or <input checked="" type="checkbox"/> Damage Value	40 (FDR)	002	47.00	1.000	1,880	125 (FDR)	003	47.00	1.000	5,875	100 (DDM)	93.00	13,950	50 (DO)		
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Form Standards – Production Worksheet (Continued)

Element/Item Number	Description																																																											
D. SDT (Continued)	<p>Example: Multiple Fully Damaged/Destroyed Loss Percents (more than 80% damage/SDT for the stage-block - considered 100% damage)</p> <table border="1" data-bbox="802 411 1382 659"> <thead> <tr> <th colspan="5">Base Policy Appraisal Worksheet</th> </tr> <tr> <th>8a</th> <th>9</th> <th colspan="3">12 - 13</th> </tr> <tr> <th>SDT</th> <th>Stage</th> <th colspan="3">Fully Damaged/Destroyed Loss Percent</th> </tr> </thead> <tbody> <tr> <td>100</td> <td>002</td> <td colspan="3">.400 FDR</td> </tr> <tr> <td>500</td> <td>003</td> <td>.200 DDM</td> <td>---</td> <td>.400DO</td> </tr> <tr> <td></td> <td></td> <td colspan="3">.250 FDR</td> </tr> </tbody> </table> <table border="1" data-bbox="797 688 1433 982"> <thead> <tr> <th colspan="5">CTVE Production Worksheet</th> </tr> <tr> <th>D</th> <th>F</th> <th>K</th> <th>L</th> <th>M</th> </tr> <tr> <th>SDT</th> <th>Stage</th> <th>Reference Price</th> <th>% Damage</th> <th><input type="checkbox"/> Amt. of Ins. Damage or <input checked="" type="checkbox"/> Damage Value</th> </tr> </thead> <tbody> <tr> <td>40 (FDR)</td> <td>002</td> <td>47.00</td> <td>1.000</td> <td>1,880</td> </tr> <tr> <td>147 (FDR)</td> <td rowspan="3">003</td> <td>47.00</td> <td rowspan="3">1.000</td> <td>6,909</td> </tr> <tr> <td>118 (DDM)</td> <td rowspan="2">93.00</td> <td rowspan="2">32,829</td> </tr> <tr> <td>235 (DO)</td> </tr> </tbody> </table>	Base Policy Appraisal Worksheet					8a	9	12 - 13			SDT	Stage	Fully Damaged/Destroyed Loss Percent			100	002	.400 FDR			500	003	.200 DDM	---	.400DO			.250 FDR			CTVE Production Worksheet					D	F	K	L	M	SDT	Stage	Reference Price	% Damage	<input type="checkbox"/> Amt. of Ins. Damage or <input checked="" type="checkbox"/> Damage Value	40 (FDR)	002	47.00	1.000	1,880	147 (FDR)	003	47.00	1.000	6,909	118 (DDM)	93.00	32,829	235 (DO)
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E. Interest of Share	Insured's interest in the crop to three decimal places as determined at the time of inspection. If shares vary on the same unit, use separate line entries.																																																											
F. Rate Class (Stage)	<p>The correct stage code for the stage from the AD. Verify with the Summary of Coverage and if the stage code is found to be incorrect, refer to the LAM for Revised Acreage Report instructions. If the insured revises the acreage report, the insured cannot increase liability at the time of loss.</p> <table border="1" data-bbox="688 1310 1377 1472"> <thead> <tr> <th>AT CP</th> <th>Actuarial Documents</th> </tr> </thead> <tbody> <tr> <td>Stage I</td> <td>D01</td> </tr> <tr> <td>Stage II</td> <td>D02</td> </tr> <tr> <td>Stage III</td> <td>D03</td> </tr> </tbody> </table>	AT CP	Actuarial Documents	Stage I	D01	Stage II	D02	Stage III	D03																																																			
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Stage II	D02																																																											
Stage III	D03																																																											
7. Practice	Three-digit code number, entered exactly as specified on the AD, for the practice carried out by the insured. If “No Practice Specified,” enter appropriate three-digit code number from the AD.																																																											
8. Type/Class/Variety	Three-digit type code number entered exactly as specified on the AD, for the type corresponding to the stage-block. If “No Type Specified,” enter appropriate three-digit code number from the AD.																																																											
I. Coverage Level	The coverage level selected by the insured for the crop type, to two decimal places (e.g. enter 65% as .65).																																																											
J. Tree Ref. Price	(1) Base Policy: Enter the result of tree reference price in dollars and cents for the stage, type, and practice shown on the AD price table times the price percentage elected by the insured.																																																											

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description																								
J. Tree Ref. Price (Continued)	<p>(2) CTVE:</p> <p>(a) Draw a horizontal line across the cell.</p> <p>(b) Above the line, enter the result of the insured’s elected price percentage times the <b>Minimum</b> CTVE Reference Price in dollars and cents for the stage, type, and practice shown on the AD. Below the line, enter the result of the insured’s elected price percentage times the <b>Maximum</b> CTVE Reference Price in dollars and cents for the stage, type, and practice shown on the AD.</p> <p>(3) For CAT coverage, multiply the applicable tree reference price by 0.55 (not applicable for the CTVE).</p>																								
K.	<p>(1) Base Policy: MAKE NO ENTRY.</p> <p>(2) CTVE: MAKE NO ENTRY</p>																								
L. % Damage	<p>Base Policy – Enter the % Damage as a decimal to three places as follows:</p> <p>(1) Split Column L horizontally and enter the applicable % Damage for the SDT and stage that corresponds to the applicable Loss Percent from the Appraisal Worksheet (Column 21 and 22).</p> <p>(a) If Column 21 of the Appraisal Worksheet contains separate Loss Percents for dead/missing and other than dead/missing trees, split the cell for Column L vertically into sections. Enter the applicable % Damage for dead/missing trees in the left section and for other than dead/missing trees in the right section.</p> <p>(b) For fully damaged trees, enter the applicable % Damage for reset trees.</p> <p>(c) Enter the applicable alpha characters DDM for Destroyed-Dead/Missing, DO for Destroyed-Other than dead/missing, FDR for Fully Damaged – Reset.</p> <p>Example 1 – Single Destroyed % Damage</p> <table border="1" data-bbox="646 1528 1479 1682"> <thead> <tr> <th data-bbox="646 1528 930 1570">K</th> <th colspan="2" data-bbox="930 1528 1479 1570">L</th> </tr> </thead> <tbody> <tr> <td data-bbox="646 1570 930 1612"></td> <td colspan="2" data-bbox="930 1570 1479 1612">% Damage</td> </tr> <tr> <td data-bbox="646 1612 930 1654"></td> <td colspan="2" data-bbox="930 1612 1479 1654">.X00 DDM</td> </tr> <tr> <td data-bbox="646 1654 930 1682"></td> <td colspan="2" data-bbox="930 1654 1479 1682">.X00 FDR</td> </tr> </tbody> </table> <p>Example 2 – Destroyed % Damage – More Than One</p> <table border="1" data-bbox="646 1734 1479 1887"> <thead> <tr> <th data-bbox="646 1734 930 1776">K</th> <th colspan="2" data-bbox="930 1734 1479 1776">L</th> </tr> </thead> <tbody> <tr> <td data-bbox="646 1776 930 1818"></td> <td colspan="2" data-bbox="930 1776 1479 1818">% Damage</td> </tr> <tr> <td data-bbox="646 1818 930 1860"></td> <td data-bbox="930 1818 1206 1860">.X00 DDM</td> <td data-bbox="1206 1818 1479 1860">.X00 DO</td> </tr> <tr> <td data-bbox="646 1860 930 1887"></td> <td colspan="2" data-bbox="930 1860 1479 1887">.X00 FDR</td> </tr> </tbody> </table>	K	L			% Damage			.X00 DDM			.X00 FDR		K	L			% Damage			.X00 DDM	.X00 DO		.X00 FDR	
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Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
<p>L. % Damage (Continued)</p>	<p>(2) If the combined percent of damage of Column L for destroyed and fully damaged trees exceeds 80%, cross through each applicable percentage and enter 100% for the Field ID.</p> <p>(3) CTVE: Enter “1.000”.</p> <p>Make NO ENTRY if the corresponding stage-block was not present in the SDT or the CTVE for rate class (stage) D01 or D02.</p> <p>(4) If there has been a previous claim during the crop year, the stage-blocks sampled as a result of the most recent cause of loss must be reviewed against stage-blocks from the previous claim to ensure that:</p> <p>When multiple damage events affect the same SDT, the combined Damage Value (for OLO, the Amount of Insured Damage) for all claims for the stage-block within a SDT will not exceed the maximum Damage Value (for OLO, the maximum Amount of Insured Damage) determined based on the applicable tree reference price (based on the insured’s elected price percentage) reported by the insured (i.e. the number of damaged trees times the insured’s tree reference price at 100 percent damage).</p> <p>For example: If a stage-II block SDT of 200 trees is 40% fully damaged due to wind in July (requiring reset) and the same stage-II block SDT is 100% damaged – (destroyed and removed) in September due to additional wind damage, the first claim would report 200 trees damaged 40%, and the second claim would report 200 trees damaged 100%. However, the Damage Value (Amount of Insured Damage) for the second claim for the additional wind damage for the trees previously damaged by wind damage would be based on a reduced % Damage.</p> <p>Example: Calculating the Reduced % Damage – Multiple Damage Events for a Stage-block SDT</p> <p style="padding-left: 40px;">Event 1 – 40% – Fully Damaged – Wind Damage  High Density, Stage II, FDR Adjustment Factor = .25  % Damage = 10.0% (.100) = (.40 × .25)</p>

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description																														
<p>L. % Damage (Continued)</p>	<p>Event 2 – 100% Damage – Destroyed/Removed – Tornado                      % Damage – 90.0% (.900) = (100% - 10.0%)</p> <p>Stage-block - SDT – 200 stage II trees                      Tree Reference Price - \$166                      Maximum Damage Value - \$33,200 (200 DDM trees x                      100% Damage x \$166)</p> <table border="1" data-bbox="597 562 1479 905"> <thead> <tr> <th>Damage Event</th> <th>Claim Number</th> <th>Col. D SDT</th> <th>Col. J Ref. Price</th> <th>Col. L % Damage</th> <th>Col. M Damage Value</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>200</td> <td>\$166</td> <td>.100</td> <td>\$3,220</td> </tr> <tr> <td>2</td> <td>2</td> <td>200</td> <td>\$166</td> <td>.900</td> <td>\$29,880</td> </tr> <tr> <td colspan="5">Total Damage Value</td> <td>\$33,200</td> </tr> <tr> <td colspan="5">Maximum Damage Value</td> <td>\$33,200</td> </tr> </tbody> </table> <p>Explain in the Narrative any % Damage reductions when the stage-block SDT has been damaged by a prior cause of loss.</p>	Damage Event	Claim Number	Col. D SDT	Col. J Ref. Price	Col. L % Damage	Col. M Damage Value	1	1	200	\$166	.100	\$3,220	2	2	200	\$166	.900	\$29,880	Total Damage Value					\$33,200	Maximum Damage Value					\$33,200
Damage Event	Claim Number	Col. D SDT	Col. J Ref. Price	Col. L % Damage	Col. M Damage Value																										
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Total Damage Value					\$33,200																										
Maximum Damage Value					\$33,200																										
<p>M. Amt. of Ins. Damage or Damage Value</p>	<p>Check appropriate box indicating if entry is for “Amount of Insured Damage” or “Damage Value.”</p> <p>(1) Base Policy:</p> <p>(a) Non-OLO: Compute the damage value by multiplying Columns “D” times “J” times “L”, round to nearest whole dollar.</p> <p>If Column L is split based on separate percents of damage for dead/missing and other than dead/missing trees, split the cell for Column M vertically into sections and enter, as applicable, in the left section the Damage Value for dead/missing trees and in the right section, the Damage Value for other than dead/missing trees.</p> <p>(b) OLO: Compute the amount of insured damage by multiplying Columns “D” times “I” times “J” times “L”, round to nearest whole dollar.</p> <p>If Column L is split based on separate percents of damage for dead/missing and other than dead/missing trees, split the cell for Column M vertically into sections and enter, as applicable, in the left section the Amt. of Ins. Damage for dead/missing trees and in the right section, the Amount of Insured Damage for other than dead/missing trees.</p>																														

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
<p>M. Amt. of Ins. Damage or Damage Value (Continued)</p>	<p>(2) CTVE:</p> <ul style="list-style-type: none"> <li>(a) Draw a horizontal line across the cell.</li> <li>(b) (For FULLY DAMAGED trees): ABOVE the line, enter the damage value by multiplying Column “D” times the entry ABOVE the line in Columns “J” times “L,” rounded to nearest whole dollar.</li> <li>(c) (For DESTROYED trees): BELOW the line, enter the damage value by multiplying Column “D” times the entry BELOW the line in Columns “J” times “L,” rounded to nearest whole dollar.</li> </ul> <p>If Column D contains separate entries for dead/missing and other than dead/missing trees, enter BELOW the line the damage value by multiplying each Column D entry times the entry BELOW the line in Columns “J” times “L”; sum the results and round to nearest whole dollar.</p> <p>(3) CTVE AND OLO:</p> <ul style="list-style-type: none"> <li>(a) Draw a horizontal line across the cell.</li> <li>(b) (For FULLY DAMAGED trees): ABOVE the line, enter the amount of insured damage by multiplying Column “D” times “I” times the entry ABOVE the line in Columns “J” times “L,” rounded to nearest whole dollar.</li> <li>(c) (For DESTROYED trees): BELOW the line, enter the amount of insured damage by multiplying Column “D” times “I” times the entry BELOW the line in Columns “J” times “L,” rounded to nearest whole dollar.</li> </ul> <p>If Column D contains separate entries for dead/missing and other than dead/missing trees, enter BELOW the line, the amount of insured damage by multiplying each Column D entry times “I” times the entry BELOW the line in “J” times “L”; sum the results and round to nearest whole dollar.</p>



## Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
N. Unit Deductible	<p>(1) Base Policy:</p> <p>(a) Non-OLO: Column “C” times Column “J” times the percent deductible (1.00 minus Column “I” coverage level %), results in whole dollars.</p> <p>(b) OLO: MAKE NO ENTRY.</p> <p>(2) CTVE:</p> <p>(a) Non-OLO: Column “C” times entry BELOW the line in Column “J” times the percent deductible (1.00 minus Column “I” coverage level %), results in whole dollars.</p> <p>(b) OLO: MAKE NO ENTRY.</p>
O. Unit Value	<p>(1) Base Policy: Column “C” times Column I times Column “J”, results in whole dollars.</p> <p>(2) CTVE: Column “C” times Column “I” times entry BELOW the line in Column “J”, results in whole dollars.</p> <p>These entries are on a 100% share basis.</p>
15. Totals	<p>(1) Column “M” total in whole dollars (include any amounts in the split cells for dead/missing and other than dead/missing trees).</p> <p>(2) Column “N” total in whole dollars.</p> <p>(3) Column “O” total in whole dollars.</p>
16. OLO Minimum	<p>If OLO is not in effect, MAKE NO ENTRY. If OLO is in effect with CTVE, MAKE NO ENTRY. If OLO is in effect without CTVE, total of Column “O” times 0.05, results in whole dollars (0.10 for the Fire Blight Endorsement). If the amount of insured damage (total of Column “M”, item 15) equals or exceeds the entry in item 16, then an indemnity may be due for the amount of insured damage.</p>
17. URF (Under Report Factor)	<p>To determine the URF, calculate the amount of protection for the unit (in whole dollars) for the:</p> <p>(1) Base Policy:</p> <p>(a) Multiplying for each line, Column “B” times Column “I” times Column “J” and totaling the results for all lines to determine the amount of protection (record the calculations and result in the Narrative of the AT Production Worksheet).</p>

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

Element/Item Number	Description
17. URF (Under Report Factor) (Continued)	<p>(b) In the event that the unit value (Column “O,” item 15) is greater than the amount of protection, divide the amount of protection by the unit value, recording the URF to three decimal places. Enter “1.000” if the amount of protection equals or exceeds the unit value (record the calculations and result in the Narrative of the AT Production Worksheet).</p> <p>(2) CTVE:</p> <p>(a) Multiplying for each line, Column “B” times Column “I” times entry BELOW the line in Column “J” and totaling the results for all lines (record the calculations and result in the Narrative of the AT Production Worksheet).</p> <p>(b) In the event that the CTVE unit value (Column “O,” item 15) is greater than the CTVE amount of protection, divide the CTVE amount of protection by the CTVE unit value, recording the CTVE URF to three decimal places. Enter “1.000” if the CTVE amount of protection equals or exceeds the CTVE unit value (record the calculations and result in the Narrative of the AT Production Worksheet).</p>

**Narrative**

Attach the Special Report to the Production Worksheet.

- (1) If no trees are released on the unit (i.e. destroyed trees), enter “No trees released,” adjuster's initials and date.
- (2) 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.
- (3) Explain any uninsured causes, unusual, or controversial cases.
- (4) Enter the percent damage by uninsured causes and explain. Trees damaged by an uninsured cause will be counted as undamaged.
- (5) Document the actual appraisal date if an appraisal was performed prior to the adjuster's signature date on the Appraisal Worksheet and the date of the appraisal is not recorded on the Appraisal Worksheet.
- (6) Explain any errors found on the Summary of Coverage.
- (7) Explain a “NO” checked in item 19.

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

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- (8) Attach Grove Identification Maps to identify the total unit:
  - (a) if consent is or has been given to put part of the unit to another use;
  - (b) if uninsured causes are present; or
  - (c) for unusual or controversial cases.
- (9) Indicate on the sketch map or aerial photo the disposition of acreage put to other use with or without consent.
- (10) Explain any difference between date of inspection and signature dates. For an ABSENTEE insured, enter the date of the inspection AND the date of mailing the Production Worksheet for signature.
- (11) 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.
- (12) Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed in accordance with AIP's instructions.
- (13) Explain any delayed notices or delayed claims as instructed in the LAM. (Claims may be delayed up to 12 months after the calendar date for the end of the insurance period.)
- (14) Document how the OLO minimum was determined. Also document the amount of protection and calculations used to determine the URF for the unit.
- (15) Document any other pertinent information. If on an attachment, enter “See attachment.”
- (16) Explain any reduction in the % Damage for multiple damages/losses for the stage-block SDT.

## Form Standards – Production Worksheet (Continued)

## Section II - Adjustments to Unit Value

Verify or make the following entries:

Element/Item Number	Description
18. End of Insurance Period	Enter the date the ENTIRE unit was (1) totally destroyed, (2) final adjustment of loss, (3) abandoned, or (3) the calendar date for the end of the insurance period.
19. Similar Damage	Check “Yes” or “No.” Check “Yes” if amount and cause of damage due to insurable causes is similar to the experience of other orchards in the area. If “No” is checked, explain in the Narrative.
20. Assignment of Indemnity	Check “Yes” <b>only</b> if an assignment of indemnity is in effect for the crop year; otherwise, check “No.” Refer to the LAM.
21. Transfer of Right to Indemnity	Check “Yes” only if a transfer of right to indemnity is in effect for the unit for the crop year; otherwise, check “No.” Refer to the LAM.
A. Rate Class (Stage)	Transfer the entry by stage from section I, Column “F.” ALL STAGES PRESENT IN THE UNIT SHOULD BE ACCOUNTED FOR IN SECTION II. USE MULTIPLE LINE ENTRIES FOR MULTIPLE STAGES. FOR CTVE INDEMNITY CALCUALTIONS, DO NOT ENTER STAGE D01 TREES.
B. Date of Previous Loss	For each stage, enter the month(s) and day(s) (e.g. JULY 15) of the most recent previous loss event during the same crop year regardless of whether an indemnity was due. If there has been no previous loss event during the crop year, MAKE NO ENTRY.
C. Unit Value	Transfer entries from section I, Column “O” for each stage.
D. Previous Damage Value (100% Share)	For previous loss event(s) on the unit that occurred during the same crop year (whether an indemnity was due or not), total the damage value(s) (or amount(s) of insured damage, as applicable) in section I, Column “M” for the corresponding stage(s) from all previous Production Worksheet(s) for the unit and enter the result by stage in whole dollars. If there has been no previous loss event on the stage during the crop year, MAKE NO ENTRY.
E. Current Damage Value	Transfer entries by stage from section I, Column “M.” If the stage does not have damage, MAKE NO ENTRY.
F. Total Damage Value All Claims	Column “D” plus Column “E.” If the stage does not have damage, enter “0.”
G. Deductible	a. Non-OLO: Transfer entries for the corresponding stage from section I, Column “N.” b. OLO: MAKE NO ENTRY.
H. Remaining Deductible	a. Non-OLO: For the corresponding stage, Column “G” minus Column “F” results in whole dollars. Make the entry and indicate if the entry is positive or negative (e.g. $10 - 8 = +2$ ,” $8 - 10 = -2$ ,” or $8 - 8 = 0$ ”). b. OLO: MAKE NO ENTRY.

## Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
I. Unit Value to Count (100 % Share)	<p>a. Base policy and CTVE without OLO: For the corresponding stage, if the entry in Column “H” is a zero, then transfer the entry from Column “C.” If the entry in Column “H” is a positive number, then the entry is Columns “C” plus “H” (e.g. 10 + 2 = 12). If the entry in Column “H” is a negative number, then the entry is Columns “C” plus “H” (e.g. 10 + (-2) = 8).</p> <p>b. OLO: Column “C” minus Column “F” for each stage.</p>
22. Total	Total of Column “I” entries. This value is based on 100% share. Item “O,” line 15 less item 22 is the dollar amount the unit is “short” of the unit value as of the date of this loss event. The difference if greater than zero (any indemnity) is further adjusted by any URF that may apply.
23. Adjuster’s Signature, Code, Number, and Date	<p>Signature of adjuster, code number, and date signed <b>after</b> 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 insured has signed and returned the Production Worksheet. Sign final indemnity inspections on bottom line.</p> <p>The claim will not be finalized until the AT Certification Form is signed by the insured and adjuster.</p>
24. 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 Production Worksheet WITH THE INSURED (or the insured’s authorized representative), particularly explaining codes, etc., that may not be readily understood. Sign final indemnity inspections on the on the bottom line.
25. Page Numbers	Page numbers - (Example: Page 1 of 1, Page 2 of 2, etc.)

Form Standards – Production Worksheet (Continued)

APPLE TREE PRODUCTION WORKSHEET (For Illustration Purposes Only)																		
1 Crop/Code #		2 Unit #		3 Location Description				8 Name of Insured										
Apple Trees		0001 0000BU		FN 0123				I. M. Insured										
0184								7 Company		Any Company		9 Claim #		11 Crop Year				
4 Date(s) of Damage		JUL 15						Agency		Any Agency		XXXXXXXX		XXXX				
5 Cause(s) of Damage		Wind						<b>EXAMPLE 1: Base Policy – No OLO, No Previous Loss, No Indemnity Due</b>				10 Policy #		XXXXXX				
6 Insured Cause %		100										13 Date(s)		1st		2nd		Final
12 Additional Units		0002 0000BU		0003 0000BU		0004 0000BU						Notice of Loss		MM/DD/YYYY		MM/DD/YYYY		
												14 Companion Policy(s)						
SECTION I - ACREAGE APPRAISED, UNIT VALUE																		
A	B	C	D	E	F	G	H	I	J	K	L			M		N	O	
Field ID	Total Reported Trees	Total Trees (Stage)	SDT	Interest or Share	Rate Class (Stage)	Practice	Type Class Variety	Coverage Level	Tree Ref Price		% Damage			<input type="checkbox"/> Amt. of Ins. Damage or <input checked="" type="checkbox"/> Damage Value	Unit Deductible	Unit Value (C x I x J x K)		
1A MM/DD	1,000	1,000	100	1.000	D02	002	197	.75	28.75		.100 FDR			288	7,188	21,563		
2A MM/DD	1,000	1,100	500	1.000	D03	002	197	.75	51.49		.200 DDM	---	---	5,149	---	---	14,160	42,479
											.067 FDR			1,725				
NARRATIVE: (If more space is needed, attach a Special Report) Amount of Protection = \$60,180 [(1000 × \$28.75) + (1000 × \$51.49)] × .75.											15. TOTALS:		7,162		21,348		64,042	
\$60,180 amount of protection ÷ \$64,042 unit value (total Column O) = .940 URF. AT Certification Form required (No damage adjustments).											16. OLO MINIMUM (O x 0.05)							
											17. URF:				.940			
SECTION II - ADJUSTMENTS TO UNIT VALUE																		
18. End of Insurance Period				19. Is damage similar to other farms in the area?				20. Assignment of Indemnity				21. Transfer of Right to Indemnity?						
MM/DD/YYYY				Yes X No				Yes No X				Yes No X						
A	B	C	D	E	F	G	H	I										
Rate Class (Stage)	Date of Previous Loss	Unit Value (from O)	Previous Damage Value (100% Share)	Current Damage Value (from M)	Total Damage Value All Claims (D+E)	Deductible (from N)	Remaining Deductible (G-F)	Unit Value To Count (100% Share) (C+H)										
02		21,563		288	288	7,188	+6,900	28,462										
03		42,479		6,874	6,874	14,160	+7,286	49,765										
							22. Total: (100% Share)		78,227									

**(For Illustration Purposes Only.) This form example does not illustrate all required entry items**

Form Standards – Production Worksheet (Continued)

APPLE TREE PRODUCTION WORKSHEET																		
1 Crop/Code #		2 Unit #		3 Location Description				(For Illustration Purposes Only)				8 Name of Insured						
Apple Trees		0001 0000BU		FN 0123								I. M. Insured						
0184								7 Company		Any Company		9 Claim #		11 Crop Year				
4 Date(s) of Damage		JUL 15						Agency		Any Agency		XXXXXXXX		XXXX				
5 Cause(s) of Damage		Wind						<b>EXAMPLE 2: Base Policy – No OLO, With Previous Loss, Indemnity Due</b>				10 Policy #		XXXXXX				
6 Insured Cause %		100										13 Date(s)		1st	2nd	Final		
12 Additional Units		0002 0000BU	0003 0000BU	0004 0000BU					Notice of Loss		MM/DD/YYYY		MM/DD/YYYY					
												14 Companion Policy(s)						
SECTION I - ACREAGE APPRAISED, UNIT VALUE																		
A	B	C	D	E	F	G	H	I	J	K	L			M		N	O	
Field ID	Total Reported Trees	Total Trees (Stage)	SDT	Interest or Share	Rate Class (Stage)	Practice	Type Class Variety	Coverage Level	Tree Ref. Price		% Damage			<input type="checkbox"/> Amt. of Ins. Damage or <input checked="" type="checkbox"/> Damage Value	Unit Deductible	Unit Value (C x I x J x K)		
1A MM/DD	1,000	1,000	100	1.000	D02	002	197	.75	28.75		.010 FDR			288	7,188	21,563		
2A MM/DD	1,000	1,100	500	1.000	D03	002	197	.75	51.49		.200 DDM	---	---	5,149	---	---	14,160	42,479
											.067 FDR			1,725				
NARRATIVE: (If more space is needed, attach a Special Report) Amount of Protection = \$60,180 [(1000 × \$28.75) + (1000 × \$51.49)] × .75.											15. TOTALS:		7,162		21,348		64,042	
\$61,180 amount of protection ÷ \$64,042 unit value (total Column O) = .940 URF. AT Certification Form required (No damage adjustments).											16. OLO MINIMUM (O x 0.05)							
											17. URF:						.940	
SECTION II - ADJUSTMENTS TO UNIT VALUE																		
18. End of Insurance Period				19. Is damage similar to other farms in the area?				20. Assignment of Indemnity				21. Transfer of Right to Indemnity?						
MM/DD/YYYY				Yes X No				Yes No X				Yes No X						
A	B	C	D	E	F	G	H	I										
Rate Class (Stage)	Date of Previous Loss	Unit Value (from O)	Previous Damage Value (100% Share)	Current Damage Value (from M)	Total Damage Value All Claims (D+E)	Deductible (from N)	Remaining Deductible (G-F)	Unit Value To Count (100% Share) (C+H)										
D02	AUG 15	21,563	11,751	288	12,039	7,188	-4,852	16,711										
D03	AUG 15	42,479	15,165	6,874	22,039	14,160	-7,879	34,600										
											22. Total: (100% Share)		51,311					

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

Form Standards – Production Worksheet (Continued)

APPLE TREE PRODUCTION WORKSHEET																						
1 Crop/Code #		2 Unit #		3 Location Description				<b>(For Illustration Purposes Only)</b>				8 Name of Insured										
Apple Trees		0001 0000BU		FN 0123								I. M. Insured										
0184		OL						7 Company		Any Company		9 Claim #		11 Crop Year								
4 Date(s) of Damage		JUL 15						Agency		Any Agency		XXXXXXXX		XXXX								
5 Cause(s) of Damage		Wind						<b>EXAMPLE 3: Base Policy – With OLO – No Previous Loss, Indemnity Due</b>				10 Policy #		XXXXXX								
6 Insured Cause %		100										13 Date(s)		1st	2nd	Final						
12 Additional Units		0002 0000BU	0003 0000BU	0004 0000BU					Notice of Loss		MM/DD/YYYY		MM/DD/YYYY									
												14 Companion Policy(s)										
SECTION I - ACREAGE APPRAISED, UNIT VALUE																						
A	B	C	D	E	F	G	H	I	J	K	L			M			N	O				
Field ID	Total Reported Trees	Total Trees (Stage)	SDT	Interest or Share	Rate Class (Stage)	Practice	Type Class Variety	Coverage Level	Tree Ref. Price		% Damage			<input checked="" type="checkbox"/> Amt. of Ins. Damage or <input type="checkbox"/> Damage Value			Unit Deductible	Unit Value (C x I x J x K)				
1A MM/DD	1,000	1,000	100	1.000	D02	002	197	.75	28.75		.010 FDR			216				21,563				
2A MM/DD	1,000	1,100	500	1.000	D03	002	197	.75	51.49	.200 DDM	---	---	3,862	---	---			42,479				
										.067 FDR			1,294									
NARRATIVE: (If more space is needed, attach a Special Report) Amount of Protection = \$60,180 [(1000 × \$28.75) + (1000 × \$51.49)] × .75.											15. TOTALS:			5,372						64,042		
\$61,180 amount of protection ÷ \$64,042 unit value (total Column O) = .940 URF. AT Certification Form required (No damage adjustments).											16. OLO MINIMUM (O x 0.05)						3,202					
											17. URF:						.940					
SECTION II - ADJUSTMENTS TO UNIT VALUE																						
18. End of Insurance Period				19. Is damage similar to other farms in the area?				20. Assignment of Indemnity				21. Transfer of Right to Indemnity?										
MM/DD/YYYY				Yes X No				Yes No X				Yes No X										
A	B	C	D		E	F	G	H		I												
Rate Class (Stage)	Date of Previous Loss	Unit Value (from O)	Previous Damage Value (100% Share)		Current Amount Of Ins. Damage Value (from M)	Total Damage Value All Claims (D+E)	Deductible (from N)	Remaining Deductible (G-F)		Unit Value To Count (100% Share) (C+H) (C-F)												
02		21,563			216	216				21,347												
03		42,479			5,156	5,156				37,323												
									22. Total: (100% Share)		58,670											

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



Form Standards – Production Worksheet (Continued)

APPLE TREE PRODUCTION WORKSHEET

1 Crop/Code #	2 Unit #	3 Location Description			<b>(For Illustration Purposes Only)</b>			8 Name of Insured				
Apple Trees	0001 0000BU	FN 0123						I. M. Insured				
0184	CV				7 Company		Any Company		9 Claim #		11 Crop Year	
4 Date(s) of Damage	JUL 15				Agency		Any Agency		XXXXXXXX		XXXX	
5 Cause(s) of Damage	Wind				<b>EXAMPLE 4: CTVE – No OLO, Requires Base Policy PW With Indemnity Due</b>							
6 Insured Cause %	100				10 Policy #		XXXXXX					
12 Additional Units	0002 0000BU	0003 0000BU	0004 0000BU					13 Date(s)	1st	2nd	Final	
								Notice of Loss	MM/DD/YYYY		MM/DD/YYYY	
								14 Companion Policy(s)				

SECTION I - ACREAGE APPRAISED, UNIT VALUE

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Field ID	Total Reported Trees	Total Trees (Stage)	SDT	Interest or Share	Rate Class (Stage)	Practice	Type Class Variety	Coverage Level	Tree Ref. Price		% Damage	<input type="checkbox"/> Amt. of Ins. Damage or <input checked="" type="checkbox"/> Damage Value	Unit Deductible	Unit Value (C x I-x J-x K)
1A MM/DD	1,000	1,000	40	1.000	D02	002	197	.75	11.47		1.000	459	15,228	45,683
			---						60.91		---	---		
2A MM/DD	1,000	1,100	125	1.000	D03	002	197	.75	28.67		1.000	3,584	55,811	167,434
			100						202.95		1.000	20,295		

NARRATIVE: (If more space is needed, attach a Special Report) Amount of Protection = \$197,895 = [(1000 × \$60.91) + (1000 × \$202.95)] × .75											15. TOTALS:	24,338	71,039	213,116
\$197,895 amount of protection ÷ \$213,116 unit value (total Column O) = .929 URF. See attached Base Policy Production Worksheet for unit.											16. OLO MINIMUM (O x 0.05)			
00010000BU.											17. URF:			.929

SECTION II - ADJUSTMENTS TO UNIT VALUE

18. End of Insurance Period				19. Is damage similar to other farms in the area?				20. Assignment of Indemnity				21. Transfer of Right to Indemnity?			
MM/DD/YYYY				Yes X No				Yes No X				Yes No X			
A	B	C	D	E	F	G	H	I							
Rate Class (Stage)	Date of Previous Loss	Unit Value (from O)	Previous Damage Value (100% Share)	Current Damage Value (from M)	Total Damage Value All Claims (D+E)	Deductible (from N)	Remaining Deductible (G-F)	Unit Value To Count (100% Share) (C+H)							
02		45,683		459	459	15,228	+14,769	60,451							
03		167,434		23,879	23,879	55,811	+31,933	199,366							
							22. Total: (100% Share)		259,817						

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

Form Standards – Production Worksheet (Continued)

APPLE TREE PRODUCTION WORKSHEET

1 Crop/Code #	2 Unit #	3 Location Description			<b>(For Illustration Purposes Only)</b>			8 Name of Insured				
Apple Trees	0001 0000BU	FN 0123						I. M. Insured				
0184	CVOL				7 Company	Any Company			9 Claim #	11 Crop Year		
4 Date(s) of Damage	JUL 15				Agency	Any Agency			XXXXXXXX	XXXX		
5 Cause(s) of Damage	Wind				<b>EXAMPLE 5: CTVE – With OLO, Requires Base Policy PW With Indemnity Due</b>			10 Policy #	XXXXXX			
6 Insured Cause %	100							13 Date(s)	1st	2nd	Final	
12 Additional Units	0002 0000BU	0003 0000BU	0004 0000BU							Notice of Loss	MM/DD/YYYY	MM/DD/YYYY
							14 Companion Policy(s)					

SECTION I - ACREAGE APPRAISED, UNIT VALUE

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Field ID	Total Reported Trees	Total Trees (Stage)	SDT	Interest or Share	Rate Class (Stage)	Practice	Type Class Variety	Coverage Level	Tree Ref. Price		% Damage	<input checked="" type="checkbox"/> Amt. of Ins. Damage or <input type="checkbox"/> Damage Value	Unit Deductible	Unit Value (C x I x J x K)
1A MM/DD	1,000	1,000	40	1.000	D03	002	197	.75	11.47		1.000	344		45,683
			---						60.91	---				
2A MM/DD	1,000	1,100	125	1.000	D03	002	197	.75	28.67		1.000	2,688		167,434
			100						202.95	1.000	15,221			

NARRATIVE: (If more space is needed, attach a Special Report) Amount of Protection = \$197,895 = [(1000 × \$60.91) + (1000 × \$202.95)] × .75.

00010000BU.

15. TOTALS:	18,253	213,116
16. OLO MINIMUM (O x 0.05)		
17. URF:		.929

SECTION II - ADJUSTMENTS TO UNIT VALUE

18. End of Insurance Period			19. Is damage similar to other farms in the area?				20. Assignment of Indemnity				21. Transfer of Right to Indemnity?				
MM/DD/YYYY			Yes	X	No		Yes		No	X		Yes		No	X
A	B	C	D		E	F	G	H		I					
Rate Class (Stage)	Date of Previous Loss	Unit Value (from O)	Previous Damage Value (100% Share)		Current Damage Value (from M)	Total Damage Value All Claims (D+E)	Deductible (from N)	Remaining Deductible (G-F)		Unit Value To Count (100% Share) (C+H) (C-F)					
02		45,683			344	344				45,338					
03		167,434			17,909	17,909				149,525					
										22. Total: (100% Share)	194,863				

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

**Form Standards – Apple Tree (AT) Certification Form**

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**A. General Completion Instructions**

The element/item numbers listed in these instructions correspond to the element/item numbers listed in subparagraph C below.

- (1) The adjuster will complete the following entries:

Items 1 thru 13, items 17 - 19 and 21 (Item 21 completed after receipt of the AT Certification Form from the insured).

- (2) The insured will complete the following entries:

Items 14 – 16 and 20.

The AIP will provide applicable instructions to the insured for the completion and return of the AT Certification Form.

**B. Form Standards and Completion Instructions for the AT Certification Form**

All of the following form standards and completion instructions are “Substantive.”

- (1) Title of the form “Apple Tree (AT) Certification Form”.
- (2) In an appropriate area on the front of the form include the following statement, which are instructions to the insured:

The insured will complete and mail this form for the conditions specified below within five (5) days (or within the timeframe specified by the AIP) after the apple trees have been:

- (a) removed, or
- (b) reset.

- (3) This form is used in processing a claim and applies to trees:

- (a) Classified as destroyed as a result of being:
- (i) dead/missing (DDM)
  - (ii) toppled or caused to lean (for stage I – II trees in standard-density orchards; all stages in high-density orchards) and it is not practical to reset the damaged trees (DO);
  - (iii) toppled or caused to lean (for stage III trees in standard-density orchards) (DO);  
or

**Form Standards – AT Certification Form (Continued)**

- (iv) damaged due to fire blight (DO) in accordance with Para. 22B(2); or
- (b) Classified as fully damaged, requiring resetting (reset is applicable only for stage I – II trees in standard-density orchards and all stages in high-density orchards) (R);

The AT Certification Form is used to process a claim related to reset and removal for the current loss and certifies that the trees have been reset or removed.

- (4) A separate certification is required for each separate loss event occurring during the crop year.
- (5) See Para. 41 for additional required statements and other general form requirements and instructions.

**C. Required Element/Item Titles and Completion Instructions**

The following element/item numbers and statements correspond to the example AT Certification Form that has been completed to illustrate how to complete all entries, except the last two items are not shown on the illustrated form.

A completed AT Certification Form example is at the end of this exhibit. For general form standards and other general information, see Para. 2D and Para. 41. The AIP will include applicable instructions for the insured.

<b>Element/Item Number</b>	<b>Description</b>
1. Policy Number	Insured’s assigned policy number.
2. Name of Insured	Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
3. Date Originated	Adjuster enters the date the claim was completed.
4. Claim Number	The claim number as assigned by the AIP.
5. Crop/Code	Enter the commodity name and the code number exactly as specified on the AD for the crop.
6. Crop Year	Four-digit crop year, as defined in the CP, in which the certification is filed.
7. Unit #	Eight-digit unit number from the Summary of Coverage after it is verified to be correct (e.g. 00010000BU).
8. Location Description	Section, township, and range number or other description that identifies the location of the unit. (Include the FSA FN, Common Land Unit, and track number, if available.)

Form Standards – AT Certification Form (Continued)

Element/Item Number	Description																																	
<p>9. Total Number of Damaged Trees</p>	<p>Adjuster enters the total number of damaged trees for all fields or subfields (different stages) in the unit determined from the Appraisal Worksheet – number of trees in the SDT, Col. 8a, times Col. 12 and 13 for the applicable practice from the Appraisal Worksheet. Total the results and enter in item 9 of the AT Certification Form.</p> <p>Example: SDT Tree Counts and Loss Percents from the Appraisal Worksheet</p> <table border="1" data-bbox="581 533 1433 982"> <thead> <tr> <th>Field ID</th> <th>Col. 8a Number of Tree/SDT</th> <th>Col. 12 Destroyed Loss Percent (DDM/ DO)</th> <th>Col. 13 Fully Damaged Loss Percent (FDR)</th> <th>Number of Damaged Trees by Field ID</th> </tr> </thead> <tbody> <tr> <td>1A</td> <td>100</td> <td></td> <td>.40</td> <td></td> </tr> <tr> <td colspan="2">Number of Damaged Trees</td> <td></td> <td>40</td> <td>40</td> </tr> <tr> <td>2A</td> <td>500</td> <td></td> <td>.250</td> <td></td> </tr> <tr> <td colspan="2">Number of Damaged Trees</td> <td></td> <td>125</td> <td>125</td> </tr> <tr> <td colspan="4">Total Number of Damaged Trees</td> <td>165</td> </tr> </tbody> </table> <p style="text-align: center;">Certification Form Entries</p> <table border="1" data-bbox="581 1024 1255 1129"> <tr> <td>Practice entries based on Appraisal Worksheet Items 12 and 13</td> <td>Remove</td> <td>Reset</td> </tr> </table>	Field ID	Col. 8a Number of Tree/SDT	Col. 12 Destroyed Loss Percent (DDM/ DO)	Col. 13 Fully Damaged Loss Percent (FDR)	Number of Damaged Trees by Field ID	1A	100		.40		Number of Damaged Trees			40	40	2A	500		.250		Number of Damaged Trees			125	125	Total Number of Damaged Trees				165	Practice entries based on Appraisal Worksheet Items 12 and 13	Remove	Reset
Field ID	Col. 8a Number of Tree/SDT	Col. 12 Destroyed Loss Percent (DDM/ DO)	Col. 13 Fully Damaged Loss Percent (FDR)	Number of Damaged Trees by Field ID																														
1A	100		.40																															
Number of Damaged Trees			40	40																														
2A	500		.250																															
Number of Damaged Trees			125	125																														
Total Number of Damaged Trees				165																														
Practice entries based on Appraisal Worksheet Items 12 and 13	Remove	Reset																																
<p>10. Return To:</p>	<p>Adjuster enters name of the individual (or office) and address to which the completed certification form will be mailed if not pre-printed on the form.</p>																																	
<p>11. Field ID</p>	<p>Adjuster enters identification symbol for each field or subfield (corresponds to the item 7 entry on the Appraisal Worksheet by stage).</p>																																	
<p>12. Intended Practice</p>	<p>Adjuster enters intended practice(s) for the trees in each field or subfield: (1) Remove (DDM/DO) or (2) Reset - R. Make separate line entries for each intended practice.</p> <p>Example</p> <table border="1" data-bbox="630 1541 1422 1650"> <thead> <tr> <th>11. FIELD ID</th> <th>12. INTENDED PRACTICE</th> </tr> </thead> <tbody> <tr> <td>1A</td> <td>Reset (R)</td> </tr> <tr> <td>2A</td> <td>Reset (R)</td> </tr> </tbody> </table>	11. FIELD ID	12. INTENDED PRACTICE	1A	Reset (R)	2A	Reset (R)																											
11. FIELD ID	12. INTENDED PRACTICE																																	
1A	Reset (R)																																	
2A	Reset (R)																																	

Form Standards – AT Certification Form (Continued)

Element/Item Number	Description																				
13. No. of Damaged Trees (Intended Practice)	Adjuster enters number of damaged trees for each field or subfield in the unit for each intended practice that applies (from the Appraisal Worksheet, the applicable Loss Percent (Col. 12 or 13) times the number of trees in the applicable SDT). Entries are based on the Appraisal Worksheet. See calculation example in item 9 of the AT Certification Form.																				
14. Actual Practice	Insured enters the actual practice(s) applied to the trees when completed (Removed or Reset).																				
15. Number of Damaged Trees (Actual Practice)	Insured enters number of damaged trees for each field or subfield in the unit for which the actual practice(s) was applied.																				
16. Date Completed	Insured enters the date the practice(s) was completed.																				
17. Damage Adjustment Factor	<p>The adjuster will divide the entry in item 15 by item 13 and enter the result (to three decimal places) in item 17 of the AT Certification Form. The adjuster will multiply the Damage Adjustment Factor for the applicable practice by the applicable Loss Percent on the Appraisal Worksheet (Col. 12 or 13). For example, for the practice reset, the Damage Adjustment Factor in item 17 would be multiplied by the applicable Loss Percent for fully damaged reset trees (R) for the applicable Col. 13 entry.</p> <p>Example 1: If the line entry for item 15 is equal to the entry in item 13 on the AT Certification Form, the Damage Adjustment Factor will be 1.000 and the applicable Loss Percent in Col. 12 or 13 on the Appraisal Worksheet will not be adjusted.</p> <p>Example 1: Act. Pract. Equals Int. Pract.</p> <table border="1" data-bbox="581 1268 1468 1507"> <thead> <tr> <th rowspan="2">Field ID</th> <th rowspan="2">Act. Pract.</th> <th rowspan="2">Damage Adj. Factor</th> <th colspan="2">AT APP. WS.</th> <th rowspan="2">AT APP. WS. Adj. Loss Percent</th> </tr> <tr> <th>Damage Type</th> <th>Col. 12 or 13 Entry(ies)</th> </tr> </thead> <tbody> <tr> <td>1A</td> <td>Reset</td> <td>1.000</td> <td>FDR</td> <td>.400</td> <td>No Adj.</td> </tr> <tr> <td>2A</td> <td>Reset</td> <td>1.000</td> <td>FDR</td> <td>.250</td> <td>No Adj.</td> </tr> </tbody> </table> <p>AT APP. WS – Apple Tree Appraisal Worksheet FDDH – Fully Damaged-Reset</p>	Field ID	Act. Pract.	Damage Adj. Factor	AT APP. WS.		AT APP. WS. Adj. Loss Percent	Damage Type	Col. 12 or 13 Entry(ies)	1A	Reset	1.000	FDR	.400	No Adj.	2A	Reset	1.000	FDR	.250	No Adj.
Field ID	Act. Pract.				Damage Adj. Factor	AT APP. WS.		AT APP. WS. Adj. Loss Percent													
		Damage Type	Col. 12 or 13 Entry(ies)																		
1A	Reset	1.000	FDR	.400	No Adj.																
2A	Reset	1.000	FDR	.250	No Adj.																

Form Standards – AT Certification Form (Continued)

Element/Item Number	Description																																								
17. Damage Adjustment Factor (Continued)	<p>Example 2: If the line entry for item 15 is less than the entry in Col. 13 on the AT Certification Form, the Damage Adjustment Factor will be less than 1.000 and the applicable Loss Percent in Col. 12 or 13 on the Appraisal Worksheet will be reduced. For Fields 1A and 2A, the adjusted Loss Percent would be entered in the applicable Col. 12 or 13 of the Appraisal Worksheet. (See Appraisal Worksheet instructions.)</p> <p>Example 2: Act. Pract. Less Than Int. Pract.</p> <table border="1" data-bbox="586 579 1468 816"> <thead> <tr> <th rowspan="2">Field ID</th> <th rowspan="2">Act. Pract.</th> <th rowspan="2">Damage Adj. Factor</th> <th colspan="2">AT APP. WS.</th> <th rowspan="2">AT APP. WS. Adj. Loss Percent</th> </tr> <tr> <th>Damage Type</th> <th>Col. 12 or 13 Entry(ies)</th> </tr> </thead> <tbody> <tr> <td>1A</td> <td>Reset</td> <td>.800</td> <td>FDR</td> <td>.400</td> <td>.320</td> </tr> <tr> <td>2A</td> <td>Reset</td> <td>.800</td> <td>FDR</td> <td>.250</td> <td>.200</td> </tr> </tbody> </table> <p>AT APP. WS – Apple Tree Appraisal Worksheet FDDH – Fully Damaged-Reset</p> <p>Example 3: If the line entry for item 14 is different than the entry in item 12 on the AT Certification Form, the Damage Adjustment Factor (less than or greater than 1.000 based on Actual Practice tree number) will result in a corresponding increase or decrease in the applicable Loss Percent in Col.12 or 13 on the Appraisal Worksheet (i.e. Wind damaged 165 trees throughout the unit of which the appraisal indicated 40 trees were destroyed and 125 trees were fully damaged. The unit was treated as a single SDT. The insured intended to remove the 40 destroyed trees and reset the 125 fully damaged trees but instead removed 30 destroyed trees and reset 135 trees. The adjusted Loss Percent would be entered in Col. 13 of the Appraisal Worksheet. (See Appraisal Worksheet instructions.)</p> <p>Example 3: Act. Pract. Different From Int. Pract.</p> <table border="1" data-bbox="586 1419 1468 1688"> <thead> <tr> <th rowspan="2">Field ID</th> <th rowspan="2">Act. Pract.</th> <th rowspan="2">Damage Adj. Factor</th> <th colspan="2">AT APP. WS.</th> <th rowspan="2">AT APP. WS. Adj. Loss Percent</th> </tr> <tr> <th>Damage Type</th> <th>Col. 12 or 13 Entry(ies)</th> </tr> </thead> <tbody> <tr> <td>1A</td> <td>Remove</td> <td>.750</td> <td>DDM</td> <td>.400</td> <td>.300 DDM</td> </tr> <tr> <td>1A</td> <td>Reset</td> <td>1.08</td> <td>FDR</td> <td>.250</td> <td>.270 FDR</td> </tr> </tbody> </table> <p>AT APP. WS – Apple Tree Appraisal Worksheet FDDH – Fully Damaged-Reset</p>	Field ID	Act. Pract.	Damage Adj. Factor	AT APP. WS.		AT APP. WS. Adj. Loss Percent	Damage Type	Col. 12 or 13 Entry(ies)	1A	Reset	.800	FDR	.400	.320	2A	Reset	.800	FDR	.250	.200	Field ID	Act. Pract.	Damage Adj. Factor	AT APP. WS.		AT APP. WS. Adj. Loss Percent	Damage Type	Col. 12 or 13 Entry(ies)	1A	Remove	.750	DDM	.400	.300 DDM	1A	Reset	1.08	FDR	.250	.270 FDR
Field ID	Act. Pract.				Damage Adj. Factor	AT APP. WS.		AT APP. WS. Adj. Loss Percent																																	
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1A	Remove	.750	DDM	.400	.300 DDM																																				
1A	Reset	1.08	FDR	.250	.270 FDR																																				

## Form Standards – AT Certification Form (Continued)

Element/Item Number	Description
18. Totals	Adjuster enters total number of trees for the intended and actual practice(s) in item 13 and 15. Must equal the entry in item 9.
19. Remarks	Insured notates:  Any remarks necessary to explain any entries on the form. (Changes in the % Damage are explained in the Narrative of the Production Worksheet.)
<b>Required statements pre-printed directly above insured's signature block:</b> See Para. 41 of this handbook for statements.	
20. Insured's Signature and Date	Insured's (or insured's authorized representative's) signature and date.
21. Adjuster's Signature, Code, Number, and Date	Signature of adjuster, code number, and date signed <b>after</b> the insured (or insured's authorized representative) has signed.



Form Standards – AT Certification Form (Continued)

**APPLE TREE (AT) CERTIFICATION FORM**

The insured will complete and mail this form within five (5) days (or within the timeframe specified by the AIP) after the apple trees have been: (1) Removed or (2) Reset. **This form applies to trees that (1) are classified as destroyed as a result of being: (a) dead or missing (DDM) or (b) other than dead/missing (DO) [(toppled or leaning (for stage I – II trees for standard-density orchards; all stage trees for high-density orchards) and it is not practical to reset the damaged trees, toppled or leaning (for stage III trees for standard-density orchards)]; or (2) classified as fully damaged qualifying for resetting (for stage I and II trees for standard-density orchards; for all stages for high-density orchards) (R).**

1. POLICY # XXXXX	2. NAME OF INSURED I.M. Insured	3. DATE ORIGINATED MM/DD/YYYY
4. CLAIM # XXXXXXXX	5. CROP/CODE # Apple Trees 0XXX	6. CROP YEAR XXXX
7. UNIT # 00010000BU	8. LOCATION DESCRIPTION FN 0123	9. TOTAL NUMBER OF DAMAGED TREES 165
10. RETURN TO: AIP Any Street Address Any Town, State XXXXX		

Example 1 – Actual Practice Equals Intended Practice

11. FIELD ID	12. INTENDED PRACTICE	13. NUMBER OF DAMAGED TREES (INTENDED PRACTICE)	14. ACTUAL PRACTICE	15. NO. OF DAMAGED TREES (ACTUAL PRACTICE)	16. DATE COMPLETED	17. DAMAGE ADJUSTMENT FACTOR
1A	Reset (R)	40	Reset (R)	40	mm/dd/yy	1.000
2A	Reset (R)	125	Reset (R)	125	mm/dd/yy	1.000
18 TOTALS (ITEMS 13 &15)		165		165		
19. REMARKS						

**Form Standards – AT Certification Form (Continued)**

**Example 2 – Actual Practice Less Than Intended Practice**

11. FIELD ID	12. INTENDED PRACTICE	13. NUMBER OF DAMAGED TREES (INTENDED PRACTICE)	14. ACTUAL PRACTICE	15. NO. OF DAMAGED TREES (ACTUAL PRACTICE)	16. DATE COMPLETED	17. DAMAGE ADJUSTMENT FACTOR
1A	Reset (R)	40	Reset	32	mm/dd/yy	.800
2A	Reset (R)	125	Reset	100	mm/dd/yy	.800
18 TOTALS (ITEMS 13 &15)		165		132		
19. REMARKS						

**Example 3 – Actual Practice Different From Intended Practice**

11. FIELD ID	12. INTENDED PRACTICE	13. NUMBER OF DAMAGED TREES (INTENDED PRACTICE)	14. ACTUAL PRACTICE	15. NO. OF DAMAGED TREES (ACTUAL PRACTICE)	16. DATE COMPLETED	17. DAMAGE ADJUSTMENT FACTOR
1A	Remove (DDM)	40	Remove (DDM)	30	mm/dd/yy	.750
1A	Reset (R)	125	Reset (R)	135	mm/dd/yy	1.080
18 TOTALS (ITEMS 13 &15)		165		165		
19. REMARKS						

**(For Illustration Purposes Only.) This form example does not illustrate all required entry items (e.g. signatures, etc.).**

**Appraisal Sample Requirements - Setting Distances and Approximate Number of Trees Per Acre**

**Table A – Appraisal Minimum Sample Requirements for Representative Samples**

<b>Number Of Trees In The Stage-Block In The SDT:</b>	<b>Minimum Tree Sample (Round Up To Next Whole Tree) The Greater Of:</b>
Less than 100	5 trees or 10 percent
100 to 999	10 trees or 5 percent
1,000 to 4,999	50 trees or 2 percent
5,000 or more	100 trees or 1 percent

**Table B – Setting Distances/Approximate Number of Trees Per Acre**

	<b>Row Spacing (Feet)</b>												
	10	15	20	25	30	35	40	45	50	60	70	80	100
10	436	290	218	174	145	124	109	97	87	73	62	54	44
15	290	194	145	116	97	83	73	65	58	48	41	36	29
20	218	145	109	87	73	62	54	48	44	36	31	27	22
25	174	116	87	70	58	50	44	39	35	29	25	22	17
30	145	97	73	58	48	41	36	32	29	24	21	18	15
35	124	83	62	50	41	36	31	28	25	21	18	16	12
40	109	73	54	44	36	31	27	24	22	18	16	14	11
45	97	65	48	39	32	28	24	22	19	16	14	12	10
50	87	58	44	35	29	25	22	19	17	15	12	11	9
60	73	48	36	29	24	21	18	16	15	12	10	9	7
70	62	41	31	25	21	18	16	14	12	10	9	8	6
80	54	36	27	22	18	16	14	12	11	9	8	7	5
100	44	29	22	17	15	12	11	10	9	7	6	5	4

### Appraisal Sample Requirements - Setting Distances and Approximate Number of Trees Per Acre (Continued)

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The above figures are for square and hedgerow plantings. Use the formula below for tree and/or row spacings not shown in the chart. Multiply the distance between tree rows by the spacing between trees within the row and divide into 43,560. Refer to the LAM for additional information on how to calculate the number of trees per acre.

**Formula:** 43,560 sq. ft. per acre ÷ tree spacing (L x W) = Number of trees per acre

**Example:** Tree row spacing 40.0 feet and tree spacing within rows 30.0 feet.

$$\frac{43,560 \text{ sq. ft.}}{40.0 \text{ ft.} \times 30.0 \text{ ft.}} = \frac{43,560 \text{ sq. ft.}}{1200 \text{ sq. ft.}} = 36.3 = 36 \text{ trees per acre.}$$

## Reference Pictures

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The following reference pictures represent examples of apple trees under various conditions. The pictures and subtitles of each picture are intended to provide a general description of these conditions and an estimate of the degree of leaning, as applicable. Actual tree and damage conditions could be different than the conditions represented by pictures contained in this exhibit.



Figure 1: Undamaged Tree - tree-pictures.com



Figure 2: Undamaged Tree - tree-pictures.com

Reference Pictures (Continued)

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Figure3: Undamaged Trellis - pinterest.com



Figure 4: Undamaged Trellis – applerootstock.com

Reference Pictures (Continued)

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Figure 5: Undamaged Staked Orchard – Lynn Kime

Reference Pictures (Continued)

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Figure 6: Wind Damaged Trellis – Toppled Trees – Oliver Chron



Figure 7: Wind Damage - Toppled Tree – Backroad Journal.Wordpress.com



Reference Pictures (Continued)

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Figure 8: Wind (100%) Damage – Broken Trunk –iStock

Reference Pictures (Continued)

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Figure 9: Wind Damage - Leaning Trees 15 – 30 Degrees– [homeguides.sfgate.com](http://homeguides.sfgate.com)



Figure 10: Freeze Damage

Reference Pictures (Continued)

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Figure 11: Freeze (Winter) Damage - George Sundin



Figure 12: Freeze (Winter) Damage – Tim Smith



Figure 13: Frost Damage - [orangeippintrees.com](http://orangeippintrees.com)

Reference Pictures (Continued)

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Figure 14: Hail Damage - Missouri Botanical Garden



Figure 15: Fire blight on apple blossoms  
Melanie L. Ivey, Ohio State University

Reference Pictures (Continued)

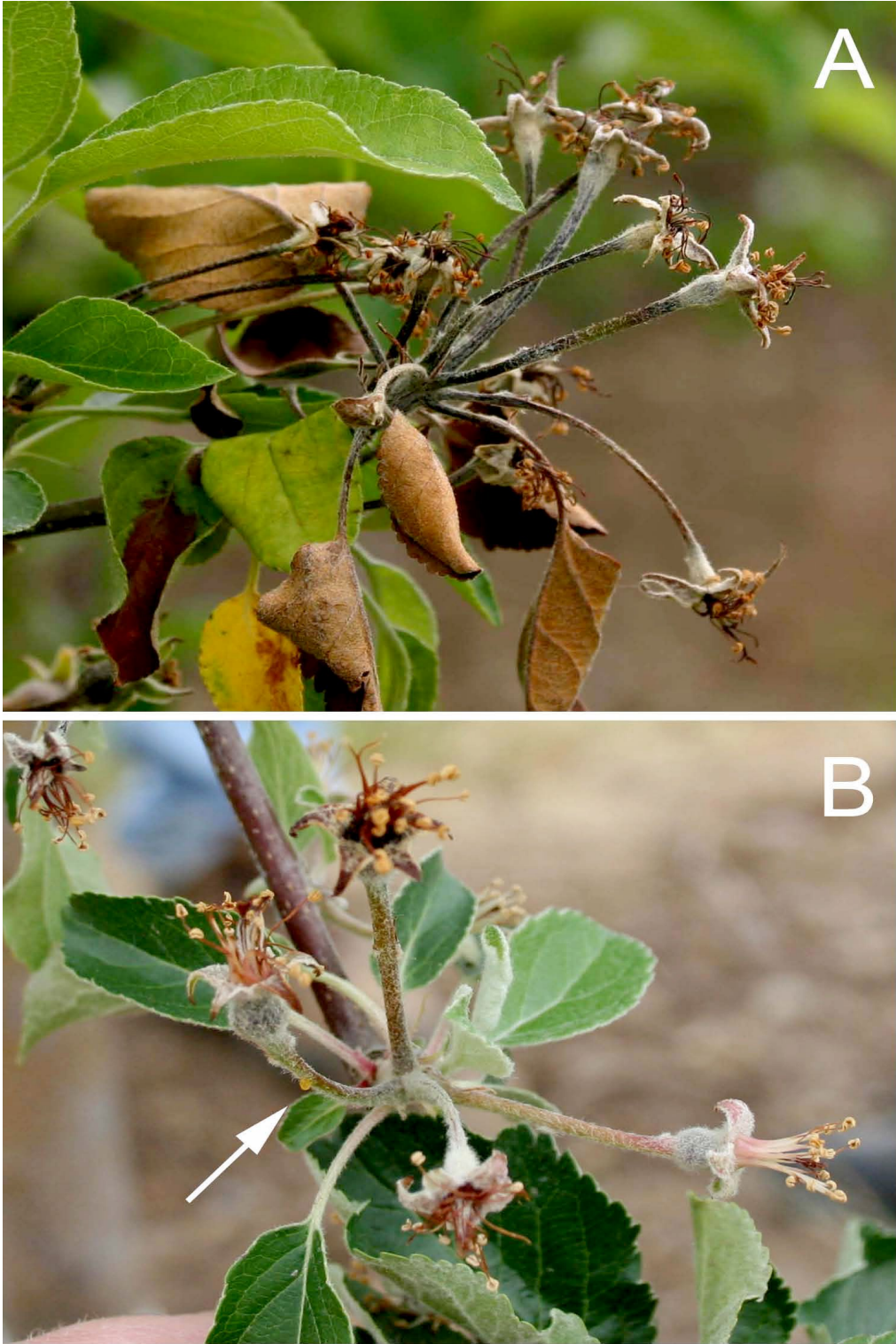


Figure 16: Fire blight on apple blossoms  
Bekoske et.al. – Cornell University

Reference Pictures (Continued)

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Figures 17: Fire blight cankers on young apple tree trunks  
Melanie L. Ivey, Ohio State University



Figure 18: Fire blight on mature tree branch, and twig  
Melanie L. Ivey, Ohio State University



Figure 19: Fire Blight – University of Minnesota Extension



Figure 20: Fire Blight - WSU Tree Fruit - Washington State University





Figure 21: Fire blight cankers on young apple tree trunks  
Melanie L. Ivey, Ohio State University



Figure 22: Fire blight cankers on young apple tree trunks and mature tree branch  
Melanie L. Ivey, Ohio State University