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Department of  
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Federal Crop  
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Corporation



Product  
Administration and  
Standards  
Division

# **SWEETPOTATO PILOT LOSS ADJUSTMENT STANDARDS HANDBOOK**

FCIC-25620 (11/2007) **2008 and Succeeding Crop Years**



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

<b>FEDERAL CROP INSURANCE HANDBOOK</b>	<b>NUMBER: 25620 (11-2007)</b>	
<b>SUBJECT:  SWEETPOTATO NEW PILOT LOSS ADJUSTMENT STANDARDS HANDBOOK 2008 AND SUCCEEDING CROP YEARS</b>	<b>OPI: Product Administration &amp; Standards Division</b>	
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>APPROVED:</b> <i>/S/ Rodger M. Matthews for Tim B. Witt Deputy Administrator, Product Management</i></td> <td style="width: 50%;"><b>DATE:</b> <i>November 27, 2007</i></td> </tr> </table>	<b>APPROVED:</b> <i>/S/ Rodger M. Matthews for Tim B. Witt Deputy Administrator, Product Management</i>
<b>APPROVED:</b> <i>/S/ Rodger M. Matthews for Tim B. Witt Deputy Administrator, Product Management</i>	<b>DATE:</b> <i>November 27, 2007</i>	

**THIS HANDBOOK CONTAINS THE OFFICIAL FCIC-ISSUED LOSS ADJUSTMENT STANDARDS FOR THIS CROP FOR THE 2008 AND SUCCEEDING CROP YEARS. ALL APPROVED AIPS (AIPs) WILL UTILIZE THESE STANDARDS FOR BOTH LOSS ADJUSTMENT AND LOSS TRAINING.**

**SUMMARY OF CHANGES/CONTROL CHART**

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

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

Changes for crop year 2008 (FCIC – 25620) issued **November 2007**:

1. Throughout handbook: Made editorial and syntax changes so handbook text tracks with current RMA-approved handbook formatting, and updated examples and forms as needed.
2. Throughout the handbook: Comments that pertained to grammar, punctuation, deleting unneeded words, rewording to make a sentence flow better, corrections of reference numbers, formatting, etc. were incorporated if accepted, but are not listed.
3. Throughout the handbook: Replace the term “Insurance Provider” with “Approved Insurance Provider” or abbreviated “AIP.”
4. Throughout the handbook: Removed the signature blocks and privacy act statements from all form examples. These are still required entries on any applicable company generated forms. The signature blocks from the forms in the Scouting Manual were not removed.
5. Subsections 2B(4), 3B(1), 3B(4), 7A(2)(b), 7B(3)(c)&(d), 7C(1): Added the standard for “firmness” to be included in the grading requirement along with size for determining sweetpotato production.

6. Subsection 3 A: Added statement to clarify: “The following may not be a complete list of insurability requirements. Refer to the Basic Provisions, Sweetpotato Crop Provisions, and Special Provisions for a complete list.”
7. Subsection 3 A (7): Revised language to match crop provisions changes stating that a copy of the scouting report must be submitted to the AIP within 7 calendar days after the latest date scouting can be performed as specified in the Special Provisions.
8. Subsection 5 C Examples 1 and 2: Corrected dates to agree with stages of growth language.
9. Subsection 7 B (1) (c): Clarified that if check strips have not been left and maintained that the production to count for all the harvested acres in that field or subfield “in the unit” will be the greater of the harvested production or the production guarantee.
10. Subsection 9 A (3): Added section to clarify the minimum requirements for the Sweetpotato Growing Season Inspection and Appraisal Worksheets.
11. Subsection 9 B: Growing Season Inspection Worksheet added Beauregard as the Variety, deleted stage entry in item 11, changed guarantee to whole number, and corrected production to count in item 19. Made other minor changes to the worksheets.
12. Subsection 10 A: Added section listing Claim form standards, this reflects approved language for all crop handbooks.

Control Chart for: Sweetpotato New Pilot Program Loss Adjustment Standards Handbook							
	SC Page(s)	TC Page(s)	Text Page(s)	Reference Material	Scouting Manual	Date	Directive Number
Remove	Entire Handbook						
Current Index	SC1-SC2	TC1-TC2	1-43	44-46	1-10	11/2007	FCIC 25620

**SWEETPOTATO NEW PILOT LOSS ADJUSTMENT STANDARDS HANDBOOK  
SUMMARY OF CHANGES/CONTROL CHART (Continued)**

**(Reserved)**

**SWEETPOTATO NEW PILOT LOSS ADJUSTMENT HANDBOOK  
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# 1. INTRODUCTION

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**THIS HANDBOOK MUST BE USED IN CONJUNCTION WITH THE LOSS ADJUSTMENT MANUAL (LAM) STANDARDS HANDBOOK, FCIC - 25010.**

The FCIC-issued loss adjustment standards for this crop are the official standard requirements for adjusting Multiple Peril Crop Insurance (MPCI) losses in a uniform and timely manner. The FCIC-issued standards for this crop and crop year are in effect as of the signature date for this crop handbook at [www.rma.usda.gov/handbooks/25000/index.html](http://www.rma.usda.gov/handbooks/25000/index.html). All AIPs will 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. SPECIAL INSTRUCTIONS

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This handbook remains in effect until superseded by reissuance of **either** the entire handbook **or** selected portions (through slipsheets or bulletins). If slipsheets have been issued for a handbook, the original handbook as amended by slipsheet pages shall constitute the handbook. A bulletin can supersede either the original handbook or subsequent slipsheets.

### A. DISTRIBUTION

\*\*\* The following is the minimum distribution of forms completed by the adjuster and signed by the insured (or the insured's authorized representative).

- (1) One legible copy to the insured. The original and all remaining copies as instructed by the Approved Insurance Provider (AIP).
- (2) It is the AIP's responsibility to maintain original insurance documents relative to policyholder servicing as designated in their approved plan of operations.

The following is the minimum distribution of growing season inspection forms completed by an independent agricultural expert.

- (1) The agricultural expert should retain one legible copy as a record of the inspection.
- (2) The insured should retain one legible copy and provide the original and any remaining copies to the AIP.
- (3) It is the AIP's responsibility to maintain original insurance documents relative to policyholder servicing as designated in their approved plan of operations.

### B. TERMS, ABBREVIATIONS, AND DEFINITIONS

- (1) Terms, abbreviations, and definitions **general** (not crop specific) to loss adjustment are identified in the LAM.



(2) Terms, abbreviations, and definitions **specific** to sweetpotato loss adjustment and this handbook, which are not defined in this section, are defined as they appear in the text.

(3) Abbreviation(s):

**CAT** Catastrophic Risk Protection  
**CIH** Crop Insurance Handbook  
**DSSH** Document and Supplemental Standards Handbook, FCIC-24040

(4) Definitions:

**Check Strip** Full rows of sweetpotatoes extending the entire length of each field left in the fields and subfields in locations designated by the AIP and used by the adjuster to appraise production. Refer to the LAM for additional information concerning representative samples.

**Discard** To dispose of production without receipt of value for the crop.

**Grade Inspection** An evaluation in which representative samples of appraised production are obtained and are judged for **size and firmness** based on the sweetpotato crop provisions and published USDA, **Agricultural Marketing Service (AMS)** Sweetpotato Standards. This inspection is performed by the AIP or a party approved by the AIP prior to the sale or disposal of any lot, or any portion of a lot.

### **3. INSURANCE CONTRACT INFORMATION**

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

#### **A. INSURABILITY**

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

(1) **T**he insured crop will be all sweetpotatoes in the county for which a premium rate is provided by the county actuarial documents:

- (a) In which the **insured** has a share;
- (b) In which a **qualified** person has a share of 50% or more;
- (c) That are planted for harvest as a fresh market crop;

- (d) That are planted using slips the insured purchased from a certified seed producer, produced by the insured from certified seed, or produced by the insured from seed that was propagated by the insured from certified G-1 seed the previous crop year, and that is properly treated with a fungicide;
  - (e) That are of a variety specified in the Special Provisions;
  - (f) That initially are planted with a sufficient number of slips to achieve a plant density not less than the number specified in the Special Provisions (the AIP will make an appraisal for uninsured cause of loss if a sufficient number of slips was not planted)
  - (g) That are scouted by an agricultural expert on no fewer than the number of occasions specified in the Special Provisions (the scouting must include any uninsured acreage that you have reported); and
  - (h) That are not:
    1. Interplanted with another crop;
    2. Sold to a processor; or
    3. Sold or used for the production of seed or slips.
- (2) Sweetpotato acreage will be considered uninsurable if:
- (a) It does not meet the rotation requirements shown in the Special Provisions, if applicable;
  - (b) It is identified as uninsurable in the actuarial documents, except by written agreement;
  - (c) It is subject to restrictions on planting of sweetpotatoes under orders issued by the official in the state responsible for the control of the sweetpotato weevil, witchweed, or other controlled insect or weed;
  - (d) It is planted into a field in which any other crop was damaged by fungal, bacterial or viral diseases, or insects or nematodes that can affect sweetpotatoes during either of the previous two years;
  - (e) It is planted into a field that had been pasture in the preceding crop year.
- (4) The number of acres the insured may insure cannot exceed 110 percent of the largest number of the acres of sweetpotatoes (all varieties) in which the insured had a share that the insured harvested in any of the most recent three crop years sweetpotatoes were planted.
- (5) Any acreage of the insured crop damaged before the final planting date, to the extent that a majority of producers in the area would not normally further care for the crop, must be replanted, unless the AIP agrees that it is not practical to replant. (Refer to the LAM for information related to Replanting Provisions Issues).

- (6) The insured must give “Notice of Loss or Damage” to the AIP within 72 hours of the insured’s initial discovery of damage, or immediately if harvest has begun when damage has occurred, so that the AIP may inspect the damaged production.
- (7) The insured must provide a copy of the scouting report to the AIP within 7 calendar days after the latest date scouting can be performed as specified in the Special Provisions.

## **B. GRADE INSPECTIONS**

- (1) The AIP or the provider’s agent must perform an on-site grade (size and firmness) inspection, when the crop reaches maturity, on representative samples of the sweetpotatoes from any field or subfield for which the insured or an agent thereof has provided a “Notice of Loss or Damage” and/or the scouting report indicates losses of 25% or more of the approved yield.  
\*\*\*
- (2) The sweetpotatoes must be evaluated and grade determinations must be made by a person who is appropriately trained in the USDA Agricultural Marketing Service (AMS) standards for sweetpotatoes that are used to define field pack production and whom the AIP has authorized to grade sweetpotatoes to determine field pack production, or;  
\*\*\*
- (3) Any loss of production must be determined based on representative samples obtained in the field. The number and size of representative samples required will be determined in accordance with this handbook.
- (4) Samples will be graded according to USDA sweetpotato size and firmness standards only.
  - (a) AMS Standard for Firm: "Firm" means not more than slightly flabby or shriveled.
  - (b) The standard for size as provided for in the crop provisions are roots that are at least one and one-half inches in diameter.
- (5) Production meeting or exceeding these standards will be determined by examining individual tuberous roots. All tuberous roots in the representative sample will be examined.
- (6) It is IMPERATIVE that all production in the unit be graded for the appropriate characteristics according to the crop provisions.

## **C. PROVISIONS AND PROCEDURES NOT APPLICABLE TO CAT COVERAGE**

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

## **D. UNIT DIVISION**

A basic unit may not be further subdivided into optional units.

## **4. REPLANTING PAYMENT PROCEDURES**

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### **A. GENERAL INFORMATION**

There is no replanting payment available for sweetpotatoes. Refer to the Basic Provisions and the crop provisions for replanting requirements prior to the final planting date. Also refer also to Section 3 A (5) above.

## **5. SWEETPOTATO APPRAISALS**

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### **A. GENERAL INFORMATION**

Potential production **for all types of inspections** will be appraised in accordance with procedures specified in this handbook and the LAM.

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### **B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS**

- (1) **Determine the minimum number of required samples for a field or subfield by the field size, the general condition 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 different portions of the same field; or  
**Special attention should be paid to low lying portions of any field because such areas are especially subject to losses including uninsured losses;**
  - (b) The insured wishes to abandon a portion of a field, or discard or destroy the production therefrom.
- (3) Appraise each field or subfield separately. A separate set of Growing Season Inspection Worksheets is required for each field or subfield within a unit. Separate entries for each field or subfield are required on the Final Sweetpotato Appraisal Worksheet.
- (4) Take not less than the minimum number (count) of representative samples for a field or subfield as required in **TABLES A and B.**

- (5) Locate the **check strips** (Refer to Section 2. B. (4) Definitions.) left in accordance with instructions from the **AIP**. The location of these strips is generally provided to the insured when a notice of loss is given by the insured or the when fields are to be abandoned. These check strips should extend the full length of each field or subfield.
  - (6) Locate an end plant (the first insurable plant on a check strip); this will be the first sample plant.
  - (7) Collect the marketable field pack tuberous roots to assess the weight of the field pack production for that plant described in Sections 6 (Appraisal Methods) through Section 8 (Appraisal Deviation and Modification) of this handbook.
  - (8) Proceed along the check strip row, counting each insured plant and collecting the field pack production tuberous roots (for appraisal) at an appropriate uniform sampling interval as determined after referring to **TABLE B**.
- \*\*\*** Do not count skips or other types of plants. Count sweetpotato plants **damaged by uninsured causes** as plants to count. If those plants exceed 25% of the destroyed sweetpotatoes, refer to the LAM for adjustment of controversial claims.
- (9) At the end of each row, proceed down the next check strip row in the opposite direction, continuing your count from the preceding row, and assessing the plants at the same interval used in (8) above.
  - (10) Continue until all the plants in the field or subfield check strips have been counted and all the sample plants have been dug and assessed.

## **C. STAGES OF GROWTH FOR SWEETPOTATO**

- (1) Planting and harvest dates are used to determine the stage of growth of sweetpotato plants.
  - (a) Starting with the first day following the planting of the sweetpotatoes and continuing through a period described in the Special Provisions, the crop is considered to be in the immature stage.
  - (b) Starting not earlier than the beginning of the mature stage described in the Special Provisions or when sufficient tuberous roots are of the appropriate size for harvest according to the practices used by a majority of the producers in the region and ending with harvest, the crop is considered to be in the mature stage.
  - (c) The planting date should be verified by examination of the insured's records.
- (2) Verify that the fields and subfields were harvested. Evidence of harvest or lack thereof should be obtained by an examination of the field. The presence of any sweetpotato plants with roots of harvestable size should be noted and documented. Harvest should also be verified by examination of the insured's records.

**EXAMPLE 1:**

The insured's records indicate that the crop was planted initially on May 15. The Special Provisions indicate that the crop is immature during at least the 104 days following planting.

The **immature stage** for this field is from May 16 through at least August 28.

The **mature stage** for this field begins no earlier than August 29 and continues through the date of harvest or destruction.

**EXAMPLE 2:**

The insured's records indicate that the crop was planted initially on April 15 and replanted on April 29. The Special Provisions indicate that the crop is immature during at least the 104 days following planting. The field was harvested September 1, with appropriate check strips left for appraisal.

The **immature stage** for this field is from April 30 through at least August 12.

The **mature stage** for this field begins no earlier than August 13 and continues through September 1.

## 6. APPRAISAL METHODS

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### A. GENERAL INFORMATION

These instructions provide standards for selecting representative samples and appraising production and losses.

Appraisal Method	Use...
Immature Stage Method	For planted acreage from the first day following the planting of the sweetpotatoes and continuing through a period described in the Special Provisions.
Mature Stage Method	For planted acreage beginning not earlier than the beginning of the mature stage described in the Special Provisions or when sufficient tuberous roots are of the appropriate size for harvest according to the practices used by a majority of the producers in the region and ending with harvest.

- (1) Separate Growing Season Inspection Worksheets are required for each field and subfield inspected. If the field is divided into subfields, the cause and method of subdivision must be noted in the narrative portion of the Production Worksheet or in a Special Report.
- (2) A field or subfield is considered to be in a single stage. If plants in a portion of the field or subfield have been planted on a different date from those in the bulk of the field or subfield (e.g., because of a replanting), the mature stage begins for the whole field or subfield based upon the latest date of planting for the field or subfield (Refer to Example 2 in Section 5 above).
- (3) The **AIP** will appraise an amount of production that is at least equal to the production guarantee if the insured does not leave the representative samples as directed or if the insured harvests or destroys those representative samples before appraisal. Refer to the crop provisions.
- (4) Refer to Section 5.B. of this document for sampling requirements.
- (5) After a final pre-harvest inspection, the adjuster must enter on the Final Appraisal Worksheet in column 17 the date the insured anticipates for harvest or destruction. The insured must notify the **AIP** if the harvest/destruction does not occur by the date indicated. In such circumstances, an additional final inspection may be required if the crop is not harvested or destroyed by the date indicated on the original Final Appraisal Worksheet. Also refer to the LAM.

## **B. RESPONSIBILITIES FOLLOWING RECEIPT OF A NOTICE OF LOSS OR DAMAGE OR SCOUTING REPORT**

- (1) The response to a “Notice of Loss or Damage” is affected by the extent of losses anticipated by the **AIP** following an insured event or a scouting report indicating reduced production.
  - (a) For all notices and scouting reports:
    1. The insured is notified of any requirements for replanting.
    2. The insured is made aware of the requirements for check strips that must be maintained to appraise representative samples.
  - (b) The preliminary growing season inspections must be made within 15 days following receipt of a “Notice of Loss or Damage” to assess the losses due to the insured event, to differentiate those losses from losses due to prior and uninsured causes, and to determine if the insured can appropriately abandon maintenance of the field.
  - (c) The consent to release the field for other use can only be made by the **AIP** (and not by a qualified agricultural expert). Without an inspection or with an inspection delayed beyond the prescribed time, the production to count will be no less than the guarantee.

## C. IMMATURE STAGE METHOD

- (1) Use the immature stage method for fields damaged in the immature stage.
- (2) This method is based primarily on the number and condition of destroyed and damaged plants in a field or subfield. If the crop is carried to maturity, it does not replace an appraisal of the **harvestable field pack production** yield after the crop has reached maturity
- (3) When damage occurs during the immature stage and the end of the planting period has passed, and the insured wants the acreage released to put to other use:
  - (a) An immature stage appraisal inspection is performed by the adjuster.
  - (b) The production to count is determined by dividing the number of surviving plants by the total number of plants and multiplying the result by the approved yield used to calculate the guarantee.
  - (c) The indemnity will be computed at the price for computing an indemnity on unharvested acres.
- (4) Except as noted in (3) above, following receipt of a “Notice of Loss or Damage” for losses during the immature stage, a preliminary growing season inspection are conducted by the adjuster only to determine the cause of loss and to identify any uninsured losses.
- (5) A final appraisal of a crop damaged in the immature stage is required after the crop has reached maturity **if you continue to care for the sweetpotatoes after the immature inspection.**
- (6) Determine the potential for each field or subfield by collecting representative samples in the locations identified by the **AIP** for check strips and extrapolating to calculate the potential of the field.
- (7) Determine the production to count for each field or subfield by applying the potential for that field or subfield to the acreage of the field or subfield.
- (8) The production to count for the unit is the sum of the production to count for all the fields or subfields in the unit.

## D. MATURE STAGE METHOD

- (1) Use the mature stage method for fields in the mature stage. This method should be applied only to sweetpotato plants whose roots have achieved a size that producers in the area would typically begin to harvest.
- (2) This method is based on the weight of marketable roots obtained from representative samples in the fields or subfields.



- (3) The adjuster should determine the date the insured intends to harvest or destroy the crop. If the harvest or destruction of the crop is not anticipated to occur within 14 days, follow the procedures for an immature crop.
- (4) For crops not excluded by the anticipated harvest date described in (3) above, the final appraisal is made not more than 14 days following receipt of a “Notice of Loss or Damage.”
- (5) Determine the potential for each field or subfield by collecting representative samples of sweetpotatoes from the locations identified by the **AIP** for check strips and extrapolating to calculate the potential of the field.
- (6) Determine the production to count for each field or subfield by applying the potential for that field or subfield to the acreage of the field or subfield.
- (7) The production to count for the unit is the sum of the production to count for all the fields or subfields in the unit.

## **7. DETERMINING PRODUCTION TO COUNT**

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### **A. GENERAL INFORMATION**

- (1) Production to count is determined based on the weight of “field-pack production.”
- (2) Production to count is based upon **an** inspection of roots from sample plants in the location of check strips, just prior to or just after harvest.
  - (a) Sample plants should be dug up with a shovel or a four or five-tine pitch fork. The soil around the plant should be loosened and examined to assure that all tuberous roots that had been attached to the plant have been removed from the soil.
  - (b) Roots should be sorted into those roots that are clearly 1.5 inches in diameter or greater **and are of the appropriate firmness per the standards** (which are added to the pile to be weighed in determining production to count for the sample), those roots that are clearly less than 1.5 inches in diameter **or are not of sufficient firmness per the standards** (considered unmarketable production), and those roots that do not fall clearly into either of these categories (which must be measured and then either added to production to count or discarded).
  - (c) The diameter of the roots can be measured by any of a variety of approaches that clearly distinguishes marketable roots from unmarketable roots. The roots can be measured at their widest point (perpendicular to the tuberous root length) using a caliper calibrated in inches. The roots can be cut in half at their widest point (perpendicular to the tuberous root length) and measured using a ruler. The roots can be sorted by retaining all roots that cannot pass through a 1.5 inch hole bored in a sorting board and discarding all roots that can pass through the hole. All **marketable** roots (including those that are cut) are added to the production to count for the sample.

- (d) All marketable production to count from representative samples for a field or subfield is weighed (collectively), and rounded to the nearest pound.
- (3) Account for the total unharvested (but harvestable) production from all acreage in the unit.
- (4) Production to count for uninsured cause of loss due to insufficient planting density will be determined by subtracting the actual planting density from the minimum planting density as specified in the Special Provisions. If the result is a positive number, divide that number by the minimum planting density and multiply the result by the guarantee and by the acreage of the field or subfield.

**EXAMPLE:**

Minimum Planting Density = 9,800 slips per acre

Actual Planting Density = 8,000 slips per acre

Approved Yield Used to Calculate the Guarantee = 100 cwt. per acre

Minimum Planting Density - Actual Planting Density =

9,800 slips per acre - 8,000 slips per acre = 1,800 slips per acre

Production to count for uninsured losses due to insufficient planting densities =

$(1,800/9,800) * 100$  cwt. per acre = 18.4 cwt. per acre.

**B. HARVESTED ACREAGE**

- (1) Production to Count:
  - (a) Production to count for harvested acreage is based upon the appraisal from sample plants in check strips and the production records.
  - (b) If check strips were left, production to count for the harvested acreage will be **THE GREATER OF** the appraisals or the total of all the harvested sweetpotatoes based upon the production records (refer to the LAM for acceptable production records).
  - (c) If the check strips extending the entire length of each field in the unit have not been left and maintained in each field or subfield as required by the **AIP**, the production to count for all the harvested acres in that field or subfield **in the unit** will be the greater of the harvested production or the production guarantee.
- (2) Harvested field pack production to count for sweetpotatoes will include any sweetpotatoes removed from the field, unless the insured has records that demonstrate the roots were less than one and one-half inches in diameter.
- (3) Additional harvested production: Harvested production will also include any sweetpotatoes that the **AIP** determines:
  - (a) Could have been **considered marketable** in the general marketing area;

- (b) Were not sold as a result of uninsured causes;
  - (c) Were of an appropriate size **and firmness** for harvest, but were not collected during the harvest;
  - (d) Were of an appropriate size **and firmness** for harvest, but were gleaned (Refer to the LAM for more information about gleaned acreage);
  - (e) Were discarded or destroyed without the **AIP**'s written consent.
- (4) In the event that the insured reported uninsured acres due to planting in excess of the number permitted to be insured as described in section 6 of the Sweetpotato **New** Pilot Crop Provisions, production-to-count is calculated by multiplying the sum of the harvested and appraised production from all planted acreage by the ratio of the insured acres to total acres planted.

**EXAMPLE:**

The insured planted 120 acres of sweetpotatoes but the largest number of acres harvested in the three most recent crop years in which the insured had a share was only 100 acres. The production to count from all 120 acres was 6,000 cwt. The insureds production to count will be as follows:

The number of acres that the insured may insure cannot exceed 110 percent of the largest number of the acres of sweetpotatoes in which the insured had a share and that were harvested in any of the most recent three crop years that the insured planted sweetpotatoes.

100 acres multiplied by 110 percent = 110 maximum insurable acres.

6,000 cwt. total production x 110 acres ÷ 120 acres planted = 5,500 cwt production to count.

**C. UNHARVESTED ACREAGE**

Unharvested production to count for sweetpotatoes will include any sweetpotatoes that are:

- (1) Not removed from the field, but meet or exceed size **and firmness** standards on a sample basis;
- (2) Could have been harvested and **considered marketable** in the general marketing area; or
- (3) Were not harvested as a result of uninsured causes.

## **8. APPRAISAL DEVIATIONS AND MODIFICATIONS**

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### **A. DEVIATIONS**

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

### **B. MODIFICATIONS**

There are no pre-established modifications contained in this handbook. Modifications require authorization from FCIC. Refer to the LAM for further information.

## **9. WORKSHEET ENTRIES AND COMPLETION PROCEDURES**

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### **A. APPRAISAL WORKSHEET FORM STANDARDS**

- (1) The entry items in subsection 8 B and C are the minimum requirements for the Sweetpotato Growing Season Inspection and Appraisal Worksheet. All entry items are “Substantive,” (i.e., they are required).
- (2) Appraisal Worksheet Completion Instructions. The completion instructions for the required entry items on the Appraisal Worksheet in the following subsections are “Substantive,” (i.e., they are required.)
- (3) The Privacy Act and Nondiscrimination statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown on the example form in this section. The current Privacy Act and Nondiscrimination Statements can be found in the DSSH.
- (4) Refer to the DSSH for other crop insurance form requirements (e.g., font point size, etc.).

### **B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION INSTRUCTIONS**

- (1) Include the **AIP**'s name in the growing season inspection and appraisal worksheet title if not preprinted on the form.
- (2) Include the claim number on the growing season inspection and appraisal worksheet (when required by the **AIP**) when a worksheet entry of this number is not provided.
- (3) Separate Growing Season Inspection Worksheets are required for each field or subfield inspected or appraised. Refer to Section 5.B. for sampling requirements. In the narrative of the Production Worksheet clearly note the procedures used to divide the unit so that the fields/subfields and sample plants can be revisited.

- (4) Use one set of appraisal worksheets per unit.

Worksheet items are numbered consecutively in the sections following. Examples of Growing Season Inspection and Final Appraisal Worksheets are provided to illustrate completion of entries.

**C. GROWING SEASON INSPECTION WORKSHEET ENTRIES AND COMPLETION INFORMATION (PRELIMINARY FIELD VISITS)**

The purposes of this form are to determine the condition of the crop, to determine if good sweetpotato farming practices are being followed, to document any damage either by insured cause of loss or by uninsured cause of loss and to gather such information as may be necessary to advise the **AIP** of any further action that may be needed. If the sweetpotatoes are in the mature stage and will be harvested or destroyed within 14 days of the initial field visit, this form is used by the adjuster in conjunction with the final appraisal form.

**Verify or make the following entries:**

<b>Item No.</b>	<b><u>Information Required</u></b>
-----------------	------------------------------------

**PART I**

- 1. Insured's Name:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued, also provide the **AIP**'s name if it is not preprinted on the form.
- 2. Policy Number:** Insured's assigned policy number.
- 3. County:** Name of the county where the sweetpotato plants are physically located.
- 4. Unit Number/FSA Farm Number:** Split the block and enter the five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100) as well as the FSA farm serial number, if applicable. Depending on the county where the unit is located, the FSA farm serial number may be three or more digits in length.
- 5. Variety:** Enter the variety name. Indicate the source of documentation supplied to verify the variety and the appropriate practices regarding source of the seed. All varieties other than Beauregard are uninsurable unless otherwise stated in the Special Provisions.
- 6. Stage:** Enter the stage ("Immature" or "Mature") on the day of the field visit/appraisal. (Refer to Section 5.C. above.)

## PART II

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**Part II is to be completed or verified by an adjustor.**

- 7. Field Identification/Planting Density:** Enter above the line a unique field or subfield identification symbol. Document the division of the unit into fields and subfields in the narrative of the Production Worksheet so that the precise field and subfield can be revisited. Enter below the line the planting density determined using the formula in Section 11, **TABLE C.**

All fields in the unit must be sampled when performing a Growing Season Inspection (GSI).
- 8. Number of Acres:** Number of determined acres, to tenths, in the field or subfield being appraised (determine the total acreage for the unit).
- 9. Number of Plants/Samples:** In the top half, record the original number of plants in the field derived by multiplying planting density (Item 7 below the line) by the factor of .9 (see Table D for an example) and multiplying that result by the planted acreage (Item 8). Verify from the planting record. In the bottom half, record the number of plants sampled. The TOTAL number of plants sampled for each field or subfield is determined from the TOTALS (column 20) of the GSI Worksheet or the CUMULATIVE TOTAL (column 20) of the last worksheet continuation if more than one page is used for the field or subfield.
- 10. Fraction of Crop Sampled:** Enter the number of plants sampled divided by the number of plants in the field (both from Item 9), to three decimal places.
- 11. Date Planted:** Record the month and day of the last planting of the field as determined by the insured's records.
- 12. Guarantee:** Enter the guarantee in hundredweight to the nearest whole number.
- 13. Sample Plants Destroyed by Insured Causes:** Enter the number of plants in the sample destroyed in each field or subfield by insured causes as determined from the plants identified in Column 21.
- 14. Sample Plants Damaged by Insured Causes:** Enter the number of sample plants damaged by insured causes as determined from the plants identified in column 22.
- 15. Sample Plants Destroyed by Uninsured Causes:** Enter the number of plants in the sample destroyed by uninsured causes as determined from the plants identified in Column 23.
- 16. Sample Plants Damaged by Uninsured Causes:** Enter the number of plants in the sample damaged by uninsured causes as determined from the plants identified in column 24.

- 17. Damaged Cause Ratios:** In the upper half of the cell, enter the result of dividing the sum of Sample Plants Destroyed by Uninsured Causes (Item 15) and Sample Plants Damaged by Uninsured Causes (Item 16) by the number of plants sampled (lower half of Item 9) to two decimal places.

$$\frac{\text{Plants Lost to Uninsured Causes} + \text{Plants Damaged by Uninsured Causes}}{\text{Number of Samples}}$$

If the value of the first damage cause ratio for the field or subfield is 0.10 or less, no further action is required for this item; these levels of losses to uninsured causes are typical for the crop. If the value of the first loss ratio is greater than 0.10, divide the sum of Item 15 and Item 16 by the sums of Items 13, Item 14, Item 15, and Item 16 and enter as a decimal rounded to two places. This is the ratio of destruction or damage by an uninsured cause to all destruction or damage.

$$\frac{\text{Item 15} + \text{Item 16}}{\text{Item 13} + \text{Item 14} + \text{Item 15} + \text{Item 16}}$$

In the event that this ratio is in excess of 0.25, refer to the LAM for procedures to address controversial claims.

- 18. Total Uninsured Plant Losses:** Enter the result of the number of Sampled Plants Destroyed by Uninsured Causes (Item 15) divided by the Fraction of Crop Sampled (Item 10). This represents the total plants in the field or subfield lost to uninsured causes.
- 19. Total Uninsured Production Loss to Count:** Enter the result of the Guarantee (Item 12) multiplied by the acreage of the field or subfield (Item 8), multiplied by the Total Uninsured Plant Losses (Item 18), and divided by the Number of Plants in the field (Item 9 above the line). Enter the production losses in hundredweight rounded to tenths.

$$\text{Uninsured Production Losses to Count} = \frac{\text{Guarantee} \times \text{Acreage} \times \text{Total Uninsured Plant Losses}}{\text{Number of Plants in the field}}$$

### PART III

\*\*\*

**Part III is to be completed or verified by an adjustor.**

- 20. Sample Number:** Samples are numbered sequentially on the Growing Season Inspection Worksheet.
- 21. Destroyed by Insured Cause:** Make a check mark (✓) for each sample plant DESTROYED BY INSURED CAUSE in the field or subfield. If the plant is not destroyed, or was destroyed by uninsured causes, make no entry.
- 22. Damaged by Insured Cause:** Make a check mark (✓) for each sample plant DAMAGED BY INSURED CAUSE in the field or subfield. If the plant is not damaged or was damaged by uninsured cause make no entry.

23. **Destroyed by Uninsured Cause:** Make a check mark (✓) for each sample plant DESTROYED BY UNINSURED CAUSE in the field or subfield. If the plant is not destroyed or was destroyed by insured cause, make no entry.
24. **Damaged by Uninsured Cause:** Make a check mark (✓) for each sample plant DAMAGED BY UNINSURED CAUSE in the field or subfield. If the plant is not damaged or was damaged by insured cause make no entry.

**The following required entries are not illustrated on the Growing Season Inspection Worksheet**

25. **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 Growing Season Inspection Worksheet WITH THE INSURED.
26. **Adjuster's Signature, Code No., and Date:** Signature of expert or adjuster, adjuster's code number (if applicable), and date signed after the insured (or insured's authorized representative) has signed. If the inspection is performed prior to the 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.
27. **Page Number:** Page numbers (EXAMPLE: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).



<b>For Illustration Purposes Only</b>  <b>SWEETPOTATO GROWING SEASON</b> <b>INSPECTION WORKSHEET</b>	<b>PART I:</b>					
	1 NAME OF INSURED <b>I. M. Insured The Insurance Co. XX-XXX-XXXX</b>			2 POLICY NO. <b>XX-XXX-XXXX</b>		3 COUNTY <b>Somewhere</b>
	4 UNIT NUMBER / FSA FARM No. <b>Claim XXXXXXXX</b> <b>00100 / XXX</b>			5 VARIETY <b>Beauregard</b> <b>Seed purchase records/I.M.</b> <b>Agriculture Co. MM/DD/YY</b>		6 STAGE <b>Mature</b>

<b>PART II:</b>												
Field ID/ Planting Density 7	Number of Acres 8	Number of Plants/ Samples 9	Fraction of Crop Sampled 10	Date Planted/ 11	Guarantee 12	Sample Plants Destroyed by Insured Causes 13	Sample Plants Damaged by Insured Causes 14	Sample Plants Destroyed by Uninsured Causes 15	Sample Plants Damaged by Uninsured Causes 16	Damage Cause Ratios 17	Total Uninsured Plant Losses 18	Total Uninsured Production Loss to Count 19
<b>A</b> 16,200	<b>0.1</b>	1,458 80	<b>0.055</b>	<b>MMM DD</b>	<b>100</b>	<b>40</b>	<b>30</b>	<b>6</b>	<b>4</b>	0.13 0.13	<b>109</b>	<b>0.7</b>

<b>Part III.</b>																																		
20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24					
Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes					
1	✓				16	✓				31	✓				46	✓				61	✓				76	✓				91				
2	✓				17	✓				32	✓				47				✓	62	✓				77	✓				92				
3		✓			18		✓			33	✓				48		✓			63	✓				78		✓			93				
4	✓				19		✓			34	✓				49	✓				64	✓				79		✓			94				
5	✓				20	✓				35	✓				50		✓			65		✓			80				✓	95				
6	✓				21	✓				36	✓				51	✓				66		✓			81					96				
7	✓				22	✓				37		✓			52				✓	67		✓			82					97				
8		✓			23		✓			38		✓			53				✓	68	✓				83					98				
9	✓				24		✓			39		✓			54				✓	69		✓			84					99				
10	✓				25	✓				40		✓			55				✓	70	✓				85					100				
11		✓			26		✓			41	✓				56				✓	71		✓			86									
12	✓				27	✓				42		✓			57				✓	72		✓			87									
13		✓			28		✓			43	✓				58		✓			73	✓				88									
14		✓			29	✓				44		✓			59				✓	74		✓			89									
15	✓				30		✓			45	✓				60				✓	75	✓				90									

\*\*\*

Narrative: See attached map for the location of the fields in the unit.

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

<b>For Illustration Purposes Only</b>  <b>SWEETPOTATO GROWING SEASON</b> <b>INSPECTION WORKSHEET</b>	<b>PART I:</b>		
	1 NAME OF INSURED <b>I. M. Insured</b>	2 POLICY NO. <b>The Insurance Co. XX-XXX-XXXX</b>	3 COUNTY <b>Somewhere</b>
	4 UNIT NUMBER / FSA FARM No. <b>Claim XXXXXXXX</b> <b>00100 / XXX</b>	5 VARIETY <b>Beauregard</b> <b>Seed purchase records/I.M.</b> <b>Agriculture Co. MM/DD/YY</b>	6 STAGE <b>Mature</b>

<b>PART II:</b>														
Field ID/ Planting Density 7	Number of Acres 8	Number of Plants/ Samples 9	Fraction of Crop Sampled 10	Date Planted/ Stage 11	Guarantee 12	Sample Plants Destroyed by Insured Causes 13	Sample Plants Damaged by Insured Causes 14	Sample Plants Destroyed by Uninsured Causes 15	Sample Plants Damaged by Uninsured Causes 16	Damage Cause Ratios 17	Total Uninsured Plant Losses 18	Total Uninsured Production Loss to Count 19		
<b>B</b>	<b>11,440</b>	<b>1.9</b>	<b>19,562</b>	<b>60</b>	<b>0.003</b>	<b>MMM DD</b>	<b>100</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>0.08</b>	<b>667</b>	<b>6.5</b>

<b>Part III.</b>																														
20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	
Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	
1					16					31					46					61					76					91
2					17					32					47					62					77					92
3					18					33					48					63					78					93
4			✓		19					34			✓		49					64					79					94
5			✓		20		✓			35					50					65					80					95
6					21					36					51					66					81					96
7					22		✓			37					52					67					82					97
8					23				✓	38					53					68					83					98
9				✓	24		✓			39					54					69					84					99
10					25		✓			40					55					70					85					100
11					26		✓			41					56					71					86					
12					27					42					57					72					87					
13					28					43					58					73					88					
14					29					44					59					74					89					
15					30					45					60					75					90					

\*\*\*

Narrative: See attached map for the location of the fields in the unit.

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

<b>For Illustration Purposes Only</b>  <b>SWEETPOTATO GROWING SEASON</b> <b>INSPECTION WORKSHEET</b>	<b>PART I:</b>		
	1 NAME OF INSURED <b>I. M. Insured    The Insurance Co.</b>	2 POLICY NO. <b>XX-XXX-XXXX</b>	3 COUNTY <b>Somewhere</b>
	4 UNIT NUMBER / FSA FARM No. <b>Claim XXXXXXXX</b> <b>00100 / XXX</b>	5 VARIETY <b>Beaugard</b> <b>Seed purchase records/I.M.</b> <b>Agriculture Co. MM/DD/YY</b>	6 STAGE <b>Mature</b>

<b>PART II:</b>														
Field ID/ Planting Density	Number of Acres	Number of Plants/ Samples	Fraction of Crop Sampled	Date Planted/ Stage	Guarantee	Sample Plants Destroyed by Insured Causes	Sample Plants Damaged by Insured Causes	Sample Plants Destroyed by Uninsured Causes	Sample Plants Damaged by Uninsured Causes	Sample Plants Destroyed by Uninsured Causes	Sample Plants Damaged by Uninsured Causes	Damage Cause Ratios	Total Uninsured Plant Losses	Total Uninsured Production Loss to Count
7	8	9	10	11	12	13	14	15	16	17	18	19	18	19
<b>C</b>	<b>11,440</b>	<b>18.0</b>	<b>185,328</b> 400	<b>0.002</b>	<b>MMM DD</b>	<b>100</b>	<b>8</b>	<b>25</b>	<b>13</b>	<b>8</b>	<b>0.05</b>	<b>6,500</b>	<b>63.1</b>	

<b>Part III.</b>																																		
20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24
Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes
1					16					31					46					61					76					91				
2					17					32					47			✓		62					77					92				
3					18					33					48			✓		63					78					93				✓
4			✓		19					34				✓	49					64				✓	79				94					
5			✓		20			✓		35					50					65					80				95					
6					21					36					51					66					81				96				✓	
7					22	✓				37					52					67					82				97					
8					23				✓	38					53					68					83				98					
9				✓	24	✓				39					54					69					84				99					
10					25			✓		40					55					70					85				100					
11					26			✓		41					56					71					86									
12					27					42					57					72					87									
13					28					43					58					73					88									
14					29					44					59					74					89									
15					30					45					60					75					90									

\*\*\*

Narrative: See attached map for the location of the fields in the unit.

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

<b>For Illustration Purposes Only</b>  <b>SWEETPOTATO GROWING SEASON INSPECTION WORKSHEET (Continuation)</b>	<b>PART I:</b>					
	1 NAME OF INSURED <b>I. M. Insured    The Insurance Co.</b>			2 POLICY NO. <b>XX-XXX-XXXX</b>		3 COUNTY <b>Somewhere</b>
	4 UNIT NUMBER / FSA FARM No. <b>Claim XXXXXXXX 00100 / XXX</b>			5 VARIETY <b>Beauregard</b> <b>Seed purchase records/I.M. Agriculture Co. MM/DD/YY</b>		6 STAGE <b>Mature</b>

PART III:																																		
20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24
Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes
1					26					51					76					101					126					151				
2		✓			27					52					77					102					127					152				
3		✓			28					53					78					103					128					153				
4	✓				29					54					79					104					129					154				
5	✓				30					55					80					105					130					155				
6	✓				31					56					81					106					131					156				
7		✓			32			✓		57					82					107					132					157				
8		✓			33					58					83					108					133					158				
9					34					59					84					109			✓		134					159				
10					35					60		✓			85					110					135					160				
11					36					61		✓			86					111					136					161				
12					37					62		✓			87					112					137					162				
13					38					63					88					113					138					163				
14					39					64					89					114					139					164				
15					40		✓			65					90					115					140					165				
16					41		✓			66					91					116					141					166				
17					42					67					92					117					142					167				
18					43					68					93					118					143					168				
19					44					69					94					119					144					169				
20					45					70					95					120					145					170				
21					46					71					96					121					146					171				
22					47					72					97					122					147					172				
23					48					73					98					123					148					173				✓
24					49					74					99					124					149					174				
25					50					75					100					125					150					175				
																											TOTAL	175	3	9	2	1		
																											PREVIOUS TOTAL	100	2	5	6	4		
																											CUMULATIVE TOTAL	275	5	14	8	5		

Field C

<b>For Illustration Purposes Only</b>  <b>SWEETPOTATO GROWING SEASON INSPECTION WORKSHEET (Continuation)</b>	<b>PART I:</b>		
1 NAME OF INSURED <b>I. M. Insured The Insurance Co.</b>		2 POLICY NO. <b>XX-XXX-XXXX</b>	3 COUNTY <b>Somewhere</b>
4 UNIT NUMBER / FSA FARM No. <b>Claim XXXXXXXX 00100 / XXX</b>		5 VARIETY <b>Beauregard</b> <b>Seed purchase records/I.M. Agriculture Co. MM/DD/YY</b>	6 STAGE <b>Mature</b>

PART III:																														
20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	
Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	
1				✓	26					51					76					101					126					151
2					27					52					77					102					127					152
3					28					53			✓		78					103					128					153
4					29					54					79					104					129					154
5					30					55					80					105					130					155
6		✓			31					56					81					106				✓	131					156
7		✓			32			✓		57					82					107					132					157
8		✓			33			✓		58					83					108					133					158
9	✓				34	✓				59					84					109					134					159
10	✓				35			✓		60					85					110					135					160
11		✓			36					61				✓	86					111					136					161
12		✓			37			✓		62					87					112					137					162
13		✓			38					63					88					113					138					163
14					39					64					89					114					139					164
15					40					65					90					115					140					165
16					41					66					91					116					141					166
17					42					67					92					117					142					167
18					43					68					93					118					143					168
19					44					69					94					119					144					169
20					45					70					95					120				✓	145					170
21					46					71					96					121					146					171
22					47					72					97					122					147					172
23					48					73					98				✓	123				✓	148					173
24					49					74					99					124				✓	149					174
25					50					75					100					125					150					175

	TOTAL	125	3	11	5	3
	PREVIOUS TOTAL	275	5	14	8	5
	CUMULATIVE TOTAL	400	8	25	13	8

Field C

**D. FINAL APPRAISAL WORKSHEET ENTRIES AND COMPLETION INFORMATION**

The purpose of this form is to calculate the preliminary adjusted potential. Use the Final Sweetpotato Appraisal Worksheet for appraisal of sweetpotatoes that are in the Mature stage and will be harvested or destroyed within 14 days or for appraisal of check strips from harvested fields left by the insured as instructed by the **AIP**. If the insured has requested an immediate release to put a field in the immature stage to other use, the production to count is determined by dividing the number of surviving plants by the total number of plants and multiplying the result by the approved yield used to calculate the guarantee. Enter the result as the adjusted potential for that field and note the calculations used for that determination in the narrative of the production worksheet.

**Verify or correct the following entries on the Sweetpotato Growing Season Inspection Worksheet and enter the appropriate information on the Final Sweetpotato Appraisal Worksheet:**

**Verify or make the following entries:**

<b><u>Item No.</u></b>	<b><u>Information Required</u></b>
------------------------	------------------------------------

**PART I**

- 1. Insured's Name:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued, also provide the **AIP**'s name if it is not preprinted on the worksheet.
- 2. Policy Number:** Insured's assigned policy number.
- 3. County:** Name of the county where the sweetpotato plants are physically located.
- 4. Unit Number /FSA Farm Number:** Split the block and enter the five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100) and the FSA farm serial number, if applicable. Depending on the county where the unit is located, the FSA farm serial number may be three or more digits in length.
- 5. Variety:** Enter the variety name. Indicate the source of documentation supplied to verify the variety and the appropriate practices regarding source of the seed. Varieties are uninsurable unless specifically listed in the Special Provisions.
- 6. Stage:** Enter Mature if the unit is in the mature stage. If the unit is not mature, it is not appropriate to perform a final appraisal, unless the field, subfield, or unit is to be put to other uses. In that case, enter "Immature" and proceed to Item 19.

## PART II:

7. **Field Identification/Planting Density:** Above the line, enter the field or subfield identification symbol. Document the division of the unit into fields and subfields in the narrative of the Production Worksheet so that the precise field and subfield can be revisited. Enter below the line the planting density determined using the formula in SECTION 11 **TABLE C**.
8. **Number of Acres:** Number of determined acres, to tenths, in the field or subfield being appraised. In the TOTAL row, sum the acreages for the fields or subfields insured as a unit to verify the acreage.
9. **Number of Plants/Samples:** In the top half, record the original number of plants in the field derived by multiplying plants per acre (from the plant density formula in **TABLE D**) You have to use the example in **TABLE D** to determine the number of plants/samples by the planted acreage (Item 8). Verify from the producer's planting record. In the bottom half record the number of plants sampled in the final appraisal.

Depending on the dates of the growing season inspections and the final appraisal visits, the number of plants sampled in a single field or subfield for these two procedures may be different, but in no case should they be less than the minimum required by **TABLE A** and **TABLE B**. For harvested fields or subfields when no check strips were left, the uninsured causes of loss appraised potential will be the greater of the guarantee per acre or the harvested production divided by the acreage.

10. **Fraction of Crop Sampled:** For each field or subfield, enter the number of plants sampled divided by the number of plants (both from Item 9), to three decimal places.
11. **Date Planted/Stage:** Record the month and day of the last planting of the fields in the unit as determined by the insured's records and in the bottom half enter I if the crop in the field is in Immature Stage. MAKE NO ENTRY if the crop is in the Mature Stage.
12. **Guarantee:** Enter the guarantee in hundredweight to tenths.

FOR IMMATURE FIELDS BEING RELEASED FOR OTHER USES, MAKE NO ENTRY FOR ITEMS 13 THROUGH 18.

13. **Harvested Weight of Samples:** Weight of field pack production sweetpotatoes from sample plants, rounded to whole pounds.
14. **Preliminary Appraised Production:** Enter the result of dividing the Harvested Weight of Samples (Item 13) by the Fraction of Crop Sampled (Item 10), and divided by 100 (to convert pounds to hundredweight), rounded to tenths.
15. **Appraised Potential:** Enter the result of dividing the Preliminary Appraised Production (Item 14) divided by the Number of Acres (Item 8).

- 16. Uninsured Production Loss/Potential:** Enter, above the line, the Total Uninsured Production Loss from Item 19 on the Growing Season Inspection Worksheet. Enter below the line the Uninsured Potential Loss calculated by dividing the Uninsured Production Loss by the Number of Acres (Item 8). Both entries should be in hundredweight to tenths. Be sure to account for any losses due to insufficient planting densities. Refer to Section 7 A (4) for instructions related to production to count due to insufficient planting densities.
- 17. Condition of Field on Appraisal Date:** For each field appraised, enter the appropriate abbreviation from the list below.

<u>CONDITION</u>	<u>EXPLANATION</u>
"D/C"	Destroyed or abandoned, check strips maintained
"D/N"	Destroyed or abandoned, no check strips maintained
"UH"	Unharvested
"H/C".	Harvested (check strips maintained)
"H/N".	Harvested, no check strips maintained

- 18. Anticipated Harvest Date:** Enter the month and day the insured anticipates harvest or destruction of the crop will occur.

- 19. Adjusted Potential Per Acre:** Enter the sum of the Appraised Potential (Item 15) and the Uninsured Production Loss Potential (Item 16 below the line), in hundredweight, rounded to tenths.

For immature fields being released for other uses, enter the result of dividing the number of surviving plants (including damaged plants) in a sample by the number of plants in the sample (including dead and damaged plants) and multiplying by the guarantee.

### PART III

- 20. Narrative:** Indicate whether the worksheets were reviewed with the insured, the parties involved, and the date of such review. Enter the name of the **qualified person** who has a share of 50% or more if different from the name of the insured.

\*\*\*

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



<b>For Illustration Purposes Only</b>  <b>FINAL SWEETPOTATO APPRAISAL WORKSHEET</b>	<b>PART I:</b>		
	<b>1</b> NAME OF INSURED <b>I. M. Insured    The Insurance Co.</b>	<b>2</b> POLICY NO. <b>XX-XXX-XXXX</b>	<b>3</b> COUNTY <b>Somewhere</b>
	<b>4</b> UNIT NUMBER / FSA FARM No. <b>Claim XXXXXXXX 00100   /   XXX</b>	<b>5</b> VARIETY <b>Seed purchase records/I.M. Agriculture Co. MM/DD/YY</b>	<b>6</b> STAGE <b>Mature</b>

PART II:												
Field ID/ Planting Density 7	Number of Acres 8	Number of Plants/ Samples 9	Fraction of Crop Sampled 10	Date Planted/ Stage 11	Guarantee 12	Harvested Weight of Samples 13	Preliminary Appraised Production 14	Appraised Potential 15	Uninsured Production Loss/Potential 16	Condition of Field on Appraisal Date 17	Anticipated Harvest Date 18	Adjusted Potential per Acre 19
<b>A</b> 16,200	<b>0.1</b>	1,458 / 80	<b>0.055</b>	MM/DD	<b>100.0</b>	<b>33</b>	<b>6.0</b>	<b>60.0</b>	0.8 / 8.0	<b>D/C</b>		<b>68.0</b>
<b>B</b> 11,440	<b>1.9</b>	19,562 / 60	<b>0.003</b>	MM/DD	<b>100.0</b>	<b>53</b>	<b>176.7</b>	<b>93.0</b>	6.5 / 3.4	<b>D/C</b>		<b>96.4</b>
<b>C</b> 11,440	<b>18.0</b>	185,365	<b>0.000</b>	MM/DD	<b>100.0</b>				100.0 / 100.0	<b>H/N</b>		<b>100.0*</b>
<b>TOTAL</b>	<b>20.0</b>											

20 Narrative  
**\*Uninsured losses assessed for failure to leave check strips, a policy requirement.**

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

## **10. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES**

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### **A. CLAIM FORM STANDARDS**

- (1) The entry items in subsection 10C are the minimum Claim Form (hereafter referred to as “Production Worksheet”) requirements. All of these entry items are considered “Substantive,” (i.e., they are required.)
- (2) Production Worksheet completion instructions. The completion instructions for the required entry items on the Production Worksheet in the following subsections are “Substantive,” (i.e., they are required.)
- (3) The Privacy Act and Nondiscrimination statements are required statements that must be printed on the form or provided as a separate document. These statements are not shown in the example form in this section. The current Privacy Act and Nondiscrimination Statements can be found in the DSSH.
- (4) The certification statement required by the current DSSH must be included on the form directly above the insured’s signature block and immediately followed by the statement below.  
  
“I understand the certified information on this Production Worksheet will be used to determine my loss, if any, to the above unit. The AIP may audit and approve this information and supporting documentation. The Federal Crop Insurance Corporation, an agency of the United States, subsidizes and reinsures this crop insurance.”
- (5) Refer to the DSSH for other crop insurance form requirements (e.g., point size of font, etc.)

### **B. GENERAL INFORMATION FOR ENTRIES AND COMPLETION INSTRUCTIONS**

- (1) The claim form (hereafter referred to as “Production Worksheet”) is a progressive form addressing all notices of damage for all preliminary and final inspections on a unit.
- (2) If a Production Worksheet has been prepared on a prior inspection, verify each entry and enter additional information as needed. If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and insured should initial any line deletions.
- (3) Refer to the LAM for instructions regarding the following:
  - (a) Acreage reporting 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 met or exceeded the guarantee).
- (4) The adjuster is responsible for determining if any of the insured’s requirements under the notice and claim provisions of the policy have not been met. If any have not, the adjuster should contact the **AIP**.
  - (5) Instructions labeled “PRELIMINARY” apply to preliminary inspections only. Instructions labeled “FINAL” apply to final inspections only. Instructions not labeled apply to ALL inspections.

**C. FORM ENTRIES AND COMPLETION INFORMATION**

**Verify or make the following entries:**

**Item  
No.**

**Information Required**

1. **Crop/Code #:** “Sweetpotato” (0085).
2. **Unit #:** Five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100).
3. **Legal Description:** Section, township, and range number or other legal description that identifies the location of the unit.
4. **Date of Damage:** First three letters of the month during which MOST of the insured damage (including progressive damage) occurred for each inspection. Include the SPECIFIC DATE where applicable as in the case of hail damage (e.g., AUG 11).
5. **Cause of Damage:** Name of insured causes of loss for this crop as listed in the LAM. If it is evident that no indemnity is due, enter “NONE.” If an insured cause of loss is coded as “Other,” explain the nature of the cause in the Narrative.

Refer to the Basic Provisions and the crop provisions for this crop for information pertaining to insured and uninsured causes of loss.

6. **Primary Cause %:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Percent of damage for the primary cause of damage listed in Item 5 above, to the nearest whole percent. The primary cause of damage must exceed 50 percent (e.g., 51% or greater). Enter an “X” for the major secondary cause % of damage.

7. **Company/Agency:** Name of company 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:** Crop year for which the claim is filed, as defined in the policy.
12. **Additional Units:**

**PRELIMINARY:** MAKE NO ENTRY.

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

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

13. **Est. Prod. Per Acre:** MAKE NO ENTRY.

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

**PRELIMINARY:**

- a. Date the notice of damage was given for the unit in Item 2.
- b. Additional preliminary inspections (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**.
- c. Reserve the "Final" space on the first page of the first set of Production Worksheets for the date of notice for the final inspection.
- d. If the inspection is initiated by the **AIP**, enter "Company Insp." instead of the date.

**FINAL:** Transfer the last date from the 1st or 2nd space in the last Production Worksheet for this event to the FINAL space, if a final inspection should be made as a result of the last notice. Always enter the complete date of notice (month, day, year) for the FINAL inspection in the FINAL space on the first page of the first set of Production Worksheets. For a delayed notice of loss or delayed claim, refer to the LAM.

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

- a. If no other person has a share in the unit (insured has 100 percent share), MAKE NO ENTRY.
- b. In all cases where the insured has LESS than a 100 percent share of a loss-affected unit, ask the insured if the OTHER person sharing in the unit has a multiple-peril crop insurance contract (i.e., not crop-hail, fire, etc.). If the other person does not, enter “NONE.”
  - (1) If the OTHER person has a multiple-peril crop insurance contract and it can be determined that the SAME AIP services it, enter the contract number. Handle these companion policies according to AIP instructions.
  - (2) If the OTHER person has a multiple-peril crop insurance contract and a DIFFERENT AIP or agent services it, enter the name of the AIP or agent (and contract number) if known.
  - (3) If UNABLE to verify the existence of a companion contract, enter “Unknown” and contact the AIP of the known policy for further instructions.

Refer to the LAM for further information regarding companion contracts.

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

Make separate line entries for varying:

- (1) Rate classes, types, or farming practices;
- (2) APH yields;
- (3) Appraisals;
- (4) Stages or intended uses;
- (5) Shares (e.g., 50 percent and 25 percent shares on the same unit); or
- (6) Appraisals for damage due to hail or fire if Hail and Fire Exclusion is in effect.

**Verify or make the following entries:**

**Item**

**No.      Information Required**

- A.**      **Field ID:** The field identification symbol from a sketch map or an aerial photo. Refer to instructions for the narrative. In the margin (or in a split cell), enter the date of inspection (MM/DD) for the last entry of each inspection.

**REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRY OF FIRST CROP, SECOND CROP CODES.**

**B. Preliminary Acres:**

**PRELIMINARY:** The number of acres, to tenths, (include “E” if estimated), for which consent for other use has been given. Determine actual acreage, to tenths, when the boundaries of the appraised acreage may not be determined later.

**FINAL:** MAKE NO ENTRY.

**C. Final Acres:** Refer to the LAM for definition of acceptable determined acres used herein.

Determined acres to tenths (include “E” if estimated) for which consent is given for other use and/or are:

- a. Put to other use without consent;
- b. Abandoned;
- c. Damaged by uninsured causes;
- d. Not appropriately documented because the insured failed to provide acceptable records of production.

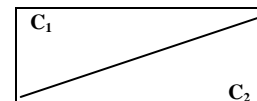
**FINAL:** Enter final acres to tenths.

Acreage breakdowns WITHIN a unit may be estimated (enter “E” in front of the acres) if a determination is impractical AND if authorization was received from the **AIP**. Document such authorization in the Narrative.

ACCOUNT FOR ALL ACREAGE IN THE UNIT. In the event of over-reported acres, handle in accordance with individual **AIP**'s instructions. In the event of under-reported acres, draw a diagonal line in Column “C” as shown.

C<sub>1</sub> - Enter the ACTUAL acres for the field or subfield.

C<sub>2</sub> - Enter the REPORTED acres for the field or subfield.



**D. 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.

**E. Risk:** Three-digit code for the correct “Rate Class” specified on the actuarial documents. If a “Rate Class” or “High Risk Area” is not specified on the actuarial documents, make no entry. Verify with the Summary of Coverage and if the Rate Class is found to be incorrect, revise according to the **AIP**'s instructions. Refer to the LAM.

**F. Practice:** Three-digit code number entered exactly as specified in the actuarial documents, for the practice carried out by the insured. If “No Practice Specified,” enter appropriate three-digit code number from the actuarial documents.

**G. Type/Class/Variety:** Three-digit code number entered exactly as specified in the actuarial documents, for the type grown by the insured. If “No Type Specified,” enter appropriate three-digit code number from the actuarial documents. Indemnities are limited to covered varieties.

H. **Stage:** Enter the appropriate stage abbreviation from the following list.

<u>STAGE</u>	<u>EXPLANATION</u>
“P” .....	Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, for which the insured failed to provide records of production that are acceptable to the AIP, for which notice was not provided according to the crop provisions, or which were not disposed of according to the crop provisions.
“M” .....	Mature.
“I” .....	Immature.

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

I. **Intended or Final Use of Acreage.** Use the following “Intended Use” abbreviations.

<u>USE</u>	<u>EXPLANATION</u>
“To xxxxxx” .....	Acreage planted to xxxxxx
“WOC” .....	Other use without consent
“SU” .....	Solely uninsured causes
“ABA” .....	Abandoned without consent
“D” .....	Destroyed with consent
“H” .....	Harvested (Appraisal from check strips or pre-harvest appraisal)
“H/N” .....	Harvested (no check strips or pre-harvest appraisal)
“UH” .....	Unharvested

Verify any “Intended Use” entry. If the final use of the acreage was not as indicated, strike out the original line and initial it. Enter all data on a new line showing the correct “Final Use.” Note the date of verification in the Narrative.

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

J. **Appraised Potential:** Per acre appraisal in hundredweight, to tenths, of POTENTIAL production for the acreage appraised. (Item 15 on Final Sweetpotato Appraisal Worksheet) (Refer to appraisal methods for additional instructions).

K<sub>1</sub> - K<sub>2</sub>. **Moisture % and Factor:** MAKE NO ENTRY.

L. **Shell factor:** MAKE NO ENTRY.

M. **Uninsured Cause:** Enter potential lost to uninsured causes. (Item 16, below the line, on the Final Sweetpotato Appraisal Worksheets.)

EXPLAIN IN THE NARRATIVE.

a. If a Hail and Fire exclusion is NOT in effect.

- (1) Enter NOT LESS than the insured's production guarantee per acre in HUNDREDWEIGHT, to tenths, for the line, (calculated by multiplying the elected coverage level percentage times the approved yield per acre shown on the APH form) for any "P" stage acreage.

On preliminary inspections, advise the insured to keep the production records from any acreage damaged SOLELY by uninsured causes separate from other production records.

- (2) For acreage that is damaged PARTLY by uninsured causes, enter the APPRAISED UNINSURED PRODUCTION LOSS per acre in HUNDREDWEIGHT, to tenths, for any such acreage. (Refer to Section 9 Appraisal Worksheet Entries and Completion Procedures.)
- b. Refer to the LAM when a Hail and Fire Exclusion is in effect and damage is from hail or fire.
  - c. Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.

For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.

- N. Adjusted Potential:** Per acre appraisal in hundredweight, to tenths, of TOTAL POTENTIAL production for the acreage appraised. (Item 19 on Final Sweetpotato Appraisal Worksheet).
- O. Total to Count:** Enter the result of multiplying Column "C" or "C<sub>1</sub>" by Item "N," rounded to tenths.
- P. Per Acre:** Enter the per acre guarantee from the insured's policy for all fields in the unit.
- Q. Total:** Enter the result of multiplying Column "C" or "C<sub>1</sub>" by Item "P," rounded to tenths for all fields in the unit.
- 16. Total Acres:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Enter the Total Actual Acres [Column "C" (or "C<sub>1</sub>" if there are under-reported acres)] to tenths.

FOR ITEM 17. WHEN SEPARATE LINE ENTRIES ARE MADE FOR VARYING SHARES, STAGES, APPROVED YIELDS, 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.



**17. Totals:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Enter the total of Column "O" and total of Column "Q."

**NARRATIVE:**

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

- a. If no acreage is released on the unit, enter "No acreage released," adjuster's initials, and date.
- b. If notice of damage was given and "No Inspection" is necessary, enter the unit number(s), "No Inspection," date, and adjuster's initials. The insured's signature is not required.
- c. Explain any uninsured causes, unusual, or controversial cases.
- d. If there is an appraisal in Section I, Column "M" 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 "O," and/or any production not included in Section II, Column "I" or Column "B - E" 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 19, "Similar Damage."
- k. Attach a sketch map or aerial photograph to identify the total unit:
  - (1) If consent is or has been given to put part of the unit to another use.
  - (2) If uninsured causes are present; or
  - (3) For unusual or controversial cases.

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

- l. Explain any difference between date of inspection and signature dates. For an ABSENTEE insured, enter the date of the inspection AND the date of mailing the Production Worksheet for signature.
- m. When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and date of inspection.
- n. Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed in accordance with the AIP’s instructions.
- o. Explain any delayed notices or delayed claims as instructed in the LAM.
- p. Document any authorized estimated acres shown in Section I, Column “C” as follows: “Line 3 ‘E’ acres authorized by AIP MM/DD/YYYY.”
- q. Document the method and calculation used to determine acres for the unit. (Refer to the LAM.)
- r. Specify the type of insects or disease when the insured cause of damage or loss is listed as insects or disease. Explain why control measures did not work, or if control measures were unavailable. Document the laboratory performing confirming assessment.
- s. Document the appraisal for uninsured causes of loss, if applicable.
- t. Document field ID’s and any other pertinent information including any data to support factors used to calculate production. For further documentation instructions refer to the LAM.

## **SECTION II – HARVESTED PRODUCTION**

### **A. GENERAL INFORMATION**

- (1) Check strip appraisals, the guarantee, and harvest records (sales receipts, weight tickets, and stored on location calculation) are use to establish production to count of harvested acreage for indemnity determinations.
- (2) Account for ALL HARVESTED PRODUCTION (for ALL ENTITIES sharing in the crop).
- (3) Columns “B” through “E” are for structure measurement entries (Rectangular, Round, Square, Conical Pile, etc.). If structures are a combination of shapes, break into a series of average measurements, if possible. Enter “Odd Shape” if production is stored in an odd shaped structure. Document measurements on a Special Report or other FCIC-approved worksheet used for this purpose.
- (3) If farm-stored production has been weighed prior to storage and acceptable weight tickets are available showing gross weights, enter “Weighed and Stored on Farm” in Columns “B” through “E.” (Refer to the LAM for acceptable weight tickets.)

- (4) For production commercially stored, sold, etc., make entries in the spaces reserved for Items B through E as follows:
  - (a) Name of storage facility or buyer.
  - (b) Address of storage facility or buyer.
- (5) If acceptable sales records or weight tickets are not available, refer to the LAM.
- (6) If additional lines are necessary, the data may be entered on a continuation sheet. USE SEPARATE LINES FOR:
  - (a) Separate storage structures.
  - (b) Varying names and addresses of buyers of sold production, and different FIRST handlers (buyers, packinghouses, or processors). The insured must have maintained satisfactory records of ALL production sold or stored. Verify any packinghouse or processor 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.
  - (c) Varying shares; e.g., 50 percent and 75 percent shares on same unit.
  - (d) Conical piles. Do NOT add the cone in the top or bottom of a bin to the height of other production in the structure. For computing the production in cones and conical piles, refer to the LAM.
- (7) There will generally be no harvested production entries in Columns “A” through “S” for preliminary inspections.
- (8) If there is harvested production from more than one insured practice (or type) and a separate approved yield has been established for each, the harvested production must also be entered on separate lines in Column “I.”

**Verify or make the following entries:**

**Item  
No.**

**Information Required**

- 18. Date Harvest Completed:** (Used to determine if there is a delayed notice or a delayed claim if harvest is made from check strips after harvest. Refer to the LAM.)

**PRELIMINARY: MAKE NO ENTRY.**

**FINAL:**

- a. The earlier of the date the ENTIRE acreage on the unit was (1) harvested, (2) totally destroyed, (3) put to other use, (4) a combination of harvested, destroyed, or put to other use, or (5) the calendar date for the end of the insurance period.
- b. If at the time of final inspection (if prior to the end of the insurance period), there is any unharvested insured acreage remaining on the unit that the insured does not intend to harvest; enter “Incomplete.”
- c. If at the time of final inspection (if prior to the end of the insurance period), none of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter “No Harvest.”
- d. If the case involves a Certification Form, enter the date from the Certification Form when the entire unit is put to another use, etc. Refer to the LAM.

**19. Similar Damage:**

**PRELIMINARY:** MAKE NO ENTRY.

**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.

**20. Assignment of Indemnity:** Check “Yes” **only** if an assignment of indemnity is in effect for the crop year; otherwise, check “No.” (Refer to the LAM.)

**21. Transfer of Right to Indemnity:** Check “Yes” only if a transfer of right to indemnity is in effect for the unit for the crop year; otherwise, check “No.” (Refer to the LAM.)

**A<sub>1</sub>. Share:** RECORD ONLY VARYING SHARES on the SAME unit as a decimal to three decimal places.

**A<sub>2</sub>. Field ID:** Note the Field ID for all fields that were harvested.

- a. If only one practice and/or type of harvested production is listed in Section I, MAKE NO ENTRY.
- b. If more than one practice and/or type of harvested production is listed in Section I, and a separate approved APH yield exists, indicate for each practice/type the corresponding Field ID (from Section I, item “A”).

**REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRY OF FIRST CROP, SECOND CROP CODES.**

- B. Length or Diameter:** Internal measurement in feet rounded to tenths, of structural space occupied by the crop.
- a. Length if rectangular or square.
  - b. Diameter if round or conical pile. Refer to the LAM to convert circumference to diameter if internal diameter measurement is not possible.
- C. Width:** Internal width measurement in feet to tenths of space occupied by the crop in structure if rectangular or square. If round, enter “RND.” If conical pile, enter “Cone.”
- D. Depth:** Depth measurement in feet to tenths of space occupied by the crop in rectangular, round, or square structure. If conical pile, enter the height of the cone. (Refer to the LAM if there is production in the storage structure from other units or sources.)
- E. Deductions:** Cubic feet, to tenths, of crop space displaced by chutes, vents, studs, crossties, etc. (Refer to the LAM for computation instructions.)
- F. Net Cubic Feet:** Net cubic feet of the crop in the storage structure. Refer to the LAM for computation instructions.
- G. Conversion Factor:** Enter Conversion Factor as 0.4283 (only if structure measurements are entered).
- H. Gross Production:** Multiply Column “F” times Column “G,” rounded to tenths.
- I. Bu., Ton, Lbs., Cwt.:** Circle “Cwt.” in column heading. Production in hundredweight, to tenths.
- a. Weighed and stored on the farm.
  - b. Sold and/or stored in commercial storage - Obtain the gross harvested production for the UNIT 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.)
  - c. Stored in odd-shaped structures. The adjuster must compute the amount of gross production. (Refer to the LAM for cubic footage and production computations). A copy of ALL production calculations must be left in the file folder.
- J. - M<sub>2</sub>.** MAKE NO ENTRY.
- N. Adjusted Production:** Repeat the entry from Column “H” or “I.”

- O. Production Not to Count:** Net production NOT to count, in hundredweight, to tenths, WHEN ACCEPTABLE RECORDS IDENTIFYING SUCH PRODUCTION ARE AVAILABLE, from other sources (e.g., other units or uninsured acreage) in the same storage structure (if the storage entries include such production).

THIS ENTRY MUST NEVER EXCEED PRODUCTION SHOWN ON THE SAME LINE.

Make no entry if only the depth for production to count has been entered in Column D, and the depth for production not to count has been entered in the Narrative. (Refer to example in the LAM.)

- P. Production:** Result of subtracting the entry in Column “O” from Column “N,” to tenths.

**Q<sub>1</sub> - R.:** MAKE NO ENTRY.

**S. Production to Count:**

- a. For acreage that was harvested without leaving appropriate check strips as directed by the **AIP**, make no entry unless the stored/sold production is greater than the production guarantee. In that case, line out the uninsured production recorded for the acreage in Section I and enter the stored/sold production in Section II.
- b. For harvested acreage appraised before harvest, or for acreage on which check strips were left in all fields or subfields and appraised after harvest, enter the greater of the stored/sold production or the appraised production.

FOR ITEMS 22 - 24. WHEN SEPARATE LINE ENTRIES ARE MADE FOR VARYING SHARES, STAGES, APPROVED YIELDS, 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.

**22. Section II Total:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Enter the total production to count from Column “S” above.

**23. Section I Total:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Enter **the** figure from Section I, Column “O” total.

24. **Unit Total:** Enter the sum of the value from line 22 and the value from line 23 as unit total production to count.

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

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

Final indemnity inspections should be signed on bottom line.

26. **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 Production Worksheet WITH THE INSURED, particularly explaining codes, etc., that may not be readily understood.

Final indemnity inspections should be signed on **the** bottom line.

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

1 Crop/Code # SWEETPOTATO 0085	2 Unit # 00100	3 Legal Description XXXXXXXXXX	<b>PRODUCTION WORKSHEET</b> (FOR ILLUSTRATION PURPOSES ONLY)				8 Name of Insured I.M. Insured			
4 Date of Damage MMM DD	MMM DD		7 Company _____ ANY COMPANY _____				9 Claim # XXXXXXXXXX		11 Crop Year YYYY	
5 Cause of Damage HAIL	FREEZE		Agency _____ ANY AGENCY _____				10 Policy # XXXXXXXXXX			
6 Primary Cause % 80	X						14 Date(s) Notice of Loss	1 <sup>st</sup> MM/DD/YYYY	2 <sup>nd</sup>	Final MM/DD/YYYY
12 Additional Units							15 Companion Policy(s)			
13 Est. Prod Per Acre										

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

ACTUARIAL									POTENTIAL YIELD						STAGE GUARANTEE	
A	B	C	D	E	F	G	H	I	J	K <sub>1</sub> K <sub>2</sub>	L	M	N	O	P	Q
Field ID	Prelim Acres	Final Acres	Interest or Share	Risk	Practice	Type Class Variety	Stage	Intended or Final Use	Appraised Potential	Moisture % Factor	Shell and/or Quality Factor	+Uninsured Cause	Adjusted Potential	Total to Count (C x N)	Per Acre	Total (C x P)
M/D A NS		0.1	1.000	A01	002	097	M	UH	60	-----		8.0	68.0	6.8	100.0	10.0
M/D B NS		1.9	1.000	A01	002	097	M	UH	93	-----		3.4	96.4	183.1	100.0	190.0
M/D C NS		18.0	1.000	A01	002	097	M	H/N		-----		100.0	100.0	1,800.0	100.0	1,800.0
16 TOTAL		20.0											17 TOTALS	1,989.9		2,000.0

**NARRATIVE (If more space is needed, attach a Special Report)**

No acreage released I.M.A. See attached map for field identification. Field A and B – samples take to local inspector. Field A had 8.0 cwt./acre uninsured damage due to improper insect control. Field B had 3.4 cwt./acre uninsured damage due to improper insect control. Over-sprayed with pesticides XYZ laboratories. All fields are permanent with acreage measurements on file with insurance company. Field A to be destroyed MM/DD. Field C, harvested but no check strips were left, production to count for Field C at the production guarantee since it is greater than harvested production.

**SECTION II – HARVESTED PRODUCTION**

18 Date Harvest Completed MM/DD/YYYY					19 damage similar to other farms in the area? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				20 Assignment of Indemnity? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			21 Transfer of Right To Indemnity? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
MEASUREMENTS					GROSS PRODUCTION				ADJUSTMENTS TO HARVESTED PRODUCTION									
A <sub>1</sub> A <sub>2</sub>	B	C	D	E	F	G	H	I	J	K <sub>1</sub> K <sub>2</sub>	L <sub>1</sub> L <sub>2</sub>	M <sub>1</sub> M <sub>2</sub>	N	O	P	Q <sub>1</sub> Q <sub>2</sub>	R	S
Share Field ID	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod. (F x G)	Bu. Ton Lbs Cwt.	Shell/Sugar Factor	FM% Factor	Moisture% Factor	Test Wt. Factor	Adjusted Production	Prod. Not To Count	Production (N – O)	Value Mkt. Price	Quality Factor	Production To Count (P x R)
C	Any Elevator Company Any Town, Any State						1,200.0			-----	-----	-----	1,200.00					
C	10.0	RND	10.0		785.4	0.4283	366.4			-----	-----	-----	366.4					

22 Section II Total	
23 Section I Total	1,989.9
24 Unit Total	1,989.9

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

\*\*\*



<b>SWEETPOTATO GROWING SEASON INSPECTION WORKSHEET</b>	<b>PART I:</b>					
	1 NAME OF INSURED		2 POLICY NO.		3 COUNTY	
	4 UNIT NUMBER / FSA FARM No.			5 VARIETY		6 STAGE

**PART II:**

Field ID/ Planting Density	Number of Acres	Number of Plants/ Samples	Fraction of Crop Sampled	Date Planted/ Stage	Guarantee	Sample Plants Destroyed by Insured Causes	Sample Plants Damaged by Insured Causes	Sample Plants Destroyed by Uninsured Causes	Sample Plants Damaged by Uninsured Causes	Damage Cause Ratios	Total Uninsured Plant Losses	Total Uninsured Production Loss to Count
7	8	9	10	11	12	13	14	15	16	17	18	19

**Part III.**

20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	
Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	
1					16					31					46					61					76					91					
2					17					32					47					62					77					92					
3					18					33					48					63					78					93					
4					19					34					49					64					79					94					
5					20					35					50					65					80					95					
6					21					36					51					66					81					96					
7					22					37					52					67					82					97					
8					23					38					53					68					83					98					
9					24					39					54					69					84					99					
10					25					40					55					70					85					100					
11					26					41					56					71					86										
12					27					42					57					72					87										
13					28					43					58					73					88										
14					29					44					59					74					89										
15					30					45					60					75					90										
***					***					***					***					***					***										
											<b>TOTALS</b>																								

**NARRATIVE:**

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

<b>SWEETPOTATO GROWING SEASON INSPECTION WORKSHEET (Continuation)</b>	<b>PART I:</b>																										
	1 NAME OF INSURED																		2 POLICY NO.						3 COUNTY		
	4 UNIT NUMBER / FSA FARM No.												5 VARIETY									6 STAGE					

**PART III:**

20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	20	21	22	23	24	
Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	Sample Number	Destroyed by Insured Causes	Damaged by Insured Causes	Destroyed by Uninsured Causes	Damaged by Uninsured Causes	
1					26					51					76					101					126					151
2					27					52					77					102					127					152
3					28					53					78					103					128					153
4					29					54					79					104					129					154
5					30					55					80					105					130					155
6					31					56					81					106					131					156
7					32					57					82					107					132					157
8					33					58					83					108					133					158
9					34					59					84					109					134					159
10					35					60					85					110					135					160
11					36					61					86					111					136					161
12					37					62					87					112					137					162
13					38					63					88					113					138					163
14					39					64					89					114					139					164
15					40					65					90					115					140					165
16					41					66					91					116					141					166
17					42					67					92					117					142					167
18					43					68					93					118					143					168
19					44					69					94					119					144					169
20					45					70					95					120					145					170
21					46					71					96					121					146					171
22					47					72					97					122					147					172
23					48					73					98					123					148					173
24					49					74					99					124					149					174
25					50					75					100					125					150					175

TOTAL				
PREVIOUS TOTAL				
CUMULATIVE TOTAL				

Page \_\_\_\_ of \_\_\_\_ Pages

## FINAL SWEETPOTATO APPRAISAL WORKSHEET

PART I:		
PART I:		
1 NAME OF INSURED	2 POLICY NO.	3 COUNTY
4 UNIT NUMBER / FSA FARM No.	5 VARIETY	6 STAGE

PART II:

Field ID/ Planting Density 7	Number of Acres 8	Number of Plants/ Samples 9	Fraction of Crop Sampled 10	Date Planted/ Stage 11	Guarantee 12	Harvested Weight of Samples 13	Preliminary Appraised Production 14	Appraised Potential 15	Uninsured Production Loss/Potential 16	Condition of Field on Appraisal Date 17	Anticipated Harvest Date 18	Adjusted Potential per Acre 19
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<b>TOTAL</b>												

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

## 11. REFERENCE MATERIAL

**TABLE A - MINIMUM CHECK STRIP REQUIREMENTS**

ACRES IN FIELD OR SUBFIELD	MINIMUM CHECK STRIP LOCATIONS
Less than 1.0	Two adjacent rows located as instructed by the <b>AIP</b> .
At least 1.0 but less than or equal to 10.0	Two adjacent rows and one row on each side of the field, all located as instructed by the <b>AIP</b> .
At least 10.1 but less than or equal to 40.0	Three groups of at least two adjacent rows each located as instructed by the <b>AIP</b>
At least 40.1 but less than or equal to 100.0	Four groups of at least two adjacent rows each located as instructed by the <b>AIP</b> .
At least 100.1 but less than or equal to 400.0	Four groups of at least two adjacent rows and an additional pair of adjacent rows for every additional 100 acres or fraction thereof beyond 100 acres, all located as instructed by the insurance provide.
At least 400.1 but less than or equal to 1,000.0	Eight groups of at least two adjacent rows and an additional pair of adjacent rows for every additional 200 acres or fraction thereof beyond 400 acres, all located as instructed by the insurance provide

**TABLE B - WITHIN ROW SAMPLING REQUIREMENTS**

ACRES IN FIELD OR SUBFIELD	MINIMUM NO. OF SAMPLES
Less than 1.0	Every tenth plant from scouting rows
1.0 but less than 10.0	Every twenty-fifth plant from scouting rows
10.1 but less than 100.0	Every fiftieth plant from scouting rows
100.1 but less than or equal to 200.0	Every hundredth plant from scouting rows
More than 200.0	Every two-hundredth plant from scouting rows

## TABLE C - PLANTING DENSITY FORMULA

Use the following procedure to determine the number of plants per acre.

Select three areas and measure the distance between eleven adjacent plants in a row, in feet, to the nearest tenth of a foot. Divide the sum of those three measurements by 30 to obtain an average distance between plants. This value, to the nearest tenth of a foot, is the “feet between plants.”

Measure the distance between four adjacent rows and divide by three. This distance, to the nearest 1/10<sup>th</sup> of a foot, is the “feet between rows.” If the distance between rows is inconsistent, determine four or more “feet between rows” values and average those values.

Calculate the planting density (in whole slips planted per acre) per acre by dividing 43,650 (the square feet per acre) (by the product by the feet between plants (to tenths)) and (by the feet between rows (to tenths)).

$$\text{Planting density} = \frac{43,560}{\text{Feet between plants} \times \text{feet between rows}}$$

### EXAMPLE:

Distance between plants = 1.0 foot

Distance between rows = 3.5 feet

$$\text{Plants per acre} = \frac{43,560}{1.0 \times 3.5} = 12,445.71 = 12,446 \text{ slips planted per acre}$$

## TABLE D - NUMBER OF PLANTS FORMULA

Use the following procedure to determine the number of plants in a field or subfield.

Calculate the planting density using the formula in **TABLE C**.

Calculate the number of plants in the field by multiplying planting density by 0.9 (the typical planting efficiency for sweetpotatoes under best management practices) and multiplying the result by the number of acres.

Plants in a field = planting density  $\times$  0.9  $\times$  number of acres in the field.

### EXAMPLE:

Distance between plants = 1.0 foot

Distance between rows = 3.5 feet

Field size = 2.0 acres

The calculated planting density is 12,446 slips planted per acre.

Plants in a field = planting density  $\times$  0.9  $\times$  number of acres in the field.

Plants in the field =  $12,446 \times 0.9 \times 2.0 = 22,402.8 = 22,403$  plants in the field.

**SWEETPOTATO  
PILOT  
PROGRAM  
SCOUTING  
MANUAL**





## 1. DEFINITIONS

<b>Agricultural Expert</b>	Persons who are employed by the Cooperative State Research, Education, and Extension Service or the agricultural department of a university, or other persons approved by FCIC, whose research or occupation is related to sweetpotatoes. In addition, an agricultural expert may be a person who regularly derives income by selling services related to scouting sweetpotatoes, but is considered a “disinterested third party” as defined in the basic provisions and must not have any investment in the insured crop or any family relationship of the insured person.
<b>Chlorosis</b>	Localized yellowing of plant leaves or stem tips including yellowing of the leaf margins or around the veins of the leaf. A common symptom of disease or mineral deficiencies.
<b>Necrosis</b>	Localized death of plant leaves or stems including death along the edges of leaves.
<b>Scouting</b>	The visual and physical assessment (including the digging of appropriate sample plants), by an agricultural expert, of the condition of the growing sweetpotatoes, including growth stage, progress toward maturity, crop vigor, nutrient deficiencies, pesticide injury, and any infestation by disease, insects, or weeds, and in adherence with sweetpotato good farming practices; performed at times specified in the Special Provisions.
<b>Scouting Sample</b>	Consists of at least three plants from a sample area that represents the average population for that site. The scouting sample is closely examined by an agricultural expert to assess the condition of the crop.
<b>Seed</b>	Tuberous sweetpotato roots planted to produce slips.
<b>Slips</b>	Shoots or vine cuttings produced from sweetpotato seed that, in turn, are planted to establish a new sweetpotato crop.
<b>Sweetpotato</b>	A plant of the species <i>Ipomoea batatas</i> , grown for tuberous roots that are used primarily for human consumption.
<b>Tuberous Root</b>	Thickened roots with expanded cortex devoted primarily to starch storage.

## 2. SCOUTING PROCEDURES

- (1) Sweetpotatoes are to be scouted at least once between planting and harvest. The scouting should occur at the intervals specified in the Special Provisions, but preferably not before the slips have had an opportunity to become well established. Depending on the condition of the crop and growing conditions, additional scouting may be required.
- (2) Each time a field or subfield is examined, the agricultural expert should observe the condition of the entire field. The minimum number of **scouting samples** is determined by

the size of the field (Refer to Table A below). Scouting samples should be chosen without bias and should vary if more than one scouting visit is conducted to increase the probability that localized problems will be detected.

**TABLE A - MINIMUM SCOUTING SAMPLES REQUIRED**

<b>ACRES IN FIELD OR SUBFIELD</b>	<b>MINIMUM RECOMMENDED NUMBER OF SCOUTING SAMPLES</b>
Greater than 0 but less than 5	5
Greater than 5 but less than 15	10
Greater than 15 but less than 35	15
Greater than 35	20

- (3) When variable progress or damage causes the crop potential to appear to be significantly different within different portions of the same field, the field should be split into subfields. Special attention should be paid to low lying portions of any field.
- (4) Each field or subfield should be scouted separately. A separate set of Scouting Report Worksheets should be prepared for each field or subfield.
- (5) **Determine** the general condition of the plants, variability of potential production, plant damage, and the quality of farming practices being used within the field/subfield. **From each of the sample sites, three plants from an area that represents the average population for that site should be dug** to assess the condition of the root system, to observe the development of the tuberous roots, and to check for nematode damage.
- (6) The more detailed examination of plants should occur systematically.
  - (a) **Select sample sites randomly, but make sure all field variations are represented.**
  - (b) Observe and record the condition of the plants using the simple check sheet or a similar methodical recording system. Examine the sample plants to observe any traces of insects and disease. (Pay particular attention near the edges of fields and in low lying spots, where localized "hot spots" of heavy damage may be found.)
  - (c) **Record the number of good roots, average size, and any root disorders from the sample site.**
  - (d) **Determine the planting density of the field or subfield using the procedures in Section 3. Do not count skips or other types of plants.**
  - (e) Continue until all the **scouting samples** have been counted and all the sample plants have been examined and assessed.

### **3. PLANTING DENSITY FORMULA**

Use the following procedure to determine the number of plants per acre.

For each of three areas where all plants have grown out, measure the distance between eleven adjacent plants in a row, in feet, to the nearest tenth of a foot. Divide the sum of those three measurements by 30 to obtain an average the distances between plants. This value, to the nearest tenth of a foot, is the “feet between plants.”

Measure the distance between four adjacent rows and divide by three. This distance, to the nearest 1/10<sup>th</sup> of a foot, is the “feet between rows.” If the distance between rows is inconsistent, determine four or more “feet between rows” values and average those values.

Calculate the planting density (in slips planted per acre) per acre by dividing 43,650 (the square feet per acre) by the product by the feet between plants (to tenths) and by the feet between rows (to tenths).

$$\text{Planting density} = \frac{43,560}{\text{Feet between plants} \times \text{feet between rows}}$$

#### **EXAMPLE:**

Distance between plants = 1.0 foot

Distance between rows = 3.5 feet

$$\text{Plants per acre} = \frac{43,560}{1.0 \times 3.5} = 12,445.71 = 12,446 \text{ slips planted per acre}$$

### **4. SWEETPOTATO SCOUTING REPORT WORKSHEET ENTRIES AND COMPLETION PROCEDURES**

The purpose of the Sweetpotato Scouting Report Worksheet form is to provide a rapid system for collecting information about the condition of a sweetpotato crop. Alternative systematic approaches are acceptable, but should address **at least** the minimum items contained in this document. Any system should be based on a division of the field into areas wherein the plants appear to be relatively uniform. Interpretation of the results should be based on analysis of the data collected, extrapolation of the data to whole fields or subfields, and experience with the crop.

Verify or make the following entries:

<b><u>Item No.</u></b>	<b><u>Information Required</u></b>
------------------------	------------------------------------

#### **PART I**

1. **Name of Insured:** From the policy, generally the name of a producer involved in

sweetpotato production.

2. **County:** Name of the county where the sweetpotato plants are physically located.
3. **FSA Farm Number:** The FSA farm serial number.
4. **Scouting Visit Number:** Enter “1” for the first scouting visit, “2” for the second scouting visit, etc.
5. **Date:** Enter the date of the scouting visit as Month Day, Year.
6. **Planting Date:** Enter the date planting was completed for the field, from the insured’s planting records.
7. **Days Since Planting:** Enter the number of days since the date of planting, with the day of planting as “0.”
8. **Root development:** Enter “N” if roots have generally not begun to thicken on the day of the scouting visit. Enter “B” if roots on the majority of dug plants have begun to thicken on the day of the scouting. Enter “M” if roots on the majority of dug plants are approaching marketable size for production in that area.

## PART II

9. **Field Identification:** If more than one field is found in the unit, enter a unique field identification symbol (e.g., A, B, etc.). If a field is divided to address differences in the crop condition, enter a unique subfield identification symbol (e.g., A, B, etc. or A1, A2, etc.). Document the division of the unit into fields and subfields so that the precise field and subfield can be revisited. Separate Scouting Report worksheet is required for each field or subfield.
10. **Planting Density:** Enter the planting density for the field determined using the process in Section 3.
11. **Number of Acres:** Estimated number of acres in each scouted field or subfield, to tenths.
12. **Number of Plants:** Record the original number of slips planted in the field derived by multiplying planting density (Item 10) by the Number of Acres (Item 11).
13. **Number of Plants Sampled:** Record the number of plants sampled. The TOTAL number of plants sampled for each field or subfield is determined from the TOTALS (column 20) of the Sweetpotato Scouting Worksheet or the CUMULATIVE TOTAL (column 20) of the last worksheet continuation, if more than one page is used for a scouting report.
14. **Fraction of Crop Sampled:** Enter the number of plants sampled (Item 13) divided by the number of plants in the field (Item 12), to four decimal places.
15. **Sample Plants Dead:** Above the line, enter the number of plants in the sample destroyed by any cause in each field or subfield as determined from the plants identified in Item 21 of the Sweetpotato Scouting Worksheets. Below the line enter the proportion of plants that

are dead, determined by dividing the number entered above by the number of plants sampled (Item 13), to two decimal places.

16. **Sample Plants Lacking Vigor:** Above the line, enter the number of plants in the sample which for any reason are showing reduced vigor, determined from the plants identified in Item 22 of the Sweetpotato Scouting Worksheets. Below the line enter the proportion of plants that are showing reduced vigor, determined by dividing the number entered above by the number of plants sampled (Item 13), to two decimal places.
17. **Sample Plants with Insects:** Above the line, enter the number of sample plants affected by insects, determined from the plants identified in column 23 of the Sweetpotato Scouting Worksheets. Below the line enter the proportion of plants that are affected by insects, determined by dividing the number entered above by the number of plants sampled (Item 13), to two decimal places.
18. **Sample Plants with Disease:** Above the line, enter the number of plants in the sample affected by disease, determined from the plants identified in Item 24 of the Sweetpotato Scouting Worksheets. Below the line enter the proportion of plants that are affected by disease, determined by dividing the number entered above by the number of plants sampled (Item 13), to two decimal places.
19. **Sample Plants with Nematodes:** Above the line, enter the number of dug plants in the sample damaged by nematodes, determined from the plants identified in column 25 of the Sweetpotato Scouting Worksheets. Below the line enter the proportion of plants that are damaged by nematodes, determined by dividing the number entered above by the number of dug plants (the total number of entries in column 25), to two decimal places.

### PART III

20. **Sample Number:** Samples are numbered sequentially on each Worksheet.
21. **Sample Plant Dead:** Make a check mark (✓) for each sample plant in the field or subfield DESTROYED BY ANY CAUSE. If the plant is not dead make no entry.
22. **Sample Plant Damaged by Lack of vigor:** Make the appropriate numerical entry for each sample plant in the field or subfield showing LACK OF VIGOR DUE TO ANY CAUSE. If the plant is not show lack of vigor make no entry.

Use the following numerical scale for entries related to plants showing lack of vigor.

0 = 5% to 10% necrosis, 5% to 20% chlorosis, or a 25% to 35% reduction in size.  
1 = >10% to 25% necrosis, >20% to 50% chlorosis, or >35% to 50% reduction in size.  
2 = >25% necrosis, >50% chlorosis, or a >50% reduction in size.

23. **Sample Plant Damaged by Insect:** Make the appropriate numerical entry for each sample plant in the field or subfield showing THE PRESENCE OF OR DAMAGED BY DELETERIOUS INSECTS. If no insects or insect damage are observed on a sample plant, make no entry.

Use the following numerical scale for entries related to plants affected by insect, disease, or

nematodes. (For columns 22, 23, or 24.)

0 = evidence of the condition, but plant otherwise appear healthy.

1 = evidence of the condition, with apparent reduction of vigor or productivity.

2 = evidence of the condition, with the plant near death.

- 24. Sample Plant Damaged by Disease:** Make the appropriate numerical entry for each sample plant in the field or subfield showing THE PRESENCE OF OR DAMAGED BY DISEASE. If no disease organisms or effects are observed, make no entry
- 25. Root Condition:** For dug roots only, enter a “T” if the roots are thickening as expected for the growth stage; enter a “N” if the roots are not thickening as expected for the growth stage. Make the appropriate numerical entry for each dug sample plant in the field or subfield showing THE PRESENCE OF OR DAMAGED BY NEMATODES. If no nematodes are observed, make only an entry reflecting the progress toward thickening.
- 26. Insured’s Signature and Date:** Insured’s signature and date. BEFORE obtaining insured’s signature, REVIEW ALL ENTRIES on the Scouting Report Worksheet WITH THE INSURED, particularly explaining codes, etc., which may not be readily understood.
- 27. Agricultural Expert’s Signature and Date:** Signature of expert and date signed after the insured has signed.

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

In the **NOTES** section, comment on the general growth stage of the crop, crop vigor, and progress toward maturity. Identify if possible the insects, diseases, and nematodes observed. Note the presence of weeds, or any observed nutrient deficiency symptoms pesticide injury.

<b>SWEETPOTATO SCOUTING REPORT WORKSHEET</b>	<b>PART I: FOR ILLUSTRATION PURPOSES ONLY</b>							
	1. NAME OF INSURED <b>I.M. INSURED</b>				2. COUNTY <b>SOMEWHERE</b>		3. FSA FARM NO. <b>XXXX</b>	4. SCOUTING VISIT NUMBER <b>X</b>
	5. DATE <b>MMMM DD, YYYY</b>			6. PLANTING DATE <b>MMMM DD, YYYY</b>		7. DAYS SINCE PLANTING <b>XX</b>		8. ROOT DEVELOPMENT <b>B</b>

<b>PART II:</b>										
Field Identification 9	Planting Density 10	Number of Acres 11	Number of Plants 12	Number of Plants Sampled 13	Fraction of Crop Sampled 14	Sample Plants Dead 15	Sample Plants Lacking Vigor 16	Sample Plants with Insects 17	Sample Plants with Disease 18	Sample Plants with Nematodes 19
<b>A</b>	<b>11,200</b>	<b>20.0</b>	<b>224,000</b>	<b>200</b>	<b>0.0009</b>	<b>8</b> <b>0.04</b>	<b>7</b> <b>0.04</b>	<b>2</b> <b>0.01</b>	<b>3</b> <b>0.02</b>	<b>1</b> <b>0.01</b>

<b>Part III.</b>																													
20	21	22	23	24	25	20	21	22	23	24	25	20	21	22	23	24	25	20	21	22	23	24	25	20	21	22	23	24	25
Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition	Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition	Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition	Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition	Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition
1						21						41						61						81					
2						22						42						62						82					
3						23						43						63						83					
4						24						44						64						84					
5	✓					25						45						65						85	✓				
6						26						46						66						86	✓				
7		<b>1</b>		<b>2</b>		27						47						67		<b>2</b>		<b>2</b>		87					
8						28						48						68						88					
9						29						49						69						89					
10					<b>T</b>	30					<b>T</b>	50					<b>T</b>	70					<b>N</b>	90					<b>T1</b>
11						31						51						71						91					
12						32						52	✓					72						92					
13						33						53						73						93					
14						34						54						74						94					
15						35		<b>1</b>		<b>2</b>		55						75						95					
16						36						56						76						96					
17						37						57						77						97					
18						38						58						78						98					
19						39						59						79						99					
20					<b>T</b>	40					<b>T</b>	60					<b>T</b>	80					<b>T</b>	100					<b>T</b>
Signature of insured <b>I.M. Insured</b>						Date <b>MM/DD/YY</b>		Signature of Agricultural Expert <b>I.M. Expert</b>						Date <b>MM/DD/YY</b>		<b>TOTAL S</b>	<b>100</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>1</b>							

Page 1 of 2 Pages

**NOTES: The crop is well established and vigorous with some thickening of storage roots. The insect damage appeared old and no current infestations were observed. Some powdery mildew on a few plants. (see next page)**

<b>SWEETPOTATO SCOUTING REPORT WORKSHEET (continuation)</b>	<b>PART I: FOR ILLUSTRATION PURPOSES ONLY</b>									
	1. NAME OF INSURED <b>I.M. INSURED</b>				2. COUNTY <b>SOMEWHERE</b>		3. FSA FARM NO. <b>XXXX</b>		4. SCOUTING VISIT NUMBER <b>X</b>	
	5. DATE <b>MMMM DD, YYYY</b>			6. PLANTING DATE <b>MMMM DD, YYYY</b>			7. DAYS SINCE PLANTING <b>XX</b>		8. ROOT DEVELOPMENT <b>B</b>	

Part III.																																													
20	21	22	23	24	25	20	21	22	23	24	25	20	21	22	23	24	25	20	21	22	23	24	25	20	21	22	23	24	25																
Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition	Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition	Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition	Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition	Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition																
1						21						41						61						81																					
2						22						42						62						82																					
3						23						43						63						83																					
4						24						44						64						84																					
5						25						45						65						85																					
6						26		<b>1</b>	<b>2</b>			46						66						86																					
7	✓					27						47						67						87																					
8						28						48						68						88																					
9						29						49						69	✓					89																					
10					<b>T</b>	30					<b>N</b>	50				<b>T</b>	70			<b>N</b>		<b>T</b>	90					<b>T</b>																	
11						31						51						71						91																					
12		<b>1</b>				32						52						72						92																					
13						33						53						73		<b>2</b>	<b>2</b>			93																					
14						34						54						74						94																					
15						35						55						75						95																					
16						36						56						76						96																					
17						37						57						77						97																					
18						38						58	✓					78		<b>1</b>				98																					
19						39						59						79						99	✓																				
20					<b>T</b>	40					<b>T</b>	60				<b>T</b>	80					<b>T</b>	100					<b>T</b>																	
<b>TOTAL THIS SHEET</b>																						<b>100</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>																		
<b>PREVIOUS TOTAL</b>																						<b>100</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>1</b>																		
<b>CUMULATIVE TOTAL</b>																						<b>200</b>	<b>8</b>	<b>7</b>	<b>2</b>	<b>3</b>	<b>1</b>																		

**NOTES: No nematodes were observed. Weeds are well controlled in this field. Some mild chlorosis at the NE edge of the field was observed.**



<b>SWEETPOTATO SCOUTING REPORT WORKSHEET</b>	<b>PART I:</b>							
	1. NAME OF INSURED				2. COUNTY		3. FSA FARM NO.	4. SCOUTING VISIT NUMBER
	5. DATE			6. PLANTING DATE		7. DAYS SINCE PLANTING		8. ROOT DEVELOPMENT

**PART II:**

Field Identification	Planting Density	Number of Acres	Number of Plants	Number of Plants Sampled	Fraction of Crop Sampled	Sample Plants Dead	Sample Plants Lacking Vigor	Sample Plants with Insects	Sample Plants with Disease	Sample Plants with Nematodes
9	10	11	12	13	14	15	16	17	18	19
						/	/	/	/	/

**Part III:**

20	21	22	23	24	25	20	21	22	23	24	25	20	21	22	23	24	25	20	21	22	23	24	25	20	21	22	23	24	25		
Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition	Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition	Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition	Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition	Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition		
1						21						41						61						81							
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5						25						45						65						85							
6						26						46						66						86							
7						27						47						67						87							
8						28						48						68						88							
9						29						49						69						89							
10						30						50						70						90							
11						31						51						71						91							
12						32						52						72						92							
13						33						53						73						93							
14						34						54						74						94							
15						35						55						75						95							
16						36						56						76						96							
17						37						57						77						97							
18						38						58						78						98							
19						39						59						79						99							
20						40						60						80						100							
Signature of insured						Date						Signature of Agricultural Expert						Date						<b>TOTAL S</b>							

**NOTES:**

<b>SWEETPOTATO SCOUTING REPORT WORKSHEET (continuation)</b>	<b>PART I:</b>							
	1. NAME OF INSURED				2. COUNTY		3. FSA FARM NO.	4. SCOUTING VISIT NUMBER
	5. DATE			6. PLANTING DATE			7. DAYS SINCE PLANTING	

**Part III.**

20	21	22	23	24	25	20	21	22	23	24	25	20	21	22	23	24	25	20	21	22	23	24	25						
Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition	Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition	Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition	Sample Number	Sample Plant Dead	Lack of Vigor	Insects	Disease	Root Condition						
1						21						41						61						81					
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3						23						43						63						83					
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6						26						46						66						86					
7						27						47						67						87					
8						28						48						68						88					
9						29						49						69						89					
10						30						50						70						90					
11						31						51						71						91					
12						32						52						72						92					
13						33						53						73						93					
14						34						54						74						94					
15						35						55						75						95					
16						36						56						76						96					
17						37						57						77						97					
18						38						58						78						98					
19						39						59						79						99					
20						40						60						80						100					
<b>TOTAL THIS SHEET</b>																													
<b>PREVIOUS TOTAL</b>																													
<b>CUMULATIVE TOTAL</b>																													

**NOTES:**