



United States  
Department of  
Agriculture



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Insurance  
Corporation

FCIC-25640 (11-2019)

# **PECAN REVENUE LOSS ADJUSTMENT STANDARDS HANDBOOK**

## **2020 and Succeeding Crop Years**



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

<b>TITLE: PECAN REVENUE LOSS ADJUSTMENT STANDARDS HANDBOOK</b>	<b>NUMBER: FCIC-25640</b>
<b>EFFECTIVE DATE: 2020 and Succeeding Crop Years</b>	<b>ISSUE DATE: November 25, 2019</b>
<b>SUBJECT:</b>  <b>Provides procedures and instructions for administering the Pecan Revenue crop insurance program</b>	<b>OPI: Product Administration and Standards Division</b>
	<b>APPROVED:</b>  <i>/s/ Richard Flournoy</i>  <b>Deputy Administrator for Product Management</b>

**REASON FOR ISSUANCE**

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

1. Revised the handbook to incorporate the most recent FCIC loss adjustment handbook standards format and standard language. Many paragraphs and sections within the handbook were rewritten or relocated to increase clarity and understanding. Throughout the handbook, references were revised to reflect the new handbook format, removal and rearrangement of various sections and tables. Throughout the amended pages, changes were made to correct spelling, punctuation, formatting and to correct subparagraph and section numbering.
2. Reformatted the handbook into Parts, paragraphs, subparagraphs, sections, subsections and exhibits in accordance with the new handbook standards format.

# PECAN REVENUE LOSS ADJUSTMENT STANDARDS HANDBOOK

## CONTROL CHART

Pecan Revenue Loss Adjustment Standards Handbook							
	TP Page(s)	TC Page(s)	Text Page(s)	Exhibit Number	Exhibit Page(s)	Date	Directive Number
Remove	Entire Handbook						
Current Index	1-2	1-2	1-11	1-6	12-39	10-2019	FCIC-25640

## FILING INSTRUCTIONS

This handbook replaces the 2014 Pecan Revenue Loss Adjustment Standards Handbook, FCIC-25640 (10-2013). This handbook is effective for the 2020 and succeeding crop years and is not retroactive to any 2019 or prior crop year determinations.

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**(RESERVED)**

# PART 1 GENERAL INFORMATION AND RESPONSIBILITIES

## 1 General Information

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### A. Purpose and Objective

The RMA issued loss adjustment standards for this crop are the official standard requirements for adjusting losses in a uniform and timely manner. The RMA issued standards for this crop and crop year are in effect as of the signature date for this crop handbook located at: [www.rma.usda.gov/Policy-and-Procedure/Loss-Adjustment-Standards---25000](http://www.rma.usda.gov/Policy-and-Procedure/Loss-Adjustment-Standards---25000).

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

### B. Related Handbooks

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

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

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

### C. CAT Coverage

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

## 2 AIP Responsibilities

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### A. Utilization of Standards

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

**B. Form Distribution**

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

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

**C. Record Retention**

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

**D. Form Standards**

- (1) The entry items in exhibits 3 - 5 are the minimum requirements for the Appraisal Worksheets, Summary of Harvested Production Worksheet, and the Claim Form (hereafter referred to as "Production Worksheet"). All entry items are "Substantive", (they are required).
- (2) The Privacy Act and Non-Discrimination statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown on the example form(s) in exhibits 3 - 5. The current Non-Discrimination Statement and Privacy Act Statement can be found on the RMA website at: [www.rma.usda.gov/About-RMA/Laws-and-Regulations/Required-Statements](http://www.rma.usda.gov/About-RMA/Laws-and-Regulations/Required-Statements) or successor website.
- (3) The certification statement required by the current DSSH must be included on the Production Worksheet directly above the insured's signature block immediately followed by the statement below:

"I understand the certified information on this Production Worksheet will be used to determine my loss, if any, to the above unit. The insurance provider may audit and approve this information and supporting documentation. The Federal Crop Insurance Corporation, an agency of the United States, subsidizes and reinsures this crop insurance."

- (4) Refer to the DSSH for other crop insurance form requirements (such as point size of font, and so forth).

**3-10 (Reserved)**

## PART 2 POLICY INFORMATION

### 11 Insurability

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#### A. General Information

- (1) This section lists most insurability requirements for pecans. Refer to the BP, CP, and SP for a complete list of insurability requirements.
- (2) AIPs shall determine if the insured has complied with all of the policy provisions of the insurance contract.

#### B. Insured Crop

The insured crop will be all the pecans in the county:

- (1) that are grown for harvest as pecans;
- (2) in which the insured has a share;
- (3) for which a premium rate is provided by the actuarial documents;
- (4) that are in an orchard that consists of a minimum of one (1) contiguous acre unless allowed by written agreement;
- (5) that are grown in an orchard that, if inspected, is considered acceptable by the AIP;
- (6) that are grown on trees that have produced at least 600 pounds of pecans in-shell per acre (or an amount provided in the SP) in at least one of the previous four crop years, unless allowed by written agreement. This amount of production must be achieved subsequent to any top work that occurs within a unit;
- (7) that are grown on varieties or a grouping of varieties within a unit that are not designated as uninsurable in the SP;
- (8) that are **not** (unless allowed by the SP or by written agreement):
  - (a) Grown on trees that have been hedged;
  - (b) Direct marketed to consumers; or
  - (c) Interplanted with another perennial crop.

#### C. Unit Division

- (1) Unless acreage is removed or the insured fails to provide acceptable records necessary to determine a loss, for both years of the two-year coverage module a unit will be:
  - (a) An enterprise unit as defined in section 1 of the BP and section 2 of the CP;
  - (b) A basic unit as defined in Section 1 of the BP; and
  - (c) Optional units as defined in the CP.

## **11 Insurability (Continued)**

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### **C. Unit Division (continued)**

- (2) Unit structure will be determined when acreage is reported, but may be adjusted or combined when adjusting a loss. However, no further unit division may be made after the acreage reporting date of the first year of the two-year coverage module for any reason. If the insured is unable to provide separate acceptable records at the time of loss for any:
  - (a) optional unit, the units must be combined to reflect the structure for which production records are available.
  - (b) basic unit, commingled production or revenue must be allocated to each basic unit in proportion to the liability on the harvested acreage for each unit.
- (3) For more information on unit structure, refer to the CP, CIH, BP, and the LAM.

**12-20 (Reserved)**

## PART 3 APPRAISALS

### 21 Pecan Appraisals

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#### A. General Information

- (1) Potential production for all types of inspections will be appraised in accordance with the procedures specified in this handbook and 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 SP 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) Refer to the BP for more information regarding the requirements for filing a "notice of damage or loss."
- (5) The insured must not sell, destroy or dispose of the damaged crop until after the AIP has given written consent to do so.
- (6) 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.
- (7) AIP representatives will set appraisal dates whenever possible after the crop has reached maturity.

## 21 Pecan Appraisals (Continued)

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### B. Selecting Representative Samples for Appraisals

- (1) Make a general examination of all acreage in the unit. Determine the number and general location of trees used as representative samples based on:
  - (a) Total acreage and number of trees;
  - (b) Extent of variation in the amount of production or damage within the acreage and location of the nuts on the tree;
  - (c) Percent of each variety in the acreage;
  - (d) Tree age, size, density, planting pattern, and vigor;
  - (e) 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
  - (f) Whether or not any areas have been partially harvested.
- (2) 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 sub-orchards, and appraise each orchard or sub-orchard separately.
- (3) Use as many sample trees as necessary to accurately determine potential production, but not less than the minimum required in exhibit 6, **Table A** (Minimum Representative Sample Requirements) for each orchard or sub-orchard.
- (4) The Random Path Appraisal Method (RPAM) may be used at the discretion of the AIP to appraise the crop production. The RPAM can be found on the RMA website or successor website. Use this method in lieu of appraisal methods in the Pecan Revenue crop loss adjustment handbook, as applicable.

## 22 Appraisal Methods

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### 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.

## 22 Appraisal Methods (Continued)

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### B. Harvested Sample from Representative Trees

- (1) The loss adjuster shall:
  - (a) Arrange with the insured to harvest nuts on the ground under the representative trees after the crop has reached maturity.
  - (b) Arrange with the insured to jointly determine the trees to be selected for this representative sample.
  - (c) Make a sketch map of the orchard and mark the sample trees by row number and tree count within the chosen row.
  - (d) Use the production from the representative trees to determine the appraisal.
  - (e) Be present when the representative trees are harvested.
- (2) 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

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

## 23 Market Price for Appraised Production

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The value for **appraised production** will be established by using the Market Price (Refer to the definition of Market Price in exhibit 2).

## **24 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 or deviations in this handbook. Refer to the LAM for additional information.

## **25 General Information for Worksheet Entries and Completion Procedures**

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- (1) Include the AIP's name in the appraisal worksheet title if not preprinted on the 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) When a remarks section is not included on the form, document pertinent information about the appraisal, including any appropriate calculations, on a Special Report and attach to the worksheet.
- (4) Standard appraisal worksheet items are numbered consecutively in exhibits 3. Example appraisal worksheets are also provided to illustrate how to complete item entries.
- (5) For all zero appraisals, refer to the LAM.

**26-30 (Reserved)**

## PART 4 SUMMARY OF HARVESTED PECAN PRODUCTION

### 31 Harvested Production Information

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#### 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;
  - (d) Production direct marketed; and
  - (e) Varying shares on the same unit.
- (6) Standard worksheet items are numbered consecutively in exhibit 4. An example Summary Worksheet is also provided in exhibit 4 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, and
- (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 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.

**D. Value for Harvested Production**

- (1) The value for harvested production will be established by using the actual price received each day for any sold pecan production. Exception: The market price must be used if:
  - (a) the price received is not verifiable by sales receipts from a disinterested third party;
  - (b) the pecan production was direct marketed; or
  - (c) excluding pecans sold under contract, the price received is less than 95 percent of the lowest AMS price for the nearest location for similar quality, quantity, and variety of in-shell pecans published during the week the pecans are sold. If AMS prices are not published for the week the pecans are sold, the price received will be not less than 95 percent of the lowest price per pound for in-shell pecans of the same variety or varieties insured offered by buyers in the area where the insured normally markets the pecans or the area nearest the insured if prices are not available in the immediate area on the day the pecans are sold.
- (2) The value of any stored unsold harvested production will be determined by multiplying the market price times the pounds (in-shell basis) of marketable pecans in storage.
- (3) Refer to the CP, SP, and exhibit 2 for more information on the definition of market price.
- (4) If direct marketing is allowed by the SP or by Written Agreement, review those documents for any required adjustments in determining “market price.”

**32-40 (Reserved)**

## PART 5 PRODUCTION WORKSHEET

### 41 General Information for Production Worksheet Entries and Completion Procedures

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- (1) The Production Worksheet is a progressive form containing all notices of damage for all preliminary and final inspections, including “No Indemnity Due” claims, on a unit.
- (2) If a Production Worksheet has been prepared on a prior inspection, verify each entry and enter additional information as needed. If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and insured should initial any line deletions.
- (3) Refer to the LAM for instructions regarding the following:
  - (a) Acreage report errors.
  - (b) Delayed notices and delayed claims.
  - (c) Corrected claims or fire losses (double coverage) and cases involving uninsured causes of loss, unusual situations, controversial claims, concealment, or misrepresentation.
  - (d) Claims involving a Certification Form (when all the acreage on the unit has been appraised to be put to another use or other reasons described in the LAM).
  - (e) “No Indemnity Due” claims (which must be verified by an APPRAISAL or NOTIFICATION from the insured that the production exceeded the guarantee).
- (4) The adjuster is responsible for determining if 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.
- (6) If the AIP determines the claim is to be DENIED, refer to the LAM for PW completion instructions.

42 – 50 (Reserved)

## Acronyms and Abbreviations

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

Approved Acronym/Abbreviation	Term
AIP	Approved Insurance Provider
AMS	Agricultural Marketing Service
BP	Common Crop Insurance Policy Basic Provision
CAT	Catastrophic Risk Protection Endorsement
CIH	FCIC-18010 Crop Insurance Handbook
CP	Crop Provisions
DSSH	FCIC-24040 Document and Supplemental Standards Handbook
GSH	Provides general administrative procedures that apply across all plans of insurance.
LAM	FCIC-25010 Loss Adjustment Manual
PW	Production Worksheet
RPAM	Random Path Appraisal Method
SP	Special Provisions
SRA	Standard Reinsurance Agreement

## Definitions

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

Approved average revenue (per acre) means 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 six 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 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 the two most recent consecutive years of the insured's gross sales per acre and two years of the T-revenue; or
- (2) If the insured does not provide any gross sales records, the T-revenue.

Average gross sales (per acre) means 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 means sale of the insured crop directly to consumers without the intervention of an intermediary, such as a 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.

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

Harvest means collecting mature pecans from the orchard.

Hedge means the removal of vegetative growth from the tree to prevent overcrowding of pecan trees.

In-shell pecans means pecans that are removed from the orchard with the nut-meats in the shell.

Market price means:

- (1) The average of the AMS prices for the nearest location for similar quality, quantity, and variety of in-shell 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, unless otherwise provided in the SP.
- (2) If AMS prices are not published for the week, 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 they are not going to be harvested, in the area in which the insured normally markets the pecans. If buyers are not available in the immediate area, the AIP will use the average in-shell price per pound offered by buyers nearest to the insured's area.

**Definitions (Continued)**

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- (3) If neither AMS prices nor local market prices are available for the week the pecans were harvested, use the most recent AMS report for your area, or the area nearest to you if a report is not available for your area to determine the market price.

Scion means twig or portion of a pecan variety used in top work.

Sequentially thinned means a method of systematically removing pecan trees for the purpose of improving sunlight penetration and maintaining the proper spacing necessary for continuous production.

Top work means to graft scions of one pecan variety onto the tree or branch of another pecan variety.

Transitional revenue (T-revenue) means a value determined by FCIC and published in the actuarial documents.

Two-year coverage Module means 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.

## Form Standards – Appraisal Worksheet

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

Element/Item Number	Description
Company	Name 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. If the pecan orchard has no established planting pattern refer to exhibit 6, Table C.
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 to tenths.
11. Total Pounds Pecans	Sum of entries in item 10, 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 rounded to tenths.
14. Trees Per Acre	Number of bearing trees per acre. Refer to exhibit 6, Table B.
15. Pounds Per Acre	Pounds per Tree (item 13) times Trees per Acre (item 14), result rounded to whole pounds.
16. Acres Per Plot	Number of acres <b>appraised</b> for each sample plot. If the pecan orchard has no established planting pattern refer to exhibit 6, Table C.
17. Total Pounds Per Plot	Pounds per Acre (item 15) times Acres per Plot (item 16), rounded to whole pounds.

## Form Standards – Appraisal Worksheet (Continued)

Element/Item Number	Description
18. Total Appraisal (Pounds)	Enter the sum of the item 17 entries.
19. Total Number of Acres	Total the number of acres <b>appraised</b> (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. Transfer this entry to item 31 “Appraised Potential” on the Production Worksheet.
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.
22. Adjuster’s Signature, Code Number, and Date	Signature of adjuster, code number and date signed <b>after</b> 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 and Date	Insured's (or insured's authorized representative's) signature and date. <b>BEFORE</b> obtaining insured's signature, <b>REVIEW ALL ENTRIES</b> on the Appraisal Worksheet <b>WITH THE INSURED</b> (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.).

Form Standards – Appraisal Worksheet (Continued)

<b>42 For Illustration Purposes Only</b>	COMPANY NAME: Any Company					1. INSURED'S NAME I. M. Insured						
	2. POLICY NUMBER XXXXXXXX			3. CLAIM NUMBER XXXXX			4. UNIT NUMBER 0001-0001BU					
<b>PECAN REVENUE</b>		5. CROP YEAR YYYY		6. CAUSE OF DAMAGE Freeze			7. DATE OF DAMAGE Dec 10		8. UNIT ACRES 22.5			
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	=	
						÷	=	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	

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

### Form Standards-Summary of Harvested Pecan Production Worksheet

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

Element/Item Number	Description
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. If the pecan orchard has no established planting pattern refer to exhibit 6, Table C.
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 subparagraph 31 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. Price	In the appropriate column under "Price," record the "Price Received" or the "Market Price" (AMS Price or Ave. Area Price) in cents per pound to two-decimal places (e.g., 0.65, etc.) for sold harvested production (Refer to Par 31 D). For appraised harvested and unharvested production, record the "Market Price" (AMS Price or Avg. Area Price) as defined in the CP and the SP (Refer to Par 23).
12. Line Harvested Value	Pounds Harvested Nuts (item 10) times the value entered under "Price" (item 11), results in dollars and cents.
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 <b>rounded</b> 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.
16. Remarks	Remarks pertinent to any entries or calculations on the worksheet.

**Form Standards-Summary of Harvested Pecan Production Worksheet (Continued)**


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

<b>Element/Item Number</b>	<b>Description</b>
17. 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.
18. Adjuster's Signature and Code Number, & Date:	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.
19. Page Number	Page numbers - (Example: Page 1 of 1, or Page 1 of 2, Page 2 of 2, etc.).



## Form Standards – Production Worksheet

Verify and/or make the following entries for each production worksheet element/item number. A completed production worksheet example is at the end of this exhibit. For general form standards and other general information, see subparagraph 2D and paragraph 41.

<b>Element/Item Number</b>	<b>Description</b>
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 loss listed in item 5 below. If no entry in item 5 below MAKE NO ENTRY. For progressive damage, enter 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. 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).

Form Standards - Production Worksheet (Continued)

Element/Item Number	Description																
6. Insured Cause %	<p><b>PRELIMINARY:</b> MAKE NO ENTRY.</p> <p><b>FINAL:</b> Whole percent of damage for the insured cause of damage listed in item 5 above. Enter additional “Insured Cause %” in the extra spaces, as needed. If additional space is needed, enter the additional determined “Insured Cause %” in the Narrative (or on a Special Report). The total of all “Insured Cause %” including those entered in the Narrative must equal 100%.</p> <p>If there is no insurable cause of loss, and a no indemnity due claim will be completed, MAKE NO ENTRY.</p> <p>Example entries for items 4-6 and the Narrative, reflecting entries for multiple dates of damage, the corresponding insured causes of damage and insured cause percents:</p> <table border="1" data-bbox="553 852 1395 1079"> <tr> <td>4. Date(s) of Damage</td> <td>MAY</td> <td>JUN 30</td> <td>AUG</td> </tr> <tr> <td>5. Cause(s) of Damage</td> <td>Excess Moisture</td> <td>Hail</td> <td>Drought</td> </tr> <tr> <td>6. Insured Cause %</td> <td>40</td> <td>20</td> <td>30</td> </tr> <tr> <td colspan="4">Narrative: Additional date of damage – SEP 5; Cause of Damage – Freeze; Insured cause percent – 10%</td> </tr> </table>	4. Date(s) of Damage	MAY	JUN 30	AUG	5. Cause(s) of Damage	Excess Moisture	Hail	Drought	6. Insured Cause %	40	20	30	Narrative: Additional date of damage – SEP 5; Cause of Damage – Freeze; Insured cause percent – 10%			
4. Date(s) of Damage	MAY	JUN 30	AUG														
5. Cause(s) of Damage	Excess Moisture	Hail	Drought														
6. Insured Cause %	40	20	30														
Narrative: Additional date of damage – SEP 5; Cause of Damage – Freeze; 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	<p><b>PRELIMINARY:</b> MAKE NO ENTRY.</p> <p><b>FINAL:</b> Unit number(s) for <b>ALL</b> 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.</p> <p>If more spaces are needed for non-loss units, enter the unit numbers, identified as “Non-Loss Units,” in the Narrative or on an attached Special Report.</p>																

## Form Standards - Production Worksheet (Continued)

Element/Item Number	Description
13. Est. Prod. Per Acre	<p><b>PRELIMINARY:</b> MAKE NO ENTRY.</p> <p><b>FINAL:</b> Estimated yield per acre, in whole pounds, of <b>ALL</b> non-loss units for the crop at the time of final inspection.</p>
14. Date(s) Notice of Loss	<p><b>PRELIMINARY:</b></p> <ul style="list-style-type: none"> <li>a. Date the first or second notice of damage or loss was given for the unit in item 2, in the 1st or 2nd space, as applicable. Enter the complete date (MM/DD/YYYY) for each notice.</li> <li>b. A notice of damage or loss for a third preliminary inspection (if needed) requires an additional set of Production Worksheets. Enter the date of notice for a third preliminary inspection in the 1st space of item 14 on the second set of Production Worksheets.</li> <li>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.</li> <li>d. If the inspection is initiated by the AIP, enter “Company Insp.” instead of the date.</li> <li>e. If the notice does not require an inspection, document as directed in the Narrative instructions.</li> </ul> <p><b>FINAL:</b> 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.</p>

## Form Standards - Production Worksheet (Continued)

Element/Item Number	Description
15. Companion Policy(s)	<p>a. If no other person has a share in the unit (insured has 100 percent share), MAKE NO ENTRY.</p> <p>b. In all cases where the insured has LESS than a 100 percent share of a loss-affected unit, ask the insured if the OTHER person sharing in the unit has a multiple-peril crop insurance contract (i.e., not crop-hail, fire, etc.). If the other person does not, enter "NONE."</p> <p>(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.</p> <p>(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.</p> <p>(3) If unable to verify the existence of a companion contract, enter "Unknown" and contact the AIP for further instructions.</p> <p>c. Refer to the LAM for further information regarding companion contracts.</p>

**SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS**

Make separate line entries for varying:

- (1) Rate classes, types, classes, sub-classes, intended uses, irrigated practices, cropping practices, 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.

## Form Standards - Production Worksheet (Continued)

Element/Item Number	Description
16. Field ID	The field identification symbol from a sketch map or an aerial photo. Refer to the Narrative.
17. Multi-Crop Code	<b>PRELIMINARY AND FINAL:</b> The applicable two-digit code for first crop and second crop. REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRY OF FIRST CROP AND SECOND CROP CODES.
18. Reported Acres	In the event of over-reported acres, handle in accordance with the individual AIP's instructions. In the event of under-reported acres, enter the reported acres to tenths for the field or sub field. If there are no under-reported acres MAKE NO ENTRY.
19. Determined Acres	<p>Refer to the LAM for definition of acceptable determined acres used herein. Enter the determined acres to tenths for the field or subfield for which consent is given for other use and/or:</p> <ul style="list-style-type: none"> <li>a. Put to other use without consent;</li> <li>b. Abandoned;</li> <li>c. Damaged by uninsured causes; or</li> <li>d. For which the insured failed to provide acceptable records of production.</li> <li>e. From which production was sold by direct marketing if the insured failed to meet the requirements in the CP.</li> </ul> <p>Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.</p> <p><b>PRELIMINARY AND FINAL:</b> Determined acres to tenths. Acreage breakdowns WITHIN a unit or field may be estimated (refer to the LAM) if a determination is impractical.</p> <p>ACCOUNT FOR ALL ACREAGE IN THE UNIT.</p> <p>Refer to exhibit 6, Table C if the pecan orchard has no established planting pattern to establish insurable acres.</p>
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	<p>Three-digit code for the correct rate as specified on the actuarial document maps. If a "Rate" or "High-Risk Area" is not specified on the actuarial document maps, MAKE NO ENTRY. Verify with the Summary of Coverage and if the "Rate" is found to be incorrect, revise according to the AIP's instructions. Refer to the LAM.</p> <p>Unrated land is uninsurable without a written agreement.</p>

## Form Standards - Production Worksheet (Continued)

Element/Item Number	Description
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 Specified” or “No Practice Specified” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a cropping 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.

Form Standards - Production Worksheet (Continued)

Element/Item Number	Description														
<p>29. Stage</p>	<p><b>PRELIMINARY: MAKE NO ENTRY.</b></p> <p><b>FINAL: Stage abbreviation as shown below.</b></p> <table border="0"> <thead> <tr> <th data-bbox="544 415 657 447"><u>STAGE</u></th> <th data-bbox="906 415 1144 447"><u>EXPLANATION</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="544 447 868 489">“P” .....</td> <td data-bbox="906 447 1388 783">Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide acceptable records of production to the AIP, or for which production was sold by direct marketing if the insured failed to meet the requirements in the CP.</td> </tr> <tr> <td data-bbox="544 814 868 846">“H” .....</td> <td data-bbox="906 814 1047 846">Harvested.</td> </tr> <tr> <td data-bbox="544 888 868 919">“UH” .....</td> <td data-bbox="906 888 1388 961">Unharvested or put to other use with consent.</td> </tr> <tr> <td data-bbox="544 993 868 1024">“TZ” .....</td> <td data-bbox="906 993 1323 1066">UUF/Third Party Damage-Zero Production on Same Acreage</td> </tr> <tr> <td data-bbox="544 1098 868 1129">“TA” .....</td> <td data-bbox="906 1098 1404 1171">UUF/Third Party Damage -Appraised Production on Same Acreage</td> </tr> <tr> <td data-bbox="544 1203 868 1234">“TH” .....</td> <td data-bbox="906 1203 1404 1276">UUF/Third Party Damage - Harvested Production on Same Acreage</td> </tr> </tbody> </table> <p><b>GLEANED ACREAGE: Refer to the LAM for information on gleaning.</b></p>	<u>STAGE</u>	<u>EXPLANATION</u>	“P” .....	Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide acceptable records of production to the AIP, or for which production was sold by direct marketing if the insured failed to meet the requirements in the CP.	“H” .....	Harvested.	“UH” .....	Unharvested or put to other use with consent.	“TZ” .....	UUF/Third Party Damage-Zero Production on Same Acreage	“TA” .....	UUF/Third Party Damage -Appraised Production on Same Acreage	“TH” .....	UUF/Third Party Damage - Harvested Production on Same Acreage
<u>STAGE</u>	<u>EXPLANATION</u>														
“P” .....	Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide acceptable records of production to the AIP, or for which production was sold by direct marketing if the insured failed to meet the requirements in the CP.														
“H” .....	Harvested.														
“UH” .....	Unharvested or put to other use with consent.														
“TZ” .....	UUF/Third Party Damage-Zero Production on Same Acreage														
“TA” .....	UUF/Third Party Damage -Appraised Production on Same Acreage														
“TH” .....	UUF/Third Party Damage - Harvested Production on Same Acreage														
<p>30. Use of Acreage</p>	<p>Use of acreage. Use the following “Intended Use” abbreviations.</p> <table border="0"> <thead> <tr> <th data-bbox="544 1476 609 1507"><u>USE</u></th> <th data-bbox="922 1476 1161 1507"><u>EXPLANATION</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="544 1507 885 1539">“WOC” .....</td> <td data-bbox="922 1507 1258 1539">Other use without consent</td> </tr> <tr> <td data-bbox="544 1539 885 1570">“SU” .....</td> <td data-bbox="922 1539 1144 1570">Solely uninsured</td> </tr> <tr> <td data-bbox="544 1570 885 1602">“ABA” .....</td> <td data-bbox="922 1570 1291 1602">Abandoned without consent</td> </tr> <tr> <td data-bbox="544 1602 885 1633">“H” .....</td> <td data-bbox="922 1602 1063 1633">Harvested</td> </tr> <tr> <td data-bbox="544 1633 885 1665">“UH” .....</td> <td data-bbox="922 1633 1096 1665">Unharvested</td> </tr> </tbody> </table> <p>Verify any “Intended Use” entry. If final use of the acreage was not as indicated, strike out the original line and initial it. Enter all data on a new line showing the correct “Final Use.”</p> <p><b>GLEANED ACREAGE: Refer to the LAM for information on gleaning.</b></p>	<u>USE</u>	<u>EXPLANATION</u>	“WOC” .....	Other use without consent	“SU” .....	Solely uninsured	“ABA” .....	Abandoned without consent	“H” .....	Harvested	“UH” .....	Unharvested		
<u>USE</u>	<u>EXPLANATION</u>														
“WOC” .....	Other use without consent														
“SU” .....	Solely uninsured														
“ABA” .....	Abandoned without consent														
“H” .....	Harvested														
“UH” .....	Unharvested														

## Form Standards - Production Worksheet (Continued)

Element/Item Number	Description
31. Appraised Potential	Per-acre appraisal in whole pounds of POTENTIAL production for the acreage appraised. Refer to Part 4, "Appraisals Methods" for additional instructions. If there is no potential on UH acreage, enter "0." Refer the LAM for procedures for documenting zero yield appraisals.
32a. Moisture %	"MAKE NO ENTRY."
32b. Factor	"MAKE NO ENTRY."
33. Shell %, Factor, or Value	Enter the <b>market price</b> per pound in accordance with the CP 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 paragraph 23).
34. Production Pre QA	<b>PRELIMINARY AND FINAL:</b> Result of multiplying column 31 times column 19, and then multiplying this result times column 33, rounded to dollars and cents. If no entry in column 31, MAKE NO ENTRY.
35. Quality Factor	"MAKE NO ENTRY", unless under section 15 (j) of the BP, 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" for such appraised or harvested production as applicable. 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 instructions below). Also refer to LAM for additional information.
36. Production Post QA	Transfer the entry in item 34, unless section 15 (j) of the BP apply. If item 35 entry is ".000," then enter "0.00."
37. Uninsured Cause	Result of per acre appraisal for uninsured causes (taken from appraisal worksheet or other documentation) multiplied by column 19, and then multiplying this result times column 33, rounded 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.

## Form Standards - Production Worksheet (Continued)

Element/Item Number	Description
37. Uninsured Cause (continued)	<p>(1) Enter the result of multiplying column 19 entry by NOT LESS than the amount of insurance per acre for any "P" stage acreage.</p> <p>(2) On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged SOLELY by uninsured causes separate from other production. Refer to the LAM for information on how to determine uninsured cause appraisals.</p> <p>(3) For acreage that is damaged PARTLY by uninsured causes, enter the result of multiplying the APPRAISED UNINSURED loss of production per acre in whole pounds by column 19 entry, times the market price per pound for any such acreage. (Result in dollars and cents).</p> <p>b. Refer to the LAM when a Hail and Fire Exclusion is in effect and damage is from hail or fire.</p> <p>c. Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.</p> <p>d. For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.</p>
38. Total to Count	Result of adding item 36 and item 37, rounded to whole dollars.
39. Total	<p><b>PRELIMINARY:</b> MAKE NO ENTRY.</p> <p><b>FINAL:</b> Total determined acres (column 19), to tenths.</p>

Form Standards - Production Worksheet (Continued)

Element/Item Number	Description													
40. Quality	<p>Check “None” unless the production is ordered destroyed by a Federal or State agency. In this case, check the applicable causes(s) in the table below that corresponds with the reason production was ordered to be destroyed. If none of the conditions listed below apply, check “Other” and explain in the Narrative or on a Special Report (refer to the Narrative instructions for documentation requirements).</p> <table border="1" data-bbox="524 569 1385 1104"> <thead> <tr> <th data-bbox="524 569 1385 611"><b>Qualifying QA Condition:</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="524 611 1385 653">Test Weight (TW)</td> </tr> <tr> <td data-bbox="524 653 1385 695">Kernel Damage (KD) and Total Defects</td> </tr> <tr> <td data-bbox="524 695 1385 737">Garlicky (Grade)</td> </tr> <tr> <td data-bbox="524 737 1385 779">Aflatoxin</td> </tr> <tr> <td data-bbox="524 779 1385 821">Vomitoxin</td> </tr> <tr> <td data-bbox="524 821 1385 863">Fumonisin</td> </tr> <tr> <td data-bbox="524 863 1385 905">Dark Roast (for Sunflowers only)</td> </tr> <tr> <td data-bbox="524 905 1385 947">Sclerotinia (for Sunflowers only)</td> </tr> <tr> <td data-bbox="524 947 1385 989">Ergoty (Grade)</td> </tr> <tr> <td data-bbox="524 989 1385 1031">COFO (commercially objectionable foreign odor) (includes Musty and Sour Odor)</td> </tr> <tr> <td data-bbox="524 1031 1385 1073">Other</td> </tr> <tr> <td data-bbox="524 1073 1385 1104">None</td> </tr> </tbody> </table>	<b>Qualifying QA Condition:</b>	Test Weight (TW)	Kernel Damage (KD) and Total Defects	Garlicky (Grade)	Aflatoxin	Vomitoxin	Fumonisin	Dark Roast (for Sunflowers only)	Sclerotinia (for Sunflowers only)	Ergoty (Grade)	COFO (commercially objectionable foreign odor) (includes Musty and Sour Odor)	Other	None
<b>Qualifying QA Condition:</b>														
Test Weight (TW)														
Kernel Damage (KD) and Total Defects														
Garlicky (Grade)														
Aflatoxin														
Vomitoxin														
Fumonisin														
Dark Roast (for Sunflowers only)														
Sclerotinia (for Sunflowers only)														
Ergoty (Grade)														
COFO (commercially objectionable foreign odor) (includes Musty and Sour Odor)														
Other														
None														

## Form Standards - Production Worksheet (Continued)

Element/Item Number	Description
41. Mycotoxins exceed FDA, State, or other health organization maximum limits. Check "Yes:"	<p>Check "Yes" if any mycotoxins exceed the FDA, state, or other health organization maximum limits, otherwise leave blank. Document in the Narrative (or on a Special Report), the disposition of the production that was:</p> <p>a. Sold, document the name and address of the buyer; or</p> <p>b. Not sold, document the date(s) of the disposition, how the production was used, or how it was destroyed.</p> <p>Refer to the LAM and the SP for additional information on mycotoxins.</p>
42. Totals	Total of entries in columns 34, 36, 37 and 38. If a column has no entries, MAKE NO ENTRY.

## NARRATIVE INSTRUCTIONS

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

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 required, enter "No Inspection," the unit number(s), date, and adjuster's initials (do not enter unit numbers for which notice has not been given). The insured's signature is not required.
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 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.
k.	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.

## Form Standards - Production Worksheet (Continued)

l.	When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and the date of inspection.
m.	Explain the reason for a "No Indemnity Due" claim. "No Indemnity Due" claims are to be distributed in accordance with the AIP's instructions.
n.	Explain any delayed notices or delayed claims as instructed in the LAM.
o.	Document any authorized estimated acres, as instructed in the LAM, shown in Section I, column 19.
p.	Document the method and calculation used to determine acres for the unit. Refer to the LAM.
q.	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.
r.	Explain any "0" potential (pecans with no market value).
s.	Explain the reason that any harvested production is unsold.
t.	Document the bidders' names, addresses and phone numbers who established the value of appraised production. Show the calculation of the market price.
u.	Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaning.
v.	Document any other pertinent information, including any data to support any factors used to calculate the production.

## SECTION II – DETERMINED HARVESTED PRODUCTION

- (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., make entries in columns 49 through 52 as follows:
- (a) Name and address of storage facility or buyer (sold at roadside stand, etc.).
  - (b) "Other disposition of crop," 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.

Form Standards - Production Worksheet (Continued)

(4) There will generally be no harvested production entries in columns 47 through 66 for preliminary inspections.

Element/Item Number	Description
<p>43. Date Harvest Completed: (Used to determine if there is a delayed notice or a delayed claim. Refer to the LAM.)</p>	<p><b>PRELIMINARY:</b> MAKE NO ENTRY.</p> <p><b>FINAL:</b></p> <p>a. The earlier of the date the ENTIRE acreage on the unit was (1) harvested, (2) totally destroyed, (3) put to other use, (4) a combination of harvested, destroyed, or put to other use, or (5) the calendar date for the end of the insurance period.</p> <p>b. If at the time of final inspection (if prior to the end of the insurance period), there is any unharvested insured acreage remaining on the unit that the insured does not intend to harvest; enter “<b>Incomplete.</b>”</p> <p>c. If at the time of final inspection (if prior to the end of the insurance period), <b>none</b> of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter “<b>No Harvest.</b>”</p> <p>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.</p>
<p>44. Damage similar to other farms in the area?</p>	<p><b>PRELIMINARY:</b> MAKE NO ENTRY.</p> <p><b>FINAL:</b> Check “Yes” or “No.” Check “Yes” if the amount and cause of damage due to insurable causes is similar to the experience of other farms in the area. If “No” is checked, explain in the Narrative.</p>
<p>45. Assignment of Indemnity</p>	<p>Check “Yes” <b>only</b> if an assignment of indemnity is in effect for the crop year; otherwise, check “No.” Refer to the LAM.</p>
<p>46. Transfer of Right to Indemnity</p>	<p>Check “Yes” <b>only</b> if a transfer of right to indemnity is in effect for the unit for the crop year; otherwise, check “No.” Refer to the LAM.</p>
<p>47a. Share</p>	<p>RECORD ONLY VARYING SHARES on SAME unit to three decimal places.</p>
<p>47b. Field ID</p>	<p>a. If only one practice and/or type of harvested production is listed in Section I, MAKE NO ENTRY.</p> <p>b. If more than one practice and/or type of harvested production is listed in Section I enter for each practice/type the corresponding Orchard ID (from Section I, column 16).</p>

## Form Standards - Production Worksheet (Continued)

Element/Item Number	Description
48. Multi-Crop Code	The applicable two-digit code for first crop and second crop. REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRY OF FIRST CROP AND SECOND CROP CODES.
49 - 52	<p>a. For harvested production sold or commercially stored, enter the name and address of the <b>buyer, packinghouse, processor, or storage facility</b> as applicable. Indicate if "sold" or "stored."</p> <p>b. For harvested, but unsold farm stored production enter "FARM STORED."</p> <p>c. For production that was direct marketed enter "DIRECT MARKETED."</p>
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 from item 13 "Total Harvested Pounds" on the Summary of Harvested Production Worksheet or other documents. 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. Prod. Not to Count	<p>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).</p> <p>THIS ENTRY MUST NEVER EXCEED PRODUCTION SHOWN ON THE SAME LINE. EXPLAIN ANY "PRODUCTION NOT TO COUNT" IN THE NARRATIVE.</p>
63. Production Pre-QA	Result of subtracting 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."

## Form Standards - Production Worksheet (Continued)

Element/Item Number	Description
65. Quality Factor	For State/Federal Destruction Orders: (1) Under section 15 (j) of the BP, if due to insured causes, a Federal or State agency has ordered the appraised crop or production to be destroyed, enter the factor “.000.”  (2) Instruct the insured to complete and submit a Certification Form stating the date the crop or production was destroyed and the method of destruction (refer to the LAM).
66. Production to Count	Enter the result from multiplying Column "63" times Column "64a" rounded to whole dollars. If the entry in column 65 is “.000,” then enter “0.”
67. Total of Column 63	Total of column 63. If no entry in column 63, Make No Entry.
For items 68 – 72. When separate line entries are made for varying share, stages, price elections, types, etc., within the unit, and totals need to be kept separate for calculating indemnities, make no entry and follow the AIP’s instructions; otherwise, make the following entries.	
68. Section II Total:	<b>PRELIMINARY:</b> MAKE NO ENTRY.  <b>FINAL:</b> Total of column 66, in whole dollars.
69. Section I Total	<b>PRELIMINARY:</b> MAKE NO ENTRY.  <b>FINAL:</b> Enter figure from Section I, column 38 total.
70. Unit Total	<b>PRELIMINARY:</b> MAKE NO ENTRY.  <b>FINAL:</b> Total of column 68 and column 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.

Element/Item Number	Description
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 bottom line.

## Form Standards - Production Worksheet (Continued)

Element/Item Number	Description
74. Adjuster's Signature, Code #, and Date	<p>Signature of adjuster, code number, and date signed <b>after</b> the insured (or insured's authorized representative) has signed. For an absentee insured, enter adjuster's code number <b>ONLY</b>. The signature and date will be entered <b>AFTER</b> the absentee has signed and returned the Production Worksheet.</p> <p>Final indemnity inspections should be signed on bottom line.</p>
75. Page	<p><b>PRELIMINARY:</b> Page numbers – "1," "2," etc., at the time of inspection.</p> <p><b>FINAL:</b> Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).</p>

Form Standards - Production Worksheet (Continued)

PRODUCTION WORKSHEET EXAMPLE

1. Crop/Code # Pecans 0020	2. Unit # 0001-0001BU	3. Location Description SW1-96N-30W	7. Company Agency Any Company Any Agency	8. Name of Insured I. M. Insured
4. Date(s) of Damage Dec 10	5. Cause(s) of Damage Freeze	6. Insured Cause % 100	9. Claim # xxxxxxx	11. Crop Year YYYY
12. Additional Units	13. Est. Prod. Per Acre	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. Field ID	17. Multi-Crop Code	18. Reported Acres	19. Determined Acres	20. Interest or Share	21. Risk	22. Type	23. Class	24. Sub-Class	25. Intended Use	26. Irr. Practice	27. Cropping Practice	28. Organic Practice	29. Stage	30. Use of Acreage	31. Appraised Potential	32a. Moisture % Factor	32b. Shell %, Factor, or Value	33. Production Pre QA	34. Quality Factor	35. Production Post QA	36. Uninsured Causes	37. Total to Count	
A	NS		15.0	.500		999				002			UH	UH	128		.60	1152.00		1152.00		1152	
B	NS		3.3	.750		999				002			UH	UH	128		.60	253.44		253.44		253	
C	NS		4.2	.500		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. Market Price = .60 (.55+.65+.60) ÷ 3

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. Share	47b. Multi-Crop Code	48. Length or Diameter	49. Width	50. Depth	51. Deduction	52. Net Cubic Feet	53. Conversion Factor	54. Gross Prod.	55. Bu. Ton (Lbs., Cwt.)	56. Shell/Sugar Factor	57. FM% Factor	58a. Moisture % Factor	58b. Test WT Factor	59a. Adjusted Production	59b. Prod. Not to Count	60a. Production Pre-QA	60b. Value Mkt. Price	61. Quality Factor	62. 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.							

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

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 each additional 10.0 acres.
100.1 or more	14 trees plus 1 tree per each 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.

Reference Material (Continued)

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**Table C** – For pecan trees with no established planting pattern, the formula below is used to establish insurable acres:

Acreage should be verified at the time of loss using the formula below for pecan acreage with no established planting pattern. Fourteen trees per acre are used as the standard number of trees per acre on pecan acreage without a distinguishable planting pattern. Determined acres using this method cannot exceed the actual number of acres on which the trees are located.

<b>A</b> = Acres	Example:
<b>N</b> = Number of trees in the orchard/grove	31 trees ÷ 14 = 2.214 rounded to 2.2 acres
Formula: $N \div 14 = A$	