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Risk Management
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Actuarial and
Product Design
Division

FCIC-25800 (08-2011)

CULTIVATED CLAM PILOT LOSS ADJUSTMENT STANDARDS HANDBOOK

2012 and Succeeding Crop
Years

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

TITLE: CULTIVATED CLAM PILOT LOSS ADJUSTMENT STANDARDS HANDBOOK	NUMBER: 25800 (08-2011)
EFFECTIVE DATE: 2012 and succeeding crop years	ISSUE DATE: August 2011
SUBJECT: Provides loss adjustment procedures and instructions for administering the cultivated clam pilot insurance program	OPI: Actuarial and Product Design Division
	APPROVED: August 24, 2011 <i>/s/ Tim B. Witt</i> Deputy Administrator for Product Management

REASON FOR ISSUANCE

THIS HANDBOOK IS BEING ISSUED TO PROVIDE PROCEDURES AND INSTRUCTIONS FOR ADMINISTERING THE CULTIVATED CLAM CROP INSURANCE PROGRAM FOR THE 2012 AND SUBSEQUENT CROP YEARS.

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.

SUMMARY OF CHANGES/CONTROL CHART

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

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

Changes for crop year 2012 (FCIC-25800) issued August 2011:

1. **Throughout the handbook:** Comments that pertained to grammar, punctuation, deleting unneeded words, rewording to make a sentence flow better, corrections of reference numbers, formatting, etc. were incorporated.
2. **Section 5, Clam Appraisals:** made edits to the percent of clams to be sampled for clams produced using bag culture.
3. **Section 10, Claim Form Entries and Completion Procedures:** made edits to add cropping practice and coverage Level.

CULTIVATED CLAM PILOT LOSS ADJUSTMENT STANDARDS HANDBOOK

SUMMARY OF CHANGES/CONTROL CHART (Continued)

Control Chart For: Cultivated Clam Pilot Loss Adjustment Standards Handbook					
	SC Page(s)	TC Page(s)	Text Page(s)	Date	Directive Number
Remove	Entire Handbook				
Current Index	1-2	1-2	1-32	08-2011	FCIC-25800-(08-2011)

CULTIVATED CLAM PILOT LOSS ADJUSTMENT HANDBOOK

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1. INTRODUCTION

THIS HANDBOOK MUST BE USED IN CONJUNCTION WITH THE LOSS ADJUSTMENT MANUAL (LAM) STANDARDS HANDBOOK, FCIC-25010 AND THE DOCUMENT AND SUPPLEMENTAL STANDARDS HANDBOOK (DSSH), FCIC-24040.

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

2. SPECIAL INSTRUCTIONS

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

A. DISTRIBUTION

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

One legible copy to the insured. The original and all remaining copies as instructed by the approved insurance provider (AIP). It is the AIP's responsibility to maintain original insurance documents relative to policyholder servicing as designated in their approved plan of operations.

B. TERMS, ABBREVIATIONS, AND DEFINITIONS

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

AIP	Approved Insurance Provider
CAT	Catastrophic Risk Protection
CIH	Crop Insurance Handbook
DSSH	Document and Supplemental Standards Handbook FCIC-24040

(4) Definitions:

Amount of insurance

For each basic unit, the insured's inventory value multiplied by the coverage level percentage the insured elects, and multiplied by the insured's share. However, for catastrophic risk protection policies, amount of insurance is the insured's inventory value multiplied by the coverage level percentage (for **CAT level of coverage** the level is limited to 50%), multiplied by the insured's share, and multiplied by 55 percent. The insured's accumulated paid indemnities during the crop year for each basic or optional unit may not exceed the insured's amount of insurance.

**Basic Unit Value
Before Loss**

The stage value of all undamaged insurable clams, in the basic unit or, if elected, all optional units combined, immediately prior to the occurrence of any loss as determined by our appraisal. This allows the amount of insurance under the policy to be prorated among the individual units based on the actual value of the clams in the unit at the time of loss. It is also the basis for determining whether or not an indemnity is due. This value is used to ensure that you have not under-reported your clam inventory value.

Crop Year Deductible

The deductible percentage multiplied by the sum of the inventory values within each basic unit. The crop year deductible will be increased for any increases in the inventory value on the inventory value report. The crop year deductible will be reduced by any previously incurred deductible if the insured timely reports each loss to the AIP.

**Global Positioning
System (GPS)**

A space based radio position, navigation and time transfer system involving satellites and computers to determine the latitude and longitude of a receiver on Earth by computing the time difference for signals from different satellites to reach the receiver.

Inventory value

The total of the stage values from the inventory value report.

**Inventory Value
Report**

The insured's report that declares the stage values of insurable clams in accordance with section 6 of the **Cultivated Clam Pilot Crop Insurance Provisions**.

Nursery environment Bags, trays, pens, or properly protected bottom culture where nursery stock is grown at high densities for the purpose of producing seed clams suitable for stocking into a grow out environment.

Occurrence Deductible

- (a) This deductible allows a smaller deductible than the crop year deductible to be used when:
 - (1) Inventory values are less than the reported basic unit value; or
 - (2) The insured has elected optional units, if applicable.
- (b) The occurrence deductible is the lesser of:
 - (1) The deductible percentage multiplied by the unit value before loss multiplied by the under-report factor; or
 - (2) The crop year deductible.

Practice Cultural methods of producing clams such as trays, mesh bags, round pens, lantern nets or bottom planting.

Rake The hand-operated harvesting device (sometimes called a bull rake) used for clam fishing.

Special Provisions of Insurance The county actuarial documents, which are part of the policy, which contain statements that clarify or amend the policy terms and conditions and also lists insurable types and practices and relevant dates that may vary by geographical area.

Stage Clams that have attained the size or stage specified for stage 1, 2, 3, or 4 as defined in the Special Provisions.

Stage Value The dollar value of the inventory of all insurable clams at each stage based on the survival factors and the prices shown in the actuarial documents for such stages, in each unit on your inventory value report, including any revision that increases the value of your insurable inventory.

Substrate The sediment in which the clam lives.

Under-Report Factor The factor that adjusts the insured's indemnity for under-reporting of inventory values. The factor is always used in determining any indemnities. The under-report factor is the lesser of: a) 1.000 or; b) the sum of all stage values reported on all the inventory value reports, minus the total of all previous losses, as adjusted by any previous under-reporting factors, divided by the basic unit value before loss.

Unit Value After Loss

The value of the remaining insurable clams in each basic or optional unit based on the percentage of the maximum reference price contained in the actuarial materials, immediately following the occurrence of a loss as determined by the AIP's appraisal, plus any reduction in value due to uninsured causes. This is used to determine the loss of value for each individual unit so that losses can be paid on an individual unit basis, optional or basic, as applicable.

The survival factor is applied at the time of inventory and not applied a second time to the same inventory when a loss occurs. Clams that are seeded subsequent to the annual inventory report must be adjusted by the survival factor.

Unit value before Loss

The stage value of undamaged insurable clams in the basic or optional unit, as applicable, immediately prior to the loss occurrence. The determined value will include the number and stages that existed on the date of the inventory value report, adjusted for changes, including but not limited to, seeded and harvested; the prices contained in the actuarial materials; and the applicable survival factors. This allows the amount of insurance under the policy to be divided among the individual units in accordance with the value of the clams in the unit at the time of loss for determining whether the insured is entitled to an indemnity for insured losses in the unit, optional or basic, as applicable.

Clams that are seeded subsequent to the annual inventory report must be adjusted by the survival factor before they are added to the beginning inventory during the process of establishing the "Unit value before loss."

3. INSURANCE CONTRACT INFORMATION

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

A. INSURABILITY

The crop insured will be all the clams in the County that:

- (1) Meet all the requirements for insurability and for which prices are provided in the actuarial materials;
- (2) Are acceptable to the AIP;
- (3) Are grown by a person, who in at least three of the five previous crop years:
 - (a) Grew clams for commercial sale; and
 - (b) Participated in the management of a clam farming operation by at least exercising decision-making authority over all operational aspects of the farm.
- (4) Are grown in a county for which a premium rate is provided in the actuarial documents;
- (5) Are in a growing location acceptable to the AIP;
- (6) Use a practice that fixes the insurable clams to the land within the growing location.

Refer to the Special Provisions of Insurance for specific limitations associated with clam age restrictions.

B. PROVISIONS NOT APPLICABLE TO CAT LEVEL OF COVERAGE

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

C. UNIT DIVISION

Refer to the insurance contract for unit provisions.

A basic unit, as defined in the Basic Provisions, may be divided into optional units in accordance with the crop provision and, if allowed by the Special Provisions of Insurance. In addition to the definition in the Basic Provisions, the **Cultivated Clam Pilot Crop Insurance Provisions** require additional requirements for dividing a basic unit into optional units. Refer to the insurance contract for additional information.

4. PENALTIES FOR MISREPORTING

A. UNDER REPORT FACTOR (PENALTY FOR UNDER INSURING)

If the policyholder fails to report an amount of insurance equal at least to the value of the inventory at the time of any loss determination, a penalty in proportion to the amount of under insurance will be applied.

For example: The insured has a 100 percent share and the inventory value reported by the insured was \$100,000. At the time of loss, basic unit value before loss was \$125,000. \$100,000 divided by \$125,000 = .80 under reporting factor.

B. OVERSTATING INVENTORY VALUE

If the policyholder reports an amount of insurance that exceeds the actual value of the inventory, the insured will pay for coverage on which no indemnity can be collected. The policy will not pay any indemnity amount that exceeds the actual inventory value and premium dollars will be wasted. In addition, the crop year deductible will be overstated and will force the occurrence deductible to be applied for each loss in the case of multiple losses and the insured may not be indemnified.

5. CLAM APPRAISALS

A. GENERAL INFORMATION

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

B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS

Sample selection for clam appraisals will be conducted as follows:

- (1) Florida and South Carolina - Due to the frequency of seeding dates and favorable environmental conditions for relatively rapid growth, group seeding dates by calendar quarter and sample clams by calendar quarter.
 - (a) For example, ask the grower for December through February seedings and sample from this subgroup. The March through May seedings would form another subgroup, etc.
 - (b) Map the seedings. The quarterly seedings may or may not be in one area of the lease.
 - (c) Sample **1** percent of the total number of bags in the lease area. Sample proportionally from each of the seeding quarters. If any clams have been seeded during a quarter, sample at least one bag per seeding quarter.

- (2) Florida and South Carolina Bag Culture - Sample 1 percent of the bags for each seeding quarter. For bottom culture practices (includes round pens), use the sampling procedure for Bottom Culture, except instructions to sample by type, as outlined in (3) below. **Note: Round sample computations to next whole number, for example 1.25 rounds to 2.**

EXAMPLE:

No. of Bags (Practice) 023	Seeding Quarter	1 Percent of Quarter/ Practice	No. of Samples/ Quarter/ Practice 023
20	Q1	1 % of 20 = 0.20	1
125	Q2	1 % of 125 = 1.25	2
0	Q3	0	0
350	Q4	1 % of 350 = 3.50	4
Total Number of Bags 495			

- (3) Massachusetts and Virginia Bottom Culture, sample by type. Sample a minimum of 1 sample per 100 sq. ft. in the bed. If the producer has 5 beds or less, sample all beds. If a producer has 5 or more beds, sample a minimum of 5 beds and 1 additional bed for every additional 5 beds, (i.e., 10 beds: sample 5 + 1 = 6).

From the schematic provided by the insured, randomly select insurable clams from seeded beds of stage 2, and stage 3 clams to measure. Select the number of seeded plots to sample, by type, based on the proportion of a particular type's area to total area.

EXAMPLE:

A grower has ten 14 x 100 beds of stage 2 clams and thirty 14 x 100 beds of stage 3 clams. Stage 2 clams constitute 14,000 square feet of area (10 x 14 x 100) and stage 3 clams constitute 42,000 square feet of area (30 x 14 x 100). Stage 2 clams comprise 25 percent of the total area (14,000 divided by 56,000) and stage 3 clams comprise 75 percent of the total area.

The grower has a total of 40 beds of stage 2 and 3 clams. Of the ten beds of stage 2 clams, randomly sample the minimum five beds plus one additional bed from the remaining five beds for a total of six. Of the thirty beds of stage 3 insurable clams, randomly sample the minimum five beds plus one additional bed for each five beds in the remaining twenty-five beds for a total of ten. In this example, 16 of the growers insurable clam beds would be sampled.

C. UNIT VALUE BEFORE LOSS

The Cultivated Clam Pilot Crop Insurance Provisions require that the insured submit an inventory value report of all growing locations, stage values and shares by growing location. At the AIP's option, documentation may be required to support any part of the report. For **CAT level of coverage** only, the insured must report the previous year's clam sales on the clam inventory value report. The insured may be required to provide documentation to support such sales.

For loss adjustment, the value of the inventory value report is updated to the day before the loss occurred. Document on a Special Report form the initial number of clams seeded, sold and reseeded. The number of clams sold is deducted from the inventory. Stage and stage values of growing clams are updated.

The survival factor from the actuarial documents or the insured's records (if the insured has three consecutive years) is applied to inventory that is initially seeded and to inventory that has been restocked or added since the initial inventory value report.

If the survival factor has been applied to initially seeded inventory and that inventory updates to a new stage group before the loss occurs, transfer the survival-adjusted inventory to the new stage group.

D. BASIC UNIT VALUE BEFORE LOSS

If optional units are applicable, this is the sum of the optional unit values before loss.

E. UNIT VALUE AFTER LOSS

The Cultivated Clam Pilot Crop Insurance Provisions define the unit value after loss as the value of the remaining insurable clams in each basic or optional unit based on the percentage of the maximum reference price contained in the actuarial materials, immediately following the occurrence of a loss as determined by our appraisal, plus any reduction in value due to uninsured causes. This is used to determine the loss of value for each individual unit so that losses can be paid on an individual unit basis, optional or basic, as applicable.

6. APPRAISAL METHODS

A. GENERAL INFORMATION

These instructions provide information on the method for appraising the unit value after loss for bottom culture and bagged culture practices. Establish the standing stock of live clams according to the practice.

B. BOTTOM CULTURE

- (1) Determine the distribution of stage 2 and stage 3 clams in the plots at the field site.
 - (a) Have the grower provide the GPS coordinates for each site and a schematic diagram of the site, including the length and width of each growing area and the date the clams were seeded; or
 - (b) Interview the grower on-site, and identify the growing areas with stage 2 and stage 3 clams. Generate a diagram from this interview.
- (2) Determine the overall area in square feet that has been seeded to each stage group.

- (a) Based on the schematic diagram provided by the grower or that was generated from the interview, calculate the surface area of growing areas that have been seeded with each of the insurable stage groups or types of clams.

- 1 If the growing areas are all similar, count the number of growing areas that have been seeded, and measure the surface area of one growing area. Calculate the total surface area seeded; or
- 2 If each growing area is different, measure the surface area that has been seeded in each, and calculate the total area.

- (b) Enter the total surface area in square feet in item 28 of the Clam Appraisal Worksheet for Bottom and Round Pen Culture.

- (3) Measure the density of clams in each of the plots.

- (a) At each of the seeded plots, randomly select and mark three points within the bed for measuring the density. Do not sample at the edges of the bed.
- (b) With permission of the grower either lift the netting to permit access or cut an "X" through the anti-predator netting at a spot of sufficient size to sample the bed. Two methods to sample the bed are:

1 PVC Pipe

- a Insert the core into the sediment to a depth of six inches at the marked site and extract a sample of the substrate and clams.
- b Convert the pipe diameter to square feet by the following formula and enter the factor, rounded to the nearest thousandth, in item 20 of the appraisal worksheet. Show the calculation of the factor in the remarks section, and note the size of the PVC pipe used.
- c $144 \div (3.14 * r^2)$ where r = pipe radius

EXAMPLE: 12-inch diameter pipe { $144 \div (3.14 * 6^2) = 1.274$ }

If PVC pipe is used for stage 2 or stage 3 clams the minimum diameter pipe must be 12 inches. A one (1) square foot sampler may be constructed and used without the conversion factor.

2 Rake Widths Across the Bed

- a For a particular clam bed, rake across the width of the bed.
- b Rake across the bed in three different locations.

Xx	xx	xx

c If this sampling procedure is used, enter the total number of square feet in the three sample areas in item 21 and enter 1.00 in item 22 of the Clam Appraisal Worksheet for Bottom and Round Pen Culture.

d When using the rake method for sampling stage 2 and stage 3 clams, the rake basket must be lined with mesh having holes not larger than 9 mm.

(c) Sort the sample through a one-quarter inch mesh sieve, and count all of the live clams. Live clams are relatively heavy, and their hinges are closed.

(d) After counting, return live clams to the substrate.

(e) Close the cut in the netting--dental floss in a tapestry needle can be used to stitch the netting back together.

C. BAGGED CULTURE

(1) Determine the distribution of bags by seeding quarter. Mark their locations on the map of the lease area.

(2) Count the total number of bags in each seeding quarter and enter in item 21 of the appraisal worksheet. Enter 1.00 in item 20 of the appraisal worksheet.

(3) Randomly select bags to sample within each seeding quarter. See section 5B for sampling requirements.

(4) The number of live clams per bag may be assessed by:

(a) Counting all live clams in the bag; or

(b) Volumetric Sampling:

1 Sort the live clams from the dead clams. Live clams are relatively heavy and their hinges are closed.

2 Determine the total number of live clams in a graduated cylinder's measured volume by counting the number of live clams in a small subsample whose volume already has been measured.

3
$$\frac{\text{No. of Live Clams in Subsample}}{\text{Subsample Volume (ml)}} \times \text{Total Vol. of Live Clams} = \text{Total Number of Live Clams}$$

4 Appropriate volumes for the size of clams counted are:

Growout Bag.....100 - 4000 ml.

5 CLAM SIZES

Number per pound and hinge size below are approximate:

- Cherrystone 3-4 per pound 2 inch hinge
- Top Neck 5-7 per pound 1 1/2 inch hinge
- Middle Neck 7-9 per pound 1 1/4 inch hinge
- Little Neck 10-13 per pound 1 inch hinge
- 7/8 Inch 14-18 per pound 7/8 inch hinge
- Pasta 18-25 per pound 3/4 inch hinge

Growout - Clams are primarily grown on estuarine or coastal submerged lands leased from the State of Florida. Since clams are bottom-dwelling animals, growout systems are designed to place the clam seed on the bottom and provide protection from predators. Most clam growers in the state use a soft bag of polyester mesh material. The bag is staked to the bottom and naturally occurring sediments serve as the bottom substrate. Bag culture usually involves a 2-step process. The first step entails field nursing seed with shell lengths of 5-6 mm (1/4 inch) in a small-mesh bag. After about 3-6 months, the seed reach a growout size of 12-15 mm shell length (1/2 inch) and they are transferred to a bag of larger mesh size. A crop of littleneck clams (25 mm or 1-inch shell width) can be grown in 12-18 months.

7. APPRAISAL DEVIATIONS AND MODIFICATIONS

A. DEVIATIONS

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

B. MODIFICATIONS

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

8. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES FOR BAG CULTURE

A. GENERAL INFORMATION

- (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 of the appraisal worksheet (when required by the AIP), when a worksheet entry is not provided.
- (3) Cultivated Clam appraisals are to be made when directed by the AIP or when a notice of damage has been received. Refer to the LAM for additional reasons for appraisals.
- (4) Make separate appraisals for each practice and basic unit, if applicable. Refer to section 5 for sampling requirements.
- (5) Document all uninsured causes of loss in the REMARKS section.
- (6) Standard appraisal worksheet items are numbered consecutively in paragraph B. An example appraisal worksheet is also provided to illustrate how to complete entries.
- (7) The Privacy Act and Non-Discrimination statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown on the example form in this section. The current Non-Discrimination Statement and Privacy Act Statement can be found on the RMA website at: <http://www.rma.usda.gov/regis/required.html> or successor website.
- (8) Refer to the DSSH for other crop insurance form requirements (e.g., font point size, etc.).

B. WORKSHEET ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

Item

No. Information Required

Company: 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. **Policy Number:** Insured's assigned policy number.
3. **Unit Number:** Five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100).
4. **Claim Number:** Claim number as assigned by the AIP.
5. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim is filed.
6. **Cause of Loss:** Name of insured cause of loss for **this crop** as listed in the LAM. If it is evident that no indemnity is due, enter "NONE." If an insured cause of loss is coded as "Other," explain in the "Remarks." Refer to the Basic Provisions, **Cultivated Clam Pilot Crop Insurance Provisions**, and Special Provisions of Insurance for this crop for information pertaining to insured and uninsured causes of loss.

7. **CAT Policy:** Check the appropriate box for “Yes” if the insured selected **CAT level of coverage** or “No” if the insured selected **additional level of coverage**.
8. **Optional Units:** Check the appropriate box for “Yes” if the insured selected optional unit coverage or “No” if the insured selected basic unit coverage.
9. **Date of Damage:** First three letters of the month during which MOST of the insured damage (including progressive damage) occurred for each inspection. Include the SPECIFIC DATE where applicable as in the case of a tidal wave (e.g., AUG 11). **If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report).**
10. **Inspection Number:** Number of the inspection (e.g., 1, 2).
11. **Lease Parcel ID:** Identification of the lease parcel.
12. **Lease Area Size:** Size of the leased area in acres, to hundredths.
13. **Global Positioning Coordinates (GPS):** Enter the coordinates of the lease site. Each coordinate will be provided in the format: DDDMMddd where;
 DDD = degrees (right justified and left zero filled where appropriate)
 MM = minutes (right justified and left zero filled where appropriate)
 ddd = decimal minutes, rounded where necessary to 3 positions.
14. **Practice:** Three-digit code number entered exactly as specified on the actuarial documents, for the practice carried out by the insured. If “No Practice Specified,” enter appropriate 3-digit code number from the actuarial documents.
15. **Seeding Date:** Quarter the clams were seeded. Seeding quarters are designated as follows:

1st Quarter.....	December - February
2nd Quarter	March - May
3rd Quarter	June - August
4th Quarter	September - November
16. **Type – Stage:** 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 3-digit code number from the actuarial documents.
17. **Number of Live Clams per Sample:** Number of live clams in the sample area.
18. **Total:** Total of the entries in item 17.
19. **Number of Samples:** Total number of samples taken.
20. **Average:** Item 18 divided by item 19, **rounded** to the nearest whole number.
21. **No. of Bags:** Total number of bags for the type appraised.

22. **Total Number of Clams:** Item 20 times item 21, rounded to the nearest whole number.
23. **Price:** Price per clam (for the appropriate type - stage calculated by multiplying the maximum dollar amount per clam from the actuarial documents times the price factor for the applicable stage. For CAT level of coverage, multiply the reference price factor by the reference CAT price decimal.
- EXAMPLE:** Maximum dollar amount per clam = \$0.18
Price factor for applicable stage (stage 2) = 0.50
Price per clam ($\$0.18 \times 0.50$) = \$0.09
For CAT level of coverage ($\$0.09 \times 0.55$) = \$0.0495.
24. **Value:** Item 22 times item 23, rounded to the nearest whole number.
25. **Unit Value After Loss:** Sum of item 24 entries.
26. **Remarks:** Information pertinent to the appraisal, sampling, conditions, etc. Include any appropriate calculations.
27. **Adjuster's Signature, Code No., and Date:** Signature of adjuster, code number, and date signed **after** the insured (or insured's authorized representative) has signed. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the Narrative of the Production Worksheet.
28. **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.
29. **Page:** Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

9. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES FOR BOTTOM AND ROUND PEN CULTURE

A. GENERAL INFORMATION

- (1) Include the AIP's name in the appraisal worksheet title if not preprinted on the AIP's worksheet or when a worksheet entry is not provided.
- (2) Include the claim number on the appraisal worksheet (when required by the AIP), when a worksheet entry is not provided.
- (3) Cultivated Clam appraisals are to be made when directed by the AIP or when a notice of damage has been received. Refer to the LAM for additional reasons for appraisals.
- (4) Make separate appraisals for each practice and basic unit, if applicable. Refer to section 5 for sampling requirements.
- (5) Document all uninsured causes of loss in the REMARKS section.
- (6) Standard appraisal worksheet items are numbered consecutively in paragraph B. An example appraisal worksheet is also provided to illustrate how to complete entries.
- (7) The Privacy Act and Non-Discrimination statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown on the example form in this section. The current Non-Discrimination Statement and Privacy Act Statement can be found on the RMA website at: <http://www.rma.usda.gov/regs/required.html> or successor website.
- (8) Refer to the DSSH for other crop insurance form requirements (e.g., font point size, etc.).

B. WORKSHEET ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

Item

No.

Information Required

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

1. **Insured's Name:** Name of insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. **Policy Number:** Insured's assigned policy number.
3. **Unit Number:** Five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100).

4. **Claim Number:** Claim number as assigned by the AIP.
5. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim is filed.
6. **Cause of Loss:** Name of insured cause of loss for **this crop** as listed in the LAM. If it is evident that no indemnity is due, enter "NONE." If an insured cause of loss is coded as "Other," explain in the "Narrative." Refer to the Basic Provisions, **Cultivated Clam Pilot Crop Insurance Provisions**, and Special Provisions of Insurance for this crop for information pertaining to insured and uninsured causes of loss.
7. **CAT Policy?:** Check the appropriate box for "Yes" if the insured selected **CAT level of coverage** or "No" if the insured selected **additional level of coverage**.
8. **Optional Units?:** Check the appropriate box for "Yes" if the insured selected optional unit coverage or "No" if the insured selected basic unit coverage.
9. **Date of Damage:** First three letters of the month during which MOST of the insured damage (including progressive damage) occurred for each inspection. Include the SPECIFIC DATE where applicable as in the case of a tidal wave (e.g., AUG 11).
10. **Inspection Number:** Number of the inspection (e.g., 1).
11. **Lease Parcel ID:** Identification of the lease parcel.
12. **Lease Site ID:** Identification of the lease site if different than item 11.
13. **Global Positioning Coordinates (GPS):** Enter the coordinates of the lease site. Each coordinate will be provided in the format: DDDMMddd where;
DDD = degrees (right justified and left zero filled where appropriate)
MM = minutes (right justified and left zero filled where appropriate)
ddd = decimal minutes, rounded where necessary to 3 positions.
14. **Practice:** Three-digit code number entered exactly as specified on the actuarial documents, for the practice carried out by the insured. If "No Practice Specified," enter appropriate 3-digit code number from the actuarial documents.
15. **Type - Stage:** 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 3-digit code number from the actuarial documents. **Each type – stage will require a different appraisal worksheet.**
16. **Bed ID:** Three-digit number assigned by the adjuster on the first loss to identify the individual bed that was sampled.
17. **Seeding Date:** The Date (MM/DD/YYYY) the clams were seeded in the medium.
18. **Bed Dimensions:** The measurements of the bed being sampled.
19. **Number of Live Clams per Sample:** The Number of live clams in the sample area.

20. **Total:** Total of the entries from item 19.
21. **Number of Samples:** The Total number of samples taken. If three rake widths across the bed is the method of sampling, enter the total square feet of the sample area in this item.
22. **Sq. Ft. Factor:** If using a sampling device that does not measure one square foot in diameter, enter the factor, expressed to the nearest thousandth, necessary to convert the diameter to one square foot. Otherwise, enter 1.000.
23. **Average # of clams per Sq. Ft.:** Result of item 20 divided by item 21 multiplied by item 22, rounded to the nearest whole number.
24. **Total:** Sum of entries for column 23.
25. **Total of all samples:** Total from item 24.
26. **Number of Beds Sampled:** Total number of beds sampled.
27. **Average # of clams per Sq. Ft.:** Result of item 25 divided by item 26, rounded to the nearest whole number.
28. **Total Area:** Total square feet of seeded area for the appraisal.
29. **Total Number of Clams:** Result of multiplying Item 27 times Item 28.
30. **Price:** Price per clam for the appropriate type – stage calculated by multiplying the maximum dollar amount per clam times the price factor for the applicable stage.
- EXAMPLE:** Maximum dollar amount per clam = \$0.18
Price factor for applicable stage (stage 2) = 0.50
Price per clam (\$0.18 x 0.50) = \$0.09
For CAT level of coverage (\$0.09 x 0.55) = \$0.0495.
31. **Type – Stage Value Loss:** Result of multiplying item 29 by item 30, rounded to the nearest whole number.
32. **Unit Value After Loss:** Entry from item 31, which is the total of all after loss stage values in the unit.
33. **Remarks:** Enter information pertinent to the appraisal, sampling, conditions, etc.. Include any appropriate calculations.
34. **Adjuster's Signature, Code No. and Date:** Signature of adjuster, code number, and date signed **after** the insured (or insured's authorized representative) has signed. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the Narrative of the Production Worksheet.
35. **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.

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

FOR ILLUSTRATION ONLY CLAM APPRAISAL WORKSHEET FOR BOTTOM AND ROUND PEN CULTURE			Company COMPANY NAME			1. Insured's Name I. M. INSURED			2. Policy Number XXXXXXXX			3. Unit Number 00101			
4. Claim Number XXXXX			5. Crop Year YYYY			6. Cause of Loss FREEZE			7. CAT Policy? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			8. Optional Units? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
9. Date of Damage JAN 10		10. Inspection Number 1		11. Lease Parcel ID LEASE PARCEL 17		12. Lease Site ID BR549		13. GPS Coordinates lat: 03740109 long:12223825			14. Practice 024		15. Type – Stage 084		
Bed ID 16.	Seeding Date 17.	Bed Dimensions 18.	Number of Live Clams per Sample 19.									Total 20.	Number of Samples 21.	Sq. Ft. Factor 22.	Average # of Clams per sq. ft. 23.
123	10/10/07	14 X 100	3	5	18	10	44	7	21	8	19				
			23	54	63	12	26					313	14	1.000	22
124	10/11/07	14 X 100	18	22	47	57	20	8	5	8	66				
			78	43	29	88	41					530	14	1.000	38
125	10/12/07	14 X 100	98	88	78	42	17	88	56	75	32				
			23	11	82	29	63					782	14	1.000	56
126	10/13/07	14 X 100	33	43	34	55	66	12	17	29	77				
			18	97	65	47	18					611	14	1.000	44
127	10/14/07	14 X 100	67	93	41	88	45	78	22	23	26				
			77	26	83	33	12					714	14	1.000	51
													24. Total 211		
25. Total of all Samples 211		26. Number of Beds Sampled 5		27. Average # of Clams per sq ft per Bed 42		28. Total sq ft of Seeded Area 7,000		29. Total Number of Clams 294,000		30. Price .09		31. Type – Stage Value \$26,460		32. Unit Value After Loss \$26,460	
33. Remarks															
This form example does not illustrate all required entry items (e.g., signatures, dates, etc.)															

10. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES

A. GENERAL INFORMATION

- (1) The claim form (hereafter referred to as the “Production Worksheet”) is a form specific to Cultivated Clam loss adjustment. A separate set of production worksheets are needed for each loss inspection; each production worksheet can accommodate up to six optional units.
- (2) If a change or correction is necessary, strike out entry and re-enter correct entries above previous entry. The adjuster and insured should initial any changes.
- (3) Refer to the LAM for instructions regarding the following:
 - (a) Delayed notices and delayed claims.
 - (b) Corrected claims and cases involving concealment, misrepresentation, or litigation.
 - (c) “No Indemnity Claims” which must be verified by a Cultivated Clam APPRAISAL or NOTIFICATION from the insured that the Unit Value After Loss equals Unit Value Before Loss.
- (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) All Cultivated Clam inspections initiated through a notice of loss are considered final inspections.
- (6) Specific loss calculations are discussed in the instructions for the completion of the Cultivated Clam Production Worksheet. For each loss occurrence, the claim is settled on a basic unit basis. When optional units apply, the loss on each optional unit is calculated separately, and then combined to derive the basic unit indemnity. The amount of insurance paid and occurrence deductible withheld for each optional unit will modify the basic unit effective amount of insurance and the effective crop year deductible available for the next optional unit.
- (7) Once unit numbers are assigned for an optional unit, the number must remain specific for that particular optional unit for the entire crop year. If a loss is reported for part of a basic unit, the entire basic unit must be appraised (all optional units must be separately appraised, even if only one optional unit has been damaged).

B. FORM ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

Item

No. Information Required

1. **Crop and Code No:** "Cultivated Clam" (0116).
2. **Basic Unit:** Five-digit basic unit number from the Summary of Coverage, after it is verified to be correct, (e.g., 00100).
4. **Cropping Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the cropping practice (practice) carried out by the insured, e.g., 023 (Grow-out Bag or 024 Bottom Culture, as applicable).
5. **Coverage Level:** Enter the coverage level percent selected by the insured.
5. **Legal Description:** Enter the lease parcel number and **Global Positioning Coordinates (GPS)** that identifies the location of the unit.
6. **Date of Damage:** First three letters of the month during which MOST of the insured damage (including progressive damage) occurred for each inspection. Include the SPECIFIC DATE where applicable as in the case of a tidal wave (e.g., AUG 11).
7. **Cause of Damage:** Name of insured cause(s) of loss for **this crop** as listed in the LAM. If it is evident that no indemnity is due, enter "NONE." If an insured cause of loss is coded as "Other," explain in the "Narrative." Refer to the Basic, **Cultivated Clam Pilot Crop Insurance Provisions**, and Special Provisions for this crop for information pertaining to insured and uninsured causes of loss.
8. **Primary Cause %:** Percent of damage for the cause of damage listed in item 5 above that is determined to be the primary cause of damage. The primary cause of damage must exceed 50 percent (e.g., 51%). Enter an "X" in the major secondary cause of damage.
9. **Optional Units:** For buy-up coverage, if optional units have been elected by the insured, enter ALL optional unit numbers contained in the basic unit. If optional units have NOT been elected, enter NONE. Optional units are not applicable to CAT policies.
10. **Company/Agency:** Name of AIP and the name of the agency servicing the contract.
11. **Name of Insured:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
12. **Claim Number:** The claim number as assigned by the AIP.
13. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim is filed.
14. **Policy Number:** Insured's assigned policy number.

15. **Date Notice of Loss:** Enter the date the notice of damage was given for the basic unit in item 2. Always enter the complete Date of Notice (month, day, and year).
16. **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.
17. **Transfer of Right to Indemnity:** Check "Yes" **only** if a transfer of right to indemnity is in effect for the unit for the crop year; otherwise, check "No". Refer to the LAM.
18. **Companion Policies:**
- a. If no other person has a share in the unit (insured has 100 percent share), MAKE NO ENTRY.
 - b. In all cases where the insured has LESS than a 100 percent share of a loss-affected unit, ask the insured if the OTHER person sharing in the unit has a multiple-peril crop insurance contract (i.e., not crop-hail, fire, etc.). If the other person does not, enter "NONE."
 - (1) If the other person has a multiple-peril contract and it can be determined that the SAME AIP services it, enter the contract number. Handle these companion policies according to AIP's 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.
 - (4) Refer to the LAM for further information regarding companion contracts.

SECTION I – IMMEDIATELY PRIOR TO THIS LOSS

Verify or make the following entries:

Item

No.

Information Required

- 19a.** **Basic Unit Amount of Insurance:** This is the current basic unit amount of insurance WITHOUT SHARE. It is the reported Total Inventory Value (from the Clam Inventory Value Report plus any Revised Inventory Value Report values), times the coverage level percentage expressed as a decimal, in whole dollars. Complete this entry on only the first page of each inspection when multiple-page basic unit production worksheet forms are required. Do not copy the computed amount of insurance from the Clam Inventory Report for this entry. If optional units are applicable, this value is the sum of the optional units' Total Inventory Values times the coverage level percentage.
- 19b.** **Basic Unit Previous Indemnity(ies):** Previous preliminary indemnities (item **38**) calculated during previous loss occurrences for the basic unit.
- If the Inspection Number equals 1, enter “0.”
 - Enter the sum of all Preliminary Indemnities (item **35**) calculated during previous loss occurrences. This figure cannot exceed the amount entered in item **19a**.
 - Complete this entry on only the first page of each inspection when multiple-page basic unit production worksheet forms are required.
- 19c.** **Effective Amount of Insurance:** Basic Unit Amount of Insurance (item **19a**) minus Basic Unit Previous Indemnities (item **19b**). For multiple page production worksheets to account for a basic unit with more than six optional units, enter the amount from the previous page's column **a**. Unit No.'s Effective Amount of Insurance Remaining (item **38**).
- An upward-revised Clam Inventory Value Report is used where additional insurance coverage is purchased for the remainder of the crop year to add coverage for added clam inventory and/or to cover restocked clams after a loss. There is a 30-day waiting period for restock or added coverage to become effective. Coverage is not retroactive.
- 20a.** **Basic Unit Crop Year Deductible:** The current basic unit reported Total Inventory Value (from the Clam Inventory Value Report) plus any revisions times (1.00 minus the coverage level percent expressed as a decimal), in whole dollars. Complete this entry on only the first page of each inspection when multiple-page basic unit claim forms are required.
- 20b.** **Basic Unit Previous Occurrence Deductible(s):** The applied Basic Unit Occurrence Deductible from previous loss occurrences for the basic unit.
- If the Inspection Number equals 1, enter “0”.

- b. Enter the sum of all occurrence deductibles applied (32g) from previous loss occurrences. This figure cannot exceed the amount entered in item 20a.
- c. Complete this entry on only the first page of each inspection when multiple-page basic unit claim forms are required.

20c. Effective Crop Year Deductible (CYD): Basic Unit Crop Year Deductible (item 20a) minus Basic Unit Previous Occurrence Deductible (item 20b). For multiple page production worksheets due to a basic unit with more than six optional units, enter the amount from the previous page's column g. Unit No., Crop Year Deductible Remaining (item 34).

SECTION II - THIS LOSS

There are six columns (a through f) provided on each production worksheet. If optional units are applicable, use one column for each optional unit and enter its unit number, e.g., 00101, etc., and use additional pages if the basic unit has more than six optional units. If optional units are NOT applicable, use the left hand column, "a. Unit No." to calculate the loss. Complete "g. Summary" on the last page of the production worksheets to document the basic unit loss. For "CAT level of Coverage" policies with two practices, use one column for each practice completing the requested information through item 31. Add the entries in column a and b to obtain basic unit totals and enter the resulting sums on the appropriate line of column g. Complete column g in the normal manner to document the basic unit loss. (The occurrence deductible must be calculated from the sum of all practices.)

21. Inspection Number: If the inspection is due to a notice of damage, enter the number of the inspection, (e.g., 1), otherwise leave blank.

22. Reported Basic Unit Value: Sum the Basic Unit Amount of Insurance (item 19a) plus the Basic Unit Crop Year Deductible (item 20a). Sum the Clam Inventory Value Report and any Revised Clam Inventory Value Reports in effect for the basic unit on the date the damage occurs.

23. Sum of Prev. Losses: The sum of all previous basic unit losses (19b + 20b).

24. Basic Unit Value Before Loss: Sum all Unit Values Before Loss (item 28) in the Basic Unit. For CAT and for policies without optional units, the Unit Value Before Loss and the Basic Unit Value Before Loss are the same.

25. Under Reporting Factor: The lesser of a) 1.000, or b) ((the Reported Basic Unit Value (item 22) minus Sum of the Previous Losses (item 23)) divided by the Basic Unit Value (item 24)), rounded to three decimal places (e.g., .775).

26. Damage Similar to Other Lease Parcels in the area: Check "Yes" or "No." Check "Yes" if amount and cause of damage due to insurable causes is similar to the experience of other clam lease parcels in the area. If "No" is checked, explain in the narrative.

27a-27g. Columns a. Through g.: In the spaces provided, enter:

- a. For a BASIC UNIT WITHOUT OPTIONAL UNITS, the five-digit unit number (e.g.,

00100).

- b. For a basic “CAT” unit when two practices are applicable, enter the five-digit unit number and the appropriate PRACTICE code in columns 27a and 27b.
- c. For a BASIC UNIT WITH OPTIONAL UNITS, the five-digit unit number (e.g., 00101) in column 27a. Complete column b through f for each additional optional unit, continuing on to additional worksheet pages, columns a. through f. as necessary. Due to the nature of the occurrence deductible and its effect on the indemnity calculation, the order of optional units listed in columns a. through f. must be entered and calculated from the lowest optional unit number to the highest (e.g., 00101 followed by 00102, etc), until all optional units are calculated.
- d. Complete columns a through f for items 28 through 31, for each practice. Sum the entries in columns a through f to obtain basic unit totals, and enter the resulting sums on the appropriate line of column g. Complete the column g calculation in the normal manner. (The occurrence deductible **MUST** be calculated from the sum of all types).

28. Unit Value Before Loss: Enter the appraised BEFORE LOSS inventory whole-dollar value for this notice of loss. (Refer to section 2B(3), Definitions).

29a. Unit Value After Loss – Value remaining-ins. cause: Enter the appraised AFTER LOSS inventory whole-dollar value for this notice of loss. Transfer the amount in item 25 of the Bag Culture appraisal worksheet or item 32 of the Bottom and Round Pen appraisal worksheet.

29b. Unit Value After Loss – Value assessed-unins. cause: Uninsured cause of loss appraisals NOT INCLUDED in the appraisal worksheet, in whole dollars. Document on a Special Report or the Remarks Section of the Appraisal Worksheet.

29c. Unit Value After Loss – Unit value after loss (TOTAL): Sum of item 29a and item 29b, in whole dollars.

30. Unadjusted Loss: (item 28) Unit Value Before Loss, as defined in the policy, minus item 29c, Unit Value After Loss (TOTAL) in whole dollars.

31. Adj. Loss (for Under reporting): Item 30, Unadjusted Loss, times item 25, Under Reporting Factor in whole dollars.

32. Occurrence Deductible:

- a. For a basic unit or the first optional unit, enter in whole dollars, the LESSER OF:
 - (1) The calculated Occurrence Deductible (Unit Value Before the Loss (item 28) times (100 minus Coverage Level percent) times the Under Reporting Factor (item 25) for the unit); or
 - (2) The Effective Crop Year Deductible (item 20c); or
 - (3) The Adjusted Loss (item 31).

- b. For additional optional units with losses, enter in whole dollars, the LESSER OF:
- (1) The calculated Occurrence Deductible (Unit Value Before the Loss (item 28) times (100 minus Coverage Level percent) times the Under Reporting Factor (item 25) for the unit); or
 - (2) The CYD Remaining (item 34 of the previous optional unit); or
 - (3) The Adjusted Loss (item 31).

33. Unadjusted Indemnity: Adjusted Loss (item 31) minus Occurrence Deductible (item 32).

34. CYD Remaining:

- a. For a basic unit or first optional unit within a basic unit, subtract the calculated Occurrence Deductible (item 32) from the Effective Crop Year Deductible (item 20c) and record in whole dollars.
- b. For additional optional units, subtract the calculated Occurrence Deductible (item 32) from the CYD Remaining (item 34 of the previous optional unit), and record in whole dollars.
- c. The CYD Remaining must be equal to or greater than zero.

35. Preliminary Indemnity:

- a. For the first basic unit or the first optional unit within a basic unit, enter the LESSER OF the Unadjusted Indemnity (item 33) or the Effective Amount of Insurance (item 19c), in whole dollars.
- b. For additional optional units within the basic unit, enter the LESSER OF the Unadjusted Indemnity (item 33) or the Effective Amount of Insurance Remaining (item 38 of the previous optional unit) in whole dollars.

36. Share: Insured's interest in the crop to three decimal places, determined at the time of inspection, but will not exceed the insured's share at the earlier of the time of loss or the beginning of harvest (e.g. 1.000).

37. Indemnity: The result of the Preliminary Indemnity (item 35), times Share (item 36), rounded to whole dollars.

38. Effective Amount of Insurance Remaining:

- a. For a basic unit or the first optional unit within a basic unit, enter the result of the Effective Amount of Insurance (item 19c) for the basic unit minus the Preliminary Indemnity (item 35) for this unit, in whole dollars.

- b. For additional optional units within a basic unit, enter the Effective Amount of Insurance Remaining (item 38 of the previous optional unit) minus the Preliminary Indemnity (item 35) for this optional unit, in whole dollars.

39. **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. Explain any uninsured causes, unusual, or controversial cases.
- b. Explain any errors found on the Inventory Value Report.
- c. Explain a "No" checked in item 26.
- d. 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.
- e. When any other adjuster or supervisor or consultant accompanied the adjuster on the inspection, enter the code number of any adjuster, or supervisor, and the name of any consultant present during the inspection and the date of inspection.
- f. Explain any delayed notices or delayed claims as instructed in the LAM.
- g. Document any other pertinent information. If on an attachment, enter "See attachment".
- h. Document the insured's coverage level.

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

41. **Adjuster's Signature, Code Number, and Date:** Signature of adjuster, code number, and date signed **after** the insured (or 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.

42. **Witness' Signature and Date:** Signature of witness and date signed **after** the insured (or insured's authorized representative) and adjuster has signed. For an absentee insured or if signatures are not observed, leave blank.

43. **Other Signature(s) and Date(s):** Signature(s) of others if present when the loss adjustment was conducted, e.g., consultants, etc., and the date signed.

44. **Page:** Page 1 of 1, Page 1 or 2, Page 2 of 2, etc.

C. PRODUCTION WORKSHEET CALCULATION REFERENCE

For each loss occurrence

The following items are completed **ONLY** on page 1 of the production worksheet for each basic unit.

<p>19a Basic Unit Amount of Insurance Report</p>	<p>19b Basic Unit Previous Indemnities Sum of 35, prev. losses</p>	<p>19c Effective Amount of Insurance 19a - 19b</p>
<p>20a Basic Unit Crop Year Deductible Report</p>	<p>20b Basic Unit Previous Occurrence Deductibles Sum of 32, prev. losses</p>	<p>20c Effective Crop Year Deductible 20a - 20b</p>
<p>22 Reported Basic Unit Value 19a + 20a</p>	<p>23 Sum Prev. Losses (Adj. Losses) 19b + 20b</p>	<p>24 Basic Unit Value Sum of 28</p>
<p>25 Under reporting factor (URF) (22 - 23) ÷ 24</p>		

The following items are completed for each unit whether it is a basic or optional unit.

Item	Optional Unit 00100	Optional Unit 00102...etc.
28 Unit Value Before Loss	Adjuster det.	Adjuster det.
29 Unit Value After Loss		
29a. Value remaining-ins. cause	Adjuster det.	Adjuster det.
29b. Value assessed-unins. cause	Adjuster det.	Adjuster det.
29c. (TOTAL)	29a + 29b	29a + 29b
30 Unadjusted Loss	28 - 29c	28 - 29c
31 Adj. Loss (for Under reporting; 30 X 25)	30 X 25	30 X 25
32 Occurrence Ded. OD (Unit Value Before Loss) (URF) (100 - level %)	< 31 , calc. 32 or 19c)	< 31 , calc. 32 or 34)
33 Unadjusted Indemnity	31 - 32a	31 - 32
34 CYD Remaining	20c - 32a	34a - 32b => etc.
35 Preliminary Indemnity	< 33 or 20c)	< 33 or 39a) => etc.
36 Percent Share	Report	Report
37 Indemnity	35 X 36	35 X 36
38 Effective Amount of Insurance Remaining	19c - 35a	38a - 35b => etc.

For Illustration Purposes Only
CLAM PRODUCTION WORKSHEET/CLAIM FORM

1. Crop and Code No. Cultivated Clam 0116	2. Basic Unit 00100	3. Cropping Practice: 023	4. Coverage Level 75%	5. Legal Description Parcel 17, GPS Coordinates, lat: 03740109, long:12223825	10. Company Any Insurance Company Any City, Any State Agency ABC Agency Any City, Any State	11. Name of Insured I.M. Insured
6. Date of Damage JAN 10		7. Cause of Damage FREEZE		8. Primary Cause % 100		12. Claim Number XXXXXXXX
9. Optional Units 00101		00102		14. Policy Number XXXXXXXX		13. Crop Year YYYY
				15. Date Notice of Loss MM/DD/YYYY		16. Assign. of Indemnity Yes <input type="checkbox"/> No <input type="checkbox"/> X <input checked="" type="checkbox"/>
				17. Transfer of Right to Indemnity Yes <input type="checkbox"/> No <input type="checkbox"/> X <input checked="" type="checkbox"/>		18. Companion Policy(ies)

SECTION I - IMMEDIATELY PRIOR TO THIS LOSS

19a. Basic Unit Amount of Insurance 75,000	19b. Basic Unit Previous Indemnity(ies) (Sum of 35. previous losses) 0	19c. Effective Amount of Insurance (19a - 19b or 36 from page 1 > 6 units) 75,000
20a. Basic Unit Crop Year Deductible (Inventory Value X (1.00 - Cov. Level)) 25,000	20b. Basic Unit Previous Occurrence Deductible(s) (Sum of 32. previous losses) 0	20c. Effective Crop Year Deductible (CYD) (20a - 20b or 34 from page 1 if > 6 units) 25,000

SECTION II - THIS LOSS

21. Inspection Number 1	22. Reported Basic Unit Value (19a + 20a) 100,000	23. Sum of Prev. Losses (Adj. Losses) (Adj. Losses) (19b + 20b) 0	24. Basic Unit Value Before Loss (Sum of Item 28 entries) 95,000	25. Under Reporting Factor (URF) Lesser of 1.000 or ((22 - 23) ÷ 24)) 1.000				
26. Damage similar to other lease parcels in the area? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		27a. Unit No. 00101	27b. Unit No. 00102	27c. Unit No.	27d. Unit No.	27e. Unit No.	27f. Unit No.	27g. Summary
28. Unit value before loss		80,000	15,000					95,000
29. Unit value	29a. Value remaining-ins. cause	26,460	7,500					33,960
	29b. Value assessed-unins. cause	0	0					0
	29c. Unit value after loss (Total) (29a + 29b)	26,460	7,500					33,960
30. Unadjusted Loss (28 - 29c)		53,540	7,500					61,040
31. Adj. Loss (for Under reporting: 30 x 25)		53,540	7,500					61,040
32. Occurrence Ded. (OD) ≤ (Unit Value Before Loss x URF x (100 - level 75 %)) or 20c. or 31.		20,000	3,750					23,750
33. Unadjusted Indemnity (31 - 32)		33,540	3,750					37,290
34. CYD Remaining [Opt. Unit A - (20c - 32)] [Remaining Units - (34 - 32)]		5,000	1,250					1,250
35. Preliminary Indemnity [Opt. Unit A < (33 or 19c)] [Remaining Units < (33 or 38)]		33,540	3,750					37,290
36. Percent Share		1.000	1.000					1.000
37. Indemnity		33,540	3,750					37,290
38. Effective Amount of Insurance Remaining [Opt. Unit A - (19c - 35)] [Remaining Units - (38 - 35)]		41,460	37,710					37,710

39. Narrative (If more space is needed, attach a Special Report). This production worksheet example incorporates the appraisal worksheet information for unit 00101.

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

For Illustration Purposes Only

CLAM PRODUCTION WORKSHEET/CLAIM FORM

1. Crop and Code No. Cultivated Clam 0116	2. Basic Unit 00100	3. Cropping Practice 023	4 Coverage Level 75%	5. Legal Description Parcel 17 GPS Coordinates, lat: 03740109, long:12223825	10. Company Any Insurance Company Any City, Any State Agency ABC Agency Any City, Any State	11. Name of Insured I.M. Insured
6. Date of Damage May 12	7. Cause of Damage Tidal Wave		8. Primary Cause % 100		12. Claim Number XXXXXXXX	13. Crop Year YYYY
9. Optional Units 00101		00102			14. Policy Number XXXXXXXX	15. Date Notice of Loss MM/DD/YYYY
					16. Assign. of Indemnity Yes	No X
					17. Transfer of Right to Indemnity Yes	No X
					18. Companion Policy(ies)	

SECTION I - IMMEDIATELY PRIOR TO THIS LOSS

19a. Basic Unit Amount of Insurance 75,000	19b. Basic Unit Previous Indemnity(ies) (Sum of 35. previous losses) 37,290	19c. Effective Amount of Insurance (19a - 19b or 36 from page 1 if > 6 units) 37,710
20a. Basic Unit Crop Year Deductible (Inventory Value X (1.00 - Cov. Level)) 25,000	20b. Basic Unit Previous Occurrence Deductible(s) (Sum of 32. previous losses) 23,750	20c. Effective Crop Year Deductible (CYD) (20a - 20b or 34 from page 1 if > 6 units) 1,250

SECTION II - THIS LOSS

21. Inspection Number 2	22. Reported Basic Unit Value (19a + 20a) 100,000	23. Sum of Prev. Losses (Adj. Losses) (Adj. Losses) (19b + 20b) 61,040	24. Basic Unit Value Before Loss (Sum of Item 28 entries) 37,960	25. Under Reporting Factor (URF) [<(1,000 or ((22 - 23) ÷ 24))] 1,000			
26. Damage similar to other lease parcels in the area? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	27a. Unit No. 00101	27b. Unit No. 00102	27c. Unit No.	27d. Unit No.	27e. Unit No.	27f. Unit No.	27g. Summary
28. Unit value before loss	23,960	14,000					37,960
29. Unit value After loss	29a. Value remaining-ins. cause	23,960	8,500				32,460
	29b. Value assessed-unins. cause	0	0				0
	29c. Unit value after loss (Total) (29a + 29b)	23,960	8,500				32,460
30. Unadjusted Loss (28 - 29c)	0	5,500					5,500
31. Adj. Loss (for Under reporting: 30 x 25)	0	5,500					5,500
32. Occurrence Ded. (OD) (Unit Value Before Loss x URF x (100 - level 75 %)) or 20c. or 31.	0	1,250					1,250
33. Unadjusted Indemnity (31 - 32)	0	4,250					4,250
34. CYD Remaining [Opt. Unit A - (20c - 32)] [Remaining Units - (34 - 32)]	1,250	0					0
35. Preliminary Indemnity [Opt. Unit A < (33 or 19c)] [Remaining Units < (33 or 38)]	0	4,250					4,250
36. Percent Share	1,000	1,000					1,000
37. Indemnity	0	4,250					4,250
38. Effective Amount of Insurance Remaining [Opt. Unit A - (19c - 35)] [Remaining Units - (38 - 35)]	37,710	33,460					33,460

39. Narrative (If more space is needed, attach a Special Report)
This is a continuation of the previous example. After the first loss on these optional units, \$1,000 and \$1,500 of inventory was sold from optional unit 00101. Optional unit 2 was restocked with a \$7,500 inventory and a subsequent loss occurred.

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