SUNFLOWER
SEED
LOSS
ADJUSTMENT
STANDARDS
HANDBOOK

FCIC-25470 (12-2009)
FCIC-25470-1H (3-2011)

2011 and Succeeding Crop Years
FEDERAL CROP INSURANCE HANDBOOK

SUBJECT: SUNFLOWER SEED LOSS ADJUSTMENT STANDARDS HANDBOOK 2011 AND SUCCEEDING CROP YEARS

OPI: Product Administration and Standards Division

Approved: Date:

/S/ Tim B. Witt 3/14/11
Deputy Administrator, Product Management

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

SUMMARY OF CHANGES/CONTROL CHART

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

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

Changes for Crop Year 2011 (FCIC-25470-1) issued MARCH 2011.

A. Removed replant language in regards to actual cost throughout the handbook including the examples and illustration. Crop provisions issued for 2011 do not allow actual cost to replant.

B. Made editorial and syntax changes so handbook text tracks with current RMA-approved handbook formatting.
### SUMMARY OF CHANGES/CONTROL CHART (Continued)

#### Control Chart For: Sunflower Seed Loss Adjustment Standards Handbook

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SUNFLOWER SEED LOSS ADJUSTMENT STANDARDS HANDBOOK

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

2. SPECIAL INSTRUCTIONS

This handbook remains in effect until superseded by reissuance of either the entire handbook or selected portions (through slipsheets or bulletins).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

A. DISTRIBUTION

The following is the minimum distribution of forms completed by the adjuster and signed by the insured (or the insured’s representative) for the loss adjustment inspection:

1. One legible copy to the insured. The original and all remaining copies as instructed by the Approved Insurance Provider (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 sunflower seed loss adjustment and this handbook, which are not defined in this section, are defined as they appear in the text.

3. Abbreviation(s):

   CAT  Catastrophic Risk Protection
   CIH  Crop Insurance Handbook
   CSREES  Cooperative State Research, Education, and Extension Service
   DSSH  Document and Supplemental Standards Handbook, FCIC-24040
   FGIS  Federal Grain Inspection Service
(4) Definition(s):

**Harvest**
Combining or threshing the sunflowers for seed.

**Local Market Price**
The cash seed price per pound for oil type sunflower seed grading U. S. No. 2, or non-oil type sunflower seed with a test weight of at least 22 pounds per bushel and less than five percent kernel damage, offered by buyers in the area in which the insured normally markets the sunflower seed. The local market price for oil type sunflower seed will reflect the maximum limits of quality deficiencies allowable for the U. S. No. 2 grade of sunflower seed. Factors not associated with grading of sunflower seed under the Official United States Standards for Grain including, but not limited to, oil or moisture content will not be considered.

**Planted Acreage**
In addition to the definition contained in the Basic Provisions, sunflower seed must initially be planted in rows far enough apart to permit mechanical cultivation, unless otherwise provided by the Special Provisions, actuarial documents, or by written agreement.

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### 3. INSURANCE CONTRACT INFORMATION

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

**A. INSURABILITY**

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

(1) The crop insured will be all of the oil and non-oil type sunflower seed in the county for which a premium rate is provided by the actuarial documents; in which the insured has a share:

(a) That is planted for harvest as sunflower seed; and

(b) That is not (unless a written agreement allows otherwise):

1. Interplanted with another crop; or
2. Planted into an established grass or legume.

(2) Acreage that does not meet rotational requirements shown in the Special Provisions will not be insured.
(3) Any acreage of the insured crop damaged before the final planting date, to the extent that the majority of producers in the area would not normally further care for the crop, must be replanted unless the AIP agrees that replanting is not practical.

Refer to the LAM for replanting provision issues. Refer to section 4 of this handbook for replanting payment procedures.

(4) Any production harvested from plants growing in the insured crop may be counted as production of the insured crop on a weight basis.

B. PROVISIONS AND PROCEDURES NOT APPLICABLE TO CAT COVERAGE

Refer to the CIH and the 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 Special Provisions, a basic unit, as defined in the Basic Provisions, may be divided into optional units if, for each optional unit, all the conditions stated in the applicable provisions are met.

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

D. QUALITY ADJUSTMENT

(1) Refer to the Special Provisions to determine if production is eligible for quality adjustment as identified in the Sunflower Seed Crop Provisions.

(2) Sunflower Seed production will be eligible for quality adjustment if deficiencies in quality, in accordance with the Official United States Standards for Grain, results in:

(a) Oil type sunflower seed not meeting the grade requirements for U.S. No. 2 (grades U.S. sample grade) because of test weight, kernel damage (excluding heat damage), or a musty, sour or commercially objectionable foreign odor;

(b) Non-oil type sunflower seed having a test weight below 22 pounds per bushel or kernel damage (excluding heat damage) in excess of five percent (5%), or a musty, sour or commercially objectionable foreign odor; or

(c) Substances or conditions are present that are identified by the Food and Drug Administration or other public health organizations of the United States as being injurious to human or animal health.
(3) When due to insurable cause(s), use of quality adjustment for sunflower seed is handled by determining appropriate discount factors, summing them together, if applicable, and subtracting from 1.000 to obtain the applicable Quality Adjustment Factor (percent of production to count). Refer to the Special Provisions for chart discount factors, instructions for calculating non-chart discount factors, and other discounts allowed. Also, refer to the LAM for examples and guidance in determining reduction-in-values (RIV’s) needed to determine non-chart discount factors.

(4) Moisture adjustment is applied prior to any qualifying quality adjustment factors such as test weight, kernel damage, etc. Refer to the sunflower moisture adjustment factors in TABLE D. Moisture adjustment results in a reduction in production to count of 0.12 percent for each 0.1 percent moisture in excess of 10 percent.

(5) For sunflower seed for which RIV’s apply, and which can be conditioned/reconditioned, refer to the Special Provisions for instructions.

(6) THE QUALITY ADJUSTMENT FACTOR CANNOT BE GREATER THAN 1.000 or less than zero (.000). Refer to the LAM for information on contract prices in quality adjustment.

(7) If a local market cannot be found for the sunflower seed, refer to the LAM.

(8) Refer to the LAM for special instructions regarding mycotoxin-infected grain.

(9) Document quality adjustment information as described in the instructions for the “Narrative” section of the claim form (section 9 B), or on a Special Report.

(10) For additional quality adjustment definitions, instructions, qualifications, and testing requirements; refer to the LAM and the Official United States Standards for Grain.

4. REPLANTING PAYMENT PROCEDURES

A. GENERAL INFORMATION

(1) When Sunflower Seed is replanted using a practice that is uninsurable as an original planting, the liability for the unit will be reduced by the amount of the replanting payment which is attributable to the insured’s share. If the unit dollar loss (final claim) is less than the original unit liability minus such replanting payment, the actual indemnity dollar amount will not be affected by the replanting payment. The premium amount will not be reduced.

(2) No replanting payment will be made on acreage on which one replanting payment has already been allowed for the crop year.
B. QUALIFICATIONS FOR REPLANTING PAYMENT

To qualify for a replanting payment, the:

(1) insured crop must be damaged by an insurable cause;

(2) AIP determines that it is practical to replant;

(3) acres being replanted must not have been initially planted prior to the “Initial Planting” date if such date has been established by the Special Provisions;

(4) per acre appraisal (or appraisal plus any appraisals for uninsured causes of loss) must be less than 90 percent of the per acre production guarantee for the acreage the insured intends to replant (Refer to section 5, “Sunflower Appraisals”);

(5) acreage replanted must be AT LEAST the lesser of 20 acres or 20 percent of the insured planted acreage for the unit (as determined on the final planting date or within the late planting period if a late planting period is applicable); and

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

(6) AIP has given consent to replant.

In the Narrative of the claim form or on a Special Report, show the appraisal for each field or subfield and the calculations to document that qualifications for a replanting payment have been met.

C. MAXIMUM REPLANTING PAYMENT

The maximum amount of the replanting payment per acre will be the LESSER OF:

***

(1) the product of multiplying the maximum pounds allowed in the policy (175 pounds of seed) by the insured’s projected price, times the insured's share in the crop; or

(2) 20 percent of the production guarantee multiplied by the applicable projected price times the insured’s share.

Compute the number of pounds per acre allowed for a replanting payment by dividing the maximum replanting payment by the projected price. Show all calculations in the Narrative of the claim form or on a Special Report.
*** EXAMPLE 1  
Owner/operator (100 percent share)  
30 acres replanted  
Projected price = $0.11 per lb.  
20% of prod. guar. (1,050 lbs. x 20%) = 210 lbs. x $0.11 (projected price) x 1.000 (share) = $23.10  
175 lbs. (maximum lbs. allowed in policy) x $0.11 (projected price) x 1.000 (share) = $19.25  
The lesser of $23.10 and $19.25 is $19.25  
Actual pounds per acre allowed = 175 lbs. ($19.25 ÷ $0.11, rounded to whole pounds)  

Enter 175 lbs. in Section I, “Appraised Potential” column of the Claim Form. Enter the replant calculations in the “Narrative” of the Claim Form.

*** EXAMPLE 2  
Landlord/tenant (both insured on 50/50 percent share)  
No agreement exists that allows the tenant to have the landlord’s share of the replanting payment.  
30 acres replanted  
Projected price = $0.11 per lb.  
20% of prod. guar. (1,050 lbs. x 20%) = 210 lbs. x $0.11 (projected price) x 0.500 (share) = $11.55  
175 lbs. (maximum lbs. allowed in policy) x $0.11 (projected price) x 0.500 (share) = $9.63  
The lesser of $11.55 and $9.63 is $9.63  
Actual pounds per acre allowed = 88 lbs. ($9.63 ÷ $0.11, rounded to whole pounds)  

Enter 88 lbs. in Section I, “Appraised Potential” column of the Claim Form if the insured’s share has been applied or 175 lbs. if the insured’s share has yet to be applied. Indicate in the “Narrative” if “Appraised Potential” has/has not been reduced for share on the Claim Form according to individual AIP guidelines. Enter the replant calculations in the “Narrative” of the Claim Form.

D. REPLANTING PAYMENT INSPECTIONS

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

A. GENERAL INFORMATION

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

For all zero appraisals, refer to the LAM.

B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS

(1) Determine the minimum number of required samples for a field or subfield by the field size, the average stage of growth, age (size) and general capabilities of the plants, and variability of potential production and plant damage within the field or subfield.

(2) Split the field into subfields when:

(a) variable damage causes the crop potential to appear to be significantly different within the same field; or

(b) the insured wishes to destroy a portion of a field.

(3) Each field or subfield must be appraised separately.

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

C. MEASURING ROW WIDTH FOR SAMPLE SELECTION

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

(1) Use a measuring tape marked in inches or convert a tape marked in tenths, to inches, to measure row width (refer to the LAM for conversion table).

(2) Measure across THREE OR MORE row spaces, from the center of the first row to the center of the fourth row (or as many rows needed), and divide the result by the number of row spaces measured across, to determine an average row width in whole inches.

EXAMPLE:

<table>
<thead>
<tr>
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<th>Row 2</th>
<th>Row 3</th>
<th>Row 4</th>
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<td>Row Space</td>
<td>Row Space</td>
<td></td>
</tr>
<tr>
<td>42”</td>
<td>42”</td>
<td>42”</td>
<td></td>
</tr>
</tbody>
</table>

126 inches = 3 row spaces = 42 inches average row width
(3)  Apply average row width to TABLE B to determine the required length of sample row.

(4)  When using two or more rows to fulfill the required length of sample row, divide the length of row required by the number of rows used in the sample. The combined length of all rows must equal the single row length.

D.  STAGES OF GROWTH

These instructions provide growth-stage information for use when appraising potential production during various stages of growth.

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<th>DESCRIPTION</th>
<th>TIME INTERVAL TO NEXT STAGE</th>
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Illustrations of Growth Stages

STAGE - Emergence To Full Petal Bloom

STAGE - From First Petal Fall Through Harvest
6. APPRAISAL METHODS

A. GENERAL INFORMATION

These instructions provide information on appraisal methods for:

<table>
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<td>Emergence to Full Petal Bloom</td>
<td>for planted acreage with no emerged seed, or on plants through the R-4 stage</td>
</tr>
<tr>
<td>After Full Bloom</td>
<td>on plants in R-5 through R-9 stage</td>
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B. EMERGENCE TO FULL BLOOM

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

1. Determine the number of acres in the field or subfield being appraised and number of required samples.

2. Select representative samples and count the number of live plants (capable of producing a seed head) in each 1/100th-acre sample.

3. Total the number of live plants from all the samples.

4. Divide the result of item (3) by the number of samples taken to determine average plants per 1/100 acre.

5. Multiply the result of item (4) times the factor determined as follows. The result equals the appraisal in pounds per acres. Document calculations for determining the factor on a Special Report or in the Narrative of the claim form.

\[
\text{APH approved yield} \times 100 \div \text{Determined plant population per acre before damage.}
\]

**EXAMPLE:**

\[
\text{APH approved yield} = 1,400 \text{ pounds per acre}
\]

\[
\text{Determined plant population per acre} = 13,000 \text{ plants per acre}
\]

\[
1,400 \times 100 \div 13,000 = 10.8 \text{ yield factor}
\]

Determined plant population equals the number of plants (living, dead, or missing) in 1/100th-acre multiplied by 100. **EXAMPLE:** 130 plants x 100 = 13,000 determined plant population.
C. **AFTER FULL BLOOM**

1. This method is based on determining the number of harvestable heads, which are grouped according to head size, and converting this production to pounds per acre.

2. Determine the number of acres in the field or subfield being appraised and number of required samples.

3. Select representative samples of 1/100 acre.

4. Measure the size of each harvestable head, group heads according to head size and total the number of heads accordingly by head size.

   To obtain the head-size (diameter) measurement of the sunflower, place a flexible tape measure on one side of the head and follow the curvature of the head across the center to the other side of the head.

5. Convert any partially filled heads to whole or undamaged heads.

   **EXAMPLE:** Count two half-filled six-inch heads as one whole six-inch head. For an additional example of rounding rules, refer to page 14, item 17.

6. Multiply the total number of heads by head size for all samples times the representative head size factor and total. The total equals the total ounces for all samples.

7. Determine the average ounces per sample by dividing the result in item (6) by the total number of samples.

8. Multiply the result of item (7) times the factor (6.25 to convert ounces to pounds). The result equals the pounds per acre appraisal, rounded to whole pounds.

---

7. **APPRaisal DEVIATIONS AND MODIFICATIONS**

A. **DEVIATIONS**

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

B. **MODIFICATIONS**

   There are no pre-established modifications contained in this handbook. Refer to the LAM for additional information.
8. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES

A. APPRAISAL WORKSHEET FORM STANDARDS

(1) The entry items in subsection 8C are the minimum requirements for the Sunflower Seed Appraisal Worksheets. All entry items are “Substantive,” (i.e., they are required).

(2) Appraisal Worksheet Completion Instructions. The completion instructions for the required entry items on the Appraisal Worksheet in the following subsections are “Substantive,” (i.e., they are required.)

(3) The Privacy Act and 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 form in this section. The current Nondiscrimination Statement and Privacy Act Statement can be found on the RMA website at http://www.rma.usda.gov/regs/required.html or successor website.

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

B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION PROCEDURES

(1) Include the AIP’s name in the appraisal worksheet title if not preprinted on the AIP’s worksheet, or when a worksheet entry is not provided.

(2) Include the claim number on the appraisal worksheet (when required by the AIP), when a worksheet entry is not provided.

(3) Separate appraisal worksheets are required for each unit appraised. Refer to section 5 for sampling requirements.

(4) For every inspection, complete items 1 through 4 and items 26 and 27. Complete Parts I and II as instructed below.

(5) Standard appraisal worksheet items are numbered consecutively in subsection C. An example appraisal worksheet is also provided to illustrate how to complete entries.

(6) For all zero appraisals, refer to the LAM.
C. WORKSHEET ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Information Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company:</strong></td>
<td>Name of AIP, if not preprinted on the worksheet (Company Name).</td>
</tr>
<tr>
<td><strong>Claim No.:</strong></td>
<td>Claim number as assigned by the AIP.</td>
</tr>
<tr>
<td><strong>1. Insured’s Name:</strong></td>
<td>Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.</td>
</tr>
<tr>
<td><strong>Policy No.:</strong></td>
<td>Insured’s assigned policy number.</td>
</tr>
<tr>
<td><strong>3. Unit No.:</strong></td>
<td>Five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100).</td>
</tr>
<tr>
<td><strong>4. Crop Year:</strong></td>
<td>Four-digit crop year, as defined in the policy, for which the claim has been filed.</td>
</tr>
</tbody>
</table>

**PART I - FROM EMERGENCE TO FULL BLOOM**

| **5. Field ID:** | Field identification symbol. |
| **6. Row Width:** | Row width to nearest inch. Refer to subsection 5C for row width determination information. |
| **7. Acres:** | Number of determined acres, to tenths, in field or sub-field being appraised. |
| **8. Number of Plants:** | Number of live plants (capable of producing a seed head) from each sample. |
| **9. Total Plants:** | Total number of plants from all samples in item 8. |
| **10. Number of Samples:** | Total number of samples in item 8. |
| **11. Average Number Plants:** | Result of dividing item 9 by item 10, rounded to the nearest tenth. |
| **12. Factor:** | Yield factor (rounded to tenths). Refer to section 6B for factor calculation. Document calculations for determining the yield factor on a Special Report or in the Narrative of the claim form. |
| **13. Per Acre Appraisal:** | Result of multiplying item 11 times item 12, rounded to whole pounds. |
PART II - AFTER FULL BLOOM

Verify or make the following entries:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Information Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td><strong>Field Id:</strong> Field identification symbol.</td>
</tr>
<tr>
<td>15.</td>
<td><strong>Row Width:</strong> Row width to nearest inch. Refer to section 5C for row width determination information.</td>
</tr>
<tr>
<td>16.</td>
<td><strong>Acres:</strong> Number of determined acres, to tenths, in field or sub-field being appraised.</td>
</tr>
</tbody>
</table>
| 17.      | **No. of Sized Heads Per Sample:** Enter the number of heads from each sample in the applicable **head size** columns. When needed, establish a column(s) to record 2”, 2 ⅛”, and/or 3” head sizes by crossing out the head size in an unused column(s) and entering in the applicable head size. Convert partially filled heads to whole heads.

**EXAMPLE:** A four-inch head three-quarters filled and a four-inch head one-quarter filled will be counted as one whole four-inch head. Round head size as follows:

- 3.8 through 4.2 = 4.0;
- 4.3 through 4.7 = 4.5;
- 4.8 through 5.2 = 5.0, etc.

Do not count head sizes under 2 inches unless they are harvestable. However, if they are harvestable, completely filled heads must be converted to fit **TABLE C**.

**EXAMPLE:** Area of a circle = \( \pi \times (3.1416) \times \text{radius squared} \)

- 1 ½” filled head = 1.77 square inches (3.1416 x .75 x .75)
- 3” filled head = 7.1 square inches (3.1416 x 1.5 x 1.5)

7.1 square inches (1 filled 3” head) ÷ 1.77 square inches (1 filled 1 ½” head) = requires 4 filled 1 ½” heads to equal 1 filled 3” head

| 18.      | **Total Each Size:** Total number of heads for each head size diameter. |
| 19.      | **Head Size Factor:** Factor pre-printed on claim form. For head sizes not shown, line through pre-printed factor and enter applicable factor from **TABLE C**. |
| 20.      | **Total of Each Size x (times) Head Factor:** Result rounded to the nearest tenth of multiplying item 18 for each head size diameter times the factor for the head size from **TABLE C**. |
21. **Total Ounces:** Total of all entries in item 20.

22. **No. Of Samples:** Total number of samples in item 17.

23. **Avg. Oz/Sample:** Result of dividing item 21 by item 22, rounded to the nearest tenth.

24. **Factor:** MAKE NO ENTRY. 6.25 factor pre-printed on appraisal worksheet.

25. **Per Acre Appraisal:** Result of multiplying item 23 by item 24, rounded to nearest whole pound.

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

26. **Adjuster’s Signature, 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.

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

28. **Page:** Page numbers - (Example: page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).
**EXAMPLE 1: FROM EMERGENCE TO FULL BLOOM**

**COMPANY:** Any Company

**CLAIM NO.** XXXXXXX

**APPRAISAL WORKSHEET**

**SUNFLOWERS**

(For Illustration Purposes Only)

### PART I – FROM EMERGENCE TO FULL BLOOM

<table>
<thead>
<tr>
<th>FIELD ID</th>
<th>ROW WIDTH</th>
<th>ACRES</th>
<th>NUMBER OF PLANTS</th>
<th>TOTAL PLANTS</th>
<th>NUMBER OF SAMPLES</th>
<th>AVERAGE NUMBER PLANTS</th>
<th>FACTOR</th>
<th>PER ACRE APPRAISAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>38</td>
<td>40.0</td>
<td>12</td>
<td>13</td>
<td>10</td>
<td>11</td>
<td>16</td>
<td>= 62</td>
</tr>
</tbody>
</table>

- 

This form example does not illustrate all required entry items (e.g., signatures, dates, etc.).
## EXAMPLE 2: AFTER FULL BLOOM

### APPRAISAL WORKSHEET

**SUNFLOWERS**

(For Illustration Purposes Only)

### PART I – FROM EMERGENCE TO FULL BLOOM

<table>
<thead>
<tr>
<th>FIELD ID</th>
<th>ROW WIDTH</th>
<th>ACRES</th>
<th>NUMBER OF PLANTS</th>
<th>TOTAL PLANTS</th>
<th>NUMBER OF SAMPLES</th>
<th>AVERAGE NUMBER PLANTS</th>
<th>FACTOR</th>
<th>PER ACRE APPRAISAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PART II – AFTER FULL BLOOM

<table>
<thead>
<tr>
<th>FIELD ID</th>
<th>ROW WIDTH</th>
<th>ACRES</th>
<th>DEVELOPED SEED CONVERTED TO OUNCES PER HEAD SIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td></td>
<td>80.0</td>
<td>21. TOTAL OUNCES 123.6 22. NO. OF SAMPLES 5 23. AVG OZ/SAMPLE 24.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>24. FACTOR 6.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>25. PER ACRE APPRAISAL 154</td>
</tr>
</tbody>
</table>

This form example does not illustrate all required entry items (e.g., signatures, dates, etc.).
9. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES

A. CLAIM FORM STANDARDS

(1) The entry items in subsection 8C are the minimum Claim Form (hereafter referred to as “Production Worksheet”) requirements. All of these entry items are considered “Substantive,” (i.e., they are required.)

(2) Production Worksheet instructions. The completion instructions for the required entry items on the Production Worksheet in the following subsections are “Substantive,” (i.e., they are required.)

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

(4) The certification statement required by the current DSSH must be included on the form directly above the insured’s signature block and immediately followed by the statement below.

“I understand the certified information on this Production Worksheet will be used to determine my loss, if any, to the above unit. The insurance provider may audit and approve this information and supporting documentation. The Federal Crop Insurance Corporation, an agency of the United States, subsidizes and reinsures this crop insurance.”

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

B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION PROCEDURES

(1) The Production Worksheet is a progressive form containing all notices of damage for all preliminary, replant, and final inspections (including “No Indemnity Due” claims) on a unit.

(2) If a Production Worksheet has been prepared on a prior inspection, verify each entry and enter additional information as needed. If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and insured should initial any line deletions.

(3) Refer to the LAM for instructions regarding the following:

(a) Acreage report errors.

(b) Delayed notices and delayed claims.
(c) Corrected claims or fire losses (double coverage) and cases involving uninsured causes of loss, unusual situations, controversial claims, concealment, or misrepresentation.

(d) Claims involving a Certification Form (when all the acreage on the unit has been appraised to be put to another use, when acreage is being appraised for a replanting payment and all acreage on the unit has been initially planted, or other reasons described in the LAM).

(e) “No Indemnity Due” claims (which must be verified by an APPRAISAL or NOTIFICATION from the insured that the production exceeded the guarantee).

(f) Late planting.

4. Refer to the Prevented Planting Handbook for information on prevented planting.

5. The adjuster is responsible for determining if the insured has complied with all of their requirements under the notice and claim provisions of the policy. If they have not, the adjuster should contact the AIP.

6. Instructions labeled “PRELIMINARY” apply to preliminary inspections only. Instructions labeled “REPLANT” apply to replant inspections only. Instructions labeled “FINAL” apply to final inspections only. Instructions not labeled apply to ALL inspections.

C. FORM ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Information Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Unit #: Five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100).</td>
</tr>
<tr>
<td>3.</td>
<td>Location Description: Land location that identifies the legal description, if available, and the location of the unit (e.g., section, township, and range; FSA Farm Serial Numbers; FSA Common Land Units (CLU) and tract numbers; GPS identifications; or Grid identifications) as applicable for the crop.</td>
</tr>
</tbody>
</table>
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. For progressive damage, enter in chronological order the month that identifies when the primary insured damage occurred. Include the SPECIFIC DATE where applicable as in the case of hail damage (e.g., Aug 11). Enter additional dates of damage in the extra spaces, as needed. If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below. If there is no insurable cause of loss, and a no indemnity due claim will be completed, MAKE NO ENTRY.

5. **Cause(s) of Damage:** Name of the determined insured cause(s) of damage for this crop as listed in the LAM for the date of damage listed in item 4 above for this inspection. If it is evident that no indemnity is due, enter “NONE.” 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 there is no insurable cause of loss, and a no indemnity due claim will be completed, enter “NO INDEMNITY.”

6. **Insured Cause %:**

   **PRELIMINARY:** MAKE NO ENTRY.

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

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

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

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

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

8. **Name of Insured:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
9. **Claim #:** Claim number as assigned by the AIP.

10. **Policy #:** Insured’s assigned policy number.

11. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim is filed.

12. **Additional Units:**

   **PRELIMINARY AND REPLANT:** MAKE NO ENTRY.

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

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

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

   **PRELIMINARY AND REPLANT:** MAKE NO ENTRY.

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

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

   **PRELIMINARY:**
   a. Date the first or second notice of damage or loss was given for the unit in item 2, in the 1st or 2nd space, as applicable. Enter the complete date (MM, DD, and YYYY) for each notice.
   b. A notice of damage or loss for a third preliminary inspection (if needed) requires an additional set of Production Worksheets. Enter the date of notice for a third preliminary inspection in the 1st space of item 14 on the second set of Production Worksheets.
   c. Reserve the “Final” space on the first page of the first set of Production Worksheets for the date of notice for the final inspection.
   d. If the inspection is initiated by the AIP, enter “Company Insp.” instead of the date.
   e. If the notice does not require an inspection, document as directed in the Narrative instructions.
REPLANT AND FINAL: Transfer the last date (in the 1st or 2nd space from the first or second set of Production Worksheets) to the FINAL space on the first page of the first set of Production Worksheets if a final inspection should be made as a result of the notice. Always enter the complete date of notice (MM, DD, and YYYY) for the “FINAL” inspection in the final space on the first set of production worksheets. For a delayed notice of loss or delayed claim, refer to the LAM.

15. Companion Policies:

a. If no other person has a share in the unit (insured has 100 percent share), MAKE NO ENTRY.

b. In all cases where the insured has LESS than a 100 percent share of a loss-affected unit, ask the insured if the OTHER person sharing in the unit has a multiple-peril crop insurance contract (i.e., not crop-hail, fire, etc.). If the other person does not, enter “NONE.”

(1) If the other person has a multiple-peril crop insurance contract and it can be determined that the SAME AIP services it, enter the contract number. Handle these companion policies according to AIP instructions.

(2) If the OTHER person has a multiple-peril crop insurance contract and a DIFFERENT AIP or agent services it, enter the name of the AIP or agent (and contract number) if known.

(3) If unable to verify the existence of a companion contract, enter “Unknown” and contact the AIP for further instructions.

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

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

Make separate line entries for varying:

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

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Information Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>***16.</td>
<td>Field ID: The field identification symbol from a sketch map or an aerial photo. Refer to the “Narrative.” Where acreage is PARTLY replanted, omit the field ID symbol for the fields that have not been replanted and that have been consolidated into a single line entry.</td>
</tr>
<tr>
<td>17.</td>
<td>Multi-Crop Code:</td>
</tr>
<tr>
<td></td>
<td>REPLANT: MAKE NO ENTRY.</td>
</tr>
<tr>
<td></td>
<td>PRELIMINARY AND FINAL: The applicable two-digit code for first crop and second crop. REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRY OF FIRST CROP AND SECOND CROP CODES.</td>
</tr>
<tr>
<td>***18.</td>
<td>Reported Acres: In the event of over-reported acres, handle in accordance with the individual AIP’s instructions. In the event of under-reported acres, enter the reported acres to tenths for the field or subfield. If there are no under-reported acres, MAKE NO ENTRY.</td>
</tr>
<tr>
<td>19.</td>
<td>Determined Acres: Refer to the LAM for definition of acceptable determined acres used herein. Enter the determined acres to tenths for the field or subfield for which consent is given for other use and/or:</td>
</tr>
<tr>
<td></td>
<td>a. Put to other use without consent;</td>
</tr>
<tr>
<td></td>
<td>b. Abandoned;</td>
</tr>
<tr>
<td></td>
<td>c. Damaged by uninsured causes; or</td>
</tr>
<tr>
<td></td>
<td>d. For which the insured failed to provide acceptable records of production.</td>
</tr>
<tr>
<td></td>
<td>Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.</td>
</tr>
<tr>
<td></td>
<td>REPLANT: Determine the total acres, to tenths, of replanted acreage for each field or subfield (DO NOT ESTIMATE). Make a separate line entry for any PART of a field or subfield NOT replanted.</td>
</tr>
</tbody>
</table>
|         | a. Determine the planted acreage of any fields or subfields NOT replanted. Consolidate it into a single line entry UNLESS the usual reasons for separate line entries apply. Record the field or subfield identities (from a map or aerial photo) in the Narrative.
ACCOUNT FOR ALL PLANTED ACREAGE IN THE UNIT.

PRELIMINARY AND FINAL: Determined acres to tenths. Acreage breakdowns WITHIN a unit or field may be estimated (refer to the LAM) if a determination is impractical.

ACCOUNT FOR ALL PLANTED ACREAGE IN THE UNIT.

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

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

Unrated land is uninsurable without a written agreement.

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

23. Class: Three-digit code number, entered exactly as specified on the actuarial documents for the class grown by the insured. If “No Class Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a class is not specified on the actuarial documents, MAKE NO ENTRY.

24. Sub-Class: Three-digit code number, entered exactly as specified on the actuarial documents for the sub-class grown by the insured. If “No Sub-Class Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a sub-class is not specified on the actuarial documents, MAKE NO ENTRY.

25. Intended Use: Three-digit code number, entered exactly as specified on the actuarial documents for the intended use of the crop grown by the insured. If “No Intended Use Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an intended use is not specified on the actuarial documents, MAKE NO ENTRY.

26. Irr. Practice: Three-digit code number, entered exactly as specified on the actuarial documents for the irrigated practice carried out by the insured. If “No Irrigated Practice Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an irrigated practice is not specified on the actuarial documents, MAKE NO ENTRY.
27. **Cropping Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the cropping practice carried out by the insured. If “No Cropping Practice Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a cropping practice is not specified on the actuarial documents, MAKE NO ENTRY.

28. **Organic Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the organic practice carried out by the insured. If “No Organic Practice Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an organic practice is not specified on the actuarial documents, MAKE NO ENTRY.

29. **Stage:**

**PRELIMINARY:** MAKE NO ENTRY.

**REPLANT:** Replant stage abbreviation as shown below.

<table>
<thead>
<tr>
<th>STAGE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>“R”</td>
<td>Acreage replanted and qualifying for replanting payment.</td>
</tr>
<tr>
<td>“NR”</td>
<td>Acreage not replanted or not qualifying for a replanting payment. Enter “NR” if the combined potential production appraisal and uninsured cause appraisal totals 90 percent or more of the guarantee for replanting claims.</td>
</tr>
</tbody>
</table>

**FINAL:** Stage abbreviation as shown below.

<table>
<thead>
<tr>
<th>STAGE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>“P”</td>
<td>Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide records of production, which are acceptable to the AIP.</td>
</tr>
<tr>
<td>“H”</td>
<td>Harvested.</td>
</tr>
<tr>
<td>“UH”</td>
<td>Unharvested or put to other use with consent.</td>
</tr>
</tbody>
</table>

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

**GLEANED ACREAGE:** Refer to the LAM for information on gleaning.
30. **Use of acreage:** Use the following “Intended Use” abbreviations.

<table>
<thead>
<tr>
<th>USE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Replant”</td>
<td>Acreage replanted and qualifying for replanting payment</td>
</tr>
<tr>
<td>“Not Replanted”</td>
<td>Acreage not replanted or not qualifying for a replanting payment</td>
</tr>
<tr>
<td>“To Millet,” etc</td>
<td>Use made of the acreage</td>
</tr>
<tr>
<td>“WOC”</td>
<td>Other use without consent</td>
</tr>
<tr>
<td>“SU”</td>
<td>Solely uninsured</td>
</tr>
<tr>
<td>“ABA”</td>
<td>Abandoned without consent</td>
</tr>
<tr>
<td>“H”</td>
<td>Harvested</td>
</tr>
<tr>
<td>“UH”</td>
<td>Unharvested</td>
</tr>
</tbody>
</table>

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

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

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

31. **Appraised Potential:**

**REPLANT:** Document the calculations in the “Narrative” and enter the amount of pounds per acre for replanting, rounded to the nearest whole pound. Refer to section 4, “Replanting Payment Procedures,” for qualifications and computations.

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

32a. **Moisture %:**

**REPLANT:** MAKE NO ENTRY.

**PRELIMINARY AND FINAL:** Moisture percent (if in excess of 10.0 percent) to nearest tenth. Moisture adjustment is applied prior to any qualifying quality adjustment factors.

32b. **Factor:**

**REPLANT:** MAKE NO ENTRY.

**PRELIMINARY AND FINAL:** For appraised sunflowers that are in excess of 10.0 percent moisture, enter the four-place factor from the Sunflower Moisture Adjustment Factor (TABLE D).
33. Shell %, Factor, or Value:

REPLANT: MAKE NO ENTRY.

PRELIMINARY AND FINAL: MAKE NO ENTRY

34. Production Pre QA:

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

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

35. Quality Factor:

REPLANT: MAKE NO ENTRY.

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

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

36. Production Post QA:

REPLANT: Transfer entry from column 34.

PRELIMINARY AND FINAL: Result of multiplying column 34 times column 35 rounded to whole pounds. If “no entry” in column 35 transfer entry from column 34.
37. **Uninsured Causes:**

**REPLANT:** MAKE NO ENTRY.

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

a. Hail and Fire exclusion NOT in effect.
   
   (1) Enter the result of multiplying column 19 entry by NOT LESS than the insured's production guarantee per-acre in whole pounds, for the line, (calculated by multiplying the elected coverage level percentage times the approved APH yield per acre shown on the APH form) for any “P” stage acreage.
   
   (2) On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged SOLELY by uninsured causes separate from other production.
   
   (3) For acreage that is damaged PARTLY by uninsured causes, enter the result of multiplying the APPRAISED UNINSURED loss of production per acre in whole pounds, by column 19 entry for any such acreage.

b. When there is late-planted acreage, the applicable per-acre production guarantee for such acreage is the production guarantee per-acre that has been reduced for late-planted acreage, multiplied by column 19 entry.

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

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

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

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

**PRELIMINARY:** MAKE NO ENTRY.

**REPLANT AND FINAL:** Total determined acres (column 19).

40. **Quality:**

**REPLANT:** MAKE NO ENTRY.

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

<table>
<thead>
<tr>
<th>Qualifying QA Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Weight (TW)</td>
</tr>
<tr>
<td>Kernel Damage (KD) and Total Defects</td>
</tr>
<tr>
<td>Garlicky (Grade)</td>
</tr>
<tr>
<td>Aflatoxin</td>
</tr>
<tr>
<td>Vomitoxin</td>
</tr>
<tr>
<td>Fumonisin</td>
</tr>
<tr>
<td>Dark Roast (for Sunflowers only)</td>
</tr>
<tr>
<td>Sclerotinia (for Sunflowers only)</td>
</tr>
<tr>
<td>Ergoty</td>
</tr>
<tr>
<td>COFO (commercially objectionable foreign odor) (includes Musty and Sour Odor)</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

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

   (1) Document the level for each qualifying QA condition as indicated by approved test results, and the name and location of each testing facility that verifies the presence of the qualifying QA condition and the date of the test(s); or

   (2) Enter “See documentation included in the claim file” (e.g., include copy of the test facility certificate, grade certificate, summary or settlement sheet, etc., that documents the QA condition).

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

   (1) A description of the qualifying QA condition;

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

c. Check “None” if none of the production qualifies for QA.
41. **Mycotoxins exceed FDA, State, or other health organization maximum limits?** Check “Yes.”

**REPLANT:** MAKE NO ENTRY.

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

a. Sold, (Document the name and address of the buyer); or

b. Not sold, (Document the date(s) of the disposition, how the production was used, or how it was destroyed.)

Refer to the LAM and the SPOI for additional information on claims involving mycotoxins.

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

**NARRATIVE:**

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

a. If no acreage is released on the unit, enter “No acreage released,” adjuster’s initials, and date.

b. If notice of damage was given and “No Inspection” is necessary, enter the unit number(s), “No Inspection,” date, and adjuster’s initials. The insured’s signature is not required.

c. Explain any uninsured causes, unusual, or controversial cases.

d. If there is an appraisal in Section I, column 37 for uninsured causes due to hail/fire exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.

e. Document the actual appraisal date if an appraisal was performed prior to the adjuster’s signature date on the appraisal worksheet, and the date of the appraisal is not recorded on the appraisal worksheet.

f. State that there is “No other fire insurance” when fire damages or destroys the insured crop, and it is determined that the insured has no other fire insurance. Also refer to the LAM.
g. Explain any errors found on the Summary of Coverage.

h. Explain any commingled production. Refer to the LAM.

i. Explain any entry for “Production Not to Count” in Section II, column 62 and/or any production not included in Section II, column 56 or column 49-52 entries (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).

j. Explain a “NO” checked in item 44, “Damage Similar to Other Farms in the Area.”

k. Attach a sketch map or aerial photo to identify the total unit:

   (1) If consent is or has been given to put part of the unit to another use or to replant;
   (2) If acreage has been replanted to a practice uninsurable as an original practice;
   (3) If uninsured causes are present; or
   (4) For unusual or controversial cases.

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

l. Explain any difference between date of inspection and signature dates. For an ABSENTEE insured, enter the date of the inspection AND the date of mailing the Production Worksheet for signature.

m. When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and the 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.


q. Document the method and calculation used to determine acres for the unit. Refer to the LAM.

r. Specify the type of insects or disease when the insured cause of damage or loss is listed as insects or disease. Explain why control measures did not work.

s. Document the appraisal (plus appraisal for uninsured causes of loss, if applicable) for replanted acreage, and the calculations to show that the qualification for a replanting payment have been met. Refer to section 4.
t. If any acreage to be replanted in the unit does not qualify for a replanting payment, enter Field No., “NOT QUAL FOR RP PAYMENT,” date of inspection, adjuster’s initials, and reason not qualified.

u. For replant claims, indicate if the pounds allowed for replanting have/have not been reduced for share on the Claim Form according to individual AIP guidelines.

v. For production that qualifies for Quality Adjustment (include the following supporting documentation in the insured’s claim file):

1. Explain any “.000” quality adjustment (QA) factor entered in Section I, column 35 and Section II, column 65.
2. Explain any deficiencies, substances, or conditions that are allowed for quality adjustment, as well as any, which were not allowed.
3. If mycotoxins are present, document the level based on laboratory test results.
4. Document the DFs or the RIV’s and Local Market Price, as applicable, used in establishing the QA factor for mature appraised or harvested production.
5. Refer to the LAM for documentation requirements when any excess transportation costs or conditioning costs are included in the QA factor.
6. Document all calculations used in determining QA factors.
7. Refer to the LAM for additional documentation requirements.

w. Document field or subfield ID’s date and method of destruction of mycotoxin-infested sunflower if it has no market value. For further documentation instructions, refer to the LAM.

x. Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaning.

y. Document any other pertinent information, including any data to support any factors used to calculate the production.

**SECTION II – DETERMINED HARVESTED PRODUCTION**

**GENERAL INFORMATION:**

1. Account for ALL HARVESTED PRODUCTION (for ALL ENTITIES sharing in the crop) except production appraised BEFORE harvest and shown in Section I because the quantity cannot be determined later (e.g., high moisture grain going into air-tight storage, released for other uses, etc.).

2. Columns 49 through 52 are for structure measurements entries (Rectangular, Round, Square, Conical Pile, etc.). If structures are a combination of shapes, break into a series of average measurements, if possible. Enter “Odd Shape” if production is stored in an odd-shaped structure. Document measurements on a Special Report or other FCIC-approved worksheet used for this purpose.
(3) If farm-stored production has been weighed prior to storage and acceptable weight tickets are available showing gross weights, enter “Weighed and Stored On Farm” in columns 49 through 52. Refer to the LAM for acceptable weight tickets.

(4) For production commercially stored, sold, etc., make entries in columns 49 through 52 as follows:

(a) Name and address of storage facility or buyer.

(b) “Seed,” “Fed,” etc.

(5) There will be no “harvested production” entries for replanting payments.

(6) If acceptable sales or weight tickets are not available, refer to the LAM.

(7) If additional lines are necessary, the data may be entered on a continuation sheet. USE SEPARATE LINES FOR:

(a) Separate storage structures.

(b) Varying names and addresses of buyers of sold production.

(c) Varying determinations of production (varying moisture, foreign material (FM), dockage, test weight, value, etc.). Average percent of dockage or moisture can be entered when the elevator has calculated the average on the summary sheet, and the determined average is acceptable to the adjuster. Separate line entries are not otherwise required. Refer to the LAM for instructions.

(d) Varying shares; e.g., 50 percent and 75 percent shares on same unit.

(e) Conical piles. Do NOT add the cone in the top or bottom of a bin to the height of other grain in the structure. For computing the production in cones and conical piles, refer to the LAM.

(8) There will generally be no harvested production entries in columns 47 through 66 for preliminary inspections.

(9) If there is harvested production from more than one insured practice (or type) and a separate approved APH yield has been established for each, the harvested production also must be entered on separate lines in columns 47 through 66 by type or practice. If production has been commingled, refer to the LAM.

(10) For mycotoxin damage, refer to the LAM for special instructions.
Verify or make the following entries:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Information Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>43.</td>
<td>Date Harvest Completed: (Used to determine if there is a delayed notice or a delayed claim. Refer to the LAM.)</td>
</tr>
</tbody>
</table>

**PRELIMINARY:** MAKE NO ENTRY.

**REPLANT AND FINAL:**

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

b. If at the time of final inspection (if prior to the end of the insurance period), there is any unharvested insured acreage remaining on the unit that the insured does not intend to harvest; enter “Incomplete.”

c. If at the time of final inspection (if prior to the end of the insurance period), none of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter “No Harvest.”

d. If the case involves a Certification Form, enter the date from the Certification Form when the entire unit is put to another use, replanting is complete for the unit, etc. Refer to the LAM.

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

**PRELIMINARY:** MAKE NO ENTRY.

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

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

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

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

47b. **Field ID:**

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

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

49. **Length or Diameter:** Internal measurement in feet to tenths of structural space occupied by crop.
   a. Length if rectangular or square.
   b. Diameter if round or conical pile. Refer to the LAM to convert circumference to diameter if internal diameter measurement is not possible.

50. **Width:** Internal width measurement in feet to tenths of space occupied by crop in structure if rectangular or square. If round, enter “RND.” If conical pile, enter “Cone.”

51. **Depth:** Depth measurement in feet to tenths of space occupied by crop in rectangular, round, or square structure. If conical pile, enter the height of the cone. If there is production in the storage structure from other units or sources, refer to the LAM.

52. **Deductions:** Cubic feet, to tenths, of crop space displaced by chutes, vents, studs, crossties, etc. Refer to the LAM for computation instructions.

53. **Net Cubic Feet:** Net cubic feet of crop in the storage structure. Refer to the LAM for computation instructions.

54. **Conversion Factor:** Enter Conversion Factor as .8 (only if structure measurements are entered).

55. **Gross Prod.:** Multiply column 53 times column 54, rounded to tenths of a bushel. The result of this calculation represents the amount of gross bushels in the bin.

56. **Bu., Ton, Lbs., Cwt.:** Circle “Lbs.” in column heading. Production in whole pounds before deductions for grain moisture and foreign material for production:
   a. Weighed and stored on the farm.
   
   For farm-stored production, calculate the pounds as follows: column 55 (gross production in bushels) times column 60a (actual test weight), rounded to the nearest whole pound.
b. Sold and/or stored in commercial storage - Obtain gross production for the UNIT from the summary and/or settlement sheets. (Individual load slips only WILL NOT suffice unless the storage facility or buyer WILL NOT provide summary and/or settlement sheets to the insured, and this is documented in the “Narrative.”)

c. Stored in odd-shaped structures. The adjuster must compute the amount of gross production. (Refer to the LAM for cubic footage and production computations). A copy of ALL production calculations must be left in the file folder.

d. For mycotoxin-infected sunflowers, enter ALL production even if it has no market value.

57. **Shell/Sugar Factor:** MAKE NO ENTRY

58a. **FM %:** Make entry to nearest tenth. Refer to paragraph 98 of the LAM for entry instructions.

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

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

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

59b. **Factor:** If grain moisture is more than 10.0 percent, enter the four-place moisture factor from the Sunflower Moisture Adjustment Factor (TABLE D).

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

60b. **Factor:** MAKE NO ENTRY.

The sunflower seed has been converted to actual pounds in column 56 above, therefore, no further adjustment is necessary.

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

62. **Prod. Not to Count:** Net production NOT to count, in WHOLE pounds, WHEN ACCEPTABLE RECORDS IDENTIFYING SUCH PRODUCTION ARE AVAILABLE, from harvested acreage which has been assessed an appraisal of not less than the guarantee per acre, or from other sources (e.g., other units or uninsured acreage) in the same storage structure (if the storage entries include such production).
THIS ENTRY MUST NEVER EXCEED PRODUCTION SHOWN ON THE SAME LINE. EXPLAIN THE TOTAL BIN CONTENTS (bin grain depth, etc.) AND ANY “PRODUCTION NOT TO COUNT” IN THE NARRATIVE.

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

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

64a. **Value:** Refer to Section 3D, Quality Adjustment.

When applicable, enter the Reduction in Value (RIV) applied by the buyer due to all insurable quality deficiencies. RIV must be limited to amounts that are usual, customary, and reasonable. Refer to the Special Provisions, and the LAM for further instructions.

MAKE NO ENTRY when the discount factor is obtained from the charts in the Special Provisions.

64b. **Mkt. Price:** If an entry is in column 64a, enter the Local Market Price for U.S. No.2 sunflower seed (refer to the crop provisions). Refer to the LAM for further instructions.

MAKE NO ENTRY when the discount factor is obtained from the charts in the Special Provisions.

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

a. Subtracting the result of column 64a divided by column 64b from 1.000, or

b. 1.000 minus the sum of the applicable discount factor(s) obtained from the Special Provisions.

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

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

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

68. **Section II Total:**

**PRELIMINARY AND REPLANT:** MAKE NO ENTRY.

**FINAL:** Total of column 66 to whole pounds.
69. Section I Total:

PRELIMINARY AND REPLANT: MAKE NO ENTRY.

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

70. Unit Total:

PRELIMINARY AND REPLANT: MAKE NO ENTRY.

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

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

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

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

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

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

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

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

75. Page:

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

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunflower</td>
<td>0078</td>
<td>SW32-143N-55W</td>
<td>ANY COMPANY</td>
<td>I.M. INSURED</td>
<td>XXXXXXXX</td>
</tr>
<tr>
<td>4. Date(s) of Damage</td>
<td>JUN 10</td>
<td>5. Cause(s) of Damage</td>
<td>HAIL</td>
<td>6. Insured Cause %</td>
<td>100</td>
</tr>
<tr>
<td>7. Company Agency</td>
<td>0100</td>
<td>8. Name of Insured</td>
<td>ANY AGENCY</td>
<td>11. Crop Year</td>
<td>YYYY</td>
</tr>
<tr>
<td>14. Notice of Loss</td>
<td>1st</td>
<td>15. Companion Policy(s)</td>
<td>NONE</td>
<td>2nd MM/DD/YYYY</td>
<td>Final MM/DD/YYYY</td>
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</table>

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

<table>
<thead>
<tr>
<th>Field ID Multi-Crop Code</th>
<th>Reported Acres</th>
<th>Determined Acres</th>
<th>Interest or Share</th>
<th>Risk</th>
<th>Type</th>
<th>Class</th>
<th>Sub-Class</th>
<th>Intended Use</th>
<th>Irr Practice</th>
<th>Cropping Practice</th>
<th>Organic Practice</th>
<th>Stage</th>
<th>Use of Acreage</th>
<th>Appraised Potential</th>
<th>Moisture %</th>
<th>Factor</th>
<th>Shell %, Factor, or Value</th>
<th>Production Pre QA</th>
<th>Quality Factor</th>
<th>Production Post QA</th>
<th>Uninsured Causes</th>
<th>Total to Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>NS</td>
<td>40.0</td>
<td>40.0</td>
<td>1.000</td>
<td>048</td>
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<td>134</td>
<td>5,360</td>
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<td>NS</td>
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<td>1.000</td>
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**SECTION II – DETERMINED HARVESTED PRODUCTION**

<table>
<thead>
<tr>
<th>Share Field ID</th>
<th>Multi-Crop Code</th>
<th>Length or Diameter</th>
<th>Deduction</th>
<th>Net Cubic Feet</th>
<th>Conversion Factor</th>
<th>Gross Prod. Bu Ton (Lbs.) CWT</th>
<th>Shell/Sugar Factor</th>
<th>FM%</th>
<th>Moisture % Factor</th>
<th>Test WT Factor</th>
<th>Adjusted Production</th>
<th>Prod. Not to Count</th>
<th>Production Pre-QA</th>
<th>Value</th>
<th>Mkt. Price</th>
<th>Quality Factor</th>
<th>Production to Count</th>
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This form example does not illustrate all required entry items (e.g., signatures, dates, etc.).

MARCH 2011

39
**PRODUCTION WORKSHEET**

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<tr>
<th>Field ID</th>
<th>Multi-Crop Code</th>
<th>Reported Acres</th>
<th>Determined Acres</th>
<th>Interest or Share</th>
<th>Risk</th>
<th>Type</th>
<th>Class</th>
<th>Sub-Class</th>
<th>Intended Use</th>
<th>Irr Practice</th>
<th>Cropping Practice</th>
<th>Organic Practice</th>
<th>Stage</th>
<th>Use of Acreage</th>
<th>Appraised Potential</th>
<th>Moisture % Factor</th>
<th>Shell % Factor, or Value</th>
<th>Production Pre QA</th>
<th>Quality Factor</th>
<th>Production Post QA</th>
<th>Uninsured Causes</th>
<th>Total to Count</th>
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</tbody>
</table>

**NARRATIVE** (If more space is needed, attach a Special Report)

Price Election = $0.11 per lb. 175 lbs. (maximum lbs. allowed in policy) x $0.11 (price election) x 1.000 (share) = $19.25
20% of production guarantee (1,050 lbs. x 20%) = 210 lbs. $0.11 (price election) x 1.000 (share) = $23.10
Actual pounds per acre allowed = 175 lbs. ($19.25 + $0.11, rounded to whole pounds)

**REPLANT EXAMPLE 2: 50% SHARE**

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<th>Interest or Share</th>
<th>Risk</th>
<th>Type</th>
<th>Class</th>
<th>Sub-Class</th>
<th>Intended Use</th>
<th>Irr Practice</th>
<th>Cropping Practice</th>
<th>Organic Practice</th>
<th>Stage</th>
<th>Use of Acreage</th>
<th>Appraised Potential</th>
<th>Moisture % Factor</th>
<th>Shell % Factor, or Value</th>
<th>Production Pre QA</th>
<th>Quality Factor</th>
<th>Production Post QA</th>
<th>Uninsured Causes</th>
<th>Total to Count</th>
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<td>NS</td>
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<td>1.000</td>
<td>048</td>
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<td></td>
<td></td>
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</table>

**NARRATIVE** (If more space is needed, attach a Special Report)

Price Election = $0.11 per lb. 175 lbs. (maximum lbs. allowed in policy) x $0.11 (price election) x 0.500 (share) = $9.63
20% of production guarantee (1,050 lbs. x 20%) = 210 lbs. $0.11 (price election) x 0.500 (share) = $11.55
Actual pounds per acre allowed = 88 lbs. ($9.63 + $0.11, rounded to whole pounds)

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

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FCIC-25470-1 (SUNFLOWER)
10. REFERENCE MATERIAL

TABLE A - MINIMUM REPRESENTATIVE SAMPLE REQUIREMENTS

<table>
<thead>
<tr>
<th>ACRES IN FIELD OR SUBFIELD</th>
<th>MINIMUM NO. OF SAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1 - 10.0</td>
<td>3</td>
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</tbody>
</table>

Add one additional sample for each additional 40.0 acres (or fraction thereof) in the field or subfield.

TABLE B - ROW LENGTH SAMPLE REQUIREMENTS

<table>
<thead>
<tr>
<th>Row Width (Inches)</th>
<th>Row Length Needed (Ft.) (For 1/100 Acre)</th>
<th>Row Width (Inches)</th>
<th>Row Length Needed (Ft.) (For 1/100 Acre)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>22</td>
<td>125 ft.</td>
<td>238 ft.</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>131 ft.</td>
<td>262 ft.</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>138 ft.</td>
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<tr>
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<td>16</td>
<td>145 ft.</td>
<td>326 ft.</td>
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<tr>
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<td>14</td>
<td>154 ft.</td>
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<tr>
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<td>12</td>
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<tr>
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<td>8</td>
<td>187 ft.</td>
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<tr>
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<td>6</td>
<td>202 ft.</td>
<td>872 ft.</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>218 ft.</td>
<td></td>
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</tbody>
</table>

For row widths other than those shown in TABLE B, determine the appropriate row length by:

1. Dividing 43,560 (sq. ft in an acre) by 100.
2. Dividing the row width, in inches, by 12. Round to two decimal places.
3. Dividing the result in (1) by the result in (2). Round to the next whole number.
### TABLE C - FACTOR FOR APPRAISALS AFTER FULL BLOOM

<table>
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<th>HEAD DIAMETER (INCHES)</th>
<th>HEAD SIZE FACTOR (OUNCES)</th>
<th>HEAD DIAMETER (INCHES)</th>
<th>HEAD SIZE FACTOR (OUNCES)</th>
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<tr>
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<td>0.320</td>
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</tr>
<tr>
<td>3</td>
<td>0.460</td>
<td>9</td>
<td>4.134</td>
</tr>
<tr>
<td>3 1/2</td>
<td>0.626</td>
<td>9 1/2</td>
<td>4.607</td>
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<tr>
<td>4</td>
<td>0.819</td>
<td>10</td>
<td>5.103</td>
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<td>4 1/2</td>
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### TABLE D - SUNFLOWER MOISTURE ADJUSTMENT FACTOR

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