



United States
Department of
Agriculture



Federal Crop
Insurance
Corporation

FCIC-25230 (12-2022)

GRAPE 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: GRAPE LOSS ADJUSTMENT STANDARDS HANDBOOK	NUMBER: FCIC-25230 OPI: Product Management
EFFECTIVE DATE: 2023 and succeeding crop years	ISSUE DATE: December 30, 2022
SUBJECT: Provides procedures and instructions for administering the Grape crop insurance program.	APPROVED: <i>/s/ John W. Underwood for</i> Deputy Administrator for Product Management

REASON FOR ISSUANCE

This handbook provides procedures and instructions for administering the Grape crop insurance program for the 2023 and succeeding crop years.

SUMMARY OF CHANGES

Listed below are the changes to the 2023 FCIC 25230 Grape Loss Adjustment Standards Handbook with significant content change. All changes and additions are highlighted. Minor changes and corrections are not included in this listing. *** is used throughout the handbook indicate where major deletions occurred.

Reference	Description of Change
Throughout	Updated to meet the new External Handbooks Standards; including renumbering when applicable, updating references, and several editorial edits.
Subparagraph 1B	Page 1: Added required source of authority language.
Subparagraph 1C	Page 1: Added required civil rights language.
Subparagraph 1D	Page 1-2: Revised the related handbook descriptions.
Subparagraph 1E	Page 2: Renumbered.
Subparagraph 2D(2)	Page 3: Revised language regarding Privacy Act and Non-Discrimination statements.
Subparagraph 13B	Page 7-8: Revised QA Factor determination calculations to align with policy language.
Exhibit 1	Page 16: Added acronyms AD, APH, CY, OPI, QA, and UUF.
Exhibit 4, Item 29	Pages 31-32: Added stage codes TA, TH, and TZ for use with UUF/Third Party Damage. Added stage codes UM and UN for use in California counties in which the AD specifies separate harvest costs associated with “machine” and “hand” harvesting methods.
Exhibit 4, Items 64a - 66	Pages 42-43: Added and revised language referencing the revised QA factor determination calculations in Paragraph 13.

GRAPE 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	1-2	1-17	18-48	12-2022	FCIC-25230

FILING INSTRUCTIONS

This handbook replaces FCIC-25230, Grape Loss Adjustment Standards Handbook, dated August 24, 2016. This handbook is effective for the 2023 and succeeding crop years and is not retroactive to any 2022 or prior crop year determinations.

GRAPE LOSS ADJUSTMENT STANDARDS HANDBOOK

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(RESERVED)

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 CY are in effect as of the signature date for this crop handbook which is located on the internet at: www.rma.usda.gov/Policy-and-Procedure/Loss-Adjustment-Standards---25000.

This handbook remains in effect until superseded by reissuance. A bulletin or FAD can supersede selected portions of the handbook.

B. Source of Authority

Refer to the LAM for sources of authority.

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.

D. Related Handbooks

The following table provides handbooks related to this handbook.

Handbook	Relation/Purpose
CIH	This handbook provides the official FCIC approved underwriting standards for policies administered by AIPs for the General Administrative Regulations, Actual Production History Regulation Subpart G; Common Crop Insurance Policy Basic Provisions, and Area Risk Protection Regulations.
DSSH	This handbook provides the official FCIC approved form standards and procedures for use in the sale and service of any eligible Federal crop insurance policy; required statements and disclosures; and the standards for submission and review of non-reinsured supplemental policies in accordance with the SRA.

1 General Information (Continued)

D. Related Handbooks (Continued)

Handbook	Relation/Purpose
GSH	This handbook provides the official FCIC approved standards for policies administered by AIPs under the General Administrative Regulations, Common Crop Insurance Policy Regulations Basic Provisions, including the Catastrophic Risk Protection Endorsement, Actual Production History Regulation Subpart G; the Area Risk Protection Insurance Regulations Basic Provisions; the Stacked Income Protection Plan of Insurance; the Rainfall Index Plans; and the Whole-Farm Revenue Protection Pilot Policy.
LAM	This handbook provides the official FCIC approved general loss adjustment standards for all levels of insurance provided under FCIC unless a publication specifies that none or only specified parts of this handbook apply.

- (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 Grape loss adjustment and this handbook are in [Exhibit 1](#) and [Exhibit 2](#), herein.

E. CAT Coverage

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

2 AIP Responsibilities

A. Utilization Standards

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

B. Form Distribution

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

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

C. Record Retention

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

D. Form Standards

- (1) The entry items in [Exhibits 3 and 4](#) are the minimum requirements for the Grape/Table Grape Appraisal Worksheet and Claim Form (hereafter referred to as “Production Worksheet”). All entry items are “Substantive,” they are required.
- (2) The Privacy Act and Non-Discrimination statements are required statements. These statements are not shown on the example form(s) in [Exhibit 3](#) and [Exhibit 4](#). See the DSSH for statement requirements. ***
- (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).

3-10 (Reserved)

PART 2: POLICY INFORMATION

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

11 Insurability

A. General Information

- (1) This section lists grape insurability requirements applicable to loss adjustment. Refer to the BP, CP, and SP for a complete list of all insurability requirements.
- (2) Refer to section 15(b) of the BP for information on determining production to count when acreage is harvested after the crop has been appraised.
- (3) For general loss adjustment purposes, insured grapes shall be referred to as variety(ies) in this handbook (including all other designations in the AD such as type and group).

B. Insured Crop

- (1) State insurability requirements are as follows:
 - (a) If the state is California or Arizona, then the insured grapes will be any insurable grape variety the insured elects to insure in the county.
 - (b) If the state is any other state, then the insured grapes will be all insurable grape varieties in the county.
- (2) As stated in the CP, the crop insured includes grape varieties for which a premium rate is provided by the AD:
 - (a) in which the insured has a share;
 - (b) that are grown for wine, juice, raisins, canning, or table grapes;
 - (c) grown in vineyards that if inspected, are considered acceptable by the AIP;
Important: Refer to the CIH for applicant/insured and AIP instructions for completing the PAW.
 - (d) that after being set out or grafted, have reached the number of growing seasons designated by the SP; and
 - (e) on vines that produced an average of at least 2 tons of grapes per acre, or as otherwise provided in the SP, during at least one of the three crop years immediately preceding the insured crop year unless the AIP inspects and allows insurance on such acreage.

C. Interplanted Acreage

Grapes interplanted with another perennial crop are insurable unless the AIP inspects the acreage and determines that the acreage does not meet the requirements contained in the CP.

D. Causes of Loss

Refer to the CP for causes of loss, which excludes phylloxera, regardless of cause; or the inability to market grapes for any reason other than actual physical damage from insurable cause(s) of loss. For example, an indemnity will not be paid when the insured is unable to market grapes due to quarantine, boycott, or refusal of any person to accept production.

E. Insurability Requirements for California Grapes with Pierce's Disease

(1) Losses caused by Pierce's disease may be indemnified subject to the limitations of the CP. Prior to loss payment due to Pierce's disease, the AIP shall determine if recommended disease control measures, as provided by an agricultural expert from the area, were used. Document such control measures in the insured's claim file. Any production losses due to insufficient or improper application of Pierce's disease control measures should not be paid.

(2) If Pierce's disease is not evident on any of the grape acreage, regardless of variety, during the year preceding the SCD, the grower/insured is eligible to purchase insurance or increase coverage and/or price election for any variety.

(3) If Pierce's disease is evident on any of the grape acreage, regardless of variety, during the year preceding the SCD, and if the CDFA classifies any portion of the county in which the grape acreage is located as being GWSS infested, then the insured:

(a) is not eligible to increase the coverage level and/or price election for any variety grown on acreage where the disease was evident or on acreage that is contiguous to such diseased acreage.

Example: If insured Grenache grapes are grown on land contiguous to land where insured diseased Merlot grapes are grown, the insured cannot increase coverage on any acreage of Grenache grapes.

(b) is eligible to increase the coverage level and/or price election for any variety grown only on acreage that is not contiguous to such diseased acreage.

Example: If insured Grenache grapes are grown on land not contiguous to land where insured diseased Merlot grapes are grown, the insured can increase coverage on any acreage of Grenache grapes.

11 Insurability (Continued)

E. Insurability Requirements for California Grapes with Pierce's Disease (Continued)

- (4) For new insureds, indicate on a PAW the presence of Pierce's disease that will or is likely to reduce production from previous levels. If such PAW indicates the previous occurrence of such disease, the AIP shall deny coverage for any grape variety grown on such diseased acreage or acreage that is contiguous to diseased acreage.
- (5) In counties not classified by the CDFA as being partially or entirely GWSS infested and if there is no other evidence that GWSS are present, the grower/insured is eligible to purchase insurance or to increase the coverage level and/or price election for any variety, even if there is evidence of Pierce's disease on the grape acreage during the year preceding the SCD. However, new or increased coverage will be allowed only if appropriate phytosanitary measures have been taken, including the removal of diseased vines.
- (6) When Pierce's disease is evident and/or vines are removed in a scattered pattern, reduce the APH yields in accordance with the CP and CIH. When vines in a block pattern are removed from insured acreage, document such reduced acreage on the acreage report.
- (7) AIPs should contact the CDFA for the current list of partially or entirely GWSS infested counties.

12 Unit Division

A. Basic Units

Unless limited by the CP or SP, a basic unit, as defined in the BP, may be divided into optional units if, for each optional unit, all the conditions stated in the applicable provisions are met. In Arizona and California only, a basic unit will also be established for each grape variety that the insured chooses to insure.

B. Optional Units

- (1) In all states except Arizona and California, optional units may be established:
 - (a) by section, section equivalent, or FSA FN;
 - (b) for both irrigated and non-irrigated practices (if specified in the SP);
 - (c) on acreage located on non-contiguous land; or
 - (d) by separate type.

Reminder: Refer to the CP for specific information for items (a) through (d) above.

12 Unit Division (Continued)

B. Optional Units (Continued)

- (2) **In Arizona and California only**, unless otherwise allowed by a written agreement, optional units may only be established if each optional unit is located on non-contiguous land or grown and insured under an organic farming practice.

13 Quality Adjustment

A. General Information

- (1) As stated in the CP, mature marketable grape production that is damaged by insured causes is eligible for QA if such damaged production has a value of less than 75 percent of the average market price of undamaged grapes of the same or similar variety.
- (2) Determine the value per ton of the qualifying damaged production and the average market price of undamaged grapes on the earlier of the date the damaged production is sold or the date of final inspection for the unit.

B. Quality Adjustment Factor Calculations

Follow the steps below to determine QA eligibility for damaged production and to calculate the QA factor, as applicable.

Step 1: Determine the value of damaged mature marketable grapes in dollars and cents per ton.

Important: Such damaged value shall include unsold grapes and grapes sent to a disinterested third party for processing.

Step 2: Determine the average market price of undamaged grapes of the same or similar variety(ies) in dollars and cents per ton.

Important: Refer to the SP for additional contract price information.

Step 3: Step 1 value divided by step 2 value, resulting factor rounded to three-decimal places. If the result is:

(a) 0.750 or greater, do not reduce such damaged production.

(b) Less than 0.750, then calculate the QA factor by dividing the value identified in step 1 by the lesser of:

(i) step 2; or

(ii) the maximum price election per ton. Use the maximum price election which is the "Established Price" in the AD or the contract price if elected by the insured.

B. Quality Adjustment Factor Calculations (Continued)

Step 4: Multiply the QA factor determined in step 3(b) by the number of tons of the eligible damaged grape production, results in tons rounded to tenths.

- Step 5:**
- (a) For appraised production: Enter the value of damaged production in item 32a and the value of undamaged production in item 32b of the PW, respectively.
 - (b) For harvested production: Enter the value of damaged production in item 64a and the value of undamaged production in item 64b of the PW, respectively.

C. Quality Adjustment Factor Calculation with Multiple Damage Values

- (1) **Acreage.** Follow the steps below to calculate unit acreage eligible for QA when there are two different damage values (insured could receive two such values by select picking grapes) and one value is less than 75 percent of the average market price for undamaged grape production.

Step 1: Determine the total number of acres of grape production that are eligible for QA and are not on the same vine or intermingled within the same rows as grapes that are not eligible for QA.

Step 2: If such production is on the same vine or intermingled within the same rows and could or should be select picked, calculate the percentage of appraised grapes that would qualify for QA using the following formula:

Formula:
$$\frac{\text{Number of grape bunches that qualify for QA}}{\text{Total bunches in the sample}}$$

Example: In a 20.0 acre unit, there were 852 bunches from five samples. 426 bunches qualify for QA.

$426 \div 852 = 0.500$ grape bunches eligible for QA.

$20.0 \text{ acres} \times 0.500 = 10.0 \text{ acres}$ eligible for QA.

Step 3: On separate lines enter 10.0 acres eligible for QA and 10.0 acres not eligible for QA in item 19 of the PW.

- (2) QA calculation for multiple damage values when one value is less than 75 percent of the average market price for undamaged grape production.

Step 1: Separately determine the values of such damaged grapes in the unit/block being appraised.

Step 2: Determine the value of undamaged grapes as stated in [Subparagraph 13B](#).

C. Quality Adjustment Factor Calculation with Multiple Damage Values (Continued)

Step 3: As applicable, separately divide each damage value by the value per ton for undamaged grapes to calculate the QA factor.

Step 4: As applicable, step 3 factors separately multiplied by the number of tons of such damaged production.

Example: A 20 acre unit appraised at 5.0T per acre with two separate damage values. The average market price for undamaged grapes is \$800.00/T. 10.0 acres (50.0T) of the production is select picked and valued at \$810.00/T and does not qualify for QA. Appraised production from 10.0 acres (50.0T) has a damaged value of \$200.00/T and is eligible for QA.

Calculate the QA factor as follows:

$$\$200/T \div \$800/T = 0.250 \text{ QA factor.}$$

Reminder: On the PW, enter 10.0 acres in item 19, 5.0T in item 31, \$200.00 in item 32a, \$800.00 in item 32b, and 0.250 in item 35. On a separate line of the PW, enter 10 acres in item 19 and 5.0T in item 31. Follow all applicable PW item entry instructions in [Exhibit 4](#) for the aforementioned item numbers to calculate the appraised production to count.

(3) QA calculation for multiple damage values when two or more damage values are less than 75 percent of the average market price.

Step 1: Separately determine the values of damaged grape production in the unit/block being appraised.

Step 2: Determine the value of undamaged grapes as stated in [Subparagraph 13B](#).

Step 3: Separately multiply each damage value by the percentage of the total production with such values.

Step 4: Tally all such adjusted values.

Step 5: Step 4 total value divided by the value per ton for undamaged production to calculate the QA factor.

C. Quality Adjustment Factor Calculation with Multiple Damage Values (Continued)

Example: A 20.0 acres unit appraised at 5.0T per acre with two separate damage values. The average market price for undamaged grapes is \$800.00/T. 17.5 acres (87.5T) of the production is undamaged and 2.5 acres (12.5T) of the production is damaged and qualifies for a QA. Of the 2.5 acres, sixty percent (7.5T) of the production has damaged value of \$500.00/T and could be sold for processing into preserves and forty percent (5.0T) of the production has a damaged value of \$200.00/T and could be sold for distillery material.

Calculate the QA factor as follows:

$$0.60 \times \$500/T = \$300/T$$

$$0.40 \times \$200/T = \underline{\$80/T}$$

$$\$380/T \div \$800/T = 0.475 \text{ QA factor}$$

Reminder: On the PW, enter 2.5 acres in item 19, 5.0T in item 31, \$380.00 in item 32a, \$800.00 in item 32b, and 0.475 in item 35. On a separate line of the PW, enter 17.5 acres in item 19 and 5.0T in item 35. Follow all applicable PW item entry instructions in [Exhibit 4](#) for the aforementioned item numbers to calculate the appraised production to count.

PART 3: APPRAISAL INFORMATION

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

21 Grape Appraisals

A. General Information

- (1) Make separate appraisals for each insurable variety, as applicable.

Reminder: Refer to the [AD](#) for a list of insurable grape varieties.

- (2) Appraisals are to be made, but not limited to:
 - (a) when the insured has grape acreage that she/he does not intend to harvest or which is unharvested at the end of the insurance period;
 - (b) grapes harvested before maturity;
 - (c) special use (Champagne or Botrytis-affected grapes, and so forth); and
 - (d) raisin production to be converted to a fresh weight equivalent.

Reminder: Refer to the LAM for additional appraisal information.

B. Selecting Representative Sample Vines for Appraisals

- (1) Make a general examination of all acreage in the unit. Determine the number of representative sample vines and general location of such sample vines based on:
 - (a) total acreage and number of vines;
 - (b) extent of variation in the amount of production or damage within the acreage and location of the fruit on the vine and when there appears to be significant differences within the same vineyard or an insured wishes to destroy a portion of the vineyard, split the vineyard into sub-vineyards and appraise each one separately;
 - (c) percent of each type in the acreage;
 - (d) vine age, size, density, vigor; and
 - (e) the acreage in the unit from which fruit has been picked, and the extent of variation in the amount of unpicked fruit on the vines.
- (2) Use as many samples as necessary to accurately determine potential production. Refer to [Exhibit 5](#) for the minimum number of representative samples.

A. General Information

- (1) Use the applicable appraisal method below to determine the amount of appraised production on insured acreage.

APPRAISAL Method...	USE...
Immature Bunch Weight	For immature production when: <ul style="list-style-type: none"> (a) grapes have not reached the level of maturity to be harvested for intended use; (b) are not going to be cared for through maturity; and (c) the conditions for using the “harvested appraisal method” do not apply.
Mature Bunch Weight	For mature production, if the variety: <ul style="list-style-type: none"> (a) has reached the level of maturity to be harvested for intended use; and (b) the conditions for using the Immature Bunch Weight or the Harvested Appraisal methods do not apply.
Harvested Appraisals	For mature production, if part of the vineyard will be harvested and can be verified to be representative of the unharvested acreage.
Grapes Harvested to Produce Raisins Appraisals	For grapes that are harvested and dried for raisins.

- (2) Use the Grape/Table Grape Appraisal Worksheet (hereafter referred to as the appraisal worksheet) to count and record the number of undamaged grape bunches from each sample. Record the number of bunches in each sample that the insured could realize a value from for the intended or other use. Include any bunches damaged by uninsurable causes.
- (3) Each grape sample consists of 5 vines. Determine the number of representative samples in accordance with [Exhibit 5](#).
- (4) The adjuster and the insured should agree on the vines selected as representative samples. If adjuster and insured cannot agree on representative samples, contact the AIP.

B. Immature Bunch Weight Appraisals

Follow the steps below to complete an Immature Bunch Weight appraisal. Record information on the appraisal worksheet.

Step 1: Separately count the number of bunches in each sample and determine the total number of bunches.

Step 2: Step 1 results divided by the number of samples to calculate the number of bunches per sample.

Step 3: Step 2 results divided by number of vines per sample to calculate the average number of bunches per vine.

Step 4: Number of vines per acre multiplied by step 3 results to calculate the number of bunches per acre.

Step 5: Step 4 results multiplied by the average bunch weight to calculate the total pounds of grapes per acre.

Reminder: Identify source of such average bunch weight in the Narrative.

Step 6: Step 5 results divided by 2,000 lbs. per ton to calculate the tons of grape per acre appraisal.

C. Mature Bunch Weight Appraisals

Follow the steps below to complete a Mature Bunch Weight appraisal. Record information on the appraisal worksheet.

Step 1: Separately count the number of bunches in each sample and determine the total number of bunches.

Step 2: Step 1 results divided by the number of samples to calculate the number of bunches per sample.

Step 3: Step 2 results divided by number of vines per sample to calculate the average number of bunches per vine.

Step 4: Pick 10 average-size bunches from each sample and weigh the 10 bunches together. Do not pick the smallest nor the largest bunches, select average-size bunches that would be representative of all bunches in the sample.

Important: If 10 representative bunches cannot be found in the sample, select as many representative bunches as needed from additional vines to obtain the required number of bunches.

C. Mature Bunch Weight Appraisals (Continued)

- Step 5:** Total the weight of all such bunches. Total the number of bunches. Total bunch weights divided by the total number of bunches to calculate the average bunch weight.
- Step 6:** Number of vines per acre multiplied by step 3 results to calculate the average number of bunches per acre.
- Step 7:** Step 5 results multiplied by step 6 results to calculate the total pounds of grapes per acre.
- Step 8:** Step 7 results divided by 2,000 lbs. per ton to calculate the tons of grape per acre appraisal.
- Reminder:** If the appraised production is eligible for QA, refer to the QA procedures in Paragraph 13.

D. Harvested Appraisals

Follow the steps below for harvested appraisals.

- Step 1:** Inspect both harvested and unharvested acreage prior to harvest.
- Step 2:** Compare the crop on the vines to verify that the harvested acreage is representative of the unharvested acreage.
- Step 3:** Document inspection results on a Special Report and include the following:
- (a) indicate that the per-acre production of the harvested acreage is to be applied to the unharvested acreage; and
 - (b) explain how the harvested portion is representative of the entire acreage being appraised.
- Reminder:** If the representative harvested production is eligible for QA, refer to the QA procedures in Paragraph 13.

E. Grapes Harvested for Raisins Appraisals

Follow the steps below to appraise grapes harvested for raisins.

- Step 1:** From vineyard inspections (other than small, scattered bunches not harvested) determine the amount of any unharvested production that could have been laid as raisins, harvested and marketed as grapes, and/or any unharvested production due to uninsured damage.
- Important:** Do not count bunches that are obviously second growth.

22 Appraisal Methods (Continued)

E. Grapes Harvested for Raisins Appraisals (Continued)

Step 2: (a) Convert raisin tonnage to grape tonnage by multiplying by 4.5.

Example: Raisin production is 2.53T × 4.5 (factor) = 11.4T grapes.

(b) When raisin tonnage is difficult to determine (because of berry-shatter, bunch desiccation, and so forth) use an average weight of 1.25 lbs. per bunch to determine the weight of all remaining grape production left on the vine.

23 Appraisal Deviations and Modifications

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

24-30 (Reserved)

PART 4: WORKSHEET INFORMATION

31 General Information

A. Appraisal Worksheets

- (1) Appraise damaged grape production using either the “Immature Bunch Weight,” “Mature Bunch Weight,” “Harvested Appraisal,” or “Grapes Harvested to Produce Raisins” method, as applicable.
- (2) Appraisal worksheet item entry instructions apply to all appraisal methods unless specifically stated otherwise.
- (3) Complete a separate appraisal for:
 - (a) each unit/vineyard/block inspected, as applicable;
 - (b) each grape variety appraised; and
 - (c) insured acreage damaged solely by uninsured causes.

B. Production Worksheets

Refer to the LAM for instructions regarding the following.

- (1) Acreage report errors.
- (2) Delayed notices and delayed claims.
- (3) Corrected claims or fire losses (double coverage), and cases involving uninsured causes of loss, unusual situations, controversial claims, concealment, or misrepresentation.
- (4) 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).
- (5) “No Indemnity Due” claims (which must be verified by an appraisal or notification from the insured that the production exceeded the guarantee).
- (6) If the AIP determines a claim is to be denied.

Important: Refer to the LAM for PW completion instructions for denied claims.

- (7) If a PW has been prepared on a prior inspection, verify each entry and enter additional information as needed if a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and the insured shall initial any line deletions.
- (8) The adjuster is responsible for determining if the insured has complied with all of the requirements under the notice and claim provisions of the policy. If they have not, the adjuster should contact the AIP.

B. Production Worksheets (Continued)

(9) Enter damaged/undamaged production values and factors in the appraised and/or harvested production entry items, as applicable.

(10) Make separate line entries on the PW for appraised acreage and production that does/does not qualify for QA.

Important: Explain reason(s) for QA in the Narrative of the PW or on a Special Report.

(11) PW instructions:

(a) labeled “**PRELIMINARY**,” apply to preliminary inspections only;

(b) labeled “**FINAL**,” apply to final inspections only; or

(c) not labeled, apply to all inspections.

32-40 (Reserved)

EXHIBITS

Exhibit 1 Acronyms and Abbreviations

Approved Acronyms and Abbreviations	Term
AD	Actuarial Documents
AIP	Approved Insurance Provider
APH	Actual Production History
BP	Common Crop Insurance Policy Basic Provisions (11-BR)
CAT	Catastrophic Risk Protection Endorsement
CDFA	California Department of Food and Agriculture
CIH	Crop Insurance Handbook
CLU	Common Land Unit
COFO	Commercially Objectionable Foreign Odor
CP	Crop Provisions
CY	Crop Year
DSSH	FCIC-24040 Document and Supplement Standards Handbook
FAD	RMA Final Agency Determination
FCIC	USDA Federal Crop Insurance Corporation
FN	Farm Number
FSA	USDA Farm Service Agency
GSH	General Standards Handbook
GPS	Global Positioning System
GWSS	Glassy Winged Sharpshooter Insect
KD	Total Defects
LAM	Loss Adjustment Manual
OPI	Office of Primary Interest
PAW	RMA Pre Acceptance Worksheet
PW	Production Worksheet
QA	Quality Adjustment
RMA	USDA Risk Management Agency
SCD	Sales Closing Date
SP	Special Provisions
SRA	RMA Standard Reinsurance Agreement
TMA	Transitional Yield Map Area
TW	Test Weight
USDA	United States Department of Agriculture
UUF	Unavoidable Uninsured Fire

Exhibit 2 Definitions

Berry shatter: A physiological disorder associated with seedless grapes where individual berries detach from the cluster. Symptoms are more prevalent when vines are stressed due to drought, heat, weak vine growth, or cool wet weather.

Bunch desiccation: The lack of sufficient internal fruit moisture causing bunch/berries to collapse and dry out (desiccate).

Block: Trees, vines, or bushes in an orchard, vineyard, bog, of a single or mixed age and density, separated by applicable practice, type, variety, different TMAs or other characteristics shown in the [AD](#).

Botrytis: A grape disease (*Botrytis cinerea*) that covers young fruit with a fuzzy gray-brown coating of fungal growth that later may dry into infected mummies. The disease develops in tight fruit clusters; dense foliage; and cool, moist growing conditions.

Group: A category of grape varieties that may include several types as listed in the SP.

Harvest: Removing the mature grapes from the vines either by hand or machine.

Pierce's Disease: A bacterium (*Xylella fastidiosa*) that infects grape vines. The infection is spread by the glassy-winged sharpshooter which is an insect that feeds on the vascular system of the vines. When vines become infected, leaves will turn yellow, then brown, and eventually drop off the vine. First shoots die, after 1 to 5 years, the vine dies.

Phylloxera: Small oval or pear-shaped soil-borne insects that damage and kill European type grapes vines (*Vitis vinifera*). The nymphs and adults feed on the vine roots causing necrotic spots (areas of dead tissue) at the feeding sites. These insects thrive in heavy soils and cool growing conditions.

Representative sample: In addition to the definition in section 1 of the BP, for grape loss adjustment purposes, consists all of the grape bunches from 5 vines on insured acreage. The number of samples per unit is based on the number of insured acres (refer to [Exhibit 5](#)). The number of bunches and weight of such bunches are variables used to calculate appraised grape production.

Set Out: Physically planting the grape plants in the vineyard.

Type: A category of grapes (one or more varieties) identified as a type in the SP.

Variety: For crop insurance purposes, the type or the type in a group as listed in the SP. In botanical nomenclature is below the rank of genus, species, and subspecies, comparable to the term "Cultivar."

Exhibit 3 Appraisal Worksheet Standards and Elements

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. Refer to [Paragraph 31](#) for general form standards and other general information.

Element/Item Number	Description
Company	Name of the AIP (company name) if not pre-printed on the worksheet.
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. Claim Number	Claim number as assigned by the AIP.
4. Unit Number	Unit number from the Summary of Coverage verified to be correct.
5. Unit Location	Physical location of the vineyard (road, avenue, legal description).
6. Vine Spacing	Space between vines and between rows of vines in feet. Use additional lines to note varying vine spacings within the unit and explain in the Narrative.
7. Vines Per Acre	Number of vines per acre as determined by the adjuster. Reminder: Refer to Exhibit 7 for information on the number of vines per acre based on vine spacing. Refer to the CIH and LAM for information on determining acreage for perennial crops.
8. Variety	Name of the appraised grape variety. Reminder: Refer to the SP for a list of insurable types/groups/varieties.
9. Unit Acreage	Number of determined unit acres, rounded to tenths.
10. Crop	Enter "Grapes 0053."
11. Field ID	Vineyard/block identification symbol.
12. No. of Acres	Number of appraised acres rounded to tenths.
13. Variety	Name of the appraised grape variety. Reminder: Refer to the SP for a list of insurable types/groups/varieties.
14. Number of Bunches from each Sample (Sample = 5 Vines)	Separately count and enter the number of bunches in each five-vine sample.
15. Total Bunches	Total number of <u>bunches</u> from all item 14 entries.
16. No. of Samples	Total number of <u>samples</u> from all item 14 entries.
17. Bunches Per Sample	Item 15 divided by item 16, results rounded to tenths.
18. No. of Vines	Make no entry, "5" is pre-printed on the form.
19. Average Bunches Per Vine	Item 17 divided by item 18, results rounded to tenths.

Exhibit 3 Appraisal Worksheet Standards and Elements (Continued)

Reminder: Make no entry in items 20, 21, and 22 for Immature Bunch Weight Appraisals. Enter ***“Immature Bunch Weight Appraisal”*** across items 23 to 25 for such appraisals.

Element/Item Number	Description
20. Weight of 10 Sample Bunches	<p>For Mature Bunch Weight Appraisals Only, make the following entries in pounds rounded to tenths for each sample group.</p> <p>(a) Weight of 10 average size bunches per sample.</p> <p>(b) If 10 average size bunches cannot be found on 5 consecutive vines in the sample, select as many representative bunches as needed from additional vines in the vineyard to obtain the required number of bunches.</p>
21. Total Bunch Weight	For Mature Bunch Weight Appraisals Only, total weight of item 20 entries for all samples, results in pounds rounded to tenths.
22. Total Bunches	For Mature Bunch Weight Appraisals Only, item 16 multiplied by 10 (number of bunches per sample).
23. Weight of Sample Bunches	For Mature Bunch Weight Appraisals Only, transfer entry from item 21.
24. No. of Bunches	For Mature Bunch Weight Appraisals Only, transfer entry from item 22.
25. Average Bunch Weight	For Mature Bunch Weight Appraisals Only, item 23 divided by item 24, results in pounds rounded to two decimal places.
26. Vines Per Acre	Transfer entry from item 7.
27. Average Bunches Per Vine	Transfer entry from item 19.
28. Bunches Per Acre	Item 26 multiplied by item 27, round results to the nearest whole bunch.
29. Average Bunch Weight	<p>Make the following entries in pounds rounded to two-decimal places.</p> <p>(a) Mature Bunch Weight Appraisals: Transfer entry from item 25.</p> <p>(b) Immature Bunch Weight Appraisals: Using the order of precedence below, average bunch weight for the variety being appraised as determined by:</p> <ul style="list-style-type: none"> (i) information from historical records for the vineyard; (ii) information from the contracting processor or winery (first contract applies); or (iii) information from a local extension office or university agriculture department. <p>Reminder: Identify source of immature bunch weight in the Narrative.</p>
30. Total Pounds Per Acre	Item 28 multiplied by item 29, results rounded to the nearest whole pound.

Exhibit 3 Appraisal Worksheet Standards and Elements (Continued)

Element/Item Number	Description
31. Lug /Ton Factor	Cross out “Lug,” in the column heading and enter “2,000.”
32. Lugs/Tons Per Acre To Count	<p>(a) Cross out “Lugs” in the column heading.</p> <p>(b) Item 30 divided by item 31, results in tons rounded to tenths.</p> <p>(c) The appraisal worksheet contains entry items for three separate appraisals. Transfer separate appraisal results to separate lines on the PW as follows:</p> <ul style="list-style-type: none"> (i) For <u>insured</u> cause appraisals: Transfer to column 31 “Appraised Production” on the PW. (ii) For <u>uninsured</u> cause appraisals: Refer to PW column 37, “Unins. Causes” instructions in Exhibit 4.
33. Narrative	<p>Document information pertinent to the appraisal as follows.</p> <p>(a) Identify source of immature bunch weights. If more room is needed, enter information on a Special Report and enter “refer to attached Special Report.”</p> <p>(b) By line, identify any appraised production that is eligible for QA. Explain whether individual bunches or the entire appraisal is being quality adjusted.</p> <p>(c) As applicable, list insured and uninsured cause(s) of damage and date(s) of such damage.</p> <p>(d) Enter notes/calculations or if more space is needed attach a Special Report. If a Special Report is attached, so indicate.</p> <p>(e) Document any “Special Use Method” appraisals, unusual appraisal entries/findings, and supply any additional information pertinent to the unit appraisal.</p>

Exhibit 3 Appraisal Worksheet Standards and Elements (Continued)

Reminder: The following required entries are not illustrated on the appraisal worksheet example below.

Element/Item Number	Description
34. Adjuster's Signature, Code No., and Date	(a) Signature of adjuster, code number, and date signed after the insured or insured's authorized representative has signed. (b) 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.
35. Insured's Signature and Date	(a) Insured's or insured's authorized representative's signature and date. (b) Before obtaining insured's signature, review all entries on the Appraisal Worksheet with the insured, or insured's authorized representative, particularly explaining codes which may not be readily understood.
Page Number	Page numbers Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, and so forth.

Exhibit 3 Appraisal Worksheet Standards and Elements (Continued)

Immature Bunch Weight Appraisal Example
This form does not illustrate all required entry items.

GRAPE/TABLE GRAPE APPRAISAL WORKSHEET

Company Name: Any Company														
1. Insured's Name: I. M. Insured				2. Policy Number: XXXXXXX			3. Claim Number: XXXXXXX		4. Unit Number: 0001-0001BU		5. Unit Location: 12th & Vine			
6. Vine Spacing: 8' x 12'		7. Vines per Acre: 454			8. Variety: Cabernet Sauvignon				9. Unit Acreage: 36.5		10. Crop: Grapes (0053)			
Field ID 11	No. of Acres 12	BUNCH COUNT							Total Bunches 15	No. of Samples 16	Bunches per Sample 17 (15 ÷ 16)	No. of Vines 18	Average Bunches per Vine 19 (17 ÷ 18)	
		13. Variety Cabernet Sauvignon												
		14. Number of Bunches from each Sample (Sample = 5 Vines)												
A	5.5	85	92	90				267	3	89.0	5	17.8		
		20. Weight of 10 Sample Bunches							21. Total Bunch Weight		22. Total Bunches			
Total Bunch Weight 23	Total Bunches 24	Average Bunch Weight 25 (23 ÷ 24)		Vines Per Acre 26	Average Bunches Per Vine 27		Bunches Per Acre 28 (26 x 27)	Average Bunch Weight 29	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor 31	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)			
Immature Bunch Weight Appraisal				454	17.8	8,081	0.95	7,677	2,000	3.8				
Field ID 11	No. of Acres 12	BUNCH COUNT							Total Bunches 15	No. of Samples 16	Bunches per Sample 17 (15 ÷ 16)	No. of Vines 18	Average Bunches per Vine 19 (17 ÷ 18)	
		13. Variety												
		14. Number of Bunches from each Sample (Sample = 5 Vines)												
											5			
		20. Weight of 10 Sample Bunches							21. Total Bunch Weight		22. Total Bunches			
Total Bunch Weight 23	Total Bunches 24	Average Bunch Weight 25 (23 ÷ 24)		Vines Per Acre 26	Average Bunches Per Vine 27		Bunches Per Acre 28 (26 x 27)	Average Bunch Weight 29	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor 31	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)			
Field ID 11	No. of Acres 12	BUNCH COUNT							Total Bunches 15	No. of Samples 16	Bunches per Sample 17 (15 ÷ 16)	No. of Vines 18	Average Bunches per Vine 19 (17 ÷ 18)	
		13. Variety												
		14. Number of Bunches from each Sample (Sample = 5 Vines)												
											5			
		20. Weight of 10 Sample Bunches							21. Total Bunch Weight		22. Total Bunches			
Total Bunch Weight 23	Total Bunches 24	Average Bunch Weight 25 (23 ÷ 24)		Vines Per Acre 26	Average Bunches Per Vine 27		Bunches Per Acre 28 (26 x 27)	Average Bunch Weight 29	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor 31	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)			

33. Narrative: **Freeze damage occurred April 9, 20XX. Average bunch weight in item 29 from CES.**

Exhibit 3 Appraisal Worksheet Standards and Elements (Continued)

Mature Bunch Weight Appraisal Example

This form does not illustrate all required entry items.

GRAPE/TABLE GRAPE APPRAISAL WORKSHEET

Company Name: Any Company												
1. Insured's Name: I. M. Insured				2. Policy Number: XXXXXXX			3. Claim Number: XXXXXXX		4. Unit Number: 0001-0001BU		5. Unit Location: 12th & Vine	
6. Vine Spacing: 8' x 12'		7. Vines per Acre: 454			8. Variety: Cabernet Sauvignon				9. Unit Acreage: 36.5		10. Crop: Grapes (0053)	
Field ID 11	No. of Acres 12	BUNCH COUNT						Total Bunches 15	No. of Samples 16	Bunches per Sample 17 (15 ÷ 16)	No. of Vines 18	Average Bunches per Vine 19 (17 ÷ 18)
		13. Variety Cabernet Sauvignon										
14. Number of Bunches from each Sample (Sample = 5 Vines)												
B	10.0	100	103	101				304	3	101.3	5	20.3
20. Weight of 10 Sample Bunches							21. Total Bunch Weight		22. Total Bunches			
	10.0	9.5	9.0				28.5		30			
Total Bunch Weight 23	Total Bunches 24	Average Bunch Weight 25 (23 ÷ 24)		Vines Per Acre 26	Average Bunches Per Vine 27		Bunches Per Acre 28 (26 x 27)	Average Bunch Weight 29	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor 31	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)	
28.5	30	0.95		454	20.3		9,216	0.95	8,755	2,000	4.4	
Field ID 11	No. of Acres 12	BUNCH COUNT						Total Bunches 15	No. of Samples 16	Bunches per Sample 17 (15 ÷ 16)	No. of Vines 18	Average Bunches per Vine 19 (17 ÷ 18)
		13. Variety										
14. Number of Bunches from each Sample (Sample = 5 Vines)												
										5		
20. Weight of 10 Sample Bunches							21. Total Bunch Weight		22. Total Bunches			
Total Bunch Weight 23	Total Bunches 24	Average Bunch Weight 25 (23 ÷ 24)		Vines Per Acre 26	Average Bunches Per Vine 27		Bunches Per Acre 28 (26 x 27)	Average Bunch Weight 29	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor 31	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)	
Field ID 11	No. of Acres 12	BUNCH COUNT						Total Bunches 15	No. of Samples 16	Bunches per Sample 17 (15 ÷ 16)	No. of Vines 18	Average Bunches per Vine 19 (17 ÷ 18)
		13. Variety										
14. Number of Bunches from each Sample (Sample = 5 Vines)												
										5		
20. Weight of 10 Sample Bunches							21. Total Bunch Weight		22. Total Bunches			
Total Bunch Weight 23	Total Bunches 24	Average Bunch Weight 25 (23 ÷ 24)		Vines Per Acre 26	Average Bunches Per Vine 27		Bunches Per Acre 28 (26 x 27)	Average Bunch Weight 29	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor 31	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)	

33. Narrative: **Freeze damage occurred April 26, 20XX**

Exhibit 4 Production Worksheet Standards and Elements

Verify and/or make the following entries for each PW element/item number. A completed PW example is at the end of this exhibit. Refer to [Paragraph 31](#) for general form standards and other general information.

Element/Item Number	Description
1. Crop/Code #	Enter Grapes/0053.
2. Unit #	Unit number from the Summary of Coverage verified to be correct.
3. Location Description	Location description may include section, township, and range; FSA FN or CLU; tract numbers; GPS identifications; or grid identifications.
4. Date(s) of Damage	<p>(a) First three letters of the month(s) during which the determined insured damage occurred for the inspection and the cause(s) of damage listed in item 5 below. If no entry in item 5 below, make no entry.</p> <p>(b) For progressive damage, enter in chronological order the month that identified when the majority of insured damage occurred. Include the specific date where applicable as in the case of hail damage.</p> <p>Example: Aug 11.</p> <p>(c) Enter additional dates of damage in the extra spaces, as needed.</p> <p>(d) If more space is needed, document additional dates of damage in the Narrative or on a Special Report. Refer to the illustration in item 6 below.</p> <p>Important: Make no entry if there is no insurable cause of loss, and a no indemnity due claim is to be completed.</p>
5. Cause(s) of Damage	<p>(a) 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.</p> <p>(b) If an insured cause(s) of damage is coded as “Other,” explain in the Narrative.</p> <p>(c) Enter additional causes of damage in the extra spaces, as needed.</p> <p>(d) If more space is needed, document additional determined insured causes of damage in the Narrative or on a Special Report. Refer to the illustration in item 6 below.</p> <p>Important: If it is evident that no indemnity is due, enter “No Indemnity Due” across the column in item 5. Refer to the LAM for more information on no indemnity due claims.</p>
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 for this inspection. Enter additional “Insured Cause %” in the extra spaces, as needed.</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Element/Item Number	Description																		
<p>6. Insured Cause % (Continued)</p>	<p>(a) If additional space is needed, enter additional determined “Insured Cause %” in the Narrative or on a Special Report. The total of all “Insured Cause %” including those in the Narrative shall equal 100%.</p> <p>(b) Example entries for items 4 thru 6 and the Narrative, reflecting entries for multiple dates of damage, the corresponding insured causes of damage and insured cause percentages:</p> <table border="0" data-bbox="630 552 1495 716"> <tr> <td>4. Date of damage:</td> <td>May</td> <td>Jun 30</td> <td>Jun 30</td> <td>Aug</td> <td>Aug</td> </tr> <tr> <td>5. Cause(s) of Damage:</td> <td>Excess Moisture</td> <td>Tornado</td> <td>Hail</td> <td>Drought</td> <td>Heat</td> </tr> <tr> <td>6. Insured Cause %:</td> <td>10</td> <td>20</td> <td>15</td> <td>25</td> <td>20</td> </tr> </table> <p>Narrative: Sept. 5 additional date of damage, freeze cause of damage, 10% insured cause percent.</p> <p>Important: Make no entry if there is no insurable cause of loss, and a no indemnity due claim will be completed.</p>	4. Date of damage:	May	Jun 30	Jun 30	Aug	Aug	5. Cause(s) of Damage:	Excess Moisture	Tornado	Hail	Drought	Heat	6. Insured Cause %:	10	20	15	25	20
4. Date of damage:	May	Jun 30	Jun 30	Aug	Aug														
5. Cause(s) of Damage:	Excess Moisture	Tornado	Hail	Drought	Heat														
6. Insured Cause %:	10	20	15	25	20														
<p>7. Company/Agency</p>	<p>Name of the AIP and agency servicing the contract.</p>																		
<p>8. Name of Insured</p>	<p>Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued.</p>																		
<p>9. Claim #</p>	<p>Claim number as assigned by the AIP.</p>																		
<p>10. Policy #</p>	<p>Insured’s assigned policy number.</p>																		
<p>11. Crop Year</p>	<p>Four-digit crop year, as defined in the policy, for which the claim is filed.</p>																		
<p>12. Additional Units</p>	<p>PRELIMINARY: Make no entry.</p> <p>FINAL:</p> <p>(a) Unit number(s) for all non-loss units for the crop at the time of final inspection. A non-loss unit is any unit for which a PW has not been completed.</p> <p>(b) Additional non-loss units may be entered on a single PW.</p> <p>Important: 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>																		
<p>13. Est. Prod. Per Acre</p>	<p>PRELIMINARY: Make no entry.</p> <p>FINAL: Estimated yield per acre in whole tons from all non-loss units for the crop at the time of final inspection.</p>																		
<p>14. Date(s) of Notice of Loss</p>	<p>PRELIMINARY:</p>																		

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Element/Item Number	Description
<p>14. Date(s) of Notice of Loss (Continued)</p>	<p>(a) Enter the 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 for each notice in MM/DD/YYYY format.</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>Important: If the notice does not require an inspection, document as directed in the Narrative instructions.</p> <p>FINAL:</p> <p>(a) Transfer the last date (in the 1st or 2nd space from 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.</p> <p>(b) Always enter the complete date of notice for the “Final” inspection in the final space on the first page of the first set of PWs in MM/DD/YYYY format.</p> <p>Reminder: For 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 a 100 percent share), make no entry.</p> <p>(b) When the insured has less than a 100 percent share of a loss-affected unit, ask the insured if the other person sharing in the unit has a multiple-peril contract (not crop-hail, fire). If the other person does not, enter “None.”</p> <p>(i) If the other person has a multiple-peril contract and it is determined that the same AIP services it, enter the contract number. Handle these companion policies according to AIP instructions.</p> <p>(ii) If the other person has a multiple-peril contract and a different AIP or agent services it, enter the name of the AIP and/or agent (and contract number) if known.</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Element/Item Number	Description
15. Companion Policy(s) (Continued)	<p>(iii) If unable to verify the existence of a companion contract, enter “Unknown” and contact the AIP for further instructions.</p> <p>Reminder: 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:

- (a) types, irrigated, cropping, or organic practices, as applicable;
- (b) APH yields;
- (c) appraisals;
- (d) adjustments to appraised mature production (QA factors);
- (e) stages or intended use(s) of acreage;
- (f) shares, such as 50% and 75% shares on the same unit; or
- (g) appraisals for damage due to hail or fire if a Hail and Fire Exclusion is in effect.

Element/Item Number	Description
16. Field ID	The vineyard identification symbol from the appraisal worksheet, sketch map, or an aerial photograph, as applicable. Refer to the Narrative instructions.
17. Multi-Crop Code	<p>Applicable two-digit code for first crop and second crop.</p> <p>Reminder: Refer to the LAM for instructions regarding first crop and second crop code entries.</p>
18. Reported Acres	<p>(a) In the event of over-reported acres, handle in accordance with the individual AIP instructions.</p> <p>(b) In the event of under-reported acres, enter such under-reported acres to tenths for the vineyard.</p> <p>(c) If there are no under-reported acres, make no entry.</p> <p>Reminder: Refer to the LAM or CIH for acreage determination specific to perennial crops.</p>
19. Determined Acres	<p>(a) Enter the determined acres to tenths (include “E” if estimated) for which consent is given for other use and/or:</p> <p>(i) put to other use without consent;</p> <p>(ii) abandoned;</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Element/Item Number	Description
19. Determined Acres (Continued)	<p>(iii) damaged by uninsured causes; or</p> <p>(iv) the insured failed to provide acceptable records of production.</p> <p>(b) Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.</p> <p>Reminder: Refer to the LAM or CIH for definition of acceptable determined acres for perennial crops used herein.</p> <p>FINAL: Determined acres to tenths.</p> <p>(a) Acreage breakdowns within a unit may be estimated (enter “E” in front of the acres) if a determination is impractical.</p> <p>(b) Account for all planted acreage in the unit.</p>
20. Interest or Share	<p>(a) Insured’s interest in crop to three-decimal places as determined at the time of inspection.</p> <p>(b) If shares vary on the same unit, use separate line entries.</p>
21. Risk	<p>(a) Three-digit code number entered exactly as specified on the AD for the risk area.</p> <p>(b) If “No Risk Area Specified,” is shown in the AD, enter the appropriate three-digit code number from the AD.</p> <p>(c) If risk is not specified on the AD, make no entry.</p>
22. Type	<p>(a) Three-digit code number entered exactly as specified on the AD for the type grown by the insured.</p> <p>(b) If “No Type Specified,” is shown in the AD, enter the appropriate three-digit code number from the AD.</p> <p>(c) If type is not specified on the AD, make no entry.</p>
23. Class	<p>(a) Three-digit class code number entered exactly as specified on the AD.</p> <p>(b) If “No Class” is shown in the AD, enter the appropriate three-digit type code number from the AD.</p> <p>(c) If a class is not specified on the AD, make no entry.</p>
24. Sub Class	<p>(a) Three-digit sub class code number entered exactly as specified on the AD.</p> <p>(b) If “No Sub Class” is shown in the AD, enter the appropriate three-digit type code number from the AD.</p> <p>(c) If a sub class is not specified on the AD, make no entry.</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Element/Item Number	Description						
25. Intended Use	<p>(a) Three-digit intended use code number, entered exactly as specified on the AD.</p> <p>(b) If “No Intended Use” is shown in the AD, enter the appropriate three-digit type code number from the AD.</p> <p>(c) If an intended use is not specified on the AD, make no entry.</p>						
26. Irr. Practice	<p>(a) Three-digit code number entered exactly as specified on the AD for the irrigated practice carried out by the insured.</p> <p>(b) If “No Irrigated Practice Specified” is shown in the AD, enter the appropriate three-digit code number from the AD.</p> <p>(c) If an irrigation practice is not specified on the AD, make no entry.</p>						
27. Cropping Practice	<p>(a) Three-digit code number entered exactly as specified on the AD for the cropping practice carried out by the insured.</p> <p>(b) If “No Cropping Practice” or “No Practice Specified,” is shown in the AD, enter the appropriate three-digit code number from the AD.</p> <p>(c) If a cropping practice is not specified on the AD, make no entry.</p>						
28. Organic Practice	<p>(a) Three-digit code number entered exactly as specified on the AD for the organic practice carried out by the insured.</p> <p>(b) If “No Organic Practice Specified” is shown in the AD, enter the appropriate three-digit code number from the AD.</p> <p>(c) If an organic practice is not specified on the AD, make no entry.</p>						
29. Stage	<p>PRELIMINARY: Make no entry.</p> <p>FINAL: Stage abbreviation as shown below.</p> <table border="0" data-bbox="414 1428 1518 1911"> <thead> <tr> <th data-bbox="414 1428 779 1459"><u>STAGE</u></th> <th data-bbox="803 1428 998 1459"><u>EXPLANATION</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="414 1491 462 1522">“P”</td> <td data-bbox="803 1491 1518 1606">Acreage abandoned without consent, put to other use failed to provide records of production which are acceptable to the AIP.</td> </tr> <tr> <td data-bbox="414 1638 462 1669">“H”</td> <td data-bbox="803 1638 1518 1911">Harvested. Includes harvesting a portion of the crop on the acreage in a random manner, requiring an appraisal for any remaining production (“cherry” picking only part of the crop on the vine). Enter an appraisal for any such remaining production on the PW in item 31 and/or, if applicable, an appraisal for uninsured cause(s) in item 37.</td> </tr> </tbody> </table>	<u>STAGE</u>	<u>EXPLANATION</u>	“P”	Acreage abandoned without consent, put to other use failed to provide records of production which are acceptable to the AIP.	“H”	Harvested. Includes harvesting a portion of the crop on the acreage in a random manner, requiring an appraisal for any remaining production (“cherry” picking only part of the crop on the vine). Enter an appraisal for any such remaining production on the PW in item 31 and/or, if applicable, an appraisal for uninsured cause(s) in item 37.
<u>STAGE</u>	<u>EXPLANATION</u>						
“P”	Acreage abandoned without consent, put to other use failed to provide records of production which are acceptable to the AIP.						
“H”	Harvested. Includes harvesting a portion of the crop on the acreage in a random manner, requiring an appraisal for any remaining production (“cherry” picking only part of the crop on the vine). Enter an appraisal for any such remaining production on the PW in item 31 and/or, if applicable, an appraisal for uninsured cause(s) in item 37.						

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Element/Item Number	Description
29. Stage (Continued)	<p><u>STAGE</u> <u>EXPLANATION</u></p> <p>“TA” UUF/Third Party Damage – Appraised production on same acreage.</p> <p>“TH” UUF/Third Party Damage – Harvested production on same acreage.</p> <p>“TZ” UUF/Third Party Damage – Zero production on same acreage.</p> <p>“UH” Unharvested or put to other use with consent.</p> <p>The following stage codes are for use in counties in California for which the AD specifies “Machine” and “Hand” harvest cost amounts:</p> <p>“UM” Unharvested, when normally harvested by machine, or put to another use with consent.</p> <p>“UN” Unharvested, when normally harvested by hand, or put to another use with consent.</p> <p>Reminder: Refer to the LAM for information on gleaning.</p>
30. Use of Acreage	<p>Enter the applicable abbreviation as follows:</p> <p><u>USE</u> <u>EXPLANATION</u></p> <p>“Bulldozed,” and so forthUse made of acreage</p> <p>“WOC”Other use without consent</p> <p>“SU”Solely uninsured</p> <p>“ABA”Abandoned without consent</p> <p>“H”Harvested</p> <p>“HI”Harvest incomplete</p> <p>“UH”Unharvested</p> <p>Important: Verify any “Use of Acreage” entry. If the final use of the acreage was not as indicated, strike out the original line and initial it. Enter all data on a new line showing the correct “Use of Acreage.”</p> <p>Reminder: Refer to the LAM for information on gleaning.</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Element/Item Number	Description
31. Appraised Potential	<p>Transfer the per-acre appraisal in tons to tenths from item 32, “Tons per Acre to Count” on the appraisal worksheet.</p> <p>(a) Refer to the appraisal methods and applicable appraisal worksheet for additional instructions.</p> <p>(b) If there is no potential on UH acreage, enter “0.0” (zero).</p> <p>Reminder: Refer to the LAM for procedures for documenting “0” (zero) yield appraisals.</p>
32a. Moisture %	<p>Line through the heading and enter “Value/T.” Make the following entries in dollars and cents per ton. If no QA, make no entry.</p> <p>(a) Enter the value of mature marketable unharvested production that is damaged by insured causes. Do not reduce price for damage due to uninsured causes.</p> <p>(b) Identify in the “Narrative” which factors (insured causes) were allowed in establishing the value of damaged production.</p> <p>(c) If appraised grapes have no value, enter “0.00,” explain in the Narrative.</p> <p>Reminder: Refer to Paragraph 13 for information on determining multiple values per ton of damaged production.</p>
32b. Factor	<p>Line through the column heading and enter “Price/T.” Make the following entries in dollars and cents per ton for the insured grape variety or similar variety as listed in the SP. If no QA, make no entry. <u>Enter the lesser of the:</u></p> <p>(a) Market price for undamaged grapes. Calculate the average market price of undamaged production by averaging the prices being paid by usual marketing outlets for the area during the week in which the damaged grapes were valued, or</p> <p>(b) Maximum price election for such grape variety (which is the “Established Price” in the AD) or the contract price if elected by the insured.</p> <p>Reminder: In the Narrative or Special Report, identify which undamaged production price was used and if applicable, show average market price calculations. Refer to the SP for additional contract price information.</p>
33. Shell %, Factor or Value	Make no entry.
34. Production Pre QA	Item 19 multiplied by item 31, results in tons rounded to tenths.

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Element/Item Number	Description
<p>35. Quality Factor</p>	<p>Make the following percent entries as a three-place decimal. If no QA, make no entry.</p> <p>(a) For QA, item 32a divided by item 32b, results not to exceed 1.000.</p> <p>(b) For State/Federal Destruction Orders</p> <p>(i) Under section 15 (j) of the BP, if due to insured causes, a Federal or State agency has ordered the appraised crop or production to be destroyed, enter the factor “0.000.”</p> <p>(ii) 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 the Narrative below).</p> <p>Important: Refer to LAM for additional information on destruction orders, use of the Certification Form, for additional QA definitions, instructions, documentation, qualifications, and testing requirements. Refer to the QA instructions in the Narrative.</p> <p>Reminder: Include a copy of all supporting QA documentation in the insured’s claim file.</p>
<p>36. Production Post-QA</p>	<p>Make the following entries in tons rounded to tenths.</p> <p>(a) No entries in items 32a, 32b, and 35: Transfer entry from item 34.</p> <p>(b) When the entry in item 35 is less than 75 percent: Item 34 multiplied by item 35.</p> <p>(c) When the entry in item 35 is 75 percent or greater: Transfer entry from item 34.</p>
<p>37. Unins. Causes</p>	<p>Make the following entries in tons rounded to tenths.</p> <p>For uninsured cause appraisals, item 19 multiplied by the per-acre appraisal in item 32 on the appraisal worksheet for uninsured causes or other documentation; otherwise, make no entry.</p> <p>(a) Hail and fire exclusion not in effect.</p> <p>(i) Enter not less than the insured’s production guarantee per acre for the line, (calculate by multiplying the elected coverage level percentage times the approved APH yield per acre shown on the APH Database form) for any “P” stage acreage. On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged solely by uninsured causes separate from other production.</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Element/Item Number	Description												
37. Unins. Causes (continued)	<p>(ii) For acreage that is damaged partly by uninsured causes, enter the appraised uninsured loss of production per acre. Refer to the LAM for information on uninsured cause appraisals.</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>Reminder: For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.</p>												
38. Total to Count	Item 36 plus item 37, results in tons to tenths.												
39. Total	Total of item 19 acres to tenths.												
40. Quality	<p>Check the applicable qualifying QA condition(s) affecting the unit’s appraised and harvested production in the table below.</p> <p>Important: Refer to the CP and SP for quality conditions.</p> <p style="text-align: center;">Qualifying Quality Adjustment Conditions</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>TW</td> <td>Vomitoxin</td> <td>Dark Roast</td> <td>COFO</td> </tr> <tr> <td>KD</td> <td>Fumonisin</td> <td>Sclerotinia</td> <td>Other</td> </tr> <tr> <td>Aflatoxin</td> <td>Garlicky</td> <td>Ergoty</td> <td>None</td> </tr> </table> <p>(a) Check “Other” if the identified injurious substances or conditions are not listed in the table above for production ordered destroyed by a Federal or State agency.</p> <p>(i) Identify the injurious substance or condition, the date the crop was destroyed and the method of destruction in the Narrative or on a Special Report.</p> <p>(ii) Attach to the claim, the completed Certification Form, a copy of the destruction order, and if possible, a copy of the laboratory test results confirming the presence of any injurious substances or conditions.</p> <p>(b) Otherwise, check “None.”</p>	TW	Vomitoxin	Dark Roast	COFO	KD	Fumonisin	Sclerotinia	Other	Aflatoxin	Garlicky	Ergoty	None
TW	Vomitoxin	Dark Roast	COFO										
KD	Fumonisin	Sclerotinia	Other										
Aflatoxin	Garlicky	Ergoty	None										
41. Mycotoxins exceed FDA, State, or other health organization maximum limits	Check “Yes” if any mycotoxin listed in item 40 (including any identified as “Other”) exceed the Federal, State, or other health organization maximum limits; otherwise, make no entry.												

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Element/Item Number	Description
42. Totals	Separately total items 34, 36, 37, and 38 in tons to tenths. Make no entry if an item has no entries.

Narrative

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

- (a) If no acreage is released on the unit, enter “No Acreage Released,” adjuster’s initials, and date.
- (b) If notice of damage was given and “No Inspection” is necessary, enter the unit number(s), “No Inspection,” date, and adjuster’s initials. The insured’s signature is not required.
- (c) Explain any uninsured causes, unusual, or controversial cases.
- (d) If there is an appraisal in item 37 for uninsured causes due to a hail/fire exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.
- (e) Document the actual appraisal date if an appraisal was performed prior to the adjuster’s signature date on the appraisal worksheet, and the date of the appraisal if not recorded on the appraisal worksheet.
- (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 commingled production. Refer to the LAM.
- (i) Explain any entry for “Production Not to Count” in item 62, and/or any production not included in item 56 entries.

Example: Harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit.

- (j) Explain a “No” checked in item 44.
- (k) Attach a sketch map or aerial photograph to identify the total unit:
 - (i) if consent is given to put part of the unit to another use;
 - (ii) if uninsured causes are present; or
 - (iii) for unusual or controversial cases.

Important: Indicate on the aerial photograph or sketch map, the disposition of acreage destroyed or put to other use with or without consent.

Narrative (Continued)

- (l) Explain any difference between inspection and signature dates. For an absentee insured, enter the date of the inspection and the date of mailing the PW for signature.
- (m) When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and date of inspection.
- (n) Explain the reason for a “No Indemnity Due” claim. No Indemnity Due claims are to be distributed in accordance with the AIP’s instructions.
- (o) Explain delayed notices or delayed claims as instructed in the LAM.
- (p) Document any authorized estimated acres shown in item 19 as follows: “Line 3 ‘E’ acres authorized by AIP MM/DD/YYYY.”
- (q) Document the method and calculation used to determine acres for the unit. Refer to the LAM.
- (r) Specify the type of insects or disease when the insured cause of damage or loss is listed as insects or disease. Explain why control measures did not work.
- (s) Document the name and address of the charitable organization when gleaned acreage is applicable.
- (t) Document any other pertinent information, including any data to support factors used to calculate the production.
- (u) For production ordered to be destroyed due to presence of injurious substances or conditions, document the following:
 - (i) explain any “0.000” QA factor entered in items 35 and 65. Follow the documentation requirements listed in items 40 and 41 above.
 - (ii) refer to the LAM for additional documentation requirements.

Section II: Determined Harvested Production

General Information

- (a) When all acreage has been harvested, determine total production from warehouse receipts, packer/processor receipts, or farm management records (refer to the LAM for farm record requirements) verified by the adjuster and supported by written records from the first handler, as applicable. This production will be the basis for computing losses for insured and uninsured causes on the PW.
- (b) Account for all harvested production for all entities sharing in the crop except production appraised before harvest and shown in Section I herein because the quantity cannot be determined later.

Section II: Determined Harvested Production (Continued)

- (c) For production commercially stored, sold, and so forth, enter the name and address of storage facility, buyer, packing house, or processor, as applicable, in items 49 through 52. For grapes otherwise disposed of, indicate the method of disposition.
- (d) The insured must maintain satisfactory records of all production sold. Verify any processing/packing house records.

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

- (e) If additional lines are necessary, enter the data on a continuation sheet. Use separate lines for:
 - (i) separate storage facilities;
 - (ii) different first handlers (buyers, packing houses, or processors);
 - (A) the insured should maintain satisfactory records of all production sold or stored;
 - (B) AIP shall verify any packing house or processor records;
 - (C) in all localities, if the first handler was not a packer or processor, the production shall be determined by the adjuster on the basis of available records;
 - (iii) harvested fruit of any type that failed to meet the applicable grade (quality) requirements due to insured cause(s);
 - (iv) varying shares; such as 50 percent and 75 percent shares on same unit; and
 - (v) harvested production from more than one insured practice (or crop) and a separate approved APH yield has been established for each, the harvested production also must be entered on separate lines in items 47a through 66 by crop.

Reminder: Refer to the LAM if production is commingled.

- (f) There will generally be no harvested production entries in items 47a through 66 for preliminary inspections.

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Element/Item Number	Description
43. Date Harvest Completed	<p>This date is used to determine if there is a delayed notice or a delayed claim.</p> <p>Reminder: Refer to the LAM for delayed notice or delayed claim information.</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), <u>none</u> of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter “No Harvest.”</p> <p>Important: If claim utilizes a Certification Form, enter date from such form when the entire unit is put to another use. Refer to the LAM.</p>
44. Damage Similar to Other Farms in the Area?	<p>PRELIMINARY: Make no entry.</p> <p>FINAL: Check “Yes” or “No.” Check “Yes” if amount and cause of damage due to insurable causes is similar to the experience of other vineyards 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 GSH.</p>
46. Transfer of Right to Indemnity	<p>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 GSH.</p>
47a. Share	<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 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 item 16).</p>
48. Multi-Crop Code	<p>The applicable two-digit code for first crop and second crop.</p> <p>Reminder: Refer to the LAM for instructions on first and second crop codes.</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Element/Item Number	Description
49.-52. Length or Diameter /Width/Depth/ Deduction	<p>(a) For production sold: Enter the name and address of the buyer, packing house, or processor, as applicable.</p> <p>(b) For production otherwise disposed of: Identify method of disposition.</p>
53.-55.	Make no entry.
56. Bu., Ton, Lbs., Cwt.	<p>Circle "Tons" in heading. Enter the amount of harvested grape production in tons rounded to tenths for the applicable variety.</p> <p>Important: Comingle production for all such harvested production within an individual bin and when bins are not labeled by unit.</p> <p>(a) For grape production harvested before normal maturity or for special purpose (such as champagne or Botrytis-affected grapes): Calculate the value per ton in whole dollars for such early harvested grape varieties and divide by the value per ton in whole dollars for fully matured grapes of the same type. Multiply results by the number of tons of such grape production.</p> <p>Example: 10.0T Chardonnay grapes harvested for champagne valued at \$448/T. Fully mature harvest price was \$350/T. $\\$448/T \div \\$350/T = 1.28$. $10.0T \times 1.28 = 12.8T$. Enter 12.8T in item 56. Document calculations in the Narrative or on a Special Report form.</p> <p>(b) Grapes harvested to produce raisins: Total all such raisin tonnage converted to grape tonnage from items (b)(i), (ii), (iii), (iv), or (v) below, as applicable. Document all such totals in the Narrative or on a Special Report.</p> <p>(i) From vineyard inspections, other than small, scattered bunches not harvested: Determine the amount of any unharvested production that could have been laid as raisins; or harvested and marketed as grapes; and/or any unharvested production due to uninsured damage.</p> <p>(A) Multiply raisin tonnage by 4.5 to convert to grape tonnage.</p> <p>(B) If raisin tonnage is difficult to determine because of berry-shatter or bunch desiccation; use an average weight of 1.25 pounds per bunch to determine the weight of all remaining grapes left on the vine;</p> <p>Important: Do not count bunches that are obviously second growth.</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Element/Item Number	Description
56. Bu., Ton, Lbs., Cwt. (Continued)	<p>(ii) When all production has been boxed, delivered, and weighed as raisins: Multiply such production tonnage by 4.5 to convert to grape tonnage.</p> <p>Important: Adjust such raisin tonnage for moisture over 16 percent but do not adjust for substandard, or “U.S. Grade B” or better maturity standards.</p> <p>Example: 10.0T delivered raisins with 18.0 percent moisture (0.9760 moisture factor). 10.0T raisins × 0.976 (moisture factor) = 9.76T × 4.5 (conversion factor) = 43.9T of grapes.</p> <p>(iii) <u>When part of the production has or will be boxed, delivered, and weighed as raisins:</u></p> <p>(A) appraise raisins using the applicable appraisal method, adjuster for moisture (as described above); and</p> <p>(B) multiply by 4.5 to convert to grape tonnage.</p> <p>(iv) <u>When no production will be boxed, delivered, and weighed as raisins:</u></p> <p>(A) appraise raisins using the applicable appraisal method; and</p> <p>(B) multiply by 4.5 to convert to grape tonnage.</p> <p>(v) <u>When the number of bunches on trays cannot accurately be determined because of bunches being tightly stuck together and/or deterioration on the trays:</u></p> <p>(A) determine appraised grape tonnage by multiplying the number of trays by 20.25 pounds (standard average weight of a tray of raisins when raisins are first laid); and</p> <p>(B) divide by 2000, to calculate tonnage to tenths.</p>
57.-60 b.	Make no entry.
61. Adjusted Production	Transfer entry from item 56.

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Element/Item Number	Description
62. Prod. Not to Count	<p>Net production not to count in tons to tenths when acceptable records identifying such production are available. Use harvested acreage records which have been assessed an appraisal of not less than the guarantee per acre, or from other sources (such as other units or uninsured acreage). This entry must never exceed entry in item 56 for harvested production shown on the same line.</p> <p>Reminder: Explain any Production not to Count in the Narrative.</p>
63. Production Pre-QA	<p>Make the following entries in tons to tenths.</p> <p>(a) When there is an entry in item 62: Item 61 minus item 62.</p> <p>(b) When there is no entry in item 62: Transfer entry from item 61.</p>
64a. Value	<p>Enter the value of damaged harvested marketable grape production in dollars and cents per ton. If no QA, make no entry.</p> <p>Important: Refer to Paragraph 13 for QA eligibility determinations.</p> <p>(a) The value per ton of the qualifying damaged production will be determined on the earlier of the date the damaged production is sold or the date of final inspection for the unit.</p> <p>(b) If the grapes are sold on-the-vine, value shall include normal harvest and delivery costs. Considerations for determining value:</p> <ul style="list-style-type: none"> (i) Did you (adjuster) actually see the grapes to verify quality? (ii) The time lapse between picking and sale of the grapes? (iii) Did the insured follow recommended management practices?
64b. Market Price	<p>When there is an entry in item 64a above, enter the value of undamaged production in dollars and cents per ton for the insured grape variety or similar variety as listed in the SP. If no QA, make no entry.</p> <p>Important: Refer to Paragraph 13 for QA eligibility determinations.</p> <p>Enter the lesser of the:</p> <p>(a) Market price for the undamaged grape variety. Calculate the average market price of undamaged production by averaging the prices being paid by usual marketing outlets for the area during the week in which the damaged grapes were valued; or</p> <p>(b) Maximum price election for the insured grape variety (which is the “Established Price” in the AD) or the contract price if elected by the insured.</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Element/Item Number	Description
64b. Market Price (Continued)	<p>Reminder: In the Narrative or Special Report, identify which undamaged production price was used and if applicable, show average market price calculations. Refer to the SP for additional contract price information.</p>
65. Quality Factor	<p>Make the following percentage entry as a three-place decimal not to exceed 1.000.</p> <p>(a) For harvested production eligible for QA, item 64a divided by item 64b. If no QA, make no entry.</p> <p>(b) For State/Federal Destruction Orders</p> <p>(i) Under section 15 (j) of the BP, if due to insured causes, a Federal or State agency has ordered the appraised crop or production to be destroyed, enter the factor "0.000."</p> <p>(ii) 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).</p> <p>Important: Refer to LAM for additional information on destruction orders, use of the Certification form, for additional QA definitions, instructions, documentation, qualifications, and testing requirements.</p> <p>Reminder: Enter in the Narrative, the reasons for QA. Identify any factors affecting the price of grapes even though such factors (alone) may not have qualified grapes for QA.</p>
66. Production to Count	<p>Make the following entries in tons to tenths.</p> <p>(a) When there is no entry in items 64a, 64b, and 65: Transfer entry from item 63.</p> <p>(b) Item 63 multiplied by item 65.</p> <p>***</p>
67. Total	Total of item 63 entries in tons to tenths. If no entry in item 63, make no entry.
68. Section II Total	Total of item 66 entries, results in tons to tenths.
69. Section I Total	Total of item 38 entries, results in tons to tenths.
70. Unit Total	Item 68 plus item 69, results in tons to tenths.
71. located Prod.	<p>(a) Total production in tons to tenths, allocated to this unit that is included in Sections I or II of the PW.</p> <p>(b) Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.</p> <p>Reminder: Refer to the LAM for instructions for determining allocated production.</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Element/Item Number	Description
72. Total APH Prod.	<p>Make the following entries in tons to tenths.</p> <p>(a) When there are entries in item 37 and/or item 71: Item 70 minus item 71, minus total of item 37.</p> <p>(b) When there is no entry in item 71 and item 37: Transfer entry from item 70.</p> <p>Important: Make no entry when separate APH yields are maintained by type, practice within the unit.</p>

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

Element/Item Number	Description
73. Adjuster's Signature, Code # and Date	<p>(a) Signature of adjuster, code number, and date signed after the insured or insured's authorized representative has signed.</p> <p>(b) For an absentee insured, enter adjuster's code number only. The signature and date will be entered after the absentee has signed and returned the PW.</p> <p>(c) Final indemnity inspections should be signed on the bottom line.</p>
74. Insured's Signature and Date	<p>(a) Insured's or insured's authorized representative's signature and date.</p> <p>(b) Before obtaining the insured's signature, review all entries on the PW with the insured or insured's authorized representative, particularly explaining codes, and so forth, that may not be readily understood.</p> <p>(c) Final indemnity inspections should be signed on the bottom line.</p>
75. Page Numbers	<p>PRELIMINARY: Page numbers, "1," "2," and so forth at the time of inspection.</p> <p>FINAL: Page numbers.</p> <p>Example: Page 1 of 1, Page 1 of 2, Page 2 of 2 and so forth.</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

PRODUCTION WORKSHEET																							
1. Crop/Code # Grapes 0053		2. Unit # 0001- 0001BU		3. Location Description SW1-96N-30W			7. Company Agency Any Company Any Agency			8. Name of Insured I. M. Insured													
4. Date(s) of Damage Apr 09		Apr 26								9. Claim # XXXXXXXX					11. Crop Year YYYY								
5. Cause(s) of Damage Freeze		Freeze								10. Policy # XXXXXXXX													
6. Insured Cause % 50		50								14. Date(s) Notice of Loss MM/DD/YYYY		1st		2nd		Final MM/DD/YYYY							
12. Additional Units										15. Companion Policy(s)													
13. Est. Prod. Per Acre																							
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 Acres	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count	
A			5.5	1.000		016				002			UH	UH	3.8			20.9		20.9		20.9	
B			10.0	1.000		016				002			UH	UH	4.4			44.0		44.0		44.0	
C			21.0	1.000		016				002			H	H									
39. TOTAL			36.5	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input checked="" type="checkbox"/>										42. TOTALS		64.9		64.9		64.9			
41. Do any mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>																							
NARRATIVE (If more space is needed, attach a Special Report) Vineyards A and B not harvested. Vineyard C harvested. For vineyard C, used price election per ton for market value in column 64b.																							
SECTION II – DETERMINED HARVESTED PRODUCTION																							
43. Date Harvest Completed MM/DD/YYYY					44. Damage similar to other farms in the area? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					45. Assignment of Indemnity Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					46. Transfer of Right to Indemnity? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>								
A. MEASUREMENTS					B. GROSS PRODUCTION					C. ADJUSTMENTS TO HARVESTED PRODUCTION													
47a.	48.	49.	50.	51.	52.	53.	54.	55.	56.	57.	58a.	59a.	60a.	61.	62.	63.	64a.	65.	66.				
47b.											58b.	59b.	60b.				64b.						
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 Mkt. Price	Quality Factor	Production to Count				
Field ID																							
		Acme Grape Co. Anytown, State							140.0					140.0		140.0	150.00 300.00	0.500	70.0				
67. TOTAL																	140.0	68. Section II Total		70.0			
																		69. Section I Total		64.9			
																		70. Unit Total		134.9			
																		71. Allocated Prod.					
																		72. Total APH Prod.		134.9			
This form example does not illustrate all required entry items.																							

Exhibit 5 Representative Sample Requirements

Acres in Vineyard/Block	Number of Samples 1 sample = 5 vines
0.1 - 10.0	3

One additional sample is required for each additional 40.0 acres (or fraction thereof) in the vineyard or sub-vineyard.

Exhibit 6 Raisin Moisture Adjustment Factors

PERCENT MOISTURE TO TENTHS

	0.0	0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9
16	1.000	0.9988	0.9976	0.9964	0.9952	0.9940	0.9928	0.9916	0.9904	0.9892
17	0.9880	0.9868	0.9856	0.9844	0.9832	0.9820	0.9808	0.9796	0.9784	0.9772
18	0.9760	0.9748	0.9736	0.9724	0.9712	0.9700	0.9688	0.9676	0.9664	0.9652
19	0.9640	0.9628	0.9616	0.9604	0.9592	0.9580	0.9568	0.9556	0.9544	0.9532
20	0.9520	0.9508	0.9496	0.9484	0.9472	0.9460	0.9448	0.9436	0.9424	0.9412
21	0.9400	0.9388	0.9376	0.9364	0.9352	0.9340	0.9328	0.9316	0.9304	0.9292
22	0.9280	0.9268	0.9256	0.9244	0.9232	0.9220	0.9208	0.9196	0.9184	0.9172
23	0.9160	0.9148	0.9136	0.9124	0.9112	0.9100	0.9088	0.9076	0.9064	0.9052
24	0.9040	0.9028	0.9016	0.9004	0.8992	0.8980	0.8968	0.8956	0.8944	0.8932
25	0.8920	0.8908	0.8896	0.8884	0.8872	0.8860	0.8848	0.8836	0.8824	0.8812
26	0.8800	0.8788	0.8776	0.8764	0.8752	0.8740	0.8728	0.8716	0.8704	0.8692
27	0.8680	0.8668	0.8656	0.8644	0.8632	0.8620	0.8608	0.8596	0.8584	0.8572
28	0.8560	0.8548	0.8536	0.8524	0.8512	0.8500	0.8488	0.8476	0.8464	0.8452
29	0.8440	0.8428	0.8416	0.8404	0.8392	0.8380	0.8368	0.8356	0.8344	0.8332
30	0.8320	0.8308	0.8296	0.8284	0.8272	0.8260	0.8248	0.8236	0.8224	0.8212

Exhibit 7 Vineyard Population Table

		DISTANCE BETWEEN VINES (IN FEET)														
		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
DISTANCE BETWEEN ROWS (IN FEET)	6	1210	1037	908	807	726	660	605	558	519	484	454	427	403	382	363
	7	1037	889	778	691	622	566	519	479	444	415	389	366	346	328	311
	8	908	778	681	605	545	495	454	419	389	363	340	320	303	287	272
	9	807	691	605	538	484	440	403	372	346	323	303	285	269	255	242
	10	726	622	545	484	436	396	363	335	311	290	272	256	242	229	218
	11	660	566	495	440	396	360	330	305	283	264	248	233	220	208	198
	12	605	519	454	403	363	330	303	279	259	242	227	214	202	191	182
	13	558	479	419	372	335	305	279	258	239	223	209	197	186	176	168
	14	519	444	389	346	311	283	259	239	222	207	194	183	173	164	156
	15	484	415	363	323	290	264	242	223	207	194	182	171	161	153	145
	16	454	389	340	303	272	248	227	209	194	182	170	160	151	143	136
	17	427	366	320	285	256	233	214	197	183	171	160	151	142	135	128
	18	403	346	303	269	242	220	202	186	173	161	151	142	134	127	121
	19	382	328	287	255	229	208	191	176	164	153	143	135	127	121	115
	20	363	311	272	242	218	198	182	168	156	145	136	128	121	115	109

For vine spacings not show on the tables: Multiply the distance between vines (nearest tenth of a foot) times the distance between rows (nearest tenth of a foot) and divide the result into 43,560 (round result to the nearest whole number).

Example: 6.5 feet × 10.0 feet = 65.0 square feet, 43,560.0 square feet/acre ÷ 65.0 square feet per vine = 670 vines per acre.