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CRANBERRY LOSS ADJUSTMENT STANDARDS HANDBOOK

2014 and Succeeding Crop Years

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

TITLE: CRANBERRY LOSS ADJUSTMENT STANDARDS HANDBOOK	NUMBER: 25100
EFFECTIVE DATE: 2014 and Succeeding Crop Years	ISSUE DATE: August 26, 2013
SUBJECT: Provides procedures and instructions for administering the Cranberry crop insurance program.	OPI: Product Administration and Standards Division
	APPROVED: /s/ Tim B. Witt Deputy Administrator for Product Management

REASON FOR ISSUANCE

The Cranberry Loss Adjustment Standards Handbook is being issued and effective for the Cranberry program available beginning with the 2014 crop year.

1. Revised the handbook to incorporate the most recent FCIC loss adjustment handbook standards format and standard language.
2. Exhibit 3,
 - a. Item 5: Revised procedures for Unit Acres for clarity.
 - b. Item 6: Revised entry to document appraisal date.
 - c. Item 14 (b): Revised procedures regarding uninsured damage appraisals for clarity.
3. Exhibit 4,
 - a. Item 29: Clarified explanation for “H” Stage Code.
 - b. Item 30: Added “Harvest Incomplete” as a use of acreage.
 - c. Item 35: Added standard language for Quality Factor.
 - d. Item 36: Clarified procedures for Production Post-QA to reference new standard language in item 35, Quality Factor.
 - e. Item 44: Added procedure that if “Yes” is checked, document how the determination was made that the amount and cause of damage due to insurable cause is similar to other surrounding farms.

CRANBERRY LOSS ADJUSTMENT STANDARDS HANDBOOK

CONTROL CHART

Cranberry 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	1-9	1	10	08-2013	FCIC-25100
				2	11	08-2013	FCIC-25100
				3	12-14	08-2013	FCIC-25100
				4	15-30	08-2013	FCIC-25100
				5	31	08-2013	FCIC-25100

FILING INSTRUCTIONS

This handbook replaces the 2011 Cranberry Loss Adjustment Standards Handbook, FCIC-25100 (12-2010). This handbook is effective for the 2014 and succeeding crop years and is not retroactive to any 2013 or prior crop year determinations.

**CRANBERRY LOSS ADJUSTMENT HANDBOOK
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(RESERVED)

PART 1 GENERAL INFORMATION AND RESPONSIBILITIES

1 General Information

A. Purpose and Objective

The RMA-issued loss adjustment standards for this crop are the official standard requirements for adjusting losses in a uniform and timely manner. The RMA-issued standards for this crop and crop year are in effect as of the signature date for this crop handbook located at www.rma.usda.gov/handbooks/25000/index.html.

This handbook remains in effect until superseded by reissuance of either the entire handbook or selected portions (through amendments, bulletins, or FADs). If amendments are issued for a handbook, the original handbook as amended shall constitute the handbook. A bulletin or FAD can supersede either the original handbook or subsequent amendments.

B. Related Handbooks

The following table identifies handbooks that shall be used in conjunction with this handbook.

Handbook	Relation/Purpose
CIH	Provides overall general underwriting (not crop specific) process.
DSSH	Provides the form standards and procedures for use in the sales and service of crop insurance contracts.
LAM	Provides overall general loss adjustment (not crop-specific) process.

- (1) Terms, abbreviations, and definitions general (not crop specific) to loss adjustment are identified in the LAM.
- (2) Terms, abbreviations, and definitions specific to Cranberry loss adjustment and this handbook are in exhibits 1 and 2, herein.

C. CAT Coverage

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

2 AIP Responsibilities

A. Utilization of Standards

All AIPs shall utilize these standards for both loss adjustment and loss training for the applicable crop year. These standards, which include crop appraisal methods, claims completion instructions, and form standards, supplement the general (not crop-specific) loss adjustment standards identified in the LAM.

2 AIP Responsibilities (Continued)

B. Form Distribution

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

- (1) One legible copy to the insured; and
- (2) The original and all remaining copies as instructed by the AIP.

C. Record Retention

It is the AIP's responsibility to maintain records (documents) as stated in the SRA and described in the LAM.

D. Form Standards

- (1) The entry items and completion instructions in exhibits 3 and 4 are the minimum requirements for the Cranberry Appraisal Worksheet and Claim Form (hereafter referred to as "Production Worksheet"). All entry items are "Substantive" (they are required).
- (2) The Privacy Act and Non-Discrimination statements are required statements that must be printed on all forms or provided to the insured as a separate document. These statements are not shown on the example form(s) in exhibits 3 and 4. The current Non-Discrimination Statement and Privacy Act Statement can be found on the RMA website at: <http://www.rma.usda.gov/regs/required.html> or successor website.
- (3) The certification statement required by the current DSSH must be included on the Production Worksheet directly above the insured's signature block immediately followed by the statement below:

"I understand the certified information on this Production Worksheet will be used to determine my loss, if any, to the above unit. The insurance provider may audit and approve this information and supporting documentation. The Federal Crop Insurance Corporation, an agency of the United States, subsidizes and reinsures this crop insurance."
- (4) Refer to the DSSH for other crop insurance form requirements (such as point size of font, and so forth).

3-10 (Reserved)

PART 2 POLICY INFORMATION

The AIP determines the insured has complied with all policy provisions of the insurance contract. The Cranberry CP, which are to be considered in this determination include (but are not limited to):

11 Insurability

The following may not be a complete list of insurability requirements. Refer to the BP, CP, and SP for a complete list.

- (1) The crop insured will be all the cranberries in the county in which the insured has a share for which a premium rate is provided by the actuarial documents and that are grown:
 - (a) For harvest as cranberries;
 - (b) In a bog that, if inspected, is considered acceptable to the AIP; and
 - (c) On vines that have completed four growing seasons after the vines were set out, unless otherwise provided by the actuarial documents or by written agreement.

- (2) In addition to the BP, insurance coverage is NOT provided for damage or loss of production due to:
 - (a) Disease or insect infestation, unless adverse weather:
 - (i) Prevents proper application of control measures or causes properly applied control measures to be ineffective; or
 - (ii) Promotes disease or insect infestation for which no effective control mechanism is available.
 - (b) Inability to market the cranberries for any reason other than actual physical damage from an insurable cause of loss. For example, the AIP will not pay the insured an indemnity if the insured is unable to market due to quarantine, boycott, or refusal of any person to accept production.

- (3) The cranberry industry operates under a Federal Marketing Order (U.S. Code reference: 7 CFR Part 929) with latent authority to invoke annual regulations of the total quantity of cranberries that handlers may handle. Such quantity, as apportioned to each producer's acreage (when under a regulation), may pre-empt the determination of per-acre production guarantees under APH guidelines. Quality (grade) requirements for the quantity actually handled would be as specified by the annual regulation. If such regulations are enacted, FCIC will issue appropriate procedures through a Manager's Bulletin.

12 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.

13 Notice of Damage or Loss

- (1) In the event of damage or loss, the insured must file a “notice of damage or loss:”
 - (a) At least 15 days before the beginning of any harvesting; or
 - (b) Immediately if probable loss is discovered after harvest has begun.
- (2) The insured must not sell or dispose of any damaged production until the earlier of 15 days from the date of notice of loss or when the AIP gives the insured written consent to do so.
- (3) 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. Refer to the BP, the CP, and the LAM for more information on “notice of damage or loss.”

14-20 (Reserved)

PART 3 APPRAISALS

21 General Appraisal Information

- (1) Potential production for all types of inspections will be appraised in accordance with procedures specified in this handbook and the LAM.
- (2) Circumstances that require an appraisal include (but are not limited to):
 - (a) If verifiable production records may not be available;
 - (b) Acreage that will not be harvested;
 - (c) Partially harvested acreage where production remains on the vines;
 - (d) When inspections are required by the AIP.
- (3) Select representative sample areas from different parts of the bog using **Paragraph 22** procedures. Identify the sample areas on a chart or map so sample areas can be used for subsequent appraisals, as applicable.
- (4) Appraisal dates:
 - (a) Delay any early-season appraisals until the time for cranberries to set fruit has passed. Delay appraisals until cranberries have reached maturity to allow for natural fruit drop.
 - (b) Appraise cranberries before fruit is removed from the vines.

22 Selecting Representative Samples for Appraisals

Determine the minimum number of samples, and general location of vines to be used as representative samples based on:

- (1) Total acreage and the number of required samples. Each bog or sub-bog must be appraised separately;
- (2) Extent of variation in the amount of production or damage within the acreage. When variable damage causes the crop potential to be significantly different within the same acreage, or when the insured wishes to renovate or destroy a portion of the acreage, split the acreage into sub-bogs and appraise each separately;
- (3) Age, density, and vigor of the vines in the acreage;
- (4) The acreage in the unit from which fruit has been harvested and the extent of variation in the amount of unharvested fruit on the vines.
- (5) At least the minimum number (count) of representative samples required in **Exhibit 5** for each bog or sub-bog.

A. General Information

These instructions provide information on an appraisal method for:

Appraisal Method...	Use If...
Fruit Count Appraisals	any potential production remains on the acreage, or there is damage due to insurable or uninsurable causes.

B. Fruit Count Appraisals

- (1) Determine the appraised number of cranberries per square foot of vines for each sample as follows:
 - (a) Select a sample size (i.e., one square foot, three, or four square feet) for all samples in the bog or sub-bog. Use three or four square feet for the sample size where the stand is thin.
 - (b) Use one of the measuring devices described below to outline each sample area. The following devices can be constructed locally. Materials needed and construction steps are as follows:
 - (i) One square foot area: Cut a one-square-foot hole in a piece of heavy cardboard.
 - (ii) Three square-foot inside area: Construct a round hoop using 73.7 inches of one-half inch (inside) diameter plastic hose and three inches of one-half inch diameter wooden dowel material.
 - (iii) Four square-foot inside area: Construct a round hoop using 85.1 inches of one-half inch (inside) diameter plastic hose and three inches of one-half inch diameter wooden dowel material.
 - (iv) Hoop assembly: Insert the one-half inch wooden dowel pin halfway into one end of the hose. Form the hose into a circle and connect by inserting the protruding end of the wooden dowel pin into the other end of the hose.
 - (c) Outline each sample area by tossing one of the measuring devices described above into representative areas throughout the bog or sub-bog.
 - (d) Pick the cranberries within each sample area. For dry harvested cranberries only, if due to an insured cause(s), do not pick fruit that failed to develop a seasonally mature color by normal harvest time.
 - (e) Count the total number of appraised fruit from each sample area.

23 Appraisal Methods (Continued)

- (2) The number of cranberries in a sample square foot area is equivalent to the number of barrels per acre (100.0 pounds per barrel). Calculate the potential quantity per acre by:
 - (a) Determining the total number of square feet from all sample areas of the bog or sub-bog.
 - (b) Totaling the number of appraised cranberries in all sample areas of the bog or sub-bog.
 - (c) Dividing the total number of cranberries for all samples by the total square feet for all samples to determine the appraisal in barrels per acre to the nearest tenth.

24 Appraisal Deviations And Modifications

- (1) Deviations in appraisal methods require FCIC written authorization (as described in the LAM) prior to implementation.
- (2) There are no pre-established modifications contained in this handbook. Refer to the LAM for additional information.

25 General Information for Worksheet Entries and Completion Procedures

- (1) Include the AIP's name in the appraisal worksheet title if not preprinted on the AIP's worksheet or when a worksheet entry is not provided.
- (2) Include the claim number on the appraisal worksheet (when required by the AIP), when a worksheet entry is not provided.
- (3) Separate appraisal worksheets are required for each unit and for acreage damaged by uninsured causes. Refer to **Paragraph 22** for sampling instructions.
- (4) Standard appraisal worksheet items are numbered consecutively in **Exhibit 3**. An example appraisal worksheet is also provided to illustrate how to complete entries.

26-30 (Reserved)

PART 4 PRODUCTION WORKSHEET

31 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 on a unit.
- (2) If a Production Worksheet has been prepared on a prior inspection, verify each entry and enter additional information as needed. If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and insured should initial any line deletions.
- (3) Refer to the LAM for instructions regarding the following:
 - (a) Acreage report errors.
 - (b) Delayed notices and delayed claims.
 - (c) Corrected claims or fire losses (double coverage) and cases involving uninsured causes of loss, unusual situations, controversial claims, concealment, or misrepresentation.
 - (d) Claims involving a Certification Form (when all the acreage on the unit has been appraised to be put to another use or other reasons described in the LAM).
 - (e) “No Indemnity Due” claims (which must be verified by an APPRAISAL or NOTIFICATION from the insured that the production exceeded the guarantee).
- (4) The adjuster is responsible for determining if 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.
- (5) If the AIP determines the claim is to be DENIED, refer to the LAM for Production Worksheet completion instructions.
- (6) Instructions labeled “**PRELIMINARY**” apply to preliminary inspections only. Instructions labeled “**FINAL**” apply to final inspections only. Instructions not labeled apply to ALL inspections.

32 Completing Indemnities Involving Quality Adjustment When the Value of Damaged Harvested Production is Not Available

To be eligible for quality adjustment, cranberries must be damaged by insured causes, not meet minimum quality requirements specified in the CP, and have a value less than 75 percent of the market price for cranberries meeting the minimum requirements. Some packers or processors may not provide the insured with a value for damaged production until the cranberries are marketed, which could be in the following year. AIPs may handle such claims under normal delayed claim procedures (refer to the LAM for procedures on delayed claims when production records are not available) or use the procedure outlined in (1) through (3) below.

32 Completing Indemnities Involving Quality Adjustment When the Value of Damaged Harvested Production is Not Available (Continued)

- (1) If damaged harvested cranberry production is otherwise eligible for quality adjustment and the value of such production is not available by the end of the insurance period, AIPs may process indemnities for production losses upon completion of the production to count portion of the claim.
- (2) When the packer or processor provides the insured with the market value of the damaged harvested production, the AIP will determine if such production is eligible for quality adjustment. If eligible for quality adjustment and the production portion of the claim has been processed, the AIP will authorize and complete a corrected claim to pay any additional indemnity due.
- (3) The adjuster must document in the Narrative of the Production Worksheet or on a Special Report, as applicable, the reason for a corrected claim and how the value of damaged production was determined (also refer to the LAM for additional instructions on corrected claims).

Acronyms and Abbreviations

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

Approved Acronym/Abbreviation	Term
AIP	Approved Insurance Provider
APH	Actual Production History
BP	Basic Provisions
CAT	Catastrophic Risk Protection
CIH	Crop Insurance Handbook, FCIC-18010
CLU	Common Land Unit
CP	Crop Provisions
DSSH	Document and Supplemental Standards Handbook, FCIC-24040
FAD	Final Agency Determination
FCIC	Federal Crop Insurance Corporation
LAM	Loss Adjustment Manual, FCIC-25010
PW	Production Worksheet
RMA	Risk Management Agency
SP	Special Provisions

Definitions

(Reserved)

Form Standards – Appraisal Worksheet

Verify and/or make the following entries for each appraisal worksheet element/item number. A completed appraisal worksheet example is at the end of this exhibit. For general form standards and other general information, see subparagraph 2D and paragraph 25.

Element/Item Number	Description
Company Name	Name of AIP, if not preprinted on the worksheet.
Claim No.	Claim number as assigned by the AIP, if required.
1. Insured's Name	Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. Policy No.	Insured's assigned policy number.
3. Unit No.	Unit number from the Summary of Coverage after it is verified to be correct.
4. Crop Year	Four-digit crop year, as defined in the policy, for which the claim is filed.
5. Unit Acres	Number of acres, to tenths, in the unit being appraised.
6. Appraisal Date	Appraisal date in MM/DD/YYYY format.
7. Bog ID	Bog or sub-bog identification symbol.
8. Acres Appraised	Number of acres, to tenths, in the bog or sub-bog being appraised as determined by the adjuster.
9. Practice	Three-digit code number, entered exactly as specified on the actuarial documents, for the practice carried out by the insured. If "No Practice Specified," enter appropriate three-digit code number from the actuarial documents.
10. Square Feet	Number of square feet used for each sample (e.g., "3" square feet).
11. Number of Berries per Sample	Number of sound, ripe cranberries counted for the sample. For uninsured appraisals, enter the number of cranberries with uninsured damage on a separate worksheet.
12. Total No. of Berries All Samples	Total number of cranberries counted for all samples in item 10.
13. Total Sq. Ft. All Samples	Total number of square feet sampled, determined by multiplying the number of square feet used for each sample (item 10) by the total number of samples in item 11.
14. Appraisal in Barrels per Acre	Divide item 12 by item 13 and enter the result in barrels to tenths. <ol style="list-style-type: none"> a. For insured damage appraisals: Transfer entry to column 31 "Appraised Potential" on the Production Worksheet. b. For uninsured damage appraisals: Refer to Production Worksheet column 37, "Unins. Causes" instructions.

Form Standards – Appraisal Worksheet (Continued)

Element/Item Number	Description
15. Remarks	Enter any pertinent appraisal information.

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

16. Adjuster's Signature, Code No., and Date	Signature of adjuster, code number, and date signed after the insured (or insured's authorized representative) has signed. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks section of the Appraisal Worksheet (if applicable); otherwise, document the appraisal date in the Narrative of the Production Worksheet.
17. Insured's Signature and Date	Insured's (or insured's authorized representative's) signature and date. BEFORE obtaining insured's signature, REVIEW ALL ENTRIES on the Appraisal Worksheet WITH THE INSURED (or insured's authorized representative), particularly explaining codes, etc., which may not be readily understood.
18. Page	Page numbers – (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

Form Standards – Appraisal Worksheet (Continued)

COMPANY NAME: *Any Company*

CLAIM NO.: *XXXXXXXX*

CRANBERRY APPRAISAL WORKSHEET Mature Fruit (For Illustration Purposes Only)				1. Insured's Name					2. Policy No.				
				<i>I.M. Insured</i>					<i>XXXXXXXX</i>				
				3. Unit No.		4. Crop	5. Unit	6. Appraisal Date					
				<i>0001-0001BU</i>		<i>YYYY</i>	<i>15.0</i>	<i>MM/DD/YYYY</i>					
7. BOG ID	8. ACRES APPRAISED	9. PRACTICE	10. SQUARE FEET	11. NUMBER OF BERRIES PER SAMPLE					12. TOTAL NO. BERRIES ALL SAMPLES	13. TOTAL SQ. FT. ALL SAMPLES	14. APPRAISAL IN BARRELS PER ACRE		
				6	8	10	9	15					
A	5.0	997	3						48	÷	15	=	3.2
15. Remarks <i>Fruit damaged by hail on MM/DD.</i>													

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

Form Standards – Production Worksheet

Verify and/or make the following entries for each production worksheet element/item number. A completed production worksheet example is at the end of this exhibit. For general form standards and other general information, see subparagraph 2D and paragraph 31.

Element/Item Number	Description
1. Crop/Code #	“Cranberries” (0058).
2. Unit #	Unit number from the Summary of Coverage after it is verified to be correct.
3. Location Description	Land location that identifies the legal description, if available, and the location of the unit (e.g., section, township, and range; FSA Farm Numbers; FSA Common Land Units (CLU) and tract numbers; GPS identifications; or Grid identifications) as applicable for the crop.
4. Date(s) of Damage	<p>First three letters of the month(s) during which the determined insured damage occurred for the inspection and the cause(s) of damage listed in item 5 below. If no entry in item 5 below MAKE NO ENTRY. For progressive damage, enter in chronological order the month that identified when the majority of insured damage occurred. Include the SPECIFIC DATE where applicable as in the case of hail damage (e.g., Aug 11, etc.). Enter additional dates of damage in the extra spaces, as needed.</p> <p>If more space is needed, document additional dates of damage in the Narrative or on a Special Report. Refer to the illustration in item 6 below.</p> <p>If there is no insurable cause of loss, and a no indemnity due claim will be completed, MAKE NO ENTRY.</p>
5. Cause(s) of Damage	<p>Name of the determined insured cause(s) of damage for this crop as listed in the LAM for the date of damage listed in item 4 above for this inspection. If an insured cause(s) of damage is coded as “Other,” explain in the Narrative. Enter additional causes of damage in the extra spaces, as needed.</p> <p>If more space is needed, document additional determined insured causes of damage in the Narrative or on a Special Report. Refer to item 6 below.</p> <p>If it is evident that no indemnity is due, enter “NO INDEMNITY DUE” across the column in item 5. Refer to the LAM for more information on no indemnity due claims.</p>

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description																		
6. Insured Cause %	<p>PRELIMINARY: MAKE NO ENTRY.</p> <p>FINAL: Whole percent of damage for the insured cause of damage listed in item 5 above for this inspection. Enter additional “Insured Cause %” in the extra spaces, as needed. If additional space is needed, enter the additional determined “Insured Cause %” in the Narrative or on a Special Report. The total of all “Insured Cause %” including those entered in the Narrative must equal 100%.</p> <p>If there is no insurable cause of loss, and a no indemnity due claim will be completed, MAKE NO ENTRY.</p> <p>Example entries for items 4 - 6 and the Narrative, reflecting entries for multiple dates of damage, the corresponding insured causes of damage and insured cause percents:</p> <table border="1" data-bbox="574 848 1510 1062"> <tr> <td data-bbox="574 848 808 919">4. Date(s) of Damage</td> <td data-bbox="808 848 987 919">MAY</td> <td data-bbox="987 848 1138 919">JUN 30</td> <td data-bbox="1138 848 1252 919">JUN 30</td> <td data-bbox="1252 848 1403 919">AUG</td> <td data-bbox="1403 848 1510 919">AUG</td> </tr> <tr> <td data-bbox="574 919 808 991">5. Cause(s) of Damage</td> <td data-bbox="808 919 987 991">Excess Moisture</td> <td data-bbox="987 919 1138 991">Tornado</td> <td data-bbox="1138 919 1252 991">Hail</td> <td data-bbox="1252 919 1403 991">Drought</td> <td data-bbox="1403 919 1510 991">Heat</td> </tr> <tr> <td data-bbox="574 991 808 1062">6. Insured Cause %</td> <td data-bbox="808 991 987 1062">10</td> <td data-bbox="987 991 1138 1062">20</td> <td data-bbox="1138 991 1252 1062">15</td> <td data-bbox="1252 991 1403 1062">25</td> <td data-bbox="1403 991 1510 1062">20</td> </tr> </table> <p>Narrative: Additional date of damage – SEP 5, cause of damage – Freeze, insured cause Percent = 10%.</p>	4. Date(s) of Damage	MAY	JUN 30	JUN 30	AUG	AUG	5. Cause(s) of Damage	Excess Moisture	Tornado	Hail	Drought	Heat	6. Insured Cause %	10	20	15	25	20
4. Date(s) of Damage	MAY	JUN 30	JUN 30	AUG	AUG														
5. Cause(s) of Damage	Excess Moisture	Tornado	Hail	Drought	Heat														
6. Insured Cause %	10	20	15	25	20														
7. Company/Agency	Name of the AIP and agency servicing the contract.																		
8. Name of Insured	Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.																		
9. Claim #	Claim number as assigned by the AIP.																		
10. Policy #	Insured’s assigned policy number.																		
11. Crop Year	Four-digit crop year, as defined in the policy, for which the claim is filed.																		
12. Additional Units	<p>PRELIMINARY: MAKE NO ENTRY.</p> <p>FINAL: Unit number(s) for all non-loss units for the crop at the time of final inspection. A non-loss unit is any unit for which a Production Worksheet has not been completed. Additional non-loss units may be entered on a single Production Worksheet. If more spaces are needed for non-loss units, enter the unit numbers identified as “Non-Loss Units,” in the Narrative or on an attached Special Report.</p>																		
13. Est. Prod. per Acre	<p>PRELIMINARY: MAKE NO ENTRY.</p> <p>FINAL: Estimated yield per acre, in whole barrels of all non-loss units for the crop at the time of final inspection.</p>																		

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
14. Date(s) of Notice of Loss	<p>PRELIMINARY:</p> <p>Date the first or second notice of damage or loss was given for the unit in item 2, in the 1st or 2nd space, as applicable. Enter the complete date (e.g., “MM/DD/YYYY”) for each notice.</p> <p>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>Reserve the “Final” space on the first page of the first set of Production Worksheets for the date of notice for the final inspection.</p> <p>If the inspection is initiated by the AIP, enter “Company Insp” instead of the date.</p> <p>If the notice does not require an inspection, document as directed in the Narrative instructions.</p> <p>FINAL: Transfer the last date (in the 1st or 2nd space from first or second set of Production Worksheets) to the FINAL space on the first page of the first set of Production Worksheets if a final inspection should be made as a result of the notice. Always enter the complete date of notice (e.g., “MM/DD/YYYY”) for the “FINAL” inspection in the FINAL space on the first page of the first set of Production Worksheets. For a delayed notice of loss or a delayed claim, refer to the LAM.</p>
15. Companion Policy(s)	<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 (i.e., not crop-hail, fire, etc.). If the other person does not, enter “NONE.” Refer to the LAM for further information regarding companion contracts.</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>

Form Standards – Production Worksheet (Continued)

Section I – Determined Acreage Appraised, Production, and Adjustments

Make separate line entries for varying:

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

Element/Item Number	Description
16. Field ID	The field or bog identification symbol from the appraisal worksheet, a sketch map, or an aerial photograph. Refer to the Narrative instructions.
17. Multi-Crop Code	The applicable two-digit code for first crop and second crop. Refer to the LAM for instructions regarding entry of first crop and second crop codes.
18. Reported Acres	In the event of over-reported acres, handle in accordance with the individual AIP instructions. In the event of under-reported acres, enter the reported acres to tenths for the field or bog. If there are no under-reported acres, MAKE NO ENTRY. Refer to the LAM or CIH for acreage determination specific to perennial crops.
19. Determined Acres	<p>Refer to the LAM or CIH for definition of acceptable determined acres for perennial crops used herein. Enter the determined acres to tenths for which consent is given for other use and/or:</p> <ul style="list-style-type: none"> a. Put to other use without consent. b. Abandoned. c. Damaged by uninsured causes. d. For which the insured failed to provide acceptable records of production. <p>Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.</p> <p>FINAL: Determined acres to tenths. Acreage breakdowns within a unit may be estimated if a determination is impractical. Account for all planted acreage in the unit.</p>
20. Interest or Share	Insured’s interest in crop to three-decimal places as determined at the time of inspection. If shares vary on the same UNIT, use separate line entries.

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
21. Risk	Three-digit code for the correct “Rate” specified on the actuarial documents. If a “Rate” or “High Risk Area” is not specified on the actuarial document maps, MAKE NO ENTRY. Verify with the Summary of Coverage and if the Rate is found to be incorrect, revise according to the AIP’s instructions. Refer to the LAM. Unrated land is uninsurable without a written agreement.
22. Type	Three-digit code number, entered exactly as specified on the actuarial documents for the type grown by the insured. If “No Type Specified,” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If the actuarial documents do not contain type information, MAKE NO ENTRY.
23.-25.	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).
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 Specified” 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 actuarial documents do not contain cropping practice information, 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 actuarial documents do not contain organic practice information, MAKE NO ENTRY.

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description																
29. Stage	<p>PRELIMINARY: MAKE NO ENTRY.</p> <p>FINAL: Stage abbreviations as shown below.</p> <table border="0"> <thead> <tr> <th data-bbox="581 449 691 480"><u>STAGE</u></th> <th data-bbox="850 449 1089 480"><u>EXPLANATION</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="581 485 841 516">“P”</td> <td data-bbox="850 485 1479 663">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="581 680 841 711">“H”</td> <td data-bbox="850 680 1479 1003">Harvested. Includes harvesting a portion of the crop on the acreage in a random manner (“cherry picking” only part of the production on the acreage) requiring an appraisal for any remaining production. Enter an appraisal for any such remaining production in item 31 and/or, if applicable, an appraisal for uninsured damage reflected in item 37 on the Production Worksheet.</td> </tr> <tr> <td data-bbox="581 1020 841 1052">“UH”</td> <td data-bbox="850 1020 1430 1052">Unharvested or put to other use with consent.</td> </tr> </tbody> </table> <p>GLEANED ACREAGE: Refer to the LAM for more 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 (“cherry picking” only part of the production on the acreage) requiring an appraisal for any remaining production. Enter an appraisal for any such remaining production in item 31 and/or, if applicable, an appraisal for uninsured damage reflected in item 37 on the Production Worksheet.	“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 “Use of Acreage” abbreviations.</p> <table border="0"> <thead> <tr> <th data-bbox="592 1255 659 1287"><u>USE</u></th> <th data-bbox="867 1255 1105 1287"><u>EXPLANATION</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="592 1297 841 1329">“Bull dozed,” etc.....</td> <td data-bbox="867 1297 1187 1329">Use made of the acreage.</td> </tr> <tr> <td data-bbox="592 1346 841 1377">“WOC”</td> <td data-bbox="867 1346 1211 1377">Other use without consent.</td> </tr> <tr> <td data-bbox="592 1394 841 1425">“SU”</td> <td data-bbox="867 1394 1089 1425">Solely uninsured.</td> </tr> <tr> <td data-bbox="592 1442 841 1474">“ABA”</td> <td data-bbox="867 1442 1235 1474">Abandoned without consent.</td> </tr> <tr> <td data-bbox="592 1491 841 1522">“H”</td> <td data-bbox="867 1491 1008 1522">Harvested.</td> </tr> <tr> <td data-bbox="592 1539 841 1570">“HI”</td> <td data-bbox="867 1539 1122 1570">Harvest Incomplete</td> </tr> <tr> <td data-bbox="592 1661 841 1692">“UH”</td> <td data-bbox="867 1661 1040 1692">Unharvested.</td> </tr> </tbody> </table> <p>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>GLEANED ACREAGE: Refer to the LAM for more information on gleaning.</p>	<u>USE</u>	<u>EXPLANATION</u>	“Bull dozed,” etc.....	Use made of the 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>																
“Bull dozed,” etc.....	Use made of the acreage.																
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“H”	Harvested.																
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“UH”	Unharvested.																

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
31. Appraised Potential	Per-acre appraisal in barrels rounded to tenths of POTENTIAL production for the acreage appraised. Refer to appraisal methods for additional instructions. If there is no potential on UH acreage, enter “0.0” (zero). Refer to the LAM for procedures on documenting “0” (zero) yield appraisals.
32a.-33.	MAKE NO ENTRY.
34. Production Pre QA	Column 19 acres multiplied by column 31, results in barrels rounded to tenths. If no entry in column 31, MAKE NO ENTRY.
35. Quality Factor	Under section 15 (j) of the Basic Provisions, if due to insured causes, a Federal or State agency has ordered the appraised crop or production to be destroyed, enter the factor “0.000.” Instruct the insured to complete and submit a Certification Form stating the date the crop or production WAS DESTROYED and the method of destruction (refer to item 40 and the Narrative below). Also refer to the LAM paragraphs for additional information. If no destruction order, MAKE NO ENTRY.
36. Production Post-QA	If the production is destroyed per section 15 (j) of the Basic Provisions, enter the result of multiplying item 34 by item 35; otherwise, transfer entry from column 34.

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
37. Uninsured Cause(s)	<p>Result of per acre appraisals for uninsured causes (taken from the appraisal worksheet or other documentation) multiplied by column 19 in barrels rounded to tenths. Refer to the LAM for information on how to determine uninsured cause loss appraisals. If no uninsured causes, MAKE NO ENTRY.</p> <p>a. Hail and Fire exclusion NOT in effect.</p> <p>(1) Enter the result of multiplying column 19 entry by NOT LESS than the insured's production guarantee per acre in barrels 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.</p> <p>(2) 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>(3) For acreage that is damaged PARTLY by uninsured causes, enter the result of multiplying the APPRAISED UNINSURED loss of production per acre in barrels rounded to tenths, for any such acreage. Refer to the LAM for instructions regarding assessing uninsured cause appraisals.</p> <p>b. Refer to the LAM when a Hail and Fire Exclusion is in effect and damage is from hail or fire.</p> <p>c. Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.</p> <p>d. For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.</p>
38. Total to Count	Column 36 plus column 37, results in barrels to tenths.
39. Total	Total of column 19 acres to tenths.

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description												
40. Quality	<p>Check the applicable qualifying quality adjustment condition(s) affecting the unit’s harvested production (refer to the CP and SP) in the Table below.</p> <p>Qualifying Quality Adjustment Conditions Table:</p> <table border="1" data-bbox="570 449 1507 680"> <tr> <td>TW (Test Weight)</td> <td>Dark Roast</td> </tr> <tr> <td>KD (Total Defects)</td> <td>Sclerotinia</td> </tr> <tr> <td>Aflatoxin</td> <td>Ergoty</td> </tr> <tr> <td>Vomitoxin</td> <td>CoFo</td> </tr> <tr> <td>Fumonisin</td> <td>Other</td> </tr> <tr> <td>Garlicky</td> <td>None</td> </tr> </table> <p>a. Check “Other” if the identified injurious substances or conditions are not listed (refer to item 65 below). For mycotoxins, also refer to item 41 below. Document in the Narrative (or on a Special Report):</p> <ol style="list-style-type: none"> (1) Insurable causes of damage that reduce production that are not associated with destruction orders as described below (e.g., excess precipitation, freeze damage, etc.); (2) 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; (3) 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. <p>b. Otherwise, check “None.”</p>	TW (Test Weight)	Dark Roast	KD (Total Defects)	Sclerotinia	Aflatoxin	Ergoty	Vomitoxin	CoFo	Fumonisin	Other	Garlicky	None
TW (Test Weight)	Dark Roast												
KD (Total Defects)	Sclerotinia												
Aflatoxin	Ergoty												
Vomitoxin	CoFo												
Fumonisin	Other												
Garlicky	None												
41. Mycotoxins exceed FDA, State, or other health organization maximum limits.	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.												
42. Totals	Separately total columns 34, 36, 37, and 38 in barrels to tenths. If a column has no entries, MAKE NO ENTRY.												

Narrative Instructions

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

- (1) If no acreage is released on the unit, enter “No acreage released,” adjuster’s initials, and date.

Form Standards – Production Worksheet (Continued)

- (2) If notice of damage was given and no inspection is required, enter “No Inspection,” the unit number(s), date, and adjuster’s initials (do not enter unit numbers for which notice has not been given). The insured’s signature is not required.
- (3) Explain any uninsured causes, unusual, or controversial cases.
- (4) If there is an appraisal in column “37” for uninsured causes due to a Hail and Fire Exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.
- (5) 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.
- (6) State that there is “No other fire insurance” when fire damages or destroys the insured crop, and it is determined that the insured has no other fire insurance. Also refer to the LAM.
- (7) Explain any errors found on the Summary of Coverage.
- (8) Explain any commingled production. Refer to the LAM.
- (9) Explain any entry for “Production not to Count” in column “62” (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).
- (10) Explain “NO” checked in item “44.”
- (11) Attach a sketch map or aerial photograph to identify the total unit:
 - (a) If consent is or has been given to put part of the unit to another use;
 - (b) If uninsured causes are present; or
 - (c) For unusual or controversial cases.

Indicate on the sketch map or aerial photograph, the disposition of acreage destroyed or put to other use **with** or without consent.
- (12) Explain any differences between date of inspection and signature dates. For an ABSENTEE insured, enter the date of the inspection AND the date of mailing the Production Worksheet for signature.
- (13) When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and the date of inspection.
- (14) Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed in accordance with the AIP’s instructions.
- (15) Explain any delayed notices or delayed claims as instructed in the LAM.

Form Standards – Production Worksheet (Continued)

- (16) Document the method and calculation used to determine acres for the unit. Refer to the LAM.
- (17) Specify the type of insects or disease when the insured cause of damage or loss is listed as insects or disease. Explain why control measures did not work.
- (18) Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaning.
- (19) For production that qualifies for quality adjustment and, as applicable, for production ordered to be destroyed due to presence of injurious substances or conditions, document the following:
 - (a) Explain any “0.000” quality adjustment factor entered in column 35 and 65 and, as applicable, the name of the Federal or State agency that ordered the destruction of the crop or production and why.
 - (b) The date the crop was destroyed and the method of destruction.
 - (c) Explain any deficiencies, substances, or conditions that allowed for quality adjustment, as well as any which were not allowed.
 - (d) Document all calculations used to determine quality adjustment factors.
- (20) Document any other pertinent information, including any data to support any factors used to calculate the production.

Section II – Determined Harvested Production

- (1) When all acreage has been harvested, determine total production from warehouse receipts, packer/processor receipts, or farm management records (refer to the LAM for farm record requirements) verified by the adjuster and supported by written records from the first handler, as applicable. This production will be the basis for computing losses from the insured and uninsured causes of damage on the Production Worksheet.
- (2) Account for ALL HARVESTED PRODUCTION (for ALL ENTITIES sharing in the crop).
- (3) For production commercially stored, sold, etc., enter the name and address of storage facility, buyer, packinghouse, or processor as applicable in columns “49” through “52.”
- (4) If the first handler was not a packer or processor, the production will be determined by the adjuster on the basis of available records.
- (5) The insured must maintain satisfactory records of ALL production sold. Verify any packinghouse or processor records. If acceptable sales records are not available, refer to the LAM.

Form Standards – Production Worksheet (Continued)

- (6) If additional lines are necessary, the data may be entered on a continuation sheet. USE SEPARATE LINES FOR:
 - (a) Different FIRST handlers (buyers, packinghouses, or processors).
 - (b) Harvested production that fails to meet the applicable grade (quality) requirements because of INSURED damage.
 - (c) Varying shares; e.g., 50 percent and 75 percent shares on same unit.
- (7) There will generally be no harvested production entries in columns “47” through “68” for preliminary inspections.

Element/Item Number	Description
43. Date Harvest Completed	<p>Used to determine if there is a delayed notice or a delayed claim. Refer to the LAM.</p> <p>PRELIMINARY: MAKE NO ENTRY.</p> <p>FINAL:</p> <ul style="list-style-type: none"> a. The earlier of the date the ENTIRE acreage on the unit was (1) harvested, (2) totally destroyed, (3) put to other use, (4) a combination of harvested, destroyed, or put to other use, or (5) the calendar date for the end of the insurance period. b. If at the time of final inspection (if prior to the end of the insurance period), there is any unharvested insured acreage remaining on the unit that the insured does not intend to harvest, enter “Incomplete.” c. If at the time of final inspection (if prior to the end of the insurance period), none of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter “No Harvest.” d. If the case involves a Certification Form, enter the date from the Certification Form when the entire unit is put to another use, etc. Refer to the LAM.

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
44. Damage Similar to Other Farms in the Area?	<p>PRELIMINARY: MAKE NO ENTRY.</p> <p>FINAL: Check “Yes” or “No.” Check “Yes” if amount and cause of damage due to insurable causes is similar to the experience of other fields or bogs in the area. If “Yes” is checked, document in either the Narrative of the PW or on a Special Report attached to the PW how you determined the amount and cause of damage due to insurable causes was similar to other surrounding farms. If “No” is checked, explain in the Narrative.</p>
45. Assignment of Indemnity	Check “Yes” only if an assignment of indemnity is in effect for the crop year; otherwise, check “No.” Refer to the LAM.
46. Transfer of Right to Indemnity	Check “Yes” only if a transfer of right to an indemnity is in effect for the unit for the crop year; otherwise, check “No.” Refer to the LAM.
47a. Share	RECORD ONLY VARYING SHARES on SAME unit to three decimal places.
47b. Field ID	<p>a. If only one practice and/or type of harvested production is listed in Section I, MAKE NO ENTRY.</p> <p>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).</p>
48. Multi-Crop Code	The applicable two-digit code for first crop and second crop. Refer to the LAM for instructions regarding entry of first crop and second crop codes.
49.-52. Length or Diameter/Width/Depth/Deduction	For cranberry production that is sold, enter name and address of the buyer or processor. For cranberries otherwise disposed of, indicate method of disposition.
53.-55.	MAKE NO ENTRY.
56. Bu., Ton, Lbs., Cwt.	Line through column heading and enter “Barrels.” Enter harvested cranberry production in barrels rounded to tenths as determined by delivery records, production recaps, sales receipts from processors, etc. (must be NET WEIGHT).
57.-60b.	MAKE NO ENTRY.
61. Adjusted Production	Transfer entry from column 56.
62. Prod. Not to Count	Net production NOT to count, in barrels 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 (e.g., acreage damaged solely by uninsured causes). THIS ENTRY MUST NEVER EXCEED PRODUCTION SHOWN ON THE SAME LINE. EXPLAIN ANY “PRODUCTION NOT TO COUNT” IN THE NARRATIVE.

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
63. Prod. Pre-QA	Column 61 minus column 62, results in barrels to tenths.
64a. Value	<p>For harvested production that is eligible for quality adjustment, enter the value in dollars and cents per barrel for cranberries damaged by insurable causes that:</p> <ul style="list-style-type: none"> a. Do not meet the United States Standards for Fresh Cranberries, if available, b. Would not meet such standards if properly handled, or c. Do not meet the quality requirements of the receiving handler if the United States Standards for Fresh Cranberries are not available.
64b. Mkt. Price	When there is an entry in column 64a, enter the applicable market price in dollars and cents per barrel for cranberries meeting the minimum quality requirements.
65. Quality Factor	<p>For harvested production that is eligible for quality adjustment, make the following percentage entry as a three-place decimal (e.g., enter 37.5 percent as 0.375, etc.). If no quality adjustment, MAKE NO ENTRY.</p> <ul style="list-style-type: none"> a. Column 64a divided by column 64b; or b. Under section 15 (j) of the BP, if due to insured causes, a Federal or State agency has ordered the harvested crop or production to be destroyed, enter the factor “0.000.” Instruct the insured to complete and submit a Certification Form stating the date the crop or production WAS DESTROYED and the method of destruction (refer to the Narrative above). Also refer to the LAM for additional information.
66. Production to Count	<p>Make the following entries in barrels rounded to tenths.</p> <ul style="list-style-type: none"> a. When the entry in column 65 is less than 75 percent: Column 63 multiplied by column 65. b. When the entry in column 65 is 75 percent or greater or for no quality adjustment: Transfer entry from column 63.
67. Total	Total of column 63 entries in barrels to tenths. If no entry in column 63, MAKE NO ENTRY.
68. Section II Total	Total of column 66 entries, result in barrels to tenths.
69. Section I Total	Total of column 38 entries, result in barrels to tenths.
70. Unit Total	Item 68 plus item 69, result in barrels to tenths.
71. Allocated Prod.	Refer to the LAM for instructions for determining allocated production. Total production, in barrels rounded to tenths, allocated to this unit that is included in sections I or II of the Production Worksheet. Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.

Form Standards – Production Worksheet (Continued)

Element/Item Number	Description
72. Total APH Prod	<p>Make the following entries in barrels 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>MAKE NO ENTRY when separate APH yields are maintained by type, practice, etc., within the unit.</p>
73. Insured's Signature and Date	<p>Insured's (or insured's authorized representative's) signature and date. BEFORE obtaining insured's signature, REVIEW ALL ENTRIES on the Production Worksheet WITH THE INSURED (or insured's authorized representative), particularly explaining codes, etc., that may not be readily understood.</p> <p>Final indemnity inspections and final replanting payment inspections should be signed on bottom line.</p>
74. Adjuster's Signature, Code #, and Date	<p>Signature of adjuster, code number, and date signed after the insured (or insured's authorized representative) has signed. For an absentee insured, enter adjuster's code number ONLY. The signature and date will be entered AFTER the absentee has signed and returned the Production Worksheet. Final indemnity inspections should be signed on the bottom line.</p>
75. Page	<p>PRELIMINARY: Page numbers – “1,” “2,” etc., at the time of inspection.</p> <p>FINAL: Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).</p>

Form Standards – Production Worksheet (Continued)

PRODUCTION WORKSHEET

1. Crop/Code # Cranberries 0058	2. Unit # 0001- 0001BU	3. Location Description SW1-96N-30W	7. Company Agency Any Company Any Agency	8. Name of Insured I. M. Insured
4. Date(s) of Damage JUN 15	5. Cause(s) of Damage Hail	6. Insured Cause % 100	12. Additional Units	13. Est. Prod. Per Acre
9. Claim # XXXXXXXX				11. Crop Year YYYY
10. Policy # XXXXXXXX				
14. Date(s) Notice of Loss MM/DD/YYYY		1st	2nd	Final MM/DD/YYYY
15. Companion Policy(s)				

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

A. ACTUARIAL															B. POTENTIAL YIELD								
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a.	32b.	33.	34.	35.	36.	37.	38.
Field ID	Multi-Crop Code	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acres	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Unins. Causes	Total to Count	
A	NS		5.0	1.000		997				997			UH	UH	3.2			16.0		16.0		16.0	
B	NS		9.0	1.000		997				997			H	H									
C	NS		1.0	1.000		997				997			P	WOC								146.0	
39 TOTAL			15.0	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	16.0		16.0	146.0	162.0		

NARRATIVE (If more space is needed, attach a Special Report) **Bog A to be removed. Bog C destroyed without consent. Bog B harvested, with quality damage. \$15.00/bbl fresh market price for damaged cranberries item 64a entry. \$40.00/bbl fresh market price for undamaged cranberries item 64b entry.**

SECTION II – DETERMINED HARVESTED PRODUCTION

43. Date Harvest Completed MM/DD/YYYY						44. Damage similar to other farms in the area? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						45. Assignment of Indemnity Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						46. Transfer of Right to Indemnity? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
A. MEASUREMENTS						B. GROSS PRODUCTION						C. ADJUSTMENTS TO HARVESTED PRODUCTION											
47a	48.	49.	50.	51.	52.	53.	54.	55.	56.	57.	58a.	59a.	60a.	61.	62.	63.	64a.	65.	66.				
47b	Share	Multi-Crop Code	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod.	Bu., Ton Lbs. CWT Barrels	Shell/Sugar Factor	FM% Factor	Moisture % Factor	Test WT Factor	Adjusted Production	Prod. Not to Count	Production Pre-QA	Value Mkt. Price	Quality Factor	Production to Count			
	NS	Acme Cranberry Co. Anytown State							640.0						640.0		640.0	15.00	0.375	240.0			
67. TOTAL																	640.0	68. Section II Total		240.0			
																	69. Section I Total		162.0				
																	70. Unit Total		402.0				
																	71. Allocated Prod.						
																	72. Total APH Prod.		256.0				

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

Reference Material

Table A – Minimum Representative Sample Requirements

Acres in Bog or Portion of Bog	Minimum No. of Samples
0.1-10.0	3
10.1 - 20.0	4
Add one additional sample for each additional 10.0 acres (or fraction thereof) in the bog or portion of a bog.	