



United States  
Department of  
Agriculture



Federal Crop  
Insurance  
Corporation

FCIC-25480 (11-2022)

# **PROCESSING SWEET CORN 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:</b> Processing Sweet Corn Loss Adjustment Handbook	<b>NUMBER:</b> FCIC – 25480 <b>OPI:</b> Product Administration and Standards Division
<b>EFFECTIVE DATE:</b> 2023 and Succeeding Crop Years	<b>ISSUE DATE:</b> November 30, 2022
<b>SUBJECT:</b>  Provides the procedures and instructions for administering the Processing Sweet Corn crop insurance program.	<b>APPROVED:</b>  <i>/s/ John w. Underwood for</i>  Deputy Administrator for Product Management

**REASON FOR ISSUANCE**

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

**SUMMARY OF CHANGES**

Listed below are the changes to the 2023 FCIC 25480 Processing Sweet Corn 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 2</a>	Updated definition of “Processor Contract” to match the Crop Provisions.

## PROCESSING SWEET CORN 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	1-10	11-32	11-2022	FCIC-25480

### FILING INSTRUCTIONS

This handbook replaces the 2019 Processing Sweet Corn Loss Adjustment Standards Handbook, FCIC-25480-1 (12-2018) dated December 17, 2018. 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.

**PROCESSING SWEET CORN LOSS ADJUSTMENT STANDARDS HANDBOOK**

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**Reserved**

## 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 sources of authority.

#### C. Title VI of the Civil Rights Act of 1964

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

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

#### D. Related Handbooks

The following table provides handbooks related to this handbook. 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 Processing Sweet Corn 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 Processing Sweet Corn 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 CP, which are to be considered in this determination, include (but are not limited to) the information set forth in this part.

### 11 Insurability

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#### A. Requirements

- (1) The crop insured will be all the processing sweet corn in the county for which premium rates are provided by the actuarial documents:
  - (a) In which the insured has a share; and
  - (b) That is grown under and in accordance with, the requirements of a processor contract executed on or before the acreage reporting date and not excluded from the processor contract any time during the crop year.
- (2) Processing sweet corn will not be insured if:
  - (a) Interplanted with another crop; or
  - (b) Planted into an established grass or legume.
- (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 normally not further care for the crop, must be replanted unless the AIP agrees that it is not practical to replant. Refer to the LAM for replanting provision issues.
- (4) Insurance is not provided on any acreage of processing sweet corn that does not meet crop rotation requirements, if applicable, contained in the SP.
- (5) Refer to the LAM for guidelines relative to "Bypassed Acreage."
- (6) For processor contracts that stipulate the amount of production to be delivered, all production from any basic unit in excess of the amount under contract will be included as production to count if such production is applied to any other basic unit for which the contracted amount has not been fulfilled.

### 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.

- (1) For processor contracts that stipulate the number of acres to be planted, refer to the BP.
- (2) For processor contracts that stipulate the amount of production to be delivered, refer to the CP.

## **12 Unit Division (Continued)**

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- (a) There will be no more than one basic unit for all production contracted with each processor contract; and
- (b) Provisions that allow optional units by section, section equivalent, or FSA farm number and by irrigated and non-irrigated practices are not applicable.

## **13 Replanting Payment Procedures**

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There is currently no replanting payment available for processing sweet corn. Refer to the BP and the CP for replanting requirements prior to the final planting date.

## **14-20 Reserved**

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## PART 3: APPRAISALS

### 21 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.

### 22 Selecting Representative Samples for Appraisals

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

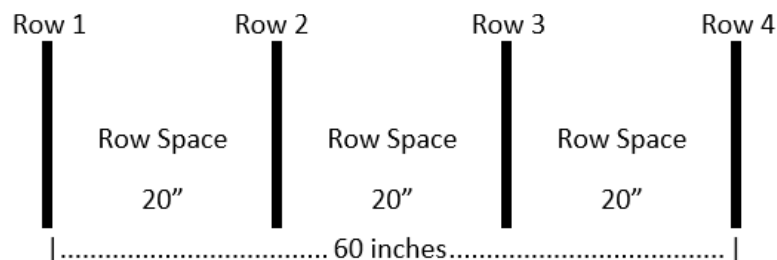
### 23 Measuring Row Width for Sample Selection

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Use these instructions for all appraisal methods.

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

**Example:**



$$60 \text{ inches} \div 3 \text{ row spaces} = 20 \text{ inch average row width}$$

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

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- (3) Apply the 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.
- (5) Where rows are skipped for tractor and planter tires, refer to the LAM.

## 24 Stages of Growth

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- (1) From emergence to early milk stage sweet corn is appraised utilizing a surviving plant method of appraisal.
- (2) From early milk stage through maturity (milk) stage, a weight method of appraisal is used.

Kernels in the blister stage are white “blisters” and contain only a colorless fluid. When kernel color starts to change (a more pearl like or light yellow color) and the interior fluid begins to become chalky, the early milk stage has been reached. Typically, sweet corn will be at this transition about four days depending on environmental conditions. Use the weight method after kernels have generally reached full size within this transition.

- (3) When there are distinctly different stages within the same field, the field should be split into subfield(s).
- (4) Plant Stages of Growth:

Stage	Plant Growth Characteristics
Emergence	Seed sprouts, coleoptile comes into view above the ground.
Blister	Kernels on cob appear as watery blisters (colorless fluid).
Early Milk	Beginning of roasting ear stage. Thin chalky or milky substance in kernels.
Maturity (Milk)	Prime roasting ear stage. Milky fluid in kernel with little or no solid substance.

**A. General Information**

The instructions provide information on appraisal methods for:

Appraisal Method...	Use...
Surviving Plant Method	for planted acreage with no emerged seed, and on plants from emergence to early milk.
Weight Method	from early milk through maturity (milk).

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.

Appraisals represent ear and husk weight of marketable sweet corn as normally picked by harvesting equipment at harvest time.

**B. Surviving Plant Method**

- (1) This method is based on the number of surviving plants in a designated sample row length (use 1/100 of an acre).
- (2) Surviving plant counts are converted to tons (to tenths) per acre appraisal by multiplying the average number of plants per sample by a standard factor of 0.03. The standard factor of 0.03 is determined as follows:  $0.03 = (0.6 \text{ pounds per husk and ear} \times 100) \div 2000 \text{ lbs./ton}$ . This factor is shown in the Appraisal Worksheet Part I instructions, item 13. If individual average ear weight (ear and husk as would be harvested by a mechanical harvester) is anticipated to differ significantly from 0.6 pounds per ear, defer the appraisal until the Weight Method appraisal can be used.

**C. Weight Method**

- (1) This method is based on weighing the ear sweet corn production in a designated sample row length.
- (2) Acre sample size is determined by the anticipated per-acre appraisal. If the per acre potential is:
  - (a) Less than 2.0 tons per acre, a 1/100 acre sample size is used.
  - (b) 2.0 tons or more per acre; a 1/1000 acre sample is used.
- (3) Samples of ears and husks normally picked by harvesting equipment are weighed and average sample weight is determined.
- (4) Weights are converted to tons, to tenths, per acre by multiplying the average weight per sample by a standard factor for the area sampled. The standard factors are shown in the Appraisal Worksheet instructions, Part II item 22.

## 26 Deviations and Modification

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### A. Deviations

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

### B. Modifications

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

## 27 General Information for Worksheet Entries and Completion Instructions

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### Appraisal Worksheet Entries and Completion Procedures

- (1) Include the AIP's name in the appraisal worksheet title if not preprinted on the AIP's worksheet or when a worksheet entry is not provided.
- (2) Include the claim number on the appraisal worksheet (when required by the AIP) when a worksheet entry is not provided.
- (3) Separate appraisal worksheets must be completed for each unit appraised (applicable to preliminary and final claims). Refer to [Part 3](#) herein for sampling requirements.
- (4) For every inspection complete items 1 through 6 and items 22 through 26. Complete Part I and II as instructed below.
- (5) Standard appraisal worksheet items are numbered consecutively in [Exhibit 3](#) below. Example appraisal worksheets are provided to illustrate how to complete all entries, except the last three items on the respective appraisal worksheets.

## 28-30 Reserved

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## PART 4: PRODUCTION WORKSHEET

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

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#### PW Entries and Completion Procedures

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

### 32-40 Reserved

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## EXHIBITS

### Exhibit 1 Acronyms and Abbreviations

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<b>Approved Acronym/Abbreviation</b>	<b>Term</b>
AIP	Approved Insurance Provider
APH	Actual Production History
BP	Common Crop Insurance Policy Basic Provisions
CAT	Catastrophic Risk Protection
CIH	Crop Insurance Handbook
CLU	Common Land Unit
CP	Crop Provisions
DSSH	Document and Supplemental Standards Handbook
FCIC	Federal Crop Insurance Corporation
FDA	Food and Drug Administration
FSA	Farm Service Agency
GPS	Global Positioning System
GSH	General Standards Handbook
LAM	Loss Adjustment Manual
OPI	Office of Primary Interest
PPSH	Prevented Planting Standards Handbook
PW	Production Worksheet
RMA	Risk Management Agency
SP	Special Provisions
SRA	Standard Reinsurance Agreement
USDA	United States Department of Agriculture
UUF	Uninsured Unavoidable Fire

## Exhibit 2 Definitions

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**Base Contract Price:** The price stipulated on the processor contract without regard to discounts or incentives that may apply.

**Bypassed Acreage:** Land on which production is ready for harvest but the processor elects not to accept such production so it is not harvested.

**Harvest:** The removal of the ears from the stalks for the purpose of delivery to the processor.

**Planted Acreage:** In addition to the definition contained in the BP, sweet corn must initially be planted in rows far enough apart to permit mechanical cultivation. Acreage planted in any other manner will not be insurable unless otherwise provided by the SP or by written agreement.

**Processor Contract:** A written **contract** between the producer and a processor, containing at a minimum:

- (a) The producer's commitment to plant and grow sweet corn, and deliver the sweet corn to the processor;
- (b) The processor's commitment to purchase all of the production stated in the processor contract; and
- (c) A base contract price.

Multiple contracts with the same processor that specify amounts of production will be considered as a single processor contract unless the contracts are for different types. Your base contract price will be the weighted average of all applicable base contract prices.

**Unhusked Ear Weight:** Weight of the seed-bearing spike of sweet corn including the membranous or green outer envelope.

**Usable Tons:** The quantity of sweet corn for which the producer is compensated or should have been compensated by the processor.

**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 27](#).

**Part I Surviving Plant Method**

<b>Item Number/Element</b>	<b>Standard</b>
1. Company:	Name of AIP, if not preprinted on the worksheet (Company Name).
2. Claim No.:	Claim number as assigned by the AIP.
3. Insured's Name:	Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued.
4. Policy No.:	Insured's assigned policy number.
5. Unit No.:	Unit number from the Summary of Coverage after it is verified to be correct.
6. Crop Year:	Four digit crop year, as defined in the policy, for which the claim is filed.
7. Field ID:	Field identification symbol.
8. Row Width, Inches:	Row width to the nearest inch. Refer to <a href="#">Paragraph 23</a> for row width determination information.
9. Number of Surviving Plants:	Number of plants in the sample capable of producing an ear. Refer to <a href="#">Paragraph 23</a> and <a href="#">Exhibit 6</a> for sample row length.
10. Total of All Samples:	Total number of surviving plants from all samples (item 9) for the field or subfield.
11. Number of Samples:	Number of samples (item 9) for the field or subfield.
12. Avg. No. of Plants Per Sample:	Total of all samples (item 10) divided by number of samples (item 11) rounded to tenths.
13. Percent Factor:	The standard factor, "0.03." Refer to <a href="#">Paragraph 25B</a> .
14. Appraisal Per Acre:	Average Number of Plants per Sample (item 12) × Factor (item 13) in tons, to the nearest tenth.

**Part II Weight Method**

15. Fraction of Acre Sample:	Indicate size of sample utilized. Refer to <a href="#">Paragraph 25C</a> for sample size selection criteria.
16. Field ID:	Field identification symbol.
17. Row Width, Inches:	Row width to nearest inch. Refer to <a href="#">Paragraph 23</a> for row width determination information.
18. Total Per Sample:	The weight of sweet corn ears and husks harvested for each sample, to the nearest tenth of a pound.  Include husks normally included by a mechanical harvester.
19. Total of All Samples:	The total weight, to tenths of a pound, of all samples (item 18) for the field or subfield.
20. Number of Samples:	Number of samples in item 18 for the field or subfield.
21. Avg. per Sample:	The average weight per sample, to nearest tenth of a pound. Divide the Total of All Samples (item 19) by Number of Samples (item 20).

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

<b>Item Number/Element</b>	<b>Standard</b>
22. Factor:	a. For 1/100-acre sample size, use the factor "0.05." b. For 1/1000-acre sample size, use the factor "0.50."  Refer to <a href="#">Paragraph 25C</a> to determine the appropriate sample size.
23. Appraisal Per Acre:	Tons per acre for the field or subfield, to the nearest tenth. Average per Sample (item 21) × Factor (item 22).

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

<b>Item Number/Element</b>	<b>Standard</b>
24. 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 Appraisal Worksheet with the insured (or authorized representative), particularly explaining codes, etc., which may not be readily understood.
25. Adjuster's Signature Code No. and Date:	Signature of adjuster, code number, and date signed after the insured (or insured's authorized representative) has signed. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the "Narrative" of the PW.
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)**

**PART I EXAMPLES:**



1. **Company:** ANY COMPANY

2. **Claim No:** XXXXXXXX

<b>APPRAISAL WORKSHEET (C&amp;P/Fresh Market Sweet Corn)</b> FOR ILLUSTRATION PURPOSES ONLY								3. INSURED'S NAME I. M. INSURED		4. POLICY NO. XXXXXXX		5. UNIT NO. 0001- 0001 BU		6. CROP YEAR YYYY	
<b>PART I - SURVIVING PLANT METHOD</b>															
7. FIELD ID	8. ROW WIDTH, INCHES	9. EACH BLOCK EQUALS NUMBER OF SURVIVING PLANTS IN ONE SAMPLE						10. TOTAL OF ALL SAMPLES	11. NUMBER OF SAMPLES	12. AVG. NO. PLANTS/SAMPLE	13. PERCENT/FACTOR	14. APPRAISAL PER ACRE			
1A	40	40	25	30	16	19	= 130	÷ 5	= 26	X 0.03	= 0.8				

**PART II EXAMPLE:**

<b>PART II - WEIGHT / EAR-COUNT METHOD</b> (After sweet corn has reached maturity)														
								15. FRACTION OF ACRE SAMPLE		1/100 <input checked="" type="checkbox"/>	1/1000 <input type="checkbox"/>			
16. FIELD ID	17. ROW WIDTH, INCHES	MATURE SWEET CORN IN EACH BLOCK EQUALS ONE SAMPLE (Ear And Husk)						19. TOTAL OF ALL SAMPLES	20. NUMBER OF SAMPLES	21. AVG. PER SAMPLE	22. FACTOR	23. APPRAISAL PER ACRE		
C	40	18 TOTAL PER SAMPLE	31.0	11.9	8.3	29.2	15.8	= 96.2	÷ 5	= 19.2	X 0.05	= 1.0		
		18 TOTAL PER SAMPLE						=	÷	=	X	=		

Refer to the Above Appraisal Worksheet instructions for required statements and signature entries.

**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 31](#).

Item Number/Element	Standard
1. Crop/Code #:	"Processing Sweet Corn" (0042).
2. Unit#:	Unit number from the Summary of Coverage after it is verified to be correct.
3. Location Description:	Land location that identifies the legal description, if available, and the location of the unit (e.g., section township, and range; FSA Farm Numbers; FSA Common Land Units (CLU) and tract numbers; GPS identifications; or Grid identifications) as applicable for the crop.
4. Date(s) of Damage:	<p>First three letters of the month(s) during which the determined insured damage occurred for the inspection and cause(s) of loss listed in item 5 below. If no entry in item 5 below, make no entry. For progressive damage, enter in chronological order 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 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 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 for this inspection. If an insured cause(s) of damage is coded as "Other," explain in the "Narrative." Enter additional causes of damage in the extra spaces, as needed. If more space is needed, document the additional determined insured causes of damage in the "Narrative" (or on a Special Report). Refer to the illustration in item 6 below.</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)**

Item Number/Element	Standard															
<p>6. Insured Cause %:</p>	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b> Whole percentage of damage for the insured cause of damage listed in item 5 above for this inspection. Enter additional “Insured Cause %” in the extra spaces, as needed. If additional space is needed, enter the additional determined “Insured Cause %” in the “Narrative” (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="544 835 1372 1029"> <tr> <td>4.</td> <td>Dates(s) of Damage</td> <td>May</td> <td>Jun 11</td> <td>Jul</td> </tr> <tr> <td>5.</td> <td>Causes of Damage</td> <td>Drought</td> <td>Wildlife</td> <td>Wind</td> </tr> <tr> <td>6.</td> <td>Insured Cause %</td> <td>10</td> <td>15</td> <td>55</td> </tr> </table> <p>Narrative: Additional date of damage – Jul; Cause of Damage – Drought; Insured cause percent 20%.</p>	4.	Dates(s) of Damage	May	Jun 11	Jul	5.	Causes of Damage	Drought	Wildlife	Wind	6.	Insured Cause %	10	15	55
4.	Dates(s) of Damage	May	Jun 11	Jul												
5.	Causes of Damage	Drought	Wildlife	Wind												
6.	Insured Cause %	10	15	55												
<p>7. Company/Agency:</p>	<p>Name of company and agency servicing the contract.</p>															
<p>8. Name of Insured:</p>	<p>Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued.</p>															
<p>9. Claim#:</p>	<p>Claim number as assigned by the AIP.</p>															
<p>10. Policy#:</p>	<p>Insured’s assigned policy number.</p>															
<p>11. Crop Year:</p>	<p>Four-digit crop year, as defined in the policy, for which the claim is filed.</p>															
<p>12. Additional Units:</p>	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b> Unit number(s) for all non-loss units for the crop at the time of final inspection. A non-loss unit is any unit for which a PW has not been completed. Additional non-loss units may be entered on a single PW.</p>															
<p>13. Est. Prod. Per Acre:</p>	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b> Estimated yield per acre, in tons, to tenths, of all non-loss units for the crop at the time of final inspection.</p>															

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

Item Number/Element	Standard
<p>14. Date(s) Notice of Loss:</p>	<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/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>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 set of PWs if a final inspection should be made as a result of the notice. Always enter the complete date of notice (MM/DD/YYYY) for the “Final” inspection in the final space on the first set of PWs. For a delayed notice of loss or delayed claim, refer to the LAM.</p>
<p>15. Companion Policy(s):</p>	<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 100 percent 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 and/or agent (and contract number) if known.</li> <li>(3) If unable to verify the existence of a companion contact the AIP for further instructions.</li> </ul> </li> <li>c. Refer to the LAM for further information regarding companion contracts.</li> </ul>



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

Make separate line entries for varying:

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

<b>Item Number/Element</b>	<b>Standard</b>
16. Field ID:	The field or subfield identification symbol from a sketch map or an aerial photo. Refer to the “Narrative” instructions.
17. Multi-Crop Code:	The applicable two-digit code for first crop and second crop. Refer to the LAM for instructions regarding entry of first crop and second crop codes.
18. Reported Acres:	In the event of over-reported acres, handle in accordance with the individual AIP’s instructions. In the event of under-reported acres, enter the reported acres to tenths for the field or sub field. If there are no under-reported acres make no entry.
19. Determined Acres:	<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>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>

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

Item Number/Element	Standard
20. Interest or Share:	Insured’s interest in the crop to three decimal places as determined at the time of inspection. If shares vary on the same unit, use separate line entries.
21. Risk:	<p>Three-digit code for the correct “Rate” specified on the actuarial document maps. If a “Rate” or “High Risk Area” is not specified on the actuarial document maps, make no entry. Verify with the Summary of Coverage and if the “Rate” is found to be incorrect, revise according to AIP’s instructions. Refer to the LAM.</p> <p>Unrated land is uninsurable without a written agreement.</p>
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 in 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 in the actuarial documents, enter the appropriate three-digit code from the actuarial documents (e.g., 997). If a class is not specified on the actuarial documents, make no entry.
24. Sub-Class:	Three- digit code, entered exactly as specified on the actuarial documents for the sub class grown by the insured. If “No Sub-Class Specified,” is shown in 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 grown by the insured. If “No Intended Use Specified” is shown in 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 in the actuarial documents, enter the appropriate three-digit code from the actuarial documents (e.g., 997). If an irrigated practice is not specified on the actuarial documents, make no entry.
27. Cropping Practice:	Three-digit code, entered exactly as specified on the actuarial documents for the cropping practice (or practice) carried out by the insured. If “No Cropping Practice Specified” or “No Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code from the actuarial documents (e.g., 997). If a cropping practice (or practice) is not specified on the actuarial documents, make no entry.

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

Item Number/Element	Standard																		
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 in 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.																		
29. Stage:	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b> Stage abbreviation as shown below.</p> <table border="0"> <thead> <tr> <th data-bbox="483 569 558 600"><u>Stage</u></th> <th data-bbox="870 569 1029 600"><u>Explanation</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="483 604 857 636">“P” .....</td> <td data-bbox="870 604 1500 793">Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide records of production, which are acceptable to the AIP.</td> </tr> <tr> <td data-bbox="483 798 857 829">“H” .....</td> <td data-bbox="870 798 1003 829">Harvested.</td> </tr> <tr> <td data-bbox="483 833 857 865">“UH” .....</td> <td data-bbox="870 833 1468 865">Unharvested or put to other use with consent.</td> </tr> <tr> <td data-bbox="483 869 857 900">“UB” .....</td> <td data-bbox="870 869 1487 900">Acreage bypassed, solely due to insured causes.</td> </tr> <tr> <td data-bbox="483 905 857 936">“PB” .....</td> <td data-bbox="870 905 1419 978">Acreage bypassed, solely due to uninsured causes.</td> </tr> <tr> <td data-bbox="483 982 857 1014">“TZ” .....</td> <td data-bbox="870 982 1471 1056">UUF/Third Party Damage – Zero production on same acreage.</td> </tr> <tr> <td data-bbox="483 1060 857 1092">“TA” .....</td> <td data-bbox="870 1060 1503 1134">UUF/Third Party Damage – Appraised production on same acreage.</td> </tr> <tr> <td data-bbox="483 1138 857 1169">“TH” .....</td> <td data-bbox="870 1138 1503 1211">UUF/Third Party Damage – Harvested production on same acreage.</td> </tr> </tbody> </table> <p><b>Prevented Planting:</b> Refer to the PPSH for proper codes for any eligible prevented planting acreage.</p> <p><b>Gleaned Acreage:</b> Refer to the LAM for information on gleaning.</p>	<u>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 records of production, which are acceptable to the AIP.	“H” .....	Harvested.	“UH” .....	Unharvested or put to other use with consent.	“UB” .....	Acreage bypassed, solely due to insured causes.	“PB” .....	Acreage bypassed, solely due to uninsured causes.	“TZ” .....	UUF/Third Party Damage – Zero production on same acreage.	“TA” .....	UUF/Third Party Damage – Appraised production on same acreage.	“TH” .....	UUF/Third Party Damage – Harvested production on same acreage.
<u>Stage</u>	<u>Explanation</u>																		
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“TH” .....	UUF/Third Party Damage – Harvested production on same acreage.																		

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

Item Number/Element	Standard																
<p>30. Use of Acreage:</p>	<p>Use the following “Intended Use” abbreviations.</p> <table border="0"> <thead> <tr> <th data-bbox="483 296 537 327"><u>Use</u></th> <th data-bbox="938 296 1101 327"><u>Explanation</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="483 369 954 401">“To Cucumbers,” etc.....</td> <td data-bbox="971 369 1365 401">Other use made of the acreage</td> </tr> <tr> <td data-bbox="483 411 954 443">“WOC” .....</td> <td data-bbox="971 411 1312 443">Other use without consent</td> </tr> <tr> <td data-bbox="483 453 954 485">“SU” .....</td> <td data-bbox="971 453 1182 485">Solely uninsured</td> </tr> <tr> <td data-bbox="483 495 954 527">“ABA” .....</td> <td data-bbox="971 495 1333 527">Abandoned without consent</td> </tr> <tr> <td data-bbox="483 537 954 569">“H” .....</td> <td data-bbox="971 537 1101 569">Harvested</td> </tr> <tr> <td data-bbox="483 579 954 611">“UH” .....</td> <td data-bbox="971 579 1133 611">Unharvested</td> </tr> <tr> <td data-bbox="483 621 954 653">“Bypassed” .....</td> <td data-bbox="971 621 1312 653">Bypassed by the processor</td> </tr> </tbody> </table> <p>Verify any preliminary “Intended Use” entry. If the final use of the acreage was not as indicated, strike out the original line and initial it. Enter all data on a new line showing the correct “Final Use.”</p> <p><b>Prevented Planting:</b> Refer to the PPSH for proper codes for any eligible prevented planting acreage.</p> <p><b>Gleaned Acreage:</b> Refer to the LAM for information on gleaning.</p>	<u>Use</u>	<u>Explanation</u>	“To Cucumbers,” etc.....	Other use made of the acreage	“WOC” .....	Other use without consent	“SU” .....	Solely uninsured	“ABA” .....	Abandoned without consent	“H” .....	Harvested	“UH” .....	Unharvested	“Bypassed” .....	Bypassed by the processor
<u>Use</u>	<u>Explanation</u>																
“To Cucumbers,” etc.....	Other use made of the acreage																
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“H” .....	Harvested																
“UH” .....	Unharvested																
“Bypassed” .....	Bypassed by the processor																
<p>31. Appraised Potential:</p>	<p>Enter the tons per acre, to tenths, from the appraisal worksheet for the field or subfield. Refer to <a href="#">Part 3</a>, “Processing Sweet Corn Appraisals” for additional instructions.</p> <p>If there is no potential on UH acreage, enter “0.0.” Refer to the LAM for procedures for documenting zero yield appraisals.</p> <p>a. For unharvested acreage that is bypassed by the processor due to insured causes of loss enter “0.0” on the PW. Consistent with the PW, no production to count will be used for APH purposes.</p> <p>b. For unharvested acreage, or acreage that is bypassed when no insured cause of loss prevented the processor from harvesting, the potential production must be appraised and counted as production against the guarantee and for APH purposes.</p>																
<p>32a.-33.</p>	<p>Make no entry.</p>																
<p>34. Production Pre QA:</p>	<p>Result of multiplying column 31 times column 19 and round the result to tenths. If no entry in column 31, make no entry.</p>																
<p>35. Quality Factor:</p>	<p>Make no entry.</p>																
<p>36. Production Post QA:</p>	<p>Transfer entry from column 34.</p>																

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

Item Number/Element	Standard
37. Uninsured Causes:	<p>Result of per acre appraisal for uninsured causes (taken from appraisal worksheet or other documentation) multiplied by column 19, rounded in tons, to tenths. 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 tons, to tenths, for the line, (calculated by multiplying the elected coverage level percentage times the approved APH yield per acre shown on the APH form) for any “P” stage acreage.</p> <p>(2) On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged solely by uninsured causes separate from other production.</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 tons, to tenths, 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 that has been reduced for late-planted acreage.</p> <p>c. Refer to the LAM when a hail and fire exclusion is in effect and damage is from hail or fire.</p> <p>d. Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.</p> <p>e. For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.</p>
38. Total to Count:	Result of adding item 36 and item 37 to tenths.
39. Total:	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b> Total determined acres (column 19), to tenths.</p>
40. Quality:	Check “None.”

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

Item Number/Element	Standard
41. Mycotoxins exceed FDA, State, or other health organization maximum limits?:	Make no entry.
42. Totals:	Total of entries in columns 34, 36, 37, and 38. If a column has no entries, make no entry.

**NARRATIVE INSTRUCTIONS**

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

a.	If no acreage is released on the unit, enter “No acreage released,” adjuster’s initials, and date.
b.	If notice of damage was given and no inspection is required, enter “No Inspection,” the unit number(s), date, and adjuster’s initials (do not enter the 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 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. Refer to the LAM.
g.	Explain any errors found on the Summary of Coverage.
h.	Explain any commingled production. Refer to the LAM.
i.	Explain any entry for “Production Not to Count” in Section II column 62 and/or any production not included in Section II, column 56 or column 49-52 entries (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).
j.	Explain a “NO” checked in item 44, “Damage Similar to Other Farms in the Area?”
k.	<p>Attach a sketch map or aerial photo to identify the total unit:</p> <ul style="list-style-type: none"> <li>(1) If consent is or has been given to put part of the unit to another use;</li> <li>(2) If uninsured causes are present; or</li> <li>(3) For unusual or controversial cases.</li> </ul> <p>Indicate on the sketch map or aerial photo, 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 absentee insured, enter the date of the inspection and the date of mailing the PW for signature.

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

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

**Section II Determined Harvested Production**

- (1) Account for all harvested production (for all entities sharing in the crop) except production appraised before harvest and shown in Section I because the quantity cannot be determined later (e.g., released for other uses, etc.).
- (2) For production commercially stored, sold, etc., enter the name and address of the processor as applicable in columns 49 through 52.
- (3) If additional lines are necessary, the data may be entered on a continuation sheet. Use separate lines for:
  - a. Separate processor facilities.
  - b. Varying shares; e.g., 50 percent and 75 percent shares on same unit.
  - c. Varying types (if applicable), practices, guarantees, etc.
- (4) There will generally be no harvested production entries in columns 47 through 66 for preliminary inspections.
- (5) 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.

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

Item Number/Element	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>a. The earlier of the date the entire acreage on the unit was (1) harvested, (2) totally destroyed, (3) put to other use, (4) a combination of harvested, destroyed, or put to other use, or (5) calendar date for the end of the insurance period.</p> <p>b. If at the time of final inspection (if prior to the end of the insurance period), there is any unharvested insured acreage remaining on the unit that the insured does not intend to harvest, enter “Incomplete.”</p> <p>c. If at the time of final inspection (if prior to the end of the insurance period), none of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter “No Harvest.”</p> <p>d. If the case involves a Certification Form, enter the date from the Certification Form when the entire unit is put to another use, etc. Refer to the LAM.</p>
44. Damage Similar to Other Farms in the Area:	<p><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:	Check “Yes” only if an assignment of an indemnity is in effect for the crop year; otherwise, check “No.” Refer to the LAM.
46. Transfer of Right to Indemnity:	Check “Yes” only if a transfer of right to indemnity is in effect for the unit for the crop year; otherwise, check “No.” Refer to the LAM.
47a. Share:	Record only varying shares on same unit to three decimal places.
47b. Field ID:	<p>a. If only one practice and/or type of harvested production is listed in Section I, make no entry.</p> <p>b. If more than one practice or type of harvested production is listed in Section I, and a separate approved APH yield exists, indicate for each practice/type the corresponding Field ID (from Section I, column 16).</p>
48. Multi-Crop Code:	The applicable two-digit code for first crop and second crop. Refer to the LAM for instructions regarding entry of first crop and second crop codes.



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

Item Number/Element	Standard
49.-55 Length or Diameter, Width, Depth, Deductions, Net Cubic Feet, Conversion Factor and Gross Prod.:	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b> Enter the name and address of the buyer, packinghouse, or processor for processing sweet corn sold, as applicable.</p>
56. Bu., Ton, Lbs., Cwt.:	<p>Circle "Ton" in column heading. Production in tons, to tenths.</p> <p>a. Enter the usable tons expressed as unhusked ear weight of processing sweet corn shown on the processor settlement sheet, if available. Refer to column 57 below when harvested production must be converted to an unhusked ear weight.</p> <p>b. If a processor settlement sheet showing the usable tons of sweet corn is not available, enter the result obtained by dividing the total dollar amount paid, payable, or which should have been paid under the terms of the processor contract for the quantity of sweet corn to be delivered to the processor by the base contract price per ton. Multiple contracts with the same processor that specify amounts of production will be considered as a single processor contract unless the contracts are for different types. Your base contract price will be the weighted average of all applicable base contract prices. Show the calculations in the "Narrative" of the PW.</p> <p>c. Include all harvested processing sweet corn production from any other insurable units that have been used to fulfill the processor contract for this unit.</p> <p>d. Any other measure of production will be converted to an unhusked ear weight equivalent.</p>

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

Item Number/Element	Standard
57. Shell/Sugar Factor:	<p>Three-place decimal factor, obtained from the processor, when harvested production must be converted to an unhusked ear weight.</p> <p>a. When harvested production is delivered to the processor and weighed as husked ears or the kernels have been cut from the cob and just the kernels are weighed, the adjuster must obtain the applicable factor from the processor to convert the kernels or husked ear weights to an unhusked ear weight.</p> <p>b. Formula: Applicable factor multiplied by the weight of husked ears or weight of kernels equals unhusked ear weight. Enter the result in tons to tenths in column 56.</p> <p>c. Document the date the factor was obtained from the processor in the "Narrative" of the PW.</p>
58.-60.	Make no entry.
61. Adjusted Production:	Transfer entry from column 56.
62. Production Not to Count:	<p>Enter the net "Production Not to Count," in tons to tenths, when acceptable records identifying such production are available, from harvested acreage, which has been assessed an appraisal of not less than the guarantee per acre, or from other sources (e.g., Other units or uninsured acreage).</p> <p>This entry must never exceed production shown on the same line. Explain any "Production Not to Count" in the "Narrative."</p>
63. Production Pre-QA:	Result of subtracting column 62 from column 61 in tons to tenths.
64a.-65.	Make no entry.
66. Production to Count:	Transfer entry from column 63.
67. Total:	Total of column 63 to tenths.
68. Section II Total:	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b> Total of column 66, to tenths.</p>
69. Section I Total:	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b> Enter figure from Section I, column 38 total.</p>
70. Unit Total:	<p><b>Preliminary:</b> Make no entry.</p> <p><b>Final:</b> Total of item 68 and item 69, to tenths.</p>
71. Allocated Prod:	Refer to the LAM for instructions for determining allocated production. Enter the total production in tons to tenths, 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.

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

Item Number/Element	Standard
72. Total APH Prod:	Result, to tenths, of subtracting the total of column 37 (item 42 "Totals") and item 71 (Allocated Prod.) from item 70 (Unit Total). If no entries in item 37 and item 71, transfer the entry in item 70. Make no entry when separate APH yields are maintained by type, practice, etc., within the unit.

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

Item Number/Element	Standard
73. Insured's Signature and Date:	<p>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 the insured's authorized representative), particularly explaining codes, etc., that may not be readily understood.</p> <p>Final indemnity inspections should be signed on bottom line.</p>
74. Adjuster's Signature, Code # and Date:	<p>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.</p> <p>Final indemnity inspections should be signed on the bottom line.</p>
75. Page Number:	Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

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

1. Crop/Code # Processing Sweet Corn 0042	2. Unit # 0001-0001-BU	3. Location Description SE ¼ 36-93-16	7. Company Agency ANY COMPANY ANY AGENCY	8. Name of Insured I.M. INSURED
4. Date(s) of Damage MAY	JUL 7			9. Claim # XXXXXXXX
5. Cause(s) of Damage DROUGHT	WIND			11. Crop Year YYYY
6. Insured Cause % 75	25			10. Policy # XXXXXXXX
12. Additional Units 0002-0001-BU	0003-0001-BU			14. Date(s) Notice of Loss 1st MM/DD/YYYY 2nd Final MM/DD/YYYY
13. Est. Prod. Per Acre 2.5	3.8			15. Companion Policy(s)

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

A. ACTUARIAL															B. POTENTIAL YIELD								
16. Field ID	17. Multi-Crop Code	18. Reported Acres	19. Determined Acres	20. Interest or Share	21. Risk	22. Type	23. Class	24. Sub-Class	25. Intended Use	26. Irr Practice	27. Cropping Practice	28. Organic Practice	29. Stage	30. Use of Acreage	31. Appraised Potential	32a. Moisture % Factor	32b. Shell %, Factor, or Value	33. Production Pre QA	34. Quality Factor	35. Production Post QA	36. Uninsured Causes	37. Total to Count	
1A	IR		9.9	1.000			081				003		UH	To Soybean	0.8	-----		7.9		7.9	4.9	12.8	
1B	NS		25.1	1.000			081				003		H	H		-----							
2	NS		8.0	1.000			081				003		UB	By-Passed	0.0	-----		0.0		0.0	0.0	0.0	
1C	NS		10.0	1.000			081				003		P	WOC		-----					45.0	45.0	
39. TOTAL			53.0	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input checked="" type="checkbox"/>													42. TOTALS		7.9		7.9	49.9	57.8
															41. Mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>								

NARRATIVE (If more space is needed attach a Special Report):

Field 1A partially destroyed by livestock (uninsured cause) and appraised at 4.9 tons/acre. Field 1C destroyed without consent. Determined acres by wheel measurement.

Line 2 – No appropriate settlement sheet available. \$5,000.00 (Total Dollar Amount) ÷ \$60.00 per ton (Base Contract Price) = 83.3 tons

**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. Share	47b. Multi-Crop Code	48. Length or Diameter	49. Width	50. Depth	51. Deduction	52. Net Cubic Feet	53. Conversion Factor	54. Gross Prod.	55. Bu (Ton) Lbs. Cwt.	56. Shell/Sugar Factor	57. FM% Factor	58a. 58b. Moisture % Factor	59a. 59b. Test WT Factor	60a. 60b. Adjusted Production	61. Prod. Not to Count	62. Production Pre-QA	63. Value Mkt. Price	64a. 64b. Quality Factor	65. Production to Count	66.	
-----	NS	Any Processor Any Town, Any State							20.2						20.2		20.2	-----		20.2	
-----	NS	ACME Elevator Any Town, Any State							83.3						83.3		83.3	-----		83.3	
67. TOTAL															103.5	68. Section II Total					103.5
															69. Section I Total					57.8	
															70. Unit Total					161.3	
															71. Allocated Prod.						
															72. Total APH Prod.					111.4	

**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 NUMBER OF SAMPLES*</b>
0.1 - 10.0	3

\*One additional sample is required for each additional 40.0 acres (or fraction thereof) in the field or subfield.

**Exhibit 6 Row Width Factors**

ROW WIDTH, INCHES	SAMPLE ROW LENGTH, FEET, FOR:		ROW WIDTH, INCHES	SAMPLE ROW LENGTH, FEET, FOR:	
	1/100 ACRE	1/1000 ACRE		1/100 ACRE	1/1000 ACRE
14	374	37.4	30	174	17.4
16	326	32.6	32	163	16.3
18	290	29.0	34	154	15.4
20	262	26.2	36	145	14.5
22	238	23.8	38	138	13.8
24	218	21.8	40	131	13.1
26	202	20.2	42	125	12.5
28	187	18.7			

For row widths not listed in the table above, use the following formula:

$$\frac{43,560 \text{ sq. ft./acre} \div \left[ \frac{\text{row width in inches}}{12''} \right]}{100 \text{ ft. or } 1,000 \text{ ft.}} \quad \begin{matrix} \text{(for 1/100 acre)} \\ \text{(for 1/1,000 acre)} \end{matrix}$$

**EXAMPLE:**

$$\frac{43,560 \text{ sq. ft./acre} \div \left[ \frac{25''}{12''} \right]}{100 \text{ ft.}} = \frac{43,560 \text{ sq. ft.} \div 2.08}{100 \text{ ft.}} = \frac{20,942}{100 \text{ ft.}} = 209.42 \text{ ft. or } 209 \text{ ft. row length}$$