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Corporation

FCIC-25360 (06-2020)

# **CENTRAL AND SOUTHERN POTATO LOSS ADJUSTMENT STANDARDS HANDBOOK**

## **2021 and Succeeding Crop Years**



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

<b>TITLE: Central and Southern Potato Loss Adjustment Standards Handbook</b>	<b>NUMBER: FCIC - 25360</b>
<b>EFFECTIVE DATE: 2021 and Succeeding Crop Years</b>	<b>ISSUE DATE: June 30, 2020</b>
<b>SUBJECT:</b>  <b>Provides the procedures and instructions for administering the Central and Southern Potato crop insurance program</b>	<b>OPI: Product Administration and Standards Division</b>
	<b>APPROVED:</b>  <i>/S:/ Richard Flourney</i>  <b>Deputy Administrator for Product Management</b>

**REASON FOR ISSUANCE**

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

1. Revised the handbook to incorporate the most recent FCIC loss adjustment handbook standards format and standard language. Many paragraphs and sections within the handbook were rewritten or relocated to increase clarity and understanding. References were revised to reflect the new handbook format and various sections and tables were removed or revised. Corrections were made to spelling, punctuation, formatting and to subparagraph and section numbering.
2. Reformatted the handbook into Parts, paragraphs, subparagraphs, sections, , and exhibits in accordance with the new handbook standards format.

# CENTRAL AND SOUTHERN POTATO LOSS ADJUSTMENT STANDARDS HANDBOOK

## CONTROL CHART

Central and Southern Potato Loss Adjustment Standards Handbook							
	TP Page(s)	TC Page(s)	Text Page(s)	Exhibit Number	Exhibit Page(s)	Date	FCIC Number
Remove	Entire Handbook					12-2010	FCIC-25360
Current Index	1-2	1-2	1-13	1-9	14-42	06-2020	FCIC-25360

### FILING INSTRUCTIONS:

This handbook replaces the 2011 Central and Southern Potato Loss Adjustment Standards Handbook, FCIC-25360 (12-2010). This handbook is effective for the 2021 and succeeding crop years and is not retroactive to any prior crop year determinations.

**CENTRAL AND SOUTHERN POTATO LOSS ADJUSTMENT STANDARDS HANDBOOK  
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**(RESERVED)**

# PART 1 GENERAL INFORMATION AND RESPONSIBILITIES

## 1 General Information

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### A. Purposes and Objective

The RMA-issued loss adjustment standards for this crop are the official standard requirements for adjusting losses in a uniform and timely manner. The RMA-issued standards for this crop and crop year are in effect as of the signature date for this crop handbook located at [www.rma.usda.gov](http://www.rma.usda.gov).

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

### B. Related Handbooks

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

Handbook	Relation/Purpose
CIH	Provides overall general underwriting (not crop specific) process
DSSH	Provides 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 Central and Southern Potato loss adjustment and this handbook are in exhibits 1 and 2 herein.

### C. CAT Coverage

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

### D. Irrigated Practice

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

## 2 AIP Responsibilities

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### A. Utilization of 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.
- (2) The original and all remaining copies as instructed by the AIP.

**C. Records Retention**

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

**D. Form Standards**

- (1) The entry items in exhibits 3-5 are the minimum requirements for the Appraisal Worksheet and PW. All entry items are "Substantive" (they are required).
- (2) The Privacy Act and Non-Discrimination statements are required statements that must be printed on the form or provided to the insured as a separate document. The statements are not shown on the example form(s) in exhibits 3-5. The current Non-Discrimination Statement and Privacy Act Statement are published in the DSSH available on the RMA website at: [www.rma.usda.gov](http://www.rma.usda.gov).
- (3) The certification statement required by the current DSSH must be included on the PW directly above the insured's signature block immediately followed by the statement below:

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

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

**3-10 (Reserved)**



## PART 2 POLICY INFORMATION

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

### 11 Insurability

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The following may not be a complete list of insurability requirements. Refer to the BP, CP, and SP for a complete list.

- (1) Insured Central and Southern potatoes are all the potatoes in the county for which a premium rate is provided by the actuarial documents, in which the insured has a share, and that are:
  - (a) Planted with Certified Seed (unless otherwise permitted by the SP);
  - (b) Planted for harvest as certified seed stock or for human consumption (unless otherwise specified in the SP); and
  - (c) Not interplanted with another crop or planted into an established grass or legume (unless allowed by the SP or written agreement)
- (2) Potato acreage will be uninsurable if it does not meet crop rotation requirements as specified in the SP.
- (3) Potato acreage will be considered uninsurable if damaged before the final planting date or before the end of the applicable planting period in counties for which the SP designates separate planting periods, to the extent that similarly situated producers in the area would normally not further care for the crop, unless the acreage is replanted or the AIP agrees it is not practical to replant.
- (4) Damage that occurs or becomes evident after the EOIP, including, but not limited to damage that occurs or becomes evident in storage will be uninsurable.
- (5) Damage by a cause of loss, such as freeze, after the date specified in the SP will be uninsurable.
- (6) Ninety percent (90%) of the insured's price election must be used to determine the indemnity if:
  - (a) The production from any acreage of the insured crop is not harvested;
  - (b) The potato acreage is damaged by insured causes to the extent that other producers in the area would not normally further care for the crop even though the insured continues to care for such potato acreage; or
  - (c) Potatoes are lifted to the soil surface and not removed from the field.
- (7) The policy requires the insured to file a "notice of damage or loss," and if the insured is going to destroy any acreage of the insured crop that will not be harvested, he or she must leave representative samples at least 10 feet wide and extending the entire length of each field in the unit.

## 12 Grade Inspections

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- (1) Prior to any grade inspection, the insured must notify the AIP of the intended use of the potatoes so the appropriate United States (U.S.) Grading Standards will be applied (the AIP may request previous sales records to verify the claimed intended use or base the intended use on the type of potato grown if such potatoes are not usually grown for the intended use the insured reported).
- (2) The AIP must be given the opportunity to perform a grade inspection on the potatoes prior to sale, storage or disposal from any unit which the insured has given notice of damage. An appraisal of not less than the production guarantee will apply for any acreage from which any production is disposed of without a grade inspection. (Refer to the definition of “disposed” in exhibit 2).
- (3) In accordance with the definition of “Grade Inspection” in exhibit 2, representative samples must be obtained by the adjuster or a disinterested third party approved by the AIP prior to the sale, storage, or disposal of any lot of potatoes, or any portion of a lot. The potatoes must be evaluated and quality (grade) determinations must be made by:
  - (a) A laboratory approved by the AIP; or
  - (b) A potato grader licensed or certified by the applicable State or the United States Department of Agriculture, in accordance with the U.S. Standards for Grades of Potatoes.
- (4) Samples will be graded according to the applicable U.S. Standards for the intended use. The number and size of samples required will be determined in accordance with Part 3 of this handbook. Sampling requirements in the U.S. Standards or any other instructions for such standards are not applicable. If the potatoes are delivered direct from the field to the packer/processor, a dockside inspection can be used if sampling and grading requirements contained in the CP and this handbook are fulfilled.
- (5) Any quality loss must be determined based on samples obtained prior to:
  - (a) The production being placed in storage, if the production is stored prior to sale; or
  - (b) The date the potatoes are delivered to a buyer, wholesaler, packer, broker, or other handler if production is not stored.
- (6) If there is possibility of damage occurring during transportation, representative samples should be obtained from field run production prior to transporting the potatoes.
- (7) Production not meeting the U.S. Standards for grading U.S. No. 2 due to external defects will be determined on an individual potato basis for all unharvested potatoes and for any harvested potatoes if the AIP determines it is practical to separate the damaged production.
- (8) The adjuster is required to verify the actual grade of potatoes (from Federal/State inspection certificates) where grower’s settlement sheets do not exist or do not indicate the applicable U.S. Grade No.

## **12 Grade Inspections (Continued)**

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- (9) It is imperative that all gross (field run) production be graded for the appropriate characteristics according to the CP, and the U.S. Standards for Grades of Potatoes. Document, in the narrative of the appraisal worksheet, the reasons the potatoes did not meet or exceed the applicable U.S. Standards.

## **13 Unit Division**

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Refer to the insurance contract for unit provisions. Unless limited by the CP or SP, a basic unit, as defined in the BP, will be divided into additional basic units by planting period.

For information on Enterprise, Multi-County Enterprise, and Whole-Farm Units, refer to the CIH and the LAM.

## **14 Replanting Payment Requirements**

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There is currently no replanting payment for Central and Southern Potatoes. Refer to the BP and the CP for replanting requirements prior to the final plant date.

## **15 Federal or State Ordered Destruction**

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Under section 15 (j) of the Basic Provisions, if due to insured causes, a Federal or State agency has ordered the destruction of any insured crop or crop production, as applicable on the PW enter the factor “.000” in column 35 for appraised production or column 65 for harvested production, as applicable. Instruct the insured to complete and submit a Certification Form stating the date the crop or production was destroyed and the method of destruction (refer to item 40 and the Narrative in the PW instructions). Refer to the LAM for additional information.

## **16-20 (Reserved)**

## PART 3 APPRAISALS

### 21 General Information

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- (1) Potential production for all types of inspections will be appraised in accordance with procedure in this handbook and the LAM.
- (2) Prior to harvest and when a loss situation is probable or a notice of loss is filed, the AIP must complete a pre-harvest inspection if it is determined the insurable entity is a broker, packer, or processor. Refer to the LAM for instructions for completing a pre-harvest inspection. Also, refer to the LAM for additional reasons for appraisals.
- (3) Appraisals to be made in addition to those specified in the LAM are as follows:

- (a) Production is lost due to harvest prior to full maturity, (i.e., early harvest).
  - (i) Production to count from such acreage will be determined by increasing the amount of harvested production by 2 percent per day for each day the potatoes are harvested prior to full maturity. Full maturity will be 45 days prior to the calendar date for the EOIP, unless otherwise specified in the SP.

**Example:** The insured harvested (early harvest) 1,000.0 CWT of potatoes 50 days before the calendar date for the EOIP.  
50 days – 45 days = 5 days  
2% X 5 days = 10% early harvest adjustment  
10% X 1,000.0 CWT = 100.0 CWT  
1,000.0 CWT + 100 CWT = 1,100.0 CWT production to count.  
Enter the adjusted production to count in section II, column 56 – Bu., Ton, Lbs., Cwt of the PW.

- (ii) The early harvest adjustment to potato production will not be made if the potatoes are damaged by an insurable cause of loss and leaving the crop in the field would either reduce production or decrease quality.
- (iii) Maturity may be defined by Written Agreement.
- (b) Planting takes place earlier than normal. The full maturity date established by the CP (or SP, if applicable) could be later than necessary and result in increasing production even though the production is fully mature. In such cases, AIPs should document that the production reached full maturity prior to the date of full maturity established by the CP (or SP, if applicable) and that the early harvest adjustment was not applied.
- (c) If there are multiple early harvest days, compute the increased production for each day separately, and total the results of each day's calculations. Enter the total production to count for early harvest in Section II, column 56 – Bu., Ton, Lbs., Cwt of the PW. Document the calculations in the Narrative section of the PW or on a Special Report.

## **22 Special Loss Adjustment Considerations**

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### **A. Insured's Awareness of Disease Problem**

- (1) When preparing claims involving damage resulting from disease, such as late blight or Pythium leak, etc., follow the instructions and guidelines in the LAM in the section entitled "Claims Involving Severe Wildlife Damage, Insect, Disease, or Weed Infestation" to determine whether appraisals for uninsured causes of loss are applicable.
- (2) Contact the local university and/or CSREES plant pathologist or potato specialist. Take representative samples of diseased potatoes to the plant pathologist to have him/her properly identify and document diseases present and acquire their assistance in determining the percent of damage. Use farm records to verify that the insured followed current recommendations or proper management practices.
- (3) If the adjuster can determine that the insured was aware of the disease problem in the current or preceding year but did not follow recognized good farming practices, some or all the loss will be considered an uninsured loss. Failure to follow recognized, good farming practices might include, but not be limited, to the following:
  - (a) Failure to adequately dispose of infected potatoes from prior year's production according to methods recommended by representatives from CSREES, local university, and/or the State Department of Agriculture;
  - (b) Failure to apply appropriate fungicides; or
  - (c) Failure to follow recommended crop rotation practices on disease-infected fields following a disease problem.

## **23 Selecting Representative Samples for Appraisals**

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- (1) Determine the minimum number of required samples for a field or subfield by the field size, the average stage of growth, age (size) and general capabilities of the plants, and variability of potential production, and plant damage within the field or subfield.
- (2) Split the field into subfields when:
  - (a) Variable damage causes the crop potential to appear to be significantly different within the same field; or
  - (b) The insured wishes to destroy a portion of a field.
- (3) Each field or subfield must be appraised separately.
- (4) Determine the average stage of growth by representative sampling of plants.
- (5) Take not less than the minimum number (count) of representative samples required in exhibit 6 for each field or subfield.

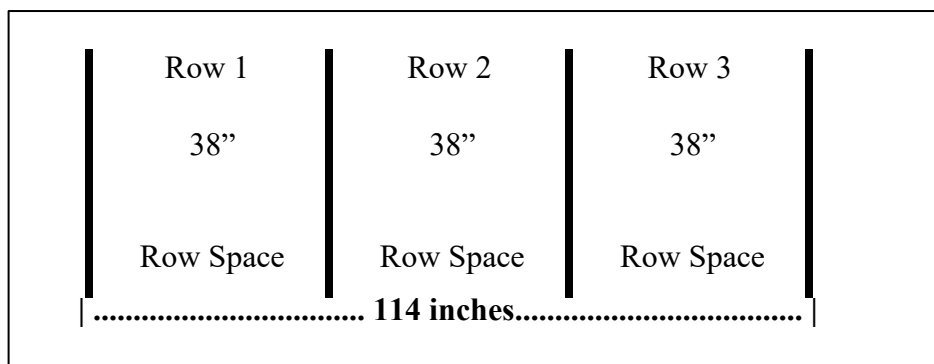
## 24 Measuring Row Width for Sample Selection

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

- (1) Use a measuring tape marked in inches or convert a tape marked in tenths of a foot, to inches, to measure row width (refer to the LAM for conversion table).
- (2) Measure across three or more row spaces, from the center of the first row to the center of the fourth row (or as many rows as needed) and divide the result by the number of row spaces measured across to determine an average row width in whole inches.

**Example:**



- (3) Where rows are skipped for tractor and planter tires, refer to the LAM.
- (4) Apply the average row width to exhibit 7 to determine the required length of sample row for either 1/100 acre or 1/1000 acre, as applicable.
- (5) When using two or more rows to fulfill the required length of sample row, divide the length of row required by the number of rows used in the sample. The combined length of all rows must equal the single row length.

## 25 Appraisal Methods

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### A. General Information

These instructions provide information on appraisal methods for:

Appraisal Method...	Use...
Immature Appraisals	For planted acreage with no emerged seed, from emergence up to the stage where the mature weight of the potatoes can accurately be determined.
After Maturity – (Weight Method) Appraisals	For mature potatoes where the mature weight of the potatoes can be determined,

### B. Emergence to Maturity Appraisals

If the reduction in stand is solely due to non-emerged seed due to insufficient soil moisture, do not complete appraisals prior to the time specified in the LAM. Refer to the paragraph in the LAM regarding deferred appraisals and non-emerged seed.

**B. Emergence to Maturity Appraisals (continued)**

- (1) Select the required number of representative samples (refer to exhibit 6) and the required sample row-length for 1/100 acre (refer to exhibit 7).
- (2) Row measurements: Enter the average row spacing on the appraisal worksheet.
- (3) Count the number of live plants in each sample row that can produce tubers. If more than one sprout has emerged at the point where the seed segment was planted, count this “cluster” as a single plant.
- (4) Total the number of live plants from all representative samples and divide by the number of samples to calculate the average number of plants.
- (5) Multiply the average number of plants by the applicable pounds-per plant factor (refer to exhibit 9) to calculate the per acre appraisal in CWT rounded to tenths.

**C. After Maturity (Weight Method) Appraisals**

- (1) Select the required number of representative samples and the required sample row-length for 1/1000 acre.
- (2) Row measurements: Enter the average row spacing on the appraisal worksheet.
- (3) Dig and weigh all potatoes in the sample row length (1/1000 of an acre).
  - (a) Record the weight of each sample on the appraisal worksheet.
  - (b) Total all samples and divide by the number of samples to determine the Average Pounds per Sample.
- (4) Using the potatoes dug in (3) above, select at least 25 pounds, which are representative of all samples.
  - (a) These 25-pounds are to be submitted to a grader for grade determination.
  - (b) Sample sizes for grading must be at least 25 pounds of potatoes that are taken from each field or subfield appraised. As the sample used for grading purposes is to be representative of the whole field or subfield, if there are significant differences in quality of the samples weighed, it may be necessary to further sub-divide the field or subfield.
  - (c) If the number of potatoes from the representative samples does not equal or exceed 25 pounds, the adjuster will need to dig up additional potatoes to make a 25-pound sample for grading purposes.

## 25 Appraisal Methods (Continued)

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### C. After Maturity (Weight Method) Appraisals (continued)

- (d) When the adjuster inquires as to the availability of authorized graders, it is also necessary to find out what size (weight) of representative samples are currently required by such inspectors in order to make grade determinations.
- (5) For any potatoes that do not meet or exceed the requirements for grading U.S. No. 2 due to external defects:
  - (a) Subtract the percentage of those potatoes not meeting the requirements for U.S. Standards for Grading U.S. No. 2 due to external defects from 1.0.
  - (b) Multiply the result by the Average Pounds per Sample to determine the Average Pounds per Sample Excluding External Defects.
- (6) For a potato lot with internal or other defects, as shown in the U.S. Standards:
  - (a) If the lot meets or exceeds the requirements for U.S. Standards for grading U.S. No. 2 (on a lot basis), multiply the Average Pounds per Sample Excluding External Defects by a factor of 1. The entire lot is counted as production.
  - (b) If the lot does not meet or exceed the requirements for U.S. Standards for grading U.S. No. 2 (on a lot basis), multiply the Average Pounds per Sample Excluding External Defects by a factor of 0. No production is counted.
- (7) Multiply the Average Pounds to Count Per Sample, as calculated in (6) above, by a factor of 10 to convert to Cwt/acre.

## 26 Determining Potato Production to Count

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### A. General Information

- (1) All determinations for production to count must be based upon a grade inspection.
- (2) Account for the total harvested and unharvested production from all insurable acreage on the unit. Mature potatoes are harvested and sold based on “marketable lots” grading at least U.S. Standards for grading U.S. No. 2 or better (refer to section 12 of the CP).

### B. Marketable Lots

- (1) Production to Count.
  - (a) Only marketable lots of mature potatoes will be considered to count for loss adjustment purposes, except for production with external defects.



**B. Marketable Lots (continued)**

- (b) Production that does not meet or exceed the U.S. Standards for grading U.S. No. 2 due to external defects will be determined on an individual potato basis for all unharvested and any harvested potatoes for which the AIP determines it is practical to separate the damaged potato production from the undamaged potato production.
- (2) Marketable Lot Requirements. Marketable lots of potatoes will include any lot of potatoes that are:
  - (a) Stored;
  - (b) Sold as seed;
  - (c) Sold for human consumption; or
  - (d) Harvested and not sold, or that is appraised, if such lot meets or exceeds the requirements for U.S. Standards for grading U.S. No. 2 on a sample basis.
- (3) Additional Marketable Lot Requirements. Marketable lots will also include any potatoes that the AIP determines:
  - (a) Could have been sold for seed or human consumption in the general marketing area;
  - (b) Were not sold as a result of uninsured causes including, but not limited to, failure to meet chipper or processor standards for fry color or specific gravity; or
  - (c) Were disposed of without the AIP's prior written consent and such disposition prevented a determination of marketability (refer to the definition of "disposed" in exhibit 2).

**C. Unmarketable Lots**

A potato will not be considered marketable (unless such potatoes are categorized in subparagraph 26B) if, due to insurable causes of damage, it:

- (1) Is partially damaged, and is salvageable only for starch, alcohol, or livestock feed;
- (2) Does not meet the U.S. Standards for grading U.S. No. 2 or better due to internal defects;
- (3) Does not meet or exceed the requirements for the U.S. Standards for grading U.S. No. 2 due to external defects and it is not practical to separate the damaged production.

## 26 Determining Potato Production to Count

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### D. Lack of Storage Facilities

The lack of storage facilities may require the insured to delay harvesting until a buyer is able to handle the potatoes. In such cases, the following applies:

- (1) Insured damage to the potatoes will be covered during the insurance period, provided that:
  - (a) The insured has made every effort to market the potatoes through regular channels; and
  - (b) Other producers in the area are experiencing similar harvest delays under the same circumstances.
- (2) Document the circumstances and determine that harvest is not being scheduled for uninsured producers ahead of insured producers solely to take disproportionate advantage of the insurance program. If such favored scheduling is determined to have taken place, make appraisals for uninsured causes as appropriate, depending upon the nature and extent of damage occurring after the date the potatoes should have been harvested as determined by the AIP.
- (3) If harvest is delayed beyond the calendar date for the EOIP, make appraisals immediately after such date to establish the amount of damage which occurred during the insurance period. Refer to the LAM for instructions on handling claims with damage occurring after the EOIP.

## 27 Appraisal Deviations and Modifications

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### A. Deviations

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

### B. Modifications

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

## 28 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 AIP's worksheet, or when a worksheet entry is not provided.
- (2) Include the claim number on the appraisal worksheet (when required by the AIP), when a worksheet entry is not provided.

## **28 General Information for Appraisal Worksheet Entries and Completion Procedures (Continued)**

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- (3) Separate appraisal worksheets must be completed for each unit appraised, and for fields or subfields with a differing base (APH) yield or farming practice (applicable to replant, preliminary, and final claims). Refer to paragraph 23 for sampling requirements.
- (4) For every inspection, complete items 1 through 4. Complete Part I and II as instructed in exhibit 3.
- (5) Standard appraisal worksheet items are numbered consecutively in exhibit 3. Illustrations are also provided to illustrate how to complete all entries, except the last three items on the Appraisal Worksheet.
- (6) For all zero appraisals, refer to the LAM.

**2930 (Reserved)**

## PART 4 PRODUCTION WORKSHEET

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

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

**32-40 (Reserved)**

## Acronyms and Abbreviations

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Approved Acronym/Abbreviation	Term
BP	Basic Provisions
CAT	Catastrophic Risk Protection
CIH	Crop Insurance Handbook
CP	Crop Provisions
CSREES	Cooperative State Research, Education, and Extension Service
CWT	Hundredweight
DSSH	Document and Supplemental Standards Handbook
EOIP	End of Insurance Period
FCIC	Federal Crop Insurance Corporation
GSH	General Standards Handbook
LAM	Loss Adjustment Manual
RMA	Risk Management Agency
PPSH	Prevented Planting Standards Handbook
PW	Production Worksheet
SP	Special Provisions

## Definitions

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Bulking means stage of growth where potato plants have reached full size. Tuber enlargement begins and continues until tuber maturity.

Certified Seed means potatoes that were entered into the potato certified seed program and that meet all requirements for production to be used to produce a seed crop for the next crop year or a potato crop for harvest for commercial uses in the next crop year.

Discard means disposal of production by the insured or a person acting for the insured, without receiving any value for the potatoes.

Disposed means any disposition of the potatoes including, but not limited to, sale or discard.

Early Harvest means any potato acreage harvested earlier than 45 days prior to the calendar date for the EOIP, unless otherwise specified in the SP.

External Defects means defects that can be detected externally. However, cutting may be required to determine the extent of the injury. Refer to the United States Standards for Grades of Potatoes for classification of external defects.

Grade Inspection means an inspection in which samples of (potato) production are obtained by the AIP, or a party approved by the AIP, prior to the sale, storage, or disposal of any lot of potatoes, or any portion of a lot and the potatoes are evaluated and quality (grade) determinations are made by the AIP, a laboratory approved by the AIP, or a potato grader licensed or certified by the applicable State or the United States Department of Agriculture, in accordance with the United States Standards for Grades of Potatoes. The United States standards used to determine the quality (grade) deficiencies will be: for potatoes produced for chipping, the United States Standards for Grades of Potatoes for Chipping; for potatoes produced for processing, the United States Standards for Grades of Potatoes for Processing; for potatoes produced for seed, the United States Standards for Grades of Seed Potatoes; and all other potatoes, the United States Standards for Grades of Potatoes. The quantity and number of samples required will be determined in accordance with procedure issued by FCIC.

Harvest means lifting potatoes from within the soil to the soil surface.

Internal Defects means defects that cannot be detected without cutting the potato. Refer to the United States Standards for Grades of Potatoes for classification of internal defects.

Lot means a quantity of production that can be separated from other quantities of production by grade characteristics, load, location or other distinctive features.

Potato Certified Seed Program means the state program administered by a public agency responsible for the seed certification process within the state in which the seed is produced.

Tare Percentage means the percentage of undesirable material (e.g., dirt, rocks, plant material, unmarketable potatoes, etc.) from either a representative sample of harvested potatoes or lot of potatoes delivered to the processor as noted on the settlement sheet.

## Form Standards – Immature 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 paragraph 2D and paragraph 28.

Element/Item Number		Standard
Company:		Name of the AIP if not preprinted on the worksheet (Company Name).
Claim Number:		Claim number as assigned by the AIP.
1.	Insured's Name:	Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued.
2.	Policy Number:	Insured's assigned policy number.
3.	Unit Number:	Unit number from the Summary of Coverage after it is verified to be correct.
4.	Crop Year:	Four-digit crop year, as defined in the policy, for which the claim has been filed.
5.	Field ID:	Field or subfield identification symbol.
6.	Acreage in Field:	Field or sub-field acreage (to tenths) being appraised as identified in item 5.
7.	Row Space:	Enter the average row space in whole inches as determined in paragraph 24. Refer to exhibit 7, for row-length sample requirements for the determined row width (1/100 of an acre sample).
8.	Type:	Three-digit code entered exactly as specified on the actuarial documents, for the type grown by the insured. If "No Type Specified," enter appropriate three-digit code from the actuarial documents.
9.	Each Block Equals Number of Plants in One Sample:	Number of live plants per sample. Refer to length of sample row for 1/100 acre in exhibit 7.
10.	Total Plants All Samples:	Total number of live plants from all samples in item 9.
11.	Number Samples:	Total number of samples in item 9.
12.	Average Number Plants:	Item 10 divided by item 11, results rounded to tenths.
13.	Factor:	Enter the pounds-per-plant factor, rounded to two-decimal places, (refer to exhibit 9). Show the calculation in the Narrative.
14.	Cwt. Per Acre Appraisal:	Item 12 multiplied by item 13, results in CWT rounded to tenths.

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

The following required entries are not illustrated on the Appraisal Worksheet example below.		
15.	Adjuster’s Signature, Code No., and Date:	Signature of adjuster, code number and date signed after the insured (or insured’s authorized representative) has signed. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the Narrative of the PW.
16.	Insured’s Signature and Date:	Insured’s (or insured’s authorized representative’s) signature and date. Before obtaining the insured’s signature, review all entries on the Appraisal Worksheet with the insured (or insured’s authorized representative), particularly explaining codes, etc., which may not be readily understood.
	Page Number	Page numbers – (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).



Form Standards – Immature Appraisal Worksheet (Continued)

FOR ILLUSTRATION PURPOSES ONLY

COMPANY: *Any Company*

CLAIM NUMBER: *XXXXXXXXX*

IMMATURE C&S POTATO APPRAISAL WORKSHEET POTATOES			1. INSURED'S NAME <i>I. M. Insured</i>								2. POLICY NUMBER <i>XXXXXXXX</i>		3. UNIT NUMBER <i>0001-0001BU</i>		4. CROP YEAR <i>YYYY</i>	
			PART 1 – FROM EMERGENCE TO MATURE STAGE													
FIELD ID 5	ACREAGE IN FIELD 6	ROW SPACE 7	TYPE 8	EACH BLOCK EQUALS NUMBER PLANTS IN ONE SAMPLE 9								TOTAL PLANTS ALL SAMPLES 10	NUMBER SAMPLES 11	AVERAGE NUMBER PLANTS 12	FACTOR 13	CWT. PER ACRE APPRAISAL 14
<i>A</i>	<i>15.6</i>	<i>38</i>	<i>077</i>	<i>17</i>	<i>29</i>	<i>23</i>	<i>21</i>				<i>90</i>	<i>4</i>	<i>22.5</i>	<i>1.49</i>	<i>33.5</i>	

NARRATIVE:

*Field A: Item 13 calculation: 412 (approved APH yield) ÷ 138 (row length in feet for 38" rows from EXHIBIT 7) X 0.500 (6" plant spacing factor from EXHIBIT 8) = 1.49.*

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

## Form Standards – Weight Method 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 paragraph 2D and paragraph 28.

Use this method when the number of mature representative sample potatoes can be determined and weighed.

Element/Item Number	Standard	
	Company:	Name of the AIP if not preprinted on the worksheet (Company Name).
	Claim Number:	Claim number as assigned by the AIP.
1.	Insured's Name:	Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued.
2.	Policy Number:	Insured's assigned policy number.
3.	Unit Number:	Unit number from the Summary of Coverage after it is verified to be correct.
4.	Crop Year:	Four-digit crop year, as defined in the policy, for which the claim has been filed.
5.	Field ID:	Field identification symbol.
6.	Acreage in Field:	Field or sub-field acreage (to tenths) being appraised as identified in item 5.
7.	Row Space:	Measure across 3 or more row spaces and enter average row width in whole inches,
8.	Type:	Three-digit code entered exactly as specified on the SP, for the type grown by the insured. If "No Type Specified," enter appropriate three-digit code number from the SP.
9.	Weight of Potatoes in Each Sample:	For each sample, enter the gross weight, in pounds to tenths, of all potatoes in the sample length of row (1/1000 of an acre).
10.	Total All Samples:	Enter the total of item 9 entries, in pounds to tenths.
11.	No. of Samples:	Enter the total number of samples from item 9.
12.	Avg. Lbs. per Sample:	Avg. Lbs. per Sample: Enter the result in pounds rounded to tenths, of dividing Total All Samples (Item 10) by No. of Samples (Item 11).
13.	% Potatoes Remaining (Excluding External Defects):	Transfer entry from item 24.
14.	Avg. Lbs. per Sample (Excluding External Defects):	Enter the result in pounds, rounded to tenths, of multiplying the "Avg. Lbs. Per Sample" (item 12) by the "% Potatoes Remaining" (item 13).
15.	Did the Lot Fail U.S. #2 Due to Internal or Other Defects?	Check "Yes" if "Yes" is checked in either item 28 or item 32. Check "No" if "No" is checked in both item 28 and item 32.
16.	Factor:	<p>a. Enter a factor of "0" (zero) if "Yes" is checked in item 15. A factor of zero means that the potato lot failed the U.S. Standards for grading U.S. No. 2, and no production will be counted.</p> <p>b. Enter a factor of "1" if "No" is checked in item 15. A factor of "1" means that the potato lot graded at least the U.S. Standards for grading U.S. No. 2 and the entire lot will be counted as production. Refer to CP for more information.</p>

## Form Standards – Weight Method Appraisal Worksheet (Continued)

Element/Item Number		Standard
17.	Avg. Lbs. to Count per Sample:	Enter the result, in pounds to tenths, of multiplying the “Avg. Lbs. per Sample” (item 14) by the “Factor” (item 16).
18.	Conversion Factor:	Make no entry. Conversion factor of “10” pre-printed on the worksheet.
19.	Appraisal Cwt. Per Acre:	Enter the result, in CWT to tenths, of multiplying the “Avg. Lbs. to Count Per Sample” (item 17) by the “Conversion Factor” (item 18).

## GRADE DETERMINATION

After the potatoes from each sample length of row are weighed, the adjuster should select, from those potatoes, a representative sample of at least 25 pounds which will be graded. The potatoes should be graded by a licensed grader or laboratory approved by the AIP. All grade determinations will be recorded below.

Element/Item Number		Standard
20.	Production Graded By:	Check “Laboratory” or “Licensed Grader.”
21.	Total Weight of Sample to be Graded for External Defects:	Enter the total weight, in pounds to tenths, of sample graded. This entry should not be less than 25-pounds.
22.	Total Weight of Potatoes Failing the U.S. Standards for Grading U.S. No. 2 to External Defects:	Record the total weight, in pounds to tenths, of potatoes which fail to grade at least the U.S. Standards for Grading U.S. No. 2 due of external defects.
23.	% Potato Failing the U.S. Standards for Grading U.S. No. 2 Due to External Defects:	Enter the result, rounded to three decimal places, of dividing the “Total Weight of Potatoes Failing the U.S. Standards for grading U.S. No. 2 Due to External Defects” (item 22) by the “Total Weight of Sample to be graded for External Defects” (item 21).
24.	% Potatoes Remaining (Excludes External Defects):	Enter the result of subtracting the “% Potatoes Failing U.S. No. 2 Due to External Defects” (item 23) from 1.000. Transfer the result to item 13.
25.	Total Weight of Sample to be Graded for Internal Defects:	Enter the result, in pounds to tenths, of subtracting the “Total Weight of Potatoes Failing the U.S. No. 2 Due to External Defects” (item 22) from the “Total Weight of Sample to be Graded for External Defects” (item 21). Internal and other defects are evaluated on a lot basis, whereas external defects are evaluated on an individual potato basis. This calculation removes the external defects from the lot, because they have already been evaluated. Refer to the CP, for more information.

## Form Standards – Weight Method Appraisal Worksheet (Continued)

Element/Item Number		Standard
26.	Total Weight of Potatoes Failing the U.S. Standards for Grading U.S. No. 2 Due to Internal Defects:	Record the total weight, in pounds to tenths, of potatoes which fail to grade at least the U.S. Standards for Grading U.S. No. 2 because of internal defects.
27.	% Potatoes Failing the U.S. Standards for Grading U.S. No. 2 Due to Internal Defects:	Enter the result, rounded to three decimal places, of dividing the “Total Weight of Potatoes Failing U.S. No. 2 Due to Internal Defects” (item 26) by the “Total Weight of Sample to be Graded for Internal Defects” (item 25).
28.	Does % in Item 27 Exceed Tolerance in The U.S. Standards for Grading for U.S. No. 2 Potatoes?	Check “Yes” if the entry in item 27 exceeds the U.S. No. 2 tolerance for internal defects, as outlined in the U.S. Standards for Grades of Potatoes. Check “No” if the entry in item 27 does not exceed the applicable tolerance.
29.	Total Weight of Sample to be Graded for Other Defects:	Enter the result, in pounds to tenths, of subtracting the “Total Weight of Potatoes Failing U.S. No. 2 Due to External Defects” (Item 22) from the “Total Weight of Sample to be Graded for External Defects” (Item 21). Internal and Other defects are evaluated on a lot basis, whereas External defects are evaluated on an individual potato basis. This calculation removes the external defects from the lot, because they have already been evaluated. Refer to the CP for more information.
30.	Total Weight of Potatoes Failing the U.S. Standards for Grading U.S. No. 2 Due to Other Defects:	Record the total weight, in pounds to tenths, of potatoes which fail to grade at least the U.S. Standards for Grading U.S. No. 2 because of other defects. Other defects include, but may not be limited to, freezing, southern bacterial wilt, ring rot, late blight, soft rot, or wet breakdown. Refer to the U.S. Standards for Grades of Potatoes for more information.
31.	% Potatoes Failing the U.S. Standards for Grading U.S. No. 2 Due to Other Defects:	Enter the result, rounded to three decimal places, of dividing the “Total Weight of Potatoes Failing U.S. No. 2 Due to Other Defects” (item 30) by the “Total Weight of Sample to be Graded for Other Defects” (item 29).
32.	Does % in item 31 Exceed Tolerance in The U.S. Standards for Grading for U.S. No. 2 Potatoes?	Check “Yes” if the entry in item 31 exceeds the U.S. Standards for grading U.S. No. 2 tolerance for other defects, as outlined in the applicable grade standards. Check “No” if the entry in item 31 does not exceed the applicable tolerance. Remarks: Document information pertinent to the appraisal.

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


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

Form Standards – Appraisal Worksheet Weight Method (Continued)

FOR ILLUSTRATION PURPOSES ONLY

**CENTRAL AND SOUTHERN POTATO WEIGHT METHOD APPRAISAL WORKSHEET**

COMPANY: <b>Any Company</b>				1. INSURED'S NAME <b>I.M. Insured</b>					2. POLICY NO. <b>XXXXXXXX</b>		3. UNIT NO. <b>0002-0001OU</b>		4. CROP YEAR <b>YYYY</b>	
CLAIM NO: <b>XXXXXXXX</b>														
FIELD ID	ACRES IN FIELD	ROW SPACE	TYPE	WEIGHT OF POTATOES IN EACH SAMPLE (EACH BLOCK EQUALS 1/1000 ACRE SAMPLE ROW)					TOTAL ALL SAMPLES	NO. OF SAMPLES	AVG. LBS. PER SAMPLE (10 ÷ 11)	% POTATOES REMAINING (EXCLUDING EXTERNAL DEFECTS) (REFER TO ITEM 24)	AVG. LBS. PER SAMPLE (EXCLUDING EXTERNAL DEFECTS) (12 X 13)	
5	6	7	8	9					10	11	12	13	14	
A	10.0	36	077	10.0	14.5	12.0	18.5		55.0	4	13.8	.900	12.4	
DID THE LOT FAIL U.S. #2 DUE TO? INTERNAL OR OTHER DEFECTS?				FACTOR YES" IN 15, ENTER "0" "NO" IN 15, ENTER "1"			AVG. LBS. TO COUNT PER SAMPLI (14 X 16)			CONVERSION FACTOR		APPRAISAL CWT. PER ACRE (17 X 18)		
15				16			17			18		19		
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				1			12.4			10		124.0		
<b>GRADE DETERMINATION</b>				20. PRODUCTION GRADED BY: LABORATORY <input type="checkbox"/> LICENSED GRADER <input checked="" type="checkbox"/>										
<b>EXTERNAL DEFECTS</b>	TOTAL WEIGHT OF SAMPLE TO BE GRADED FOR EXTERNAL DEFECTS		TOTAL WEIGHT OF POTATOES FAILING U.S. #2 DUE TO EXTERNAL DEFECTS		% POTATOES FAILING U.S. #2 DUE TO EXTERNAL DEFECTS (22 ÷ 21)		% POTATOES REMAINING (EXCLUDE EXTERNAL DEFECTS) (1.000 – 23) (TRASFER TO ITEM 13)		S:					
	21		22		23		24							
50.0		5.0		.100		.900								
<b>INTERNAL DEFECTS</b>	TOTAL WEIGHT OF SAMPLE TO BE GRADED FOR INTERNAL DEFECTS (21 – 22)		TOTAL WEIGHT OF POTATOES FAILING U.S. #2 DUE TO INTERNAL DEFECTS		% POTATOES FAILING U.S. #2 DUE TO INTERNAL DEFECTS (26 ÷ 25)		DOES % IN ITEM 27 EXCEED TOLERANCE I GRADE STANDARDS FOR U.S. #2 POTATOES?		S:					
	25		26		27		28							
45.0		1.5		.033		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>								
<b>OTHER DEFECTS</b> (Freezing, Southern Bacterial Wilt, Ring Rot, Late Blight, Soft Rot or Wet Breakdown)	TOTAL WEIGHT OF SAMPLE TO BE GRADED FOR OTHER DEFECTS (21 – 22)		TOTAL WEIGHT OF POTATOES FAILING U.S. #2 DUE TO OTHER DEFECTS		% POTATOES FAILING U.S. #2 DUE TO OTHER DEFECTS (30 ÷ 29)		DOES % IN ITEM 31 EXCEED TOLERANCE I GRADE STANDARDS FOR U.S. #2 POTATOES?		S:					
	29		30		31		32							
45.0		.4		.009		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>								

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

**Form Standards – Production Worksheet**

Verify and/or make the following entries for each PW element/item number. A completed PW example is at the end of this exhibit. For general form standards and other general information, see Paragraphs 2D and 31.

Element/Item Number		Standard
1.	Crop Code#:	“Potatoes” (0084)
2.	Unit #:	Unit number from the Summary of Coverage after it is verified to be correct.
3.	Location Description:	Land location that identifies the legal description, if available, and the location of the unit (e.g., section, township, and range; FSA Farm Numbers, FSA Common Land Units (CLU) and tract numbers; GPS identifications; or Grid identifications) as applicable for the crop.
4.	Date(s) of Damage:	First three letters of the month(s) during which the determined insured damage occurred for the inspection and cause(s) of damage listed in item 5 below. If no entry in item 5 below make no entry. For progressive damage, enter the month that identifies when the primary insured damage occurred. Include the specific date where applicable as in the case of hail damage (e.g., Aug 11). Enter additional dates of damage in the extra spaces, as needed. If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below. If there is no insurable cause of loss, and no indemnity due claim will be completed, make no entry.
5.	Cause(s) of Damage:	Name of the determined insured cause(s) of damage for this crop as listed in the LAM for the date of damage listed in item 4 above for this inspection. 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.  If it is evident that no indemnity is due, enter “No Indemnity” across the columns in item 5 (refer to the LAM for more information on no indemnity due claims).
6.	Insured Cause%:	<b>Preliminary:</b> Make no entry.  <b>Final:</b> Whole percent of damage for the insured cause of damage listed in item 5 above for this inspection. Enter additional “Insured Cause %” in the extra spaces, as needed. If additional space is needed, enter the additional determined “Insured Cause %” in the Narrative. The sum of all insured cause percentages, including those entered in the Narrative, must equal 100%.  If there is no insurable cause of loss, and a no indemnity due claim will be completed, make no entry.

Form Standards – Production Worksheet (Continued)

Element/Item Number		Standard					
6.	Insured Cause % (continued):	Example entries for items 4-6 and the Narrative, reflecting entries for multiple dates of damage, the corresponding insured causes of damage and insured cause percent:					
		4. Date(s) of Damage	MAY	JUN 30	JUN 30	AUG	AUG
		5. Cause(s) of Damage	Excess Moisture	Tornado	Hail	Drought	Heat
		6. Insured Cause %	10	20	15	25	20
		Narrative: Additional date of damage – SEP 5; Cause of Damage – Freeze; Insured cause Percent – 10%					
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 #	Claim number as assigned by the AIP.					
10.	Policy #	Insured’s assigned policy number.					
11.	Crop Year:	Four-digit crop year, as defined in the policy, for which the claim is filed.					
12.	Additional Units:	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b> Unit number(s) for all non-loss units for the crop at the time of final inspection. A non-loss unit is any unit for which a PW has not been completed. Additional non-loss units may be entered on a single PW. If more spaces are needed for non-loss units, enter the unit numbers, identified as “Non-Loss Units,” in the Narrative or on an attached Special Report.</p>					
13.	Est. Prod. Per Acre:	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b> Estimated yield per-acre, in whole CWT of all non-loss units for the crop at the time of final inspection.</p>					
14.	Date(s) of Notice of Loss:	<p><b>Preliminary:</b></p> <ul style="list-style-type: none"> <li>a. Date the first or second notice of damage or loss was given for the unit in item 2, in the 1<sup>st</sup> or 2<sup>nd</sup> space, as applicable. Enter the complete date (MM/DD/YYYY) for each notice.</li> <li>b. A notice of damage or loss for a third preliminary inspection (if needed) requires an additional set of PWs. Enter the date of notice for a third preliminary inspection in the 1<sup>st</sup> space of item 14 on the second set of PWs.</li> <li>c. Reserve the “Final” space on the first page of the first set of PWs for the date of notice for the final inspection.</li> <li>d. If the inspection is initiated by the AIP, enter “Company Insp.” Instead of the date.</li> <li>e. If the notice does not require an inspection, document as directed in the Narrative instructions.</li> </ul>					



## Form Standards – Production Worksheet (Continued)

Element/Item Number	Standard
14. Date(s) of Notice of Loss (continued):	<p><b>Final:</b> Transfer the last date (in the 1<sup>st</sup> or 2<sup>nd</sup> space from the first or second set of PWs) to the final space on the first page of the first set of PWs if a final inspection should be made as a result of the notice. Always enter the complete date of notice (MM/DD/YYYY) for the “Final”: inspection in the final space on the first set of PW. For a delayed notice of loss or delayed claim, refer to the LAM.</p>
15. Companion Policy(s):	<p>a. If no other person has a share in the unit (insured has 100 percent share), make no entry.</p> <p>b. In all cases where the insured has less than 100 percent share of a loss-affected unit, ask the insured if the other person sharing in the unit has a multiple-peril crop insurance contract, not crop-hail, fire, etc. If the other person does not, enter “None.”</p> <p>(1) If the other person has multiple-peril crop insurance contract and it can be determined that the same AIP services it, enter the contract number. Handle these companion policies according to AIP instructions.</p> <p>(2) If the other person has a multiple-peril crop insurance contract and a different AIP or agent services it, enter the name of the AIP and or agent (and contact number) if known.</p> <p>(3) If unable to verify the existence of a companion contract, enter “Unknown” and contact the AIP for further instructions.</p> <p>c. Refer to the LAM for further information regarding companion contracts.</p>

## Section I Determined Acreage, Appraised Production, and Adjustments

Make separate line entries for varying:

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

## Form Standards – Production Worksheet (Continued)

Element/Item Number	Standard
16.	Field ID: The field identification symbol from a sketch map or aerial photo. Refer to the Narrative.
17.	Multi-Crop Code: The applicable two-digit code for first crop and second crop. Refer to the LAM for instructions regarding entry of first crop and second crop codes.
18.	Reported Acres: In the event of over-reported acres, handle in accordance with the individual AIP's instructions. In the event of under-reported acres, enter the reported acres to tenths for the field or subfield. If there are no under-reported acres, make no entry.
19.	Determined Acres: Refer to the LAM for definition of acceptable determined acres used herein. Enter the determined acres to tenths for the field or subfield for which consent is given for other use and/or: <ul style="list-style-type: none"> <li>a. Put to other use without consent.</li> <li>b. Abandoned.</li> <li>c. Damaged by uninsured causes.</li> <li>d. For which the insured failed to provide acceptable records of production.</li> </ul> Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.  Determined acres to tenths. Acreage breakdowns within a unit or field may be estimated (refer to the LAM) if a determination is impractical.  Account for all planted acreage within the unit.
20.	Interest or Share: Insured's interest in the crop to three decimal places as determined at the time of inspection. If shares vary on the same unit, use separate line entries.
21.	Risk: Three-digit code for the correct "Rate Class" specified in the actuarial documents. If a "Rate Class" is not specified on the actuarial documents, make no entry. Verify with the Summary of Coverage and if the rate class is found to be incorrect, revise according to AIP's instructions. Refer to the LAM.
22.	Type: Three-digit code entered exactly as specified on the actuarial documents for the type (or variety) grown by the insured. If "No Type Specified" is shown on the actuarial documents, enter the appropriate three-digit code from the actuarial documents (e.g., 997). If a type (or variety) is not specified on the actuarial documents, make no entry.

## Form Standards – Production Worksheet (Continued)

Element/Item Number		Standard
23.	Class:	Three-digit code entered exactly as specified on the actuarial documents for the class grown by the insured. If “No Class Specified” is shown in the actuarial documents, enter the appropriate three-digit code from the actuarial documents (e.g., 997). If a class is not specified on the actuarial documents, make no entry.
24.	Sub-Class:	Three-digit code entered exactly as specified on the actuarial documents for the sub class grown by the insured. If “No Sub-Class Specified” is shown on the actuarial documents, enter the appropriate three-digit code from the actuarial documents (e.g., 997). If a sub-class is not specified on the actuarial documents, make no entry.
25.	Intended Use:	Three-digit code entered exactly as specified on the actuarial documents for the intended use of the crop grown by the insured. If “No Intended Use Specified” is shown on the actuarial documents, enter the appropriate three-digit code from the actuarial documents (e.g., 997).
26.	IR Practice:	Three-digit code entered exactly as specified on the actuarial documents for the irrigated practice carried out by the insured. If “No Irrigated Practice Specified” is shown on the actuarial documents, enter the appropriate three-digit code from the actuarial documents (e.g., 997). If an irrigated practice is not specified on the actuarial documents, make no entry.
27.	Cropping Practice:	Three-digit code entered exactly as specified on the actuarial documents for the cropping practice (or practice) carried out by the insured. If “No Cropping Practice Specified” or “No Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code from the actuarial documents (e.g., 997). If a cropping practice (or practice) is not specified on the actuarial documents, make no entry.
28.	Organic Practice:	Three-digit code entered exactly as specified on the actuarial documents for the organic practice carried out by the insured. If “No Organic Practice Specified” is shown on the actuarial documents, enter the appropriate three-digit code from the actuarial documents (e.g., 997). If an organic practice is not specified on the actuarial documents, make no entry.

Form Standards – Production Worksheet (Continued)

Element/Item Number	Standard														
29. Stage:	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b> Stage abbreviation as shown below.</p> <table border="0"> <thead> <tr> <th data-bbox="553 411 662 443"><u>STAGE</u></th> <th data-bbox="789 411 1024 443"><u>EXPLANATION</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="553 447 760 478">“P”.....</td> <td data-bbox="789 447 1435 695">Acreage abandoned without consent, damaged solely by uninsured cause(s), put to other use or vines thereon destroyed without consent, from which any production is disposed of without a grade inspection, or for which the insured failed to provide acceptable records of production to the AIP.</td> </tr> <tr> <td data-bbox="553 705 760 737">“H”.....</td> <td data-bbox="789 705 922 737">Harvested.</td> </tr> <tr> <td data-bbox="553 741 760 772">“UH”.....</td> <td data-bbox="789 741 1403 810">Unharvested or put to other use or vines thereon destroyed with consent.</td> </tr> <tr> <td data-bbox="553 814 760 846">“TZ”.....</td> <td data-bbox="789 814 1403 884">UUF/Third Party Damage – Zero production on same acreage.</td> </tr> <tr> <td data-bbox="553 888 760 919">“TA”.....</td> <td data-bbox="789 888 1435 957">UUF/Third Party Damage – Appraised production on same acreage.</td> </tr> <tr> <td data-bbox="553 961 760 993">“TH”.....</td> <td data-bbox="789 961 1435 1031">UUF/Third Party Damage – Harvested production on same acreage.</td> </tr> </tbody> </table> <p>If production from any acreage of the insured crop is not harvested, or if potato acreage damaged by insured causes to the extent that other producers in the area would not normally further care for the crop even though the insured continues to care for such potato crop, the price used to determine the indemnity will be 90 percent of the insured’s price election.</p> <p><b>Prevented Planting:</b> Refer to the PPSH for proper codes for any eligible prevented planting acres.</p> <p><b>Gleaned Acreage:</b> Refer to the LAM for information on gleaning.</p>	<u>STAGE</u>	<u>EXPLANATION</u>	“P”.....	Acreage abandoned without consent, damaged solely by uninsured cause(s), put to other use or vines thereon destroyed without consent, from which any production is disposed of without a grade inspection, or for which the insured failed to provide acceptable records of production to the AIP.	“H”.....	Harvested.	“UH”.....	Unharvested or put to other use or vines thereon destroyed with consent.	“TZ”.....	UUF/Third Party Damage – Zero production on same acreage.	“TA”.....	UUF/Third Party Damage – Appraised production on same acreage.	“TH”.....	UUF/Third Party Damage – Harvested production on same acreage.
<u>STAGE</u>	<u>EXPLANATION</u>														
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“H”.....	Harvested.														
“UH”.....	Unharvested or put to other use or vines thereon destroyed with consent.														
“TZ”.....	UUF/Third Party Damage – Zero production on same acreage.														
“TA”.....	UUF/Third Party Damage – Appraised production on same acreage.														
“TH”.....	UUF/Third Party Damage – Harvested production on same acreage.														

Form Standards – Production Worksheet (Continued)

Element/Item Number		Standard																
30.	Use of Acreage:	<p>Use the following “Intended Use” abbreviations.</p> <table border="0"> <thead> <tr> <th data-bbox="548 338 618 371"><u>USE</u></th> <th data-bbox="857 338 1089 371"><u>EXPLANATION</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="548 371 688 405">“To crop,”</td> <td></td> </tr> <tr> <td data-bbox="548 405 824 441">“plowed,” etc.....</td> <td data-bbox="857 405 1170 441">Use made of the acreage</td> </tr> <tr> <td data-bbox="548 441 824 476">“WOC”.....</td> <td data-bbox="857 441 1192 476">Other use without consent</td> </tr> <tr> <td data-bbox="548 476 824 512">“SU”.....</td> <td data-bbox="857 476 1073 512">Solely uninsured</td> </tr> <tr> <td data-bbox="548 512 824 548">“ABA”.....</td> <td data-bbox="857 512 1214 548">Abandoned without consent</td> </tr> <tr> <td data-bbox="548 548 824 583">“H”.....</td> <td data-bbox="857 548 987 583">Harvested</td> </tr> <tr> <td data-bbox="548 583 824 619">“UH”.....</td> <td data-bbox="857 583 1019 619">Unharvested</td> </tr> </tbody> </table> <p>Verify any preliminary “Intended Use” entry. If the final use of the acreage was not as indicated, strike out the original line and initial it. Enter all data on a new line showing the correct “Final Use.”</p> <p><b>Prevented Planting:</b> Refer to the PPSH for proper codes for any eligible prevented planting acreage.</p> <p><b>Gleaned Acreage:</b> Refer to the LAM for information on gleaning.</p>	<u>USE</u>	<u>EXPLANATION</u>	“To crop,”		“plowed,” etc.....	Use made of the acreage	“WOC”.....	Other use without consent	“SU”.....	Solely uninsured	“ABA”.....	Abandoned without consent	“H”.....	Harvested	“UH”.....	Unharvested
<u>USE</u>	<u>EXPLANATION</u>																	
“To crop,”																		
“plowed,” etc.....	Use made of the acreage																	
“WOC”.....	Other use without consent																	
“SU”.....	Solely uninsured																	
“ABA”.....	Abandoned without consent																	
“H”.....	Harvested																	
“UH”.....	Unharvested																	
31.	Appraised Potential:	<p><b>Preliminary and Final:</b> Per-acre appraisal in CWT, to tenths, of potential production for the acreage appraised as shown on the appraisal worksheet. Refer to art 3 Appraisals for additional instructions. If there is no potential on UH acreage, enter “0.0.” Refer to the LAM for procedures for documenting zero yield appraisals.</p> <p>a. From emergence to maturity appraisals: Enter the appraisal per-acre from item 14 of the appraisal worksheet,</p> <p>b. After maturity appraisals: Enter the appraisal per-acre from item 19 on the appraisal worksheet.</p>																
32a.-32b.		Make no entry.																
33.		Make no entry.																
34.	Production Pre QA:	Result of multiplying column 31 times column 19, in CWT rounded to tenths. If no entry in column 31, make no entry.																
35.	Quality Factor:	Refer to paragraph 15 if, due to insured causes, a Federal or State agency has ordered destruction of any insured crop or crop production, as applicable. Otherwise, make no entry.																
36.	Production Post QA:	Transfer entry from column 34.																

## Form Standards – Production Worksheet (Continued)

Element/Item Number	Standard
37. Uninsured Cause:	<p>Result of per acre appraisal for uninsured causes (taken from appraisal worksheet or other documentation) multiplied by column 19, in CWT rounded, to tenths. Refer to the LAM for information on how to determine uninsured cause appraisals. If no uninsured causes, make no entry. Explain in the Narrative.</p> <p>a. Hail and Fire exclusion not in effect.</p> <p>(1) Enter the result of multiplying column 19 by not less than the insured's production guarantee per acre in CWT, to tenths, for the line, (calculated by multiplying the elected coverage level percentage times the approved APH yield per acre shown on the APH form) for any "P" stage acreage.</p> <p>(2) On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged solely by uninsured causes separate from other production. Refer to the LAM for information on how to determine uninsured cause appraisals.</p> <p>(3) For acreage that is damaged partly by uninsured causes, enter the result of multiplying the appraised uninsured loss of production per acre in CWT, to tenths, by column 19 for such acreage.</p> <p>b. When there is late-planted acreage, the applicable per-acre production guarantee for such acreage is the production guarantee per-acre that has been reduced for late-planted acreage, multiplied by column 19 entry for any such acreage.</p> <p>c. Refer to the LAM when a hail and fire exclusion is in effect and damage is from hail or fire.</p> <p>d. Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.</p> <p>e. For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.</p>
38. Total to Count:	Result of adding column 36 and column 37 to tenths.
39. Total	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b> Total determined acres (column 19) to tenths.</p>
40. Quality	Check "None".
41. Mycotoxins exceed FDA, State, or other health organization maximum limits. Check "Yes:"	Refer to paragraph 15 if, due to insured causes, a Federal or State agency has ordered the destruction of any insured crop or crop production, as applicable.
42. Totals:	Total of entries in columns 34, 36, 37 and 38 to tenths. If a column has no entries, make no entry.

## Form Standards – Production Worksheet (Continued)

## Narrative Instructions

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

a.	If no acreage is released on the unit, enter “No acreage released,” enter adjuster’s initials and date.
b.	If notice of damage was given and no inspection is required, enter “No Inspection,” the unit number(s), date, and adjuster’s initials (do not enter unit numbers for which notice has not been given). The insured’s signature is not required.
c.	Explain any uninsured causes, unusual, or controversial cases.
d.	If there is an appraisal in Section I, column 37 for uninsured causes due to a hail/fire exclusion, show the original hail/fire liability per-acre and the hail/fire indemnity per-acre.
e.	Document the actual appraisal date if an appraisal was performed prior to the adjuster’s signature date on the appraisal worksheet and date of the appraisal is not recorded on the appraisal worksheet.
f.	State that there is “No other fire insurance” when fire damages or destroys the insured crop and it is determined that the insured had no other fire insurance. Refer to the LAM.
g.	Explain any errors found on the Summary of Coverage.
h.	Explain any commingled production. Refer to the LAM.
i.	Explain any entry for “Production Not to Count” in Section II, column 62 and/or any production not included in Section II, column 56 or column 49-52 entries (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).
j.	Explain a “No” checked in item 44, “Damage Similar to Other Farms in the Area.”
k.	Attach a sketch map or aerial photograph to identify the total unit: (1) If consent is or has been given to put part of the unit to another use; (2) If uninsured causes are present; or (3) Unusual or controversial cases. Indicate on the aerial photograph or sketch map, the disposition of acreage destroyed or put to other use with or without consent.
l.	Explain any difference between date of inspection and signature dates. For an absentee insured, enter the date of inspection and the date of mailing the PW for signature.
m.	When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and date of inspection.
n.	Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed in accordance with the AIP’s instructions.
o.	Explain any delayed notices or delayed claims as instructed in the LAM.
p.	Document any authorized estimated acres, as instructed in the LAM, shown in section I, column 19.
q.	Document the method and calculation used to determine acres for the unit. Refer to the LAM.
r.	Document and show the calculations for any increase harvested production due to early digging of potatoes not fully mature.
s.	Specify the type of insects or disease when the insured cause of damage or loss is listed as insects or disease. List the control measures used and explain why they did not work.

## Form Standards – Production Worksheet (Continued)

t.	If a Federal or State destruction order has been issued, attach to the PW a copy of the Federal or State destruction order and the insured's completed Certification Form. Refer to the LAM for additional documentation requirements.
u.	Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for information on gleaning.
v.	Document the amount of verifiable tare percentage in farm stored production or from processor settlement sheets, as applicable.
w.	Document any other pertinent information including any data to support any factors used to calculate the production. If on an attachment, enter "See Attachment."

## Section II – Determined Harvested Production

## General Information

- (1) Account for all harvested production (for all entities sharing in the crop) except production appraised before harvest and shown in Section I because the quantity cannot be determined later (e.g., released for other uses, etc.).
- (2) Columns 49 through 52 are for structure measurement entries (Round, Rectangular, Conical Pile, etc.). If structures are a combination of shapes, break into a series of average measurements, if possible. Enter "Odd Shape" if production is stored in an odd shaped structure. Document measurements on a Special Report or other worksheet used for this purpose.
- (3) If farm-stored production has been weighed prior to storage and acceptable weight tickets are available showing gross weights, enter "Weighed and Stored on Farm" in columns 49 through 52. Refer to the LAM for acceptable weight tickets.
- (4) For production commercially stored, sold, etc., make entries in columns 49 through 52 as follows:
  - (a) Name and address of storage facility or buyer.
  - (b) "Seed," "Fed," etc.
- (5) If additional lines are necessary, the data may be entered on a continuation sheet. Use separate lines for:
  - (a) Varying determinations of production (Immature potatoes harvested early when percentage increased production).
  - (b) Different varieties and types.
  - (c) Separate storage structures.
  - (d) Varying names and addresses of buyers or sold production.
  - (e) Varying shares; e.g., 50 percent and 75 percent shares on the same unit.



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

- (f) Conical piles. Do not add the cone in the top or bottom of a storage structure to the height of other potatoes in the structure. For computing the production in cones and conical piles, refer to the LAM.
- (6) There will generally be no harvested production entries in columns 47 through 66 for preliminary inspections.
- (7) If there is harvested production from more than one insured practice (or type) and a separate approved APH yield has been established for each, the harvested production also must be entered on separate lines in columns 47 through 66 by type or practice. If production has been commingled, refer to the LAM.

Element/Item Number		Standard
43.	Date Harvest Completed: (Used to determine if there is a delayed notice or a delayed claim. Refer to the LAM.	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b></p> <ul style="list-style-type: none"> <li>a. The earlier the date the entire acreage on the unit was (1) harvested, (2) totally destroyed, (3) put to another use, (4) a combination of harvested, destroyed, or put to other use, or (5) the calendar date for the EOIP.</li> <li>b. If at the time of final inspection (if prior to the EOIP), there is any unharvested insured acreage remaining on the unit that the insured does not intend to harvest enter, “Incomplete.”</li> <li>c. If at the time of final inspection (if prior to the EOIP), none of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter “No Harvest.”</li> <li>d. If the case involves a Certification Form, enter the date from the Certification Form when the entire unit is put to another use, etc. Refer to the LAM.</li> </ul>
44.	Damage Similar to Other Farms in the Area?	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b> Check “Yes” or “No.” Check “Yes” if the amount and cause of damage due to insurable causes is like the experience of other farms in the area. If “No” is checked, explain in the Narrative.</p>
45.	Assignment of Indemnity:	Check “Yes” only if an assignment of an indemnity is in effect for the crop year; otherwise, check “No.” Refer to the LAM.
46.	Transfer of Right to Indemnity:	Check “Yes” only if a transfer of right to an indemnity is in effect for the unit for the crop year; otherwise, check “No.” Refer to the LAM.
47a.	Share:	Record only varying shares on the same unit rounded to three decimal places.

## Form Standards – Production Worksheet (Continued)

Element/Item Number		Standard
47b.	Field ID:	<p>a. If only one practice and/or type of harvested production is listed in section I, make no entry.</p> <p>b. If more than one practice and/or type of harvested production is listed in section I, and a separate approved APH yield exists, indicate for each practice/type the corresponding field ID (from section I, column 16).</p>
48.	Multi-Crop Code:	The applicable two-digit code for first crop and second crop. Refer to the LAM for instructions regarding entries of first crop and second crop codes.
49.	Length or Diameter:	<p>Internal measurement in feet to tenths of structural space occupied by the crop.</p> <p>a. Length if rectangular.</p> <p>b. Diameter if round or conical pile. Refer to the LAM to convert circumference to diameter if internal diameter measurement is not possible.</p>
50.	Width:	Internal width measurement in feet to tenths of space occupied by the crop in the structure if rectangular. If round, enter “RND.” If conical pile, enter “Cone.”
51.	Depth:	Depth measurement in feet to tenths of space occupied by the crop in rectangular or round structures. If conical pile, enter the height of the cone. If there is production in the storage structure from other units or sources, refer to the LAM.
52.	Deductions:	Cubic feet, to tenths, of crop space occupied by the crop in rectangular or round structures. If conical pile, enter the height of the cone. If there is production in the storage structure from other units or sources, refer to the LAM.
53.	Net Cubic Feet:	Net cubic feet of potatoes in the storage structure. Refer to the LAM for computation instructions.
54.	Conversion Factor:	Enter conversion factor as 0.4167 (only if structure measurements are entered).
55.	Gross Prod:	<p>Multiply column 53 times column 54, in CWT rounded to tenths.</p> <p>a. Eliminate any dirt weight only if documentation can be provided to establish the amount of dirt in the stored production.</p> <p>b. For production lost due to harvest prior to full maturity, the production to count must be increased.</p>

## Form Standards – Production Worksheet (Continued)

Element/Item Number		Standard
56.	Bu., Ton, Lbs., CWT:	<p>Circle Cwt. In column heading. Production in CWT rounded to tenths. Production should represent “marketable lots” (refer to Paragraph 26, herein, for more information on marketable lots.</p> <p>For production lost due to harvest prior to full maturity, the production to count must be increased. Refer to subparagraph 21(3).</p> <p>a. Weighed and stored on the farm.</p> <p>b. Sold and/or commercial storage – Obtain gross production for the unit from the summary and/or settlement sheets. (Individual load slips only will not suffice unless the storage facility buyer will not provide summary and/or settlement sheets to the insured, and this is documented in the Narrative.)</p> <p>c. Stored in odd-shaped structures. The adjuster must compute the amount of gross production. Refer to the LAM for cubic footage and production computations). A copy of all production calculations must be left in the file folder.</p>
57.	Shell/Sugar Factor:	<p>Enter the percent to count, as three-place decimal, (e.g., .955 for 95.5 percent), after subtracting the tare percentage (refer to the definition in exhibit 2, herein) also rounded to a three-place decimal, (e.g.,.045 for 4.5 percent).</p> <p>Percent tare plus percent to count must equal 100 percent. Calculate percentages from harvested samples or settlement figures, where available.</p>
58a-60b.		Make no entry.
61.	Adjusted Production:	<p>a. For stored production: Transfer entry from column 55 or 56, results in CWT to tenths.</p> <p>b. For sold production with tare percentage deduction: column 56 times column 57, results in CWT rounded to tenths.</p> <p>c. For sold production with no tare percentage deduction: Transfer entry from column 56, in CWT to tenths.</p>

## Form Standards – Production Worksheet (Continued)

Element/Item Number		Standard
62.	Prod. Not to Count:	<p>Net production not to count, in CWT to tenths, when acceptable records identifying such production are available, from harvested acreage which has been assessed an appraisal of not less than the guarantee per acre, or from other sources (e.g., other units or uninsured acreage) in the same storage structure (if the storage entries include such production).</p> <p>This entry must never exceed production shown on the same line. Explain the total storage structure contents (storage facility, depth, etc.) and any “Production Not to Count” in the Narrative.</p> <p>Make no entry if only the depth for production to count has been entered in column 51, and the depth for production not to count has been entered in the Narrative. Refer to example in the LAM.</p>
63.	Production Pre-QA:	Result of subtracting the entry in column 62 from column 61, in CWT to tenths.
64a. - 64b		Make no entry
65.	Quality Factor	Refer to paragraph 15 if, due to insured causes, a Federal or State agency has ordered the destruction of any insured crop or crop production, as applicable, otherwise make no entry.
66.	Production to Count:	Production from column 63 times column 65, in CWT, rounded to tenths. If no entry in column 65, transfer entry from column 63.
67.	Total	Total of column 63. If no entry in column 63, make no entry.
For items 68-72, when separated line entries are made for varying shares, stages, APH yields, price elections, types, etc., within the unit and totals need to be kept separate for calculating indemnities. Make no entry and follow the AIP’s instructions; otherwise, make the following entries.		
68.	Section II Total:	<b>Preliminary:</b> Make no entry. <b>Final:</b> Total column 66, in CWTs to tenths.
69.	Section I Total:	<b>Preliminary:</b> Make no entry. <b>Final:</b> Enter figures from section I, column 38 total.
70.	Unit Total:	<b>Preliminary:</b> Make no entry. <b>Final:</b> Total of items 68 and 69, in CWT to tenths.
71.	Allocated Prod.:	Refer to the LAM for instructions for determining allocated production. Enter total production, in CWT, rounded to tenths allocated to this unit that is included in sections I or II of the PW. Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.
72.	Total APH Prod.:	Result, to tenths, of subtracting the total of column 37 (item 42 “Totals”) and item 71 (Allocated Prod.) from item 70 (Unit Total). If no entries in item 37 and item 71, transfer the entry in item 70. Make no entry when separate APH yields are maintained by type, practice, etc., within the unit.

## Form Standards – Production Worksheet (Continued)

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

Form Standards – Production Worksheet (Continued)



1. Crop/Code #		2. Unit #		3. Location Description			7. Company		ANY COMPANY			8. Name of Insured											
Potatoes		Agency		ANY AGENCY			I.M. INSURED																
0084		0001-0001 BU		S12-12N-12W			9. Claim #		11. Crop Year														
4. Date(s) of Damage		OCT 10		DEC 03			XXXXXXXXXX		YYYY														
5. Cause(s) of Damage		Hail		Freeze			10. Policy #		XXXXXXXXXX														
6. Insured Cause %		60		40			14. Date(s)		1st	2nd	Final												
12. Additional Units		0002-0000-BU		Notice of Loss		MM/DD/YYYY		MM/DD/YYYY															
13. Est. Prod. Per Acre		180		15. Companion Policy(s)																			
SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS																							
A. ACTUARIAL						B. POTENTIAL YIELD																	
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a.	32b.	33.	34.	35.	36.	37.	38.
Field ID	Multi-Crop Code	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count	
A	NS		15.6	1.000	AO1	077				002			UH	UH	33.5			522.6		522.6		522.6	
B	NS		10.1	1.000	AO1	077				002			P	woc							2704.8	2704.8	
C	NS		21.5	1.000	AO1	077				002			H	H									
39. TOTAL		47.2		40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input checked="" type="checkbox"/> None										42. TOTALS		522.6		522.6	2,704.8	3,227.4			
41. Mycotoxins exceed FDA, State or other health organization maximum limits. Yes <input type="checkbox"/>																							
NARRATIVE (If more space is needed, attach a Special Report) Field B destroyed without consent. Guarantee was 267.8 CWT per acre. Field C. Field C 6.0 acres harvested 1,000 cwt 5 days early (2% x 59.0 = 10% increase in production) 1,000 x 10% = 100 additional cwt production to count = 1,100 cwt production to count. Field harvested production delivered to processor tare percentage 4.5% listed in settlement sheet, reduced production to count to .955% for 1,100cwt delivered to processor.																							
SECTION II – DETERMINED HARVESTED PRODUCTION																							
43. Date Harvest Completed						44. Damage similar to other farms in the area?						45. Assignment of Indemnity						46. Transfer of Right to Indemnity?					
MM/DD/YYYY						Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
A. MEASUREMENTS						B. GROSS PRODUCTION						C. ADJUSTMENTS TO HARVESTED PRODUCTION											
47a.	48.	49.	50.	51.	52.	53.	54.	55.	56.	57.	58a.	59a.	60a.	61.	62.	63.	64a.	65.	66.				
47b.	Share	Multi Crop Code	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod.	Bu., Ton Lbs. CWT	Shell/ Sugar Factor	FM% Factor	Moisture % Factor	Test WT Factor	Adjusted Production	Prod. Not to Count	Production Pre-QA	Value	Quality Factor	Production to Count			
	NS	ANY MINT COMPANY ANYTOWN, ANY STATE								1100	0.955				1,050.5		1,050.5				1,050.5		
	NS	16.0	12.5	9.0		1800	.4167	750.1						750.1		750.1				750.1			
67. TOTAL																1,800.6	68. Section II Total				1,800.6		
69. Section I Total																3,227.4	70. Unit Total				5,028.0		
71. Allocated Prod.																	72. Total APH Prod.				2,323.2		
This form example does not illustrate all required entry items (e.g., signature, dates, etc.). Refer to the Above Appraisal Worksheet instructions for required statements and signature entries.																							

**Minimum Representative Sample Requirements**

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<b>ACRES IN FIELD OR SUBFIELD</b>	<b>MINIMUM NO. OF SAMPLES</b>
0.1 - 10.0	3
One additional sample is required for each additional 40.0 acres (or fraction thereof) in the field or subfield.	

### Row Widths and Lengths for Minimum Representative Samples

Row Width in Inches	Row Length in Feet 1/100 Acre	Row Length in Feet 1/1000 Acre
42	125	12.5
40	131	13.1
38	138	13.8
36	145	14.5
34	154	15.4
32	163	16.3
30	174	17.4
28	187	18.7
26	202	20.2
24	218	21.8
22	238	23.8
20	262	26.2
18	290	29.0
16	326	32.6
14	374	37.4

**Example:** For row widths not listed in exhibit 6 use the following formula:

$$43,560 \text{ sq. ft./acre} \div (\text{row width in inches}/12'')$$

Or

$$100 \text{ ft. (for 1/100 acre) or } 1000 \text{ ft (for 1/1000 acre)}$$

**Example:**

$$\frac{43,560 \text{ sq. ft./acre} \div \frac{25''}{12''}}{100 \text{ ft.}} = \frac{43,560 \text{ sq. ft.} \div 2.083}{100 \text{ ft.}} = \frac{20,912.146}{100 \text{ ft.}} = 209.121 \text{ ft row length.}$$



**In-Row Plant Spacing Factors**


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<b>In-row Plant Spacing In Inches</b>	<b>Factor</b>
6	.500
7	.583
8	.667
9	.750
10	.833
11	.917
12	1.000
13	1.083
14	1.167
15	1.250
16	1.333
17	1.417
18	1.500
19	1.583
20	1.667
21	1.750
22	1.833
23	1.917
24	2.000

After calculating the average in-row plant spacing (in whole inches) as originally planted, determine the appropriate factor to be used in the pounds-per plant formula. Calculate the factor for any plant spacing not listed by dividing the row spacing by 12; (e.g.,  $5 \div 12 = .417$  (rounded to three-decimal places)).

**Formula for Calculating Pounds-per-Plant Factors**

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**FORMULA:**

Approved APH Yield ÷ Length of Row Equivalent to 1/100 Acre x In-row Plant Spacing Factor (from Exhibit 8) = Pounds-per-Plant Factor, round to two decimal places.

**EXAMPLE:**

Approved APH Yield..... 412 CWT  
 Row Width..... 38 inches  
     Length of row (1/100 acre with 38-inch rows from exhibit 7)..... 138 feet  
 6 inches in-row plant spacing (factor from exhibit 8)..... .500  
 Calculation:  $(412 \div 138) \times .500 = 1.49$  Pounds-per-plant factor. Enter in item 13 “Factor” on the Immature appraisal worksheet.