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LOUISIANA SWEET POTATO  
LOSS ADJUSTMENT STANDARDS HANDBOOK

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**PAGE**

**Table of Contents**

<b>1. INTRODUCTION .....</b>	<b>3</b>
<b>2. SPECIAL INSTRUCTIONS.....</b>	<b>3</b>
A. DISTRIBUTION OF COMPLETED FORMS .....	3
B. TERMS, ABBREVIATIONS, AND DEFINITIONS .....	3
<b>3. INSURANCE CONTRACT INFORMATION .....</b>	<b>4</b>
A. INSURABILITY .....	4
B. GRADE INSPECTIONS .....	5
C. PROVISIONS AND PROCEDURES NOT APPLICABLE TO CAT COVERAGE .....	5
D. UNIT DIVISION .....	5
<b>4. REPLANTING PROCEDURES .....</b>	<b>6</b>
<b>5. SWEET POTATO FIELD APPRAISALS.....</b>	<b>6</b>
A. GENERAL INFORMATION .....	6
B. SELECTING REPRESENTATIVE CHECK STRIPS FOR FIELD APPRAISALS.....	6
C. SELECTING REPRESENTATIVE SAMPLES FOR FIELD APPRAISALS.....	6
D. STAGES OF GROWTH FOR SWEET POTATOES.....	7
<b>6. FIELD APPRAISAL METHODS .....</b>	<b>8</b>
A. GENERAL INFORMATION .....	8
B. RESPONSIBILITIES FOLLOWING RECEIPT OF A NOTICE OF LOSS OR DAMAGE.....	8
C. IMMATURE STAGE METHOD.....	9
D. MATURE STAGE METHOD.....	9
<b>7. DETERMINING FIELD PRODUCTION TO COUNT .....</b>	<b>10</b>
A. GENERAL INFORMATION .....	10
B. HARVESTED ACREAGE.....	11
C. UNHARVESTED ACREAGE.....	11
<b>8. DETERMINING STORED PRODUCTION TO COUNT .....</b>	<b>12</b>
A. SELECTING REPRESENTATIVE SAMPLES FOR STORED PRODUCTION APPRAISALS .....	12
B. SWEET POTATO STORAGE APPRAISAL .....	13
<b>9. APPRAISAL DEVIATIONS AND MODIFICATIONS.....</b>	<b>14</b>
A. DEVIATIONS.....	14
B. MODIFICATIONS .....	14
<b>10. WORKSHEET ENTRIES AND COMPLETION PROCEDURES.....</b>	<b>14</b>
A. APPRAISAL WORKSHEET FORM STANDARDS .....	14
B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION INSTRUCTIONS.....	14
C. SWEET POTATO GROWING SEASON INSPECTION WORKSHEET ENTRIES AND COMPLETION INFORMATION (PRELIMINARY FIELD VISITS) .....	15
E. SWEET POTATO STORAGE APPRAISAL WORKSHEET ENTRIES AND COMPLETION INFORMATION .....	29
FORM ENTRIES AND COMPLETION INFORMATION .....	29
<b>11. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES.....</b>	<b>33</b>
A. CLAIM FORM STANDARDS.....	33
B. GENERAL INFORMATION FOR ENTRIES AND COMPLETION INSTRUCTIONS .....	33
C. FORM ENTRIES AND COMPLETION INFORMATION .....	34
<b>12. REFERENCE MATERIAL .....</b>	<b>54</b>

# 1. INTRODUCTION

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**THIS HANDBOOK MUST BE USED IN CONJUNCTION WITH THE LOSS ADJUSTMENT MANUAL (LAM) STANDARDS HANDBOOK, FCIC - 25010.**

The FCIC-issued loss adjustment standards for this crop are the official standard requirements for adjusting losses in a uniform and timely manner. The FCIC-issued standards for this crop and crop year are in effect as of the signature date for this crop handbook at [www.rma.usda.gov/handbooks/20000/index.html](http://www.rma.usda.gov/handbooks/20000/index.html). All Approved Insurance Providers (AIPs) will utilize these standards for both loss adjustment and loss adjustment training for the applicable crop year. These standards, which include crop appraisal methods, claims completion instructions, and form standards, supplement the general (not crop-specific) loss adjustment standards identified in the LAM.

# 2. SPECIAL INSTRUCTIONS

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This handbook remains in effect until superseded by reissuance of **either** the entire handbook **or** selected portions (through slipsheets or bulletins). If slipsheets have been issued for a handbook, the original handbook as amended by slipsheet pages shall constitute the handbook. A bulletin can supersede either the original handbook or subsequent slipsheets.

## A. DISTRIBUTION OF COMPLETED FORMS

- (1) 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.
- (2) One legible copy to the insured. The original and all remaining copies as instructed by the AIP. It is the AIP's responsibility to maintain original insurance documents relative to policyholder servicing as designated in their approved plan of operations.

## B. TERMS, ABBREVIATIONS, AND DEFINITIONS

- (1) Terms, abbreviations, and definitions **general** (not crop specific) to loss adjustment are identified in the LAM.
- (2) Terms, abbreviations, and definitions **specific** to sweet potato loss adjustment and this handbook, which are not defined in this section, are defined as they appear in the text.
- (3) Abbreviation(s):

<b>CAT</b>	Catastrophic Risk Protection
<b>CIH</b>	Crop Insurance Handbook
<b>DSSH</b>	Document and Supplemental Standards Handbook, FCIC-24040

- (4) Definitions:

### **3. INSURANCE CONTRACT INFORMATION**

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The AIP is to determine that the insured has complied with all policy provisions of the insurance contract. Crop provisions, which are to be considered in this determination include (but are not limited to):

#### **A. INSURABILITY**

The following may not be a complete list of insurability requirements. Refer to the Basic Provisions, Louisiana Sweet Potato Crop Provisions, and Special Provisions for a complete list.

- (1) The insured crop will be all the fresh market and processing sweet potatoes in the county for which a premium rate is provided by the county actuarial documents, in which the insured has a share, that are:
  - (a) That are planted for harvest as marketable sweet potatoes;
  - (b) That are a variety specified in the Special Provisions; and
  - (c) That are not:
    1. Interplanted with another crop; or
    2. Sold or used for the production of seed or slips.
- (2) Sweet Potato acreage is not insurable if:
  - (a) It does not meet the rotation requirements shown in the Special Provisions, if applicable or is directly marketed to the public;
  - (b) It is subject to planting restriction orders by the official in the state responsible for the control of the sweet potato weevil, witchweed, or other controlled insect, disease, or weed. A copy of these orders must be placed in the insured's file by the acreage reporting date;
  - (c) During either of the previous two years, it was planted to any other crop that was damaged by fungal, bacterial or viral diseases, or insects or nematodes that can affect sweet potatoes. Documentation must be placed in the insured's file by the acreage reporting date;
  - (d) In the preceding crop year, the acreage was pasture;
- (3) The sweet potatoes must be planted using slips purchased from a certified seed producer, or produced from certified seed, or was produced by from seed that was propagated by the insured from certified G-1 seed the previous crop year, and that is properly treated

with a fungicide.

- (4) The sweet potatoes must initially be planted with a sufficient number of slips to achieve a plant density of not less than the number specified in the Special Provisions (the AIP will make an appraisal for an uninsured cause of loss if a sufficient number of slips were not planted).
- (5) Any acreage of the insured crop damaged before the final planting date, to the extent that a majority of producers in the area would not normally further care for the crop, must be replanted, unless the AIP agrees that it is not practical to replant. (Refer to the LAM for information related to replanting issues).

## ***B. GRADE INSPECTIONS***

**Both fresh and processing sweet potatoes will be harvested off the same acreage. The samples taken for loss adjustment purposes should be graded as fresh and processing, according to the definitions in the Crop Provisions.**

- (1) The AIP must perform an on-site grade inspection, when the crop reaches maturity, on representative samples of the sweet potatoes from any field or subfield for which the insured has provided a "Notice of Loss or Damage."
- (2) Any loss of production must be determined based on samples collected. The number and size of samples required will be determined in accordance with TABLE A for sweet potatoes in the field and/or TABLE F for sweet potatoes held in a storage facility.
- (3) The sweet potatoes must be evaluated for marketability based on the United States Standards for Grades of Sweet Potatoes, effective April 1, 2005. Production meeting or exceeding these standards will be determined by examining individual tuberous roots. All tuberous roots in the representative sample will be examined.
- (4) ALL samples must be graded to determine the amount of fresh market sweet potatoes and the amount of processing sweet potatoes. This includes production in the field and any stored or sold production.

## ***C. PROVISIONS AND PROCEDURES NOT APPLICABLE TO CAT COVERAGE***

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

## ***D. UNIT DIVISION***

Basic and enterprise units, as defined in the Crop Provisions, are available.

## 4. REPLANTING PROCEDURES

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No replanting payments are available for sweet potatoes. Refer to the Basic Provisions and the Crop Provisions for replanting requirements prior to the final planting date.

## 5. SWEET POTATO FIELD APPRAISALS

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### A. GENERAL INFORMATION

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

### B. SELECTING REPRESENTATIVE CHECK STRIPS FOR FIELD APPRAISALS

- (1) Determine the minimum number of check strips required in the field or subfield based on the field size, the general condition of the plants, and variability of potential production and plant damage within the field or subfield (see [TABLE A](#)).
- (2) Split the field into subfields when:
  - (a) Variable damage causes the crop potential to appear to be significantly different within different portions of the same field; or
  - (b) The insured wishes to abandon a portion of a field, or discard or destroy the production there-from.
- (3) Special attention should be paid to low lying portions of any field because such areas are especially subject to losses including uninsured losses.
- (4) Appraise each field or subfield separately. A separate set of [Sweet Potato Growing Season Inspection Worksheets](#) is required for each field or subfield. Separate entries for each field or subfield are required on the [Final Sweet Potato Appraisal Worksheet](#).

### C. SELECTING REPRESENTATIVE SAMPLES FOR FIELD APPRAISALS

- (1) Take not less than the minimum number (count) of representative samples for a field or subfield as required in [TABLES A and B](#).
- (2) Locate an end plant (the first insurable plant in a check strip); this will be the first sample plant.
- (3) Collect the marketable tuberous roots.
- (4) Proceed along the check strip row, counting each insured plant and collecting the

tuberous roots (for appraisal) at the sampling interval shown in [Table B](#).

Do not count skips or other types of plants. Count sweet potato plants damaged by uninsured causes as plants to count. If those plants exceed 25% of the destroyed sweet potatoes, refer to the LAM for adjustment of controversial claims.

- (5) At the end of each row, proceed down the next check strip row in the opposite direction, continuing your count from the preceding row, and assessing the plants at the same interval used in (4) above.
- (6) Continue until all the plants in the field or subfield check strips have been counted and all the sample plants have been dug and assessed.

#### **D. STAGES OF GROWTH FOR SWEET POTATOES**

- (1) Use [TABLE E](#), Appraisal Methods by Stage, to determine the stage of growth of sweet potato plants.

Example 1:

The insured's records indicate that the crop was planted initially on May 15. The Special Provisions indicate that the crop is immature during at least the 104 days following planting.

The **immature stage** for this field is from May 16 through at least August 28.

The **mature stage** for this field begins no earlier than August 29 and continues through the date of harvest or destruction.

Example 2:

The insured's records indicate that the crop was planted initially on April 15 and replanted on April 29. The Special Provisions indicate that the crop is immature during at least the 104 days following planting. The field was harvested September 1, with appropriate check strips left for appraisal.

The **immature stage** for this field is from April 30 through at least August 12.

The **mature stage** for this field begins no earlier than August 13 and continues through the date of harvest or destruction...

## 6. FIELD APPRAISAL METHODS

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### A. GENERAL INFORMATION

These instructions provide standards for selecting representative samples and appraising production and losses.

- (1) Separate [Sweet Potato Growing Season Inspection Worksheets](#) are required for each field and subfield inspected. If the field is divided into subfields, note the reason and method of subdivision in the narrative portion of the Production Worksheet or in a Special Report.
- (2) A field or subfield is considered to be in a single stage. If plants in a portion of the field or subfield have been planted on a different date from those in the bulk of the field or subfield (e.g., because of replanting), the mature stage begins for the whole field or subfield based upon the latest date of planting for the field or subfield (see Section 5. D example 2).
- (3) The AIP will appraise production that is at least equal to the production guarantee if the insured does not leave the representative samples as directed or if the insured harvests or destroys those representative samples before 15 days after the date the insured notifies the AIP that the insured is finished harvesting. Refer to the Crop Provisions.
- (4) Refer to [section 5 C](#) of this document for sampling requirements.
- (5) After a final pre-harvest inspection, the adjuster must enter on the Final Sweet Potato Appraisal Worksheet in [column 18](#) the date the insured anticipates harvesting or destroying the crop. The insured must notify the AIP if harvest/destruction does not occur by the date indicated. In such circumstances, an additional final inspection may be required if the crop is not harvested or destroyed by the date indicated on the original [Final Sweet Potato Appraisal Worksheet](#). Also refer to the LAM.

### B. RESPONSIBILITIES FOLLOWING RECEIPT OF A NOTICE OF LOSS OR DAMAGE

The response to a “Notice of Loss or Damage” is affected by the extent of losses anticipated by the AIP following an insured event.

- 1) For all notices of loss or damage:
  - a) The insured is notified of any requirements for replanting.
  - b) The insured is made aware of the requirement to leave and maintain representative samples of the unharvested crop as required by section 10 of the crop provisions.
- 2) The preliminary growing season inspections must be made within 15 days following receipt of a “Notice of Loss or Damage” to assess the losses due to the insured event, to

differentiate those losses from losses due to prior and uninsured causes, and to determine if the insured can appropriately abandon maintenance of the field.

- 3) The consent to release the field for other use can only be made by the AIP and must be made in writing.

### **C. IMMATURE STAGE METHOD**

- (1) Use the immature stage method for fields damaged in the immature stage.
- (2) See [Table E](#) and the special provisions to determine the crop stage.
- (3) When damage occurs during the immature stage and the end of the planting period has passed, and the insured wants the acreage released to put to other use:
  - (a) An immature stage appraisal inspection must be performed by the AIP.
  - (b) Production to count is determined by dividing the number of surviving plants by the total number of plants and multiplying the result by the approved yields for fresh and processing sweet potatoes used to calculate the guarantees.
  - (c) The indemnity will be computed using the “Price for Unharvested Production.”
- (4) The AIP must verify the cause of loss and any uninsured losses, if applicable.
- (5) A final appraisal of a crop damaged in the immature stage is required after the crop has reached maturity if the insured continues to care for the sweet potatoes after the immature stage inspection.
- (6) Determine the potential for each field or subfield by collecting representative samples in the locations identified by the AIP for check strips and extrapolating to calculate the potential of the field.
- (7) Determine the production to count for each field or subfield by applying the potential for that field or subfield to the acreage of the field or subfield.
- (8) The production to count for the unit is the sum of the production to count for all the fields or subfields in the unit.

### **D. MATURE STAGE METHOD**

- (1) Use the mature stage method for fields in the mature stage.
- (2) The adjuster should document the date the insured intends to harvest or destroy the crop.
- (3) For crops not excluded by the anticipated harvest date described in (3) above, the final appraisal is made not more than 14 days following receipt of a “Notice of Loss or

Damage.”

- (4) Determine the potential for each field or subfield by collecting and assessing representative samples from the check strips.
- (5) Determine the production to count for each field or subfield by applying the potential for that field or subfield to the acreage of the field or subfield.
- (6) The production to count for the unit is the sum of the production to count for all the fields or subfields in the unit.

## **7. DETERMINING FIELD PRODUCTION TO COUNT**

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### **A. GENERAL INFORMATION**

- (1) In the field, production to count is determined based on the weight of marketable sweet potato production that is harvested or could have been harvested.
- (2) Production to count is determined, recorded, and totaled separately for harvested and unharvested acreage.
- (3) Production to count is based upon a grade inspection of every tuberous root from sample plants located in check strips, just prior to or just after harvest.
- (4) Sample plants should be dug up with a potato fork. The soil around the plant should be loosened and examined to assure that all tuberous roots that had been attached to the plant have been removed from the soil.
- (5) The tuberous roots should be sorted and graded according to the United States Standards for Grades of Sweet Potatoes as referenced in the Crop Provisions.
- (6) All marketable production to count from representative samples for a field or subfield is weighed and the final weight is rounded to the nearest pound. The weight of fresh market sweet potatoes is multiplied by 0.95.
- (7) Account for the total unharvested but harvestable and marketable production from all planted acreage in the unit.
- (8) Production to count for an uninsured cause of loss resulting from insufficient planting density on any acreage will be determined by subtracting the actual planting density from the minimum planting density as specified in the Special Provisions (see [TABLE C](#)). If the result is a positive number, divide that number by the minimum planting density and multiply the result by the production guarantee and then by the planted acreage of the field or subfield. The result is the uninsured production loss per acre due to insufficient planting density.

**EXAMPLE:**

Minimum Planting Density = 9,800 slips per acre

Actual Planting Density = 8,000 slips per acre

Approved Yield Used to Calculate the Guarantee = 100 cwt. per acre

Minimum Planting Density - Actual Planting Density =

9,800 slips per acre - 8,000 slips per acre = 1,800 slips per acre

Production to count for uninsured losses due to insufficient planting densities =

$(1,800/9,800)*100$  cwt. per acre = 18.4 cwt. per acre.

**B. HARVESTED ACREAGE**

Verify that the fields and subfields were harvested by examining the field. Document the presence of any sweet potato plants with roots of harvestable size. Harvest should also be verified by examination of the insured's records.

- (1) Production to count for harvested acreage is based upon:
  - (a) the appraisal of sample plants in check strips,
  - (b) all sweet potatoes held in storage (see [Section 8](#) of this manual); and,
  - (c) the grower's records of sold production.
- (2) Production to count for harvested acreage will also include any sweet potatoes that the AIP determines:
  - (a) Were damaged by uninsured causes;
  - (b) Meet the minimum grade standards as provided in the Crop Provisions but were not collected during the harvest even though they are marketable;
  - (c) Meet the minimum grade standards as provided in the Crop Provisions and are marketable, but were gleaned (Refer to the **LAM** for more information about gleaned acreage); and
  - (d) Were discarded or destroyed without the AIP's written consent.
- (3) If check strips have not been left and maintained as required, the production to count for all the harvested acres in that field or subfield will be the greater of the harvested production or the production guarantee.

**C. UNHARVESTED ACREAGE**

Production to count from unharvested acres will include any sweet potatoes that:

- (1) Meet the grade standards specified in the Crop Provisions but were not removed from the field; and
- (2) Were not harvested as a result of uninsured causes.

## **8. DETERMINING STORED PRODUCTION TO COUNT**

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### ***A. SELECTING REPRESENTATIVE SAMPLES FOR STORED PRODUCTION APPRAISALS***

- (1) The number of samples required for sweet potatoes stored in a warehouse is influenced by various things including, but not limited to:
  - (a) Variable damage at the time of harvest causing the stored marketable crop to appear to be significantly different;
  - (b) Variable damage causing the stored marketable crop to appear to be significantly different within different areas of the same storage warehouse;
  - (c) Any portion of the stored production is subject to uninsured losses resulting from poor curing and storage management practices in the warehouse;
  - (d) Stored production that is located in more than one facility; and
  - (e) The insured intends to dispose of a portion of the stored production.
- (2) Insureds must provide for the identification of all sweet potatoes in storage. Identifying information must include:
  - (a) The producer's name;
  - (b) The names of other persons sharing in the production;
  - (c) The Farm Serial Number of the farm from which the sweet potatoes were harvested; and,
  - (d) The date the sweet potatoes were harvested.
- (3) Stored production from each subunit must be appraised separately and a separate set of Sweet Potato Storage Appraisal Worksheets is required for each subunit. If the unit is divided into subunits, note the reasons for and the method of subdivision in the narrative portion of the Production Worksheet.
- (4) A storage bin represents one sample.
- (5) Select and tag representative samples of stored production. Appraise all of the samples at that time if possible.

- (6) Sample bins should be randomly selected throughout the stored production from front to rear and from top to bottom. Avoid selecting only top or end bins.
- (7) Take at least the minimum number of samples for the unit or subunits as required in [TABLE F](#) *Minimum Number of Storage Bin Samples Required*.
- (8) Policyholders will collect each sample bin to assess the production to count for that sample. Policyholders will sort, grade and weigh the sample sweet potatoes according to the definitions of fresh market sweet potatoes and processing sweet potatoes under the supervision of the AIP's loss adjuster on site. Round the final weight for each sample bin to the nearest pound.
- (9) Production to count also includes sweet potatoes damaged from uninsured causes of loss.
- (10) Sample bins may be appraised at the time of initial inspection by having the insured retrieve each sample bin from the warehouse.
- (11) The appraised amount of production will be equal to the production guarantee if the insured tampers with, or disposes of, identified samples before the appraisal.
- (12) After a final inspection of the stored crop, the insured is not required to give any additional notice of disposition nor will any further reduction in production to count be made.

## **B. SWEET POTATO STORAGE APPRAISAL**

- (1) Complete a separate appraisal worksheet for each sweet potato type.
  - (a) Grade all sweet potatoes from the sample bins by unit or subunits as described in [Table G](#) *Grade Standards for Fresh Market Sweet Potatoes* for fresh market sweet potatoes or [Table H](#) *Grade Standards for Processing Sweet Potatoes* for processing potatoes.
  - (b) Weigh the graded sweet potatoes by grade and type.
  - (c) Sum the weight of all graded sweet potatoes by type from all sample bins for the unit or subunit.
  - (d) Sum the weight of all sweet potatoes by type in all sample bins for the unit or subunit.
- (2) Account for all harvested and stored production:
  - (a) Review the previous appraisals from the [Sweet Potato Growing Season Inspection Worksheets](#) and [Final Sweet Potato Appraisal Worksheets](#), if applicable;

- (b) Account for any of the current year's crop that has been sold;
  - (c) If the appraised stored production to count differs by more than 10% from harvested production to count determined by any previous inspection, explain the difference in the Narrative or on an attached Special Report and continue with the appraisal.
- (3) On the *Production Worksheet* the total production to count by type for the unit is determined and totaled separately for harvested and unharvested acres.

## **9. APPRAISAL DEVIATIONS AND MODIFICATIONS**

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### **A. DEVIATIONS**

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

### **B. MODIFICATIONS**

There are no pre-established appraisal modifications or deviations in this handbook. Refer to the LAM for further information.

## **10. WORKSHEET ENTRIES AND COMPLETION PROCEDURES**

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### **A. APPRAISAL WORKSHEET FORM STANDARDS**

- (1) The entry items in subsections 10 B through E are the minimum requirements for the [Sweet Potato Growing Season Inspection Worksheet](#), [Final Sweet Potato Appraisal Worksheet](#), and [Sweet Potato Storage Appraisal Worksheet](#). All entry items are "Substantive," (i.e., they are required).
- (2) The Privacy Act and Non-discrimination statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown on the example form in this section. The current Non-discrimination Statement and Privacy Act Statement can be found on the RMA website at <http://www.rma.usda.gov/regs/required.html> or successor website.
- (3) Refer to the DSSH for other crop insurance form requirements (e.g., font point size, etc.).

### **B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION INSTRUCTIONS**

- (1) Include the AIP's name in the growing season inspection and appraisal worksheets title if not preprinted on the form.

- (2) Include the claim number on the growing season inspection and appraisal worksheets (when required by the AIP) when a worksheet entry of this number is not provided.
- (3) Separate [Sweet Potato Growing Season Inspection Worksheets](#) are required for each field or subfield inspected or appraised (see [sections 5 B](#) and [C](#) for check strip and sampling requirements).
- (4) Inspect or appraise each practice, type or variety combination as separate fields or subfields.
- (5) In the narrative of the Production Worksheet, clearly note the procedures used to divide the unit so that the fields/subfields, check strips, and sample plants can be revisited.
- (6) Worksheet items are numbered consecutively in the sections following. Examples of the Sweet Potato Growing Season Inspection Worksheet, Final Sweet Potato Appraisal Worksheet, and Sweet Potato Storage Appraisal Worksheet are provided to illustrate completion of entries.

**C. SWEET POTATO GROWING SEASON INSPECTION WORKSHEET ENTRIES AND COMPLETION INFORMATION (PRELIMINARY FIELD VISITS)**

The purposes of this form are to determine the condition of the crop, if good sweet potato farming practices are being followed, to document any damage either by an insured cause of loss or by an uninsured cause of loss, and to gather such information as may be necessary to advise the AIP of any further action that may be needed. If sweet potatoes are in the mature stage and will be harvested or destroyed within 14 days of the initial field visit, this form is used by the AIP in conjunction with the final appraisal form.

**Verify or make the following entries:**

<b>Item</b>	<b><u>Information Required</u></b>
<b><u>No.</u></b>	

**PART I**

**Company: Name of the AIP if not preprinted on the worksheet (Company Name).**

- 1. Insured's Name:** Enter the name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
- 2. Policy Number:** Enter the insured's assigned policy number.
- 3. County:** Enter the name of the county where the sweet potato plants are physically located.
- 4. Unit Number/FSA Farm Number:** Split the block and enter the five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100) as well as the

FSA farm serial number, if applicable. Depending on the county where the unit is located, the FSA farm serial number may be three or more digits in length.

5. **Variety Type:** Enter the variety type name. Indicate the source of documentation supplied to verify the variety type and the appropriate practices regarding source of the seed. All insurable varieties types are shown on the Special Provisions.
6. **Stage:** Enter the stage (“Immature” or “Mature”) on the day of the field visit/appraisal (see Table E).

## PART II

**Part II is to be completed or verified by an adjustor.**

7. **Field Identification/Planting Density:** Enter above the line a unique field or subfield identification symbol. Document the division of the unit into fields and subfields in the narrative of the Production Worksheet so that the precise field and subfield can be revisited. Enter below the line the planting density determined using the formula in Section 12, [TABLE C](#).

All fields in the unit must be sampled when performing a Growing Season Inspection (GSI).

8. **Number of Acres:** Enter the number of determined acres, to tenths, in the field or subfield being appraised (determine the total acreage for the unit).
9. **Number of Plants/Samples:** In the top half, record the original number of plants in the field derived by multiplying planting density (Item 7 below the line) by the factor of .9 (see Table D for an example) and multiplying that result by the planted acreage (Item 8). Verify from the planting record. In the bottom half, record the number of plants sampled. The TOTAL number of plants sampled for each field or subfield is determined from the TOTALS (column 20) of the GSI Worksheet or the CUMULATIVE TOTAL (column 20) of the last worksheet continuation if more than one page is used for the field or subfield.
10. **Percent of Crop Sampled:** Enter the number of plant samples divided by the number of plants in the field (both from Item 9), to three decimal places.
11. **Date Planted:** Enter the month and day of the last planting of the field as determined by the insured’s records.
12. **Guarantee:** Enter the guarantee in hundredweight to the nearest whole number.
13. **Sample Plants Destroyed by Insured Causes:** Enter the number of sample plants destroyed in each field or subfield by insured causes as determined from the plants identified in column 21.
14. **Sample Plants Damaged by Insured Causes:** Enter the number of sample plants damaged by insured causes as determined from the plants identified in column 22.
15. **Sample Plants Destroyed by Uninsured Causes:** Enter the number of sample plants

destroyed by uninsured causes as determined from the plants identified in column 23.

- 16. Sample Plants Damaged by Uninsured Causes:** Enter the number of sample plants damaged by uninsured causes as determined from the plants identified in column 24.
- 17. Damaged Cause Ratios:** In the upper half of the cell, enter the result of dividing the sum of Sample Plants Destroyed by Uninsured Causes (Item 15) and Sample Plants Damaged by Uninsured Causes (Item 16) by the number of samples (lower half of Item 9) to two decimal places.

$$\frac{\text{Sample Plants Destroyed by Uninsured Causes} + \text{Sample Plants Damaged by Uninsured Causes}}{\text{Number of Samples}}$$

If the value of the first damage cause ratio for the field or subfield is 0.10 or less, no further action is required for this item; these levels of losses to uninsured causes are typical for the crop. If the value of the first loss ratio is greater than 0.10, divide the sum of Sample Plants Destroyed by Uninsured Causes (Item 15) and Sample Plants Damaged by Uninsured Causes (Item 16) by the sums of Items 13, Item 14, Item 15, and Item 16 and enter as a decimal rounded to two places. This is the ratio of destruction or damage by an uninsured cause to all destruction or damage.

$$\frac{\text{Item 15} + \text{Item 16}}{\text{Item 13} + \text{Item 14} + \text{Item 15} + \text{Item 16}}$$

In the event that this ratio is in excess of 0.25, refer to the LAM for procedures to address controversial claims.

- 18. Total Uninsured Plant Losses:** Enter the result of the number of Sampled Plants Destroyed by Uninsured Causes (Item 15) divided by the Percent of Crop Sampled (Item 10). This represents the total plants in the field or subfield lost to uninsured causes.
- 19. Total Uninsured Production Loss to Count:** Enter the result of the Guarantee (Item 12) multiplied by the acreage of the field or subfield (Item 8), multiplied by the Total Uninsured Plant Losses (Item 18), and divided by the Number of Plants in the field (Item 9 above the line). Enter the production losses in hundredweight rounded to tenths.

$$\text{Uninsured Production Losses to Count} = \frac{\text{Guarantee} \times \text{Acreage} \times \text{Total Uninsured Plant Losses}}{\text{Number of Plants in the field}}$$

### PART III

**Part III is to be completed or verified by an adjustor.**

- 20. Sample Number:** Samples are numbered sequentially on the Sweet Potato Growing Season Inspection Worksheet.
- 21. Destroyed by Insured Cause:** Make a check mark (✓) for each sample plant DESTROYED BY INSURED CAUSE in the field or subfield. If the plant is not destroyed, or was destroyed by uninsured causes, make no entry.

- 22. Damaged by Insured Cause:** Make a check mark (✓) for each sample plant DAMAGED BY INSURED CAUSE in the field or subfield. If the plant is not damaged or was damaged by uninsured cause make no entry.
- 23. Destroyed by Uninsured Cause:** Make a check mark (✓) for each sample plant DESTROYED BY UNINSURED CAUSE in the field or subfield. If the plant is not destroyed or was destroyed by insured cause, make no entry.
- 24. Damaged by Uninsured Cause:** Make a check mark (✓) for each sample plant DAMAGED BY UNINSURED CAUSE in the field or subfield. If the plant is not damaged or was damaged by insured cause make no entry.

**The following required entries are not illustrated on the Sweet Potato Growing Season Inspection Worksheet**

- 25. Insured's Signature and Date:** Insured's (or insured's authorized representative's) signature and date. BEFORE obtaining insured's signature, REVIEW ALL ENTRIES on the Sweet Potato Growing Season Inspection Worksheet WITH THE INSURED.
- 26. Adjuster's Signature, Code No., and Date:** Signature of agricultural expert or adjuster, adjuster's code number (if applicable), and date signed after the insured (or insured's authorized representative) has signed. If the inspection is performed prior to the signature date, document the date of appraisal in the Remarks/Narrative section of the Final Sweet Potato Appraisal Worksheet (if available); otherwise, document the appraisal date in the Narrative of the Production Worksheet.
- 27. Page Number:** Page numbers (EXAMPLE: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

<b>For Illustration Purposes Only</b>  <b>SWEET POTATO GROWING SEASON INSPECTION WORKSHEET</b>	<b>PART I:</b>		
	1 NAME OF INSURED <b>I. M. Insured The Insurance Co.</b>	2 POLICY NO. <b>XX-XXX-XXXX</b>	3 COUNTY <b>Somewhere</b>
	4 UNIT NUMBER / FSA FARM No. <b>Claim XXXXXXXX</b> <b>00100 / XXX</b>	5 TYPE Beaugard <b>Seed purchase records/I.M.</b> <b>Agriculture Co. MM/DD/YY</b>	6 STAGE <b>Mature</b>

<b>PART II:</b>												
Field ID/ Planting Density 7	Number of Acres 8	Number of Plants/ Samples 9	Percent of Crop Sampled 10	Date Planted 11	Guarantee 12	Sample Plants Destroyed by Insured Causes 13	Sample Plants Destroyed by Insured Causes 14	Sample Plants Destroyed by Uninsured Causes 15	Sample Plants Destroyed by Uninsured Causes 16	Damage Cause Ratios 17	Total Uninsured Plant Losses 18	Total Uninsured Production Loss to Count 19
<b>A</b> 16,200	<b>0.1</b>	1,458 80	<b>0.055</b>	<b>MMM DD</b>	<b>100</b>	<b>40</b>	<b>30</b>	<b>6</b>	<b>4</b>	0.13 0.13	<b>109</b>	<b>0.7</b>

<b>Part III.</b>																																		
20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24					
Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes					
1	✓				16	✓				31	✓				46	✓				61	✓				76	✓				91				
2	✓				17	✓				32	✓				47				✓	62	✓				77	✓				92				
3		✓			18		✓			33	✓				48		✓			63	✓				78		✓			93				
4	✓				19		✓			34	✓				49	✓				64	✓				79		✓			94				
5	✓				20	✓				35	✓				50		✓			65		✓			80				✓	95				
6	✓				21	✓				36	✓				51	✓				66		✓			81					96				
7	✓				22	✓				37		✓			52			✓		67		✓			82					97				
8		✓			23		✓			38		✓			53		✓			68	✓				83					98				
9	✓				24		✓			39		✓			54		✓			69		✓			84					99				
10	✓				25	✓				40		✓			55		✓			70	✓				85					100				
11		✓			26		✓			41	✓				56			✓		71		✓			86									
12	✓				27	✓				42		✓			57			✓		72		✓			87									
13		✓			28		✓			43	✓				58		✓			73	✓				88									
14		✓			29	✓				44		✓			59			✓		74		✓			89									
15	✓				30		✓			45	✓				60			✓		75	✓				90									

Narrative: See attached map for the location of the fields in the unit.

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

<b>For Illustration Purposes Only</b>  <b>SWEET POTATO GROWING SEASON INSPECTION WORKSHEET</b>	<b>PART I:</b>					
	1 NAME OF INSURED <b>I. M. Insured The Insurance Co.</b>				2 POLICY NO. <b>XX-XXX-XXXX</b>	3 COUNTY <b>Somewhere</b>
	4 UNIT NUMBER / FSA FARM No. <b>Claim XXXXXXXX</b> <b>00100 / XXX</b>			5 TYPE <b>Beauregard</b> <b>Seed purchase records/I.M.</b> <b>Agriculture Co. MM/DD/YY</b>		6 STAGE <b>Mature</b>

<b>PART II:</b>													
Field ID/ Planting Density 7	Number of Acres 8	Number of Plants/ Samples 9	Percent of Crop Sampled 10	Date Planted 11	Guarantee 12	Sample Plants Destroyed by Insured Causes 13	Sample Plants Damaged by Insured Causes 14	Sample Plants Destroyed by Uninsured Causes 15	Sample Plants Damaged by Uninsured Causes 16	Damage Cause Ratios 17	Total Uninsured Plant Losses 18	Total Uninsured Production Loss to Count 19	
<b>B</b>	<b>11,440</b>	<b>1.9</b>	<b>19,562</b> 60	<b>0.003</b>	<b>MMM DD</b>	<b>100</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>0.08</b>	<b>667</b>	<b>6.5</b>

<b>Part III.</b>																																		
20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24
Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes
1					16					31					46					61					76					91				
2					17					32					47				✓	62					77					92				
3					18					33					48				✓	63					78					93				
4			✓		19					34				✓	49					64					79					94				
5			✓		20		✓			35					50					65					80					95				
6					21					36					51					66					81					96				
7					22	✓				37					52					67					82					97				
8					23				✓	38					53					68					83					98				
9				✓	24	✓				39					54					69					84					99				
10					25		✓			40					55					70					85					100				
11					26		✓			41					56					71					86									
12					27					42					57					72					87									
13					28					43					58					73					88									
14					29					44					59					74					89									
15					30					45					60					75					90									

Narrative: See attached map for the location of the fields in the unit.

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

<b>For Illustration Purposes Only</b>  <b>SWEET POTATO GROWING SEASON INSPECTION WORKSHEET</b>	<b>PART I:</b>			
	1 NAME OF INSURED <b>I. M. Insured The Insurance Co.</b>		2 POLICY NO. <b>XX-XXX-XXXX</b>	3 COUNTY <b>Somewhere</b>
	4 UNIT NUMBER / FSA FARM No. <b>Claim XXXXXXXX</b> <b>00100 / XXX</b>		5 Type Beaugard <b>Seed purchase records/I.M.</b> <b>Agriculture Co. MM/DD/YY</b>	6 STAGE <b>Mature</b>

<b>PART II:</b>												
Field ID/ Planting Density 7	Number of Acres 8	Number of Plants/ Samples 9	Percent of Crop Sampled 10	Date Planted 11	Guarantee 12	Sample Plants Destroyed by Insured Causes 13	Sample Plants Damaged by Insured Causes 14	Sample Plants Destroyed by Uninsured Causes 15	Sample Plants Damaged by Uninsured Causes 16	Damage Cause Ratios 17	Total Uninsured Plant Losses 18	Total Uninsured Production Loss to Count 19
<b>C</b> 11,440	<b>18.0</b>	185,328 400	<b>0.002</b>	<b>MMM DD</b>	<b>100</b>	<b>8</b>	<b>25</b>	<b>13</b>	<b>8</b>	0.05	<b>6,500</b>	<b>63.1</b>

<b>Part III.</b>																																		
20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24					
Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes					
1					16					31					46					61					76					91				
2					17					32					47			✓		62					77					92				
3					18					33					48			✓		63			✓		78					93			✓	
4			✓		19					34				✓	49					64			✓	✓	79					94				
5			✓		20		✓			35					50					65					80					95				
6					21					36					51					66					81					96			✓	
7					22	✓				37					52					67					82					97				
8					23				✓	38					53					68					83					98				
9				✓	24	✓				39					54					69					84					99				
10					25		✓			40					55					70					85					100				
11					26		✓			41					56					71					86									
12					27					42					57					72					87									
13					28					43					58					73					88									
14					29					44					59					74					89									
15					30					45					60					75					90									

Narrative: See attached map for the location of the fields in the unit.

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

<b>For Illustration Purposes Only</b>  <b>SWEET POTATO GROWING SEASON INSPECTION WORKSHEET (Continuation)</b>	<b>PART I:</b>					
	1 NAME OF INSURED <b>I. M. Insured The Insurance Co.</b>		2 POLICY NO. <b>XX-XXX-XXXX</b>		3 COUNTY <b>Somewhere</b>	
	4 UNIT NUMBER / FSA FARM No. <b>Claim XXXXXXXX 00100 / XXX</b>			5 Type Beauregard <b>Seed purchase records/I.M. Agriculture Co. MM/DD/YY</b>		6 STAGE <b>Mature</b>

<b>PART III:</b>																														
20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	
Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	
1					26					51					76					101					126					151
2		✓			27					52					77					102					127					152
3		✓			28					53					78					103					128					153
4	✓				29					54					79					104					129					154
5	✓				30					55					80					105					130					155
6	✓				31					56					81					106					131					156
7		✓			32			✓		57					82					107					132					157
8		✓			33					58					83					108					133					158
9					34					59					84				✓	109					134					159
10					35					60		✓			85					110					135					160
11					36					61		✓			86					111					136					161
12					37					62		✓			87					112					137					162
13					38					63					88					113					138					163
14					39					64					89					114					139					164
15					40		✓			65					90					115					140					165
16					41		✓			66					91					116					141					166
17					42					67					92					117					142					167
18					43					68					93					118					143					168
19					44					69					94					119					144					169
20					45					70					95					120					145					170
21					46					71					96					121					146					171
22					47					72					97					122					147					172
23					48					73					98					123					148					173
24					49					74					99					124					149					174
25					50					75					100					125					150					175

<b>TOTAL</b>	<b>175</b>	<b>3</b>	<b>9</b>	<b>2</b>	<b>1</b>
<b>PREVIOUS TOTAL</b>	<b>100</b>	<b>2</b>	<b>5</b>	<b>6</b>	<b>4</b>
<b>CUMULATIVE TOTAL</b>	<b>275</b>	<b>5</b>	<b>14</b>	<b>8</b>	<b>5</b>

<b>For Illustration Purposes Only</b>  <b>SWEET POTATO GROWING SEASON</b> <b>INSPECTION WORKSHEET (Continuation)</b>	<b>PART I:</b>	
	1 NAME OF INSURED <b>I. M. Insured    The Insurance Co.</b>	2 POLICY NO. <b>XX-XXX-XXXX</b>
	3 COUNTY <b>Somewhere</b>	
4 UNIT NUMBER / FSA FARM No. <b>Claim XXXXXXXX</b> <b>00100 / XXX</b>	5 Type <b>Beauregard</b> <b>Seed purchase records/I.M.</b> <b>Agriculture Co. MM/DD/YY</b>	6 STAGE <b>Mature</b>

PART III:																														
20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	
Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	
1				✓	26					51					76					101					126					151
2					27					52					77					102					127					152
3					28					53			✓		78					103					128					153
4					29					54					79					104					129					154
5					30					55					80					105					130					155
6		✓			31					56					81					106			✓		131					156
7		✓			32		✓			57					82					107					132					157
8		✓			33		✓			58					83					108					133					158
9	✓				34	✓				59					84					109					134					159
10	✓				35		✓			60					85					110					135					160
11		✓			36					61			✓		86					111					136					161
12		✓			37		✓			62					87					112					137					162
13		✓			38					63					88					113					138					163
14					39					64					89					114					139					164
15					40					65					90					115					140					165
16					41					66					91					116					141					166
17					42					67					92					117					142					167
18					43					68					93					118					143					168
19					44					69					94					119					144					169
20					45					70					95					120				✓	145					170
21					46					71					96					121					146					171
22					47					72					97					122				✓	147					172
23					48					73				✓	98					123			✓		148					173
24					49					74					99					124			✓		149					174
25					50					75					100					125					150					175

<b>TOTAL</b>	<b>125</b>	<b>3</b>	<b>11</b>	<b>5</b>	<b>3</b>
<b>PREVIOUS TOTAL</b>	<b>275</b>	<b>5</b>	<b>14</b>	<b>8</b>	<b>5</b>
<b>CUMULATIVE TOTAL</b>	<b>400</b>	<b>8</b>	<b>25</b>	<b>13</b>	<b>8</b>

**D. FINAL SWEET POTATO APPRAISAL WORKSHEET ENTRIES AND COMPLETION INFORMATION**

The purpose of this form is to calculate the preliminary appraised potential. Use the Final Sweet Potato Appraisal Worksheet for appraisal of sweet potatoes that are in the mature stage and will be harvested or destroyed within 14 days or for appraisal of check strips from harvested fields left by the insured as instructed by the AIP. If the insured has requested an immediate release to put a field in the immature stage to other use, the production to count is determined by dividing the number of surviving plants by the total number of plants and multiplying the result by the approved yield used to calculate the guarantee. Enter the result as the adjusted potential for that field and note the calculations used for that determination in the narrative of the production worksheet.

**Verify or correct the following entries on the Sweet Potato Growing Season Inspection Worksheet and enter the appropriate information on the Final Sweet Potato Appraisal Worksheet:**

**Verify or make the following entries:**

**Item**

**No.            Information Required**

**PART I**

- 1.            Name of Insured:** Enter the name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued, also provide the AIP's name if it is not preprinted on the worksheet.
- 2.            Policy Number:** Enter the insured's assigned policy number.
- 3.            County:** Enter the name of the county where the sweet potato plants are physically located.
- 4.            Unit Number /FSA Farm Number:** Split the block and enter the five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100) and the FSA farm serial number, if applicable. Depending on the county where the unit is located, the FSA farm serial number may be three or more digits in length.
- 5.            Variety:** Enter the variety name. Indicate the source of documentation supplied to verify the variety and the appropriate practices regarding source of the seed. All varieties other than Beauregard and Evangeline are uninsurable unless otherwise stated in the Special Provisions.
- 6A.          Type:** Enter Fresh Market or Processing, as appropriate.
- 6B.          Practice:** Enter Irr for Irrigated or NI for Nonirrigated

## PART II:

7. **Field Identification:** Enter the field or subfield identification. Document the division of the unit into fields and subfields in the narrative of the Production Worksheet so that the precise field and subfield can be revisited.
8. **Planting Density:** Enter the planting density (see [TABLE C](#)).
9. **Number of Acres:** Enter the determined acres, to tenths, in the field or subfield being appraised. In the TOTAL row, sum the acreages for the fields or subfields insured as a unit to verify the acreage.
10. **Number of Plants:** Multiply item 8 by 0.9 and multiply that result by item 9 ([TABLE D](#)) ( $8 \times 0.90 \times 9$ ). Verify from the insured's planting record.
11. **Samples:** Enter the number of plants sampled. The TOTAL number of plants sampled for each field or subfield is determined from the TOTALS (column 20) of the GSI Worksheet or the CUMULATIVE TOTAL (column 20) of the last worksheet continuation if more than one page is used for the field or subfield.

Depending on the dates of the growing season inspections and the final appraisal visits, the number of plants sampled in a single field or subfield for these two procedures may be different, but in no case should they be less than the minimum required by **TABLE A** and **TABLE B**. For harvested fields or subfields when no check strips were left, the uninsured causes of loss appraised potential will be the greater of the guarantee per acre or the harvested production divided by the acreage.

12. **Percent of Crop Sampled:** For each field or subfield, enter the result of dividing item 11 by item 10, rounded to three decimal places ( $11 \div 10$ ).
13. **Date Planted:** Enter the month and day of the last planting of the fields (as determined by the insured's records).
14. **Stage:** Enter I if the crop in the field is in the Immature Stage. MAKE NO ENTRY if the crop is in the Mature Stage.
15. **Guarantee:** Enter the production guarantee in hundredweight to tenths.

**FOR IMMATURE FIELDS BEING RELEASED FOR OTHER USES, MAKE NO ENTRY FOR ITEMS 13 THROUGH 18.**

16. **Harvested Weight of Samples:** Enter the weight of marketable sweet potatoes from sample plants, rounded to whole pounds.
17. **Preliminary Appraised Production:** Enter the result of dividing Item 16 by Item 12, and divide the result by 100 [ $(16 \div 12)/100$ ], rounded to tenths.

18. **Appraised Potential Per Acre:** Enter the result of dividing Item 17 by Item 9 ( $17 \div 9$ ).

19. **Uninsured Production Loss:** Enter the Total Uninsured Production Loss from Item 19 on the Sweet Potato Growing Season Inspection Worksheet.

20. **Potential:** Enter the result of dividing the item 19 by Item 9 ( $19 \div 9$ ).

Both entries should be in hundredweight to tenths. Be sure to account for any losses due to insufficient planting densities. Refer to section 7 A (8) for instructions related to production to count due to insufficient planting densities. For harvested fields or subfields when no check strips were left, the uninsured cause of loss appraised potential will be the greater of the guarantee per acre or the harvested production divided by the acreage.

21. **Condition of Field on Appraisal Date:** For each field appraised, enter the appropriate abbreviation from the list below.

<u>CONDITION</u>	<u>EXPLANATION</u>
"D/C"	Destroyed or abandoned, check strips maintained
"D/N"	Destroyed or abandoned, no check strips maintained
"UH"	Unharvested
"H/C".	Harvested, check strips maintained
"H/N".	Harvested, no check strips maintained

22. **Anticipated Harvest Date:** Enter the month and day the insured anticipates harvesting or destroying the crop.

23. **Unadjusted Potential per acre:** Enter the result of adding Item 18 to Item 20, rounded to tenths ( $18+20$ ).

24. **Factor:** For fresh market sweet potatoes, enter 0.95. For processing sweet potatoes, enter 1.00

25. **Adjusted Potential per Acre:** Enter the result of multiplying item 23 by item 24 and adding to the result item 19 [ $(23 \times 24) + 19$ ].

For immature fields being released for other uses, enter the result of dividing the number of surviving plants (including damaged plants) in a sample by the number of plants in the sample (including dead and damaged plants) and multiplying by the guarantee.

### PART III

**Narrative:** Indicate whether the worksheets were reviewed with the insured, the parties involved, and the date of such review.

26. **Insured's Signature and Date:** The Insured must sign and enter the date signed.

**Adjuster's Signature, Code No., and Date:** The adjuster must sign, enter their code number, and enter the date signed after the insured or the insured's authorized representative has signed. If the appraisal is performed prior to the signature date, document the date of appraisal in the Remarks/Narrative section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the Narrative of the Production Worksheet.

**Page Number:** Page numbers - (**EXAMPLE:** Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).



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

## **E. SWEET POTATO STORAGE APPRAISAL WORKSHEET ENTRIES AND COMPLETION INFORMATION**

### **1. PURPOSE OF FORM.**

- a. The purpose of the *Sweet Potato Storage Appraisal Worksheet* is to record amount of stored marketable production;

## **FORM ENTRIES AND COMPLETION INFORMATION**

Verify or make the following entries:

### **PART I**

**NOTE: If more than one worksheet page is needed, complete Part 1 only on page 1.**

- 1. Name of Insured:** Enter the name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued, also provide the AIP's name if it is not preprinted on the form.
- 2. Policy Number:** Enter the insured's assigned policy number.
- 3. State:** Enter the state where the sweet potatoes are grown.
- 4. County/Parish:** Enter the county or parish where the sweet potato plants were physically located.
- 5. Unit No./FSA No.:** Split the block and enter the five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100) as well as the FSA farm serial number, if applicable. Depending on the county where the unit is located, the FSA farm serial number may be three or more digits in length.
- 6. Variety:** Enter the planted varieties. (All varieties other than Beauregard and Evangeline are uninsurable unless otherwise stated in the Special Provisions).
- 7. Total Number of Bins:** Enter the total number of bins of sweet potatoes harvested from the unit. If this worksheet is for a subunit, divide the block in half and enter the total number of bins for the subunit in the bottom half.
- 8. Determined Acres:** Enter the determined insurable acres.
- 9. Date Harvested/Stored:** From bin ID tags, enter the month and day as MM/DD that the insured harvested and stored the crop. Make no further entries and explain in the "Narrative" or Special Report any production for acreage harvested after November

15.

## PART 2

When all sample appraisals are completed, total each column in Part 2. If more than one page is required, add column totals and enter as "Page Total" then add all "Page Totals" and enter results in the "Total" block on page 1.

**Box 10**      **Enter the Sample ID**

**Box 20**      **Enter the Sample ID**

**Box 30**      **Enter the Sample ID**

**Col 11A**      **U.S. Grades #1 and Extra # 1:** Enter the weight, to the nearest pound, from each  
**Col 21A**      Sample Bin of marketable production grading U.S. No. 1 and U.S. Extra No. 1 in  
**Col 31A**      accordance with the United States Standards for Grades of Sweet Potatoes, effective  
April 21, 2005. This is the weight of production to count at the time of appraisal.

**Col 11B**      **Uninsured Loss:** Enter the weight, to the nearest pound, of all production from each  
**Col 21B**      Sample Bin damaged by uninsured causes of loss. Since damaged tubers cannot be  
**Col 31B**      weighed directly, determine the production to count due to uninsured causes by  
counting the number of those tubers and then weighing the same number of  
undamaged, marketable tubers. This is the weight of production to count at the time  
of appraisal.

**Col 12A**      **U.S. Grades Commercial, # 2, and #1 Petite:** Enter the weight, to the nearest pound,  
**Col 22A**      from each Sample Bin of marketable production grading U.S. Commercial, U.S. No. 2  
**Col 32A**      (including jumbos), and U.S. No. 1 Petite in accordance with the United States  
Standards for Grades of Sweet Potatoes, effective April 21, 2005.

**Col 12B**      **Uninsured Loss:** Enter the weight, to the nearest pound, of all production from each  
**Col 22B**      Sample Bin damaged by uninsured causes of loss. Since damaged tubers cannot be  
**Col 32B**      weighed directly, determine the production to count due to uninsured causes by  
counting the number of those tubers and then weighing the same number of  
undamaged, marketable tubers. This is the weight of production to count at the time  
of appraisal.

**Row 13**      **Column Total:** Sum the weight, to the nearest pound, of all sweet potatoes in the  
**Row 23**      Column above each box in the row  
**Row 33**

**Row 14**      Sum the results of 11A and 11B and 12A and 12B

**Row 24**      Sum the results of 21A and 21B and 22A and 22B

**Row 34**      Sum the results of 31A and 31B and 32A and 32B

**Row 15**      **No. of Sample Bins:** Enter the total number of Sample Bins for the appropriate sample  
**Row 25**      ID. This number must be at least the number required by Table F for each sample ID.

**Row 35**

**Row 16** For columns 11A and 12A, Box 14 ÷ 15:

**Row 26** For columns 21A and 22A, Box 24 ÷ 25:

**Row 36** For columns 31A and 32A, Box 34 ÷ 35:

**Row 17** Number of bins in each sample ID

**Row 27** Number of bins in each sample ID

**Row 37** Number of bins in each sample ID

**Row 18** For columns 11A and 12A, Box 16 x Box 17

**Row 28** For columns 21A and 22A, Box 26 x Box 27

**Row 38** For columns 31A and 32A, Box 36 x Box 37

**Row 19** For columns 11A and 12A, Box 18 ÷ 100:

**Row 29** For columns 21A and 22A, Box 28 ÷ 100:

**Row 39** For columns 31A and 32A, Box 38 ÷ 100:

**40** **Insured's Signature and Date:** The Insured must sign and enter the date signed.

**41** **Adjuster's Signature, Code No., and Date:** The adjuster must sign, enter the adjuster's code number, and enter the date signed, which must be after the insured (or insured's authorized representative) has signed. If the appraisal is performed prior to the signature date, document the date of appraisal in the "Narrative" section; otherwise, document the appraisal date in the "Narrative" of the Production Worksheet.

## Sweet Potato Storage Appraisal Worksheet

### Part 1

1. Name of Insured	2. Policy Number	3. State	4. Parish	5. Unit No./FSA No.	6. Variety	7. Total Number of Bins
S. Payton	1234	LA	East Carroll	12345678910	Evangeline	918
8. Determined Acres	9 Date Harvested/Stored					
110	Oct-10					

### Part 2

10 Sample ID A	11A Fresh Market Production	11B Fresh Market Uninsured Loss	12A Processing Production	12B Processing Uninsured Loss	20 Sample ID B	21A Fresh Market Production	21B Fresh Market Uninsured Loss	22A Processing Production	22B Processing Uninsured Loss	30 Sample ID C	31A Fresh Market Production	31B Fresh Market Uninsured Loss	32A Processing Production	32B Processing Uninsured Loss
Sample 1	540		405		Sample 1	575		431		Sample 1	360		630	
Sample 2	555		416		Sample 2	560		420		Sample 2	350		613	
Sample 3	475	100	431		Sample 3	580		435		Sample 3	365		639	
Sample 4	535		401		Sample 4	570		428		Sample 4	355		621	
Sample 5	550		413		Sample 5	590		443		Sample 5	345		604	
Sample 6					Sample 6					Sample 6				
Sample 7					Sample 7					Sample 7				
Sample 8					Sample 8					Sample 8				
Sample 9					Sample 9					Sample 9				
13. Col. Total	2655	100	2066	0	23. Col. Total	2875	0	2156	0	33. Col. Total	1775	0	3106	0
14. Combined	2755		2066		24. Combined	2875		2156		34. Combined	1775		3106	
15. Bins Sampled	5		5		25. Bins Sampled	5		5		35. Bins Sampled	5		5	
16 Average	551		413		26 Average	575		431		36 Average	355		621	
17 Bins in sample ID	367		367		27 Bins in sample ID	413		413		37 Bins in sample ID	138		138	
18 Sample Lbs	324,972.0		252,909.0		28 Sample Lbs	395,887.5		296,915.6		38 Sample Lbs	81,472.5		142,576.9	
19 Sample Cwt	3,249.7		2,529.1		29 Sample Cwt	3,958.9		2,969.2		39 Sample Cwt	814.7		1,425.8	

### Part 3

40. Insured Signature	Date:	41. Adjuster's Signature	Date			Pages

## **11. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES**

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### **A. CLAIM FORM STANDARDS**

- (1) The entry items in subsection 11C are the minimum Claim Form (hereafter referred to as Production Worksheet) requirements. All of these entry items are considered “Substantive,” (i.e., they are required.)
- (2) Production Worksheet completion instructions. The completion instructions for the required entry items on the Production Worksheet in the following subsections are “Substantive,” (i.e., they are required.)
- (3) The Privacy Act and Nondiscrimination statements are required statements that must be printed on the form or provided as a separate document. These statements are not shown in the example form in this section. The current Privacy Act and Nondiscrimination Statements can be found in the DSSH.
- (4) The certification statement required by the current DSSH must be included on the form directly above the insured’s signature block and immediately followed by the statement below.

“I understand the certified information on this Production Worksheet will be used to determine my loss, if any, to the above unit. The AIP 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.”

- (5) Refer to the DSSH for other crop insurance form requirements (e.g., point size of font, etc.)

### **B. GENERAL INFORMATION FOR ENTRIES AND COMPLETION INSTRUCTIONS**

- (1) The Production Worksheet is a progressive form addressing all notices of damage for all preliminary and final inspections on the unit.
- (2) If a Production Worksheet has been prepared on a prior inspection, verify each entry and enter additional information as needed. If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and insured should initial any line deletions.
- (3) Refer to the LAM for instructions regarding the following:
  - (a) Acreage reporting 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 met or exceeded the guarantee).
- (4) The adjuster is responsible for determining if any of the insured’s requirements under the notice and claim provisions of the policy have not been met. If any have not, the adjuster should contact the AIP.
- (5) Instructions labeled “PRELIMINARY” apply to preliminary inspections only. Instructions labeled “FINAL” apply to final inspections only. Instructions not labeled apply to ALL inspections.

**C. FORM ENTRIES AND COMPLETION INFORMATION**

Verify or make the following entries:

**Item**

**No.**

**Information Required**

1. **Crop/Code #:** Sweet Potato 0085.
2. **Unit #:** The eleven character unit number from the Summary of Coverage after it is verified to be correct.
3. **Location Description:** Land location that identifies the legal description, if available, and the location of the unit (e.g., section, township, and range; FSA Farm Serial Numbers; FSA Common Land Units (CLU) and tract numbers; GPS identifications; or Grid identifications) as applicable for the crop.
4. **Date(s) of Damage:** First three letters of the month(s) during which the determined insured damage occurred for the inspection and cause(s) of damage listed in item 5 below. If no entry in item 5 below MAKE NO ENTRY. For progressive damage, enter in chronological order the month that identifies when the majority of the insured damage occurred. Include the SPECIFIC DATE where applicable as in the case of hail damage (e.g., Aug 11). Enter additional dates of damage in the extra spaces, as needed. If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.

If there is no insurable cause of loss, and a no indemnity due claim will be completed, MAKE NO ENTRY.

5. **Cause(s) of Damage:** Name of the determined insured cause(s) of damage for this crop as listed in the LAM for the date of damage listed in item 4 above for this inspection. If an insured cause(s) of damage is coded as “Other,” explain in the Narrative. Enter additional causes of damage in the extra spaces, as needed. If more space is needed, document the additional determined insured causes of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.

If it is evident that no indemnity is due, enter “NO INDEMNITY DUE” across the columns in Item 5 (refer to the LAM for more information on no indemnity due claims). If the claim is denied, enter “DC” and refer to the LAM for further instructions.

6. **Insured Cause %:**

**PRELIMINARY:** MAKE NO ENTRY.

**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. If additional space is needed, enter the additional determined “Insured Cause %” in the Narrative (or on a Special Report). The total of all “Insured Cause %” including those entered in the Narrative must equal 100%.

If there is no insurable cause of loss, and a no indemnity due claim will be completed, MAKE NO ENTRY.

Example entries for items 4-6 and the Narrative, reflecting entries for multiple dates of damage, the corresponding insured causes of damage and insured cause percents:

4. Date(s) of Damage	MAY	JUN 30	JUN 30	AUG	AUG
5. Cause(s) of Damage	Excess Moisture	Tornado	Hail	Drought	Heat
6. Insured Cause %	10	20	15	25	20
Narrative: Additional date of damage – SEP 5; Cause of damage – Freeze; Insured cause percent - 10%.					

7. **Company/Agency:** Enter the name of the company and agency servicing the contract.
8. **Name of Insured:** Enter the name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
9. **Claim #:** Enter the claim number as assigned by the AIP.
10. **Policy #:** Enter the insured’s assigned policy number.
11. **Crop Year:** Enter the crop year for which the claim is filed, as defined in the policy.

**12. Additional Units:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Enter the 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 Production Worksheet has not been completed. Additional non-loss units may be entered on a single *Production Worksheet*.

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.

**13. Est. Prod. Per Acre:** MAKE NO ENTRY.

**14. Date(s) Notice of Loss:**

**PRELIMINARY:**

- a. Enter the date the notice of damage was given for the unit in Item 1.
- b. Enter the date the 2<sup>nd</sup> notice of damage was given for the unit in Item 2.
- c. Additional preliminary inspections (if needed) require an additional set of Production Worksheets. Enter the date of notice for a third preliminary inspection in the 1st space of Item 14 on the second set of Production Worksheets.
- d. Reserve the “Final” space on the first page of the first set of Production Worksheets for the date of notice for the final inspection.
- e. If the inspection is initiated by the AIP, enter “Company Insp.” instead of the date.

**FINAL:** Transfer the last date from the 1st or 2nd space in the last Production Worksheet for this event to the FINAL space, if a final inspection should be made as a result of the last notice. Always enter the complete date of notice (month, day, year) for the FINAL inspection in the FINAL space on the first page of the first set of Production Worksheets. For a delayed notice of loss or delayed claim, refer to the LAM.

**15. Companion Policy(s):**

- a. If no other person has a share in the unit (insured has 100 percent share), MAKE NO ENTRY.
- b. In all cases where the insured has LESS than a 100 percent share of a loss-affected unit, ask the insured if the OTHER person sharing in the unit has a multiple-peril crop insurance contract (i.e., not crop-hail, fire, etc.). If the other person does not, enter “NONE.”
  - (1) If the OTHER person has a multiple-peril crop insurance contract and it can be determined that the SAME AIP services it, enter the contract number. Handle these companion policies according to AIP instructions.
  - (2) If the OTHER person has a multiple-peril crop insurance contract and a DIFFERENT AIP or agent services it, enter the name of the AIP or agent (and contract number) if known.
  - (3) If UNABLE to verify the existence of a companion contract, enter “Unknown” and contact the AIP of the known policy for further instructions.

Refer to the LAM for further information regarding companion contracts.

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

Make separate line entries for varying:

- (1) Rate classes, **types**, or farming practices;
- (2) APH yields;
- (3) Appraisals;
- (4) Stages or intended uses;
- (5) Shares (e.g., 50 percent and 25 percent shares on the same unit); or
- (6) Appraisals for damage due to hail or fire if the Hail and Fire Exclusion is in effect.

**Verify or make the following entries:**

**Item**

**No.**

**Information Required**

- 16. Field ID:** Enter the field identification symbol from a sketch map or an aerial photo. Refer to instructions for the narrative. In the margin (or in a split cell), enter the date of inspection (MM/DD) for the last entry of each inspection.

17. **Multi-Crop Code:** Enter the applicable two-digit code for first crop and second crop. In the margin of the last line entry or in a separate column, enter the date of inspection for the last line entry of each inspection.

**REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRY OF FIRST CROP AND SECOND CROP CODES.**

18. **Reported Acres:** In the event of over-reported acres, handle in accordance with the individual AIP's instructions. In the event of under-reported acres, enter the reported acres to tenths for the field or subfield. If there are no under-reported acres MAKE NO ENTRY.
19. **Determined Acres:** Refer to the LAM for definition of acceptable determined acres used herein. Enter the determined acres to tenths for the field or subfield for which consent is given for other use and/or:
- a. Put to other use without consent;
  - b. Abandoned;
  - c. Damaged by uninsured causes; or
  - d. For which the insured failed to provide acceptable records of production.

Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.

**PRELIMINARY AND FINAL:** Determined acres to tenths. Acreage breakdowns WITHIN a unit or field may be estimated (refer to the LAM) if a determination is impractical.

ACCOUNT FOR ALL PLANTED ACREAGE IN THE UNIT.

20. **Interest or Share:** Enter the insured's interest in the crop to three decimal places as determined at the time of inspection. If shares vary on the same UNIT, use separate line entries.
21. **Risk:** Three-digit code for the correct "Rate Class" specified on the actuarial documents. If a "Rate Class" or "High Risk Area" is not specified on the actuarial documents, make no entry. Verify with the *Summary of Coverage* and if the Rate Class is found to be incorrect, revise according to the AIP's instructions. Refer to the LAM.
22. **Type:** Three-digit code number, entered exactly as specified on the actuarial documents for the type grown by the insured (e.g. Fresh Market or Processing).
23. **Class:** MAKE NO ENTRY.
24. **Sub-Class:** MAKE NO ENTRY.
25. **Intended Use:** Three-digit code number, entered exactly as specified on the actuarial documents for the intended use of the crop grown by the insured (e.g. Fresh Market or

Processing).

- 26. **Irr. Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the irrigated practice carried out by the insured. If “No Irrigated Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an irrigated practice is not specified on the actuarial documents, MAKE NO ENTRY.
- 27. **Cropping Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the cropping practice (or practice) carried out by the insured. If “No Cropping Practice (or Practice) Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a cropping practice (or practice) is not specified on the actuarial documents, MAKE NO ENTRY.
- 28. **Organic Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the organic practice carried out by the insured. If “No Organic Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an organic practice is not specified on the actuarial documents, MAKE NO ENTRY.
- 29. **Stage:** Enter the appropriate stage abbreviation from the following list.

<u>STAGE</u>	<u>EXPLANATION</u>
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“P” .....	Acreege abandoned without consent, put to other use without consent, damaged solely by uninsured causes, for which the insured failed to provide records of production that are acceptable to the AIP, for which notice was not provided according to the crop provisions, or which were not disposed of according to the crop provisions.
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“M” .....	Mature.
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“I” .....	Immature.
-----------	-----------

**GLEANED ACREAGE: Refer to the LAM for information on gleaning**

- 30. **Use of Acreage:** Use the following “Intended Use” abbreviations.

<u>USE</u>	<u>EXPLANATION</u>
------------	--------------------

“To xxxxxx” .....	Acreege planted to xxxxxx
-------------------	---------------------------

“WOC” .....	Other use without consent
-------------	---------------------------

“SU” .....	Solely uninsured causes
------------	-------------------------

“ABA” .....	Abandoned without consent
-------------	---------------------------

“D” .....	Destroyed with consent
-----------	------------------------

“H” ..... Harvested (Appraisal from check strips or pre-harvest appraisal)  
“H/N” ..... Harvested (no check strips or pre-harvest appraisal)  
“UH” ..... Unharvested

Verify any “Intended Use” entry. If the final use of the acreage was not as indicated, strike out the original line and initial it. Enter all data on a new line showing the correct “Final Use.” Note the date of verification in the Narrative.

**GLEANED ACREAGE: Refer to the LAM for information on gleaning**

- 31. REPLANT:** MAKE NO ENTRY  
**PRELIMINARY AND FINAL:** Enter item 18 from the Final Appraisal Worksheet.
- 32a. Moisture %:** MAKE NO ENTRY.  
**32b. Moisture Factor:** MAKE NO ENTRY.
- 33. Shell%, Factor, or Value:**  
**REPLANT:** MAKE NO ENTRY.  
**PRELIMINARY AND FINAL:** MAKE NO ENTRY.
- 34. Production Pre QA:** This entry records adjusted appraised production for the line. If there is an entry in item 31 (Appraised Potential) then there must be an entry in this item regardless of whether or not quality adjustment applies.)  
**REPLANT:** Enter the result of multiplying column 31 times column 19 to the rounded to the nearest tenth. If no entry in column 31, MAKE NO ENTRY.  
**PRELIMINARY AND FINAL:** Result of multiplying column 31 times column 19, and if applicable, multiplying this result times columns 32b and 33, round result to tenths of a bushel. If no entry in column 31, MAKE NO ENTRY.
- 35. Quality Factor:**  
**REPLANT:** MAKE NO ENTRY.  
**PRELIMINARY AND FINAL:** MAKE NO ENTRY
- 36. Production Post-QA:**  
**REPLANT:** Transfer the entry in item 34.  
**PRELIMINARY AND FINAL:** Result of multiplying column 34 times column 35, rounded to tenths in hundredweight. If “no entry” in column 35 transfer entry from column 34.
- 37. Uninsured Causes:** Enter potential lost to uninsured causes, Item 19 from the Final Sweet Potato Appraisal Worksheets.

**REPLANT:** MAKE NO ENTRY.

**PRELIMINARY AND FINAL:** “Result of per acre appraisal for uninsured causes (taken from appraisal worksheet or other documentation) multiplied by column 19, rounded to tenths in hundredweight. Refer to the LAM for information on how to determine uninsured cause appraisals. If no uninsured causes, MAKE NO ENTRY.”

“Refer to the LAM for information on how to determine uninsured cause appraisals”

- a. Hail and Fire exclusion NOT in effect.
  - (1) Enter the result of multiplying column 19 entry by NOT LESS than the insured’s production guarantee per-acre, in hundredweight to tenths, for the line for any “P” stage acreage.
  - (2) For acreage that is damaged PARTLY by uninsured causes, enter the result of multiplying the APPRAISED UNINSURED loss of production per-acre, in hundredweight to tenths, by column 19 entry for any such acreage. (Refer to Section 10 Final Sweet Potato Appraisal Worksheet Entries and Completion Information.)
- b. When there is late-planted acreage, the applicable production guarantee for such acreage is the production guarantee per-acre that has been reduced for late-planted acreage, multiplied by column 19 entry.
- c. Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.

For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.

(Former column M. Title was “+ Uninsured Cause.” Revise the second paragraph and paragraphs a.(1), (3) and b. by inserting at the end the phrase “multiplied by column 19,....” No other changes will be made to the current language for this item.)

**38. Total to Count:** Result of adding column 36 and column 37 and equal to Final Sweet Potato Appraisal Worksheet item 25.

**39. Total:**

**PRELIMINARY:** MAKE NO ENTRY.

**REPLANT AND FINAL:** Total determined acres (column 19), to tenths.

**40. Quality:**

**REPLANT:** MAKE NO ENTRY.

**PRELIMINARY AND FINAL:** MAKE NO ENTRY.

**41. Mycotoxins exceed FDA, State, or other health organization maximum limits.** MAKE NO ENTRY.

**REPLANT:** MAKE NO ENTRY.

**42. Totals:** Total of entries in columns 34, 36, 37 and 38. If a column has no entries, MAKE NO ENTRY.

**NARRATIVE:**

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

- a. If no acreage is released on the unit, enter "No acreage released," adjuster's initials, and date.
- b. If a 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 Section I, Column "M" for uninsured causes due to a hail/fire exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.
- e. Document the actual appraisal date if an appraisal was performed prior to the adjuster's signature date on the appraisal worksheet, and the date of the appraisal is not recorded on the appraisal worksheet.
- f. State that there is "No other fire insurance" when fire damages or destroys the insured crop and it is determined that the insured has no other fire insurance. (Also refer to the LAM.)
- g. Explain any errors found on the *Summary of Coverage*.
- h. Explain any commingled production. Refer to the LAM.
- i. Explain any entry for "Production Not to Count" in Section II, Column "O," and/or any production not included in Section II, Column "I" or Column "B - E" entries (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).
- j. Explain a "NO" checked in Item 19, "Similar Damage."

k. Attach a sketch map or aerial photograph to identify the total unit:

- (1) If consent is or has been given to put part of the unit to another use.
- (2) If uninsured causes are present; or
- (3) For unusual or controversial cases.

Indicate on the sketch map or aerial photo the disposition of acreage destroyed or put to other use with or without consent.

- l. Explain any difference between date of inspection and signature dates. For an ABSENTEE insured, enter the date of the inspection AND the date of mailing the *Production Worksheet* for signature.
- m. When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and date of inspection.
- n. Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed in accordance with the AIP’s instructions.
- o. Explain any delayed notices or delayed claims as instructed in the LAM.
- p. Document any authorized estimated acres shown in Section I, Column “C” as follows: “Line 3 ‘E’ acres authorized by AIP MM/DD/YYYY.”
- q. Document the method and calculation used to determine acres for the unit. (Refer to the LAM.)
- r. Specify the type of insects or disease when the insured cause of damage or loss is listed as insects or disease. Explain why control measures did not work, or if control measures were unavailable. Document the laboratory performing confirming assessment.
- s. Document the appraisal for uninsured causes of loss, if applicable.
- t. Document field ID’s and any other pertinent information including any data to support factors used to calculate production. For further documentation instructions refer to the LAM.

## **SECTION II – DETERMINED HARVESTED PRODUCTION**

### **GENERAL INFORMATION**

- (1) Make separate line entries for varying rate classes, types, classes, sub-classes, intended use, irrigated practice, cropping practice (or practice), or organic practices, as applicable;
- (2) Account for ALL HARVESTED PRODUCTION (for **ALL ENTITIES** sharing in the crop).

- (3) Columns “B” through “E” are for structure measurement entries (Rectangular, Round, Square, Conical Pile, etc.). If structures are a combination of shapes, break into a series of average measurements, if possible. Enter “Odd Shape” if production is stored in an odd shaped structure. Document measurements on a Special Report or other FCIC-approved worksheet used for this purpose.
- (4) If farm-stored production has been weighed prior to storage and acceptable weight tickets are available showing gross weights, enter “Weighed and Stored on Farm” in Columns “B” through “E.” (Refer to the LAM for acceptable weight tickets.)
- (5) For production commercially stored, sold, etc., make entries in the spaces reserved for Items B through E as follows:
  - (a) Name of storage facility or buyer.
  - (b) Address of storage facility or buyer.
- (6) If acceptable sales records or weight tickets are not available, refer to the LAM.
- (7) If additional lines are necessary, the data may be entered on a continuation sheet.  
USE SEPARATE LINES FOR:
  - (a) Separate storage structures.
  - (b) Varying names and addresses of buyers of sold production, and different FIRST handlers (buyers, packinghouses, or processors). The insured must have maintained satisfactory records of ALL production sold or stored. Verify any packinghouse or processor records.  
  
In all localities, if the first handler was not a packer or processor, the production will be determined by the adjuster on the basis of available records.
  - (c) Varying shares; e.g., 50 percent and 75 percent shares on same unit.
  - (d) Conical piles. Do NOT add the cone in the top or bottom of a bin to the height of other production in the structure. For computing the production in cones and conical piles, refer to the LAM.
- (8) There will generally be no harvested production entries in Columns “A” through “S” for preliminary inspections.
- (9) If there is harvested production from more than one insured practice (or type) and a separate approved yield has been established for each, the harvested production must also be entered on separate lines in Column “I.”

**Verify or make the following entries:**

**Item  
No.**

**Information Required**

**43. Date Harvest Completed:** (Used to determine if there is a delayed notice or a delayed claim if harvest is made from check strips after harvest. Refer to the LAM.)

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:**

- a. The earlier of the date the ENTIRE acreage on the unit was (1) harvested, (2) totally destroyed, (3) put to other use, (4) a combination of harvested, destroyed, or put to other use, or (5) the calendar date for the end of the insurance period.
- b. If at the time of final inspection (if prior to the end of the insurance period), there is any unharvested insured acreage remaining on the unit that the insured does not intend to harvest; enter "Incomplete."
- c. If at the time of final inspection (if prior to the end of the insurance period), none of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter "No Harvest."
- d. If the case involves a *Certification Form*, enter the date from the *Certification Form* when the entire unit is put to another use, etc. Refer to the LAM.

**44. Similar Damage:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Check "Yes" or "No." Check "Yes" if the amount and cause of damage due to insurable causes is similar to the experience of other farms in the area. If "No" is checked, explain in the narrative.

**45. Assignment of Indemnity:** Check "Yes" **only** if an assignment of indemnity is in effect for the crop year; otherwise, check "No." (Refer to the LAM.)

**46. Transfer of Right to Indemnity:** Check "Yes" only if a transfer of right to indemnity is in effect for the unit for the crop year; otherwise, check "No." (Refer to the LAM.)

**47a. Share:** ENTER ONLY VARYING SHARES on the SAME unit as a decimal to three decimal places.

**47b. Field ID:** Enter the Field ID for all fields that were harvested.

- a. If only one practice and/or type of harvested production is listed in Section I, MAKE NO ENTRY.

- 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 Section I, item "A").
- 48. Multi-Crop Code:** The applicable two-digit code for first crop and second crop. REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRY OF FIRST CROP AND SECOND CROP CODES.
- 49. Length or Diameter:** Enter the internal measurement in feet rounded to tenths, of structural space occupied by the crop.
- a. Length if rectangular or square.
- b. Diameter if round or conical pile. Refer to the LAM to convert circumference to diameter if internal diameter measurement is not possible.
- 50. Width:** Enter the internal width measurement in feet to tenths for space occupied by the crop in a structure is rectangular or square. If the structure is round, enter "RND." If it is a conical pile, enter "Cone."
- 51. Depth:** Enter the depth measurement in feet to tenths of space occupied by the crop in a rectangular, round, or square structure. If a conical pile, enter the height of the cone. (Refer to the LAM if there is production in the storage structure from other units or sources.)
- 52. Deductions:** Enter cubic feet, to tenths, for crop space displaced by chutes, vents, studs, crossties, etc. (Refer to the LAM for computation instructions.)
- 53. Net Cubic Feet:** Enter the net cubic feet of the crop in the storage structure. Refer to the LAM for computation instructions.
- 54. Conversion Factor:** Enter the conversion Factor as 0.4283 (only if structure measurements are entered).
- 55. Gross Production:** Multiply Column 53 times Column 54, rounded to tenths.
- 56. Bu., Ton, Lbs., Cwt.:** Circle "Cwt." in the column heading. Enter the production in hundredweight, to tenths.
- a. Weighed and stored on the farm.
- b. Sold and/or stored in commercial storage - Obtain the gross harvested production for the UNIT from the summary and/or settlement sheets. (Individual load slips only WILL NOT suffice unless the storage facility or buyer WILL NOT provide summary and/or settlement sheets to the insured, and this is documented in the Narrative.)
- c. Stored in odd-shaped structures. The adjuster must compute the amount of gross

production. (Refer to the LAM for cubic footage and production computations). A copy of ALL production calculations must be left in the file folder.

57. - 60<sub>2</sub>. MAKE NO ENTRY.

61. **Adjusted Production:** Enter the figure from Column 55 or 56.

62. **Production Not to Count:** Enter the net production NOT to count, in hundredweight, to tenths, WHEN ACCEPTABLE RECORDS IDENTIFYING SUCH PRODUCTION ARE AVAILABLE, from other sources (e.g., other units or uninsured acreage) in the same storage structure (if the storage entries include such production).

THIS ENTRY MUST NEVER EXCEED PRODUCTION SHOWN ON THE SAME LINE.

Make no entry if only the depth for production to count has been entered in Column D, and the depth for production not to count has been entered in the Narrative. (Refer to example in the LAM.)

63. **Production Pre-QA:** Result of subtracting column 62 from column 61.

64a. **Value:** MAKE NO ENTRY when the discount factor is obtained from the charts in the Special Provisions.

64b. **MKT Price:** MAKE NO ENTRY when the discount factor is obtained from the charts in the Special Provisions.

65. **Quality Factor:** MAKE NO ENTRY.

66. **Production to Count:**

- a. For acreage that was harvested without leaving appropriate check strips as directed by the AIP, make no entry unless the stored/sold production is greater than the production guarantee. In that case, line out the uninsured production recorded for the acreage in Section I and enter the stored/sold production in Section II.
- b. For harvested acreage appraised before harvest, or for acreage on which check strips were left in all fields or subfields and appraised after harvest, enter the greater of the stored/sold production or the appraised production.

FOR ITEMS 68 - 70. WHEN SEPARATE LINE ENTRIES ARE MADE FOR VARYING SHARES, STAGES, APPROVED YIELDS, PRICE ELECTIONS, TYPES, ETC., WITHIN THE UNIT AND TOTALS NEED TO BE KEPT SEPARATE FOR CALCULATING INDEMNITIES, MAKE NO ENTRY AND FOLLOW THE AIP'S INSTRUCTIONS; OTHERWISE MAKE THE FOLLOWING ENTRIES.

67. **Total:** Total of column 63. If no entry in column 63, MAKE NO ENTRY.

68. **Section II Total:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Enter the total production to count from Column “66” above.

**69. Section I Total:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Enter the figure from Section I, Column “38” total.

**70. Unit Total:** Enter the sum of the value from line 68 and the value from line 69 as unit total production to count.

**71. Allocated Prod.:** Refer to the LAM for instructions for determining allocated production. Enter the total production, rounded to tenths, allocated to this unit that is included in Sections I or II of the Production Worksheet. Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.

**72. Total APH Prod.:** Result, rounded to tenths, of subtracting the total of column 37 (item 42 “Totals”) and item 71 (Allocated Prod.) from item 70 (Unit Total). If no entries in column 37 and item 71 transfer the entry in item 70. MAKE NO ENTRY when separate APH yields are maintained by type, practice, etc., within the unit.

For fresh market sweet potatoes:

- a. b. When sweet potatoes are appraised in the field, the result of section 12(c)(3)(i) will be reduced by 5 percent to simulate the weight of the crop lost to shrinkage during curing and storage.

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

**73. Insured’s Signature and Date:** Insured’s (or insured’s authorized representative’s) signature and date. BEFORE obtaining insured’s signature, REVIEW ALL ENTRIES on the *Production Worksheet* WITH THE INSURED, particularly explaining codes, etc., that may not be readily understood.

Final indemnity inspections should be signed on the bottom line.

**74. Adjuster’s Signature, Code #, and Date:** Signature of adjuster, code number, and date signed after the insured (or insured’s authorized representative) has signed. For an absentee insured, enter adjuster’s code number ONLY. The signature and date will be entered AFTER the absentee has signed and returned the *Production Worksheet*.

Final indemnity inspections should be signed on bottom line.

**75. Page:** Page numbers - (**EXAMPLE:** Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

**PRODUCTION WORKSHEET**

1. Crop/Code #	2. Unit #	3. Location Description	7. Company Agency		8. Name of Insured				
4. Date(s) of Damage	5. Cause(s) of Damage	6. Insured Cause %	12. Additional Units	13. Est. Prod. Per Acre	9. Claim #		11. Crop Year		
					10. Policy #				
					14. Date(s) Notice of Loss		1st	2nd	Final
					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	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr. Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage	Appraised Potential	Moisture% Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count	
39. TOTAL		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"/> 41. Mycotoxins exceed FDA, State or other health organization maximum limits. Yes <input type="checkbox"/>														42. TOTALS							

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

**SECTION II – DETERMINED HARVESTED PRODUCTION**

43. Date Harvest Completed						44. Damage similar to other farms in the area? Yes <input type="checkbox"/> No <input type="checkbox"/>					45. Assignment of Indemnity Yes <input type="checkbox"/> No <input type="checkbox"/>					46. Transfer of Right to Indemnity? Yes <input type="checkbox"/> No <input type="checkbox"/>										
A. MEASUREMENTS						B. GROSS PRODUCTION					C. ADJUSTMENTS TO HARVESTED PRODUCTION															
47a. 47b.	48.	49.	50.	51.	52.	53.	54.	55.	56.	57.	58a. 58b.	59a. 59b.	60a. 60b.	61.	62.	63.	64a. 64b.	65.	66.							
Share Field ID	Multi-Crop Code	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod.	Bu., Ton Lbs., Cwt.	Shell/Sugar Factor	FM% Factor	Moisture % Factor	Test WT Factor	Adjusted Production	Prod. Not to Count	Production Pre-QA	Value Mkt. Price	Quality Factor	Production to Count							
67. TOTAL																	68. Section II Total		69. Section I Total		70. Unit Total		71. Allocated Prod.		72. Total APH Prod.	

I certify the information provided above, to the best of my knowledge, to be true and complete and that it will be used to determine my loss, if any, to my insured crop. I understand that this Production Worksheet and supporting papers are subject to audit and approval by the company. I understand that this crop insurance is subsidized and reinsured by the Federal Crop Insurance Corporation, an agency of the United States. I understand that any false or inaccurate information may result in the sanctions outlined in my policy and administrative, civil, and criminal sanctions under 18 U.S.C. §§ 1006 and 1014, 7 U.S.C. § 1506, 31 U.S.C. §§ 3729 and 3730 and other federal statutes.

73. Insured's Signature		Date	74. Adjuster's Signature		Code #	Date
1 <sup>st</sup> Inspection			1 <sup>st</sup> Inspection			
2 <sup>nd</sup> Inspection			2 <sup>nd</sup> Inspection			
Final Inspection			Final Inspection			

<b>SWEET POTATO GROWING SEASON INSPECTION WORKSHEET</b>	<b>PART I:</b>					
	1 NAME OF INSURED			2 POLICY NO.		3 COUNTY
	4 UNIT NUMBER / FSA FARM No.			5 VARIETY		6 STAGE

**PART II:**

Field ID/ Planting Density	Number of Acres	Number of Plants/ Samples	Percent of Crop Sampled	Date Planted/	Guarantee	Sample Plants Destroyed by Insured Causes	Sample Plants Damaged by Insured Causes	Sample Plants Destroyed by Uninsured Causes	Sample Plants Damaged by Uninsured Causes	Damage Cause Ratios	Total Uninsured Plant Losses	Total Uninsured Production Loss to Count
7	8	9	10	11	12	13	14	15	16	17	18	19

**Part III.**

20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	
Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	
1					16					31					46					61					76					91					
2					17					32					47					62					77					92					
3					18					33					48					63					78					93					
4					19					34					49					64					79					94					
5					20					35					50					65					80					95					
6					21					36					51					66					81					96					
7					22					37					52					67					82					97					
8					23					38					53					68					83					98					
9					24					39					54					69					84					99					
10					25					40					55					70					85					100					
11					26					41					56					71					86										
12					27					42					57					72					87										
13					28					43					58					73					88										
14					29					44					59					74					89										
15					30					45					60					75					90										
***										***					***					***															
											<b>TOTALS</b>																								

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

<b>SWEET POTATO GROWING SEASON INSPECTION WORKSHEET (Continuation)</b>	<b>PART I:</b>																										
	1 NAME OF INSURED													2 POLICY NO.						3 COUNTY							
	4 UNIT NUMBER / FSA FARM No.													5 VARIETY						6 STAGE							

**PART III:**

20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24
Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes
1					26					51					76					101					126					151				
2					27					52					77					102					127					152				
3					28					53					78					103					128					153				
4					29					54					79					104					129					154				
5					30					55					80					105					130					155				
6					31					56					81					106					131					156				
7					32					57					82					107					132					157				
8					33					58					83					108					133					158				
9					34					59					84					109					134					159				
10					35					60					85					110					135					160				
11					36					61					86					111					136					161				
12					37					62					87					112					137					162				
13					38					63					88					113					138					163				
14					39					64					89					114					139					164				
15					40					65					90					115					140					165				
16					41					66					91					116					141					166				
17					42					67					92					117					142					167				
18					43					68					93					118					143					168				
19					44					69					94					119					144					169				
20					45					70					95					120					145					170				
21					46					71					96					121					146					171				
22					47					72					97					122					147					172				
23					48					73					98					123					148					173				
24					49					74					99					124					149					174				

TOTAL				
PREVIOUS TOTAL				
CUMULATIVE TOTAL				



## Sweet Potato Storage Appraisal Worksheet

### Part 1

1. Name of Insured	2. Policy Number	3. State	4. Parish	5. Unit No./FSA No.	6. Variety	7. Total Number of Bins
8. Determined Acres	9 Date Harvested/Stored					

### Part 2

10 Sample ID A	11A Fresh Market Production	11B Fresh Market Uninsured Loss	12A Processing Production	12B Processing Uninsured Loss	20 Sample ID B	21A Fresh Market Production	21B Fresh Market Uninsured Loss	22A Processing Production	22B Processing Uninsured Loss	30 Sample ID C	31A Fresh Market Production	31B Fresh Market Uninsured Loss	32A Processing Production	32B Processing Uninsured Loss
Sample 1					Sample 1					Sample 1				
Sample 2					Sample 2					Sample 2				
Sample 3					Sample 3					Sample 3				
Sample 4					Sample 4					Sample 4				
Sample 5					Sample 5					Sample 5				
Sample 6					Sample 6					Sample 6				
Sample 7					Sample 7					Sample 7				
Sample 8					Sample 8					Sample 8				
Sample 9					Sample 9					Sample 9				
13. Col. Total					23. Col. Total					33. Col. Total				
14. Combined					24. Combined					34. Combined				
15. Bins Sampled					25. Bins Sampled					35. Bins Sampled				
16 Average					26 Average					36 Average				
17 Bins in sample ID					27 Bins in sample ID					37 Bins in sample ID				
18 Sample Lbs					28 Sample Lbs					38 Sample Lbs				
19 Sample Cwt					29 Sample Cwt					39 Sample Cwt				

### Part 3

40. Insured Signature	Date:	41. Adjuster's Signature	Date			Pages

## 12. REFERENCE MATERIAL

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TABLE A

### MINIMUM NUMBER OF FIELD CHECK STRIPS REQUIRED

ACRES IN FIELD OR SUBFIELD	CHECK STRIP REQUIREMENTS
Less than 1.0	Two adjacent rows located as instructed by the AIP.
At least 1.0 but less than 10.0	Two adjacent rows and one row on each side of the field, all located as instructed by the AIP.
At least 10.0 but less than 40.0	Three groups of at least two adjacent rows each located as instructed by the AIP
At least 40.0 but less than 100.0	Four groups of at least two adjacent rows each located as instructed by the AIP.
At least 100.0 but less than 400.0	Four groups of at least two adjacent rows and an additional pair of adjacent rows for every additional 100 acres or fraction thereof beyond 100 acres, all located as instructed by the AIP.
At least 400.0	Eight groups of at least two adjacent rows and an additional pair of adjacent rows for every additional 200 acres or fraction thereof beyond 400 acres, all located as instructed by the AIP.

**TABLE B**

**MINIMUM NUMBER OF REPRESENTATIVE SAMPLES REQUIRED**

<b>ACRES IN FIELD OR SUBFIELD</b>	<b>REPRESENTATIVE SAMPLE REQUIREMENTS</b>
Less than 1.0	Every tenth plant from check strips.
At least 1.0 but less than 10.0	Every twenty-fifth plant from check strips.
At least 10.0 but less than 100.0	Every fiftieth plant from check strips.
At least 100.0 but less than 200.0	Every hundredth plant from check strips.
More than 200.0	Every two-hundredth plant from check strips.

## TABLE C

### PLANTING DENSITY FORMULA

Use the following procedure to determine the number of plants per acre.

Select three areas and measure the distance between eleven adjacent plants in a row, in feet, to the nearest tenth of a foot. Divide the sum of those three measurements by 30 to obtain an average distance between plants. This value, to the nearest tenth of a foot, is the “feet between plants.”

Measure the distance between four adjacent rows and divide by three. This distance, to the nearest 1/10<sup>th</sup> of a foot, is the “feet between rows.” If the distance between rows is inconsistent, determine four or more “feet between rows” values and average those values.

Calculate the planting density (in whole slips planted per acre) per acre by dividing 43,650 (the square feet per acre) by the product of multiplying the feet between plants (to tenths) by the feet between rows (to tenths).

$$\text{Planting density} = \frac{43,560 \text{ square feet per acre}}{\text{Feet between plants} \times \text{feet between rows}}$$

#### EXAMPLE:

Distance between plants = 1.0 foot

Distance between rows = 3.5 feet

$$\text{Plants per acre} = \frac{43,560}{1.0 \times 3.5} = 12,445.71 = 12,446 \text{ slips planted per acre.}$$

## TABLE D

### NUMBER OF PLANTS FORMULA

Use the following procedure to determine the number of plants in a field or subfield.

Calculate the planting density using the formula in **TABLE C**.

Calculate the number of plants in the field by multiplying the planting density by 0.9 (the typical planting efficiency for sweet potatoes under best management practices) and multiplying the result by the number of acres in the field.

Plants in a field = planting density x 0.9 x number of acres in the field.

#### **EXAMPLE:**

Distance between plants = 1.0 foot

Distance between rows = 3.5 feet

Field size = 2.0 acres

The calculated planting density is 12,446 slips planted per acre.

Plants in a field = planting density x 0.9 x number of acres in the field.

Plants in the field = 12,446 X 0.9 X 2.0 = 22,402.8 = 22,403 plants in the field.

**TABLE E**

**APPRAISAL METHODS BY STAGE**

<b>Appraisal Method</b>	<b>Use</b>
Immature Stage Appraisal Method	The Immature Stage Appraisal Method from the first day following planting of sweet potatoes and continuing until the crop reaches the mature stage as described on the Special Provisions.
Mature Stage Appraisal Method	The Mature Stage Appraisal Method beginning not earlier than the beginning of the mature stage as described on the Special Provisions.

## TABLE F

### MINIMUM NUMBER OF STORAGE BIN SAMPLES REQUIRED

Number of Bins	Minimum Number of Sample Bins
100 or less	3 Sample Bins
101 to 500	5 Sample Bins
Over 500	5 sample bins plus 1 additional Sample Bin per each additional 400 Bins or portion thereof over 500 Bins

**TABLE G**

**GRADE STANDARDS FOR FRESH MARKET SWEET POTATOES**

U.S. Extra No. 1	U.S. No. 1
similar varietal characteristics	one type which are:
firm,	firm
smooth	fairly smooth
fairly clean	fairly clean
fairly well shaped	fairly well shaped
free from:	which are free from
freezing injury	freezing injury
internal breakdown	internal breakdown
Black Rot	Black Rot
other decay or	other decay or
wet breakdown	wet breakdown
free from damage caused by:	free from damage caused by:
secondary rootlets	secondary rootlets
sprouts	sprouts
cuts	cuts
bruises	bruises
scars	scars
growth cracks	growth cracks
scurf	scurf
Pox (Soil Rot)	Pox (Soil Rot)
or other diseases	or other diseases
wireworms	wireworms
weevils	weevils
or other insects	or other insects
or other means.	
Length	
not less than 3 inches	not less than 3 inches
not more than 9 inches	Not more than 9 inches
Weight	
not more than 18 ounces	not more than 20 ounces
Diameter	
not less than 1-3/4 inches	not less than 1-3/4 inches
not more than 3-1/4 inches	not more than 3-1/2 inches

**TABLE H**  
**GRADE STANDARDS FOR PROCESSING SWEET POTATOES**

U.S. No. 1 Petite	U.S. Commercial	U.S. No. 2
one type which are:	one type which are:	one type which are:
firm	firm	firm
fairly smooth	fairly smooth	
fairly clean	fairly clean	
fairly well shaped	fairly well shaped	
which are free from	which are free from:	which are free from:
freezing injury	freezing injury	freezing injury
internal breakdown	internal breakdown	internal breakdown
Black Rot	Black Rot	Black Rot
other decay or	other decay or	other decay or
wet breakdown	wet breakdown	wet breakdown
free from damage caused by:	free from damage caused by:	free from serious damage caused by:
secondary rootlets	secondary rootlets	dirt
sprouts	sprouts	other foreign materials
cuts	cuts	cuts
bruises	bruises	bruises
scars	scars	scars
growth cracks	growth cracks	growth cracks
scurf	scurf	
Pox (Soil Rot)	Pox (Soil Rot)	Pox (Soil Rot)
or other diseases	or other diseases	or other diseases
wireworms,	wireworms	wireworms
weevils	weevils	weevils
or other insects	or other insects	or other insects
or other means.		or other means.
Length		
not less than 3 inches	not less than 3 inches	
not more than 7 inches	not more than 9 inches	
Weight		
	not more than 20 ounces	not more than 36 ounces
Diameter		
not less than 1-1/2 inches	not less than 1-3/4 inches	not less than 1-1/2 inches
not more than 2-1/4 inches	not more than 3-1/2 inches	not more than 3-1/2 inches

**TABLE I**  
**DEFINITIONS FROM THE UNITED STATES STANDARDS FOR GRADES OF SWEET POTATOES,**  
**EFFECTIVE APRIL 21, 2005**

Term	Definition
Similar varietal characteristics	Similar varietal characteristics means that the sweet potatoes have the same character of flesh and practically the same skin color. For example, dry type shall not be mixed with semi-moist or moist type.
One type	One type means that the sweet potatoes have the same character of flesh, and do not show an extreme range in skin color. For example, dry type shall not be mixed with semi-moist, or moist type, and deep red or purple skin color shall not be mixed with yellow or reddish copper skin color.
Firm	Firm means not more than slightly flabby or shriveled.
Smooth	Smooth means that the sweet potato is free from veining or other defects causing roughness which more than slightly detract from the appearance of the individual sweet potato or the general appearance of the lot.
Fairly smooth	Fairly smooth means that the sweet potato is free from veining or other defects causing roughness which materially detract from the appearance of the individual sweet potato or the general appearance of the lot
Fairly clean	Fairly clean means the individual sweet potato is not caked with dirt and that dirt or other foreign matter does not materially detract from the general appearance of the lot
Fairly well shaped	Fairly well shaped means that the sweet potatoes are not so curved, crooked, constricted or otherwise misshapen as to materially detract from the appearance of the individual sweet potato or the general appearance of the lot
Damage	Damage means any specific defect defined in this section; or an equally objectionable variation of any one of these defects, any other defect, or any combination of defects, which materially detracts from the appearance, or the edible or shipping quality of the individual sweet potato or the lot as a whole; or which cannot be removed without a loss of more than 5 percent of the total weight of the sweet potato including peel covering the defective area.
Serious damage	Serious damage means any specific defect defined in this section; or an equally objectionable variation of any one of these defects, any other defect, or any combination of defects, which seriously detracts from the appearance or edible or shipping quality of the individual sweet potato or the lot as a whole; or which cannot be removed without a loss of more than 10 percent of the total weight of the sweet potato including peel covering the defective area.
Secondary rootlets	
Sprout Damage	Sprout damage is present when more than 10 percent of the sweet potatoes in the lot have sprouts over three-fourths inch in length
Cuts, Bruises, Scars	
Growth crack damage	Growth crack damage is present when the cracks are unhealed or when the growth cracks materially detract from the appearance of the individual sweet potato or general appearance of the lot
Serious growth crack damage	Serious growth crack damage is present when the cracks are unhealed or when the cracks seriously detract from the appearance of the individual sweet potato or general appearance of the lot
Scurf damage	Scurf damage is present when more than 15 percent of the surface in the aggregate is affected by solid light brown discoloration. Speckled types of scurf, or lighter or darker shades of discoloration may be permitted over a greater or lesser area provided no discoloration detracts from the appearance more than the amount of solid light brown discoloration permitted.
Pox (soil rot) damage	Pox damage is present when the pox materially detracts from the appearance of the individual sweet potato
Serious Pox damage	Serious Pox damage is present when the pox seriously detracts from the appearance of the individual sweet potato
Or other diseases	
Wireworm or other similar damage	Wireworms or other similar damage is present when any hole in a sweet potato ranging in size from 6 to 8 ounces, is more than three-fourths inch long, or when the aggregate length of all holes is more than 1-1/4 inches, or correspondingly shorter or longer holes in smaller or larger sweet potatoes.
Serious Wireworm or other similar damage	Serious Wireworm or other similar damage is present when any hole in a sweet potato ranging in size from 6 to 8 ounces, is more than 1-1/4 inches long, or when the aggregate length of all holes is more than 2 inches, or correspondingly shorter or longer holes in smaller or larger sweet potatoes.
Weevils or other insects	
Dirt	Dirt or other foreign matter when the individual sweet potato is badly caked with dirt, or when seriously detracting from the appearance of the lot;
Length	Length means the dimension of the sweet potato, measured in a straight line between points at or near each end of the sweet potato where it is at least three-eighths inch in diameter.
Diameter	Diameter means the greatest dimension of the sweet potato, measured at right angles to the longitudinal axis.