



United States  
Department of  
Agriculture



Federal Crop  
Insurance  
Corporation

FCIC-25260-1 (06-2023)

# MACADAMIA NUT 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**

<b>TITLE: MACADAMIA NUT LOSS ADJUSTMENT STANDARDS HANDBOOK</b>	<b>NUMBER: FCIC-25260-1 OPI: Product Management</b>
<b>EFFECTIVE DATE: 2023 and Succeeding Crop Years</b>	<b>ISSUE DATE: June 21, 2023</b>
<b>SUBJECT:</b>  Provides the procedures and instructions for administering the Macadamia Nut crop insurance program	<b>APPROVED:</b>  <i>/s/ John W. Underwood for</i>  Deputy Administrator for Product Management

**REASON FOR ISSUANCE**

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

**SUMMARY OF CHANGES**

Listed below are the changes to the 2023 FCIC-25260 Macadamia Nut Loss Adjustment Standards Handbook with significant content change. All changes and additions are highlighted. Minor changes and corrections are not included in this listing. \*\*\* used throughout the handbook indicate where major deletions occurred.

<b>Reference</b>	<b>Description of Change</b>	<b>Directive Number</b>
Throughout	Updated to External Handbook Standards.	25260
Throughout	Reformatted the handbook into Parts, paragraphs, subparagraphs, and exhibits in accordance with the new handbook standards format. Many paragraphs and sections within the handbook were rewritten or relocated to increase clarity and understanding. Throughout the handbook, references were revised to reflect the new handbook format, removal and rearrangement of various sections and tables. Throughout the amended pages, changes were made to correct spelling, punctuation, formatting and to correct subparagraph and section numbering.	25260
<a href="#">Para. 1C</a>	Added required civil rights language.	25260
<a href="#">Para. 2D</a>	Added DSSH reference.	25260
<a href="#">Para. 32A(1)(e)</a>	Replaced the word “harvest” with the word “count” and “from” with “on.”	25260
<a href="#">Para 32A(2)(a)</a>	Replaced “collect” with “count.”	25260
<a href="#">Para 32A(2)(b)</a>	Replaced “weight of the wet in-husk” with “number of.”	25260
<a href="#">Para 32A(2)(c)</a>	Replaced “weight of all wet in-husk sample nuts and record weight” with “number of nuts from all sample trees and record number.”	25260

**SUMMARY OF CHANGES (Continued)**

Reference	Description of Change	Directive Number
<a href="#">Para 32A(2)(d) through (h)</a>	Removed existing appraisal methods and replaced them with updated procedures.	25260
<a href="#">Para 32B(2)(c) through (d)</a>	Removed existing appraisal methods and replaced them with updated procedures.	25260
<a href="#">Exhibit 3</a>	Updated the Appraisal Worksheet instructions and example.	25260-1
<a href="#">Exhibit 4</a>	Added “transferred from item 8 of the Appraisal Worksheet.”	25260
<a href="#">Exhibit 5</a>	Added stage codes for UUF/Third Party Damage.	25260-1

**RISK MANAGEMENT AGENCY MACADAMIA NUT LOSS ADJUSTMENT STANDARDS HANDBOOK**

**CONTROL CHART**

	TP Page(s)	TC Page(s)	Text Page(s)	Exhibit Page(s)	Date	Directive Number
Current Index	1-2	1	1-12	13-36	06-2023	FCIC-25260-1

**FILING INSTRUCTIONS**

This handbook replaces FCIC-25260, Macadamia Nut Loss Adjustment Standards Handbook, dated November 30, 2022. This handbook is effective for the 2023 and succeeding crop years and is not retroactive to any 2022 or prior crop year determinations.

# MACADAMIA NUT LOSS ADJUSTMENT STANDARDS HANDBOOK

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## PART 1: GENERAL INFORMATION AND RESPONSIBILITIES

### 1 General Information

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#### A. Purpose and Objective

The RMA issued loss adjustment standards for this crop are the official standard requirements for adjusting losses in a uniform and timely manner. The RMA issued standards for this crop and crop year are in effect as of the signature date for this crop handbook located at: [www.rma.usda.gov/en/Policy-and-Procedure/Loss-Adjustment-Standards---25000](http://www.rma.usda.gov/en/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](http://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.
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 Macadamia Nut 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 coverage.

**F. Irrigated Practice**

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

**A. Utilization Standards**

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

**B. Form Distribution**

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

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

**C. Record Retention**

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

**D. Form Standards**

- (1) The entry items in [Exhibits 3, 4, and 5](#) are the minimum requirements for the Macadamia Nut 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 required statements are not shown on the example form(s) in [the exhibits. See DSSH for statement requirements and related language.](#) \*\*\*
- (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 [PW](#) will be used to determine my loss, if any, to the above unit. The insurance provider may audit and approve this information and supporting documentation. The Federal Crop Insurance Corporation, an agency of the United States, subsidizes and reinsures this crop insurance.”
- (4) Refer to the DSSH for other crop insurance form requirements (such as font size, etc.).



## PART 2: POLICY INFORMATION

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

### 21 Insurability

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#### A. General Information

This paragraph lists key macadamia nut insurability requirements. Refer to the BP, CP, and SP for a complete list of insurability requirements.

#### B. Insured Crop

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

- (1) in which the insured has a share;
- (2) are grown on tree varieties that:
  - (a) were commercially available when the trees were set out;
  - (b) are adapted to the area; and
  - (c) are grown on rootstock that is adapted to the area.
- (3) are grown in an orchard that, if inspected, is considered acceptable to the AIP;
- (4) are grown on trees that have reached at least the fifth growing season after being set out or grafted. However, the AIP may give approval in writing to insure acreage that has not reached this age if the acreage has produced at least 200 pounds of (wet in-shell) macadamia nuts per acre in a previous crop year; and
- (5) are produced from blooms that normally occur during the calendar year in which insurance attaches and that are normally harvested prior to the end of the insurance period.

#### C. Interplanted Crops

Macadamia Nuts interplanted with another perennial crop is insurable unless the AIP inspects the acreage and determines that such acreage does not meet the policy requirements for insurability.

**D. Unit Division**

(1) 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 conditions stated in the applicable provisions are met.

(2) Optional Units

Unless otherwise allowed by a WA, optional units may be established only if each optional unit:

- (a) is located on non-contiguous land; or
- (b) is grown and insured under an organic farming practice.

**Reminder:** Refer to the insurance contract for unit division provisions.

**E. Notice of Damage**

The BP require insureds to file a “notice of damage or loss” with the AIP within 3 days of the insured’s initial discovery of damage but not later than 15 days after the end of the insurance period by unit for the insured crop.

## PART 3: APPRAISAL INFORMATION

### 31 Macadamia Nut Appraisals

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#### A. General Information

- (1) Potential production for all types of inspections will be appraised in accordance with procedures specified in this handbook and in the LAM.
- (2) The procedures specified in this handbook apply when appraising potential production of unharvested mature nuts.
- (3) Appraisals must be made:
  - (a) when the insured has acreage that they do not intend to harvest, or which is unharvested on the calendar date for the EOIP;
  - (b) prior to production being harvested for direct marketing; or
  - (c) as determined by the AIP.

#### B. Selecting Representative Samples

- (1) Determine the number and general location of trees to be used in the representative sample (refer to [Exhibit 6](#) for minimum representative sample requirements) based on:
  - (a) total acreage and number of trees;
  - (b) extent of variation in the amount of production or damage within the acreage. When variable damage causes the crop potential to be significantly different within the same orchard, and/or when a portion of the orchard will be destroyed or not harvested, split the orchard into sub-orchards and appraise each separately;
  - (c) percent of each variety in the acreage; and
  - (d) tree age, size, density, and vigor.
- (2) Select not less than the minimum number (count) of representative samples required in [Exhibit 6](#) for each orchard or sub-orchard.

These instructions provide information on the following appraisal methods:

Appraisal Method...	Use...
Nut Weight Appraisals	to record in-husk and in-shell nut weights taken from representative sample trees
Harvested Appraisals	when applying harvested acreage yields to unharvested acreage

#### A. Nut Weight Appraisals

##### (1) General Information:

- (a) Verify all acreage and nut varieties to be appraised.
- (b) Determine the insured's harvest schedule and normal harvest dates.
- (c) Appraisals may be required for each applicable normal harvest date when an insured files a Notice of Damage. Multiple appraisals may be needed to determine the amount of appraised production on the unit for the current crop year.
- (d) Representative samples must be selected using the criteria in Paragraph 31B.
- (e) Make arrangements with the insured to count nuts on the ground under the sample trees as the crop reaches maturity. \*\*\*
- (f) It is necessary that the adjuster returns to the same sample trees to determine appraised potential production for each subsequent appraisal during the insurance year. Document the row and tree number of each sample tree in Item 28 of the Appraisal Worksheet or on a Special Report.
- (g) Calculate all appraisals from all sample trees to determine the unit appraisal.

##### (2) Appraisal Method:

- (a) Count all harvestable wet in-husk nuts on the ground under each sample tree. In orchards/sub-orchards where trees are in close proximity, select only those nuts that are within the drip line of the sample tree canopy. \*\*\*
- (b) Record the number of nuts from each sample tree in item 15 of the Appraisal Worksheet. \*\*\*
- (c) Total the number of nuts from all sample trees and record number in item 16 of the Appraisal Worksheet. \*\*\*

**A. Nut Weight Appraisals (Continued)**

- (d) Determine the average number of nuts per tree by dividing the total number of nuts from all sample trees by the number of sample trees and record the number on item 18 of the Appraisal Worksheet. \*\*\*
- (e) Select a representative random sample of wet in-husk nuts from sample trees to determine the percentage sound wet in-shell nuts and the average weight per sound wet in-shell nut using the following criteria: \*\*\*
- (i) Select a sufficient number of individual wet in-husk nuts (minimum of 10 wet in-husk nuts per sample tree and not less than 100 wet in-husk nuts per orchard/sub-orchard) from different locations that reflect the general condition of all insurable nuts in the orchard/sub-orchard. Select the same number of sample nuts per tree in the unit/block being appraised. Record the number of nuts in the sample in item 19 of the appraisal worksheet.
- (ii) Husk the sample nuts (including sound wet in-shell nuts, floaters, and peewees).
- (iii) Use a container of water to “float” the sample of husked wet in-shell nuts and remove all the floaters. The remaining nuts are considered sound wet in-shell nuts.
- (iv) Count the number of sound wet in-shell nuts and record the number in item 20 of the Appraisal Worksheet.
- (v) Calculate the percentage of sound wet in-shell nuts by dividing the number of wet in-shell nuts (item 20 of the Appraisal Worksheet) by the number of husked wet in-shell nuts (item 19 of the Appraisal Worksheet) and record the percentage in item 21 of the Appraisal Worksheet.
- (vi) Weigh the sample of sound wet in-shell nuts and record the weight in item 22 of the Appraisal Worksheet.
- (f) Calculate the average weight of a sound wet in-shell nut by dividing the weight of the sound wet in-shell nuts in the representative sample (item 22 of Appraisal Worksheet) by the number of sound wet in-shell nuts in the representative sample (item 20 of the Appraisal Worksheet) and record the weight, to 4 decimal places, on item 23 of the Appraisal Worksheet. \*\*\*
- (g) Determine the weight of sound wet in-shell nuts per tree by multiplying the average nuts per tree (item 18) by the percentage of sound wet in-shell nuts (item 21) by the average weight of a sound wet in-shell nut (item 23) and record in item 24 of the Appraisal Worksheet. \*\*\*

**A. Nut Weight Appraisals (Continued)**

- (h) Calculate the total pounds of sound wet in-shell nuts by multiplying the weight of the sound wet in-shell nuts per tree (item 24 of the Appraisal Worksheet) by the number of bearing trees in the orchard/sub-orchard (item 25 of the Appraisal Worksheet). \*\*\*
- (i) If more than one appraisal is performed due to multiple harvest dates, transfer each appraisal to the Macadamia Nut Summary of Appraised PW to calculate the unit appraisal.

**B. Appraisals Using Harvested Samples and Acreage**

(1) Representative Tree Appraisals

- (a) The adjuster and insured will jointly select representative sample trees when selected representative harvested macadamia trees are used for the appraisal that reflect:
  - (i) the type/severity of the insured damage in the unit orchard/orchard/sub-orchard; and
  - (ii) the percent of each variety.
- (b) The adjuster will make arrangements with the insured to do a field inspection while the insured harvests the selected representative sample trees. During the field inspection, the adjuster will:
  - (i) determine the amount of appraised potential production on each sample tree as described in [Paragraph 32A](#); and
  - (ii) document the amount of potential appraised production on the Appraisal Worksheet.

(2) Representative Harvested Acreage Appraisals

- (a) Use this method to determine potential production when part of the acreage in the unit has been harvested.
- (b) Use this method only when harvested acreage can be verified as being representative of the unharvested acreage.

**B. Appraisals Using Harvested Samples and Acreage (Continued)**

- (i) Prior to harvest, estimate the amount of potential production on the unharvested representative acreage.
- (ii) Compare the estimate from the unharvested representative acreage to the actual production from the harvested acreage.

If the estimated potential production is comparable to the harvested gross production, use the average yield per acre from the harvested acreage as the per acre appraisal for the unharvested acreage; otherwise, use the appraisal procedures specified in [Paragraph 32A](#) above.

- (iii) Document on a Special Report how the unharvested acreage appraisal was determined.

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**33 Appraisal Deviations and Modifications**

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

**34 General Information for Appraisal Worksheet Entries and Completion Procedures**

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- (1) Separate Appraisal Worksheets are required for:
  - (a) each unit;
  - (b) each orchard/sub-orchard; or
  - (c) insured and uninsured cause of damage appraisals.
- (2) Appraise and combine all unknown varieties on a separate "All-Variety" worksheet if the insured does not know the name of the varieties in the orchard/sub-orchard.
- (3) Refer to the LAM for information on zero appraisals.
- (4) Standard Appraisal Worksheet items are numbered consecutively in [Exhibit 3](#). An example worksheet is also included to illustrate how to complete all entries except items 25 through 27.

## 35 General Information for Summary Worksheet Entries and Completion Procedures

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- (1) The Summary of Appraised Production Worksheet is used to summarize and total the pounds of appraised macadamia nuts from each appraisal on the unit. Attach all Summary of Appraised Production Worksheets to the **PW** or place in the insured's file.
- (2) A separate worksheet is required for:
  - (a) each unit;
  - (b) each orchard/sub-orchard; or
  - (c) insured and uninsured cause of damage appraisals.
- (3) Standard Summary of Appraised Production items are numbered consecutively in [Exhibit 4](#). An example worksheet is also included in [Exhibit 4](#) to illustrate how to complete all entries except for items 15 through 17.

## 36-40 Reserved

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## PART 4: PRODUCTION WORKSHEET

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

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- (1) The **PW** is a progressive form containing all notices of damage for all preliminary and final inspections (including “No Indemnity Due” claims) on a unit.
- (2) If a **PW** has been prepared on a prior inspection, each entry must be verified and additional information entered as needed. If a correction is necessary:
  - (a) strike out all entries on the line;
  - (b) re-enter correct entries on a new line; and
  - (c) adjuster and insured initial deleted line.
- (3) Refer to the LAM for instructions regarding the following:
  - (a) acreage report errors;
  - (b) delayed notices and delayed claims;
  - (c) corrected claims or fire losses (double coverage) and cases involving uninsured causes of loss, unusual situations, controversial claims, concealment, or misrepresentation;
  - (d) claims involving a Certification Form (when all the acreage on the unit has been appraised to be put to another use or other reasons as in the LAM); or
  - (e) “No Indemnity Due,” claims (which must be verified by an APPRAISAL or NOTIFICATION from the insured that the production exceeded the guarantee).
- (4) The adjuster must determine all of the insured’s requirements under the notice and claim provision of the policy have been met. If any have not, the adjuster should contact the AIP.
- (5) The required elements of the **PW**:
  - (a) labeled “PRELIMINARY,” apply only to preliminary inspections;
  - (b) labeled “FINAL,” apply only to final inspections; and
  - (c) not labeled apply to ALL inspections.

42-50 Reserved

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## EXHIBITS

### Exhibit 1 Acronyms and Abbreviations

Approved Acronyms and Abbreviations	Term
AD	Actuarial Documents
AIP	Approved Insurance Provider
APH	Actual Production History
BP	Basic Provisions
CAT	Catastrophic Risk Protection
CIH	Crop Insurance Handbook
COFO	Commercially Objectionable Foreign Odor
CP	Crop Provisions
DSSH	Document Supplemental Standards Handbook
EOIP	End of Insurance Period
FAD	Final Agency Determination
FCIC	Federal Crop Insurance Corporation
FSA CLU	Farm Service Agency Common Land Unit
GPS	Global Positioning System
GSH	General Standards Handbook
LAM	Loss Adjustment Manual
OPI	Office of Primary Interest
PAIR	Pre-acceptance Inspection Report
Para.	Paragraph
PAW	Producer's Pre-acceptance Worksheet
PW	Production Worksheet
RMA	Risk Management Agency
SP	Special Provisions
SRA	Standard Reinsurance Agreement
UUF	Unavoidable Uninsured Fire
USDA	United States Department of Agriculture
WA	Written Agreement

## Exhibit 2 Definitions

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The following list contains RMA-approved terms and definitions used in this handbook.

**Age:** The number of complete 12-month periods that have elapsed since the month the trees were set out or were grafted, whichever is later. An age determination will be made for each unit, or portion thereof, as of January 1 of each crop year.

**Block:** A portion of the orchard where trees are of the same size (age), variety, maturation date, etc.

**Floater:** Inedible, husked “field run” nuts identified by water floatation or laboratory testing.

**Graft:** The uniting of a macadamia shoot to an established macadamia tree rootstock for future production of macadamia nuts.

**Harvest:** The picking of mature macadamia nuts from the ground.

**Husking:** The removal of the outer layer (husk or exocarp) revealing the wet in-shell nut.

**Peewees:** Mature and immature wet in-shell nuts that are smaller than 16mm (5/8 inch) in diameter.

**Rootstock:** The root and stem portion of the macadamia tree to which a macadamia shoot can be grafted.

**Scaffold Branches:** The main branches connected to the tree trunk that form the framework of the tree.

**Sound Wet In-Shell:** The weight of the macadamia nuts as they are removed from the orchard with the nut meats in the shells after removal of the husk and excluding floaters and peewees but prior to being dried. This is the weight used for APH and claims purposes.

**Top-Worked:** A tree that has branches with different varieties of the same nut grafted onto the scaffold branches of the tree.

**Wet In-Husk:** The weight of in-husk macadamia nuts as they are removed from the orchard that includes floaters and peewees prior to drying.

**Exhibit 3 Form Standards–Appraisal Worksheet**

Verify and/or make the following entries for each appraisal worksheet element/item number. A completed appraisal worksheet example is at the end of this exhibit. See [Subparagraph 2D](#) for general form standards and [Paragraph 34](#) for other general information.

Item	Required Element	Description
	Company	The name of the AIP if not pre-printed on the worksheet.
	Claim Number	The claim number as assigned by the AIP.
1.	Insured’s Name	The name of the insured that identifies the EXACT person (legal entity) to whom the policy is issued.
2.	Policy Number	The policy number assigned to the insured by the AIP.
3.	Unit Number	The unit number from the Summary of Coverage after it is verified to be correct.
4.	Appraisal Number	The applicable appraisal number for the current crop year.
5.	Cause of Damage	(a) Date: The date(s) of damage (MM/DD/YYYY).  (b) Damage: The cause(s) of damage.
6.	Crop	“Macadamia Nut.”
7.	Unit Acres	The total determined unit acres, rounded to tenths.
8.	Appraised Acres	The total acres appraised by adding all entries in item 14.
9.	Appraisal Date	The applicable appraisal date (MM/DD/YYYY).
10.	Crop Year	The four-digit crop year (YYYY), as defined in the policy, for which the claim has been filed.
11.	Orchard ID	The orchard/sub-orchard identification symbol.
12.	Variety	The variety name(s) of the trees in the orchard/sub-orchard being appraised. If the variety is unknown, enter “All Varieties.”
13.	Number of Trees per Acre	The number of trees per acre in the sample block. If 100% stand refer to <a href="#">Exhibit 7</a> . Refer to the producer’s current PAW, PAIR, and/or addendum worksheets, as applicable, to determine the number of insurable trees in the block/acreage. Also refer to the LAM for additional instructions on determining the number of trees per acre.
14.	Acres	The determined orchard/sub-orchard acres being appraised, rounded to tenths.
15.	Number of Nuts per Sample Tree	The number of all wet in-husk nuts gathered from the ground under the representative sample tree.  <b>Note:</b> Nuts damaged by uninsured causes must be documented on a separate Appraisal Worksheet.

**Exhibit 3 Form Standards–Appraisal Worksheet (Continued)**

Item	Required Element	Description
16.	Total Nuts All Trees	The total of all item 15 entries for each representative sample tree.
17.	Number of Trees in Sample	The number of representative sample trees used in item 15 for each orchard/sub-orchard.
18.	Average Number of nuts/Tree	Result from dividing item 16 by item 17. Round to nearest whole number.
19.	Number of Sample nuts husked & floated	The total number of sample nuts that are husked and floated.
20.	Number of Sound in-Shell Nuts from Sample	The total number of sound in-shell nut from the sample.
21.	Percent of Sound In-Shell Nuts from Sample	Result from dividing item 20 by item 19. Round to and enter as the nearest whole percent.
22.	Weight of Sound In-Shell Nuts from Sample	Enter the weight from the sample of sound wet in-shell nuts. Rounded to nearest tenth.
23.	Average Sound In-Shell Nut Weight	Result from dividing item 22 by item 20. Round to four decimal places.
24.	Weight of Sound In-Shell Nuts/ Tree	Result from multiplying item 18 by item 21 by item 23. Rounded to nearest tenth.
25.	Number of Trees	Result from multiplying item 13 by item 14. Round to nearest whole number.
26.	Total Sound Wet In-shell Pounds	Result from multiplying item 24 by item 25. Round to nearest whole number.
27.	Appraisal (Total of item 26 entries)	The result of adding all item 26 entries.
28.	Remarks	Information pertinent to the appraisal(s), sampling, conditions in general, unusual circumstances, and reasons for uninsured cause of damage appraisals (if applicable).

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

Item	Required Element	Description
29.	Insured's Signature and Date	Insured or insured's authorized representative's signature and date. BEFORE obtaining the insured's signature, REVIEW ALL ENTRIES on this worksheet WITH THE INSURED or insured's authorized representative, particularly explaining codes, etc., that may not be readily understood.
30.	Adjuster's Signature, Code No., and Date	Adjuster's signature, code number, and date signed after the insured or insured's authorized representative has signed. If the appraisal is performed prior to the signature date, document the date of appraisal in item 24 of this worksheet.
31.	Pg. ____ of ____	Page Numbers – (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

**Exhibit 3 Form Standards–Appraisal Worksheet (Continued)**

<b>MACADAMIA NUT WEIGHT APPRAISAL WORKSHEET</b>		COMPANY:		1. INSURED'S NAME:				2. POLICY NUMBER:			3. UNIT NUMBER:								
		<i>Any Company</i>		<i>I. M. Insured</i>				<i>XXXXXXXX</i>			<i>0001-0001-BU</i>								
		CLAIM NUMBER:		4. NUMBER TREES/ACRE:		5. APPRAISAL NUMBER:			6. CAUSE OF DAMAGE:										
		<i>XXXXXXXX</i>		<i>See 13b</i>		<i>1</i>			Date:		<i>6/15/YYYY</i>								
									Damage:		<i>Wind</i>								
7. CROP:		8. UNIT ACRES:		9. APPRAISED ACRES:		10. APPRAISAL DATE:			11. CROP YEAR:										
<i>Macadamia Nuts</i>		<i>20.1</i>		<i>5.1</i>		<i>MM/DD/YYYY</i>			<i>YYYY</i>										
12	13a	13b	14	15					16	17	18	19	20	21	22	23	24	25	26
Orchard ID	Variety	Number of Trees per Acre	Acres	Number of Nuts per Sample Tree					Total Nuts all Trees	Number of Trees in Sample	Average Number of nuts/Tree (16 ÷ 17)	Number of Sample nuts husked & floated	Number of Sound in-Shell Nuts from Sample	Percent of Sound In-Shell Nuts from Sample (20 ÷ 19)	Weight of Sound In-Shell Nuts from Sample	Average Sound In-Shell Nut Weight (22 + 20)	Weight of Sound In-Shell Nuts/ Tree (18 X 21 X 23)	Number of Trees (13b x 14)	Total Sound Wet In-shell Pounds (24 x 25)
<i>A-1</i>	<i>Kau</i>	<i>20</i>	<i>3.1</i>	<i>425</i>	<i>390</i>	<i>505</i>	<i>485</i>	<i>570</i>	<i>2,375</i>	<i>5</i>	<i>475</i>	<i>100</i>	<i>84</i>	<i>84%</i>	<i>18 lbs.</i>	<i>0.2143 lbs.</i>	<i>85.5</i>	<i>62</i>	<i>5,301</i>
<i>A-2</i>	<i>Kau</i>	<i>35</i>	<i>2.0</i>	<i>460</i>	<i>580</i>	<i>505</i>	<i>475</i>	<i>428</i>	<i>2,448</i>	<i>5</i>	<i>490</i>	<i>100</i>	<i>76</i>	<i>76%</i>	<i>16.3 lbs.</i>	<i>0.2145 lbs.</i>	<i>79.9</i>	<i>70</i>	<i>5,593</i>
28. Remarks: See attached Special Report for identification of sample row and tree locations. Orchards A-1 and A-2 will not be harvested due to heavy wind damage. See attached appraisal worksheets for appraisals 2-5.																27. Appraisal (Total Column 26 entries)		<i>10,894</i>	

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

**Exhibit 4 Form Standards - Summary of Appraised Production Worksheet**

Verify and/or make the following entries for each summary of appraised PW element/item number. A completed PW example is at the end of this exhibit. See [Subparagraph 2D](#) for general form standards and [Paragraph 35](#) for other general information.

Item	Required Element	Description
	Company	The name of the AIP if not pre-printed on the worksheet.
	Claim Number	The claim number as assigned by the AIP.
1.	Insured’s Name	The name of the insured that identifies the EXACT person (legal entity) to whom the policy is issued.
2.	Policy Number	The policy number assigned to the insured by the AIP.
3.	Crop Year	The four-digit year (e.g., YYYY) as defined in the policy, for which the claim has been filed.
4.	Unit Number	The unit number transferred from item 3 of the Appraisal Worksheet.
5.	Unit Acres	The total determined unit acres transferred from item 8 of the Appraisal Worksheet.
6.	Appraisal Number	The applicable appraisal number transferred from item 5 on the Appraisal Worksheet.
7.	Appraisal Date	The applicable appraisal date transferred from item 10 on the Appraisal Worksheet (MM/DD/YYYY).
8.	Variety	The applicable variety name(s) transferred from item 13 on the Appraisal Worksheet.
9.	Acres Appraised	The applicable acres appraised transferred from item 9 on the Appraisal Worksheet.
10.	Appraisal in Pounds	The total sound in-shell pounds of nuts transferred from item 27 on the Appraisal Worksheet.
11.	Total Pounds from item 10	The result of adding all entries in item 10.
12.	Appraised Acres	The appraised acres transferred from item 9 of this worksheet.
13.	Total Pounds Per Acre Appraisal	The result of dividing item 11 by item 12.  <b>Note:</b> If more than one Summary of Appraised Production Worksheet is used, total all entries from all worksheets on the last worksheet.
14.	Remarks	Any pertinent information regarding any of the appraisals.

**The following required entries are not illustrated on the example Summary of Appraised Production Worksheet**

15.	Insured’s Signature and Date:	Insured or insured’s authorized representative’s signature and date. BEFORE obtaining the insured’s signature, REVIEW ALL ENTRIES on this worksheet WITH THE INSURED or insured’s authorized representative, particularly explaining codes, etc., that may not be readily understood.
16.	Adjuster’s Signature, Code No., and Date:	Adjuster’s signature, code number, and date signed after the insured or insured’s authorized representative has signed. If the appraisal is performed prior to the signature date, document the date of appraisal in item 24 of this worksheet.
17.	Pg. ___ of ___	Page Numbers – (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).





**Exhibit 5 Form Standards - Production Worksheet**

Verify and/or make the following entries for each **PW** element/item number. A completed **PW** example is at the end of this exhibit. See [Subparagraph 2D](#) for general form standards and [Paragraph 41](#) for other general information.

Item	Required Element	Description
1.	Crop/Code #	"Macadamia Nuts" (0023).
2.	Unit #	Unit number from the Summary of Coverage after it is verified to be correct.
3.	Location Description	Land location that identifies the legal description, if available, the location of the unit (e.g., section, township, and range; FSA Farm Number; FSA CLU and tract number; GPS identification; or Grid identification) as applicable for the crop.
4.	Date(s) of Damage	<p>First three letters of the month(s) during which the determined insured damage occurred for the inspection and cause(s) of damage listed in item 5. If no entry in item 5, MAKE NO ENTRY. For progressive damage, enter the month that identifies when the majority of the insured damage occurred. Include the SPECIFIC DATE when applicable as in the case of hail damage (e.g., Jan 10). Enter additional dates of damage in the extra spaces, as needed. If more space is needed, use the Narrative or a Special Report. Refer to the example in item 6.</p> <p>If there is no insurable cause of loss and a "No Indemnity Due" claim will be completed, MAKE NO ENTRY.</p>
5.	Cause(s) of Damage	<p>Name of the determined insured cause(s) of damage as listed in the LAM for the date of damage listed in item 4 for this inspection. If an insured cause(s) of damage is coded as "Other" explain in the Narrative. Enter additional causes of damage in the extra spaces, as needed. If more space is needed, use the Narrative or a Special Report. Refer to the example in item 6. If it is evident that no indemnity is due, enter "No Indemnity Due" across the columns in item 5 (refer to the LAM for "No Indemnity Due" claims). If the claim is denied, enter "DC" and refer to the LAM for further instructions.</p>
6.	Insured Cause %	<p><b>PRELIMINARY:</b> MAKE NO ENTRY.</p> <p><b>FINAL:</b> Whole percent of damage for the insured cause of damage listed in item 5 for this inspection. Enter additional "Insured Cause %" in the extra spaces, as needed. If additional space is needed, use the Narrative or a Special Report. The total of all "Insured Cause %" including those entered in the Narrative and/or Special Report must equal 100%. If there is no insurable cause of loss and a "No Indemnity Due" claim will be completed, MAKE NO ENTRY.</p>

**Exhibit 5 Form Standards - Production Worksheet (Continued)**

Item	Required Element	Description																		
6.	Insured Cause % (Continued)	<p><b>Example:</b> Entries for item 4, 5, 6, and the Narrative reflecting multiple Dates of Damage, corresponding Insured Cause(s) of Damage, and Insured Cause %.</p> <table border="1" data-bbox="483 363 1515 531"> <tr> <td>4. Date(s) of Damage</td> <td>MAY</td> <td>JUN 15</td> <td>JUL 30</td> <td>AUG</td> <td>AUG</td> </tr> <tr> <td>5. Cause(s) of Damage</td> <td>Excess Moisture</td> <td>Wind</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><b>Narrative:</b> Additional Date of Damage – SEP 30, Cause of Damage – Volcanic Eruption, Insured Cause % - 10%.</p>	4. Date(s) of Damage	MAY	JUN 15	JUL 30	AUG	AUG	5. Cause(s) of Damage	Excess Moisture	Wind	Hail	Drought	Heat	6. Insured Cause %	10	20	15	25	20
4. Date(s) of Damage	MAY	JUN 15	JUL 30	AUG	AUG															
5. Cause(s) of Damage	Excess Moisture	Wind	Hail	Drought	Heat															
6. Insured Cause %	10	20	15	25	20															
7.	Company/Agency	Name of the company and agency servicing the contract.																		
8.	Name of Insured	Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.																		
9.	Claim #	Claim number assigned by the AIP.																		
10.	Policy #	Insured’s assigned policy number.																		
11.	Crop Year	Four-digit crop year, as defined in the policy, for which the claim is filed.																		
12.	Additional Units	<p><b>PRELIMINARY:</b> MAKE NO ENTRY.</p> <p><b>FINAL:</b> Unit number(s) for ALL non-loss units for the crop at the time of final inspection. A non-loss unit is any unit for which a PW has not been completed. Additional non-loss units may be entered on a single PW. If more spaces are needed for non-loss units, enter the unit number identified as “Non-Loss Units” in the Narrative or a Special Report.</p>																		
13.	Est. Prod. Per Acre	<p><b>PRELIMINARY:</b> MAKE NO ENTRY.</p> <p><b>FINAL:</b> Estimated yield, in whole pounds, per acre of sound, wet in-shell nuts, of all non-loss units for the crop at the time of final inspection.</p>																		
14.	Date(s) Notice of Loss	<p><b>PRELIMINARY:</b></p> <p>(1) Date the notice of damage or loss was given for the unit in item 2, in the 1<sup>st</sup> or 2<sup>nd</sup> space, as applicable. Enter the complete date (MM/DD/YYYY) for each notice.</p> <p>(2) A notice of damage of loss for a third preliminary inspection (if needed) requires an additional set of PWs. Enter the notice for a third preliminary inspection in the 1<sup>st</sup> space of this element on the 2<sup>nd</sup> set of PWs.</p> <p>(3) Reserve the “Final” space on the first page of the 1<sup>st</sup> set of PWs for the date of notice for the final inspection.</p>																		

**Exhibit 5 Form Standards - Production Worksheet (Continued)**

Item	Required Element	Description
14.	Date(s) Notice of Loss (Continued)	<p>(4) If the inspection is initiated by the AIP, enter "Company Insp." instead of the date.</p> <p>(5) If the notice does not require an inspection, document as directed in the Narrative.</p> <p><b>FINAL:</b> Transfer the last date in the 1<sup>st</sup> or 2<sup>nd</sup> space from the first or second set of PWs to the "Final" space on the first page of the first set of PWs, if a final inspection should be made as a result of the notice. Always enter the complete date of notice (MM/DD/YYYY) for the FINAL inspection in the "Final" space on the first page of the first set of PWs. For a delayed notice of loss or delayed claim, refer to the LAM.</p>
15.	Companion Policy(s)	<p>(1) If insured has 100 percent share and no others person has a share, MAKE NO ENTRY.</p> <p>(2) In all cases where the insured has LESS than a 100 percent share of a loss-affected unit, ask the insured if the OTHER person with a share in the unit has an MPCI policy (i.e., not crop-hail, fire, etc.). If the other person does not enter "NONE."</p> <p>(a) If the other person has an MPCI policy and it is determined that the SAME AIP services it, enter the policy number and handle according to the AIP instructions.</p> <p>(b) If the OTHER person has an MPCI policy and it is determined a DIFFERENT AIP or agent services it, enter the name of the AIP and/or agent and the policy number, if known.</p> <p>(c) If unable to determine the existence of a companion policy, enter "UNKNOWN," and contact the AIP for further guidance.</p> <p>(3) Refer to the LAM for further information regarding companion policies.</p>

**SECTION I – DETERMINED ACREAGE, APPRAISED, PRODUCTION, AND ADJUSTMENTS**

Make separate line entries for varying:

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

**A. Actuarial**

Item	Required Element	Description
16.	Field ID	The field identification symbol from the Appraisal Worksheet, sketch map, or an aerial photograph. Refer to the Narrative instructions.
17.	Multi-Crop Code	The applicable two-digit code for the first crop and second crop. Refer to the LAM for instructions regarding entry of first and second crop codes.
18.	Reported Acres	<ul style="list-style-type: none"> <li>(1) In the event of over-reported acres, handle in accordance with the AIP’s instructions.</li> <li>(2) In the event of under-reported acres, enter the reported acres, to tenths, for the orchard/sub-orchard.</li> <li>(3) If there are no under-reported acres, MAKE NO ENTRY.</li> </ul> <p>Refer to the LAM and CIH for acreage determination instructions specific to perennial crops.</p>
19.	Determined Acres	<p>Refer to the LAM for a definition of acceptable determined acres for perennial crops used herein and how acres for perennial crops are determined. Determined acres, to tenths, for the field/subfield for which consent is given for another use and/or:</p> <ul style="list-style-type: none"> <li>(1) Put to another use without consent.</li> <li>(2) Abandoned.</li> <li>(3) Damaged by uninsured causes.</li> </ul>

**Exhibit 5 Form Standards - Production Worksheet (Continued)**

Item	Required Element	Description
19.	Determined Acres (Continued)	<p>(4) For which the insured failed to provide acceptable records of production.</p> <p>(5) From which production was sold by direct marketing if the insured failed to meet the requirements contained in the CP.</p> <p>Refer to the LAM or CIH for acreage determination specific perennial crops.</p> <p>Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.</p> <p><b>FINAL:</b> Determined acres, to tenths. Acreage breakdown within a unit may be estimated (refer to the LAM) if a determination is impractical. ACCOUNT FOR ALL ACREAGE IN THE UNIT.</p>
20.	Interest or Share	Insured's interest in the crop to three decimal places as determined at the time of inspection. If shares vary on the same UNIT, use separate line entries.
21.	Risk	<p>Three-digit code for the correct "Rate Class" specified on the AD. If a "Rate Class" or "High Risk Area" is not specified on the AD, make no entry. Verify with the Summary of Coverage and if the Rate Class is found to be incorrect, revise according to the AIP's instructions. Refer to the LAM.</p> <p>Unrated land is uninsurable without a WA.</p>
22.	Type	Three-digit number entered exactly as specified on the AD, for the type (or variety) grown by the insured. If "No Type Specified" or "No Variety Specified" is shown in the AD, enter the appropriate three-digit code number from the AD (e.g., 997). If a type (or variety) is not specified on the AD, MAKE NO ENTRY.
23.- 25.		MAKE NO ENTRY.
26.	Irr. Practice	Three-digit number entered exactly as specified in the AD for the irrigated practice carried out by the insured. Enter the applicable three-digit number from the AD if "No Irrigated Practice Specified" is shown in the AD (e.g., 997). MAKE NO ENTRY if an irrigated practice is not specified in the AD.
27.	Cropping Practice	MAKE NO ENTRY.
28.	Organic Practice	Three-digit number entered exactly as specified in the AD for the organic practice carried out by the insured. Enter the applicable three-digit number from the AD if "No Organic Practice Specified" is shown in the AD (e.g., 997). MAKE NO ENTRY if an organic practice is not specified in the AD.

**Exhibit 5 Form Standards - Production Worksheet (Continued)**

Item	Required Element	Description
29.	Stage	<p><b>PRELIMINARY:</b> MAKE NO ENTRY.</p> <p><b>FINAL:</b> Stage abbreviation as shown below:</p> <p><b><u>STAGE</u></b>                      <b><u>EXPLANATION</u></b></p> <p>Acreage abandoned without consent, put to another use without consent, damaged solely by uninsured causes, for which the insured failed to provide acceptable production records, or from which production was sold by direct marketing if the insured failed to meet the requirements contained in the CP.</p> <p>“H” ..... Harvested</p> <p>“UH” ..... Unharvested or put to another use with consent</p> <p>“TZ” ..... UUF/Third Party Damage – Zero production on same acreage.</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><b>GLEANED ACREAGE:</b> Refer to the LAM for gleaning information.</p>
30.	Use of Acreage	<p>Intended or Final use. Use the following “Intended Use” abbreviations:</p> <p><b><u>USE</u></b>                              <b><u>EXPLANATION</u></b></p> <p>“Bulldozed,” etc. ...Use made of acreage</p> <p>“WOC” .....Other use without consent (refer to the LAM for more information)</p> <p>“SU” .....Solely uninsured</p> <p>“ABA” .....Abandoned without consent</p> <p>“H” .....Harvested</p> <p>“UH” .....Unharvested</p> <p>Verify any intended “Use of Acreage” entry. If the final use of acreage was not as indicated, strike out the original line and initial. Enter all data on a new line shown as corrected “Final Use.”</p> <p><b>GLEANED ACREAGE:</b> Refer to the LAM for gleaning information.</p>

**Exhibit 5 Form Standards - Production Worksheet (Continued)**

**B. Potential Yield**

Item	Required Element	Description
31.	Appraised Potential	Per acre appraisal of POTENTIAL sound, wet in-shell nut production for the appraised acreage, in whole, wet in-shell pounds. Refer to Item 13 of the Summary of Appraised Production Worksheet.
32a.-33.		MAKE NO ENTRY.
34.	Production Pre QA	Result of multiplying item 19 by item 31, in whole, wet in-shell pounds.
35.	Quality Factor	Enter "0.000," if due to insured causes and under section 15(j) of the BP, a Federal or State agency has ordered the appraised insured crop or production to be destroyed. Instruct the insured to complete a Certification Form stating the date the crop or production WAS DESTROYED and the method of destruction (refer to item 40 and the Narrative). Also refer to the LAM for additional information. Otherwise, MAKE NO ENTRY.
36.	Production Post QA	Result of multiplying item 34 by item 35, in whole, wet in-shell pounds. If no entry in item 35, transfer entry from item 34.
37.	Uninsured Causes	<p>Result of per acre appraisal for uninsured causes (taken from the applicable Appraisal Worksheet or other documentation) multiplied by item 19, in whole, wet in-shell pounds. Refer to the LAM for information on how to determine uninsured cause appraisals. If no uninsured causes, MAKE NO ENTRY.</p> <p>(1) Hail and Fire exclusion NOT in effect:</p> <p>(a) Enter the result of multiplying item 19 by NOT LESS than the insured's production guarantee per acre for the line (calculated by multiplying the elected coverage level percentage by the approved APH yield per acre shown on the APH Form) for any "P" stage acreage, in whole, sound, wet in-shell pounds.</p> <p>(b) On preliminary inspections, advise the insured to keep the harvested acreage damaged SOLELY by uninsured causes separate from other production.</p> <p>(c) For acreage that is damaged PARTLY by uninsured causes, enter result of multiplying the APPRAISED UNINSURED loss of production per acre, in whole, wet in-shell pounds by item 19 for any such acreage.</p> <p>(2) Refer to the LAM when a Hail and Fire exclusion is in effect and damage is from hail or fire.</p> <p>(3) Enter the result of adding all uninsured appraisals to all hail and fire exclusion appraisals.</p> <p>(4) Refer to the LAM for fire losses if the insured also has other fire insurance (double coverage).</p> <p>(5) MAKE NO ENTRY for all other appraisals.</p>

**Exhibit 5 Form Standards - Production Worksheet (Continued)**

Item	Required Element	Description
38.	Total to Count	Result of adding item 36 and item 37 for the line.
39.	Total	Total determined acres calculated by adding all entries in item 19.
40.	Quality	<p>Check the applicable qualifying QA condition(s) affecting the unit’s appraised or harvested production (refer to table below).</p> <p style="text-align: center;"><b>Qualifying QA Condition</b></p> <p>TW..... Dark Roast</p> <p>KD..... Sclerotinia</p> <p>Garlicky (Grade) ..... Ergoty (Grade)</p> <p>Aflatoxin..... COFO</p> <p>Vomitoxin..... Other</p> <p>Fumonism ..... None</p> <p>(1) Check “Other” if the identified injurious substance(s) or condition(s), for which a destruction order was issued, are not listed above. For mycotoxins, refer to item 41. Refer to the Narrative for documentation requirements.</p> <p>(2) Otherwise, check “None.”</p>
41.	Do any mycotoxins exceed FDA, State, or other health organization maximum limits?	Check “Yes” if any mycotoxins listed in item 40 (including those identified as “Other”) exceed the FDA, State, or other health organization maximum limits. Otherwise, MAKE NO ENTRY. Refer to the Narrative for documentation requirements.
42.	Totals	Result of adding all entries in item 34. Result of adding all entries in item 36. Result of adding all entries in item 37. Result of adding all entries in item 38. If item has no entries, MAKE NO ENTRY.



**Exhibit 5 Form Standards - Production Worksheet (Continued)**

Item	Required Element	Description
	NARRATIVE	<p>If more space is needed, document information on a Special Report and enter "See Special Report." Attach the Special Report to the <b>PW</b>.</p> <p>(a) If no acreage is released on the unit, enter "No acreage released" adjuster's initials, and date.</p> <p>(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.</p> <p>(c) Explain any uninsured causes, unusual, or controversial cases.</p> <p>(d) If there is an appraisal in item 37 for uninsured causes due to hail/fire exclusion, document the original hail/fire liability per acre and the hail/fire indemnity per acre.</p> <p>(e) Document the actual appraisal date if an appraisal was performed prior to the adjuster's signature date on Appraisal Worksheet, and the date of the appraisal was not recorded on the Appraisal Worksheet.</p> <p>(f) State that there is "No Other Fire Insurance" when fire damages or destroys the insured crop and it is determined the insured has no other fire insurance. Refer to the LAM for additional information.</p> <p>(g) Explain any errors discovered on the Summary of Coverage.</p> <p>(h) Explain any commingled production. Refer to the LAM for additional information.</p> <p>(i) Explain any entry for "Production Not to Count" in item 62 and/or any production not included in item 56 entries (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).</p> <p>(j) Explain a "No" checked in item 44.</p> <p>(k) Indicate on aerial photo or sketch map the dispositions of acreage destroyed or put to other use with or without consent.</p> <p>(l) Explain any difference between date of inspection and signature dates. For an ABSENTEE insured, enter the date of the inspection AND the date of mailing the <b>PW</b> for signature.</p>

**Exhibit 5 Form Standards - Production Worksheet (Continued)**

Item	Required Element	Description
	NARRATIVE (continued)	<p>(m) If another adjuster or supervisor accompanies the adjuster on the inspection, enter the code number of that adjuster or supervisor and the date of the inspection.</p> <p>(n) Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed according to the AIP instructions.</p> <p>(o) Explain any delayed notices or claims as instructed in the LAM.</p> <p>(p) Document any unauthorized estimated acres shown in item 19. Refer to the LAM for instructions.</p> <p>(q) Document the method and calculation used to determine acres for the unit. Refer to the LAM.</p> <p>(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 were not effective.</p> <p>(s) Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for information on gleaning.</p> <p>(t) Document the following for any production that was ordered destroyed by a Federal or State agency due to the presence of injurious substances or conditions:</p> <p style="padding-left: 40px;">(i) Explain any “0.000” factor entered in item 35 and/or 65.</p> <p style="padding-left: 40px;">(ii) A description of the injurious substance or condition for which a destruction order was issued. The circumstances that caused the crop to be affected by the substance or condition, the date the crop was destroyed and the method of destruction. Attach the insured’s completed Certification Form, a copy of the destruction order issued by the Federal or State agency and, if applicable, a copy of the laboratory test results that confirms the presence of the substance or condition to the claim.</p> <p style="padding-left: 40px;">(iii) Refer to the LAM for additional documentation requirements.</p> <p>(u) Document any other pertinent information, including any data to support any factors used to calculate the production.</p>

**SECTION II – DETERMINED HARVESTED PRODUCTION**

- (1) 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 management record requirements) verified by the adjuster and supported with written records from the first handler. This production will be the basis for calculating losses from the insured and uninsured causes of damage on the **PW**.
- (2) Account for ALL HARVESTED PRODUCTION (for **ALL ENTITIES** sharing in the crop) except production appraised BEFORE harvest and shown in Section I because the quantity cannot be determined later.
- (3) Enter the name and address of the storage facility, buyer, packinghouse, or processor, as applicable, in items 49 through 52 for production commercially sold.
- (4) If additional lines are necessary, a continuation sheet may be used. Use separate lines for:
  - (a) separate storage facilities;
  - (b) different first handlers (buyers, packers, processors, etc.). The insured must have maintained satisfactory records of ALL production sold or stored. Verify any packinghouse records against written records from the first handler (refer to the LAM for farm record requirements); and
  - (c) varying shares, e.g., 50 percent and 75 percent shares on the same unit.
- (5) There will generally be no harvested production entries in items 47 through 68 for preliminary inspections.
- (6) If harvested production is from more than one insured practice and a separate approved APH yield has been established for each practice, the harvested production must also be entered on separate lines in items 47 through 66 by practice. Refer to the LAM for commingled production.

Item	Required Element	Description
43.	Date Harvest Completed	Used to determine if there is a delayed notice or claim (refer to the LAM).  <b>PRELIMINARY: MAKE NO ENTRY.</b>

**Exhibit 5 Form Standards - Production Worksheet (Continued)**

Item	Required Element	Description
43.	Date Harvest Completed (Continued)	<p><b>FINAL:</b></p> <p>(a) The earlier of the date the ENTIRE acreage on the unit was:</p> <ul style="list-style-type: none"> <li>(i) harvested;</li> <li>(ii) totally destroyed;</li> <li>(iii) put to another use;</li> <li>(iv) a combination of harvested, totally destroyed, or put to another use; or</li> <li>(v) the calendar date for the EOIP.</li> </ul> <p>(b) Enter “<b>Incomplete</b>” if at the time final inspection (if prior to the EOIP), there is any unharvested insured acreage remaining in the unit that the insured does not intend to harvest.</p> <p>(c) Enter “<b>No Harvest</b>” if at the time of final inspection (if prior to the EOIP), none of the insured acreage on the unit has been harvested and the insured does not intend to harvest such acreage.</p> <p>(d) Enter the date from the Certification Form when the entire unit is put to another use, etc., if the case involves a Certification Form. Refer to the LAM.</p>
44.	Damage similar to other farms in the area?	<p><b>PRELIMINARY:</b> MAKE NO ENTRY.</p> <p><b>FINAL:</b> Check “Yes” or “No.” Check “Yes” if the amount and cause of damage due to insurable causes is similar to the experience of other orchards in the area. If “No” is checked, explain in the Narrative.</p>
45.	Assignment of Indemnity	Check “Yes” <b>only</b> if an assignment of an indemnity is in effect for the crop year. Otherwise, check “No.” Refer to the LAM.
46.	Transfer of Right to Indemnity	Check “Yes” <b>only</b> if a transfer of right to indemnity is in effect for the unit for the crop year. Otherwise, check “No.” Refer to the LAM.

**Exhibit 5 Form Standards - Production Worksheet (Continued)**

**A. Measurements**

Item	Required Element	Description
47a.	Share	RECORD ONLY VARYING SHARES on the SAME unit, to three decimal places.
47b.	Field ID	(a) MAKE NO ENTRY if only one practice for harvested production is listed in Section I.  (b) Enter the corresponding FIELD ID (item 16) for each practice if more than one practice for harvested production is listed in Section I and a separate approved APH yield exists.
48.	Multi-Crop Code	(a) The applicable two-digit code for the first crop and second crop. Refer to the LAM for instructions regarding entry of first crop and second crop codes.  (b) MAKE NO ENTRY if no first crop or second crop is designated.

**B. Gross Production**

Item	Required Element	Description
53.	Net Cubic Feet	MAKE NO ENTRY.
54.	Conversion Factor	MAKE NO ENTRY.
55.	Gross Prod.	MAKE NO ENTRY.
56.	Bu., Ton (Lbs.) CWT	Circle Lbs. in item heading. Production in whole, wet in-shell pounds as determined by delivery records, production recaps, and/or sales receipts from buyers, processors, etc., (ALL PRODUCTION MUST BE NET WEIGHT).

**C. Adjustments to Harvested Production**

Item	Required Element	Description
57.- 60b.	Shell/Sugar Factor	MAKE NO ENTRY.
61.	Adjusted Production	Enter whole wet in-shell pounds from item 56.
62.	Prod. Not to Count	Net production NOT to count in whole wet in-shell pounds WHEN ACCEPTABLE RECORDS IDENTIFYING SUCH PRODUCTION ARE AVAILABLE from harvested acreage which has been assessed an appraisal of not less than the guarantee per acre, or from other sources (e.g., other units or uninsured acreage). THIS ENTRY MUST NEVER EXCEED PRODUCTION SHOWN ON THE SAME LINE. EXPLAIN ANY "PRODUCTION NOT TO COUNT" IN THE NARRATIVE.
63.	Production Pre-QA	Result of subtracting item 62 from item 61 in whole wet in-shell pounds.
64a.	Value	MAKE NO ENTRY.
64b.	Mkt. Price	MAKE NO ENTRY.
65.	Quality Factor	Enter "0.000," if a Federal or State agency has ordered the appraised insured crop or production to be destroyed due to an insured cause of loss. Refer to the instructions in items 35 and 40 for additional information and the Narrative for required documentation. Otherwise, MAKE NO ENTRY.
66.	Production to Count	Result of multiplying item 63 by 65, in whole wet in-shell pounds. If no entry in item 65, transfer entry from item 63.

**Exhibit 5 Form Standards - Production Worksheet (Continued)**

Item	Required Element	Description
67.	Total	Result of adding all entries in item 63, in whole wet in-shell pounds. If no entry in item 63, MAKE NO ENTRY.
68.	Section II Total	<b>PRELIMINARY:</b> MAKE NO ENTRY.  <b>FINAL:</b> Result of adding all entries in item 66, in whole wet in-shell pounds.
69.	Section I Total	<b>PRELIMINARY:</b> MAKE NO ENTRY.  <b>FINAL:</b> Enter the result of adding all entries in item 38, in whole pounds.
70.	Unit Total	<b>PRELIMINARY:</b> MAKE NO ENTRY.  <b>FINAL:</b> Result of adding items 68 and 69.
71.	Allocated Prod.	Refer to the LAM for instructions on determining allocated productions. Enter the total production allocated to this unit is included in Section I and II, in whole wet in-shell pounds. Document how allocated production was determined and record(s) supporting calculations in the Narrative or on a Special Report.
72.	Total APH Prod.	Result of subtracting the result of adding total of item 37 (applicable item 42 total) and total of item 71 from item 70. If no entries in items 37 and 71, transfer the entry from item 70. MAKE NO ENTRY when separate APH yields are maintained by type/variety, practice, etc., within the unit.

**The following required entries are not illustrated on the example Production Worksheet**

Item	Required Element	Description
73.	Insured's Signature and Date:	Insured or insured's authorized representative's signature and date. BEFORE obtaining the insured's signature, REVIEW ALL ENTRIES on this worksheet WITH THE INSURED or insured's authorized representative, particularly explaining codes, etc., that may not be readily understood.
74.	Adjuster's Signature, Code No., and Date:	Adjuster's signature, code number, and date signed after the insured or insured's authorized representative has signed. Enter the adjuster's code number ONLY for an absentee insured. The signature and date will be entered AFTER the absentee insured has signed and returned the worksheet. Final indemnity inspections should be signed at the bottom.
75.	Page Numbers	<b>PRELIMINARY:</b> Page Numbers – "1," "2," etc., at the time of inspection.  <b>FINAL:</b> Page Numbers – (Example: Page 1 of 2, Page 2 of 2, etc.).

**Exhibit 5 Form Standards - Production Worksheet (Continued)**

**PRODUCTION WORKSHEET**

1. Crop/Code # <i>Macadamia Nuts</i> <i>0023</i>	2. Unit # <i>0001-0001-BU</i>	3. Location Description <i>SW1-96N-30W</i>	7. Company Agency <i>Any Company</i> <i>Any Agency</i>	8. Name of Insured <i>I. M. Insured</i>
4. Date(s) of Damage <i>JUN 15</i>	5. Cause(s) of Damage <i>Wind</i>	6. Insured Cause % <i>100%</i>	9. Claim # <i>XXXXXXXX</i>	11. Crop Year <i>YYYY</i>
12. Additional Units <i>0002-0001-BU</i>	13. Est. Prod. Per Acre <i>3500</i>	10. Policy # <i>XXXXXX</i>	14. Date(s) 1st <i>MM/DD/YYYY</i>	2nd <i>MM/DD/YYYY</i>
		15. Companion Policy(s)	<i>Final</i>	

**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	Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count	
A	NS		5.1	1.000		997					002		UH	UH	606			3091		3091		3091	
B	NS		13.5	1.000		997					002		H	H									
C	NS		1.5	1.000		997					002		H	H							2300	2300	
39. TOTAL			20.1	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input checked="" type="checkbox"/>												42. TOTALS		3091		3091	2300	5391	

41. Do any mycotoxins exceed FDA, State or other health organization maximum limits? Yes   
 NARRATIVE (If more space is needed, attach a Special Report) *Determined acreage from permanent measurements. Fields B&C: 18,000 lbs. wet in-shell nuts sold to Acme Nut Processors. Field C, 2300 pounds rejected by buyer due to insect damage - available control measures not applied, see attached Special Report.*

**SECTION II - DETERMINED HARVESTED PRODUCTION**

43. Date Harvest Completed <i>MM/DD/YYYY</i>					44. Damage similar to other farms in the area? Yes <input type="checkbox"/> No <input checked="" 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.	
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%	Moisture %	Test WT	Adjusted Production	Prod. Not to Count	Production Pre-QA	Value	Quality Factor	Production to Count	
		<i>Acme Nut Processors.</i> <i>Any Town, State</i>								18000					18000		18000			18000
67. TOTAL																18000	68. Section II Total		18000	
																69. Section I Total		5391		
																70. Unit Total		23391		
																71. Allocated Prod.				
																72. Total APH Prod.		21091		

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

**Exhibit 6 Minimum Representative Sample Requirements**

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<b>Number of Acres</b>	<b>Select</b>
0.1 – 10.0	The lesser of 5 trees or 5% of the number of trees in the orchard/sub-orchard, rounded to the nearest whole tree.

One additional tree is required for each additional 10 acres (or fraction thereof) in the orchard/sub-orchard.

Select representative sample trees from the orchard/sub-orchard by variety (also refer to [Paragraphs 31](#) and [34](#)).

Select top-worked trees as representative samples only if there are at least 10 other top-worked trees in the block grafted to the same varieties.



**Exhibit 7 Tree Population per Acre Table**

		Distance between trees in feet																													
		10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
10	436	396	363	335	311	290	272	256	242	229	218	207	198	189	182	174	168	161	156	150	145	141	136	132	128	124	121	118	115	112	109
11	396	360	330	305	283	264	248	233	220	208	198	189	180	172	165	158	152	147	141	137	132	128	124	120	116	113	110	107	104	102	99
12	363	330	303	279	259	242	227	214	202	191	182	173	165	158	151	145	140	134	130	125	121	117	113	110	107	104	101	98	96	93	91
13	335	305	279	258	239	223	209	197	186	176	168	160	152	146	140	134	129	124	120	116	112	108	105	102	99	96	93	91	88	86	84
14	311	283	259	239	222	207	194	183	173	164	156	148	141	135	130	124	120	115	111	107	104	100	97	94	92	89	86	84	82	80	78
15	290	264	242	223	207	194	182	171	161	153	145	138	132	126	121	116	112	108	104	100	97	94	91	88	85	83	81	78	76	74	73
16	272	248	227	209	194	182	170	160	151	143	136	130	124	118	113	109	105	101	97	94	91	88	85	83	80	78	76	74	72	70	68
17	256	233	214	197	183	171	160	151	142	135	128	122	116	111	107	102	99	95	92	88	85	83	80	78	75	73	71	69	67	66	64
18	242	220	202	186	173	161	151	142	134	127	121	115	110	105	101	97	93	90	86	83	81	78	76	73	71	69	67	65	64	62	61
19	229	208	191	176	164	153	143	135	127	121	115	109	104	100	96	92	88	85	82	79	76	74	72	69	67	66	64	62	60	59	57
20	218	198	182	168	156	145	136	128	121	115	109	104	99	95	91	87	84	81	78	75	73	70	68	66	64	62	61	59	57	56	54
21	207	189	173	160	148	138	130	122	115	109	104	99	94	90	86	83	80	77	74	72	69	67	65	63	61	59	58	56	55	53	52
22	198	180	165	152	141	132	124	116	110	104	99	94	90	86	83	79	76	73	71	68	66	64	62	60	58	57	55	54	52	51	50
23	189	172	158	146	135	126	118	111	105	100	95	90	86	82	79	76	73	70	68	65	63	61	59	57	56	54	53	51	50	49	47
24	182	165	151	140	130	121	113	107	101	96	91	86	83	79	76	73	70	67	65	63	61	59	57	55	53	52	50	49	48	47	45
25	174	158	145	134	124	116	109	102	97	92	87	83	79	76	73	70	67	65	62	60	58	56	54	53	51	50	48	47	46	45	44
26	168	152	140	129	120	112	105	99	93	88	84	80	76	73	70	67	64	62	60	58	56	54	52	51	49	48	47	45	44	43	42
27	161	147	134	124	115	108	101	95	90	85	81	77	73	70	67	65	62	60	58	56	54	52	50	49	47	46	45	44	42	41	40
28	156	141	130	120	111	104	97	92	86	82	78	74	71	68	65	62	60	58	56	54	52	50	49	47	46	44	43	42	41	40	39
29	150	137	125	116	107	100	94	88	83	79	75	72	68	65	63	60	58	56	54	52	50	48	47	46	44	43	42	41	40	39	38
30	145	132	121	112	104	97	91	85	81	76	73	69	66	63	61	58	56	54	52	50	48	47	45	44	43	41	40	39	38	37	36
31	141	128	117	108	100	94	88	83	78	74	70	67	64	61	59	56	54	52	50	48	47	45	44	43	41	40	39	38	37	36	35
32	136	124	113	105	97	91	85	80	76	72	68	65	62	59	57	54	52	50	49	47	45	44	43	41	40	39	38	37	36	35	34
33	132	120	110	102	94	88	83	78	73	69	66	63	60	57	55	53	51	49	47	46	44	43	41	40	39	38	37	36	35	34	33
34	128	116	107	99	92	85	80	75	71	67	64	61	58	56	53	51	49	47	46	44	43	41	40	39	38	37	36	35	34	33	32
35	124	113	104	96	89	83	78	73	69	66	62	59	57	54	52	50	48	46	44	43	41	40	39	38	37	36	35	34	33	32	31
36	121	110	101	93	86	81	76	71	67	64	61	58	55	53	50	48	47	45	43	42	40	39	38	37	36	35	34	33	32	31	30
37	118	107	98	91	84	78	74	69	65	62	59	56	54	51	49	47	45	44	42	41	39	38	37	36	35	34	33	32	31	30	29
38	115	104	96	88	82	76	72	67	64	60	57	55	52	50	48	46	44	42	41	40	38	37	36	35	34	33	32	31	30	29	29
39	112	102	93	86	80	74	70	66	62	59	56	53	51	49	47	45	43	41	40	39	37	36	35	34	33	32	31	30	29	29	28
40	109	99	91	84	78	73	68	64	61	57	54	52	50	47	45	44	42	40	39	38	36	35	34	33	32	31	30	29	29	28	27

If a spacing is not shown on this chart:

Multiply the distance between trees (nearest tenth of a foot) by the distance between rows (nearest tenth of a foot) and then divide the result into 43,460 sq. ft. per acre (rounded to nearest whole number).

**Example:** 6.5 ft. × 10 ft. = 65 sq. ft.  
 43,560 sq. ft. per acre ÷ 65 sq. ft. = 670 trees per acre