



United States
Department of
Agriculture



Federal Crop
Insurance
Corporation

FCIC-20140L

SWEET POTATO LOSS ADJUSTMENT STANDARDS HANDBOOK

2014 and Succeeding Crop Years

**RISK MANAGEMENT AGENCY
KANSAS CITY, MO 64133**

TITLE: SWEET POTATO LOSS ADJUSTMENT STANDARDS HANDBOOK	NUMBER: 20140L
EFFECTIVE DATE: 2014 and succeeding crop years	ISSUE DATE: <i>November 27, 2013</i>
SUBJECT:	OPI: Actuarial and Product Design Division
Provides the loss adjustment procedures and instructions for administering the Sweet Potato crop insurance program.	APPROVED: <i>/s/ Rodger M. Matthews</i> <i>For</i> Deputy Administrator for Product Management

REASON FOR ISSUANCE

This handbook is being issued to provide loss adjustment procedures and instructions for administering the Sweet Potato Crop Insurance Program beginning with the 2014 crop year.

This handbook has been reformatted and arranged to conform with External Standards Handbook. Major changes have been **highlighted**. Three stars (***) identify where information has been removed. The major changes are as follows:

1. Incorporated loss adjustment procedures and instructions for acreage insured under the terms of a new Addendum For Dedicated Processing Acreage (Addendum). This Addendum is made a part of the Sweet Potato Crop Provisions and is applicable when insurable acreage is subject to a processor contract which requires 100 percent of the production from the acreage to be delivered to the processor.
2. Removed procedures and instructions requiring insurable acreage to be planted with certified or certified G-1 seed. Incorporated new procedures and instructions specifying insurable acreage must be planted using generation one (G-1) through generation three (G-3) seed.

SWEET POTATO LOSS ADJUSTMENT STANDARDS HANDBOOK

CONTROL CHART

Sweet Potato Loss Adjustment Standards Handbook							
	TP Page(s)	TC Page(s)	Text Page(s)	Exhibit Number	Exhibit Page(s)	Date	Directive Number
Insert	Entire Handbook						
Current Index	1-2	1-2	1-21	1	22	11-2013	FCIC-20140
				2	23-26	11-2013	FCIC-20140
				3	27-55	11-2013	FCIC-20140
				4	56	11-2013	FCIC-20140
				5	57	11-2013	FCIC-20140
				6	58	11-2013	FCIC-20140
				7	59	11-2013	FCIC-20140
				8	60	11-2013	FCIC-20140
				9	61	11-2013	FCIC-20140
				10	62	11-2013	FCIC-20140
				11	63	11-2013	FCIC-20140
				12	64	11-2013	FCIC-20140
				13	65	11-2013	FCIC-20140
				14	66	11-2013	FCIC-20140
				15	67	11-2013	FCIC-20140
				16	68	11-2013	FCIC-20140
				17	69-70	11-2013	FCIC-20140

FILING INSTRUCTIONS

This handbook is effective for the 2014 and succeeding crop years.

SWEET POTATO LOSS ADJUSTMENT STANDARDS HANDBOOK

TABLE OF CONTENTS

PAGE NO.

PART 1 GENERAL INFORMATION AND RESPONSIBILITIES

1	General Information.....	1
2	AIP Responsibilities	1
3-10	(Reserved)	

PART 2 POLICY INFORMATION

11	Insurability	2
12-20	(Reserved)	

PART 3 APPRAISALS

21	Sweet Potato Appraisals	7
22	Appraisal Methods	11
23	Appraisal Deviations and Modifications	17
24	Appraisal Worksheet Completion.....	17
25-30	(Reserved)	

PART 4 CLAIMS

31	Claim Form.....	20
32-40	(Reserved)	

EXHIBITS

1	Acronyms.....	22
2	Definitions.....	23
3	Form Standards.....	27
4	Minimum Number of Field Check Strips Required.....	56
5	Minimum Number of Representative Samples Required.....	57
6	Planting Density Formula.....	58
7	Number of Plants Formula.....	59
8	Appraisal Methods by Stage.....	60
9	Minimum Number of Storage Bin Samples Required.....	61

**SWEET POTATO LOSS ADJUSTMENT STANDARDS HANDBOOK
TABLE OF CONTENTS**

	PAGE NO.
EXHIBITS (Continued)	
10 Sweet Potato Growing Season Inspection Worksheet.....	62
11 Sweet Potato Growing Season Inspection Worksheet (Continuation).....	63
12 Final Sweet Potato Appraisal Worksheet.....	64
13 Sweet Potato Storage Appraisal Worksheet.....	65
14 Production Worksheet Sweet Potato Example.....	66
15 Grade Standards for Fresh Market Sweet Potatoes.....	67
16 Grade Standards for Processing Sweet Potatoes.....	68
17 Definitions from the United States Standards for Grades of Sweet Potatoes Effective April 21, 2005.....	69

PART 1 GENERAL INFORMATION AND RESPONSIBILITIES

1 General Information

A. Purpose

- (1) This handbook:
 - (a) provides sweet potato loss adjustment standards, including crop appraisal methods, claims completion instructions, and form standards;
 - (b) shall be used in conjunction with the LAM;
 - (c) may be amended through slipsheets or bulletins; and
 - (d) remains in effect until superseded by re-issuance of the entire handbook.
- (2) This handbook provides the official standards for adjusting losses in a timely and uniform manner and such handbook is available on the internet at www.rma.usda.gov.

B. Acronyms and Definitions

Acronyms and definitions:

- (1) not specific to sweet potato loss adjustment, are identified in the LAM; and
- (2) specific to sweet potato loss adjustment, are in exhibits 1 and 2, herein.

C. CAT Coverage

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

2 AIP Responsibilities

AIPs shall:

- (1) utilize the standards in this handbook for loss adjustment and loss training for the applicable crop year;
- (2) maintain original insurance documents relative to policyholder servicing as designated in their approved plan of operations;
- (3) ensure, at a minimum, a legible copy of loss adjustment inspection forms completed by an adjuster and signed by the insured, or insured's authorized representative, is provided to the insured, and all other copies distributed as instructed by the AIP.

3-10 (Reserved)

PART 2 POLICY INFORMATION

11 Insurability

A. General Information

- (1) This section provides most of the requirements to insure sweet potatoes. Refer to the BP, CP, and SP for all insurability requirements.
- (2) The information in this handbook applies to fresh market sweet potatoes and processing sweet potatoes insured under the *Sweet Potato Crop Provisions* and also to processing sweet potatoes insured under the *Addendum For Dedicated Processing Acreage*, unless the information specifically specifies which coverage is, or is not, applicable. The SP will list a type for each category of sweet potatoes.
- (3) Except as stated in section 11A(4) below, both the fresh market sweet potato type and the processing sweet potato type grown on the same acreage in the same county in the same crop year will be insured. Each type will have a separate approved yield.
- (4) In lieu of section 11A(3) above, the *Addendum For Dedicated Processing Acreage* applies only to acreage of processing sweet potatoes grown under a processor contract, which requires 100 percent of the production from the acreage to be delivered to the processor. Acreage insured under this addendum will have only one approved yield.
- (5) AIPs shall determine if the insured complies with all of the policy provisions of the insurance contract.

B. Insured Crop

- (1) The crop insured will be all the sweet potatoes in the county for which a premium rate is provided by the actuarial documents:
 - (a) in which the insured has a share;
 - (b) for which the insured has an approved yield as required in section 1 of the CP or section 2 of the *Addendum For Dedicated Processing Acreage*, as applicable;
 - (c) of a variety specified in the SP;
 - (d) that are planted for harvest as marketable sweet potatoes;
 - (e) that meets the rotation requirements shown in the SP, if applicable; and
 - (f) that are initially planted with a sufficient number of slips to achieve a plant

B. Insured Crop (continued)

density of not less than the number specified in the SP (the AIP will make an appraisal for uninsured causes of loss if a sufficient number of slips were not planted).

- (2) The price for unharvested production will be used for the purpose of determining the indemnity for unharvested acreage.
- (3) The written agreement provisions and prevented planting provisions of the BP are not applicable to sweet potatoes.
- (4) A late planting period is not applicable to sweet potatoes. Any sweet potatoes planted after the final planting date will not be insured but must be reported as uninsurable on the acreage report.
- (5) The insured's actual yield of marketable sweet potato production will be used to calculate the insured's approved yield.
- (6) (Not applicable to sweet potatoes insured under the *Addendum For Dedicated Processing Acreage*). If the insured's insurable acreage of sweet potatoes for the crop year, exceeds 110 percent of the greatest number of insurable acres of the insured sweet potatoes that the insured produced in the county for any one of the three previous crop years, the production guarantee (per acre) will be calculated as follows:
 - (a) multiply the greatest number of insurable acres of the insured sweet potatoes the insured produced in the county in any one of the three previous crop years by 1.10;
 - (b) divide the result by the number of insurable acres of the crop the insured produced in the county in the current crop year, to obtain the overplanting factor;
 - (c) multiply the resulting overplanting factor (rounded to two decimal places and not to exceed 1.00) by the production guarantee (per acre) for the current crop year; and
 - (d) multiply the result by the insured's coverage level.
- (7) The following requirements apply only to processing sweet potatoes insured under the *Addendum For Dedicated Processing Acreage*:
 - (a) the insured crop must be grown in accordance with the requirements of a processor contract executed on or before the acreage reporting date;
 - (b) the insured will be considered to have a share in the insured crop if, under the processor contract, the insured retains control of the acres on which sweet

B. Insured Crop (continued)

potatoes are grown, and the insured's income from the insured crop is dependent on the amount of production delivered;

- (c) a sweet potato producer who is also a processor may establish an insurable interest if the following requirements are met:
 - (i) the insured must comply with all policy provisions;
 - (ii) prior to the sales closing date, the Board of Directors or officers of the processor must execute and adopt a resolution that contains the same terms as an acceptable processor contract. Such resolution will be considered a processor contract under this policy; and
 - (iii) the AIP's inspection reveals the processing facilities comply with the definition of "processor" contained in the *Sweet Potato Crop Provisions*;
- (d) the insured must provide a copy of all processor contracts to the AIP on or before the acreage reporting date; and
- (e) the maximum number of insurable acres is the number of acres grown under a processor contract. The number of acres considered to be grown under a processor contract is determined as follows:
 - (i) for acreage only based processor contracts, and acreage and production based processor contracts which specify a maximum number of acres, the lesser of:
 - (A) the maximum number of acres specified in the processor contract; or
 - (B) the number of planted acres; or
 - (ii) for production only based processor contracts, the lesser of:
 - (A) the number of acres determined by dividing the amount of production stated in the processor contract by the approved yield; or
 - (B) the number of planted acres.

C. Replanting Requirements

The insured must replant any acreage of sweet potatoes 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, unless the AIP agrees that it is not practical to replant. No replanting payments are available for sweet potatoes.

D. Insurable Causes of Loss

Refer to the policy for all applicable insured causes of loss.

E. Uninsurable Causes of Loss

- (1) Sweet potato acreage is not insurable if the acreage is:
 - (a) identified as uninsurable in the actuarial documents;
 - (b) subject to planting restriction orders issued 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 those orders must be placed in the insured's file by the acreage reporting date;
- (2) Sweet potatoes are not insurable if they are:
 - (a) planted on acreage that during either of the previous two years, was planted to any other crop that was damaged by fungal, bacterial or viral diseases or insects or nematodes that can affect sweet potatoes. The insured's acreage report certifies that the acreage the insured reports as insurable was not damaged by fungal, bacterial or viral diseases or insects or nematodes that can affect sweet potatoes;
 - (b) planted on acreage, which in the preceding crop year, was pasture. The insured's acreage report certifies that the acreage the insured reports as insurable was not pasture in the preceding crop year;
 - (d) interplanted with another crop;
 - (e) sold or used for the production of seed or slips;
 - (f) sold by direct marketing; or
 - (g) planted with a generation of seed older than generation three (G3).
- (3) Sweet potatoes are not insured against damage or loss of production due to:
 - (a) damage that occurs after the sweet potatoes have been harvested;
 - (b) damage that becomes evident more than 15 days (45 days for additional coverage policies provided policy conditions are met) after the end of the insurance period;
 - (c) the insured's inability to market part or all the production:

11 Insurability (Continued)

E. Uninsurable Causes of Loss (continued)

- (i) unless inability to market is caused by damage that is directly due to a specified insured cause of loss: or
- (ii) for any other reason including but not limited to:
 - (A) quarantine;
 - (B) boycott; or
 - (C) refusal of any buyer to accept the insured's undamaged production.

F. Unit Division

- (1) Except as stated in section 11F(2) below, a basic unit, as defined in the CP, and enterprise units are applicable. The provisions in the BP regarding optional units are not applicable.
- (2) In lieu of section 11F(1) above, for coverage under the *Addendum For Dedicated Processing Acreage*, insured acreage will be one basic unit. (For example, acreage not insured under the addendum is one basic unit, and acreage insured under the addendum is an additional basic unit.) The provisions in the BP regarding optional units are not applicable.

12-20 (Reserved)

PART 3 APPRAISALS

21 Sweet Potato Appraisals

A. General Information

- (1) Potential production for all types of inspections will be appraised in accordance with procedures contained in this handbook and in the LAM.
- (2) The AIP will perform an appraisal of production of any damaged sweet potatoes provided the sweet potatoes have achieved maturity. If maturity has not been achieved, the AIP may defer the appraisal of production until such time as the insured crop achieves maturity.
- (3) Harvested sweet potatoes that are **not** marketable due to insured causes of loss will **not** be considered production to count.
- (4) When fresh market sweet potatoes are appraised in the field, the production to count will be reduced by 5 percent to simulate the weight of the crop lost to shrinkage during curing and storage.
- (5) Fresh market sweet potatoes are sweet potatoes that are grown for harvest and grade U.S. Number 1 or U.S. Extra Number 1 in accordance with the *United States Standards for Grades of Sweet Potatoes, effective April 21, 2005*.
- (6) Except as stated in section 21A(7) below, processing sweet potatoes are sweet potatoes that are grown for harvest and grade U.S. No. 1 Petite, or U.S. No. 2 (including jumbos) in accordance with the *United States Standards for Grades of Sweet Potatoes, effective April 21, 2005*.
- (7) In lieu of section 21A(6) above, marketable processing sweet potatoes insured under the *Addendum For Dedicated Processing Acreage* are sweet potatoes that are accepted by a processor, and are commonly referred to as “usable potatoes” on the insured’s settlement or delivery documents. Unharvested production to count will include production which, except for size, grade U.S. Extra No. 1, U.S. No. 1, or U.S. No. 2 (including jumbos) in accordance with the *United States Standards for Grades of Sweet Potatoes, effective April 21, 2005*, or a successor document. With respect to size, lots of production in which 85.1 percent or more of the sweet potatoes meet the size requirement specified in the processor contract for usable sweet potatoes will be included as production to count.
- (8) Any marketable sweet potato production in excess of the guarantee (for either the fresh market type or the processing type) will reduce any shortage of sweet potato production to count (from either the fresh market type or the processing type) by the same amount (not applicable to coverage under the *Addendum For Dedicated Processing Acreage*).

B. Notice of Damage or Loss

(1) The insured must:

- (a) give the AIP notice within 72 hours of the insured's initial discovery of damage, but not later than 15 days after the end of the insurance period;
- (b) leave representative samples of unharvested production in all harvested fields or subfields for which the insured has provided a notice of loss or damage. The insured may not harvest or destroy the representative samples until the AIP has inspected the field or 15 days after the date the insured notifies the AIP that the insured has finished harvesting;
- (c) except as stated in section 21B(1)(d) below, sort and grade a sample of the sweet potatoes in a storage facility, as designated by the AIP, according to the definitions of fresh sweet potatoes and processing sweet potatoes under the supervision of the AIPs representative, to determine the stored production to count;
- (d) (In lieu of section 21B(1)(c) above, for processing sweet potatoes insured under the *Addendum For Dedicated Processing Acreage*) sort and grade a sample of the crop in a storage facility, according to the definition of marketable in section 2 of the addendum, and under the supervision of the AIPs representative, to determine the stored production to count; and
- (e) continue to care for the harvested crop during curing and storage until loss adjustment is completed.

(2) The AIP will:

- (a) appraise damaged sweet potatoes if the sweet potatoes have reached maturity. If maturity has not been achieved, the AIP may defer the appraisal until such time as the sweet potatoes reach maturity;
- (b) appraise the number of surviving plants prior to maturity for acreage the insured intends to abandon or put to other use. The AIP will use the ratio of surviving plants to the original plant population to establish the amount of production to count for such acreage; and
- (c) complete an appraisal of any sweet potato production in a storage facility no later than December 15 of the crop year.

C. Responsibilities Following Receipt of a Notice of Loss or Damage

The response to a “Notice of Loss or Damage” is determined by the degree of loss 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; and
 - (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 CP.
- (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.

D. Grade Inspections

- (1) With the exception of processing sweet potatoes insured under the *Addendum For Dedicated Processing Acreage*, both fresh market and processing sweet potatoes may be harvested off the same acreage. The samples taken for loss adjustment purposes should be graded as fresh market sweet potatoes and processing sweet potatoes in accordance with the definitions in section 1 of the CP. This includes production in the field and any stored or sold production.
- (2) Samples taken for loss adjustment purposes for processing sweet potatoes insured under the *Addendum For Dedicated Processing Acreage*, except for size, should be graded as U.S. Extra No. 1, U.S. No. 1, or U.S. No. 2 (including jumbos) in accordance with the United States Standards for Grades of Sweet Potatoes, effective April 21, 2005, or a successor document. With respect to size, lots of production in which 85.1 percent or more of the sweet potatoes meet the size requirement specified in the processor contract for usable sweet potatoes will be included as production to count.
- (3) When the crop reaches maturity, the AIP must perform an on-site grade inspection on representative samples of the sweet potatoes from any field or subfield for which the insured has provided a “Notice of Loss or Damage.”

D. Grade Inspections (continued)

- (4) Any loss of production must be determined based on samples collected. The number and size of samples required will be determined in accordance with exhibit 4 for sweet potatoes in the field and/or exhibit 9 for sweet potatoes held in a storage facility.
- (5) Fresh market sweet potatoes and processing sweet potatoes defined in section 1 of the CP 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. Sweet potatoes that are not marketable will not be considered production to count, unless an uninsured cause of loss caused them to not be marketable.

E. 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 exhibit 4).
- (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.
- (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*.

F. Selecting Representative Samples for Field Appraisals

- (1) Take not less than the minimum number of representative samples for a field or subfield as required in exhibits 4 and 5.
- (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.

21 Sweet Potato Appraisals (Continued)

F. Selecting Representative Samples for Field Appraisals (continued)

- (4) Proceed along the check strip row, counting each insured plant and collecting the tuberous roots (for appraisal) at the sampling interval shown in exhibit 5.

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 evaluated.

G. Stages of Growth for Sweet Potatoes

Use exhibit 8 *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 SP 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 the crop was planted initially on April 15 and replanted on April 29. The SP indicate 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

22 Appraisal Methods

A. Immature Stage Method

- (1) Use the immature stage method for fields damaged in the immature stage.

A. Immature Stage Method (continued)

- (2) See exhibit 8 and the special provisions to determine the crop stage.
- (3) When damage occurs during the immature stage, 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:
 - (i) the approved yields for fresh market sweet potatoes and processing sweet potatoes as defined in section 1 of the CP that are used to calculate the guarantees; or
 - (ii) the approved yield for processing sweet potatoes insured under the *Addendum For Dedicated Processing Acreage* and that is used to calculate the guarantee; and
 - (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.

B. 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 (2) above, the final appraisal is made not more than 14 days following receipt of a “Notice of Loss or Damage.”

B. Mature Stage Method (continued)

- (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.

C. Determining Field Production to Count

- (1) The general information for determining field production to count is listed below.
 - (a) 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.
 - (b) Production to count is determined, recorded, and totaled separately for harvested and unharvested acreage.
 - (c) 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.
 - (d) 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.
 - (e) The tuberous roots should be sorted and graded according to the definitions for fresh market sweet potatoes and processing sweet potatoes in section 1 of the CP and according to the definition of marketable for processing sweet potatoes insured under the *Addendum For Dedicated Processing Acreage*.
 - (f) 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 to simulate the weight of the crop lost to shrinkage during curing and storage.
 - (g) Account for the total unharvested but harvestable and marketable production from all planted acreage in the unit.
 - (h) 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 exhibit 6). 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

C. Determining Field Production to Count (continued)

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 =

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

- (2) For harvested acreage, verify the fields and subfields were harvested by examining the field. Document any sweet potato tubers of harvestable size. Also, examine the insured's production records.
 - (a) Production to count for harvested acreage is based upon:
 - (i) the appraisal of sample plants in check strips;
 - (ii) all sweet potatoes held in storage (see section 22D); and
 - (iii) the insured's records of sold production.
 - (b) Production to count for harvested acreage will also include any sweet potatoes that the AIP determines:
 - (i) were damaged by uninsured causes;
 - (ii) meet the minimum grade standards as provided in the **CP or Addendum For Dedicated Processing Acreage, as applicable**, but were not collected during the harvest even though they are marketable;
 - (iii) meet the minimum grade standards as provided in the **CP or Addendum For Dedicated Processing Acreage, as applicable**, and are marketable, but were gleaned (Refer to the LAM for more information about gleaned acreage); and
 - (iv) were discarded or destroyed without the AIP's written consent.
 - (c) 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.
- (3) For unharvested acreage, production to count will include any sweet potatoes that:
 - (a) meet the grade standards specified in the CP but were not removed from the field; and
 - (b) were not harvested as a result of uninsured causes.

D. Determining Stored Production to Count

- (1) Select representative samples for stored production appraisals. 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 identification of all sweet potatoes in storage. Identifying information must include:
 - (a) insured's name;
 - (b) names of other persons sharing in the production;
 - (c) FN of the farm from which the sweet potatoes were harvested; and
 - (d) date 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 exhibit 9 *Minimum Number of Storage Bin Samples Required*.
- (8) The insured will collect each sample bin to assess the production to count for that sample. Under the supervision of the AIP's loss adjuster, the insured will sort, grade and weigh the sample sweet potatoes according to the definition:
 - (a) of "fresh market sweet potatoes" and "processing sweet potatoes" in section 1 of the CP; or
 - (b) of "marketable" in section 2 of the *Addendum For Dedicated Processing Acreage* (using the information under (b)).

D. Determining Stored Production to Count (continued)

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.

E. Sweet Potato Storage Appraisal

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

- (1) Complete a separate appraisal worksheet for each sweet potato type.
 - (a) Except for processing sweet potatoes insured under the *Addendum For Dedicated Processing Acreage*, grade all sweet potatoes from the sample bins by unit or subunits as described in exhibit 15 *Grade Standards for Fresh Market Sweet Potatoes* for fresh market sweet potatoes or exhibit 16 *Grade Standards for Processing Sweet Potatoes* for processing sweet potatoes.
 - (b) For processing sweet potatoes insured under the *Addendum For Dedicated Processing Acreage*, production to count will include all harvested and unharvested production which, except for size, grade U.S. Extra No. 1, U.S. No. 1, or U.S. No. 2 (including jumbos) in accordance with the United States Standards for Grades of Sweet Potatoes, effective April 21, 2005, or a successor document. With respect to size, lots of production in which 85.1 percent or more of the sweet potatoes meet the size requirement specified in the processor contract for usable sweet potatoes will be included as production to count.
 - (c) Weigh the graded sweet potatoes by grade and type.
 - (d) Sum the weight of all graded sweet potatoes by type from all sample bins for the unit or subunit.
 - (e) 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:

22 Appraisal Methods (Continued)

E. Sweet Potato Storage Appraisal (continued)

- (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.

23 Appraisal Deviations and Modifications

A. Deviations

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

B. Modifications

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

24 Appraisal Worksheet Completion

A. Appraisal Worksheet Standards

- (1) Examples of the *Sweet Potato Growing Season Inspection Worksheet* is provided in exhibit 10, *Sweet Potato Growing Season Inspection Worksheet (Continuation)* is provided in exhibit 11, *Final Sweet Potato Appraisal Worksheet*, is provided in exhibit 12 and *Sweet Potato Storage Appraisal Worksheet* is provided in exhibit 13 to illustrate how to complete entries. These example worksheets are for illustration purposes only.
- (2) The appraisal worksheet completion instructions in exhibit 3, specify the minimum requirements for the appraisal worksheets. All entry items are "Substantive," and they are required.
- (3) AIPs are responsible for developing the appraisal worksheets in accordance with the DSSH and the required entry items provided herein.

A. Appraisal Worksheet Standards (continued)

- (4) The AIP's name shall be entered in the appraisal worksheet if it is not preprinted on the worksheet.
- (5) The claim number shall be entered on the appraisal worksheet (when required by the AIP) when a worksheet entry is not provided.
- (6) The purpose of the *Sweet Potato Growing Season Inspection Worksheet* is 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.
- (7) 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.
- (8) 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.

B. Appraisal Information

- (1) As applicable, complete a separate appraisal worksheet for:
 - (a) each field or subfield appraised (applicable to preliminary and final claims);
 - (b) insured acreage damaged solely by uninsured causes; and
 - (c) for each sweet potato type.
- (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 (for example 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 21F example 2).

24 Appraisal Worksheet Completion (Continued)

B. Appraisal Information (continued)

- (3) 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.
- (4) 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 CP.
- (5) Refer to section 21F of this document for sampling requirements.
- (6) After a final pre-harvest inspection, the adjuster must enter on the *Final Sweet Potato Appraisal Worksheet* in column 22 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.

25-30 (Reserved)

PART 4 CLAIMS

31 Claim Form

A. Claim Form Standards

The Claim Form hereafter referred to as the *Production Worksheet* is a progressive form containing all notices of damage for all preliminary and final inspections (including “No Indemnity Due” claims) made on a unit.

- (1) The *Production Worksheet* completion instructions in exhibit 3 specify the minimum requirements for the *Production Worksheet*. All entry items are “Substantive,” and they are required.
- (2) AIPs are responsible for developing the *Production Worksheet* in accordance with the DSSH and the required entry items provided herein.
- (3) The Privacy Act and Nondiscrimination Statements are required statements that shall be printed on the form or provided as a separate document. Such statements are not included on the example form in exhibit 14. Such current statements can be found in the DSSH. The current Privacy Act can be found on the RMA website at <http://www.rma.usda.gov/regs/required.html> or successor website.

B. Claims Information

- (1) Refer to the LAM for instructions regarding:
 - (a) acreage report errors;
 - (b) delayed notices and delayed claims;
 - (c) corrected claims or fire losses (double coverage), and cases involving uninsured causes of loss, unusual situations, controversial claims, concealment, or misrepresentation;
 - (d) claims involving a Certification Form, (when all acreage on the unit has been appraised to be put to another use or other reasons described in the LAM);
 - (e) “No Indemnity Due” claims (which must be verified by an appraisal or notification from the insured that the production exceeded the guarantee); and
 - (f) if the AIP determines a claim is to be denied.

Important: Refer to LAM paragraph 67 K for *Production Worksheet* completion instructions when a claim is to be denied.

- (2) Instructions labeled “**PRELIMINARY**” apply to preliminary inspections only.

31 Claim Form (Continued)

B. Claims Information (continued)

- (3) Instructions labeled “**FINAL**” apply to final inspections only.
- (4) Instructions not labeled apply to ALL inspections.
- (4) 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.

32-40 (Reserved)

Acronyms

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

Approved Acronym	Term
AIP	Approved Insurance Provider
APH	Actual Production History
BP	Common Crop Insurance Policy Basic Provisions
CAT	Catastrophic Risk Protection Endorsement
CES	Cooperative Extension Service
CIH	FCIC-18010 Crop Insurance Handbook
CLU	FSA Common Land Unit
CP	Crop Provisions
DSSH	FCIC-24040 Document and Supplemental Standards Handbook
FCIC	Federal Crop Insurance Corporation
FDA	Food and Drug Administration
FN	FSA Farm Serial Number
FSA	USDA Farm Service Agency
GPS	Global Positioning Satellite
GSI	Growing Season Inspection
LAM	FCIC-25010 Loss Adjustment Manual
PASD	Product Administration and Standards Division
RMA	USDA Risk Management Agency
RMSD	Risk Management Services Division
SP	Special Provisions of Insurance
TMA	Transitional-yield Map Area
USDA	United States Department of Agriculture

Definitions

Approved yield (Applicable to *Addendum For Dedicated Processing Acreage*, only.) is determined by summing the yearly actual yields of marketable production, and dividing the sum by the number of yields contained in the database. The database must contain at least four actual yields and may contain up to 10 consecutive crop years of actual or assigned yields. A transitional yield (T-Yield) may be used for yield substitution purposes.

Approved yield for fresh market sweet potatoes is determined by summing the yearly actual yields of fresh market sweet potatoes and dividing the sum by the number of yields contained in the database. The database must contain at least four actual yields and may contain up to 10 consecutive crop years of actual or assigned yields. ***

Approved yield for processing sweet potatoes (not applicable to *Addendum For Dedicated Processing Acreage*) is determined by summing the yearly yields of processing sweet potatoes and dividing the sum by the number of yields contained in the database. The database must contain at least four actual yields and may contain up to 10 consecutive crop years of actual or assigned yields. If an insured does not have at least four years of records showing processing sweet potato production the fresh market actual yield for the same year will be multiplied by .67 and the applicable t-yield percentage to obtain an approved yield for processing sweet potatoes. ***.

Base contract price (Applicable to *Addendum For Dedicated Processing Acreage* only.) is the price per hundredweight stipulated in the processor contract (without regard to discounts or incentives) and that is used to determine the insured's price election.

Basic unit (Not applicable to *Addendum For Dedicated Processing Acreage*) is all of the sweet potatoes acreage in the county in which the insured has a share on the date coverage begins for the crop year.

Basic unit (Applicable to *Addendum For Dedicated Processing Acreage* only.) is all of the sweet potato acreage in which the insured has a share on the date coverage begins for the crop year, and that is insurable under the terms of the *Addendum For Dedicated Processing Acreage*.

Direct marketing is any sale of the insured crop directly to consumers without the intervention of an intermediary such as a wholesaler, retailer, packer, processor, shipper, buyer, or broker. Examples of direct marketing include selling through an on-farm or roadside stand, or a farmer's market, and permitting the general public to enter the field for the purpose of picking all or a portion of the crop.

Definitions (Continued)

Field production (of seed) is propagation of seed outside a controlled environment such as a greenhouse.
Generation one (G1) through generation three (G3 seed is Vine cuttings or roots produced in the first through the third year of field production used to create slips.
Fresh market sweet potatoes are sweet potatoes that are grown for harvest and grade U.S. Number 1 or U.S. Extra Number 1 in accordance with the United States Standards for Grades of Sweet Potatoes, effective April 21, 2005.
Harvest is the removal of the marketable sweet potato tuberous roots from the soil, and placement in a container.
Hundredweight is one hundred pounds avoirdupois (cwt).
Jumbos are sweet potato tuberous roots that weigh more than 36 ounces avoirdupois.
Marketable (Not applicable to <i>Addendum For Dedicated Processing Acreage</i>) is sweet potatoes that comply with the definition of either fresh market sweet potatoes or processing sweet potatoes.
Marketable (Applicable to <i>Addendum For Dedicated Processing Acreage only.</i>) is sweet potato production that is accepted by a processor, and is commonly referred to as “usable potatoes” on the insured’s settlement or delivery documents.
Maturity is a condition in which the tuberous roots are typical of the production normally harvested in the area. The insured crop will not be considered to have achieved maturity before the conclusion of the number of days after planting specified in the SP.
Maximum allowable acreage (Not applicable to <i>Addendum For Dedicated Processing Acreage</i>) is the number of acres equal to 110 percent of the greatest number of acres of planted sweet potatoes in which the insured had a share in any of the previous three crop years except that any acreage planted solely to fulfill a sweet potato processor contract for the current crop year will be excluded from the calculation of maximum allowable acreage. The insured must provide the AIP with a copy of the processor contract to exclude the acreage.
Over-planting factor is a factor which is always 1.000 or less and that is used to adjust the insured’s production guarantee, when the insured plants more acres of sweet potatoes than the insured’s maximum allowable acreage. This factor is determined in accordance with section 3 of the CP. Acreage planted solely for processing under contract will have an over-planting factor of 1.000.
Planted acreage means land on which slips have been transplanted into a properly prepared bed at the

Definitions (Continued)

correct depth and in rows sufficiently wide to permit mechanical cultivation. Acreage planted in any other manner will not be insurable, unless allowed by the SP.

Price for unharvested production is the insured's price election that has been reduced by the factor contained in the SP, or any addendum thereto, that takes into account costs not incurred for harvest and the result will be used to compute the amount of any indemnity in the event of a crop loss on unharvested acres.

Processor is any business enterprise regularly engaged in processing sweet potatoes for human consumption, that possesses all licenses and permits for processing sweet potatoes required by the State in which it operates, and that possesses facilities, or has contractual access to such facilities, with enough equipment to accept and process the contracted sweet potatoes within a reasonable amount of time after harvest.

Processor contract is a written contract between the producer and the processor, containing at a minimum:

- (a) The producer' commitment to plant and grow sweet potatoes, and to sell and deliver the sweet potatoes to the processor;
- (b) The processor's commitment to purchase all production stated in the processor contract; and
- (c) A price per hundredweight that will be paid for the production.

The insured must submit a copy of the processor contract to exclude acreage for the current crop year from the maximum allowable acreage calculation.

Processing sweet potatoes (Not applicable to *Addendum For Dedicated Processing Acreage*) are sweet potatoes that are grown for harvest and grade U.S. No. 1 Petite, or U.S. No. 2 (including jumbos) in accordance with the United States Standards for Grades of Sweet Potatoes, effective April 21, 2005.

Production guarantee (per acre) (Not applicable to *Addendum For Dedicated Processing Acreage*) is calculated in accordance with section 3(d) of the CP.

Seed is tuberous sweet potato roots planted to produce slips.

Slips are shoots or vine cuttings produced from sweet potato seed that are planted to establish a new sweet potato crop.

Sweet potato is a plant of the species *Ipomoea batatas*, grown for tuberous roots primarily used for human consumption. The sweet potato plants will produce both the fresh market sweet potato type and the processing sweet potato type.

Definitions (Continued)

Type is a category of sweet potatoes identified as a type in the SP.

Form Standards

A. Sweet Potato Growing Season Inspection Worksheet Standards and Elements

Element/Item Number	Description
Part 1	
1. Insured's Name/Insurance Company	Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued and name of the AIP (Company Name) if not preprinted on the worksheet.
2. Policy #	Insured's assigned policy number.
3. County	County where the sweet potato plants are physically located.
4. Unit #/FN/Claim #	Unit number from the Summary of Coverage after it is verified to be correct, FN, if applicable, and claim number as assigned by the AIP, if not preprinted on the worksheet.
5. Variety	Variety name. Indicate the source of documentation supplied to verify the variety and the appropriate practices regarding source of the seed. All insurable varieties are shown on the SP.
6. Stage	Stage ("Immature or "Mature") on the day of the field visit/appraisal (see exhibit 8)
Part 11	
7. Field ID/Planting Density	Above the line, enter field or subfield identification symbol. Document the division of the unit into fields and subfields in the narrative of the <i>Production Worksheet</i> so that the precise field and subfield can be revisited. Below the line, enter the planting density determined using the formula in exhibit 6. All fields in the unit must be sampled when performing a GSI.
8. Acres	Number of determined acres to tenths, in field or sub-field being appraised (determine total acreage for the unit).

Form Standards (Continued)

A. Sweet Potato Growing Season Inspection Worksheet Standards and Elements
(continued)

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 exhibit 7 for an example) and multiplying that result by the planted acres (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 <i>Sweet Potato Growing Season Inspection Worksheet</i> 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	Number of plant samples divided by the number of plants in the field (both from Item 9), to three decimal places.
11. Date Planted	Month and day of the last planting of the field as determined by the insured's records.
12. Guarantee	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.

Form Standards (Continued)

A. Sweet Potato Growing Season Inspection Worksheet Standards and Elements
(continued)

	<p><u>Sample Plants Destroyed by Uninsured Causes + Sample Plants Damaged by Uninsured Causes</u></p> <p>Number of Samples</p> <p>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.</p> <p><u>Item 15 ÷ Item 16</u> Item 13 ÷ Item 14 ÷ Item 15 ÷ Item 16</p> <p>In the event this ratio is in excess of 0.25, refer to the LAM for procedures to address controversial claims.</p>
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) rounded to a whole number. This represents the total plants in the field or subfield lost to uninsured causes.
19. Total Uninsured Production Loss to Count	<p>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.</p> <p>Uninsured Production Losses to Count =</p> <p><u>Guarantee x Acreage x Total Uninsured Plant Losses</u></p> <p>Number of Plants in the Field</p>
Part 111	
20. Sample Number	Samples are numbered sequentially on the <i>Sweet Potato Growing Season Inspection Worksheet</i> .

Form Standards (Continued)

A. Sweet Potato Growing Season Inspection Worksheet Standards and Elements
(continued)

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.
Narrative	Enter pertinent information.
The following required entries are not illustrated on the <i>Sweet Potato Growing Season Inspection Worksheet</i> in exhibit 10.	
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 <i>Sweet Potato Growing Season Inspection Worksheet</i> 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 <i>Final Sweet Potato Appraisal Worksheet</i> (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.).

Form Standards (Continued)

B. Final Sweet Potato Appraisal Worksheet Standards and Elements

Element/Item Number	Description
Part 1	
1. Insured's Name/Insurance Company	Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued and the name of the AIP if not preprinted on the worksheet.
2. Policy Number	Insured's assigned policy number.
3. County	County where the sweet potato plants are physically located.
4. Unit#/FN/Claim#	Unit number from the Summary of Coverage after it is verified to be correct, FN, if applicable, and claim number as assigned by the AIP.
5. Variety	Variety name. Indicate the source of documentation supplied to verify the variety and the appropriate practices regarding source of the seed. All insurable varieties are shown on the Special Provisions.
6A. Type	"Fresh Market" or "Processing", as applicable.
6B. Irrigated Practice	(a) Three-digit code number, entered exactly as specified on the actuarial documents for the irrigated practice. (b) If actuarial documents do not contain irrigated practices, make no entry.
Part 11	
7. Field ID	Field or subfield identification. Document the division of the unit into fields and subfields in the narrative of the <i>Production Worksheet</i> so that the precise field and subfield can be revisited .
8. Planting Density	Enter the planting density (see exhibit 6).
9. Acres	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 (see exhibit 7) (8 x 0.90 x 9) and round to nearest whole number. Verify with the

	insured's planting record.
--	----------------------------

Exhibit 3

Form Standards (Continued)

B Final Sweet Potato Appraisal Worksheet Standards and Elements (continued)

11. Samples	<p>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 <i>Sweet Potato Growing Season Inspection Worksheet</i> or the CUMULATIVE TOTAL (column 20) of the last worksheet continuation if more than one page is used for the field or subfield.</p> <p>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 exhibit 4 and exhibit 5.</p> <p>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.</p>
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 USE, 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	The result of dividing item 16 by item 12, and divide the result by 100 $[(16/12)/100]$, rounded to tenths.

Form Standards (Continued)

B Final Sweet Potato Appraisal Worksheet Standards and Elements (continued)

18. Appraised Potential Per Acre	Enter the result of dividing Item 17 by Item 9 ($17 \div 9$).												
19. Uninsured Production Loss	Total Uninsured Production Loss from Item 19 on the <i>Sweet Potato Growing Season Inspection Worksheet</i> .												
20. Potential	<p>Enter the result of dividing item 19 by Item 9 ($19 \div 9$).</p> <p>Both entries should be in hundredweight to tenths. Be sure to account for any losses due to insufficient planting densities. Refer to section 22C(1)(h) 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.</p>												
21. Condition of Field on Appraisal Date	<p>For each field appraised, enter the appropriate abbreviation from the list below.</p> <table> <tr> <th><u>Condition</u></th><th><u>Explanation</u></th></tr> <tr> <td>“D/C”</td><td>Destroyed or abandoned, check strips maintained</td></tr> <tr> <td>“D/N”</td><td>Destroyed or abandoned, no check strips maintained</td></tr> <tr> <td>“UH”</td><td>Unharvested</td></tr> <tr> <td>“H/C”.</td><td>Harvested, check strips maintained</td></tr> <tr> <td>“H/N”.</td><td>Harvested, no check strips maintained</td></tr> </table>	<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
<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	Month and day the insured anticipates harvesting or destroying the crop.												
23. Unadjusted Potential per acre	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												

Form Standards (Continued)

B Final Sweet Potato Appraisal Worksheet Standards and Elements (continued)

25. Adjusted Potential per Acre	<p>The result of multiplying item 23 by item 24 and rounding to nearest tenth.</p> <p>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.</p>
26. Narrative	Enter pertinent information.
The following required entries are not illustrated on the Final Sweet Potato Appraisal Worksheet example.	
27. Insured's Signature and Date	The Insured must sign and enter the date signed.
28. Adjuster's Signature, Code No., and Date	<p>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 <i>Final Sweet Potato Appraisal Worksheet</i> (if available); otherwise, document the appraisal date in the Narrative of the <i>Production Worksheet</i>.</p>
29. Page Number	Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

Form Standards (Continued)

C. Sweet Potato Storage Appraisal Worksheet Standards and Elements

Element/Item Number	Description
Part 1	
1. Insured's Name/Insurance Company	Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued and name of the AIP if not preprinted on the worksheet.
2. Policy Number	Insured's assigned policy number.
3. State	State where the sweet potatoes are grown.
4. County/Parish	County or parish where the sweet potato plants were physically located.
5. Unit#/FN/Claim#	Unit number from Summary of Coverage after it is verified to be correct, FN, if applicable, and claim number as assigned by the AIP if not preprinted on the worksheet.
6. Variety	Planted variety. (All varieties other than Beauregard and Evangeline are uninsurable unless otherwise stated in the Special Provisions).
7. Total Number of Bins	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. Acres	Determined acres, to tenths, in the field or subfield being appraised.
9. Date Harvested/Stored	From bin ID tags, enter the month and day as MMM-DD that the insured harvested and stored the crop. Explain in the "Narrative" or Special Report any production for acreage harvested after November.
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 Box 20 Box 30	Sample ID

Form Standards (Continued)

C. Sweet Potato Storage Appraisal Worksheet Standards and Elements (continued)

Col 11A Col 21A Col 31A	U.S. Grades #1 and Extra #1 - Enter the weight, to the nearest pound, from each Sample Bin of marketable production grading U.S. No. 1 and U.S. Extra No. 1 in 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 Col 21B Col 31B	Uninsured Loss - Enter the weight, to the nearest pound, of all production from each Sample Bin damaged by uninsured causes of loss. Since damaged tubers cannot be 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 Col 22A Col 32A	<p>U.S. Grades #2, and #1 Petite - Enter the weight, to the nearest pound, from each Sample Bin of marketable production grading U.S. No. 2 (including jumbos), and U.S. No. 1 Petite in accordance with the United States Standards for Grades of Sweet Potatoes, effective April 21, 2005, for processing sweet potatoes whose definition is defined in section 1 of the CP; or</p> <p>Marketable Sweet Potatoes - Enter the weight, to the nearest pound, from each Sample Bin of marketable production, and except for size, grading U.S. No. 1, U.S. Extra No. 1, U.S. No. 2 (including jumbos), and U.S. No. 1 Petite in accordance with the United States Standards for Grades of Sweet Potatoes, effective April 21, 2005, for processing sweet potatoes whose definition of marketable is defined in section 2 of the <i>Addendum For Dedicated Processing Acreage</i>. With respect to size, lots of production in which 85.1 percent or more of the sweet potatoes meet the size requirement specified in the processor contract for usable sweet potatoes will be included as production to count.</p>
Col 12B Col 22B Col 32B	Uninsured Loss - Enter the weight, to the nearest pound, of all production from each Sample Bin damaged by uninsured causes of loss. Since damaged tubers cannot be 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.

Form Standards (Continued)

C. Sweet Potato Storage Appraisal Worksheet Standards and Elements (continued)

Row 13 Row 23 Row 33	Column Total - Sum the weight, to the nearest pound, of all sweet potatoes in the Column above each box in the row.
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 Row 25 Row 35	No. of Sample Bins: Enter the total number of Sample Bins for the appropriate sample ID. This number must be at least the number required by exhibit 9 for each sample ID.
Row 16	For columns 11A and 12A, Box 14 \div 15:
Row 26	For columns 21A and 22A, Box 24 \div 25:
Row 36	For columns 31A and 32A, Box 34 \div 35:
Row 17 Row 27 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 \div 100:
Row 29	For columns 21A and 22A, Box 28 \div 100:

Form Standards (Continued)

C. Sweet Potato Storage Appraisal Worksheet Standards and Elements (continued)

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.

Form Standards (Continued)

D. Production Worksheet Standards and Elements

Element/Item Number	Description
1. Crop/Code#	Sweet Potato/0085.
2. Unit#	Unit number from the Summary of Coverage verified as correct.
3. Location Description	Land location that identifies the legal description, if available, and the location of the unit (section, township, and range; FN; CLU and tract numbers; GPS identifications; or grid identifications) as applicable for the crop.
4. Date(s) of Damage	<p>First three letters of the month(s) during which the determined insured damage occurred for the inspection and the cause(s) of damage listed in item 5 below. If no entry in item 5 below make no entry.</p> <p>(a) For progressive damage, enter in chronological order the month that identified when the majority of insured damage occurred. Include the specific date where applicable as in the case of hail damage. Example: Aug 11.</p> <p>(b) Enter additional dates of damage in extra spaces, as needed. If more space is needed, document additional dates of damage in the Narrative or on a Special Report. Refer to the illustration in item 6 below.</p> <p>Important: Make no entry if there is no insurable cause of loss and a no indemnity due claim will be completed.</p>
5. Cause(s) of Damage	<p>Name of the determined insured cause(s) of damage for this crop as listed in the LAM for the date of damage listed in item 4 above for this inspection.</p> <p>(a) If an insured cause(s) of damage is coded as “Other,” explain in the Narrative.</p> <p>(b) Enter additional causes of damage in the extra spaces, as needed. If more space is needed, document additional determined insured causes of damage in the Narrative or on a Special Report. Refer to the illustration in item 6 below.</p>

Form Standards (Continued)

D. Production Worksheet Standards and Elements (continued)

	<p>(c) If it is evident that no indemnity is due, enter “No Indemnity Due” across the column in item 5.</p> <p>Important: Refer to the LAM for more information on no indemnity due claims.</p>																		
6. Insured Cause %	<p>PRELIMINARY: Make no entry.</p> <p>FINAL: Whole percent of damage for the insured cause of damage listed in item 5 above for this inspection. Enter additional “Insured Cause %” in the extra spaces, as needed.</p> <p>(a) If additional space is needed, enter additional determined “Insured Cause %” in the Narrative or on a Special Report. The total of all “Insured Cause %” including those entered in the Narrative must equal 100%.</p> <p>(b) Make no entry if there is no insurable cause of loss, and a no indemnity due claim will be completed. Example entries for items 4 thru 6 and the Narrative are listed below, with entries for multiple dates of damage, corresponding insured causes of damage and insured cause percentages:</p> <table border="1" data-bbox="560 1283 1523 1522"> <tr> <td>4. Date of Damage</td><td><i>May</i></td><td><i>Jun 30</i></td><td><i>Jun 30</i></td><td><i>Aug</i></td><td><i>Aug</i></td></tr> <tr> <td>5. Cause(s) of Damage</td><td><i>Excess-Moisture</i></td><td><i>Tornado</i></td><td><i>Hail</i></td><td><i>Drought</i></td><td><i>Heat</i></td></tr> <tr> <td>6. Insured Cause %</td><td><i>10</i></td><td><i>20</i></td><td><i>15</i></td><td><i>25</i></td><td><i>20</i></td></tr> </table> <p>Narrative: Sep 5 additional date of damage, freeze cause of damage, 10% insured cause percent.</p>	4. Date of Damage	<i>May</i>	<i>Jun 30</i>	<i>Jun 30</i>	<i>Aug</i>	<i>Aug</i>	5. Cause(s) of Damage	<i>Excess-Moisture</i>	<i>Tornado</i>	<i>Hail</i>	<i>Drought</i>	<i>Heat</i>	6. Insured Cause %	<i>10</i>	<i>20</i>	<i>15</i>	<i>25</i>	<i>20</i>
4. Date of Damage	<i>May</i>	<i>Jun 30</i>	<i>Jun 30</i>	<i>Aug</i>	<i>Aug</i>														
5. Cause(s) of Damage	<i>Excess-Moisture</i>	<i>Tornado</i>	<i>Hail</i>	<i>Drought</i>	<i>Heat</i>														
6. Insured Cause %	<i>10</i>	<i>20</i>	<i>15</i>	<i>25</i>	<i>20</i>														
7. Company/ Agency	Name of the AIP and agency servicing the contract.																		
8. Name of Insured	Name of insured that identifies exactly the person (legal entity) to whom the policy is issued.																		

Form Standards (Continued)

D. Production Worksheet Standards and Elements (continued)

9. Claim #	Claim number as assigned by the AIP.
10. Policy #	Insured's assigned policy number.
11. Crop Year	Four-digit crop year, as defined in the policy, for which the claim is filed.
12. Additional Units	<p>PRELIMINARY: Make no entry.</p> <p>FINAL:</p> <p>(a) Unit number(s) for all non-loss units for the crop at the time of final inspection. A non-loss unit is any unit for which a <i>Production Worksheet</i> has not been completed.</p> <p>(b) Additional non-loss units may be entered on a single <i>Production Worksheet</i>.</p> <p>Important: If more spaces are needed for non-loss units, enter the unit numbers identified as "Non-Loss Units," in the Narrative or on an attached Special Report.</p>
13. Est. Prod. Per Acre	<p>PRELIMINARY: Make no entry.</p> <p>FINAL: Make no entry.</p>
14. Date(s) of Notice of Loss	<p>PRELIMINARY:</p> <p>(a) Enter the date the first or second notice of damage or loss was given for the unit in item 2, in the 1st or 2nd space, as applicable. Enter the complete date for each notice in MM/DD/YYYY format.</p> <p>(b) A notice of damage or loss for a third preliminary inspection (if needed) requires an additional set of <i>Production Worksheets</i>. Enter the date of notice for a third preliminary inspection in the 1st space of item 14 on the second set of <i>Production Worksheets</i>.</p> <p>(c) Reserve the "Final" space on the first page of the first set of <i>Production Worksheets</i> for the date of notice for the final inspection.</p>

Form Standards (Continued)

D. Production Worksheet Standards and Elements (continued)

	<p>(d) If the inspection is initiated by the AIP, enter “Company Insp” instead of the date.</p> <p>Important: If the notice does not require an inspection, document as directed in the Narrative instructions.</p> <p>FINAL:</p> <p>(a) Transfer the last date (in the 1st or 2nd space from first or second set of <i>Production Worksheets</i>) to the final space on the first page of the first set of <i>Production Worksheets</i> if a final inspection should be made as a result of the notice.</p> <p>(b) Always enter the complete date of notice in MM/DD/YYYY format for the “Final” inspection in the final space on the first page of the first set of <i>Production Worksheets</i>.</p> <p>Important: For a delayed notice of loss or a delayed claim, refer to the LAM.</p>
15. Companion Policy(s)	<p>(a) If no other person has a share in the unit (insured has a 100 percent share), make no entry.</p> <p>(b) In all cases where the insured has less than a 100 percent share of a loss-affected unit, ask the insured if the other person sharing in the unit has a multiple-peril contract (not crop-hail, fire). If the other person does not, enter “None:”</p> <p>(1) if the other person has a multiple-peril contract and it can be determined that the same AIP services it, enter the contract number, handle these companion policies according to AIP instructions;</p> <p>(2) if the other person has a multiple-peril contract and a different AIP or agent services it, enter the name of the AIP and/or agent (and contract number) if known; and</p> <p>(3) if unable to verify the existence of a companion contract, enter “Unknown” and contact the AIP for further instructions.</p> <p>Important: Refer to the LAM for further information regarding</p>

Form Standards (Continued)

D. Production Worksheet Standards and Elements (continued)

	companion contracts.
Section I: Determined Acreage Appraised, Production and Adjustments	<p>Make separate line entries for varying:</p> <ul style="list-style-type: none"> (a) rate classes, types, or farming practices, as applicable; (b) APH yields; (c) appraisals; (d) stages or intended use(s) of acreage; (e) shares, or <p>Example: 50 percent and 75 percent shares on the same unit.</p> <ul style="list-style-type: none"> (f) appraisals for damage due to hail or fire if a Hail and Fire Exclusion is in effect.
16. Field ID	Field identification symbol from the appraisal worksheet, sketch map, or an aerial photograph, as applicable. Refer to the Narrative instructions.
17. Multi-Crop Code	Applicable two-digit code for first crop and second crop. Refer to the LAM for instructions regarding first crop and second crop code entries.
18. Reported Acres	<ul style="list-style-type: none"> (a) In the event of over-reported acres, handle in accordance with the individual AIP instructions. (b) In the event of under-reported acres, enter the reported acres to tenths. (c) If there are no under-reported acres, make no entry.
19. Determined Acres	<ul style="list-style-type: none"> (a) Enter the determined acres to tenths for which consent is given for other use and/or: <ul style="list-style-type: none"> (1) put to other use without consent;

Form Standards (Continued)

D. Production Worksheet Standards and Elements (continued)

	<p>(2) abandoned;</p> <p>(3) damaged by uninsured causes;</p> <p>(4) for which the insured failed to provide acceptable records of production; or</p> <p>(5) from which production is sold by direct marketing.</p> <p>(b) Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.</p> <p>FINAL: Determined acres to tenths. Acreage breakdowns within a unit may be estimated if a determination is impractical. Account for all planted acreage in the unit.</p>
20. Interest or Share	Insured's interest in 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 insurance provider's instructions. Refer to the LAM.
22. Type	<p>(a) Three-digit code number, entered exactly as specified on the actuarial documents for the type grown by the insured.</p> <p>(b) If "No Type Specified," is shown in the actuarial documents, enter the appropriate three-digit code number (997) from the actuarial documents.</p> <p>(c) If actuarial documents do not contain types, make no entry.</p>
23. Class	<p>(a) Three-digit code number, entered exactly as specified on the actuarial documents for the class.</p> <p>(b) If "No Class Specified," is shown in the actuarial documents, enter the appropriate three-digit code number (997) from the actuarial documents.</p> <p>(c) If actuarial documents do not contain classes, make no entry.</p>
24. Sub-class	(a) Three-digit code number, entered exactly as specified on the actuarial

Form Standards (Continued)

D. Production Worksheet Standards and Elements (continued)

	<p>documents for the Sub-class.</p> <p>(b) If “No Sub-class Specified,” is shown in the actuarial documents, enter the appropriate three-digit code number (997) from the actuarial documents.</p> <p>(c) If actuarial documents do not contain Sub-classes, make no entry.</p>
25. Intended Use	<p>(a) Three-digit code number, entered exactly as specified on the actuarial documents for the intended use.</p> <p>(b) If “No Intended Use,” is shown in the actuarial documents, enter the appropriate three-digit code number (997) from the actuarial documents.</p> <p>(c) If actuarial documents do not contain Intended Uses, make no entry.</p>
26. Irr. Practice	<p>(a) Three-digit code number, entered exactly as specified on the actuarial documents for the irrigated practice.</p> <p>(b) If “No Irrigated Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number (997) from the actuarial documents.</p> <p>(c) If actuarial documents do not contain irrigated practices, make no entry.</p>
27. Cropping Practice	<p>(a) Three-digit code number, entered exactly as specified on the actuarial documents for the cropping practice.</p> <p>(b) If “No Cropping Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number (997) from the actuarial documents.</p> <p>(c) If actuarial documents do not contain cropping practices, make no entry.</p>
28. Organic Practice	<p>(a) Three-digit code number, entered exactly as specified on the actuarial documents for the organic practice.</p> <p>(b) If “No Organic Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number (997) from the actuarial documents.</p> <p>(c) If actuarial documents do not contain organic practices, make no entry.</p>
29. Stage	PRELIMINARY: Make no entry.

Form Standards (Continued)

D. Production Worksheet Standards and Elements (continued)

	FINAL: Stage abbreviation as shown below.																			
	<table border="1"> <thead> <tr> <th><u>STAGE</u></th><th><u>EXPLANATION</u></th></tr> </thead> <tbody> <tr> <td>"P"</td><td>Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide records of production which are acceptable to the AIP, for which notice was not provided according to the CP, or which were not disposed of according to the crop provisions.</td></tr> <tr> <td>"M"</td><td>Mature</td></tr> <tr> <td>"I"</td><td>Immature</td></tr> <tr> <td colspan="2">GLEANED ACREAGE: Refer to the LAM for information on gleaning.</td></tr> </tbody> </table>	<u>STAGE</u>	<u>EXPLANATION</u>	"P"	Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide records of production which are acceptable to the AIP, for which notice was not provided according to the CP, or which were not disposed of according to the crop provisions.	"M"	Mature	"I"	Immature	GLEANED ACREAGE: Refer to the LAM for information on gleaning.										
<u>STAGE</u>	<u>EXPLANATION</u>																			
"P"	Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide records of production which are acceptable to the AIP, for which notice was not provided according to the CP, or which were not disposed of according to the crop provisions.																			
"M"	Mature																			
"I"	Immature																			
GLEANED ACREAGE: Refer to the LAM for information on gleaning.																				
30. Use of Acreage	<p>Enter the applicable abbreviation as follows:</p> <table border="1"> <thead> <tr> <th><u>USE</u></th><th><u>EXPLANATION</u></th></tr> </thead> <tbody> <tr> <td>"To xxxxx," etc</td><td>Use made of acreage</td></tr> <tr> <td>"WOC"</td><td>Other use without consent</td></tr> <tr> <td>"SU"</td><td>Solely uninsured</td></tr> <tr> <td>"ABA"</td><td>Abandoned without consent</td></tr> <tr> <td>"D"</td><td>Destroyed with consent</td></tr> <tr> <td>"H"</td><td>Harvested (Appraisal from check strips or pre-harvest Appraisal)</td></tr> <tr> <td>"H/N"</td><td>Harvested (no check strips or pre-harvest appraisal)</td></tr> <tr> <td>"UH"</td><td>Unharvested</td></tr> </tbody> </table> <p>Verify any "Use of Acreage" entry. If the final use of the acreage was not</p>		<u>USE</u>	<u>EXPLANATION</u>	"To xxxxx," etc	Use made of acreage	"WOC"	Other use without consent	"SU"	Solely uninsured	"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
<u>USE</u>	<u>EXPLANATION</u>																			
"To xxxxx," etc	Use made of acreage																			
"WOC"	Other use without consent																			
"SU"	Solely uninsured																			
"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																			

Form Standards (Continued)

D. Production Worksheet Standards and Elements (continued)

	as indicated, strike out the original line and initial it. Enter all data on a new line showing the correct "Use of Acreage." GLEANED ACREAGE: Refer to the LAM for information on gleaning.
31. Appraised Potential	Make no entry
32a. Moisture%	Make no entry.
32b. Factor	Make no entry.
33. Shell%, Factor, or Value	Make no entry.
34. Production Pre QA	Make no entry.
35. Quality Factor	Make no entry
36. Production Post-QA	Make no entry.
37. Uninsured Causes	(a) Make no entry (uninsured causes of loss are calculated on the <i>Final Sweet Potato Appraisal Worksheet</i>).
38. Total to Count	Transfer entry from item 25 on the <i>Final Sweet Potato Appraisal Worksheet</i> .
39. Total	Total of column 19 acres rounded to tenths.
40. Quality	Make no entry.
41. Mycotoxins exceed FDA, State, or other health organization limits	Make no entry.
42. Totals	Total column 38.

Form Standards (Continued)

D. Production Worksheet Standards and Elements (continued)

Narrative	<p>(For illustration purposes only, and because there was not a third line available to add the information for the harvested and stored production, the information was put in the narrative. Actual production worksheets will have more lines available and this type of information will be documented on the available lines or another worksheet will be used.)</p> <p>If more space is needed, document on a Special Report, and enter “See Special Report.” Attach the Special Report to the <i>Production Worksheet</i>.</p> <ul style="list-style-type: none"> (a) If no acreage is released on the unit, enter “No Acreage Released,” adjuster’s initials, and date. (b) If notice of damage was given and “No Inspection” is necessary, enter the unit number(s), “No Inspection,” date, and adjuster’s initials. The insured’s signature is not required. (c) Explain any uninsured causes, unusual, or controversial cases. (d) If there is an appraisal in column 37 for uninsured causes due to a hail/fire exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre. (e) Document the actual appraisal date if an appraisal was performed prior to the adjuster’s signature date on the appraisal worksheet, and the date of the appraisal if not recorded on the appraisal worksheet. (f) State that there is “No Other Fire Insurance” when fire damages or destroys the insured crop and it is determined that the insured has no other fire insurance. Also refer to the LAM. (g) Explain any errors found on the <i>Summary of Coverage</i>. (h) Explain any commingled production. Refer to the LAM. (i) Explain any entry for “Production Not to Count” in column 62, and/or any production not included in column 56 entries (harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit). (j) Explain a “No” checked in item 44. (k) Attach a sketch map or aerial photograph to identify the total unit: <ul style="list-style-type: none"> (1) if consent is or has been given to put part of the unit to another
------------------	--

Form Standards (Continued)

D. Production Worksheet Standards and Elements (continued)

	<p>use;</p> <p>(2) if uninsured causes are present; or</p> <p>(3) for unusual or controversial cases.</p> <p>Indicate on the aerial photograph or sketch map, the disposition of acreage destroyed or put to other use with or without consent.</p> <p>(l) Explain any difference between inspection and signature dates. For an absentee insured, enter the date of the inspection and the date of mailing the <i>Production Worksheet</i> for signature.</p> <p>(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.</p> <p>(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.</p> <p>(o) Document the method and calculation used to determine acres for the unit. Refer to the LAM.</p> <p>(p) Document name and address of charitable organization when gleaned acreage is applicable. Refer to the LAM for information on gleaning.</p> <p>(q) Explain any delayed notices or delayed claims as instructed in the LAM.</p> <p>(r) Specify the type of insects or disease when the insured cause of damage or loss is listed as insects or disease. Explain why control measures did not work, or if control measures were unavailable. Document the laboratory performing confirming assessment.</p> <p>(s) Document the appraisal for uninsured causes of loss, if applicable.</p> <p>(t) Document any other pertinent information, including any data to support any factors used to calculate the production.</p>
--	--

Form Standards (Continued)

D. Production Worksheet Standards and Elements (continued)

Section II: Determined Harvested Production	
General Information	<p>(a) When all acreage has been harvested, determine total production from warehouse receipts, packer/processor receipts, storage appraisals, etc.) verified by the adjuster and supported by written records from the first handler, as applicable. This production will be the basis for computing losses on the <i>Production Worksheet</i> for insured and uninsured causes of damage.</p> <p>(b) Account for all harvested production for all entities sharing in the crop except production appraised before harvest and shown in section I herein because the quantity cannot be determined later.</p> <p>(c) For production commercially stored, sold, etc., enter the name and address of storage facility, buyer, or packing house, as applicable in columns 49 through 52.</p> <p>(d) The insured must maintain satisfactory records of all production sold. Verify any storage facility/buyer/packing house records.</p> <p>Important: If acceptable sales records are not available, refer to the LAM.</p> <p>(e) If additional lines are necessary, the data may be entered on a continuation sheet. Use separate lines for:</p> <p>(1) different first handlers (buyers, packing houses, or processors). The insured must have maintained satisfactory records of all production sold or stored. Verify any packing house or processor records;</p> <p>(2) harvested production of any type that failed to meet the applicable grade (quality) requirements because of insured damage;</p> <p>(3) varying shares; e.g., 50 percent and 75 percent shares on same unit; and</p> <p>(4) harvested production from more than one insured practice (or type) and a separate approved APH yield has been established for each, the harvested production also must be entered on separate lines in columns 47a through 55 by crop. If production has been commingled, refer to the LAM.</p> <p>(f) There will generally be no harvested production entries in columns 47a through 66 for preliminary inspections.</p>

Form Standards (Continued)

D. Production Worksheet Standards and Elements (continued)

43. Date Harvest Completed	<p>Used to determine a delayed notice or a delayed claim. Refer to the LAM.</p> <p>PRELIMINARY: Make no entry.</p> <p>FINAL:</p> <ul style="list-style-type: none"> (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, and so forth. Refer to the LAM.
44. Damage Similar to Other Farms in the Area?	<p>PRELIMINARY: Make no entry.</p> <p>FINAL: Check "Yes" or "No." Check "Yes" if amount and cause of damage due to insurable causes is similar to the experience of other growers of sweet potatoes in the area. If "No" is checked, explain in the Narrative.</p>
45. Assignment of Indemnity	<p>Check "Yes" only if an assignment of indemnity is in effect for the crop year; otherwise, check "No." Refer to the LAM.</p>
46. Transfer of Right to Indemnity	<p>Check "Yes" only if a transfer of right to an indemnity is in effect for the unit for the crop year; otherwise, check "No." Refer to the LAM.</p>
47a. Share	<p>Record only varying shares on same unit to three decimal places.</p>
47b. Field ID	<ul style="list-style-type: none"> (a) Make no entry if only one practice and/or type of harvested production is listed in section I. (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 column 16).

Form Standards (Continued)

D. Production Worksheet Standards and Elements (continued)

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.-52. Length or Diameter/ Width /Depth /Deduction	For sweet potatoes sold or stored, enter the name and address of the broker, buyer, packing house, storage facility, etc., as applicable. For sweet potatoes otherwise disposed of, indicate the method of disposition.
53.-55.	Make no entry.
56. Bu., Ton, Lbs., Cwt.	<p>Circle "Cwt." in column heading. Include all harvested marketable production from insured acreage.</p> <p>Enter the production in hundredweight, to tenths.</p> <ul style="list-style-type: none"> 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. <p>Important: Include all harvested marketable production from broker, buyer, or packing house records, etc., as applicable.</p>
57. -60b.	Make no entry.
61. Adjusted Production	Transfer entry from column 56.
62. Prod. Not to Count	Net production not to count in hundred weight rounded to tenths when acceptable records identifying such production are available, from harvested acreage which has been assessed an appraisal of not less than the guarantee per acre, or from other sources such as other units or uninsured acreage. Explain any "Production not to Count in the Narrative.

Form Standards (Continued)

D. Production Worksheet Standards and Elements (continued)

	Important: This entry shall never exceed production shown on the same line.
63. Production Pre-QA	Column 61 minus column 62, in hundredweight rounded to tenths.
64a. Value	Make no entry.
64b. Market Price	Make no entry.
65. Quality Factor	Make no entry.
66. Production to Count	<p>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.</p> <p>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.</p> <p>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.</p>
67. Total	Total of column 63. If no entry in column 63, make no entry.
68. Section II Total	Total of column 66.
69. Section I Total	Total of column 38.
70. Unit Total	Item 68 plus item 69.
71. Allocated Prod.	<p>(a) Total production, in hundredweight rounded to tenths, allocated to this unit that is included in sections I or II of the Production Worksheet.</p> <p>(b) Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.</p> <p>Important: Refer to the LAM paragraphs 126 C (5) and 127 for instructions for determining allocated production.</p>
72. Total APH Prod.	Make the following entries in hundredweight rounded to tenths.

Form Standards (Continued)

D. Production Worksheet Standards and Elements (continued)

	<p>(a) When there are entries in column 37 and/or item 71: Item 70 minus item 71, minus total of column 37.</p> <p>(b) When there is no entry in item 71 and column 37: Transfer entry from item 70.</p> <p>Reminder: Make no entry when separate APH yields are maintained by type, practice, and so forth, within the unit.</p> <p>Note: When fresh market sweet potatoes are appraised in the field, the result of section will be reduced by 5 percent to simulate the weight of the crop lost to shrinkage during curing and storage.</p>
The following required entries are not illustrated on the <i>Production Worksheet</i> example.	
73. Adjuster's Signature, Code # and Date	<p>(a) Adjuster's signature, code number, and date signed after the insured (or insured's authorized representative) has signed.</p> <p>(b) 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 <i>Production Worksheet</i>.</p> <p>(c) Final indemnity inspections should be signed on the bottom line.</p>
74. Insured's Signature and Date	<p>(a) Insured's (or insured's authorized representative's) signature and date.</p> <p>(b) Before obtaining insured's signature, review all entries on the <i>Production Worksheet</i> with the insured or insured's authorized representative, particularly explaining codes, etc., that may not be readily understood.</p> <p>(c) Final indemnity inspections should be signed on the bottom line.</p>
75. Page Numbers	<p>PRELIMINARY: Page numbers - "1," "2," and so forth, at the time of inspection.</p> <p>FINAL: Page numbers.</p>

Form Standards (Continued)

D. Production Worksheet Standards and Elements (continued)

	Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, and so forth.
--	--

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.

Minimum Number of Representative Samples Required

ACRES IN FIELD OR SUBFIELD	REPRESENTATIVE SAMPLE REQUIREMENTS
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.

Planting Density Formula

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 1/10th 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).

43,560 square feet per acre

Planting density = _____

Feet between plants X feet between rows

Example:

Distance between plants = 1.0 foot

Distance between rows = 3.5 feet

43,560

Plants per acre = _____ = 12,445.71 = 12,446 slips planted per acre.

1.0 X 3.5

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 exhibit 6

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 = $12,446 \times 0.9 \times 2.0 = 22,402.8 = 22,403$ plants in the field.

Appraisal Methods by Stage

Appraisal Method	Use
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 SP.
Mature Stage Appraisal Method	The Mature Stage Appraisal Method beginning not earlier than the beginning of the mature stage as described on the SP.

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.

Sweet Potato Growing Season Inspection Worksheet

<p>For Illustration Purposes Only</p> <p>SWEET POTATO GROWING SEASON INSPECTION WORKSHEET</p>	PART I:		
	1 NAME OF INSURED / INSURANCE COMPANY I. M. Insured / The Insurance Co.		2 POLICY # XX-XXX-XXXX
	3 COUNTY Any County		
	4 UNIT # / FN / Claim # 00100 / XXX / XXXXXXXX		5 Variety Beauregard Seed purchase records/I.M. Agriculture Co. MM/DD/YY
		6 STAGE Mature	

Part II:

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
A 16,200	0.1	1,458 80	0.055	MMM DD	100	40	30	6	4	0.13 0.13	109	0.7

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			Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes destroyed by Uninsured Causes			Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes destroyed by Uninsured Causes			Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes destroyed by Uninsured Causes			Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes destroyed by Uninsured Causes			Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes destroyed by Uninsured Causes			Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes destroyed 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.

Sweet Potato Growing Season Inspection Worksheet (Continuation)

SWEET POTATO GROWING SEASON INSPECTION WORKSHEET (Continuation)	PART I:							
	1 NAME OF INSURED / INSURANCE COMPANY				2 POLICY NO.		3 COUNTY/PARISH	
	4 UNIT# / FN / CLAIM#				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				
																				TOTAL														
																				PREVIOUS TOTAL														
																				CUMULATIVE TOTAL														

Final Sweet Potato Appraisal Worksheet

For Illustration Purposes Only FINAL SWEET POTATO APPRAISAL WORKSHEET	PART I:		
	1 NAME OF INSURED / INSURANCE COMPANY I. M. Insured / The Insurance Co.	2 POLICY NO. XX-XXX-XXXX	3 COUNTY Any County
	4 UNIT # / FN / CLAIM # 0001-0001 / XXX / XXXXXXXX	5 VARIETY Beauregard Seed purchase records / I.M. Agriculture Co. MM/DD/YY	6A TYPE Fresh Market 6B PRACTICE: IRR

Part II																		
Field ID	Planting Density	Number of Acres	Number of Plants	Number of Samples	Percent of Crop Sampled	Date Planted	Stage	Guarantee	Harvested Weight of Samples	Preliminary Appraised Production	Appraised Potential Per Acre	Uninsured Production Loss	Potential	Condition of Field on Appraisal Date	Anticipated Harvest Date	Unadjusted Potential per Acre	Factor	Adjusted Potential per Acre
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
A	16,200	0.1	1,458	80	0.055	MM/DD		100.0	33	6.0	60.0	.7	7.0	D/C	MM/DD	67.0	0.95	63.7
C	11,440	18.0	185,328		0.000	MM/DD		100.0				100	100	H/N				100.0*
TOTAL		20.0																

26. Narrative

*Uninsured losses assessed for failure to leave check strips, a policy requirement.

Sweet Potato Storage Appraisal Worksheet

Sweet Potato Storage Appraisal Worksheet														
Part I														
1. Name of Insured / Insurance Company		2. Policy Number		3. State	4. County / Parish		5. Unit# / FN / Claim#			6. Variety		7. Total Number of Bins		
I.M. Insured / Any Company		XX XXX XXXX		LA	Any Parish		0001-0001 / XXX / XXXXX			Evangeline		918		
8. Determined Acres		9 Date Harvested/Stored												
110		Oct-10												
Part II														
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	
13. Col. Total	2655	100	2066	0	23. Col. Total	2875	0	2157	0	33. Col. Total	1775	0	3107	0
14. Combined	2755		2066		24. Combined	2875		2157		34. Combined	1775		3107	
15. Bins Sampled	5		5		25. Bins Sampled	5		5		35. Bins Sampled	5		5	
16 Average	551		413.2		26 Average	575		431.4		36 Average	355		621.4	
17 Bins in sample ID	367		367		27 Bins in sample ID	413		413		37 Bins in sample ID	138		138	
18 Sample Lbs	202,217		151,644.4		28 Sample Lbs	237,475		178,168.2		38 Sample Lbs	48,990		85,753.2	
19 Sample Cwt	2,022.2		1,516.4		29 Sample Cwt	2,374.8		1,781.7		39 Sample Cwt	489.9		857.5	
Part III														
40. Insured Signature				Date:		41. Adjuster's Signature				Date				Pages

November 2013

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

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

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.

**Definitions from the United States Standards for Grades of Sweet Potatoes,
Effective April 21, 2005 (Continued)**

Term	Definition
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.