



United States
Department of
Agriculture



Federal Crop
Insurance
Corporation

FCIC-25090 (11-2013)
FCIC-25090-1 (01-2015)

AUP & ELS COTTON LOSS ADJUSTMENT STANDARDS HANDBOOK

2014 and Succeeding Crop Years

**RISK MANAGEMENT AGENCY
KANSAS CITY, MO 64133**

TITLE: AUP & ELS COTTON LOSS ADJUSTMENT STANDARDS HANDBOOK	NUMBER: 25090 25090-1
EFFECTIVE DATE: 2014 and Succeeding Crop Years	ISSUE DATE: January 20, 2015
SUBJECT: Provides procedures and instructions for administering the AUP & ELS Cotton crop insurance program.	OPI: Product Administration and Standards Division
	APPROVED: /s/ Tim B. Witt Deputy Administrator for Product Management

REASON FOR AMENDMENTS

1. **Exhibit 1:** Added abbreviation for FSA Cotton National Average Loan Rate.
2. **Exhibit 3, item 8:** Added reference to CIH for determined acres of skip-row planted cotton and ELS cotton.
3. **Exhibit 3, item 10:** Added language to multiply the result by 100 to arrive at the percent crop remaining, rounded to tenths.
4. **Exhibit 3, items 45, 53 & 67:** Revised language to clarify the correct yield per acre entry for irrigated skip-row cotton.
5. **Exhibit 3, Stand Reduction Method Illustration:** Revised item 46 entry from “46.5 = 47” to “46.475 = 46” in order to properly round pounds per acre in accordance with item 46 instructions.
6. **Exhibit 4, item 19:** Added reference to CIH for determined acres of skip-row planted cotton and ELS cotton.
7. **Exhibit 4, item 35:** Removed language regarding zero market value for this entry and clarified negative or zero value entries for Price A determinations in the cotton quality adjustment worksheet calculation for Price A.
8. **Exhibit 9, subparagraph A:** Added reference to the CIH for additional guidance regarding skip-row planted cotton and ELS cotton.
9. **Exhibit 11, subparagraph C(4):** Added (c), AUP & ELS FSA Cotton NALR.
10. **Exhibit 11, subparagraph C(5)(b)(iv):** Revised reference to FSA Cotton NALR to be item 5a.

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REASONS FOR AMENDMENTS (Continued)

11. **Exhibit 11, subparagraph C(6):** Updated example to correctly calculate Price A using the FSA Cotton NALR.
12. **Exhibit 12, item 5:** Split item 5 entry into item 5a for the FSA Cotton NALR entry and 5b for the applicable Price B entry.
13. **Exhibit 12, item 6:** Revised reference to Price B to be item 5b.
14. **Exhibit 12, item 15:** Added language instructing the adjuster to enter “.0000” when Price A determinations result in negative or zero value based on the FSA Cotton NALR.
15. **Exhibit 12, Cotton Quality Adjustment Worksheet Illustration:** Revised to include item 5a (FSA Cotton NALR) and item 5b (Price B). Updated applicable quality adjustment calculations throughout the illustration.

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CONTROL CHART

AUP & ELS Cotton Loss Adjustment Standards Handbook							
	TP Page(s)	TC Page(s)	Text Page(s)	Exhibit Number	Exhibit Page(s)	Date	Directive Number
Remove	1-2		29	1 3 3 4 9 11 11/12 12	30 33-34 39-44 55-58 85-86 99-100 105-106 107-108	11-2013	FCIC-25090
Insert	1-4	-	29	1 3 3 4 9 11 11/12 12	30 33-34 39-44 55-58 85-86 99-100 105-106 107-108	01-2015	FCIC-25090-1
Current Index	1-4	1-2	1-28 29	1 2 3 3 3 3 4 4 4 5 6 7 8 9 10 11 11 11 11/12 12	30 31-32 33-34 35-38 39-44 45-51 52-54 55-58 59-70 71-73 74-76 77-83 84 85-86 87-93 94-98 99-100 101-104 105-106 107-108	01-2015 11-2013 11-2013 01-2015 01-2015 11-2013 01-2015 11-2013 11-2013 01-2015 11-2013 11-2013 11-2013 01-2015 11-2013 11-2013 01-2015 11-2013 11-2013 01-2015 11-2013 11-2013 01-2015 11-2013 01-2015	FCIC-25090-1 FCIC-25090 FCIC-25090 FCIC-25090-1 FCIC-25090-1 FCIC-25090 FCIC-25090-1 FCIC-25090 FCIC-25090 FCIC-25090-1 FCIC-25090 FCIC-25090 FCIC-25090 FCIC-25090 FCIC-25090 FCIC-25090-1 FCIC-25090 FCIC-25090 FCIC-25090-1 FCIC-25090 FCIC-25090 FCIC-25090-1 FCIC-25090-1

AUP & ELS COTTON LOSS ADJUSTMENT STANDARDS HANDBOOK

FILING INSTRUCTIONS

This handbook replaces the 2014 AUP & ELS Cotton Loss Adjustment Standards Handbook, FCIC-25090 (11-2013). This handbook is effective for the 2014 and succeeding crop years and is not retroactive to any 2013 or prior crop year determinations.

Any amendments herein that address Price A and cotton quality adjustment determinations will apply for the 2014 and succeeding crop years.

Any amendments herein that address irrigated skip-row cotton will apply for the 2015 and succeeding crop years.

PART 5 PRODUCTION WORKSHEET

51 General Information for Worksheet Entries and Completion Procedures

- (1) The Production Worksheet, is a progressive form containing all notices of damage for all preliminary and final inspections, including “No Indemnity Due” claims, on a unit.
- (2) If a Production Worksheet has been prepared on a prior inspection, verify each entry and enter additional information as needed. If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and insured should initial any line deletions.
- (3) Refer to the LAM for instructions regarding the following:
 - (a) Acreage report errors.
 - (b) Delayed notices or 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) Late planting. A late planting period is applicable to ELS cotton, if allowed by the Special Provisions. If the Special Provisions do not provide for a late planting period, any ELS cotton that is planted after the final planting date will not be insured unless you were prevented from planting it by the final planting date.
- (4) Refer to the Prevented Planting Handbook for information on prevented planting.
- (5) The adjuster is responsible for determining if any of the insured’s requirements under the notice and claim provisions of the policy have not been met. If they have not, the adjuster should contact the AIP.
- (6) Instructions labeled “**PRELIMINARY**” apply to preliminary inspections only. Instructions labeled “**FINAL**” apply to final inspections only. Instructions not labeled apply to ALL inspections.
- (7) Standard production worksheet items are numbered consecutively in Exhibit 4. An example production worksheet is also provided to illustrate how to complete item entries.

Acronyms and Abbreviations

The following table provides the acronyms and abbreviations used in this handbook.

Approved Acronym/Abbreviation	Term
AMS	Agricultural Marketing Service
AIP	Approved Insurance Provider
AUP	American Upland Cotton
BP	Basic Provisions
CAT	Catastrophic Risk Protection
CIH	Crop Insurance Handbook, FCIC-18010
CP	Crop Provisions
DSSH	Document and Supplemental Standards Handbook, FCIC-24040
ELS	Extra Long Staple Cotton
FCIC	Federal Crop Insurance Corporation
FSA	Farm Service Agency
FSN	Farm Serial Number
HVI	High Volume Instruments
LAM	Loss Adjustment Manual, FCIC-25010
NALR	FSA Cotton National Average Loan Rate
RMA	Risk Management Agency
SP	Special Provisions
UNR	Ultra-Narrow-Row
UNRC	Ultra-Narrow-Row-Cotton

Form Standards – Appraisal Worksheet

Verify and/or make the following entries for each appraisal worksheet element/item number. Completed appraisal worksheet examples are at the end of this exhibit. For general form standards and other general information, see subparagraph 2D and paragraph 29.

Element/Item Number	Description
Company	Name of AIP, if not preprinted on the worksheet.
Claim No.	Claim number as assigned by the AIP.
1. Insured's Name	Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. Policy Number	Insured's assigned policy number.
3. Unit Number	Unit number from the Summary of Coverage after it is verified to be correct.
4. Crop Year	Four-digit crop year, as defined in the policy, for which the claim is filed.
5. Field Number	Field or subfield identification symbol.
6. Loc./Farm Number	FSA FSN. If an FSN is not available, enter the location, section, township, and range or other appropriate identifier.
7. Stage of Growth	Identify the stage of growth on the date of damage. Refer to subparagraph 23B and Exhibit 5 for AUP cotton. Refer to subparagraph 23C and Exhibit 6 for ELS cotton.
8. No. Acres	Number of determined acres, to tenths, in the field or subfield being appraised. Refer to the CIH for determined acres of skip-row planted cotton and ELS cotton.

STAND REDUCTION METHOD

For additional information, refer to paragraph 21 for Selecting Representative Samples, paragraph 23 for Stages of Growth, and paragraph 25 for the Stand Reduction Method.

Part I - Sample Determinations - Stand Reduction One Square Yard Sample Method - Plants Per Square Yard

Element/Item Number	Description
9. Plants Per Square Yard	<p>Record the number of "live" plants counted in each selected representative sample.</p> <p>Total: Add the number of "live" plants counted in all samples to determine the Total Plants Per Square Yard counted.</p> <p>Average: Divide the Total plants counted by the number of samples taken, rounded to tenths, to determine the Average Plants Per Square Yard (bottom line of item 9).</p>

Form Standards – Appraisal Worksheet (Continued)

Element/Item Number	Description
10. Percent Crop Remaining	<p>Divide the Average Plants Per Square Yard (bottom line of item 9) by 23 (standard plant population for drilled or other planting methods for UNRC) and multiply by 100 to arrive at the Percent Crop Remaining, rounded to tenths.</p> <p>If stand reduction is the ONLY damage to the unit, sampling is complete at this point. Omit items 11 through 43. Transfer results as a 3-place decimal fraction to Average Percent Crop Remaining (item 44) of Part II - Computations - Stand Reduction (ONLY) Method for all damage that causes stand reduction (from emergence until mature and for hail damage from emergence through VC stage and planted acreage with no emerged seed) and complete items 45 and 46.</p> <p>When hail damage occurs in V1 through R12+ stage for AUP or V1 through R16+ stage for ELS, transfer results to Average Percent of Crop Remaining of Part III (item 47) for damage in the Vegetative Stage, or Part V (item 58) for damage in the Reproductive Stage.</p>

Part I - Sample Determinations - Stand Reduction
100 Feet of Row Sample Method - Combined Length of Skips

Element/Item Number	Description
11. Combined Length of Skips in 100 Ft. of Row	<p>Record the Combined Length of Skips in 100 Ft. of Row (in feet, to tenths) of all skips for each selected representative sample.</p> <p>Total: Add the Combined Length of Skips in 100 Ft. of Row for all samples to determine the Total Combined Length of Skips (in feet, to tenths).</p> <p>Average: Divide the Total Combined Length of Skips for all samples by the number of samples taken, (in feet, to tenths) to determine the Average Combined Length of Skips in 100 Ft. of Row (bottom line of item 11).</p>
12. Percent Crop Remaining	<p>Subtract the Average Combined Length of Skips in 100 Ft. of Row (bottom line of item 11) from 100 (length of sample), rounded to tenths, to determine the Average Percent of Crop Remaining.</p> <p>If stand reduction is the only damage to the unit, sampling is complete at this point. Omit items 13 through 43. Transfer results as a 3-place decimal fraction to Average Percent Crop Remaining (item 44) of Part II - Computations - Stand Reduction (ONLY) Method for all damage that causes stand reduction (from emergence until mature, and for hail damage from emergence through VC stage and planted acreage with no emerged seed) and complete items 45 and 46.</p>

Form Standards – Appraisal Worksheet (Continued)

Element/Item Number	Description
29. Small Bolls	Result of counting the number of Small Bolls destroyed from the 10-plant sample. Small bolls are less than ½ of mature boll size.
30. Factor	Constant Factor .25 for Small Bolls.
31. % Loss	Multiply the number of Small Bolls destroyed (item 29) times the constant Factor .25 (item 30), rounding to tenths.
32. Large Bolls	Result of counting the number of Large Bolls destroyed from the 10-plant sample. Large bolls are ½ or more of the mature boll size, but not a mature boll.
33. Factor	Constant Factor .50 for Large Bolls.
34. % Loss	Multiply the number of Large Bolls (item 32) times the constant Factor .50 (item 33), rounding to tenths.
35. Mature Bolls	Result of counting the number of Mature Bolls destroyed from the 10-plant sample. Mature bolls are maximum size with low moisture content.
36. Factor	Constant Factor 1.00 for Mature Bolls.
37. % Loss	Multiply the number of Mature Bolls destroyed (item 35) times the constant Factor 1.00 (item 36).
38. Locks Destroyed	Result of counting the number of Locks Destroyed, determined from the 10-plant sample.
39. Locks/Boll	Record the average number of Locks/Boll (usually 4 or 5 for AUP or 3 for ELS cotton) determined from 10 or more bolls from the 10-plant sample.
40. Equiv. Bolls	Divide the number of Locks Destroyed (item 38) by the number of Locks Per Boll (item 39), rounding to tenths. Transfer results to Equivalent Bolls (item 41).
41. Equivalent Bolls	Transfer result from Equiv. Bolls (item 40).
42. Factor	Record the Factor selected, from Exhibit 7, Table L for AUP cotton or Table O for ELS cotton that represents the size of the boll (small, large, or mature) converted from Locks Destroyed (item 38).
43. % Loss	Multiply Equivalent Bolls (item 41) times Factor (item 42), rounding to tenths. Transfer % Loss results for each representative sample to Percent Locks Destroyed (item 18) of Part I - Sample Determinations - Reproductive Stages.

Part II - Computations - Stand Reduction (ONLY) Method

Element/Item Number	Description
44. Average Percent Crop Remaining	Transfer Average Percent Crop Remaining, converted to a 3-place decimal fraction, from the bottom line of item 10 or item 12 of Part I - Sample Determinations - Stand Reduction.

Form Standards – Appraisal Worksheet (Continued)

Element/Item Number	Description
45. Yield Per Acre	<p>Record the appropriate Yield Per Acre (maximum appraisal) for the field or subfield. If the acreage is:</p> <p>(1) irrigated solid-planted or irrigated skip-row, enter in whole pounds, the per-acre Approved APH Yield from the APH form.</p> <p>(2) non-irrigated solid-planted or non-irrigated skip-row acreage planted in a pattern that does not qualify as a skip-row pattern (as defined by FSA), enter in whole pounds, the per acre Approved APH Yield from the APH form.</p> <p>(3) non-irrigated skip-row acreage planted in a pattern that qualifies as a skip-row pattern (as defined by FSA), enter in whole pounds, the results obtained by multiplying the Approved APH Yield from the APH form times the applicable Skip-Row Yield Conversion Factor for the planting pattern and row-width from Exhibit 10.</p> <p>The yield conversion factor will not apply to non-irrigated skip-row cotton acreage if the land between the rows of cotton is planted to any spring planted crop. Cotton acreage interplanted with another spring planted crop is not insurable unless allowed by the SP or a Written Agreement. Refer to paragraph 11.</p>
46. Pounds Per Acre	Multiply the Average Percent Crop Remaining (item 44) times the Yield Per Acre (item 45), rounding to the nearest whole pound.

Part III - Computations - Stand Reduction and Plant Damage Method - Vegetative Stages

Element/Item Number	Description
47. Average Percent Crop Remaining	Transfer Average Percent Crop Remaining, converted to a 3-place decimal fraction, from the bottom line of item 10 or item 12 of Part I - Sample Determinations - Stand Reduction Method.
48. Average Gross % Partially Destroyed	Transfer Average Gross % Partially Destroyed, converted to a 3-place decimal fraction, from the bottom line of item 13 of Part I - Sample Determinations - Vegetative Stages.
49. Net Loss Plant Damage	Multiply Average Percent of Crop Remaining (item 47) times Average Gross % Partially Destroyed (item 48), rounding to nearest 3-place decimal.
50. Average Percent Crop Remaining	Transfer entry from Average Percent Crop Remaining (item 47).
51. Net Loss Plant Damage	Transfer entry from Net Loss Plant Damage (item 49).
52. Percent Crop Remaining	Subtract Net Loss Plant Damage (item 51) from Average Percent Crop Remaining (item 50).

Form Standards – Appraisal Worksheet (Continued)

Element/Item Number	Description
53. Yield Per Acre	<p>Record the appropriate Yield Per Acre (maximum appraisal) for the field or subfield. If the acreage is:</p> <p>(1) irrigated solid-planted or irrigated skip-row, enter in whole pounds, the per acre Approved APH Yield from the APH form.</p> <p>(2) non-irrigated solid-planted or non-irrigated skip-row acreage planted in a pattern that does not qualify as a skip-row pattern (as defined by FSA), enter in whole pounds, the per acre Approved APH Yield from the APH form.</p> <p>(3) non-irrigated skip-row acreage planted in a pattern that qualifies as a skip-row pattern (as defined by FSA), enter in whole pounds, the result obtained by multiplying the Approved APH Yield from the APH form times the applicable Skip-row Yield Conversion Factor for the planting pattern and row-width from Exhibit 10.</p> <p>The yield conversion factor will not apply to non-irrigated skip-row cotton acreage if the land between the rows of cotton is planted to any spring-planted crop. Cotton acreage interplanted with another spring-planted crop is not insurable unless allowed by the SP or a Written Agreement. Refer to paragraph 11.</p>
54. Pounds Per Acre	Multiply Percent Crop Remaining (item 52) times Yield Per Acre (item 53) rounding to the nearest whole pound.

Part IV - Boll Count Method - Reproductive Stages

Element/Item Number	Description
55. Average Number of Bolls Remaining	Transfer Average Number of Bolls Remaining from bottom line of item 14 in Part I - Sample Determinations - Reproductive Stages.
56. Number of Bolls Per Pound Factor	Record the Number of Bolls Per Pound Factor, from the chart in Boll Count Appraisal Method subparagraph 27E(4) for AUP or subparagraph 27F(4) for ELS.
57. Pounds Per Acre	Divide Average Number of Bolls Remaining (item 55) by the Number Bolls Per Pound Factor (item 56), rounding to the nearest whole pound OR record the Pounds Per Acre appraisal from calculations in the Remarks section (omitting items 55 and 56).

Part V - Computations - Stand, Plant, and Boll Damage Methods - Reproductive Stages

Element/Item Number	Description
58. Average Percent Crop Remaining	Transfer Average Percent Crop Remaining, converted to a 3-place decimal fraction, from the bottom line of item 10 or item 12 of Part I - Sample Determinations - Stand Reduction.

Form Standards – Appraisal Worksheet (Continued)

Element/Item Number	Description
59. Average Gross Destroyed (30 Plant Test)	Transfer Average Gross Destroyed (30 Plant Test), converted to a 3-place decimal fraction, from bottom line of item 15 of Part I - Sample Determinations - Reproductive Stages.
60. Average Percent Limbs Destroyed	Transfer Average Percent Limbs Destroyed, converted to a 3-place decimal fraction, from bottom line of item 16 of Part I - Sample Determinations - Reproductive Stages.
61. Average Percent Bolls Destroyed	Transfer Average Percent Bolls Destroyed, converted to a 3-place decimal fraction, from bottom line of item 17 of Part I - Sample Determinations - Reproductive Stages.
62. Average Percent Locks Destroyed	Transfer Average Percent Locks Destroyed, converted to a 3-place decimal fraction, from bottom line of item 18 of Part 1- Sample Determinations - Reproductive Stages.
63. Net Loss Plant Damage	Multiply Average Percent Crop Remaining (item 58) times the sum of Average Gross Destroyed (30 Plant Test) (item 59), Average Percent Limbs Destroyed (item 60), Average Percent Bolls Destroyed (item 61), and Average Percent Locks Destroyed (item 62). Rounded to the nearest 3-place decimal.
64. Average Percent Crop Remaining	Transfer Average Percent of Crop Remaining, as a 3-place decimal fraction, from item 58.
65. Net Loss Plant Damage	Transfer Net Loss Plant Damage, as a 3-place decimal fraction, from item 63.
66. Percent Crop Remaining	Subtract Net Loss Plant Damage (item 65) from Average Percent Crop Remaining (item 64).
67. Yield Per Acre	<p>Record the Yield Per Acre (maximum appraisal) for the field or subfield. If the acreage is:</p> <p>(1) irrigated solid-planted or irrigated skip-row, enter in whole pounds, the per acre Approved APH Yield from the APH form.</p> <p>(2) non-irrigated solid-planted or non-irrigated skip-row acreage planted in a pattern that does not qualify as a skip-row pattern (as defined by FSA), enter in whole pounds, the per acre Approved APH Yield from the APH form.</p> <p>(3) non-irrigated skip-row acreage planted in a pattern that qualifies as a skip-row pattern (as defined by FSA), enter in whole pounds, the results obtained by multiplying the Approved APH Yield from the APH form times the applicable Skip-row Yield Conversion Factor for the planting pattern and row-width from Exhibit 10.</p> <p>The yield conversion factor will not apply to non-irrigated skip-row cotton acreage if the land between the rows of cotton is planted to any spring-planted crop. Cotton acreage interplanted with another spring-planted crop is NOT insurable unless allowed by the SP or a Written Agreement. Refer to paragraph 11.</p>

Form Standards – Appraisal Worksheet (Continued)

Element/Item Number	Description
68. Pounds Per Acre	Multiply Percent Crop Remaining (item 66) times the Yield Per Acre (item 67), rounded to WHOLE pounds.
69. Remarks	<p>Document the following:</p> <ul style="list-style-type: none"> (1) Calculations for the pounds per acre appraisal when the AUP predominant boll size is different for each representative sample. (2) Document: <ul style="list-style-type: none"> (a) the planting pattern and row-widths within the planting pattern for any skip-row planted acreage; or (b) the row-width of any “UNR” planted cotton. (3) Unusual information pertinent to the appraisal. (4) Entries as required by the AIP. (5) Calculations for any approved deviation or modification, bulletin number, and date of authorization. (6) The cotton stalk inspection. Refer to Part 4.

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

Element/Item Number	Description
70. Insured’s Signature and Date	Insured’s (or insured’s authorized representative’s) signature and date: BEFORE obtaining the signature, REVIEW ALL ENTRIES on the Appraisal Worksheet WITH THE INSURED, (or insured’s authorized representative) particularly explaining codes, etc., which may not be readily understood.
71. Adjuster’s Signature, Code Number, and Date	Signature of adjuster, code number, and date signed after the insured (or insured’s authorized representative) has signed. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the Narrative of the Production Worksheet.
Page Numbers	Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

Form Standards – Appraisal Worksheet (Continued)

STAND REDUCTION METHOD - AUP (short form)
One Square Yard Sample Method – Plants Per Square Yard

Company: Any Company

Claim No.: XXXXXXXX

For Illustration Purposes ONLY		1 Insured's Name I. M. Insured	2 Policy Number XXXXXXXX	3 Unit Number 0002-0000BU	4 Crop Year YYYY					
APPRAISAL WORKSHEET COTTON		5 Field Number 8	6 Loc./Farm Number 430	7 Stage of Growth V1	8 No. Acres 39.9					
PART I - SAMPLE DETERMINATIONS										
SAMPLE NO.	STAND REDUCTION				VEGETATIVE STAGES	REPRODUCTIVE STAGES				
	9 Plants Per Square Yard	10	11 Combined Length of Skips in 100 Ft. of Row	12	13 Gross Percent Partially Destroyed	14 No. of Bolls Remaining	15 Gross Destroyed (30 Plant Test)	16 Percent Limbs Destroyed	17 Percent Bolls Destroyed	18 Percent Locks Destroyed
1	6									
2	3									
3	0									
4	4									
5										
6										
7										
8										
9										
10										
11										
12										
TOTAL	13	Percent Crop Remaining		Percent Crop Remaining						
AVERAGE	3.3	14.3								
Use long form when hail damage occurs to AUP or ELS cotton.						PART II - COMPUTATIONS - STAND REDUCTION (Only) METHOD				
APPAISED PRODUCTION	44 Average Percent Crop Remaining .143	X	45 Yield Per Acre 325	=	46 Pounds Per Acre 46.475 = 46					
PART IV - BOLL COUNT METHOD - REPRODUCTION STAGES										
APPAISED PRODUCTION	55 Average Number of Bolls Remaining X		56 Number of Bolls Per Pound Factor =		57 Pounds Per Acre					
69 Remarks UNRC 15-inch row spacing										

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

Form Standards – Production Worksheet (Continued)

Section I – Determined Acreage Appraised, Production and Adjustments

Make separate line entries for varying:

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

Element/Item Number	Description
16. Field ID	The field identification symbol from a sketch map or an aerial photo. Refer to the Narrative.
17. Multi-Crop Code	PRELIMINARY AND FINAL: The applicable two-digit code for first crop and second crop. REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRY OF FIRST CROP AND SECOND CROP CODES.
18. Reported Acres	In the event of over-reported acres, handle in accordance with the individual AIP's instructions. In the event of under-reported acres, enter the reported acres to tenths for the field or sub field. If there are no under-reported acres MAKE NO ENTRY.
19. Determined Acres	<p>Refer to the LAM for the definition of acceptable determined acres used herein. Enter the determined acres to tenths for the field or subfield for which consent is given for other use and/or:</p> <ol style="list-style-type: none"> (1) Abandoned; (2) Put to other use without consent; (3) Damaged by uninsured causes; (4) On which the cotton stalks are destroyed prior to inspection; or (5) For which the insured failed to provide acceptable records of production. <p>Refer to the CIH for determined acres of skip-row planted cotton and ELS cotton. Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.</p> <p>PRELIMINARY AND FINAL: Determined acres to tenths. Acreage breakdowns WITHIN a unit or field may be estimated (refer to the LAM) if a determination is impractical.</p> <p>ACCOUNT FOR ALL PLANTED ACREAGE IN THE UNIT.</p>

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
20. Interest or Share	Insured's interest in the crop to three decimal places as determined at the time of inspection. If shares vary on the same UNIT, use separate line entries.
21. Risk	Three-digit code for the correct "Rate Class" specified on the actuarial documents. If a "Rate Class" or "High Risk Area" is not specified on the actuarial documents, make no entry. Verify with the Summary of Coverage and if the Rate Class is found to be incorrect, revise according to the AIP's instructions. Refer to the LAM. Unrated land is uninsurable without a written agreement.
22. Type	Three-digit code number, entered exactly as specified on the actuarial documents, for the type (or variety) grown by the insured. If "No Type Specified" or "No Variety Specified" is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a type (or variety) is not specified on the actuarial documents, MAKE NO ENTRY.
23. Class	Three-digit code number, entered exactly as specified on the actuarial documents for the class grown by the insured. If "No Class Specified" is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a class is not specified on the actuarial documents, MAKE NO ENTRY.
24. Sub-Class	Three-digit code number, entered exactly as specified on the actuarial documents for the sub-class grown by the insured. If "No Sub-Class Specified" is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a sub-class is not specified on the actuarial documents, MAKE NO ENTRY.
25. Intended Use	Three-digit code number, entered exactly as specified on the actuarial documents for the intended use of the crop grown by the insured. If "No Intended Use Specified" is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an intended use is not specified on the actuarial documents, MAKE NO ENTRY.
26. Irr. Practice	Three-digit code number, entered exactly as specified on the actuarial documents for the irrigated practice carried out by the insured. If "No Irrigated Practice Specified" is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an irrigated practice is not specified on the actuarial documents, MAKE NO ENTRY.

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description																
27. Cropping Practice	Three-digit code number, entered exactly as specified on the actuarial documents for the cropping practice (or practice) carried out by the insured. If “No Cropping Practice or “No Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a cropping practice (or practice) is not specified on the actuarial documents, MAKE NO ENTRY.																
28. Organic Practice	Three-digit code number, entered exactly as specified on the actuarial documents for the organic practice carried out by the insured. If “No Organic Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an organic practice is not specified on the actuarial documents, MAKE NO ENTRY.																
29. Stage	<p>PRELIMINARY: MAKE NO ENTRY.</p> <p>FINAL: Stage abbreviation as shown below.</p> <table> <tr> <th data-bbox="574 911 683 947"><u>STAGE</u></th><th data-bbox="857 911 1094 947"><u>EXPLANATION</u></th></tr> <tr> <td data-bbox="574 982 683 1163">“P”</td><td data-bbox="857 982 1513 1163">Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, stalks destroyed without consent, or for which the insured failed to provide records of production which are acceptable to the AIP.</td></tr> <tr> <td data-bbox="574 1163 683 1199">“H”</td><td data-bbox="857 1163 997 1199">Harvested.</td></tr> <tr> <td data-bbox="574 1199 683 1234">“UH”</td><td data-bbox="857 1199 1435 1234">Unharvested or put to other use with consent.</td></tr> </table> <p>PREVENTED PLANTING: Refer to the Prevented Planting Handbook for proper codes for any eligible prevented planting acreage.</p> <p>GLEANNED ACREAGE: 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, stalks destroyed without consent, or for which the insured failed to provide records of production which are acceptable to the AIP.	“H”	Harvested.	“UH”	Unharvested or put to other use with consent.								
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“UH”	Unharvested or put to other use with consent.																
30. Use of Acreage	<p>Use the following “Intended Use” abbreviations.</p> <table> <tr> <th data-bbox="574 1499 639 1535"><u>USE</u></th><th data-bbox="857 1499 1094 1535"><u>EXPLANATION</u></th></tr> <tr> <td data-bbox="574 1570 683 1606">“To soybeans,” etc.....</td><td data-bbox="857 1570 1175 1606">Use made of the acreage.</td></tr> <tr> <td data-bbox="574 1606 683 1642">“WOC”</td><td data-bbox="857 1606 1192 1642">Other use without consent.</td></tr> <tr> <td data-bbox="574 1642 683 1677">“SU”</td><td data-bbox="857 1642 1078 1677">Solely uninsured.</td></tr> <tr> <td data-bbox="574 1677 683 1713">“ABA”</td><td data-bbox="857 1677 1224 1713">Abandoned without consent.</td></tr> <tr> <td data-bbox="574 1713 683 1791">“H”</td><td data-bbox="857 1713 1500 1791">Harvested and a claim can be completed at the time of the stalk inspection.</td></tr> <tr> <td data-bbox="574 1791 683 1869">“H-Cut Stalks”</td><td data-bbox="857 1791 1500 1869">Harvested and a claim cannot be completed at the time of the stalk inspection.</td></tr> <tr> <td data-bbox="574 1869 683 1904">“UH”</td><td data-bbox="857 1869 1029 1904">Unharvested.</td></tr> </table>	<u>USE</u>	<u>EXPLANATION</u>	“To soybeans,” etc.....	Use made of the acreage.	“WOC”	Other use without consent.	“SU”	Solely uninsured.	“ABA”	Abandoned without consent.	“H”	Harvested and a claim can be completed at the time of the stalk inspection.	“H-Cut Stalks”	Harvested and a claim cannot be completed at the time of the stalk inspection.	“UH”	Unharvested.
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Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
30. Use of Acreage (continued)	<p>Verify any “Intended Use” entry. If the final use of the acreage was not as indicated, strike out the original line and initial it. Enter all data on a new line showing the correct “Final Use.”</p> <p>If at the time of a stalk inspection on harvested acreage production records for net weight or records for quality adjustment are not available, instruct the insured to notify their agent when the records do become available so the claim can be completed.</p> <p>PREVENTED PLANTING: Refer to the Prevented Planting Handbook for proper codes for any eligible prevented planting acreage.</p> <p>GLEANED ACREAGE: Refer to the LAM for information on gleaning.</p>
31. Appraised Potential	<p>Per-acre appraisal, in whole pounds, of POTENTIAL production for the acreage appraised as shown on the appraisal worksheet. Refer to Appraisal Worksheet Entries and Completion Procedures in section 8 for additional instructions.</p> <p>If there is no potential on UH acreage enter “0.” Refer to paragraph 85 in the LAM for procedures for documenting zero yield appraisals.</p>
32.-33.	MAKE NO ENTRY
34. Production Pre-QA	PRELIMINARY AND FINAL: Result of multiplying column 31 times column 19, round result to nearest whole pound. If no entry in column 31, MAKE NO ENTRY.
35. Quality Factor	<p>FINAL:</p> <p>(1) AUP or ELS: Mature UNHARVESTED APPRAISED production may be adjusted for quality when damaged by insured causes, and a price (value per pound) can be determined from harvested ginned production, from the same unit, that was eligible for quality adjustment. Enter the factor, to four decimal places, of the last bale ginned from the unit as shown in Column “65” of Section II.</p> <p>***</p> <p>AUP ONLY: Colored lint cotton is not eligible for quality adjustment.</p> <p>(2) ELS ONLY: Any appraisal of AUP cotton on acreage originally planted to ELS cotton in the same growing season will be reduced by entering the factor, to four decimal places, of the last AUP bale ginned from the unit as shown in Section II item “65.”</p>

Rules for Skip-Row Planting Patterns

A. General Information

From the Definitions section of the Cotton (AUP) and ELS Cotton CP, “Skip-row” means a planting pattern that:

- (1) Consists of alternating rows of cotton and fallow land or land planted to another crop the previous fall; and
- (2) Qualifies as a skip-row planting pattern as defined by the FSA or successor agency.

Refer to the CIH for additional guidance regarding skip-row planted cotton and ELS cotton.

B. FSA Rules

The FSA Acreage Compliance Determinations Handbook (2CP) provides the methods of determining acreage of solid plant and skip-row cotton.

C. Verifying Row-Widths and Planting Patterns

Adjusters are to verify the insured producer’s reported and determined row widths and planting patterns with the FSA rules before determining percent of acres planted and that yield conversion factors have been applied correctly to approved yields when completing the claim for indemnity. See Table 4, below, for percent of acres planted to cotton. Use the following information when applying FSA rules.

- (1) Non-irrigated and Irrigated Cotton. IF the insured acreage is:
 - (a) Non-irrigated cotton and the skips in any skip-row planting pattern do not meet the qualifications according to FSA rules as a skip-row pattern and the entire area is considered devoted to the crop, USE a yield conversion factor of 1.00 and the percent planted factor of 1.000.
 - (b) Irrigated cotton and the skips in any skip-row planting pattern do not meet the qualifications according to FSA rules as a skip-row pattern and the entire area is considered devoted to the crop, USE the percent planted factor of 1.000.

For any acreage that was NOT defined and reported correctly on the acreage report according to FSA rules and this procedure, adjusters are to follow current procedure for revising acreage reports before and after the final acreage reporting date in subparagraph C.

- (2) Establishing Planting Patterns Before and After the Final Planting Date

Occasions do occur when an insured initially plants cotton in a skip-row pattern OR a solid planted pattern, the crop is damaged or destroyed and the insured replants to a new (or different) planting pattern. For acreage report and claim for indemnity purposes, the planting pattern established on the final planting date is used for determining acreage and yield.

Rules for Skip-Row Planting Patterns (Continued)

C. Verifying Row-Widths and Planting Patterns (continued)

Use the following examples and instruction for recording planting patterns OR changes in planting patterns occurring before OR after the final planting date.

Example 1: Before The Final Planting Date. The insured initially plants cotton in a skip-row planting pattern of 2 in X 1 out (40-inch rows), the acreage is damaged or destroyed and the insured replants acreage in a new planting pattern, solid planted (40-inch rows). On the final planting date, the new planting pattern of solid planted (40-inch rows) is the planting pattern established and is used to determine percent of acres planted and yield.

Example 2: After The Final Planting Date. The insured's cotton planting pattern established and reported on the final planting date was 2 in X 1 out (40-inch rows), the acreage is damaged or destroyed and the insured replants to a new planting pattern of solid planted (40-inch rows). IF at a later date the insured files a claim for indemnity, the planting pattern established on the final planting date is retained for determining acreage and yield. Adjusters are to record the new planting pattern in the Narrative of the claim form and explain.

Example 3: Use of FSA Certified Acres. CAUTION is required in the use of FSA certified acres to avoid overpayment or underpayment of indemnities. Adjusters are to compare the planting pattern row-width(s) reported for crop insurance purposes with the planting pattern row-width(s) certified at FSA, if available. A planting pattern could have been reported for insurance as a skip-row planting pattern, as in example 2 above, and certified as solid planted at FSA. Since FSA requires the producer to report the planting pattern established at the time of certification, in this example the producer reported correctly to the insurer and FSA. Adjusters are to explain the reason for the difference in the Narrative of the claim form.

For any acreage REPLANTED that was NOT defined and reported correctly, according to FSA rules AND the BEFORE or AFTER the final planting date examples above, adjusters are to revise the acreage report to correct the acreage and yield.

(3) Reporting Acreage and Production for APH

Acreage and production reported for APH purposes must also be reported according to the applicable FSA rules for skip-row planting patterns for the crop year.

Cotton Quality Adjustment (Continued)

C. Upland and ELS Cotton Quality Adjustment Procedure (continued)

- (2) Price A is the loan value per pound for the bale determined in accordance with the FSA Schedule of Premiums and Discounts for the applicable crop year.

Note: Colored AUP cotton lint is NOT eligible for quality adjustment.

- (3) The quality dimensions on which quality will be measured are grade, staple length, leaf content, bark and extraneous matter, micronaire, strength, and length uniformity. However, length uniformity is not a grading factor for ELS cotton so it is not a quality dimension on which ELS cotton will be measured.
- (4) The documents used to determine cotton values for mature cotton that has been damaged by an insurable cause and qualifies for quality adjustment are the:
- (a) Bale listing;
 - (b) State Price B calculated in accordance with the SP for AUP and ELS cotton;
 - (c) AUP & ELS FSA Cotton NALR; and
 - (d) FSA Schedule of Premiums and Discounts.

The current crop's FSA Schedule of Premiums and Discounts can be accessed from the FSA website at the following address:

<http://www.fsa.usda.gov/FSA/webapp?area=home&subject=prsu&topic=lor>

- (5) Determine Price A by completing the Cotton Quality Adjustment Worksheet as follows:
- (a) Bale listing with FSA Loan Values:
 - (i) Transfer information from the bale listing to the Cotton Quality Adjustment Worksheet. The bale listing includes bale identification numbers, net weights and calculated FSA loan values for each bale produced on the unit.
 - (ii) For each bale produced on the unit, transfer bale numbers to Column 7, net weights to Column 8 and FSA loan values to Column 15 (Price A) of the Cotton Quality Adjustment Worksheet.
 - (iii) Attach the bale listing to the Cotton Quality Adjustment Worksheet.
 - (b) Bale listing without FSA Loan Values:
 - (i) Use information from the bale listing to complete the Cotton Quality Adjustment Worksheet. The bale listing includes bale identification numbers, net weights and HVI quality information for each bale produced on the insured unit. Use only the allowable criteria listed in item C(3) above.

Cotton Quality Adjustment (Continued)

C. Upland and ELS Cotton Quality Adjustment Procedure (continued)

- (ii) For each bale produced on the unit, transfer bale numbers to Column 7 and net weight to Column 8 of the Cotton Quality Adjustment Worksheet.
 - (iii) Use the allowable quality information from the bale listing and FSA Loan Premium and Discount Schedule for the crop year recorded as Item 4 to complete Columns 10-14 of the Cotton Quality Adjustment Worksheet for each bale.
 - (iv) For each individual bale, sum Columns 10-14 (sum may be a negative number), and add to the applicable **FSA Cotton NALR (Item 5a)**. Record the results (Price A) in Column 15.
 - (v) Attach the bale listing to the Cotton Quality Adjustment Worksheet.
- (6) Any AUP cotton harvested or appraised from acreage originally planted to ELS cotton in the same growing season will be reduced by the factor obtained by dividing the price per pound for AUP cotton by the price per pound for ELS cotton. If AUP cotton is replanted, identify in the Narrative the line(s) applicable to ELS and AUP cotton. Also, document the calculations used to determine the quality adjustment factor in the Narrative. The prices used for AUP cotton will be the applicable **FSA Cotton NALR** adjusted by any applicable FSA premiums and discounts. The price used for ELS cotton will be the applicable **ELS FSA Cotton NALR**.

Example: Step 1: Determine the AUP price of each harvested bale.

The AUP cotton was harvested and the net bale weight is 500 pounds.

.5200	(FSA Cotton NALR)
-.0505	(net FSA AUP premiums and discounts for bale's allowed quality dimensions)
.4695	equals Price A for AUP harvested bale #122

Step 2: Determine the price for ELS.

The applicable **ELS FSA Cotton NALR** is **.7977**.

Step 3: Bale #122 is reduced as follows:

.4695 ÷ **.7977** = **.5886** Factor x 500 lbs. = **294.3** = **294** lbs.

Any appraisal of AUP cotton on acreage originally planted to ELS cotton in the same growing season will be reduced by the factor determined in Step 3 (AUP value ÷ ELS value = factor).

Cotton Quality Adjustment (Continued)

C. Upland and ELS Cotton Quality Adjustment Procedure (continued)

Length Uniformity 2010 Upland Cotton

Uniformity	Points
77.4 & below	-100
77.5 - 78.4	-85
78.5 - 79.4	-75
79.5 - 80.4	0
80.5 - 81.4	0
81.5 - 82.4	0
82.5 - 83.4	20
83.5 - 84.4	30
84.5 - 85.4	40
85.5 & above	50

← Used for uniformity differences,
Item 13

Extraneous Matter 2010 Upland Cotton

	Level 1	Level 2
	Points of discounts	
Tex-NM-Oklahoma-KS Bark	-245	-455
Prep. All Locations	-100	-675
Other 1/	-375	-710

1/ Bark in locations other than TX/NM/OK/KS. Extraneous matter
other than bark and preparation, in all locations.

Used for extraneous matter
differences, Item 14

Form Standards – Cotton Quality Adjustment

Use this worksheet to calculate the prices necessary for the quality adjustment of AUP or ELS cotton.

- (1) Convert all FSA loan rate values and point differences to cents per pound. For example, micronaire point -220 becomes -.0220.
- (2) Attach completed quality adjustment worksheets to the cotton Production Worksheet.
- (3) List each bale separately.

Verify and/or make the following entries for each quality adjustment worksheet element/item number. A completed quality adjustment worksheet example is at the end of this exhibit.

Element/Item Number	Description
1. Insured's Name	Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. Policy Number	Insured's assigned policy number.
3. Unit Number	Unit number from the Summary of Coverage after it is verified to be correct.
4. Crop Year	The crop year applicable to the insured crop.
5a. FSA Cotton NALR	Record the applicable FSA Cotton NALR for the applicable crop year, to four decimal places.
5b. Price B	Record the applicable state Price B in accordance with the SP for the applicable crop year, to four decimal places.
6. 85% of Price B	Multiply Price B (Item 5b) by .85 to determine 85% of Price B. Quality adjustment applies if Price A is less than 85% of Price B.
7. Bale Number	Bale number from computer printout, gin record, or bale listing.
8. Net Weight	Net Weight of the bale for the bale number recorded in Column 7.
9. Color/Leaf/Staple/Mike	Record the numeric grades for color and leaf, staple length, and micronaire (mike) from the computer printout, gin record, or bale listing.
10. Color/Leaf/Staple +/- Differences	Record the +/- differences (additions or deductions) determined from the appropriate crop year's (Item 4) FSA Premium and Discount schedule for the color, leaf, and staple length recorded on the computer printout or bale listing (gin recap) for the bale number designated in Column 7.
11. Micronaire +/- Differences	Record the +/- differences (additions or deductions) determined from the appropriate crop year's (Item 4) FSA Premium and Discount schedule for the Micronaire recorded on the computer printout or bale listing (gin recap) for the bale number designated in Column 7.
12. Strength +/- Differences	Record the +/- differences (additions or deductions) determined from the appropriate crop year's (Item 4) FSA Premium and Discount schedule for the Strength recorded on the computer printout or bale listing (gin recap) for the bale number designated in Column 7.

Form Standards – Cotton Quality Adjustment (Continued)

13. Uniformity +/- Differences	Record the +/- differences (additions or deductions) determined from the appropriate crop year's (Item 4) FSA Premium and Discount schedule for the Length Uniformity recorded on the computer printout or bale listing (gin recap) for the bale number designated in Column 7. Length uniformity is not a grading factor for ELS cotton so it is not a quality dimension on which ELS cotton will be measured.
14. Ex. Matter +/- Differences	Record the +/- differences (additions or deductions) determined from the appropriate crop year's (Item 4) FSA Premium and Discount schedule for the Extraneous Matter recorded on the computer printout or bale listing (gin recap) for the bale number designated in Column 7.
15. Price A	Sum the point differences recorded in Columns 10 thru 14 (may be a negative number), and add to the FSA Cotton NALR recorded in Item 5a to determine Price A. If Price A is determined by the AIP to have a negative or zero value based on the FSA Loan Rate, enter ".0000."
16. Factor	Divide Price A in Column 15 by 85% of Price B in Item 6, rounded to four decimal places, to determine the Factor used to reduce the Net Weight of individual bales of cotton shown in Column 8.
Page Numbers	Page numbers – (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

Important: Combine net bale weights quality adjusted by the same factor (and share), then record in Bu., Ton, Lbs., CWT, Column 56 of the Production Worksheet. Transfer Price A to Value (Column 64a) and 85% of Price B to Mkt. Price (Column 64b) of the Production Worksheet. Calculate the Quality Factor (Column 65) or enter the factor from the worksheet.

Form Standards – Cotton Quality Adjustment

Note: This example follows the example in Exhibit 11, C(7).

[illegible]Page 1 of 1