



United States
Department of
Agriculture



Federal Crop
Insurance
Corporation

FCIC-20500L (06-2022)

HYBRID VEGETABLE SEED LOSS ADJUSTMENT STANDARDS HANDBOOK

2023 and Succeeding Crop Years

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**UNITED STATES DEPARTMENT OF AGRICULTURE
FARM PRODUCTION AND CONSERVATION
RISK MANAGEMENT AGENCY
KANSAS CITY, MO 64133**

TITLE: Hybrid Vegetable Seed Loss Adjustment Standards Handbook	NUMBER: FCIC – 20500L OPI: Product Administration and Standards Division
EFFECTIVE DATE: 2023 and Succeeding Crop Years	ISSUE DATE: June 22, 2022
SUBJECT: Provides the procedures and instructions for administering the Hybrid Vegetable Seed crop insurance program.	APPROVED: <i>/s/ Richard H. Flourney</i> Deputy Administrator for Product Management

REASON FOR ISSUANCE

This handbook is being issued to provide procedures and instructions for administering the Hybrid Vegetable Seed crop insurance program for the 2023 and succeeding crop years.

SUMMARY OF CHANGES

Listed below are the changes to the 2023 FCIC Hybrid Vegetable Seed Loss Adjustment Standards Handbook with significant content change. All changes, and additions are **highlighted**. Minor changes and corrections are not included in this listing. ******* used throughout the handbook indicate where major deletions occurred.

Reference	Description of Change
	Revisions to basis of insurance from insurance based on female acres to insurance based of gross acres (i.e., female and male acres).
Subpara. 1B	Added source of authority regarding the Hybrid Vegetable Seed program.
Subpara. 1C	Added standard language related to Title VI of the Civil Rights Act of 1964.
Para. 11	Removed redundant reference to HVS CP.
Subpara. 11(1)	Replaced reference to acres of female plants with gross acres.
Subpara. 11(1)(f)	Added language to clarify that acres planted only to male plants are not insurable.
Subpara. 11(2)(b)	Added language to clarify that acres planted to male and female plants are insurable.
Subpara. 11(2)(c)	Removed reference to female acres and added references to gross acres.
Subpara. 12A	Edited for clarity.
Paragraphs 20-40	Renumbered Paragraphs 30-50 to 20-40.
Subpara. 25B(2)	Replaced “per female acre” with “per gross acre.”
Exhibit 2	Revised the definition of minimum guaranteed payment to remove the wording to convert the payment to a female-acre basis. Added the definition of price election to be used in establishing amount of insurance and value of appraised production to count.
Exhibits 3 and 4	Replaced references to female acres with gross acres and adjusted numbers in example calculations accordingly.
Exhibit 7	Reformatted the exhibit for readability.

HYBRID VEGETABLE SEED LOSS ADJUSTMENT STANDARDS HANDBOOK

CONTROL CHART

	TP Page(s)	TC Page(s)	Text Page(s)	Exhibit Page(s)	Date	Directive Number
Current Index	1-2	1	1-10	11-35	06-2022	FCIC-20500L

FILING INSTRUCTIONS

This handbook replaces the 2022 Hybrid Vegetable Seed Loss Adjustment Standards Handbook, FCIC-20500L (05-2019, 04-2020, 04-2021). This handbook is effective for the 2023 and succeeding crop years and is not retroactive to any 2022 or prior crop year determinations.

HYBRID VEGETABLE SEED LOSS ADJUSTMENT STANDARDS HANDBOOK

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PART 1: GENERAL INFORMATION AND RESPONSIBILITIES

1 General Information

A. Purpose and Objective

The RMA issued loss adjustment standards for this crop are the official standard requirements for adjusting losses in a uniform and timely manner. The RMA issued standards for this crop and crop year are in effect as of the signature date for this crop handbook located at www.rma.usda.gov/en/Policy-and-Procedure/Private-Developed-Products---20000.

This handbook remains in effect until superseded by reissuance of the entire handbook subject to any directives contained in any bulletin or FAD released by RMA. A bulletin or FAD can supersede applicable portions of the original handbook.

B. Source of Authority

The HVS Crop Insurance Program is approved by the FCIC Board of Directors under Section 508(h) of the Federal Crop Insurance Act. Hybrid Vegetable Seed was implemented on May 15, 2019, for the 2020 reinsurance year and 2020 commodity year. The FCIC Board of Directors has approved subsequent changes during 2021 FCIC Board meetings.

C. Title VI of the Civil Rights Act of 1964

The USDA prohibits discrimination against its customers. Title VI of the Civil Rights Act of 1964 provides that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Therefore, programs and activities that receive Federal financial assistance must operate in a non-discriminatory manner. Also, a recipient of RMA funding may not retaliate against any person because they opposed an unlawful practice or policy, or made charges, testified or participated in a complaint under Title VI.

It is the AIPs’ responsibility to ensure that standards, procedures, methods and instructions, as authorized by FCIC in the sale and service of crop insurance contracts, are implemented in a manner compliant with Title VI. Information regarding Title VI of the Civil Rights Act of 1964 and the program discrimination complaint process is available on the USDA public website at www.ascr.usda.gov. For more information on the RMA Non-Discrimination Statement see the DSSH.

1 General Information (Continued)

D. Related Handbooks

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

Directive	Handbook	Relation/Purpose
18010	CIH	Provides overall general underwriting (not crop specific) process.
20500U	CISH	Provides underwriting guidelines for hybrid vegetable seed.
24040	DSSH	Provides the form standards and procedures for use in the sales and service of crop insurance contracts.
18190	GSH	Provides general crop insurance information.
25010	LAM	Provides overall general loss adjustment (not crop-specific) process.

- (1) Terms, abbreviations, and definitions general (not crop specific) to loss adjustment are identified in the GSH and the LAM.
- (2) Terms, abbreviations, and definitions specific to HVS loss adjustment and this handbook are in [Exhibits 1 and 2](#), herein.

E. CAT Coverage

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

F. Irrigated Practice

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

2 AIP Responsibilities

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; and
- (2) The original and all remaining copies as instructed by the AIP.

C. Record Retention

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

D. Form Standards

- (1) The entry items in [Exhibits 3 and 4](#) are the minimum requirements for the Appraisal Worksheets and the Claim Form (hereafter referred to as “Production Worksheet”). All entry items are “Substantive” (they are required).
- (2) The Privacy Act and Non-Discrimination statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown on the example form(s) in [Exhibits 3 and 4](#). The current Non-Discrimination Statement and Privacy Act Statement can be found on the RMA website at: www.rma.usda.gov.
- (3) The certification statement required by the current DSSH must be included on the 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).

PART 2: POLICY INFORMATION

11 Insurability

The AIP determines the insured has complied with all policy provisions of the insurance contract. The following may not be a complete list of insurability requirements. Refer to the BP, the HVS CP, and the SP for additional requirements. ***

- (1) The crop insured will be all gross acreage of the hybrid vegetable seed of the crop type (i.e., hybrid seed carrots) contained in the SP for which the insured elects insurance coverage in the county and for which a premium rate is provided by the AD and: ***

Note: Winter and spring hybrid carrot seed are listed on the SP as a subcategory of the type heading but are not considered a crop type (i.e., insured crop) for administrative fee purposes.

- (a) in which the insured has a share (The insured will have a share in the crop if "...a "lease" under which the insured retains control of the acreage on which the insured crop ... will be treated as a contract under which the insured has an insurable interest in the crop." See Section 7(b) of the CP.);
- (b) that is grown under a HVS contract executed by the applicable acreage reporting date;
- (c) that is planted for harvest as commercial HVS in accordance with a HVS processor contract and required processor/seed company management production practices;
- (d) that is irrigated;
- (e) that is not (unless allowed on the SP):
- (i) planted with a mixture of female and male parent seed in the same row;
 - (ii) planted for any purpose other than for commercial HVS;
 - (iii) interplanted with another crop;
 - (iv) planted into an established grass or legume;
 - (v) planted to a variety not contained in the SP; or
- (f) that does not include any acreage planted only to male parent seed (for example, a separate field containing only male plant seed). The exclusion does not apply to acreage containing male plant seed planted in a standard male/female planting pattern.
- (2) Insurable acreage exclusions, in addition to those contained in the BP, include acreage: ***
- (a) not in compliance with applicable rotation requirements;
- (b) that is damaged prior to the final planting date (either female or male acreage) and the AIP determines replanting is practical and the acreage is not replanted (see the HVS CP "practical to replant" definition);

11 Insurability (Continued)

- (c) on which the minimum guaranteed payment for the unit (based on gross acres, i.e., female and male plant acreage) exceeds the amount determined by multiplying the applicable amount of insurance per gross acre times the insured gross acreage in the unit; or ***
- (d) on which a contract payment is paid to the producer for the sole purpose of growing the HVS crop on the acreage without any responsibility for the costs and related financial risk of producing the crop.

12 Insurance Period

A. Coverage Begins

Insurance attaches upon completion of planting of the:

- (1) hybrid vegetable seed crop on or before the final planting date designated in the SP for female parent plant seed or female and male parent plant seed, as applicable; or ***
- (2) male parent plant seed in accordance with standard planting practices generally established for the insured crop and production area if a final planting date is not specified for male parent plant seed in the SP.

B. Coverage Ends

In accordance with Section 11 of the BP, the calendar date for the end of the insurance period is October 31 of the crop year.

13 Unit Divisions

Refer to the CP for unit division provisions.

14 Quality Adjustment

Hybrid vegetable seed production is not adjusted for quality. All appraised and harvested clean seed production is counted as production to count.

Exception: If due to insured causes of loss, harvested production with a germination rate less than 85 percent will not be considered production to count.

Any field-run or clean seed production purchased by a processor or seed company will be considered production to count regardless of the germination percent, except as otherwise authorized on the Special Provisions.

15 Causes of Loss and Exclusions

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

16 Insured Duties

In accordance with the requirements of Section 14 of the BP:

- (1) The insured must leave representative samples of at least three complete planting patterns of the female and male parent plant rows that extend the entire length of each field in the unit.
- (2) If the insured intends to destroy any acreage of the insured crop that will not be harvested, the samples must not be destroyed until after inspection by the AIP.

In addition to the requirements of Section 14 of the BP:

- (1) The insured must give the AIP notice of probable loss at least 15 days before the beginning of harvest if the insured anticipates inadequate germination on any unit.
- (2) If the required notice is not given, no indemnity payment will be due for the unit.

17-20 Reserved

PART 3: APPRAISALS

21 General Information

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

Subject to the applicable notice of damage or loss provisions of the policy, AIPs may elect to conduct inspections to determine the presence of uninsured cause of loss damage, causes of loss that may result in inadequate germination (due to drought, heat, hot winds, insects, etc.), and for other related purposes.

22 Selecting Representative Samples

A. Determine Minimum Samples

Determine the minimum number of required samples for a field or subfield by the field size and the variability of potential production within the field or subfield based on the variations in the percent of stand.

B. Splitting Fields

Split the field into subfields when:

- (1) variable damage (variations in plant stand) causes the crop potential to appear to be significantly different within the same field; or
- (2) the insured wishes to destroy a portion of a field.

C. Separate Appraisals

Each field or subfield must be appraised separately.

D. Minimum Samples

Take not less than the minimum number (count) of representative samples required in [Exhibit 5](#) (Minimum Representative Sample Requirements) for each field or subfield.

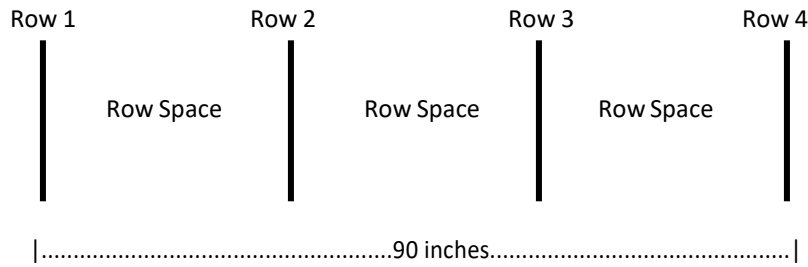
23 Measuring Row Width for Sample Selection

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, 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). Divide the result by the number of row spaces measured across to determine an average row width to the nearest one-half inch.

23 Measuring Row Width for Sample Selection (Continued)

Example:



$90 \text{ inches} \div 3 \text{ row spaces} = 30 \text{ inches average row width}$

- (3) Where rows are skipped for tractor and planter tires, refer to the LAM.
- (4) When two or more rows are used for a pattern, divide the length of a single row pattern by the number of rows in the pattern. The combined length of all rows must equal the single row length.
- (5) Apply the average row width to [Exhibit 6](#) to determine the length required for the sample row.

24 Sampling Procedure

Sampling procedures will be limited to acreage that will not be harvested (e.g., put to other use with consent, etc.).

- (1) Establish the time of damage:
 - (a) Fall planted – emergence/seedling to harvest; or
 - (b) Spring planted – emergence/seedling to harvest.
- (2) Select different samples based on variation within the unit based on the number of plants in a normal plant stand:
 - (a) Fall planted: 3 plants per foot of row; or
 - (b) Spring planted: 3 plants per foot of row.

25 Appraisal Methods

A. General Information

These instructions provide information on the following appraisal method:

Appraisal Method...	Use...
Stand Reduction Method	For all acreage that will not be harvested.

25 Appraisal Methods (Continued)

B. Stand Reduction

- (1) Refer to the section in the LAM regarding deferred appraisals and non-emerged seed.
- (2) Surviving plant counts, at the time of appraisal, are converted to pounds per gross acre by multiplying (100 - the percent of yield loss) by the county yield for the applicable type (e.g., hybrid carrot seed-winter). ***
- (3) See [Exhibit 7](#), Stand Reduction - Percent Yield Loss to determine reduced yield potential (percent yield loss) due to female and male stand reduction.

26 Deviations and Modifications

No deviations or modifications in appraisal methods are authorized.

27 General Information for Appraisal Worksheet Entries and Completion Procedures

- (1) Include the AIP's name in the appraisal worksheet title if not preprinted on the worksheet or when a worksheet entry is not provided.
- (2) Include the claim number on the appraisal worksheet (when required by the AIP) when a worksheet entry is not provided.
- (3) Separate appraisal worksheets must be completed for each unit appraised, and for each field or subfield including fields or subfields with different approved yields (if applicable) - applicable to preliminary and final claims. Refer to [Paragraph 22](#) and [Exhibit 5](#) for sampling requirements.
- (4) For all zero appraisals, refer to the LAM.
- (5) Standard appraisal worksheet items are numbered consecutively in [Exhibit 3](#). Example appraisal worksheets are also provided to illustrate how to complete item entries.
- (6) When a remarks section is not included on the form, document pertinent information about the appraisal, including any appropriate calculations, on a Special Report and attach to the worksheet.

28-40 Reserved

PART 4: PRODUCTION WORKSHEET

41 General Information for Production Worksheet Entries and Completion Information

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

42-50 Reserved

EXHIBITS

Exhibit 1 Acronyms and Abbreviations

Approved Acronyms	Term
AD	Actuarial Documents
AIP	Approved Insurance Provider
BP	Common Crop Insurance Policy Basic Provisions
CAT	Catastrophic Risk Protection Endorsement
CIH	FCIC-18010 Crop Insurance Handbook
CISH	Crop Insurance Standards Handbook
CP	Crop Provisions
DSSH	FCIC-24040 Document and Supplemental Standards Handbook
FAD	Final Agency Determination
FCIC	USDA Federal Crop Insurance Corporation
FSA	Farm Service Agency
GSH	FCIC-18190 General Standards Handbook
HVS	Hybrid Vegetable Seed
LAM	FCIC-25010 Loss Adjustment Manual
PW	Production Worksheet
QA	Quality Adjustment
RMA	USDA Risk Management Agency
SP	Special Provisions
USDA	United States Department of Agriculture
YL	Yield Loss

Exhibit 2 Definitions

Amount of insurance (per gross acre): A dollar amount determined by multiplying the applicable county yield by the applicable price election and coverage level the insured selects and subtracting any minimum guaranteed payment. If the insured's hybrid vegetable seed processor contract contains a minimum guaranteed payment stated in pounds or kilograms, the AIP will convert that value to dollars by multiplying it by the price election the insured selected. ***

Certified seed test: A warm germination test on clean seed according to specifications of the "Rules for Testing Seeds" of the Association of Official Seed Analysts.

Clean seed: Hybrid vegetable seed which has been conditioned by the processor/seed company.

Commercial hybrid vegetable seed: The offspring produced by crossing a female and male parent plant, each having a different genetic character. This offspring is the product intended for use by a grower to produce a commercial vegetable crop.

Condition: A process to remove the husk, chaff, immature and undersized seeds, weed seeds, inert matter, other crop seeds, and other materials from the field-run production to the extent such removal is possible and subsequently drying the hybrid vegetable seed.

County yield: An amount contained in the actuarial documents that represents the yield a type of the hybrid vegetable seed crop would be expected to produce per gross acre. The applicable county yield is contained in the actuarial documents and will be based on records provided by the processor/seed company. ***

Female parent plants: Vegetable plants that are grown for the purpose of producing commercial hybrid vegetable seed and are male sterile.

Field-run: Commercial hybrid vegetable seed production before it has been conditioned.

Gross acre (acreage): Insurable acreage of male and female vegetable plants.

Good farming practices: In addition to the definition contained in the Basic Provisions, good farming practices include those practices required by the hybrid vegetable seed processor contract.

Harvest: Combining and or, threshing the female parent plants to obtain commercial hybrid vegetable seed.

Hybrid vegetable seed processor contract: A legal contractual written agreement executed between a hybrid vegetable seed producer and a processor/seed company containing, at a minimum:

- (a) the producer's promise to plant and grow female and male parent plants and to deliver all field-run commercial hybrid vegetable seed produced from the female plants to the processor/seed company;
- (b) the processor/seed company's promise to purchase the commercial hybrid vegetable seed produced by the producer; and
- (c) a stated value, compensation, or method to derive a value that will be paid to the producer for the production as specified in the hybrid vegetable seed processor contract for the clean commercial hybrid vegetable seed variety.

Exhibit 2 Definitions (Continued)

Inadequate germination: means germination less than 85 percent of the commercial hybrid vegetable seeds as determined using a certified seed test.

Insurable interest: means the insured's share of the financial loss that occurs in the event seed production is damaged by a cause of loss specified in Section 10 of these Crop Provisions.

Male parent plants: means vegetable plants grown for the purpose of pollinating the female parent plants.

Minimum guaranteed payment: means the minimum amount (often stated in dollars) specified in the insured's hybrid vegetable seed processor contract that will be paid or credited to the insured by the processor or seed company regardless of the quantity of seed produced or value to the insured or any limitations, exceptions, exclusions, or any other terms that are contained in the processor contract and used to specify a payment made to you under any circumstance. If the insured's contract contains payment amounts that increase based on the insured crop's development, the highest payment amount stated in the insured's processor contract will be used as the minimum guarantee payment. ***

Planted acreage: means in addition to the definition contained in the Basic Provisions, the insured crop must be planted in rows wide enough to permit mechanical cultivation, unless otherwise provided by the Special Provisions.

Planting pattern: means the arrangement of the rows of female and male parent plants in a field such as planting two consecutive rows of male parent plants and then two consecutive rows of female parent plants.

Pound: means a unit of weight equal to 16 ounces avoirdupois.

Practical to replant: means in addition to the definition contained in the Basic Provisions, practical to replant applies to either the female or male parent plants. It will not be considered practical to replant unless production from the replanted acreage can be delivered under the terms of the hybrid vegetable seed processor contract, or the processor/seed company agrees in writing that it will accept the production from the replanted acreage.

Price Election: means the price contained on the actuarial documents for establishing the amount of insurance and the value of appraised production to count (for purposes of Section 12(c)(1)(ii) and (iii) of the Crop Provisions).

Processor: means any business enterprise regularly engaged in the processing of hybrid vegetable seed that possesses all licenses and permits for processing hybrid vegetable seed required by the state in which it operates and that owns or has contracted sufficient drying, screening, and bagging or packaging equipment to accept and process the hybrid vegetable seed within a reasonable amount of time after harvest.

Sample: means for the purpose of the certified seed test, at least the minimum weight of randomly selected clean hybrid vegetable seed specified in the Special Provisions for each type of hybrid vegetable seed.

Seed: means the applicable seed type for the specific hybrid vegetable seed crop. For example, the hybrid carrot seed crop is planted with either carrot seed or stecklings (transplanted roots).

Seed company (commercial hybrid): A business enterprise that possesses all licenses for processing or marketing commercial hybrid vegetable seed required by the state in which it is domiciled or operates, and which possesses or has contractual access to facilities with enough drying and storage capacity to accept and process the insured crop within a reasonable amount of time after harvest. If the seed company is the insured, it must also be a corporation.

Seed production: All clean seed produced by female parent plants of appropriate dryness and size, with a germination rate of at least 85 percent as determined by a certified seed test unless a different percentage is specified in the Special Provisions.

Type: A category of hybrid vegetable seed identified as a type in the Special Provisions (e.g., hybrid carrot seed or other hybrid vegetable seed types, as applicable). Notwithstanding type as the basis for the insured crop, type may be separated into subcategories (e.g., winter or spring) solely for purpose establishing separate premium rates, prices elections, price percentages, and other applicable purposes under hybrid vegetable seed policy.

Exhibit 3 Form Standards – Appraisal Worksheet

Verify and/or make the following entries for each appraisal worksheet element/item number. Completed appraisal worksheet examples are at the end of this exhibit. For general form standards and other general information, see [Subparagraph 2D](#) and [Paragraph 27](#).

Element/Item Number	Description
Company	Name of AIP, if not preprinted on the worksheet (Company Name).
1. Insured’s Name	Name of insured that identifies exactly the person (legal entity) to whom the policy is issued.
2. Policy Number	Insured’s assigned policy number.
3. Unit Number	Unit number from the Summary of Coverage after it is verified to be correct.
3a. Claim Number	Claim number as assigned by the AIP.
4. Crop/Type	Applicable Crop Type/Type (e.g., hybrid carrot seed-winter or spring).
5. Crop Year	Four-digit crop year, as defined in the policy, for which the claim is filed.
6. FSA Farm No.	FSA Farm Number.
7. Field ID Number of Acres	Field or subfield identification symbol. Number of determined gross acres, to tenths, in the field or subfield appraised. ***
8. Row Width	Row width to nearest inch. Refer to Part 3, Para. 33 for row width determination information.
9. County Yield	The county yield contained on the AD for the applicable type (e.g., hybrid carrot seed-winter).
10. Sample Number	Make no entry.
11. Female Plant Spacing Normal Plant Population 1/100 acre	Revise the column heading to “Female Plant Spacing” (Strike through Normal Population 1/100 Acre). Determine the average plant spacing for each 1/1000-acre sample (see Exhibit 6). Match the average plant spacing for the sample to the applicable spacing (round down to the nearest spacing) from Exhibit 7 , Female Stand Loss, “Spacing Between Plants” row. Enter the spacing in Col. 11.
12. Male Plant Spacing Number of Surviving Plants 1/100 Acre	Revise the column heading to “Male Plant Spacing” (strike through “No. of Surviving Plants 1/100 Acre”). Determine the average plant spacing for each 1/1000-acre sample (see Exhibit 6). Match the average plant spacing for the sample to the applicable spacing (round down to the nearest spacing) from Exhibit 7 , Male Stand Loss, “Spacing Between Plants” row. Enter the spacing in Col. 12.
13. Percent of Stand Yield Loss	Revise the column heading to Percent of Yield Loss (strike through Stand). Enter percent of yield loss in whole percent from the column intersection of the female and male plant spacings (e.g., for female plants, the Spacing Between Plants is 10.0 inches; for male plants, the Spacing Between plants is 8 inches; the yield loss from the Percent Yield Loss table is 35 percent – see Exhibit 7 , Example 2).

Exhibit 3 Form Standards – Appraisal Worksheet (Continued)

Element/Item Number	Description
14. Round Col. 13 to Nearest 5 Percent	Make no entry.
15. Percent of Potential	Subtract entry in Col. 13 from 100.
16. County Yield	Transfer the entry from item 9.
17. Appraisal for Sample	Result of multiplying percent of potential (item 15), expressed as a two-place decimal, by the county yield (item 16) rounded to the nearest whole pound.
18. Total	Sum of entries in item 17.
19. Stage of Growth at Time of Damage	Emergence/Seedling to Harvest.
20. Total Appraisals for All Samples	Transfer entry from item 18.
21. Number of Samples	Total Number of Samples.
22. Appraisal Per Acre	Result in pounds per gross acre by dividing the total appraisals for all samples (item 20) by the total number of samples (item 21), rounded to the nearest whole pound. ***
23. Notes and Calculations	Enter pertinent information about the appraisal (e.g., note any appraisal for uninsured causes and the amount of the appraisal in whole pounds), including any appropriate calculations, or use a Special Report, and attach to the claim when remarks are needed.

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

Element/Item Number	Description
24. Insured's Signature and Date	Insured's (or insured's authorized representative's) signature and date. Before obtaining 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.
25. Adjuster's Signature, Code Number, and Dates	Signature of adjuster, code number, and date signed after the insured (or insured's authorized representative) has signed. If the appraisal is performed before signature date, document the date of the appraisal in the Remarks/Narrative section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the Narrative of the PW.
26. Page Numbers	Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

Exhibit 3 Form Standards – Appraisal Worksheet (Continued)

HYBRID VEGETABLE SEED APPRAISAL WORKSHEET STAND REDUCTION METHOD	COMPANY ANY COMPANY		1. INSURED NAME I.M. INSURED		2. POLICY NUMBER XXXXXXX	
	3. UNIT NO. 0001-0001BU	4. CLAIM NUMBER XXXXXX	4. CROP/TYPE HYBRID CARROT SEED-WINTER		5. CROP YEAR YYYY	
	6. FSA FARM NO. 123	7. FIELD NO. A	NO. OF ACRES 10.0	8. ROW WIDTH 36"	9. COUNTY YIELD 300 ***	

COMPUTATIONS

SAMPLE NO.	FEMALE PLANT SPACING NORMAL PLANT POPULATION 1/100-ACRE	MALE PLANT SPACING NO. OF SURVIVING PLANTS 1/100-ACRE	PERCENT OF LOSS STAND	ROUND COL. 13 TO NEAREST 5 PERCENT	PERCENT OF POTENTIAL	COUNTY YIELD	APPRAISAL FOR SAMPLE (COL. 15 X 16)
10	11	12	13	14	15	16	17
1	8.0	13.0	40		60	300	180 ***
2	8.0	10.0	25		75	300	225 ***
3	10.0	8.0	35		65	300	195 ***
						18.TOTAL	600 ***
19. STAGE OF GROWTH AT TIME OF DAMAGE Fall-Plant-Emergence-Seedling to Harvest		20. TOTAL APPRAISALS FOR ALL SAMPLES 600		21. NO. OF SAMPLES 3		22. APPRAISAL PER ACRE 200 LBS ***	
23. NOTES AND CALCULATIONS							

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

Exhibit 4 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 [Subparagraph 2D](#) and [Paragraph 41](#).

Element/Item Number	Description
1. Crop/Code#	Enter the commodity name (Hybrid Vegetable Seed) and four-digit crop code as listed in the county actuarial documents for the hybrid seed crop insured.
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	<p>First three letters of the month(s) during which the determined insured damage occurred for the inspection and cause(s) of loss 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 majority of the insured damage occurred. Include the specific date where applicable as in the case of hail damage (e.g., Aug 11). Enter additional dates of damage in the extra spaces, as needed. If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.</p> <p>If there is no insurable cause of loss, and a no indemnity due claim will be completed, make no entry.</p>
5. Cause(s) of Damage	<p>Name of the determined insured cause(s) of damage for this crop as listed in the LAM for the date of damage listed in item 4 above. 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 DUE” across the columns in item 5 (refer to the LAM for more information on no indemnity due claims).</p>

Exhibit 4 Form Standards – Production Worksheet (Continued)

Element/Item Number	Description																
6. Insured Cause %	<p>PRELIMINARY: Make no entry.</p> <p>FINAL: Whole percent of damage for the insured cause of damage listed in item 5 above. Enter additional “Insured Cause %” in the extra spaces, as needed. If additional space is needed, enter the additional determined “Insured Cause %” in the Narrative (or on a Special Report). The total of all “Insured Cause %” including those entered in the Narrative must equal 100%.</p> <p>If there is no insurable cause of loss, and a no indemnity due claim will be completed, make no entry.</p> <p>Example entries for items 4-6 and the Narrative, reflecting entries for multiple dates of damage, the corresponding insured causes of damage and insured cause percentages:</p> <table border="1" data-bbox="578 768 1395 957"> <tr> <td>4. Date(s) of Damage</td> <td>MAY</td> <td>JUN 30</td> <td>AUG</td> </tr> <tr> <td>5. Cause(s) of Damage</td> <td>Excess Moisture</td> <td>Hail</td> <td>Heat</td> </tr> <tr> <td>6. Insured Cause %</td> <td>40</td> <td>20</td> <td>30</td> </tr> <tr> <td colspan="4">Narrative: Additional date of damage – SEP 5; Cause of Damage – Freeze; Insured cause percent – 10%</td> </tr> </table>	4. Date(s) of Damage	MAY	JUN 30	AUG	5. Cause(s) of Damage	Excess Moisture	Hail	Heat	6. Insured Cause %	40	20	30	Narrative: Additional date of damage – SEP 5; Cause of Damage – Freeze; Insured cause percent – 10%			
4. Date(s) of Damage	MAY	JUN 30	AUG														
5. Cause(s) of Damage	Excess Moisture	Hail	Heat														
6. Insured Cause %	40	20	30														
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>PRELIMINARY: Make no entry.</p> <p>FINAL: Unit number(s) for all non-loss units for the crop at the time of final inspection. A non-loss unit is any unit for which a PW has not been completed. Additional non-loss units may be entered on a single PW.</p> <p>If more spaces are needed for non-loss units, enter the unit numbers, identified as “Non-Loss Units,” in the Narrative or on an attached Special Report.</p>																
13. Est. Prod. Per Acre	<p>PRELIMINARY: Make no entry.</p> <p>FINAL: Estimated yield per gross acre, in whole pounds, of all non-loss units for the crop at the time of final inspection.</p>																

Exhibit 4 Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
<p>14. Date(s) Notice of Loss</p>	<p>PRELIMINARY:</p> <p>(a) Date the first or second notice of damage or loss was given for the unit in item 2, in the 1st or 2nd space, as applicable. Enter the complete date (MM/DD/YYYY) for each notice.</p> <p>(b) A notice of damage or loss for a third preliminary inspection (if needed) requires an additional set of PWs. Enter the date of notice for a third preliminary inspection in the 1st space of item 14 on the second set of PWs.</p> <p>(c) Reserve the “Final” space on the first page of the first set of PWs for the date of notice for the final inspection.</p> <p>(d) If the inspection is initiated by the AIP, enter “Company Insp.” instead of the date.</p> <p>(e) If the notice does not require an inspection, document as directed in the “Narrative” instructions.</p> <p>FINAL: Transfer the last date (in the 1st or 2nd space from the first or second set of PWs) to the final space on the first page of the first set of PWs if a final inspection should be made as a result of the notice. Always enter the complete date of notice (MM/DD/YYYY) for the “FINAL” inspection in the final space on the first set of PWs. For a delayed notice of loss or delayed claim, refer to the LAM.</p>
<p>15. Companion Policy(s)</p>	<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 a 100 percent share of a loss-affected unit, ask the insured if the other person sharing in the unit has a multiple-peril crop insurance contract (i.e., not crop-hail, fire, etc.). If the other person does not, enter “NONE”.</p> <p>(1) If the other person has a multiple-peril crop insurance contract and it can be determined that the same AIP services it, enter the contract number. Handle these companion policies according to AIP instructions.</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 contract number) if known.</p>

Exhibit 4 Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
15. Companion Policy(s) (Continued)	(3) If unable to verify the existence of a companion contract, enter “Unknown” and contact the AIP for further instructions. (c) Refer to the LAM for further information regarding companion contracts.

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

Make separate line entries for varying:

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

Element/Item Number	Description
16. Field ID	The field identification symbol from a sketch map or an aerial photo. Refer to the Narrative.
17. Multi-Crop Code	Make no entry.
18. Reported Acres	In the event of over-reported (gross) acres, handle in accordance with the individual AIP’s instructions. In the event of under-reported acres (gross), enter the reported acres to tenths for the field or sub field. If there are no under-reported acres, make no entry. ***
19. Determined Acres	Refer to the LAM for definition of acceptable determined acres (gross) used herein. Enter the determined acres to tenths for the field or subfield for which consent is given for other use and/or: *** (a) Put to other use without consent; (b) Abandoned; (c) Damaged by uninsured causes; or (d) For which the insured failed to provide acceptable records of production. Refer to the LAM for procedures regarding when estimated acres (gross) are allowed and documentation requirements. ***

Exhibit 4 Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
19. Determined Acres (Continued)	<p>PRELIMINARY AND FINAL: Determined acres to tenths.</p> <p>Acreage breakdowns within a unit or field may be estimated (refer to the LAM) if a determination is impractical.</p> <p>Account for all planted acreage (gross) in the unit. ***</p>
20 Interest or Share	Insured’s interest in the crop to three decimal places as determined at the time of inspection. If shares vary on the same unit, use separate line entries.
21. Risk	Three-digit code for the correct “Rate” as specified on the actuarial document maps. If a “Rate” or “High-Risk Area” is not specified on the actuarial document maps, make no entry. Verify with the Summary of Coverage and if the “Rate” is found to be incorrect, revise according to the AIP’s instructions. Refer to the LAM.
22. Type	Three-digit code number, entered exactly as specified on the actuarial documents for the applicable type (e.g., 255 for hybrid carrot seed – winter) grown by the insured. If “No Type Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a type is not specified on the actuarial documents, make no entry.
23. Class	Make no entry.
24. Subclass	Make no entry.
25. Intended Use	Make no entry.
26. Irrigation Practice	Three-digit code number, entered exactly as specified on the actuarial documents for the irrigated practice carried out by the insured. If “No Irrigated Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an irrigated practice is not specified on the actuarial documents, make no entry.
27. Cropping Practice	Make no entry.
28. Organic Practice	Make no entry.
29. Stage	PRELIMINARY: Make no entry.

Exhibit 4 Form Standards – Production Worksheet (Continued)

Element/Item Number	Description																
29. Stage (Continued)	<p>FINAL: Stage abbreviation as shown below.</p> <table border="0"> <thead> <tr> <th data-bbox="462 289 553 321"><u>STAGE</u></th> <th data-bbox="846 289 1036 321"><u>EXPLANATION</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="462 342 841 373">"P"</td> <td data-bbox="846 342 1503 489">Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide acceptable records of production to the AIP.</td> </tr> <tr> <td data-bbox="462 510 841 541">"H"</td> <td data-bbox="846 510 987 541">Harvested.</td> </tr> <tr> <td data-bbox="462 562 841 594">"UH"</td> <td data-bbox="846 562 1446 594">Unharvested or put to other use with consent.</td> </tr> <tr> <td data-bbox="462 615 841 646">"TZ"</td> <td data-bbox="846 615 1455 688">UUF/Third-Party Damage – Zero Production on same acreage.</td> </tr> <tr> <td data-bbox="462 709 841 741">"TA"</td> <td data-bbox="846 709 1487 783">UUF/Third-Party Damage – Appraised production on same acreage.</td> </tr> <tr> <td data-bbox="462 804 841 835">"TH"</td> <td data-bbox="846 804 1487 877">UUF/Third-Party Damage – Harvested production on same acreage.</td> </tr> </tbody> </table> <p>GLEANED ACREAGE: Refer to the LAM for information on gleaning.</p>	<u>STAGE</u>	<u>EXPLANATION</u>	"P"	Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide acceptable records of production to the AIP.	"H"	Harvested.	"UH"	Unharvested or put to other use 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>																
"P"	Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide acceptable records of production to the AIP.																
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"TA"	UUF/Third-Party Damage – Appraised production on same acreage.																
"TH"	UUF/Third-Party Damage – Harvested production on same acreage.																
30. Use of Acreage	<p>Use of acreage. Use the following "Intended Use" abbreviations.</p> <table border="0"> <thead> <tr> <th data-bbox="462 1014 516 1045"><u>USE</u></th> <th data-bbox="846 1014 1036 1045"><u>EXPLANATION</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="462 1056 841 1087">"Plowed"</td> <td data-bbox="846 1056 1179 1087">Use made of the acreage.</td> </tr> <tr> <td data-bbox="462 1098 841 1129">"WOC"</td> <td data-bbox="846 1098 1198 1129">Other use without consent.</td> </tr> <tr> <td data-bbox="462 1140 841 1171">"SU"</td> <td data-bbox="846 1140 1068 1171">Solely uninsured.</td> </tr> <tr> <td data-bbox="462 1182 841 1213">"ABA"</td> <td data-bbox="846 1182 1222 1213">Abandoned without consent.</td> </tr> <tr> <td data-bbox="462 1224 841 1255">"H"</td> <td data-bbox="846 1224 987 1255">Harvested.</td> </tr> <tr> <td data-bbox="462 1266 841 1297">"HI"</td> <td data-bbox="846 1266 1109 1297">Harvest Incomplete.</td> </tr> <tr> <td data-bbox="462 1308 841 1339">"UH"</td> <td data-bbox="846 1308 1019 1339">Unharvested.</td> </tr> </tbody> </table> <p>Verify any "Intended Use" entry. If 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." Refer to the LAM regarding "WOC" and short rated acreage.</p> <p>GLEANED ACREAGE: Refer to the LAM for information on gleaning.</p>	<u>USE</u>	<u>EXPLANATION</u>	"Plowed"	Use made of the acreage.	"WOC"	Other use without consent.	"SU"	Solely uninsured.	"ABA"	Abandoned without consent.	"H"	Harvested.	"HI"	Harvest Incomplete.	"UH"	Unharvested.
<u>USE</u>	<u>EXPLANATION</u>																
"Plowed"	Use made of the acreage.																
"WOC"	Other use without consent.																
"SU"	Solely uninsured.																
"ABA"	Abandoned without consent.																
"H"	Harvested.																
"HI"	Harvest Incomplete.																
"UH"	Unharvested.																
31. Appraised Potential	<p>Per gross-acre appraisal of potential in whole pounds as shown on the appraisal worksheet. Refer to Part 3, "Appraisals" for additional instructions. ***</p> <p>If there is no potential on UH acreage, enter "0". Refer to the LAM for procedures on documenting "0" yield appraisals.</p>																
32a. Moisture	Make no entry.																
32b. Factor	Make no entry.																

Exhibit 4 Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
33. Shell %, Factor, or Value	Make no entry.
34. Production Pre QA	Result of multiplying column 31 times column 19, rounded to whole pounds. If no entry in column 31, make no entry.
35. Quality Factor	Enter the price election for the applicable type. If no entry in column 34, make no entry.
36. Production Post QA	Result of multiplying column 34 times column 35 and rounded to whole dollars. If no entry in column 34, make no entry.
37. Uninsured Cause	<p>Result of per gross acre appraisal for uninsured causes (taken from appraisal worksheet or other documentation) multiplied by column 19, multiplied by column 35 and rounded to whole dollars. Refer to the LAM for information on how to determine uninsured cause appraisals. ***</p> <p>If no uninsured causes, make no entry.</p> <p>(a) Hail and Fire exclusion not in effect.</p> <p>(1) Enter the result of multiplying column 19 entry by not less than the insured’s dollar amount of insurance per gross acre 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 gross acre in whole pounds (from the appraisal worksheet or other documentation), by column 19 multiplied by column 35 and rounded to whole dollars for any such acreage. ***</p> <p>(b) Refer to the LAM when a Hail and Fire Exclusion is in effect and damage is from hail or fire.</p> <p>(c) Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.</p> <p>(d) For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.</p>

Exhibit 4 Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
38. Total to Count	Result of adding Item 36 and item 37.
39. Total	PRELIMINARY: Make no entry. FINAL: Total determined acres (gross) (column 19), to hundredths. ***
40. Quality	Check “None.”
41. Mycotoxins	Make no entry.
42. Totals	Total of entries in columns 34, 36, 37, and 38. If a column has no entries, make no entry.

NARRATIVE INSTRUCTIONS

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

a.	If no acreage is released on the unit, enter No acreage released, adjuster’s initials, and date.
b.	If notice of damage was given and No Inspection is required, enter “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 gross acre and the hail/fire indemnity per gross acre. ***
e.	Document the actual appraisal date if an appraisal was performed prior to the adjuster’s signature date on the appraisal worksheet, and the date of the appraisal is not recorded on the appraisal worksheet.
f.	State that there is No other fire insurance when fire damages or destroys the insured crop and it is determined that the insured has no other fire insurance. Also refer to the LAM.
g.	Explain any errors found on the Summary of Coverage.
h.	Explain any entry for Production Not to Count in Section II, column 62 and/or any production not included in Section II, column 56 (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).
i.	Explain a “No” checked in item 44.
j.	Attach a sketch map or aerial photo 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) For unusual or controversial cases. Indicate on the aerial photo or sketch map, the disposition of acreage destroyed or put to other use with or without consent.
k.	Explain any difference between date of inspection and signature dates. For an absentee insured, enter the date of the inspection and the date of mailing the PW for signature.

NARRATIVE INSTRUCTIONS (Continued)

l.	When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and the date of inspection.
m.	Explain the reason for a No Indemnity Due claim. “No Indemnity Due” claims are to be distributed in accordance with the AIP’s instructions.
n.	Explain any delayed notices or delayed claims as instructed in the LAM.
o.	Document any authorized estimated acres, as instructed in the LAM, shown in Section I, column 19.
p.	Document the method and calculation used to determine acres for the unit. Refer to the LAM.
q.	Specify the type of insects or disease when the insured cause of damage or loss is listed as insects or disease. Explain why control measures did not work.
r.	Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaning.
s.	Document any other pertinent information, including any data to support any factors used to calculate the production. If on an attachment, enter “See attachment”.
t.	Document any production with inadequate germination.
u.	Document the contract prices by production level contained in the hybrid vegetable seed contract.

SECTION II – DETERMINED HARVESTED PRODUCTION

- (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) There will generally be no harvested production entries in columns 47 through 66 for preliminary inspections.
- (3) For production delivered to the processor/seed company, enter in columns 49-52 the name of the processor or seed company.
- (4) Production to count (pounds per gross acre) must be based on the amount of production delivered to the HVS processor/seed company's plant after the seed conditioning process (i.e., drying, shelling, screening, etc.). ***

Exhibit 4 Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
43. Date Harvest Completed	<p>Used to determine if there is a delayed notice or a delayed claim. Refer to the LAM.</p> <p>PRELIMINARY: Make no entry.</p> <p>FINAL:</p> <p>(a) The earlier of the date the entire acreage on the unit was (1) harvested, (2) totally destroyed, (3) put to other use, (4) a combination of harvested, destroyed, or put to other use, or (5) the calendar date for the end of the insurance period.</p> <p>(b) If at the time of final inspection (if prior to the end of the insurance period), there is any unharvested insured acreage remaining on the unit that the insured does not intend to harvest; enter “Incomplete”.</p> <p>(c) If at the time of final inspection (if prior to the end of the insurance period), none of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter “No Harvest”.</p> <p>(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.</p>
44. Damage similar to other farms in the area?	<p>PRELIMINARY: Make no entry.</p> <p>FINAL: Check “Yes” or “No”. Check “Yes” if the amount and cause of damage due to insurable causes is similar to the experience of other farms in the area. If “No” is checked, explain in the Narrative.</p>
45. Assignment of Indemnity	<p>Check “Yes” only if an assignment of indemnity is in effect for the crop year; otherwise, check “No”. Refer to the LAM.</p>
46. Transfer of Right to Indemnity	<p>Check “Yes” only if a transfer of right to indemnity is in effect for the unit for the crop year; otherwise, check “No”. Refer to the LAM.</p>
47a. Shares	<p>Record only varying shares on same unit to three decimal places.</p>
47b. Field ID	<p>(a) If only one practice and/or type (e.g., hybrid carrot seed-winter) 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 yield exists (e.g., by practice), indicate for each practice/type the corresponding Field ID (from Section I, column 16).</p>
48. Multi-Crop Code	<p>Make no entry.</p>

Exhibit 4 Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
49.-55.	Enter the name of the processor or seed company, as applicable.
56. Bu., Ton, Lbs., Cwt.	<p>Circle “Lbs.” in column heading. Production in whole pounds of conditioned seed production obtained from summary or settlement sheets.</p> <p>Split the column into the number of cells required to enter the production allocated by the price level contained in the hybrid vegetable seed processor contract. (Instead of splitting the column, these entries may be made on separate lines for items 56, 61, 62, 63, and 66.)</p> <p>Example:</p> <p>Contract Price Schedule (per Gross Acre) ***</p> <p>\$25/lb. - 1st 85 lbs. \$15/lb. - Next 150 lbs. \$10/lb. - Excess of 235 lbs. ***</p>
57.-60.	Make no entry.
61. Adjusted Production	Split the column into the number of cells required and enter the allocated production from column 56.
62. Production Not to Count	<p>Net production not to count, in whole pounds, when acceptable records identifying such production are available, from harvested acreage which has been assessed an appraisal of not less than the guarantee per gross acre, or from other sources (e.g., other units or uninsured acreage). ***</p> <p>Split the column into the number of cells required and allocate the production not to count in the same proportion as the production in column 61 is to the total production of column 61.</p> <p>This entry must never exceed production shown on the same line. explain any “production not to count” in the narrative.</p>
63. Production Pre-QA	Split the column into the number of cells required and enter the results of subtracting column 62 from column 61. When there is no entry in item 62, transfer entry from item 61
64a. and 64b. Value	<p>Split the column into the number of cells required and enter the contract prices contained in the hybrid vegetable seed processor contract applicable to the allocated production contained in column 63.</p> <p>See the allocation Example in item 56 for applying the applicable contract price to the applicable allocated production.</p>

Exhibit 4 Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
65. Quality Factor	Make no entry.
66. Production to Count	Split the column into the number of cells required. Multiply column 63 times column 64a. and 64b., rounded to whole dollars.
67. Total of Column 63	Total of column 63. If no entry in column 63, make no entry.

For items 68 - 72. When separate line entries are made for varying share, stages, approved yields, 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	PRELIMINARY: Make no entry. FINAL: Enter Totals of column 66.
69. Section I Total	PRELIMINARY: Make no entry. FINAL: Enter figure from Section I, column 38 total.
70. Unit Total	PRELIMINARY: Make no entry. FINAL: Total of column 68 and column 69.
71. Allocated Production	Make no entry.
72. Total APH Production	Make no entry.

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

73. Insured’s Signature and Date	Insured’s (or insured’s authorized representative’s) signature and date. Before obtaining the signature, review all entries on the PW with the insured (or insured’s authorized representative), particularly explaining codes, 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 indemnity inspections should be signed on bottom line.
75. Page	PRELIMINARY: Page numbers - “1,” “2,” etc., at the time of inspection. FINAL: Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

Exhibit 4 Form Standards – Production Worksheet (Continued)

1. Crop/Code # Hybrid Vegetable Seed 0066	2. Unit # 0001-0001BU	3. Location Description SW1-96N-3W	7. Company Agency	ANY COMPANY ANY AGENCY	8. Name of Insured I.M. INSURED
4. Date(s) of Damage JUN 15	5. Cause(s) of Damage EX. MOISTURE	6. Insured Cause % 100	12. Additional Units 0002-0001BU	13. Est. Prod. Per Female Acre 600	9. Claim # XXXXXXXX
					11. Crop Year YYYY
					10. Policy # XXXXXXXX
					14. Date(s) 1st MM/DD/YYYY
					2nd MM/DD/YYYY
					Final MM/DD/YYYY
					15. Companion Policy(s) NONE

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

A. ACTUARIAL															B. POTENTIAL YIELD									
16. Field ID	17. Multi-Crop Code	18. Reported Acres	19. Determined Acres	20. Interest or Share	21. Risk	22. Type	23. Class	24. Sub-Class	25. Intended Use	26. Irr Practice	27. Cropping Practice	28. Organic Practice	29. Stage	30. Use of Acreage	31. Appraised Potential	32a. Moisture % Factor	32b. Shell %, Factor, or Value	33. Production Pre QA	34. Quality Factor	35. Production Post QA	36. Uninsured Causes	37. Total to Count		
A			10.0	1.000		255				002			UH	Plowed	200			2,000	15.00	30,000		30,000		
B			20.0	1.000		255				002			H	H										
39. TOTAL			30.0	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input checked="" type="checkbox"/>												41. Mycotoxins exceed FDA, State or other health organization maximum limits. Yes <input type="checkbox"/>		42. TOTALS		2,000		30,000		30,000

NARRATIVE (If more space is needed, attach a Special Report): Determined acres using FSA 578 and map. Would measure within 5 percent. Contract Prices by Production Level (\$25/lb. for the first 85 lbs.; \$15/lb. for the next 150 lbs.; \$10/lb. for lbs. excess of 235 lbs.)

SECTION II – DETERMINED HARVESTED PRODUCTION

43. Date Harvest Completed MM/DD/YYYY						44. Damage similar to other farms in the area? Yes X No						45. Assignment of Indemnity Yes No X						46. Transfer of Right to Indemnity? Yes No X					
A. MEASUREMENTS						B. GROSS PRODUCTION						C. ADJUSTMENTS TO HARVESTED PRODUCTION											
47a. Share Field ID	47b. Multi-Crop Code	48. Length or Diameter	49. Width	50. Depth	51. Deduction	52. Net Cubic Feet	53. Conversion Factor	54. Gross Prod.	55. Bu Ton (Lbs.) CWT	56. Shell/Sugar Factor	57. FM% Factor	58a. Moisture % Factor	58b. Test WT Factor	59a. Adjusted Production	59b. Prod. Not to Count	60a. Production Pre-QA	60b. Value Mkt. Price	61. Quality Factor	62. Production to Count				
		GOOD TIMES PROCESSOR ANYTOWN, ANY STATE							1,700					1,700		1,700	25.00			42,500			
									3,000					3,000		3,000	15.00			45,000			
									1,300					1,300		1,300	10.00			13,000			
67. TOTAL																6,000	68. Section II Total		100,500				

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

69. Section I Total	30,000
70. Unit Total	130,500
71. Allocated Prod.	
72. Total APH Prod.	

Exhibit 5 Minimum Representative Sample Requirements

Acres in Field or Subfield	Minimum Number of Samples*
0.1 – 10.0	3

*Add one additional sample for each additional 40.0 acres (or fraction thereof) in the field or subfield.

Exhibit 6 Row Widths and Lengths – Hybrid Vegetable Seed

ROW WIDTH (INCHES)	ROW LENGTH (FEET) FOR 1/100 ACRE	LENGTH (FEET) FOR 1/1000 ACRE
42	124.5	12.4
40	130.7	13.1
38	137.6	13.8
36	145.2	14.5
34	153.7	15.4
32	163.4	16.3
30	174.2	17.4
28	186.7	18.7
26	201.0	20.1
24	217.8	21.8
22	237.6	23.8
20	261.4	26.1
18	290.4	29.0
16	326.7	32.7
14	373.4	37.3

For row widths not listed in Exhibit 6, use the following formula:

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

100 ft. or 1000 ft. or 2000 ft.
 (for 1/100 acre) (for 1/1000 acre) (for 1/2000 acre)

EXAMPLE:

$$\frac{43,560 \text{ sq. ft./acre} \div \frac{25''}{12''}}{100 \text{ ft.}} = \frac{43,560 \text{ sq. ft.} \div 2.083}{100 \text{ ft.}} = \frac{20,912.146}{100 \text{ ft.}} = 209.121 \text{ ft. or } 209.1 \text{ ft. row length}$$

Exhibit 7 Stand Reduction – Percent Yield Loss

			Male Stand Reduction													
			Spacing Between Plants	< 8.0"	8.8"	10.0"	12.0"	13.0"	16.0"	20.0"	30.0"	40.0"	80.0"	> 80"		
			Plants per Foot	> 1.50	1.35	1.20	1.00	0.90	0.75	0.60	0.40	0.30	0.15	< 0.15		
			Percent Male Stand Reduction	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%		
Female Stand Reduction	Spacing Between Plants	Plants per Foot	Percent Female Stand Reduction	% Yield Loss (YL)	% YL	% YL	% YL	% YL	% YL	% YL	% YL	% YL	% YL	% YL		
		4.0"	3.0	0%	% YL	0%	0%	0%	20%	30%	40%	50%	75%	85%	95%	100%
		4.4"	2.7	10%	% YL	0%	0%	0%	20%	30%	40%	50%	75%	85%	95%	100%
		5.0"	2.4	20%	% YL	0%	0%	0%	20%	30%	40%	50%	75%	85%	95%	100%
		5.7"	2.1	30%	% YL	0%	0%	0%	20%	30%	40%	50%	75%	85%	95%	100%
		6.6"	1.8	40%	% YL	0%	0%	0%	20%	30%	40%	50%	75%	85%	95%	100%
		8.0"	1.5	50%	% YL	25%	25%	25%	25%	40%	60%	60%	80%	90%	95%	100%
		10.0"	1.2	60%	% YL	35%	35%	35%	35%	60%	70%	70%	90%	95%	95%	100%
		13.3"	0.9	70%	% YL	50%	50%	50%	50%	70%	70%	80%	90%	95%	95%	100%
		20.0"	0.6	80%	% YL	75%	75%	75%	75%	80%	80%	90%	95%	95%	95%	100%
		40.0"	0.3	90%	% YL	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	100%
	>40"	<0.3	100%	% YL	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	

Exhibit 7 Stand Reduction – Percent Yield Loss (Continued)

Example 1: The insurance adjuster takes stand counts in representative locations in the carrot seed field and determines that the male stand averages 1 plant every 10 inches (1.2 plants/ft.) which equates to a 20% stand reduction in male plants and that the female stand averages 1 plant every 6.6 inches (1.8 plants/ft.) which equates to a 40% stand reduction in female plants. The Percent Yield Loss table section indicates a 0% yield loss for the field.

			Male Stand Reduction												
			Spacing Between Plants	< 8.0"	8.8"	10.0"	12.0"	13.0"	16.0"	20.0"	30.0"	40.0"	80.0"	> 80"	
			Plants per Foot	> 1.50	1.35	1.20	1.00	0.90	0.75	0.60	0.40	0.30	0.15	< 0.15	
			Percent Male Stand Reduction	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
Female Stand Reduction	Spacing Between Plants	Plants per Foot	Percent Female Stand Reduction	% Yield Loss (YL)	% YL	% YL	% YL	% YL	% YL	% YL	% YL	% YL	% YL	% YL	
	4.0"	3.0	0%	% YL	0%	0%	0%	20%	30%	40%	50%	75%	85%	95%	100%
	4.4"	2.7	10%	% YL	0%	0%	0%	20%	30%	40%	50%	75%	85%	95%	100%
	5.0"	2.4	20%	% YL	0%	0%	0%	20%	30%	40%	50%	75%	85%	95%	100%
	5.7"	2.1	30%	% YL	0%	0%	0%	20%	30%	40%	50%	75%	85%	95%	100%
	6.6"	1.8	40%	% YL	0%	0%	0%	20%	30%	40%	50%	75%	85%	95%	100%
	8.0"	1.5	50%	% YL	25%	25%	25%	25%	40%	60%	60%	80%	90%	95%	100%
	10.0"	1.2	60%	% YL	35%	35%	35%	35%	60%	70%	70%	90%	95%	95%	100%
	13.3"	0.9	70%	% YL	50%	50%	50%	50%	70%	70%	80%	90%	95%	95%	100%
	20.0"	0.6	80%	% YL	75%	75%	75%	75%	80%	80%	90%	95%	95%	95%	100%
40.0"	0.3	90%	% YL	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	100%	
> 40"	< 0.3	100%	% YL	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	

Exhibit 7 Stand Reduction – Percent Yield Loss (Continued)

Example 2: The insurance adjuster takes stand counts in representative locations in the carrot seed field and determines that the male stand averages 6 plants/ft (1 plant every 2 inches which equates to a 0% stand reduction in male plants) and that the female stand averages 1.2 plants/ft (1 plant every 10.0 inches which equates to a 60% stand reduction in female plants). The Percent Yield Loss table section indicates a 35% yield loss for the field.

			Male Stand Reduction												
			Spacing Between Plants	< 8.0"	8.8"	10.0"	12.0"	13.0"	16.0"	20.0"	30.0"	40.0"	80.0"	> 80"	
			Plants per Foot	> 1.50	1.35	1.20	1.00	0.90	0.75	0.60	0.40	0.30	0.15	< 0.15	
			Percent Male Stand Reduction	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
Female Stand Reduction	Spacing Between Plants	Plants per Foot	Percent Female Stand Reduction	% Yield Loss (YL)	% YL	% YL	% YL	% YL	% YL	% YL	% YL	% YL	% YL	% YL	
	4.0"	3.0	0%	% YL	0%	0%	0%	20%	30%	40%	50%	75%	85%	95%	100%
	4.4"	2.7	10%	% YL	0%	0%	0%	20%	30%	40%	50%	75%	85%	95%	100%
	5.0"	2.4	20%	% YL	0%	0%	0%	20%	30%	40%	50%	75%	85%	95%	100%
	5.7"	2.1	30%	% YL	0%	0%	0%	20%	30%	40%	50%	75%	85%	95%	100%
	6.6"	1.8	40%	% YL	0%	0%	0%	20%	30%	40%	50%	75%	85%	95%	100%
	8.0"	1.5	50%	% YL	25%	25%	25%	25%	40%	60%	60%	80%	90%	95%	100%
	10.0"	1.2	60%	% YL	35%	35%	35%	35%	60%	70%	70%	90%	95%	95%	100%
	13.3"	0.9	70%	% YL	50%	50%	50%	50%	70%	70%	80%	90%	95%	95%	100%
	20.0"	0.6	80%	% YL	75%	75%	75%	75%	80%	80%	90%	95%	95%	95%	100%
40.0"	0.3	90%	% YL	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	100%	
> 40"	< 0.3	100%	% YL	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	