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Department of
Agriculture



Federal Crop
Insurance
Corporation

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PROCESSING TOMATO LOSS ADJUSTMENT STANDARDS HANDBOOK

2021 and Succeeding Crop Years

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

TITLE: Processing Tomato Loss Adjustment Standards Handbook	NUMBER: FCIC - 25070
EFFECTIVE DATE: 2021 and Succeeding Crop Years	ISSUE DATE: August 20, 2020
SUBJECT: Provides the procedures and instructions for administering the Processing Tomato crop insurance program	OPI: Product Administration and Standards Division APPROVED: /S/ Richard H. Flourney Deputy Administrator for Product Management

REASON FOR ISSUANCE

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

1. Throughout the handbook: Made editorial and syntax changes to incorporate the most recent RMA approved handbook formatting, use of appropriate acronyms, standard language, and updated references, examples, and example forms as needed.
2. Added irrigation standard language to paragraph 1D.
3. Added language in paragraph 11(5) to include exception for allowable tons insurable as allowed by SP.
4. Exhibit 4 item 29: Added language standard stage code for replanted and not qualifying for replant payment. Added language standard for UUF/Third Party Damage stage codes.

PROCESSING TOMATO LOSS ADJUSTMENT STANDARDS HANDBOOK

CONTROL CHART

Processing Tomato Loss Adjustment Standards Handbook								
	TP Page(s)	TC Page(s)	Text Page(s)	Exhibits	Exhibit Page(s)	Exhibit Number	Date	FCIC Number
Remove	Entire Handbook						02-2011	FCIC-25070
Current Index	1-2	1-2	1-12	1-7	13-35	1-7	08-2020	FCIC-25070

FILING INSTRUCTIONS:

This handbook replaces the 2011 Processing Tomato Loss Adjustment Standards Handbook, FCIC-25070 (02-2011). This handbook is effective for the 2021 and succeeding crop years and is not retroactive to any 2020 or prior crop year determinations.

**PROCESSIGN TOMATO LOSS ADJUSTMENT STANDARDS HANDBOOK
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PART 1 GENERAL INFORMATION AND RESPONSIBILITIES

1 General Information

A. Purpose and Objective

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

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 conjunctions 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 crop insurance information.
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 processing tomato loss adjustment and this handbook are in exhibits 1 and 2, herein.

C. CAT Coverage

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

D. Irrigated Practice

Refer to the DSSH for irrigated practice guidelines and to the CIH and LAM for other irrigated practice information.

2 AIP Responsibilities

A. Utilization of Standards

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

2 AIP Responsibilities (Continued)

B. Form Distribution

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

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

C. Record Retention

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

D. Form Standards

- (1) The entry items in exhibits 3-4 are the minimum requirements for the Processing Tomato Appraisal Worksheets and PWs. 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 3-4. The current Non-Discrimination Statement and Privacy Act Statement can be found on the RMA website at www.rma.usda.gov.
- (3) The certification statement required by the current DSSH must be included on the PW 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). The current DSSH can be found on the RMA website at www.rma.usda.gov or successor website.

3-10 (Reserved)

PART 2 POLICY INFORMATION

11 Insurability

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

- (1) The crop insured will be all the processing tomatoes in the county, for which a premium rate is provided by the actuarial documents, and in which the insured has a share.
- (2) Tomatoes must be planted for harvest as processing tomatoes.
- (3) If tomatoes have been grown in either of the previous two crop years on the same acreage, they are not insurable except by written agreement as provided for in the SP, except in California.
- (4) Tomatoes are not insurable if they are interplanted with another crop or planted into an established grass or legume unless allowed by the SP or a written agreement.
- (5) Processing tomatoes must be grown under a binding contract with a canner or processor, which requires the insured to deliver, and the processor to accept a stated amount of processing tomatoes. **Unless an exception is provided by the SP, liability** will not exceed the number of tons required to be accepted by the processor under a processor contract in effect on or before:
 - (a) The earlier of August 20 or the date of damage to the insured crop in all counties with an acreage reporting date of July 15; or
 - (b) The earlier of the acreage reporting date or the date of damage in all other counties. (Exclude indemnities that occur in stage one and replant payments.)

When multiple processor contracts are applicable to the insured acreage, one processor contract may be fulfilled and additional tonnage may continue to be accepted by the processor for that acreage. For example: A producer has two contracts on a single unit, one with processor A for 100 tons, and the other with processor B for 100 tons. The producer delivers tomatoes to processor A and fulfills the contracted tonnage. However, the producer continues to deliver tonnage to Processor A because they have elected to accept additional tonnage. The total tonnage delivered to processor A was 125 tons. As no tonnage has yet been delivered to processor B, the contract is open to 100 tons. The unit liability will be limited to the lesser of the tonnage remaining on the unit guarantee, or the tonnage remaining on all contracts. If the unit guarantee is met, and the contract for processor B remains open, the result would be a "No Indemnity Due" claim. When the processor no longer accepts production under a remaining open contract, the insurance period ends for that unit, provided no other qualifying event has occurred earlier to end the insurance period. When the "total paid for" tons exceeds the total contracted tonnage for the unit, the insurance liability has been met.

11 Insurability (Continued)

- (6) Any acreage of the insured crop damaged before the final planting date, to the extent that the majority of growers in the area would normally not further care for the crop, must be replanted unless the AIP agrees that replanting is not practical. Refer to the LAM for replanting provision issues. Refer to Part 3 of this handbook for replanting payment.

12 Unit Division

Refer to the insurance contract for unit provisions. Unless limited by the CP or SP, a basic unit, as defined in the BP, may be divided into optional units, if, for each optional unit, all the conditions stated in the applicable provisions are met.

13-20 (Reserved)

PART 3 REPLANTING PAYMENT PROCEDURES

21 Replanting Payment Procedures

A. General Information

No replanting payment will be made on acreage on which a prior replanting payment has been made during the current crop year.

B. Qualifications for Replanting Payment

To qualify for a replanting payment, the:

- (1) Tomatoes must be damaged due to an insured cause;
- (2) AIP must determine that it is practical to replant and give consent to replant; (refer to the LAM);
- (3) Acres being replanted must not have been initially planted prior to the “earliest planting date” established by the SP;
- (4) Appraisal (or appraisal plus any appraisals for uninsured causes of loss) must indicate that more than 50 percent of the plant stand, in the field or subfield, will not produce tomatoes; and
- (5) Acreage replanted must be at least the lesser of 20 acres or 20 percent of the insured planted acreage for the unit (as determined on the final planting date or within the late planting period if a late planting period is applicable);
- (6) Replanted acreage must be able to produce at least 75 percent of the approved yield and the processor agrees in writing to accept the production from the replanted acreage.

In the Narrative of the PW or a Special Report, show the appraisal for each field or subfield and the calculations to document that qualifications for a replanting payment have been met.

C. Maximum Replanting Payment

The maximum amount of the replanting payment per acre will be the lesser of:

- (1) The insured’s actual replanting cost;
- (2) The amount shown on the SP multiplied by the insured’s share; or
- (3) If an amount is not contained in the SP, the maximum replanting payment will be the lesser of;
 - (a) The product of multiplying the maximum tons allowed in the policy (7 tons) by the insured’s third stage (final) price election by the insured’s share; or

21 Replanting Payment Procedures (Continued)

C. Maximum Replanting Payment (continued)

- (b) 20 percent of the production guarantee; multiplied by the insured's third stage (final) price election, times the insured's share.

Compute the number of tons per acre allowed for a replanting payment by dividing the maximum replanting payment by the price election. Show all calculations in the Narrative of the PW or on a Special Report.

Example: Owner/operator (100 percent share)

20.0 acres replanted

Price Election \$87.00 per ton

Insured's actual cost to replant \$350.00 per acre.

20% of prod. guar. (25 tons) = 5.0 X \$87.00 (price election) x 1.000 (share) = \$435.00

7.0 tons (maximum tons allowed in policy) X \$87.00 (price election) X 1.000 (share) = \$609.00

The lesser of \$435.00, \$350.00 and \$609.00 is \$350.00

Actual tons per acre allowed = 4.0 (\$350.00 ÷ \$87.00)

Enter 4.0 tons in Section I, column 31 "Appraised Potential" of the PW.

D. Replanting Payment Inspections

Replanting payment inspections are to be prepared as final inspection on the PW only when qualifying for a replanting payment. Non-qualifying replanting payment inspections (unless the claim is withdrawn by the insured) are to be handled as preliminary inspections. If qualified for a replanting payment, a Certification Form may be prepared on the initial farm visit. Refer to the LAM.

22-30 (Reserved)

PART 4 APPRAISALS

31 General Information

Potential production will be appraised in accordance with the procedures specified in this handbook and the LAM.

- (1) The adjuster may obtain a copy of Processor and State Inspection/Tolerance Regulations from a USDA Inspector at a local cannery, the RMA Regional Office, or the AIP. Adjusters are to read and understand these regulations for use in determining undamaged/marketable processing tomatoes, prior to making appraisals. These regulations require that adjusters inspect and sort processing tomatoes in the same manner as state inspections stations.
- (2) For unharvested processing tomato production that has been bypassed due to excessive mold, as determined by the adjuster, a zero appraisal can be made if:
 - (a) The adjuster has determined that the production, if harvested, would not meet state and or processor grade requirements;
 - (b) The unharvested processing tomatoes are found to be unmarketable. If more than one unit is involved, the adjuster is to inspect all insured units to determine if they are also unmarketable and eligible to be appraised at zero potential; or
 - (c) Production was rejected by the processor. If part of a unit has been harvested, inspect the unharvested tomatoes. If they are representative of the rejected production, a zero appraisal can be made.

32 Selecting Representative Samples

- (1) Determine the minimum number of required samples for a field or subfield by the field size, (take not less than the minimum number (count) of representative samples required in exhibit 5 for each field or subfield), the average stage of growth, age (size) and general capabilities of the plants, and variability of potential production and plant damage within the field or subfield.
- (2) Split the field into subfields when:
 - (a) Variable damage causes the crop potential to appear to be significantly different within the same field; or
 - (b) The insured wishes to destroy a portion of a field.
- (3) Each field or subfield must be appraised separately.
- (4) Use as many samples as necessary to accurately determine potential production.

33 Determining Insurable Acreage

Only planted areas will be considered insurable acreage. Use the following methods to determine insurable acreage for loss adjustment purposes:

- (1) Establish the planted area(s) within the field (excluding unplanted headlands, field roads, and/or other areas not part of the planting pattern, used for spraying and care/harvesting of the crop);
- (2) Determine row widths from planted area(s) within the field (Refer to exhibit 6);
- (3) Apply the definition of “Acre” in the CPs to the planted area(s):
- (4) 6-foot row widths or less with 43,560 square feet of planted area(s) will equal one insured acre; or
- (5) Row widths greater than 6 feet will require more than one land acre to equal one insured acre.

Example 1: Determining insurable acreage within a field when row widths exceed 6 feet:

Insured reports 20.0 acres with 8-foot wide planted row spacing in the field. At loss time, the loss adjuster determines there are unplanted area(s) in the field (unplanted headlands, field roads, and/or areas not part of the planting pattern that are used for spraying and care/harvesting of the crop). The loss adjuster determines the insurable, planted acreage as follows:

1,300 linear feet (length) x 640 linear feet (8-foot row spacing x 80 planted rows) = 832,000 square feet of planted area. 832,000 feet of planted area ÷ 43,560 square feet per acre = 19.1 acres of planted area. 19.1 acres of planted area based on 8-foot row spacing, must be adjusted to 6-foot row spacing to determine the insurable planted acres. Multiply 19.1 acres x .750 factor (6-foot row spacing ÷ 8-foot row spacing = .750 factor) = 14.3 insurable, planted acres.

Example 2: Determining Insurable Acreage within a field when row widths do not exceed 6 feet:

Insured reports 20.0 acres with 5-foot wide row spacing in an irregular shaped field. At loss time, the adjuster determines there are unplanted area(s) in the field (unplanted headlands, field roads, and/or other areas not part of the planting pattern that are used for spraying and care/harvesting of the crop). The loss adjuster determines the insurable, planted acreage as follows:

5,808 feet (length) x 80 feet (width) = 464,640 square feet of planted area.
2,904 feet (length) x 80 feet (width) = 232,320 square feet of planted area.
464,640 square feet + 232,320 square feet = 696,960 total square feet of planted area.
696,960 total square feet of planted area ÷ 43,560 square feet of planted area = 16.0 insurable acres.

34 Determining Sample Row Length for 1/100 and 1/1000 Acre

- (1) Determine the row width in accordance with exhibit 6.
- (2) Determining sample row length for appraisal purposes:
 - (a) 6-foot row widths or less: Divide 43,560 square feet by the applicable row width to obtain the linear feet of row per acre. Divide this result by 100 or 1,000 in this example 1,000 to obtain the per acre sample row length ($43,560 \div 5 \text{ feet} = 8,712 \div 1,000 = 8.7$ feet of row per sample for 1/1000th acre appraisal) or;
 - (b) For row widths greater than 6 foot: Divide the standard linear feet of row 7,260 by 100 or 1,000, in this example 1,000, to obtain the per acre sample row length ($7,260 \div 1,000 = 7.26$ or 7.3 linear feet of row per sample for 1/1000th acre appraisals).

35 Appraisal Methods

A. General Information

These instructions provide information on appraisal methods for:

Appraisal Method	Use
Stand Reduction Method	From emergence until first fruit set.
Tomato Count Appraisal Method	For mid-season appraisals.
Tomato Weight Appraisal Method	For mature unharvested tomatoes.

B. Stand Reduction Method

Part I of the appraisal worksheet – Use this method to determine potential production from emergence until first fruit set. The objective of this appraisal method is to determine the number and combined length of qualifying skips within any 100 feet of sample row. A qualifying skip is any skip in a row more than 16 inches after subtracting 16 inches from the distance between live plants. (This is due to the fact that the live plants will compensate 16 inches toward closing the open gap between them). The distance between live plants must exceed 32 inches before you will record any qualifying skips on the appraisal form. Percent of stand determined by this method is converted to potential tons per acre of production (exhibit 7). Conduct the appraisal as follows:

- (1) Double rows planted in a single bed of normal row width shall be considered one row. Normal bed width for double-row planting is 60 inches; single rows can be 40 to 60 inches, depending on variety.
- (2) Select representative row areas of 100 feet for sampling. Any combination of rows totaling 100 feet is acceptable. The minimum recommended number of samples will be in accordance with exhibit 5.
- (3) Determine the number and length (in feet, to tenths) of those parts of the skips that exceed 16 inches (1.3 feet). Refer to exhibit 7.

B. Stand Reduction Method (continued)

- (4) Record the combined length and number of the qualifying skips for each sample on the appraisal worksheet.
- (5) Determine the average length of all qualifying skips for each sample on the appraisal worksheet. Subtract this figure from 100. The result is the percent stand. By multiplying the average yield (from the APH form) by the percent stand, tons-per-acre of potential production is determined.

C. Tomato Count Appraisal Method

Part II of the appraisal worksheet – Use this method to determine potential production for all mid-season appraisals. It is used after first fruit set, up to when all processing tomatoes are mature and ready for harvest.

The objective of this appraisal method is to determine the average number of undamaged processing tomatoes within a sample row (1/1000 acre), thereby allowing a ton per-acre projection of potential marketable production. Conduct the appraisal as follows:

- (1) Select representative row areas for sampling that represent 1/1000 acre. Refer to paragraph 34 and exhibit 6.
- (2) Based upon Processor and State Marketing Regulation standards for marketable tomatoes, count the number of marketable tomatoes in the sample row.
- (3) Determine the total number of marketable tomatoes, and divide by the number of sample rows (plots) to determine the average tomato count per sample plot.
- (4) Divide the average tomato count by the variety factor (shown below) to determine the potential tons per acre, rounding tons to tenths.

Variety and Factor

<u>Variety</u>	<u>Factor</u>
Rounds	13
Pear Shapes	16
Elongated	18

D. Tomato Weight Appraisal Method

Part III of the appraisal worksheet – use this method to determine potential production for mature unharvested marketable tomatoes.

The objective of this method is to determine the quantity of unharvested marketable tomatoes (by weight) in a sample row (1/1000 acre) to project potential production in tons per acre. Conduct the appraisal as follows:

- (1) Select representative row areas for sampling that represent 1/1000 acre. Refer to paragraph 34 and exhibit 6.

35 Appraisal Method (Continued)

D. Tomato Weight Appraisal Method (continued)

- (2) Remove all vines from the ground. Shake the tomatoes from the vines into one area for inspection.
- (3) Inspect and separate the marketable tomatoes from those that are unmarketable according to Processor and State Tolerance Regulations.
- (4) Weigh the marketable tomatoes in a bucket on a Dairy Milk Scale or a similar approved scale.
- (5) Add all plot sample weights together, and divide by the total number of sample plots to determine an average sample weight.
- (6) Divide the average sample weight per plot by 2 (an “acre factor”).
- (7) The result is potential production, in tons to tenths, per acre.

36 Appraisal Deviations and Modifications

A. Deviations

Deviations in appraisal methods require RMA 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.

37 General Information for Worksheet Entries and Completion Procedures

- (1) Include the AIP's name in the appraisal worksheet title if not preprinted on the AIP's worksheet, and when a worksheet entry is not provided.
- (2) Include the claim number on the appraisal worksheet (when required by the AIP), when a worksheet entry is not provided.
- (3) Separate appraisal worksheets must be completed for each unit appraised and for each field or subfield including fields or subfields with a differing base (APH) yield, farming practice or uninsured cause loss. Refer to section 5 above for sampling requirements.
- (4) For every inspection, complete items 1 through 4 and the area for the narrative. Complete Parts I and II as instructed below.
- (5) Standard appraisal worksheet items are numbered consecutively in subsection 8 C. Illustrations are provided to illustrate how to complete all entries, except the last three items on the Appraisal Worksheet.

37 General Information for Worksheet Entries and Completion Procedures (Continued)

(6) For all zero appraisals, refer to the LAM.

38-40 (Reserved)

PART 5 PRODUCTION WORKSHEET

41 General Information for Production Worksheet Entries and Completion Procedures

- (1) The PW is a progressive form containing all notices of damage for all preliminary, replant, and final inspections on a unit.
- (2) If a PW 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, when acreage is being appraised for a replanting payment and all acreage on the unit has been initially planted, or other reasons described in the LAM).
 - (e) “No Indemnity Due” claims (which must be verified by an appraisal or notification from the insured that the production exceeded the guarantee).
- (4) The adjuster is responsible for determining if the insured has complied with all of the requirements under the notice and claim provisions of the policy. If the insured has not, the adjuster should contact the AIP.
- (5) Instructions labeled “Preliminary” apply to preliminary inspections only. Instructions labeled “Replant” apply to replant inspections only. Instructions labeled “Final” apply to final inspections only. Instructions not labeled apply to all inspections.

42-50 (Reserved)

Acronyms and Abbreviations

Approved Acronym/Abbreviation	Term
BP	Common Crop Insurance Policy Basic Provisions
CAT	Catastrophic Coverage
CIH	Crop Insurance Handbook
CP	Crop Provisions
DSSH	Document Standards Supplemental Handbook
FAD	Final Agency Determination
FCIC	Federal Crop Insurance Corporation
FSA	Farm Service Agency
GSH	General Standards Handbook
LAM	Loss Adjustment Manual
PW	Production Worksheet
SP	Special Provisions

Definitions

Bypassed Acreage means land on which production is ready for harvest but the processor elects not to accept such production so it is not harvested.

First Fruit Set means the reproductive stage of the plant at which 30 percent of the plants have produced a fruit that has reached a minimum of one inch in diameter.

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, refer to subparagraph 2D and paragraph 37.

Element/Item Number		Standard
	Company Name	Name of the AIP, if not preprinted on the worksheet (Company Name).
	Claim Number	Claim number as assigned by the AIP.
1.	Insured's Name	Name of insured that identifies exactly the legal person (legal entity) to whom the policy is issued.
2.	Policy Number	Insured's assigned policy number.
3.	Unit Number	Unit number from the Summary of Coverage after it is verified to be correct.
4.	Crop	Processing Tomato (0087)
5.	Crop Year	Four-digit crop year, as defined in the policy, for which the claim has been filed.

PART 1

Element/Item Number		Standard
6.	Growth Period	Stage of growth at the time of appraisal
7.	Field ID	Field or subfield identification symbol
8.	Acres	Number of determined acres to tenths, in field or subfield being appraised.
9.	Combined Skip Length from Each Sample (Sample =100')	Combined length of all qualifying skips in feet, to tenths, for each sample (refer to exhibit 7).
10.	Total Skip Length	Total of skip length from all samples.
11.	Number of Samples	Total number of samples taken.
12.	Average Skip Length	Item 10 divided by item 11 rounded to tenths.
13.	Row Length	Enter "100."
14.	Average Skip Length	Average length of skips from item 12.
15.	Percent Stand	Item 13 minus item 14, to tenths.
16.	Average Yield	Taken from the APH form.
17.	Percent Stand	Percent stand from item 15.
18.	Tons Per Acre	Tons per acre rounded to tenths. Item 16 multiplied by item 17 expressed as a decimal percentage, rounded to tenths.

PART 2

Element/Item Number		Standard
19.	Growth Period	Stage of growth at the time of appraisal
20.	Field ID	Field or subfield identification symbol
21.	Acres	Number of determined acres, to tenths, in field or sub-field being appraised.

Form Standards – Appraisal Worksheet (Continued)

Element/Item Number		Standard
22.	Number of Tomatoes Per Sample (Sample 1/1000 th acre)	Marketable tomatoes counted for each sample.
23.	Total Number of Tomatoes	Total count of marketable tomatoes from all sample plots in item 22.
24.	Number of Samples	Total number of sample plots.
25.	Average Number of Tomatoes Per Sample	Item 23 divided by item 24, rounded to tenths.
26.	Variety Factor	Appropriate factor located in paragraph 35C above.
27.	Tons Per Acre	Item 25 divided by item 26, rounded to tenths.

PART 3

Element/Item Number		Standard
28.	Growth Period	Stage of growth at the time of appraisal.
29.	Field ID	Field or subfield identification symbol.
30.	Acres	Number of determined acres, to tenths, in field or subfield being appraised.
31.	Pounds Per Sample (Sample = 1/1000 th Acre)	Weight of marketable tomatoes from the sample plots. Refer to exhibit 6 for row width and length requirements.
32.	Total Pounds	Total weight of all marketable tomatoes from all sample plots rounded to tenths.
33.	Number of Samples	Total number of sample plots.
34.	Average Pounds per Sample	Item 32 divided by item 33, to tenths.
35.	Acre Factor	Enter “2.”
36.	Tons per Acre	Tons per acre, to tenths. Item 34 divided by item 35, rounded to tenths.
37.	Narrative	Remarks pertinent to the appraisal, sampling conditions in general (e.g. – very hot and dry, etc.).
The following required entries are not illustrated on the Tomato Appraisal Worksheet example below.		
38.	Insured’s Signature and Date:	Insured’s (or insured’s authorized representative’s) signature and date. Before obtaining the 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.
39.	Adjuster’s Signature, Code No., and Date	Signature of adjuster, code number, and date signed after the insured (or insured’s 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.
40.	Page Number	Page numbers – (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

Form Standards – Appraisal Worksheet (Continued)

For Illustration Purposes Only
TOMATO APPRAISAL WORKSHEET

COMPANY:	<i>Any Company</i>	1. INSURED'S NAME	2. POLICY NUMBER	3. UNIT NUMBER	4. CROP	5. CROP YEAR
CLAIM NO.:	<i>XXXXXX</i>	<i>I. M. INSURED</i>	<i>XXXXXXX</i>	<i>0001-0001-BU</i>	<i>P. TOMATO (0087)</i>	<i>YYYY</i>

EXAMPLE I

PART 1 STAND REDUCTION METHOD										6. GROWTH PERIOD:		STAGE			<i>1</i>			
7. Field ID	8. Acres	9. Combined Skip Length From Each Sample (Sample = 100')								10. Total Skip Length	11. No. of Samples	12. Average Skip Length	13. Row Length	14. Average Skip Length	15. Percent Stand	16. Average Yield	17. Percent Stand	18. Tons Per Acre
<i>A</i>	<i>20.0</i>	<i>50.1</i>	<i>59.6</i>	<i>50.0</i>	<i>40.3</i>				<i>200.0</i>	<i>4</i>	<i>50.0</i>	<i>100</i>	<i>50.0</i>	<i>50.0</i>	<i>28.6</i>	<i>50.0</i>	<i>14.3</i>	

EXAMPLE II

PART 2 TOMATO COUNT METHOD										19. GROWTH PERIOD:		STAGE			<i>2</i>
20. Field ID	21. Acres	22. Number of Tomatoes Per Sample (Sample = 1/1000th Acre)								23. Total Number Tomatoes	24. Number of Samples	25. Average Tomatoes Per Sample	26. Variety Factor	27. Tons Per Acre	
<i>B</i>	<i>6.0</i>	<i>140</i>	<i>161</i>	<i>149</i>					<i>450</i>	<i>3</i>	<i>150.0</i>	<i>16</i>	<i>9.4</i>		

EXAMPLE III

PART 3 WEIGHT METHOD										28. GROWTH PERIOD		STAGE			<i>2</i>
29. Field ID	30. Acres	31. Pounds Per Sample (Sample = 1/1000th Acre)								32. Total Pounds	33. Number of Samples	34. Average Pounds Per Sample	35. Acre Factor	36. Tons Per Acre	
<i>C</i>	<i>10.0</i>	<i>31.0</i>	<i>29.0</i>	<i>30.0</i>					<i>90.0</i>	<i>3</i>	<i>30.0</i>	<i>2</i>	<i>15.0</i>		

37. NARRATIVE (if more space is needed, attach a Special Report)

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

Form Standards – Production Worksheet

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

Element/Item Number		Standard
1.	Crop/Code #	“Processing Tomatoes” (0087).
2.	Unit #	Unit number from the Summary of Coverage after it is verified to be correct.
3.	Location Description	Land location that identifies the legal description, if available, and the location of the unit (e.g., section township, and range; FSA Farm Numbers, FSA Common Land Units (CLU) and tract numbers; GPS identifications or Grid identifications) as applicable for the crop.
4.	Date(s) of Damage	<p>First three letters of the month(s) during which the determined insured damage occurred for the inspection and cause(s) of damage listed in item 5 below. If no entry in item 5 below make no entry. For progressive damage, enter in chronological order the month that identified when the majority of insured damage occurred. Include the specific date where applicable as in the case of hail damage (e.g., Aug 11). Enter additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.</p> <p>If there is no insurable cause of loss, and no indemnity due claim will be completed, make no entry.</p>
5.	Cause(s) of Damage	<p>Name of the determined insured cause(s) of damage for this crop as listed in the LAM for the date of damage listed in item 4 for this inspection. If an insured cause(s) of damage is coded as “Other,” explain in the Narrative. Enter additional causes of damage in the extra spaces, as needed. If more space is needed, document the additional determined insured causes of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.</p> <p>If it is evident that no indemnity is due enter “No Indemnity” across the columns in Item 5 (refer to the LAM for more information on no indemnity due claims). If the claim is denied, enter “DC” and refer to the LAM for further instructions.</p>

Form Standards – Production Worksheet (Continued)

Element/Item Number		Standard																								
6.	Insured Cause %	<p>Preliminary: Make no entry.</p> <p>Replant and Final: Whole percent of damage for the insured cause of damage listed in item 5 for this inspection. Enter additional “Insured Cause %” in the extra spaces as needed. If additional space is needed, enter the additional determined “Insured Cause %” in the Narrative (or on a Special Report). The total of all “Insured Cause %” including those entered in the Narrative must equal 100%.</p> <p>If there is no insurable cause of loss, and a no indemnity due claim will be completed, make no entry.</p> <p>Example entries for items 4-6 and the Narrative, reflecting entries for multiple dates of damage, the corresponding insured causes of damage and insured cause percent:</p> <table border="1" data-bbox="511 850 1453 1113"> <tr> <td>4. Date(s) of Damage</td> <td>MAY</td> <td>JUN 30</td> <td>JUN 30</td> <td>AUG</td> <td>AUG</td> </tr> <tr> <td>5. Cause(s) of Damage</td> <td>Excess Moisture</td> <td>Tornado</td> <td>Hail</td> <td>Drought</td> <td>Heat</td> </tr> <tr> <td>6. Insured Cause %</td> <td>10</td> <td>20</td> <td>15</td> <td>25</td> <td>20</td> </tr> <tr> <td colspan="6">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	JUN 30	AUG	AUG	5. Cause(s) of Damage	Excess Moisture	Tornado	Hail	Drought	Heat	6. Insured Cause %	10	20	15	25	20	Narrative: Additional date of damage – SEP 5; Cause of Damage – Freeze; Insured cause Percent – 10%					
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7.	Company/Agency	Name of company and agency servicing the contract.																								
8.	Name of Insured	Name of the insured that identifies exactly the person to whom the policy is issued.																								
9.	Claim #	Claim number as assigned by the AIP																								
10.	Policy #	Insured’s assigned policy number.																								
11.	Crop Year	Four-digit crop year, as defined in the policy, for which the claim is filed.																								
12.	Additional Units	<p>Preliminary and Replant: Make no entry.</p> <p>Final: Unit number(s) for all non-loss units for the crop at the time of final inspection. A non-loss unit is any unit for which a PW has not been completed. Additional non-loss units may be entered on a single PW. If more spaces are needed for non-loss units, enter the unit numbers, identified as “Non-Loss Units,” in the narrative or on an attached Special Report.</p>																								
13.	Est. Prod. Per Acre	<p>Preliminary and Replant: Make no entry.</p> <p>Final: Estimated yield per acre in whole tons, of all non-loss units for the crop at the time of final inspection.</p>																								

Form Standards – Production Worksheet (Continued)

Element/Item Number		Standard
14.	Date(s) Notice of Loss	<p>Preliminary:</p> <ol style="list-style-type: none"> 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. A notice of damage or loss for a third preliminary inspection (if needed) requires an additional set of PWs. Enter the date of notice for a third preliminary inspection in the 1st space of item 14 on the second set of PWs. Reserve the “Final” space on the first page of the first set of PWs for the date of notice for the final inspection. If the inspection is initiated by the AIP, enter “Company Insp.” instead of the date. If the notice does not require an inspection, document as directed in the Narrative instructions. <p>Replant and Final: Transfer the last date (in the 1st or 2nd space from the first or second set of PWs) to the final space on the first page of the first set of PWs 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 PWs. For a delayed notice of loss or delayed claim, refer to the LAM.</p>
15.	Companion Policy(s)	<ol style="list-style-type: none"> If no other person has a share in the unit (insured has 100 percent share), make no entry. In all cases where the insured has less than 100 percent share of a loss-affected unit, ask the insured if other person sharing in the unit has a multiple-peril crop insurance contract (i.e., not crop-hail, etc.) If the other person does not, enter “None.” <ol style="list-style-type: none"> 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. 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. If unable to verify the existence of a companion contract, enter “Unknown” and contact the AIP for further instructions. Refer to the LAM for further information regarding companion contracts.

Form Standards – Production Worksheet (Continued)

Section I – Determined Acreage Appraised, Production and Adjustments

Make separate line entries for varying:

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

Element/Item Number		Standard
16.	Field ID	The field identification symbol from a sketch map or an aerial photo. Refer to the “Narrative.” Where acreage is partly replanted, omit the field ID symbol for the fields that have not been replanted and that have been consolidated into a single line entry.
17.	Multi-Crop Code:	Replant: Make no entry. Preliminary and Final: The applicable two-digit code for first crop and second crop. Refer to the LAM for instructions regarding entry of first crop and second-crop codes.
18.	Reported Acres:	In the event of over-reported acres, handle in accordance with the individual AIP’s instructions. In the event of under-reported acres, enter the reported to tenths for the field or subfield. If there are no under-reported acres, make no entry.
19.	Determined Acres	Refer to the LAM for definition of acceptable determined acres used herein. Enter the determined acres to tenths for the field or subfield for which consent is given for other use and/or: <ul style="list-style-type: none"> a. Put to other use without consent; b. Abandoned; c. Damage by uninsured causes; or d. For which the insured failed to provide acceptable records of production. <p>Refer to the LAM for procedures regarding when acres are allowed and documentation requirements.</p> <p>Replant: Determine the total acres, to tenths, of replanted acreage for each field or subfield (do not estimate). Make a separate line entry for any part or a field or subfield not replanted.</p> <ul style="list-style-type: none"> a. Determine the planted acreage of any fields or subfields not replanted. Consolidate it into a single line entry unless the usual reasons for separate line entries apply. Record the field or subfields identities (from a map or aerial photo) in the Narrative. b. Account for all planted acreage in the unit.

Form Standard – Production Worksheet (Continued)

Element/Item Number		Standard
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 separated line entries.
21.	Risk	Three-digit code for the correct "Rate Class" specified on the actuarial documents. If a "Rate Class" or "High Risk Area" is not specified on the actuarial documents, make no entry. Verify with the summary of coverage and if the rate class is found to be incorrect, revise according to AIP's instructions. Refer to the LAM. Unrated land is uninsurable without a written agreement.
22.	Type	Three-digit code entered exactly as specified on the actuarial documents for the type (or variety) grown by the insured. If "No Type Specified" or "No Variety Specified" is shown on the actuarial documents, enter the appropriate three-digit code from the actuarial documents (e.g., 997). If a type (or variety) is not specified on the actuarial documents, make no entry.
23.	Class	Three-digit code entered exactly as specified on the actuarial documents for the class grown by the insured. If "No Class Specified," is shown on the actuarial documents, enter the appropriate three-digit code 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 entered exactly as specified on the actuarial documents for the sub-class grown by the insured. If "No Sub-Class Specified" is shown on the actuarial documents, enter the appropriate three-digit code 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 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 on the actuarial documents, enter the appropriate three-digit code 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, entered exactly as specified on the actuarial documents for the irrigated practice carried out by the insured. If "No Irrigated Practice Specified" is shown on the actuarial documents, enter the appropriate three-digit code 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 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 on the actuarial documents, enter the appropriate three-digit code from the actuarial documents (e.g., 997). If a cropping practice (or practice) is not specified on the actuarial documents, make no entry.

Form Standard – Production Worksheet (Continued)

Element/Item Number		Standard																												
28.	Organic Practice	Three-digit code entered exactly as specified on the actuarial documents for the organic practice carried out by the insured. If “No Organic Practice Specified” is shown on the actuarial documents, enter the appropriate three-digit code from the actuarial documents (e.g., 997). If an organic practice is not specified on the actuarial documents, make no entry.																												
29.	Stage	<p>Preliminary: Make no entry.</p> <p>Replant: Replant stage abbreviation as shown below.</p> <table border="1"> <thead> <tr> <th>Stage</th> <th>Explanation</th> </tr> </thead> <tbody> <tr> <td>“R”.....</td> <td>Acreage replanted and qualifying for replanting payment.</td> </tr> <tr> <td>“NR”.....</td> <td>Acreage not replanted.</td> </tr> <tr> <td>“RN”.....</td> <td>Acreage replanted and not qualified for a replanting payment.</td> </tr> </tbody> </table> <p>Final: Stage abbreviation as shown below.</p> <table border="1"> <thead> <tr> <th>Stage</th> <th>Explanation</th> </tr> </thead> <tbody> <tr> <td>“1”.....</td> <td>From planting until first fruit set.</td> </tr> <tr> <td>“2”.....</td> <td>From first fruit set until harvest.</td> </tr> <tr> <td>“3”.....</td> <td>Harvested acreage.</td> </tr> <tr> <td>“P”.....</td> <td>Acreage abandoned without consent, put to other use without consent, damage solely by uninsured causes, or for which the insured failed to provided acceptable records of production to the AIP.</td> </tr> <tr> <td>“UB”.....</td> <td>Acreage bypassed, damaged by insured causes.</td> </tr> <tr> <td>“PB”.....</td> <td>Acreage bypassed, damaged solely by uninsured causes.</td> </tr> <tr> <td>“TZ”.....</td> <td>UUF/Third Party Damage – Zero production on the same acreage.</td> </tr> <tr> <td>“TA”.....</td> <td>UUF/Third Party Damage – Appraised production on the same acreage.</td> </tr> <tr> <td>“TH”.....</td> <td>UUF/Third Party Damage – Harvested production on the same acreage.</td> </tr> </tbody> </table> <p>Gleaned Acreage: Refer to the LAM for information on gleaning.</p>	Stage	Explanation	“R”.....	Acreage replanted and qualifying for replanting payment.	“NR”.....	Acreage not replanted.	“RN”.....	Acreage replanted and not qualified for a replanting payment.	Stage	Explanation	“1”.....	From planting until first fruit set.	“2”.....	From first fruit set until harvest.	“3”.....	Harvested acreage.	“P”.....	Acreage abandoned without consent, put to other use without consent, damage solely by uninsured causes, or for which the insured failed to provided acceptable records of production to the AIP.	“UB”.....	Acreage bypassed, damaged by insured causes.	“PB”.....	Acreage bypassed, damaged solely by uninsured causes.	“TZ”.....	UUF/Third Party Damage – Zero production on the same acreage.	“TA”.....	UUF/Third Party Damage – Appraised production on the same acreage.	“TH”.....	UUF/Third Party Damage – Harvested production on the same acreage.
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Form Standard – Production Worksheet (Continued)

Element/Item Number		Standard																		
30.	Use of Acreage	<p>Use the following “Intended Use” abbreviations:</p> <table border="1"> <thead> <tr> <th>USE</th> <th>Explanation</th> </tr> </thead> <tbody> <tr> <td>“Replant”.....</td> <td>Acreage replanted</td> </tr> <tr> <td>“Not Replanted”.....</td> <td>Acreage not replanted</td> </tr> <tr> <td>“WOC”.....</td> <td>Other use without consent</td> </tr> <tr> <td>“SU”.....</td> <td>Solely uninsured</td> </tr> <tr> <td>“ABA”.....</td> <td>Abandoned without consent</td> </tr> <tr> <td>“H”.....</td> <td>Harvested</td> </tr> <tr> <td>“UH”.....</td> <td>Unharvested</td> </tr> <tr> <td>“Bypassed”.....</td> <td>Bypassed by the Processor</td> </tr> </tbody> </table> <p>Verify any “Intended Use” entry. If the final use of the acreage was not as indicated, strike out the original line and initial it. Enter all data on a new line showing correct “Final Use.”</p> <p>Gleaned Acreage: Refer to the LAM for information on gleaning.</p>	USE	Explanation	“Replant”.....	Acreage replanted	“Not Replanted”.....	Acreage not replanted	“WOC”.....	Other use without consent	“SU”.....	Solely uninsured	“ABA”.....	Abandoned without consent	“H”.....	Harvested	“UH”.....	Unharvested	“Bypassed”.....	Bypassed by the Processor
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31.	Appraised Potential	<p>Replant: Enter the tons per acre allowed for replanting. Show all calculations in the Narrative of the PW or on a Special Report. (Refer to Part 3 for qualifications and computations.)</p> <p>Preliminary and Final: Per-acre appraisal in tons, to tenths, of potential production for the acreage appraised as shown on the appraisal worksheet. Refer to Part 4, “Processing Tomato Appraisals” for additional instructions.</p> <p>If there is no potential on UH acreage, enter “0.0.” Refer to the LAM for Zero Appraisal Documentation.</p>																		
32.-33.		Make no entry.																		
34.	Production Pre-QA	Enter the result of multiplying column 31 times column 19, tons rounded to tenths. If no entry in column 31, make no entry.																		
35.	Quality Factor	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 “0.000.” Instruct the insured to complete and submit a Certification Form stating the date the crop or productions was destroyed and the method of destruction (refer to item 40 and the Narrative below). Also refer to LAM for additional information. Otherwise make no entry.																		
36.	Production Post QA	<p>Replant: Transfer the entry in column 34.</p> <p>Preliminary and Final: Result of multiplying column 34 times column 35, in tons to tenths. If no entry in column 35, transfer entry from column 34.</p>																		

Form Standard – Production Worksheet (Continued)

Element/Item Number		Standard
37.	Uninsured Cause	<p>Replant: Make no entry.</p> <p>Preliminary and Final: Result of per acre appraisal for uninsured causes (taken from appraisal worksheet or other documentation) multiplied by column 19, in tons rounded to tenths. Refer to the LAM for information on how to determine uninsured cause appraisals. If no uninsured causes, make no entry.</p> <p>a. Hail and Fire exclusion not in effect.</p> <p>(1) Enter the result of multiplying column 19 entry by not less than the insured's production guarantee per acre in tons, for the line, (calculated by multiplying the elected coverage level percentage times the approved APH yield per acre shown on the APH form) for any "P" or "PB" acreage. Refer to the LAM for information on how to determine uninsured cause appraisals.</p> <p>(2) On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged solely by uninsured causes separate from other production.</p> <p>(3) For acreage that is damaged partly by uninsured causes, enter the result of appraised uninsured loss of production per acre multiplied by column 19, tons, to tenths, for any such acreage.</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>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 column 36 and column 37, to tenths.
39.	Total	<p>Preliminary: Make no entry.</p> <p>Final: Total determined acres (column 19), to tenths.</p>
40.	Quality	Check "None"
41.	Mycotoxins exceed FDA, State, or other health organization maximum limits?	Make no entry.
42.	Totals	Total of entries in columns 34, 36, 37, and 38, to tenths. If a column has no entries, make no entry.

Form Standard – Production Worksheet (Continued)

Narrative

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

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 the 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 Section I, column 37 for uninsured causes due to Hail and Fire Exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.
e.	Document the actual appraisal date if an appraisal was performed prior to the adjuster’s signature date on the appraisal worksheet, and the date of the appraisal is not recorded on the appraisal worksheet.
f.	State that there is “No other fire insurance” when fire damages or destroys the insured crop and it is determined that the insured has no other fire insurance Also refer to the LAM.
g.	Explain any errors found on the Summary of Coverage.
h.	Explain any commingled production. Refer to the LAM.
i.	Explain any entry for “Production Not to Count” in Section II, column 62 and/or any production not included in Section II, column 56 or column 49-52 entries (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit.)
j.	Explain a “No” checked in item 44, Damage Similar to Other Farms in the Area.”
k.	<p>Attach a sketch map or aerial photo to identify the total unit:</p> <ol style="list-style-type: none"> (1) If consent is or has been given to put part of the unit to another use or replant; (2) If acreage has been replanted to a practice uninsurable as an original practice; (3) For bypassed acreage when uninsured causes are present; (4) If uninsured causes are present, and the acreage is not bypassed or (5) For unusual or controversial cases. <p>Indicate on the aerial photo or sketch map, the disposition of acreage or put to other use with or without consent.</p>
l.	Explain any difference between date of inspection and signature dates. For an absentee insured, enter the date of the inspection and the date of mailing the PW for signature.
m.	When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and date of inspection.
n.	Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed in accordance with AIP’s instructions.
o.	Explain any delayed notices or delayed claims as instructed in the LAM.
p.	Document any authorize estimated acres, as instructed in the LAM, shown in Section I, column 19.
q.	Document the method and calculation used to determine acres for the unit. Refer to the LAM.
r.	Specify the type of insects or disease when the insured cause of damage or loss is listed as insects or disease. List the control measures used and explain why they did not work.

Form Standard – Production Worksheet (Continued)

s.	Document the appraisal (plus appraisal for uninsured causes of loss, if applicable) for replanted acreage, and the calculation to show that the qualifications for replanting payment have been met. Refer to Part 3.
t.	If any acreage to be replanted in the unit does not qualify for a replanting payment enter Field No., “Not Qual For Payment,” date of inspection, adjuster’s initials, and reason not qualified.
u.	For production ordered destroyed by a Federal or State agency due to the presence of injurious substances or conditions, document the following: <ul style="list-style-type: none"> (1) Explain any “0.000” factor entered in columns 35 and 65. (2) A description of the injurious substance or condition for which a destruction order was issued. The circumstances that caused the crop to be affected by an injurious substance or condition, the date the crop was destroyed and the method of destruction. Attach to the claim the insured’s completed Certification Form, a copy of the destruction order issued by the Federal or State agency and (if applicable) a copy of the laboratory test results that confirms the presence of injurious substances or conditions. <p>Refer to the LAM for additional documentation requirements.</p>
v.	Document any other pertinent information, including any data to support any factors used to calculate the production. If on an attachment, enter “See attachment.”

Section II – Determined Harvested Production**General Information**

- (1) Account for all harvested production (for all entities sharing in the crop) except production appraised before harvest and shown in Section I because the quantity cannot be determined later (e.g., released for other uses, etc.).
- (2) For production commercially sold, etc., enter the name and address of the processor as applicable in columns 49 through 52.
- (3) There will be no “harvested production” entries for replant payments.
- (4) If additional lines are necessary, the data may be entered on a continuation sheet. Use separate lines
 - (a) Separate processor facilities.
 - (b) Varying names and addresses of buyers of sold production.
 - (c) Varying shares; e.g., 50 percent and 75 percent shares on same unit.
 - (d) Production from first (original) or second (substitute) crop acreage when a second crop will be or is planted on the first crop acreage within the same crop year.
- (5) There will generally be no harvested production entries in items 47 through 66 for preliminary inspections.

Form Standard – Production Worksheet (Continued)

- (6) If there is harvested production from more than one insured practice (or type) and a separate approved APH yield has been established for each, the harvested production also must be entered on separate lines in items 47 through 66 by type or practice. If production has been comingled, refer to the LAM.

Element/Item Number		Standard
43.	Date Harvest Completed: (Used to determine if there is a delayed notice or a delayed claim. Refer to the LAM.)	<p>Preliminary: Make no entry.</p> <p>Replant and Final:</p> <ul style="list-style-type: none"> a. The earlier of the date the entire acreage on the unit was (1) harvested, (2) totally destroyed, (3) replanted, (4) put to other use, (5) a combination of destroyed, harvested, or put to other use, or (6) the calendar date for the end of the insurance period. b. If at the time of final inspection (if prior to the end of the insurance period) there is any unharvested insured acreage remaining on the unit that the insured does not intend to harvest, enter “Incomplete.” c. If at the time of final inspection (if prior to the end of the insurance period), none of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter “No Harvest.” d. If the case involves a Certification Form, enter the date from the Certification Form when the entire unit is put to another use, replanting is complete for the unit, etc. Refer to the LAM
44.	Damage Similar to Other Farms in the Area?	<p>Preliminary: Make no entry.</p> <p>Replant and Final: 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>
45.	Assignment of Indemnity	Check “Yes” only if a transfer of right to indemnity is in effect for the unit and the crop year, otherwise, check “No.” Refer to the LAM.
46.	Transfer of Right to Indemnity	Check “Yes” only if a transfer of right to indemnity is in effect for the unit and the crop year, otherwise, check “No.” Refer to the LAM.
47a.	Share	Record only varying shares on same unit to three decimal places.
47b.	Field ID:	<ul style="list-style-type: none"> a. If only one practice and/or type of harvested processing tomato production is listed in Section I, make no entry. b. If more than one practice and/or type of harvested production is listed in Section I, and a separate approved APH yield exists, indicate for each practice/type, the corresponding Field ID (from Section I, column 16).
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.
Refer to the LAM for instructions regarding entries of first crop and second crop codes.		
49.- 55	Buyers, Packinghouse or Processor	For processing tomatoes sold, enter the name and address of the buyer, packinghouse, or processor.
		a.

Form Standard – Production Worksheet (Continued)

Element/Item Number		Standard
56.	Bu., Ton, Lbs., Cwt.	Circle “Ton” in column heading. a. Production in tons, to tenths for all harvested tomato production delivered to the processor which meets the quality requirements of the processor contract, enter the usable or payable weight noted on the processor’s summary sheet, as applicable, and/or b. Production in tons to tenths for all harvested tomato production delivered to a processor which does not meet the quality requirements of the processor contract due to not being timely delivered, enter the total weight. For production sold and/or stored in commercial storage. Obtain production from the summary and/or settlement sheets. (Individual load slips only will not suffice unless the storage facility or buyer will not provide summary and/or settlement sheets to the insured, and this is documented in the narrative.)
57.-60.		Make no entry.
61.	Adjusted Production:	Enter tons from column “56”.
62.	Production Not to Count:	Net production not to count, in tons to tenths, when acceptable records identifying such production are available, from harvested acreage which has been assessed an appraisal of not less than guarantee per acre, or from other sources (e.g. other units or uninsured acreage). This entry must never exceed production shown on the same line. Explain any “Production not to Count” in the Narrative.
63.	Production Pre- QA	Result of subtracting the entry in column “62” from column “61” to tenths.
64 a-b.		Make no entry.
65.	Quality Factor	If due to insured causes, a Federal or State agency has ordered the insured harvested crop production to be destroyed, enter the factor “0.000.” Refer to instructions for items 35 and 40 above for additional information and the Narrative for required documentation. Otherwise, make no entry.
66.	Production to Count	Production from column “63,” to tenths. If there is an entry in column 65, enter “0.000”
67.	Total	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 shares, stages, APH yield, 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	Preliminary and Replant: Make no entry. Final: Total of column “66,” to tenths.
69.	Section I Total	Preliminary and Replant: Make no entry. Final: Enter figure from Section I, column “38” total.

Form Standard – Production Worksheet (Continued)

Element/Item Number		Standard
70.	Unit Total	Preliminary and Replant: Make no entry. Final: Total of columns “68” and “69”, to tenths.
71.	Allocated Prod.	Refer to the LAM for instructions for determining allocated production, tons to tenths, allocated production. Enter the total production, to tenths, allocated to this unit that is included in Sections I or II of the PW. Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.
72.	Total APH Prod.	Result, in tons to tenths, of subtracting the total of column 37 (item 42 “Totals”) and item 71 (Allocated Prod.) from item 70 (Unit Total). If no entries in item 37 and item 71, transfer the entry in item 70. Make no entry when separate APH yields are maintained by type, practice, etc., with in the unit.
The following required entries are not illustrated on the PW example below.		
73.	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 PW with the insured (or insured’s authorized representative) particularly explaining codes, etc., which may not be readily understood. Final indemnity inspections and final replanting payment inspections should be signed on bottom line.
74.	Adjuster’s Signature, Code # and Date	Signature of adjuster, code number, and date signed after the insured (or insured’s authorized representative) has signed. For an absentee insured, enter adjuster's code number only. The signature and date will be entered after the absentee has signed and returned the PW. Final indemnity inspections and final replanting inspections should be signed on bottom line.
75.	Page	Page numbers (Example; Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

Form Standard – Production Worksheet (Continued)

PRODUCTION WORKSHEET

1. Crop/Code # P Tomatoes 0087	2. Unit # 0001-0001-BU	3. Location Description SW1-96N-30W	7. Company Agency ANY COMPANY ANY AGENCY	8. Name of Insured I.M. INSURED
4. Date(s) of Damage OCT 10	DEC 1			9. Claim # XXXXXXXX
5. Cause(s) of Damage HAIL	Freeze			11. Crop Year YYYY
6. Insured Cause % 60	X			10. Policy # XXXXXX
12. Additional Units 0002-0002-BU				14. Date(s) Notice of Loss MM/DD/YYYY
13. Est. Prod. Per Acre 575				1st MM/DD/YYYY
				2nd MM/DD/YYYY
				Final MM/DD/YYYY
				15. Companion Policy(s)

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

A. ACTUARIAL															B. POTENTIAL YIELD								
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a.	32b.	33.	34.	35.	36.	37.	38.
Field ID	Multi-Crop Code	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count	
A	NS		20.0	1.000		997					064		1	UH	14.3			286.0		286.0		286.0	
B	NS		6.0	1.000		997					064		2	P	9.4			56.4		56.4	120.0	176.4	
C	NS		10.0	1.000		997					064		3	H									
D	NS		5.0	1.000		997					064		3	H									
39. TOTAL			41.0	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input checked="" type="checkbox"/>												42. TOTALS	342.4		342.4	120.0	462.4		
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): Fields B, C, and D are permanent fields. Field A determined by wheel measurements. Refer to attached Special Report for wheel measurements. Field B – uninsured causes were insect damage with inadequate control measures.

SECTION II – DETERMINED HARVESTED PRODUCTION

43. Date Harvest Completed MM/DD/YYYY						44. Damage similar to other farms in the area? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						45. Assignment of Indemnity Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						46. Transfer of Right to Indemnity? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
A. MEASUREMENTS						B. GROSS PRODUCTION						C. ADJUSTMENTS TO HARVESTED PRODUCTION												
47a.	48.	49.	50.	51.	52.	53.	54.	55.	56.	57.	58a.	58b.	59a.	59b.	60a.	60b.	61.	62.	63.	64a.	64b.	65.	66.	
Share Field ID	Multi-Crop Code	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod.	Cus Bu (Ton) (Lbs.) CWT	Shell/Sugar Factor	FM% Factor	Moisture % Factor	Test WT Factor	Adjusted Production	Prod. Not to Count	Production Pre-QA	Value Mkt. Price	Quality Factor	Production to Count					
	NS	ABC Packinghouse Any Town, Any State							225.0						225.0		225.0							
67. TOTAL																			225.0	68. Section II Total		225.0		
																				69. Section I Total		462.4		
																				70. Unit Total		687.4		
																				71. Allocated Prod.		120.0		
																				72. Total APH Prod.		567.4		

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

Form Standards – Production Worksheet (Continued)

PRODUCTION WORKSHEET

1. Crop/Code # P Tomatoes 0087	2. Unit # 0001-0001-BU	3. Location/Description SW1-96N-3W	7. Company Agency ANY COMPANY ANY AGENCY	8. Name of Insured I.M. INSURED
4. Date(s) of Damage JUN 10	5. Cause(s) of Damage HAIL	6. Insured Cause % 100	12. Additional Units	13. Est. Prod. Per Acre
9. Claim # XXXXXXXX		11. Crop Year YYYY		
10. Policy # XXXXXXXXXX		14. Date(s) Notice of Loss MM/DD/YYYY		
14. Date(s) Notice of Loss MM/DD/YYYY		1st	2nd	Final MM/DD/YYYY
15. Companion Policy(s)				

EXAMPLE 1: 100% SHARE

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		20.0	1.000		997					064		R	REPLANTED	4.0			80.0		80.0		80.0
B	NS		21.0	1.000		997					064		NR	NOT REPLANTED								
39. TOTAL			41.0	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/>										42. TOTALS		60.0		80.0		80.0		

NARRATIVE (If more space is needed, attach a Special Report) 25 ton guarantee x 20% = 5.0 tons. Maximum tons allowed by policy is 7.0 tons. Actual replant cost is 4.0 tons. Actual replant cost is the lesser of the three and is the maximum allowed. 20% of 41 acres is 8.2 acres; minimum acreage requirement has been met. Field A is GPS measured and Field B is a permanent field. Refer to attached Special Report for wheel measurements.

EXAMPLE 2: 50% SHARE

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		20.0	.500		997					064		R	REPLANTED	2.0			40.0		40.0		40.0
B	NS		21.0	.500		997					064		NR	NOT REPLANTED								
39. TOTAL			41.0	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/>										42. TOTALS		30.0		40.0		40.0		

NARRATIVE (If more space is needed, attach a Special Report) Example above shows the maximum allowance when share is considered. Acres are GPS measured.

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

Minimum Requirement for Representative Samples

Acres in Field or Subfield	Minimum Number of Samples
0.1 – 10.0	3
One additional sample is required for each additional 40.0 acres (or fraction thereof) in the field or subfield.	

Row Width and Length Chart

Row Width (Inches)	1/100 Acre (Feet)	1/1000 Acre (Feet)
66	79	7.9
60	87	8.7
42	124	12.4
40	131	13.1
38	138	13.8
36	145	14.5
34	154	15.4
32	163	16.3
30	174	17.4
28	187	18.7
26	201	20.1
24	218	21.8
22	238	23.8
20	261	26.1

Excessive Skip Determination Examples

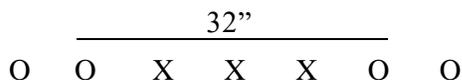
A qualifying skip is any skip in a row more than 16 inches after subtracting 16 inches from the distance between live plants. (This is due to the fact that the live plants will compensate 16 inches toward closing the open gap between them). The distance between live plants must exceed 32 inches before any qualifying skips are recorded on the appraisal form.

The examples below are an average plant spacing; the row is a portion of 100 feet. The circles (O) indicate a tomato plant, the "X"s indicate one plant is missing or dead.

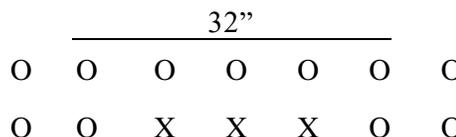
Only that skip length in excess of 16" after subtracting 16" from the gap between plants shall be considered an excessive qualifying skip. Record only that amount over 16" (1.3') on the appraisal worksheet. One skip in a 100 foot row: 34" gap - 16" = 18" qualifying skip (1.5') will be recorded on the worksheet).

Example 1: 32" Gap

SINGLE ROW – 40"
The result of subtracting 16" from 32" does not exceed 16"; it is NOT to be considered a qualifying skip.

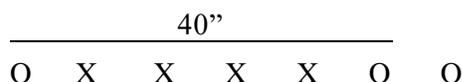


DOUBLE ROW – 60"
32" gap is filled by the opposite plant in the adjacent row; it is NOT to be considered a qualifying skip.

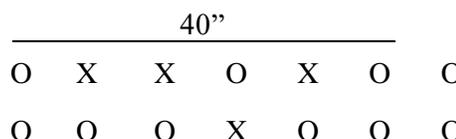


Example 2: 40" Gap

SINGLE ROW – 40"
The result of subtracting 16" from 40" exceeds 16" Qualifying skip is 24"



DOUBLE ROW – 60"
40" skip is filled by the opposite plant in the adjacent row. This is NOT considered a qualifying skip.



Excessive Skip Determination Examples (Continued)

Example 3: 56" Gap

SINGLE ROW – 40"
The result of subtracting 16" from 56" exceeds 16" Qualifying skip is 40"

56"							
O	X	X	X	X	X	X	O

DOUBLE ROW – 60"
Count only the space that is vacant on both rows. Qualifying skip is 40"

56"							
O	X	X	X	X	X	X	O
X	X	X	X	X	X	X	O