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Federal Crop
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Product
Administration
and Standards
Division

FCIC-25380 (11-2010)

PRUNE

LOSS

ADJUSTMENT

STANDARDS

HANDBOOK

2011 and Succeeding Crop Years

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

FEDERAL CROP INSURANCE HANDBOOK	NUMBER: 25380 (11-2010)
SUBJECT: PRUNE LOSS ADJUSTMENT STANDARDS HANDBOOK 2011 AND SUCCEEDING CROP YEARS	OPI: Product Administration and Standards Division
	APPROVED: DATE: /s/ Tim B. Witt 11/15/10
	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 for this handbook are applicable regardless of whether or not listed.

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

Changes for Crop Year 2011 (FCIC-25380):

- A. Page 2, subsection 2 B (4): Revised definition for “Harvest Cost.”
- B. Page 8, subsection 4 G (2): Revised information on determining number of dry prunes per pound for Mature Prune Appraisals.
- C. Page 10, subsection 5 C: Revised harvested prune appraisal method procedures.
- D. Page 12, subsection 7 A (3): Inserted reference to RMA website for Non-discrimination and Privacy Act statements.
- E. Page 12, subsection 7 B (3): Inserted instructions to complete separate appraisal worksheets for insured acreage damaged by uninsured causes.
- F. Page 13, subsection 7 C, Appraisal Worksheet item 8 “Number of Trees per Acre:” Revised appraisal worksheet instructions for determining the number of trees per acre.
- G. Page 15, subsection 7 C, Appraisal Worksheet item 31 “Tons per Acre to Count:” Inserted instructions to transfer insured and uninsured appraisals to columns 31 and 37 on the Production Worksheet, respectively.

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SUMMARY OF CHANGES CONTROL CHART (Continued)

- H. Pages 16 – 17, example Appraisal Worksheets item 5 “Unit Number:” Revised example unit number entry to track with new unit numbering methodology.
- I. Page 18, subsection 8 A (3): Inserted reference to RMA website for Non-discrimination and Privacy Act statements.
- J. Page 19, subsection 8 B (5): Inserted reference to section 15 (b) of the Basic Provisions for information on determining production to count on acreage that is harvested after it has been appraised.
- K. Page 19, subsection 8 B (6): Inserted instructions for determining production to count in the absence of acceptable records of disposition.
- L. Pages 19 - 32, subsection 8 C: Revised/inserted item entry instructions to track with the new Production Worksheet format.
- M. Page 33: Inserted example of the new Production Worksheet with prune claims entries.
- N. Page 34: Revised **TABLE A**.
- O. Throughout the handbook, made syntax and format changes as needed so that this handbook tracks with RMA-issued crop handbook standards formatting.

Control Chart for: Prune Loss Adjustment Standards Handbook						
	SC Page(s)	TC Page(s)	Text Page(s)	Reference Material	Date	Directive Number
Remove	Entire Handbook					
Current Index	1-2	1-2	1-34	35-40	11-2010	FCIC-25380

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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 crop insurance 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 (AIPs)** will utilize these standards for both loss adjustment and loss training for the applicable crop year. These standards, which include crop appraisal methods, claims completion instructions, and form standards supplement the general (not crop specific) loss adjustment standards identified in the LAM.

2. SPECIAL INSTRUCTIONS

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

A. DISTRIBUTION

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

B. TERMS, ABBREVIATIONS, AND DEFINITIONS

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

CIH	Crop Insurance Handbook
DPMO	Dried Prune Marketing Order
RPAM	Random Path Appraisal Method
SP	Special Provisions

(4) Definitions:

Block	Trees, vines, or bushes in an orchard, vineyard, bog, of a single or mixed age and density, separated by applicable practice, type, variety, different T-yield Map Area (TMA), or other characteristics shown in the actuarial documents.
Direct Marketing	Sale of the insured crop directly to consumers without the intervention of an intermediary such as a wholesaler, retailer, packer, processor, shipper, or buyer. Examples of direct marketing include: selling through an on-farm or roadside stand, farmer's market, and permitting the general public to enter the field for the purpose of picking all or a portion of the crop.
Dried Fruit Association (DFA)	The California DFA is an organization that provides inspection services for dried fruit and nuts (including prunes) to determine the quality and marketability of prunes by grade.
Harvest	Picking of mature prunes from the trees or ground either by hand or machine.
Harvest Cost	The cost listed in the SP that the insured incurs for the harvest and delivery of the marketable prune crop.
Market Price for Standard Prunes	The price per ton shown on the processor's settlement sheet for each size count of standard prunes.
Natural Condition Prunes	The condition of prunes in which they are normally delivered from a dehydrator or dry yard.
Prune Bargaining Association (PBA)	The PBA is a cooperative that publishes a Field Price Schedule for Dried Prunes (herein referred to as the PBA price schedule) each year that contains the price per ton by size count for standard and substandard grade prunes.
Prunes	Any type or variety of plums that is grown in the area for the production of prunes and that meet the requirements defined in the applicable Federal Marketing Agreement Dried Prune Order.
Reference Date	A date occurring one to two weeks after (prune) pit hardening, when 80 to 90 percent of the seeds show presence of endosperm, a clear jelly-like substance at the bloom end of the seed. The Reference Date usually occurs from May 1 through May 15 and is provided by the Risk Management Agency (RMA) Regional Office.
Standard Prunes	Any natural condition prunes (a) that grade "C" or better in accordance with the United States Standards for Grades of Fresh Plums and Prunes; or (b) that meet or exceed the grading standards in effect for the crop year if a Federal Marketing Agreement Dried Prune Order has been established for the area in which the insured crop is grown.

Substandard Prunes

Any natural condition prunes failing to meet the applicable grading specifications for standard prunes.

3. INSURANCE CONTRACT INFORMATION

The AIP is to determine that the insured has complied with all provisions of the insurance contract. **Prune Crop Provisions (hereafter referred to as the CP)** which are to be considered in this determination include (but are not limited to):

A. INSURABILITY

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

- (1) **Insured Crop**. The crop insured will be all prunes in the county for which a premium rate is provided by the actuarial documents:
 - (a) In which the insured has a share;
 - (b) That are grown for production of natural condition prunes;
 - (c) That are grown on tree varieties that:
 - 1 Were commercially available when the trees were set out;
 - 2 Are adapted to the area;
 - 3 Are grown on rootstock that is adapted to the area; and
 - 4 Are irrigated (except where otherwise provided in the SP).
 - (d) That are grown in a unit/block that, if inspected, is considered acceptable by the AIP; and
 - (e) That are grown on trees that have reached at least the 7th growing season after being set out.
- (2) **Interplanted Crops**. Prunes interplanted with another perennial crop are insurable unless the AIP inspects the acreage and determines that it does not meet the insurability requirements contained in the insured's policy.
- (3) **Uninsured Damage**. Insurance coverage is not provided against damage or loss of production due to:
 - (a) Disease or insect infestation unless adverse weather prevents the proper application of control measures or causes properly applied control measures to be ineffective; or for which no effective control mechanism is available.

- (b) The inability to market the prunes for any reason other than actual physical damage from an insurable cause specified in the CP. For example, the AIP will not pay an indemnity if the insured is unable to market due to quarantine, boycott, or refusal of any person to accept production.

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 Crop or SP, a basic unit, as defined in the Basic Provisions, may be divided into optional units if, for each optional unit, all the conditions stated in the applicable provisions are met.

D. QUALITY ADJUSTMENT

- (1) **Adjusting Damaged Production.** Any production of substandard prunes resulting from damage by insurable causes will be adjusted based on the average size count as indicated on the applicable DFA Inspection Report and Certification Form (P-1 Form). Any insurable damage will be adjusted as follows:
 - (a) Dividing the value per ton of such substandard prunes by the market price per ton for standard prunes of the same size count; and
 - (b) Multiplying the result of D (1) by the number of tons of such prunes.
- (2) **PBA Market Value per Ton.** Refer to the PBA price schedule to obtain the value per ton for standard and substandard prunes by screen size identified on the P-1 Form. The PBA price schedule internet address is www.prunebargaining.com

E. HARVEST COST CALCULATIONS

- (1) The harvest cost is deducted from the price of harvested standard and substandard prunes to reduce the value of harvested standard and substandard prunes to an “on tree” value that is equivalent to the crop insurance price election which is also based on an “on-tree” value. Refer to the SP for harvest cost amount per ton for the applicable crop year for standard and substandard prunes. Refer to subsection 2 B herein for the definition of “Harvest Cost.”
- (2) As stated in the SP, subtract the harvest cost per ton from the PBA price schedule for standard and substandard prunes of the same size count price (per ton) received by the insured to adjust for costs incurred for harvest, delivery, and drying. The cost adjustment for harvest, delivery, and drying shall not be deducted from the fruit’s value when the insured does not incur such expense.

EXAMPLE:

The PBA price schedule for substandard prunes is \$610.00 per ton. The PBA price for standard prunes is \$1,200.00 per ton (of the same size count as substandard prunes). The SPOI harvest cost for prunes is \$548.00 per ton.

Calculate the “value” of damaged harvested production that grades substandard as follows: \$610.00 PBA price per ton for substandard prunes - \$548.00 SPOI harvest cost per ton = \$62.00 value per ton for substandard prunes after the harvest cost deduction. Transfer the \$62.00 value per ton to column 64a “Value” on the Production Worksheet.

Calculate the “market price” for standard grades prunes as follows: \$1,200.00 PBA price per ton for standard graded prunes - \$548.00 SPOI harvest cost per ton = \$652.00 value per ton for standard prunes after the harvest cost deduction. Transfer the \$652.00 value per ton to column 64b “Market Price” on the Production Worksheet.

Calculate the quality adjustment factor by dividing the “value” by the “market price” in accordance with Production Worksheet instructions, herein.

4. PRUNE APPRAISALS

A. GENERAL INFORMATION

- (1) **Appraisal Procedures.** Potential production will be appraised in accordance with procedures in this handbook and the LAM.
- (2) **Appraisal Requirements.** Refer to the LAM and subsection 5 A, herein, for information on when appraisals are required.
- (3) **Notice of Damage.** The prune CP require insureds to file a “notice of damage or loss” with the AIP in the following situations:
 - (a) At least 3 days prior to the date harvest should have started if the crop/variety will not be harvested.
 - (b) At least 15 days before any production from any unit will be sold by direct marketing or sold as fresh fruit. The AIP will conduct an appraisal that will be used to determine the insured’s production to count for production that is sold by direct marketing or is sold as fresh fruit production. In the event of the insured’s failure to give timely notice that production will be sold by direct marketing or sold as fresh fruit, apply an appraised amount of production to count of not less than the production guarantee per acre, if such failure results in the inability of the AIP to make the required appraisal.
 - (c) If the insured intends to claim an indemnity on any unit, notice must be given at least 15 days prior to the beginning of harvest, or immediately if damage is discovered during harvest so that the AIP may inspect the damaged production. The insured must not destroy the damaged crop until after the AIP has given the insured written consent to do so.

If the insured fails to meet the requirements listed above and such failure results in the AIP's inability to inspect the damaged production, all such production will be considered undamaged and included as production to count.

- (4) **Unit/Block Appraisals.** Make separate appraisals for each prune variety grown in the unit/block, as applicable.

B. TIMING OF APPRAISALS

(1) Appraisal Dates.

- (a) AIP representatives will set appraisal dates.
- (b) Whenever possible, appraise prunes after the "Reference Date" (refer to subsection 2 B, herein for "Reference Date" definition) issued by the RMA Regional Office and before prunes are removed from the trees or from the ground, as applicable.

(2) Appraisal Periods. The appraisal periods for appraising prune damage are as follows:

- (a) First-period Immature Appraisals - conduct appraisals from the "Reference Date" through the 15th day after the "Reference Date,"
- (b) Second-period Immature Appraisals - conduct appraisals from the 16th day after the "Reference Date" until fruit maturity, and
- (c) Mature Prune Appraisals - conduct appraisals on unharvested mature prunes and for production to be sold by direct marketing or sold as fresh fruit.

C. SELECTING REPRESENTATIVE SAMPLE TREES FOR APPRAISALS

- (1) Take not less than the minimum number (count) of representative sample trees required in **TABLE A**.
- (2) Select representative sample trees based on:
 - (a) Total acreage and number of trees;
 - (b) Extent of variation in the amount of production or damage within the unit/block and location of prunes on the tree. When variable damage causes the crop potential to be significantly different within the same unit/block, or when an insured wishes to destroy a portion of the unit, split the unit into blocks, and appraise each block separately (refer to subsection 2 B, herein for block definition and to the CIH for information on documenting production and acreage in blocks).
 - (c) Percent of each prune variety in the acreage;
 - (d) Tree age, size, density, and vigor; and

- (e) Acreage in the unit from which prunes have been picked, and the extent of variation in the amount of unpicked prunes on the trees.

D. DETERMINING THE AMOUNT OF PRODUCTION

- (1) **Production to Count.** The total production to count from all insurable acreage includes all harvested and appraised production of natural condition prunes that grade standard or better and any production that is harvested and intended for use as fresh fruit. The total production to count includes:
 - (a) The adjuster's appraisal of insured acreage at not less than the production guarantee per acre for acreage:
 - 1 That is abandoned,
 - 2 Where there is any production that is sold by direct marketing or sold as fresh fruit if the insured fails to meet the reporting requirements for direct marketed prunes,
 - 3 With production that is damaged solely by uninsured causes, and
 - 4 When an insured fails to provide acceptable production records.
 - (b) Production lost due to uninsured causes;
 - (c) Unharvested production;
 - (d) Potential production on insured acreage the insured intends to abandon or no longer care for, unless the insured and AIP can otherwise agree on the appraised amount of production; and
 - (e) All harvested prune production from insurable acreage.
- (2) **Fresh Prune Production.** The prune CP and the prune handbook have different methods for calculating fresh fruit production. The prune CP convert prune production harvested for fresh fruit to a dry prune weight basis by dividing fresh prune tonnage by a factor of 3.0. The prune handbook instructions are formatted for multiplication calculations. In order to convert fresh to dry weights multiply the fresh prune tonnage by a factor of .333 to determine the dry-weight equivalent. Both calculations yield the same results (see example calculations below).

EXAMPLE:

The insured harvests 6.0 tons of fresh prune production.

Convert fresh tonnage to dried tonnage using the CP formula:

6.0 tons of fresh prune production \div 3.0 = 2.0 tons dried prune production, or

Convert fresh tonnage to dried tonnage using the Production Worksheet formula:

6.0 tons of fresh prune production \times .333 = 2.0 tons dried prune production.

E. HANDLING APPRAISAL DISCREPANCIES

If the insured disagrees with the appraisal, make arrangements for leaving representative trees UNHARVESTED and for inspecting those trees when the prunes are ready to harvest (harvest sample appraisal). The adjuster and insured should jointly determine the trees to be selected for this representative sample. Make a sketch map of the orchard, marking the sample trees by row number and tree count within the chosen row. An adjuster must be present when the representative trees are harvested.

F. PRUNE GRADING

All prune grading will be in accordance with the USDA/DFA standards, as applicable. The adjuster is responsible for familiarizing her/himself with these standards to ensure they are properly applied.

G. CALCULATING THE AVERAGE NUMBER OF DRY PRUNES PER POUND

(1) **General Information.** The prune appraisal worksheet contains an average number of dry prunes per pound variable that is used to calculate the appraisal. For First-period Immature Appraisals this variable is obtained from **TABLE D** herein. Since the DFA no longer issues the number of dried fruit per pound information, the RMA Regional Office will now provide this information.

(2) **Determining the Number of Dried Prunes per Pound.** Determine the number of dry prunes per pound for each unharvested appraisal period. Enter the applicable number of prunes per pound in column 28 – “Average Dry Count per Pound” on the appraisal worksheet as follows.

(a) **First-period Appraisals:** Complete Part 3 of the appraisal worksheet to calculate the average number of green prunes per pound. Refer to **TABLE D**, locate the applicable average number of green prunes per pound and the corresponding predicted dry prunes (count) per pound. Enter the average number of green prunes per pound in column 21 and predicted dry prunes per pound in columns 22 and 28 on the appraisal worksheet.

(b) **Second-period Appraisals:** Use the fruit size information from the RMA Informational Memorandum “Average Dry Count per Pound For California Prune Counties” for the applicable crop year to determine the average number of dry prunes per pound.

(c) **Mature Prune Appraisals:**

1 Use the following procedure for sampling prunes only when there are wide variations in fruit size, damage, and fruit quality. Harvest a sample of 140 pounds of prunes from all representative sample trees (i.e., one 140-pound sample per unit/block, as applicable). Take the prune sample to a local dehydrator and have them dried. Take the resulting dried prunes to a licensed grader for grading. Enter the actual number of dried prunes per pound (from the grading results) in column 28 of the appraisal worksheet; otherwise,

2 Use the fruit size information from the RMA Informational Memorandum “Average Dry Count per Pound For California Prune Counties” for the applicable crop year to determine the average number of dry prunes per pound.

- (d) Use the applicable number of dry prunes per pound to complete appraisal worksheet calculations. Explain how the number of dry prunes per pound variable was determined in the “Remarks” section of the appraisal worksheet.

5. APPRAISAL METHODS

A. GENERAL INFORMATION

These instructions provide information for appraisal methods for:

Appraisal Method...	Use...
Quadrant and Scaffold Limb Fruit Count Appraisals	for immature and mature appraisals. Quadrant fruit counts: Visually quarter a sample tree and count the fruit in a representative quadrant. Then multiply the quadrant count by 4 to calculate the number of fruit on the sample tree. Scaffold Limb Fruit Counts: Visually count the fruit on one representative sample scaffold limb and multiply the fruit count on such scaffold limb by the total number of scaffold limbs on the sample tree to calculate the number of fruit on the sample tree.
Representative Tree Appraisals	the production harvested from the representative trees to determine the yield per acre.
Harvested Acreage Appraisals	the average yield per acre from representative harvested acreage as the appraisal per acre for unharvested acreage.

B. UNHARVESTED PRUNE APPRAISALS

(1) **General Information.**

- (a) Use **TABLE A** to determine the number of representative sample trees based on the number of insured acres.
- (b) Select representative sample trees using the procedure in subsection 4 C, herein.
- (c) Document the number of prunes per tree, number of prunes per pound, etc. in the applicable column of the appraisal worksheet.

- (2) **First Period Immature Appraisals, Second Period Immature Appraisals, and Mature Appraisals.** (For steps (2) (a) through (e) below, steps with a specific identifier [e.g., first period appraisals, etc.] apply to that specific appraisal period only. Steps with no specific identifier apply to all three appraisal periods).

- (a) Count the number of green prunes on each representative sample tree using the **Quadrant Fruit Count or Scaffold Limb Fruit Count Appraisal**, as applicable.
- (b) Total the green prune counts from all sample trees and divide this amount by the number of sample trees to calculate the average number of green prunes per tree.
- (c) **For first period immature appraisals only:**
 - 1 From each sample tree, determine the number of green prunes required to equal one (1) pound. Total these numbers from all sample trees and divide by the number of sample trees to calculate the average number of green prunes per pound.
 - 2 Refer to **TABLE D** and under the column entitled “Reference Date Size (Green)” find the average number of green prunes per pound from item (c) 1 above. Under the column heading entitled “Predicted Harvest Size (Dry),” identify the corresponding dry weight. Enter this corresponding dry weight on the appraisal worksheet.
- (d) To calculate the average number of green prunes per acre:
 - 1 Multiply the average number of green prunes per tree times the survival conversion factor (refer to **TABLE E**, herein, for applicable factors) to determine the number of surviving green prune per tree,
 - 2 Multiply the number of surviving green prunes per tree by the number of trees per acre to calculate the total surviving green prunes to count,
 - 3 Divide the total surviving green prunes to count by the average number of dried prunes per pound (refer to section 4 G herein for instructions on how to calculate the average number of green prunes per pound) to determine the average number of dry prunes per acre.
- (e) Divide the average number of dry prunes per acre by 2,000 pounds per ton to calculate the number of tons of dried prunes per acre.

C. HARVESTED PRUNE APPRAISALS

- (1) **Representative Tree Appraisals.** When harvested representative tree appraisals are used, the adjuster and insured will jointly select representative sample trees that reflect the type and severity of insured crop damage in the unit/orchard. The adjuster will make arrangements with the insured to do a field inspection when the insured harvests the representative sample trees. During the field inspection, the adjuster will:
 - (a) Determine the amount of appraised potential production on each sample tree as described in subsection 5 B, and
 - (c) Document the amount of potential appraised production and any applicable quality adjustment information on the appraisal worksheet.

- (2) **Harvested Acreage Appraisals.** Prior to harvest, estimate the potential amount of gross potential production on unharvested acreage. After harvest, compare the estimated gross potential production for unharvested acreage to the actual gross production from harvested acreage. If the unharvested potential production is comparable to the harvested production, use the average yield per acre from harvested acreage as the appraisal per acre for unharvested acreage. Use this method only when the harvested acreage can be verified as being representative of the unharvested acreage; otherwise, use another method.

D. FRESH PRUNE PRODUCTION CALCULATIONS

- (1) **General Information.** Prune insureds will often sell portions of their insured crop as fresh prunes. Fresh prune production is generally sold to a third party that can provide verifiable records of sold production. Before an adjuster completes the appraisal, make sure to obtain copies of all applicable, verifiable production records of sold fresh prunes. Adjusters are to document fresh production on the **Production Worksheet** as production to count.
- (2) From the insured's records of sold fresh prune production, tabulate the weights from all record sources and if necessary, convert weights to a tonnage figure as applicable. Enter tons of sold fresh prune production in column **56** - "Bu., Ton, Lbs., Cwt." on the **Production Worksheet**.
- (3) Convert tons of fresh prune production to a dry-weight equivalent by multiplying fresh prune tonnage by .333 (refer to sections 4 D and **7** C, herein).

EXAMPLE:

If fresh production is documented in pounds, convert fresh pounds to ton equivalent and then convert fresh tons to dried tons as follows:

Assume 12,000 pounds of fresh prunes were delivered and sold to a processor.

- Divide 12,000 pounds by 2,000 lbs. per ton = 6.0 tons of fresh prunes and enter results in column **56**, "Bu., Ton, Lbs., Cwt."
- Enter the .333 factor in column **57**, "Shell/Sugar Factor."
- Then multiply 6.0 tons x .333 = 2.0 tons dried equivalent and enter results in column **61**, "Adjusted Production."
- Complete all remaining **section II Production Worksheet** item entries for harvested production as instructed in subsection 8 C herein.

6. 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 appraisal modifications contained in this handbook, refer to the LAM for additional information.

7. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES

A. APPRAISAL WORKSHEET FORM STANDARDS

- (1) The entry items in subsection C, herein are the minimum requirements for the Prune Appraisal Worksheet (hereafter referred to as the appraisal worksheet). All of these entry items are “Substantive,” (i.e., they are required).
- (2) Appraisal Worksheet Completion Instructions. The completion instructions for the required entry items on the Prune Appraisal Worksheet in the following subsections are “Substantive,” (i.e., they are required).
- (3) The Privacy Act and Nondiscrimination statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown on the example forms herein. The current Non-Discrimination and Privacy Act statements can be found on the RMA website at <http://www.rma.usda.gov/regs/required.html>.
- (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 INFORMATION

- (1) Include the AIP’s name in the appraisal worksheet title if not preprinted on the AIP’s worksheet or when a worksheet is not provided.
- (2) Include the claim number on the appraisal worksheet (when required by the AIP) when a worksheet entry is not provided.
- (3) Separate appraisal worksheets are required for each unit/block inspected, and for acreage damaged by uninsured causes, as applicable. Refer to section 4, herein, for sampling instructions.

- (4) For every inspection, complete all applicable column entries on the appraisal worksheet. In column 11, enter either “Immature” or “Mature,” to identify the applicable appraisal period.
- (5) Refer to the LAM for information on “0” (zero) appraisals.
- (6) Standard appraisal worksheet items are numbered consecutively in subsection B. Example appraisal worksheets are also provided to illustrate how to complete entries.

C. WORKSHEET ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

**Item
No.**

Information Required

Company: Name of the AIP if not pre-printed on the worksheet (Company Name).

Claim Number: Claim number as assigned by the AIP.

PART 1: GENERAL INFORMATION

- 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. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim is filed.
- 4. **Unit Acres:** Unit acreage, to tenths (refer to the LAM or CIH for acreage measurement instructions specific to perennial crops).
- 5. **Unit Number:** Unit number from the Summary of Coverage after it is verified to be correct.
- 6. **Cause of Damage:** Name of the insured cause of damage for this crop as listed in the LAM.
- 7. **Tree Spacing:** Spacing between trees and between rows in whole feet.
- 8. **Number of Trees per Acre:** The total number of bearing trees per acre. Refer to current file folder, Producer’s Pre-acceptance Worksheet, Pre-acceptance Perennial Crop Inspection Report, and/or addendum worksheets, as applicable, to determine the number of insurable trees in the unit. Refer to LAM for additional instructions on determining the number of trees per acre.
- 9. **Block ID:** Orchard/Block identification symbol, as applicable.
- 10. **Block Acres:** Prune variety acres, to tenths for the block inspected.

11. **Immature/Mature:** Enter “Immature” or “Mature,” as applicable to indicate the appraisal period.
12. **Appraisal Date:** Date appraisal is made (e.g., MM/DD/YYYY).
13. **Reference Date:** Applicable “Reference Date” (e.g., MM/DD/YYYY) issued by the RMA Regional Office (refer to subsection 2 B for definition of Reference Date).

PART 2: SAMPLING

14. **Number of Green Prunes from each Sample Tree:** Count and record the number of green prunes on each representative sample tree. Use either the **Quadrant and Scaffold Limb Fruit Count Appraisal Method** or the RPAM to count the number of green prunes, as applicable. To ensure consistent fruit counts, use only one method (i.e., Quadrant and Scaffold Limb or RPAM) to count fruit on representative sample trees in the unit/block being appraised.
15. **Total Number of Sample Green Prunes:** Total number of green PRUNES entered in column 14.
16. **Total Number of Sample Trees:** Total number of SAMPLES taken from column 14.
17. **Average Number of Green Prunes per Tree:** Column 15 divided by column 16, round results to whole prunes.

PART 3: GREEN PRUNE COUNT

Complete columns 18 through 22 for “First-period Immature Appraisals” only. For all other appraisals, skip columns 18 through 22.

18. **Number of Green Prunes per Pound per Sample:** From the prunes collected for column 14, count the number of green prunes it takes to equal 1 (one) pound for each sample tree (not corrected to dry prune equivalent).
19. **Total Number of Green Prunes from all Samples:** Total number of GREEN PRUNES entered in column 18.
20. **Total Number of Sample Trees:** Total number of SAMPLES taken from column 18.
21. **Average Number of Green Prunes per Pound:** Column 19 divided by column 20, round results to whole prunes.
22. **Predicted Dry Count:** Find the column 21 entry on **TABLE D** under the left column heading entitled “Reference Date Size (Green).” Locate the corresponding number under the right column heading entitled “Predicted Harvest Size (Dry)” and enter here.

PART 4: PRODUCTION TO COUNT

23. **Average Number of Green Prunes per Tree:** Transfer entry from column 17.

24. **Percent Survival Conversion:** Refer to item 13 above for the applicable “Reference Date.” Then locate this date in **TABLE E** and identify the corresponding percent survival rate. Enter the percent survival rate as a two-place decimal (e.g., rate is 60, enter 0.60).
25. **Number of Green Prunes per Tree to Count:** Column 23 multiplied by column 24, round results to whole prunes.
26. **Number of Trees per Acre:** Transfer entry from column 8.
27. **Total Green Prunes to Count:** Column 25 multiplied by column 26, round results to whole prunes.
28. **Average Dry Count per Pound:** Enter the number of dried prunes per pound for the applicable appraisal period as follows:
- a. **First-period immature appraisals:** Transfer entry from column 22.
 - b. **Second period immature appraisals:** Use the average number of dried prunes per pound from the RMA Informational Memorandum for the applicable crop year.
 - c. **Mature Prune Appraisals:** Enter the number of dried prunes per pound as follows (refer to subsection 4 G. herein):
 - 1 When there is wide variations in fruit size, damage, and fruit quality, enter the number of prunes per pound from graded prunes, **or**
 - 2 Use the average number of dried prunes per pound from the RMA Informational Memorandum for the applicable crop year.
29. **Average Dry Pounds per Acre:** Column 27 divided by column 28, round results to whole pounds.
30. **Pounds per Ton:** MAKE NO ENTRY. “2,000” is preprinted on the appraisal worksheet.
31. **Tons per Acre to Count:** Column 29 divided by column 30, results in tons rounded to tenths.
- a. For insured cause appraisals: Transfer this tonnage to column 31, “Appraised Potential” on the Production Worksheet.
 - b. For uninsured causes appraisals: Transfer this entry to column 37, “Unins. Causes” on the Production Worksheet.
- 32.-33. MAKE NO ENTRY.
34. **Remarks:** Enter any pertinent information such as:
- a. How the number of prunes per pound were determined (e.g., from **TABLE D**, RMA Regional Office **Informational Memorandum**, or graded samples).
 - b. The number of trees that are uninsurable (e.g., dead trees; replacement trees that are immature, etc.).

- c. **Any uninsured causes of damage.**

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

35. **Signature of Adjuster, Code Number, 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" section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the "Narrative" of the Production Worksheet.
36. **Signature of Insured 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.

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

(COMPANY NAME) PRUNE APPRAISAL WORKSHEET
(For Illustration Purposes Only)

Claim Number: **12345**

PART 1: GENERAL INFORMATION

1. Insured's Name: I. M. Insured		2. Policy Number: 1234567		3. Crop Year: YYYY		4. Unit Acres: 30.0		5. Unit Number: 0001-0002BU		6. Cause of Damage: Precip.	
7. Tree Spacing: 15' x 22'		8. Number of Trees per Acre: 132		9. Block ID: A-1		10. Block Acres: 5.0		11. Immature/Mature: Immature		12. Appraisal Date: MM/DD/YYYY	
								13. Reference Date: MM/DD/YYYY			

PART 2: SAMPLING

14. Number of Green Prunes from each Sample Tree										15. Total Number of Sample Green Prunes		16. Total Number of Samples Trees		17. Average Number of Green Prunes per Tree	
900	875	1,125	985	1,150							5,035	÷	5	=	1,007

PART 3: GREEN PRUNE COUNT

First Period Immature Appraisal Only (from Reference Date through 15 days after Reference Date)

18. Number of Green Prunes per Pound per Sample:										19. Total Number of Green Prunes from all Samples:		20. Total Number of Samples:		21. Average Number of Green Prunes per Pound:		22. Predicted Dry Prune Count:	
60	66	81	65	68						340	÷	5	=	68	=	47	

PART 4: PRODUCTION TO COUNT

23. Average Number of Green Prunes per Tree:		24. Percent Survival Conversion:		25. Number of Green Prunes per Tree to Count:		26. Number of Trees per Acre:		27. Total Green Prunes to Count:		28. Average Dry Count per Pound:	
1,007	X	0.60	=	604	X	132	=	79,728	÷	47	
29. Average Dry Pounds per Acre:		30. Pounds per Ton:		31. Tons per Acre to Count:		32. Orchard/Block Acres:		33. Total Production to Count (Tons):			
=	1,696	÷	2,000	=	0.8	X	=				

PART 5: REMARKS AND SIGNATURES

34. Remarks:

Column 22 entry taken from TABLE D of the prune handbook.

EXAMPLE FIRST PERIOD IMMATURE APPRAISAL

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

(COMPANY NAME) PRUNE APPRAISAL WORKSHEET
(For Illustration Purposes Only)

Claim Number: **12345**

PART 1: GENERAL INFORMATION

1. Insured's Name: I. M. Insured		2. Policy Number: 1234567		3. Crop Year: YYYY		4. Unit Acres: 30.0		5. Unit Number: 0001-0002BU		6. Cause of Damage: Precip.	
7. Tree Spacing: 15' x 22'		8. Number of Trees per Acre: 132		9. Block ID: A-2		10. Block Acres: 6.0		11. Immature/Mature: Immature		12. Appraisal Date: MM/DD/YYYY	
								13. Reference Date: MM/DD/YYYY			

PART 2: SAMPLING

14. Number of Green Prunes from each Sample Tree										15. Total Number of Sample Green Prunes		16. Total Number of Samples Trees		17. Average Number of Green Prunes per Tree	
1,115	910	1,005	885	915							4,830	÷	5	=	966

PART 3: GREEN PRUNE COUNT

First Period Immature Appraisal Only (from Reference Date through 15 days after Reference Date)

18. Number of Green Prunes per Pound per Sample:										19. Total Number of Green Prunes from all Samples:		20. Total Number of Samples:		21. Average Number of Green Prunes per Pound:		22. Predicted Dry Prune Count:	
											÷		=		=		

PART 4: PRODUCTION TO COUNT

23. Average Number of Green Prunes per Tree: 966		24. Percent Survival Conversion: 1.00		25. Number of Green Prunes per Tree to Count: 966		26. Number of Trees per Acre: 132		27. Total Green Prunes to Count: 127,512		28. Average Dry Count per Pound: 66	
	X		=		X		=		÷		
29. Average Dry Pounds per Acre: 1,932		30. Pounds per Ton: 2,000		31. Tons per Acre to Count: 1.0		32. Orchard/Block Acres: 6.0		33. Total Production to Count (Tons):			
	÷		=		X		=				

PART 5: REMARKS AND SIGNATURES

34. Remarks:

Column 28 entry taken from RMA Regional Office Informational Memorandum.

EXAMPLE SECOND PERIOD IMMATURE APPRAISAL

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

8. PRODUCTION WORKSHEET ENTRIES AND COMPLETION PROCEDURES

A. PRODUCTION WORKSHEET STANDARDS

- (1) The entry items in subsection C are the minimum Production Worksheet requirements. All of these entry items are considered “Substantive,” (i.e., they are required).
- (2) The completion instructions for the required entry items on the Production Worksheet in the following subsections are “Substantive,” (i.e., they are required).
- (3) The Privacy Act and Nondiscrimination statements are required statements that must be printed on the form or provided as a separate document. These statements are not shown in the example form in this exhibit. **The current Non-Discrimination and Privacy Act statements can be found on the RMA website at <http://www.rma.usda.gov/regs/required.html>.**
- (4) The DSSH requires the following certification statement on the form directly above the insured’s signature block.

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 INFORMATION

- (1) The Production Worksheet is a progressive form containing all notices of damage for all preliminary and final inspections **(including “No Indemnity Due” claims)** made on a unit.
- (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 the 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).
- (4) The adjuster is responsible for determining if any of the insured’s requirements under the notice and claim provisions of the policy have been met. If any have not, the adjuster should contact the AIP.
- (5) Refer to subsection 15 (b) of the Basic Provisions for information on determining production to count on acreage that is harvested after it has been appraised.
- (6) Instructions labeled “PRELIMINARY” apply to preliminary inspections only. Instructions labeled “FINAL” apply to final inspections only. Instructions not labeled apply to ALL inspections.

C. PRODUCTION WORKSHEET ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

1. **Crop/Code #:** Enter “Prunes/0036.”
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 in chronological order the month that identified when the majority of insured damage occurred. Include the SPECIFIC DATE where applicable as in the case of hail damage (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) for this crop as listed in the LAM for the date of damage listed in item 4 above for this inspection. If an insured cause(s) of damage is coded as “Other,” explain in the Narrative. Enter additional causes of damage in the extra spaces, as needed. If more space is needed, document the additional determined insured causes of damage in the Narrative or on a Special Report. Refer to the illustration in item 6 below.

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

6. **Insured Cause %:**

PRELIMINARY: MAKE NO ENTRY.

FINAL: Whole percent of damage for the insured cause of damage listed in item 5 above for this inspection. Enter additional “Insured Cause %” in the extra spaces, as needed. If additional space is needed, enter the additional determined “Insured Cause %” in the Narrative or on a Special Report. The total of all “Insured Cause %” including those entered in the Narrative must equal 100%. If there is no insurable cause of loss, and a no indemnity due claim will be completed, MAKE NO ENTRY.

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

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

7. **Company/Agency:** Name of the AIP and agency servicing the contract.

8. **Name if 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 tons 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 third notice of damage or loss for a 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 from 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 (e.g., “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 a delayed claim, refer to the LAM.

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

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

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

Make separate line entries for varying:

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

16. Field ID: The orchard or sub-orchard identification **from the appraisal worksheet**, sketch map or aerial photograph, as applicable. **Refer to the Narrative instructions. In the bottom of the last line entry or in the margin, or in a separate column, enter the date of inspection for the last line entry of each inspection.**

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 rounded to tenths for the orchard or sub-orchard. If there are no under-reported acres, **MAKE NO ENTRY.** Refer to the LAM for acreage determination instructions specific to perennial crops.

19. Determined Acres: Refer to the LAM or CIH for definition of acceptable determined acres for perennial crops used herein. Determined acres to tenths (include "E" if estimated) for which consent is given for other use and/or:

- a. Put to other use without consent.
- b. Abandoned.
- c. Damaged by uninsured causes.
- d. For which the insured failed to provide acceptable records of production.
- e. From which production was sold by direct marketing if the insured failed to meet the requirements contained in the CP.

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

FINAL: Determined acres to tenths. Acreage breakdowns **WITHIN** a unit may be **estimated refer to the LAM if a determination is impractical.** Document such authorization in the Narrative. **ACCOUNT FOR ALL PLANTED ACREAGE IN THE UNIT.**

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

21. MAKE NO ENTRY.

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

23.-25. MAKE NO ENTRY.

26. **Irr. Practice:** Three-digit irrigation code number, entered exactly as specified on the actuarial documents. If “No Practice 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.

27. 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.

<u>STAGE</u>	<u>EXPLANATION</u>
“P”	Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide records of production which are acceptable to the AIP, or from which production was sold by direct marketing if the insured failed to meet the requirements contained in the CP.
“H”	Harvested.
“UH”	Unharvested or put to other use with consent.

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

30. **Use of Acreage:** Enter the applicable abbreviations as follows:

<u>USE</u>	<u>EXPLANATION</u>
“Bulldozed,” etc....	Use made of acreage
“WOC”	Other use without consent
“SU”	Solely uninsured
“ABA”	Abandoned without consent
“H”	Harvested
“UH”	Unharvested

Verify any "Use of Acreage" 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 "Use of Acreage."

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

31. **Appraised Potential:** Transfer the per-acre appraisal in tons rounded to tenths of potential production from item 31 "Tons per Acre to Count" on the appraisal worksheet. Refer to the appraisal methods and applicable appraisal worksheet for additional instructions. If there is no potential on UH acreage, enter "0" (zero). Refer to paragraph 85 in the LAM for procedures for documenting "0" (zero) yield appraisals.

For item 32a and 32 b entries below, AIPs and adjusters are to use the current crop year's final PBA price schedule values for substandard prunes and standard prunes of the same size count. Do not use contract prices.

- 32a. **Moisture %:** For mature appraised prune production that is determined to be substandard by the DFA Grading Station enter the value of substandard prunes in dollars per ton minus the harvest cost per ton from the SP. Do not allow any reduction in value due to uninsurable causes. In the Narrative, identify which factors were and were not allowed in establishing a value.
- 32b. **Factor:** When there is an entry in column 32a for mature appraised prune production, enter the market price in dollars per ton for standard prunes of the same size count minus the harvest cost per ton from the SP.
33. **MAKE NO ENTRY.**
34. **Production Pre QA:** Column 19 multiplied by column 31, results in tons rounded to tenths.
35. **Quality Factor:** Make the following percent entries as a three-place decimal.
- a. For mature appraised prune production that is eligible for quality adjustment, column 32a divided by column 32b, round results as a percentage to three-decimal places. If appraised prunes have no value enter "0.000" and explain in the Narrative, or
 - b. Under section 15 (j) of the Basic Provisions, if due to insured causes, a Federal or State agency has ordered the appraised crop or production to be destroyed, enter the factor "0.000." 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 102 A for additional information.

A copy of all supporting quality adjustment documentation must be included in the insured's claim file. For additional quality adjustment definitions, instructions, documentation, qualifications, and testing requirements, refer to the LAM. Also refer to the quality adjustment instructions in the Narrative, herein.

36. **Production Post-QA:** Make the following entries in tons rounded to tenths.

- a. For appraisals with quality adjustment: Column 34 multiplied by column 35, results in tons rounded to tenths.
- b. For appraisals without quality adjustment: Transfer entry from column 34.

37. **Uninsured Causes:** Make the following entries in tons rounded to tenths.

For uninsured cause(s) appraisals: Column 19 multiplied by item 31 on the appraisal worksheet or by the per acre appraisal for uninsured causes taken from other documentation. If no uninsured causes, MAKE NO ENTRY.

- (a) Hail and Fire exclusion NOT in effect.
 - (1) Enter NOT LESS than the insured's production guarantee per acre in tons rounded 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" stage acreage. On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged SOLELY by uninsured causes separate from other production.
 - (2) For acreage that is damaged PARTLY by uninsured causes, enter the APPRAISED UNINSURED loss of production per acre in tons rounded to tenths, for any such acreage. Refer to the LAM for instructions regarding assessing uninsured cause appraisals.
- (b) Refer to the LAM when 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 insured also has other fire insurance (double coverage), refer to the LAM.

38. **Total to Count:** Column 36 plus column 37, results in tons rounded to tenths.

39. **Total:** Total of all column 19 entries.

40. **Quality:** Check the applicable qualifying quality adjustment condition(s) affecting the unit's appraised and harvested production (refer to the CP and SP) in the Table below.

Qualifying Quality Adjustment Conditions Table

TW (Test Weight)	Dark Roast
KD (Total Defects)	Sclerotinia
Aflatoxin	Ergoty
Vomitoxin	CoFo (Commercially Objectionable Foreign Material)
Fumonisin	Other
Garlicky	None

- a. Check “Other” if the identified injurious substances or conditions are not listed above (refer to item 35 above). For mycotoxins, also refer to item 41 below. Document in the Narrative (or on a Special Report):
- (1) Insurable causes of damage that are not associated with destruction orders as described below (e.g., excess precipitation, freeze damage, etc.).
 - (2) A description of the injurious substance or condition for which a destruction order was issued, the date the crop was destroyed and the method of destruction;
 - (3) Attach to the claim, the completed Certification Form, a copy of the destruction order issued by the Federal or State agency and (if possible) the results of the laboratory test that confirms the presence of injurious substances or conditions.
- b. Otherwise, check “None.”

41. **Mycotoxins exceed FDA, State, or other health organization maximum limits.** Check “Yes” if any mycotoxin listed in item 40 (including any identified as “Other”) exceed the Federal, State, or other health organization maximum limits; otherwise, **MAKE NO ENTRY.**

42. **Totals:** Total of columns 34, 36, 37 and 38 in tons rounded to tenths. 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 a 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 the unit number(s), “No Inspection,” date, and adjuster’s initials. The insured’s signature is not required.
- c. Explain any uninsured causes, unusual, or controversial cases.
- d. If there is an appraisal in column “37” for uninsured causes due to a Hail/Fire Exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.
- e. Document the actual appraisal date if an appraisal was performed prior to the adjuster’s signature date on the appraisal worksheet, and the date of the appraisal if not recorded on the appraisal worksheet.
- f. State that there is “No Other Fire Insurance” when fire damages or destroys the insured crop, and it is determined that the insured has no other fire insurance. Also refer to the LAM.
- g. Explain any errors found on the Summary of Coverage.

- h. Explain any commingled production. Refer to the LAM.
- i. Explain any entry for “Production not to Count” in column “62,” and/or any production not included in column “56” entries (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).
- j. Explain “No” checked in item 44.
- k. Attach a sketch map or aerial photograph to identify the total unit:
 - (1) If consent is or has been given to put part of the unit to another use;
 - (2) If uninsured causes are present; or
 - (3) For unusual or controversial cases.

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

- l. Explain any differences between inspection and signature dates. For an ABSENTEE insured, enter the date of the inspection AND the date of mailing the Production Worksheet for signature.
- m. When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and date of inspection.
- n. Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed in accordance with the AIP’s instructions.
- o. Explain any delayed notices or delayed claims as instructed in the LAM.
- p. Document any authorized estimated acres shown in column “18” as follows: “Line 3 ‘E’ acres authorized by AIP MM/DD/YYYY.”
- q. Document the method and calculation used to determine unit acres. Refer to the LAM.
- r. Specify the type of insects or diseases when the insured cause of loss is listed as insects or disease. Explain why control measures did not work.
- s. Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaning.
- t. Document any other pertinent information, including any data to support any factors used to calculate the production.
- u. For production that qualifies for quality adjustment and, as applicable, for production ordered to be destroyed due to presence of injurious substances or conditions, document the following:

- (1) Explain any “0.000” quality adjustment factor entered in column 65 and the circumstances that caused the crop to be affected by an injurious substance or condition.
- (2) As applicable, 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) the results of the laboratory test that confirms the presence of injurious substances or conditions.
- (3) As applicable, explain any deficiencies, substances, or conditions that allowed for quality adjustment, as well as any which were not allowed.
- (4) As applicable, document calculations used to determine quality adjustment factors.
- (5) Refer to the LAM for additional documentation requirements.

SECTION II – **DETERMINED** HARVESTED PRODUCTION

GENERAL INFORMATION:

- (1) When all acreage has been harvested, determine total production from warehouse receipts, packer/processor receipts, or farm management records (refer to the LAM for farm record requirements) verified by the adjuster and supported by written records from the first handler. This production will be the basis for computing losses from the insured and uninsured causes of damage on the Production Worksheet.
- (2) 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.
- (3) For production commercially stored, sold, etc., enter the name and address of storage facility, buyer, packing house, or processor as applicable in column “49” through “52.” For fruit otherwise disposed of, indicate the method of disposition.
- (4) If additional lines are necessary, the data may be entered on a continuation sheet.
USE SEPARATE LINES FOR:
 - (a) Separate storage facilities.
 - (b) Different **FIRST** handlers (buyers, packing houses, or processors). The insured must have maintained satisfactory records of **ALL** production sold or stored. Verify any packing house or processor records. In all localities, if the first handler was not a packer or processor, the production will be determined by the adjuster on the basis of available records.
 - (c) Different types, prices, and/or quality (differing values).
 - (d) Varying shares; e.g., 50 percent and 75 percent shares on same unit.

- (e) Fresh and dried prunes when marketing records indicate both.
 - (f) Harvested production from more than one insured practice (or type) and a separate approved APH yield has been established for each, the harvested production also must be entered on separate lines in columns “47a” through “66” by type or practice.
- (5) There will generally be no harvested production entries in columns “47a” through “68” for preliminary inspections.

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.

FINAL:

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

44. 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 orchards 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 an indemnity is in effect for the unit for the crop year; otherwise, check “No.” Refer to the LAM.

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

- 47b. Field ID:**
- a. If only one practice and/or type of harvested production is listed in section I, MAKE NO ENTRY.
 - b. If more than one practice and/or type of harvested production is listed in Section I, and a separate approved APH yield exists, indicate for each practice/type, the corresponding Field ID (from column "16").
 - c. Enter the applicable two-digit code for first crop or second crop.
- 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. If no first or second crop is designated, MAKE NO ENTRY.
- 49. - 52. Length or Diameter/Width/Depth/Deduction:** For prunes stored or sold, enter the name and address of the buyer, packing house, or processor, as applicable. For fruit otherwise disposed of, indicate method of disposition.
- 53.-55. MAKE NO ENTRY.**
- 56. Bu., Ton, Lbs., Cwt.:** Circle "Ton" in column heading. Dry-prune or fresh-prune production in tons to tenths as determined by delivery records, production recaps, sales receipts from the processor (must be NET WEIGHT), etc.
- 57. Shell/Sugar Factor:** Enter ".333" factor when fresh prune production is entered in column "56;" otherwise, MAKE NO ENTRY. This factor converts tons of fresh prune production to tons of dry prune production (refer to subsection 4 D, herein).
- 58a.-60b. MAKE NO ENTRY.**
- 61. Adjusted Production:** Make the following entries in tons rounded to tenths.
- a. For fresh production: Column "56" multiplied by column "57."
 - b. For dried production, MAKE NO ENTRY.
- 62. Prod. Not to Count:** Net production NOT to count in tons rounded to tenths WHEN ACCEPTABLE RECORDS IDENTIFYING SUCH PRODUCTION ARE AVAILABLE, from harvested acreage which has been assessed an appraisal of not less than the guarantee per acre, or from other sources (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:** Column 61 minus column 62, results in tons rounded to tenths.
- For item 64a and 64 b entries below, AIPs and adjusters are to use the current crop year's final PBA price schedule values for substandard prunes and standard prunes of the same size count. Do not use contract prices.**

64a. **Value:** Enter the value per ton in whole dollars for substandard prunes minus the harvest cost per ton from the SP.

- a. For sold production, enter the value per ton of substandard prunes for each screen category, which due to insurable causes, have failed to conform with applicable grade specifications of the DFA Marketing Order.
- b. Refer to **TABLE B** for the range of average size counts for each screen diameter. Determine the average size count from the P-1 Inspection Form, then refer to this table to obtain the screen category and the applicable price from the final PBA price schedule for the applicable crop year.
- c. At final loss adjustment time, enter the value of substandard prunes per ton of the applicable screen category for damaged prunes from the PBA price schedule for the applicable crop year.
- d. If prunes have no value, enter “0” (zero) and explain in the Narrative.

64b. **Mkt. Price:** Enter the value per ton in whole dollars for standard prunes minus harvest cost per ton from the SP.

- a. Enter the local market price per ton of standard prunes for the same screen category as the damaged prunes on the earlier of the day the production was sold or the day the loss is adjusted (final inspection).
- b. Refer to **TABLE B** for the range of average size counts for each screen diameter. Determine the average size count from the P-1 Inspection Form, then refer to **TABLE B** to obtain the screen category and the applicable price from the PBA price schedule.
- c. At final loss adjustment time, use the value of standard prunes for the same screen category as the damaged prunes that are shown on the final PBA price schedule for the applicable crop year.

65. **Quality Factor:** Make the following percentage entries as a three-place decimal.

- a. For production that is eligible for quality adjustment, column 64a divided by column 64b. Explain in the “Narrative” the reasons for quality adjustment and any other factors that affect the price (value) for the damaged prunes, even though such factors may not have qualified the prunes for quality adjustment. Specify if the factors were allowed in establishing the value, or
- b. Under section 15 (j) of the Basic Provisions, if due to insured causes, a Federal or State agency has ordered the appraised crop or production to be destroyed, enter the factor “0.000” (refer to items 35 and 40 and the Narrative above for additional instructions). Also refer to LAM paragraphs 96 J (2) and 102 A for additional information.

A copy of all supporting quality adjustment documentation must be included in the insured's claim file. For additional quality adjustment definitions, instructions, documentation, qualifications, and testing requirements refer to the LAM.

66. Production to Count: Column 63 multiplied by column 65, results in tons rounded to tenths.

67. Total: Total of column 63 rounded to tenths. If no entry in column 63, MAKE NO ENTRY.

68. Section II Total: Total of column 66 entries, in tons rounded to tenths.

69. Section I Total: Total of column 38 entries, in tons rounded to tenths.

70. Unit Total: Item 68 plus item 69, results in tons rounded to tenths.

71. Allocated Prod.: Make the following entries in tons rounded to tenths. Refer to the LAM paragraphs 126 C (1-3) and 127 for instructions for determining allocated production. Total production 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.: Make the following entries in tons rounded to tenths.

a. When there are entries in column 37 and/or item 71: Item 70 minus item 71, minus total of column 37.

b. When there is no entry in item 71 and column 37: Transfer entry from 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 and Date: 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 or insured's authorized representative, 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 # <i>Prunes/0036</i>	2. Unit # <i>0001-0002BU</i>	3. Location Description <i>SW1/4,S1-06N-030W</i>	7. Company <i>Any Company</i>		8. Name of Insured <i>I. M. Insured</i>						
			Agency <i>Any Agency</i>		9. Claim # <i>XXXXXXXX</i>			11. Crop Year <i>YYYY</i>			
4. Date(s) of Damage <i>JUN 1</i>					10. Policy # <i>XXXXXXXX</i>						
5. Cause(s) of Damage <i>Precip</i>					14. Date(s) Notice of Loss <i>MM/DD/YYYY</i>		1st <i>MM/DD/YYYY</i>		2nd <i>MM/DD/YYYY</i>		Final <i>MM/DD/YYYY</i>
6. Insured Cause % <i>100%</i>					15. Companion Policy(s)						
12. Additional Units											
13. Est. Prod. Per Acre											

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	Intended or Final Use	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count	
<i>A-1</i>			<i>5.0</i>	<i>1.000</i>		<i>997</i>				<i>002</i>			<i>UH</i>	<i>UH</i>	<i>0.8</i>			<i>4.0</i>		<i>4.0</i>		<i>4.0</i>	
<i>A-2</i>			<i>6.0</i>	<i>1.000</i>		<i>997</i>				<i>002</i>			<i>UH</i>	<i>UH</i>	<i>1.0</i>	<i>218</i> <i>1228</i>		<i>6.0</i>	<i>0.178</i>	<i>1.1</i>		<i>1.1</i>	
<i>A-3</i>			<i>19.0</i>	<i>1.000</i>		<i>997</i>				<i>002</i>			<i>H</i>	<i>H</i>									
39. TOTAL			<i>30.0</i>	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		<i>10.0</i>		<i>5.1</i>		<i>5.1</i>			
										41. Do any mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/> No <input type="checkbox"/>													

NARRATIVE (If more space is needed, attach a Special Report) *Orchards A-2 quality adjusted due to off-color and poor texture. PBA price for 70 size substandard prunes is \$700/ton. PBA price for size 70 standard prunes is \$1710/ton. Harvest cost from SPOI is \$482/ton. \$700/ton - \$482/ton = \$218/ton. \$1710/ton - \$482/ton = \$1228/ton. Orchard A-3 harvested production from P-1 form was 14,633 lbs. ÷ 2,000 lbs./ton = 7.3 tons entry in column 56.*

SECTION II – DETERMINED HARVESTED PRODUCTION

43. Date Harvest Completed <i>MM/DD/YYYY</i>						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 Field ID	Multi-Crop Code	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod.	Bu. 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	
		<i>XX Prune Processors Anytown, State</i>							<i>7.3</i>						<i>7.3</i>		<i>7.3</i>			<i>7.3</i>
		<i>Acme Fresh Prune, Co. Anytown, State</i>							<i>3.5</i>	<i>0.333</i>					<i>1.2</i>		<i>1.2</i>			<i>1.2</i>
67. TOTAL																<i>8.5</i>	68. Section II Total		<i>8.5</i>	
																69. Section I Total		<i>5.1</i>		
																70. Unit Total		<i>13.6</i>		
																71. Allocated Prod.				
																72. Total APH Prod.		<i>13.6</i>		

For Illustration Purposes Only
This form example does not illustrate all required entry items (e.g., signatures, etc.).

9. REFERENCE MATERIAL

TABLE A - REPRESENTATIVE SAMPLE REQUIREMENTS

Number of Acres:	Select:
0.1 to 10.0	The lesser of 5 trees or 5% of the number of trees.
One additional tree is required for each additional 10.0 acres (or fraction thereof) in the orchard.	

TABLE B - AVERAGE PRUNE SIZE ON THE P-1 GRADE SHEET BY SCREEN SIZE*

Screen - Diameter	Typical Average Size Count	Typical Range of Average Size Counts on Each Screen
A - Overs	50	34 - 60
B - 30/32"	75	61 - 90
C - 26/32"	100	91 - 114
D - 24/32"	125	115 - 140 +

*The screen size is simply the prunes that fall through a given diameter hole.

TABLE C - NUMBER OF TREES PER ACRE

		DISTANCE BETWEEN ROWS (IN FEET)																									
		10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
DISTANCE BETWEEN TREES (IN FEET)	10	436	396	363	335	311	290	272	256	242	229	218	207	198	189	182	174	168	161	156	150	145	141	136	132	128	124
	11		360	330	305	283	264	248	233	220	208	198	189	180	172	165	158	152	147	141	137	132	128	124	120	116	113
	12			303	279	259	242	227	214	202	191	182	173	165	158	151	145	140	134	130	125	121	117	113	110	107	104
	13				258	239	223	209	197	186	176	168	160	152	146	140	134	129	124	120	116	112	108	105	102	99	96
	14					222	207	194	183	173	164	156	148	141	135	130	124	120	115	111	107	104	100	97	94	92	89
	15						194	182	171	161	153	145	138	132	126	121	116	112	108	104	100	97	94	91	88	85	83
	16							170	160	151	143	136	130	124	118	113	109	105	101	97	94	91	88	85	83	80	78
	17								151	142	135	128	122	116	111	107	102	99	95	92	88	85	83	80	78	75	73
	18									134	127	121	115	110	105	101	97	93	90	86	83	81	78	76	73	71	69
	19										121	115	109	104	100	96	92	88	85	82	79	76	74	72	69	67	66
	20											109	104	99	95	91	87	84	81	78	75	73	70	68	66	64	62
	21												99	94	90	86	83	80	77	74	72	69	67	65	63	61	59
	22													90	86	83	79	76	73	71	68	66	64	62	60	58	57
	23														82	79	76	73	70	68	65	63	61	59	57	56	54
	24															76	73	70	67	65	63	61	59	57	55	53	52
	25																70	67	65	62	60	58	56	54	53	51	50
	26																	64	62	60	58	56	54	52	51	49	48
	27																		60	58	56	54	52	50	49	47	46
	28																			56	54	52	50	49	47	46	44
	29																				52	50	48	47	46	44	43
	30																					48	47	45	44	43	41
	31																						45	44	43	41	40
	32																							43	41	40	39
	33																								40	39	38
	34																									38	37
	35																										36

For tree spacings not shown on the chart, multiply the distance between trees (nearest tenth foot) times the distance between rows (nearest tenth foot) and divide this result to tenths into 43,560 sq. ft. per acre (round to the nearest whole number). **EXAMPLE:** 6.5 ft. x 10.0 ft. = 65.0 sq. ft., then 43,560 ÷ 65.0 = 670 trees per acre. Refer to the LAM for information on how to calculate the number of trees per acre.

TABLE D - PREDICTED AVERAGE HARVEST SIZE OF DRY PRUNES

Reference Date Size (Green) (fruit count/lb)	Predicted Harvest Size (Dry) (fruit count/lb)	Reference Date Size (Green) (fruit count/lb)	Predicted Harvest Size (Dry) (fruit count/lb)	Reference Date Size (Green) (fruit count/lb)	Predicted Harvest Size (Dry) (fruit count/lb)
50	33	85	63	120	103
51	33	86	64	121	104
52	34	87	65	122	106
53	35	88	66	123	107
54	36	89	67	124	108
55	37	90	68	125	110
56	37	91	69	126	111
57	38	92	70	127	112
58	39	93	71	128	114
59	40	94	72	129	115
60	41	95	73	130	117
61	41	96	74	131	118
62	42	97	75	132	120
63	43	98	77	133	121
64	44	99	78	134	123
65	45	100	79	135	124
66	46	101	80	136	126
67	46	102	81	137	127
68	47	103	82	138	129
69	48	104	83	139	130
70	49	105	84	140	132
71	50	106	86	141	133
72	51	107	87	142	135
73	52	108	88	143	137
74	53	109	89	144	138
75	54	110	90	145	140
76	54	111	92	146	142
77	55	112	93	147	143
78	56	113	94	148	145
79	57	114	95	149	147
80	58	115	96	150	148
81	59	116	98	151	150
82	60	117	99	152	152
83	61	118	101	153	153
84	62	119	102		

This table may be revised as required for certain insured counties and/or areas. The table shows the predicted average harvest size of dry prunes per pound. Use this table from the “Reference Date” to 15 days after the “Reference Date.”

Example: On the “Reference Date” there are 68 green prunes per pound, the table predicts there will be 47 dry prunes per pound at harvest.

TABLE E - PRUNE SURVIVAL CONVERSIONS

Period	Percent Survival Rate
“Reference Date” through Day 15	60
Day 16 through Day 30	65
Day 31 through Day 45	70
Day 46 through Day 60	75
Day 61 through Day 75	80
Day 76 through Day 90	85
Day 91 through Day 105	90
Day 106 through Day 115	95
Day 116 through Harvest	100

Use this chart to obtain a factor for percent survival used in item 24 (% Survival Conversion) of the prune appraisal worksheet. Obtain the applicable “Reference Date” from the RMA Regional Office.

Example: (Percents are expressed as two-place decimals)

- a. Day 10 from “Reference Date” and the average prune count per tree is 1181.

$$1181 \times 0.60 = 709 \text{ prunes to count}$$

- b. Day 46 from “Reference Date” and the average prune count per tree is 1001.

$$1001 \times 0.75 = 751 \text{ prunes to count}$$

- c. Day 119 from “Reference Date” and the average prune count per tree is 709.

$$709 \times 1.00 = 709 \text{ prunes to count}$$



P-1 REFERENCE GUIDE

DFA OF CALIFORNIA INSPECTION REPORT AND CERTIFICATION NATURAL CONDITION PRUNES

PURSUANT TO PROVISIONS OF MARKETING ORDER NO. 993 AS AMENDED
303 BROKAW ROAD - P.O. BOX 270A - SANTA CLARA, CA 95052

1. Handler	Ajax Packing Co.	Date Inspected	9/28/00	Certificate Number	000200
2. Producer	John Jones	Handler Code	123	Producer Code	1234
3. Address	456 Wildwood Lane	County of Production	Sutter	County Code	088
4. City	Live Oak, CA	Zip	95953	Variety Code	0001
5. Wt. Cert. No.		Number of Containers	7 Bins	Pounds Certified	16,940

REPORT OF ANALYSIS DEFECTS - AS DEFINED IN "MINIMUM STANDARDS FOR NATURAL CONDITION PRUNES" EXHIBIT A, ORDER NO. 993, AS AMENDED

DESCRIPTION OF DEFECT CATEGORIES	MAXIMUM DEFECT TOLERANCES FOR STANDARD PRUNES				Adjustment For Trash & Undersized	SAMPLE PERCENT	POUNDS
	Defect Groups	%	Defect Groups	%			
1. Off Color	7. Blemish	1%	3-11 Incl.	10%	BROWN ROT IN TRASH	.05%	8
2. Inferior meat condition	8. Mold	1%	8-11 Incl.	5%	TRASH	.38%	64
3. Eng. cracks	8A. Brown Rot	5%	4-11 Incl.	8%	UNDERSIZED	4.6%	779
4. Effluentation	9. Imbedded dirt	5%	8A3% Incl. in 8-11	5%	NET WEIGHT		16,097
5. Skin or flesh damage	10. Insect Infestation						
6. Scab	11. Decay						

Defects by Category Group										Defects By Tolerance Group				SCREEN	%	POUNDS	
1-2	3 Adjusted	4-5-6-7	8-9-10	8A	11	8-11 Incl.	4-11 Incl	3-11 Incl.	1-11 Incl								
A Screen Defect Analysis: 200 Prunes										Size Count	54	% Defects Removable to Make Standard			A	37.14%	6,292
.50	.75	14.00	.00	.00	.00	.00	6.52	5.28	.29				A	6.52%	410		
B Screen Defect Analysis: 200 Prunes										Size Count	71	% Defects Removable to Make Standard			B	36.93%	6,256
.00	1.00	17.00	.00	.00	.00	.00	9.78	8.89	3.53				B	9.78%	612		
C Screen Defect Analysis: 100 Prunes										Size Count	86	% Defects Removable to Make Standard			C	15.34%	2,598
.00	.00	18.00	2.00	.00	.00	.00	13.04	11.11	5.88				C	13.04%	339		
D Screen Defect Analysis: 100 Prunes										Size Count	111	% Defects Removable to Make Standard			D	5.62%	951
.00	.50	12.00	3.00	3.00	.00	.00	7.61	6.11	.59				D	7.61%	72		

16. Door Test Defect Analysis: 1	Average Size Count: 69	% Defects Removable to Make Standard			DOOR TEST	95.02%	16,097									
.20	.71	15.69	.50	.18	.00	.00	8.91	7.67	2.47						8.91%	1,434

18. Marketable Standard Weight Prunes	Door Test Substandard Weight		
	UNDERSIZE	1.84	
	P.O. TRASH	.02	
	TRASH	.15	

TEST BASE	1-2	3	4-7	8-10	8-A	No. of PRUNES	WEIGHT	SIZE
A	200	1	3	28	0	802	14.86	54
B	200	0	4	34	0	1049	14.77	71
C	100	0	0	18	2	528	6.14	86
D	100	0	1	12	3	250	2.25	111
TOTAL SAMPLE WEIGHT							40.03	

20. Sample Certification of: Substandard Prunes By: Patrick J. Ferreira - Authorized Inspector of D F A of California

21. Sample Location: Live Oak

Samples Retained 30 Days From Date of Mailing Certificates to Producer

EXHIBIT 1

P-1 REFERENCE GUIDE

- 1** **Certificate Number:** Unique number assigned to the lot when the prunes are sampled. If a P-1 has not been received for a particular delivery, contact the handler to obtain the P-1 certificate number before calling the DFA. Once the fruit is sampled and a certificate number assigned, legal title changes to the handler.
- 2** **Date Inspected:** Date that the sample was analyzed for defects at the DFA Inspection Center in Yuba City. Handlers usually hold deliveries without sampling until they turn the fruit or run it through a size grader. This often explains the lag time between shipment and inspection date, and consequent delays in receiving P-1 grade sheets.
- 3** **Pounds Certified:** Total weight in pounds of the lot sampled. Includes weight of trash and undersized.
- 4** **Brown Rot in Trash:** Total weight of brown rot clusters based upon the weight of clusters in the sample picked from the trash screen. The 8 pounds shown in the example is included in the 64 pounds of trash.
- 5** **Trash:** Total pounds of trash in lot based upon the weight of foreign material found in the sample. Trash includes the total weight of any brown rot clusters detected in the sample which is shown on the line above.
- 6** **Undersized:** Total weight of undersized prunes based upon the sample weight of prunes that fell through the undersize screen.
- 7** **Net Weight:** Equals total salable weight (pounds certified less trash and undersized) and is used in crop insurance calculations (see #12).
- 8** **B Screen Size Count:** Average count per pound of the sample prunes in this size category (see #11).
- 9** **B Screen Prunes:** The percent of the sample that fell through the B screen, and the total weight of prunes in the B category based upon the sample percentage. The weight includes substandard (offgrade) prunes.
- 10** **C Screen Offgrade:** The percent of the C category removable to make standard, and the weight of substandard prunes in the C category that must be removed from the lot to bring the delivery into tolerance with Marketing Order grade standards. The percent of offgrade is based upon whichever defect group has the highest percent of defects removable to make standard (see #22).
- 11** **Door Test Size Count:** Weighted average count per pound of A, B, C and D screen prunes. This number is computed by dividing the total number of prunes from the A, B, C and D screens by the total weight from the four screens. Undersized prunes are not included in size count calculations, since they are screened out ahead of the A, B, C and D screens. The total number of prunes does not appear on the P-1.
- 12** **Salable Weight:** Total weight of salable prunes in the lot which is equal to the total weight of the lot minus trash and undersized. Total salable weight is based upon the percent of non-undersized fruit in the sample, in this case 95.02%.
- 13** **Door Test Offgrade:** The percent of salable weight removable to make standard, and the total weight of substandard prunes on a door test basis that must be removed from the lot to bring the delivery into tolerance with Marketing Order grade standards. The percent of offgrade is based upon whichever defect tolerance group has the highest percent of defects removable to make standard (see #22).
- 14** **Certificate of Substandard Prunes:** The lot is certified substandard if the door test offgrade exceeds the tolerance, or standard if the defects do not exceed the maximum allowances.
- 15** **Sampling Location:** Indicates where the sample was drawn.
- 16** **Description of Defect Categories:** The Marketing Order defines 11 distinct offgrade categories in order of seriousness: from 1, least serious, to 11, most serious. A prune with more than one defect is scored for the most serious defect.
- 17** **Maximum Defect Tolerances for Standard Prunes:** The Marketing Order establishes tolerance limits by combining defect categories. For example, the maximum percentage allowed, by weight, of mold, imbedded dirt, insect infestation, and decay (Tolerance Group 8-11) is 5% and, within the 8-11 group, the tolerance for brown rot (8A) is 3%. While some growers think of 8% as the offgrade allowance for prunes (the tolerance for the 4-11 group is 8%), the actual allowance depends upon the type of offgrade.
- 18** **Defects by Category Group:** DFA inspectors group defects into 6 categories: 1-2's, 3's, 4-7's, 8-10's, 8A's and 11's, rather than tracking each of the 11 categories separately. The most common defects are scab and skin damage, which are in the 4-7 group.
- 19** **A Screen Defect Analysis Sample:** The number of prunes taken from this screen for defect analysis. Depending upon the sample weight in the size category, a sub-sample of 100, 200, 300, or 400 prunes will be visually inspected, one at a time, for scorable defects.
- 20** **3 Adjusted:** End cracks more than 3/8 of an inch in length, but less than 1/2 inch, are counted by half up to 8%. In this sample, the DFA found 3 prunes out of 200, or 1.5% with end cracks. Only .75% are actually counted as defects.
- 21** **Defects by Category Group on the B Screen:** The number of prunes in each defect category group expressed as a percent of the number of prunes analyzed. In this example, the DFA found 34 prunes in the 4-7 category out of 200 prunes taken from the B screen, or 17%.
- 22** **% Defects Removable to Make Standard:** The percent of the salable weight that must be removed to make the lot standard. In this example, total offgrade on the C screen of the 4-7, 8-10, and 11 category group is 20% (18% + 2% + 0%). Since the tolerance for the 4-11 defect group is 8%, the C screen fruit is 12% over tolerance. However, 13.04% of the total salable weight in offgrade must be removed to bring the lot into tolerance. To understand why a slightly higher percentage of substandard fruit must be removed, consider, for example: 100 pounds of fruit with 20% offgrade. If only 12% or 12 pounds of offgrade is removed, that leaves 8 pounds of substandard fruit in a lot of 88 pounds. This represents 9.1% offgrade, and the lot would still be out of tolerance.
- 23** **8A Category:** The amount of brown rot is shown in category 8A. Note that this amount is included in the 8-10 category group also. In this example, DFA found 3 prunes in the 8A category out of 100 prunes taken from the D screen. No other defects were found in the 8-10 category for the D screen.
- 24** **P-2 Analysis:** All data within this box are the result of the analysis of the individual sample weighing 40.03 pounds.
- 25** **Undersize:** Weight of undersize fruit in sample, expressed in pounds.
- 26** **P.O. Trash:** Weight of pick-out trash in the sample: Pick-out trash = brown rot clusters in sample.
- 27** **Trash:** Weight of trash in the sample: i.e; sticks, rocks, non-prune material.
- 28** **Defect Category Groups:** See #16 for defect descriptions.
- 29** **Test Base:** Number of prunes from each size line that are individually inspected. Test base determined by line size weight from the sample: 0 - 10 pounds = 100 prunes, 10.01 - 20 pounds = 200 prunes, 20.01 - 30 pounds = 300 prunes, 30.01 - 40 pounds = 400 prunes.
- 30** **No. of Prunes:** Actual number of prunes in line size weight.
- 31** **Weight:** Actual weight of prunes in the sample by line.
- 32** **Size:** Weighted average size of the line. Determined by dividing the number of prunes by the actual weight. (#30 ÷ #31)
- 33** **Total Sample Weight:** Cumulative total weight of undersize, p.o. trash, trash, and A, B, C and D screens. (#25 + #26 + #27 + #31)

Printed by the Prune Marketing Committee, August 2000. Adapted from the "P-1 Grade Sheet Quick Reference Guide" developed in 1990 by the Prune Bargaining Association (PBA) with the permission of the PBA. Updated with the assistance of Pat Ferreira - DFA of California, Greg Thompson - Prune Bargaining Association and Mark Dalrymple - Sunsweet Growers, Inc.

