

United States  
Department of  
Agriculture



Federal Crop  
Insurance  
Corporation



Product  
Administration  
and Standards  
Division

FCIC-25270 (11-2010)  
FCIC-25270-1 (07-2011)

# MACADAMIA TREE LOSS ADJUSTMENT STANDARDS HANDBOOK

**2012 and Succeeding Crop Years**





# MACADAMIA TREE LOSS ADJUSTMENT STANDARDS HANDBOOK

## SUMMARY OF CHANGES/CONTROL CHART (Continued)

- H. Page 22, subsection 8 C: Revised Production Worksheet “Narrative” instructions for documenting destruction orders.

Control Chart For: Macadamia Tree Loss Adjustment Standards Handbook						
	SC Page(s)	TC Page(s)	Text Page(s)	Reference Material	Date	Directive Number
Remove	1-2	1-2	5-14 19-22		11-2010 11-2010	FCIC-25070 FCIC-25070
Insert	1-2	1-2	5-14.3 19-22		07-2011 07-2011	FCIC-25070-1 FCIC-25070-1
Current Index	1-2	1-2	1-4 5-14.3 15-18 19-22 23-25	26	07-2011 11-2010 07-2011 11-2010 07-2011 11-2010	FCIC-25270-1 FCIC-25070 FCIC-25070-1 FCIC-25070 FCIC-25070-1 FCIC-25070

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**Orchard A.** Overhead view of orchard and damage/destruction. Scope of damage is conducive to a representative sample appraisal.

x	☒	x	☒	x	x	x
☒	x	x	x	x	☒	x
x	x	☒	x	x	x	x
x	☒	x	x	☒	x	☒
x	x	x	x	x	x	x

**Orchard B.** Overhead view of orchard and damage/destruction. Scope of damage is conducive to a tree count appraisal.

☒	☒	☒	x	x	x
☒	☒	☒	x	x	x
☒	☒	☒	x	x	x
x	x	x	x	x	x
x	x	x	x	x	x

x = Macadamia Tree

☒ = Damaged/destroyed Macadamia Tree  
Diagram and tree spacings are not to scale.

**B. RESPRESENTATIVE SAMPLE APPRAISALS**

(1) **General Information.**

- (a) Use **TABLE A** to determine which tree (i.e., every 5th tree or every 10th tree) to select as a representative sample tree.
- (b) Use the procedures in subsection 4 B, herein, to select representative sample trees.
- (c) Do not include trees damaged by uninsured causes when determining the actual percent of damage. If the sample tree in sequence (i.e., every 5th or 10th tree) is damaged by uninsured causes, skip this tree and select the next tree in the row that is not damaged by uninsured causes.
- (d) The adjuster should complete tree counts and damage assessments first. Document all tree counts (including trees that are either damaged or destroyed) in Part III of the appraisal worksheet. Then, complete Part II of the appraisal worksheet using the information obtained from Part III.

(2) **Appraisal Method.** Document each representative sample tree in the unit/plot (including damaged and destroyed trees) on the applicable line entry of the appraisal worksheet. Examine each representative sample tree and determine if the tree is either damaged or destroyed by insured causes.

- (a) **Damaged Trees.** When a representative sample tree has suffered damage due to insured causes:

- 1 First, count the number of damaged scaffold limbs. Then, count the total number of scaffold limbs on the sample tree. Divide the number of damaged scaffold limbs by the total number of scaffold limbs on the sample tree to calculate the percent damage (refer to the example below).

**EXAMPLE:**

Tree #1: 3 damaged limbs ÷ 10 total scaffold limbs = 30% damage
Tree #2: 3 damaged limbs ÷ 8 total scaffold limbs = 38% damage
Tree #3: 3 damaged limbs ÷ 9 total scaffold limbs = 33% damage

- 2 Record the percent damage, rounded to two decimal places, (e.g., .30, .38, or .33, etc.) due solely to insurable causes in Part II of the appraisal worksheet.

(b) **Destroyed Trees.**

- 1 If a tree is damaged by insured causes to the extent that replacement (including grafts) is required, identify the tree as destroyed on the appraisal worksheet.
- 2 If no grafts are viable (alive), the tree is considered destroyed even if the rootstock is still viable.
- 3 Units/plots with over 80 percent actual damage from insurable causes will be considered destroyed (100 percent damaged).

(3) **Calculating the Applicable Percent of Loss.** The information contained in (a) through (h) below track with the calculations in part II of the appraisal worksheet.

- (a) For each unit or plot, enter the total number of trees per unit and the total number of trees sampled.
- (b) Tally the number of trees destroyed. Divide the number of trees destroyed by the total number of trees sampled to calculate the percent loss.
- (c) Tally the number of trees damaged. Divide the number of trees damaged by the total number of trees sampled to calculate the percent of tree limb damage.
- (d) Tally the total percent damage from all trees. Divide the total percent of damage from all trees by the number of trees damaged to calculate the percent of limb loss. Multiply the percent of tree limb damage times the percent of limb loss.
- (e) Add the percent loss to the result from (d) to calculate the total percent loss.
  - 1 If the total percent loss is greater than 80 percent no additional calculations are necessary, the unit loss is considered 100 percent damaged.
  - 2 If the total percent loss is 80 percent or less, complete items (f), (g), and (h) below.
- (f) Calculate the deductible by subtracting the coverage level elected from 1.000 (e.g., if the coverage level is 0.750, then  $1.000 - 0.750 = 0.250$  deductible).
- (g) Subtract the deductible from the total percent loss (e.g.,  $0.556 - 0.250 = 0.306$ ).
- (h) Divide the result from (g) by the applicable coverage percent to calculate the “Applicable % Loss.”

## **C. TREE COUNT APPRAISALS**

- (1) **General Information.** Use the Tree Count Appraisal method when insured macadamia tree damaged/destruction is in widely dispersed areas or concentrated in specific areas within the plot or unit. Use this method to determine the number of damaged/destroyed trees and the “Applicable % Loss” as described below.
- (2) **Appraisal Method.**
  - (a) **Determine Number of Insured Trees.** Determine the total number of insured trees in the plot/unit being appraised. Refer to the PAW, PAIR, or other documentation, as applicable, to confirm the total number of insurable trees.
  - (b) **Determine Number of Damaged/Destroyed Trees.** Count the actual number of damaged/destroyed trees in the plot/unit due to insured causes. Do not count trees damaged by uninsured causes or trees that are uninsurable.
    - 1 Destroyed trees: Are trees with over 80% damage.
    - 2 Damaged trees: Determine percent damage in accordance with procedures in subsection 5 B (2) (a).
- (3) **Appraisal Worksheet Entries.** Document the number of insured trees, damaged, and destroyed trees in Part III of the appraisal worksheet. Calculate the “Applicable % Loss” in accordance with the appraisal worksheet item entry instructions in subsection 7 C, herein.

## **6. APPRAISAL DEVIATIONS AND MODIFICATIONS**

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### **A. DEVIATIONS**

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

### **B. MODIFICATIONS**

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

## **7. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES**

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### **A. WORKSHEET STANDARDS**

- (1) The entry items in subsection C are the minimum requirements for the Macadamia Tree Worksheet (hereafter referred to as the “Worksheet”). 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 worksheet 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 exhibit. The current Nondiscrimination and Privacy Act statements can be found on the RMA website at <http://www.rma.usda.gov/regs/required.html>.
- (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**

- (1) Separate worksheets are required for each plot or age group in the unit, as applicable.
- (2) Include the AIP’s name in the worksheet title if not pre-printed on the worksheet.
- (3) Include the claim number on the worksheet (when required by the AIP) when a worksheet entry is not provided.

**C. WORKSHEET ENTRIES AND COMPLETION INFORMATION**

Verify or make the following entries:

**Item  
No.**

**Information Required**

**Company Name:** Name of AIP, if not pre-printed on the worksheet.

**Claim Number:** Claim Number as assigned by the AIP, if required.

**PART I**

1. **Name of Insured:** 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. **County:** Name of county where the macadamia trees are physically located.
4. **Unit Identification:** Unit number from the Summary of Coverage after it is verified to be correct.
5. **Type:** Appropriate variety name (e.g., Keauhou, etc.).
6. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim has been filed.

## PART II

7. **Sample Plot (Number):** Applicable plot number.
8. **Number of Trees/Unit:**
- a. **Representative Sample Appraisals:** Split the column in half and enter the applicable number of trees as follows:
    - (1) In the top half, record the total number of insured trees counted in the plot or unit.
    - (2) In the bottom half, record the number of representative sample trees in the plot. Transfer entry from either column 25 “Totals” on the appraisal worksheet; or, column 25 “Grand Total” on the continuation sheet, as applicable.
  - b. **Tree Count Appraisals:** Record the number of insured trees in the plot or unit being appraised. Transfer entry from either column 25 “Totals” on the appraisal worksheet; or, column 25 “Grand Total” on the continuation sheet, as applicable.
9. **Acres:** Total number of acres in the plot or unit, rounded to tenths.
10. **Year Setout:** Month and year (e.g., MM/YYYY) trees were set out, obtain dates from the Macadamia Orchard Report or Summary of Coverage, etc., as applicable. Make no entry if there are more than one age group of trees in the unit or plot being appraised and the exact age and location of the individual trees cannot be determined from a plat map or producer records.
11. **% Value:** Whole dollar amount of insurance per acre from the Summary of Coverage. Make no entry if there are more than one age group of trees in the plot or unit being appraised and the exact age and location of the individual trees cannot be determined from a plat map or producer records.
12. **Number Of Trees Destroyed:** Transfer entry from either column 26 “Totals” on the appraisal worksheet; or, column 26 “Grand Total on the continuation sheet, as applicable. Enter “0” (zero) if there are no destroyed trees in the plot or unit.
- a. **Representative Sample Appraisals:** Total number of sample trees destroyed.
  - b. **Tree Count Appraisals:** Total number of trees destroyed.
13. **Percent Loss (12 ÷ 8):** Make the following percentage entries as a three-place decimal (e.g.,  $55 \div 120 = 0.458$ ). Enter “0” (zero) if there are no destroyed trees in the plot or unit.
- a. **Representative Sample Appraisals:** Column 12 divided by column 8 below the line (number of sample trees).
  - b. **Tree Count Appraisals:** Column 12 divided by column 8.

14. **Trees Damaged:** Total number of sample trees damaged for the appraisal. Transfer entry from either column 27, “Totals,” on the appraisal worksheet or column 27, “Grand Total,” on the continuation sheet, as applicable.
15. **% of Trees Limb Damage (14 ÷ 8):** Make the following percentage entries as a three-place decimal (e.g.,  $19 \div 120 = 0.158$ ).
- a. **Representative Sample Appraisals:** Column 14 divided by column 8 below the line (number of sample trees).
- b. **Tree Count Appraisals:** Column 14 divided by column 8.
16. **No. of Trees Damaged:** Transfer entry from column 14.
17. **% Totals:** Total percent of damage from all trees in the plot. Transfer entry from either column 29 “Totals” on the appraisal worksheet; or, column 29 “Grand Totals” on the continuation sheet, as applicable (e.g.,  $0.60 + 0.70 + 0.75 \dots + 0.60 = 11.75$ ).
18. **% of Limb Loss (17 ÷ 16):** Column 17 divided by column 16. Enter percent results as a three-place decimal (e.g.,  $11.75 \div 19 = 0.618$ ).
19. **(15 x 18):** Column 15 multiplied by column 18. Enter percentage results as a three-place decimal (e.g.,  $0.158 \times 0.618 = 0.098$ ).
20. **Total % Loss (13 + 19):** Column 13 plus column 19. Enter percentage results as a three-place decimal (e.g.,  $0.458 + 0.098 = 0.556$ ).
- If the entry in column 20 is over 80 percent, make no entries in columns 21 through 23. Enter 1.000 as the Applicable % Loss (column 24). If column 20 entry is less than or equal to 80 percent, complete columns 21 through 24.**
21. **Applicable % (Level):** (Deductible) Enter the applicable deductible percent level as a three-place decimal, calculated by subtracting the coverage level percent from 1.000 (e.g., 75% coverage level, calculate as follows:  $1.000 - 0.750 = 0.250$ ).
22. **(20 minus 21):** Column 20 minus column 21. Enter percentage results as a three-place decimal (e.g.,  $.556 - .250 = 0.306$ ).
23. **Applicable % (Level):** (Coverage Level) Enter the applicable coverage level percent as a three-place decimal (e.g., 75 percent coverage level is entered as 0.750).
24. **Applicable % Loss:** Column 22 divided by column 23. Enter percentage results as a three-place decimal (e.g.,  $0.306 \div 0.750 = 0.408$ ).

### PART III

25. **Number:**
- a. **Representative Sample Appraisals:** Make a check mark (✓) for each representative sample tree in the plot or unit.

b. **Tree Count Appraisals:** Make a check mark (✓) for each insurable tree in the plot or unit.

26. **Destroyed:**

a. **Representative Sample Appraisals:** Make a check mark (✓) for each representative sample tree destroyed in the plot or unit. If tree is not destroyed, make no entry.

b. **Tree Count Appraisals:** Make a check mark (✓) for each destroyed tree in the plot or unit.

27. **Damaged:** Make a check mark (✓) for each tree with percent damage entry in column 29. If such tree is not damaged, make no entry.

28. **Number Trees:** MAKE NO ENTRY.

29. **% Damage per Tree:** Divide the number of scaffold limbs damaged by insured causes, by the total number of scaffold limbs on the representative sample tree. Enter percent damage as a two-place decimal.

**Totals: Appraisal Worksheet:** Tally all entries in columns 25, 26, 27, and 29.

**Continuation Sheet:** Tally all entries in columns 25, 26, 27, and 29 for the page. If there are entries on an appraisal worksheet, transfer entries from the worksheet “Totals” for columns 25, 26, 27, and 29 and enter in the “Previous Totals” entry of the continuation sheet. Enter the cumulative totals from the appraisal worksheet and continuation sheet(s) in the “Grand Total” entry for columns 25, 26, 27, and 29, as applicable on the last continuation sheet.

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

30. **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.

31. **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 an 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.

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

COMPANY NAME: <i>Any Company</i>	CLAIM NO.: <i>XXXXXXX</i>	<b>PART I:</b>								
<b>MACADAMIA TREE WORKSHEET</b> (For Illustration Purposes Only)		1. NAME OF INSURED <i>I. M. Insured</i>			2. POLICY NO. <i>XXXXXXXXX</i>			3. COUNTY <i>Hawaii</i>		
		4. UNIT IDENTIFICATION <i>0001-0001BU</i>			5. TYPE <i>Keauhou</i>			6. CROP YEAR <i>YYYY</i>		

TREES DESTROYED								LIMB DAMAGE													
Sample Plot (Number)	Number of Trees/Unit	Acres	Year Setout	% Value	Number of Trees Destroyed	Percent Loss (12 ÷ 8)	Trees Damaged	% of Trees Limb Damage (14 ÷ 8)	No. of Trees Damaged	% Totals	% of Limb Loss (17 ÷ 16)	(15 x 18)	Total % Loss (13 + 19)	Applicable % Level	(20 - 21)	Applicable % (Level)	Applicable % Loss				
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
<b>A</b>	<i>1200</i> <i>120</i>	<i>25.0</i>	<i>MM/YYYY</i>	<i>3,478</i>	<i>55</i>	<i>0.458</i>	<i>19</i>	<i>0.158</i>	<i>19</i>	<i>11.75</i>	<i>0.618</i>	<i>0.098</i>	<i>0.556</i>	(-)	<i>0.250</i>	(=)	<i>0.306</i>	(÷)	<i>0.750</i>	(=)	<i>0.408</i>
<b>B</b>														(-)	(=)	(÷)	(=)				
<b>C</b>														(-)	(=)	(÷)	(=)				
<b>D</b>														(-)	(=)	(÷)	(=)				

<b>PART III:</b>																									
TREES			DAMAGE		TREES			DAMAGE		TREES			DAMAGE		TREES			DAMAGE		TREES			DAMAGE		
25	26	27	28	29	25	26	27	28	29	25	26	27	28	29	25	26	27	28	29	25	26	27	28	29	
NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE	
1	✓	✓			19	✓				37	✓				55	✓				73	✓				
2	✓	✓			20	✓	✓		<i>.60</i>	38	✓	✓		<i>.50</i>	56	✓				74	✓				
3	✓	✓			21	✓	✓		<i>.70</i>	39	✓	✓		<i>.55</i>	57	✓				75	✓		✓	<i>.60</i>	
4	✓	✓			22	✓	✓		<i>.75</i>	40	✓	✓		<i>.45</i>	58	✓				76	✓		✓	<i>.60</i>	
5	✓	✓			23	✓	✓		<i>.65</i>	41	✓	✓		<i>.60</i>	59	✓				77	✓		✓	<i>.70</i>	
6	✓	✓			24	✓	✓		<i>.70</i>	42	✓	✓		<i>.45</i>	60	✓				78	✓		✓	<i>.65</i>	
7	✓	✓			25	✓				43	✓				61	✓				79	✓		✓	<i>.60</i>	
8	✓	✓			26	✓	✓			44	✓	✓			62	✓				80	✓				
9	✓	✓			27	✓	✓			45	✓	✓			63	✓				81	✓				
10	✓	✓			28	✓	✓			46	✓	✓			64	✓	✓			82	✓				
11	✓	✓			29	✓	✓			47	✓	✓			65	✓	✓			83	✓				
12	✓	✓			30	✓	✓			48	✓	✓			66	✓	✓			84	✓				
13	✓				31	✓	✓			49	✓	✓			67	✓	✓			85	✓	✓			
14	✓				32	✓	✓			50	✓	✓			68	✓	✓			86	✓	✓			
15	✓				33	✓	✓			51	✓	✓			69	✓	✓			87	✓	✓			
16	✓				34	✓				52	✓				70	✓	✓			88	✓	✓			
17	✓				35	✓				53	✓				71	✓	✓			89	✓				
18	✓				36	✓				54	✓				72	✓				90	✓				
<b>TOTALS</b>																				<b>90</b>	<b>40</b>	<b>15</b>	<b>9.10</b>		

**Example Representative Sample Appraisal**

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

COMPANY NAME <i>Any Company</i>	CLAIM NO. XXXXXXXX	<b>PART I:</b>	
<b>MACADAMIA TREE WORKSHEET</b> (Continuation Page) (For Illustration Purposes Only)		1. NAME OF INSURED <i>I. M. Insured</i>	2. POLICY NO. XXXXXXXX
		4. UNIT IDENTIFICATION <i>0001-0001BU</i>	5. TYPE <i>Keauhou</i>
		3. COUNTY <i>Hawaii</i>	
		6. CROP YEAR YYYY	

APPRAISAL WORKSHEET (Continued from Part III)																										
TREES			DAMAGE		TREES			DAMAGE		TREES			DAMAGE		TREES			DAMAGE		TREES			DAMAGE			
25	26	27	28	29	25	26	27	28	29	25	26	27	28	29	25	26	27	28	29	25	26	27	28	29		
NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE		
1	✓		✓	.70	31					61					91					116						
2	✓		✓	.60	32					62					92					117						
3	✓		✓	.75	33					63					93					118						
4	✓		✓	.60	34					64					94					119						
5	✓				35					65					95					120						
6	✓				36					66					96					121						
7	✓	✓			37					67					97					122						
8	✓				38					68					98					123						
9	✓				39					69					99					124						
10	✓	✓			40					70					100					125						
11	✓	✓			41					71					101					126						
12	✓	✓			42					72					102					127						
13	✓	✓			43					73					103					128						
14	✓	✓			44					74					104					129						
15	✓	✓			45					75					105					130						
16	✓	✓			46					76					106					131						
17	✓	✓			47					77					107					132						
18	✓	✓			48					78					108					133						
19	✓	✓			49					79					109					134						
20	✓	✓			50					80					110					135						
21	✓	✓			51					81					111					136						
22	✓	✓			52					82					112					137						
23	✓	✓			53					83					113					138						
24	✓				54					84					114					139						
25	✓				55					85					115					140						
26	✓				56					86																
27	✓				57					87																
28	✓				58					88																
29	✓				59					89																
30	✓				60					90																
																				TOTAL		30	15	4		2.65
																				PREVIOUS TOTAL		90	40	15		9.10
																				GRAND TOTAL		120	55	19		11.75

### Example Representative Sample Appraisal

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

COMPANY NAME: CLAIM NO.:	<b>PART I:</b>														
<b>MACADAMIA TREE WORKSHEET</b>	1. NAME OF INSURED <i>I. M. Insured</i>					2. POLICY NO. <i>XXXXXXXX</i>					3. COUNTY <i>Hawaii</i>				
	4. UNIT IDENTIFICATION <i>0002-0001BU</i>					5. TYPE <i>Keauhou</i>					6. CROP YEAR <i>YYYY</i>				

TREES DESTROYED												LIMB DAMAGE									
Sample Plot (Number)	Number of Trees/Unit	Acres	Year Setout	% Value	Number of Trees Destroyed	Percent Loss (12 ÷ 8)	Trees Damaged	% of Trees Limb Damage (14 ÷ 8)	No. of Trees Damaged	% Totals	% of Limb Loss (17 ÷ 16)	(15 x 18)	Total % Loss (13 + 19)	Applicable % Level	(20 -21)	Applicable % (Level)	Applicable % Loss				
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
<i>F-1</i>	<i>90</i>	<i>3.0</i>	<i>YYYY</i>	<i>2,393</i>	<i>35</i>	<i>0.389</i>	<i>15</i>	<i>0.167</i>	<i>15</i>	<i>8.60</i>	<i>0.573</i>	<i>0.096</i>	<i>0.485</i>	(-)	<i>0.350</i>	(=)	<i>0.135</i>	(-)	<i>0.650</i>	(=)	<i>0.208</i>
														(-)	(=)	(-)	(=)				
														(-)	(=)	(-)	(=)				
														(-)	(=)	(-)	(=)				

<b>PART III:</b>																									
TREES			DAMAGE		TREES			DAMAGE		TREES			DAMAGE		TREES			DAMAGE		TREES			DAMAGE		
25	26	27	28	29	25	26	27	28	29	25	26	27	28	29	25	26	27	28	29	25	26	27	28	29	
NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE	NUMBER	DESTROYED	DAMAGED	NUMBER TREES	% DAMAGE PER TREE	
1	✓	✓			19	✓	✓			37	✓	✓			55	✓	✓			.70	73	✓	✓		
2	✓	✓			20	✓	✓			38	✓	✓			56	✓	✓			.50	74	✓	✓		
3	✓	✓			21	✓	✓			39	✓	✓			57	✓	✓			.60	75	✓			
4	✓	✓			22	✓	✓			40	✓				58	✓	✓			.50	76	✓			
5	✓	✓			23	✓	✓			41	✓				59	✓	✓			.40	77	✓			
6	✓	✓			24	✓				42	✓				60	✓	✓			.40	78	✓		✓	.60
7	✓	✓			25	✓				43	✓				61	✓	✓			.40	79	✓		✓	.70
8	✓	✓			26	✓				44	✓				62	✓					80	✓		✓	.60
9	✓	✓			27	✓				45	✓	✓			63	✓					81	✓		✓	.60
10	✓	✓			28	✓				46	✓	✓			64	✓					82	✓		✓	.70
11	✓				29	✓				47	✓	✓			65	✓					83	✓			
12	✓				30	✓	✓			48	✓	✓			66	✓					84	✓			
13	✓				31	✓	✓			49	✓	✓			67	✓					85	✓			
14	✓				32	✓	✓			50	✓				68	✓					86	✓			
15	✓				33	✓	✓			51	✓				69	✓					87	✓			
16	✓				34	✓	✓			52	✓	✓		.60	70	✓	✓				88	✓			
17	✓				35	✓	✓			53	✓	✓		.60	71	✓	✓				89	✓			
18	✓				36	✓	✓			54	✓	✓		.70	72	✓	✓				90	✓			

**Example Tree Count Appraisal**

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

<b>TOTALS</b>	<b>90</b>	<b>35</b>	<b>15</b>	<b>8.60</b>
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## **8. PRODUCTIONWORKSHEET ENTRIES AND COMPLETION PROCEDURES**

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### **A. WORKSHEET STANDARDS**

- (1) The entry items in subsection C are the minimum Production Worksheet requirements. All of these entry items are considered “Substantive,” (i.e., they are required.)
- (2) 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 Nondiscrimination statements are required statements that must be printed on the form or provided as a separate document. Such statements can be found on the RMA website at <http://www.rma.usda.gov/regs/required.html>.
- (4) The DSSH requires the following certification information on the form directly above the insured’s signature block.

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.

- (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 INFORMATION**

- (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 as described in the LAM).

23. **Class:** Three-digit code number, entered exactly as specified on the actuarial documents for the applicable Range Class. 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 the actuarial documents do not contain class information, MAKE NO ENTRY.
- 24.-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). If actuarial documents do not contain irrigated practice information, MAKE NO ENTRY.
27. 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.
- 29.-30. MAKE NO ENTRY.
31. **Appraised Potential:** Line through column heading and enter “Ref. Max. Dollar Amt.” Enter the applicable “Reference Maximum Dollar Amount” in whole dollars per acre. If the stand is less than 90 percent, based on the original planting pattern, verify that the dollar amount of insurance was reduced 1 percent for each percent below 90 percent. Enter such reduced amount and explain in the Narrative. Refer to the Summary of Coverage and actuarial documents for applicable information.
- 32a.-33. MAKE NO ENTRY.
34. **Production Pre QA:** Line through column heading and enter “Amt. of Ins.” Column 19 multiplied by column 31, results in whole dollars. If no entry in column 31, MAKE NO ENTRY.
35. **Quality Factor:** Make percent entry as a three-place decimal (e.g., enter 59.2% as 0.592, etc.). Explain in the Narrative if such 0.000 factor is for an appraisal or destruction order, as applicable.
- a. **For Appraisals:** Line through column heading and enter “% Undamaged.” 1.000 minus Applicable Percent Loss from column 24 on the Appraisal Worksheet. Record calculation in the Narrative (e.g., 1.000 - 0.408 (% damaged) = 0.592 (% undamaged)).
  - b. **For Destruction Orders:** Under section 15 (j) of the Basic Provisions, if due to insured causes, a Federal or State agency has ordered the appraised insured crop or production to be destroyed, enter the factor “.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 LAM paragraphs 96 J (2) and 102 A for additional information.

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36. **Production Post-QA:** Column 34 multiplied by column 35 results rounded to in whole dollars.
37. **Unins. Causes:** Refer to the LAM when a hail fire exclusion is in effect. Enter hail and fire exclusion appraisal per acre in whole dollars; otherwise, MAKE NO ENTRY. Document in the Narrative any tree damaged due to uninsured causes as a percent.
38. **Total to Count:** Column 36 plus column 37, results in whole dollars.
39. **Total:** Total determined acres to tenths from column 19.
40. **Quality:** Check the applicable qualifying quality adjustment condition(s) affecting the unit's appraised and harvested production (refer to the Crop Provisions and Special Provisions) in the Table below.

**Qualifying Quality Adjustment Conditions Table**

TW (Test Weight)
KD (Total Defects)
Aflatoxin
Vomitoxin
Fumonisin
Garlicky
Dark Roast
Sclerotinia
Ergoty
CoFo (Commercially Objectionable Foreign Material)
Other
None

- a. Check "Other" if the identified injurious substances or conditions, for which a destruction order was issued, are not listed above. For mycotoxins, refer to item 41 below. Refer to the Narrative instructions for documentation requirements.
- b. Otherwise, check "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 FDA, State, or other health organization maximum limits; otherwise, leave blank. Refer to the Narrative for documentation requirements.
42. **Totals:** Total of columns 34, 36, 37 and 38, in whole dollars, if there is an entry in the respective columns; otherwise, MAKE NO ENTRY.

## **NARRATIVE:**

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

- a. 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 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 was 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 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 column 62 and/or any production not included in column 56 entries (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit, etc.).
- j. Explain a “No” checked in column 44.
- 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;
  - (2) If uninsured causes are present; or
  - (3) For unusual or controversial cases.

Indicate on the aerial photograph or sketch map, the disposition of acreage destroyed or put to other use or without consent.

- l. 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.
- 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 the AIP’s instructions.

- o. Explain any delayed notices or delayed claims as instructed in the LAM.
- p. Document any authorized estimated acres shown in column 19 as instructed in the LAM.
- 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 loss is listed as insects or disease. Explain why control measures did not work.
- s. Document any other pertinent information, including any data to support any factors used to calculate the production, etc.
- t. For crop ordered destroyed by a Federal or State agency due to the presence of injurious substances or conditions, document the following (if additional space is needed use a Special Report form):
  - (1) Identity of injurious substance or condition.
  - (2) Circumstances in which the crop was affected by such injurious substance or condition.
  - (3) Date crop was destroyed and method of such destruction.
  - (4) As applicable, attach the following to the Production Worksheet:
    - a. A completed Certification Form,
    - b. A copy of such destruction order, and
    - b. A copy of laboratory test results that confirms the presence of injurious substances or conditions.
  - (5) Refer to the LAM for additional documentation requirements.