

United States
Department of
Agriculture



Federal Crop
Insurance
Corporation



Product
Administration &
Standards
Division

FCIC-25025 (08-2010)
FCIC-25025-1 (02-2011)

TOBACCO LOSS ADJUSTMENT STANDARDS HANDBOOK

2011 and Succeeding Crop Years

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

FEDERAL CROP INSURANCE HANDBOOK	NUMBER: 25025 (08-2010) 25025-1 (02-2011)
SUBJECT: TOBACCO LOSS ADJUSTMENT STANDARDS HANDBOOK 2011 AND SUCCEEDING CROP YEARS	OPI: Product Administration and Standards Division
	APPROVED: DATE: <i>Tim B. Witt</i> <i>2/22/11</i> Deputy Administrator, Product Management

THIS HANDBOOK CONTAINS THE OFFICIAL FCIC-ISSUED LOSS ADJUSTMENT STANDARDS FOR THIS CROP FOR THE 2011 AND SUCCEEDING CROP YEARS. ALL REINSURED COMPANIES WILL UTILIZE THESE STANDARDS FOR BOTH LOSS ADJUSTMENT AND LOSS TRAINING.

SUMMARY OF CHANGES/CONTROL CHART

The following list contains significant changes to this handbook, as determined by us. It may not represent all changes made. All changes made to this handbook are applicable regardless of whether or not listed

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

Changes for the Crop Year 2011 (FCIC -25025-1):

- A. **Throughout the handbook:** Deleted “TPC Production Worksheet” and replaced with “Production Worksheet” since it was replaced with the new Production Worksheet.
- B. **Section 3 D (2) (f):** Revised to indicate to document the stalk inspection on a Special Report or a form developed by the AIP that is specific to a stalk inspection instead of documenting on the Production Worksheet.
- C. **Section 3 D (2) (f) 1:** Revised to include documentation of whether all of the acreage and/or tobacco was harvested and if not, whether there was any remaining marketable tobacco that could have been harvested.
- D. **Section 3 D (2) (f) 5:** Added some examples of what other pertinent information might be.
- E. **Section 3 G (8):** Revised the referenced areas of the Production Worksheet to agree with the new Production Worksheet.
- F. **Section 5 B (1):** Added, “Adjoining fields cannot be combined and appraised as one field.”

TOBACCO LOSS ADJUSTMENT STANDARDS HANDBOOK

SUMMARY OF CHANGES/CONTROL CHART (Continued)

- G. **Section 6 D (11)(b) 1 and 2:** Revised to include farm-storage since the appraised mature and cured tobacco may be stored at other than the curing barn.
- H. **Section 6 D (11) (c) 1:** Revised to state 10% of 50 bales instead of 100 bales.
- I. **Section 6 D (11) (c) 2:** Revised to allow the adjuster to select representative bales to be delivered and graded at a facility where an approved AMS grader is grading tobacco in the area rather than the adjuster pulling samples from the bales and submitting those samples to AMS to be graded.
- J. **Section 6 D 12 (b):** Added: “gross pounds of any farm stored production.”
- K. **Section 6 D 12 (d):** Revised the referenced areas of the Production Worksheet to agree with the new Production Worksheet.
- L. **Section 6 E:** Revised title to indicate the appraised production is mature production at the curing barn or that may have been at other farm storage.
- M. **Section 9 B (7):** Added: “If the AIP determines the claim is to be DENIED, refer to Paragraph 67 K of the LAM for PW completion instructions.”
- N. **Section 9 C –** Revised claim form entry instructions, where applicable, to conform with the new Production Worksheet and current standard language. Also, added an example of the new Production Worksheet.
- O. **Section 9 C, section I – Item 35:** Added “graded” to indicate tobacco that has not been graded cannot be quality adjusted.
- P. **Section 9 C, section I – Item 37:** Added item (e) to indicate that chemical residue in tobacco that exceeds FDA established limits will be considered an “uninsured cause.”
- Q. **Section 9 C, section II – Item 64a:** Revised “e.” the instructions for “Fire Damaged Tobacco,” to agree with the 11-BR Basic Provisions, as follows: (1) In the first sentence, deleted the term “fair market;” and (2) In the second sentence, deleted “fair market value” and replaced with “total value of the production before and after the fire” and deleted “regarding excluded fire coverage” and replaced with “when there is.”

TOBACCO LOSS ADJUSTMENT STANDARDS HANDBOOK

SUMMARY OF CHANGES/CONTROL CHART (Continued)

Control Chart For: Tobacco Loss Adjustment Standards Handbook						
	SC Page(s)	TC Page(s)	Text Pages	Reference Material	Date	Directive Number
Remove	1-2	1-2	5-8 15-16 25-26 13-48	49-56	08-2010 08-2010 08-2010 08-2010	FCIC-25025 FCIC-25025 FCIC-25025 FCIC-25025
Insert	1-4	1-2	5-8 15-16 25-26.2 33-48.4		02-2011 02-2011 02-2011 02-2011	FCIC-25025-1 FCIC-25025-1 FCIC-25025-1 FCIC-25025-1
Current Index	1-4	1-2	1-4 5-8 9-14 15-16 17-24 25-26.2 27-32 33-48.4	49-56	02-2011 08-2010 02-2011 08-2010 02-2011 08-2010 02-2011 08-2010 02-2011 08-2010	FCIC-25025-1 FCIC-25025 FCIC-25025-1 FCIC-25025 FCIC-25025-1 FCIC-25025 FCIC-25025-1 FCIC-25025 FCIC-25025-1 FCIC-25025

TOBACCO LOSS ADJUSTMENT STANDARDS HANDBOOK

SUMMARY OF CHANGES/CONTROL CHART (Continued)

(RESERVED)

TOBACCO LOSS ADJUSTMENT STANDARDS HANDBOOK

TABLE OF CONTENTS

	<u>PAGE</u>
1. INTRODUCTION	1
2. SPECIAL INSTRUCTIONS	1
A. DISTRIBUTION	1
B. TERMS, ABBREVIATIONS, AND DEFINITIONS	1
3. INSURANCE CONTRACT INFORMATION	3
A. INSURABILITY	3
B. INSURANCE PERIOD.....	4
C. INSURED CAUSES OF LOSS	4
D. INSURED’S REQUIREMENTS TO LEAVE REPRESENTATIVE SAMPLES AND STALKS/STUBBLES AND THE ADJUSTER’S INSPECTIONS OF THESE.....	4
E. PROVISIONS AND PROCEDURES NOT APPLICABLE TO CAT COVERAGE	8
F. UNIT DIVISION.....	8
G. QUALITY ADJUSTMENT	9
4. REPLANTING PAYMENT PROCEDURES	15
5. TOBACCO APPRAISALS	15
A. GENERAL INFORMATION	15
B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS	16
C. MEASURING ROW WIDTH AND PLANT SPACING	16
D. STAGES OF GROWTH	17
6. APPRAISAL METHODS	17
A. GENERAL INFORMATION	17
B. STAND REDUCTION/LEAF COUNT METHODS	18
C. MACHINE HARVESTING METHOD.....	22
D. CURED TOBACCO HANGING OR STORED IN THE BARN METHOD	23
E. APPRAISED FIRE DAMAGED MATURE TOBACCO AT THE CURING BARN OR FARM STORAGE	26
7. APPRAISAL DEVIATIONS AND MODIFICATIONS	26.1
A. DEVIATIONS	26.1
B. MODIFICATIONS.....	26.1

TOBACCO LOSS ADJUSTMENT STANDARDS HANDBOOK

TABLE OF CONTENTS (Continued)

	<u>PAGE</u>
8. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES.....	27
A. APPRAISAL WORKSHEET FORM STANDARDS	27
B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION PROCEDURES	27
C. WORKSHEET ENTRIES AND COMPLETION INFORMATION.....	27
APPRAISAL WORKSHEET EXAMPLE.....	32
9. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES.....	33
A. CLAIM FORM STANDARDS.....	33
B. GENERAL INFORMATION FOR ENTRIES AND COMPLETION PROCEDURES.....	33
C. FORM ENTRIES AND COMPLETION INFORMATION.....	34
SECTION I - ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS	37
NARRATIVE.....	42
SECTION II – DETERMINED HARVESTED PRODUCTION	44
CLAIM FORM EXAMPLE.....	48.3
10. REFERENCE MATERIAL	49
TABLE A - MINIMUM REPRESENTATIVE SAMPLE REQUIREMENTS	49
TABLE B - LENGTH OF ROW PER 100 PLANTS AND PLANTS PER ACRE.....	49
TABLE C - TRACTOR ROW ACREAGE CORRECTION FACTORS	51
4 ROW PATTERN - 5TH TRACTOR ROW.....	51
6 ROW PATTEN - 7TH TRACTOR ROW	52
8 ROW PATTERN - 9TH TRACTOR ROW	53

EXHIBITS

EXHIBIT 1	REQUEST FOR GRADING SERVICES.....	54
EXHIBIT 2	INSPECTION AND CLASSIFICATION CERTIFICATE.....	55

- 1 The adjuster's inspection of the RSCs must be done **as soon as possible after harvest** on the unit has been completed, but generally not later than 15 days after harvest on the unit has been completed to ensure the integrity of the crop samples. Weather conditions and type of damage can result in the loss of the crop samples and/or integrity of the samples if the inspection is later than this date. The AIP must communicate closely with the insured to determine when harvest has been completed on the unit, to meet these requirements.
 - 2 If the per-acre amount of marketable production in the RSC's appears to be greater than the harvested production, complete an appraisal and record on a Tobacco Appraisal Worksheet. If the per-acre appraisal of the RSC's is greater than the harvested production, notify your supervisor immediately before proceeding with completion of the claim.
- (c) **Documentation of the RSC Inspection.** The adjuster must document the RSC inspection on a Special Report and retain in the insured's loss file. The documentation must include, but is not limited to, the following:
- 1 Condition (extent and types of damage) of the tobacco in the RSCs and if it correlates to the harvested tobacco after it has been cured;
 - 2 The estimated amount of production and if it is comparable to the number of pounds harvested. If an appraisal was completed as outlined in (b) 2 above, attach the completed Tobacco Appraisal Worksheet to the Special Report and retain in the insured's file folder;
 - 3 Date harvest was completed on the unit;
 - 4 If the inspection is later than 15 days after the date harvest was completed on the unit, why the inspection was done **later than this**;
 - 5 Any other pertinent information;
 - 6 Date of inspection; and
 - 7 Adjuster's signature and code number.
- (2) **Stalks and Stubble.** In accordance with Section 11 of the Tobacco Crop Provisions, the insured must leave all tobacco stalks and stubble in the unit intact for the AIP's inspection. The stalks and stubble must not be destroyed until the AIP (not the agent) gives the written consent to do so, or until 30 days after the end of the insurance period, whichever is earlier. Refer to (c) below regarding when the AIP's can provide consent to destroy the stalks and stubble prior to an AIP inspection.
- (a) For any acreage where the stalks and stubble have been destroyed without the AIP's consent, the per-acre production guarantee will be assessed as production to count in accordance with section 12 (c) (1) (i) (E) of the Tobacco Crop Provisions.

- (b) When only stubble is left after harvest because the stalks have been destroyed due to the type of harvesting equipment or harvest practice applicable to the type of tobacco, this meets the insured's policy requirements for leaving stalks and stubble but still requires an adjuster's inspection, unless (c) below applies.
- (c) For any insureds that have NOT turned in a Notice of Damage or Loss on or prior to the day of completion of harvest on the unit, the AIP may provide consent to destroy the stalks and stubble.
- (d) For any insureds that HAVE turned in a Notice of Damage or Loss on or prior to the day of completion of harvest on the unit, a Stalk and/or Stubble Inspection must be completed as stated in 2 (e) below.
- (e) **Stalk and/or Stubble Inspection.** The adjuster's inspection of the remaining stalks and/or stubble is used to determine if all of the production, excluding the required representative samples of the crop, has been harvested from the acreage, as well as other information the adjuster might determine during this inspection.

1 The inspection of the stalks and/or stubble must be completed as soon as possible after completion of harvest on the unit but generally **not later than 15 days after harvest** on the unit has been completed. If there was any unharvested tobacco, an inspection later than the 15 days may result in the adjuster being unable to determine whether there were or were not marketable leaves due to the deterioration of the tobacco as required in 2 below. The AIP must communicate closely with the insured to determine when harvest has been completed on the unit, to meet these requirements. After the adjuster has inspected the stalks or stubble, the AIP may provide the insured written consent to destroy the stalks or stubble.

2 If all of the production has not been harvested and it is determined that any remaining unharvested production is/was marketable but was not harvested, the adjuster must appraise and complete an appraisal worksheet. Do not include in the appraisal the representative samples of the tobacco as required in D (1) above. Include the appraised production as production to count on the

*** Production Worksheet.

*** (f) **Documentation of Stalk and/or Stubble Inspection.** The adjuster will document the stalk inspection on a Special Report or form developed by the AIP specific to a Stalk Inspection and retain in the insured's file folder. The documentation must include, but is not limited to, the following:

1 Whether all of the acreage and/or tobacco was harvested and if not, whether there was any remaining marketable tobacco that could have been harvested.

2 If an appraisal was completed as outlined in (e) 2 above, attach the completed Tobacco Appraisal Worksheet to the Special Report.

3 Date harvest was completed on the unit;

- 4 If the inspection is later than 15 days after the date harvest was completed on the unit, why the inspection was done **later than this**;
 - 5 Any other pertinent information; **e.g., types of disease(s) present, poor sucker control, infestation of weeds, poor management during curing process, etc.**;
 - 6 Date of inspection; and
 - 7 Adjuster's signature and code number.
- (3) If the insured DID NOT submit a Notice of Damage or Loss to their AIP less than 15 days before or during harvest, the insured is not required to leave RSCs. When there are no RSCs for the adjuster to inspect, it may be more difficult for the insured to establish that an insured cause of loss damaged the tobacco rather than damage being caused from poor harvest and/or barn management practices.
- (a) When it is questionable whether the cause of loss being claimed was due to an unavoidable insured cause of loss that occurred in the field or the barn, the insured must provide verifiable documentation to the AIP that will establish the reason for the loss of production and/or quality was due to an unavoidable insured cause(s) of loss that occurred in the insurance period before a claim can be paid. Documentation the insured may provide to establish damage is due to an unavoidable insured cause of loss can include, but is not limited to, the following:
- 1 Weather reports from local weather bureaus to prove the times and frequencies of adverse weather events that caused the loss of production and/or quality;
 - 2 Names of any tobacco pests or disease causing damage and proof of control measures taken and the insured cause of loss that caused the control measures to be ineffective; and
 - 3 The opinions of at least one tobacco agricultural expert; and
 - a The opinions can be from published material and/or written opinions regarding whether the cause of loss was due to a natural cause that was unavoidable and whether the cause of loss would have caused a yield loss and/or quality deficiency in the cured tobacco. If a written opinion is submitted, it must include a statement regarding any familial or other business relationship between the expert and the approved AIP, agent, loss adjuster, or insured. If the written opinion cannot be backed up with published materials, the insured must provide at least one other additional agricultural experts opinion that supports this opinion as required in item (ii) below.
 - b The recommendation of at least one additional agricultural expert if:
 - (i) The expert providing an opinion has a business relationship with the producer, such as providing of advice and/or sale of inputs to the

producer's operation, or is employed by a firm that has provided such advice or inputs;

- (ii) The agricultural expert providing an opinion has a familial relationship with the producer or approved AIP, loss adjuster, or agent or will benefit financially from the outcome of the opinion as a result of some other business relationship other than disclosed amounts paid to provide a written opinion in a timely manner; or
 - (iii) The written opinion in 3a above is not supported by published documentation, then at least the opinion of one other agricultural expert that supports this opinion is needed.
- (b) The AIP will review and verify the documentation to determine if the documentation provided by the insured satisfactorily establishes there was an unavoidable cause(s) of loss that caused the damage or extent of damage. If the AIP determines the insured's documentation does not satisfactorily establish the cause and/or extent of damage, the AIP must take the appropriate action based on the evidence; i.e., pay the claim, assess uninsured cause appraisal for the portion of the loss the insured could not prove, or deny the claim.
- (c) Documentation. Retain, in the insured's file folder, all copies of all of the insured's documentation and the AIP's documentation of the AIP's review and verification of the insured's documentation and actions taken.

E. PROVISIONS AND PROCEDURES NOT APPLICABLE TO CAT COVERAGE

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

F. UNIT DIVISION

In lieu of the definition in the Basic Provisions, a basic unit is all insurable acreage of an insurable type of tobacco in the county in which the insured has a share on the date of planting for the crop year and that is identified by a **single FSA FN**^{1/} at the time insurance first attaches under the Tobacco Crop Provisions for the crop year. Optional units and enterprise units as defined in the Basic Provisions may be allowed by the Special Provisions.

^{1/} A single FSA FN can cover acreage in more than one county or more than one state or both. Therefore, when a single FSA FN does cover tobacco acreage in more than one county or state or both, **ONLY** one Basic Unit is allowed.

- (1) When a single FN covers tobacco acreage in more than one county or State or both, one Basic Unit is allowed and in these instances the insurance policy is written for the county issuing the **FSA FN**.
- (2) When there is a single FN in (e. g., county A), but there are other separate FNs in another county where the insured has planted tobacco (e.g., county B), but one

*** Columns “64a, 64b. and 65” in “Section II C- “Adjustments to Harvested Production” of the Production Worksheet.

(b) Multiply the QAF in column 65 by the pounds of harvested production.

(8) **Quality Adjusting Harvested Production to Count with No Value.** If the AIP determines any harvested tobacco has been damaged to the extent that it has no value due to an insured cause of loss, the harvested tobacco production will be adjusted to zero production to count, PROVIDED the insured destroys such production in a manner acceptable to the AIP.

(a) The number of pounds of tobacco with no value that the insured has satisfactorily destroyed is entered and adjusted on a separate line on the Production Worksheet from harvested tobacco with a value. The number of pounds having no value is multiplied by the QAF. The QAF (column 65, “Quality Factor”) is determined by dividing 0.00 (Column 64a, “Value”) by the insured’s price election (column 65b, “Market Price”) resulting in a QAF of .000. Refer to Section 9 C for the entry instructions for in *** “Section II”, “C- Adjustments to Harvested Production” of the Production Worksheet.

(b) If the insured refuses to destroy such tobacco or does not destroy it in a manner acceptable to the AIP, the value will be considered to be the insured’s price election and will be included in determining the average value of the total harvested production. Refer to Section 9 C for the entry instructions for Column “64a”, “Value” *** in “Section II”, “C- Adjustments to Harvested Production” of the Production Worksheet. Also, refer to PAR. 96 of the LAM for additional information about destruction and documentation of zero value production.

4. REPLANTING PAYMENT PROCEDURES

There is currently no replanting payment available for tobacco. Refer to Section 3 A (2) (a) 2 for replanting requirements for damaged production.

5. TOBACCO APPRAISALS

A. GENERAL INFORMATION

Potential production will be appraised in accordance with procedures specified in this handbook and the LAM. This includes production from lower stalk mature tobacco leaves (or leaves from any other stalk position) removed because the buyer refuses to accept production from this particular stalk position. This production must be included as production to count. If the insurance provider is not given the opportunity to appraise the tobacco and determine the amount of production before it is destroyed, then an appraisal for uninsured causes must be assessed in accordance with section 12 (c) (1) (B) of the Tobacco Crop Provisions.

B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS

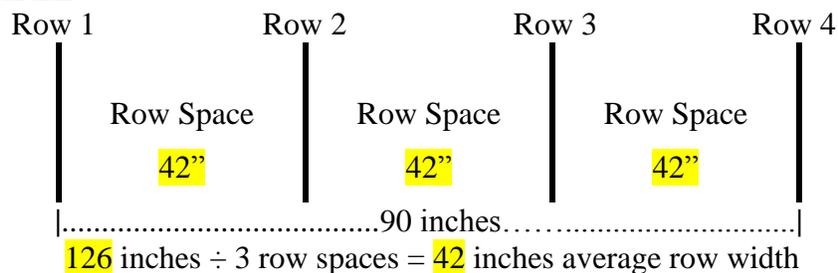
- (1) Determine the minimum number of required samples for a field or subfield by the field size, the average stage of growth, age (size) and general capabilities of the plants, and variability of potential production and plant damage within the field or subfield. **Adjoining fields cannot be combined and appraised as one field.**
- (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) Appraise each subfield separately.
- (4) Take not less than the minimum number (count) of representative samples required in **TABLE A** for each field and subfield.

C. MEASURING ROW WIDTH AND PLANT SPACING

Use these instructions for all appraisal methods that require row width determinations.

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

EXAMPLE:



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

- 2 When it is questionable whether the tobacco is damaged to the extent that it has ZMV, submit a representative sample(s) of the tobacco to AMS.
- 3 When production is determined to be ZMV, the claim cannot be processed until it is destroyed in accordance with PAR. 96 (2) of the LAM and documented in accordance with PAR. 96 (h) of the LAM, including written and pictorial documentation of the ZMV production. All documentation must be retained in the insured's file folder.

(11) **If the tobacco is baled:**

- (a) Gross weight. Determine the gross weight of the production by weighing 10% of the bales **selected by the adjuster (the insured cannot select the bales to be weighed)**, averaging the weight of these bales, and then multiplying the average weight by the number of bales. If the bales were rejected by a buyer and the insured has records from the potential buyer showing the weights of the rejected bales, use those weights.

- (b) Quality.

1 ******* If the bales were rejected and the insured does not have records from the buyer who rejected the tobacco showing the quality of the tobacco, AMS **should** grade these **bales at** the barn **and/or farm storage**.

2 ******* If AMS does not grade the tobacco **at** the barn **and/or farm storage**, the adjuster can obtain **and** submit representative samples to AMS **for grading** (the insured is not allowed **to obtain and submit samples for grade determinations**).

- (c) **Adjuster-obtained sample instructions.**

The adjuster will select representative samples to be submitted for AMS grading as instructed in 1 or 2 below:

1 Collect samples from 10% of every **50** bales of like quality by obtaining a sample from the bale. If the insured is willing to break the straps on a bale to obtain the sample, then take sample from this. If the insured is not willing to break the straps, the sample can be obtained from the bale by using a knife to obtain a plug approximately 4-6" long or by using a cordless drill with a metal hole saw drill bit attachment to obtain a plug of tobacco from each bale that comprise the one pound sample from 10% of every **50** bales, or if the bale is loose, pull some of the tobacco from the bale. Follow the requirements for shipping samples to AMS found in section 3 G (4) (e); **OR**

2 **Select 10% of every 50 bales of like quality to deliver to a facility where an approved AMS grader is grading tobacco. The adjuster must document the identifying tag number of every bale selected and place this information in the insured's file folder.**

(12) Determining Value and Average Value of Harvested Tobacco for the Unit

- (a) Value of Tobacco. Refer to section 3 G (5) (c) for determining values of the harvested production when some harvested production has been sold and when none of the production has been sold. Records from the sold production of the same quality or written offers as stated in section 3 G (5) (c) will serve as the policy-required record for price for quality adjustment purposes.
- (b) Average Value Per Pound of Harvested Tobacco for the Unit. Add the gross pounds of the appraised cured harvested production left in the barn and the gross pounds of any farm stored production to the gross pounds of any sold production for the unit. Divide the sum of all harvested production values by the gross poundage to determine average value per pound (do not include zero value production that has been destroyed in this calculation).
- (c) If the average value per pound (due to an unavoidable insured cause of loss) is less than 75 percent of the insured price election, the production is eligible for quality adjustment, provided all other quality provision requirements have been met.
- (d) The gross production of appraised ZMV production in the barn that has been destroyed will be entered with zero value in Column "64a" of "Section II", "C - *** Adjustments to Harvested Production" of the Production Worksheet, and the entry in Column "64b" will be the insured's price election. Even if the production that has an average value equal or greater than 75% of the insured's price election is not adjusted, the production that has zero value that has been destroyed will be adjusted to zero.

E. APPRAISED FIRE DAMAGED MATURE TOBACCO AT THE CURING BARN OR FARM STORAGE

- (1) Determine the pounds of production destroyed in the fire. This can be done based on average weights of the production in the RSCs and/or from the average weights of other representative sticks, racks, boxes, or other containers of undamaged tobacco in the barn or farm storage, and from the number of sticks of tobacco destroyed or damaged in the barn. The total sticks, racks, boxes or other containers of tobacco in the barn or farm storage can be established from the records the insured has, based on labor records, etc.
- (2) If the number of harvested pounds of tobacco before the fire cannot be established through appraisals in the barn or farm storage and the insured's records of the number of sticks hung, racks, boxes, or other containers in the barn, or from appraisals of the RSCs; then the claim must be denied.
- (3) When production has been damaged by fire and the insured has a private fire insurance policy for the tobacco and fire coverage has not been excluded from the Federal crop insurance tobacco policy, refer to PAR. 125 of the LAM for instructions.
- (4) Retain all documentation of the appraisal, Special Report, and any pertinent records in the insured's file folder.

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.

(RESERVED)

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

(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 **WORKSHEET ENTRIES AND COMPLETION PROCEDURES**

******* (1) The Production Worksheet is a progressive form containing all notices of damage for all preliminary and final inspections (including “No Indemnity Due” claims) 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, 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 LASH for information on prevented planting.
 - (5) The adjuster is responsible for determining if any of the insured’s requirements under the notice and claim provisions of the policy have not been met. If any have not, the adjuster should contact the AIP.
 - (6) Instructions labeled “**PRELIMINARY**” apply to preliminary inspections only. Instructions labeled “**FINAL**” apply to final inspections only. Instructions not labeled apply to ALL inspections.
- (7) If the AIP determines the claim is to be DENIED, refer to Paragraph 67 K of the LAM for PW completion instructions.

C. FORM ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

**Item
No.**

Information Required

1.	Crop/Code #:	Flue Cured Tobacco	0229
		Fire Cured Tobacco	0230
		Burley Tobacco	0231
		Maryland Tobacco	0232
		Dark Air Tobacco	0233
		Cigar Filler Tobacco	0234
		Cigar Binder Tobacco	0235
		Cigar Wrapper Tobacco	0236

2. **Unit #:** Unit number from the Summary of Coverage after it is verified to be correct.

3. **Location Description:** Land location that identifies the legal description, if available, and the location of the unit (e.g., section, township, and range; FSA Farm Numbers; FSA Common Land Units (CLU) and tract numbers; GPS identifications; or Grid identifications) as applicable for the crop.

4. **Date(s) of Damage:** First three letters of the month(s) during which the determined insured damage occurred for the inspection and cause(s) of damage listed in item 5 below. If no entry in item 5 below, MAKE NO ENTRY. For progressive damage, enter the month that identifies when the majority of the insured damage occurred. Include the SPECIFIC DATE where applicable as in the case of hail damage (e.g., Aug 11). Enter additional dates of damage in the extra spaces, as needed. If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.

If there is no insurable cause of loss, and a “No Indemnity Due” claim will be completed, MAKE NO ENTRY.

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

If it is evident that no indemnity is due, enter “NO INDEMNITY DUE” across the Columns in Item 5 (refer to the LAM for more information on no indemnity due claims).

6. **Insured Cause %:**

PRELIMINARY: MAKE NO ENTRY.

FINAL: Whole percent of damage for the insured cause of damage listed in item 5 above. 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 insured causes of damage and insured cause percents:

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

7. **Company/Agency:** Name of company and agency servicing the contract, if not preprinted on the worksheet (Company Name).
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: MAKE NO ENTRY.

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

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

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

PRELIMINARY: 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) of 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.

FINAL: Transfer the last date (in the 1st or 2nd space to the FINAL space on the first or second 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(ies):**

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

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

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.

17. **Multi-Crop Code:** The applicable two-digit code for first crop and second crop. REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRY OF FIRST CROP AND SECOND CROP CODES.
18. **Reported Acres:** In the event of over-reported acres, handle in accordance with the individual AIP's instructions. In the event of under-reported acres, enter the reported acres to tenths for the field or sub field. If there are no under-reported acres MAKE NO ENTRY.
19. **Determined Acres:** Refer to the LAM for definition of acceptable determined acres used herein. Enter the determined acres to hundredths 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 solely by uninsured causes;
 - d. For which the insured failed to provide acceptable records of production; or
 - e. When the stalks and stubble have been destroyed without consent.

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

PRELIMINARY AND FINAL: Determined acres to hundredths. Acreage breakdowns WITHIN a unit or field may be estimated (refer to LAM) if a determination is impractical. Refer to **Table C** for Tractor Row Acreage Correction Factors.

ACCOUNT FOR ALL 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" specified on the actuarial document maps. If a "Rate" or "High Risk Area" is not specified on the actuarial document maps, MAKE NO ENTRY. Verify with the Summary of Coverage and if the Rate is found to be incorrect, revise according to 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 (or practice) carried out by the insured. If “No Cropping Practice or “No Practice Specified” is shown in the actuarial documents, enter the appropriate 3-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.

FINAL: Stage abbreviation as shown below.

STAGE

EXPLANATION

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

“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.

<u>USE</u>	<u>EXPLANATION</u>
“To Soybeans,” 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: Per-acre appraisal, in whole pounds, of POTENTIAL production for the acreage appraised as shown on the appraisal worksheet. Refer to Section 6, “Appraisal Method” for additional instructions.

If there is no potential on UH acreage, enter “0.” Refer to paragraph 85 in the LAM for procedures for documenting zero yield appraisals.

32a. Moisture %: MAKE NO ENTRY.

32b. Factor: MAKE NO ENTRY.

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

34. Production Pre QA:

PRELIMINARY AND FINAL: Result of multiplying Column 31 times Column 19, times Columns 32b, if applicable, and round the result to whole pounds. If no entry in Column 31, MAKE NO ENTRY.

35. Quality Factor:

MAKE NO ENTRY.

Tobacco cannot be quality adjusted until it has been harvested, cured, and graded to determine quality.

36. Production Post QA:

PRELIMINARY AND FINAL: Transfer entry from Column 34.

37. Uninsured Cause:

PRELIMINARY AND FINAL: Result of per acre appraisal for uninsured causes (taken from appraisal worksheet or other documentation) multiplied by Column 19, 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 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, by Column 19 entry, rounded to whole pounds, 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 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. Chemical residue in tobacco that exceeds FDA established limits will be considered an "uninsured cause."

- f. 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:**

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 (e.g., refer to the crop provisions).

Qualifying QA Condition:
Other
None

- a. If "Other" is checked, document in the Narrative (or on a Special Report) the cause of the QA condition applicable to the unit's production and the result the QA condition has on the tobacco (e.g., Extreme drought during period the tobacco was maturing caused the tobacco to cure out green.)
- b. Check "None" if QA does not apply to the unit's production.

41. **MAKE NO ENTRY.**

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

NARRATIVE:

If more space is needed, document on a Special Report, and enter "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 required, enter "No Inspection," the unit number(s), date, and adjuster's initials (do not enter the unit numbers for which notice has not been given). The insured's signature is not required.
- c. Explain any uninsured causes, unusual, or controversial cases.

- d. If there is an appraisal in **Section I, column “37”** for uninsured causes due to 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”** (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).
- j. Explain a “NO” checked in **item 44, Damage Similar to Other Farms in the Area.**
- k. **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) Document the insured’s price election and the average value for the tobacco when it is less than 75 percent of the insured’s price election that is used to determine the QA factor for mature harvested production.
 - (4) Document all calculations used in determining QA factors.
 - (5) Refer to the LAM for additional documentation requirements.
- l. 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;
 - (2) If uninsured causes are present; or
 - (3) 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.
- m. ******* 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.
- n. 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.

- o.** 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.** Explain any delayed notices or delayed claims as instructed in the LAM.
- q.** Document any authorized estimated acres, **as instructed in the LAM**, shown in Section I, column **19**.
- r.** Document the method and calculation used to determine acres for the unit. Refer to the LAM.
- s.** 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.
- t.** Identify any tobacco which has no market value and is destroyed. Explain the reason for no market value and the method of destruction. Also, refer to the LAM for additional documentation requirements.
- u.** Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaning.
- v.** Document any other pertinent information, including any data to support any factors used to calculate the production.

SECTION II - **DETERMINED HARVESTED PRODUCTION**

GENERAL INFORMATION:

- (1) Account for ALL HARVESTED PRODUCTION (for ALL ENTITIES sharing in the crop). Inspect ALL barns to account for all harvested production when using the Cured Tobacco Hanging in the Barn appraisal method.
- (2) If additional lines are necessary, the data may be entered on a continuation sheet. USE SEPARATE LINES FOR:
 - (a) Different FIRST handlers (buyers or warehouses). The insured must have maintained satisfactory records of ALL production sold. Verify any warehouse or buyer records.
 - (b) Varying shares; e.g., 50 percent and 75 percent shares on the same unit.
 - (c) Production having zero value that has been destroyed (including production destroyed by fire after harvest).
 - (d) Production not sold.

Verify or make the following entries:

Item

No.

Information Required

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

PRELIMINARY: MAKE NO ENTRY.

- a. Enter the earlier of the date that one of the following events occurred:
 - (1) Total destruction of the tobacco on the unit;
 - (2) Weighing-in at the buyer or tobacco warehouse;
 - (3) Removal of the tobacco from the field where grown except for curing, grading, packing, or immediate delivery to the tobacco warehouse; or
 - (4) The calendar date for the end of the insurance period for the type.
- 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 was put to another use, etc. Refer to the LAM.

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

PRELIMINARY: MAKE NO ENTRY.

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 the 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, item “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.

49-52. Strike through titles and enter “Disposition”

Enter the disposition of the tobacco as follows:

PRELIMINARY: “Destroyed by fire” for any tobacco burned in the curing barn or pack barn; otherwise, MAKE NO ENTRY.

FINAL:

- a. Name of auction warehouse for production sold through auction warehouse.
- b. Name of buyer for production sold to other than auction warehouse.
- c. “Not sold.” Document, in the Narrative, the location of any production which is not sold.
- d. “Destroyed by fire” for any tobacco burned in the curing barn or pack barn (refer to the LAM).
- e. “ZMV Tobacco Destroyed” when the adjuster has witnessed satisfactory destruction of tobacco that has no value due to insured causes.
- f. “ZMV Tob. Not Destroyed” for any tobacco that has no value and **that has not been destroyed.**

53-54 MAKE NO ENTRY.

55. Gross Prod.: Account for ALL harvested production, in whole pounds, for the **disposition** shown in **items 49-52** including harvested production that is appraised in the barn. Explain in the Narrative how “Not Sold” production was determined.

- a. Determining production to count for tobacco that has no market value:

Any tobacco that has no market value due to damage by insured causes must be destroyed and will **not** be considered production to count. However, if the insured refuses to destroy the tobacco, include such tobacco as production to count and value at the insured's price election. Refer to section 3 G (8) and H₁ below for further instructions and information.

- b. For harvested fire damaged production, refer to 6 E and H₁ below.

56. **Bu., Ton, Lbs., Cwt.:** Circle "Lbs." in column heading. Enter the gross production from Column "55" in whole pounds.

57-60b. **MAKE NO ENTRY.**

61. **Adjusted Production:** Transfer the entry from column "56" in whole pounds.

62. **Prod. Not to Count:** 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 production guarantee per acre, from other sources (e.g., uninsured acreage), or where stalks were destroyed without consent and there is also harvested production from the same acreage on which stalks were destroyed without consent.

THIS ENTRY MUST NEVER EXCEED PRODUCTION SHOWN ON THE SAME LINE. EXPLAIN ANY "PRODUCTION NOT TO COUNT" IN THE NARRATIVE.\

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

64a. **Value:** Average value per pound. Refer to section 3 G for additional information.

PRELIMINARY: MAKE NO ENTRY.

FINAL: Average value per pound to the nearest cent.

- a. Determine the average value per pound by adding the total value of harvested production including tobacco appraised in the barn (**exclude tobacco with no value** due to insured cause of loss that insured **has** satisfactorily **destroyed**; refer to (f) below) that:
- (1) is sold and not sold;
 - (2) has ZMV (no value) and **that HAS NOT been destroyed** (or satisfactorily destroyed) and has been valued at the insured's price election;
 - (3) If the value received is unreasonable, determine a reasonable value. Refer to section 3 G for instructions.

- b. Determine the average value per pound by dividing the result of item “a” above, by the total pounds harvested for the unit (exclude pounds of tobacco destroyed by fire or ZMV tobacco that has been satisfactorily destroyed), rounded to the nearest whole cent.
- c. After the average value per pound has been determined, the value will be the same for each line entry **except** for tobacco destroyed by fire or ZMV tobacco that has been satisfactorily destroyed, as witnessed by the adjuster. Document the average value calculation in the Narrative. Refer to (e) and (f) below respectively for separate line entries.
- d. If the average value per pound is equal to or greater than 75 percent of the insured’s price election, MAKE NO ENTRY.
- ***

e. **Fire Damaged Tobacco.** If there is a value per pound for harvested tobacco production damaged by fire, refer to “a.” above. If the value is zero, enter “0.00” (zero) on a separate line entry. Refer to paragraph 125 of the LAM for instructions for determining **total value, before and after the fire, when there is** double-fire coverage; i.e., fire coverage under the FCIC Tobacco crop insurance program and fire coverage under a private fire insurance policy.
- f. **ZMV tobacco (due to insured cause of loss) that has been satisfactorily destroyed:**

Enter “0.00” to represent no value. Refer to section 3 G (8) for additional information.
- g. Explain in the Narrative the basis for value of production “Not Sold” or basis of determination for production having no market value; i. e., (ZMV).

The insured must give the AIP the opportunity to inspect any production prior to the insured disposing of it. If the insured failed to notify and provide the AIP the opportunity to inspect such tobacco, document on a Special Report that the insured had sold, contracted, or otherwise disposed of the tobacco prior to inspection. Such production cannot be quality adjusted, regardless of the average value. Refer to section 3 G for further information.

64b. MKT Price: Strike through the title and enter “Price Election.” Enter the insured’s price election for the type of tobacco.

65. Quality Factor: Enter the 3-digit quality adjustment factor determined by dividing 64a by 64b.

66. Production to Count:

- a. If quality adjustment **does not** apply, subtract Column “62” from column “61.”

- b. If quality adjustment **does** apply, subtract column “62” from Column “61” times Column “65,” rounding to the nearest whole pound.

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 SHARE, 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: MAKE NO ENTRY.

FINAL: Enter the total of Column “66,” to whole pounds.

69. Section I Total:

PRELIMINARY: MAKE NO ENTRY.

FINAL: Enter the figure from SECTION I Column “38” total.

70. Unit Total:

PRELIMINARY: MAKE NO ENTRY.

FINAL: Total of Column “68” and “69.”

71. **Allocated Prod.:** Refer to paragraphs 126 C (1-3) and 127 of the LAM for instructions for determining allocated production. Enter the total production, rounded to whole pounds, allocated to this unit that is included in Sections I or II of the Production Worksheet. Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.

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

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

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

Final indemnity inspections should be signed on the bottom line.

74.

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

Final indemnity inspections should be signed on the bottom line.

75.

Page Numbers:

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

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

PRODUCTION WORKSHEET

1. Crop/Code # Fire Cured Tobacco 0230	2. Unit # 0001-0001BU	3. Location Description FN 145	7. Company Any Company	8. Name of Insured I. M. Insured
4. Date(s) of Damage Jun Jul 10			Agency Any Agency	9. Claim # XXXXXXXXXX
5. Cause(s) of Damage Drought Hail			11. Crop Year YYYY	
6. Insured Cause % 85 15			10. Policy # XXXXXXXXXX	
12. Additional Units 0002-0000BU			14. Date(s) Notice of Loss MM/DD/YYYY	1st MM/DD/YYYY
13. Est. Prod. Per Acre 1500			2nd MM/DD/YYYY	Final MM/DD/YYYY
15. Companion Policy(s)				

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

A. ACTUARIAL															B. POTENTIAL YIELD									
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a.	32b.	33.	34.	35.	36.	37.	38.	
Field ID	Multi-Crop Code	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr. Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count		
A	NS		5.00	1.000		022					997		P	Plowed WOC								10685	10685	
B	NS		3.00	1.000		022					997		UH	To Soybeans	349			1047		1047			1047	
C	NS		20.00	1.000		022					997		H	H										
39. TOTAL			28.0	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 checked="" type="checkbox"/> None <input type="checkbox"/>												42. TOTALS			1,047		1,047	10,685	11,732	
41. Mycotoxins exceed FDA, State or other health organization maximum limits. Yes <input type="checkbox"/>																								

NARRATIVE (If more space is needed, attach a Special Report) **Field A plowed without consent. See attached aerial photos. Acres determined by adjuster with GPS. 1,000 lbs.of tobacco zero value due to blue mold. Adjuster witnessed destruction of zero value production. See Special Report for Stalk Inspection.**

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 of Diameter	DISPOSITION 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		Tri-County Tobacco Co.					15,000								15,000	1.20 2.43	.494	7410					
	NS		ABC Tobacco, Int.					16,000								16,000	1.20 2.43	.494	7904					
	NS		ZMV Tobacco – Destroyed					1,000								1,000	0.00 2.43	.000	0.00					
67. TOTAL															32,000	68. Section II Total						15,314		
															69. Section I Total						11,732			
															70. Unit Total						27,046			
															71. Allocated Prod.									
															72. Total APH Prod.						27,046			

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

(RESERVED)

