



United States
Department of
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Federal Crop
Insurance
Corporation

FCIC-25490-1 (10-2022)

TABLE GRAPE LOSS ADJUSTMENT STANDARDS HANDBOOK

2023 and Succeeding Crop Years

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

TITLE: TABLE GRAPE LOSS ADJUSTMENT STANDARDS HANDBOOK	NUMBER: FCIC-25490-1 OPI: Product Management
EFFECTIVE DATE: 2023 and succeeding crop years	ISSUE DATE: October 28, 2022
SUBJECT: Provides the procedures and instructions for administering the Table Grape crop insurance program	APPROVED: <i>/s/ Richard H. Flourney</i> Deputy Administrator for Product Management

REASON FOR ISSUANCE

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

SUMMARY OF CHANGES

Listed below are the changes to the 2023 FCIC 25490-1 Table Grape Loss Adjustment Standards Handbook with significant content change. All changes and additions are highlighted. Minor changes and corrections are not included in this listing. *** is used throughout the handbook indicate where major deletions occurred.

Reference	Description of Change	Directive Number
Throughout	Removed references to Special Provisions and replace with "AD."	25490
Subparagraph 1B	Page 1: Added required source of authority language.	25490
Subparagraph 1C	Page 1: Added required civil rights language.	25490
Subparagraph 1D	Page 1-2: Revised the related handbook descriptions.	25490
Subparagraph 1E	Page 2: Renumbered.	25490
Subparagraph 2D(2)	Page 3: Revised language regarding Privacy Act and Non-Discrimination statements.	25490
Subparagraph 11A(1)	Page 4: Removed duplicate reference language that appears in the lead in language.	25490
Subparagraph 11B(5)	Page 4: Replaced "growing season" language with "leaf year."	25490
Subparagraph 11B(6)	Page 4: Rearranged language for clarity and removed language regarding AIP inspection for insurance allowances.	25490
Subparagraph 21A(2)	Page 7: Revised language from "sold by" to "harvested for" direct marketing.	25490
Subparagraph 23C	Page 11: Renumbered Steps 5, 6, & 7 to align with the procedures in Exhibit 3.	25490
Subparagraph 23C Step 6	Page 11: Changed verb tense for clarity.	25490
Subparagraph 23D Example	Page 11: Added clarifying language, "is calculated."	25490
Exhibit 1	Page 16: Added acronym AD for Actuarial Documents, OPI for Office of Primary Interest, and WA for Written Agreement.	25490

TABLE GRAPE LOSS ADJUSTMENT STANDARDS HANDBOOK

Reference	Description of Change	Directive Number
Exhibit 2	Page 17: Removed definitions for the terms, “Adapted” and “Direct Marketing.”	25490
Exhibit 6	Page 42: Corrected three (3) calculated results of the vine population chart.	25490-1
Exhibit 7	Page 43: Updated the example to correct calendar and leaf year.	25490

CONTROL CHART

	TP Page(s)	TC Page(s)	Text Page(s)	Exhibit Page(s)	Date	Directive Number
Current Index	1-2	1-1	1-15	16-43	10-2022	FCIC-25490-1

FILING INSTRUCTIONS

This handbook replaces FCIC-25490, Table Grape Loss Adjustment Standards Handbook, dated September 28, 2020, and August 15, 2022. This handbook is effective for the 2023 and succeeding crop years and is not retroactive to any 2022 or prior crop year determinations.

TABLE GRAPE LOSS ADJUSTMENT STANDARDS HANDBOOK

TABLE OF CONTENTS

PART 1: GENERAL INFORMATION AND RESPONSIBILITIES.....	1
1 General Information	1
2 AIP Responsibilities	2
3-10 Reserved.....	3
PART 2: POLICY INFORMATION	4
11 Insurability	4
12 Unit Division	6
13-20 Reserved.....	6
PART 3: APPRAISAL INFORMATION	7
21 Appraisal Information	7
22 Appraised and Harvested Production to Count.....	7
23 Appraisal Method	9
24 Appraisal Deviations and Modifications	13
25-30 (Reserved).....	13
PART 4: WORKSHEET INFORMATION.....	14
31 General Information	14
32-40 (Reserved).....	15
EXHIBITS.....	16
Exhibit 1 Acronyms and Abbreviations	16
Exhibit 2 Definitions	17
Exhibit 3 Appraisal Worksheet Standards and Elements.....	18
Exhibit 4 Production Worksheet Standards and Elements	24
Exhibit 5 Representative Sample Requirements.....	41
Exhibit 6 Vineyard Population Table	42
Exhibit 7 Leaf Year Table	43

PART 1: GENERAL INFORMATION AND RESPONSIBILITIES

1 General Information

A. Purpose and Objective

The RMA-issued loss adjustment standards for this crop are the official standard requirements for adjusting losses in a uniform and timely manner. The RMA-issued standards for this crop and CY are in effect as of the signature date for this crop handbook which is located on the internet at: www.rma.usda.gov/Policy-and-Procedure/Loss-Adjustment-Standards---25000.

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

B. Source of Authority

Refer to the LAM for sources of authority.

C. Title VI of the Civil Rights Act of 1964

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

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

D. Related Handbooks

The following table provides handbooks related to this handbook.

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

1 General Information (Continued)

D. Related Handbooks (Continued)

Handbook	Relation/Purpose
GSH	This handbook provides the official FCIC approved standards for policies administered by AIPs under the General Administrative Regulations, Common Crop Insurance Policy Regulations Basic Provisions, including the Catastrophic Risk Protection Endorsement, Actual Production History Regulation Subpart G; the Area Risk Protection Insurance Regulations Basic Provisions; the Stacked Income Protection Plan of Insurance; the Rainfall and Vegetation 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 PCT loss adjustment and this handbook are in [Exhibit 1](#) and [Exhibit 2](#), herein.

E. CAT Coverage

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

2 AIP Responsibilities

A. Utilization Standards

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

B. Form Distribution

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

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

C. Record Retention

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

D. Form Standards

- (1) The entry items in exhibits 3 and 4 are the minimum requirements for the Grape/Table Grape Appraisal Worksheet and Claim Form (hereafter referred to as “Production Worksheet”). All entry items are “Substantive,” they are required.
- (2) The Privacy Act and Non-Discrimination statements are required statements. These statements are not shown on the example form(s) in [Exhibit 3](#) and [Exhibit 4](#). See the DSSH for statement requirements. ***
- (3) The certification statement required by the current DSSH must be included on the PW directly above the insured’s signature block immediately followed by the statement below:

“I understand the certified information on this PW will be used to determine my loss, if any, to the above unit. The insurance provider may audit and approve this information and supporting documentation. The Federal Crop Insurance Corporation, an agency of the United States, subsidizes and reinsures this crop insurance.”
- (4) Refer to the DSSH for other crop insurance form requirements (such as point size of font and so forth).

PART 2: POLICY INFORMATION

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

11 Insurability

A. General Information

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

- (1) This paragraph lists insurability requirements specific to table grape loss adjustment.

- (2) Refer to Section 15(b) of the BP for information on determining production to count when acreage is harvested after the crop has been appraised.

B. Insured Crop

The crop insured will be any insurable variety of table grapes the insured elects to insure in Arizona and California; or, in all other states, all insurable types in the county for which a premium rate is provided by the actuarial documents:

- (1) in which the insured has a share;
- (2) are grown for harvest as table grapes;
- (3) are adapted to the area;
- (4) are grown in vineyards that, if inspected, are considered acceptable by the AIP;
- (5) after being set out or grafted, have reached the number of leaf years designated by the SP; and
- (6) have produced an average of at least 150 lugs of table grapes per acre in at least one of the most recent three CYs immediately preceding the insured CY, unless otherwise allowed in the SP.***

C. Insured Acreage

Table grape vines interplanted with another perennial crop are insurable unless the AIP inspects the acreage and determines the acreage does not meet the requirements contained in the policy.

D. Uninsured Causes of Loss

In addition to the causes of loss excluded in section 12 of the BP, the AIP will not insure against damage or loss of production due to:

- (1) disease or insect infestation, unless adverse weather:

D. Uninsured Causes of Loss (Continued)

- (a) prevents the proper application of control measures or causes properly applied control measures to be ineffective; or
 - (b) causes disease or insect infestation for which no effective control mechanism is available;
- (2) phylloxera, regardless of cause; or
- (3) inability to market the table grapes for any reason other than actual physical damage from an insurable cause specified in the policy. For example, the AIP will not pay an indemnity if the insured is unable to market table grapes due to a quarantine, boycott, or refusal of any person to accept production.

E. Protection Cover Option Information

- (1) When the insured elects PCO coverage for the current CY, as applicable, the adjuster must:
- (a) Complete a field inspection to confirm vine cover is adequate and complies with the AD requirements;
 - (b) Verify that the insured PCO acreage is accounted for on the acreage report and or Summary of Coverage; and
 - (c) Verify that the insured table grape Type(s) comply with the EOIP threshold of October 30 or later.
- (2) When there are discrepancies with (1), the adjuster must:
- (a) Resolve any discrepancies between the actual acreage and reported acreage. As applicable, contact the AIP for instructions for resolving such discrepancies.
 - (b) Complete a Special Report for the current CY. Such report should describe why such acreage is not in compliance with AD requirements. Before the EOIP, forward such report to the AIP for further action.
- (3) Upon receipt, the AIP must review the adjuster's report and determine if the insured acreage is:
- (a) In compliance with the PCO, and if such acreage is eligible for an indemnity, no indemnity adjustment is warranted. Retain such report in the insured's file for future reference.
 - (b) Not in compliance with the PCO, and if such acreage is eligible for an indemnity payment, adjust such payment by the PCO rate differential in the AD (refer to the example below). Retain a copy of such report in the insured's file.

11 Insurability (Continued)

E. Protection Cover Option Information (Continued)

Example: 10.0-acre unit of Autumn Royal grapes are insured under PCO.
Unit indemnity is \$34,500.
PCO rate differential in the AD is 0.870.
 $\$34,500 \times 0.870 = \$30,015$ adjusted indemnity.

12 Unit Division

A. Basic Units

- (1) Unless limited by the CP or AD, a BU, as defined in the BP, may be divided into OUs if, for each OU, all the conditions stated in the applicable provisions are met.
- (2) In Arizona and California only, a BU will also be established for each grape variety that the insured chooses to insure.

B. Optional Units

- (1) In all states except Arizona and California, OUs may be established as follows:
 - (a) by section, section equivalent, or FSA FN;
 - (b) for both irrigated and non-irrigated practices;
 - (c) on acreage located on non-contiguous land; or
 - (d) by separate type.
- (2) In Arizona and California only, unless otherwise allowed by a WA, OUs may only be established if each OU is located on non-contiguous land or grown and insured under an organic farming practice, unless otherwise allowed by WA.

Reminder: Refer to the CP for unit provisions.

13-20 Reserved

PART 3: APPRAISAL INFORMATION

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

21 Appraisal Information

A. General Information

Table grape appraisals are to be made for (but not limited to):

- (1) unharvested production that meets or would meet if properly handled, the state minimum standards, if specified in the [AD](#), or the appropriate USDA grade standard (if no state standard is specified) and is damaged by insurable COL; and
- (2) any production that will be [harvested for](#) direct marketing.

Reminder: Refer to [Paragraph 23](#) for applicable appraisal methods for table grape production that “Meets Table Grape Standards.”

B. Selecting Representative Sample Vines for Appraisals

- (1) Make a general examination of all acreage in the unit. Determine the number and general location of vines to be used in the representative samples based on:
 - (a) total acreage and number of vines;
 - (b) extent of variation in the amount of production or damage within the acreage and location of the fruit on the vine;
 - (c) percent of each variety in the acreage;
 - (d) vine age, size, density, and vigor; and

Important: When there appears to be significant differences within the same vineyard or an insured wishes to destroy a portion of the vineyard, split the vineyard into sub-vineyards and appraise each one separately.

- (e) the acreage in the unit from which fruit has been picked, and the extent of variation in the amount of unpicked fruit on the vines.
- (2) Refer to [Exhibit 5](#) for the required number of samples.
- (3) Refer to [Exhibit 6](#) for information on determining the number of vines per-acre.

22 Appraised and Harvested Production to Count

A. Appraised Production

The total production to count (in lugs) from all insurable acreage on the unit will include all appraised production as follows.

A. Appraised Production (Continued)

- (1) Not less than the production guarantee per acre for acreage:
 - (a) that is abandoned;
 - (b) with production that is sold by direct marketing if the insured fails to comply with the requirements in the CP pertaining to direct marketed grape production;
 - (c) with production that is damaged solely by uninsured causes; or
 - (d) for which the insured fails to provide acceptable production records.
- (2) Production lost due to uninsured causes.
- (3) Unharvested production that meets, or would meet if properly handled, the state quality standards if specified in the AD, or the appropriate USDA grade standard if no state standard is specified.
- (4) Potential production of insured acreage that the insured intends to abandon or no longer care for. If the insured and the AIP agree on the appraised amount of production, then:
 - (a) upon such agreement, the insurance period for that acreage will end;
 - (b) if the insured does not agree with the AIP's appraisal, the AIP may defer the claim only if the insured agrees to continue to care for the crop;
 - (c) the AIP will then make another appraisal when the insured notifies the AIP of further damage or that harvest is general in the area unless the insured harvested the crop, in which case the AIP will use the harvested production;
 - (d) if the insured does not continue to care for the crop, the AIP's appraisal made prior to deferring the claim will be used to determine the production to count.

B. Harvested Production

- (1) Production to count includes all harvested production from insurable acreage regardless of condition or disposition.
- (2) The quantity of production to count for table grape production damaged by insurable causes within the insurance period that is marketed as "Other Use" table grapes will be determined by:
 - (a) multiplying the greater of the value of the table grapes per ton; or \$50, by the number of such tons; and
 - (b) dividing such result by the highest price election available for the insured unit. This result will be the number of lugs to count.

A. General Information

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

APPRAISAL METHOD...	USE...
Immature Bunch Weight	(a) when at the time of appraisal, the appraised grapes have not reached the level of maturity to be packed as table grapes and are not going to be cared for to maturity; and (b) the conditions for using the “Mature Bunch Weight Appraisal Method,” or the “Harvested Appraisal Method” do not apply.
Mature Bunch Weight	(a) when at the time of appraisal, the type (variety) has reached the level of maturity to be harvested for the intended use; (b) the conditions for using the “Immature Bunch Weight Appraisal Method,” or the “Harvested Appraisal Method” do not apply; (c) the appraised table grape acreage has not been harvested; (d) unharvested acreage is not representative of the harvested acreage; or (e) vineyard management practices are going to be changed.
Harvested Appraisal	if a representative area of the vineyard will be harvested as “Meets Table Grape Standards” and “Other Use,” marketable grapes will be harvested separately. Note: The “Other Use” tons will be a separate line entry on the PW and adjusted by the “Other Use” value factor.

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

B. Immature Bunch Weight Appraisals

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

- Step 1:** Separately count the number of bunches in each sample, then total the number of bunches from all samples.
- Step 2:** Divide the results of step 1 by the number of samples. The result is the number of bunches per sample.
- Step 3:** Divide the results of step 2 by the number of vines per sample. The result is the average number of bunches per vine.
- Step 4:** Multiply the number of vines per acre by the result of step 3. The result is the number of bunches per acre.
- Step 5:** Multiply the result of step 4 by the average bunch weight. The result is the total pounds of grapes per acre.
- Reminder:** Identify the source from which the average bunch weight was obtained in the Narrative.
- Step 6:** Divide the result of step 5 by the Pounds per Lug for the area that the acreage is insured. The result is the lugs of grapes per acre appraisal.

C. Mature Bunch Weight Appraisals

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

- Step 1:** For each sample, pick all the bunches and place in separate piles as follows.
- (a) Meet or would meet if properly handled the CDFA minimum standards for table grapes (herein referred to as “Meet Table Grape Standards”). Include any bunches damaged by uninsurable causes.
 - (b) Do not meet Table Grape Standards.
- Reminder:** Discard such bunches that do not “Meet Table Grape Standards.”
- Step 2:** For each sample, separately enter number of bunches that “Meet Table Grape Standards.” Total the number of bunches from all samples.
- Step 3:** Divide the results of step 2 by the number of samples. The result is the number of bunches per sample.
- Step 4:** Divide the result of step 3 by the number of vines per sample. The result is the average number of bunches per vine.

C. Mature Bunch Weight Appraisals (Continued)

Step 5: Pick 10 average-size bunches from each sample and weigh the 10 bunches together. Do not pick the smallest nor the largest bunches. Select average-size bunches that would be representative of all bunches in the sample.

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

Step 6: Determine the average bunch weight by:

- (a) Adding the weight of bunches from step 5;
- (b) Adding the number of bunches from step 5; and
- (c) Dividing the result of (a) by the result of (b).

Step 7: Multiply the number of vines per acre by the result of step 4. The result is the average number of bunches per acre.

Step 8: Multiply the result of step 6(c) by the result of step 7. The result is the total pounds of grapes per acre.

Step 9: Divide the result of step 8 by the Pounds per Lug for the area that the acreage is insured. The result is the lugs of grapes per acre appraisal.

D. Other Use Appraisals

- (1) If the table grapes are damaged by insurable causes and the insured intends to discontinue table grape cultural practices, determine the amount of production that would be marketable as table grapes and “Other Use” as described below.
- (2) If the appraised grapes meeting table grape standards are harvested for “Other Use” the appraisal will count as production. However, the weight of the appraisal (in tons) will be subtracted from the tonnage of grapes marketed as other than table grapes before determining the harvested production.

Example: Unit 0001-0002BU has 5.0 acres of insured table grapes. The grapes appraised as meeting table grape standards, but then harvested for “Other Use.” Production to count for the claim is calculated as follows:

Total Pounds per Acre		
Harvested Production	=	200.0 lugs/ac.
Appraised Production	=	55.0 lugs/ac.
Winery Tonnage at \$100.00/ton	=	3.0 tons/ac.*

*Since the winery tonnage included the appraised production, subtract the weight of the 55 lugs from the 3 tons delivered to the winery (therefore the appraised production is not counted twice) as follows:

D. Other Use Appraisals (Continued)

Winery Tonnage (3T × 2,000 lbs.)	=	6,000 lbs./ac.
<u>Appraised Production (55 lugs × 21 lbs./lug)</u>	= -	<u>1,155 lbs./ac.</u>
Total Pounds	=	4,845 lbs./ac.

Value of “Other Use” Production to Count

Tons/ac. (4,845 lbs. ÷ 2,000 lbs.)**	=	2.4 tons/ac.
Value to Count (2.4 tons/ac. × \$100/ton)	=	\$240.00/ac.

**2.4 tons/a × 5.0 a = 12.0 tons, enter 12.0 on the PW in columns 56, 61, and 63. Enter \$100 (price/ton for “other use” production) in columns 64a. Enter \$7.00 (price election/lug) in column 64b. Calculate the quality adjustment factor and production to count in accordance with [Exhibit 4](#). Refer to the example PW in [Exhibit 4](#).

Lugs of “Other Use” Production to Count

“Other Use” Lugs/ac.		
(\$240/ac. ÷ \$7.00 (highest price election for variety))	=	34.3 lugs/ac.
“Other Use” Production to Count (34.3 lugs × 5.0 ac.)	=	171.5 lugs

Total Production to Count

Harvested Production (200.0 lugs/ac. × 5.0 ac.)	=	1,000 lugs
Appraised Production (55.0 lugs/ac. × 5.0 ac.)	=	275.0 lugs
<u>“Other Use” Production (34.3 lugs × 5.0 ac.)</u>	= +	<u>171.5 lugs</u>
Total Production to Count	=	1,446.5 lugs

Important: If the acreage is appraised and will not be harvested, any grapes counted as other use production will not be used in determining production to count.

- (3) If the grapes are damaged by insurable causes and none of such grapes meet the minimum standards for table grapes; but the insured intends to harvest them as other than table grapes, the appraisal worksheet will show no potential production. Determine production to count for harvested table grapes not meeting the minimum standards by dividing the value of production by the highest price election. Document such calculations in the Narrative of the appraisal worksheet.

E. Harvested Appraisal Method

- (1) Prepare a Special Report indicating the number of lugs/tons harvested and the calculation showing the per-acre production of the harvested acreage that is to be applied to the unharvested acreage.
- (2) Explain on the Special Report how the harvested portion is representative of the entire acreage being appraised.

24 Appraisal Deviations and Modifications

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

25-30 (Reserved)

PART 4: WORKSHEET INFORMATION

31 General Information

A. Appraisal Worksheet

Complete a separate appraisal for:

- (1) each unit/block inspected, as applicable;
- (2) each table grape type appraised; and
- (3) insured acreage damaged solely by uninsured causes.

B. Production Worksheets

- (1) 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) If the AIP determines a claim is to be denied.

Important: Refer to the LAM for PW completion instructions.

- (2) If a PW has been prepared on a prior inspection, verify each entry and enter additional information as needed:
 - (a) if a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line; and
 - (b) the adjuster and the insured shall initial any line deletions.
- (3) 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.
- (4) PW instructions:
 - (a) labeled “**PRELIMINARY**” apply to preliminary inspections only;

31 General Information (Continued)

B. Production Worksheet (Continued)

- (b) labeled “**FINAL**” apply to final inspections only; and
- (c) not labeled apply to all inspections.

32-40 (Reserved)

EXHIBITS

Exhibit 1 Acronyms and Abbreviations

The following table contains RMA-approved acronyms used in this handbook.

Acronyms	Term
AD	Actuarial Documents
AIP	Approved Insurance Provider
APH	Actual Production History
BP	Common Crop Insurance Policy Basic Provisions
CAT	Catastrophic Risk Protection Endorsement
CDFA	California Department of Food and Agriculture
CES	Cooperative Extension Service
CIH	FCIC-18010 Crop Insurance Handbook
CLU	Common Land Unit
COFO	Commercially Objectionable Foreign Odor
COL	Cause of Loss
CP	Crop Provisions
CY	Crop Year
DSSH	FCIC-24040 Document and Supplement Standards Handbook
EOIP	End of Insurance Period
FCIC	Federal Crop Insurance Corporation
FSA	USDA Farm Service Agency
FSA FN	Farm Service Agency Farm Number
GPS	Global Positioning System
GSH	FCIC-18190 General Standards Handbook
KD	Total Defects
LAM	FCIC-25010 Loss Adjustment Manual
OPI	Office of Primary Interest
PCO	Protection Cover Option
PW	Production Worksheet
RMA	USDA Risk Management Agency
SP	Special Provisions of Insurance
USDA	United States Department of Agriculture
WA	Written Agreement

Cluster Thinning and Removal: The removal of parts of an immature cluster or the entire cluster of grapes.

Harvest: The removal of the mature grapes from the vines either by hand or machine.

Lugs:

- (1) twenty (20) pounds of table grapes in the Coachella Valley, California District, and all other states;
- (2) twenty-one (21) pounds in all other California Districts; or
- (3) as otherwise specified in the AD.

“Other Use” Value Factor: The factor determined for harvested production that is marketed for any other use other than table grapes.

Set Out: The act of physically planting the grape plants in the vineyard.

Strippings: Any table grapes remaining in the vineyard following final harvest that fail to meet the CDFA minimum standards for table grapes.

Table Grapes: Grapes that are grown for commercial sale for human consumption as fresh fruit on acreage where the cultural practices are carried out to produce fresh marketable grapes.

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

USDA Grade Standard:

- (1) United States standards used to determine the minimum quality grade will be:
 - (i) The United States Standards for Grades of Table Grapes (European or Vinifera Type);
 - (ii) The United States Standards for Grades of American Eastern Type Bunch Grapes; and
 - (iii) The United States Standards for Grades of Muscadine (*Vitis rotundifolia*) Grapes.
- (2) The quantity and number of samples required will be determined in accordance with procedure issued by FCIC or as provided in the AD.

Variety: A kind of grape that is distinguished from any other by unique characteristics such as, but not limited to, size, color, skin thickness, acidity, flavor, and aroma. In Arizona and California, each variety is identified as a separate type in the AD except for type 095 (other varieties). Type 095 is used to designate varieties not listed as a separate type.

Exhibit 3 Appraisal Worksheet Standards and Elements

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

Item	Element	Standards
	Company Name	Name of AIP (company name) if not preprinted on the worksheet.
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.	Claim Number	Claim number as assigned by the AIP.
4.	Unit Number	Unit number from the Summary of Coverage verified to be correct.
5.	Unit Location	Physical location of the vineyard (legal description, road, avenue, and so forth).
6.	Vine Spacing	Space between vines and between rows in whole feet (such as 8’ × 12’). Use additional lines for varying vine spacings within the unit.
7.	Vines per Acre	Number of vines per acre as determined by the adjuster. Refer to Exhibit 6 .
8.	Variety	Type being appraised as listed in the AD .
9.	Unit Acreage:	Number of determined acres, rounded to tenths for the unit.
10.	Crop	Table Grapes (0052).
11.	Field ID	Plot or vineyard identification symbol.
12.	No. of Acres	Number of determined acres in plot or vineyard, rounded to tenths.
13.	Variety	Type being appraised as listed in the AD .
14.	Number of Bunches from each Sample (Sample = 5 Vines)	Number of bunches in the sample. Enter “0” (zero) if no grapes qualify for that category.
15.	Total Bunches	Total of item 14 entries.
16.	No. of Samples	Total number of samples taken for item 14.
17.	Bunches per Sample	Item 15 divided by item 16, results rounded to tenths.
18.	No. of Vines	Make no entry, “5” pre-printed on the worksheet.
19.	Average Bunches per Vine	Item 17 divided by item 18, results rounded to tenths.

Reminder: For Immature Bunch Weight Appraisals, make no entries in items 20, 21, and 22. Refer to the example appraisal worksheets at the end of this exhibit.

Item	Element	Standards
20.	Weight of 10 Sample Bunches	<p>(a) Weight of 10 average size bunches in pounds to tenths, that are representative of the sample group. If no bunches qualify for a sample (“Meets Table Grape Standards”), enter “0.0” as the 10-bunch weight for such sample category.</p> <p>(b) If 10 representative bunches cannot be found on 5 consecutive vines in the sample group, use as many additional vines as necessary to collect 10 representative bunches. Use only the original sample group of 5 vines for entries in item 14.</p>

Exhibit 3 Appraisal Worksheet Standards and Elements (Continued)

Item	Element	Standards
21.	Total Bunch Weight	Total weight of item 20 entries, results in pounds to tenths.
22.	Total Bunches	Total number of bunches included in item 21. If a sample weight was recorded as "0.0", do not include that 10-bunch sample in the bunch count.

Reminder: For Immature Bunch Weight Appraisals, enter "Immature Bunch Weight Appraisal," in items 23 to 25, as applicable (refer to the example appraisal worksheets at the end of this exhibit).

Item	Element	Standards
23.	Weight of Sample Bunches	Transfer entry from item 21.
24.	No. of Bunches	Transfer entry from item 22.
25.	Average Bunch Weight	Item 23 divided by item 24, round the results in pounds, to two decimal places.
26.	Vines per Acre	Transfer entry from item 7.
27.	Average Bunches per Vine	Transfer entry from item 19.
28.	Bunches per Acre	Item 26 multiplied by item 27; round results to the nearest whole bunch.
29.	Average Bunch Weight	Make the following entries in pounds to two-decimal places. (a) <u>Mature Bunch Weight Appraisals</u> : Transfer entry from item 25. (b) <u>Immature Bunch Weight Appraisals</u> : The average bunch weight determined by type/variety from information obtained from the CES; university agriculture department; and/or historical average mature bunch weights for the vineyard. Identify source of bunch weight information in the Narrative.
30.	Total Pounds per Acre	Item 28 multiplied by item 29; results rounded to the nearest whole pound.
31.	Lug/Ton Factor	Cross out "Ton" in the column heading. Enter applicable lug weight factor as follows: (a) 20 pounds for Coachella Valley District in California and all other states; or (b) 21 pounds for all other California districts; or (c) as otherwise specified in the AD .
32.	Lugs/Tons Per Acre to Count	Cross out "Tons" in the column heading. Item 30 divided by item 31, results in lugs rounded to tenths. The appraisal worksheet contains entry items for three separate appraisals. Transfer such appraisal results to separate lines on the PW, as applicable. (a) <u>Insured cause appraisals</u> : Transfer entries to column 31 "Appraised Potential" on the PW. (b) <u>Uninsured cause appraisals</u> : Refer to PW column 37, "Unins. Causes" instructions, herein.

Exhibit 3 Appraisal Worksheet Standards and Elements (Continued)

Item	Element	Standards
33.	Narrative	<p>Document information pertinent to the appraisal as follows:</p> <ul style="list-style-type: none"> (a) Enter all notes/calculations here or on an attached Special Report. If a Special Report is attached, so indicate. (b) Document any unusual entries/findings and supply any additional information pertinent to the unit appraisal. (c) Damage date and appraisal date in MM/DD/YYYY format. (d) List uninsured causes of damage and date(s) of such damage in MM/DD/YYYY format.

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

Item	Element	Standards
34.	Adjuster's Signature, Code No., and Date	<ul style="list-style-type: none"> (a) Signature of adjuster, code, and date after the insured or insured's authorized representative has signed. (b) If the appraisal is performed prior to signature date, document the date of appraisal in the Narrative section of the Appraisal Worksheet if available; otherwise, document the appraisal date in the Narrative of the PW.
35.	Insured's Signature and Date	<ul style="list-style-type: none"> (a) Insured's or insured's authorized representative's signature and date. (b) Before obtaining insured's signature, review all entries on the Appraisal Worksheet with the insured or insured's authorized representative, particularly explaining codes and so forth, which may not be readily understood.
	Page ___ of ___	<p>Page numbers.</p> <p>Example: Page 1 of 2, Page 1 of 2, Page 2 of 2, etc.</p>

Exhibit 3 Appraisal Worksheet Standards and Elements (Continued)

The following is an Immature Bunch Weight Appraisal Worksheet example:

GRAPE/TABLE GRAPE APPRAISAL WORKSHEET												
Company Name: Any Company												
1. Insured's Name: I. M. Insured			2. Policy Number: XXXXXXX			3. Claim Number: XXXXXXX			4. Unit Number: 0001-0001BU		5. Unit Location: 12th St. & Vine	
6. Vine Spacing: 8 x 12		7. Vines per Acre: 454		8. Variety: Thompson Seedless				9. Unit Acreage: 30.0		10. Crop: Table Grapes 0052		
Field ID	No. of Acres	BUNCH COUNT						Total Bunches	No. of Samples	Bunches per Sample 17 (15 ÷ 16)	No. of Vines	Average Bunches per Vine 19 (17 ÷ 18)
		13. Variety Thompson Seedless		14. Number of Bunches from each Sample (Sample = 5 Vines)								
11	12	17	22	20			15	16	19.7	18	3.9	
A	7.5	17	22	20			59	3	19.7	5	3.9	
20. Weight of 10 Sample Bunches						21. Total Bunch Weight			22. Total Bunches			
Total Bunch Weight 23	Total Bunches 24	Average Bunch Weight 25 (23 ÷ 24)		Vines Per Acre 26	Average Bunches Per Vine 27		Bunches Per Acre 28 (26 x 27)	Average Bunch Weight 29	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor 31	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)	
Immature Bunch Weight Appraisal				454	3.9	1,771	3.90	6,907	21	328.9		
Field ID	No. of Acres	BUNCH COUNT						Total Bunches	No. of Samples	Bunches per Sample 17 (15 ÷ 16)	No. of Vines	Average Bunches per Vine 19 (17 ÷ 18)
		13. Variety		14. Number of Bunches from each Sample (Sample = 5 Vines)								
11	12						15	16	(15 ÷ 16)	18	(17 ÷ 18)	
										5		
20. Weight of 10 Sample Bunches						21. Total Bunch Weight			22. Total Bunches			
Total Bunch Weight 23	Total Bunches 24	Average Bunch Weight 25 (23 ÷ 24)		Vines Per Acre 26	Average Bunches Per Vine 27		Bunches Per Acre 28 (26 x 27)	Average Bunch Weight 29	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor 31	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)	
Field ID	No. of Acres	BUNCH COUNT						Total Bunches	No. of Samples	Bunches per Sample 17 (15 ÷ 16)	No. of Vines	Average Bunches per Vine 19 (17 ÷ 18)
		13. Variety		14. Number of Bunches from each Sample (Sample = 5 Vines)								
11	12						15	16	(15 ÷ 16)	18	(17 ÷ 18)	
										5		
20. Weight of 10 Sample Bunches						21. Total Bunch Weight			22. Total Bunches			
Total Bunch Weight 23	Total Bunches 24	Average Bunch Weight 25 (23 ÷ 24)		Vines Per Acre 26	Average Bunches Per Vine 27		Bunches Per Acre 28 (26 x 27)	Average Bunch Weight 29	Total Pounds Per Acre 30 (28 x 29)	Lug/Ton Factor 31	Lugs/Tons Per Acre To Count 32 (30 ÷ 31)	
33. Narrative: Hail damage reported on 05/15/20XX. Acreage appraised on 05/20/20XX.												
This form does not illustrate all required entry items												

Exhibit 3 Appraisal Worksheet Standards and Elements (Continued)

The following are Mature Bunch Weight Appraisal Worksheet examples:

GRAPE/TABLE GRAPE APPRAISAL WORKSHEET														
Company Name: Any Company														
1. Insured's Name: I. M. Insured				2. Policy Number: XXXXXXXX			3. Claim Number: XXXXXXXX			4. Unit Number: 0001-0001BU		5. Unit Location: 12th St. & Vine		
6. Vine Spacing: 8 x 12			7. Vines per Acre: 454			8. Variety: Thompson Seedless			9. Unit Acreage: 30.0		10. Crop: Table Grapes 0052			
Field ID	No. of Acres	BUNCH COUNT							Total Bunches	No. of Samples	Bunches per Sample	No. of Vines	Average Bunches per Vine	
		13. Variety	14. Number of Bunches from each Sample (Sample = 5 Vines)											
11	12	Thompson Seedless							15	16	(15 ÷ 16)	18	(17 ÷ 18)	
B	5.0	40	37	55				132	3	44.0	5	8.8		
20. Weight of 10 Sample Bunches								21. Total Bunch Weight		22. Total Bunches				
		10.8	12.4	13.2				36.4		30				
Total Bunch Weight	Total Bunches	Average Bunch Weight	Vines Per Acre	Average Bunches Per Vine	Bunches Per Acre	Average Bunch Weight	Total Pounds Per Acre	Lug/Ton Factor	Lugs/Tons Per Acre To Count					
23	24	25 (23 ÷ 24)	26	27	28 (26 x 27)	29	30 (28 x 29)	31	32 (30 ÷ 31)					
36.4	30.0	1.21	454	8.8	3,995	1.21	4,834	21	230.2					
Field ID	No. of Acres	BUNCH COUNT							Total Bunches	No. of Samples	Bunches per Sample	No. of Vines	Average Bunches per Vine	
		13. Variety	14. Number of Bunches from each Sample (Sample = 5 Vines)											
11	12								15	16	(15 ÷ 16)	18	(17 ÷ 18)	
											5			
20. Weight of 10 Sample Bunches								21. Total Bunch Weight		22. Total Bunches				
Total Bunch Weight	Total Bunches	Average Bunch Weight	Vines Per Acre	Average Bunches Per Vine	Bunches Per Acre	Average Bunch Weight	Total Pounds Per Acre	Lug/Ton Factor	Lugs/Tons Per Acre To Count					
23	24	25 (23 ÷ 24)	26	27	28 (26 x 27)	29	30 (28 x 29)	31	32 (30 ÷ 31)					
Field ID	No. of Acres	BUNCH COUNT							Total Bunches	No. of Samples	Bunches per Sample	No. of Vines	Average Bunches per Vine	
		13. Variety	14. Number of Bunches from each Sample (Sample = 5 Vines)											
11	12								15	16	(15 ÷ 16)	18	(17 ÷ 18)	
											5			
20. Weight of 10 Sample Bunches								21. Total Bunch Weight		22. Total Bunches				
Total Bunch Weight	Total Bunches	Average Bunch Weight	Vines Per Acre	Average Bunches Per Vine	Bunches Per Acre	Average Bunch Weight	Total Pounds Per Acre	Lug/Ton Factor	Lugs/Tons Per Acre To Count					
23	24	25 (23 ÷ 24)	26	27	28 (26 x 27)	29	30 (28 x 29)	31	32 (30 ÷ 31)					
33. Narrative: Hail damage reported on 07/18/20XX. Acreage appraised on 07/25/20XX.														
This form does not illustrate all required entry items														

Exhibit 3 Appraisal Worksheet Standards and Elements (Continued)

GRAPE/TABLE GRAPE APPRAISAL WORKSHEET														
Company Name: Any Company														
1. Insured's Name: I. M. Insured				2. Policy Number: XXXXXXXX			3. Claim Number: XXXXXXXX			4. Unit Number: 0001-0002BU		5. Unit Location: 12th St. & Vine		
6. Vine Spacing: 8 x 12		7. Vines per Acre: 454			8. Variety: Thompson Seedless				9. Unit Acreage: 10.0		10. Crop: Table Grapes 0052			
Field ID	No. of Acres	BUNCH COUNT							Total Bunches	No. of Samples	Bunches per Sample	No. of Vines	Average Bunches per Vine	
		13. Variety		14. Number of Bunches from each Sample (Sample = 5 Vines)										
11	12	Thompson Seedless							15	16	(15 ÷ 16)	18	(17 ÷ 18)	
A	5.0	11	13	12				36	3	12.0	5	2.4		
20. Weight of 10 Sample Bunches							21. Total Bunch Weight			22. Total Bunches				
		10.6	10.5	10.7				31.8			30			
Total Bunch Weight	Total Bunches	Average Bunch Weight		Vines Per Acre	Average Bunches Per Vine		Bunches Per Acre	Average Bunch Weight	Total Pounds Per Acre	Lug/Ton Factor	Lugs/Tons Per Acre To Count			
23	24	25 (23 ÷ 24)		26	27		28 (26 x 27)	29	30 (28 x 29)	31	32 (30 ÷ 31)			
31.8	30	1.06		454	2.4		1,090	1.06	1,155	21	55.0			
Field ID	No. of Acres	BUNCH COUNT							Total Bunches	No. of Samples	Bunches per Sample	No. of Vines	Average Bunches per Vine	
		13. Variety		14. Number of Bunches from each Sample (Sample = 5 Vines)										
11	12								15	16	(15 ÷ 16)	18	(17 ÷ 18)	
											5			
20. Weight of 10 Sample Bunches							21. Total Bunch Weight			22. Total Bunches				
Total Bunch Weight	Total Bunches	Average Bunch Weight		Vines Per Acre	Average Bunches Per Vine		Bunches Per Acre	Average Bunch Weight	Total Pounds Per Acre	Lug/Ton Factor	Lugs/Tons Per Acre To Count			
23	24	25 (23 ÷ 24)		26	27		28 (26 x 27)	29	30 (28 x 29)	31	32 (30 ÷ 31)			
Field ID	No. of Acres	BUNCH COUNT							Total Bunches	No. of Samples	Bunches per Sample	No. of Vines	Average Bunches per Vine	
		13. Variety		14. Number of Bunches from each Sample (Sample = 5 Vines)										
11	12								15	16	(15 ÷ 16)	18	(17 ÷ 18)	
											5			
20. Weight of 10 Sample Bunches							21. Total Bunch Weight			22. Total Bunches				
Total Bunch Weight	Total Bunches	Average Bunch Weight		Vines Per Acre	Average Bunches Per Vine		Bunches Per Acre	Average Bunch Weight	Total Pounds Per Acre	Lug/Ton Factor	Lugs/Tons Per Acre To Count			
23	24	25 (23 ÷ 24)		26	27		28 (26 x 27)	29	30 (28 x 29)	31	32 (30 ÷ 31)			
33. Narrative: Hail damage reported on 07/18/20XX. Acreage appraised on 07/25/20XX.														
This form does not illustrate all required entry items														

Exhibit 4 Production Worksheet Standards and Elements

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

Item	Element	Standards
1.	Crop/Code #	Table Grapes 0052.
2.	Unit #	Unit number from the Summary of Coverage after it is verified to be correct.
3.	Location Description	Location description may include section, township, and range; FSA FN, FSA CLU; tract numbers, GPS identifications; or Grid identifications.
4.	Date(s) of Damage	<p>(a) First three letters of the month(s) during which the determined insured damage occurred for the inspection and the cause(s) of damage listed in item 5 below. If no entry in item 5 below, make no entry.</p> <p>(b) For progressive damage, enter in chronological order the month that identified when the majority of insured damage occurred. Include the specific date where applicable as in the case of hail damage.</p> <p>Example: Aug 11.</p> <p>(c) Enter additional dates of damage in the extra spaces, as needed.</p> <p>(d) If more space is needed, document additional dates of damage in the Narrative or on a Special Report. Refer to the illustration in item 6 below.</p> <p>Important: Make no entry if there is no insurable COL, and a no indemnity due claim will be completed.</p>
5.	Cause(s) of Damage	<p>(a) Name of the determined insured cause(s) of damage for this crop as listed in the LAM for the date of damage listed in item 4 above for this inspection.</p> <p>(b) If an insured cause(s) of damage is coded as "Other," explain in the Narrative.</p> <p>(c) Enter additional causes of damage in the extra spaces, as needed.</p> <p>(d) If more space is needed, document additional determined insured causes of damage in the Narrative or on a Special Report. Refer to the illustration in item 6 below.</p> <p>Important: If it is evident that no indemnity is due, enter "No Indemnity Due" across the column in item 5. Refer to the LAM for more information on no indemnity due claims.</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Item	Element	Standards																		
6.	Insured Cause %	<p>PRELIMINARY: Make no entry.</p> <p>FINAL: Whole percent of damage for the insured cause of damage listed in item 5 above for this inspection. Enter additional “Insured Cause %” in the extra spaces, as needed.</p> <p>(a) If additional space is needed, enter additional determined “Insured Cause %” in the Narrative or on a Special Report. The total of all “Insured Cause %” including those entered in the Narrative shall equal 100%.</p> <p>(b) Example entries for items 4 thru 6 and the Narrative, reflecting entries for multiple dates of damage, the corresponding insured causes of damage and insured cause percentages:</p> <table border="0" data-bbox="548 678 1466 821"> <tr> <td>4. Date of Damage</td> <td>May</td> <td>Jun 30</td> <td>Jun 30</td> <td>Aug</td> <td>Aug</td> </tr> <tr> <td>5. Causes of Damage</td> <td>Excess Moisture</td> <td>Tornado</td> <td>Hail</td> <td>Drought</td> <td>Heat</td> </tr> <tr> <td>6. Insured Cause %</td> <td>10</td> <td>20</td> <td>15</td> <td>25</td> <td>20</td> </tr> </table> <p>Narrative: Sep 5 additional date of damage, freeze cause of damage, 10% insured cause percentage.</p> <p>Important: Make no entry if there is no insurable COL and a no indemnity due claim will be completed.</p>	4. Date of Damage	May	Jun 30	Jun 30	Aug	Aug	5. Causes of Damage	Excess Moisture	Tornado	Hail	Drought	Heat	6. Insured Cause %	10	20	15	25	20
4. Date of Damage	May	Jun 30	Jun 30	Aug	Aug															
5. Causes of Damage	Excess Moisture	Tornado	Hail	Drought	Heat															
6. Insured Cause %	10	20	15	25	20															
7.	Company/ Agency	Name of the AIP 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 CY, as defined in the policy, for which the claim is filed.																		
12.	Additional Units	<p>PRELIMINARY: Make no entry.</p> <p>FINAL:</p> <p>(a) Unit number(s) for all non-loss units for the crop at the time of final inspection. A non-loss unit is any unit for which a PW has not been completed.</p> <p>(b) Additional non-loss units may be entered on a single PW.</p> <p>Important: If more spaces are needed for non-loss units, enter the unit numbers identified as “Non-Loss Units,” in the Narrative or on an attached Special Report.</p>																		
13.	Est. Prod. Per Acre	<p>PRELIMINARY: Make no entry.</p> <p>FINAL: Estimated yield per acre, in whole lugs from all non-loss units for the crop at the time of final inspection.</p>																		

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Item	Element	Standards
14.	Date(s) of Notice of Loss	<p>PRELIMINARY:</p> <p>(a) Enter the date the first or second notice of damage or loss was given for the unit in item 2, in the 1st or 2nd space, as applicable. Enter the complete date for each notice in MM/DD/YYYY format.</p> <p>(b) A notice of damage or loss for a third preliminary inspection (if needed) requires an additional set of PWs. Enter the date of notice for a third preliminary inspection in the 1st space of item 14 on the second set of PWs.</p> <p>(c) Reserve the “Final” space on the first page of the first set of PWs for the date of notice for the final inspection.</p> <p>(d) If the inspection is initiated by the AIP, enter “Company Insp” instead of the date.</p> <p>Important: If the notice does not require an inspection, document as directed in the Narrative instructions.</p> <p>FINAL:</p> <p>(a) Transfer the last date (in the 1st or 2nd space from first or second set of PWs) to the final space on the first page of the first set of PWs if a final inspection should be made as a result of the notice.</p> <p>(b) Always enter the complete date of notice for the “Final” inspection in the final space on the first page of the first set of PWs in MM/DD/YYYY format.</p> <p>Reminder: For delayed notice of loss or delayed claim, refer to the LAM.</p>
15.	Companion Policy(s)	<p>(a) If no other person has a share in the unit (insured has a 100 percent share), make no entry.</p> <p>(b) In all cases where the insured has less than a 100 percent share of a loss-affected unit, ask the insured if the other person sharing in the unit has a multiple-peril contract (not crop-hail, fire). If the other person does not, enter “None.”</p> <p>(1) If the other person has a multiple-peril contract and it is determined that the same AIP services it, enter the contract number. Handle these companion policies according to AIP instructions;</p> <p>(2) If the other person has a multiple-peril contract and a different AIP or agent services it, enter the name of the AIP and/or agent (and contract number) if known; or</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

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

Section I: Determined Acreage Appraised, Production and Adjustments

Make separate line entries for varying:

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

Item	Element	Standards
16.	Field ID	The orchard identification symbol from the appraisal worksheet, sketch map, or an aerial photograph, as applicable. Refer to the Narrative instructions.
17.	Multi-Crop Code	Applicable two-digit code for first crop and second crop. Reminder: Refer to the LAM for instructions regarding first crop and second crop code entries.
18.	Reported Acres	(a) In the event of over-reported acres, handle in accordance with the individual AIP instructions. (b) In the event of under-reported acres, enter the reported acres to tenths for the vineyard. (c) If there are no under-reported acres, make no entry. Reminder: Refer to the LAM or CIH for acreage determination specific to perennial crops.

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Item	Element	Standards
19.	Determined Acres	<p>(a) Enter the determined acres to tenths for which consent is given for other use and/or:</p> <ul style="list-style-type: none"> (1) put to other use without consent; (2) abandoned; (3) damaged by uninsured causes; (4) for which the insured failed to provide acceptable records of production; and (5) from which production was sold by direct marketing if the insured failed to meet the requirements contained in the CP. <p>(b) Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.</p> <p>Reminder: Refer to the LAM or CIH for definition of acceptable determined acres for perennial crops used herein.</p> <p>(c) Acreage breakdowns within a unit may be estimated if a determination is impractical.</p> <p>(d) Account for all planted acreage in the unit.</p>
20.	Interest or Share	<p>(a) Insured's interest in crop to three-decimal places as determined at the time of inspection.</p> <p>(b) If shares vary on the same unit, use separate line entries.</p>
21.	Risk	<p>(a) Three-digit code entered exactly as specified on the actuarial documents for the risk.</p> <p>(b) If "No Risk Specified," is shown in the actuarial documents, enter the appropriate three-digit code.</p> <p>(c) If the actuarial documents do not contain risk information, make no entry.</p>
22.	Type	<p>(a) Three-digit code entered exactly as specified on the actuarial documents for the type grown by the insured.</p> <p>(b) If "No Type Specified," is shown in the actuarial documents, enter the appropriate three-digit code.</p> <p>(c) If the actuarial documents do not contain type information, make no entry.</p>
23.	Class	<p>(a) Three-digit code entered exactly as specified on the actuarial documents for the class.</p> <p>(b) If "No Class Specified," is shown in the actuarial documents, enter the appropriate three-digit code.</p> <p>(c) If the actuarial documents do not contain class information, make no entry.</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Item	Element	Standards
24.	Sub-Class	<p>(a) Three-digit code entered exactly as specified on the actuarial documents for the Sub-Class.</p> <p>(b) If “No Sub-Class Specified,” is shown in the actuarial documents, enter the appropriate three-digit code.</p> <p>(c) If the actuarial documents do not contain sub-class information, make no entry.</p>
25.	Intended Use	<p>(a) Three-digit code entered exactly as specified on the actuarial documents for the Intended Use.</p> <p>(b) If “No Intended Use Specified,” is shown in the actuarial documents, enter the appropriate three-digit code.</p> <p>(c) If the actuarial documents do not contain intended use information, make no entry.</p>
26.	Irr. Practice	<p>(a) Three-digit code entered exactly as specified on the actuarial documents for the irrigated practice carried out by the insured.</p> <p>(b) If “No Irrigated Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code.</p> <p>(c) If actuarial documents do not contain irrigated practice information, make no entry.</p>
27.	Cropping Practice	<p>(a) Three-digit code entered exactly as specified on the actuarial documents for the cropping practice.</p> <p>(b) If “No Cropping Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code.</p> <p>(c) If actuarial documents do not contain cropping practice information, make no entry.</p>
28.	Organic Practice	<p>(a) Three-digit code entered exactly as specified on the actuarial documents for the organic practice carried out by the insured.</p> <p>(b) If “No Organic Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code.</p> <p>(c) Make no entry if actuarial documents do not contain organic practice information.</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Item	Element	Standards																
29.	Stage	<p>PRELIMINARY: Make no entry.</p> <p>FINAL: Stage abbreviation as shown below.</p> <table border="0"> <thead> <tr> <th data-bbox="451 348 542 380"><u>STAGE</u></th> <th data-bbox="646 348 834 380"><u>EXPLANATION</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="451 401 500 432">"P"</td> <td data-bbox="646 401 1490 548">Acreage abandoned without consent, put to another 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="451 579 500 611">"H"</td> <td data-bbox="646 579 1515 810">Harvested. Includes harvesting a portion of the crop on the acreage in a random manner, requiring an appraisal for any remaining production ("cherry" picking only part of the fruit on the vines). Enter an appraisal for any such remaining production in item 31 and, if applicable, an appraisal for uninsured damage in item 37 on the PW.</td> </tr> <tr> <td data-bbox="451 842 521 873">"UH"</td> <td data-bbox="646 842 1271 873">Unharvested or put to another use with consent</td> </tr> <tr> <td data-bbox="451 905 509 936">"TZ"</td> <td data-bbox="646 905 1438 936">UUF/Third-Party Damage – Zero Production on same acreage</td> </tr> <tr> <td data-bbox="451 968 509 999">"TA"</td> <td data-bbox="646 968 1511 999">UUF/Third-Party Damage – Appraised production on same acreage</td> </tr> <tr> <td data-bbox="451 1031 509 1062">"TH"</td> <td data-bbox="646 1031 1511 1062">UUF/Third-Party Damage – Harvested Production on same acreage</td> </tr> </tbody> </table> <p>Refer to the LAM for information on gleaning.</p>	<u>STAGE</u>	<u>EXPLANATION</u>	"P"	Acreage abandoned without consent, put to another 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. Includes harvesting a portion of the crop on the acreage in a random manner, requiring an appraisal for any remaining production ("cherry" picking only part of the fruit on the vines). Enter an appraisal for any such remaining production in item 31 and, if applicable, an appraisal for uninsured damage in item 37 on the PW.	"UH"	Unharvested or put to another 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		
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"TA"	UUF/Third-Party Damage – Appraised production on same acreage																	
"TH"	UUF/Third-Party Damage – Harvested Production on same acreage																	
30.	Use of Acreage	<p>Enter the applicable abbreviation as follows:</p> <table border="0"> <thead> <tr> <th data-bbox="451 1209 509 1241"><u>USE</u></th> <th data-bbox="719 1209 907 1241"><u>EXPLANATION</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="451 1272 613 1367">"Bulldozed," and so forth</td> <td data-bbox="719 1335 992 1367">Use made of acreage</td> </tr> <tr> <td data-bbox="451 1398 542 1430">"WOC"</td> <td data-bbox="719 1398 1065 1430">Other use without consent</td> </tr> <tr> <td data-bbox="451 1461 509 1493">"SU"</td> <td data-bbox="719 1461 932 1493">Solely uninsured</td> </tr> <tr> <td data-bbox="451 1524 532 1556">"ABA"</td> <td data-bbox="719 1524 1089 1556">Abandoned without consent</td> </tr> <tr> <td data-bbox="451 1587 500 1619">"H"</td> <td data-bbox="719 1587 850 1619">Harvested</td> </tr> <tr> <td data-bbox="451 1650 509 1682">"HI"</td> <td data-bbox="719 1650 972 1682">Harvest incomplete</td> </tr> <tr> <td data-bbox="451 1713 521 1745">"UH"</td> <td data-bbox="719 1713 886 1745">Unharvested</td> </tr> </tbody> </table> <p>Important: Verify any "Use of Acreage" entry. If the final use of the acreage was not as indicated, strike out the original line and initial it. Enter all data on a new line showing the correct "Use of Acreage."</p> <p>Reminder: Refer to the LAM for information on gleaning.</p>	<u>USE</u>	<u>EXPLANATION</u>	"Bulldozed," and so forth	Use made of acreage	"WOC"	Other use without consent	"SU"	Solely uninsured	"ABA"	Abandoned without consent	"H"	Harvested	"HI"	Harvest incomplete	"UH"	Unharvested
<u>USE</u>	<u>EXPLANATION</u>																	
"Bulldozed," and so forth	Use made of acreage																	
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Exhibit 4 Production Worksheet Standards and Elements (Continued)

Item	Element	Standards
31.	Appraised Potential	<p>(a) Transfer the per-acre appraisal in lugs rounded to tenths from item 32 on the appraisal worksheet.</p> <p>(b) If there is no potential on UH acreage, enter “0.0” (zero).</p> <p>Reminder: Refer to the LAM for procedures for documenting “0” (zero) yield appraisals.</p>
32a.-33		Make no entry.
34.	Production Pre QA	Item 19 multiplied by item 31, results in lugs rounded to tenths.
35.	Quality Factor	<p>Make the following percent entries as a three-place decimal; otherwise, make no entry.</p> <p>(a) For Appraisals: Make no entry, or</p> <p>(b) For State/Federal Destruction Orders: Under section 15 (j) of the BP, if due to insured causes, a Federal or State agency has ordered the appraised crop or production to be destroyed, enter the factor “0.000.” Instruct the insured to complete and submit a Certification Form stating the date the crop or production was destroyed and the method of destruction (refer to the Narrative below).</p> <p>Important: Refer to LAM for additional information.</p> <p>(c) For additional quality adjustment definitions, instructions, documentation, qualifications, and testing requirements, refer to the LAM. Also refer to the quality adjustment instructions in the Narrative, herein.</p> <p>Reminder: Include a copy of all supporting quality adjustment documentation in the insured’s claim file.</p>
36.	Production Post-QA	<p>Make the following entries in lugs to tenths.</p> <p>(a) Appraisal with quality adjustment: Item 34 multiplied by item 35.</p> <p>(b) Appraisals without quality adjustment: Transfer entry from item 34.</p>
37.	Unins. Causes	<p>Make the following entries in lugs rounded to tenths.</p> <p>For uninsured causes appraisals, item 19 multiplied by the per-acre appraisal in item 32 on the appraisal worksheet for uninsured causes or other documentation; otherwise, make no entry.</p> <p>(a) Hail and fire exclusion not in effect.</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Item	Element	Standards												
37.	Unins. Causes (Continued)	<p>(1) Enter the result of multiplying item 19 by not less than the insured’s production guarantee per acre for the line, (calculate by multiplying the elected coverage level percentage times the approved APH yield per acre shown on the APH form) for any “P” stage acreage. On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged solely by uninsured causes separate from other production.</p> <p>(2) For acreage that is damaged partly by uninsured causes, enter the result of multiplying appraised uninsured loss of production per acre by item 19. Refer to the LAM for information regarding assessing uninsured cause appraisals.</p> <p>(b) Refer to the LAM when a Hail and Fire Exclusion is in effect and damage is from hail or fire.</p> <p>(c) Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.</p> <p>Reminder: For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.</p>												
38.	Total to Count	Item 36 plus item 37, results in lugs to tenths.												
39.	Total	Total of item 19 acres to tenths.												
40.	Quality	<p>Check the applicable qualifying quality adjustment condition(s) affecting the unit’s appraised and harvested production in the table below.</p> <p>Important: Refer to the CP and AD for quality conditions.</p> <p style="text-align: center;">Qualifying Quality Adjustment Conditions Table</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 0 10px;">TW</td> <td style="padding: 0 10px;">Vomitoxin</td> <td style="padding: 0 10px;">Dark Roast</td> <td style="padding: 0 10px;">COFO</td> </tr> <tr> <td style="padding: 0 10px;">KD</td> <td style="padding: 0 10px;">Fumonisin</td> <td style="padding: 0 10px;">Sclerotinia</td> <td style="padding: 0 10px;">Other</td> </tr> <tr> <td style="padding: 0 10px;">Aflatoxin</td> <td style="padding: 0 10px;">Garlicky</td> <td style="padding: 0 10px;">Ergoty</td> <td style="padding: 0 10px;">None</td> </tr> </table> <p>(a) Check “Other” if the identified injurious substances or conditions are not listed in the table above for production ordered destroyed by a Federal or State agency.</p> <p>(1) Identify the injurious substance or condition, the date the crop was destroyed, and the method of destruction in the Narrative or on a Special Report.</p> <p>(2) Attach to the claim, the completed Certification Form, a copy of the destruction order, and if possible, a copy of the laboratory test results confirming the presence of any injurious substances or conditions.</p> <p>(b) Otherwise, check “None.”</p>	TW	Vomitoxin	Dark Roast	COFO	KD	Fumonisin	Sclerotinia	Other	Aflatoxin	Garlicky	Ergoty	None
TW	Vomitoxin	Dark Roast	COFO											
KD	Fumonisin	Sclerotinia	Other											
Aflatoxin	Garlicky	Ergoty	None											

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Item	Element	Standards
41.	Mycotoxins exceed FDA, State, or other health organization maximum limits	Check "Yes" if any mycotoxin listed in item 40 (including any identified as "Other") exceed the Federal, State, or other health organization maximum limits; otherwise, make no entry.
42.	Totals	Separately total items 34, 36, 37, and 38 in lugs to tenths. Make no entry if an item has no entries.

Narrative

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

- (a) If no acreage is released on the unit, enter "No Acreage Released," adjuster's initials, and date.
- (b) If notice of damage was given and no inspection is necessary, enter the unit number(s), "No Inspection," date, and adjuster's initials. The insured's signature is not required.
- (c) Explain any uninsured causes, unusual, or controversial cases.
- (d) If there is an appraisal in item 37 for uninsured causes due to a hail/fire exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.
- (e) Document the actual appraisal date if an appraisal was performed prior to the adjuster's signature date on the appraisal worksheet, and the date of the appraisal if not recorded on the appraisal worksheet.
- (f) State that there is "No Other Fire Insurance" when fire damages or destroys the insured crop and it is determined that the insured has no other fire insurance. Also refer to the LAM.
- (g) Explain any errors found on the Summary of Coverage.
- (h) Explain any commingled production. Refer to the LAM.
- (i) Explain any entry for "Production Not to Count" in item 62, and/or any production not included in item 56 entries.

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

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

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

Narrative (Continued)

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

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Item	Element	Standards
43.	Date Harvest Completed	<p>Date is used to determine if there is a delayed notice or a delayed claim.</p> <p>Reminder: Refer to the LAM for delayed notice or delayed claim information.</p> <p>PRELIMINARY: Make no entry.</p> <p>FINAL:</p> <p>(a) The earlier of the date the entire acreage on the unit was (1) harvested, (2) totally destroyed, (3) put to other use, (4) a combination of harvested, destroyed, or put to other use, or (5) the calendar date for the EOIP.</p> <p>(b) If at the time of final inspection (if prior to the EOIP), 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 EOIP), 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>Important: If claim utilizes a Certification Form, enter date from such form when the entire unit is put to another use. Refer to the LAM.</p>
44.	Damage Similar to Other Farms in the Area?	<p>PRELIMINARY: Make no entry.</p> <p>FINAL: Check “Yes” or “No.” If “No” is checked, explain in the Narrative.</p>
45.	Assignment of Indemnity	Check “Yes” only if an assignment of indemnity is in effect for the CY; otherwise, check “No.” Refer to the LAM.
46.	Transfer of Right to Indemnity	Check “Yes” only if a transfer of right to an indemnity is in effect for the unit for the CY; 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 and/or type of harvested production is listed in Section I, and a separate approved APH yield exists, indicate for each practice/type, the corresponding Field ID (from item 16).</p>
48.	Multi-Crop Code	<p>The applicable two-digit code for first crop and second crop.</p> <p>Reminder: Refer to the LAM for instructions regarding entry of first crop and second crop codes.</p>
49.-52.	Length or Diameter/ Width/Depth/ Deduction	For each table grape variety stored or sold, enter the name and address of the packinghouse, winery, or buyer, as applicable. For fruit otherwise disposed of, indicate method of disposition.
53.-55.		Make no entry.

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Item	Element	Standards
56.	Bu., Ton, Lbs., Cwt.	<p>Line through items in column heading and enter “Lugs” in column heading.</p> <p>(a) Harvested grape production that “Meets Table Grape Standards:” Enter such production in lugs rounded to tenths.</p> <p>(b) Harvested grape production that is marketable as “Other Use:” Enter such production in tons rounded to tenths followed by “T” when production is marketable for “Other Use” and is damaged by insured causes.</p> <p>Example: 12.0T, etc.</p>
57.-60b.		Make no entry.
61.	Adjusted Production	Transfer entry from item 56.
62.	Prod. Not to Count	<p>Net production <u>not to count</u> in lugs/tons to tenths, as applicable 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 such as other units or uninsured acreage.</p> <p>Important: This entry must never exceed entry in item 56 for harvested production shown on the same line.</p> <p>Reminder: Explain any “Production not to Count” in the Narrative.</p>
63.	Production Pre-QA	Item 61 minus item 62, results in lugs/tons to tenths.
64a.	Value	<p>(a) Harvested grape production that “Meets Table Grape Standards:” Make no entry.</p> <p>(b) Harvested grape production that is marketable as “Other Use:” Enter the greater of:</p> <p>(1) the value in dollars and cents per ton for such production; or</p> <p>(2) \$50.00 per ton.</p>
64b.	Market Price	<p>(a) Harvested grape production that “Meets Table Grape Standards:” Make no entry.</p> <p>(b) Harvested grape production that is marketable as “Other Use:” Enter the highest price election (which is the established price in the AD) in dollars and cents per lug available for the insured unit.</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

Item	Element	Standards
65.	Quality Factor	<p>Make the following percent entries as a three-place decimal; otherwise, make no entry.</p> <p>(a) For Quality Adjustment, or</p> <p>(1) Harvested grape production that “Meets Table Grape Standards:” Make no entry.</p> <p>(2) Harvested grape production that is marketable as “Other Use:” Item 64a divided by item 64b, rounded to three decimal places.</p> <p>(b) For State/Federal Destruction Orders</p> <p>(1) Under section 15 (j) of the BP, if due to insured causes, a State or Federal agency has ordered the appraised crop or production to be destroyed, enter the factor “0.000.”</p> <p>(2) 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 below).</p> <p>Important: Refer to LAM for additional information.</p>
66.	Production to Count	<p>Make the following entries in lugs to tenths.</p> <p>(a) Harvested grape production that “Meets Table Grape Standards:” Transfer entry from item 63.</p> <p>(b) Harvested grape production that is marketable as “Other Use:” Item 63 multiplied by item 65, rounded to tenths.</p> <p>Reminder: The “Other Use” calculation converts tons of “Other Use” production into lugs.</p>
67.	Total	<p>Total of item 63 entries in lugs to tenths. Item 63 entries in tons must be converted to lugs before column can be totaled. Explain calculations in the Narrative. If no entry in item 63, make no entry.</p>
68.	Section II Total	<p>Total of item 66 entries, results in lugs to tenths.</p>
69.	Section I Total	<p>Total of item 38 entries, results in lugs to tenths.</p>
70.	Unit Total	<p>Item 68 plus item 69, results in lugs to tenths.</p>
71.	Allocated Prod.	<p>(a) Total production in lugs rounded to tenths, allocated to this unit that is included in Sections I or II of the PW.</p> <p>(b) Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.</p> <p>Reminder: Refer to the LAM for instructions for determining allocated production.</p>

Exhibit 4 Production Worksheet Standards and Elements (Continued)

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

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

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

Exhibit 4 Production Worksheet Standards and Elements (Continued)

The following is a Table Grape Claim PW example:

PRODUCTION WORKSHEET																							
1. Crop/Code # <i>Table Grapes/0052</i>		2. Unit # <i>0001-0001BU</i>		3. Location Description <i>SW1-96N-30W</i>				7. Company <i>Any Company</i>				7. Agency <i>Any Agency</i>				8. Name of Insured <i>I. M. Insured</i>							
4. Date(s) of Damage <i>May 2</i>		<i>July 10</i>										9. Claim # <i>XXXXXXXX</i>				11. Crop Year <i>YYYY</i>							
5. Cause(s) of Damage <i>Hail</i>		<i>Hail</i>										10. Policy # <i>XXXXXX</i>											
6. Insured Cause % <i>50</i>		<i>50</i>										14. Date(s) Notice of Loss <i>MM/DD/YYYY</i>		1st		2nd		Final <i>MM/DD/YYYY</i>					
12. Additional Units												15. Companion Policy(s)											
13. Est. Prod. Per Acre																							
SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS																							
A. ACTUARIAL															B. POTENTIAL YIELD								
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a.	32b.	33.	34.	35.	36.	37.	38.
Field ID	Multi-Crop Code	Prelim Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acres	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Unins. Causes	Total to Count	
<i>A</i>	<i>NS</i>		<i>7.5</i>	<i>1.000</i>		<i>088</i>				<i>002</i>			<i>UH</i>	<i>UH</i>	<i>328.9</i>			<i>2,466.8</i>		<i>2,466.8</i>		<i>2,466.8</i>	
<i>B</i>	<i>NS</i>		<i>5.0</i>	<i>1.000</i>		<i>088</i>				<i>002</i>			<i>UH</i>	<i>UH</i>	<i>230.2</i>			<i>1,151.0</i>		<i>1,151.0</i>		<i>1,151.0</i>	
<i>C</i>	<i>NS</i>		<i>17.5</i>	<i>1.000</i>		<i>088</i>				<i>002</i>			<i>H</i>	<i>H</i>									
39. TOTAL			<i>30.0</i>	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		<i>3,617.8</i>		<i>3,617.8</i>		<i>3,617.8</i>	
NARRATIVE (if more space is needed, attach a Special Report) <i>Vineyards A and B not harvested.</i>																							
SECTION II – DETERMINED HARVESTED PRODUCTION																							
43. Date Harvest Completed <i>MM/DD/YYYY</i>				44. Damage similar to other farms in the area? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>								45. Assignment of Indemnity Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				46. Transfer of Right to Indemnity? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>							
A. MEASUREMENTS					B. GROSS PRODUCTION					C. ADJUSTMENTS TO HARVESTED PRODUCTION													
47a.	48.	49.	50.	51.	52.	53.	54.	55.	56.	57.	58a.	58b.	59a.	59b.	60a.	60b.	61.	62.	63.	64a.	64b.	65.	66.
Share	Multi-Crop Code	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod.	Bu., Ten lbs. GWF Lugs	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				
	<i>NS</i>	<i>Acme Fresh Grape Co.</i>							<i>3,650.0</i>					<i>3,650.0</i>		<i>3,650.0</i>			<i>3,650.0</i>				<i>3,650.0</i>
																		67. TOTAL		<i>3,650.0</i>	68. Section II Total		<i>3,650.0</i>
																					69. Section I Total		<i>3,617.8</i>
																					70. Unit Total		<i>7,267.8</i>
																					71. Allocated Prod.		
																					72. Total APH Prod.		<i>7,267.8</i>
This form does not illustrate all required entry items																							

Exhibit 4 Production Worksheet Standards and Elements (Continued)

The following is an "Other Use" Table Grape Claim PW example:

PRODUCTION WORKSHEET																							
1. Crop/Code # <i>Table Grapes/0052</i>		2. Unit # <i>0001-0002BU</i>		3. Location Description <i>SW1-96N-20W</i>				7. Company <i>Any Company</i>				7. Agency <i>Any Agency</i>				8. Name of Insured <i>I. M. Insured</i>							
4. Date(s) of Damage <i>Jul 18</i>		5. Cause(s) of Damage <i>Hail</i>		6. Insured Cause % <i>100</i>		12. Additional Units		13. Est. Prod. Per Acre		9. Claim # <i>XXXXXXXX</i>		11. Crop Year <i>YYYY</i>				10. Policy # <i>XXXXXX</i>							
										14. Date(s) Notice of Loss <i>MM/DD/YYYY</i>		1st		2nd		Final <i>MM/DD/YYYY</i>							
																15. Companion Policy(s)							
SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS																							
A. ACTUARIAL										B. POTENTIAL YIELD													
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a.	32b.	33.	34.	35.	36.	37.	38.
Field ID	Multi-Crop Code	Prelim Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acres	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Unins. Causes	Total to Count	
<i>A</i>	<i>NS</i>		<i>5.0</i>	<i>1.000</i>		<i>088</i>				<i>002</i>			<i>UH</i>	<i>UH</i>	<i>55.0</i>			<i>275.0</i>		<i>275.0</i>		<i>275.0</i>	
<i>B</i>	<i>NS</i>		<i>5.0</i>	<i>1.000</i>		<i>088</i>				<i>002</i>			<i>H</i>	<i>H</i>	<i>230.2</i>								
39. TOTAL			<i>10.0</i>	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		<i>275.0</i>		<i>275.0</i>		<i>275.0</i>	
41. Do any mycotoxins exceed FDA, State, or other health organization maximum limits? Yes <input type="checkbox"/>																							
NARRATIVE (If more space is needed, attach a Special Report) <i>Vineyard A not harvested. Vineyard B harvested 12.0 T as "Other Use" 12.0 T x 2,000 lbs./T = 24,000 lbs. ÷ 21.0 lbs./lug = 1,142.9 lugs + 1,000.0 lugs = 2,142.9 lugs (item 67 entry). \$100.0/T winery price (item 64a entry). \$7.00/lug price election (item 64b entry).</i>																							
SECTION II – DETERMINED HARVESTED PRODUCTION																							
43. Date Harvest Completed <i>MM/DD/YYYY</i>					44. Damage similar to other farms in the area? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					45. Assignment of Indemnity Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					46. Transfer of Right to Indemnity? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>								
A. MEASUREMENTS					B. GROSS PRODUCTION					C. ADJUSTMENTS TO HARVESTED PRODUCTION													
47a.	48.	49.	50.	51.	52.	53.	54.	55.	56.	57.	58a.	59a.	60a.	61.	62.	63.	64a.	65.	66.				
47b.	Share	Multi-Crop Code	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod.	Bu., Ten lbs. GWF Lugs	Shell/Sugar Factor	FM%	Moisture %	Test WT	Adjusted Production	Prod. Not to Count	Production Pre-QA	Value	Quality Factor	Production to Count			
	<i>NS</i>		<i>Acme Fresh Grape Co. Anytown, State</i>						<i>12.0T</i>						<i>12.0T</i>		<i>12.0T</i>	<i>100.00</i>	<i>14.286</i>	<i>171.4</i>			
	<i>NS</i>		<i>Acme Fresh Grape Co. Anytown, State</i>						<i>1,000.0T</i>						<i>1,000.0T</i>		<i>1,000.0T</i>			<i>1,000.0</i>			
67. TOTAL																	<i>3,650.0</i>	68. Section II Total		<i>1,171.4</i>			
																		69. Section I Total		<i>275.0</i>			
																		70. Unit Total		<i>1,446.4</i>			
																		71. Allocated Prod.					
																		72. Total APH Prod.		<i>1,446.4</i>			

This form does not illustrate all required entry items

Exhibit 5 Representative Sample Requirements

Acres in Vineyard	Number of Samples
0.1 – 10.0	3

One additional sample is required for each additional 40.0 acres (or fraction thereof) in the vineyard or sub vineyard. 1 sample = 5 vines.

Exhibit 6 Vineyard Population Table

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

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

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

Exhibit 7 Leaf Year Table

		CALENDAR YEAR											
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
YEAR SET OUT	2005	15	16	17	18	19	20	21	22	23	24	25	26
	2006	14	15	16	17	18	19	20	21	22	23	24	25
	2007	13	14	15	16	17	18	19	20	21	22	23	24
	2008	12	13	14	15	16	17	18	19	20	21	22	23
	2009	11	12	13	14	15	16	17	18	19	20	21	22
	2010	10	11	12	13	14	15	16	17	18	19	20	21
	2011	9	10	11	12	13	14	15	16	17	18	19	20
	2012	8	9	10	11	12	13	14	15	16	17	18	19
	2013	7	8	9	10	11	12	13	14	15	16	17	18
	2014	6	7	8	9	10	11	12	13	14	15	16	17
	2015	5	6	7	8	9	10	11	12	13	14	15	16
2016	4	5	6	7	8	9	10	11	12	13	14	15	
2017	3	4	5	6	7	8	9	10	11	12	13	14	
2018	2	3	4	5	6	7	8	9	10	11	12	13	
2019	1	2	3	4	5	6	7	8	9	10	11	12	
2020		1	2	3	4	5	6	7	8	9	10	11	
2021			1	2	3	4	5	6	7	8	9	10	
2022				1	2	3	4	5	6	7	8	9	
2023					1	2	3	4	5	6	7	8	
2024						1	2	3	4	5	6	7	
2025							1	2	3	4	5	6	
2026								1	2	3	4	5	
2027									1	2	3	4	
2028										1	2	3	
2029											1	2	
2030												1	

Locate the current calendar year in the top row. Identify the year set out from the PAW or PAIR, as applicable, and locate year set out in the left column. Locate the applicable leaf year where the current calendar year and year set out intersect on the table.

Example: The current calendar year is 2022, the year trees were set out is 2011, the corresponding leaf year is 11.