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Federal Crop
Insurance
Corporation



Product
Administration
and Standards
Division

FCIC-25070 (02-2011)

PROCESSING TOMATO LOSS ADJUSTMENT STANDARDS HANDBOOK

2011 and Succeeding Crop Years

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

FEDERAL CROP INSURANCE HANDBOOK		NUMBER: 25070 (02-2011)
SUBJECT: PROCESSING TOMATO LOSS ADJUSTMENT STANDARDS HANDBOOK 2011 AND SUCCEEDING CROP YEARS	OPI: Product Administration and Standards Division	
	APPROVED:	DATE:
	/S/ Tim B. Witt Deputy Administrator, Product Management	03/01/2011

THIS HANDBOOK CONTAINS THE OFFICIAL FCIC-APPROVED LOSS ADJUSTMENT STANDARDS FOR THIS CROP FOR THE 2011 AND SUCCEEDING CROP YEARS. ALL APPROVED INSURANCE PROVIDERS 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 where information has been removed.

Changes for the 2011 Crop Year (FCIC-25070):

- A. Throughout the handbook: Made changes so handbook text tracks with current RMA-approved handbook standards, and updated examples and forms as needed. Also corrected grammar, punctuation, deleted unneeded words and reworded sentences to clarify meaning and corrected reference numbers.
- B. Throughout the handbook: Removed the signature blocks and privacy act statements from all form examples, however these are still required entries on any applicable AIP generated forms.
- C. Subsection 2 B (3): Added abbreviations for “Common Crop Insurance Policy, Basic Provisions (BP), Crop Provisions (CP), and Special Provisions (SP).”
- D. Subsection 2 B (4): Removed the definition of “Amount of Indemnity” as it was not a definition it was listing the different coverage stages.
- E. Page 4, subsection 5 C: Added instructions for determining acreage.

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SUMMARY OF CHANGES/CONTROL CHART (Continued)

- F. Page 10, subsection 5 E: Added language for determining sample row length for 1/100 and 1/1000 acre.
- G. Section 8 A – Added a new section A, for Appraisal Worksheet Form Standards, and re-designated the remaining section.
- H. Section 9 A – Added a new section A, Claim Form Standards, the language is approved Loss Adjustment Standards Branch (LASB) language and re-designated the remaining sections.
- I. Section 9 C – Revised all applicable entry instruction for the new Production Worksheet.
- J. Page 33, Production Worksheet: Added examples of the new “Production Worksheet” completed based on the new procedures and instructions and removed the old production worksheet.

Control Chart For: Processing Tomato Loss Adjustment Standards						
	SC Page(s)	TC Page(s)	Text Page(s)	Reference Material	Date	Directive Number
Remove	Entire Handbook					
Insert and Current Index	1-2	1-2	1-32	33-35	02-2011	FCIC-25070

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1. INTRODUCTION

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

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

2. SPECIAL INSTRUCTIONS

This handbook remains in effect until superseded by reissuance of **either** the entire handbook **or** selected portions (through slipsheet 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:
- (2) One legible copy to the insured. The original and all remaining copies as instructed by **the AIP**. It is the **AIP's** responsibility to maintain original insurance documents relative to policyholder servicing as designated in their approved plan of operations.

B. TERMS, ABBREVIATIONS, AND DEFINITIONS

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

BP
CAT
CIH
CP

Common Crop Insurance Policy, Basic Provisions
Catastrophic Risk Protection
Crop Insurance Handbook
Crop Provisions

(4) Definitions:

Bypassed Acreage

Land on which production is ready for harvest but the processor elects not to accept such production so it is not harvested.

First Fruit Set

The reproductive stage of the plant at which 30 percent of the plants have produced a fruit that has reached a minimum of one inch in diameter.

3. INSURANCE CONTRACT INFORMATION

The **AIP** is to determine that the insured has complied with all policy provisions of the insurance contract. **CP** 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 BP, Processing Tomato CP, and SP for a complete list.

- (1) The crop insured will be all the processing tomatoes in the county, for which a premium rate is provided by the actuarial documents, and in which the insured has a share.
- (2) Tomatoes must **be** planted for harvest as processing tomatoes.
- (3) If tomatoes have been grown in either of the previous two crop years on the same acreage, they are not insurable UNLESS a written agreement is in force or as provided for in the **SP**, except in California.
- (4) Tomatoes are not insurable if they are interplanted with another crop or planted into an established grass or legume unless allowed by the **SP** or a written agreement.
- (5) Processing tomatoes must be grown under a binding contract with a canner or processor, which requires the insured to deliver, and the processor to accept a stated amount of processing tomatoes. Liability will not exceed the number of tons required to be accepted by the processor under a processor contract in effect on or before:
 - (a) The earlier of August 20 or the date of damage to the insured crop in all counties with an acreage reporting date of July 15; or

- (b) The earlier of the acreage reporting date or the date of damage in all other counties. (Exclude indemnities that occur in stage one and replant payments.)

When multiple processor contracts are applicable to the insured acreage, one processor contract may be fulfilled and additional tonnage may continue to be accepted by the processor for that acreage. For example: A producer has two contracts on a single unit, one with processor A for 100 tons, and the other with processor B for 100 tons. The producer delivers tomatoes to processor A and fulfills the contracted tonnage. However, the producer continues to deliver tonnage to Processor A because they have elected to accept additional tonnage. The total tonnage delivered to processor A was 125 tons. As no tonnage has yet been delivered to processor B, the contract is open to 100 tons. The unit liability will be limited to the lesser of the tonnage remaining on the unit guarantee, or the tonnage remaining on **all** contracts. If the unit guarantee is met, and the contract for processor B remains open, the result would be a "No Indemnity Due" claim. When the processor no longer accepts production under a remaining open contract, the insurance period ends for that unit, provided no other qualifying event has occurred earlier to end the insurance period. When the "total paid for" tons exceeds the total contracted tonnage for the unit, the insurance liability has been met.

- (6) Any acreage of the insured crop damaged before the final planting date, to the extent that the majority of growers in the area would normally not further care for the crop, must be replanted unless the **AIP** agrees that replanting is not practical. Refer to the LAM for replanting provision issues. Refer to section 4 of this handbook for replanting payment procedures.

B. PROVISIONS AND PROCEDURES NOT APPLICABLE TO CAT COVERAGE

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

C. UNIT DIVISION

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

4. REPLANTING PAYMENT PROCEDURES

A. GENERAL INFORMATION

No replanting payment will be made on acreage on which a prior replanting payment has been made during the current crop year.

B. QUALIFICATIONS FOR REPLANTING PAYMENT

To qualify for a replanting payment, the:

- (1) Tomatoes must be damaged due to an insurable cause;
- (2) AIP must determine that it is practical to replant and give consent to replant; (refer to the LAM);
- (3) Acres being replanted must not have been initially planted prior to the "Initial Planting" date established by the SP;
- (4) Appraisal (or appraisal plus any appraisals for uninsured causes of loss) must indicate that more than 50 percent of the plant stand, in the field or subfield, will not produce tomatoes; and
- (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);
- (6) Replanted acreage can produce at least 75 percent of the approved yield and the processor agrees in writing to accept the production from the replanted acreage.

In the "Narrative" of the Claim Form or a Special Report, show the 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 of the replanting payment per acre will be the LESSER OF:

- (1) The insured's actual replanting cost;
- (2) The amount shown on the SP multiplied by the insured's share; or
- (3) If an amount is not contained in the SP, the maximum replanting payment will be the Lesser of:
 - (a) the product of multiplying the maximum tons allowed in the policy (3 tons) by the insured's third stage (final) price election by the insured's share; or
 - (b) 20 percent of the production guarantee; multiplied by the insured's third stage (final) price election, times the insured's share.

Compute the number of tons 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

Owner/operator (100 percent share)

20.0 acres replanted

Price Election = \$87.00 per ton

Insured's actual cost to replant = \$350.00 per acre.

20% of prod. guar. (25 tons) = 5.0 X \$87.00 (price election) x 1.000 (share) = \$435.00

3.0 tons (maximum tons allowed in policy) X \$87.00 (price election) x 1.000 (share) = \$261.00

The lesser of \$435.00, \$350.00, and \$261.00 is \$261.00

Actual tons per acre allowed = 3.0 (\$261.00 ÷ \$87.00)

Enter 3.0 tons in Section I, column 31 "Appraised Potential" of the claim form.

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. PROCESSING TOMATO APPRAISALS

A. GENERAL INFORMATION

Potential production will be appraised in accordance with the procedures specified in this handbook and the LAM.

- (1) The adjuster may obtain a copy of Processor and State Inspection/Tolerance Regulations from a USDA Inspector at a local cannery, the Regional Office, or the AIP. Adjusters are to read and understand these regulations for use in determining undamaged/marketable processing tomatoes, prior to making appraisals. These regulations require that adjusters inspect and sort processing tomatoes in the same manner as state inspection stations.
- (2) For un-harvested processing tomato production that has been bypassed due to excessive mold, as determined by the adjuster, a zero appraisal can be made if:
 - (a) The adjuster has determined that the production, if harvested, would not meet state and or processor grade requirements;
 - (b) The un-harvested processing tomatoes are found to be unmarketable. If more than one unit is involved, the adjuster is to inspect all insured units to determine if they are also unmarketable and eligible to be appraised at zero potential; or
 - (c) Production was rejected by the processor. If part of a unit has been harvested, inspect the un-harvested tomatoes. If they are representative of the rejected production, a zero appraisal can be made.

B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS

- (1) Determine the minimum number of required samples for a field or subfield by the field size, (take not less than the minimum number (count) of representative samples required in **TABLE A** for each field or subfield), 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) Use as many samples as necessary to accurately determine potential production.

C. DETERMINING INSURABLE ACREAGE

Only planted areas will be considered insurable acreage. Use the following methods to determine insurable acreage for loss adjustment purposes:

- (1) Establish the planted area(s) within the field (excluding unplanted headlands, field roads, and/or other areas not part of the planting pattern, used for spraying and care/harvesting of the crop);
- (2) Determine row widths from planted area(s) within the field (Refer to **TABLE B**);
- (3) Apply the definition of “Acre” in the CPs to the planted area(s):
 - (a) 6-foot row widths or less with 43,560 square feet of planted area(s) will equal one insured acre; or
 - (b) Row widths greater than 6 foot will require more than one land acre to equal one insured acre.

EXAMPLE 1: DETERMINING INSURABLE ACREAGE WITHIN A FIELD WHEN ROW WIDTHS EXCEED 6-FEET:

Insured reports 20.0 acres with 8 foot wide planted row spacing in the field. At loss time, the loss adjuster determines there are unplanted area(s) in the field (unplanted headlands, field roads, and/or other areas not part of the planting pattern that are used for spraying and care/harvesting of the crop). The loss adjuster determines the insurable, planted acreage as follows:

1,300 linear feet (length) x 640 linear feet (8-foot row spacing x 80 planted rows) = 832,000 square feet of planted area. $832,000 \text{ square feet of planted area} \div 43,560 \text{ square feet per acre} = 19.1 \text{ acres of planted area}$. The 19.1 acres of planted area based on 8-foot row spacing, must be adjusted to 6-foot row spacing to determine the insurable planted acres. Multiply 19.1 acres x .750 factor ($6\text{-foot row spacing} \div 8\text{-foot row spacing} = .750 \text{ factor}$) = 14.3 insurable, planted acres.

EXAMPLE 2: DETERMINING INSURABLE ACREAGE WITHIN A FIELD WHEN ROW WIDTHS DO NOT EXCEED 6-FEET:

Insured reports 20.0 acres with 5-foot wide planted row spacing in an irregular shaped field. At loss time, the loss adjuster determines there are unplanted area(s) in the field (unplanted headlands, field roads, and/or other areas not part of the planting pattern that are used for spraying and care/harvesting of the crop). The loss adjuster determines the insurable, planted acreage as follows:

5,808 feet (length) x 80 feet (width) = 464,640 square feet of planted area. 2,904 feet (length) x 80 feet (width) = 232,320 square feet of planted area. $464,640 \text{ square feet} + 232,320 \text{ square feet} = 696,960 \text{ total square feet of planted area}$. $696,960 \text{ total square feet of planted area} \div 43,560 \text{ square feet per acre} = 16.0 \text{ insurable planted acres}$.

D. DETERMINING SAMPLE ROW LENGTH FOR 1/100 AND 1/1000 ACRE

(1) Determine the row width in accordance with **TABLE B**.

(2) Determining sample row length for appraisal purposes:

- (a) 6-foot row widths or less: Divide 43,560 square feet by the applicable row width to obtain the linear feet of row per acre. Divide this result by 100 or 1000, in this example 1000, to obtain the per acre sample row length ($43,560 \div 5 \text{ feet} = 8,712 \div 1000 = 8.7 \text{ feet of row per sample for } 1/1000\text{th acre appraisal}$); or
- (b) For row widths greater than 6 foot: Divide the standard linear feet of row 7,260 by 100 or 1000, in this example 1000, to obtain the per acre sample row length ($7,260 \div 1000 = 7.26 \text{ or } 7.3 \text{ linear feet of row per sample for } 1/1000\text{th acre appraisals}$).

6. APPRAISAL METHODS

A. GENERAL INFORMATION

These instructions provide information on appraisal methods for:

Appraisal Method	Use
Stand Reduction Method	From emergence until first fruit set.
Tomato Count Appraisal Method	For mid-season appraisals.
Tomato Weight Appraisal Method	For mature un-harvested tomatoes.

B. STAND REDUCTION METHOD

Part I of the appraisal worksheet - Use this method to determine potential production from emergence until **first fruit set**. The objective of this appraisal method is to determine the number and combined length of qualifying skips within any 100 feet of sample row. A **qualifying skip** is any skip in a row more than 16 inches after subtracting 16 inches from the distance between live plants. (This is due to the fact that the live plants will compensate 16 inches toward closing the open gap between them). The distance between live plants must exceed 32 inches before you will record any qualifying skips on the appraisal form. Percent of stand determined by this method is converted to potential tons per acre of production (**EXHIBIT 1**). Conduct the appraisal as follows:

- (1) Double rows planted in a single bed of normal row width shall be considered one row. Normal bed width for double-row planting is 60 inches; single rows can be 40 or 60 inches, depending on variety.
- (2) Select representative row areas of 100 feet for sampling. Any combination of rows totaling 100 feet is acceptable. The minimum recommended number of samples will be in accordance with **TABLE A**.
- (3) Determine the number and length (in feet, to tenths) of those parts of the skips that exceed 16 inches (1.3 feet). Refer to **EXHIBIT 1**.
- (4) Record the combined length and number of the qualifying skips for each sample on the appraisal worksheet.
- (5) Determine the AVERAGE length of all qualifying skips for each sample on the appraisal worksheet. Subtract this figure from 100. The result is the percent stand. By multiplying the average yield (from the APH form) by the percent stand, tons-per-acre of potential production is determined.

C. TOMATO COUNT APPRAISAL METHOD

Part II of the appraisal worksheet - Use this method to determine potential production for all mid-season appraisals. It is used **after first fruit set**, up to when all processing tomatoes are mature and ready for harvest.

The objective of this appraisal method is to determine the average number of undamaged processing tomatoes within a sample row (1/1000 acre), thereby allowing a ton per-acre projection of potential marketable production. Conduct the appraisal as follows:

- (1) Select representative row areas for sampling that represent 1/1000 acre. Refer to **subsection 5 D or Table B.**
- (2) Based upon Processor and State Marketing Regulation standards for marketable tomatoes, count the number of marketable tomatoes in the sample row.
- (3) Determine the total number of marketable tomatoes, and divide by the number of sample rows (plots) to determine the average tomato count per sample plot.
- (4) Divide the average tomato count by the variety factor (shown below) to determine the potential tons per acre, rounding tons to tenths.

VARIETY AND FACTOR

<u>Variety</u>	<u>Factor</u>
Rounds	13
Pear Shapes	16
Elongated	18

D. TOMATO WEIGHT APPRAISAL METHOD

Part III of the appraisal worksheet - use this method to determine potential production for mature un-harvested marketable tomatoes.

The objective of this method is to determine the quantity of unharvested marketable tomatoes (by weight) in a sample row (1/1000 acre) to project potential production in tons per acre. Conduct the appraisal as follows:

- (1) Select representative row areas for sampling that represent 1/1000 acre. Refer to **subsection 5 D above or Table B.**
- (2) Remove all vines from the ground. Shake the tomatoes from the vines into one area for inspection.
- (3) Inspect and separate the marketable tomatoes from those that are unmarketable according to Processor and State Tolerance Regulations.

- (4) Weigh the marketable tomatoes in a bucket on a Dairy Milk Scale or a similar approved scale.
- (5) Add all plot sample weights together, and divide by the total number of sample plots to determine an average sample weight.
- (6) Divide the average sample weight per plot by 2 (an "acre factor").
- (7) The result is potential production, in tons to tenths, per acre.

7. APPRAISAL DEVIATIONS AND MODIFICATIONS

A. DEVIATIONS

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

B. MODIFICATIONS

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

8. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES

A. WORKSHEET FORM STANDARDS

- (1) The entry items in subsection 8 C are the minimum requirements for the Tomato Appraisal Worksheet for tomatoes From Emergence to Mature Stage and Weight Method. All 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 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/reg/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, and 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 **must be completed** for each unit appraised and for each field or subfield **including fields or subfields with** a differing base (APH) yield, farming practice or **uninsured cause loss**. Refer to section 5 **above** for sampling requirements.
- (4) **For every inspection, complete items 1 through 4 and the area for the narrative. Complete Parts I and II as instructed below.**
- (5) **Standard appraisal worksheet items are numbered consecutively in subsection 8 C. Illustrations are provided to illustrate how to complete all entries, except the last three items on the Appraisal Worksheet.**
- (6) **For all zero appraisals, refer to the LAM.**

C. APPRAISAL WORKSHEET ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

Item
No.

Information Required

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

Claim Number: Claim number as assigned by the **AIP**.

1. **Insured's Name:** Name of insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. **Policy Number:** Insured's assigned policy number.
3. **Unit Number:** **Unit** number from the Summary of Coverage after it is verified to be correct.
4. **Crop:** Processing Tomato (0087).
5. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim has been filed.

PART 1 - STAND REDUCTION METHOD

6. **Growth Period:** Stage of growth at the time of appraisal.
7. **Field ID:** Field or subfield identification symbol.
8. **Acres:** Number of determined acres, to tenths, in field or subfield being appraised.
9. **Combined Skip Length from Each Sample (Sample = 100'):** Combined length of all qualifying skips in feet, to tenths, for each sample (refer to **EXHIBIT 1**).
10. **Total Skip Length:** Total of skip length from all samples.
11. **Number of Samples:** Total number of samples taken.
12. **Average Skip Length:** Item 10 divided by item 11 to tenths.
13. **Row Length:** Enter "100."
14. **Average Skip Length:** Average length of skips from item 12.
15. **Percent Stand:** Item 13 minus item 14, to tenths.
16. **Average Yield:** Taken from the APH form.
17. **Percent Stand:** Percent stand from item 15.
18. **Tons Per Acre:** Tons per acre to tenths. Item 16 multiplied by item 17.

PART 2 - TOMATO COUNT METHOD

19. **Growth Period:** Stage of growth at the time of appraisal.
20. **Field ID:** Field or subfield identification symbol.
21. **Acres:** Number of determined acres, to tenths, in field or sub-field being appraised.
22. **Number of Tomatoes Per Sample (Sample = 1/1000th Acre):** Marketable tomatoes counted for each sample.
23. **Total Number of Tomatoes:** Total count of marketable tomatoes from all sample plots in item 22.
24. **Number of Samples:** Total number of sample plots.
25. **Average Number of Tomatoes Per Sample:** Item 23 divided by item 24.
26. **Variety Factor:** Appropriate factor located in Section 6 C **above**.

27. **Tons Per Acre:** Tons per acre, to tenths. Item 25 divided by item 26.

PART 3 - WEIGHT METHOD

28. **Growth Period:** Stage of growth at the time of appraisal.

29. **Field ID:** Field or subfield identification symbol.

30. **Acres:** Number of determined **insurable** acres, to tenths, in field or subfield **being** appraised.

31. **Pounds Per Sample (Sample = 1/1000th Acre):** Weight of marketable tomatoes from the sample plots. Refer to **TABLE B** for row width and length requirements.

32. **Total Pounds:** Total weight of all marketable tomatoes from all sample plots.

33. **Number of Samples:** Total number of sample plots.

34. **Average Pounds Per Sample:** Item 32 divided by item 33.

35. **Acre Factor:** Enter "2."

36. **Tons Per Acre:** Tons per acre, to tenths. Item 34 divided by item 35.

37. **Narrative:** Remarks pertinent to the appraisal, sampling, conditions in general (e.g. - very hot and dry, etc).

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

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

39. **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.

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

For Illustration Purposes Only
TOMATO APPRAISAL WORKSHEET

COMPANY:	<i>Any Company</i>	1. INSURED'S NAME	2. POLICY NUMBER	3. UNIT NUMBER	4. CROP	5. CROP YEAR
CLAIM NO.:	XXXXXX	<i>I. M. INSURED</i>	XXXXXX	0001-0001-BU	<i>P. TOMATO (0087)</i>	YYYY

EXAMPLE I

PART 1												STAND REDUC TION METHOD							6. GROWTH PERIOD:						STAGE		I
7. Field ID	8. Acres	9. Combined Skip Length From Each Sample (Sample = 100')									10. Total Skip Length	11. No. of Samples	12. Average Skip Length	13. Row Length	14. Average Skip Length	15. Percent Stand	16. Average Yield	17. Percent Stand	18. Tons Per Acre								
A	20.0	50.1	59.6	50.0	40.3						200.0	4	50.0	100	50.0	50.0	28.6	50.0	14.3								

EXAMPLE II

PART 2 TOMATO COUNT METHOD											19. GROWTH PERIOD:					STAGE 2	
20. Field ID	21. Acres	22. Number of Tomatoes Per Sample (Sample = 1/1000th Acre)								23. Total Number Tomatoes	24. Number of Samples	25. Average Tomatoes Per Sample	26. Variety Factor	27. Tons Per Acre			
B	6.0	140	161	149						450	3	150.0	16	9.4			

EXAMPLE III

PART 3 WEIGHT METHOD												28. GROWTH PERIOD				STAGE		2
29. Field ID	30. Acres	31. Pounds Per Sample (Sample = 1/1000th Acre)								32. Total Pounds	33. Number of Samples	34. Average Pounds Per Sample	35. Acre Factor	36. Tons Per Acre				
C	10.0	31.0	29.0	30.0						90.0	3	30.0	2	15.0				
37. NARRATIVE (if more space is needed, attach a Special Report)																		

Refer to the Above Appraisal Worksheet instructions for Required Statements and signature entries.

9. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES

A. CLAIM FORM STANDARDS

- (1) The entry items in subsection 9C 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 exhibit. 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., font point size, 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, replant, and final inspections on a unit (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, 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).
- (4) The adjuster is responsible for determining if the insured **has complied with all of their** requirements under the notice and claim provisions of the policy. If **they** have not, the adjuster should contact the **AIP**.
 - (5) 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 #:** “Processing Tomatoes” (0087).
2. **Unit #:** **U**nit 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 in chronological order the month that identifies 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 extra spaces, as needed. If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.

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

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

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

6. **Insured Cause %:**

PRELIMINARY: MAKE NO ENTRY.

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

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

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

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

7. **Company/Agency:** 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 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 AND REPLANT: MAKE NO ENTRY.

FINAL: Estimated yield per acre in whole tons, 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 **set** of production worksheets. For a delayed notice of loss or delayed claim, refer to the LAM.

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

- a. If no other person has a share in the unit (insured has 100 percent share), MAKE NO ENTRY.
- b. In all cases where the insured has LESS than a 100 percent share of a loss-affected unit, ask the insured if the OTHER person sharing in the unit has a multiple-peril crop insurance contract (i.e., not crop-hail, fire, etc.) If the other person does not, enter "NONE."
 - (1) If the other person has a multiple-peril crop insurance contract and it can be determined that the SAME AIP services it, enter the contract number. Handle these companion policies according to AIP instructions.
 - (2) If the OTHER person has a multiple-peril crop insurance contract and a DIFFERENT AIP or agent services it, enter the name of the AIP 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, classes, sub-class, intended use, irrigated practices, cropping practice, or organic practices, 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." 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 subfield. If there are no under-reported acres, MAKE NO ENTRY.

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

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

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

REPLANT: Determine the total acres, to tenths, of replanted acreage for each field or subfield (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 subfields 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 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 (or variety) grown by the insured. If “No Type Specified” or “No Variety Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a type (or variety) 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 on 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 on 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 on 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 on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an irrigated practice is not specified on the actuarial documents, MAKE NO ENTRY.
27. **Cropping Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the cropping practice (or practice) carried out by the insured. If “No Cropping Practice (or Practice) Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a cropping practice (or practice) is not specified on the actuarial documents, MAKE NO ENTRY.
28. **Organic Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the organic practice carried out by the insured. If “No Organic Practice Specified” is shown on 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 more than 50% of the plant stand.

FINAL: Stage abbreviation as shown below.

STAGE**EXPLANATION**

- “1”..... From planting until first fruit set.
- “2”..... From first fruit set until harvest.
- “3”..... Harvested acreage.
- “P”..... Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide acceptable records of production to the AIP.
- “UB”..... Acreage bypassed, damaged by insured causes.
- “PB”..... Acreage bypassed, damaged solely by uninsured causes.

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.
- “WOC”..... Other use without consent
- “SU”..... Solely uninsured
- “ABA”..... Abandoned without consent
- “H”..... Harvested
- “UH”..... Unharvested
- “Bypassed”..... Bypassed by the processor

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.”

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

31. Appraised Potential:

REPLANT: Enter the tons per acre allowed for replanting. Show all calculations in the Narrative of the claim form or on a Special Report. (Refer to section 4, for qualifications and computations.)

PRELIMINARY AND FINAL: Per-acre appraisal in tons, to tenths, of POTENTIAL production for the acreage appraised as shown on the appraisal worksheet. Refer to section 5, "Processing Tomato Appraisals" for additional instructions.

If there is no potential on UH acreage, enter "0." Refer to subparagraph 85J in the LAM for Zero Appraisal Documentation.

32-33. MAKE NO ENTRY.

34. Production Pre QA:

REPLANT: Enter the result of multiplying column 31 times column 19, tons to tenths. If no entry in column 31, MAKE NO ENTRY.

PRELIMINARY AND FINAL: Result of multiplying column 31 times column 19, tons to tenths. If no entry in column 31, MAKE NO ENTRY.

35. Quality Factor: Under section 15 (j) of the Basic Provisions, if due to insured causes, a Federal or State agency has ordered the appraised insured crop or production to be destroyed, enter the factor ".000." Instruct the insured to complete and submit a Certification Form stating the date the crop or production WAS DESTROYED and the method of destruction (refer to item 40 and the Narrative below). Also refer to LAM paragraphs 96 J (2) and 102A for additional information. Otherwise, MAKE NO ENTRY.

36. Production Post QA:

REPLANT: Transfer the entry in column 34.

PRELIMINARY AND FINAL: Result of multiplying column 34 times column 35, tons to tenths. If no entry in column 35, transfer entry from column 34.

37. Uninsured Cause:

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, in tons to tenths. 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 tons, to tenths, 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" or "PB" acreage. Refer to the LAM for information on how to determine uninsured cause appraisals.

(2) On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged SOLELY by uninsured causes separate from other production.

(3) For acreage that is damaged PARTLY by uninsured causes, enter the result of APPRAISED UNINSURED loss of production per acre multiplied by column 19, tons, to tenths, for any such acreage.

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

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

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

38. **Total to Count:** Result of adding column 36 and column 37.

39. **Total:**

PRELIMINARY: MAKE NO ENTRY.

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

40. **Quality:** Check "None."

41. **Mycotoxins exceed FDA, State, or other health organization maximum limits? 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 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 and 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, “Damage Similar to Other Farms in the Area.”
- 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 replant;
 - (2) If acreage has been replanted to a practice uninsurable as an original practice;
 - (3) For bypassed-acreage when uninsured causes are present;
 - (4) If uninsured causes are present; and the acreage is **NOT** bypassed or
 - (5) 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 AIP’s instructions.
- o. Explain any delayed notices or delayed claims as instructed in the LAM.

- p. Document any authorized estimated acres, as instructed in the LAM, shown in Section I, column 19.
- 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 production ordered destroyed by a Federal or State agency due to the presence of injurious substances or conditions, document the following:
- (1) Explain any ".000" factor entered in columns 35 and 65.
 - (2) A description of the injurious substance or condition for which a destruction order was issued. The circumstances that caused the crop to be affected by an injurious substance or condition, the date the crop was destroyed and the method of destruction. Attach to the claim the insured's completed Certification Form, a copy of the destruction order issued by the Federal or State agency and (if applicable) a copy of the laboratory test results that confirms the presence of injurious substances or conditions.
- Refer to the LAM for additional documentation requirements.
- v. Document any other pertinent information, including any data to support any factors used to calculate the production. If on an attachment, enter "See attachment."

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., released for other uses, etc.).
- (2) For production commercially sold, etc., enter the name and address of the processor as applicable in columns 49 through 52.
- (3) There will be no "harvested production" entries for replant payments.

- (4) If additional lines are necessary, the data may be entered on a continuation sheet.
USE SEPARATE LINES FOR:
- (a) Separate processor facilities.
 - (b) Varying names and addresses of buyers of sold production.
 - (c) Varying shares; e.g., 50 percent and 75 percent shares on same unit.
 - (e) Production from first (original) or second (substitute) crop acreage when a second crop will be or is planted on the first crop acreage within the same crop year.
- (5) There will generally be no harvested production entries in items 47 through 66 for preliminary inspections.
- (6) 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 destroyed, harvested, 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 **the** amount and cause of damage due to insurable causes is similar to the experience of other farms in the area. If “No” is checked, explain in the “Narrative.”

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

- 46. Transfer of Right to Indemnity:** Check “Yes” only if a transfer of right to indemnity is in effect for the unit **and** 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 processing tomato 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).

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

- 49-55. Buyers, Packinghouse, or Processor:** For processing tomatoes sold, enter the name and address of the buyer, packinghouse, or processor.

- 56. Bu., Ton, Lbs., Cwt.:** Circle “Ton” in column heading.

- a. Production in tons, to tenths for all harvested tomato production delivered to the processor which meets the quality requirements of the processor contract, enter the **usable** or **payable weight** noted on the processor’s summary sheet, as applicable, and/or
- b. Production in tons to tenths for all harvested tomato production delivered to a processor which does not meet the quality requirements of the processor contract **due to not being timely delivered**, enter the total weight.

For production sold and/or stored in commercial storage - Obtain production 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.)

57 - 60. MAKE NO ENTRY.

61. **Adjusted Production:** Enter tons from column “56”.

62. **Production Not to Count:** Net production NOT to count, in tons to tenths, WHEN ACCEPTABLE RECORDS IDENTIFYING SUCH PRODUCTION ARE AVAILABLE, from harvested acreage which has been assessed an appraisal of not less than the guarantee per acre, or from other sources (e.g. other units or uninsured acreage).

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 the entry in column “62” from column “61,” to tenths.

64a-b. MAKE NO ENTRY.

65. **Quality Factor:** If due to insured causes, a Federal or State agency has ordered the insured harvested crop production to be destroyed, enter the factor “.000.” Refer to instructions for items 35 and 40 above for additional information and the Narrative for required documentation. Otherwise, MAKE NO ENTRY.

66. **Production to Count:** Production from column “63,” to tenths.

FOR ITEMS 68-72. WHEN SEPARATE LINE ENTRIES ARE MADE FOR VARYING SHARES, STAGES, APH YIELD, 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 tenths.

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 columns “68” and “69”, to tenths.

71. Allocated Prod.: Refer to paragraphs 126 C (5) and 127 of the LAM for instructions for determining allocated production. Enter the total production, tons to tenths, allocated to this unit that is included in Sections I or II of the Production Worksheet. Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.

72. Total APH Prod.: Result, in tons 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. MAKE NO ENTRY when separate APH yields are maintained by type, practice, etc., with in the unit.

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

73. Insured's Signature and Date: Insured's (or insured's authorized representative's) signature and date. BEFORE obtaining insured's signature, REVIEW ALL ENTRIES on the Production Worksheet WITH THE INSURED (or insured's authorized representative) particularly explaining codes, etc., which 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 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 # P Tomatoes 0087	2. Unit # 0001-0001-BU	3. Location Description SW1-96N-30W	7. Company Agency ANY COMPANY ANY AGENCY	8. Name of Insured L.M. INSURED
4. Date(s) of Damage OCT 10 DEC 1	5. Cause(s) of Damage HAIL Freeze	6. Insured Cause % 60 X	12. Additional Units 0002-0002-BU	13. Est. Prod. Per Acre 575
9. Claim # XXXXXXXX				11. Crop Year YYYY
10. Policy # XXXXXXX				14. Date(s) Notice of Loss 1st MM/DD/YYYY 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	Ir 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		20.0	1.000		997					064		1	UH	14.3			286.0		286.0		286.0		
B	NS		6.0	1.000		997					064		2	P	9.4	-----		56.4		56.4	120.0	176.4		
C	NS		10.0	1.000		997					064		3	H		-----								
D	NS		5.0	1.000		997					064		3	H		-----								
39. TOTAL		41.0	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 checked="" type="checkbox"/>										42. TOTALS		342.4		342.4	120.0	462.4					
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): Fields B, C, and D are permanent fields. Field A determined by wheel measurements. Refer to attached Special Report for wheel measurements.
Field B – uninsured causes were insect damage with inadequate control measures.

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.	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.	Class (Tons) (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	ABC Packinghouse Any Town, Any State							225.0		-----	-----	-----		225.0		225.0	-----		225.0			
---											-----	-----	-----										
---											-----	-----	-----										
67. TOTAL																225.0	68. Section II Total		225.0				
																69. Section I Total		462.4					
																70. Unit Total		687.4					
																71. Allocated Prod.							
																72. Total APH Prod.		567.4					

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

PRODUCTION WORKSHEET

1. Crop/Code # P Tomatoes 0087	2. Unit # 0001-0001-BU	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 JUN 10	5. Cause(s) of Damage HAIL	6. Insured Cause % 100	12. Additional Units	13. Est. Prod. Per Acre	9. Claim # XXXXXXXX
					11. Crop Year YYYY
					10. Policy # XXXXXXXXXX
					14. Date(s) 1st Notice of Loss MM/DD/YYYY
					2nd Final MM/DD/YYYY
					15. Companion Policy(s)

EXAMPLE 1: 100% SHARE

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.	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		20.0	1.000		997					064		R	REPLANTED	3.0	----		60.0		60.0		60.0	
B	NS		21.0	1.000		997					064		NR	NOT REPLANTED		----							

39. TOTAL			41.0	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. Mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>														42. TOTALS	60.0		60.0		60.0

NARRATIVE (If more space is needed, attach a Special Report) 20 ton guarantee x 20% = 4.0 tons. Maximum tons per acre (exceeds the 3.0 ton maximum allowed. 20% of 41.0 acres (meets qualification for replant). Field A wheel measured and Field B is a permanent field. Refer to attached Special Report for wheel measurements.

EXAMPLE 2: 50% SHARE

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.	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		20.0	.500		997				064			R	REPLANTED	1.5	----		30.0		30.0		30.0	
B	NS		21.0	.500		997				064			NR	NOT REPLANTED		----							

39. TOTAL			41.0	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. Mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>														42. TOTALS	30.0		30.0		30.0

NARRATIVE (If more space is needed, attach a Special Report) Example above shows the maximum allowance when share is considered. Acres wheel measured. Refer to attached Special Report for wheel measurements.

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

10. REFERENCE MATERIAL

TABLE A - MINIMUM SAMPLE REQUIREMENTS FOR REPRESENTATIVE SAMPLES

ACRES IN FIELD OR SUBFIELD	MINIMUM NUMBER OF SAMPLES
0.1 - 10.0	3
One additional sample is required for each additional 40.0 acres (or fraction thereof) in the field or subfield.	

TABLE B - ROW WIDTH AND LENGTH CHART

Row Width (Inches)	1/100 Acre (Feet)	1/1000 Acre (Feet)
66	79	7.9
60	87	8.7
42	125	12.5
40	131	13.1
38	138	13.8
36	145	14.5
34	154	15.4
32	163	16.3
30	174	17.4
28	187	18.7
26	202	20.2
24	218	21.8
22	238	23.8
20	262	26.2

EXHIBIT 1

EXCESSIVE-SKIP-DETERMINATION EXAMPLES

A **qualifying skip** is any skip in a row more than 16 inches after subtracting 16 inches from the distance between live plants. (This is due to the fact that the live plants will compensate 16 inches toward closing the open gap between them). The distance between live plants must exceed 32 inches before any qualifying skips are recorded on the appraisal form.

The examples below are an average plant spacing; the row is a portion of 100 feet. The circles (O) indicate a tomato plant, the "X"s indicate one plant is missing or dead.

Only that skip length in excess of 16" after subtracting 16" from the gap between plants shall be considered an excessive qualifying skip. Record only that amount over 16" (1.3') on the appraisal worksheet. One skip in a 100 foot row: 34" gap - 16" = 18" qualifying skip (1.5') will be recorded on the worksheet).

EXAMPLE 1: 32" Gap

SINGLE ROW – 40"						
The result of subtracting 16" from 32" does not exceed 16"; it is NOT to be considered a qualifying skip.						

32"
O O X X X O O

DOUBLE ROW – 60"						
32" gap is filled by the opposite plant in the adjacent row; it is NOT to be considered a qualifying skip.						

32"
O O O O O O O
O O X X X O O

EXAMPLE 2: 40" Gap

SINGLE ROW – 40"						
The result of subtracting 16" from 40" exceeds 16" Qualifying skip is 24"						

40"
O X X X X O O

DOUBLE ROW – 60"						
40" skip is filled by the opposite plant in the adjacent row. This is NOT considered a qualifying skip.						

40"
O X X O X O O
O O O X O O O

EXHIBIT 1

EXCESSIVE-SKIP-DETERMINATION EXAMPLES CONTINUED

EXAMPLE 3: 56” Gap

SINGLE ROW – 40”
The result of subtracting 16” from 56” exceeds 16” Qualifying skip is 40”

56”							
O	X	X	X	X	X	X	O

DOUBLE ROW – 60”
Count only the space that is vacant on both rows. Qualifying skip is 40”

56”							
O	X	X	X	X	X	X	O
X	X	X	X	X	X	X	O