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Corporation



Risk
Management
Agency



Actuarial and
Product Design
Division

FCIC 25780 (03-2011)

ACTUAL REVENUE HISTORY (ARH)

STRAWBERRY (PILOT)

LOSS ADJUSTMENT STANDARDS HANDBOOK

2012 and Succeeding Crop Years

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

FEDERAL CROP INSURANCE HANDBOOK		NUMBER: 25780
SUBJECT: STRAWBERRY ACTUAL REVENUE HISTORY PILOT LOSS ADJUSTMENT STANDARDS HANDBOOK 2012 AND SUCCEEDING CROP YEARS	OPI: Actuarial and Product Design Division	
	APPROVED: <i>/s/ Tim B Witt</i> Tim B. Witt Deputy Administrator for Product Management	DATE: March 30, 2011

THIS HANDBOOK CONTAINS THE OFFICIAL FCIC-ISSUED LOSS ADJUSTMENT STANDARDS FOR THIS CROP FOR THE 2012 AND SUCCEEDING CROP YEARS. ALL REINSURED COMPANIES WILL UTILIZE THESE STANDARDS FOR BOTH LOSS ADJUSTMENT AND LOSS TRAINING.

ACTUAL REVENUE HISTORY STRAWBERRY (PILOT) LOSS ADJUSTMENT STANDARDS HANDBOOK

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1. INTRODUCTION

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

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

2. SPECIAL INSTRUCTIONS

This handbook remains in effect until superseded by reissuance of **either** the entire handbook **or** selected portions (through slipsheets or bulletins).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

A. DISTRIBUTION

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

B. TERMS, ABBREVIATIONS, AND DEFINITIONS

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

DSSH

Document and Supplemental Standards Handbook, FCIC-24040.

- (4) Definitions:

Penhooked

Are individuals who purchase the right to harvest the crop remaining in the field after commercial harvest has been completed.

3. INSURANCE CONTRACT INFORMATION

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

A. INSURABILITY

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

- (1) The crop insured will be all strawberries in the county for which a premium rate is provided by the actuarial documents:
 - (a) In which the insured has a share;
 - (b) That is grown from nursery stock of an adapted variety;
 - (c) That is grown from nursery stock that is certified disease free by an appropriate authority in the state;
 - (d) That is grown as an annual;
 - (e) That is appropriately planted and meets all cultural requirements stated in section 9 of the Crop Provisions and in the Special Provisions if applicable;
 - (f) That is irrigated;
 - (g) That is grown for commercial sale; and
 - (h) That is grown by a person who, in at least three of the five previous crop years:
 - (i) Grew strawberries for commercial sale or
 - (ii) Participated in managing a commercial strawberry farming operation.
 - (i) That is not direct marketed unless you comply with section 12(b) of the Crop Provisions.
- (2) Acreage that does not meet the cultural requirements contained in the Special Provisions (if applicable) will not be insurable.
- (3) Acreage planted prior to the earliest planting date, if one is specified in the Special Provisions, is insurable only if the population of plants on the final planting date is sufficient to produce a crop at least equal to the approved yield.
- (4) Any acreage of the insured crop damaged before the final planting date, to the extent that a majority of producers in the area would normally not further care for the crop, must be replanted unless the AIP agrees it is not practical to replant. It will not be considered

practical to replant if transplants are not available. Acreage that should be replanted but that is not replanted is not insurable.

- (5) Refer to policy provisions for any limitations on the amount of insurable acreage. If the acreage limitation is triggered, an acreage factor is calculated and used throughout the loss calculations to reduce the revenue to count. **Note: if no acreage limitation is imposed the acreage factor is 1.0.**
- (6) Acreage on which cultural practices did not conform to the recommendation of agricultural experts in the area is NOT insurable. When the adjuster and AIP suspects the insured did not perform all cultural practices recommended for the area, the AIP must require the insured to provide evidence that they have performed ALL the recommended practices for the area.
- (7) Acreage planted prior to the cancellation date is insurable only if the population of plants on the final planting date is adequate to produce a crop equal to at least the insured's approved yield.
- (8) In addition to causes of loss excluded in section 12 of the Basic Provisions, insurance coverage is not provided against damage or loss of production due to:
 - (a) Mechanical damage;
 - (b) Failure to harvest in a timely manner;
 - (c) Inability to market the strawberries for any reason other than actual physical damage from an insurable cause as specified in the Crop Provisions;
 - (d) Soil salinity; or
 - (e) Disease or insect damage resulting from insufficient or improper application of insect or disease control measures (coverage, however, is provided if adverse weather conditions prevent application of control measures or cause control measures to be ineffective, and reapplication is not possible or permitted before damage occurs or if there is no pesticide registered for the particular insect or disease).

B. PROVISIONS AND PROCEDURES NOT APPLICABLE TO CAT COVERAGE

CAT coverage is not provided under the Strawberry Pilot Program.

C. UNIT DIVISION

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

D. STRAWBERRY GRADE REQUIREMENTS

As stated in the Crop Provisions, marketable strawberry production is defined as production that meets or exceeds the grading standards specified for U.S. No. 1 strawberries, or would be accepted by a packer, processor, or other handler even if failing to meet the grade standards.

E. TREATMENT OF SHARE

It is important to note that share is treated differently under ARH than it is under plans of insurance based on production. Production can be allocated between the landlord and the lessee in proportion to the stated arrangement. However, there is no reason to anticipate or require that each party realized the identical amounts of income from sales of the insured crop. Consequently, any appraisals must be converted to production to count for the insured's contract by multiplying by the insured's share. In addition, only the revenue from production actually sold by the insured is included in the revenue to count.

4. STRAWBERRY APPRAISALS

A. GENERAL INFORMATION

- (1) Potential production for all types of inspections will be appraised in accordance with the procedures specified in this handbook and the LAM.
- (2) Specifically for strawberries, circumstances that require an appraisal include (but are not limited to):
 - (a) When the acreage will not be harvested, is unharvested on the calendar date for the end of the insurance period, the insured intends to remove or abandon the crop before the end of insurance, and intends to file a claim for indemnity; or
 - (b) Prior to the end of the insurance period, when the insured intends to file a claim for indemnity but does not intend to pick any more strawberries (partially harvested) even though potential production remains on the plants.

B. TIMING OF APPRAISALS

- (1) During the period of harvest, plants are typically picked once every three to five days during a two to six month period. If the insured wishes to abandon or put the acreage to another use, any appraisal should be made within five days after the most recent picking was completed if possible.
- (2) Inspections/appraisals should be deferred until 21 days have elapsed from the date the plants were initially planted into the beds. This will allow the plants sufficient time to become established.
- (3) Post-harvest inspections/appraisals should be made on a field and/or unit when a loss is probable. Post-harvest inspections or appraisals should be made as quickly as possible after the insured files a notice of damage or loss and indicates there will be no further harvest of

the crop on the field or unit, the insured will no longer care for the crop, or the crop will be destroyed.

- (4) Plants damaged by hail or freeze may require as much as 30 days (depending upon severity of damage and weather conditions) to recover and again produce marketable strawberries. Appraisals for such damage shall be delayed until the plants have sufficiently recovered to allow an accurate determination of the remaining potential production, or a determination that the plants will not recover or fruit will not develop (document in the “Remarks” of the appraisal worksheet).

C. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS

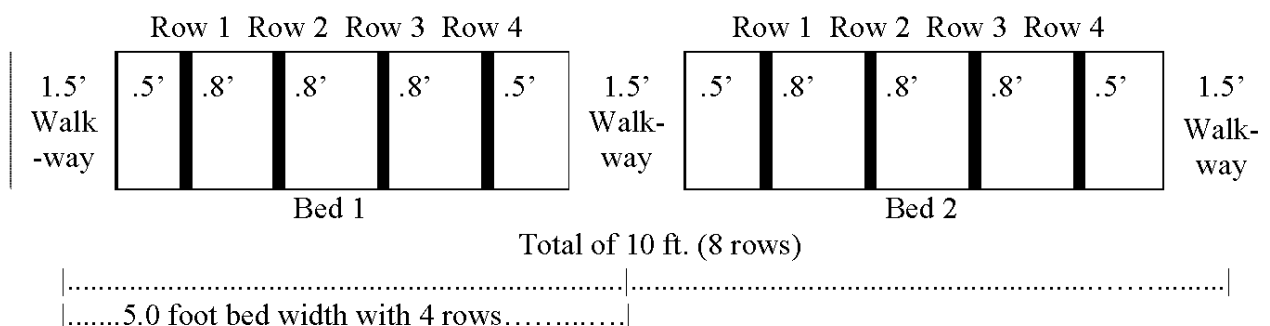
- (1) Determine the minimum number of required representative samples for a field or subfield by the field size (refer to **TABLE A**), the average stage of growth, age (size), general capabilities of the plants, variability of potential production, and plant damage within a field or subfield. Different varieties grown in the same field may be combined for appraisal purposes if the varieties have the same maturation date, fruit size, fruit color, and market value.
- (2) Split the field into subfields when:
 - (a) Variable damage causes the crop potential to appear to be significantly different within the same field;
 - (b) Some areas within the field have recently been picked while other areas have not;
 - (c) The insured wishes to destroy a portion of a field; or
 - (d) Different varieties have been planted and are being harvested and/or marketed separately because of maturation dates, fruit size, fruit color, or market value.
- (3) Each field or subfield must be appraised separately.
- (4) Take not less than the minimum number (count) of representative samples required in **TABLE A** for each field or subfield.

D. MEASURING ROW WIDTH FOR SAMPLE SELECTION

Use these instructions for the appraisal method:

- (1) Use a measuring tape marked in tenths of a foot (or convert measurements made with a tape marked in inches to tenths of a foot) to measure row width (refer to the LAM for conversion table).
- (2) Row widths are determined by measuring from the center of one walkway to the center of another walkway across two or more beds. Divide the total measurement by the number of rows included in these beds to determine the average row width. The result is rounded to the nearest hundredth of a foot.

- (3) Use the determined row width and **Table B** to determine the length of bed or row required for a 1/1000 of an acre sample size. Larger sample sizes may be used, if needed. For example:



EXAMPLE: 10 feet divided by 8 rows = 1.25 ft. average row width. Use **TABLE B** to determine sample row length.

5. APPRAISAL METHODS

A. GENERAL INFORMATION

These instructions provide information on appraisal methods for:

Appraisal Method...	Use...
Stand Reduction/Potential Production Method	From planting until end of insurance in all cases.

- (1) For unharvested strawberries, appraised production to count will include only the fruit which meets the standards in the policy including strawberries that would be accepted by a packer, processor, or other handler even if failing to meet those grading standards.
- (2) List any uninsured conditions or uninsured causes of loss in the "Remarks" section of the appraisal worksheet or in the "NARRATIVE" section of the claim form.

B. STAND REDUCTION METHOD

- (1) For acreage with sold production, **TIMELY NOTICES**, and acceptable production records, use Part II to determine the percent of stand reduction. This method is based on the number of surviving plants in a designated sample bed or row length. (Refer to subsection 4 D and **TABLE B** for determination of sample row length.)
- (2) Convert surviving plant counts to a percent potential remaining in the field by dividing the total number of surviving plants in the sample by the total number of plants in the sampled area that were placed in the original planting.

EXAMPLE: The loss adjuster determines the total number of original plants for all samples taken from a unit was 175 and the total number of surviving plants is 72. The percent of surviving plants equals 72 divided by 175 = 41 percent remaining stand (rounded to the nearest whole percent).

- (3) Multiply the potential production (taken from Part I, item 18 of the appraisal worksheet) by the percent remaining stand to determine the adjusted potential production remaining (round to the nearest whole pound).

EXAMPLE: If potential production was 6,995 pounds, multiply by 41 percent remaining stand = 2,868 lbs. per acre adjusted potential production remaining.

C. POTENTIAL PRODUCTION METHOD FOR ACREAGE WITH TIMELY NOTICES

- (1) Part I of the Strawberry Appraisal Worksheet (Potential Production) is used to determine the expected potential production for an undamaged crop for a period of time in which the insured did not or will not harvest. Part II (Stand Reduction) is used to determine the per acre potential production to count. If the insured agrees, harvested strawberries (from representative samples jointly selected by the adjuster and insured) may be used to determine the sample weight (harvest-appraisal) for any picking that is on the plants when the appraisal is performed. An adjuster must be present when the representative samples are harvested.
- (2) If there is unharvested marketable production on the plants at the time of loss adjustment, pick and weigh all unharvested fruit in each sample that could have been packed and sold. Include fruit damaged by uninsured causes. Do NOT pick berries that ripened after the date harvest ceased. Record the weight of each sample, in pounds to tenths (use **Table C1** to convert ounces to tenths or **Table C2** to convert grams to tenths) of a pound. Determine the average sample weight and multiply by the fraction of an acre represented by the sample size (e.g., 1,000 for 1/1,000 of an acre). Express all determinations in pounds to tenths.

EXAMPLE: Three samples are taken in a unit. The samples weighed 0.3 lbs., 0.2 lbs., and 0.4 lbs., for an average weight of 0.9 lbs. / 3 samples = 0.3 lbs. / sample. Multiply 0.3 lbs. average sample weight by the factor for 1,000 (for 1/1000 sample size) = 300 lbs. per acre unharvested production from the previous picking.

- (3) Determine the remaining potential production as illustrated below.

EXAMPLE: Assume strawberry plants were damaged by an insured cause in May. The insured elects to continue harvesting the strawberries until a picking is completed on August 14 then elects to destroy the remaining plants. Timely notice was filed. There is no unharvested marketable production from the picking that ended on August 14. The process described below shows how to use the information shown in the Special Provisions to determine the amount of expected production during the remainder of the crop year. The example uses the August 1 to 31 picking period in Monterey County, CA for the summer planted type.

Days the insured did NOT harvest during a picking period	17	August 15 to August 31
Total days in picking period	31	August 1 to August 31
Portion of current period remaining	54.8%	17days divided by 31 days) (3 decimals)
Month Percent of Approved Yield	18.0 %	From Special Provisions
Approved yield	62,500#	Approved yield
Potential production for picking period	11,250#	18.0% X 62,500
Potential production for picking period multiplied by the portion of current picking period remaining	6,165#	11,250 X 54.8%
Sum of Month Percent of Approved Yield for all remaining periods	5.6 %	From Special Provisions; September picking period
Potential production for all remaining picking periods	3,500#	62,500# x 5.6%
Appraised unharvested production	9,665#	6,165# + 3,500#

- (4) Follow the procedure provided above for a delay in the initial picking. The beginning of the first harvest period is considered to be the first day of the month of the first picking period if no date is specified.
- (5) For a delay in picking, count the number of days beginning on the day after the last picking through the day before the next picking commenced. Divide this result by the days between pickings shown in the Special Provisions. The process shown below is a slight modification of the process shown in C(3):

EXAMPLE: Assume a picking in Monterey County, CA ended on June 17. The next picking commenced on June 26. The days between pickings in the Special Provisions is three days in this picking period.

Date picking ended	June 17	
Date next picking should have started	June 20	2 days between pickings (June 18 &19)
Date picking started	June 26	
Days pickings were missed	6	June 20 to June 25
Days in picking period	30	
Percent of picking period missed	20.0%	6 days divided by 30 days
Approved yield	62,500#	
Period % of approved yield	24.0%	Special Provisions
Expected production in period	15,000#	24.0% X 62,500#
Appraisal for delay in picking	3,000#	20.0% X 15,000#

- (6) Whenever plants are damaged by insured causes to the extent that the plants will require a period of time to recover before they will again produce marketable strawberries, do not count the recovery time when determining the potential remaining production. Determine potential production starting with the date the next harvest would be expected to occur under normal growing conditions and ending with the end of the insurance period.

EXAMPLE: Assume damage occurs on June 15 and the plants will require 30 days before marketable strawberries are again produced. The insured wishes to destroy the crop and has provided a timely notice. No potential production will be assessed for the remainder of the June picking period or for the first half of the July picking period.

- (7) The potential production on acreage with timely notices of damage or loss will be multiplied by the percent of stand reduction if applicable.

D. POTENTIAL PRODUCTION METHOD FOR ACREAGE WITHOUT TIMELY NOTICES

If TIMELY NOTICE of a delay in initial harvest or a harvest delay has not been provided and/or the AIP cannot accurately determine the amount of production (refer to the Crop Provisions and Special Provisions), use Part I of the Strawberry Appraisal Worksheet (Potential Production) to determine the per acre expected potential production to count (refer to the Strawberry Appraisal Worksheet example). If the amount of production cannot be accurately determined for:

- (1) All the pickings on the acreage, appraise not less than the value per acre for the acreage affected.
- (2) One or more pickings (but not all the pickings) on the acreage, determine the strawberries that could have been harvested under normal growing conditions during the time period in question using the instructions in subsection C(5).
- (3) When timely notice has not been provided or acceptable records are not available, do NOT reduce the potential production for stand reduction.

6. APPRAISAL DEVIATIONS AND MODIFICATIONS

A. DEVIATIONS

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

B. MODIFICATIONS

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

7. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES

A. APPRAISAL WORKSHEET FORM STANDARDS

- (1) The entry items in subsection C are the minimum requirements for the Strawberry Appraisal Worksheet for all harvested and unharvested appraisals. All of these entry items are “Substantive” (i.e., they are required.)
- (2) Appraisal Worksheet Completion Procedures. The completion instructions for the required entry items on the Appraisal Worksheet in the following subsections are “Substantive” (i.e., they are required.)
- (3) The Privacy Act and Non-Discrimination Statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown in the example form in this 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) 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, when a worksheet entry is not provided.
- (2) Include the claim number on the appraisal worksheet (when required by the AIP), when a worksheet entry is not provided.
- (3) Separate appraisal worksheets are required for each unit and picking appraised. Refer to section 4 for sampling instructions.
- (4) Separate appraisal worksheets are required for Part I if production was sold by direct marketing from more than one field or subfield for a picking within a unit and to record appraisals for any plants or production lost due to uninsured causes.
- (5) Standard appraisal worksheet items are numbered consecutively in subsection B. An example appraisal worksheet is also provided to illustrate how to complete all entries, except the last three items on the appraisal worksheet.

C. WORKSHEET ENTRIES AND COMPLETION PROCEDURES

Verify or make the following entries:

<u>Item</u>	<u>Information Required</u>
--------------------	------------------------------------

Company Name: Name of AIP, if not preprinted on the worksheet (Company Name).
Claim No.: Claim number as assigned by the AIP, if required.

1. **Insured's Name:** Name of 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.:** Five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100).
4. **Crop Year:** Four digit crop year, as defined in the policy, for which the claim has been filed.
5. **Type/Variety:** Three-digit code number, entered exactly as specified on the actuarial documents, for the type grown by the insured. If "No Type Specified," enter appropriate three-digit code number from the actuarial documents. Enter the variety name if applicable (refer to the Special Provisions for insurable varieties); enter NS if no variety is specified in the Special Provisions.
6. **Bed Width:** Width of the raised planting bed, rounded to the nearest tenth of a foot.
7. **Number of Rows:** Number of rows planted per bed.
8. **Row Width:** Row width, rounded to the nearest hundredth of a foot. Refer to subsection 4D for row width determination information.
9. **Plant Spacing:** Plant spacing within the row in feet to tenths (e.g., 12 in. entered as 1.0 ft.).
10. **Fraction of an Acre:** Enter the applicable fraction of an acre for the sample size used (e.g., "1/1000" for 1/1000 of an acre sample size, "1/250" for 1/250 of an acre sample size, etc.). Refer to **TABLE B** for determining sample row length. Multiply the row lengths in **TABLE B** by the appropriate factor if a sample size other than 1/1000 acre is used. For example, multiply the row length by 4 if the sample size is 1/250 of an acre.

PART I: POTENTIAL PRODUCTION

Items 11 through 18.

11. **Field ID:** Field or subfield identification symbol. For Part I, use a separate appraisal worksheet for each field or subfield being appraised.
12. **Calendar Dates for Picking Period:**

First line of FIELD ID:

- a. Enter the beginning and ending dates when the insured did NOT harvest during a picking period. Start with the first day after the previous picking ended; or
- b. If a plant recovery time for damage due to insured causes (see section 5C(6)) is needed, enter the date the damage occurred and the number of days allowed for plant recovery in the “Remarks” section (e.g., for the example in section 5C(6), enter the date damage occurred as “June 15 (or 6/15)” document the 30-day recovery period in “Remarks” and enter the remaining harvest period July 15-31 (or 7/15-7/31)). Refer to the Special Provisions for picking periods; or
- c. To account for a delay in initial picking or a delay in picking for which a timely notice was NOT provided, enter the beginning and ending dates of the harvest delay (e.g., if the initial picking should have begun on January 1 but did not begin until January 15, enter the time period as “January 1 – 14 (or 1/1 to 1/14).” If a picking should have begun on January 18 but did not begin until January 28, enter the time period as “January 18 – 27 (or 1/18 – 1/27)”). Enter in “Remarks” the circumstances for the harvest delay.

Second line of FIELD ID:

Use only when the plants are to be destroyed. Enter the beginning date for the next picking period and the ending date for the last picking period shown on the Special Provisions.

IMPORTANT: Account for the entire period of time for which the insured did not or will not harvest the acreage (e.g., for the example in section 5C(3), enter August 15 to August 31 on the first line and September 1– September 30 on the second line (or 8/15 – 8/31 and 9/1– 9/30)).

13. **Number of Days:** First line of FIELD ID: Enter the calculated number of days between the calendar dates shown in item 12. Second line of FIELD ID: MAKE NO ENTRY.
14. **Total Days:** First line of FIELD ID: Enter the total number of days in the picking period that includes the dates in item 13 as shown in the Special Provisions. Second line of FIELD ID: MAKE NO ENTRY.
15. **Remaining Percent of Picking Period:** First line of FIELD ID: Divide item 13 by item 14, rounding the result to 3 decimal places. Second line of FIELD ID: Enter 1.000 if dates are shown in item 12. MAKE NO ENTRY if dates are not shown.
16. **Month Percent of Approved Yield:** First line of FIELD ID: Enter the Month Percent of Approved Yield shown in the Special Provisions for the entire picking period that includes the calendar dates shown in item 12 (3-digit decimal). Second line of FIELD ID: Enter the sum of the Month Percent of Approved Yield shown in the Special Provisions for all remaining picking periods. MAKE NO ENTRY if dates are not shown.

17. **Approved Yield:** First line of FIELD ID: Enter the Approved Yield for the acreage. Second line of FIELD ID: Enter the Approved Yield for the acreage if dates are shown in item 12. MAKE NO ENTRY if dates are not shown.
18. **Potential Production:** First line of FIELD ID: Multiply the entry in item 16 by the entry in item 17, rounded to whole pounds. Second line of FIELD ID: Multiply the entry in item 16 by the entry in item 17 if there are entries in those items. MAKE NO ENTRY otherwise.
19. **Total Lbs. Per Acre:** Multiply the entry in item 15 by the entry in item 18 and enter the result in whole pounds.
20. **Total Lbs. Per Acre Potential Production:** Total the item 19 entries.

PART II: STAND REDUCTION

Do NOT complete Part II when timely notice has not been provided or acceptable records are not available.

21. **Field ID:** Enter the field or subfield identification symbol. Use two lines for each field ID.
22. **Acres:** Enter the number of determined acres, to tenths, for the field ID.
23. **Number of Surviving Plants Per Sample:** Enter the number of viable plants counted in the sample on the first line for the field ID.
24. **Number of Original Plants Per Sample:** Enter the number of plants originally planted in the area included in the sample on the second line for the field ID.
25. **Surviving:** Enter the sum of all item 23 entries.
26. **Original:** Enter the sum of all item 24 entries.
27. **% Remaining Stand:** Enter the result of dividing item 25 by item 26, rounded to 2 decimal places.
28. **Expected Potential Prod.:** Enter the value from Part I item 20 of the Strawberry Appraisal Worksheet.
29. **Adjusted Potential Prod.:** Enter the result of multiplying item 27 by item 28, rounded to the nearest whole pound.
30. **Avg. Sample Weight:** If at the time of the appraisal there is unharvested marketable production from a previous picking in each sample row or bed, pick and weigh all unharvested fruit that could have been packed and sold. Include fruit damaged by uninsured causes. Do **NOT** count fruit that ripened after the last picking was completed. Record the individual sample weights, in pounds to tenths, and divide by the number of samples to determine the average weight per sample in pounds to tenths.

Record the individual sample weights and the calculation of the average weight in the Remarks. If no unharvested marketable fruit enter "0."

31. **Factor:** Enter the appropriate factor for the sample size used (e.g., "1000" for 1/1000 sample size, "250" for 1/250 sample size, or "100" for 1/100 sample size, etc.).
32. **Sample Lbs. Per Acre:** Enter the result of multiplying item 30 by item 31, rounded to the nearest whole pound.
33. **Total Lbs. Per Acre:** Enter the result of summing items 29 and 32.
34. **Remarks:** Remarks pertinent to the appraisal (e.g., show calculations for determining average sample weight of strawberries, "30 days allowed for plant recovery due to hail damage," "9 pickings completed before harvest ended," etc.).
35. **Adjuster's Signature and Code No., Date:** Signature of adjuster, code number, and date signed after the insured (or insured's authorized representative) has signed. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks/Narrative section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the NARRATIVE of the Production Worksheet.
36. **Insured's Signature and Date:** Insured's (or insured's authorized representative's) signature and date. BEFORE obtaining insured's signature, REVIEW ALL ENTRIES on the Appraisal Worksheet WITH THE INSURED, particularly explaining codes, etc., which may not be readily understood.
37. **Page:** Page numbers (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

If there are multiple pages to the appraisal worksheet, complete items 35 and 36 (signature of adjuster and signature of insured) only on the last page of the Appraisal Worksheets.

COMPANY NAME: Any Company

CLAIM NO.: XXXXXXXX

For Illustration Purposes Only STRAWBERRY APPRAISAL WORKSHEET	1. INSURED'S NAME I. M. Insured				2. POLICY NO. XXXXXXX		3. UNIT NO. 00100		4. CROP YEAR YYYY		5. TYPE/VARIETY 211/NS	
	6. BED WIDTH 4.9 ft		7. NUMBER OF ROWS 4		8. ROW WIDTH 1.23 ft		9. PLANT SPACING 1.0 ft			10. FRACTION OF AN ACRE 1/1,000		

PART I: POTENTIAL PRODUCTION

11. FIELD ID	12. CALENDAR DATES FOR PICKING PERIOD	13. NUMBER OF DAYS				14. TOTAL DAYS		15. REMAINING PERCENT OF PICKING PERIOD		16. MONTH PERCENT OF APPROVED YIELD		17. APPROVED YIELD		18. POTENTIAL PRODUCTION		19. TOTAL LBS. PER ACRE (item 15 X item 18)	
1	8/15-8/31		13	÷	31	=	0.548		0.180	x	62,500	=	11,250		6,165		
1	9/1-9/30			÷		=	1.000		0.056	x	62,500	=	3,500		3,500		
				÷		=				x		=					
								20. TOTAL LBS. PER ACRE POTENTIAL PRODUCTION						9,665			

PART II: STAND REDUCTION

21. FIELD ID	22. ACRES	23. NUMBER OR SURVING PLANTS PER SAMPLE								25. SURVIVING	27. % REMAINING STAND	28. EXPECTED POTENTIAL PROD.	29. ADJUSTED POTENTIAL PROD.	30. AVG. SAMPLE WEIGHT	31. FACTOR	32. SAMPLE LBS. PER ACRE	33. TOTAL LBS. PER ACRE (29 + 32)					
		24. NUMBER OF ORIGINAL PLANTS PER SAMPLE								26. ORIGINAL												
1	10.0	15	14	11						40	0.38	x	9,665	=	3,673	0	x	1000	=	0	3,673	
		35	34	35						÷												=
										104												
											x		=		x		=					
										÷										=		
											x		=		x		=					
										÷										=		

34. REMARKS

EXAMPLE FORM

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

8. DETERMINING THE VALUE OF HARVESTED PRODUCTION

A. GENERAL INFORMATION

The procedures herein and the example Summary of Harvested Strawberry Production Worksheets illustrate how to calculate and document the annual price.

B. DETERMINING THE ANNUAL PRICE

- (1) Use the insured's Net Dollars Received as the value of sold or Direct Marketed harvested production if the AIP determines the insured received a reasonable price per pound for such production. A reasonable price is the price buyers in the area are paying on the date of sale for strawberries of the same quality.
- (2) If the AIP determines the price was reasonable, the **annual price** will be the total of the net dollars received divided by the pounds sold.
- (3) This value is determined for each unit by planting period as follows:
 - (a) the total revenue received from the unit divided by the total pounds sold from that unit; or
 - (b) if there was no sold production from that unit or the price is determined not reasonable, the amount determined in (a) for a similar unit in the same planting period from which you did have sold production; or
 - (c) if there is no unit in the same planting period that is determined to be reasonable, the total revenue to count from all units in the same planting period divided by the total pounds sold; or
 - (d) if there were no sales from any unit or if we determine you did not receive a reasonable price per pound, the season average price per pound received by producers for strawberries in the state where the crop was insured as calculated from the data reported by NASS in the publication "Noncitrus Fruits and Nuts YYYY Preliminary Summary" (released in January following harvest) or the price per pound determined by RMA if said publication is not available.
- (4) If the insured's revenue is derived from sales that are not representative of an average price for an entire crop year, the AIP may reduce the annual price as determined in accordance B(3) if the insured you can provide at least three years of marketing records that demonstrate seasonality of price.
- (5) Harvested production damaged or defective due to insurable causes and not marketable will have a zero value and will not be included in determining the **annual price**.

9. SUMMARY OF HARVESTED STRAWBERRY PRODUCTION WORKSHEET ENTRIES AND COMPLETION PROCEDURES

A. SUMMARY OF HARVESTED STRAWBERRY PRODUCTION WORKSHEET FORM STANDARDS

- (1) The entry items in subsection C are the minimum requirements for the Summary of Harvested Strawberry Production Worksheet for all harvested production. All these entry items are “Substantive” (i.e., they are required.)
- (2) Summary of Harvested Strawberry Production Worksheet Completion Procedures. The completion instructions for the required entry items on the Summary of Harvested Strawberry 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 on 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) 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) Use the Summary of Harvested Strawberry Production Worksheet to record harvested marketable production. Use separate worksheets for:
 - (a) Harvested production sold directly to consumers (e.g., direct marketed, roadside stands, farmers’ markets, U-Pick, etc.);
 - (b) Each first handler (buyer, packinghouse, processor); or
 - (c) Marketable production that is harvested but not sold.
- (2) This Worksheet is used to determine the annual price and document the total revenue from sales. Only pounds sold and revenue supported by ADEQUATE documentation is to be included. Refer to the LAM if documentation for all or part of the harvested production is not adequate.
- (3) MAKE NO ENTRY for harvested production that is damaged or defective due to insurable causes and such production is NOT marketable.
- (4) Production harvested and shipped will be considered marketable even if such production is rejected at the destination point.
- (5) AIPs may, if needed, use the insured’s records of the number of containers purchased for the crop year as a check against the number of containers sold.

C. HARVESTED PRODUCTION WORKSHEET ENTRIES AND COMPLETION INFORMATION

**Item
No.**

Information Required

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

1. **Insured's Name:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim is filed.
3. **Policy Number:** Insured's assigned policy number.
4. **Unit Number:** Five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100).
5. **Claim Number:** Claim number as assigned by the AIP.
6. **Type/Disposition/Variety:** Strawberry type, disposition, and variety name of the strawberries represented by this Harvested Production Worksheet. Enter "Unsold" for marketable harvested production that is not sold; "U-pick" for U-pick production; "Direct Market" for production sold through a farmers' market or roadside stand; "Cash Sale" for production sold for cash.
7. **Name, Address, and Phone Number of Buyer, Broker, Processor, Packer, Shipper, Other First Handler, Penhooker, Etc.:** Name, address, and telephone number of the broker, processor, packer, shipper, other first handler; location of harvested unsold production, U-pick field, roadside stand, or name and location of farmers' market. Use a separate worksheet for each buyer.

PART I - PRODUCTION

Items 8 through 20.

The Summary of Harvested Strawberry Production Worksheet may be completed using either an individual lot listing or using data from an annual summary document issued by the first handler. The illustration demonstrates the method for individual lot listing.

ALL DOLLAR ENTRIES MUST INCLUDE ONLY THAT PORTION OF THE PRODUCTION INCLUDED BY THE INSURED SHARE

8. **Date:** Enter the date of sale or delivery. Use the date of the summary from the buyer if using the annual summary method for completing this form. **MAKE NO ENTRY** for marketable harvested production that is not sold.
9. **Load, Lot, or Summary:** Enter the identification of the sale or delivery, such as the ticket number of the load, lot number in which the load was sold, or the grower identification number from a season summary.
10. **Container Description:** Describe the container in which the strawberries were delivered to the buyer (e.g., 1-pint mesh, 1-pound clam shell, flat, quart bucket, etc.) Separately list each type of container within the load, lot, or summary identifier listed in item 9.
11. **Number of Containers:** Enter the number of containers.
12. **Net Lbs. per Container:** Enter the approximate number of net pounds of production rounded to the nearest tenth of a pound, held by each container. Use **TABLE D** to determine the average net weight of containers. For containers not listed in **TABLE D**, determine the average weight

for each type of container by filling a container of that description with marketable production. Weigh the samples and, in all states except California, deduct the weight of the container from the gross weight to determine the average net weight in pounds to tenths that the container will hold. For California, use the total weight of the fruit and the container. If representative samples of production are not available and the containers are not listed in **TABLE D**, AIPs may authorize the use of the producer's/buyer's marketing records to establish the weight per container. Document in "Remarks" how container weights were determined when **TABLE D** is not used.

13. **Pounds Delivered:** Enter the insured's share of the number of whole pounds of strawberries per load, lot, pool, or account, as delivered.
- a. The result of multiplying item 11 by item 12, rounded to whole pounds; or
 - b. The total pounds of marketable harvested unsold production.
14. **Pounds Sold:** Sold Production: Enter the insured's share of the number of whole pounds per load, lot, pool, or account that were sold. Strawberries that are unmarketable according to policy grading standards, yet are purchased by a packer, processor, or other handler, must be included in the sold production. Harvested unmarketable strawberries, not purchased by a packer, processor, or other handler, are reported as the difference between pounds delivered and pounds sold and must be explained in the Remarks section. Unsold Production: Harvested marketable pounds which are **Unsold** must be reported on a separate Unsold Production Worksheet and must be identified as Unsold in column 6. Direct Marketed production: Transfer entry from column 13.
15. **Gross Dollars Received:** Enter
- a. The total dollar amount received to the nearest whole dollar by the insured for the load, lot, or summary identifier account number in item 9; or
 - b. The total dollars received for sales from U-pick acreage, farmer's market, roadside stand, or cash sale when the total dollars received from such sales can be determined from acceptable records. Document entries of dollars received when there is no entry in item 13 in the NARRATIVE. MAKE NO ENTRY for marketable harvested unsold production.
16. **Adjustment to Gross Dollars:** Enter the amount of any handling costs such as cooling, grading, or other activities included in the gross dollars received.
17. **Net Dollars Received:** Enter the result of subtracting the entry in item 16 from the entry in item 15.
18. **Total:** Enter the sum of the entries in items 13, 14, 15, 16 and 17.

PART II - SUMMARY VALUES BY TYPE AND UNIT

19. **Total Net Dollars Received:** On the final worksheet for sold or direct marketed, enter the sum of the net dollars received for Sold and Direct Marketed Production from column 17 "Totals" from the

appropriate worksheets. Leave the item blank on the Unsold Production Worksheet. Transfer this entry to Section II, column 66 “Production to Count” on the Production Worksheet.

20. **Total Pounds Delivered:** On the final worksheet for each disposition (sold, unsold or directed marketed) enter the sum of the total pounds delivered for all column 13 entries from the appropriate worksheets. Transfer this entry to section II, column 55 on the Production Worksheet.
21. **Total Pounds Sold:** On the final worksheet for each disposition (sold, unsold or directed marketed) enter the sum of the total pounds sold for all column 14 entries from the appropriate worksheets. Transfer this entry to section II, column 56 on the Production Worksheet.
22. **Average Value per Pound:** On the final worksheet for sold or direct marketed enter the result of dividing column 19 by column 21 in cents per pound as a three-place decimal (e.g., \$1.102 is entered as 1.102, etc.). Transfer this entry to Section II, column 64a. “Value” on the Production Worksheet. On the final worksheet for unsold, make no entry.
23. **Total Net Dollars Received –UNIT:** On the final worksheet for each unit, enter the sum of the net dollars received for Sold and Direct Marketed Production from all column 19 entries, as appropriate.
24. **Total Pounds Delivered -UNIT:** On the final worksheet for each unit, enter the sum of the total pounds delivered for all column 20 entries from the appropriate worksheets. Transfer this entry to section I, column 32a on the Production Worksheet.
25. **Total Pounds Sold -UNIT:** On the final worksheet for each unit, enter the sum of the total pounds Sold and Direct Marketed from all column 21 entries, as appropriate. **DO NOT INCLUDE POUNDS FROM THE UNSOLD WORKSHEET.**
26. **Annual Price per Unit:** On the final worksheet for each unit enter the result of dividing column 23 by column 25 in cents per pound as a three-place decimal (e.g., \$1.102 is entered as 1.102, etc.). Transfer this entry to the appropriate cells of section I Column 33a “Annual Price”, and the UNSOLD cells of section II Column 64b. “Mkt. Price”, of the Production Worksheet.
27. **Remarks:** If applicable, identify:
 - a. How the container weight was determined if **Table D** was not used.
 - b. How entries in item 14 were determined when item 13, above, applies.
 - c. How production was determined if acceptable records are not available.
 - d. Any pertinent information such as the reason harvested production was not sold.
 - e. Explain any cull production, rejects due to quality, etc.
 - f. Unsold marketable strawberries, if any, must be subtracted from the unit total amount before calculating the annual price. This calculation should be notated in the remarks section if applicable.

The following required entries are not illustrated on the appraisal worksheet example below.

28. **Adjuster’s Signature, Code Number, and Date:** Signature of adjuster, code number, and date signed after the insured (or insured’s authorized representative) has signed.

- 29 **Insured's Signature and Date:** Insured's (or insured's authorized representative's) signature and date on each page. Before obtaining the insured's signature, REVIEW ALL ENTRIES WITH THE INSURED or the insured's authorized representative, particularly explaining codes, etc., which may not be readily understood.
30. **Page:** Page number of the Summary of Harvested Production pages APPLICABLE TO THE STRAWBERRY TYPE, e.g., Page 1 of 2 Pages, Page 2 of 2 Pages, etc.

SUMMARY OF HARVESTED STRAWBERRY PRODUCTION WORKSHEET	COMPANY NAME: <i>Any Company</i>							<i>Page 1 of 2</i>	
	1. INSURED'S NAME <i>I.M. Insured</i>			2. CROP YEAR <i>YYYY</i>		3. POLICY NUMBER <i>XXXXXXX</i>			
	4. UNIT NUMBER <i>0001-0001BU</i>			5. CLAIM NUMBER <i>XXXXXXXX</i>		6. TYPE/DISPOSITION/VARIETY <i>Fresh/Sold/Camarosa</i>			
	7. NAME, ADDRESS, AND PHONE NUMBER OF BUYER/PACKER <i>Acme Packing Company</i> <i>Any Street</i> <i>Any Town, State (XXX) XXX-XXXX</i>								
PART I – PRODUCTION									
DATE 8.	LOAD/LOT/POOL/ SUMMARY NO. 9.	CONTAINER DESCRIPTION 10.	No. of CONTAINTE RS 11.	NET LBS per CONTAINER 12.	POUNDS DELIVERED 13.	POUNDS SOLD 14.	GROSS DOLLARS RECEIVED 15.	ADJUSTMENT TO GROSS DOLLARS RECEIVED 16.	NET DOLLARS RECEIVED 17.
<i>mm/dd/yyyy</i>	<i>20-BV03</i>	<i>Flat 1 Pint mesh</i>	<i>300</i>	<i>12.0</i>	<i>3,600</i>	<i>3,600</i>	<i>3,600</i>	<i>0</i>	<i>3,600</i>
<i>mm/dd/yyyy</i>	<i>20-BV05</i>	<i>Flat 1 Pint mesh</i>	<i>950</i>	<i>12.0</i>	<i>11,400</i>	<i>11,400</i>	<i>11,400</i>	<i>0</i>	<i>11,400</i>
<i>mm/dd/yyyy</i>	<i>20-BV08</i>	<i>1 Lb. Clamshell</i>	<i>2,125</i>	<i>8.0</i>	<i>17,000</i>	<i>17,000</i>	<i>17,000</i>	<i>0</i>	<i>17,000</i>
<i>mm/dd/yyyy</i>	<i>20-BV14</i>	<i>1 Lb. Clamshell</i>	<i>1,770</i>	<i>8.0</i>	<i>14,160</i>	<i>14,160</i>	<i>14,160</i>	<i>0</i>	<i>14,160</i>
<i>mm/dd/yyyy</i>	<i>20-BV28</i>	<i>Flat 1 Pint mesh</i>	<i>1,030</i>	<i>12.0</i>	<i>12,360</i>	<i>12,360</i>	<i>12,360</i>	<i>0</i>	<i>12,360</i>
<i>mm/dd/yyyy</i>	<i>20-BV37</i>	<i>1 Lb. Clamshell</i>	<i>950</i>	<i>8.0</i>	<i>7,600</i>	<i>7,600</i>	<i>7,600</i>	<i>0</i>	<i>7,600</i>
<i>mm/dd/yyyy</i>	<i>20-BV42</i>	<i>Flat 1 Pint mesh</i>	<i>700</i>	<i>12.0</i>	<i>8,400</i>	<i>8,400</i>	<i>8,400</i>	<i>0</i>	<i>8,400</i>
<i>mm/dd/yyyy</i>	<i>20-BV42</i>	<i>1 Lb. Clamshell</i>	<i>218</i>	<i>8.0</i>	<i>1,744</i>	<i>1,744</i>	<i>1,744</i>	<i>0</i>	<i>1,744</i>
18. TOTALS					<i>76,264</i>	<i>76,264</i>	<i>107,115</i>	<i>0</i>	<i>\$107,115</i>
PART II - SUMMARY VALUES									
19. TOTAL NET DOLLARS RECEIVED		20. TOTAL POUNDS DELIVERED		21. TOTAL POUNDS SOLD		22. AVERAGE VALUE PER POUND			
23. TOTAL NET DOLLARS RECEIVED -UNIT-		24. TOTAL POUNDS DELIVERED -UNIT-		25. TOTAL POUNDS SOLD -UNIT -		26. ANNUAL PRICE per -UNIT-			
27. REMARKS: <div style="text-align: center;"><i>SOLD FRESH FRUIT EXAMPLE</i></div> <div style="text-align: center;">This form example does not illustrate all required entry items (e.g., signatures, etc.).</div>									

SUMMARY OF HARVESTED STRAWBERRY PRODUCTION WORKSHEET	COMPANY NAME: <i>Any Company</i>							Page 2 of 2	
	1. INSURED'S NAME <i>I.M. Insured</i>			2. CROP YEAR <i>YYYY</i>		3. POLICY NUMBER <i>XXXXXXX</i>			
	4. UNIT NUMBER <i>0001-0001BU</i>			5. CLAIM NUMBER <i>XXXXXXXX</i>		6. TYPE/DISPOSITION/VARIETY <i>Fresh/Sold/Camarosa/</i>			
	7. NAME, ADDRESS, AND PHONE NUMBER OF BUYER/PACKER <i>Acme Packing Company</i> <i>Any Street</i> <i>Any Town, State (XXX) XXX-XXXX</i>								
PART I – PRODUCTION									
DATE 8.	LOAD/LOT/POOL/ SUMMARY NO. 9.	CONTAINER DESCRIPTION 10.	No. of CONTAINTE RS 11.	NET LBS per CONTAINER 12.	POUNDS DELIVERED 13.	POUNDS SOLD 14.	GROSS DOLLARS RECEIVED 15.	ADJUSTMENT TO GROSS DOLLARS RECEIVED 16.	NET DOLLARS RECEIVED 17.
<i>mm/dd/yyyy</i>	<i>20-LH01</i>	<i>Flat 1 Pint mesh</i>	<i>616</i>	<i>12.0</i>	<i>7,392</i>	<i>7,392</i>	<i>3,696</i>	<i>0</i>	<i>3,696</i>
<i>mm/dd/yyyy</i>	<i>20-LH05</i>	<i>Flat 1 Pint mesh</i>	<i>667</i>	<i>12.0</i>	<i>7,992</i>	<i>7,992</i>	<i>3,916</i>	<i>0</i>	<i>3,916</i>
<i>mm/dd/yyyy</i>	<i>20-LH08</i>	<i>Flat 1 Pint mesh</i>	<i>620</i>	<i>12.0</i>	<i>7,440</i>	<i>7,440</i>	<i>3,571</i>	<i>0</i>	<i>3,571</i>
<i>mm/dd/yyyy</i>	<i>20-LH13</i>	<i>Flat 1 Pint mesh</i>	<i>416</i>	<i>12.0</i>	<i>4,992</i>	<i>4,992</i>	<i>2,296</i>	<i>0</i>	<i>2,296</i>
<i>mm/dd/yyyy</i>	<i>20-LH18</i>	<i>Flat 1 Pint mesh</i>	<i>240</i>	<i>12.0</i>	<i>2,880</i>	<i>2,880</i>	<i>1,210</i>	<i>0</i>	<i>1,210</i>
<i>mm/dd/yyyy</i>	<i>20-LH23</i>	<i>Flat 1 Pint mesh</i>	<i>173</i>	<i>12.0</i>	<i>2,076</i>	<i>2,076</i>	<i>810</i>	<i>0</i>	<i>810</i>
<i>mm/dd/yyyy</i>	<i>20-LH35</i>	<i>Flat 1 Pint mesh</i>	<i>153</i>	<i>12.0</i>	<i>1,836</i>	<i>1,836</i>	<i>643</i>	<i>0</i>	<i>643</i>
<i>mm/dd/yyyy</i>	<i>20-LH40</i>	<i>Flat 1 Pint mesh</i>	<i>120</i>	<i>12.0</i>	<i>1,440</i>	<i>1,440</i>	<i>475</i>	<i>0</i>	<i>475</i>
18. TOTALS					<i>36,048</i>	<i>36,048</i>	<i>16,617</i>	<i>0</i>	<i>\$16,617</i>
PART II - SUMMARY VALUES									
19. TOTAL NET DOLLARS RECEIVED	<i>123,732</i>	20. TOTAL POUNDS DELIVERED	<i>112,312</i>	21. TOTAL POUNDS SOLD	<i>112,312</i>	22. AVERAGE VALUE PER POUND	<i>\$1.102</i>		
23. TOTAL NET DOLLARS RECEIVED -UNIT-	<i>123,732</i>	24. TOTAL POUNDS DELIVERED -UNIT-	<i>112,312</i>	25. TOTAL POUNDS SOLD -UNIT -	<i>112,312</i>	26. ANNUAL PRICE per -UNIT-	<i>\$1.102</i>		
27. REMARKS: <div style="text-align: center;"><i>SOLD FRESH FRUIT EXAMPLE</i></div> <div style="text-align: center;">This form example does not illustrate all required entry items (e.g., signatures, etc.).</div>									

10. PRODUCTION WORKSHEET ENTRIES AND COMPLETION PROCEDURES

A. PRODUCTION WORKSHEET STANDARDS

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

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

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

B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION PROCEDURES

- (1) The Production Worksheet is a progressive form containing all notices of damage for all preliminary and final inspections (including “No Indemnity Due” claims) made on a unit.
- (2) If a Production Worksheet has been prepared on a prior inspection, verify each entry and enter additional information as needed. If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and the insured are to initial any line deletions.
- (3) Refer to the LAM for instructions regarding the following:
 - (a) Acreage report errors.
 - (b) Delayed notices and delayed claims.
 - (c) Corrected claims or fire losses (double coverage), and cases involving uninsured causes of loss, unusual situations, controversial claims, concealment, or misrepresentation.
 - (d) Claims involving a Certification Form, (when all the acreage on the unit has been appraised to be put to another use or other reasons described in the LAM).

- (e) “No Indemnity Due” claims (which must be verified by an APPRAISAL or NOTIFICATION from the insured that the production exceeded the guarantee).
- (4) The adjuster is responsible for determining if any of the insured’s requirements under the notice and claim provisions of the policy have not been met. If any have not, the adjuster should contact the AIP.
- (5) Instructions labeled “**PRELIMINARY**” apply to preliminary inspections only. Instructions labeled “**FINAL**” apply to final inspections only. Instructions not labeled apply to ALL inspections.
- (6) Refer to section 15 (b) of the Basic Provisions for information on determining production to count when acreage is harvested after the crop has been appraised.
- (7) In order to make the unharvested production adjustment calculation flow better throughout the various worksheets, the calculation can now be performed on the Production Worksheet with the additional data that has been included. However, an example of the unharvested production adjustment calculation can be found below.
 - (a) Multiply approved yield by coverage level and share;
 - (b) Multiply the number of acres damaged solely by uninsured cause by the result of (a);
 - (c) Multiply the entries in Part II, item 33 of the Strawberry Appraisal Worksheet for each completed Strawberry Appraisal Worksheet by the insured’s share and by the number of acres appraised;
 - (d) Sum the values determined in step (c) and add amount from step (b);
 - (e) Add the total pounds delivered from item 24 of the final Summary of Harvested Strawberry Production Worksheet to the result determined in step (d);
 - (f) Multiply pounds in step (a) by the number of insured acres; and
 - (g) Multiply the acreage factor by the result of step (e) and subtract this result from the result of step (f).

EXAMPLE: Assume the insured has an approved yield of 62,500 lbs. per acre, has 10.0 insured acres, a 75 percent coverage level, and a 100 percent share. All 10.0 acres were appraised, resulting in an appraisal of 3,673 lbs. (see example Strawberry Appraisal Worksheet). Harvested production was 112,312 lbs. (see example last Summary of Harvested Strawberry Production Worksheet). No acreage is damaged solely by an uninsured cause. The calculations would be as follows:

- (a) 62,500 lbs. (approved yield) X 0.75 (coverage level) X 1.000 (share) = 46,875 lbs;
- (b) 46,875 lbs. (result of step (a)) X 0.0 acres = 0 lbs.
- (c) 3,673 appraised lbs. X 1.000 (share) X 10.0 appraised acres = 36,730 lbs.;
No additional Strawberry Appraisal Worksheets were completed

- (d) 36,730 lbs. (resulting sum of (c) and (b));
- (e) 36,730 lbs. (total appraised lbs.) + 112,312 lbs. (harvested production) = 149,042 lbs.;
- (f) 46,875 lbs. X 10.0 acres = 468,750 lbs.;
- (g) 468,750 lbs. – 149,042 lbs. = 319,708 lbs.

This amount will be entered on the Production Worksheet in Section I item 34 with a stage code “UA.”

For the purpose of completing the Production Worksheet, assume the approved revenue per acre for this unit is \$40,627. The payment factor is 1.00 and the share is 1.000. The amount of insurance per acre is \$40,627 X 0.75 (coverage level) X 1.000 (share) X 1.00 (payment factor) = \$30,470. The value per acre is \$40,627 X 0.75 (coverage level) X 1.000 (share) = \$30,470.

C. CLAIM FORM ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

**Item
No.**

Information Required

1. **Crop/Code #:** “Strawberries” (0154).
2. **Unit #:** Unit number from the Summary of Coverage after it is verified to be correct.
3. **Location Description:** Land location that identifies the legal description, if available, and the location of the unit (e.g., section, township, and range; FSA Farm Numbers; FSA Common Land Units (CLU) and tract numbers; GPS identifications; or Grid identifications) as applicable for the crop.
4. **Date(s) of Damage:** First three letters of the month(s) during which the determined insured damage occurred for the inspection and the cause(s) of damage listed in item 5 below. If no entry in item 5 below MAKE NO ENTRY. For progressive damage, enter in chronological order the month that identified when the majority of insured damage occurred. Include the SPECIFIC DATE where applicable as in the case of hail damage (e.g., Aug 11, etc.). Enter additional dates of damage in the extra spaces, as needed. If more space is needed, document 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

additional determined insured causes of damage in the Narrative or on a Special Report. Refer to the illustration in item 6 below.

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

6. **Insured Cause %:**

PRELIMINARY: MAKE NO ENTRY.

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

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

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

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

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

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

9. **Claim #:** Claim number as assigned by the AIP.

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

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

12. **Additional Units:**

PRELIMINARY: MAKE NO ENTRY.

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

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

PRELIMINARY: MAKE NO ENTRY

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

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

PRELIMINARY:

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

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

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

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

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

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

16. **Field ID:** The field identification symbol from the appraisal worksheet, sketch map, or an aerial photograph, as applicable. Refer to the Narrative instructions.
17. **MAKE NO ENTRY.**
18. **Reported Acres:** In the event of over-reported acres, handle in accordance with the individual AIP instructions. In the event of under-reported acres, enter the reported acres to tenths for the field or sub-field. If there are no under-reported acres, **MAKE NO ENTRY.** Refer to the LAM or CIH for acreage determination specific to perennial crops.
19. **Determined Acres:** Refer to the LAM or CIH for definition of acceptable determined acres for perennial crops used herein. Enter the determined acres to tenths 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.

FINAL: Determined acres to tenths. Acreage breakdowns **WITHIN** a unit may be estimated (enter “E” in front of the acres) if a determination is impractical. **ACCOUNT FOR ALL PLANTED ACREAGE IN THE UNIT.**

20. **Interest or Share:** Insured’s interest in crop to three-decimal places as determined at the time of inspection. If shares vary on the same UNIT, use separate line entries.
21. **MAKE NO ENTRY.**

22. **Type:** Three-digit code number (e.g., 997) entered exactly as specified on the actuarial documents for the type grown by the insured.
- 23.-26. **MAKE NO ENTRY.**
27. **Cropping Practice:** Three-digit code number (e.g., 211, 706, 977, 978, 985, 986, etc.), entered exactly as specified on the actuarial documents for the practice carried out by the insured.
28. **MAKE NO ENTRY.**
29. **Stage:**
- PRELIMINARY:** MAKE NO ENTRY.
- FINAL:** Enter the applicable abbreviation as shown below.

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

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

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

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

Verify any “Use of Acreage” entry. If the final use of the acreage was not as indicated, strike out the original line and initial it. Enter all data on a new line showing the correct “Use of Acreage.” For the **Unharvested Production Adjustment MAKE NOT ENTRY.**

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

31. **Appraised Potential:**

- a. Transfer the per-acre appraisal in whole pounds from column 33, on the appraisal worksheet. If there is no potential on UH acreage, enter “0” (zero). Refer to paragraph 85 in the LAM for procedures for documenting “0” (zero) yield appraisals.
- b. For the **Unharvested Production Adjustment** enter the approved yield per acre multiplied by the coverage level, the share, and the number of acres insured. Also see the example displayed in 10B(7).

32a. **Moisture%:**

- a. For appraised strawberry MAKE NO ENTRY.
- b. For the **Unharvested Production Adjustment** enter the total pounds delivered from column 24 of the Summary of Harvested Strawberry Production Worksheet.

32b. **Factor:**

- a. For appraised strawberry MAKE NO ENTRY.
- b. For the **Unharvested Production Adjustment** enter the sum of column 36 and column 37.

33. **Shell %, Factor, or Value:** Line through the column heading and enter “Annual Price.”

- a. For appraised strawberry production enter the annual price from item 26 of the appropriate Summary of Harvested Strawberry Production Worksheet or the appropriate annual price as determined in accordance with the annual price procedure, section 8(B). Notate appropriately how this price was calculated.
- b. For the **Unharvested Production Adjustment** enter the dollar amount per pound contained in the Special Provisions for hand or machine harvest, as applicable.

34. **Production Pre QA:**

- a. For appraised strawberry production column 19 multiplied by column 31, results rounded to whole pounds.
- b. For the **Unharvested Production Adjustment** enter the greater of zero (0) or the result of column 31 less column 32a and column 32b multiplied by the acreage factor (i.e., column 31 – (column 32a. + column 32b.) X acreage factor).

35. **Quality Factor:** Under section 15 (j) of the Basic Provisions, if due to insured causes, a Federal or State agency has ordered the appraised crop or production to be destroyed, enter the factor “0.000.” Instruct the insured to complete and submit a Certification Form stating the date the crop or production WAS DESTROYED and the method of destruction (refer to item 40 and the Narrative below). Also refer to LAM paragraphs 96 J (2) and 102 A for additional information. If no destruction order, MAKE NO ENTRY.

36. **Production Post-QA:** Make the following entries in whole pounds.

- a. For appraisals **with** destruction order, column 34 multiplied by column 35.
- b. For appraisals **without** destruction order, transfer entry from column 34.

c. For the **Unharvested Production Adjustment**, MAKE NO ENTRY.

37. **Unins. Causes:** Make the following entries in whole pounds.

For uninsured causes appraisals, column 19 multiplied by the per-acre appraisal in column 35 on the appraisal worksheet for uninsured causes or other documentation; otherwise, MAKE NO ENTRY.

a. Hail and Fire exclusion NOT in effect.

- (1) Enter NOT LESS than the insured's approved yield multiplied by coverage level, and the share and the number of acres damaged solely by uninsured causes, for any "P" stage acreage. On preliminary inspections, advise the insured to keep harvested production from any acreage damaged SOLELY by uninsured causes separate from other production.
- (2) For acreage that is damaged PARTLY by uninsured causes, enter the APPRAISED UNINSURED loss of production in whole pounds (i.e., Column 35 from the appropriate appraisal worksheet multiplied by column 19 of the Production Worksheet). Refer to the LAM for information regarding assessing uninsured cause appraisals.

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

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

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

38. **Total to Count:**

- a. Add column 36 to column 37, and multiply that result by the column 33 and the acreage factor. Enter the result in whole dollars.
- b. For the **Unharvested Production Adjustment**, column 33 multiplied by column 34. Enter the result in whole dollars.

39. **Total:** Total column 19 and multiply that result by the acreage factor, rounded to tenths.

40. **Quality:** Check the applicable condition(s) affecting the unit's appraised and harvested production (refer to the crop provisions and Special Provisions) in the Table below.

Qualifying Quality Adjustment Conditions Table

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

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

41. **Do any mycotoxins exceed FDA, State, or other health organization maximum limits:** Check “Yes” if any mycotoxins listed in item 40 (including any identified as “Other”) exceed Federal, state, or other health organization maximum limits; otherwise, leave blank. Refer to the LAM for information on mycotoxins. Document in the Narrative or on a Special Report, the disposition of the production that was:

- a. Sold: Document the name and address of the buyer, or
- b. Not sold: Document the date(s) of the disposition, how the production was used, or how the production was destroyed.

42. **Totals:** Separately total columns 36, and 37, in whole pounds and column 38 in whole dollars. If a column has no entries, MAKE NO ENTRY.

NARRATIVE:

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

- a. When there is acreage that has been harvested that has fruit remaining on the plants (unharvested fruit): explain an entry in column “31” for such fruit that meets or exceeds the policy grade requirements.
- b. If no acreage is released on the unit, enter “No Acreage Released,” adjuster’s initials, and date.
- c. If notice of damage was given and “No Inspection” is necessary, enter the unit number(s), “No Inspection,” date, and adjuster’s initials. The insured’s signature is not required.
- d. Explain any uninsured causes, unusual, or controversial cases.
- e. If there is an appraisal in column “37” for uninsured causes due to a hail/fire exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.

- f. Document the actual appraisal date if an appraisal was performed prior to the adjuster's signature date on the appraisal worksheet, and the date of the appraisal if not recorded on the appraisal worksheet.
- g. State that there is "No Other Fire Insurance" when fire damages or destroys the insured crop and it is determined that the insured has no other fire insurance. Also refer to the LAM.
- h. Explain any errors found on the Summary of Coverage.
- i. Explain any commingled production. Refer to the LAM.
- j. Explain any entry for "Revenue Not to Count" and/or any revenue not included in Section II, item 62 and/or any production not included in column "56" entries (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).
- k. Explain a "No" checked in item 44.
- l. Attach a sketch map or aerial photograph to identify the total unit:
 - (1) If consent is or has been given to put part of the unit to another use;
 - (2) If uninsured causes are present; or
 - (3) For unusual or controversial cases.

Indicate on the aerial photograph or sketch map, the disposition of acreage destroyed or put to other use with or without consent.
- m. Explain any difference between inspection and signature dates. For an ABSENTEE insured, enter the date of the inspection AND the date of mailing the Production Worksheet for signature.
- n. When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and date of inspection.
- o. Explain the reason for a "No Indemnity Due" claim. No Indemnity Due claims are to be distributed in accordance with the AIP's instructions.
- p. Document any authorized estimated acres shown in column "19" as follows: "Line 3 'E' acres authorized by AIP MM/DD/YYYY."
- q. Document the method and calculation used to determine acres for the unit. Refer to the LAM.
- r. For production ordered destroyed by a Federal or State agency due to the presence of injurious substances or conditions, document the following:
 - (1) Explain any ".000" factor entered in columns 35 and 65.
 - (2) A description of the injurious substance or condition for which a destruction order was issued. The circumstances that caused the crop to be affected by an injurious

substance or condition, date the crop was destroyed and the method of destruction. Attach to the claim the insured's completed Certification Form, a copy of the destruction order issued by the Federal or State agency and (if applicable) a copy of the laboratory test results that confirms the presence of injurious substances or conditions.

Refer to the LAM for additional documentation requirements.

- s. Explain any losses due to fire where weeds and other forms of undergrowth have not been controlled or pruning debris has not been removed.
- t. Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaning.
- u. Document any other pertinent information, including any data to support any factors used to calculate the production, other than harvested fresh production calculations, and harvest cost calculations.

SECTION II – DETERMINED HARVESTED PRODUCTION

GENERAL INFORMATION:

- (1) When all acreage has been harvested, determine total production from warehouse receipts, packer/processor receipts, or farm management records (refer to the LAM for farm record requirements) verified by the adjuster and supported by written records from the first handler. This production will be the basis for computing losses from the insured and uninsured causes of damage on the Production Worksheet.
- (2) Account for ALL HARVESTED PRODUCTION AND REVENUE FOR THE INSURED PERSON ONLY except production appraised BEFORE harvest and shown in SECTION I because the quantity cannot be determined later.
- (3) The insured must maintain satisfactory records of ALL production sold. Verify any processing/packing house records. If acceptable sales records are not available, refer to the LAM.
- (4) If additional lines are necessary, the data may be entered on a continuation sheet. USE SEPARATE LINES FOR:
 - (a) Separate storage facilities.
 - (b) Different FIRST handlers (buyers, packing houses, or processors). The insured must have maintained satisfactory records of ALL production sold or stored. Verify any packing house or processor records. In all localities, if the first handler was not a packer or processor, the production will be determined by the adjuster on the basis of available records.
 - (c) Harvested fruit of any type that failed to meet the applicable grade (quality) requirements because of INSURED damage.
 - (d) Varying shares; e.g., 50 percent and 75 percent shares on same unit.
 - (e) Harvested production from more than one insured practice (or crop) and a separate approved APH yield has been established for each, the harvested production also must be entered on separate lines in columns “47a.” through “66” by crop. If production has been commingled, refer to the LAM.
- (5) There will generally be no harvested production entries in columns “47a.” through “66” for preliminary inspections.

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

PRELIMINARY: MAKE NO ENTRY.

FINAL:

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

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

PRELIMINARY: MAKE NO ENTRY.

FINAL: Check "Yes" or "No." Check "Yes" if amount and cause of damage due to insurable causes is similar to the experience of other fields in the area. If "No" is checked, explain in the "Narrative."

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

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

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

47b. **Field ID:**

- a. If only one practice and/or type of harvested production is listed in section I, MAKE NO ENTRY.
- b. If more than one practice and/or type of harvested production is listed in Section I, and a separate approved APH yield exists, indicate for each practice/type, the corresponding Field ID (from column "16").
- c. Enter the applicable two-digit code for first crop or second crop.

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

49. - 52. **Length or Diameter/Width/Depth/Deduction:**
- Strike column headings, and enter "Disposition". Enter the method(s) of disposition from the Summary of Harvested Production Worksheet(s) (e.g., Disposition - Sold, Unsold, or Direct Marketed, as applicable). Refer to section 9, herein.
 - When there is Sold/Unsold and Direct Marketed production from the same insured acreage, make separate line entries, as applicable (refer to the example Production Worksheet, herein).
- 53.-54. **MAKE NO ENTRY.**
55. **Gross Prod.:** Delivered production in whole pounds for strawberry production determined by delivery records, production recaps, sales receipts from processors, etc., (must be NET WEIGHT). Transfer entry from total pounds delivered column 20 on the Summary of Harvested Strawberry Production Worksheet for all sold, unsold, and direct marketed harvested production.
56. **Bu., Ton, Lbs., Cwt.:** Circle "Lbs." in column heading. Sold strawberry production in whole pounds for strawberry production determined by delivery records, production recaps, sales receipts from processors, etc., (must be NET WEIGHT). Transfer entry from the total pounds sold column 21 entry on the Summary of Harvested Strawberry Production Worksheet for all sold, unsold, and direct marketed harvested production.
- Strawberries which are unmarketable due to insurable causes are not counted as production to count.
 - Any undamaged marketable strawberries or strawberries that the producer cannot market that meet the minimum grade standards must be counted as production to count.
57. – 61. **MAKE NO ENTRY.**
62. **Prod. Not to Count:** Net production NOT to count in whole pounds WHEN ACCEPTABLE RECORDS IDENTIFYING SUCH PRODUCTION ARE AVAILABLE, from harvested acreage which has been assessed an appraisal of not less than the guarantee per acre, or from other sources (e.g., other units or uninsured acreage). THIS ENTRY MUST NEVER EXCEED PRODUCTION SHOWN ON THE SAME LINE. EXPLAIN ANY "PRODUCTION NOT TO COUNT" IN THE "NARRATIVE."
63. **Production Pre-QA:** Make the following entries in whole pounds.
- For harvested production with production not to count: Column 56 minus column 62.
 - For harvested production without production not to count: Transfer entry from column 56.
- 64a. **Value:** Make the following entries for the value per pound as a three-place decimal (e.g., enter \$0.685 as 0.685, etc.) as follows:

- a. For all sold and direct marketed harvested production, transfer entry from column 22 on the Summary of Harvested Strawberry Production Worksheet.
 - b. For all unsold harvested production, MAKE NO ENTRY.
- 64b. **Market Price:** Make the following entries for the market price per pound as a three-place decimal (e.g., enter \$0.685 as 0.685, etc.) as follows:
 - a. For all sold and direct marketed harvested production, MAKE NO ENTRY.
 - b. For all unsold harvested production, transfer entry from column 26 on the Final Summary of Harvested Strawberry Production Worksheet for the unit as appropriate in accordance with the annual price procedure.
65. **Quality Factor:** Under section 15 (j) of the Basic Provisions, if due to insured causes, a Federal or State agency has ordered the appraised crop or production to be destroyed, enter the factor “0.000.” Instruct the insured to complete and submit a Certification Form stating the date the crop or production WAS DESTROYED and the method of destruction (refer to item 40 and the Narrative below). Also refer to LAM paragraphs 96 J (2) and 102 A for additional information.
66. **Production to Count:** Make the following entries in whole dollars.
 - a. For all sold and direct marketed harvested production, transfer appropriate entry from column 19 on the Summary of Harvested Strawberry Production Worksheet.
 - b. For all unsold harvested production, multiply column 63 by column 64b.
 - c. For production with a destruction order, column 63 multiplied by the applicable price in column 64 multiplied by column 65.
67. **Total:** Total of column 63 entries in whole pounds. If no entry in column 63, MAKE NO ENTRY.
68. **Section II Total:** Total column 66 entries and multiply that result by the acreage factor, results in whole dollars.
69. **Section I Total:** Total of column 38 entries, results in whole dollars.
70. **Unit Total:** Item 68 plus item 69, results in whole dollars.
71. **Allocated Prod.:** Refer to the LAM paragraphs 126 C (1 – 3) and 127 for instructions for determining allocated production. Total production, in whole pounds, allocated to this unit that is included in sections I or II of the Production Worksheet. Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.
72. **Total APH Prod:** Make the following entries in whole dollars.
 - a. When there is an entry in item 71: Item 70 – item 71.

- d. When there is no entry in item 71. Transfer entry from item 70.

MAKE NO ENTRY when separate APH yields are maintained by type, practice, etc., within the unit.

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

73. **Adjuster's Signature, Code # and Date:** Signature of adjuster, code number, and date signed **after** the insured (or insured's authorized representative) has signed. For an absentee insured, enter adjuster's code number **ONLY**. The signature and date will be entered **AFTER** the absentee has signed and returned the Production Worksheet. Final indemnity inspections should be signed on the bottom line.
74. **Insured's Signature and Date:** Insured's (or insured's authorized representative's) signature and date. **BEFORE** obtaining the insured's signature, **REVIEW ALL ENTRIES** on the Production Worksheet **WITH THE INSURED** or insured's authorized representative, particularly explaining codes, etc., that may not be readily understood. Final indemnity inspections should be signed on the bottom line.
75. **Page Numbers:**
- PRELIMINARY:** Page numbers - "1," "2," etc., at the time of inspection.
- FINAL:** Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

PRODUCTION WORKSHEET

1. Crop/Code # Strawberries/0154	2. Unit # 0001-0001BU	3. Location Description SEC-1 TWP-96N RNG-30W	7. Company Agency	Any Company Any Agency		8. Name of Insured I. M. Insured
4. Date(s) of Damage May 20	5. Cause(s) of Damage Rain	6. Insured Cause % 100%	12. Additional Units 00200	13. Est. Prod. Per Acre 60,000		9. Claim # XXXXXXX
					11. Crop Year YYYY	10. Policy # XXXXXXXX
14. Date(s) Notice of Loss		1st MM/DD/YYYY	2nd	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 Acres	Appraised Potential	Moisture % Factor	Annual Price	Production Pre QA	Quality Factor	Production Post QA	Unins. Causes	Total to Count
A			10.0	1.000		997				002			UH	UH	3,673		1.102	36,730		36,730		40,480
B													UA		468,750	112,312 36,730	.24	319,708				76,730
39. TOTAL			10.0	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				36,730		117,210
41. Do any 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," not harvested. Field "B" production from Harvested Production Worksheets.**

SECTION II – DETERMINED HARVESTED PRODUCTION

43. Date Harvest Completed MM/DD/YYYY						44. Damage similar to other farms in the area? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						45. Assignment of Indemnity Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						46. Transfer of Right to Indemnity? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
A. MEASUREMENTS						B. GROSS PRODUCTION				C. ADJUSTMENTS TO HARVESTED PRODUCTION													
47a. 47b.	48.	49.	50.	51.	52.	53.	54.	55.	56.	57.	58a. 58b.	59a. 59b.	60a. 60b.	61.	62.	63.	64a. 64b.	65.	66.				
Share 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				
		SOLD						112,312	112,312							112,312	1.102		123,732				
67. TOTAL																112,312	68. Section II Total		123,732				
																	69. Section I Total		117,210				
																	70. Unit Total		240,942				
																	71. Allocated Prod.						
																	72. Total APH Prod.		240,942				

EXAMPLE STRAWBERRY CLAIM

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

March 2011

11. REFERENCE MATERIAL

TABLE A – MINIMUM REPRESENTATIVE SAMPLE REQUIREMENTS

ACRES IN FIELD OR SUBFIELD	MINIMUM NO. OF SAMPLES
.01 - 10.0	3*
10.1 - 20.0	4*
Add one additional sample for each additional 10.0 acres (or fraction thereof) in the field or subfield.	

* Refer to subsection 4 C for situations where different varieties may be combined for appraisal purposes.

TABLE B – SAMPLE ROW LENGTH FOR 1/1000 OF AN ACRE

ROW WIDTH (FEET TO HUNDRETHS/EQUIVALENT INCHES)	ROW LENGTH (FEET TO TENTHS)	ROW WIDTH (FEET TO HUNDRETHS/EQUIVALENT INCHES)	ROW LENGTH (FEET TO TENTHS)
.50 (6 in.)	87.1	1.92 (23 in.)	22.7
.58 (7 in.)	75.1	2.00 (24 in.)	21.8
.67 (8 in.)	65	2.08 (25 in.)	20.9
.75 (9 in.)	58.1	2.17 (26 in.)	20.1
.83 (10 in.)	52.5	2.25 (27 in.)	19.4
.92 (11 in.)	47.3	2.33 (28 in.)	18.7
1.00 (12 in.)	43.6	2.42 (29 in.)	18
1.08 (13 in.)	40.3	2.50 (30 in.)	17.4
1.17 (14 in.)	37.2	2.58 (31 in.)	16.9
1.25 (15 in.)	34.8	2.67 (32 in.)	16.3
1.33 (16 in.)	32.8	2.75 (33 in.)	15.8
1.42 (17 in.)	30.7	2.83 (34 in.)	15.4
1.50 (18 in.)	29	2.92 (35 in.)	14.9
1.58 (19 in.)	27.6	3.00 (36 in.)	14.5
1.67 (20 in.)	26.1	3.08 (37 in.)	14.1
1.75 (21 in.)	24.9	3.17 (38 in.)	13.7
1.83 (22 in.)	23.8	3.25 (39 in.)	13.4

For row widths not included above: One acre is 43,560 square feet. The linear feet of a single row to obtain a sample of 1/1000 of an acre equals 43,560 square feet divided by the row width in feet to hundredths. Divide the result by 1,000 to obtain the 1/1000 per acre sample row length (rounded to tenths). For a 1/1000 of an acre sample that spans the width of the bed (includes all rows), divide the sample row length shown in the table by the number of rows in the bed to obtain the sample bed length. Larger sample sizes may be used if warranted by damage to the crop.

EXAMPLE: 5 foot raised bed with 4 rows (15 inch average row spacing), the table shows the result of 43,560 sq. ft. per acre divided by 1.25 (15 inches divided by 12 inches) row width = 34,848 linear feet of row per acre. 34,848 linear feet divided by 1,000 = 34.8 foot row length for a one-row 1/1000

of an acre sample. For a 4 row 1/1000 of an acre sample that spans the entire width of the planting bed, divide 34.8 foot row length by 4 rows to determine 8.7 foot bed length. If a larger sample size is needed, use 34.8 foot row length and include all 4 rows in the bed for a sample size of 4/1000 (or 1/250) of an acre or multiply the row length by 4 (e.g., $34.8 \times 4 = 139.2$ feet of a single row).

TABLE C1 – CONVERSION FACTORS FOR OUNCES TO TENTHS OF A POUND

Ounces	Tenths of Pounds
1	0.1
2	0.1
3	0.2
4	0.3
5	0.3
6	0.4
7	0.4
8	0.5
9	0.6
10	0.6
11	0.7
12	0.8
13	0.8
14	0.9
15	0.9
16	1.0

TABLE C2 – CONVERSION FACTORS FOR GRAMS TO TENTHS OF A POUND

More Than	Less than	Pounds
Grams		
Less than 20		0.0
21.0 to 66.0		0.1
66.1 to 112.0		0.2
112.1 to 157.0		0.3
157.1 to 202.0		0.4
202.1 to 247.0		0.5
247.1 to 293.0		0.6
293.1 to 338.0		0.7
338.1 to 384.0		0.8
384.1 to 430.0		0.9
430.1 to 475.0		1.0

TABLE D – STANDARD CONTAINER WEIGHTS

The following table provides the average weight of berries a container will hold. The weight includes the weight of the container (which is overfilled to account for the container weight).

State/UPC No.	Container Types *	Number Per Flat/Box	Average Weight (Lbs./Flat)
California:		(12 x 20)	
33383 20001	1 pint mesh (12 ounce)	12 per flat	12.0
33383 20003	1 pint mesh (half-flat)	6 per flat	6.0
33383 20004	1 pint mesh (flat)	12 per flat	12.0
33383 20026	8 ounce clamshell	12 per flat	8.0
33383 20027	1 pound clamshell	8 per flat	8.5
33383 20028	10.3 ounce clamshell	12 per flat	7.7
33383 20030	2 pound clamshell	4 per flat	8.0
33383 20031	Stem berries: 1 pound clamshell	8 per flat	8.0
33383 20032	Stem berries: 8 ounce clamshell	16 per flat	8.0

For containers not listed in TABLE D, if possible, fill a container with several representative samples of marketable production, weigh the samples in pounds to tenths for both the container and the strawberries. If representative samples of production are not available, the AIP may authorize the use of the producer's/buyer's marketing records.

NOTES

[illegible]

EXHIBIT 1

DECISION CHART FOR STAGE AND APPRAISAL ENTRIES

Section 1, Production Worksheet Entry Required for:			
If the Insured:	Stage Codes Columns H and I	Column J	Column M *
Harvested all pickings	H/H	No	No*
Harvested 1 picking and no other pickings harvested due to insured causes	H/H	Yes	No*
Harvested 1 picking, but no other pickings harvested due to uninsured causes	H/H	No	Yes
Harvested all pickings, but production records unacceptable	P/H	No	Yes
Did not harvest any pickings due to insured causes	UH/UH	Yes	No*
Did not harvest any pickings due to uninsured causes	P/UH	No	Yes
Plants destroyed with consent due to insured causes and planted to peppers, no pickings were harvested	UH/To Peppers	Yes	No*
Plants destroyed without consent and no pickings harvested	P/WOC	No	Yes
Harvested 2 pickings, skipped 7 pickings (23 day gap** and timely notice provided) due to hail damage and harvested last 6 pickings	H/H	Yes (for hail damage)	No*
Harvested 2 pickings, skipped 6 pickings (19 day gap** and no notice provided) with NO verifiable insured cause of loss and harvested last 7 pickings	H/H	No	Yes (for the 6 skipped pickings)
Harvested all pickings except last 2 pickings due to low market price	H/H	Yes	No*
Harvested all pickings except last 4 pickings due to insured damage, but after crop recovery harvested 2 pickings after end of insurance period	H/H	Yes (for insured damage)***	No*
Harvested all pickings including two pickings after end of insurance period	H/H	No***	No*
Harvested 2 pickings, skipped 10 pickings due to frost damage and harvested the last 6 pickings. Adjuster determined plants were producing harvestable fruit the last 4 of the 10 skipped pickings	H/H	Yes (for frost damage)**	Yes (Last 4 Picking Skipped)
First 4 pickings not harvested due to uninsured causes, next 8 pickings harvested, and last 4 pickings not harvested due to insured causes	H/H	Yes (for insured damage)**	Yes (for first 4 pickings)
* Appraisal entries may be required in Column "M" of the Production Worksheet if "uninsured causes" are also present.			
** If this county has a 21 day "harvest delay" notice requirement, the insured must provide notice if harvest is delayed 21 days or more. Acceptable harvest records must be provided and the delay in harvest must be due to an insured cause of loss. Otherwise, it must be assumed the plants produced harvestable fruit during the harvest delay and an appraisal for uninsured causes is required.			
*** If the insured delayed harvest of a picking until after the end of the insurance period and it was possible to harvest the picking(s) in question prior to the end of the insurance period, then any production harvested after the end of the insurance period is considered production to count. If the production records are not acceptable or available or if it is known production records will not be available, enter an appraisal in Column "M."			

NOTES

[illegible]