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Federal Crop
Insurance
Corporation



Product
Administration and
Standards Division

FCIC-25420 (8-2009)

SAFFLOWER LOSS ADJUSTMENT STANDARDS HANDBOOK

2010 and Succeeding Crop Years

UNITED STATES DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

FEDERAL CROP INSURANCE HANDBOOK		NUMBER: 25420 (08-2009)	
SUBJECT: SAFFLOWER LOSS ADJUSTMENT STANDARDS HANDBOOK 2010 AND SUCCEEDING CROP YEARS	OPI: Product Administration and Standards Division		
	APPROVED:	DATE:	
	/S/ <i>Tim B. Witt</i> <i>August 24, 2009</i> Deputy Administrator, Product Management		

THIS HANDBOOK CONTAINS THE OFFICIAL FCIC-APPROVED LOSS ADJUSTMENT STANDARDS FOR THIS CROP FOR THE 2010 AND SUCCEEDING CROP YEARS. ALL REINSURED COMPANIES WILL UTILIZE THESE STANDARDS FOR BOTH LOSS ADJUSTMENT AND LOSS TRAINING.

SUMMARY OF CHANGES/CONTROL CHART

Major Changes: See changes or additions in text which have been highlighted. Three stars (***) identify where information has been removed.

Changes for Crop Year 2010 (FCIC-25420) issued **August 2009**:

- A. Throughout the handbook: Made editorial and syntax changes so handbook test tracks with current RMA-approved handbook formatting, and updated examples and forms as needed.
- B. Throughout the handbook: Appropriate comments that pertained to grammar, punctuation, deleting unneeded words, rewording to make a sentence flow better, corrections of reference numbers, formatting, etc. were incorporated, but are not listed.
- C. Throughout the handbook: Removed the signature blocks and privacy act statements from all form examples. These are still required entries on any applicable company generated forms.
- D. **Section 1** - Revised to incorporate currently RMA approved standard language.
- E. **Subsection 2 B (3)** – Added abbreviation for “Document and Supplemental Standards Handbook, FCIC-24040” (DSSH).
- F. **Subsection 3 B** – Added reference and deleted text for provisions and procedures not applicable to CAT coverage.
- G. **Subsection 5 C** - Revised measuring row width instructions in accordance with latest RMA approved procedure.

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SUMMARY OF CHANGES/CONTROL CHART (con't)

- H. **Subsection 6 B (2)** – Added instructions for delay of inspection if due to hail damage.
- I. **Subsection 8 A** – Revised appraisal worksheet form standards in accordance with latest RMA approved procedure.
- J. **Subsection 9 A** - Revised claim form standard instructions in accordance with RMA approved procedure.
- K. **Subsection 9 C** - Revised form entry and completion instruction in accordance with RMA approved procedure.
- L. **Subsection 9 C** – Incorporated revised production worksheet and replanting worksheet.
- M. **Subsection 10, TABLE A** - Revised the minimum representative sample requirements.

Control Chart For: Safflower Loss Adjustment Standards Handbook						
	SC Page(s)	TC Page(s)	Text Page(s)	Reference Material	Date	Directive Number
Remove	Entire Handbook					
Current Index	1-2	1-2	1-38	39-46	8-2009	FCIC-25420

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1. INTRODUCTION

THIS HANDBOOK MUST BE USED IN CONJUNCTION WITH THE LOSS ADJUSTMENT MANUAL (LAM).

The FCIC-issued loss adjustment standards for this crop are the official standard requirements for adjusting Multiple Peril Crop Insurance (MPCI) losses in a uniform and timely manner. The FCIC-issued standards for this crop and crop year are in effect as of the signature date for this crop handbook at www.rma.usda.gov/handbooks/25000/index.html. All reinsured companies will utilize these standards for both loss adjustment and loss training for the applicable crop year. These standards which include crop appraisal methods, claims completion instructions, and form standards supplement the general (not crop-specific) loss adjustment standards identified in the LAM.

2. SPECIAL INSTRUCTIONS

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

A. DISTRIBUTION

- (1) The following is the minimum distribution of forms completed by the adjuster and signed by the insured (or the insured's authorized representative) for the loss adjustment inspection:
 - (a) One legible copy to the insured.
 - (b) The original and all remaining copies as instructed by the Approved Insurance Provider (AIP).
- (2) It is the AIPs' responsibility to maintain original insurance documents relative to policyholder servicing as designated in their approved plan of operations.

B. TERMS, ABBREVIATIONS, AND DEFINITIONS

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

(3) Abbreviations:

CAT	Catastrophic Risk Protection
CIH	Crop Insurance Handbook
FGIS	Federal Grain Inspection Service
DSSH	Document and Supplemental Standards Handbook, FCIC-24040

(4) Definitions:

Harvest	Collecting the safflower seeds by combining or threshing.
Local Market Price	The cash price per pound for undamaged safflower (test weight of 35 pounds per bushel or higher and seed damage less than 25 percent) offered by buyers.
Nurse Crop (Companion Crop)	A crop planted into the same acreage as another crop, that is intended to be harvested separately, and which is planted to improve growing conditions for the crop with which it is grown.
Value Per Pound	The cash price per pound for damaged safflower (test weight below 35 pounds per bushel, seed damage in excess of 25 percent, or both).

3. INSURANCE CONTRACT INFORMATION

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

A. INSURABILITY

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

- (1) The crop insured will be all safflower in the county in which the insured has a share, for which premium rates are provided by the actuarial documents; and
 - (a) that is planted for harvest as safflower seed; or
 - (b) that is not (unless allowed by the Special Provisions or by written agreement):
 - 1 Interplanted with another crop, or
 - 2 Planted into an established grass or legume.

- (2) In addition to the Basic Provisions, safflower acreage that is not insurable, is as follows:
- (a) Safflowers planted on land on which safflower, sunflower seed, any variety of dry beans, soybeans, mustard, rapeseed, or lentils were grown the preceding crop year, unless other rotation requirements are specified in the Special Provisions or the AIP agrees in writing to insure such acreage; or
 - (b) Safflower acreage damaged before the final planting date, to the extent that the majority of producers in the area would normally not further care for the crop, unless the crop is replanted or the AIP agrees that it is not practical to replant. Refer to the LAM for replanting provision issues. Refer to section 4 of this handbook for replanting payment procedures.
- (3) Any production harvested from other plants growing in the insured crop may be counted as production of the insured crop on a weight basis.

B. PROVISIONS AND PROCEDURES NOT APPLICABLE TO CAT COVERAGE

Refer to the LAM for other provisions not applicable to CAT.

C. UNIT DIVISION

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

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

D. QUALITY ADJUSTMENT

- (1) Refer to the LAM for information on speculative type contract prices in quality adjustment. THE QUALITY ADJUSTMENT FACTOR CANNOT BE GREATER THAN 1.000 or less than zero (.000).
- (2) Safflower production in accordance with the Crop Provisions will be eligible for quality adjustment if such production; (1) has a test weight below 35 pounds per bushel, or (2) has seed damage in excess of 25 percent, or (3) has a musty, sour, or commercially objectionable foreign odor, or (4) contains substances or conditions that are identified by the Food and Drug Administration or other public health organizations of the United States as being injurious to human or animal health.
- (3) Refer to the LAM for instructions on who can obtain samples for grading, and who can make determinations of deficiencies, conditions and substances that would cause the crop to qualify for quality adjustment.
- (4) The adjuster must refer to the Special Provisions if production is eligible for quality adjustment as identified in the Crop Provisions.

- (5) When due to insurable cause(s), use of quality adjustment for safflowers is handled by determining the appropriate discount factors from the Special Provisions, summing them together, if applicable, and subtracting from 1.000 to obtain the applicable Quality Adjustment Factor (percent of production to count). Refer to the Special Provisions for chart discount factors, instructions for calculating non-chart discount factors, and other allowable discounts. Also refer to the LAM for examples and guidance in determining reduction in values (RIV's) to calculate non-chart discount factors.
- (6) Moisture adjustment is applied prior to applying any qualifying quality adjustment for quality such as test weight, kernel damage, etc. Refer to **TABLE F** for the safflower moisture adjustment chart. Moisture adjustment results in a reduction in production to count of 0.12 percent for each 0.1 percent moisture in excess of 8 percent.
- (7) For safflowers for which RIV's apply and which can be conditioned/reconditioned, refer to the **quality statements in the** Special Provisions for instructions.
- (8) If a local market cannot be found for the safflower, refer to the LAM.
- (9) Refer to the LAM for special instructions regarding mycotoxin-infected grain.
- (10) Document quality adjustment information as described in the instructions for the "Narrative" section of the claim form (subsection 9 B), or on a Special Report.
- (11) For additional quality adjustment definitions, instructions, qualifications, and testing requirements, refer to the LAM and the Agricultural Marketing Act of 1946, as amended.

4. REPLANTING PAYMENT PROCEDURES

A. GENERAL INFORMATION

- (1) Replanting payments made on acreage replanted by a practice that was uninsurable as an original planting will require the deduction of the replanting payment for such acreage from the original unit liability. If the unit dollar loss (final claim) is less than the original unit liability minus such replanting payment, the actual indemnity dollar amount will not be affected by the replanting payment. The premium will not be reduced.
- (2) No replanting payment will be made on acreage on which a prior replant payment has already been allowed for the crop year.

B. QUALIFICATIONS FOR REPLANTING PAYMENT

To qualify for replanting payment, the:

- (1) insured crop must be damaged by an insurable cause;
- (2) AIP must determine that it is practical to replant;

- (3) acres being replanted must have been initially planted on or after the “Earliest Planting” date established by the Special Provisions;
- (4) **pounds** per acre appraisal (or appraisal plus any appraisals for uninsured causes of loss) must be less than 90 percent of the per acre production guarantee for the acreage the insured intends to replant (Refer to section 5, “Safflower” Appraisals);
- (5) acreage replanted must be AT LEAST the lesser of 20 acres or 20 percent of the insured **planted** acreage for the unit (as determined on the final planting date or within the late planting period if a late planting period is applicable); and

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

- (6) AIP has given consent to replant.

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

C. MAXIMUM REPLANTING PAYMENT

The maximum amount allowed for replanting will be the LESSER OF:

- (1) The insured’s actual replanting cost;
- (2) The product of multiplying the maximum pounds allowed in the policy (160 pounds) by the insured’s price election, times the insured’s share in the crop; or
- (3) 20 percent of the production guarantee times applicable price election times insured’s share.
- (4) Compute the number of pounds per acre allowed for a replanting payment, by dividing the maximum replanting payment by the price election. Show all calculations in the Narrative of the Claim Form or on a Special Report.

EXAMPLE 1

Owner/operator (100 percent share)

30 acres replanted

Insured’s actual cost to replant = \$20.00/acre

Price election = \$.12 per pound

20% of prod. guar. (1200 lbs. x 20%) = 240 lbs. x \$.12 (price election) x 1.000 (share) = \$28.80

160 lbs. (maximum lbs. allowed in policy) x \$.12 (price election) x 1.000 (share) = \$19.20

The lesser of \$28.80, \$19.20, and \$20.00 is \$19.20

Actual lbs. per acre allowed = 160 lbs. (\$19.20 ÷ \$.12)

Enter the number of replanted acres (30) multiplied by 160 lbs. (4800 lbs.) in Section I, column 36, “Production Post QA” of the Claim Form.

EXAMPLE 2

Landlord/tenant on (50/50 share)

30 acres replanted

Insured's actual cost to replant = \$22.00

Price election = \$.12 per pound

20% of prod. guar. (1200 lbs. x 20%) = 240 lbs. x \$.12 (price election) x .500 (share) = \$14.40

160 lbs. (maximum lbs. allowed in policy) x \$.12 (price election) x .500 (share) = \$9.60

The lesser of \$22.00, \$14.40, and \$9.60 is \$9.60

Actual lbs. per acre allowed = 80 lbs. (\$9.60 ÷ \$.12)

Enter the number of replanted acres (30) multiplied by 80 lbs. (2400 lbs.) if the share has been applied, or the number of replanted acres multiplied by 160 lbs. (4800 lbs.) if share has yet to be applied in Section I, column 36, "Production Post QA" of the Claim Form. (Follow individual AIP guidelines). Indicate in the Narrative if adjusted potential has/has not been reduced for share on Claim Form according to individual AIP guidelines.

D. REPLANTING PAYMENT INSPECTIONS

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

5. SAFFLOWER APPRAISALS

A. GENERAL INFORMATION

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

For any zero appraisals, refer to the LAM.

B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS

- (1) Determine the minimum number of required samples for a field or subfield by the field size, the average stage of growth, age (size) and general capabilities of the plants, and variability of potential production and plant damage within the field or subfield.
- (2) Split the field into subfields when:
 - (a) Variable damage causes the crop potential to appear to be significantly different within the same field; or
 - (b) The insured wishes to destroy a portion of a field.
- (3) Each field or subfield must be appraised separately.

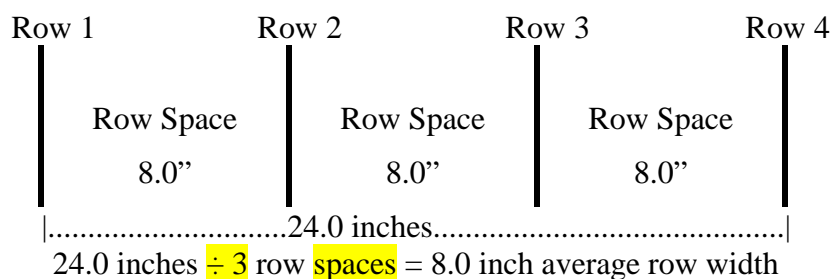
- (4) Take not less than the minimum number (count) of representative samples required in **TABLE A (Minimum Representative Sample Requirements)** for each field or subfield.

C. MEASURING ROW WIDTH FOR SAMPLE SELECTION

Use these instructions for all appraisal methods.

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

EXAMPLE:



- (3) Where rows are skipped for tractor and planter tires, refer to the LAM.
- (4) The length of row measured will be 10 feet. For broadcast acreage, use a 3-foot square grid (9 square feet).
- (5) Apply the average row width in **TABLE D** to determine the square foot factor required for the sample row. The square foot factor is applied only to the After Budding appraisal method.

6. APPRAISAL METHODS

A. GENERAL INFORMATION

These instructions provide information on the following appraisal methods:

Appraisal Method...	Use...
Emergence Through Budding	for planted acreage with no emerged seed, or on plants through the budding stage.
After Budding	from after budding through full maturity to determine the appraisal after any insured cause of damage.

B. EMERGENCE THROUGH BUDDING

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

(1) Procedures for Emergence through Budding Appraisals.

- (a) Count the ORIGINAL number of plants (living, dead, missing, or non-emerged) in a 10 ft. row length or use 3-ft. by 3-ft. square grid for broadcast safflower. Enter the original number of plants in column 9 of the appraisal worksheet.
- (b) Count the REMAINING number of LIVE PLANTS (capable of producing a head) in the sample row length. Enter this number in column 10 of the appraisal worksheet.
- (c) Calculate the adjusted percent of damage using the stand reduction chart (**TABLE B**). Subtract the remaining stand from the original stand and divide the result by the original stand. Apply the result to **TABLE B** to determine the adjusted percent of damage from stand reduction. Enter this result in column 11 of the appraisal worksheet.
- (d) Subtract the adjusted percent damage from stand reduction from 100 to arrive at the percent of potential remaining. Enter this number in column 12 of the appraisal worksheet.
- (e) Convert this count to potential pounds per acre by multiplying the percent of potential times the insured's APH yield.

(2) Procedures for leaf loss appraisals.

- (a) For damage due to hail only, a reduction in the potential will be calculated for leaf loss. Determine the percent of leaf area destroyed from five consecutive plants, including parts of plants cut off, rounded to the nearest 5 percent, and enter in column 13. For damage due to hail, delay the inspection 7 to 10 days after damage.
- (b) Determine the percent of damage from leaf destruction using **TABLE C**. Enter this number in column 14 of the appraisal worksheet.
- (c) Calculate the net damage to leaf loss by multiplying potential remaining in column 12 by the percent damage for leaf destruction in column 14. Enter this number in column 15 of the appraisal worksheet.
- (d) Determine the net potential remaining by subtracting the net damage to leaf loss (column 15) from the potential remaining (column 12) and enter the result in column 16.

C. AFTER BUDDING

Procedures for after budding appraisals.

- (1) Count the number of heads in a 10 ft. row length or use 3-ft. by 3-ft. square grid for broadcast safflower. Enter the count in column 24 of the appraisal worksheet.
- (2) Count the actual kernels in five representative heads and divide by 5 to arrive at the average number of kernels per head and enter the result in column 28 of the appraisal worksheet. If an actual count cannot be determined, use **TABLE E** to arrive at average kernels per head.
- (3) Convert the total number of kernels in the sample to potential pounds per acre by dividing the average number of kernels per square foot in the sample by the yield factor for safflowers (shown on the appraisal worksheet).

7. 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.

8. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES

A. APPRAISAL WORKSHEET FORM STANDARDS

- (1) The entry items in subsection C are the minimum requirements for the Safflower Appraisal Worksheets for the different appraisal methods. All of these entry items are “Substantive,” (i.e., they are required.)
- (2) Appraisal Worksheet Completion Instructions. The completion instructions for the required entry items on the Appraisal Worksheets in the following subsections are “Substantive,” (i.e., they are required.)

(3) The Privacy Act and Nondiscrimination Statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown in the example form in this exhibit. The current Nondiscrimination Statement and Privacy Act Statement can be found on the RMA website at <http://www.rma.usda.gov/regis/required.html> or successor website.

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

B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION PROCEDURES

- (1) Include the AIP's name in the appraisal worksheet title if not preprinted on the AIP's worksheet or when a worksheet entry is not provided.
- (2) Include the claim number on the appraisal worksheet (when required by the AIP), when a worksheet entry is not provided.
- (3) Separate appraisal worksheets are required for each unit appraised, and for each field or subfield which has a differing base (APH) yield (not applicable to after budding appraisals) or farming practice (applicable to replant, preliminary, and final claims). Refer to section 5 for sampling requirements.
- (4) For every inspection, complete items "Company Name" and "Claim No.," items 1 through 5 and items 34, 35 and Page Number. Complete Part I and II as instructed below.
- (5) Standard appraisal worksheet items are numbered consecutively in subsection C. Example appraisal worksheets are also provided to illustrate how to complete entries.
- (6) For all zero appraisals, refer to the LAM.

C. WORKSHEET ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

Item

No. Information Required

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

Claim Number: Claim number as assigned by the AIP.

1. **Insured's Name:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. **Policy Number:** Insured's assigned policy number.
3. **Unit Number:** Five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100).

4. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim has been filed.
5. **Stage of Growth:** Stage of growth at time of loss (refer to **TABLE G**).

PART I - EMERGENCE THROUGH BUDDING

6. **Sample Number:** MAKE NO ENTRY.
7. **Field ID:** Field or subfield identification symbol.
8. **Drill Space:** Drill space (to nearest one-half inch). Refer to section 5 C (2) for row width determination.
9. **Original Stand:** Original stand (living, dead, missing, and non-emerged).
10. **Remaining Stand:** Remaining stand (live plants) using the same sample.
11. **% Damage from Stand Reduction (Chart):** Adjusted amount of damage from stand reduction Original Stand (the result of column 9) minus Remaining Stand (column 10) divided by Original Stand (column 9). Determine the adjusted stand reduction from **TABLE B**, and enter in whole percent.
12. **Potential Remaining (100-column 11):** 100 minus % Damage from Stand Reduction (column 11).
13. **% Leaf Area Destroyed: (HAIL ONLY).** Enter the average percent of leaf area destroyed from five consecutive plants from the representative areas. This would include parts of plants cut off. Round to nearest 5 percent. **EXAMPLE:** If average defoliation of 5 plants is 33 percent, enter 35 percent on appraisal worksheet.
14. **% Damage for Leaf Destruction (Chart):** Determine the percent reduction in yield potential due to leaf area loss as determined from **TABLE C**.
15. **Net Damage to Leaf Loss (column 12 x column 14):** Result of multiplying Potential Remaining (item 12) times % Damage for Leaf destruction (item 14), entered as whole percent.
16. **Net Potential Remaining (column 12 – column 15):** Result of subtracting Net Damage to Leaf Loss (column 15) from Potential Remaining (column 12).
17. **APH Yield:** Enter the approved APH yield per acre in whole pounds from the APH form.
18. **Total Pounds Per Sample (column 16 x column 17):** Net Potential Remaining (column 16) times APH Yield (column 17), to the nearest tenths.
19. **Total:** Total of Total Pounds per sample (column 18).

20. **Number of Samples:** Total number of samples.
21. **Pounds Per Acre Appraisal:** Result of dividing Total (item 19) by Number of Samples (item 20), to whole pounds.

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

34. **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 appraisal worksheet WITH THE INSURED, particularly explaining codes, etc., which may not be readily understood.
35. **Adjuster's Signature, Code No., and Date:** Signature of adjuster, code number, and date signed **after** the insured (or insured's authorized representative) has signed. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks/Narrative section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the Narrative of the Production Worksheet.

Remarks: Enter pertinent information about the appraisal. Include any appropriate calculations. Attach a Special Report when more space is needed.

Page: Page numbers (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc).

SAFFLOWER APPRAISAL WORKSHEET

FOR ILLUSTRATION PURPOSES ONLY

COMPANY NAME: ANY COMPANY					CLAIM NUMBER: XXXXXXXX														
1. INSURED'S NAME I.M. Insured					2. POLICY NUMBER XXXXXXX		3. UNIT NUMBER 00100		4. CROP YEAR YYYY		5. STAGE OF GROWTH Budding								
					PART I – EMERGENCE THROUGH BUDDING														
SAMPLE NUMBER	FIELD ID.	DRILL SPACE	ORIGINAL STAND	REMAINING STAND	% DAMAGE FROM STAND REDUCTION (CHART)	POTENTIAL REMAINING (100 – ITEM 11)	% LEAF AREA DESTROYED	% DAMAGE FOR LEAF DESTRUCTION (CHART)	NET DAMAGE TO LEAF LOSS (ITEM 12 X ITEM 14)	NET POTENTIAL REMAINING (ITEM 12 – ITEM 15)	APH YIELD	TOTAL POUNDS PER SAMPLE (ITEM 16 X ITEM 17)							
6	7	8	9	10	11	12	13	14	15	16	17	18							
1	B	8	69	14	68	32	50	36	12	20	890	178.0							
2	B	8	67	20	52	48	45	33	16	32	890	284.8							
3	B	8	67	21	51	49	45	33	16	33	890	293.7							
4	B	8	71	18	59	41	50	36	15	26	890	231.4							
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
REMARKS:										19. TOTAL		987.9							
Emergence through Budding Example										20. NUMBER OF SAMPLES		4							
										21. POUNDS PER ACRE APPRAISAL		247							
					PART II – AFTER BUDDING														
FIELD ID 22	DRILL SPACE 23	NUMBER HEADS FROM EACH SAMPLE 24								TOTAL NO. HEADS 25	NO. SAMPLES 26	AVG. NO. HEADS 27	KERNEL FACTOR 28	TOTAL KERNELS 29	SQ. FT. FACTOR 30	AVG. KER. SQ. FT. 31	YIELD FACTOR 32	LB. PER ACRE APPRAISAL 33	
										=	÷	=	x	=	÷	=	÷	.35	=
										=	÷	=	x	=	÷	=	÷	.35	=
										=	÷	=	x	=	÷	=	÷	.35	=
										=	÷	=	x	=	÷	=	÷	.35	=

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

PART II - AFTER BUDDING (FLOWERING)

Verify or make the following entries:

Item No.	<u>Information Required</u>
22.	Field ID: Field Identification symbol.
23.	Drill Space: Drill space (to nearest one-half inch). Refer to section 5 C (2) for row width determination.
24.	Number Heads From Each Sample: Number of heads in each sample.
25.	Total No. Heads: Total number of heads in all samples from Number Heads Each Sample (column 24).
26.	No. Samples: Total number of sample plots.
27.	Avg. No. Heads: Result of dividing Total Number Heads (column 25) by Number Samples (column 26), rounded to the nearest tenth.
28.	Kernel Factor: Enter the Average Number of Kernels per Head from five average heads. If an actual count of the number of kernels per head cannot be made, enter the Average Number of Kernels per head from TABLE E .
29.	Total Kernels: Result of multiplying Average Number Heads (column 27) times Kernel Factor (column 28), rounded to nearest tenth.
30.	Sq. Ft. Factor: Square foot factor from TABLE D .
31.	Avg. Ker. Sq. Ft.: Result of dividing Total Kernels (column 29) by Square Foot Factor (column 30), rounded to nearest tenth.
32.	Yield Factor: MAKE NO ENTRY (Pre-printed on form).
33.	Lb. Per Acre Appraisal: Result of dividing Average Kernel Square Foot (column 31) by Yield Factor (column 32), rounded to the nearest whole pound.

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

34.	Insured's Signature and Date: Insured's (or insured's authorized representative's) signature and date. BEFORE obtaining the signature, REVIEW ALL ENTRIES on the appraisal worksheet WITH THE INSURED, particularly explaining codes, etc., which may not be readily understood.
-----	---

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

Remarks: Enter pertinent information about the appraisal. Include any appropriate calculations. Attach a Special Report when more space is needed.

Page: Page numbers (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc).

SAFFLOWER APPRAISAL WORKSHEET

FOR ILLUSTRATION PURPOSES ONLY

COMPANY NAME:					ANY COMPANY					CLAIM NUMBER:					XXXXXXXXXX																													
1. INSURED'S NAME					2. POLICY NUMBER					3. UNIT NUMBER					4. CROP YEAR					5. STAGE OF GROWTH																								
I.M. Insured					XXXXXXX					00100					YYYY					FLOWERING COMPLETE																								
															PART I – EMERGENCE THROUGH BUDDING																													
SAMPLE NUMBER	FIELD ID.	DRILL SPACE	ORIGINAL STAND	REMAINING STAND	% DAMAGE FROM STAND REDUCTION (CHART)	POTENTIAL REMAINING (100 – ITEM 11)	% LEAF AREA DESTROYED	% DAMAGE FOR LEAF DESTRUCTION (CHART)	NET DAMAGE TO LEAF LOSS (ITEM 12 X ITEM 14)	NET POTENTIAL REMAINING (ITEM 12 – ITEM 15)	APH YIELD	TOTAL POUNDS PER SAMPLE (ITEM 16 X ITEM 17)																																
6	7	8	9	10	11	12	13	14	15	16	17	18																																
1																																												
2																																												
3																																												
4																																												
5																																												
6																																												
7																																												
8																																												
9																																												
10																																												
11																																												
12																																												
REMARKS:										19. TOTAL																																		
AFTER BUDDING EXAMPLE										20. NUMBER OF SAMPLES																																		
Accurate count of Avg. kernels/head could not be made. Kernel factor, item 28, is from TABLE E .										21. POUNDS PER ACRE APPRAISAL																																		
PART II – AFTER BUDDING																																												
FIELD ID 22	DRILL SPACE 23	NUMBER HEADS FROM EACH SAMPLE 24								TOTAL NO. HEADS 25	NO. SAMPLES 26	AVG. NO. HEADS 27	KERNEL FACTOR 28	TOTAL KERNELS 29	SQ. FT. FACTOR 30	AVG. KER. SQ. FT. 31	YIELD FACTOR 32	LB. PER ACRE APPRAISAL 33																										
C	8	27	44	61	49					= 181 ÷ 4 = 45.3	x 15	= 679.5	÷ 6.7	= 101.4	÷ .35	= 290																												
										= ÷ =	x	=	÷	=	÷	.35	=																											
										= ÷ =	x	=	÷	=	÷	.35	=																											
										= ÷ =	x	=	÷	=	÷	.35	=																											

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

9. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES

A. CLAIM FORM STANDARDS

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

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

B. GENERAL INFORMATION FOR ENTRIES AND COMPLETION PROCEDURES

- (1) The Production Worksheet is a progressive form containing all notices of damage for all preliminary, replant, and final inspections on a unit.
- (2) If a Production Worksheet has been prepared on a prior inspection, verify each entry and enter additional information as needed. If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and insured should initial any line deletions.
- (3) Refer to the LAM for instructions regarding the following:
 - (a) Acreage report errors.
 - (b) Delayed notices and delayed claims.

- (c) Corrected claims or fire losses (double coverage) and cases involving uninsured causes of loss, unusual situations, controversial claims, concealment, or misrepresentation.
 - (d) Claims involving a Certification Form (when all the acreage on the unit has been appraised to be put to another use, when acreage is being appraised for a replanting payment and all acreage on the unit has been initially planted, or other reasons described in the LAM).
 - (e) “No Indemnity Due” claims (which must be verified by an APPRAISAL or NOTIFICATION from the insured that the production exceeded the guarantee).
 - (f) Late planting.
- (4) Refer to the Prevented Planting Handbook for information on prevented planting.
 - (5) The adjuster is responsible for determining if any of the insured's requirements under the notice and claim provisions of the policy have not been met. If any have not, the adjuster should contact the AIP.
 - (6) Instructions labeled “**PRELIMINARY**” apply to preliminary inspections only. Instructions labeled “**REPLANT**” apply to replant inspections only. Instructions labeled “**FINAL**” apply to final inspections only. Instructions not labeled apply to ALL inspections.

C. FORM ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

Item

No.

Information Required

1. **Crop/Code #:** “Safflower” (0049).
2. **Unit #:** Five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100).
3. **Location Description:** Land location that identifies the legal description, if available, and the location of the unit (e.g., section, township, and range; FSA Farm Serial Numbers; FSA Common Land Units (CLU) and tract numbers; GPS identifications; or Grid identifications) as applicable for the crop.
4. **Date(s) of Damage:** First three letters of the month during which the determined insured damage occurred for the inspection and cause of loss listed in item 5 below. For progressive damage, enter the month that identified when the primary insured damage occurred. Include the SPECIFIC DATE where applicable as in the case of hail damage (e.g., Aug 11). Enter additional dates of damage in the second and third spaces, as needed. If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.

5. **Cause(s) of Damage:** Name of the determined insured cause(s) of damage for this crop as listed in the LAM for the date of damage listed in item 4 above. If it is evident that no indemnity is due, enter "NONE." If an insured cause(s) of loss is coded as "Other," explain in the Narrative. Enter additional causes of damage in the second and third spaces, as needed. If more space is needed, document the additional determined insured causes of loss in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.

6. **Insured Cause %:**

PRELIMINARY: MAKE NO ENTRY.

REPLANT AND FINAL: Whole percent of damage for the insured cause of damage listed in item 5. Enter additional "Insured Cause %" in the extra spaces, as needed. If additional space is needed, enter the additional determined "Insured Cause %" in the Narrative (or on a Special Report). The total of all "Insured Cause %" including those entered in the Narrative must equal 100%.

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

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

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

PRELIMINARY AND REPLANT: MAKE NO ENTRY.

FINAL: Unit number(s) for ALL non-loss unit(s) for the crop at the time of final inspection. A non-loss unit is any unit for which a Production Worksheet has not been completed. Additional non-loss units may be entered on a single Production Worksheet.

If more spaces are needed for non-loss units, enter the unit numbers, identified as "Non-Loss Units," in the Narrative or on an attached Special Report.

13. **Est. Prod. Per Acre:**

PRELIMINARY AND REPLANT: MAKE NO ENTRY.

FINAL: Estimated yield per acre, in whole pounds, of **ALL** non-loss units for the crop at the time of final inspection.

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

PRELIMINARY:

- a. Date the first or second notice of damage or loss was given for the unit in item 2, in the 1st or 2nd space, as applicable. Enter the complete date (MM/DD/YYYY) for each notice.
- b. A notice of damage or loss for a third preliminary inspection (if needed) requires an additional set of Production Worksheets. Enter the date of notice for a third preliminary inspection in the 1st space of item 14 on the second set of Production Worksheets.
- c. Reserve the “Final” space on the first page of the first set of Production Worksheets for the date of notice for the final inspection.
- d. If the inspection is initiated by the AIP, enter “Company Insp.” instead of the date.
- e. If the notice does not require an inspection, document as directed in the Narrative instructions.

REPLANT AND FINAL: Transfer the last date (in the 1st or 2nd space from the first or second set of Production Worksheets) to the FINAL space on the first page of the first set of Production Worksheets if a final inspection should be made as a result of the notice. Always enter the complete date of notice (MM/DD/YYYY) for the FINAL inspection in the final space on the first page of the first set of Production Worksheets. For a delayed notice of loss or delayed claim, refer to the LAM.

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

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

- (2) If the OTHER person has a multiple-peril contract and a DIFFERENT AIP or agent services it, enter the name of the AIP and/or agent (and contract number) if known.
- (3) If unable to verify the existence of a companion contract, enter “Unknown” and contact the AIP for further instructions.

c. Refer to the LAM for further information regarding companion contracts.

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

Make separate line entries for varying:

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

Verify or make the following entries:

**Item
No.**

Information Required

*****16.** **Field ID:** The field identification symbol from a sketch map or an aerial photo. Refer to the “Narrative.”

Where acreage is PARTLY replanted, omit the field ID symbol for the fields that have not been replanted and that have been consolidated into a single line entry.

17. Multi-Crop Code:

REPLANT: MAKE NO ENTRY.

PRELIMINARY AND FINAL: The applicable two-digit code for first crop and second crop. REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRY OF FIRST CROP AND SECOND CROP CODES.

*****18.** **Reported Acres:** In the event of over-reported acres, handle in accordance with the individual AIP’s instructions. In the event of under-reported acres, enter the reported acres to tenths for the field or sub field. If there are no under-reported acres, MAKE NO ENTRY.

19. **Determined Acres:** Refer to the LAM for definition of acceptable determined acres used herein. Enter the determined acres to tenths for the field or subfield for which consent is given for other use and/or:

- a. Put to other use without consent;
- b. Abandoned;
- c. Damaged by uninsured causes;
- d. For which the insured failed to provide acceptable records of production.

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

REPLANT: Determine the total acres, to tenths, of replanted acreage (DO NOT ESTIMATE). Make a separate line entry for any PART of a field or subfield NOT replanted.

- a. Determine the planted acreage of any fields or subfields NOT replanted. Consolidate it into a single line entry UNLESS the usual reasons for separate line entries apply. Record the field or subfield identities (from a map or aerial photo) in the Narrative.
- b. ACCOUNT FOR ALL PLANTED ACREAGE IN THE UNIT.

PRELIMINARY AND FINAL: Determined acres to tenths.

Acreage breakdowns WITHIN a unit or field may be estimated (refer to the LAM) if a determination is impractical.

ACCOUNT FOR ALL PLANTED ACREAGE IN THE UNIT.

20. **Interest or Share:** Insured's interest in the crop to three decimal places as determined at the time of inspection. If shares vary on the same UNIT, use separate line entries.

21. **Risk:** Three-digit code for the correct "Rate Class" specified on the actuarial documents. If a "Rate Class" or "High-Risk Area" is not specified on the actuarial documents, make no entry. Verify with the Summary of Coverage and if the rate class is found to be incorrect, revise according to the AIP's instructions. Refer to the LAM.

Unrated land is uninsurable without a written agreement.

22. **Type:** Three-digit code number, entered exactly as specified on the actuarial documents for the type grown by the insured. If "No Type Specified" is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a type is not specified on the actuarial documents, MAKE NO ENTRY.

23. **Class:** Three-digit code number, entered exactly as specified on the actuarial documents for the class grown by the insured. If "No Class Specified" is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a class is not specified on the actuarial documents, Make No Entry.

24. **Sub-Class:** Three-digit code number, entered exactly as specified on the actuarial documents for the sub-class grown by the insured. If “No Sub-Class Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a sub-class is not specified on the actuarial documents, Make No Entry.
25. **Intended Use:** Three-digit code number, entered exactly as specified on the actuarial documents for the intended use of the crop grown by the insured. If “No Intended Use Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an intended use is not specified on the actuarial documents, Make No Entry.
26. **Irr. Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the irrigated practice carried out by the insured. If “No Irrigated Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an irrigated practice is not specified on the actuarial documents, Make No Entry.
27. **Cropping Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the cropping practice carried out by the insured. If “No Cropping Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a cropping practice is not specified on the actuarial documents, MAKE NO ENTRY.
28. **Organic Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the organic practice carried out by the insured. If “No Organic Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an organic practice is not specified on the actuarial documents, Make No Entry.

29. **Stage:**

PRELIMINARY: MAKE NO ENTRY.

REPLANT: Replant stage abbreviation as shown below.

STAGE

EXPLANATION

“R”Acreage replanted and qualifying for replanting payment.

“NR”Acreage not replanted or not qualifying for a replanting payment.
Enter “NR” if the combined potential production appraisal and uninsured cause appraisal totals 90 percent or more of the guarantee for replant claims.

FINAL: Stage abbreviation as shown below.

STAGE**EXPLANATION**

“P”Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide records of production which are acceptable to the AIP.

“H”Harvested.

“UH”Unharvested or put to other use with consent.

PREVENTED PLANTING: Refer to the Prevented Planting Handbook for proper codes for any eligible prevented planting acreage.

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

30. Use of acreage: Use the following “Intended Use” abbreviations.

USE**EXPLANATION**

“Replant”Acreage replanted and qualifying for replanting payment

“Not Replanted”Acreage not replanted or not qualifying for a replanting payment

“To Millet,” etc.Use made of the acreage

“WOC”Other use without Consent

“SU”Solely uninsured

“ABA”Abandoned without consent

“H”Harvested

“UH”Unharvested

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

PREVENTED PLANTING: Refer to the Prevented Planting Handbook for proper codes for any eligible prevented planting acreage.

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

31. Appraised Potential:

REPLANT: MAKE NO ENTRY. (Enter the replant appraisal in the Narrative. Refer to section 4.)

PRELIMINARY AND FINAL: Per-acre appraisal in whole pounds, of POTENTIAL production for the acreage appraised as shown on the appraisal worksheet. Refer to section 5, “Safflower Appraisals” for additional instructions. If there is no potential on UH acreage, enter “0.” Refer to the paragraph in the LAM for procedures for documenting zero yield appraisals.

32a

Moisture %:

REPLANT: MAKE NO ENTRY.

PRELIMINARY AND FINAL: Moisture percent (if in excess of 8.0 percent) to nearest tenth. Moisture adjustment is applied prior to applying any qualifying adjustment for quality.

32b

Factor:

REPLANT: MAKE NO ENTRY.

PRELIMINARY AND FINAL: Moisture factor - For appraised mature safflower seed production in excess of 8.0 percent, obtain factor from **TABLE F**.

33.

Shell %, Factor, or Value: MAKE NO ENTRY.

34.

Production Pre QA:

REPLANT: MAKE NO ENTRY.

PRELIMINARY AND FINAL: Result of multiplying column 31 times column 19, (or column 18 if there are underreported acres) times column 32b, to whole pounds. If no entry in column 31, MAKE NO ENTRY.

35.

Quality Factor:

MAKE NO ENTRY.

PRELIMINARY AND FINAL: For mature unharvested production which (due to insurable causes) qualifies for quality adjustment as provided in the Crop Provisions, enter the Quality Adjustment Factor (QAF) as a three place decimal calculated in accordance with the Quality Statements in the Special Provisions. Document all calculations in the Narrative of the Production worksheet, or on a Special Report. Copies of all supporting documentation should be included in the insured's claim file. For additional quality adjustment definitions, instructions, documentation, qualifications, and testing requirements, refer to the LAM and the Agricultural Marketing Act of 1946, as amended for the crop. Also, refer to the quality adjustment instructions in the Narrative herein.

If appraised mature production is determined by the AIP to have zero market value, enter ".000." Refer to the Special Provisions of Insurance and the LAM.

36.

Production Post QA:

REPLANT: Result of multiplying the pounds per acre allowed for replanting times column 19 (or column 18 if there are under-reported acres) rounded to the nearest whole pound. Document calculations in the Narrative. (Refer to section 4 for qualifications and computations.)

PRELIMINARY AND FINAL: Result of multiplying column 34 times column 35 rounded to whole pounds. If “no entry” in column 35 transfer entry from column 34. If no entry in column 31 MAKE NO ENTRY.

37.

Uninsured Causes:

REPLANT: MAKE NO ENTRY.

PRELIMINARY AND FINAL: Result of per acre appraisal for uninsured causes (taken from appraisal worksheet or other documentation) multiplied by column 19, (or column 18 if there are under-reported acres) rounded to whole pounds. Refer to the LAM for information on how to determine uninsured cause appraisals. If no uninsured causes, MAKE NO ENTRY.

a. Hail and Fire exclusion NOT in effect.

- (1) Enter the result of multiplying column 19 (or column 18 if there are under-reported acres) entry by NOT LESS than the insured's production guarantee per acre in whole pounds, for the line, (calculated by multiplying the elected coverage level percentage times the approved APH yield per acre shown on the APH form) for any “P” stage acreage.
- (2) On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged SOLELY by uninsured causes separate from other production. Refer to the LAM for information on how to determine uninsured cause appraisals.
- (3) For acreage that is damaged PARTLY by uninsured causes, enter the result of multiplying the APPRAISED UNINSURED loss of production per acre in whole pounds, by column 19 (or column 18 if there are under-reported acres) entry for any such acreage.

b. When there is late-planted acreage, the applicable per-acre production guarantee for such acreage is the production guarantee per-acre that has been reduced for late-planted acreage, multiplied by column 19 (or column 18 if there are under-reported acres) entry.

c. Refer to the LAM when a Hail and Fire Exclusion is in effect and damage is from hail or fire.

d. Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.

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

38.

Total to Count: Result of adding item 36 and item 37.

39. **Total:**

PRELIMINARY: MAKE NO ENTRY.

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

40. **Quality:**

REPLANT: MAKE NO ENTRY.

PRELIMINARY AND FINAL: Check the applicable qualifying quality adjustment (QA) condition(s) affecting the unit's production (refer to Table below). Check all qualifying conditions that apply to the unit's appraised and harvested production (refer to the crop provisions and SPOI).

Qualifying QA Condition:
Test Weight (TW)
Kernel Damage (KD) and Total Defects
Garlicky (Grade)
Aflatoxin
Vomitoxin
Fumonisin
Dark Roast (for Sunflowers only)
Sclerotinia (for Sunflowers only)
Ergoty
COFO (commercially objectionable foreign odor) (includes Musty and Sour Odor)
Other
None

a. For all qualifying QA conditions checked, in the Narrative (or on a Special Report):

- (1) Document the level for each qualifying QA condition as indicated by approved test results, and the name and location of each testing facility that verifies the presence of the qualifying QA condition and the date of the test(s); or
- (2) Enter "See documentation included in the claim file" (e.g., include copy of the test facility certificate, grade certificate, summary or settlement sheet, etc., that documents the QA condition).

b. If "Other" is checked, in addition to the above documentation requirements, document in the Narrative (or on a Special Report):

- (1) A description of the qualifying QA condition;
- (2) The name of the controlling authority that considers this qualifying QA condition to be injurious to human and animal health and why.

c. Check "None" if none of the production qualifies for QA.

41. **Mycotoxins exceed FDA, State, or other health organization maximum limits? Check “Yes.”**

REPLANT: MAKE NO ENTRY.

PRELIMINARY AND FINAL: Check “Yes” if any mycotoxins listed in item 40 (including any identified as “Other”) exceed the FDA, state, or other health organization maximum limits, otherwise leave blank. If “Yes,” document in the Narrative (or on a Special Report), the disposition of the production that was:

- a. Sold, (Document the name and address of the buyer); or
- b. Not sold, (Document the date(s) of the disposition, how the production was used, or how it was destroyed.)

Refer to the LAM and the SPOI.

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

NARRATIVE:

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

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

- i. Explain any entry for “Production Not to Count” in Section II, column 62 and/or any production not included in Section II, column 56 or column 49 - 52 entries (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).
- j. Explain a “NO” checked in item 44.
- k. Attach a sketch map or aerial photo to identify the total unit:
 - (1) If consent is or has been given to put part of the unit to another use or to replant;
 - (2) If acreage has been replanted to a practice uninsurable as an original practice;
 - (3) If uninsured causes are present; or
 - (4) For unusual or controversial cases.

Indicate on the aerial photo or sketch map, the disposition of acreage destroyed or put to other use with or without consent.
- l. Explain any difference between date of inspection and signature dates. For an ABSENTEE insured, enter the date of the inspection AND the date of mailing the Production Worksheet for signature.
- m. When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and date of inspection.
- n. Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed in accordance with the AIP’s instructions.
- o. Explain any delayed notices or delayed claims as instructed in the LAM.
- p. Document any authorized estimated acres shown in Section I, column 19. Example: “Line 3 “E” acres authorized by AIP MM/DD/YYYY.”
- q. Document the method and calculation used to determine acres for the unit. Refer to the LAM.
- r. Specify the type of insects or disease when the insured cause of damage or loss is listed as insects or disease. Explain why control measures did not work.
- s. Document the appraisal (plus appraisal for uninsured causes of loss, if applicable) for replanted acreage, and the calculations to show that the qualification for a replanting payment have been met. Refer to section 4.
- t. If any acreage to be replanted in the unit does not qualify for a replanting payment, enter Field No., “NOT QUAL FOR RP PAYMENT,” date of inspection, adjuster’s initials, and reason not qualified.

- u. For replant claims, indicate if the pounds allowed for replanting have/have not been reduced for share on the Claim Form according to individual AIP guidelines.
- v. For production that qualifies for Quality Adjustment (supporting documentation should be included in the insured's claim file):
 - (1) Explain any ".000" quality adjustment (QA) factor entered in Section I, column 35 and Section II, column 65.
 - (2) Explain any deficiencies, substances, or conditions that are allowed for quality adjustment, as well as any, which were not allowed.
 - (3) If mycotoxins are present, document the level based on laboratory test results.
 - (4) Document the DFs or the RIV's and Local Market Price, as applicable, used in establishing the QA factor for mature appraised or harvested production.
 - (5) Refer to the LAM for documentation requirements when any excess transportation costs or conditioning costs are included in the QA factor.
 - (6) Document all calculations used in determining QA factors.
 - (7) Refer to the LAM for additional documentation requirements.
- w. Document field or subfield ID's date and method of destruction of mycotoxin-infested safflower if it has no market value. For further documentation instructions, refer to the LAM.
- x. Document any other pertinent information, including any data to support any factors used to calculate the production.
- y. Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaned.

SECTION II – **DETERMINED** HARVESTED PRODUCTION

GENERAL INFORMATION:

- (1) Account for ALL HARVESTED PRODUCTION (for **ALL ENTITIES** sharing in the crop) except production appraised BEFORE harvest and shown in Section I because the quantity cannot be determined later (e.g., high moisture grain going into air-tight storage, released for other uses, etc.).
- (2) Columns 49 through 52 are for structure measurements entries (Rectangular, Round, Square, **Conical Pile**, etc.). If structures are a combination of shapes, break into a series of average measurements, if possible. Enter "Odd Shape" if production is stored in an odd shaped structure. Document measurements on a Special Report or other FCIC-approved worksheet used for this purpose.
- (3) If farm-stored production has been weighed prior to storage and acceptable weight tickets are available showing gross weights, enter "Weighed and Stored On Farm" in columns 49 through 52. Refer to the LAM for acceptable weight tickets.
- (4) For production commercially stored, sold, etc., make entries in items 49 through 52 as follows:

- (a) Name and address of storage facility or buyer.
 - (b) “Seed,” “Fed,” etc.
- (5) There will be no “harvested production” entries for replanting payments.
- (6) If acceptable sales or weight tickets are not available, refer to the LAM.
- (7) If additional lines are necessary, the data may be entered on a continuation sheet. **USE SEPARATE LINES FOR:**
- (a) Separate storage structures.
 - (b) Varying names and addresses of buyers of sold production.
 - (c) Varying determinations of production (varying moisture, test weight, value, etc.). Average percent of moisture can be entered when the elevator has calculated the average on the summary sheet, and the determined average is acceptable to the adjuster. Separate line entries are not otherwise required. Refer to the LAM for instructions.
 - (d) Varying shares; e.g., 50 percent and 75 percent shares on same unit.
 - (e) Conical piles. Do **NOT** add the cone in the top or bottom of a bin to the height of other grain in the structure. For computing the amount of production as pounds in cones and conical piles, refer to the LAM.
- (8) There will generally be no harvested production entries in items 47 through 66 for preliminary inspections.
- (9) If there is harvested production from more than one insured practice (or type) and a separate approved APH yield has been established for each, the harvested production also must be entered on separate lines in items 47 through 66 by type or practice. If production has been commingled, refer to the LAM.

Verify or make the following entries:

Item

No.

Information Required

43.

Date Harvest Completed: (Used to determine if there is a delayed notice or a delayed claim. Refer to the LAM.)

PRELIMINARY: MAKE NO ENTRY.

REPLANT AND FINAL:

- a. The earlier of the date the ENTIRE acreage on the unit was (1) harvested, (2) totally destroyed, (3) replanted, (4) put to other use, (5) a combination of harvested, destroyed, or put to other use, or (6) the calendar date for the end of the insurance period.
- 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, replanting is complete for the unit, etc. Refer to the LAM.

44. **Damage Similar to Other Farms in the Area?:**

PRELIMINARY: MAKE NO ENTRY.

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

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

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

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

47b. **Field ID:**

- a. If only one practice and/or type of harvested production is listed in Section I, MAKE NO ENTRY.
- b. If more than one practice and/or type of harvested production is listed in Section I, and a separate approved APH yield exists, indicate for each practice/type the corresponding Field ID (from Section I, column 16).

48. **Multi-Crop Code:** The applicable two-digit code for first crop and second crop. REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRY OF FIRST CROP AND SECOND CROP CODES.

- 49. Length or Diameter:** Internal measurement in feet to tenths of structural space occupied by crop.
- Length if rectangular or square.
 - Diameter if round or conical pile. Refer to the LAM to convert circumference to diameter if internal diameter measurement is not possible.
- 50. Width:** Internal width measurement in feet to tenths of space occupied by crop in structure if rectangular or square. If round, enter “RND.” If conical pile, enter “Cone.”
- 51. Depth:** Depth measurement in feet to tenths of space occupied by crop in rectangular, round, or square structure. If conical pile, enter the height of the cone. If there is production in the storage structure from other units or sources, refer to the LAM.
- 52. Deduction:** Cubic feet, to tenths, of crop space displaced by chutes, vents, studs, crossties, etc. Refer to the LAM for computation instructions.
- 53. Net Cubic Feet:** Net cubic feet of crop in the storage structure. Refer to the LAM for computation instructions.
- 54. Conversion Factor:** Enter Conversion Factor as .8 (only if structure measurements are entered).
- 55. Gross Prod.:** Multiply column 53 times column 54, rounded to tenths of a bushel.
- This entry (column 53 times column 54) equals the amount of gross bushels in the bin.
- 56. Bu., Ton, Lbs., Cwt.:** Circle “Lbs.” in column heading. Production in whole pounds, before deductions for moisture and foreign material for production:
- Weighed and stored on the farm.

For farm stored production, calculate the pounds as follows: column 55 (gross production in bushels) times column 60a (actual test weight), rounded to the nearest whole pound.
 - Sold and/or stored in commercial storage - Obtain gross production for the UNIT from the summary and/or settlement sheets. (Individual load slips only WILL NOT suffice unless the storage facility or buyer WILL NOT provide summary and/or settlement sheets to the insured, and this is documented in the Narrative.)
 - 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.
 - For mycotoxin-infected safflowers, enter ALL production even if it has no market value.

57. Shell/Sugar Factor: MAKE NO ENTRY.

58a. FM%: Make entry to nearest tenth. Refer to the LAM for instructions.

Refer to the LAM for FGIS definitions of “FM” and “Dockage.””

58b. Factor: Enter the three-place factor determined by subtracting the percent of FM from 1.000, or subtract the entry in **58a** from 100 and divide by 100. **EXAMPLE:** For 4 percent, enter “.960.”

59a. Moisture %: Enter moisture percent to tenths. Moisture adjustment is applied prior to applying any qualifying adjustment for quality.

59b. Factor: If grain moisture is more than 8.0 percent, enter the four-place moisture factor from the safflower moisture adjustment factor (**TABLE F**).

60a. Test WT.: Enter test weight (ONLY when storage structure measurements are entered) in whole pounds (or pounds to tenths IF so instructed by the AIP). Refer to the LAM for instructions on determining test weight.

60b. Factor: MAKE NO ENTRY.

The safflower has been converted to actual pounds in column **56** above, no further adjustments are necessary.

61. Adjusted Production: Result of multiplying columns **56** x **58b** x **59b** (Round to whole pounds).

The test weight factor is not used in this step. The production was previously converted to the actual whole pounds in column **56**.

62. Prod. Not to Count: Net production NOT to count, in whole pounds, WHEN ACCEPTABLE RECORDS IDENTIFYING SUCH PRODUCTION ARE AVAILABLE, from harvested acreage which has been assessed an appraisal of not less than the guarantee per acre, or from other sources (e.g., other units or uninsured acreage) in the same storage structure (if the storage entries include such production).

THIS ENTRY MUST NEVER EXCEED PRODUCTION SHOWN ON THE SAME LINE. EXPLAIN THE TOTAL BIN CONTENTS (bin grain depth, etc.) AND ANY “PRODUCTION NOT TO COUNT” IN THE NARRATIVE.

Make no entry if only the depth for production to count has been entered in column **51**, and the depth for production not to count has been entered in the “Narrative” section. Refer to the example in the LAM.

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

64a. Value: When applicable, enter the Reduction in Value (RIV). RIV must be limited to amounts that are usual, customary, and reasonable. (Refer to the Special Provisions and the LAM for further instructions.)

DO NOT make an entry when the Quality Adjustment factor can be obtained from the charts in the Special Provisions.

64b. Mkt. Price: If an entry is in item **64a**, enter the Local Market Price for safflowers (refer to the Crop Provisions). Refer to the LAM for further instructions.

DO NOT make an entry when the Quality Adjustment factor can be obtained from the charts in the Special Provisions.

65. Quality Factor: For production eligible for quality adjustment, enter the 3-digit quality adjustment factor determined by

- a. Subtracting the result of **column 64a** divided by **column 64b** from 1.000, **or**
- b. **1.000, or minus the sum of the applicable discount factor(s) obtained from the Special Provisions.**

66. Production to Count: Enter result from multiplying column **63** times column **65** rounded to whole pounds.

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

FOR ITEMS **68 - 72**. WHEN SEPARATE LINE ENTRIES ARE MADE FOR VARYING SHARES, STAGES, APH YIELDS, PRICE ELECTIONS, TYPES, ETC., WITHIN THE UNIT, AND TOTALS NEED TO BE KEPT SEPARATE FOR CALCULATING INDEMNITIES, MAKE NO ENTRY AND FOLLOW THE AIP'S INSTRUCTIONS; OTHERWISE, MAKE THE FOLLOWING ENTRIES.

68. Section II Total:

PRELIMINARY AND REPLANT: MAKE NO ENTRY.

FINAL: Total of column **66** to whole pounds.

69. Section I Total:

PRELIMINARY AND REPLANT: MAKE NO ENTRY.

FINAL: Enter figure from Section I, column **38** total.

70. Unit Total:

PRELIMINARY AND REPLANT: MAKE NO ENTRY.

FINAL: Total of **68** and **69**, to whole pounds.

71. **Allocated Prod:** Total production, rounded to whole pounds, allocated to this unit from any unreported unit(s) if the allocated production is included in Section I or II of the Production Worksheet. Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report (refer to the LAM for more information on allocated production).

72. **Total APH Prod:** Result, rounded to tenths, of subtracting the total of column 37 (item 42 “Totals”) and item 71 (Allocated Prod.) from item 70 (Unit Total). If no entries in item 37 and item 71, transfer the entry in item 70.

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

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

Final indemnity inspections and final replanting payment inspections should be signed on bottom line.

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

Final indemnity inspections and final replanting payment inspections should be signed on bottom line.

75. **Page:**

PRELIMINARY: Page numbers – “1,” “2,” etc., at the time of inspection.

REPLANT AND FINAL: Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

PRODUCTION WORKSHEET

1. Crop/Code # Safflower 0049	2. Unit # 00100	3. Location Description SW1-96N-3W	7. Company Agency ANY COMPANY ANY AGENCY	8. Name of Insured I. M. INSURED
4. Date(s) of Damage May 26	5. Cause(s) of Damage HAIL	6. Insured Cause % 100	12. Additional Units 00200	13. Est. Prod. Per Acre 700
9. Claim # XXXXXXXXXX			11. Crop Year YYYY	
10. Policy # XXXXXXX			14. Date(s) 1st MM/DD/YYYY 2nd MM/DD/YYYY Final MM/DD/YYYY	
15. Companion Policy(s) NONE				

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

A. ACTUARIAL															B. POTENTIAL YIELD								
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a. 32b.	33.	34.	35.	36.	37.	38.	
Field ID	Multi-Crop Code	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count	
B	NS		39.8	1.000		997					002		UH	Plowed	247			9831		9831		9831	
A	NS		10.3	1.000		997					003		P	WOC		-----					5964	5964	
C	NS		15.0	1.000		997					002		UH	Plowed	290	-----		4350		4350		4350	
D	NS		25.1	1.000		997					003		H	H		-----							
39. TOTAL			117.2	40. Quality: TW <input type="checkbox"/> KD <input checked="" type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/>													42. TOTALS		14181		14181	5964	20145
				41. Do any mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>																			

Acres were determined using permanent field measurements. Refer to attached Special Report for measurements and calculations. Refer to attached F&IS Grade certificate. Quality adjustment applied due to Kernel damage of 27.0 percent (DF = .411). 1.000 - .411 = .589 Quality Adjustment Factor.

SECTION II – DETERMINED HARVESTED PRODUCTION

43. Date Harvest Completed MM/DD/YYYY						44. Damage similar to other farms in the area? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						45. Assignment of Indemnity Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						46. Transfer of Right to Indemnity? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
A. MEASUREMENTS						B. GROSS PRODUCTION						C. ADJUSTMENTS TO HARVESTED PRODUCTION											
47a. 47b.	48.	49.	50.	51.	52.	53.	54.	55.	56.	57.	58a. 58b.	59a. 59b.	60a. 60b.	61.	62.	63.	64a. 64b.	65.	66.				
Share	Multi-Crop Code	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod.	Bu Ton (Lbs.) CWT	Shell/Sugar Factor	FM% Factor	Moisture % Factor	Test WT Factor	Adjusted Production	Prod. Not to Count	Production Pre-QA	Value Mkt. Price	Quality Factor	Production to Count				
	NS	ACME ELEVATOR ANYTOWN, ANY STATE							17469		4.2 .958	8.5 .9940		16635		16635			16635				
	NS	12.0	12.0	4.5		648.0	.8	518.4	18144		3.0 .970		35	17600		17600		.589	10366				
67. TOTAL																34235	68. Section II Total				27001		
																	69. Section I Total				20145		
																	70. Unit Total				47146		
																	71. Allocated Prod.						
																	72. Total APH Prod.				41182		

PRODUCTION WORKSHEET

1. Crop/Code # SAFFLOWER 0049	2. Unit # 00100	3. Location Description SW1-96N-3W	7. Company Agency	ANY COMPANY ANY AGENCY	
4. Date(s) of Damage JUN 10					
5. Cause(s) of Damage HAIL					
6. Insured Cause % 100					
12. Additional Units					
13. Est. Prod. Per Acre					

8. Name of Insured I.M. INSURED	
9. Claim # XXXXXXXX	11. Crop Year YYYY
10. Policy # XXXXXXXXXX	
14. Date(s) Notice of Loss	Final MM/DD/YYYY
1st MM/DD/YYYY	2nd MM/DD/YYYY
15. Companion Policy(s) NONE	

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

A. ACTUARIAL

16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.
Field ID	Multi-Crop Code	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage
A			30.0	1.000		997					003		R	REPLANTED
			40.0	1.000		997					003		NR	NOT REPLANTED
39. TOTAL			70.0	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/> 41. Do any mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>										

B. POTENTIAL YIELD

31.	32a. 32b.	33.	34.	35.	36.	37.	38.
Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count
					4800		4800
42. TOTALS					4800		4800

NARRATIVE (If more space is needed, attach a Special Report) Example above shows allowance when the actual cost and/or 20% of the production guarantee is greater than the maximum allowance. Insured's actual cost to replant - \$20.00/acre, Price election - \$.12 \$20.00 ÷ \$.12 = 167 pounds 1200 lbs/acre x 20% x 100% share = 240 lbs/acre (both greater than 160 pounds maximum allowed). Appraised potential less than 90% of production guarantee. (1200 x 90% = 1080 pounds/a. Appraised potential = 800 Lbs/acre. Total acreage from FSA permanent field measurement. Field A wheel measured. See attached Special Report for measurements and calculations.

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

A. ACTUARIAL

16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.
Field ID	Multi-Crop Code	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage
A			30.0	.500		997					003		R	REPLANTED
			40.0	.500		997					003		NR	NOT REPLANTED
39. TOTAL			70.0	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/> 41. Do any mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>										

B. POTENTIAL YIELD

31.	32a. 32b.	33.	34.	35.	36.	37.	38.
Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count
					2400		2400
42. TOTALS					2400		2400

NARRATIVE (If more space is needed, attach a Special Report) Example above shows allowance when the actual cost and/or 20% of the production guarantee is greater than the maximum allowance when share is considered. Insured's actual cost to replant - \$22.00/acre Price election - \$.12 \$22.00 ÷ \$.12 = 183 lbs. 1200 lbs/acre x 20% x .500 share = 120 lbs/acre (both greater than maximum allowed- 160 lbs/acre x .500 share = 80 lbs/acre) Appraised potential less than 90% of the production guarantee (1200 x 90 % = 1080 lbs/acre Appraised potential = 800 lbs/acre Total acreage from FSA permanent field measurement. Field A wheel measured. See attached Special Report for measurements and calculations.

10. REFERENCE MATERIAL

TABLE A - MINIMUM REPRESENTATIVE SAMPLE REQUIREMENTS

ACRES IN FIELD	MINIMUM NO. OF SAMPLES*
*** 0.1 - 10.0	3
Add one additional sample for each additional 40.0 acres (or fraction thereof) in the field or subfield.	

TABLE B – PERCENT DAMAGE DUE TO STAND REDUCTION

Stage at Time Of Stand Loss	Percent of Stand Reduction																			
	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
2-4 Leaves	2	3	4	5	5	6	6	7	7	8	9	11	13	15	16	24	30	56	84	100
5 Leaves	3	5	6	9	10	11	12	13	14	15	19	23	27	31	32	49	61	73	85	100
8-10 Leaves	3	6	8	10	12	15	16	16	17	19	23	27	32	36	38	53	64	75	86	100
Branching	4	7	10	14	17	18	19	20	21	23	27	31	37	41	48	59	68	77	88	100
Budding	5	9	14	19	23	25	26	27	28	30	35	40	46	52	59	68	74	82	91	100

EXAMPLE: (Branching Stage). Interpolate for 52 percent stand reduction. 52 is .4 of difference between 50 and 55; ($52 - 50 = 2$; difference between $55 - 50 = 5$; $2 \div 5 = .4$)
 $.4 \times 4$ (Difference of $27 - 23$) = 1.6
 $23 + 1.6 = 24.6$ (rounded to 25)
 25 = (PERCENT OF STAND REDUCTION).

TABLE C – PERCENT DAMAGE FOR LEAF DESTRUCTION

Stage Of Growth Of Stand Loss	Percent of Leaf Area Destroyed																			
	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
2-4 Leaves	2	2	4	5	6	7	8	8	10	11	11	13	14	16	16	17	17	18	18	19
5 Leaves	2	3	6	10	12	13	14	16	20	22	23	24	25	26	26	27	28	29	30	31
8-10 Leaves	2	4	7	11	13	14	15	17	21	23	24	25	26	30	31	32	34	35	37	38
Branching	3	5	8	12	15	18	20	21	23	25	27	29	31	33	35	37	39	41	43	44
Budding	5	10	15	19	23	26	28	31	33	36	39	41	42	43	44	45	47	48	50	51

TABLE D - DRILL SPACING AND SQUARE FOOT FACTOR

Drill Spacing (In.)	Square Foot Factor	Drill Spacing (In.)	Square Foot Factor
3 x 3 (Broadcast)	9.0	12.0	10.0
6.0	5.0	12.5	10.4
6.5	5.4	13.0	10.8
7.0	5.8	13.5	11.3
7.5	6.3	14.0	11.7
8.0	6.7	14.5	12.1
8.5	7.1	15.0	12.5
9.0	7.5	15.5	12.9
9.5	7.9	16.0	13.3
10.0	8.3	16.5	13.8
10.5	8.8	17.0	14.2
11.0	9.2	17.5	14.6
11.5	9.6	18.0	15.0

Always measure a ten foot row length for safflower.

For drill spacing measurements other than those identified in **TABLE D**, use the following formula:
 (Drill Spacing ÷ 12") x 10 ft. of row = Square Foot Factor

EXAMPLE: If the drill spacing is determined to be 5½-inches, divide 5 ½ by 12-inches = .4583 factor. Multiply this factor times 10 to determine the square foot factor. In this case .4583 x 10.0 feet = 4.58 (to the nearest tenth) = 4.6 Square Foot Factor for a 5½-inch drill spacing using a 10-foot length of row.

TABLE E - KERNELS PER HEAD

APH BASE YIELD	AVERAGE NUMBER OF KERNELS PER HEAD
Less than 900 Lbs.	15
900 - 1200 Lbs.	21
Over 1200 Lbs.	28

UTILIZE THE AVERAGE NUMBER OF KERNELS PER HEAD FROM FIVE AVERAGE HEADS, FOR ANY APPRAISALS AFTER HEADING IS COMPLETE. The figures from this chart should be entered on line 28 of the appraisal worksheet, ONLY if an actual count cannot be made to determine the average number of kernels per head.

If less than 5 heads are in the sample plot, use the values in **TABLE E**.

TABLE F - SAFFLOWER MOISTURE ADJUSTMENT FACTOR

% MOISTURE	FACTOR		% MOISTURE	FACTOR		% MOISTURE	FACTOR
8.0	1.000		10.0	.9760		12.0	.9520
8.1	.9988		10.1	.9748		12.1	.9508
8.2	.9976		10.2	.9736		12.2	.9496
8.3	.9964		10.3	.9724		12.3	.9484
8.4	.9952		10.4	.9712		12.4	.9472
8.5	.9940		10.5	.9700		12.5	.9460
8.6	.9928		10.6	.9688		12.6	.9448
8.7	.9916		10.7	.9676		12.7	.9436
8.8	.9904		10.8	.9664		12.8	.9424
8.9	.9892		10.9	.9652		12.9	.9412
9.0	.9880		11.0	.9640		13.0	.9400
9.1	.9868		11.1	.9628		13.1	.9388
9.2	.9856		11.2	.9616		13.2	.9376
9.3	.9844		11.3	.9604		13.3	.9364
9.4	.9832		11.4	.9592		13.4	.9352
9.5	.9820		11.5	.9580		13.5	.9340
9.6	.9808		11.6	.9568		13.6	.9328
9.7	.9796		11.7	.9556		13.7	.9316
9.8	.9784		11.8	.9544		13.8	.9304
9.9	.9772		11.9	.9532		13.9	.9292

TABLE G – SAFFLOWER STAGES OF GROWTH

This staging system is based upon observation on individual plants USING ONLY THE MAIN STEM OF EACH PLANT. This system can be used to estimate average development of a large number of plants, such as in producer fields, providing the reproduction stages of secondary and tertiary branches are evaluated in the same manner.			
Vegetative Growth Stages		days* from planting	days from emergence
VE (seedling)	Cotyledon emerging to emergence. First true leaves that are at least 1 ½ inches long attached to the main stem. Emergence can take 1 to 3 weeks.	12	
V (number)	Determine by counting the number of leaves attached to the main stem that are at least 1 ½ inches in length beginning at V1, V2, etc. Two opposite leaves develop first so usually V1 and V2 develop simultaneously. Other leaves develop alternately.	23	11
V1-V6 (leafing)	Rosette Stage. There is some stem elongation, but usually less than 2 inches. This stage takes about 21 days. Plants are tolerant of temperatures as low as 20°F.	31	19
V6-7	Bolting. A term used to initially describe rapid stem elongation.		
V7-Vmax (branching)	Rapid elongation and plant development.	57	45
Reproductive Growth Stages			
R1 (budding)	Bud initiation. The terminal bud from a miniature flora head approximately .25 inches in diameter from a cluster of leaves at the top of the plant. This is the primary bud. Secondary buds also form in leaf axils, initiating the oldest secondary branches.	50	38
R2	Bud Development. Immature primary bud increases to maximum diameter and elongates ½ to 1 inch above the last leaf attached to the stem. Maximum leaf count is most easily determined. Plant reaches maximum height. Secondary buds begin elongation, forming secondary branches. NOTE: Older branches develop at the top of the plant, usually at leaf axil V max minus 2-4 and progress downward. The number of secondary and tertiary buds that form secondary and tertiary branches and heads is dependent on the availability of water and plant population, much like tiller development in wheat.	58	46

TABLE G – SAFFLOWER STAGES OF GROWTH (CONTINUED)

R3 (flower)	Flowering stage. This stage lasts for 14 to 21 days.	73	61
R3.1	Flowering is initiated. First floret (flower) visible. Each floret has five petals with five anthers attached to and above the corolla tube through which the stigma grows and is pollinated. The seed hull (ovary) is attached to the base of the corolla tube. Seed hulls are maternally produced, but fertilization is required for seed filling. Small, colored ray flowers are exposed.		
R3.2	Many florets visible but not wilting. Pollination continues from outside to inside of the head. When sufficient number of florets are visible and appear as a whorl, the head is then 25 to 50% flowered.		
R3.3	Flowering continues with older, outside florets beginning to wilt.		
R4 (flowering complete)	Flowering and pollination complete. All florets wilted and florets progressively drying from outside to inside head. Seeds are watery.	80	68
R5	Seed filling. Not visible. Immature seeds range from thin membrane-covered embryos (early) to fully developed seeds with opaque hulls. Water content of the seeds ranges from approximately 70% down to 25%. Heads and bracts are usually green and compact.	88	76
R6 (combine ripe)	Physiologically mature when the seed hull loses its opaqueness and the hull appears white (or stripe white) in color. Seed head beginning to pale from green to yellow-green to brown and to become lax as the moisture content of the seed drops from 20% to 8% (harvestable moisture content). This stage is approximately 4 weeks after flowering is complete.	114	102
*	Approximate number of days may vary by year and variety. For example, the number of days from planting to emergence is extremely variable, ranging from 7 to 21, depending on soil moisture in the seed zone, soil crusting, planting depth, planting timelines, etc. Twelve days is used here, which was the average time to emergence for 1990 and 1991.		

TABLE G – SAFFLOWER STAGES OF GROWTH (CONTINUED)



SEEDLING



LEAFING



BUDDING



FLOWERING



**FLOWERING
COMPLETE**