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Department of
Agriculture



Federal Crop
Insurance
Corporation



Product
Administration
& Standards
Division

FCIC-25640 (10-2010)

PECAN REVENUE LOSS ADJUSTMENT STANDARDS HANDBOOK

2011 and Succeeding Crop Years

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

FEDERAL CROP INSURANCE HANDBOOK		NUMBER: 25640 (10-2010)
SUBJECT: PECAN REVENUE LOSS ADJUSTMENT STANDARDS HANDBOOK 2011 AND SUCCEEDING CROP YEARS	OPI: Product Administration & Standards Division	
	APPROVED: /s/ Tim B. Witt Deputy Administrator, Product Management	DATE: October 19, 2010

THIS HANDBOOK CONTAINS THE OFFICIAL FCIC-ISSUED LOSS ADJUSTMENT STANDARDS FOR THIS CROP FOR THE 2011 AND SUCCEEDING CROP YEARS. ALL REINSURED COMPANIES WILL UTILIZE THESE STANDARDS FOR BOTH LOSS ADJUSTMENT AND LOSS TRAINING.

SUMMARY OF CHANGES/CONTROL CHART

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

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

Changes for Crop Year 2011 (FCIC-25640) Issued October 2010:

- A. **Throughout handbook:** Made editorial and syntax changes so handbook text tracks with current RMA-approved handbook formatting, standard language, and updated examples and forms as needed. Used new unit numbering format on worksheet examples.
- B. **Throughout the handbook:** Comments that pertained to grammar, punctuation, deleting unneeded words, rewording to make a sentence flow better, corrections of reference numbers, formatting, etc., were incorporated if accepted, but are not listed.
- C. **Subsection 3 A:** Added “The following may not be a complete list of insurability requirements. Refer to the Basic Provisions, the Pecan Revenue Crop Provisions, and the Special Provisions for a complete list.”
- D. **Subsection 3 B:** Removed the list of items not applicable to CAT.
- E. **Subsection 3 C:** Added “For information on Enterprise Units, refer to the LAM.”

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SUMMARY OF CHANGES/CONTROL CHART (Continued)

- F. **Subsection 8 A:** New subsection was added titled “APPRAISAL WORKSHEET FORM STANDARDS.”
- G. **Subsection 8 B (3):** Added “Record appraisals for uninsured causes of loss on a separate appraisal worksheet.”
- H. **Subsection 8 B (4):** Added “For all zero yield appraisals, refer to the LAM.”
- I. **Subsection 8 C, Item 21:** Added instructions for “Remarks.”
- J. **Subsection 9 A (5):** Added item (e), “Varying shares on the same unit.”
- K. **Subsection 9 C:** Added item (1), “A claim cannot be settled until harvest is complete.”
- L. **Subsection 9 C (2):** Added the phrase “during the harvest period” to clarify when harvested production is considered “sold” or “stored.”
- M. **Subsection 9 D (2):** Added “Refer to the Crop Provisions for more information on the definition of market price.”
- N. **Subsection 9 E, Item 16:** Added instructions for “Remarks.”
- O. **Section 10, “Claim Form Entries and Completion Procedures”:** Revised the instructions and standard language throughout this section to conform to the new Production Worksheet. Changes are highlighted in yellow.
- P. **Section 10 – Section II, General Information, Item (3) (c):** Changed “farm stored” to “harvested production.”

Control Chart For: Pecan Revenue Loss Adjustment Standards Handbook						
	SC Page(s)	TC Page(s)	Text Page(s)	Reference Material	Date	Directive Number
Remove	Entire Handbook					
Current Index	1-2	1-2	1-30	31	10-2010	FCIC-25640

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RPAM Random Path Appraisal Method

SP **Special Provisions**

(4) Definitions:

Amount of insurance (per acre) The amount determined by multiplying the insured's approved average revenue per acre by the coverage level percentage elected.

Approved average revenue (per acre) The total of the insured's average gross sales per acre based on at least the most recent consecutive four years of sales records building to ten years, and dividing that result by the number of years of average gross sales per acre. If the insured provides more than four years of sales records, they must be the most recent consecutive 6, 8 or 10 years of sales records. If the insured does not provide at least four years of gross sales records, the approved average revenue will be:

- (1) The average of two years of the insured's gross sales per acre and two years of the lowest available dollar span amount provided in the actuarial documents; or
- (2) If the insured does not provide any gross sales records, the lowest available dollar span amount provided in the actuarial documents.

Average gross sales (per acre) The insured's gross sales of pecans for a crop year divided by the net acres of pecans grown during that crop year.

Direct marketing Sale of the insured crop directly to consumers without the intervention of an intermediary, such as wholesaler, retailer, packer, processor, sheller, shipper, buyer or broker. Examples of direct marketing include selling through an on-farm or roadside stand, or a farmer's market, or permitting the general public to enter the field for the purpose of harvesting all or a portion of the crop, or shelling and packing the insured's own pecans.

Enterprise unit In lieu of the definition of "enterprise unit" contained in the Basic Provisions, for pecan revenue, an enterprise unit will be all insurable pecan acreage in the county in which the insured has any share on the date coverage begins for the crop year.

Gross sales Total value of in-shell pecans grown during a crop year.

Harvest Collecting mature pecans from the orchard.

Hedge	The removal of vegetative growth from the tree to prevent overcrowding of pecan trees.
In-shell pecans	Pecans that are removed from the orchard with the nut-meats in the shell.
Market price	The market price that is the greater of: <ol style="list-style-type: none"> (1) The average price per pound for in-shell pecans of the same variety or varieties insured offered by buyers on the day the insured sells any pecans, harvests any pecans if they are not sold, or pecans are appraised if the insured is not harvesting them, in the area in which the insured normally markets the pecans (If buyers are not available in the immediate area, the insurance provider will use the average in-shell price per pound offered by buyers nearest to the insured's area); (2) The actual price received for any sold pecan production; (3) The average of the AMS prices for similar quality pecans published during the week the insured sells any pecans, harvests pecans if they are not sold, or pecans are appraised if the insured is not harvesting them.
Scion	Twig or portion of a pecan variety used in top work.
Sequentially thinned	A method of systematically removing pecan trees for the purpose of improving sunlight penetration and maintaining the proper spacing necessary for continuous production.
Set out	The transplanting of pecan trees into the orchard.
Top work	To graft scions of one pecan variety onto the tree or branch of another pecan variety.
Two-year coverage Module	A two-crop-year subset of a continuous policy in which the insured agrees to insure the crop for both years of the module, and the insurance provider agrees to offer the same premium rate, amount of insurance per acre, coverage level, terms and conditions of insurance for each year of coverage except for legislatively mandated changes, as long as all policy terms and conditions are met for each year of the coverage module, including the timely payment of premium, and the insured has not done anything that would result in a revision to these terms, as specified in the policy.

3. INSURANCE CONTRACT INFORMATION

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

A. INSURABILITY

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

- (1) The crop insured will be all the pecans in the county in which the insured has a share, for which a premium rate is provided by the actuarial documents,
 - (a) That are in an orchard that consists of a minimum of one (1) contiguous acre unless allowed by written agreement;
 - (b) That are grown for harvest as pecans;
 - (c) That are grown in an orchard that, if inspected, is considered acceptable by the **AIP**;
 - (d) That are grown on trees that have reached at least the 12th growing season after either being set out or replaced by transplants, or that are in at least the 5th growing season after top work and have produced at least 600 pounds of pecans in-shell per acre in at least one year after having been grafted;
 - (e) That are **not** (unless allowed by the Special Provisions or by written agreement):
 - 1 Grown on trees that are, or have been hedged;
 - 2 Direct marketed to consumers; or
 - 3 Interplanted with another perennial crop.

B. PROVISIONS AND PROCEDURES NOT APPLICABLE TO CAT COVERAGE

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

C. UNIT DIVISION

- (1) Specifically for pecans, for both years of the two-year coverage module a unit will be:
 - (a) An enterprise unit as defined in the Crop Provisions; or
 - (b) A basic unit as defined in Section 1 of the Basic Provisions.
- (2) For information on Enterprise units, refer to the LAM.
- (3) Provisions contained in the Basic Provisions that allow optional units by section, section equivalent, or FSA farm number, by irrigated and non-irrigated practices, or grown under an organic farming practice are not applicable.

4. PECAN APPRAISALS

A. GENERAL INFORMATION

- (1) Potential production for all types of inspections will be appraised in accordance with the procedures specified in this handbook and in the LAM.
- (2) Circumstances that require an appraisal include (but are not limited to):
 - (a) When the insured chooses not to harvest acreage;
 - (b) Production remains on harvested acreage;
 - (c) If verifiable production records may not be available; or
 - (d) If any production will be sold by direct marketing.
- (3) Make separate appraisals for each pecan variety grown in the orchard, as applicable.
- (4) Within the policy provisions is a requirement that an insured file a "notice of damage or loss:"
 - (a) Within three days of initial discovery of damage, or within three days of the date that harvest of the damaged variety should have started if the crop will not be harvested.
 - (b) At least 15 days before harvest begins if any production from any unit will be direct marketed to consumers, if allowed by the Special Provisions or by written agreement. Failure to give timely notice that production will be sold by direct marketing will result in an appraised dollar value of production to count that is not less than the amount of insurance per acre for the direct-marketed acreage if such failure results in the AIP's inability to make the required appraisal.
 - (c) At least 15 days prior to the beginning of harvest if a claim for indemnity is to be filed, or immediately if a loss occurs or becomes evident during harvest.
 - (d) The insured must not sell, destroy or dispose of the damaged crop until after the AIP has given written consent to do so.

- (e) 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.
 - (f) Refer to the Basic Provisions for more information regarding the requirements for filing a “notice of damage or loss.”
- (5) **AIP** representatives will set appraisal dates whenever possible **after the nut drop period**.

B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS

Make a general examination of all acreage in the unit. Determine the number and general location of trees used as representative samples based on:

- (1) Total acreage and number of trees;
- (2) Extent of variation in the amount of production or damage within the acreage and location of the nuts on the tree;
- (3) Percent of each variety in the acreage.
- (4) Tree age, size, density, planting pattern, and vigor.
- (5) The acreage in the unit from which nuts have been harvested and the extent of variation in the amount of unharvested nuts on the trees; and
- (6) Whether or not any areas have been partially harvested.
- (7) When variable damage causes the crop potential to be significantly different within the same orchard, or when the insured wishes to destroy a portion of the orchard split the orchard into suborchards, and appraise each orchard or suborchard separately.
- (8) Use as many sample trees as necessary to accurately determine potential production, but not less than the minimum required in **TABLE A (Minimum Representative Sample Requirements)** for each orchard or suborchard.
- (9) The Random Path Appraisal Method (RPAM) may be used at the discretion of the **AIP** to appraise the crop production. Use this method in lieu of appraisal methods in the Pecan Revenue crop loss adjustment handbook as applicable.

5. APPRAISAL METHODS

A. GENERAL INFORMATION

These instructions provide information on appraisal methods for:

Appraisal Method...	Use...
Harvested Sample	Harvested production from representative trees.
Harvested Acreage Yield	Harvested production from harvested acreage when verified to be representative of unharvested acreage.

B. HARVESTED SAMPLE FROM REPRESENTATIVE TREES

Arrange with the insured to harvest nuts on the ground under the representative trees after the crop has reached maturity. The adjuster and insured should jointly determine the trees to be selected for this representative sample. Make a sketch map of the orchard, and mark the sample trees by row number and tree count within the chosen row. Use the production from the representative trees to determine the appraisal. An adjuster must be present when the representative trees are harvested.

Neither the type of producing operation nor economic considerations (e.g., cost of harvesting) are to be considered when establishing appraised production to count.

C. APPLYING HARVESTED ACREAGE YIELD TO UNHARVESTED ACREAGE

Use this method only when harvested acreage can be verified to be representative of unharvested acreage. Verify acreage by actually inspecting, prior to any harvest, the acreage to compare the crop on the ground and on the trees. Document such inspections in the remarks section of the claim form or on a Special Report form.

6. MARKET PRICE FOR APPRAISED PRODUCTION

The value for **appraised production** will be established by taking the **greater** of:

- (1) The average price per pound for in-shell pecans of the same variety or varieties insured offered by buyers in the insured's normal marketing area on the day the pecans are appraised. If buyers are not available in the immediate area, use the average in-shell price per pound offered by the nearest available buyers; or
- (2) The average of the AMS prices for similar quality pecans published during the week the pecans are appraised.

7. APPRAISAL DEVIATIONS AND MODIFICATIONS

A. DEVIATIONS

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

B. MODIFICATIONS

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

8. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES

A. APPRAISAL WORKSHEET FORM STANDARDS

- (1) The entry items in subsection C are the minimum requirements for the Pecan Appraisal Worksheets for all harvested and unharvested appraisals. All of these entry items are “Substantive” (i.e., they are required).
- (2) Appraisal Worksheet Completion Instructions. The completion instructions for the required entry items on the Appraisal Worksheets in the following subsections are “Substantive” (i.e., they are required).
- (3) The Privacy Act and Nondiscrimination statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown on the example form in this section. The current Non-Discrimination Statement and Privacy Act Statement can be found on the RMA website at <http://www.rma.usda.gov/regs/required.html> or successor website.
- (4) Refer to the DSSH for other crop insurance form requirements (e.g., font point size, etc.).

B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION PROCEDURES

- (1) Include the AIP's name in the appraisal worksheet title if not preprinted on the AIP's worksheet, 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 appraised. Record appraisals for uninsured causes of loss on a separate appraisal worksheet. Refer to Section 4 for sampling requirements.

- (4) Standard appraisal worksheet items are numbered consecutively in subsection C below. An Example appraisal worksheet is also provided to illustrate how to complete all entries, except the last three items on the appraisal worksheets. For all zero yield appraisals, refer to the LAM.

C. WORKSHEET ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

Item

No. Information Required

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

1. **Insured's Name:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. **Policy Number:** Insured's assigned policy number.
3. **Claim Number:** Claim number as assigned by the AIP.
4. **Unit Number:** Unit number from the Summary of Coverage after it is verified to be correct.
5. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim has been filed.
6. **Cause of Damage:** Name of insured cause of loss. Refer to the LAM for cause of loss and applicable codes. If it is evident that no indemnity is due, enter "NONE." If an insured cause of loss is coded as "Other," explain in the "Remarks" section of the Appraisal Worksheet.
7. **Date of Damage:** First three letters of the month during which MOST of the insured damage (including progressive damage) occurred. Include the SPECIFIC DATE where applicable as in the case of hail damage (e.g., Aug. 11).
8. **Unit Acres:** Number of determined acres, to tenths, in orchard or sub-orchard of the unit being appraised.
9. **Orchard ID:** Orchard or sub-orchard identification symbol.
10. **Pounds of Pecans per Sample Tree:** Number of pounds of pecans from the ground under each sample tree, rounded in pounds to tenths.
11. **Total Pounds Pecans:** Total pounds of pecans from all sample trees (results in pounds to tenths).
12. **Number of Trees Sampled:** The total number of trees sampled.

13. **Pounds per Tree:** Total Pounds Pecans (item 11) divided by Number of Samples (item 12), results in pounds to tenths.
14. **Trees per Acre:** Number of bearing trees per acre. Refer to **TABLE B**.
15. **Pounds per Acre:** Pounds per Tree (item 13) times Trees per Acre (item 14), results in whole pounds.
16. **Acres per Plot:** Number of acres **appraised** for each sample plot.
17. **Total Pounds per Plot:** Pounds per Acre (item 15) times Acres per Plot (item 16).
18. **Total Appraisal (Pounds):** Enter the sum of the item 17 entries.
19. **Total Number of Acres:** Total the number of acres **appraised** (item 16) for all sample plots.
20. **Average Pounds Per Acre:** Total Appraisal (item 18) divided by Total Number of Acres (item 19). Round to the nearest whole pound.
21. **Remarks:** Remarks pertinent to the appraisal, sampling, conditions in general (e.g. - very hot and dry), etc. Document how any appraisals for uninsured causes of loss were determined.

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

22. **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/Narrative section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the Narrative of the Production Worksheet.
23. **Insured's Signature & 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.
24. **Page Number:** Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

For Illustration Purposes Only PECAN REVENUE APPRAISAL WORKSHEET		COMPANY NAME: <p style="text-align: center;">Any Company</p>					1. INSURED'S NAME <p style="text-align: center;">I. M. Insured</p>											
		2. POLICY NUMBER <p style="text-align: center;">XXXXXXXXXX</p>			3. CLAIM NUMBER <p style="text-align: center;">XXXXXX</p>			4. UNIT NUMBER <p style="text-align: center;">0001-0001-BU</p>										
		5. CROP YEAR <p style="text-align: center;">YYYY</p>		6. CAUSE OF DAMAGE <p style="text-align: center;">Freeze</p>				7. DATE OF DAMAGE <p style="text-align: center;">Dec 10</p>		8. UNIT ACRES <p style="text-align: center;">22.5</p>								
9. ORCHARD ID	10. POUNDS OF PECANS PER SAMPLE TREE					11. TOTAL POUNDS PECANS	12. NUMBER OF TREES SAMPLED	13. POUNDS PER TREE	14. TREES PER ACRE	15. POUNDS PER ACRE	16. ACRES PER PLOT	17. TOTAL POUNDS PER PLOT						
A-1	10.0	9.0	9.0	10.0	9.0	47.0	÷	5	=	9.4	x	14	=	132	x	5.0	=	660
A-2	9.0	10.0	9.0	6.0	6.0	40.0	÷	5	=	8.0	x	14	=	112	x	5.0	=	560
A-3	12.0	9.0	9.0	11.0	9.0	50.0	÷	5	=	10.0	x	14	=	140	x	5.0	=	700
							÷		=		x		=		x		=	
							÷		=		x		=		x		=	
							÷		=		x		=		x		=	
							÷		=		x		=		x		=	
							÷		=		x		=		x		=	
21. REMARKS Distance between trees—55 ft. x 55 ft.								18. TOTAL APPRAISAL (POUNDS)				1920						
								19. TOTAL NUMBER OF ACRES		15.0								
								20. AVERAGE POUNDS PER ACRE (18÷19)		128								

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

A. GENERAL INFORMATION

- (1) The Summary of Harvested Pecan Production Worksheet hereafter is referred to as the Summary Worksheet.
- (2) The Summary Worksheet contains the items and information required for documenting the value of harvested production.
- (3) Include the **AIP's** name in the Summary Worksheet title if not preprinted on the **AIP's** worksheet.
- (4) Include the claim number on the Summary Worksheet (when required by the insurance provider), when a worksheet entry is not provided.
- (5) Separate Summary Worksheets are required for:
 - (a) Each unit
 - (b) Each buyer receiving sold production,
 - (c) Unsold harvested production, and
 - (d) Production direct marketed,
 - (e) **Varying shares on the same unit.**
- (6) Standard worksheet items are numbered consecutively in subsection 9E. An example Summary Worksheet is also provided to illustrate how to complete entries.

B. DOCUMENTATION FORMS

Certain forms provide documentation of harvested production needed to complete item entries on the Summary Worksheet. Acceptable forms include:

- (1) Grower statements,
- (2) Buyer load delivery receipts,
- (3) Other forms that contain harvested production information and are acceptable to the **AIP.**

C. ACCOUNTING FOR PRODUCTION

- (1) **A claim cannot be settled until harvest is complete.**
- (2) Do not complete the Summary of Harvested Pecan Production Worksheet until all production which will be sold **during the harvest period** is sold. It may be necessary to distinguish between marketable unsold harvested production (stored) and unsold harvested production which is not and will not be sold due to damage from an insurable cause of loss.
- (3) The value of any stored unsold **harvested** production will be determined by multiplying the market price, as defined in the policy and section “**D**” below, times the pounds (in-shell basis) of marketable pecans in storage.

D. MARKET PRICE FOR HARVESTED PRODUCTION

- (1) The value for harvested production will be established by taking the **greater** of:
 - (a) The actual price received for any sold pecan production;
 - (b) The average price per pound for in-shell pecans of the same variety or varieties insured offered by buyers on the day the insured sells any pecans, if sold, or harvests any pecans if they are not sold, in the area in which the insured normally markets the pecans. If buyers are not available in the immediate area, the average in-shell price per pound offered by buyers nearest to the insured's area will be used;
 - (c) The average of the AMS prices for similar quality pecans published during the week that includes the day the insured sells any pecans, or harvests pecans if they are not sold.
- (2) Refer to the Crop Provisions for more information on the definition of market price.
- (3) If direct marketing is allowed by the Special Provisions or by Written Agreement, review those documents for any required adjustments in determining "market price."

E. WORKSHEET ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

**Item
No.**

Information Required

- Company:** Name of the AIP, if not preprinted on the worksheet (Company Name).
1. **Insured's Name:** Name of insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
 2. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim is filed.
 3. **Policy Number:** Insured's assigned policy number.
 4. **Claim Number:** Claim number as assigned by the AIP.
 5. **Unit Number:** Unit number from the Summary of Coverage after it is verified to be correct.
 6. **Unit Acres:** Number of determined acres, to tenths, in orchard or sub-orchard of the unit being appraised.
 7. **Name, Address, and Phone Number of Buyer:** The name, address, and phone number of the buyer from the harvested production documentation form. Refer to section 9 B.

8. **Date Received:** Date (e.g., MM/DD/YYYY) nuts are received by the buyer. This should be the same date shown on the harvested production documentation form.
9. **Receipt Number:** Applicable number from the harvested production documentation form.
10. **Pounds Harvested:** Pounds of harvested nuts (rounded to the nearest whole pound) from the harvested production documentation forms.
11. **Market Price:** Record the Average Area Price, Price Received, and the AMS Price in the appropriate columns (in dollars and cents). Refer to the definition of Market Price for information on determining the correct entry for each column. If pecans are unsold, make no entry in the "Price Received" column.
12. **Line Harvested Value:** Pounds Harvested Nuts (item 10) times the **greater** of the three values entered under "Market Price" (item 11), results in dollars and cents. If the pecans have not been sold (stored), use the **greater** of the "Average Area Price" offered by buyers on the day the pecans were harvested, or the "AMS Price" (average price for the week that includes the date the pecans were harvested).
13. **Total Harvested Pounds:** Total of item 10 entries, (results in whole pounds).
14. **Total Harvested Value:** Total of item 12 entries, (results in dollars and cents).
15. **Weighted Average Value per Pound:** Total Harvested Value (item 14) divided by Total Harvested Pounds (item 13). (Results in dollars and cents.) This value is transferred to the Production Worksheet, Section II, column "64a" as a separate line entry for each Summary of Harvested Pecan Production Worksheet completed. Refer to Section 9 A(5)
16. **Remarks:** Remarks pertinent to any entries or calculations on the worksheet.

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

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

10. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES

A. CLAIM FORM STANDARDS

- (1) The entry items in subsection C are the minimum Claim Form (hereafter referred to as “Production Worksheet”) requirements. All of these entry items are considered “Substantive” (i.e., they are required).
- (2) Production Worksheet Completion Instructions. The completion instructions for the required entry items on the Production Worksheet in the following subsections are “Substantive” (i.e., they are required).
- (3) The Privacy Act and Non-Discrimination Statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown in the example form in this section. The current Non-Discrimination Statement and Privacy Act Statement can be found on the RMA website at <http://www.rma.usda.gov/regs/required.html> or successor website.
- (4) The certification statement required by the current DSSH must be included on the form directly above the insured’s signature block and 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 (FCIC), an agency of the United States, subsidizes and reinsures this crop insurance.”
- (5) Refer to the DSSH for other crop insurance form requirements (e.g., point size of font, etc).

B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION PROCEDURES

- (1) The Production Worksheet is a progressive form containing all notices of damage for all preliminary and final inspections on a unit (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 the insured are to initial any line deletions.
- (3) Refer to the LAM for instructions regarding the following:
 - (a) Acreage report errors.
 - (b) Delayed notices and delayed claims.

- (c) Corrected claims or fire losses (double coverage) and cases involving uninsured causes of loss, unusual situations, controversial claims, concealment, or misrepresentation.
 - (d) Claims involving a Certification Form (when all of 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 value of production exceeded the guarantee).
- (4) The adjuster is responsible for determining if any of the insured's requirements under the notice and claim provisions of the policy have not been met. If any have not, the adjuster should contact the **AIP**.
 - (5) Instructions labeled "**PRELIMINARY**" apply to preliminary inspections only. Instructions labeled "**FINAL**" apply to final inspections only. Instructions not labeled apply to ALL inspections.

C. FORM ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

**Item
No.**

Information Required

1. **Crop/Code #:** "Pecans"(0020)
2. **Unit #:** Unit number from the Summary of Coverage after it is verified to be correct.
3. **Location Description:** Land location that identifies the legal description, if available, and the location of the unit (e.g., section, township, and range; FSA Farm Numbers; FSA Common Land Units (CLU) and tract numbers; GPS identifications; or Grid identifications) as applicable for the crop.
4. **Date(s) of Damage:** First three letters of the month(s) during which the determined insured damage occurred for the inspection and 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 identifies when the majority of the insured damage occurred. Include the SPECIFIC DATE where applicable as in the case of hail damage (e.g., Aug 11). Enter additional dates of damage in the extra spaces, as needed. If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.

If there is no insurable cause of loss, and a no indemnity due claim will be completed, MAKE NO ENTRY.
5. **Cause(s) of Damage:** Name of the determined insured cause(s) of damage for this crop as listed in the LAM for the date of damage listed in item 4 above for this inspection. If an insured cause(s) of damage is coded as "Other," explain in the Narrative. Enter additional

causes of damage in the extra spaces, as needed. If more space is needed, document the additional determined insured causes of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.

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

6. **Insured Cause %:**

PRELIMINARY: MAKE NO ENTRY.

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

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

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

4. Date(s) of Damage	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
Narrative: Additional date of damage – SEP 5; Cause of damage – Wind; Insured cause percent - 10%.					

- 7. **Company/Agency:** Name of **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:**

PRELIMINARY: MAKE NO ENTRY.

FINAL: Unit number(s) for ALL non-loss units for the crop at the time of final inspection. A non-loss unit is any unit for which a Production Worksheet has not been completed. Additional non-loss units may be entered on a single Production Worksheet.

If more spaces are needed for non-loss units, enter the unit numbers, identified as “Non-Loss Units,” in the Narrative or on an attached Special Report.

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

PRELIMINARY: MAKE NO ENTRY.

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

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

PRELIMINARY:

- a. Date the notice of damage was given for the unit in item 2.
- b. 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.
- c. Reserve the "Final" space on the first page of the first set of Production Worksheets for the date of notice for the final inspection.
- d. If the inspection is initiated by the **AIP**, enter "Company Insp." instead of the date.
- e. **If the notice does not require an inspection, document as directed in the Narrative instructions.**

FINAL: Transfer the last date (in the 1st or 2nd space from the 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 (MM/DD/YYYY) for the “FINAL” inspection in the final space on the first set of production worksheets. For a delayed notice of loss or delayed claim, refer to the LAM.

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

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

- (2) If the OTHER person has a multiple-peril crop insurance contract and a DIFFERENT AIP or agent services it, enter the name of the AIP and/or agent (and contract number) if known.
- (3) If unable to verify the existence of a companion contract, enter "Unknown" and contact the AIP for further instructions.

c. Refer to the LAM for further information regarding companion contracts.

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

Make separate line entries for varying:

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

Verify or make the following entries:

Item

No.

Information Required

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 orchard or sub-orchard. If there are no under-reported acres MAKE NO ENTRY.

19. **Determined Acres:** Refer to the LAM for definition of acceptable determined acres used herein. Enter the determined acres to tenths for the orchard or sub-orchard for which consent is given for other use and/or:

- a. Put to other use without consent.
- b. Abandoned.
- c. Damaged by uninsured causes.

- d. For which the insured failed to provide acceptable records of production.
- e. From which production was sold by direct marketing if the insured failed to meet the requirements contained in the crop provisions.

Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.

PRELIMINARY AND FINAL: Determined acres to tenths. Acreage breakdowns WITHIN a unit **or orchard** may be estimated (refer to the LAM) if a determination is impractical.

ACCOUNT FOR ALL ACREAGE IN THE UNIT.

- 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 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 a type 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.**

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 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:**

PRELIMINARY: MAKE NO ENTRY

FINAL: Stage abbreviations as shown below.

<u>STAGE</u>	<u>EXPLANATION</u>
"P"	Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, for which the insured failed to provide sales records of production which are acceptable to the AIP, or for which production was sold by direct marketing if the insured failed to meet the requirements contained in the crop provisions.
"H".....	Harvested.
"UH".....	Unharvested or put to other use with consent.

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

30. **Use of Acreage:** Use the following "Intended Use" abbreviations.

<u>USE</u>	<u>EXPLANATION</u>
"WOC".....	Other use without consent
"SU"	Solely uninsured
"ABA".....	Abandoned without consent
"H".....	Harvested
"UH".....	Unharvested

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."

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

31. Appraised Potential: Per-acre appraisal in whole pounds of POTENTIAL production for the acreage appraised. Refer to Section 5 “Appraisal Methods” for additional instructions.

If there is no potential on UH acreage, enter "0." Refer to paragraph 85 in the LAM for procedures for documenting zero yield appraisals.

32a – 32b. MAKE NO ENTRY.

33. Shell %, Factor, or Value: Enter the **market price** per pound in accordance with the policy definition, in dollars and cents, for the appraised production. Document in the Narrative the names, addresses and phone numbers of the buyers who were contacted to establish the market price, and the calculation of the market price (Refer to section 6).

34. Production Pre QA: Enter the result of multiplying column 31 times column 19, and then multiplying this result times column 33, to dollars and cents. If no entry in column 31, MAKE NO ENTRY.

35. Quality Factor: MAKE NO ENTRY.

36. Production Post QA: Transfer the entry from item 34.

37. Uninsured Causes: Result of per acre appraisal for uninsured causes (taken from appraisal worksheet or other documentation) multiplied by column 19, then this result multiplied by column 33, to dollars and cents. Refer to the LAM for information on how to determine uninsured cause appraisals. If no uninsured causes, MAKE NO ENTRY.

- a. Hail and Fire exclusion NOT in effect.
 - (1) Enter the result of multiplying column 19 by NOT LESS than the amount of insurance per acre for any "P" stage acreage.
 - (2) On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged SOLELY by uninsured causes separate from other production.
 - (3) For acreage that is damaged PARTLY by uninsured causes, enter the result of multiplying the APPRAISED UNINSURED loss of production per acre in whole pounds by the column 19 entry, times the market price per pound, for any such acreage. (Results in dollars and cents)
- b. Refer to the LAM when a Hail and Fire Exclusion is in effect and damage is from hail or fire.
- c. Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.
- d. For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.

38. **Total to Count:** Result of adding column 36 and column 37, rounded to whole dollars.

39. **Total:**

PRELIMINARY: MAKE NO ENTRY.

FINAL: Total determined acres (column 19), to tenths.

40. **Quality:** Check "None."

41. **Mycotoxins exceed FDA, State, or other health organization maximum limits. MAKE NO ENTRY**

42. **TOTALS:** Total of entries in columns 34, 36, 37, and 38. If a column has no entries, MAKE NO ENTRY.

NARRATIVE:

If more space is needed, document on a Special Report, and enter "Refer to Special Report." Attach the Special Report to the Production Worksheet.

- a. If no acreage is released on the unit, enter "No acreage released," adjuster's initials, and date.
- b. If notice of damage was given and "No Inspection" is necessary, enter the unit number(s), "No Inspection," date, and adjuster's initials. The insured's signature is not required.
- c. Explain any uninsured causes, unusual, or controversial cases.
- d. If there is an appraisal in Section I, column 37 for uninsured causes due to a hail/fire exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.
- e. Document the actual appraisal date if an appraisal was performed prior to the adjuster's signature date on the appraisal worksheet, and the date of the appraisal is not recorded on the appraisal worksheet.
- f. 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.
- g. Explain any errors found on the Summary of Coverage.
- h. Explain any commingled production. Refer to the LAM.
- i. Explain any entry for "Production Not to Count" in Section II, column 62, and/or any production not included in Section II, column 56 or column 49-52 entries. (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).
- j. Explain a "NO" checked in item 44, "Damage Similar to Other Farms in the Area."

- k. Attach a sketch map or aerial photograph to identify the total unit:
 - (1) If consent is or has been given to put part of the unit to another use. Indicate on the aerial photo or sketch map, the disposition of acreage destroyed or put to another use with or without consent
 - (2) If uninsured causes are present; or
 - (3) For unusual or controversial cases.
- l. Explain any difference 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.
- m. When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and date of inspection.
- n. Explain the reason for a "No Indemnity Due" claim. "No Indemnity Due" claims are to be distributed in accordance with AIP instructions.
- o. Explain any delayed notices or delayed claims as instructed in the LAM.
- p. Document any authorized estimated acres shown in Section I, column 19. Example: "Line 3 'E' acres authorized by AIP MM/DD/YYYY."
- q. Document the method and calculation used to determine acres for the unit. Refer to the LAM.
- r. 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.
- s. Explain any "0" potential (pecans with no market value).
- t. Explain the reason that any harvested production is unsold.
- u. Document the bidders' names, addresses and phone numbers who established the value of appraised production. Show the calculation of the market price.
- v. Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaning.
- w. Document any other pertinent information, including any data to support any factors used to calculate the production.

SECTION II – **DETERMINED** HARVESTED PRODUCTION

GENERAL INFORMATION:

- (1) Account for ALL HARVESTED PRODUCTION (for ALL ENTITIES sharing in the crop) except production appraised BEFORE harvest and shown in SECTION I because the quantity cannot be determined later.
- (2) For production commercially stored, sold, etc., enter the name and address of storage facility or buyer, as applicable in **columns 49** through **52**. For production otherwise disposed of, indicate the disposition (sold at roadside stand, etc.).
- (3) If additional lines are necessary, the data may be entered on a continuation sheet. **USE SEPARATE LINES FOR:**
 - (a) Different FIRST handlers (buyers). The insured must have maintained satisfactory records of ALL production sold or stored. Verify any records. In all localities, if the first handler was not a packer or processor, the production will be determined by the adjuster on the basis of available records.
 - (b) Separate commercial storage facilities.
 - (c) Unsold **harvested** production.
 - (d) Production sold directly to consumers.
 - (e) Varying shares; e.g., 50 percent and 75 percent shares on the same unit.
- (4) There will generally be no harvested production entries in items **47a** through **66** for preliminary inspections.

Verify or make the following entries:

**Item
No.**

Information Required

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

PRELIMINARY: MAKE NO ENTRY.

FINAL:

- a. The earlier of the date the ENTIRE acreage on the unit was (1) harvested, (2) totally destroyed, (3) put to other use, (4) a combination of harvested or 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. Refer to the LAM.

44. Damage Similar to Other Farms in the Area:

PRELIMINARY: MAKE NO ENTRY.

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

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

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

47b. Field ID:

- a. If only one practice and/or type of harvested production is listed in Section I, MAKE NO ENTRY.
- b. If more than one practice and/or type of harvested production is listed in Section I, enter for each practice/type the corresponding Orchard ID (from Section I, item "A").

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

- 49-52.** a. For harvested production sold or commercially stored, enter the name and address of the **buyer, packinghouse, processor, or storage facility** as applicable. Indicate if "sold" or "stored."
- b. For harvested, but unsold farm stored production enter "FARM STORED."
- c. For production that was direct marketed enter "DIRECT MARKETED."

53-55. MAKE NO ENTRY.

56. **Bu., Ton, Lbs., Cwt:** Circle "Lbs." in column heading. Enter total sold, stored, and direct marketed production in whole pounds, as separate line entries. Maintain a copy of invoices, sales tickets, etc. for the unit.

57 – 60b. MAKE NO ENTRY.

61. **Adjusted Production:** Enter value from Column "56."

62. **Production Not to Count:** Net production NOT to count, in whole pounds, WHEN ACCEPTABLE RECORDS IDENTIFYING SUCH PRODUCTION ARE AVAILABLE, from harvested acreage which has been assessed an appraisal of not less than the dollar amount of insurance per acre, or from other sources (e.g., uninsured acreage).

THIS ENTRY MUST NEVER EXCEED PRODUCTION SHOWN ON THE SAME LINE.
EXPLAIN ANY "PRODUCTION NOT TO COUNT" IN THE NARRATIVE.

63. **Production Pre-QA:** Result of subtracting the entry in Column "62" from Column "61," in whole pounds.

64a. **Value:** Transfer the weighted average value per pound from Item 15 of the appropriate Summary of Harvested Pecan Production Worksheet (in dollars and cents). Make separate line entries for sold production, unsold production (stored), varying shares on the same unit, and direct marketed production.

64b. **Mkt. Price:** MAKE NO ENTRY.

*** 65. **Quality Factor:** MAKE NO ENTRY.

66. **Production To Count:** Enter the result from multiplying Column "63" times Column "64a" rounded to whole dollars.

67. **Total:** Total of column 63. If no entry in column 63, MAKE NO ENTRY.

68. **Section II Total:**

PRELIMINARY: MAKE NO ENTRY.

FINAL: Enter the total of Column "66," in whole dollars.

69. **Section I Total:**

PRELIMINARY: MAKE NO ENTRY.

FINAL: Enter figure from Section I, Column "38" total.

70. Unit Total:

PRELIMINARY: MAKE NO ENTRY.

FINAL: Total of **68** and **69**, in whole dollars.

71. Allocated Prod: MAKE NO ENTRY.

72. Total APH Prod: MAKE NO ENTRY.

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

73. 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 Production Worksheet WITH THE INSURED, (or insured's authorized representative) particularly explaining codes, etc., that may not be readily understood.

Final indemnity inspections should be signed on the bottom line.

74. Adjuster's Signature, Code # and Date: Signature of adjuster, code number, and date signed **after** the insured (or insured's authorized representative) has signed. For an absentee insured, enter adjuster's code number ONLY. The signature and date will be entered AFTER the absentee has signed and returned the Production Worksheet.

Final indemnity inspections should be signed on bottom line.

75. Page:

PRELIMINARY: Page numbers – "1," "2," etc., at the time of inspection.

FINAL: Page numbers (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

PRODUCTION WORKSHEET

1. Crop/Code # Pecans 0020	2. Unit # 0001-0001-BU	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 Dec 10	5. Cause(s) of Damage Freeze	6. Insured Cause % 100	12. Additional Units	13. Est. Prod. Per Acre
9. Claim # xxxxxxx		11. Crop Year YYYY		
10. Policy # xxxxxxx		14. Date(s) Notice of Loss 1st MM/DD/YYYY 2nd Final MM/DD/YYYY		
15. Companion Policy(s) None				

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 Acreage	Appraised Potential	Moisture % Factor	Shell % Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count
A	NS		15	.500	D07	999				002			UH	UH	128	-----	.60	1152.00		1152.00		1152
B	NS		3.3	.750	D07	999				002			UH	UH	128	-----	.60	253.44		253.44		253
C	NS		4.2	.500	D07	999				002			H	H		-----						
39. TOTAL		22.5	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 type="checkbox"/> None <input checked="" type="checkbox"/>													42. TOTALS		1405.44	1405.44	1405		
41. Mycotoxins exceed FDA, State or other health organization maximum limits. Yes <input type="checkbox"/>																						

NARRATIVE (If more space is needed, attach a Special Report) **Buyer 1, Address 1; Buyer 2, Address 2; Buyer 3, Address 3**

Avg. Area Price = .60 (.55+.65+.60) ÷ 3 AMS Price = .58

SECTION II – DETERMINED HARVESTED PRODUCTION

43. Date Harvest Completed MM/DD/YYYY						44. Damage similar to other farms in the area Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						45. Assignment of Indemnity Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						46. Transfer of Right to Indemnity Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
A. MEASUREMENTS						B. GROSS PRODUCTION						C. ADJUSTMENTS TO HARVESTED PRODUCTION											
47a. 47b.	48.	49.	50.	51.	52.	53.	54.	55.	56.	57.	58a. 58b.	59a. 59b.	60a. 60b.	61.	62.	63.	64a. 64b.	65.	66.				
Share Field ID	Multi-Crop Code	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod.	By Ton (Lbs., Cwt.)	Shell/Sugar Factor	FM% Factor	Moisture % Factor	Test WT Factor	Adjusted Production	Prod. Not to Count	Production Pre-QA	Value Mkt. Price	Quality Factor	Production to Count				
.500	NS	AAA Buyer, 110 Main, Anycity, State							1200			-----	-----	-----	1200		1200	-----	.65	780			
67. TOTAL																1200	68. Section II Total		780				
69. Section I Total																		1405					
70. Unit Total																		2185					
71. Allocated Prod.																							
72. Total APH Prod.																							

11. REFERENCE MATERIAL

TABLE A - MINIMUM REPRESENTATIVE SAMPLE REQUIREMENTS

Number of Acres:	Select:
10.0 or Less	The lesser of 5 trees or 5% of the number of trees in the orchard (rounded to the nearest whole tree).
10.1 to 100.0	5 trees plus 1 tree per additional 10.0 acres.
100.1 or more	14 trees plus 1 tree per additional 100.0 acres.

TABLE B – NUMBER OF TREES PER ACRE

Distance Between Trees in the Row (Feet)

	15	20	25	30	35	40	45	50	55	60	65	70
15	194	145	116	97	83	73	65	58	53	48	45	41
20		109	87	73	62	54	48	44	40	36	34	31
25			70	58	50	44	39	35	32	29	27	25
30				48	41	36	32	29	26	24	22	21
35					36	31	28	25	23	21	19	18
40						27	24	22	20	18	17	16
45							22	19	18	16	15	14
50								17	16	15	13	12
55									14	13	12	11
60										12	11	10
65											10	10
70												9

For spacing not shown on the chart: Multiply the distance between trees in the row (nearest tenth of a foot) times the distance between rows (nearest tenth of a foot), and divide the result **into** 43,560 (number of sq. ft. in an acre) and round to the nearest whole number. Example: 38.0 ft. tree space times 62.0 ft. row space equals 2356 sq. ft. Then 43,560 divided by 2356 equals 18 trees per acre.