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Agriculture**



**Federal Crop  
Insurance  
Corporation**



**Risk  
Management  
Agency**



**Product  
Administration  
and Standards  
Division**

**FCIC-25380 (10-2012)**

# **PRUNE LOSS ADJUSTMENT STANDARDS HANDBOOK**

## **2013 and Succeeding Crop Years**



**RISK MANAGEMENT AGENCY  
KANSAS CITY, MO**

<b>TITLE: PRUNE LOSS ADJUSTMENT STANDARDS HANDBOOK</b>	<b>NUMBER: 25380 (10-2012)</b>
<b>EFFECTIVE DATE: October 23, 2012</b>	<b>ISSUE DATE: October 23, 2012</b>
<b>SUBJECT:</b>  <b>Provides the procedures and instructions for administering the Prune crop insurance program</b>	<b>OPI: Product Administration and Standards Division</b>
	<b>APPROVED:</b>  <p style="text-align: center;">/s/ <b>Tim B. Witt</b></p> <b>Deputy Administrator for Product Management</b>

**REASON FOR AMENDMENT**

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

1. Revised handbook format and syntax to track with new RMA External Handbook Standards (RMA-14050).
2. Revised handbook procedures to track with new Prune Crop Provisions (13-0036) and Special Provisions of Insurance.
3. Page 2, subsection 6 B: Edited insurability requirements to track with new policy.
4. Page 2, subsection 6 D: Revised uninsured damage information to track with new policy.
5. Pages 3 - 4, subsection 7 A: Revised production to count information to track with new policy.
6. Page 4, subsection 7 B: Edited fresh prune production information.
7. Page 5, subsection 15 B: Edited notice of damage information to track with new policy.
8. Page 7: Deleted subsection and duplicate information on calculating the average number of prune per pound on the appraisal worksheet.
9. Page 7, subsection 17 A (4): Inserted instructions to use only one fruit count method when appraising damaged prune production on insured acreage.
10. Page 8, subsection 18 A: Inserted instructions to use only one unharvested prune count method for determining the number of prunes per tree on appraised acreage.
11. Page 9, subsection 17 C (2), step 4: Deleted references to quality adjustment in the harvested appraisal instructions.

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12. Exhibit 2: Inserted definitions for “Scaffold Limb” and “Quadrant.”
13. Exhibit 3 A, pages 1-2, Appraisal Worksheet: Inserted item entry instructions in item 7 for “Date(s) of Damage,” item 11 for “Orchard ID,” item 12 for “Appraised Acreage,” and item 25 for “No. of Trees per Acre.” Revised instructions in item 23 for “Percent Survival Factor.”
14. Exhibit 3 B, pages 9-10, Production Worksheet: Inserted item entry instructions in item 23 for “Class,” item 24 for “Sub Class,” item 25 for “Intended Use,” and item 27 for “Cropping Practice.”
15. Exhibit 3 B, page 11, Production Worksheet: Inserted instructions in items 29 “Stage” and item 30 “Use of Acreage” for documenting partially harvested production.
16. Exhibit 3 B, page 11, Production Worksheet: Deleted quality adjustment instructions in items 32a “Moisture %,” 32b “Factor, and 35 “Quality Factor” for appraised prune production.
17. Exhibit 3 B, page 18, Production Worksheet: Edited item 56 “Bu., Ton, Lbs., Cwt.” instructions for documenting harvested production to track with new policy.
18. Exhibit 3 B, page 19, Production Worksheet: Deleted quality adjustment instructions in items 64a “Value,” item 65b “Mkt. Price,” and item 65 “Quality Factor” for harvested production.
19. Exhibit 10, pages 1-2: Inserted examples of new prune appraisal worksheet.

Control Chart For: Prune Loss Adjustment Standards Handbook							
	TP Page(s)	TC Page(s)	Text Page(s)	Exhibit Number	Exhibit Page(s)	Date	Directive Number
Insert	Entire Handbook						
Current Index	1-2	1-2	1-12	1	1	10-2012	RMA-25380
				2	1	10-2012	RMA-25380
				3	1-20	10-2012	RMA-25380
				4	1	10-2012	RMA-25380
				5	1	10-2012	RMA-25380
				6	1	10-2012	RMA-25380
				7	1	10-2012	RMA-25380
				8	1	10-2012	RMA-25380
				9	2	10-2012	RMA-25380
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				11	1	10-2012	RMA-25380

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# PART 1 GENERAL INFORMATION AND RESPONSIBILITIES

## 1. General Information

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### A. Purpose

- (1) This handbook:
  - (a) provides prune loss adjustment standards, including crop appraisal methods, claims completion instructions, and form standards;
  - (b) shall be used in conjunction with the LAM;
  - (c) remains in effect until superseded by re-issuance of either a handbook or selected portions through slipsheets(s) or bulletin that supersedes the original handbook or slipsheet pages;
  - (d) when amended through slipsheets, shall constitute the handbook.
- (2) This handbook provides the official standards for adjusting losses in a timely and uniform manner and such handbook is available on the internet at [www.rma.usda.gov](http://www.rma.usda.gov).

### B. Acronyms and Definitions

Acronyms and definitions:

- (1) not specific to prune loss adjustment, are identified in the LAM;
- (2) specific to prune loss adjustment, are in exhibits 1 and 2, herein.

### C. CAT Coverage

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

## 2. AIP Responsibilities

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AIPs shall:

- (1) utilize the standards in this handbook for loss adjustment and loss training for the applicable crop year;
- (2) maintain original insurance documents relative to policyholder servicing as designated in their approved plan of operations;
- (3) assure, at a minimum, a legible copy of loss adjustment inspection forms completed by an adjuster and signed by the insured, or insured's authorized representative, is provided to the insured, and all other copies distributed as instructed by the AIP.

3-5 (Reserved)

## PART 2 POLICY INFORMATION

### 6. Insurability

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#### A. General Information

This section provides most of the requirements to insure prunes. Refer to the BP, CP, and SP for all insurability requirements. AIPs shall determine if the insured complies with all of the policy provisions of the insurance contract.

#### B. Insured Crop

The crop insured will be all the prunes in the county for which a premium rate is provided by the actuarial documents:

- (1) in which the insured has a share;
- (2) that are grown for the production of natural condition prunes;
- (3) that are grown on trees that:
  - (a) are listed as insurable types in the SP;
  - (b) are grown on rootstock that is adapted to the area;
  - (d) are irrigated (except where otherwise provided in the SP);
  - (e) are grown in an orchard that, if inspected, is considered acceptable by the AIP; and
  - (f) have reached at least the seventh (7<sup>th</sup>) growing season after being set out.

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#### C. Interplanted Crops

Prunes interplanted with another perennial crop are insurable unless the AIP inspects the acreage and determines that it does not meet the insurability requirements contained in the insured's policy.

#### D. Uninsured Damage

Insurance coverage is **not** provided against:

- (1) insect damage due to insufficient or improper application of pest control measures;
- (2) plant disease due to insufficient or improper application of disease control measures; or
- (3) inability to market prunes for any reason other than actual physical damage from an insurable cause specified in the CP.

**Example:** The AIP will not pay an indemnity if the insured is unable to market due to quarantine, boycott, or refusal of any person to accept production.

## 6. Insurability (Continued)

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### E. Unit Division

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

## 7. Determining the Amount of Prune Production

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### A. Production to Count

The total production to count (in tons) from all insurable acreage on the unit includes:

- (1) all appraised production as follows:
  - (a) not less than the production guarantee per acre for acreage:
    - (i) that is abandoned,
    - (ii) that is sold by direct marketing or sold as fresh fruit if the insured fails to meet the reporting requirements in the CP,
    - (iii) that is damaged solely by uninsured causes, or
    - (iv) for which the insured fails to provide acceptable production records;
  - (b) production lost due to uninsured causes;
  - (c) unharvested production that meets the definition of standard prunes; and
  - (d) potential production on insured acreage the insured intends to abandon or no longer care for, if the insured and AIP agree on the appraised amount of production:
    - (i) upon such agreement, the insurance period for that acreage will end,
    - (ii) if the insured does not agree with the AIP's appraisal, the AIP may defer the claim only if the insured agrees to care for the crop,
    - (iii) the AIP will make another appraisal when the insured notifies the AIP of further crop damage or that harvest is general in the area unless the insured harvested the crop, in which case the AIP will use the harvested production,
    - (iv) if the insured does not continue to care for the crop, the AIP's appraisal made prior to deferring the claim will be used to determine the production to count.

## 7. Determining the Amount of Prune Production (Continued)

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### A. Production to Count (continued)

- (2) all harvested prune production from insurable acreage that:
  - (a) meets the definition of standard prunes;
  - (b) is intended for use as fresh fruit;
  - (c) is sold as standard prunes; or
  - (d) is damaged due to uninsured causes.

### B. Fresh Prune Production

When insureds sell a portion of the prune crop to a third party as fresh prunes, the third party provides records of such sold production. In this instance adjusters shall:

- (1) obtain copies of all applicable verifiable production records of sold fresh prune production and retain in the insured's file folder;
- (2) tabulate all such fresh production and convert such fresh production to dry-weight equivalent;
- (3) document fresh production converted to dry-weight production on the Production Worksheet.

**Reminder:** Refer to the item entry instructions in exhibit 3 B for documenting fresh prune production and converting such production to a dry-weight equivalent.

8-14 (Reserved)

## PART 3 APPRAISALS

### 15. Prune Appraisals

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#### A. General Information

Potential prune production will be appraised in accordance with procedures in this handbook and the LAM.

#### B. Notice of Damage

The Prune CP require insureds to file a “notice of damage or loss” with the AIP in the following situations:

- (1) at least 3 days prior to the date harvest should have started if the crop/variety will not be harvested;
- (2) at least 15 days before any production from any unit will be sold by direct marketing or sold as fresh fruit:
  - (a) the AIP will conduct an appraisal that will be used to determine the insured’s production to count for production that is sold by direct marketing or is sold as fresh fruit production;
  - (b) if damage occurs after this appraisal, the AIP will conduct an additional appraisal;
  - (c) these appraisals and any acceptable records provided by the insured will be used to determine production to count;
  - (d) failure to give timely notice that production will be sold by direct marketing or sold as fresh fruit, will result in an appraised amount of production to count of not less than the production guarantee per acre, if such failure results in the inability of the AIP to make the required appraisal;
- (3) if the insured intends to claim an indemnity on any unit, insured shall:
  - (a) notify the AIP at least 15 days prior to the beginning of harvest, or
  - (b) immediately if damage is discovered during harvest so that the AIP may inspect the damaged production.

**Important:** The insured must not destroy the damaged crop until after the AIP has given the insured written consent to do so. If the insured fails to meet the requirements listed above and such failure results in the AIP’s inability to inspect the damaged production, all such production will be considered undamaged and included as production to count.

## 15. Prune Appraisals (Continued)

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### C. Timing of Appraisals

#### (1) Appraisal Dates

- (a) AIP representatives will set appraisal dates.
- (b) Whenever possible, appraise prunes after the “Reference Date” issued by the RMA Regional Office and before prunes are removed from the trees or from the ground, as applicable.

#### (2) Appraisal Periods

Prune appraisal periods are as follows:

- (a) **first-period immature appraisals**, conduct appraisals from the “Reference Date” through the 15th day after the “Reference Date;”
- (b) **second-period immature appraisals**, conduct appraisals from the 16th day after the “Reference Date” until fruit maturity; and
- (c) **mature prune appraisals**, conduct appraisals on unharvested mature prunes and for production to be sold by direct marketing or sold as fresh fruit.

## 16. Selecting Representative Sample Trees for Appraisals

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### A. Number of Sample Trees

Refer to exhibit 4 herein for representative sample tree requirements.

### B. Selecting Representative Sample Trees

Select representative sample trees based on:

- (1) total acreage and number of trees;
- (2) extent of variation in the amount of production or damage within the orchard/block and location of prunes on the tree, when variable damage causes the crop potential to be significantly different within the same orchard/block, or an insured wishes to destroy a portion of the unit, split the unit into orchards/blocks, and appraise each orchard/block separately;
- (3) percent of each prune variety in the acreage;
- (4) tree age, size, density, and vigor; and
- (5) acreage in the unit from which prunes have been picked, and the extent of variation in the amount of unpicked prunes on the trees.

## 17. Appraisal Methods

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### A. General Information

- (1) Adjusters shall use the following methods for appraising production on insured prune acreage that will not be harvested.

APPRAISAL Method...	FOR immature and mature appraisals use...
Unharvested Prune Appraisals	<ol style="list-style-type: none"><li>(a) Quadrant fruit counts, visually quarter a sample tree and count the fruit in a representative quadrant. Multiply the quadrant count by 4 to calculate the number of fruit on the sample tree.</li><li>(b) Scaffold limb fruit counts, visually count the fruit on one representative sample scaffold limb. Multiply the fruit count on such scaffold limb by the total number of scaffold limbs on the sample tree to calculate the total number of fruit on the sample tree.</li></ol>
Representative Tree Appraisals	The production harvested from the representative trees to determine the yield per acre.
Harvested Acreage Appraisals	The average yield per acre from representative harvested acreage as the appraisal per acre for unharvested acreage.

- (2) Refer to exhibit 4 for the required number of representative sample trees.
- (3) Refer to subsection 16 B for information on selecting representative sample trees.
- (4) To ensure consistent fruit counts, use only one fruit count method (quadrant fruit counts or scaffold limb fruit counts) in the orchard/block being appraised.

### B. Unharvested Prune Appraisals

The following steps apply to first period, second period, and mature appraisal unless stated otherwise.

- (1) All appraisals: Count the number of green prunes on each representative sample tree using the quadrant fruit count or scaffold limb fruit count methods, as applicable.
- (2) All appraisals: Tally the green prune counts from all sample trees and divide this amount by the number of sample trees to calculate the average number of green prunes per tree.

**Important:** For second period and mature appraisals, skip subsection (3) instructions below.

- (3) For First Period Immature Appraisals Only:
  - (a) for each sample tree, determine the number of green prunes required to equal one (1) pound;

## 17. Appraisal Methods (Continued)

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### B. Unharvested Prune Appraisals (continued)

- (b) tally green fruit counts per pound from all sample trees and divide by the number of sample trees to calculate the average number of green prunes per pound; and
- (c) convert the average number of green prunes per pound to the corresponding predicted dry prune count.

**Reminder:** Refer to subsection 17 B for instructions on converting green prunes per pound to predicted dry count per pound.

- (4) All appraisals: Calculate the appraised amount of prune tonnage per acre as follows:
  - (a) multiply the average number of green prunes per tree times the applicable survival conversion factor to calculate the number of green prunes per tree to count;
  - (b) multiply the number of green prunes to count per tree to count by the number of trees per acre to calculate the total green prunes to count;
  - (c) determine the average dry count per pound;
  - (d) divide the total green prunes to count by the average dry count per pound to calculate the average dry pounds (of prunes) per acre; and
  - (e) divide the average dry pounds per acre by 2,000 pounds per acre to calculate the appraised amount of prune tonnage per acre.

### C. Harvested Prune Appraisals

#### (1) Representative Tree Appraisals

Follow the steps below for completing representative tree appraisals.

Step	Action
1	The adjuster and insured shall jointly select representative sample trees that reflect the type and severity of insured crop damage in the orchard/block.
2	The adjuster shall make arrangements to be present when the insured harvests the representative sample trees.
3	During the field inspection, the adjuster shall: <ul style="list-style-type: none"><li>(a) select sample prunes for grading from the harvested samples;</li><li>(b) determine amount of appraised potential production on each sample tree; and</li><li>(c) document the amount of potential appraised production on the appraisal worksheet.</li></ul>

## 17. Appraisal Methods (Continued)

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### C. Harvested Prune Appraisals (continued)

#### (2) Harvested Acreage Appraisals

Follow the steps below for completing harvested acreage appraisals.

Step	Action
1	Prior to harvest, estimate the potential amount of gross potential production on unharvested acreage.
2	After harvest, compare the estimated gross potential production for unharvested acreage to the actual gross production from harvested acreage.
3	If the unharvested potential production is comparable to the harvested production, use the average yield per acre from harvested acreage as the appraisal per acre for unharvested acreage.
***	4 Use this method only when the harvested acreage can be verified as being representative of the unharvested acreage.

## 18. Handling Appraisal Discrepancies

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Follow the steps below for handling appraisal discrepancies.

WHEN...	THEN...
the insured disagrees with the unharvested prune appraisal	<p>the adjuster shall:</p> <ol style="list-style-type: none"><li>(1) make arrangements for leaving representative trees unharvested and for inspecting those trees when the prunes are ready to harvest (harvest-appraisal);</li><li>(2) jointly with the insured, select sample trees for fruit counts;</li><li>(3) make a sketch map of the orchard/block and mark the sample trees by row number and tree count within the chosen row; and</li><li>(4) be present when such sample trees are harvested.</li></ol> <p><b>Important:</b> If an insured refuses to sign appraisal worksheet(s) refer to the LAM for information on unusual/controversial cases.</p>

## **19. Completing the Appraisal Worksheet**

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### **A. Appraisal Worksheet Standards**

- (1) The entry items in exhibit 10 are the minimum requirements for the Prune Appraisal Worksheet (hereafter referred to as the appraisal worksheet). All of these entry items are “Substantive,” they are required.
- (2) The completion instructions for the required entry items on the Prune Appraisal Worksheet in exhibit 3 are “Substantive,” they are required.
- (3) AIPs are responsible for developing the appraisal worksheet in accordance with the LASH and the required entry items provided herein;
  - (a) include the AIP’s name in the appraisal worksheet title if not preprinted on the AIP’s worksheet; and
  - (b) include the claim number on the appraisal worksheet (when required by the AIP) when a worksheet entry is not provided.

### **B. Appraisal Information**

- (1) As applicable, separate appraisal worksheets are required for each unit/orchard/block inspected, and for acreage damaged by uninsured causes.
- (2) For every inspection, complete all applicable column entries on the appraisal worksheet.
- (3) In column 10, enter either “Immature” or “Mature,” to identify the applicable appraisal period.
- (4) Refer to the LAM for information on “0” (zero) appraisals.
- (5) Refer to paragraph 80 G and Exhibit 19 of the LAM for information on determining perennial crop acreage.

**20-24 (Reserved)**

## PART 4 CLAIMS

### 25 Claim Form

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#### A. Claim Form Standards

The Claim Form hereafter referred to as 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.

- (1) Entry items in exhibit 11 are the minimum Production Worksheet requirements, all entry items are considered “Substantive,” they are required;
- (2) completion instructions for the required entry items on the Production Worksheet in exhibit 3 are “Substantive,” they are required.

#### B. Claims Information

- (1) Refer to the LAM for instructions regarding:
  - (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);
  - (f) if the AIP determines a claim is to be denied;

**Important:** Refer to paragraph 67 K of the LAM for Production Worksheet completion instructions pertaining to denied claims.

- (g) if a Production Worksheet has been prepared on a prior inspection, verify each entry and enter additional information as needed:
  - (i) if a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line;
  - (ii) the adjuster and the insured shall initial any line deletions;
- (h) the adjuster is responsible for determining if the insured has complied with all of their requirements under the notice and claim provisions of the policy. If they have not, the adjuster should contact the AIP.

## 25. Claim Form (Continued)

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### **B. Claims Information** (continued)

(2) Claim form instructions:

- (a) labeled “**PRELIMINARY**” apply to preliminary inspections only;
- (b) labeled “**FINAL**” apply to final inspections only;
- (c) not labeled apply to all inspections.

### **C. Policy Information**

Refer to section 15 (b) of the BP for information on determining production to count when acreage is harvested after the crop has been appraised.

## Acronyms

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The following table contains RMA-approved acronyms used in this handbook.

<b>Approved Acronyms</b>	<b>Term</b>
<b>AIP</b>	Approved Insurance Provider
<b>BP</b>	Common Crop Insurance Policy Basic Provisions
<b>CAT</b>	Catastrophic Risk Protection Endorsement
<b>CIH</b>	FCIC-18018 Crop Insurance Handbook
<b>CLU</b>	Common Land Unit
<b>COFO</b>	Commercially Objectionable Foreign Odor
<b>CP</b>	Crop Provisions
<b>DFA</b>	Dried Fruit Association
<b>DPMO</b>	Dried Prune Marketing Order
<b>DSSH</b>	FCIC-24040 Document and Supplemental Standards Handbook
<b>FCIC</b>	USDA Federal Crop Insurance Corporation
<b>FDA</b>	Food and Drug Administration
<b>FSA</b>	USDA Farm Service Agency
<b>FN</b>	FSA Farm Number
<b>GPS</b>	Global Positioning Satellite
<b>KD</b>	Total Defects
<b>LAM</b>	FCIC-25010 Loss Adjustment Manual
<b>LASH</b>	Loss Adjustment Standards Handbook
<b>RMA</b>	USDA Risk Management Agency
<b>SP</b>	Special Provisions of Insurance
<b>TMA</b>	Transitional Yield Map Area
<b>TW</b>	Test Weight

## Definitions

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**Block** means trees in an orchard of a single or mixed age and density, separated by applicable practice, type, variety, different TMA, or other characteristics shown in the actuarial documents.

**Direct Marketing** is the sale of the insured crop directly to consumers without the intervention of an intermediary such as a wholesaler, retailer, packer, processor, shipper, or buyer. Examples of direct marketing include: selling through an on-farm or roadside stand, farmer's market, and permitting the general public to enter the field for the purpose of picking all or a portion of the crop.

**Dried Fruit Association** in California, the organization that provides inspection services for dried fruit and nuts (including prunes) to determine the quality and marketability of prunes by grade.

**Harvest** is the picking of mature prunes from the trees or ground either by hand or machine.

**Natural Condition Prunes** is the condition of prunes in which they are normally delivered from a dehydrator or dry yard.

**Prunes** are any type or variety of plums that is grown in the area for the production of prunes and that meet the requirements defined in the applicable Federal Marketing Agreement Dried Prune Order.

**Reference Date** is the calendar date occurring one to two weeks after (prune) pit hardening, when 80 to 90 percent of the seeds show presence of endosperm. Endosperm is a clear jelly-like substance at the bloom end of the seed. The Reference Date usually occurs from May 1 through May 15 and is published each crop year in a memorandum that is issued by RMA.

**Scaffold Limb** is one of several fruit bearing tree limbs that are directly attached to the main trunk and form the framework of the tree canopy.

**Standard Prunes** are any natural condition prunes that:

- (a) grade "C" or better in accordance with the United States Standards for Grades of Fresh Plums and Prunes; or
- (b) meet or exceed the grade standards in effect for the crop year if a Federal Marketing Agreement Dried Prune Order has been established for the area in which the insured crop is grown.

**Quadrant** for appraisal purposes, is one-fourth (1/4th) of the tree canopy measured on vertical planes from the top of the tree down to the tree trunk at the soil line.

## Form/Worksheet Standards and Elements

### A. Prune Appraisal Worksheet Standards and Elements

- (1) An example appraisal worksheet is provided in exhibit 10 that illustrates completed entry items.
- (2) Standard appraisal worksheet items are numbered consecutively below.

Element/Item Number	Description
<b>Claim Number</b>	Claim number assigned by the AIP.
<b>Company Name</b>	Name of the AIP (company name) if not pre-printed on the worksheet.
<b>Part 1: General Information</b>	
1. <b>Insured's Name</b>	Name of insured that identifies exactly the person (legal entity) to whom the policy is issued.
2. <b>Policy Number</b>	Insured's assigned policy number.
3. <b>Crop Year</b>	Four-digit crop year, as defined in the policy, for which the claim is filed.
4. <b>Unit Acres</b>	Unit acreage rounded to tenths.
5. <b>Unit Number</b>	Unit number from the Summary of Coverage verified to be correct.
6. <b>Cause(s) of Damage</b>	<p>(a) Name of insured cause(s) of loss for this crop as listed in the LAM.</p> <p>(b) If an insured cause of loss is listed as "Other," explain in the Remarks.</p> <p><b>Important:</b> If it is evident that no indemnity is due, enter "None."</p>
7. <b>Date(s) of Damage</b>	Date(s) of damage in MM/DD/YYYY format.
8. <b>Immature/Mature</b>	Enter "Immature" or "Mature," as applicable to indicate the appraisal period.
9. <b>Appraisal Date</b>	Appraisal date in MM/DD/YYYY format.
10. <b>Reference Date</b>	Reference date in MM/DD/YYYY format.
	<b>Reminder:</b> Refer to the RMA Informational Memorandum for the reference date for the current crop year.
<b>Part 2: Sampling</b>	
11. <b>Orchard ID</b>	Block/orchard/suborchard identification symbol.
12. <b>Appraised Acres</b>	Block/orchard/suborchard appraised acres, rounded to tenths.

Form/Worksheet Standards and Elements (Continued)

**A. Prune Appraisal Worksheet Standards and Elements (continued)**

<p>13. <b>No. of Green Prunes per Sample Tree</b></p>	<p>(a) Determine the number of green prunes per sample tree.</p> <p>(b) As applicable, use the quadrant or scaffold limb fruit count method to count green prunes. Use only one method for acreage being appraised.</p> <p><b>Reminder:</b> Identify fruit count method used in the Remarks.</p>
<p>14. <b>Total No. of Green Prunes</b></p>	<p>Tally the number of green prunes from all sample tree entered in column 13.</p>
<p>15. <b>Total No. of Sample Trees</b></p>	<p>Tally the number of sample trees in column 13.</p>
<p>16. <b>Avg. No. of Green Prunes per Tree</b></p>	<p>Column 14 divided by column 15, round results in whole prunes.</p>
<p><b>Part 3: Green Prune Count</b></p>	<p>(a) <b>First-period Immature Appraisals:</b> Complete columns 17 through 21.</p> <p><b>Reminder:</b> Use first period immature appraisals from the Reference Date through 15 calendar days after the Reference Date.</p> <p>(b) <b>For all other appraisals:</b> Make no entry in columns 17 through 21.</p>
<p>17. <b>No. of Green Prunes per Lb. per Sample</b></p>	<p>From the number of green prunes in item 13, from each sample tree, count the number of green prunes it takes to equal 1 (one) pound.</p>
<p>18. <b>Total No. of Green Prunes</b></p>	<p>Tally the number of green prunes from all sample trees in column 17.</p>
<p>19. <b>Total No. of Sample Trees</b></p>	<p>Tally the number of sample trees in column 17.</p>
<p>20. <b>Average No. of Green Prunes per Lb.</b></p>	<p>Column 18 divided by column 19.</p>
<p>21. <b>Predicted Dry Prune Count</b></p>	<p>From average prune count in column 20, refer to exhibit 8 for the applicable predicted dry count under the “Predicted Harvest Size,” column heading. Enter such dry count.</p> <p><b>Example:</b> If column 20 entry is 68 for green prunes, the corresponding dry count is 47. Enter “47.”</p>
<p><b>Part 4: Production to Count</b></p>	
<p>22. <b>Average No. of Green Prunes per Tree</b></p>	<p>Transfer entry from column 16.</p>

## Form/Worksheet Standards and Elements (Continued)

## A. Prune Appraisal Worksheet Standards and Elements (continued)

23. <b>Percent Survival Conversion</b>	<p>Enter the percent survival as a two-place decimal. Determine as follows.</p> <p>(a) Count the number of calendar days between the Reference Date in item 13 and the appraisal date in item 12.</p> <p>(b) Refer to exhibit 6, and determine the applicable percent survival conversion factor based on the number of calendar days past the Reference Date.</p> <p><b>Example:</b> If the reference date is May 10, appraisal is made on May 27, 17 days after such reference date, the applicable survival rate is 65.</p>
24. <b>No. of Green Prunes per Tree</b>	Column 23 multiplied by column 24, round results to whole prunes.
25. <b>No. of Trees per Acre</b>	Number of bearing trees per acre as determined by the adjuster.
26. <b>Total Green Prunes to Count</b>	Column 24 multiplied by column 25, round results to whole prunes.
27. <b>Avg. Dry Count per Lb.</b>	<p>Enter the number of dried prunes per pound for the applicable appraisal period as follows:</p> <p>(a) <b>First-period immature appraisals:</b> Transfer entry from column 21.</p> <p>(b) <b>Second period immature appraisals:</b> Use the average number of dried prunes per pound from the RMA Product Management Bulletin for the applicable crop year.</p> <p>(c) <b>Mature Prune Appraisals:</b> Use the average number of dried prunes per pound from the RMA Product Management Bulletin for the applicable crop year.</p>
28. <b>Avg. Dry Lbs. per Acre</b>	Column 26 divided by column 27, round results to whole pounds.
29. <b>Lbs. per Ton</b>	Make no entry. "2,000" is preprinted on the appraisal worksheet.
30. <b>Appraised Tons per Acre</b>	<p>Column 28 divided by column 29, results in tons rounded to tenths.</p> <p>a. <b>Insured cause appraisals:</b> Transfer this tonnage to column 31, "Appraised Potential" on the Production Worksheet;</p> <p>b. <b>Uninsured causes appraisals:</b> Refer to Production Worksheet column 37, "Unins. Causes" instructions in exhibit 3 part B.</p>

**Form/Worksheet Standards and Elements (Continued)**

**A. Prune Appraisal Worksheet Standards and Elements (continued)**

<p>31. <b>Remarks</b></p>	<p>Enter any pertinent appraisal information such as:</p> <ul style="list-style-type: none"> <li>a. how the number of prunes per pound are determined;</li> <li>b. fruit count method used;</li> <li>c. the number of trees that are uninsurable; and</li> <li>d. any uninsured causes of damage.</li> </ul>
	<p><b>The following required entries are not illustrated on the example appraisal worksheet in exhibit 10.</b></p>
<p>32. <b>Signature of Adjuster, Code Number, and Date</b></p>	<ul style="list-style-type: none"> <li>(a) Signature of adjuster, code number, and date signed after the insured or insured’s authorized representative has signed.</li> <li>(b) If the appraisal is performed prior to signature date, document the date of appraisal in the Narrative of the Production Worksheet.</li> </ul>
<p>33. <b>Signature of Insured and Date</b></p>	<ul style="list-style-type: none"> <li>(a) Insured’s or insured’s authorized representative’s signature and date.</li> <li>(b) Before obtaining the insured’s signature, review all entries on the appraisal worksheet with the insured or insured’s authorized representative, particularly explaining codes which may not be readily understood.</li> </ul>
<p>34. <b>Page Number</b></p>	<p>Page numbers.</p> <p><b>Example:</b> Page 1 of 1, Page 2 of 2, and so forth.</p>

Form/Worksheet Standards and Elements (Continued)

**B. Production Worksheet Standards and Elements**

- (1) An example Production Worksheet is provided in exhibit 11 that illustrates completed entry items.
- (2) Standard Production Worksheet items are numbered consecutively below.

Element/Item Number	Description
1. <b>Crop/Code #</b>	Enter Prunes/0036.
2. <b>Unit #</b>	Unit number from the Summary of Coverage verified as correct.
3. <b>Location Description</b>	Location description may include section, township, and range; FSA FN; FSA CLU and tract numbers; GPS identifications; or Grid Identifications.
4. <b>Date(s) of Damage</b>	<p>(a) First three letters of the month(s) during which the determined insured damage occurred for the inspection and cause(s) of damage listed in item 5 below. If no entry in item 5 below, make no entry.</p> <p>(b) 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. <b>Example:</b> Aug 11.</p> <p>(c) Enter additional dates of damage in extra spaces, as needed.</p> <p>(d) If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.</p> <p><b>Important:</b> If there is no insurable cause of loss, and a no indemnity due claim will be completed, make no entry.</p>
5. <b>Cause(s) of Damage</b>	<p>(a) Name of the determined insured cause(s) for this crop as listed in the LAM for the date of damage listed in item 4 above for this inspection.</p> <p>(b) If an insured cause(s) of damage is coded as “Other,” explain in the Narrative.</p> <p>(c) Enter additional causes of damage in the extra spaces, as needed.</p> <p>(d) If more space is needed, document the additional determined insured causes of damage in the Narrative or on a Special Report. Refer to the illustration in item 6 below.</p>

Form/Worksheet Standards and Elements (Continued)

**B. Production Worksheet Standards and Elements (continued)**

5. <b>Cause(s) of Damage</b> (continued)	<b>Important:</b> If it is evident that no indemnity is due, enter “No Indemnity Due” across the columns in item 5. Refer to the LAM for more information on no indemnity due claims.																							
6. <b>Insured Cause %</b>	<p><b>PRELIMINARY:</b> Make no entry.</p> <p><b>FINAL:</b> 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.</p> <p>(a) If additional space is needed, enter 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%.</p> <p>(b) 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 percentages:</p> <table border="1" data-bbox="602 877 1474 1024"> <tr> <td data-bbox="602 877 862 940">4. Date(s) of Damage</td> <td data-bbox="867 877 1036 940"><i>MAY</i></td> <td data-bbox="1040 877 1154 940"><i>JUN 30</i></td> <td data-bbox="1159 877 1273 940"><i>JUN 30</i></td> <td data-bbox="1278 877 1391 940"><i>AUG</i></td> <td data-bbox="1396 877 1474 940"><i>AUG</i></td> </tr> <tr> <td data-bbox="602 940 862 982">5. Cause(s) of Damage</td> <td data-bbox="867 940 1036 982"><i>Excess Moisture</i></td> <td data-bbox="1040 940 1154 982"><i>Tornado</i></td> <td data-bbox="1159 940 1273 982"><i>Hail</i></td> <td data-bbox="1278 940 1391 982"><i>Drought</i></td> <td data-bbox="1396 940 1474 982"><i>Heat</i></td> </tr> <tr> <td data-bbox="602 982 862 1024">6. Insured Cause %</td> <td data-bbox="867 982 1036 1024"><i>10</i></td> <td data-bbox="1040 982 1154 1024"><i>20</i></td> <td data-bbox="1159 982 1273 1024"><i>15</i></td> <td data-bbox="1278 982 1391 1024"><i>25</i></td> <td data-bbox="1396 982 1474 1024"><i>20</i></td> </tr> </table> <p>Narrative: <i>Additional damage – Sep 5, Cause – Freeze, insured cause percent = 10%.</i></p> <p><b>Important:</b> Make no entry if there is no insurable cause of loss, and a no indemnity due claim will be completed.</p>						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>
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6. Insured Cause %	<i>10</i>	<i>20</i>	<i>15</i>	<i>25</i>	<i>20</i>																			
7. <b>Company/Agency</b>	Name of the AIP and agency servicing the contract.																							
8. <b>Name of Insured</b>	Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued.																							
9. <b>Claim #</b>	Claim number as assigned by the AIP.																							
10. <b>Policy #</b>	Insured’s assigned policy number.																							
11. <b>Crop Year</b>	Four-digit crop year, as defined in the policy, for which the claim is filed.																							
12. <b>Additional Units</b>	<p><b>PRELIMINARY:</b> Make no entry.</p> <p><b>FINAL:</b></p> <p>(a) 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.</p> <p>(b) Additional non-loss units may be entered on a single Production Worksheet.</p> <p><b>Important:</b> 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.</p>																							

Form/Worksheet Standards and Elements (Continued)

**B. Production Worksheet Standards and Elements** (continued)

<p>13. <b>Est. Prod. Per Acre</b></p>	<p><b>PRELIMINARY:</b> Make no entry.</p> <p><b>FINAL:</b> Estimated yield per acre in whole tons of all non-loss units for the crop at the time of final inspection.</p>
<p>14. <b>Date(s) Notice of Loss</b></p>	<p><b>PRELIMINARY:</b></p> <p>(a) Enter the 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 for each notice in MM/DD/YYYY format.</p> <p>(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.</p> <p>(c) Reserve the “Final” space on the first page of the first set of Production Worksheets for date of notice for the final inspection.</p> <p>(d) If the inspection is initiated by the AIP, enter “Company Insp” instead of the date.</p> <p><b>Important:</b> If the notice does not require an inspection, document as directed in the Narrative instructions.</p> <p><b>FINAL:</b></p> <p>(a) 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.</p> <p>(b) Always enter the complete date of notice in MM/DD/YYYY format for the “Final” inspection in the Final space on the first page of the first set of Production Worksheets.</p> <p><b>Reminder:</b> For a delayed notice of loss or a delayed claim, refer to the LAM.</p>
<p>15. <b>Companion Policy(s)</b></p>	<p>(a) If no other person has a share in the unit (insured has a 100 percent share), make no entry.</p> <p>(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 (not crop-hail, fire). If the other person does not, enter “None.”</p>

Form/Worksheet Standards and Elements (Continued)

**B. Production Worksheet Standards and Elements** (continued)

<p>15. <b>Companion Policy(s)</b> (continued)</p>	<p>(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.</p> <p>(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.</p> <p>(3) If unable to verify the existence of a companion contract, enter “Unknown” and contact the AIP for further instructions.</p> <p><b>Reminder:</b> Refer to the LAM for further information regarding companion contracts.</p>
<p><b>Section I – Determined Acreage Appraised, Production and Adjustments</b></p>	<p>Make separate line entries for varying:</p> <p>(a) types, irrigated practice, or organic practices, as applicable;</p> <p>(b) APH yields;</p> <p>(c) appraisals;</p> <p>(d) stages or intended use(s) of acreage;</p> <p>(e) shares; and <b>Example:</b> 50 percent and 75 percent shares on the same unit.</p> <p>(f) appraisals for damage due to hail or fire if a Hail and Fire Exclusion is in effect.</p>
<p>16. <b>Field ID</b></p>	<p>Orchard/Block identification symbol from the appraisal worksheet, sketch map or aerial photograph, as applicable. Refer to the Narrative instructions.</p>
<p>17. <b>Multi-Crop Code</b></p>	<p>The applicable two-digit code for first crop and second crop.</p> <p><b>Reminder:</b> Refer to the LAM for instructions regarding entry of first crop and second crop codes.</p>
<p>18. <b>Reported Acres</b></p>	<p>(a) In the event of over-reported acres, handle in accordance with the individual AIP’s instructions;</p> <p>(b) In the event of under-reported acres, enter the reported acres rounded to tenths for the block;</p> <p>(c) If there are no under-reported acres, make no entry.</p> <p><b>Reminder:</b> Refer to the LAM for acreage determination instructions specific to perennial crops.</p>

Form/Worksheet Standards and Elements (Continued)

**B. Production Worksheet Standards and Elements (continued)**

<p>19. <b>Determined Acres</b></p>	<p>(a) Enter the determined acres to tenths (include “E” if estimated) for which consent is given for other use and/or:</p> <ul style="list-style-type: none"> <li>(1) put to other use without consent;</li> <li>(2) abandoned;</li> <li>(3) damaged by uninsured causes;</li> <li>(4) for which the insured failed to provide acceptable records of production;</li> <li>(5) production sold by direct marketing if the insured failed to meet requirements contained in the CP.</li> </ul> <p>(b) Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.</p> <p><b>Reminder:</b> Refer to the LAM or CIH for definition of acceptable determined acres for perennial crops used herein.</p> <p><b>FINAL:</b> Determined acres to tenths.</p> <p>(a) Acreage breakdowns within a unit may be estimated (enter “E” in front of acres) if a determination is impractical.</p> <p>(b) Account for all planted acreage in the unit.</p>
<p>20. <b>Interest or Share</b></p>	<p>(a) Insured’s interest in crop to three-decimal places as determined at the time of inspection.</p> <p>(b) If shares vary on the same unit, use separate line entries.</p>
<p>21. <b>Risk</b></p>	<p>Make no entry.</p>
<p>22. <b>Type</b></p>	<p>(a) Three-digit type code number, entered exactly as specified on the actuarial documents.</p> <p>(b) If “No Type” is shown in the actuarial documents, enter the appropriate three-digit type code number from the actuarial documents.</p> <p>(c) If a type is not specified on the actuarial documents, make no entry.</p>
<p>23. <b>Class</b></p>	<p>(a) Three-digit class code number, entered exactly as specified on the actuarial documents.</p> <p>(b) If “No Class” is shown in the actuarial documents, enter the appropriate three-digit type code number from the actuarial documents.</p> <p>(c) If a class is not specified on the actuarial documents, make no entry.</p>

## Form/Worksheet Standards and Elements (Continued)

**B. Production Worksheet Standards and Elements (continued)**

24. <b>Sub Class</b>	<p>(a) Three-digit sub class code number, entered exactly as specified on the actuarial documents.</p> <p>(b) If “No Sub Class” is shown in the actuarial documents, enter the appropriate three-digit type code number from the actuarial documents.</p> <p>(c) If a sub class is not specified on the actuarial documents, make no entry.</p>
25. <b>Intended Use</b>	<p>(a) Three-digit intended use code number, entered exactly as specified on the actuarial documents.</p> <p>(b) If “No Intended Use” is shown in the actuarial documents, enter the appropriate three-digit type code number from the actuarial documents.</p> <p>(c) If an intended use is not specified on the actuarial documents, make no entry.</p>
26. <b>Irr. Practice</b>	<p>(a) Three-digit irrigation practice code number, entered exactly as specified on the actuarial documents.</p> <p>(b) If “No Irrigation Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents.</p> <p>(c) If an irrigation practice is not specified on the actuarial documents, make no entry.</p>
27. <b>Cropping Practice</b>	<p>(a) Three-digit cropping practice code number, entered exactly as specified on the actuarial documents.</p> <p>(b) If “No Cropping Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents.</p> <p>(c) If a cropping practice is not specified on the actuarial documents, make no entry.</p>
28. <b>Organic Practice</b>	<p>(a) Three-digit organic practice code number, entered exactly as specified on the actuarial documents.</p> <p>(b) If “No Organic Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents.</p> <p>(c) If an organic practice is not specified on the actuarial documents, make no entry.</p>

Form/Worksheet Standards and Elements (Continued)

**B. Production Worksheet Standards and Elements (continued)**

<p>29. Stage</p>	<p><b>PRELIMINARY:</b> Make no entry.</p> <p><b>FINAL:</b> Stage abbreviation as shown below.</p> <table border="1"> <thead> <tr> <th data-bbox="578 386 737 432"><u>STAGE</u></th> <th data-bbox="737 386 1466 432"><u>EXPLANATION</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="578 432 737 583">“P” .....</td> <td data-bbox="737 432 1466 583">Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide records of production which are acceptable to the AIP.</td> </tr> <tr> <td data-bbox="578 583 737 831">“H” .....</td> <td data-bbox="737 583 1466 831">Harvested. Includes harvesting a portion of the crop on the acreage in a random manner, requiring an appraisal for any remaining production (“cherry” picking only part of the fruit on the trees). Enter an appraisal for any such remaining production on the Production Worksheet in item 31 and/or, if applicable, an appraisal for uninsured damage in item 37.</td> </tr> <tr> <td data-bbox="578 831 737 877">“UH” .....</td> <td data-bbox="737 831 1466 877">Unharvested or put to other use with consent.</td> </tr> </tbody> </table> <p><b>Reminder:</b> Refer to the LAM for information on gleaning.</p>	<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. Includes harvesting a portion of the crop on the acreage in a random manner, requiring an appraisal for any remaining production (“cherry” picking only part of the fruit on the trees). Enter an appraisal for any such remaining production on the Production Worksheet in item 31 and/or, if applicable, an appraisal for uninsured damage in item 37.	“UH” .....	Unharvested or put to other use with consent.								
<u>STAGE</u>	<u>EXPLANATION</u>																
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“UH” .....	Unharvested or put to other use with consent.																
<p>30. Use of Acreage</p>	<p>Enter the applicable abbreviations as follows</p> <table border="1"> <thead> <tr> <th data-bbox="578 1016 737 1062"><u>USE</u></th> <th data-bbox="737 1016 1466 1062"><u>EXPLANATION</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="578 1062 737 1117">“Bulldozed,” .....</td> <td data-bbox="737 1062 1466 1117">Use made of acreage</td> </tr> <tr> <td data-bbox="578 1117 737 1171">“WOC” .....</td> <td data-bbox="737 1117 1466 1171">Other use without consent</td> </tr> <tr> <td data-bbox="578 1171 737 1226">“SU” .....</td> <td data-bbox="737 1171 1466 1226">Solely uninsured</td> </tr> <tr> <td data-bbox="578 1226 737 1281">“ABA” .....</td> <td data-bbox="737 1226 1466 1281">Abandoned without consent</td> </tr> <tr> <td data-bbox="578 1281 737 1335">“H” .....</td> <td data-bbox="737 1281 1466 1335">Harvested</td> </tr> <tr> <td data-bbox="578 1335 737 1390">“HI” .....</td> <td data-bbox="737 1335 1466 1390">Harvest Incomplete</td> </tr> <tr> <td data-bbox="578 1390 737 1444">“UH” .....</td> <td data-bbox="737 1390 1466 1444">Unharvested</td> </tr> </tbody> </table> <p><b>Important:</b> 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.”</p> <p><b>Reminder:</b> Refer to the LAM for information on gleaning.</p>	<u>USE</u>	<u>EXPLANATION</u>	“Bulldozed,” .....	Use made of acreage	“WOC” .....	Other use without consent	“SU” .....	Solely uninsured	“ABA” .....	Abandoned without consent	“H” .....	Harvested	“HI” .....	Harvest Incomplete	“UH” .....	Unharvested
<u>USE</u>	<u>EXPLANATION</u>																
“Bulldozed,” .....	Use made of acreage																
“WOC” .....	Other use without consent																
“SU” .....	Solely uninsured																
“ABA” .....	Abandoned without consent																
“H” .....	Harvested																
“HI” .....	Harvest Incomplete																
“UH” .....	Unharvested																
<p>31. Appraised Potential</p>	<p>(a) Transfer the per-acre appraisal in tons rounded to tenths of potential production from item 30 “Appraised Tons per Acre” on the appraisal worksheet.</p> <p>(b) Refer to the appraisal methods and applicable appraisal worksheet for additional instructions.</p> <p>(c) If there is no potential on UH acreage, enter “0” (zero).</p>																

Form/Worksheet Standards and Elements (Continued)

**B. Production Worksheet Standards and Elements** (continued)

<p>31. <b>Appraised Potential</b> (continued)</p>	<p><b>Important:</b> Refer to paragraph 85 in the LAM for procedures for documenting “0” (zero) yield appraisals.</p>
<p>32a.-33. ***</p>	<p>Make no entry.</p>
<p>34. <b>Production Pre QA</b></p>	<p>Column 19 multiplied by column 31, results in tons rounded to tenths.</p>
<p>35. <b>Quality Factor</b>  ***</p>	<p>In accordance with section 15 (j) of the BP, if due to insured causes, a Federal or State agency has ordered the appraised crop or production to be destroyed, enter “0.000.”</p> <p><b>Important:</b> Refer to items 40 and the Narrative herein. Also refer to LAM paragraphs 96 J (2) and 102 A for additional information.</p>
<p>36. <b>Production Post-QA</b></p>	<p>Make the following entries in tons rounded to tenths.</p> <p>(a) No entry in column 35: Transfer entry from column 34</p> <p>(b) Entry in column 35: Column 34 multiplied by column 35.</p>
<p>37. <b>Uninsured Causes</b></p>	<p>Make the following entries in tons rounded to tenths.</p> <p>For uninsured cause(s) appraisals: Column 19 multiplied by item 30 on the appraisal worksheet or by the per acre appraisal for uninsured causes taken from other documentation. If no uninsured causes, make no entry.</p> <p>(a) Hail and Fire exclusion NOT in effect.</p> <p>(1) Enter not less than the insured’s production guarantee per acre in tons rounded to tenths, for the line, (calculated by multiplying the elected coverage level percentage times the approved APH yield per acre shown on the APH form) for any “P” stage acreage. On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged solely by uninsured causes separate from other production.</p> <p>(2) For acreage that is damaged partly by uninsured causes, enter the appraised uninsured loss of production per acre in tons rounded to tenths. Refer to the LAM for instructions regarding assessing uninsured cause appraisals.</p> <p>(b) Refer to the LAM when Hail and Fire Exclusion is in effect and damage is from hail or fire.</p>

Form/Worksheet Standards and Elements (Continued)

**B. Production Worksheet Standards and Elements** (continued)

<p>37. <b>Uninsured Causes</b> (continued)</p>	<p>(c) Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.</p> <p><b>Important:</b> For fire losses, if insured also has other fire insurance (double coverage), refer to the LAM.</p>																
<p>38. <b>Total to Count</b></p>	<p>Column 36 plus column 37, results in tons rounded to tenths.</p>																
<p>39. <b>Total</b></p>	<p>Total of all column 19 entries.</p>																
<p>40. <b>Quality</b></p>	<p>In accordance with section 15 J of the BP, if due to insured causes, check the applicable qualifying quality adjustment condition(s) affecting the unit’s appraised and harvested production in the table below.</p> <table border="1" data-bbox="602 741 1474 947"> <thead> <tr> <th colspan="4" style="text-align: center;"><b>Qualifying Quality Adjustment Conditions</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">TW</td> <td style="text-align: center;">Vomitoxin</td> <td style="text-align: center;">Dark Roast</td> <td style="text-align: center;">COFO</td> </tr> <tr> <td style="text-align: center;">KD</td> <td style="text-align: center;">Fumonisin</td> <td style="text-align: center;">Sclerotinia</td> <td style="text-align: center;">Other</td> </tr> <tr> <td style="text-align: center;">Aflatoxin</td> <td style="text-align: center;">Garlicky</td> <td style="text-align: center;">Ergoty</td> <td style="text-align: center;">None</td> </tr> </tbody> </table> <p>(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, as applicable:</p> <ol style="list-style-type: none"> <li>(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;</li> <li>(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.</li> </ol> <p>(b) Otherwise, check “None.”</p>	<b>Qualifying Quality Adjustment Conditions</b>				TW	Vomitoxin	Dark Roast	COFO	KD	Fumonisin	Sclerotinia	Other	Aflatoxin	Garlicky	Ergoty	None
<b>Qualifying Quality Adjustment Conditions</b>																	
TW	Vomitoxin	Dark Roast	COFO														
KD	Fumonisin	Sclerotinia	Other														
Aflatoxin	Garlicky	Ergoty	None														
<p>41. <b>Mycotoxins exceed FDA, State, or other health organization maximum limits.</b></p>	<p>Check “Yes” if any mycotoxin listed in item 40 (including any identified as “Other”) exceed the Federal, State, or other health organization maximum limits; otherwise, make no entry.</p>																
<p>42. <b>Totals</b></p>	<p>Separately total of columns 34, 36, 37 and 38 in tons rounded to tenths. If a column has no entries, make no entry.</p>																

Form/Worksheet Standards and Elements (Continued)

**B. Production Worksheet Standards and Elements** (continued)

<p><b>Narrative</b></p>	<p>If more space is needed, document and attach such Special Report, enter “See Special Report.”</p> <p>(a) If no acreage is released on the unit, enter “No acreage released,” adjuster’s initials, and date.</p> <p>(b) If notice of damage was given and “No Inspection” is required, enter the unit number(s), “No Inspection,” date, and adjuster’s initials. The insured’s signature is not required.</p> <p>(c) Explain uninsured causes, unusual, or controversial cases.</p> <p>(d) If there is an appraisal in column “37” for uninsured causes due to a Hail/Fire Exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.</p> <p>(e) Document the actual appraisal date if an appraisal was performed prior to the adjuster’s signature date on the appraisal worksheet, and the date of the appraisal if not recorded on the appraisal worksheet.</p> <p>(f) State there is “No Other Fire Insurance” when fire damages or destroys the insured crop, and it is determined that the insured has no other fire insurance. Refer to the LAM.</p> <p>(g) Explain any errors found on the Summary of Coverage.</p> <p>(h) Explain any commingled production. Refer to the LAM.</p> <p>(i) Explain entry for “Production not to Count” in column “62,” and/or any production not included in column “56” entries.</p> <p><b>Example:</b> Harvested production from uninsured acreage that can be identified separately from insured acreage in the unit.</p> <p>(j) Explain “No” checked in item 44.</p> <p>(k) Attach a sketch map or aerial photo to identify the total unit:</p> <ol style="list-style-type: none"> <li>(1) if consent is or has been given to put part of the unit to another use;</li> <li>(2) if uninsured causes are present; or</li> <li>(3) for unusual or controversial cases.</li> </ol>
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Form/Worksheet Standards and Elements (Continued)

**B. Production Worksheet Standards and Elements** (continued)

<p><b>Narrative</b> (continued)</p>	<p><b>Reminder:</b> Indicate on aerial photo or sketch map, the disposition of acreage destroyed or put to other use with or without consent.</p> <p>(l) Explain any differences between inspection and signature dates. For an absentee insured, enter date of the inspection and date of mailing the Production Worksheet for signature.</p> <p>(m) When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and date of inspection.</p> <p>(n) Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed in accordance with the AIP’s instructions.</p> <p>(o) Explain delayed notices or claims as instructed in the LAM.</p> <p>(p) Document any authorized estimated acres shown in column “18” as follows: “Line 3 ‘E’ acres authorized by AIP MM/DD/YYYY.”</p> <p>(q) Document the method and calculation used to determine unit acres. Refer to the LAM.</p> <p>(r) Specify type of insects or diseases when the insured cause of loss is due to insects or disease. Explain why control measures did not work.</p> <p>(s) Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaning.</p> <p>(t) Document any other pertinent information, including any data to support any factors used to calculate the production.</p> <p>(u) For production ordered to be destroyed due to presence of injurious substances or conditions:</p> <p style="padding-left: 40px;">(1) explain “0.000” quality adjustment factor in column 35 or 65 and the circumstances that caused the crop to be affected by an injurious substance or condition;</p> <p style="padding-left: 40px;">(2) document the date the crop was destroyed and the method of destruction.</p> <p><b>Reminder:</b> Refer to the LAM for additional documentation requirements.</p>
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Form/Worksheet Standards and Elements (Continued)

**B. Production Worksheet Standards and Elements** (continued)

<p><b>Section II – Determined Harvested Production</b></p>	<p>General Information:</p> <ul style="list-style-type: none"> <li>(a) 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 used to compute losses from insured and uninsured causes of damage on the Production Worksheet.</li> <li>(b) Account for all harvested production for all entities sharing in the crop except production appraised before harvest and shown in section I because the quantity cannot be determined later.</li> <li>(c) For production commercially stored or sold enter name and address of storage facility, buyer, packing house, or processor in column “49” through “52.” For fruit otherwise disposed of, indicate the method of disposition.</li> <li>(d) If additional lines are necessary, the data may be entered on a continuation sheet. Use separate lines for:             <ul style="list-style-type: none"> <li>(1) separate storage facilities;</li> <li>(2) different first handlers (buyers, packing houses, or processors);                 <ul style="list-style-type: none"> <li>(i) the insured must have maintained satisfactory records of all production sold or stored,</li> <li>(ii) AIP shall verify any packing house or processor records,</li> <li>(iii) 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;</li> </ul> </li> <li>(3) different types;</li> <li>(4) varying shares on same unit;</li> <li>(5) fresh and dried prunes when marketing records indicate both;</li> </ul> </li> </ul>
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Form/Worksheet Standards and Elements (Continued)

**B. Production Worksheet Standards and Elements (continued)**

<p><b>Section II – Determined Harvested Production</b> (continued)</p>	<p>(6) harvested production from more than one insured practice or type and a separate approved APH yield has been established for each, the harvested production also must be entered on separate lines in columns “47 a” through “66” by type or practice.</p> <p>(e) There will generally be no harvested production entries in columns “47 a” through “68” for preliminary inspections.</p>
<p><b>43. Date Harvest Completed</b></p>	<p>Use such date to determine if there is a delayed notice or a delayed claim.</p> <p><b>Reminder:</b> Refer to the LAM for delayed notice or delayed claim information.</p> <p><b>PRELIMINARY:</b> Make no entry.</p> <p><b>FINAL:</b></p> <p>(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.</p> <p>(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.”</p> <p>(c) If at the time of final inspection (if prior to the end of the insurance period), <u>none</u> of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter “No Harvest.”</p> <p><b>Important:</b> If the case involves a Certification Form, enter the date from the Certification Form when the entire unit is put to another use. Refer to the LAM.</p>
<p><b>44. Damage Similar to Other Farms in the Area?</b></p>	<p><b>PRELIMINARY:</b> Make no entry.</p> <p><b>FINAL:</b> Check “Yes” or “No.” Check “Yes” if amount and cause of damage due to insurable causes is similar to the experience of other orchards in the area. If “No” is checked, explain in the “Narrative.”</p>

## Form/Worksheet Standards and Elements (Continued)

## B. Production Worksheet Standards and Elements (continued)

45. <b>Assignment of Indemnity</b>	Check “Yes” <b>only</b> if an assignment of indemnity is in effect for the crop year; otherwise, check “No.”  <b>Reminder:</b> Refer to the LAM.
46. <b>Transfer of Right to Indemnity</b>	Check “Yes” <b>only</b> if a transfer of right to an indemnity is in effect for the unit for the crop year; otherwise, check “No.”  <b>Reminder:</b> Refer to the LAM.
47a. <b>Share</b>	Record only varying shares on the same unit round to three decimal places.
47b. <b>Field ID</b>	(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”).
48. <b>Multi-Crop Code</b>	The applicable two-digit code for first crop and second crop.  <b>Important:</b> Refer to the LAM for instructions regarding entry of first crop and second crop codes.
49. - 52. <b>Length or Diameter/Width/Depth/ Deduction</b>	For prunes stored or sold, enter the name and address of the buyer, packing house, or processor, as applicable. For prunes otherwise disposed of, indicate method of disposition.
53.-55.	Make no entry.
56. <b>Bu., Ton, Lbs., Cwt.</b>	(a) Circle “Ton” in column heading.  (b) As applicable, on separate lines document all harvested production in tons rounded to tenths from insurable acreage that:  (1) meets the definition of standard prunes; (2) is intended for use a fresh prunes; (3) is sold as standard prunes (must be net weight); and (4) is damaged by uninsured causes.
57. <b>Shell/Sugar Factor</b>	(a) <b>Fresh production:</b> Enter “0.333” when there is fresh prune production entered in column 56.  (b) <b>Dried production:</b> Make no entry.
58a.-60b.	Make no entry.
61. <b>Adjusted Production</b>	Make the following entries in tons rounded to tenths.  (a) <b>Fresh production:</b> Column “56” multiplied by column “57.” (b) <b>Dried production:</b> Transfer entry from column 56.

Form/Worksheet Standards and Elements (Continued)

**B. Production Worksheet Standards and Elements** (continued)

<p>62. <b>Prod. Not to Count</b></p>	<p>(a) Net production not to count in tons rounded to tenths when acceptable records identifying such production are available from harvested acreage which has been assessed an appraisal of not less than the guarantee per acre, or from other sources (other units or uninsured acreage).</p> <p>(b) This entry must never exceed production shown on the same line. Explain any “Production no to Count” in the Narrative.</p> <p><b>Reminder:</b> Explain any “Production not to Count in the Narrative.</p>
<p>63. <b>Production Pre-QA</b></p>	<p>Column 61 minus column 62, results in tons rounded to tenths.</p>
<p>*** 64a.-64b.</p>	<p>Make no entry.</p>
<p>65. <b>Quality Factor</b> ***</p>	<p>(a) In accordance with 15 (j) of the BP, if due to insured causes, a Federal or State agency has ordered the appraised crop or production to be destroyed, enter the factor “0.000” (refer to items 35 and 40 and the Narrative above for additional instructions). Also refer to LAM paragraphs 96 J (2) and 102 A for additional information.</p> <p>(b) A copy of all supporting quality adjustment documentation must be included in the insured’s claim file.</p> <p><b>Reminder:</b> For additional quality adjustment definitions, instructions, documentation, qualifications, and testing requirements refer to the LAM.</p>
<p>66. <b>Production to Count</b></p>	<p>(a) If entry in column 65: Column 63 multiplied by column 65, results in tons rounded to tenths.</p> <p>(b) If no entry in column 65: Transfer entry from column 63.</p>
<p>67. <b>Total</b></p>	<p>Total of column 63 in tons rounded to tenths. If no entry in column 63, make no entry.</p>
<p>68. <b>Section II Total</b></p>	<p>Total of column 66 entries, in tons rounded to tenths.</p>
<p>69. <b>Section I Total</b></p>	<p>Total of column 38 entries, in tons rounded to tenths.</p>
<p>70. <b>Unit Total</b></p>	<p>Item 68 plus item 69, results in tons rounded to tenths.</p>
<p>71. <b>Allocated Prod.</b></p>	<p>(a) Total production in tons rounded to tenths, allocated for this unit that is included in section I or II of the Production Worksheet.</p> <p>(b) Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.</p> <p><b>Important:</b> Refer to the LAM paragraphs 126 C (5) and 127 for instructions for determining allocated production.</p>

Form/Worksheet Standards and Elements (Continued)

**B. Production Worksheet Standards and Elements** (continued)

<p>72. <b>Total APH Prod.</b></p>	<p>Make the following entries in tons rounded to tenths.</p> <p>(a) When there are entries in column 37 and/or item 71: Item 70 minus item 71, minus total of column 37.</p> <p>(b) When there is no entry in item 71 and column 37: Transfer entry from item 70.</p> <p><b>Important:</b> Make no entry when separate APH yields are maintained by type or practice within the unit.</p>
	<p><b>The following required entries are not illustrated on the example Production Worksheet in exhibit 11.</b></p>
<p>73. <b>Adjuster's Signature, Code # and Date</b></p>	<p>(a) Signature of adjuster, code number, and date signed after the insured or insured's authorized representative has signed.</p> <p>(b) 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.</p> <p>(c) Final indemnity inspections should be signed on the bottom line.</p>
<p>74. <b>Insured's Signature and Date</b></p>	<p>(a) Insured's or insured's authorized representative's signature and date.</p> <p>(b) Before obtaining the insured's signature, review all entries on the Production Worksheet with the insured or insured's authorized representative, particularly explaining codes that may not be readily understood.</p> <p>(c) Final indemnity inspections should be signed on the bottom line.</p>
<p>75. <b>Page Numbers</b></p>	<p><b>PRELIMINARY:</b> Page numbers at the time of inspection.</p> <p><b>FINAL:</b> Page numbers.</p> <p><b>Example:</b> Page 1 of 1, Page 1 of 2, Page 2 of 2, and so forth.</p>

**Representative Sample Requirements**

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Acres in Unit/Block	Minimum Number of Samples
0.1 to 10.0	The lesser of 5 trees or 5% of the number of trees in the orchard/block
One additional tree is required for each additional 10.0 acres (or fraction thereof) in the unit/block.	

Number of Tree per Acre

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

For tree spacings not shown on the chart, multiply the distance between trees (nearest tenth foot) times the distance between rows (nearest tenth foot) and divide this result to tenths into 43,560 sq. ft. per acre (round to the nearest whole number).

**Example:** 6.5 ft. x 10.0 ft. = 65.0 sq. ft., then 43,560 ÷ 65.0 = 670 trees per acre. Refer to the LAM for information on how to calculate the number of trees per acre.

## Prune Survival Conversions

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

Use this chart to obtain a factor for percent survival used in item 23 “Percent Survival Conversion” on the prune appraisal worksheet. Obtain the applicable “Reference Date” from the RMA Product Management Bulletin for the applicable crop year.

**Example:** (Percentages are expressed as two-place decimals)

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

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

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

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

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

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

**Average Prune Size on the P-1 Grade Sheet by Screen Size\***

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

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

**Predicted Average Harvest Size of Dry Prunes**

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

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

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



# P-1 REFERENCE GUIDE

## DFA OF CALIFORNIA INSPECTION REPORT AND CERTIFICATION NATURAL CONDITION PRUNES

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

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

DESCRIPTION OF DEFECT CATEGORIES		MINIMUM DEFECT TOLERANCES FOR STANDARD PRUNES		Adjustment For Trash & Undersized	SAMPLE PERCENT	POUNDS
1. Off Color	7. Bitter	Defect Group	%	BROWN ROT IN TRASH	.05%	8
2. Inferior meat condition	8. Mold	11	1%	TRASH	.38%	644
3. Engorgement	9. A. Brown Rot	8-11 Incl.	8%	UNDERSIZED	4.6%	779
4. Engorgement	9. B. Insected Rot	4-11 Incl.	8%			
5. Skin or flesh damage	10. Insect Infestation	8&11 Incl. & 8-11	8%	NET WEIGHT		16,940
6. Scale	11. Decay					

Defects by Category Group				Defects By Tolerance Group				SCREEN		
1-2	3 Adjusted	4-5-6-7	8-9-10	8A	11	8-11 Incl.	4-11 Incl.	3-11 Incl.	1-11 Incl.	
A Screen Defect Analysis: 200 Prunes										A
.50	.75	14.00	.00	.00	.00	.00	6.52	5.28	.29	37.14% 6,292
B Screen Defect Analysis: 200 Prunes										B
.00	1.00	17.00	.00	.00	.00	.00	9.78	8.89	3.53	36.93% 6,256
C Screen Defect Analysis: 300 Prunes										C
.00	.00	18.00	2.00	.00	.00	.00	13.04	11.11	5.88	15.34% 2,598
D Screen Defect Analysis: 100 Prunes										D
.00	.50	12.00	3.00	3.00	.00	.00	7.61	6.11	.59	5.62% 951

16. Door Test Defect Analysis: 1	Average Size Count: 69	% Defects Removable to Make Standard	DOOR TEST	95.02%	16,099						
.20	.71	15.69	.50	.18	.00	.00	8.91	7.67	2.47	8.91%	1,431
Marketable Standard Weight Prunes			Door Test Substandard Weight								

P-2 Analysis							UNDERSIZE	1.84
							P.O. TRASH	.02
							TRASH	.15
TEST BASE	1-2	3	4-7	8-10	8-A	No. of PRUNES	WEIGHT	SIZE
A	200	1	3	28	0	0	14.86	54
B	200	0	4	34	0	0	14.77	71
C	100	0	0	18	2	0	6.14	86
D	100	0	1	12	3	3	2.25	111
TOTAL SAMPLE WEIGHT							40.03	

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

21. Sample Location: Live Oak

Samples Retained 30 Days From Date of Mailing Certificates to Producer

# P-1 REFERENCE GUIDE

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

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

Example Prune Appraisal Worksheet

**PRUNE APPRAISAL WORKSHEET**

Claim Number: **XXXXXX**

Company Name: **Any Company**

**PART 1: GENERAL INFORMATION**

1. Insured's Name: <b>I. M. Insured</b>		2. Policy Number: <b>XXXXX</b>	3. Crop Year: <b>YYYY</b>	4. Unit Acres: <b>30.0</b>	5. Unit Number: <b>0001-0002BU</b>
6. Cause(s) of Damage: <b>Excess Precip.</b>		7. Date(s) of Damage: <b>MM/DD/YYYY</b>	8. Immature/Mature: <b>Immature</b>	9. Appraisal Date: <b>MM/DD/YYYY</b>	10. Reference Date: <b>MM/DD/YYYY</b>

**PART 2: SAMPLING**

Orchard ID <b>11</b>	Appraised Acres <b>12</b>	No. of Green Prunes per Sample Tree 13					Total No. of Green Prunes 14	Total No. of Samples Trees 15	Avg. No. of Green Prunes per Tree (14 ÷ 15) 16
		<b>A-1</b>	<b>5.0</b>	<b>900</b>	<b>875</b>	<b>1,125</b>	<b>985</b>	<b>1,150</b>	<b>5,035</b>

**PART 3: GREEN PRUNE COUNT**

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

No. Green Prunes per Lb. per Sample 17					Total No. Green Prunes 18	Total No. of Samples 19	Avg. No. of Green Prunes per Lb. (18 ÷ 19) 20	Predicted Dry Prune Count 21
<b>60</b>	<b>66</b>	<b>81</b>	<b>65</b>	<b>68</b>	<b>340</b>	<b>5</b>	<b>68</b>	<b>47</b>

**PART 4: PRODUCTION TO COUNT**

Avg. No. of Green Prunes per Tree (from 16) 22	Percent Survival Conversion 23	No. of Green Prunes per Tree (22 x 23) 24	No. of Trees per Acre 25	Total Green Prunes to Count (24 x 25) 26	Avg. Dry Count per Lb. 27	Avg. Dry Lbs. per Acre (26 ÷ 27) 28	Lbs. per Ton 29	Appraised Tons per Acre (28 ÷ 29) 30
<b>1,007</b>	<b>0.60</b>	<b>604</b>	<b>132</b>	<b>79,728</b>	<b>47</b>	<b>1,696</b>	<b>2,000</b>	<b>0.8</b>

31. Remarks

**Column 21 entry taken from exhibit 8 in the prune handbook.**

**EXAMPLE FIRST PERIOD IMMATURE APPRAISAL**

This form example does not illustrate all required entry items

Example Prune Appraisal Worksheet (Continued)

**PRUNE APPRAISAL WORKSHEET**

Claim Number: **XXXXXXX**

Company Name: **Any Company**

**PART 1: GENERAL INFORMATION**

1. Insured's Name: <b>I. M. Insured</b>		2. Policy Number: <b>XXXXX</b>	3. Crop Year: <b>YYYY</b>	4. Unit Acres: <b>30.0</b>	5. Unit Number: <b>0001-0002BU</b>
6. Cause(s) of Damage: <b>Excess Precip.</b>	7. Date(s) of Damage: <b>MM/DD/YYYY</b>	8. Immature/Mature: <b>Immature</b>	9. Appraisal Date: <b>MM/DD/YYYY</b>	10. Reference Date: <b>MM/DD/YYYY</b>	

**PART 2: SAMPLING**

Orchard ID <b>11</b>	Appraised Acres <b>12</b>	No. of Green Prunes per Sample Tree <b>13</b>					Total No. of Green Prunes <b>14</b>	Total No. of Samples Trees <b>15</b>	Avg. No. of Green Prunes per Tree (14 ÷ 15) <b>16</b>
		<b>A-2</b>	<b>6.0</b>	<b>1,115</b>	<b>910</b>	<b>1,005</b>	<b>885</b>	<b>915</b>	<b>4,830</b>

**PART 3: GREEN PRUNE COUNT**

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

No. Green Prunes per Lb. per Sample <b>17</b>					Total No. Green Prunes <b>18</b>	Total No. of Samples <b>19</b>	Avg. No. of Green Prunes per Lb. (18 ÷ 19) <b>20</b>	Predicted Dry Prune Count <b>21</b>

**PART 4: PRODUCTION TO COUNT**

Avg. No. of Green Prunes per Tree (from 16) <b>22</b>	Percent Survival Conversion <b>23</b>	No. of Green Prunes per Tree (22 x 23) <b>24</b>	No. of Trees per Acre <b>25</b>	Total Green Prunes to Count (24 x 25) <b>26</b>	Avg. Dry Count per Lb. <b>27</b>	Avg. Dry Lbs. per Acre (26 ÷ 27) <b>28</b>	Lbs. per Ton <b>29</b>	Appraised Tons per Acre (28 ÷ 29) <b>30</b>
<b>966</b>	<b>1.00</b>	<b>966</b>	<b>132</b>	<b>127,512</b>	<b>66</b>	<b>1,932</b>	<b>2,000</b>	<b>1.0</b>

31. Remarks

**Column 27 entry taken from RMA Informational Memorandum.**

**EXAMPLE SECOND PERIOD IMMATURE APPRAISAL**

This form example does not illustrate all required entry items

Example Prune Production Worksheet

PRODUCTION WORKSHEET

1. Crop/Code # <b>Prunes/0036</b>	2. Unit # <b>0001-0002BU</b>	3. Location Description <b>SW1/4,S1-06N-030W</b>	7. Company Agency <b>Any Company Any Agency</b>	8. Name of Insured <b>I. M. Insured</b>
4. Date(s) of Damage <b>JUN 1</b>	5. Cause(s) of Damage <b>Excess Precip</b>	6. Insured Cause % <b>100%</b>	12. Additional Units	13. Est. Prod. Per Acre
9. Claim # <b>XXXXXXX</b>			11. Crop Year <b>YYYY</b>	
10. Policy # <b>XXXXXXX</b>			14. Date(s) Notice of Loss <b>MM/DD/YYYY</b>	
14. Date(s) Notice of Loss <b>MM/DD/YYYY</b>			1st	2nd
15. Companion Policy(s)			Final <b>MM/DD/YYYY</b>	

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

A. ACTUARIAL															B. POTENTIAL YIELD							
16. Field ID	17. Multi-Crop Code	18. Reported Acres	19. Determined Acres	20. Interest or Share	21. Risk	22. Type	23. Class	24. Sub-Class	25. Intended Use	26. Irr Practice	27. Cropping Practice	28. Organic Practice	29. Stage	30. Intended or Final Use	31. Appraised Potential	32a. Moisture % Factor	32b. Shell %, Factor, or Value	33. Production Pre QA	34. Quality Factor	35. Production Post QA	36. Uninsured Causes	37. Total to Count
A-1	NS		5.0	1.000		997	997	997	997	002	997	997	UH	UH	0.8			4.0		4.0		4.0
A-2	NS		6.0	1.000		997	997	997	997	002	997	997	UH	UH	1.0			6.0		6.0		6.0
A-3	NS		19.0	1.000		997	997	997	997	002	997	997	H	H								
39. TOTAL			30.0	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		10.0		10.0		10.0
41. Do any mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/> No <input type="checkbox"/>																						

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

SECTION II – DETERMINED HARVESTED PRODUCTION

43. Date Harvest Completed <b>MM/DD/YYYY</b>						44. Damage similar to other farms in the area? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						45. Assignment of Indemnity Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						46. Transfer of Right to Indemnity? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
A. MEASUREMENTS						B. GROSS PRODUCTION						C. ADJUSTMENTS TO HARVESTED PRODUCTION											
47a. Share	47b. Multi-Crop Code	48. Length or Diameter	49. Width	50. Depth	51. Deduction	52. Net Cubic Feet	53. Conversion Factor	54. Gross Prod.	55. Bu. (Top) Lbs. CWT	56. Shell/Sugar Factor	57. FM% Factor	58a. 58b. Moisture % Factor	59a. 59b. Test WT Factor	60a. 60b. Adjusted Production	61. Prod. Not to Count	62. Production Pre-QA	63. Value Mkt. Price	64a. 64b. Quality Factor	65. Production to Count	66. Production to Count			
	NS	<b>XX Prune Processors Anytown, State</b>							7.3					7.3		7.3				7.3			
	NS	<b>Acme Fresh Prune, Co. Anytown, State</b>							3.5	0.333				1.2		1.2				1.2			
67. TOTAL																	8.5	68. Section II Total		8.5			
																	69. Section I Total		10.0				
																	70. Unit Total		18.5				
																	71. Allocated Prod.						
																	72. Total APH Prod.		18.5				

For Illustration Purposes Only  
This form example does not illustrate all required entry items

