



United States  
Department of  
Agriculture



Federal Crop  
Insurance  
Corporation

FCIC-25470 (11-2022)

# Sunflower Seed Loss Adjustment Standards Handbook

## 2023 and Succeeding Crop Years

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

<b>TITLE: Sunflower Seed Loss Adjustment Standards Handbook</b>	<b>NUMBER: FCIC – 25470 OPI: Product Administration Standards Division</b>
<b>EFFECTIVE DATE: 2023 and Succeeding Crop Years</b>	<b>ISSUE DATE: November 30, 2022</b>
<b>SUBJECT:</b>  Provides the procedures and instructions for administering the Sunflower Seed crop insurance program.	<b>APPROVED:</b>  <i>/s/ John w. Underwood for</i>  <b>Deputy Administrator for Product Management</b>

**REASON FOR ISSUANCE**

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

**SUMMARY OF CHANGES**

Listed below are the changes to the 2023 FCIC 25470 Sunflower Seed Loss Adjustment Standards Handbook with significant content change. All changes and additions are highlighted. Minor changes and corrections are not included in this listing. \*\*\* used throughout the handbook indicate where major deletions occurred.

<b>Reference</b>	<b>Description of Change</b>
Throughout	Updated to meet External Handbook Standards.
<a href="#">Para. 1A</a>	Page 1: Deleted “If amendments are issued for a handbook, the original handbook as amended shall constitute the handbook. A bulletin or FAD can supersede either the original handbook or subsequent amendments.”
<a href="#">Para. 1B</a>	Page 1: Added source of authority language.
<a href="#">Para. 1C.</a>	Page 1: Added required civil rights language.
<a href="#">Exhibit 4</a>	Page 28: Added stage codes for UUF/Third Party Damage and Replanted.

## SUNFLOWER SEED LOSS ADJUSTMENT STANDARDS HANDBOOK

### CONTROL CHART

	<b>TP Page(s)</b>	<b>TC Page(s)</b>	<b>Text Page(s)</b>	<b>Exhibit Page(s)</b>	<b>Date</b>	<b>Directive Number</b>
Current Index	1-2	1-2	1-14	15-49	11-2022	FCIC-25470

### FILING INSTRUCTIONS

This handbook replaces the 2017 Sunflower Seed Loss Adjustment Standards Handbook, FCIC-25470 (11-2016) dated November 14, 2016. This handbook is effective for the 2023 and succeeding crop years and is not retroactive to any 2022 or prior crop year determinations. This handbook is effective upon approval and until obsoleted.

# SUNFLOWER SEED 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 year are in effect as of the signature date for this crop handbook located at [www.rma.usda.gov](http://www.rma.usda.gov).

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

### B. Source of Authority

Refer to the LAM for Source 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. The following table identifies handbooks that shall be used in conjunction with this handbook.

**D. Related Handbooks (Continued)**

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 Sunflower Seed 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 of Standards

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

### B. Form Distribution

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

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

### C. Record Retention

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

### D. Form Standards

- (1) The entry items and completion instructions in [Exhibit 3](#) and [Exhibit 4](#) are the minimum requirements for the Sunflower Seed Appraisal Worksheet and PW. 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. \*\*\*
- (3) The certification statement required by the current DSSH must be included on the PW directly above the insured's signature block immediately followed by the statement below:  
  
"I understand the certified information on this Production Worksheet will be used to determine my loss, if any, to the above unit. The insurance provider may audit and approve this information and supporting documentation. The Federal Crop Insurance Corporation, an agency of the United States, subsidizes and reinsures this crop insurance."
- (4) Refer to the DSSH for other crop insurance form requirements (such as point size of font and so forth). The current DSSH can be found on the RMA website at [www.rma.usda.gov](http://www.rma.usda.gov).

## PART 2: POLICY INFORMATION

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

### 11 Insurability

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

- (1) The crop insured will be all of the oil and non-oil type sunflower seed in the county for which a premium rate is provided by the actuarial documents; in which the insured has a share:
  - (a) That is planted for harvest as sunflower seed; and
  - (b) That is not (unless a WA allows otherwise):
    - (i) Interplanted with another crop; or
    - (ii) Planted into an established grass or legume.
- (2) Acreage that does not meet rotational requirements shown in the SP will not be insured.
- (3) Any acreage of the insured crop damaged before the final planting date, to the extent that the majority of producers in the area would not normally further care for the crop, must be replanted unless the AIP agrees that replanting is not practical.

Refer to the LAM for replanting provision issues. Refer to [Part 3](#) of this handbook for replanting payment procedures.

- (4) Any production harvested from plants growing in the insured crop may be counted as production of the insured crop on a weight basis.

### 12 Unit Division

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Refer to the insurance contract for unit provisions. Unless limited by the CP or SP, a basic unit, as defined in the BP, may be divided into optional units if, for each optional unit, all the conditions stated in the applicable provisions are met.

In addition to optional units by section, section equivalent, or FSA farm number, and by irrigated and non-irrigated practices, optional units may be by type if the type is designated on the SP.

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

**A. General Information**

- (1) Refer to the SP to determine if production is eligible for QA as identified in the Sunflower Seed CP.
- (2) Sunflower Seed production will be eligible for QA if deficiencies in quality, in accordance with the Official United States Standards for Grain, result in:
  - (a) Oil type sunflower seed not meeting the grade requirements for U.S. No. 2 (grades U.S. sample grade) because of test weight, kernel damage (excluding heat damage), or a musty, sour or commercially objectionable foreign odor;
  - (b) Non-oil type sunflower seed having a test weight below 22 pounds per bushel or kernel damage (excluding heat damage) in excess of five percent (5%), or a musty, sour or commercially objectionable foreign odor; or
  - (c) Substances or conditions are present that are identified by the Food and Drug Administration or other public health organizations of the United States as being injurious to human or animal health.
    - (i) When the edible portion of the crop has been exposed to flood waters and a Federal or State agency recommends destruction or disposal of production from such acreage, refer to the LAM.
    - (ii) Under section 15(j) of the BPs, if due to insured causes, a Federal or State agency has ordered the appraised insured crop or production to be destroyed, enter the factor “.000” on the PW in column 35 for appraised production or column 65 for harvested production, as applicable. Instruct the insured to complete and submit a Certification Form stating the date the crop or production was destroyed and the method of destruction (refer to item 40 and the Narrative in the PW instructions). Also, refer to the LAM for additional information.
- (3) When due to insurable cause(s), use of QA for sunflower seed is handled by determining appropriate discount factors, summing them together, if applicable, and subtracting from 1.000 to obtain the applicable QAF (percent of production to count). Refer to the SP for chart discount factors, instructions for calculating non-chart discount factors, and other discounts allowed. Also, refer to the LAM for examples and guidance in determining reduction-in-values (RIVs) needed to determine non-chart discount factors.
- (4) Moisture adjustment is applied prior to applying any qualifying adjustment for quality such as test weight, kernel damage, etc. Refer to [Exhibit 10](#), for the moisture adjustment chart. Moisture adjustment results in a reduction in production to count of 0.12 percent for each 0.1 percent moisture in excess of 10 percent.

**A. General Information (Continued)**

- (5) For sunflower seed for which RIVs apply, and which can be conditioned/reconditioned, refer to the quality statements in the SP for instructions.
- (6) The QAF cannot be greater than 1.000 or less than zero (.000). Refer to the LAM for information on contract prices in QA.
- (7) If a local market cannot be found for the sunflower seed, refer to the LAM.
- (8) Refer to the LAM for special instructions regarding mycotoxin-infected grain.
- (9) Document QA information as described in the instructions for the Narrative section of the PW ([Exhibit 4](#)), or on a Special Report.
- (10) For additional QA definitions, instructions, qualifications, and testing requirements; refer to the LAM and the Official United States Standards for Grain.

**14-20 Reserved**

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## PART 3: REPLANTING PAYMENT PROCEDURES

### 21 Replanting Payment Procedures

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- (1) When Sunflower Seed is replanted using a practice that is uninsurable as an original planting, the liability for the unit will be reduced by the amount of the replanting payment which is attributable to the insured's share. If the unit dollar loss (final claim) is less than the original unit liability minus such replanting payment, the actual indemnity dollar amount will not be affected by the replanting payment. The premium amount will not be reduced.
- (2) No replanting payment will be made on acreage on which one replanting payment has already been allowed for the crop year.

### 22 Qualifications for Replanting Payment

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To qualify for a replanting payment, the:

- (1) insured crop must be damaged by an insurable cause;
- (2) AIP determines that it is practical to replant;
- (3) acres being replanted must not have been initially planted prior to the "Earliest Planting" date established by the SP;
- (4) per-acre appraisal (or appraisal plus any appraisals for uninsured causes of loss) must be less than 90 percent of the per acre production guarantee for the acreage the insured intends to replant (Refer to [Part 4](#), "Sunflower Appraisals");
- (5) acreage replanted must be at least the lesser of 20 acres or 20 percent of the insured planted acreage for the unit (as determined on the final planting date or within the late planting period if a late planting period is applicable); and

Any acreage planted after the end of the late planting period will not be included when determining if the 20 acres or 20 percent qualification is met. Refer to the LAM.

- (6) AIP has given consent to replant.

In the Narrative of the PW or on a Special Report, show the appraisal for each field or subfield and the calculations to document that qualifications for a replanting payment have been met.

### 23 Maximum Replanting Payment

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The maximum amount of the replanting payment per acre will be the lesser of:

- (1) the product of multiplying the maximum pounds allowed in the policy (175 pounds of seed) by the insured's projected price, times the insured's share in the crop; or
- (2) 20 percent of the production guarantee multiplied by the applicable projected price times the insured's share.

## 23 Maximum Replanting Payment (Continued)

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- (3) Compute the number of pounds per acre allowed for a replanting payment by dividing the maximum replanting payment by the projected price. Show all calculations in the Narrative of the PW or on a Special Report.

The following illustrate replant examples for sunflower seed:

**Example 1:** Owner/operator (100 percent share)

30 acres replanted

Projected price = \$0.11 per lb.

20% of prod. guar. (1,050 lbs. × 20%) = 210 lbs. × \$0.11 (projected price) × 1.000 (share) = \$23.10

175 lbs. (maximum lbs. allowed in policy) × \$0.11 (projected price) × 1.000 (share) = \$19.25

The lesser of \$23.10 and \$19.25 is \$19.25

Actual pounds per acre allowed = 175 lbs. ( $\$19.25 \div \$0.11$ , rounded to whole pounds)

Enter 175 lbs. in Section I, "Appraised Potential" column of the PW. Enter the replant calculations in the Narrative of the PW.

**Example 2:** Landlord/tenant (both insured on 50/50 percent share)

30 acres replanted

Projected price = \$0.11 per lb.

20% of prod. guar. (1,050 lbs. × 20%) = 210 lbs. × \$0.11 (projected price) × 0.500 (share) = \$11.55

175 lbs. (maximum lbs. allowed in policy) × \$0.11 (projected price) × 0.500 (share) = \$9.63

The lesser of \$11.55 and \$9.63 is \$9.63

Actual pounds per acre allowed = 88 lbs. ( $\$9.63 \div \$0.11$ , rounded to whole pounds)

Enter 88 lbs. in Section I, "Appraised Potential" column of the PW if the insured's share has been applied or 175 lbs. if the insured's share has yet to be applied. Indicate in the Narrative if "Appraised Potential" has/has not been reduced for share on the PW according to individual AIP guidelines. Enter the replant calculations in the Narrative of the PW.

## **24 Replanting Payment Inspections**

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Replanting payment inspections are to be prepared as final inspections on the PW only when qualifying for a replanting payment. Non-qualifying replanting payment inspections (unless the claim is withdrawn by the insured) are to be handled as preliminary inspections. If qualified for a replanting payment, a Certification Form may be prepared on the initial farm visit. Refer to the LAM.

## **25-30 Reserved**

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## PART 4: APPRAISALS

### 31 General Information

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

For all zero appraisals, refer to the LAM.

### 32 Selecting Representative Samples

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#### A. Determine Minimum Samples

Determine the minimum number of required samples for a field or subfield by the field size, the average stage of growth, age (size) and general capabilities of the plants, and variability of potential production and plant damage within the field or subfield.

#### B. Splitting Fields

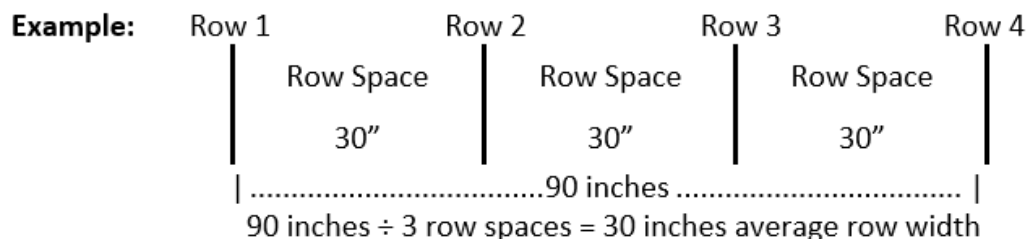
- (1) Split the field into subfields when:
  - (a) Variable damage causes the crop potential to appear to be significantly different within the same field; or
  - (b) The insured wishes to destroy a portion of a field.
- (2) Each field or subfield must be appraised separately.
- (3) Take not less than the minimum number (count) of representative samples required in [Exhibit 5](#), (Minimum Representative Sample Requirements) for each field or subfield.

### 33 Measuring Row Width for Sample Selection

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

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





### 33 Measuring Row Width for Sample Selection (Continued)

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- (3) Apply average row width to [Exhibit 6](#), to determine the required length of sample row.
- (4) When using two or more rows to fulfill the required length of sample row, divide the length of row required by the number of rows used in the sample. The combined length of all rows must equal the single row length.

### 34 Appraisal Methods

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#### A. General Information

Refer to [Exhibit 8](#), for explanation of growth stages for Sunflower Seed.

These instructions provide information on the following appraisal methods:

Appraisal Method...	Use...
Emergence to Full Petal Bloom	for planted acreage with no emerged seed, or on plants through the R-4 stage
After Full Bloom	on plants in R-5 through R-9 stage

#### B. Emergence to Full Petal Bloom

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

- (1) Determine the number of acres in the field or subfield being appraised and number of required samples.
- (2) Select representative samples and count the number of live plants (capable of producing a seed head) in each 1/100th-acre sample.
- (3) Total the number of live plants from all the samples.
- (4) Divide the result of item (3) by the number of samples taken to determine average plants per 1/100 acre.
- (5) Multiply the result of item (4) times the factor determined as follows. The result equals the appraisal in pounds per acres. Document calculations for determining the factor on a Special Report or in the Narrative of the PW.

APH approved yield × 100 ÷ determined plant population per acre before damage.

**B. Emergence to Full Petal Bloom (Continued)**

**Example:** APH approved yield = 1,400 pounds per acre  
Determined plant population per acre = 13,000 plants per acre  
 $1,400 \times 100 \div 13,000 = 10.8$  yield factor

Determined plant population equals the number of plants (living, dead, or missing) in 1\100th-acre multiplied by 100.

**Example:**  $130 \text{ plants} \times 100 = 13,000$  determined plant population.

**C. After Full Bloom**

- (1) This method is based on determining the number of harvestable heads, which are grouped according to head size, and converting this production to pounds per acre.
- (2) Determine the number of acres in the field or subfield being appraised and number of required samples.
- (3) Select representative samples of 1/100 acre.
- (4) Measure the size of each harvestable head, group heads according to head size and total the number of heads accordingly by head size.

To obtain the head-size (diameter) measurement of the sunflower, place a flexible tape measure on one side of the head and follow the curvature of the head across the center to the other side of the head.

- (5) Convert any partially filled heads to whole or undamaged heads.

**Example:** Count two half-filled six-inch heads as one whole six-inch head. For an additional example of rounding rules, refer to [Exhibit 3](#), appraisal worksheet item 17 instructions.

- (6) Multiply the total number of heads by head size for all samples times the representative head size factor and total. The total equals the total ounces for all samples.
- (7) Determine the average ounces per sample by dividing the result in item (6) by the total number of samples.
- (8) Multiply the result of item (7) times the factor (6.25 to convert ounces to pounds). The result equals the pounds per acre appraisal, rounded to whole pounds.

## **35 Deviations and Modifications**

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

## **36 General Information for Worksheet Entries and Completion Procedures**

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- (1) Include the AIP's name in the appraisal worksheet title if not preprinted on the worksheet, or when a worksheet entry is not provided.
- (2) Include the claim number on the appraisal worksheet (when required by the AIP), when a worksheet entry is not provided.
- (3) Separate appraisal worksheets are required for each unit appraised. Refer to [Part 4](#) for sampling requirements.
- (4) For every inspection, complete items 1 through 4 and items 26 and 27. Complete Parts I and II as instructed below.
- (5) Standard appraisal worksheet items are numbered consecutively in [Exhibit 3](#). An example appraisal worksheet is also provided to illustrate how to complete entries.
- (6) For all zero appraisals, refer to the LAM.

## **37-50 Reserved**

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## PART 5: PRODUCTION WORKSHEET

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

## EXHIBITS

### Exhibit 1 Acronyms and Abbreviations

Approved Acronym/Abbreviation	Term
AIP	Approved Insurance Provider
APH	Actual Production History
BP	Basic Provisions
CAT	Catastrophic Risk Protection
CIH	Crop Insurance Handbook, FCIC-18010
CLU	Common Land Unit
CP	Crop Provisions
CREES	Cooperative State Research, Education, and Extension Service
DF	Discount Factor
DSSH	Document and Supplemental Standards Handbook, FCIC-24040
FAD	Final Agency Determination
FCIC	Federal Crop Insurance Corporation
FDA	Food and Drug Administration
FM	Foreign Material
FSA	Farm Service Agency
FGIS	Federal Grain Inspection Service
GPS	Global Positioning System
GSH	General Standards Handbook, FCIC-18190
LAM	Loss Adjustment Manual, FCIC-25010
OPI	Office of Primary Interest
PW	Production Worksheet
QA	Quality Adjustment
QAF	Quality Adjustment Factor
RMA	Risk Management Agency
SP	Special Provisions
SRA	Standard Reinsurance Agreement
USDA	United States Department of Agriculture
WA	Written Agreement

**Harvest**: Combining or threshing the sunflowers for seed.

**Local Market Price**: The cash seed price per pound for oil type sunflower seed grading U. S. No. 2, or non-oil type sunflower seed with a test weight of at least 22 pounds per bushel and less than five percent kernel damage, offered by buyers in the area in which the insured normally markets the sunflower seed. The local market price for oil type sunflower seed will reflect the maximum limits of quality deficiencies allowable for the U. S. No. 2 grade of sunflower seed. Factors not associated with grading of sunflower seed under the Official United States Standards for Grain including, but not limited to, oil or moisture content will not be considered.

**Planted Acreage**: In addition to the definition contained in the Basic Provisions, sunflower seed must initially be planted in rows far enough apart to permit mechanical cultivation, unless otherwise provided by the SP, actuarial documents, or by WA.

**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. For general form standards and other general information, see [Subparagraph 2D](#) and [Paragraph 36](#).

<b>Element/Item Number</b>	<b>Standard</b>
Company	Name of AIP, if not preprinted on the worksheet.
Claim Number	Claim number assigned by the AIP.
1. Insured's Name	Name of insured that identifies exactly the person (legal entity) to whom the policy is issued.
2. Policy Number	Insured's assigned policy number.
3. Unit Number	Unit number from the Summary of Coverage after it is verified to be correct.
4. Crop Year	Four-digit crop year, as defined in the policy, for which the claim is filed.

**Part I – From Emergence to Full Bloom**

<b>Element/Item Number</b>	<b>Standard</b>
5. Field ID	Field or subfield identification symbol.
6. Row Width	Row width to nearest one-half inch. Refer to <a href="#">Paragraph 33</a> for row width determination information.
7. Acres	Number of determined acres, to tenths, in field or sub-field being appraised.
8. Number of Plants	Number of live plants (capable of producing a seed head) from each sample.
9. Total Plants	Total number of plants from all samples in item 8.
10. Number of Samples	Total number of samples in item 8.
11. Average Number Plants	Result of dividing item 9 by item 10, rounded to the nearest tenth.
12. Factor	Yield factor (rounded to tenths). Refer to <a href="#">Paragraph 34</a> for factor calculation. Document calculations for determining the yield factor on a Special Report or in the Narrative of the PW.
13. Per Acre Appraisal	Result of multiplying item 11 times item 12, rounded to whole pounds.

**Part II – After Full Bloom**

<b>Element/Item Number</b>	<b>Standard</b>
14. Field Id	Field identification symbol.
15. Row Width	Row width to nearest inch. Refer to <a href="#">Paragraph 33</a> for row width determination information.
16. Acres	Number of determined acres, to tenths, in field or sub-field being appraised.

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

Element/Item Number	Standard
<p>17. No. of Sized Heads Per Sample</p>	<p>Enter the number of heads from each sample in the applicable head size columns. When needed, establish a column(s) to record 2", 2 ½", and/or 3" head sizes by crossing out the head size in an unused column(s) and entering in the applicable head size. Convert partially filled heads to whole heads.</p> <ul style="list-style-type: none"> <li>• 3.8 through 4.2 = 4.0;</li> <li>• 4.3 through 4.7 = 4.5;</li> <li>• 4.8 through 5.2 = 5.0, etc.</li> </ul> <p>Do not count head sizes under 2 inches unless they are harvestable. However, if they are harvestable, completely filled heads must be converted to fit <a href="#">Exhibit 7</a>.</p> <p><b>Example:</b> Area of a circle = pi (3.1416) × radius squared            1 ½" filled head = 1.8 square inches (3.1416 × .75 × .75)            3" filled head = 7.1 square inches (3.1416 × 1.5 × 1.5)            7.1 square inches (1 filled 3" head) ÷ 1.8 square inches (1 filled 1 ½" head) = requires 4 filled 1 ½" heads to equal 1 filled 3" head</p>
<p>18. Total Each Size</p>	<p>Total number of heads for each head size diameter.</p>
<p>19. Head Size Factor</p>	<p>Factor pre-printed on the appraisal worksheet. For head sizes not shown, line through pre-printed factor and enter applicable factor from <a href="#">Exhibit 7</a>.</p>
<p>20. Total of Each Size × (times) Head Factor</p>	<p>Result rounded to the nearest tenth of multiplying item 18 for each head size diameter times the factor for the head size from <a href="#">Exhibit 7</a>.</p>
<p>21. Total Ounces</p>	<p>Total of all entries in item 20.</p>
<p>22. No. Of Samples</p>	<p>Total number of samples in item 17.</p>
<p>23. Avg. Oz/Sample</p>	<p>Result of dividing item 21 by item 22, rounded to the nearest tenth.</p>
<p>24. Factor</p>	<p>Make no entry. 6.25 factor pre-printed on appraisal worksheet.</p>
<p>25. Per Acre Appraisal</p>	<p>Result of multiplying item 23 by item 24, rounded to nearest whole pound.</p>



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

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

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

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

APPRAISAL WORKSHEET SUNFLOWERS (For Illustration Purposes Only)			1. INSURED'S NAME I. M. Insured					2. POLICY NO. XXXXXXX					3. UNIT NO 0001-0001 BU			4. CROP YEAR YYYY					
			PART I – FROM EMERGENCE TO FULL BLOOM																		
FIELD ID 5	ROW WIDTH 6	ACRES 7	NUMBER OF PLANTS 8					TOTAL PLANTS 9	NUMBER OF SAMPLES 10	AVERAGE NUMBER PLANTS 11	FACTOR 12	PER ACRE APPRAISAL 13									
A	38	40.0	12	13	10	11	16	= 62	÷ 5	= 12.4	x 10.8	= 134									
								=	÷	=	x	=									
								=	÷	=	x	=									
PART II – AFTER FULL BLOOM																					
DEVELOPED SEED CONVERTED TO OUNCES PER HEAD SIZE																					
HEAD SIZE (DIAMETER IN INCHES)		3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10	11	12	13	14	COMPUTATIONS	
14. FIELD ID	17. NO. OF SIZED HEADS PER SAMPLE	1																		21. TOTAL OUNCES	÷
		2																		22. NO. OF SAMPLES	-
3																			23. AVG OZ/SAMPLE	x	
4																			24. FACTOR	6.25	-
5																			25. PER ACRE APPRAISAL		
15. ROW WIDTH	18. TOTAL EACH SIZE																				
16. ACRES	19. HEAD SIZE FACTOR	0.626	0.819	1.034	1.274	1.544	1.840	2.157	2.502	2.872	3.270	3.686	4.134	4.607	5.103	6.175	6.175	8.626	10.004		
	20. TOTAL OF EACH SIZE X HEAD FACTOR																				
14. FIELD ID	17. NO. OF SIZED HEADS PER SAMPLE	1																		21. TOTAL OUNCES	÷
		2																		22. NO. OF SAMPLES	-
3																			23. AVG OZ/SAMPLE	x	
4																			24. FACTOR	6.25	-
5																			25. PER ACRE APPRAISAL		
15. ROW WIDTH	18. TOTAL EACH SIZE																				
16. ACRES	19. HEAD SIZE FACTOR	0.626	0.819	1.034	1.274	1.544	1.840	2.157	2.502	2.872	3.270	3.686	4.134	4.607	5.103	6.175	6.175	8.626	10.004		
	20. TOTAL OF EACH SIZE X HEAD FACTOR																				

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

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

APPRaisal WORKSHEET SUNFLOWERS (For Illustration Purposes Only)			1. INSURED'S NAME I. M. Insured					2. POLICY NO. XXXXXXX					3. UNIT NO 00200-0001BU			4. CROP YEAR YYYY								
			PART I - FROM EMERGENCE TO FULL BLOOM																					
FIELD ID 5	ROW WIDTH 6	ACRES 7	NUMBER OF PLANTS 8					TOTAL PLANTS 9	NUMBER OF SAMPLES 10	AVERAGE NUMBER PLANTS 11	FACTOR 12	PER ACRE APPRAISAL 13												
								=	÷	=	x	=												
								=	÷	=	x	=												
								=	÷	=	x	=												
										PART II - AFTER FULL BLOOM														
										DEVELOPED SEED CONVERTED TO OUNCES PER HEAD SIZE										COMPUTATIONS				
14. FIELD ID	HEAD SIZE (DIAMETER IN INCHES)		3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10	11	12	13	14				
C	17. NO. OF SIZED HEADS PER SAMPLE	1		4	0	1	3	4	3	2	1											21. TOTAL OUNCES	÷	
		2		0	2	2	2	2	2	3	3	3											123.6	
		3		1	0	1	1	3	2	1	1												22. NO. OF SAMPLES	-
4			2	1	1	3	2	0	4	0												5		
5			0	0	1	2	1	4	0	1													23. AVG OZ/SAMPLE	x
15. ROW WIDTH	18. TOTAL EACH SIZE			7	3	6	11	12	12	10	6											24. FACTOR	-	
16. ACRES	19. HEAD SIZE FACTOR		0.626	0.819	1.034	1.274	1.544	1.840	2.157	2.502	2.872	3.270	3.686	4.134	4.607	5.103	6.175	6.175	8.626	10.004	6.25	-		
80.0	20. TOTAL OF EACH SIZE X HEAD FACTOR			5.7	3.1	7.6	17.0	22.1	25.9	25.0	17.2											25. PER ACRE APPRAISAL		
14. FIELD ID	17. NO. OF SIZED HEADS PER SAMPLE	1																				21. TOTAL OUNCES	÷	
15. ROW WIDTH		2																					22. NO. OF SAMPLES	-
		3																					23. AVG OZ/SAMPLE	x
		4																						
5																								
16. ACRES	18. TOTAL EACH SIZE																					24. FACTOR	-	
80.0	19. HEAD SIZE FACTOR		0.626	0.819	1.034	1.274	1.544	1.840	2.157	2.502	2.872	3.270	3.686	4.134	4.607	5.103	6.175	6.175	8.626	10.004	6.25	-		
	20. TOTAL OF EACH SIZE X HEAD FACTOR																						25. PER ACRE APPRAISAL	

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

**Exhibit 4 Form Standards Production Worksheet**

Verify and/or make the following entries for each PW element/item number. A completed PW example is at the end of this exhibit. For general form standards and other general information, see [Subparagraph 2D](#) and [Paragraph 51](#).

Element/Item Number	Standard
1. Crop/Code #	"Sunflowers" (0078).
2. Unit #	Unit number from the Summary of Coverage after it is verified to be correct.
3. Location Description	Land location that identifies the legal description, if available, and the location of the unit (e.g., section, township, and range; FSA Farm Numbers; FSA Common Land Units (CLU) and tract numbers; GPS identifications; or Grid identifications) as applicable for the crop.
4. Date(s) of Damage	<p>First three letters of the month(s) during which the determined insured damage occurred for the inspection and cause(s) of damage listed in item 5 below. If no entry in item 5 below make no entry. For progressive damage, enter the month that identifies when the majority of the insured damage occurred. Include the specific date where applicable as in the case of hail damage (e.g., Aug 11). Enter additional dates of damage in the extra spaces, as needed. If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.</p> <p>If there is no insurable cause of loss, and a no indemnity due claim will be completed, make no entry.</p>
5. Cause(s) of Damage	<p>Name of the determined insured cause(s) of damage for this crop as listed in the LAM for the date of damage listed in item 4 above. If an insured cause(s) of damage is coded as "Other," explain in the Narrative. Enter additional causes of damage in the extra spaces, as needed. If more space is needed, document the additional determined insured causes of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.</p> <p>If it is evident that no indemnity is due, enter "NO INDEMNITY DUE" across the columns in item 5 (refer to the LAM for more information on no indemnity due claims).</p>

**Exhibit 4 Form Standards Production Worksheet (Continued)**

Element/Item Number	Standard												
6. Insured Cause %	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Replant and Final:</b> Whole percent of damage for the insured cause of damage listed in item 5 above. Enter additional “Insured Cause %” in the extra spaces, as needed. If additional space is needed, enter the additional determined “Insured Cause %” in the Narrative (or on a Special Report). The total of all “Insured Cause %” including those entered in the Narrative must equal 100%.</p> <p>If there is no insurable cause of loss, and a no indemnity due claim will be completed, make no entry.</p> <p>Example entries for items 4-6 and the Narrative, reflecting entries for multiple dates of damage, the corresponding insured causes of damage and insured cause percents:</p> <table border="0" data-bbox="532 835 1347 1050"> <tr> <td>4. Date(s) of Damage</td> <td>MAY</td> <td>JUN 30</td> <td>AUG</td> </tr> <tr> <td>5. Cause(s) of Damage</td> <td>Excess Moisture</td> <td>Hail</td> <td>Drought</td> </tr> <tr> <td>6. Insured Cause %</td> <td>40</td> <td>20</td> <td>30</td> </tr> </table> <p>Narrative: Additional date of damage – SEP 5; Cause of Damage – Freeze; Insured cause - 10%.</p>	4. Date(s) of Damage	MAY	JUN 30	AUG	5. Cause(s) of Damage	Excess Moisture	Hail	Drought	6. Insured Cause %	40	20	30
4. Date(s) of Damage	MAY	JUN 30	AUG										
5. Cause(s) of Damage	Excess Moisture	Hail	Drought										
6. Insured Cause %	40	20	30										
7. Company/Agency	Name of company and agency servicing the contract.												
8. Name of Insured	Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued.												
9. Claim #	Claim number as assigned by the AIP.												
10. Policy #	Insured’s assigned policy number.												
11. Crop Year	Four-digit crop year, as defined in the policy, for which the claim is filed.												
12. Additional Units	<p><b>Preliminary and Replant:</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.</p> <p>If more spaces are needed for non-loss units, enter the unit numbers, identified as “Non-Loss Units,” in the Narrative or on an attached Special Report.</p>												

**Exhibit 4 Form Standards Production Worksheet (Continued)**

Element/Item Number	Standard
13. Est. Prod. Per Acre	<p><b>Preliminary and Replant:</b> Make no entry.</p> <p><b>Final:</b> Estimated yield per acre, in whole pounds, 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> <ul style="list-style-type: none"> <li>a. Date the first or second notice of damage or loss was given for the unit in item 2, in the 1st or 2nd space, as applicable. Enter the complete date (MM, DD, and YYYY) for each notice.</li> <li>b. A notice of damage or loss for a third preliminary inspection (if needed) requires an additional set of PWs. Enter the date of notice for a third preliminary inspection in the 1st space of item 14 on the second set of PWs.</li> <li>c. Reserve the “Final” space on the first page of the first set of PWs for the date of notice for the final inspection.</li> <li>d. If the inspection is initiated by the AIP, enter “Company Insp.” instead of the date.</li> <li>e. If the notice does not require an inspection, document as directed in the Narrative instructions.</li> </ul> <p><b>Replant and Final:</b> Transfer the last date (in the 1st or 2nd space from the first or second set of PWs) to the final space on the first page of the first set of PWs if a final inspection should be made as a result of the notice. Always enter the complete date of notice (MM, DD, and YYYY) for the “FINAL” inspection in the final space on the first set of PWs. For a delayed notice of loss or delayed claim, refer to the LAM.</p>
15. Companion Policies	<ul style="list-style-type: none"> <li>a. If no other person has a share in the unit (insured has 100 percent share), make no entry.</li> <li>b. In all cases where the insured has less than a 100 percent share of a loss-affected unit, ask the insured if the other person sharing in the unit has a multiple-peril crop insurance contract (i.e., not crop-hail, fire, etc.). If the other person does not, enter “NONE.” <ul style="list-style-type: none"> <li>(1) If the other person has a multiple-peril crop insurance contract and it can be determined that the same AIP services it, enter the contract number. Handle these companion policies according to AIP instructions.</li> <li>(2) If the other person has a multiple-peril crop insurance contract and a different AIP or agent services it, enter the name of the AIP or agent (and contract number) if known.</li> </ul> </li> </ul>

**Exhibit 4 Form Standards Production Worksheet (Continued)**

Element/Item Number	Standard
15. Companion Policies (continued)	<p>(3) If unable to verify the existence of a companion contract, enter "Unknown" and contact the AIP for further instructions.</p> <p>c. Refer to the LAM for further information regarding companion contracts.</p>

**Section I – Determined Acreage Appraised, Production, and Adjustments**

Make separate line entries for varying:

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

Element/Item Number	Standard
16. Field ID	<p>The field or subfield identification symbol from a sketch map or an aerial photo. Refer to the Narrative.</p> <p>Where acreage is partly replanted, omit the field ID symbol for the fields that have not been replanted and that have been consolidated into a single line entry.</p>
17. Multi-Crop Code	<p><b>Replant:</b> Make no entry.</p> <p><b>Preliminary and Final:</b> The applicable two-digit code for first crop and second crop. Refer to the LAM for instructions regarding entry of first crop and second crop codes.</p>
18. Reported Acres	<p>In the event of over-reported acres, handle in accordance with the individual AIP's instructions. In the event of under-reported acres, enter the reported acres to tenths for the field or subfield. If there are no under-reported acres, make no entry.</p>

**Exhibit 4 Form Standards Production Worksheet (Continued)**

Element/Item Number	Standard
<p>19. Determined Acres</p>	<p>Refer to the LAM for definition of acceptable determined acres used herein. Enter the determined acres to tenths for the field or subfield for which consent is given for other use and/or:</p> <ul style="list-style-type: none"> <li>a. Put to other use without consent;</li> <li>b. Abandoned;</li> <li>c. Damaged by uninsured causes; or</li> <li>d. For which the insured failed to provide acceptable records of production.</li> </ul> <p>Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.</p> <p><b>REPLANT:</b> Determine the total acres, to tenths, of replanted acreage for each field or subfield (do not estimate). Make a separate line entry for any part of a field or subfield not replanted.</p> <ul style="list-style-type: none"> <li>a. Determine the planted acreage of any fields or subfields not replanted. Consolidate it into a single line entry unless the usual reasons for separate line entries apply. Record the field or subfield identities (from a map or aerial photo) in the Narrative.</li> <li>b. Account for all planted acreage in the unit.</li> </ul> <p><b>PRELIMINARY AND FINAL:</b> Determined acres to tenths. Acreage breakdowns within a unit or field may be estimated (refer to the LAM) if a determination is impractical.</p> <p>Account for all planted acreage in the unit.</p>
<p>20. Interest or Share</p>	<p>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.</p>
<p>21. Risk</p>	<p>Three-digit code for the correct "Rate" specified on the actuarial documents. If a "Rate" or "High Risk Area" is not specified on the actuarial documents, make no entry. Verify with the Summary of Coverage and if the rate class is found to be incorrect, revise according to the AIP's instructions. Refer to the LAM.</p> <p>Unrated land is uninsurable without a WA.</p>



**Exhibit 4 Form Standards Production Worksheet (Continued)**

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

Element/Item Number	Standard																						
29. Stage	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Replant:</b> Replant stage abbreviation as shown below.</p> <table border="0"> <thead> <tr> <th data-bbox="532 373 609 405"><u>Stage</u></th> <th data-bbox="820 373 977 405"><u>Explanation</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="532 411 808 443">"R" .....</td> <td data-bbox="820 411 1502 485">Acreage replanted and qualifying for replanting payment.</td> </tr> <tr> <td data-bbox="532 491 808 522">"NR" .....</td> <td data-bbox="820 491 1502 638">Acreage not replanted. Enter "NR" if the combined potential production appraisal and uninsured cause appraisal totals 90 percent or more of the guarantee for replanting claims.</td> </tr> <tr> <td data-bbox="532 644 808 676">"RN" .....</td> <td data-bbox="820 644 1502 718">Acreage replanted and not qualified for a replanting payment.</td> </tr> </tbody> </table> <p><b>Final:</b> Stage abbreviation as shown below.</p> <table border="0"> <thead> <tr> <th data-bbox="532 840 609 871"><u>Stage</u></th> <th data-bbox="820 840 977 871"><u>Explanation</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="532 877 808 909">"P" .....</td> <td data-bbox="820 877 1502 1024">Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide acceptable records of production to the AIP.</td> </tr> <tr> <td data-bbox="532 1031 808 1062">"H" .....</td> <td data-bbox="820 1031 961 1062">Harvested.</td> </tr> <tr> <td data-bbox="532 1068 808 1100">"UH" .....</td> <td data-bbox="820 1068 1421 1100">Unharvested or put to other use with consent.</td> </tr> <tr> <td data-bbox="532 1106 808 1138">"TZ" .....</td> <td data-bbox="820 1106 1502 1180">UUF/Third Party Damage – Zero production on same acreage.</td> </tr> <tr> <td data-bbox="532 1186 808 1218">"TA" .....</td> <td data-bbox="820 1186 1502 1260">UUF/Third Party Damage – Appraised production on same acreage.</td> </tr> <tr> <td data-bbox="532 1266 808 1297">"TH" .....</td> <td data-bbox="820 1266 1502 1339">UUF/Third Party Damage – Harvested production on same acreage.</td> </tr> </tbody> </table> <p><b>Prevented Planting:</b> Refer to the Prevented Planting Handbook for proper codes for any eligible prevented planting acreage.</p> <p><b>Gleaned Acreage:</b> Refer to the LAM for information on gleaning.</p>	<u>Stage</u>	<u>Explanation</u>	"R" .....	Acreage replanted and qualifying for replanting payment.	"NR" .....	Acreage not replanted. Enter "NR" if the combined potential production appraisal and uninsured cause appraisal totals 90 percent or more of the guarantee for replanting claims.	"RN" .....	Acreage replanted and not qualified for a replanting payment.	<u>Stage</u>	<u>Explanation</u>	"P" .....	Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide acceptable records of production to the AIP.	"H" .....	Harvested.	"UH" .....	Unharvested or put to other use with consent.	"TZ" .....	UUF/Third Party Damage – Zero production on same acreage.	"TA" .....	UUF/Third Party Damage – Appraised production on same acreage.	"TH" .....	UUF/Third Party Damage – Harvested production on same acreage.
<u>Stage</u>	<u>Explanation</u>																						
"R" .....	Acreage replanted and qualifying for replanting payment.																						
"NR" .....	Acreage not replanted. Enter "NR" if the combined potential production appraisal and uninsured cause appraisal totals 90 percent or more of the guarantee for replanting claims.																						
"RN" .....	Acreage replanted and not qualified for a replanting payment.																						
<u>Stage</u>	<u>Explanation</u>																						
"P" .....	Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide acceptable records of production to the AIP.																						
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"TZ" .....	UUF/Third Party Damage – Zero production on same acreage.																						
"TA" .....	UUF/Third Party Damage – Appraised production on same acreage.																						
"TH" .....	UUF/Third Party Damage – Harvested production on same acreage.																						

**Exhibit 4 Form Standards Production Worksheet (Continued)**

Element/Item Number	Standard																		
30. Use of acreage	<p>Use of acreage. Use the following "Intended Use" abbreviations.</p> <table border="0"> <thead> <tr> <th data-bbox="532 296 586 327"><u>Use</u></th> <th data-bbox="818 296 979 327"><u>Explanation</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="532 331 781 363">"Replant" .....</td> <td data-bbox="781 331 1057 363">Acreage replanted</td> </tr> <tr> <td data-bbox="532 367 781 399">"Not Replanted" .....</td> <td data-bbox="781 367 1109 399">Acreage not replanted</td> </tr> <tr> <td data-bbox="532 403 781 434">"To Millet" .....</td> <td data-bbox="781 403 1143 434">Use made of the acreage</td> </tr> <tr> <td data-bbox="532 438 781 470">"WOC" .....</td> <td data-bbox="781 438 1167 470">Other use without consent</td> </tr> <tr> <td data-bbox="532 474 781 506">"SU" .....</td> <td data-bbox="781 474 1032 506">Solely uninsured</td> </tr> <tr> <td data-bbox="532 510 781 541">"ABA" .....</td> <td data-bbox="781 510 1190 541">Abandoned without consent</td> </tr> <tr> <td data-bbox="532 546 781 577">"H" .....</td> <td data-bbox="781 546 951 577">Harvested</td> </tr> <tr> <td data-bbox="532 581 781 613">"UH" .....</td> <td data-bbox="781 581 987 613">Unharvested</td> </tr> </tbody> </table> <p>Verify any "Intended Use" entry. If final use of the acreage was not as indicated, strike out the original line and initial it. Enter all data on a new line showing the correct "Final Use."</p> <p><b>Prevented Planting:</b> Refer to the Prevented Planting Standards Handbook for proper codes for any eligible prevented planting acreage.</p> <p><b>Gleaned Acreage:</b> Refer to the LAM for information on gleaning.</p>	<u>Use</u>	<u>Explanation</u>	"Replant" .....	Acreage replanted	"Not Replanted" .....	Acreage not replanted	"To Millet" .....	Use made of the acreage	"WOC" .....	Other use without consent	"SU" .....	Solely uninsured	"ABA" .....	Abandoned without consent	"H" .....	Harvested	"UH" .....	Unharvested
<u>Use</u>	<u>Explanation</u>																		
"Replant" .....	Acreage replanted																		
"Not Replanted" .....	Acreage not replanted																		
"To Millet" .....	Use made of the acreage																		
"WOC" .....	Other use without consent																		
"SU" .....	Solely uninsured																		
"ABA" .....	Abandoned without consent																		
"H" .....	Harvested																		
"UH" .....	Unharvested																		
31. Appraised Potential	<p><b>Replant:</b> Document the calculations in the Narrative and enter the amount of pounds per acre for replanting, rounded to the nearest whole pound. Refer to <a href="#">Part 3</a> for qualifications and computations.</p> <p><b>Preliminary and Final:</b> Per-acre appraisal in whole pounds, of potential production for the acreage appraised as shown on the appraisal worksheet. Refer to <a href="#">Part 4</a> for additional instructions. If there is no potential on UH acreage, enter "0." Refer to the paragraph in the LAM for procedures for documenting zero yield appraisals.</p>																		
32a. Moisture %	<p><b>Replant:</b> Make no entry.</p> <p><b>Preliminary and Final:</b> Moisture percent (if in excess of 10.0 percent) to tenths. Moisture adjustment is applied prior to applying any qualifying adjustment for quality.</p>																		
32b. Factor	<p><b>Replant:</b> Make no entry.</p> <p><b>Preliminary and Final:</b> For appraised sunflowers that are in excess of 10.0 percent moisture, enter the four-place factor from the Sunflower Moisture Adjustment Factor (<a href="#">Exhibit 10</a>).</p>																		

**Exhibit 4 Form Standards Production Worksheet (Continued)**

Element/Item Number	Standard
33. Shell %, Factor, or Value	Make no entry.
34. Production Pre QA	<p><b>Replant:</b> Enter the result of multiplying column 31 times column 19 to whole pounds. If no entry in column 31, make no entry.</p> <p><b>Preliminary and Final:</b> Result of multiplying column 31 times column 19, and if applicable, multiplying this result times column 32b, to whole pounds. If no entry in column 31, make no entry.</p>
35. Quality Factor	<p><b>Replant:</b> Make no entry.</p> <p><b>Preliminary and Final:</b> For mature unharvested production which (due to insurable causes) qualifies for QA as provided in the CP, enter the QAF as a three-place decimal calculated in accordance with the Quality Statements in the SP (e.g., 1.000 - .750 discount factor = .250 QAF.). If the QAF is zero, enter “.000.” Document all calculations in the Narrative of the PW or on a Special Report. Copies of all supporting documentation should be included in the insured’s claim file.</p> <p>If appraised mature production is determined by the AIP to have zero market value, enter “.000.” Refer to the SP and the LAM.</p> <p>For additional QA definitions, instructions, documentation, qualifications, and testing requirements, refer to the LAM and the Official United States Standards for the crop. Also, refer to the QA instructions in the Narrative, herein.</p>
36. Production Post QA	<p><b>Replant:</b> Transfer entry from item 34.</p> <p><b>Preliminary and Final:</b> Result of multiplying column 34 times column 35 rounded to whole pounds. If “no entry” in column 35 transfer entry from column 34.</p>

**Exhibit 4 Form Standards Production Worksheet (Continued)**

Element/Item Number	Standard
<p>37. Uninsured Causes</p>	<p><b>Replant:</b> Make no entry.</p> <p><b>Preliminary and Final:</b> Result of per acre appraisal for uninsured causes (taken from appraisal worksheet or other documentation) multiplied by column 19, rounded to whole pounds. Refer to the LAM for information on how to determine uninsured cause appraisals. If no uninsured causes, make no entry.</p> <p>a. Hail and Fire exclusion not in effect.</p> <p>(1) Enter the result of multiplying column 19 entry by not less than the insured's production guarantee per-acre in whole pounds, for the line, (calculated by multiplying the elected coverage level percentage times the approved APH yield per acre shown on the APH form) for any "P" stage acreage.</p> <p>(2) On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged solely by uninsured causes separate from other production. Refer to the LAM for information on how to determine uninsured cause appraisals.</p> <p>(3) For acreage that is damaged partly by uninsured causes, enter the result of multiplying the appraised uninsured loss of production per acre in whole pounds, by column 19 entry for any such acreage.</p> <p>b. When there is late-planted acreage, the applicable per-acre production guarantee for such acreage is the production guarantee per-acre that has been reduced for late-planted acreage, multiplied by column 19 entry.</p> <p>c. Refer to the LAM when a Hail and Fire Exclusion is in effect and damage is from hail or fire.</p> <p>d. Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.</p> <p>e. For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.</p>

**Exhibit 4 Form Standards Production Worksheet (Continued)**

Element/Item Number	Standard
38. Total to Count	Result of adding column 36 and column 37.
39. Total	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Replant and Final:</b> Total determined acres (column 19), to tenths.</p>
40. Quality	<p><b>Replant:</b> Make no entry.</p> <p><b>Preliminary and Final:</b> Check the applicable qualifying QA condition(s) affecting the unit’s production (see below). Check all qualifying conditions that apply to the unit’s appraised and harvested production (refer to the CP and SP).</p> <p><b>Qualifying QA Condition:</b></p> <p>Test Weight (TW)            Kernel Damage (KD) and Total Defects            Garlicky (Grade)            Aflatoxin            Vomitoxin            Fumonisin            Dark Roast (for Sunflowers only)            Sclerotinia (for Sunflowers only)            Ergoty (Grade)            COFO (commercially objectionable foreign odor) (includes Musty and Sour Odor)            Other            None</p> <p>a. For all qualifying QA conditions checked, in the Narrative (or on a Special Report):</p> <p>(1) Document the level for each qualifying QA condition as indicated by approved test results, and the name and location of each testing facility that verifies the presence of the qualifying QA condition and the date of the test(s); or</p> <p>(2) Enter “See documentation included in the claim file” (e.g., include copy of the test facility certificate, grade certificate, summary or settlement sheet, etc., that documents the QA condition).</p> <p>b. If “Other” is checked, in addition to the above documentation requirements, document in the Narrative (or on a Special Report):</p> <p>(1) A description of the qualifying QA condition; and</p>

**Exhibit 4 Form Standards Production Worksheet (Continued)**

Element/Item Number	Standard
40. Quality (Continued)	<p>(2) If applicable, the name of the controlling authority that considers this qualifying QA condition to be injurious to human or animal health and why.</p> <p>Refer to the LAM if, due to insured causes, a Federal or State agency has ordered the appraised crop or production to be destroyed.</p> <p>c. Check "None" if none of the production qualifies for QA.</p>
41. Mycotoxins exceed FDA, State, or other health organization maximum limits? Check "Yes."	<p><b>Replant:</b> Make no entry.</p> <p><b>Preliminary and Final:</b> Check "Yes" if any mycotoxins listed in item 40 (including any identified as "Other") exceed the FDA, state, or other health organization maximum limits, otherwise leave blank. Document in the Narrative (or on a Special Report) the disposition of the production that was:</p> <p>a. Sold, document the name and address of the buyer; or</p> <p>b. Not sold, document the date(s) of the disposition, how the production was used, or how it was destroyed.)</p> <p>Refer to the LAM and the SP for additional information on claims involving mycotoxins.</p>
42. Totals	Total of entries in columns 34, 36, 37, and 38. If a column has no entries, make no entry.

**NARRATIVE INSTRUCTIONS**

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

a.	If no acreage is released on the unit, enter "No acreage released," adjuster's initials, and date.
b.	If notice of damage was given and no inspection is necessary, enter "No Inspection," the unit number(s), date, and adjuster's initials (do not enter unit numbers for which notice has not been given). The insured's signature is not required.
c.	Explain any uninsured causes, unusual, or controversial cases.
d.	If there is an appraisal in Section I, column 37 for uninsured causes due to a hail/fire exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.
e.	Document the actual appraisal date if an appraisal was performed prior to the adjuster's signature date on the appraisal worksheet, and the date of the appraisal is not recorded on the appraisal worksheet.
f.	State that there is "No other fire insurance" when fire damages or destroys the insured crop and it is determined that the insured has no other fire insurance. Also refer to the LAM.
g.	Explain any errors found on the Summary of Coverage.
h.	Explain any commingled production. Refer to the LAM.

**Exhibit 4 Form Standards Production Worksheet (Continued)**

i.	Explain any entry for “Production Not to Count” in Section II, column 62 and/or any production not included in Section II, column 56 or column 49-52 entries (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).
j.	Explain a “NO” checked in item 44.
k.	<p>Attach a sketch map or aerial photo to identify the total unit:</p> <p>(1) If consent is or has been given to put part of the unit to another use or to replant;</p> <p>(2) If acreage has been replanted to a practice uninsurable as an original practice;</p> <p>(3) If uninsured causes are present; or</p> <p>(4) For unusual or controversial cases.</p> <p>Indicate on the aerial photo or sketch map, the disposition of acreage destroyed or put to other use with or without consent.</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 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 the date of inspection.
n.	Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed in accordance with the AIP’s instructions.
o.	Explain any delayed notices or delayed claims as instructed in the LAM.
p.	Document any authorized estimated acres shown in Section I, column 19 as instructed in the LAM.
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. List the control measures used and explain why they did not work.
s.	Document the appraisal (plus appraisal for uninsured causes of loss, if applicable) for replanted acreage, and the calculations to show that the qualification for a replanting payment have been met. Refer to <a href="#">Paragraph 22</a> .
t.	If any acreage to be replanted in the unit does not qualify for a replanting payment, enter Field No., “NOT QUAL FOR RP PAYMENT,” date of inspection, adjuster’s initials, and reason not qualified.
u.	For replant claims, indicate if the pounds allowed for replanting have/have not been reduced for share on the PW according to individual AIP guidelines.



**Exhibit 4 Form Standards Production Worksheet (Continued)**

v.	For production that qualifies for QA (include the following supporting documentation in the insured’s claim file):  (1) Explain any “.000” QAF entered in Section I, column 35 and Section II, column 65.  (2) Explain any deficiencies, substances, or conditions that are allowed for QA, as well as any, which were not allowed.  (3) If mycotoxins are present, document the level based on laboratory test results.  (4) If a Federal or State destruction order has been issued, attach to the PW a copy of the Federal or State destruction order and the insured’s completed Certification Form.  (5) Document the DFs or the RIVs and Local Market Price, as applicable, used in establishing the QAF for mature appraised or harvested production.  (6) Refer to the LAM for documentation requirements when any excess transportation costs or conditioning costs are included in the QAF.  (7) Document all calculations used in determining QAFs.  (8) Refer to the LAM for additional documentation requirements.
w.	Document field or subfield ID’s date and method of destruction of mycotoxin-infested sunflower if it has no market value. For further documentation instructions, refer to the LAM.
x.	Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaning.
y.	Document any other pertinent information, including any data to support any factors used to calculate the production.

**Section II – Determined Harvested Production**

- (1) Account for all harvested production (for all entities sharing in the crop) except production appraised before harvest and shown in Section I because the quantity cannot be determined later (e.g., high moisture grain going into air-tight storage, released for other uses, etc.).
- (2) Columns 49 through 52 are for structure measurement entries (Rectangular, Round, Conical Pile, etc.). If structures are a combination of shapes, break into a series of average measurements, if possible. Enter “Odd Shape” if production is stored in an odd-shaped structure. Document measurements on a Special Report or other worksheet used for this purpose.
- (3) If farm-stored production has been weighed prior to storage and acceptable weight tickets are available showing gross weights, enter “Weighed and Stored On Farm” in columns 49 through 52. Refer to the LAM for acceptable weight tickets.

**Exhibit 4 Form Standards Production Worksheet (Continued)**

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- (4) For production commercially stored, sold, etc., make entries in columns 49 through 52 as follows:
  - (a) Name and address of storage facility or buyer.
  - (b) "Seed," "Fed," etc.
- (5) There will be no "harvested production" entries for replanting payments.
- (6) If acceptable sales or weight tickets are not available, refer to the LAM.
- (7) If additional lines are necessary, the data may be entered on a continuation sheet. Use separate lines for:
  - (a) Separate storage structures.
  - (b) Varying names and addresses of buyers of sold production.
  - (c) Varying determinations of production (varying moisture, foreign material (FM), test weight, value, etc.). Average percent of FM or moisture can be entered when the elevator has calculated the average on the summary sheet, and the determined average is acceptable to the adjuster. Separate line entries are not otherwise required. Refer to the LAM for instructions.
  - (d) Varying shares; e.g., 50 percent and 75 percent shares on same unit.
  - (e) Production from first (original) or second (substitute) crop acreage when a second crop will be or is planted on the first crop acreage within the same crop year.
  - (f) Conical piles. Do not add the cone in the top or bottom of a bin to the height of other grain in the structure. For computing the production in cones and conical piles, refer to the LAM.
- (8) There will generally be no harvested production entries in columns 47 through 66 for preliminary inspections.
- (9) If there is harvested production from more than one insured practice (or type) and a separate approved APH yield has been established for each, the harvested production also must be entered on separate lines in columns 47 through 66 by type or practice. If production has been commingled, refer to the LAM.
- (10) For mycotoxin damage, refer to the LAM for special instructions.

**Exhibit 4 Form Standards Production Worksheet (Continued)**

Element/Item Number	Standard
43. Date Harvest Completed	<p>Used to determine if there is a delayed notice or a delayed claim. Refer to the LAM.</p> <p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b></p> <p>(1) The earlier of the date the entire acreage on the unit was (1) harvested, (2) totally destroyed, (3) replanted, (4) put to other use, (5) a combination of harvested, destroyed, or put to other use, or (6) the calendar date for the end of the insurance period.</p> <p>(2) If at the time of final inspection (if prior to the end of the insurance period), there is any unharvested insured acreage on the unit that the insured does not intend to harvest, enter “Incomplete.”</p> <p>(3) If at the time of final inspection (if prior to the end of the insurance period), none of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter “No Harvest.”</p> <p>(4) If the case involves a Certification Form, enter the date from the Certification Form when the entire unit is put to another use, etc. Refer to the LAM.</p>
44. Damage Similar to Other Farms in the Area?	<p><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 farms in the area. If “No” is checked, explain in the Narrative.</p>
45. Assignment of Indemnity?	<p>Check “Yes” only if an assignment of indemnity is in effect for the crop year; otherwise, check “No.” Refer to the LAM.</p>
46. Transfer of Right to Indemnity?	<p>Check “Yes” only if a transfer of right to indemnity is in effect for the unit for the crop year; otherwise, check “No.” Refer to the LAM.</p>
47a. Share	<p>Record only varying shares on same unit to three decimal places.</p>
47b. Field ID	<p>(1) If only one practice and/or type of harvested production is listed in Section I, make no entry.</p> <p>(2) If more than one practice and/or type of harvested production is listed in Section I, and a separate approved APH yield exists, indicate for each practice/type the corresponding Field ID (from Section I, column 16).</p>

**Exhibit 4 Form Standards Production Worksheet (Continued)**

Element/Item Number	Standard
48. Multi-Crop Code	The applicable two-digit code for first crop and second crop. Refer to the LAM for instructions regarding entry of first crop and second crop codes.
49. Length or Diameter	<p>Internal measurement in feet to tenths of structural space occupied by crop.</p> <p>a. Length if rectangular.</p> <p>b. Diameter if round or conical pile. Refer to the LAM to convert circumference to diameter if internal diameter measurement is not possible.</p>
50. Width	Internal width measurement in feet to tenths of space occupied by crop in structure if rectangular. If round enter "RND." If conical pile, enter "Cone."
51. Depth	Depth measurement in feet to tenths of space occupied by crop in rectangular structure. If conical pile, enter the height of the cone. If there is production in the storage structure from other units or sources, refer to the LAM.
52. Deductions	Cubic feet, to tenths, of crop space displaced by chutes, vents, studs, crossties, etc. Refer to LAM for computation instructions.
53. Net Cubic Feet	Net cubic feet of crop in the storage structure. Refer to the LAM for computation instructions.
54. Conversion Factor	Enter Conversion Factor as 0.8 (only if structure measurements are entered).
55. Gross Prod.	Multiply column 53 times column 54, rounded to tenths of a bushel. The result of this calculation equals the amount of gross bushels in the bin.
56. Bu., Ton, Lbs., Cwt.	<p>Circle "Lbs." in column heading. Production in whole pounds before deductions for grain moisture and foreign material for production:</p> <p>a. Weighed and stored on the farm.</p> <p>For farm-stored production, calculate the pounds as follows: column 55 (gross production in bushels) times column 60a (actual test weight), rounded to the nearest whole pound.</p> <p>b. Sold and/or stored in commercial storage. Obtain gross production for the unit from the summary and/or settlement sheets. (Individual load slips only will not suffice unless the storage facility or buyer will not provide summary and/or settlement sheets to the insured, and this is documented in the Narrative.)</p> <p>c. Stored in odd-shaped structures. The adjuster must compute the amount of gross production. Refer to the LAM for cubic footage and production computations. A copy of all production calculations must be left in the file folder.</p> <p>d. For mycotoxin-infected sunflowers, enter all production even if it has no value.</p>

**Exhibit 4 Form Standards Production Worksheet (Continued)**

Element/Item Number	Standard
57. Shell/Sugar Factor	Make no entry.
58a. FM%	<p>Make entry to nearest tenth. Refer to the LAM for entry instructions.</p> <p>Refer to the LAM for FGIS definitions of “FM” and “Dockage.”</p>
58b. Factor	<p>Enter the three-place factor determined by subtracting the percent of FM from 1.000, or subtract the entry in 58a from 100 and divide by 100.</p> <p><b>Example:</b> For 4 percent, enter “.960.”</p>
59a. Moisture%	Enter moisture percent to tenths. Moisture adjustment is applied prior to applying any qualifying adjustment for quality.
59b. Factor	If grain moisture is more than 10.0 percent, enter the four-place moisture factor from the Sunflower Moisture Adjustment Factor <a href="#">Exhibit 10</a> .
60a. Test Wt.	Enter test weight (only when storage structure measurements are entered) in whole pounds (or pounds to tenths if instructed by the AIP). Refer to the LAM for instructions on determining test weight.
60b. Factor	<p>Make no entry.</p> <p>The sunflower seed has been converted to actual pounds in column 56 above; therefore, no further adjustment is necessary.</p>
61. Adjusted Production	Result of multiplying columns 56 × 58b × 59b (round to whole pounds).
62. Prod. Not to Count	<p>Net production not to count, in whole pounds, when acceptable records identifying such production are available from harvested acreage which has been assessed an appraisal of not less than the guarantee per acre, or from other sources (e.g., other units or uninsured acreage) in the same storage structure (if the storage entries include such production).</p> <p>This entry must never exceed production shown on the same line. Explain the total bin contents (bin grain depth, etc.) and any “production not to count” in the Narrative.</p> <p>Make no entry if only the depth for production to count has been entered in column 51, and the depth for production not to count has been entered in the Narrative. Refer to the example in the LAM.</p>
63. Production Pre-QA	Result of subtracting column 62 from column 61.
64a. Value	<p>When applicable, enter the Reduction in Value (RIV). RIV must be limited to amounts that are usual, customary, and reasonable. Refer to the SP and the LAM for further instructions.</p> <p>Make no entry when the discount factor is obtained from the charts in the SP.</p>
64b. Mkt. Price	<p>If an entry is in column 64a, enter the Local Market Price for U.S. No.2 sunflower seed (refer to the CP). Refer to the LAM for further instructions.</p> <p>Make no entry when the discount factor is obtained from the charts in the SP.</p>

**Exhibit 4 Form Standards Production Worksheet (Continued)**

<b>Element/Item Number</b>	<b>Standard</b>
65. Quality Factor	For production eligible for QA, enter the 3-digit QAF determined by subtracting the result of column 64a divided by column 64b from 1.000, or 1.000 minus the discount factor(s) obtained from the SP.
66. Production to Count	Enter result from multiplying column 63 times column 65, rounded to whole pounds.
67. Total of column 63	Total of column 63. If no entry in column 63, make no entry.

For items 68-72. When separate line entries are made for varying shares, stages, APH yields, price elections, types, etc., within the unit, and totals need to be kept separate for calculating indemnities, make no entry and follow the AIP's instructions. Otherwise, make the following entries.

<b>Element/Item Number</b>	<b>Standard</b>
68. Section II Total	<b>Preliminary and Replant:</b> Make no entry.  <b>Final:</b> Total of Column 66 to whole pounds.
69. Section I Total	<b>Preliminary and Replant:</b> Make no entry.  <b>Final:</b> Enter figure from Section I, column 38 total.
70. Unit Total	<b>Preliminary and Replant:</b> Make no entry.  <b>Final:</b> Total of 68 and 69, to whole pounds.
71. Allocated Prod.	Refer to the LAM for instructions for determining allocated production. Enter the total production, rounded to whole pounds, allocated to this unit that is included in Section I or II of the PW. Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.
72. Total APH Prod.	Result to whole pounds, of subtracting the total of column 37 (item 42 "Totals") and item 71 (Allocated Prod.) from item 70 (Unit Total). If no entries in item 37 and item 71, transfer the entry in item 70. Make no entry when separate APH yields are maintained by type, practice, etc., within the unit.

**Exhibit 4 Form Standards Production Worksheet (Continued)**

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

<b>Element/Item Number</b>	<b>Standard</b>
73. Insured's Signature and Date	Insured's (or insured's authorized representative's) signature and date. Before obtaining the signature, review all entries on the PW with the insured (or insured's authorized representative), particularly explaining codes, etc., that may not be readily understood.  Final indemnity inspections and final replanting payment inspections should be signed on bottom line.
74. Adjuster's Signature, Code #, and Date	Signature of adjuster, code number, and date signed after the insured (or insured's authorized representative) has signed. For an absentee insured, enter adjuster's code number only. The signature and date will be entered after the absentee has signed and returned the PW.  Final indemnity inspections and final replanting payment inspections should be signed on bottom line.
75. Page	Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

**Exhibit 4 Form Standards Production Worksheet (Continued)**

**PRODUCTION WORKSHEET**

1. Crop/Code # Sunflower 0078	2. Unit # 0001-0001 BU	3. Location Description SW32-143N-55W	7. Company Agency ANY COMPANY ANY AGENCY	8. Name of Insured I.M. INSURED
4. Date(s) of Damage JUN 10	5. Cause(s) of Damage HAIL	6. Insured Cause % 100	12. Additional Units 0002-0001 BU	9. Claim # XXXXXXXX
13. Est. Prod. Per Acre 1,200				11. Crop Year YYYY
SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS				10. Policy # XXXXXX
				14. Date(s) Notice of Loss 1st MM/DD/YYYY
				2nd MM/DD/YYYY
				Final MM/DD/YYYY
				15. Companion Policy(s)

A. ACTUARIAL															B. POTENTIAL YIELD								
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a.	32b.	33.	34.	35.	36.	37.	38.
Field ID	Multi-Crop Code	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count	
A	NS		40.0	1.000		048				002			UH	PLOWED	134			5,360			5,360		5,360
B	NS		41.3	1.000		048				002			H	H									
C	NS		20.0	1.000		048				002			P	WOC	1,050						21,000	21,000	
39. TOTAL			101.3	40. Quality: TW <input checked="" 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 type="checkbox"/>												42. TOTALS	5,360		5,360	21,000	26,360		
41. Mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>																							

.021 DF for 24 lb. Test Weight and .052 DF for sample grade (1.000 minus .021 minus .052 equals .927 QF). Acres determined by wheel measurements.

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.	47b.	48.	49.	50.	51.	52.	53.	54.	55.	56.	57.	58a.	58b.	59a.	59b.	60a.	60b.	61.	62.	63.	64a.	64b.	65.	66.
Share	Field ID	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				
		NS	18.0	RND	16.5		4,198.7	0.8	3,359.0	80,616		2.5	.975		24	78,601		78,601				.927	72,863	
67. TOTAL																		78,601	68. Section II Total		72,863			
																		69. Section I Total		26,360				
																		70. Unit Total		99,223				
																		71. Allocated Prod.						
																		72. Total APH Prod.		78,223				

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



**Exhibit 4 Form Standards Production Worksheet (Continued)**

**PRODUCTION WORKSHEET**

1. Crop/Code # SUNFLOWER 0078	2. Unit # 0001-0001BU	3. Location Description SW1-96N-3W	7. Company Agency ANY COMPANY ANY AGENCY	8. Name of Insured I.M. INSURED
4. Date(s) of Damage JUN 10	5. Cause(s) of Damage HAIL	6. Insured Cause % 100	12. Additional Units	13. Est. Prod. Per Acre
				9. Claim # XXXXXXXX
				11. Crop Year YYYY
				10. Policy # XXXXXXXXXX
				14. Date(s) Notice of Loss 1st MM/DD/YYYY 2nd Final MM/DD/YYYY
				15. Companion Policy(s)

**REPLANT EXAMPLE 1: 100% SHARE**

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS															B. POTENTIAL YIELD										
A. ACTUARIAL																									
16. Field ID	17. Multi-Crop Code	18. Reported Acres	19. Determined Acres	20. Interest or Share	21. Risk	22. Type	23. Class	24. Sub-Class	25. Intended Use	26. Irr Practice	27. Cropping Practice	28. Organic Practice	29. Stage	30. Use of Acreage	31. Appraised Potential	32a. Moisture % Factor	32b. Shell %, Factor, or Value	33. Production Pre QA	34. Quality Factor	35. Production Post QA	36. Uninsured Causes	37. Total to Count			
A			30.0	1.000		048				002			R	REPLANTED	175	-----		5,250		5,250		5,250			
B			61.3	1.000		048				002			NR	NOT REPLANTED		-----									
39. TOTAL			91.3	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 type="checkbox"/>															42. TOTALS		5,250		5,250		5,250
41. Mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>																									

NARRATIVE (If more space is needed, attach a Special Report) Projected Price = \$0.11 per lb. 175 lbs. (maximum lbs. allowed in policy) x \$0.11 (projected price) x 1.000 (share) = \$19.25  
 20% of production guarantee (1,050 lbs. x 20%) = 210 lbs. x \$0.11 (projected price) x 1.000 (share) = \$23.10 Actual pounds per acre allowed = 175 lbs. (\$19.25 ÷ \$0.11, rounded to whole pounds)

**REPLANT EXAMPLE 2: 50% SHARE**

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS															B. POTENTIAL YIELD										
A. ACTUARIAL																									
16. Field ID	17. Multi-Crop Code	18. Reported Acres	19. Determined Acres	20. Interest or Share	21. Risk	22. Type	23. Class	24. Sub-Class	25. Intended Use	26. Irr Practice	27. Cropping Practice	28. Organic Practice	29. Stage	30. Use of Acreage	31. Appraised Potential	32a. Moisture % Factor	32b. Shell %, Factor, or Value	33. Production Pre QA	34. Quality Factor	35. Production Post QA	36. Uninsured Causes	37. Total to Count			
A			30.0	.500		048				002			R	REPLANTED	88	-----		2,640		2,640		2,640			
B			61.3	.500		048				002			NR	NOT REPLANTED		-----									
39. TOTAL			91.3	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 type="checkbox"/>															42. TOTALS		2,640		2,640		2,640
41. Mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>																									

NARRATIVE (If more space is needed, attach a Special Report) Projected Price = \$0.11 per lb. 175 lbs. (maximum lbs. allowed in policy) x \$0.11 (projected price) x 0.500 (share) = \$9.63  
 20% of production guarantee (1,050 lbs. x 20%) = 210 lbs. x \$0.11 (projected price) x 0.500 (share) = \$11.55 Actual pounds per acre allowed = 88 lbs. (\$9.63 ÷ \$0.11, rounded to whole pounds)

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

**Exhibit 5 Minimum Representative Sample Requirements**

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<b>ACRES IN FIELD OR SUBFIELD</b>	<b>MINIMUM NO. OF SAMPLES*</b>
0.1 - 10.0	3

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

**Exhibit 6 Row Length Sample Requirements**

<b>Row Width (Inches)</b>	<b>Row Length Needed (Ft.) (For 1/100 Acre)</b>	<b>Row Width (Inches)</b>	<b>Row Length Needed (Ft.) (For 1/100 Acre)</b>
42	124 ft.	22	238 ft.
40	131 ft.	20	261 ft.
38	137 ft.	18	290 ft.
36	145 ft.	16	328 ft.
34	154 ft.	14	372 ft.
32	163 ft.	12	436 ft.
30	174 ft.	10	525 ft.
28	187 ft.	8	650 ft.
26	201 ft.	6	871 ft.
24	218 ft.		

For row widths other than those shown in the table above, determine the appropriate row length by:

- (1) Dividing 43,560 (sq. ft. in an acre) by 100.
- (2) Dividing the row width, in inches, by 12. Round to two decimal places.
- (3) Dividing the result in (1) by the result in (2). Round to the next whole number.

**Exhibit 7      Factor for Appraisals After Full Bloom**

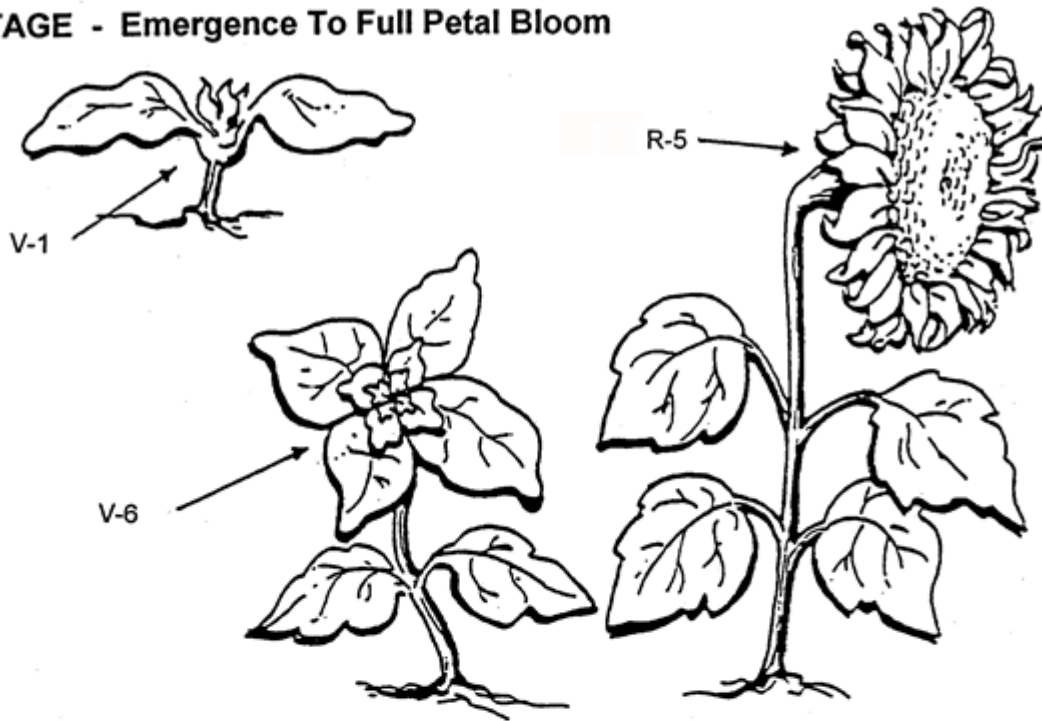
<b>HEAD DIAMETER (INCHES)</b>	<b>HEAD SIZE FACTOR (OUNCES)</b>	<b>HEAD DIAMETER (INCHES)</b>	<b>HEAD SIZE FACTOR (OUNCES)</b>
2	0.205	8	3.270
2 1/2	0.320	8 1/2	3.686
3	0.460	9	4.134
3 1/2	0.626	9 1/2	4.607
4	0.819	10	5.103
4 1/2	1.034	10 1/2	5.628
5	1.274	11	6.175
5 1/2	1.544	11 1/2	6.754
6	1.840	12	7.352
6 1/2	2.157	12 1/2	7.977
7	2.502	13	8.626
7 1/2	2.872	14	10.004

**Exhibit 8 Stage of Growth**

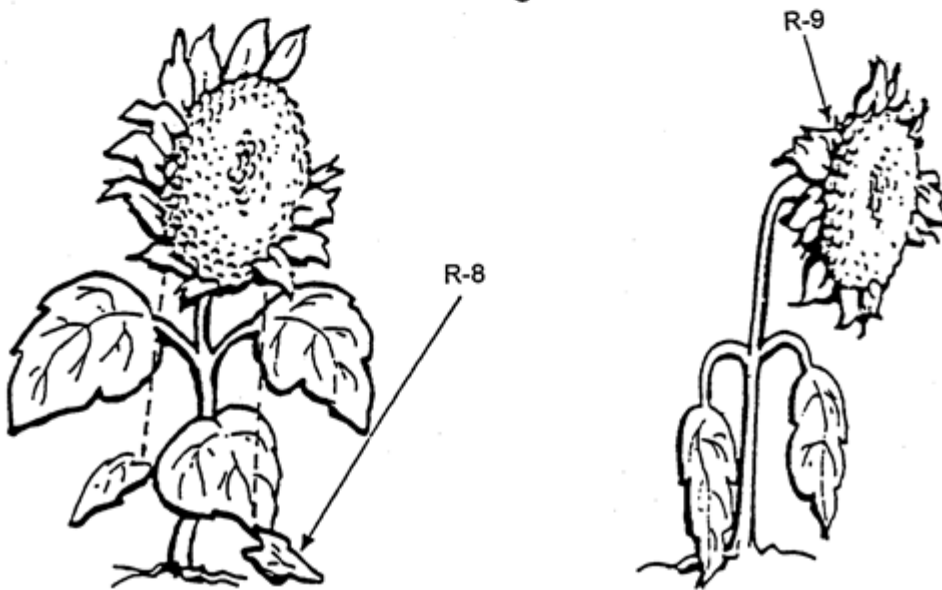
These instructions provide growth-stage information for use when appraising potential production during various stages of growth.

<b>Stage</b>	<b>Description</b>	<b>Time Interval to Next Stage</b>
V-E	Emergence of the cotyledons after planting.	6 days
V-(N)	The number of true leaves (alternating leaves in a spiral arrangement at least 4 cm. in length).	38 days
R-1	The star-like floral bud surrounded by immature bracts has become visible.	7 days
R-2	First internode below floral bud elongates 0.5 to 2.0 cm above the nearest leaf.	6 days
R-3	First internode below floral bud elongates in excess of 2.0 cm.	8 days
R-4	The floral bud begins to open exposing small ray flowers.	7 days
R-5	The beginning of flowering exposing all disk flowers and fully extended ray flowers (Full Petal Bloom).	8 days
R-6	Flowering is complete and ray flowers are wilting.	7 days
R-7	Back of head begins to turn a light yellow color.	9 days
R-8	Back of head is yellow but bracts remain green.	7 days
R-9	Bracts are yellow and brown and the plant has reached physiological maturity.	

**STAGE - Emergence To Full Petal Bloom**



**STAGE - From First Petal Fall Through Harvest**



**Exhibit 10 Sunflower Moisture Adjustment Factor**

**Tenths of Percent - Moisture**

<b>Whole Percent Moisture</b>	<b>.0</b>	<b>.1</b>	<b>.2</b>	<b>.3</b>	<b>.4</b>	<b>.5</b>	<b>.6</b>	<b>.7</b>	<b>.8</b>	<b>.9</b>
<b>10</b>	1.0000	.9988	.9976	.9964	.9952	.9940	.9928	.9916	.9904	.9892
<b>11</b>	.9880	.9868	.9856	.9844	.9832	.9820	.9808	.9796	.9784	.9772
<b>12</b>	.9760	.9748	.9736	.9724	.9712	.9700	.9688	.9676	.9664	.9652
<b>13</b>	.9640	.9628	.9616	.9604	.9592	.9580	.9568	.9556	.9544	.9532
<b>14</b>	.9520	.9508	.9496	.9484	.9472	.9460	.9448	.9436	.9424	.9412
<b>15</b>	.9400	.9388	.9376	.9364	.9352	.9340	.9328	.9316	.9304	.9292
<b>16</b>	.9280	.9268	.9256	.9244	.9232	.9220	.9208	.9196	.9184	.9172
<b>17</b>	.9160	.9148	.9136	.9124	.9112	.9100	.9088	.9076	.9064	.9052
<b>18</b>	.9040	.9028	.9016	.9004	.8992	.8980	.8968	.8956	.8944	.8932
<b>19</b>	.8920	.8908	.8896	.8884	.8872	.8860	.8848	.8836	.8824	.8812
<b>20</b>	.8800	.8788	.8776	.8764	.8752	.8740	.8728	.8716	.8704	.8692
<b>21</b>	.8680	.8668	.8656	.8644	.8632	.8620	.8608	.8596	.8584	.8572
<b>22</b>	.8560	.8548	.8536	.8524	.8512	.8500	.8488	.8476	.8464	.8452
<b>23</b>	.8440	.8428	.8416	.8404	.8392	.8380	.8368	.8356	.8344	.8332
<b>24</b>	.8320	.8308	.8296	.8284	.8272	.8260	.8248	.8236	.8224	.8212
<b>25</b>	.8200	.8188	.8176	.8164	.8152	.8140	.8128	.8116	.8104	.8092
<b>26</b>	.8080	.8068	.8056	.8044	.8032	.8020	.8008	.7996	.7984	.7972
<b>27</b>	.7960	.7948	.7936	.7924	.7912	.7900	.7888	.7876	.7864	.7852
<b>28</b>	.7840	.7828	.7816	.7804	.7792	.7780	.7768	.7756	.7744	.7732
<b>29</b>	.7720	.7708	.7696	.7684	.7672	.7660	.7648	.7636	.7624	.7612
<b>30</b>	.7600	.7588	.7576	.7564	.7552	.7540	.7528	.7516	.7504	.7492
<b>31</b>	.7480	.7468	.7456	.7444	.7432	.7420	.7408	.7396	.7384	.7372
<b>32</b>	.7360	.7348	.7336	.7324	.7312	.7300	.7288	.7276	.7264	.7252
<b>33</b>	.7240	.7228	.7216	.7204	.7192	.7180	.7168	.7156	.7144	.7132
<b>34</b>	.7120	.7108	.7096	.7084	.7072	.7060	.7048	.7036	.7024	.7012
<b>35</b>	.7000	.6988	.6976	.6964	.6952	.6940	.6928	.6916	.6904	.6892
<b>36</b>	.6880	.6868	.6856	.6844	.6832	.6820	.6808	.6796	.6784	.6772