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and Standards  
Division

FCIC-25450 (12-2010)  
FCIC-25450-1(05-2012)

# **SUGAR BEET LOSS ADJUSTMENT STANDARDS HANDBOOK**

## **2012 and Succeeding Crop Years**



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

<b>TITLE: SUGAR BEET LOSS ADJUSTMENT STANDARDS HANDBOOK</b>	<b>NUMBER: 25450 (12–2010) 25450-1 (04-2012)</b>
<b>EFFECTIVE DATE: 2012 and succeeding crop years</b>	<b>ISSUE DATE: May 18, 2012</b>
<b>Subject:</b>  <b>Provides the procedures and instructions for administering the Sugar Beet crop insurance program</b>	<b>OPI: Product Administration and Standards Division</b>
	<b>APPROVED:</b>  /s/ <b>Tim B. Witt</b>  <b>Tim B. Witt</b> <b>Deputy Administrator</b>

**REASONS FOR AMENDMENT**

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

- A. Subsection 2 B (4): Added and defined the term “clamps” and revised the definition of “harvest.”
- B. Subsection 3 A (5): Removed language “will be deemed to have been destroyed....”
- C. Subsection 3 B (1) (b) 1: Changed to the “acreage reporting date” rather than listing a separate date.
- D. Subsection 3 B (1) (b) 2: Removed language “in the absence of an established date in the SP” since the acreage reporting date will be used and it is in the SP.
- E. Subsection 3 E (1): Changed final result to the equation as a result of rounding procedures.
- F. Section 4: Clarified that the maximum replanting payment will be one and a half tons times the price election times the insured's share. Removed language that showed how to compute the number of tons per acre since the maximum is one and a half tons per acre. Clarified the calculations in Examples 1 and 2 to reflect this change.
- G. Section 9 Narrative: Added item aa., stating to document the acreage if less than an entire field of sugar beets will be placed in a clamp.
- H. Section 9 Narrative: Added item bb., to document any pertinent information to support factors used to determine the production.

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## SUMMARY OF CHANGES/CONTROL CHART (Continued)

- I. Section 9 Narrative: Added item cc., to document that any sugar beets placed in a clamp that the acreage from which the sugar beets were lifted and placed in a clamp must be specially identified.
- J. Section 9 Section II (1): Provided language for sugar beets placed in a clamp that are not delivered to the processor by the calendar date for the end of the insurance period will be considered undamaged and the production guarantee will be assessed.
- K. Section 9 Section II item 56 b.: Provided language that sugar beets damaged to the extent the processor will not accept the beets due to not meeting the standards in the contract there would be no value and there would be no production to count.

Control Chart for Sugar Beet Loss Adjustment Standards Handbook						
	SC Page(s)	TC Page(s)	Text Pages	Reference Material	Date	FCIC Number
Remove	1-2		1-12 31-40		12-2010	FCIC-25450
Insert	1-2		1-12 13-30 31-40	41	05-2012 12-2010 05-2012 12-2012	FCIC-25450-1 FCIC-25450 FCIC-25450-1 FCIC-25450
Current Index	1-2	1-4	1-12 13-30 31-40	41	05-2012 12-2010 05-2012 12-2010 05-2012 12-2012	FCIC-25450-1 FCIC-25450 FCIC-25450-1 FCIC-25450 FCIC-25450-1 FCIC-25450

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# 1. INTRODUCTION

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

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

# 2. SPECIAL INSTRUCTIONS

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

## **A. DISTRIBUTION**

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

## **B. TERMS, ABBREVIATIONS, AND DEFINITIONS**

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

<b>BP</b>	Common Crop Insurance Policy Basic Provisions
<b>CAT</b>	Catastrophic Risk Protection
<b>CIH</b>	Crop Insurance Handbook
<b>CP</b>	Crop Provisions
<b>DSSH</b>	Document and Supplemental Standards Handbook, FCIC-24040
<b>SP</b>	Special Provisions

(4) Definition(s)

\*\*\*

**Clamps**

Sugar beets that have been topped, lifted and temporarily stacked in the field, until removed from the field for direct delivery to a processor.

**Earliest Delivery Date**

The date when processors start accepting sugar beets at their processing plants or piling stations.

**Harvest**

Topping and lifting and removal of sugar beets in the field, including removal of sugar beets from clamps that include sugar beets that have been topped, lifted and temporarily, stacked in the field, if provided for in the SP for the county.

**Local Market Price**

The price per pound for raw sugar offered by buyers in the area in which the insured normally markets the sugar beets.

**Mature Sugar Beet**

Any sugar beet in which the diameter is at least 2 inches or larger measured at the widest point of the sugar beet. This includes harvestable and processable sugar beets.

**Processor**

Any business enterprise regularly engaged in processing sugar beets for sugar that possesses all licenses and permits for processing sugar beets required by the State in which it operates, and that possesses facilities, or has contractual access to such facilities, with enough equipment to accept and process the contracted sugar beets within a reasonable amount of time after harvest.

**Production Guarantee**

(The production guarantees are expressed in standardized tons, and are progressive by stages, which increase at specified intervals to the final stage.) The stages are:

- (a) First stage production guarantee - The final stage production guarantee multiplied by 60 percent.
- (b) Final stage production guarantee - The number of tons determined by multiplying the approved yield per acre by the coverage level percentage the insured elects.

If the Sugar Beet Stage Removal Option Pilot is in effect (in selected states and counties as approved by the FCIC Board of Directors (here after referred to as the Board)), the first stage production guarantee (per acre) percentage is not applicable. Refer to the actuarial documents for counties where the stage removal option is available. Document in the Narrative or on a Special Report when the option applies.

**Raw Sugar**

Sugar that has not been extracted from the sugar beet.

**Standardized Ton** A ton of sugar beets containing the percentage of raw sugar specified in the SP.

**Thinning** The process of removing, either by machine or hand, a portion of the sugar beet plants to attain a desired plant population.

### **3. INSURANCE CONTRACT INFORMATION**

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

- (1) The crop insured will be all the sugar beets in the county for which a premium rate is provided by the actuarial documents, in which the insured has a share, and that are:
  - (a) Planted for harvest as sugar beets;
  - (b) Grown under a sugar beet processor contract executed before the acreage reporting date and are not excluded from the processor contract at any time during the crop year.
- (2) Sugar beet acreage is not insurable (**unless allowed by the SP or by written agreement**) if:
  - (a) Planted to sugar beets the preceding crop year (cannot be changed by written agreement);
  - (b) Interplanted with another crop;
  - (c) Planted into an established grass or legume;
  - (d) Planted prior to submitting a properly completed application;
  - (e) Rhizomania is discovered in any prior crop year; or
  - (f) Rotation requirements shown in the SP are not met (cannot be changed by written agreement).
- (3) Sugar beet growers who are also processors may establish an insurable interest if they meet the requirements specified in the CP.
- (4) Any acreage of the insured crop damaged before the final planting date, (or within 30 days of initial planting for those counties without a final planting date) to the extent that growers in the area would normally not further care for the crop, must be replanted unless the AIP agrees that it is not practical. Refer to the LAM for replanting provision issues. Refer to section 4 of this handbook for replanting payment procedures.
-  (5) Any acreage of sugar beets damaged in the first stage to the extent that growers in the area would not normally further care for the sugar beets, an appraisal will be made to determine the production to count even though the insured may continue to care for the sugar beets.

The production guarantee for such acreage will not exceed the first stage production guarantee. **(Not applicable when the Sugar Beet Crop Insurance Pilot Stage Removal Option is in effect.)**

## **B. INSURABILITY OF SUGAR BEETS WHEN PLANTED WITH A COVER CROP TO PREVENT WIND EROSION**

In some areas of the country, soil erosion and plant damage from blowing winds can be a serious problem. Some local Cooperative Extension Service (CES) offices recommend that sugar beets be planted with a cover crop such as oats, barley, wheat, or rye (depending on the area and whether the cover crop is to be fall or spring planted) in order to prevent/reduce wind erosion. Under this recommended practice, the cover crop is destroyed (generally by chemical means) before the cover crop can compete with the sugar beets. The AIP considers this an insurable practice; however, an appraisal for uninsured cause may apply if the practice is improperly performed. Refer to paragraph (1) (b) below.

(1) Practice improperly performed.

- (a) During the loss adjustment inspection, DETERMINE any reduction in potential production which resulted from this practice not being properly performed (such as improper seeding rates, **was not destroyed prior to the tillering stage** and improper destruction of the cover crop) as recommended by the area CES, or other agricultural experts for the area.
- (b) Although untimely destruction of the cover crop is not the only thing that can contribute to improperly performing this practice, it plays a major role. The AIP will consider it improper destruction when the cover crop has been destroyed later than:

\*\*\* 1 **the acreage reporting date or the tillering stage as specified in the SP, or**

\*\*\* 2 **the latest destruction date recommended by the area CES, or other agricultural experts for the area.**

- (c) When production is lost due to this practice not being properly performed, ENTER the appraised tonnage per acre that was lost in item column 37 (Uninsured Causes) on the claim form.

**(d) In Minnesota and eastern North Dakota sugar beet counties the sugar beets will be uninsurable if the practice is improperly performed. Refer to the SP cover crop statement for these counties.**

(2) Document the following in the Narrative of the claim form or on a Special Report.

- (a) The location and amount of sugar beet acreage that has had a cover crop planted on it.
- (b) The facts, if the practice was improperly performed. If it resulted in a loss of production, also include a reference to the "appraisal for uninsured causes" in column 37 on the claim form.

**C. PROVISIONS AND PROCEDURES NOT APPLICABLE TO CAT COVERAGE**

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

**D. UNIT DIVISION**

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

**E. COMPUTATION OF SUGAR BEET PRODUCTION THAT DOES NOT MEET MINIMUM ACCEPTABLE STANDARDS CONTAINED IN THE SUGAR BEET PROCESSOR CONTRACT**

Use the following formulas to compute standardized tons of harvested production, or unharvested production that is appraised **after** the earliest delivery date that the processor accepts harvested production, and that **does not** meet the minimum acceptable standards contained in the processor contract:

- (1) To compute standardized tons of sugar beets when the processor quotes a price per pound for the damaged sugar beets, use the following example:

**EXAMPLE:**

The insured harvested 100 tons of sugar beets.  
The processor's price per pound for such sugar beets was \$.04  
 $100 \text{ tons} \times 2,000 \text{ pounds} = 200,000 \text{ pounds} \times \$.04 = \$8,000.00$  gross dollar amount.  
The local market price for undamaged sugar beets was \$.18 per pound.  
The county average raw sugar factor from the SP was 15.6%.  
 $\$8,000.00 \div \$.18 = 44,444.44 \div 2,000 \div .156 = 142.5$  standardized tons.

- (2) To compute standardized tons of sugar beets from an appraisal with a percent sugar test for raw sugar, use the following example:

**EXAMPLE:**

$5.5 \text{ tons/acre appraisal (shown in column 31 of the claim form)} \times .106$  (10.6 percent sugar tested at processor) = .583 (do not round to tenths).  
 $.583 \div .156$  county average raw sugar factor = 3.7 standardized tons of beets per acre. This result multiplied by column 19 will be entered in column 34 of the claim form.

- (3) To compute standardized tons of sugar beets from the gross dollar amount received from the processor, refer to subsection 9 C, Section II, column 56.
- (4) The required sample delivered to the processor for testing will be a minimum of 25 pounds, unless the adjuster determines it is not representative of the unit. The 25 pound minimum should consist of sugar beets topped and cleaned that are collectively pulled from the representative samples (using 1/2000 of an acre).

## **4. REPLANTING PAYMENT PROCEDURES**

### **A. GENERAL INFORMATION**

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

### **B. QUALIFICATIONS FOR REPLANTING PAYMENT**

To qualify for a replanting payment, the:

- (1) Sugar Beets must be damaged due to an insurable cause;
- (2) AIP must determine that it is practical to replant and give consent to replant, (Refer to the LAM);
- (3) Acres being replanted must have been initially planted on or after the "Earliest Planting" date if such date has been established by the SP;
- (4) Per acre appraisal (or appraisal plus any appraisals for uninsured causes of loss) must be less than 90 percent of the final stage production guarantee (production guarantee when the Stage Removal Option is in effect) for the acreage the insured intends to replant;
- (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). 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; and
- (6) AIP has given consent to replant.

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

### **C. MAXIMUM REPLANTING PAYMENT**

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

- (1) The insured's actual replanting cost;
- (2) One **and one-half** ton (Maximum tons allowed by **SP**) times price election times the insured's share; or

(3) The maximum amount of the replanting payment contained in the SP.

\*\*\* 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

Price election = \$51.30

\*\*\* 1.5 ton (maximum tons allowed in policy) X \$51.30 (price election) X 1.000 (share) = \$76.95

Actual tons per acre allowed = 1.5 ton

Enter 1.50 in Section I, column 31 of the Claim Form.

**EXAMPLE 2**

Landlord/Tenant on 50/50 share

30 acres replanted

\*\*\* Price election = \$51.30

1.5 ton (maximum allowed in SP) X \$51.30 (price election) = \$76.95 X .500 (share) = \$38.48

Actual tons per acre allowed = 0.75 ton (\$38.48 ÷ \$51.30)

Enter 0.75 in Section I, column 31 of the Claim Form (do not round to the nearest tenth) if share has been applied or 1.5 tons if share has yet to be applied. (Follow individual AIP guidelines.)

Indicate in the "Narrative" if appraised potential has/has not been reduced for share on Claim Form according to individual provider guidelines.

**D. REPLANTING PAYMENT INSPECTIONS**

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

**5. SUGAR BEET APPRAISALS**

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**A. GENERAL INFORMATION**

Potential production for all types of inspections will be appraised in accordance with procedures specified in this handbook and the LAM. Appraisals must not be made until an accurate appraisal of potential production can be made.

## **B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS**

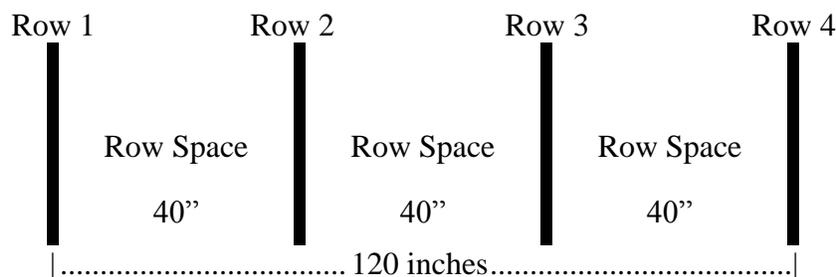
- (1) Determine the minimum number of required samples for a field or subfield by the field size, (take not less than the minimum number (count) of representative samples required in **TABLE A** for each field or subfield), the average stage of growth, age (size) and general capabilities of the plants, 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.

## **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 of a foot, to inches, to measure row width (refer to 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:**



$$120 \text{ inches} \div 3 \text{ row spaces} = 40 \text{ inches average row width}$$

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

## 6. APPRAISAL METHODS

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### A. GENERAL INFORMATION

- (1) These instructions provide information on appraisal methods for:

Appraisal Method...	Use...
Plant Count Method	From emergence through the day prior to the earliest delivery date.
Weight Method	Starting on the earliest delivery date.

- (2) Appraisals should be postponed until plants have been thinned, if possible.
- (3) A first stage loss indemnity is possible IF the ENTIRE acreage in a unit was destroyed AND it was NOT practical to replant it on or before the FINAL planting date. If only a portion of the unit acreage was destroyed and replanting was NOT practical on it, the first stage guarantee will apply to the destroyed acres and the "unit indemnity," if any will be determined after harvest is complete (or total destruction of the sugar beets) on the unit. (Not applicable when the Sugar Beet Stage Removal Option is in effect.)
- (4) Any acreage of sugar beets damaged in the first stage to the extent that growers in the area would not normally further care for the sugar beets will be deemed to have been destroyed even though the insured may continue to care for **the sugar beets**. The production guarantee for such acreage will not exceed the first stage production guarantee. (Not applicable when the Sugar Beet Stage Removal Option is in effect.)

### B. PLANT COUNT METHOD

- (1) This method is based on the number of surviving plants in a designated sample row length for 1/100 acre. Refer to **TABLE B** for sample row length requirements.
- (2) Surviving plant counts are converted to tons per acre, to tenths, by multiplying the average number of plants per sample by the yield factor. Refer to **TABLE C** for determining yield factor formula.

### C. WEIGHT METHOD

- (1) This method is based on weighing the sugar beets in 1/2000 of an acre, then converting to tons per acre, to tenths. Refer to **TABLE B** for sample row length requirements.
- (2) Select representative samples from 1/2000 of an acre.
- (3) Dig all sugar beets in the sample areas. Thoroughly clean off all dirt.
- (4) Discard sugar beets smaller than 2 inches in diameter (measured at the widest point of the beet), and rotten sugar beets.

- (5) Top the sugar beets by removing an area from the top of each sugar beet so the surface of the cut is no larger than 1 ½ inches in diameter.
- (6) Weigh all topped sugar beets and record the weights in pounds, to tenths, on the appraisal worksheet. Total the weight from all samples, and divide by the number of samples taken. Multiply that result by the factor (1.0).
- (7) Choose an equal number of sugar beets from each representative sample area to make up a 25 pound sample that will be delivered to the processor for determination of sugar percent. The production will be converted to standardized tons on the claim form if the appraisal is after the earliest delivery date that the processor accepts harvested production.

## **7. APPRAISAL DEVIATIONS AND MODIFICATIONS**

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### **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 or deviations in this handbook. Refer to the LAM for additional information.

## **8. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES**

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### **A. APPRAISAL WORKSHEET FORM STANDARDS**

- (1) The entry items in subsection 8C are the minimum requirements for the Sugar Beet 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 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 on the example form in this section. The current Non-Discrimination Statement and Privacy Act Statement can be found on the RMA website at <http://www.rma.usda.gov/regs/required.html> or successor website.
- (4) 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 must be completed for each unit appraised, and for fields or subfields with a differing base (APH) yield or farming practice (applicable to replant, preliminary, and final claims). Refer to section 5 for sampling requirements.
- (4) For every inspection, complete items 1 through 4. Complete Part I and II as instructed below.
- (5) Standard appraisal worksheet items are numbered consecutively in subsection 8C. Illustrations are also provided to illustrate how to complete all entries, except the last three items on the Appraisal Worksheet.
- (6) For all zero appraisals, refer to the LAM.

## **C. APPRAISAL WORKSHEET ENTRIES AND COMPLETION INFORMATION**

Verify or make the following entries:

**Item  
No.**

**Information Required**

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

**Claim No.:** Claim number as assigned by the AIP.

1. **Insured's Name:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. **Policy No.:** Insured's assigned policy number.
3. **Unit No.:** Unit number from the Summary of Coverage after it is verified to be correct.
4. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim has been filed.

### **PART I - PLANT COUNT**

**(From Emergence through the Day Prior to the Earliest Delivery Date)**

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

**No. of Acres:** Number of determined acres, to tenths, in field or subfield being appraised.

6. **Stage:** Production stage at the time of damage to the sugar beets, i.e. "1," or "2."
7. **Row Width:** Row width (average space in whole inches). Refer to subsection 5C for information on determining row width and **TABLE B**, for row-length sample requirements for the determined row width (1/100 of an acre sample).
8. **Number of Surviving Plants/Sample:** Number of LIVE PLANTS capable of producing a sugar beet from each sample.
9. **Total Plants All Samples:** Total number of plants from all samples in item 8.
10. **No. of Samples:** Total number of samples in item 8.
11. **Avg. No. Plants/Sample:** Result of dividing item 9 by item 10, rounded to nearest tenth.
12. **Yield Factor:** Yield factor (rounded to three decimal places) as determined by using the formula from **TABLE C**.
13. **Appraisal (Tons/Acre):** Result of multiplying item 11 times item 12 (to tenths).
- 14-22. MAKE NO ENTRY.
23. **Remarks:** Enter sugar percent and any other information pertinent to the appraisal.

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

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

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

Company: Any Company

Claim No.: XXXXXXXX

<b>FOR ILLUSTRATION PURPOSES ONLY APPRAISAL WORKSHEET SUGAR BEETS</b>	1 INSURED'S NAME				2 POLICY NO.		3 UNIT NO.		4 CROP YEAR	
	I. M. INSURED				XXXXXXX		0001-0001-BU		YYYY	
	<b>PART I - PLANT COUNT (FROM EMERGENCE THROUGH THE EARLIEST DELIVERY DATE)</b>									

5 FIELD ID NO. OF ACRES	6 STAGE	7 ROW WIDTH	8 NUMBER OF SURVIVING PLANTS/SAMPLE				9 TOTAL PLANTS ALL SAMPLES	10 NO. OF SAMPLES	11 AVG. NO. PLANTS/SAMPLE	12 YIELD FACTOR	13 APPRAISAL (TONS/ACRE)	
A 10.0	1	42"	118	142	129	126	= 515	÷ 4	= 128.8	X	.104	= 13.4
							=	÷	=	X		=
							=	÷	=	X		=

**PART II - WEIGHT METHOD (STARTING WITH THE EARLIEST DELIVERY DATE)**

14 FIELD ID NO. OF ACRES	15 STAGE	16 ROW WIDTH	17 POUNDS OF SUGAR BEETS/SAMPLE				18 TOTAL POUNDS ALL SAMPLES	19 NO. OF SAMPLES	20 AVG. LBS. PER SAMPLE	21 FACTOR	22 APPRAISAL (TONS/ACRE)
							=	÷	=	X	=
							=	÷	=	X	=

23 REMARKS

APH yield = 26.1 tons per acre  
 Determined plant population per acre = 25,000 plants per acre  
 $26.1 \times 100 \div 25,000 = .104$  yield factor

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

**PART II - WEIGHT METHOD**  
(Starting with the Earliest Delivery Date)

Verify or make the following entries:

**Item  
No.**

**Information Required**

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

**Claim No.:** Claim number as assigned by the AIP.

1. **Insured's Name:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.

2. **Policy No.:** Insured's assigned policy number.

3. **Unit No.:** Unit number from the Summary of Coverage after it is verified to be correct.

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

5-13. MAKE NO ENTRY.

14. **Field ID:** Field identification symbol.

**No. Of Acres:** Number of determined acres, to tenths, in field or subfield being appraised.

15. **Stage:** Production stage at the time of damage to the sugar beets, i.e. "2."

16. **Row Width:** Row width (average space in whole inches). Refer to subsection 5C for information on determining row width and **TABLE B**, for row-length sample requirements for the determined row width (1/2000 of an acre sample).

17. **Pounds of Sugar Beets/Sample:** Dig the sugar beets in 1/2000 acre of sample row(s). Top, clean the dirt off, and weigh the processable (not rotten) beets (2" or larger in diameter) as outlined in subsection 6C. Enter the result in each block in pounds, to tenths.

18. **Total Pounds All Samples:** Total weight of all samples from item 17 (pounds to tenths).

19. **No. Of Samples:** Total number of samples from item 17.

20. **Avg. Lbs. Per Sample:** Results of item 18 divided by item 19 (pounds to tenths).

21. **Factor:** Enter factor of "1.0".

22. **Appraisal (Tons/Acre):** Result of multiplying item 20 times item 21 (to tenths).

23. **Remarks:** Enter any other information pertinent to the appraisal.

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

24. **Insured's Signature and Date:** Insured's (or insured's authorized representative) signature and date. **BEFORE** obtaining 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.

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

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

Company: Any Company

Claim No.: XXXXXXXX

<b>FOR ILLUSTRATION PURPOSES ONLY APPRAISAL WORKSHEET SUGAR BEETS</b>	1 INSURED'S NAME		2 POLICY NO.		3 UNIT NO.		4 CROP YEAR	
	I. M. INSURED		XXXXXXX		0001-0001-BU		YYYY	
	<b>PART I - PLANT COUNT (FROM EMERGENCE THROUGH THE EARLIEST DELIVERY DATE)</b>							

5 FIELD ID	6 STAGE	7 ROW WIDTH	8 NUMBER OF SURVIVING PLANTS/SAMPLE				9 TOTAL PLANTS ALL SAMPLES	10 NO. OF SAMPLES	11 AVG. NO. PLANTS/SAMPLE	12 YIELD FACTOR	13 APPRAISAL (TONS/ACRE)
							=	÷	=	x	=
							=	÷	=	X	=
							=	÷	=	x	=

**PART II - WEIGHT METHOD (STARTING WITH THE EARLIEST DELIVERY DATE)**

14 FIELD ID	15 STAGE	16 ROW WIDTH	17 POUNDS OF SUGAR BEETS/SAMPLE				18 TOTAL POUNDS ALL SAMPLES	19 NO. OF SAMPLES	20 AVG. LBS. PER SAMPLE	21 FACTOR	22 APPRAISAL (TONS/ACRE)					
B 10.0	2	42	3.6	5.2	7.7		=	16.5	÷	3	=	5.5	x	1.0	=	5.5
							=		÷		=		x		=	
							=		÷		=		x		=	

23 REMARKS

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

## **9. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES**

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### **A. CLAIM FORM STANDARDS**

- (1) The entry items in subsection 9C are the minimum Claim Form (hereafter referred to as “Production Worksheet”) requirements. All of these entry items are considered “Substantive,” (i.e., they are required.)
- (2) Production Worksheet Instructions. The completion instructions for the required entry items on the Production Worksheet in the following subsections are “Substantive,” (i.e., they are required.)
- (3) The Privacy Act and Non-Discrimination statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown in the example form in this exhibit. The current Non-Discrimination Statement and Privacy Act Statement can be found on the RMA website at: <http://www.rma.usda.gov/regs/required.html> or successor website.
- (4) The certification statement required by the current DSSH must be included on the form directly above the insured’s signature block and immediately followed by the statement below.

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

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

### **B. GENERAL INFORMATION FOR ENTRIES AND COMPLETION PROCEDURES**

- (1) The Production Worksheet is a progressive form containing all notices of damage for all preliminary, replant, and final inspections (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.
  - (7) If the AIP determines the claim is to be DENIED, refer to Paragraph 67 K of the LAM for claim form completion instructions.

### C. FORM ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

<u>Item No.</u>	<u>Information Required</u>
1.	<b>Crop/Code #:</b> "Sugar Beets" (0039).
2.	<b>Unit #:</b> Unit number from the Summary of Coverage after it is verified to be correct.
3.	<b>Location Description:</b> 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.	<b>Date(s) of Damage:</b> First three letters of the month(s) during which the determined insured damage occurred for the inspection and cause(s) of damage listed in item 5 below. If no entry in item 5 below MAKE NO ENTRY. For progressive damage, enter in chronological order the month that identifies when the primary insured damage occurred.

Include the SPECIFIC DATE where applicable as in the case of hail damage (e.g., Aug 11). Enter additional dates of damage in the extra spaces, as needed. If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.

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

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

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

6. **Insured Cause %:**

**PRELIMINARY:** MAKE NO ENTRY.

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

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

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

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

7. **Company/Agency:** Name of company and agency servicing the contract.
8. **Name of Insured:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
9. **Claim #:** Claim number as assigned by the AIP.
10. **Policy #:** Insured's assigned policy number.

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

12. **Additional Units:**

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

**FINAL:** Unit number(s) for ALL non-loss units for the crop at the time of final inspection. A non-loss unit is any unit for which a Production Worksheet has not been completed. Additional non-loss units may be entered on a single Production Worksheet. If more spaces are needed for non-loss units, enter the unit numbers and identified as "Non-Loss Units", in the Narrative or on an attached Special Report.

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

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

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

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

**PRELIMINARY:**

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

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

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

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

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

Make separate line entries for varying:

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

**Verify or make the following entries:**

**Item  
No.**

**Information Required**

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

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

17. **Multi-Crop Code:**

**REPLANT:** MAKE NO ENTRY.

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

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

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

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

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

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

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

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

ACCOUNT FOR ALL PLANTED ACREAGE IN THE UNIT.

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

21. **Risk:** Three-digit code for the correct "Rate" specified on the actuarial document maps. If the "Rate" or "High Risk Area" is not specified on the actuarial document maps, MAKE NO ENTRY. Verify with the Summary of Coverage and if the "Rate" is found to be incorrect, revise according to the AIP's instructions. Refer to the LAM.

Unrated land is uninsurable without a written agreement.

22. **Type:** Three-digit code number entered exactly as specified on the actuarial documents for the type (or variety) grown by the insured. If “No Type Specified” or “No Variety Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a type (or variety) is not specified on the actuarial documents, MAKE NO ENTRY.
23. **Class:** Three-digit code number, entered exactly as specified on the actuarial documents for the class grown by the insured. If “No Class Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a class is not specified on the actuarial documents, MAKE NO ENTRY.
24. **Sub-Class:** Three-digit code number, entered exactly as specified on the actuarial documents for the sub-class grown by the insured. If “No Sub-Class Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a sub-class is not specified on the actuarial documents, MAKE NO ENTRY.
25. **Intended Use:** Three-digit code number, entered exactly as specified on the actuarial documents for the intended use of the crop grown by the insured. If “No Intended Use Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an intended use is not specified on the actuarial documents, MAKE NO ENTRY.
26. **Irr. Practice:** Three-digit code number, entered exactly as specified on the actuarial documents, for the irrigated practice carried out by the insured. If “No Irrigated Practice Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an irrigated practice is not specified on the actuarial documents, MAKE NO ENTRY.
27. **Cropping Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the cropping practice (or practice) carried out by the insured. If “No Cropping Practice (or Practice) Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a cropping practice (or practice) is not specified on the actuarial documents, MAKE NO ENTRY.
28. **Organic Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the organic practice carried out by the insured. If “No Organic Practice Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an organic practice is not specified on the actuarial documents, MAKE NO ENTRY.
29. **Stage:**
- PRELIMINARY:** MAKE NO ENTRY.
- REPLANT:** Replant stage abbreviation as shown below.

<u>STAGE</u>	<u>EXPLANATION</u>
"R" .....	Acreege replanted and qualifying for replanting payment.
"NR" .....	Acreege 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 final stage production guarantee for replanting claims.

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

<u>STAGE</u>	<u>EXPLANATION</u>
"P" .....	Acreege abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide <b>acceptable</b> records of production to the AIP.
"1" .....	From planting until July 1 in Lassen, Modoc, Shasta and Siskiyou counties, California and all other States except Arizona, and the earlier of thinning or 90 days after planting in Arizona and all other California counties.
"2" .....	Applies to all insured sugar beets that complete the first stage. Stage 2 is the "final" stage guarantee as identified in the <b>CP</b> .

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

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

**30. Use of Acreage:** Use the following "Intended Use" abbreviations.

<u>USE</u>	<u>EXPLANATION</u>
"Replant" .....	Acreege replanted and qualifying for replanting payment
"Not Replanted" .....	Acreege not replanted or not qualifying for a replanting payment
"To Millet," etc .....	<b>Other</b> use made of the acreage
"WOC" .....	Other use without consent
"SU" .....	Solely uninsured
"ABA" .....	Abandoned without consent
"H" .....	Harvested
"UH" .....	Unharvested

Verify any **preliminary** "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 replant calculations in the “Narrative” and enter the amount allowed per acre for replanting. Refer to section 4, for qualifications and computations.

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

If there is no potential on UH acreage, enter “0.0.” Refer to paragraph 85 in the LAM for procedures for documenting zero yield appraisals.

When acreage does not qualify for the final stage guarantee, and the actual appraised production:

- a. Is in excess of the difference between the "first" and "final" stage production guarantee, the per-acre potential production would be calculated as shown in the following example (Refer to the Sugar Beet CP for more information):

**EXAMPLE:** Appraised production with stage adjustment.

Final Stage Guarantee	17.0 Tons
First Stage Guarantee	10.2 Tons (17.0 tons X 60% = 10.2 tons)
Appraised Production	13.4 Tons (Appraisal worksheet column 13)

17.0 tons - 10.2 tons = 6.8 tons (Difference between "first" and "final" stage). From the appraisal worksheet column "13" 13.4 tons minus 6.8 tons (Difference between "first" and "final" stage) equals 6.6 tons that will be entered in column 31 (Appraised Potential).

- b. Does not exceed the difference between the applicable “first,” and “final” stage guarantee, calculate the per-acre potential production as follows:

**EXAMPLE:**

Final Stage Guarantee	17.0 Tons
First Stage Guarantee	10.2 Tons (17.0 tons X 60% = 10.2 tons)
Appraised Production	5.4 Tons (Appraisal worksheet column 13)

17.0 tons - 10.2 tons = 6.8 tons (Difference between "first" and "final" stage). From the appraisal worksheet column "13" 5.4 tons (Appraised Potential) **minus** 6.8 tons (Difference between "first" and "final" stage) equals -1.4 tons. Therefore, the appraisal does not exceed the difference between the first and final stage guarantee, and an entry of 0.0 tons would be entered in column 31.

32a-32b. **MAKE NO ENTRY.**

33. **Shell %, Factor, or Value:**

**REPLANT:** MAKE NO ENTRY.

**PRELIMINARY AND FINAL:** Use this column when unharvested appraised production is made **after** the earliest delivery date that the processor accepts delivery of harvested production and that meets the minimum acceptable standards. Show your calculations in the Narrative or on a Special Report.

- a. Divide the average percentage of raw sugar in the sugar beets, as determined from individual tests of samples delivered to the processor, by the raw sugar content percentage shown in the **SP** (round to three decimal places).

**EXAMPLE:** Average percentage of raw sugar to three decimal places (i.e., 10.6% or .106) divided by the raw sugar content percent from the **SP** (i.e., 15.6% or .156) .106 divided by .156 = **.679**.

- b. For production that is appraised **after** the earliest delivery date that the processor accepts harvested production and that **does not meet** the minimum acceptable standards contained in the processor contract, refer to section 3 E.

The required sample delivered to the processor for testing will be a minimum of 25 pounds, unless the adjuster determines it is not representative of the unit. The 25 pound minimum should consist of sugar beets topped and cleaned as outlined in section 6C that are collectively pulled from the representative samples (using 1/2000 of an acre).

34. **Production Pre QA:**

**REPLANT:** Enter the result of multiplying column 31 times column 19 (do not round to the nearest tenth). 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 33, to tenths of a ton. If no entry in column 31, **MAKE NO ENTRY.**

35. **Quality Factor:** MAKE NO ENTRY.

**36. Production Post QA:**

**REPLANT:** Transfer the entry in column 34.

**PRELIMINARY AND FINAL:** Transfer entry from column 34.

**37. Uninsured Cause:**

**REPLANT: MAKE NO ENTRY.**

**PRELIMINARY AND FINAL:** THIS COLUMN WILL BE UTILIZED AS A MULTI-PURPOSE COLUMN WHEN APPRAISED PRODUCTION QUALIFIES FOR A STAGE ADJUSTMENT AMOUNT OR UNINSURED CAUSE APPRAISAL. (Stage adjustment is NOT applicable when there is an uninsured cause of loss. Refer to the CP.)

If the **Sugar Beet Pilot Stage Removal Option** is in effect (in selected states and counties as approved by the Board), the first stage production guarantee (per acre) percentage is not applicable. **Enter the Final Stage Guarantee.** Refer to the actuarial documents for information regarding counties where the stage removal option is available. Document in the Narrative or on a Special Report when the option applies.

**Potential NOT Counted:** (Stage Adjustment Amount) Explain in the Narrative.

Enter the difference between the applicable "first" stage guarantee and the "final" stage guarantee per acre, multiplied by column 19 entry (to tenths) only when the acreage does not qualify for a final stage guarantee, and there is no uninsured cause of loss. This is the Stage Adjustment Amount.

**Potential to Count:** "Result of per acre appraisal for uninsured causes (taken from appraisal worksheet or other documentation) multiplied by column 19, rounded to tenths of a ton. Refer to the LAM for information on how to determine uninsured cause appraisals. If no uninsured causes, MAKE NO ENTRY. Explain any entry in the Narrative.

- a. Hail and Fire exclusion NOT in effect.
  - (1) Enter the result of multiplying column 19 entry by NOT LESS than the insured's production guarantee per acre in tons, to tenths, for the line, (calculated by multiplying the elected coverage level percentage times the approved APH yield per acre shown on the APH form) for any "P" 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 tons, to tenths, by column 19 entry for any such acreage.
- b. When there is late-planted acreage, the applicable production guarantee for such acreage is the production guarantee per-acre that has been reduced for late-planted acreage, multiplied by column 19 entry for any such acreage.
- 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:**

**REPLANT:** Transfer the entry in column 36.

**PRELIMINARY AND FINAL:** The entry will be column 36 minus column 37 (Stage Adjustment Amount), or column 36 to tons rounded to tenths. (Stage adjustment is not applicable when there is an uninsured cause of loss.)

When a stage adjustment applies, and when column 36 (Production Post QA) is:

- (1) Greater than column 37 (Stage Adjustment Amount), the column 38 entry (Total to Count) will be column 36 minus column 37.

**EXAMPLE:**

10 Acre Field

Final Stage Guarantee = 17.0 tons.

First Stage Guarantee = 17.0 tons X 60% = 10.2

Production Post QA (Column 36) = 134.0 tons.

17.0 tons – 10.2 tons = 6.8 tons (Difference between "first" and "final" stage).

134.0 tons (column 36) minus 68.0 tons (column 37) = 66.0 tons (column 38) - Total to Count.

- (2) Since only appraised production in excess of the difference between the first and final stage production guarantee will be counted for acreage that does not qualify for the final stage guarantee, enter "0.0" in column 38. This amount cannot be less than zero.

39. **Total:**  
**PRELIMINARY: MAKE NO ENTRY.**  
**REPLANT and FINAL:** Total determined acres (column 19) to tenths.
40. **Quality:**  
**REPLANT: MAKE NO ENTRY.**  
**PRELIMINARY AND FINAL:** Check "None."
41. **Mycotoxins exceed FDA, State, or other health organization maximum limits. Check "Yes:" MAKE NO ENTRY.**
42. **Totals:** Total of entries in columns 34, 36, 37, and 38. If a column has no entries, **MAKE NO ENTRY.**

#### **NARRATIVE:**

If more space is needed, document on a Special Report, and enter "Refer to the Special Report." Attach the Special Report to the Production Worksheet.

- a. If no acreage is released on the unit, enter "No acreage released," adjuster's initials, and date.
- b. If notice of damage was given and "No Inspection" is required, enter "No Inspection," the unit number(s), date, and adjuster's initials (do not enter unit numbers for which notice has not been given). The insured's signature is not required.
- c. Explain any uninsured causes, unusual, or controversial cases.
- d. If there is an appraisal in Section I, column 37 for uninsured causes due to a hail/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. 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 sketch map or aerial photo, the disposition of acreage destroyed or put to other use with or without consent.
- l. Explain any difference between date of inspection and signature dates. For an ABSENTEE insured, enter the date of the inspection AND the date of mailing the Production Worksheet for signature.
- m. When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and date of inspection.
- n. Explain the reason for a "No Indemnity Due" claim. "No Indemnity Due" claims are to be distributed in accordance with the AIP's instructions.
- o. Explain any delayed notices or delayed claims as instructed in the LAM.
- p. Document any authorized estimated acres, as instructed in the LAM, shown in Section I, column 19.
- q. Document the method and calculation used to determine acres for the unit. Refer to the LAM.
- r. Specify the type of insects or disease when the insured cause of damage or loss is listed as insects or disease. Explain why control measures did not work, or if unavailable.
- s. Document the appraisal (plus appraisal for uninsured causes of loss, if applicable) for replanted acreage, and the calculations to show that the qualifications 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. Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaning.

- v. Document calculations for differences in stage 1 and final stage guarantee.
- w. Document sugar percent from the processor for weight method appraisal.
- x. Explain cause of loss if acreage was released (bypassed) by the processor.
- y. Document the earliest delivery date for the processor.
- z. Document if the Sugar Beet Stage Removal Option is in effect.
- aa. Document if less than an entire field of sugar beets will be placed in a clamp, the acreage from which the sugar beets were lifted and placed in a clamp.
- bb. Document any other pertinent information, including any data to support any factors used to calculate the production.
- cc. If less than an entire field of sugar beets will be placed in a clamp, the acreage from which the sugar beets were lifted and placed in a clamp must be specially identified. Document such acreage in the Narrative or on a Special Report.

## SECTION II – DETERMINED HARVESTED PRODUCTION

### GENERAL INFORMATION:

- (1) Account for ALL HARVESTED PRODUCTION (for ALL ENTITIES sharing in the crop) except production appraised BEFORE harvest and shown in Section I because the quantity cannot be determined later (e.g. released for other uses, etc.). For applicable Michigan and Minnesota counties as listed in the SP, any sugar beets from insured acreage placed in a clamp that are not delivered to the processor by the calendar date for the end of the insurance period will be considered undamaged and the production guarantee will be assessed for such acreage as determined by the adjuster.
- (2) Columns 49 through 52 are for structure measurement 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 processors or buyers.

- (b) "Fed"
- (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) Varying names and addresses of buyers of sold production.
  - (b) Varying shares; e.g., 50 percent and 75 percent shares on same unit.
- (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.

**Verify or make the following entries:**

**Item  
No.**

**Information Required**

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

**PRELIMINARY: MAKE NO ENTRY.**

**REPLANT AND FINAL:**

- a. The earlier of the date the ENTIRE acreage on the unit was (1) harvested, (2) totally destroyed, (3) replanted, (4) put to other use, (5) a combination of harvested, destroyed, or put to other use, or (6) the calendar date for the end of the insurance period.
- b. If at the time of final inspection (if prior to the end of the insurance period), there is any unharvested insured acreage remaining on the unit that the insured does not intend to harvest, enter "**Incomplete.**"
- c. If at the time of final inspection (if prior to the end of the insurance period), **none** of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter "**No Harvest.**"
- d. If the case involves a Certification Form, enter the date from the Certification Form when the entire unit is put to another use, replanting is complete for the unit, etc.

Refer to the LAM.

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

**PRELIMINARY:** MAKE NO ENTRY.

**REPLANT AND FINAL:** Check "Yes" or "No." Check "Yes" if 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 the SAME unit to three decimal places.

47b. **Field ID:**

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

49-54. **Length or Diameter, Width, Depth, Deductions, Net Cubic Feet, and Conversion Factor:** For production sold, enter name and address of processor or buyer.

55. **Gross Prod.:** MAKE NO ENTRY.

56. **Bu., Ton, Lbs., Cwt.:** Circle "ton" in column heading. Make separate line entries for sugar beets as defined in "a" and "b" below.

- a. For sugar beets that **meet** the minimum acceptable standards contained in the processor contract, enter the production in tons to tenths, before deductions or additions for sugar content.
- b. For sugar beets that are damaged to the extent the processor will not accept the beets because such beets did not meet the standards contained in the processor contract there would be no value for such beets and there would be no production to count. Refer to Par 66 of the LAM for purpose of the "Certification Form." However, if the processor agrees to purchase the beets at a reduced price use the procedure in c. below.

**c.** For sugar beets that **do not meet** the minimum acceptable standards contained in the processor contract, use the following formula to compute tons of harvested sugar beets:

- (1) Divide the gross dollar value of all of the damaged sugar beets on the unit (including stock, patronage refunds, dollar value, etc.) by the local market price per pound of raw sugar on the **earlier** of the date such production is sold or the date of final inspection for the unit;
- (2) Divide that result by 2,000; and
- (3) Divide that result by the county average raw sugar factor contained in the SP for this purpose.

For example, assume the total dollar value of the damaged sugar beets is \$1,750.10; the local market price is \$0.11; and the county average raw sugar factor is 0.156. The amount of production to count would be calculated as follows:

$$((\$1750.10 \div \$0.11) \div 2,000) \div 0.156 = 51.0 \text{ tons.}$$

**d.** Use the following formula to compute tons of sugar beets stored in conical piles.

- (1) Diameter<sup>2</sup> (in feet to tenths) times .2618 times depth (in feet to tenths) minus deductions (cubic feet to tenths) equals net cubic feet of sugar beets.
- (2) Net cubic feet of sugar beets (from (1) above), times 38 pounds (sugar beet unit of measure is 38 pounds per cubic foot), divided by 2000 equals weight in tons.

57. **Shell/Sugar Factor:** To determine sugar content factor, any harvested production of sugar beets that **meet** the minimum acceptable standards contained in the processor contract shall be adjusted by the factor (rounded to three decimal places) obtained by dividing the average percentage of raw sugar in the sugar beets, as determined from individual tests made at the time of delivery to the processor, by the raw sugar content percentage shown in the SP (round to three decimal places). This factor **may exceed** 1.000.

The average percentage of sugar for production to count is the total percent of sugar in the delivered beets (raw sugar) before any separation into refined sugar and other derivatives, such as molasses, and shown on the processor's records for the insured.

**EXAMPLE:** Average percent of raw sugar to three decimal places (i.e., 14.5% or .145) divided by the raw sugar content percentage shown in the SP (i.e., 15.6% or .156) = .929 sugar content factor.

If sugar-content tests are not made (by the processor) at the time of delivery, **the average percent of raw sugar may be based on results of previous tests performed by the processor during the crop year.** If results ARE representative of total production, use the average percent of raw sugar. If results ARE NOT representative, use the percent of sugar shown on the SP (resulting factor would be 1.000).

For sugar beets that **do not meet** the minimum acceptable standards contained in the

processor contract, MAKE NO ENTRY.

58a.–60b. MAKE NO ENTRY.

61. **Adjusted Production:** Result of multiplying column 56 times 57 in tons to tenths.

62. **Prod. Not to Count:** Net production NOT to count, in tons to tenths, WHEN ACCEPTABLE RECORDS IDENTIFYING SUCH PRODUCTION ARE AVAILABLE, from harvested acreage which has been assessed an appraisal of not less than the guarantee per acre, or from other sources (e.g., other units or uninsured acreage) 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 STORAGE STRUCTURE CONTENTS (storage structure sugar beet depth, etc.) AND ANY "PRODUCTION NOT TO COUNT" IN THE NARRATIVE.

63. **Production Pre-QA:** Result of subtracting the entry in column 62 from column 61, to tenths.

64a - 65. MAKE NO ENTRY.

66. **Production to Count:** Transfer entry from column 63, rounded to tenths of a tons.

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

68. **Section II Total:**

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

**FINAL:** Total of column 66 to tenths of a ton.

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 items 68 and 69, to tenths of a ton.

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

72. **Total APH Prod.:** Result, rounded to tenths, of subtracting the total of column 37 (item 42 “Totals”) and item 71 (Allocated Prod.) from item 70 (Unit Total). If no entries in columns 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 (or insured's authorized representative), 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 Numbers:**

**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 (Stage Removal Option Not in Effect)**

1. Crop/Code # <b>Sugar Beets 0039</b>	2. Unit # <b>0001-0001-BU</b>	3. Location Description <b>SE6-140N-50W</b>	7. Company Agency <b>ANY COMPANY ANY AGENCY</b>	8. Name of Insured <b>I.M. INSURED</b>
4. Date(s) of Damage <b>JUN 10</b>	<b>OCT 1</b>			9. Claim # <b>XXXXXXXX</b>
5. Cause(s) of Damage <b>HAIL</b>	<b>Freeze</b>			11. Crop Year <b>YYYY</b>
6. Insured Cause % <b>60</b>	<b>40</b>			10. Policy # <b>XXXXXX</b>
12. Additional Units <b>0002-0002-BU</b>				14. Date(s) Notice of Loss <b>MM/DD/YYYY</b>
13. Est. Prod. Per Acre <b>12</b>				1st <b>MM/DD/YYYY</b>
				2nd <b>MM/DD/YYYY</b>
				Final <b>MM/DD/YYYY</b>
				15. Companion Policy(s)

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

A. ACTUARIAL															B. POTENTIAL YIELD							
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a. 32b.	33.	34.	35.	36.	37.	38.
Field ID	Multi-Crop Code	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count
A	NS		10.0	1.000		997					003		1	To be plowed	13.4			134.0		134.0	68.0	66.0
B	NS		10.0	1.000		997					003		2	To be plowed	5.5		.679	37.3		37.3		37.3
C	NS	67.0	65.0	1.000		997					003		2	H								
39. TOTAL			85.0	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input checked="" type="checkbox"/>												42. TOTALS	171.3		171.3	68.0	103.3	
															41. Mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>							

**NARRATIVE (If more space is needed, attach a Special Report) Field B appraised prior to the earliest delivery date that the processor accepts harvested production. Field A column 37 Uninsured Causes (Stage Adjustment Amount) = 17-10.2 = 6.8 tons. Column 33 entry is percent of sugar from processor (.106) divided by sugar percent listed in the SP (.156) = .679. Section II, Line 1, column 57, Sugar Factor = .145 ÷ .156 = .929. Section II, Line 2: \$1750.0 (received) divided by \$0.11 (price/lb.) divided by 2000 divided by .156 (county average raw sugar factor from SP) = 51.00.**

**SECTION II – DETERMINED HARVESTED PRODUCTION**

43. Date Harvest Completed <b>MM/DD/YYYY</b>						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 (Ton) Lbs CWT	Shell/Sugar Factor	FM% Factor	Moisture % Factor	Test WT Factor	Adjusted Production	Prod. Not to Count	Production Pre-QA	Value Mkt. Price	Quality Factor	Production to Count				
	NS	Upstate Sugar Co. Any Town, Any State							734.5	.929					682.3		682.3			682.3			
	NS	Upstate Sugar Co. Any Town, Any State							51.0						51.0		51.0			51.0			
67. TOTAL																733.3	68. Section II Total		733.3				
																69. Section I Total		103.3					
																70. Unit Total		836.6					
																71. Allocated Prod.							
																72. Total APH Prod.		836.6					

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

**PRODUCTION WORKSHEET (Stage Removal Option in Effect)**

1. Crop/Code # <b>Sugar Beets 0039</b>	2. Unit # <b>0001-0001-BU</b>	3. Location Description <b>SE6-140N-50W</b>	7. Company <b>ANY COMPANY</b>	Agency <b>ANY AGENCY</b>	8. Name of Insured <b>I.M. INSURED</b>
4. Date(s) of Damage <b>JUN 10</b>	<b>OCT 1</b>				9. Claim # <b>XXXXXXXX</b>
5. Cause(s) of Damage <b>HAIL</b>	<b>Freeze</b>				11. Crop Year <b>YYYY</b>
6. Insured Cause % <b>60</b>	<b>40</b>				10. Policy # <b>XXXXXX</b>
12. Additional Units <b>0002-0002-BU</b>					14. Date(s) Notice of Loss <b>MM/DD/YYYY</b>
13. Est. Prod. Per Acre <b>12</b>					1st <b>MM/DD/YYYY</b>
					2nd <b>MM/DD/YYYY</b>
					Final <b>MM/DD/YYYY</b>
					15. Companion Policy(s)

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

A. ACTUARIAL															B. POTENTIAL YIELD							
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a. 32b.	33.	34.	35.	36.	37.	38.
Field ID	Multi-Crop Code	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count
A	NS		10.0	1.000		997					003		1	To be plowed	13.4			134.0		134.0		134.0
B	NS		10.0	1.000		997					003		1	UH	5.5		.679	37.3		37.3		37.3
C	NS		65.0	1.000		997					003		2	H								
39. TOTAL			85.0	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input checked="" type="checkbox"/> None <input type="checkbox"/>												42. TOTALS		171.3		171.3		171.3
41. Mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>																						

**NARRATIVE** (If more space is needed, attach a Special Report) Field A appraised prior to the earliest delivery date that the processor accepts harvested production and does not meet the acceptable standards. Section II, Line 1, column 57, Sugar Factor = .145 ÷ .156 = .929. Section II, Line 2: \$1750.0 (received) divided by \$0.11 (price/lb.) divided by 2000 divided by .156 (county average raw sugar factor from SP) = **51.00**. Stage Removal Option applies.

**SECTION II – DETERMINED HARVESTED PRODUCTION**

43. Date Harvest Completed <b>MM/DD/YYYY</b>						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 Ton (Lbs.) CWT	Shell/Sugar Factor	FM% Factor	Moisture % Factor	Test WT Factor	Adjusted Production	Prod. Not to Count	Production Pre-QA	Value Mkt. Price	Quality Factor	Production to Count				
	NS	Upstate Sugar Co. Any Town, Any State							734.5	.929					682.3		682.3			682.3			
	NS	Upstate Sugar Co. Any Town, Any State							51.0						51.0		51.0			51.0			
67. TOTAL																	733.3	68. Section II Total		733.3			
																	69. Section I Total		171.3				
																	70. Unit Total		904.6				
																	71. Allocated Prod.						
																	72. Total APH Prod.		904.6				

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

**PRODUCTION WORKSHEET REPLANT EXAMPLES**

1. Crop/Code # Sugar Beets 0039	2. Unit # 0001-0001-BU	3. Location Description NE27-135N-71W	7. Company Agency	ANY COMPANY ANY AGENCY		8. Name of Insured I.M. INSURED		
4. Date(s) of Damage MAY 10	5. Cause(s) of Damage Freeze	6. Insured Cause % 100	12. Additional Units	13. Est. Prod. Per Acre	9. Claim # XXXXXXXX	11. Crop Year YYYY		
					10. Policy # XXXXXXXXXX			
					14. Date(s) Notice of Loss	1st MM/DD/YYYY	2nd MM/DD/YYYY	Final MM/DD/YYYY
					15. Companion Policy(s)			

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

A. ACTUARIAL														B. POTENTIAL YIELD									
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a. 32b.	33.	34.	35.	36.	37.	38.	
Field ID	Multi-Crop Code	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count	
A		31.0	30.0	1.000		997					003		R	REPLANTED	1.5			45.0		45.0		45.0	
B			1.0	1.000		997					003		NR	NOT REPLANTED									
39. TOTAL		31.0	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/>														42. TOTALS		45.0		45.0		45.0
41. Mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>																							

NARRATIVE (If more space is needed, attach a Special Report) **\*\*\*Example above shows allowance when the actual cost is greater than the maximum allowance. Insured's actual cost to replant is \$85.00. Price election = \$51.30. \$85.00 ÷ \$51.30 = 1.7 ton which is greater than 1.5 ton/ac. Appraised potential less than 90% of the production guarantee (17.00 x 90% = 15.3 ton/ac. Appraised potential = 2.5 ton/ac. Acreage was determined using wheel measurements. See attached Special Report for wheel measurements and calculations.**

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

A. ACTUARIAL														B. POTENTIAL YIELD									
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a. 32b.	33.	34.	35.	36.	37.	38.	
Field ID	Multi-Crop Code	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count	
A		31.0	30.0	.500		997					003		R	REPLANTED	.75			22.5		22.5		22.5	
B			1.0	.500		997					003		NR	NOT REPLANTED									
39. TOTAL		31.0	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/>														42. TOTALS		22.5		22.5		22.5
41. Mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>																							

NARRATIVE (If more space is needed, attach a Special Report) **Example above shows allowance when the actual cost is greater than the maximum allowance when share is considered. Insured's actual cost to replant is \$42.50. Price election = \$51.30. \$42.500 ÷ \$51.30 = .8 ton which is greater than .75 ton/ac. Appraised potential less than 90% of the production guarantee (17.0 x 90% = 15.3 ton/ac. Appraised potential = 2.5 ton/ac. Acreage was determined using wheel measurements. See attached Special Report for wheel measurements and calculations.**

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

## 10. REFERENCE MATERIAL

**TABLE A - MINIMUM REPRESENTATIVE SAMPLE REQUIREMENTS**

ACRES IN FIELD OR SUBFIELD	MINIMUM NO. OF SAMPLES
0.1 - 10.0	3
One additional sample is required for each additional 40.0 acres (or fraction thereof) in the field or subfield.	

**TABLE B - ROW WIDTH AND LENGTH TABLE**

ROW WIDTH - INCHES	1/100 ACRE - FEET	1/2000 ACRE - FEET
42	125	6.3
40	131	6.6
38	138	6.9
36	145	7.3
34	154	7.7
32	163	8.2
30	174	8.7
28	187	9.4
26	202	10.1
24	218	10.9
22	238	11.9
20	262	13.1
18	290	14.5
16	326	16.3
14	374	18.7
<p>When 2 or more rows are used for a pattern, divide the length of a single row pattern by the number of rows in the pattern. The combined length of all rows must equal the single row length.</p> <p>If the row width in inches differs from the table values, calculate the row length necessary to equal 1/100th of an acre according to this formula: <math>435.6 \div (\text{row width} \div 12)</math>, round to whole foot.</p>		

**TABLE C - FORMULA FOR DETERMINING YIELD FACTOR FROM EMERGENCE THROUGH THE DAY PRIOR TO THE EARLIEST DELIVERY DATE**

Yield Factor = APH yield X 100 ÷ Determined Plant Population per acre AFTER thinning but BEFORE damage.

**EXAMPLE:**                      APH yield = 26.1 tons per acre  
    Determined plant population per acre = 25,000 plants per acre  
    26.1 X 100 ÷ 25,000 = .104 yield factor

**TABLE D - DETERMINED PLANT POPULATION FORMULA BASED ON 1/100 ACRE SAMPLE AREA**

Feet/Sample (from **TABLE B**) X 12"/foot X 100 ÷ plant spacing (in inches) after thinning = determined plant population.

**EXAMPLE:**                      Row Width = 42"  
    Required sample row length = 125'  
    Insured thinned stand to 6" intervals  
    125' X 12" X 100 ÷ 6" = 25,000 (determined plant population)

If all plants have been obliterated, use the plant spacing from other fields on the unit, if available. Otherwise, use the plant spacing that is prevalent in that locality for the actual row width.