

United States  
Department of  
Agriculture



Federal Crop  
Insurance  
Corporation



Risk  
Management  
Agency



Actuarial and  
Product  
Design Division

FCIC-20160L (11-  
2011)

# **OLIVE LOSS ADJUSTMENT STANDARDS HANDBOOK**

## **2012 and Succeeding Crop Years**

This page intentionally left blank

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

<b>TITLE: OLIVE LOSS ADJUSTMENT STANDARDS HANDBOOK</b>	<b>NUMBER: 20160L (11-2011)</b>
<b>EFFECTIVE DATE: 2012 and succeeding crop years</b>	<b>ISSUE DATE: November 30, 2011</b>
<b>SUBJECT:</b>  Provides the loss adjustment procedures and instructions for administering the olive crop insurance program	<b>OPI: Actuarial and Product Design Division</b>
	<b>APPROVED: November 30, 2011</b>  <i>/s/ Tim B. Witt</i>  <b>Tim B. Witt</b> <b>Deputy Administrator for Product Management</b>

**THIS HANDBOOK CONTAINS THE OFFICIAL FCIC-ISSUED LOSS ADJUSTMENT STANDARDS FOR THIS CROP FOR THE 2012 AND SUCCEEDING CROP YEARS. ALL REINSURED COMPANIES WILL UTILIZE THESE STANDARDS FOR BOTH LOSS ADJUSTMENT AND LOSS TRAINING.**

**SUMMARY OF CHANGES/CONTROL CHART**

The Olive Loss Adjustment Standards Handbook is being issued and effective for the olive insurance program available beginning with the 2012 crop year.

This page intentionally left blank

**OLIVE LOSS ADJUSTMENT STANDARDS HANDBOOK**  
**SUMMARY OF CHANGES/CONTROL CHART (Continued)**

Control Chart For: Olive Loss Adjustment Standards Handbook						
	SC Page(s)	TC Page(s)	Text Page(s)	Reference Material	Date	Directive Number
Current Index	1-2	1-2	1-38	39-42	11-2011	FCIC-20160L

# OLIVE LOSS ADJUSTMENT HANDBOOK

## TABLE OF CONTENTS

	<u>PAGE</u>
<b>1. INTRODUCTION</b> .....	1
<b>2. SPECIAL INSTRUCTIONS</b> .....	1
A. DISTRIBUTION.....	1
B. TERMS, ABBREVIATIONS, AND DEFINITIONS .....	1
<b>3. INSURANCE CONTRACT INFORMATION</b> .....	4
A. INSURABILITY.....	4
B. PROVISIONS AND PROCEDURES NOT APPLICABLE TO CAT COVERAGE.....	5
C. UNIT DIVISION .....	5
D. GRADING AND QUALITY ADJUSTMENT .....	5
<b>4. OLIVE APPRAISALS</b> .....	6
A. GENERAL INFORMATION.....	6
B. SELECTING REPRESENTATIVE SAMPLE TREES FOR APPRAISALS .....	8
C. SELECTING RANDOM FRUIT SAMPLES .....	8
D. HANDLING PRE HARVEST APPRAISAL DISCREPANCIES .....	9
<b>5. APPRAISAL METHODS</b> .....	9
A. GENERAL INFORMATION.....	9
B. UNHARVESTED APPRAISALS .....	10
C. HARVESTED OLIVE APPRAISALS.....	13
<b>6. APPRAISAL DEVIATIONS AND MODIFICATIONS</b> .....	14
A. DEVIATIONS .....	14
B. MODIFICATIONS .....	14
<b>7. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES</b> .....	14
A. WORKSHEET STANDARDS.....	14
B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION INFORMATION.....	15
C. WORKSHEET ENTRIES AND COMPLETION INFORMATION .....	15
WORKSHEET EXAMPLES.....	21

# OLIVE LOSS ADJUSTMENT HANDBOOK

## TABLE OF CONTENTS (Continued)

	<u>PAGE</u>
<b>8. PRODUCTION WORKSHEET ENTRIES AND COMPLETION PROCEDURES</b> .....	24
A. WORKSHEET STANDARDS .....	24
B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION INFORMATION.....	24
C. WORKSHEET ENTRIES AND COMPLETION INFORMATION.....	25
SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS .....	28
SECTION II – DETERMINED HARVESTED PRODUCTION .....	33
WORKSHEET EXAMPLES .....	38
<b>9. REFERENCE MATERIAL</b> .....	39
<b>TABLE A</b> - MINIMUM REPRESENTATIVE SAMPLE REQUIREMENTS.....	39
<b>TABLE B</b> - TREE PLANTING PATTERNS USED IN OLIVE GROVES .....	39
<b>TABLE C</b> - NUMBER OF OLIVE TREES PER ACRE .....	40
<b>TABLE D</b> - NUMBER OF OLIVES PER POUND BY VARIETY .....	41
<b>TABLE E</b> - GALLONS OF OIL PER TON BY VARIETY .....	42

# 1. INTRODUCTION

---

**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 year are in effect as of the signature date for this crop handbook at [www.rma.usda.gov/handbooks/20000/index.html](http://www.rma.usda.gov/handbooks/20000/index.html). All Approved Insurance Providers (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

---

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

- (1) The following is the minimum distribution of forms completed by the adjuster (and signed by the insured or the insured's authorized representative) for the loss adjustment inspection:
  - (a) One legible copy to insured.
  - (b) The original and all remaining copies as instructed by the AIP.
- (2) It is the AIP's responsibility to maintain original insurance documents relative to policyholder servicing as designated in the 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 olive loss adjustment and this handbook, which are not defined in this section, are defined as they appear in the text.
- (3) Abbreviation(s):

<b>CIH</b>	Crop Insurance Handbook
<b>RPAM</b>	Random Path Appraisal Method
<b>SD</b>	Standard Density
<b>HD</b>	High Density
<b>SHD</b>	Super High Density



(4) Definition(s):

<b>Basic Unit</b>	<p>In lieu of the definition of “basic unit” contained in the Basic Provisions, a basic unit will be:</p> <ul style="list-style-type: none"><li>(a) All your insurable olive acreage in the county in which you have a share on the date coverage begins for the crop year; and</li><li>(b) That does not meet the requirements for an enterprise unit in section 2 of the Crop Provisions.</li></ul>
<b>Dehorning</b>	<p>Cutting of any tree to a height that is not greater than two thirds (2/3) the height of the tree before cutting.</p>
<b>Direct Marketing (marketed)</b>	<p>Sale of the insured crop directly to consumers without the intervention of an intermediary such as a wholesaler, retailer, packer, processor, shipper or buyer. Examples of direct marketing include: selling through an on-farm or roadside stand, a farmer's market, and permitting the general public to enter the field for the purpose of picking all or a portion of the crop.</p>
<b>Enterprise Unit</b>	<p>In lieu of the definition of “enterprise unit” contained in the Basic Provisions, an enterprise unit will be:</p> <ul style="list-style-type: none"><li>(a) All your insurable olive acreage in the county in which you have a share on the date coverage begins for the crop year; and</li><li>(b) That meets the requirements of section 2 of the Crop Provisions.</li></ul>
<b>Hedging</b>	<p>A process of machine trimming the sides of the olive trees to facilitate harvesting and improve sunlight management and fruit production.</p>
<b>High Density (HD)</b>	<p>Table type – 101 or more trees per acre; Oil type – 101 - 450 trees per acre.</p>
<b>Mature Olive Production</b>	<p>Olives that have reached a harvestable stage typical for the variety and use.</p>
<b>Oil/Table Type</b>	<p>The type designations contained in the Special Provisions for olives grown for the production of olive oil and table olives.</p>
<b>Olives</b>	<p>Any type or variety of olives (<i>Olea europea</i>) that is grown for the production of:</p> <ul style="list-style-type: none"><li>(a) Table olives;</li><li>(b) Olive oil; or</li><li>(c) Direct marketed olives of either the table or oil type (if direct marketed olives are designated as insurable in the Special Provisions).</li></ul>

<b>Standard Density (SD)</b>	Table/Oil type – less than or equal to 100 trees per acre
<b>Stumping</b>	Cutting of any tree to a height that is not greater than four (4) feet.
<b>Super High Density (SHD)</b>	Oil type only – Greater than 450 trees per acre.
<b>Table Olives</b>	Olives produced for use as packaged and other processed olives.
<b>Topping</b>	A process of hand or machine trimming the uppermost portion of the olive trees to facilitate harvesting and improve sunlight management and fruit production.
<b>Two Year Coverage Period</b>	A two-crop-year period of a continuous policy whereby: You agree: (a) To insure the olive crop for both years of the period; (b) That the same coverage level and price election percentage selected by you will apply during the period.

### 3. INSURANCE CONTRACT INFORMATION

---

The AIP is to determine that the insured has complied with all policy provisions of the insurance contract. The Olive Crop Provisions – 12-0L-0501 (hereafter referred to as the 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, Crop Provisions, and the Special Provisions for a complete list.

- (1) **Insured Crop.** The insured crop will be all commercially grown olives in the county for which a premium rate is provided by the actuarial documents:
  - (a) In which the insured has a share;
  - (b) Grown for the production of olives;
  - (c) For which acceptable production records for the crop for at least the most recent four crop years are provided, except as otherwise provided in the Special Provisions;
  - (d) That are grown on tree varieties that are:
    - 1 For the oil type, adapted to the production area as determined by agricultural experts;
    - 2 For the table type, varieties contained in an applicable Federal Marketing Order; and any applicable varieties contained in the Special Provisions.
  - (e) That are irrigated (unless non-irrigated is allowed by the Special Provisions or written agreement);
  - (f) That are grown on acreage that, if inspected, is considered acceptable by the AIP; and
  - (g) That meets the following minimum age or production requirements contained in the Special Provisions:

<u>Olive Type/ Practice</u>	<u>Minimum Number of Growing Seasons* After Setout</u>	<u>Minimum Production in Any One of the Most Recent 3 Crop Years</u>
Table – All Other - SD	5	2.5 Tons/Ac.
Table – All Other - HD	4	2.5 Tons/Ac.
Table – Manzanillo - SD	5	2.5 Tons/Ac.
Table – Manzanillo - HD	4	2.5 Tons/Ac.
Oil – SD	5	100 Gallons/Ac.
Oil – HD	4	100 Gallons/Ac.
Oil – SHD	3	100 Gallons/Ac.

\*Leaf Years

- (h) That are grown on trees that have reached:
  - 1 The second growing season after hedging or topping;

2 The third growing season after dehorning; or

3 The fourth growing season after stumping;

Except that if the minimum production requirements contained in the Special Provisions are met for acreage that has been hedged, topped, or dehorned, the growing season requirement does not apply. The number of growing seasons is determined according to requirements contained in the Special Provisions.

- (i) That are located on acreage that consists of a minimum of three (3) contiguous acres of olives unless otherwise allowed by the Special Provisions; and
  - (j) That are not direct marketed unless direct marketing is allowed by the Special Provisions.
- (2) **Interplanted Crops.** Olives interplanted with another perennial crop are insurable unless the AIP inspects the acreage and determines it does not meet the requirements contained in the Crop Provisions.
- (3) **Uninsured Damage.** In addition to causes of loss excluded in the Basic and Crop Provisions, insurance coverage is not provided against damage or loss of production due to the following:
- (a) Rejection of the crop by the processor due to being undersized, immature, overripe, or mechanically damaged, or any other reason; or
  - (b) Inability to market the olives for any reason. For example, the AIP will not pay an indemnity if the insured is unable to market due to quality, quarantine, boycott, or refusal of any person to accept production.

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

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

## **C. UNIT DIVISION**

Refer to the insurance contract for unit provisions. The unit structure for olives is based on an enterprise unit if the requirements contained in the Olive Crop Provisions are met; otherwise, a basic unit (see definition) will be applicable. No other unit division contained in the Basic Provisions is applicable, unless allowed by the Special Provisions.

## **D. GRADING AND QUALITY ADJUSTMENT**

- (1) Adjustments for quality do not apply to table or oil type olives except mature production will not be considered production to count if it:
  - (a) Falls or is knocked to the ground as a result of earthquake, wind, or hail and is not harvested;

- (b) Damaged by freezing temperatures to the extent we determine it cannot be processed for table or oil purposes in accordance with FCIC approved procedures and such production is not harvested; or
- (c) Damaged by insured causes and ordered destroyed by a Federal or State agency.

The disposition of the production in section 3(D)(1)(a) – (c) must comply with approved procedures contained in the LAM.

- (2) As stated in the policy, the total production to count from all insurable acres in the unit includes harvested olive production of:
  - (a) Olives reported to AIP under the table type, which:
    - 1 Are inspected, size graded, and certified on an applicable form in accordance with size standards contained in the U.S. Grades for Canned Ripe Olives and any Federal Marketing Order established for the production area; or
    - 2 Notwithstanding (1)(a), are delivered to a processor for processing purposes for table olives, including green olives.
  - (b) All grades of olive oil that are produced from olives reported under the oil type; and
  - (c) Direct marketed olives that are reported under either type.

Refer to Section 3A(3) above.

- (3) Additionally, production to count will include production damaged by freeze (see Section 3D(1)(b)) that is harvested and processed for purposes other than table or oil use. The production to count (in tons or gallons, as applicable) is determined by dividing the total value received for the production by the price election the insured selected for the reported type and multiplying the result by .75.

## **4. OLIVE APPRAISALS**

---

### **A. GENERAL INFORMATION**

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

- (1) **Field Appraisals.** The insured or the insured's authorized representative must accompany the adjuster when olive acreage is being appraised.
- (2) **Appraisal Requirements.** Specifically for olives, circumstances that require an appraisal include (but are not limited to):
  - (a) When the insured has olive acreage that he/she does not intend to harvest or which is unharvested at the end of the insurance period;
  - (b) When any production will be sold by direct marketing;

- (c) When the insured has reported insured damage;
- (d) When olives are harvested for another use (e.g., reported table type olives that are delivered for oil) and acceptable records showing the number of tons or gallons of oil will not be available.

1 Acceptable records of harvested production would include:

- (i) For reported table type olives delivered for oil, verifiable oil processor records (or other acceptable sources) showing the tons delivered (or poundage that can be converted to tons).
- (ii) For reported oil type olives delivered for table, verifiable table processor records (or other acceptable sources) showing the tons of delivered production. The gallons of oil will be determined using the oil conversion factor contained in the Special Provisions for the variety.

2 Such records may be used to establish the appraised production for such acreage.

(Refer to the Olive Underwriting Guide, FCIC 20160U, Sec. 3K(4) for acceptable record requirements and production determinations for olives.); and

- (e) Other instances where verifiable production records will not be available (e.g., the insured sells a minimal crop on the tree to an independent picking crew for a fixed price).

Refer to the LAM for additional reasons for appraisals.

- (3) **Appraisal Dates.** The AIP will set appraisal dates.
- (4) **Notice of Damage.** In addition to the Basic Provisions, the Crop Provisions require that insureds file a “Notice of Damage or Loss” prior to one of the following events:
  - (a) Within 3 days of the date that harvest of the damaged variety should have started if the crop will not be harvested.
  - (b) At least 15 days before any production from any unit will be sold by direct marketing if insurance is provided for direct marketing by the Special Provisions or written agreement. In the event of failure to give timely notice that the production will be sold by direct marketing, apply an appraised amount of production to count of not less than the production guarantee per acre, if such failure results in the inability of the AIP to make the required appraisal.
  - (c) Before harvest begins if any acreage will be harvested in a manner other than how it was reported for coverage (e.g., reported table type olives but will be harvested for oil; reported as oil type olives but will be harvested for table olives). Failure to provide timely notice will result in an appraised amount of production to count of not less than the production guarantee per acre if such failure results in the inability of the AIP to make the required appraisal unless acceptable records are provided that can be used to establish the appraised production for the acreage of the reported type.

- (d) In accordance with the Basic Provisions if the insured intends to claim an indemnity on any unit, notice must be given at least 15 days prior to the beginning of harvest of the damaged olive crop so that the AIP may inspect the damaged production. If the insured fails to meet the requirements listed above and such failure results in the AIP's inability to inspect the damaged production, all such production is to be considered undamaged and included as production to count.
- (5) **Reduced Acreage.** The AIP must provide the adjuster with the latest completed Producers Pre-Acceptance Worksheet (PAW) for the unit being appraised.

If the AIP indicates that the acreage has not been reduced, but the adjuster determines through visual inspection that the plant stand was reduced in excess of 10 percent prior to the acreage reporting date and the actual plant stand disagrees with the number of plants reported on the PAW, then the adjuster must notify the AIP that a revised acreage report may be needed to reduce the number of acres. The claim cannot be finalized (do not obtain the insured's signature) until the AIP determines if the acreage report must be revised to reflect this adjustment. If a revised acreage report is required, finalize the claim when the revised acreage report is completed. Refer to the LAM, CIH, and Olive Underwriting Guide for acreage measurement and yield adjustment information on perennial crops.

## **B. SELECTING REPRESENTATIVE SAMPLE TREES FOR APPRAISALS**

- (1) **Sample Tree Criteria.** Determine the number and general location of trees to be used in the representative samples based on:
  - (a) Total acreage and number of trees;
  - (b) Extent of variation in the amount of production or damage within the unit acreage and location of the fruit on the tree. When variable damage causes the crop potential to be significantly different within the same unit, or an insured wishes to destroy a portion of the unit, split the unit into groves/subgroves and appraise each one separately;
  - (c) Percent of each variety in the acreage;
  - (d) Tree age, size, density, and vigor; and
  - (e) The acreage in the unit from which fruit has been picked and the extent of variation in the amount of unpicked fruit on the trees.
- (2) **Sample Size.** Take not less than the minimum number (count) of representative samples required in **TABLE A**.

## **C. SELECTING RANDOM FRUIT SAMPLES (Mature Appraisal - Fruit Count Method)**

**Fruit Sample Criteria.** Select Random Fruit Samples for mature olive appraisals as follows:

- (1) Select a representative sample of olives from each sample tree to determine the weight of fruit for each sample tree:

- (a) Examine a sufficient number of individual olives from different locations on the trees that represent the general condition of all insurable olives in the unit/grove/subgrove.
  - (b) Each sample must be random and include olives regardless of size, grade, or other quality characteristics.
  - (c) Obtain the entire fruit sample (for the 50-fruit sample) from the inside, outside, top, and bottom of all four quadrants of the tree.
  - (d) Select sample fruit from each tree in a representative number of rows in the unit.
  - (e) Use 50 fruit per sample as the basis for the appraised production for the unit/grove/subgrove. If a sample tree has less than 50 fruit, select additional sample fruit from adjacent tree(s) in the unit/grove/subgrove that are of the same variety, type, age, etc. to complete the 50 fruit sample. Explain in the Remarks section of the appraisal worksheet.
- (2) Appraise both mature and immature fruit. Count all fruit (damaged and undamaged) in order to determine the total amount of fruit per sample.

#### **D. HANDLING PRE-HARVEST APPRAISAL DISCREPANCIES**

- (1) **Insured Disagrees with Appraisal.** If the insured disagrees with the pre-harvest appraisal, make arrangements for leaving representative trees UNHARVESTED and for inspecting those trees when the fruit is ready to harvest (mature or harvest-appraisal).
- (a) The adjuster and insured should jointly determine the trees to be selected for this representative sample. Make a sketch map of the grove and mark the sample trees by row number and tree count within the chosen row.
  - (b) The adjuster should physically mark or tag trees selected for appraisals to verify the exact location of sample trees on the unit, grove, or subgrove.
  - (c) An adjuster must be present when the representative trees are harvested.
- (2) **Controversial Appraisals.** If an insured refuses to sign appraisal worksheet(s), refer to the LAM for information on unusual/controversial cases.

### **5. APPRAISAL METHODS**

---

#### **A. GENERAL INFORMATION**

These instructions provide information on appraisal methods for both table and oil type olives when appraisals are required:



Appraisal Method...	Use...
Immature Appraisals	until general maturity of the crop.
Mature Olive Appraisals	only after general maturity of the crop.
Representative Tree Appraisals	the production harvested from the representative trees to determine the yield per acre.
Harvested Olive Appraisals	the average yield per acre from harvested acreage as the appraisal per acre for unharvested acreage.

## **B. UNHARVESTED APPRAISALS**

### **(1) Immature Olive Appraisals**

#### **(a) General Information.**

- 1 Use **TABLE A**, herein, to determine the minimum number of representative sample trees in the unit/grove/subgrove. Use the procedure in section 4B, herein, to select representative sample trees.
- 2 Complete section A, Part I: Fruit Count of the appraisal worksheet using the Fruit Count Method to calculate the average number of fruit on each representative sample tree.
- 3 Complete section A, Part II: Production to Count of the appraisal worksheet to calculate the production to count in tons per acre for table type olives and gallons of oil per acre for oil type olives. The gallons of oil per acre are determined using a conversion factor for the applicable variety contained in the Table E.
- 4 Do not appraise fruit until after the normal thinning period for the applicable variety.

#### **(b) Fruit Count Method.**

- 1 Count the number of immature fruit from representative sample trees. Include all fruit except any fruit damaged by insurable causes to the extent that it obviously would not remain on the tree until maturity. Include any fruit damaged due to uninsured causes.
- 2 Total the number of fruit in subsection from all sample trees. Divide the total number of fruit by the number of sample trees taken to calculate the Average Fruit per Tree.
- 3 Multiply the Average Fruit per Tree times the 0.95 survival factor to calculate the Average Fruit to Count.
- 4 Divide the Average Fruit to Count by the Fruit per Pound (for the variety) to calculate the Pounds per Tree. Refer to **TABLE D** to locate the applicable number of Fruit per Pound for the variety being appraised.

- 5 Multiply the Pounds per Tree times the number of trees per acre to calculate the Pounds per Acre.
- 6 Divide the Pounds per Acre by 2,000 to calculate the Tons per Acre for table type olives. For oil type olives, divide the Pounds per Acre by (2000 divided by the gallons of oil per ton contained in the Table E for the variety) to calculate Gallons per Acre.
- 7 Enter the Ton per Acre/Gallons per Acre appraisal for the applicable type.

**EXAMPLE:**

<p><b>Table Olives - Sevillano</b>  401.2 average fruit per sample  95% survival factor  401.2 average fruit per sample x 0.95 survival factor = 381.1 average fruit to count  381.1 average fruit to count ÷ 48 fruit/lb. = 7.9 lbs./tree  7.9 lbs./tree x 110 trees/acre = 869 lbs./acre  869 lbs./acre ÷ 2,000 lbs. per ton = 0.4 tons/acre</p>
--

**EXAMPLE:**

<p><b>Oil Olives – Sevillano (if reported for oil)</b>  869 lbs./acre ÷ (2,000 lbs./ton ÷ 15 gal./ton)  869 lbs./acre ÷ 133.3 = 6.5 gallons/acre</p>
--

(2) **Mature Olive Appraisals**

(a) **General Information.**

- 1 Use **TABLE A**, herein, to determine the minimum number of representative sample trees in the unit/grove/subgrove. Use the procedure in section 4B, herein, to select representative sample trees.
- 2 Other seasonal instructions for appraising unharvested fruit may be issued by the RMA Regional Office, as applicable (see 3(ii) below).
- 3 Mature fruit will exhibit a range in maturity, e.g., ripening, ripe, over-ripe, etc. Count all fruit, regardless of quality (i.e. size, grade, culls for table olives or the grade of oil that may be produced from oil olives) in order to determine the total amount of fruit for each sample tree excepting:
  - (i) Any fruit that falls or is knocked to the ground due to earthquake, wind, or hail and that will not be harvested;
  - (ii) All production on the tree if the fruit is damaged by freezing temperatures to the extent the AIP determines it cannot be processed for oil or table purposes in accordance FCIC approved procedures and that will not be harvested; or

- (iii) All production on the tree if it is destroyed in accordance with a federal or state destruction order.

The disposition of the production in (i) – (iii) must comply with approved procedures contained in the LAM.

- 4 If there are uninsurable causes of loss (e.g., unharvested production due to market conditions, fruit damage due to an uninsured cause of loss, etc.), appraise such acreage to determine the amount of unharvested fruit or fruit lost due to uninsured causes.
- 5 Complete section B, Part I: Fruit Count, of the appraisal worksheet using either the Fruit Count or Harvested Fruit Method to calculate the average number of fruit or average weight of fruit per tree.
- 6 Complete section B, Part II: Random Pick, of the appraisal worksheet for the Fruit Count Method to calculate the Average Weight per fruit.
- 7 Complete section B, Part III, Production to Count, of the appraisal worksheet using either the Fruit Count or Harvested Fruit Method to determine the pounds per acre and calculate the appraisal in tons or gallons per acre, as applicable.
- 8 The oil conversion table (Table E) may also be used to determine appraised production when the reported oil type olive is harvested for table use (without a preharvest inspection). Acceptable production records in tons must be provided. See Section 4A(3)(d) for additional instructions.

(b) **Mature Appraisal – Fruit Count Method.**

- 1 Count the number of damaged and undamaged fruit on each representative sample tree. Total the number of fruit from all sample trees and divide by the number of sample trees to calculate the Average Fruit per Tree.
- 2 From each sample tree, randomly select a 50-fruit sample. Weigh the sample fruit from each sample tree and record the sample fruit weights, in pounds rounded to tenths, on the appraisal worksheet.
- 3 Separately total the fruit number and weight of all fruit in the samples.
- 4 Divide the weight of all sample fruit by the number of fruit from all sample trees to calculate the Average Weight per Fruit, in pounds to hundredths.
- 5 Multiply the Average Fruit per Tree times by the Average Weight per Fruit to calculate the number of Pounds (of fruit) per Tree rounded to tenths.

- 6 Multiply the number of Pounds per Tree times the Number of Trees per Acre to calculate the Pounds (of fruit) per Acre in whole pounds. Divide the Pounds per Acre by 2,000 to calculate the Tons per Acre for table type olives. For oil type olives, divide the Pounds per Acre by (2000 divided by the gallons of oil per ton contained in the Table E for the variety) to calculate Gallons per Acre.

**EXAMPLE:**

**Oil Olives - Manzanillo**

364.0 average fruit/tree x 0.05 average weight/fruit = 18.2 pounds per tree

18.2 x 110 trees/acre = 2,002 lbs./acre

2,002 lbs./acre divided by (2,000 lbs. divided 30 gal./ton) = 30.0 gal./acre

**(c) Mature Appraisal – Harvested Fruit Method.**

- 1 Pick and weigh all fruit from each sample tree and enter the weight for each sample tree. Total the weights from all sample trees and divide by the number of sample trees to calculate the Average Fruit (Weight) per Tree entry on the appraisal worksheet.
- 2 For high and super high density acreage of oil type olives (and high density table type olives, if applicable), a representative row(s) for each unit/grove/subgrove may be machine harvested for appraisal purposes. Divide the weight of the fruit harvested from the sample row(s) by the number of trees in the row (total number of trees if more than one row) to calculate the Average Fruit (Weight) per Tree entry on the appraisal worksheet.
- 3 Enter the result of (c)1 or 2 in Pounds per Tree on the appraisal worksheet.
- 4 Multiply the number of Pounds per Tree times the Number of Trees per Acre to calculate the Pounds (of fruit) per Acre in whole pounds. Divide the Pounds per Acre by 2,000 to calculate the Tons per Acre for table type olives. For oil type olives, divide the Pounds per Acre by (2000 divided by the gallons of oil per ton contained in the Table E for the variety) to calculate Gallons per Acre.

**C. HARVESTED OLIVE APPRAISALS**

- (1) **Representative Tree Appraisals.** When harvested representative tree appraisals are used, the adjuster and insured will jointly select representative sample trees that reflect the type and severity of insured crop damage in the unit/grove/subgrove. The adjuster will make arrangements with the insured to do a field inspection when the insured harvests the representative sample trees. During the field inspection, the adjuster will:
  - (a) Determine the amount of appraised potential production on each sample tree as described in subsection 5B(2)(c); and
  - (b) Document the amount of potential appraised production on the appraisal worksheet as described in subsection 7C.

- (2) **Harvested Acreage Appraisals.** Prior to harvest, estimate the gross potential production on the unharvested acreage in unit/grove/subgrove. After harvest, compare the estimated gross potential production for unharvested acreage to the actual gross production from harvested acreage. If the unharvested potential production is comparable to the harvested production, use the average yield per acre from harvested acreage as the appraisal per acre for unharvested acreage. Use this method only when the harvested acreage in the unit can be verified as being representative of the unharvested acreage in the unit. Document such inspections and calculations in the Narrative section of the Production Worksheet or on a Special Report.

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

---

### **A. DEVIATIONS**

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

### **B. MODIFICATIONS**

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

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

---

### **A. WORKSHEET STANDARDS**

- (1) The entry items in subsection C herein are the minimum requirements for the Stonefruit Appraisal Worksheet (hereafter referred to as the appraisal worksheet) **used for both types of olives**. All of these entry items are “Substantive,” (i.e., they are required).
- (2) Appraisal Worksheet Completion Instructions. The completion instructions for the required entry items on the appraisal worksheet in the following subsections are “Substantive,” (i.e., they are required).
- (3) The Privacy Act and Nondiscrimination statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown on the worksheet examples. The current Non-Discrimination and Privacy Act statements can be found on RMA’s website at <http://www.rma.usda.gov/regs/required.html>.
- (4) Refer to the DSSH for other crop insurance form requirements (e.g., font point size, etc.).

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

- (1) Include the AIP's name in the appraisal worksheet title if not preprinted on the AIP's worksheet.
- (2) Include the claim number on the appraisal worksheet (when required by the AIP) when a worksheet entry is not provided.
- (3) Complete a separate appraisal worksheet for each type and variety (e.g. types include table and oil) by unit/grove/subgrove inspected, as applicable. Refer to section 4 herein, for sampling instructions.
- (4) Complete a separate appraisal worksheet for insured acres damaged solely by uninsured causes.
- (5) Document the appraisal date in MM/DD/YYYY format in the Remarks section of the appraisal worksheet.
- (6) For every inspection, complete items 1 through 9 and items 49 through 51 of the appraisal worksheet.
- (7) For IMMATURE appraisals complete section A; for MATURE appraisals complete section B on the appraisal worksheet.
- (8) Standard appraisal worksheet items are numbered consecutively in subsection C. Example appraisal worksheets are also provided to illustrate how to complete entries, except the last three items on the respective appraisal worksheet.

## **C. WORKSHEET ENTRIES AND COMPLETION INFORMATION**

**Verify or make the following entries:**

**Item  
No.**

**Information Required**

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

**Claim Number:** Claim number as assigned by the AIP.

1. **Insured's Name:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. **Policy Number:** Insured's assigned policy number.
3. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim has been filed.

4. **Unit Number:** Eight-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00010000BU or 00010000EU).
5. **Acres:** Unit acreage, rounded to tenths.
6. **Number of Trees per Acre:** The actual number of bearing trees per acre. Refer to the insured's current PAW, PAIR, and/or addendum worksheet for the number of bearing trees. Refer to the LAM and CIH for additional information on determining the number of trees per acre.
7. **Cause of Damage:** Insured cause of loss. Refer to the LAM for causes of loss and applicable codes. If an insured cause of loss is coded as "Other," explain in the Remarks.
8. **Date of Damage:** First three letters of the month during which MOST of the insured damage (including progressive damage) occurred. Include SPECIFIC DATE where applicable, as in the case of hail damage (e.g., May 11).
9. **Crop Type:** Enter Olives followed by "Table-Manzanillo", "Table-All Other", or "Oil" and the applicable variety name (e.g., Olives-Table-All Other-Sevillano, etc.).

## **A - IMMATURE OLIVE APPRAISALS**

### **Part I: FRUIT COUNT**

10. **Field ID:** Unit/grove/subgrove identification symbol.
11. **Acres in Plot:** As stated in the LAM and CIH, the number of land acres rounded to tenths, in unit/grove/subgrove being appraised.
12. **Fruit Count - Number of Fruit from Each Sample Tree:** Total number of fruit on each sample tree.  
  
Do not include any fruit damaged by insurable causes to the extent that it would not remain on the tree until maturity.
13. **Total Fruit:** Total number of **fruit** from all trees in item 12.
14. **Number of Samples:** Total number of **samples** taken from item 12.
15. **Average Fruit per Tree:** Item 13 divided by item 14, results rounded to tenths.

### **Part II: PRODUCTION TO COUNT**

16. **Average Fruit per Tree:** Transfer entry from item 15.
17. **Survival Factor:** Strike through **".90"** and enter **".95"**.
18. **Average Fruit to Count:** Item 16 multiplied by item 17, results rounded to tenths.

19. **Fruit per Pound:** Enter number of fruit per pound (refer to **TABLE D**).
20. **Pounds per Tree:** Item 18 divided by item 19. Results in pounds rounded to tenths.
21. **Number of Trees per Acre:** Transfer entry from item 6.
22. **Pounds per Acre:** Item 20 multiplied by item 21, results rounded to whole pounds.
23. **Pounds per \_\_\_\_:** For oil olives, add “Gal.”(Gallon) to the Column title (Pounds/Gal. per \_\_\_\_). Insert “Ton” in heading for table and oil olives. Enter “2,000” pounds per ton for table olives. For oil olives, enter “2,000” pounds per ton divided by the gallons per ton contained in the Table E for the applicable variety followed by the result of that division rounded to tenths (e.g., 2,000/40 = 50.0). This result will be used to calculate the Gallons per Acre in item 24.
24. **\_\_\_\_\_ per Acre:** Insert “Tons” for table olives and “Gal.” (Gallons) for oil olives in the heading, as applicable. Item 22 divided by item 23, results in tons or gallons, rounded to tenths.
  - a. For insured cause appraisals: Transfer to column 31 “Appraised Potential” on the Production Worksheet.
  - b. For uninsured cause appraisals: Use item 47 to complete column 37 entry, “Unins. Causes” on the Production Worksheet. See the Production Worksheet, column 37 instructions.

If there is no mature olive appraisal, skip section B. If there is a mature olive appraisal, refer to the instructions in section B below

## **B - MATURE OLIVE APPRAISALS**

(For the Harvest Fruit Method, strike through “FRUIT COUNT” in Part I and enter “HARVESTED FRUIT”. Item instructions provided below for mature appraisals, Part I – III, apply to both methods unless otherwise designated.)

### **Part I: FRUIT COUNT**

25. **Field ID:** Unit/grove/subgrove identification symbol.
26. **Acres in Plot:** As stated in the LAM and CIH, the number of land acres rounded to tenths in unit/grove/subgrove being appraised.
27. **Fruit Count - Number of Fruit from Each Sample Tree:**
  - a. **Fruit Count Appraisals.** For Fruit Count, total number of fruit on each sample tree.
  - b. **Harvest Fruit Appraisal.**



- 1 For fruit that are hand harvested from sample trees (hereafter referred to as Harvested Fruit), strike through “Fruit Count” and “Number” and insert “*Weight*” after “Number” in the column heading.
  - 2 Machine Harvest.
    - i Over-the-top Harvester. For high and super high density acreage of oil type olives (and high density table type olives, if machine harvest is applicable), for which a representative row(s) is machine harvested, also strike through “Tree” and insert “Row.”
    - ii Shaker Harvesters. Harvesting individual trees in standard density table or oil type olive groves (or other tree densities if applicable) with a shaker-type harvester is not currently effective. However, if sample trees are harvested in this manner, remaining fruit on the tree must be hand harvested in order to determine the weight of fruit for each sample tree.)
  - 3 Enter the weight of fruit harvested from each **sample tree/row** in pounds rounded to tenths.
28. **Total Fruit:** For Fruit Count, total number of **fruit** from all trees in item 27. For Harvested Fruit, insert “*Weight*” after “Fruit” in the column heading. Total weight of fruit from all sample trees or rows in item 27 rounded to tenths. For uninsured cause appraisals only, enter UI and the weight of the fruit damaged solely by uninsured causes.
29. **Number of Samples:** Total number of **samples** taken from item 27. For machine harvested samples, enter the number of trees in the sample row (if more than one sample row is harvested, enter the total number of trees for the sample rows).
30. **Average Fruit per Tree:** For Harvested Fruit, insert “*Weight*” after “Fruit” in the column heading. Applicable method entries, item 28 divided by item 29, results rounded to tenths. For uninsured cause appraisals only, enter the weight of the UI fruit for the Harvested Fruit Method.

## Part II: RANDOM PICK

31. **Random Pick-(\_\_\_\_per Sample):** For Fruit Count, strike through “or Number of Fruit that Meet Grade.” Enter “50” fruit per sample. Randomly select 50 fruit from each sample tree. For Harvested Fruit, MAKE NO ENTRY. See section 4(C)(1)(e) if the sample tree does not contain at least 50 fruit for additional instructions. For uninsured cause appraisals only, enter “UI.” From the 50-fruit sample above, count the number of fruit damaged solely by uninsured causes.
32. **Weight of Graded Fruit (\_\_\_\_per Sample):** For Fruit Count, strike through “Graded.” Enter “50” fruit per sample. Weigh fruit from each sample tree. Enter weight in pounds rounded to tenths. For Harvested Fruit, MAKE NO ENTRY. For uninsured cause appraisals only, enter “UI.” Enter the weight of fruit damaged solely by uninsured causes in pounds rounded to tenths.

33. **Total Number of Fruit that Meet Grade:** MAKE NO ENTRY.
34. **Total Weight:** For Fruit Count, total weight of fruit from all sample trees in item 32. Enter weight in pounds rounded to tenths. For Harvested Fruit, MAKE NO ENTRY. For uninsured cause appraisals only, enter weight of UI fruit.
35. **Total Number of Fruit From All Sample Trees:** For Fruit Count, 50 fruit per tree multiplied by the number of sample trees listed in item 31 (e.g., 50 fruit per tree x 5 sample trees = 250 fruit from all sample trees). For Harvested Fruit, MAKE NO ENTRY.
36. **Total Number of Fruit-that Meet Grade:** MAKE NO ENTRY.
37. **Average Percent of Graded Fruit:** MAKE NO ENTRY.
38. **Average Weight per Fruit:** For Fruit Count, item 34 divided by item 35, results rounded to two-decimal places. For Harvested Fruit, MAKE NO ENTRY. For uninsured cause appraisals only, enter average weight per fruit of UI fruit.

### **Part III: Production to Count**

39. **Average Fruit per Tree:** For Fruit Count, transfer entry from item 30. For Harvested Fruit, MAKE NO ENTRY.
40. **Average Percent of Graded Fruit:** MAKE NO ENTRY.
41. **Graded Fruit per Tree:** MAKE NO ENTRY.
42. **Average Weight per Fruit:** For Fruit Count, transfer entry from item 38. For Harvested Fruit, MAKE NO ENTRY.
43. **Pounds per Tree:** For Fruit Count, item 39 multiplied by item 42, results in pounds rounded to tenths. For Harvested Fruit, transfer applicable entry from item 30.
44. **Number of Trees per Acre:** Transfer entry from item 6.
45. **Pounds per Acre:** Item 43 multiplied by item 44, results rounded to whole pounds.
46. **Pounds per \_\_\_\_\_:** For oil olives, add “Gal.” (Gallon) to the Column title (i.e. Pounds/Gal. per \_\_\_\_). Insert “Ton” in heading for table and oil olives. Enter “2,000” pounds per ton for table olives. For oil olives, enter “2,000” pounds per ton divided by the gallons per ton contained in the Table E for the applicable variety followed by the result of that division rounded to tenths (e.g.,  $2,000/40 = 50.0$ ). This result will be used to calculate the Gallons per Acre in item 47.
47. **\_\_\_\_\_ per Acre:** Insert “Tons” for table olives or “Gal.” (Gallons) for oil olives in the heading as applicable. Item 45 divided by item 46, results in tons/gallons rounded to tenths.
- a. For insured cause appraisals: Transfer to column 31 “Appraised Potential” on the Production Worksheet.

- b. For uninsured cause appraisals: Use item 47 to complete column 37 entry, “Unins. Causes” on the Production Worksheet. See the Production Worksheet, column 37 instructions.

48. **Remarks:** Any pertinent information that pertains to the inspection/appraisal (appraisal date, uninsured damage, etc.).

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

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

**EXAMPLE STONEFRUIT APPRAISAL WORKSHEET**

(For Illustration Purposes Only)

Company: <b>Any Company</b>				Claim Number: <b>XXXXXXX</b>				
1.. Insured's Name	2. Policy Number	3. Crop Year	4. Unit Number	5. Acres	6. Number of Trees per Acre	7. Cause of Damage	8. Date of Damage	9. Crop Type
<b>I. M. Insured</b>	<b>XXXXXXX</b>	<b>YYYY</b>	<b>00010000BU</b>	<b>28.0</b>	<b>110</b>	<b>Frost</b>	<b>May 12</b>	<b>Olives-Table-All Other- Sevillano</b>

**A. IMMATURE (GREEN) STONEFRUIT APPRAISALS**

**Part I: FRUIT COUNT**

10. Field ID	11. Acres in Plot	12. Fruit Count Number of Fruit From Each Sample Tree								13. Total Fruit	14. Number of Samples	15. Average Fruit per Tree
		376	428	442	398	362						
<b>A</b>	<b>7.2</b>									<b>= 2,006</b>	<b>÷ 5</b>	<b>= 401.2</b>

**Part II: PRODUCTION TO COUNT**

16. Average Fruit per Tree	17. Survival Factor	18. Average Fruit to Count	19. Fruit per Pound	20. Pounds per Tree	21. Number of Trees per Acre	22. Pounds per Acre	23. Pounds per <u>Ton</u>	24. <u>Tons</u> per Acre
<b>401.2</b>	<b>X 0.9095</b>	<b>= 381.1</b>	<b>÷ 48</b>	<b>= 7.9</b>	<b>X 110</b>	<b>= 869</b>	<b>÷ 2,000</b>	<b>= .4</b>

**B. MATURE STONEFRUIT APPRAISALS**

**Part I: FRUIT COUNT**

25. Field ID	26. Acres in Plot	27. Fruit Count Number of Fruit From Each Sample Tree								28. Total Fruit	29. Number of Samples	30. Average Fruit per Tree
										=	÷	=

**Part II: RANDOM PICK**

31. Random Pick or Number of Fruit that Meet Grade (____per Sample)				33. Total Number of Fruit that Meet Grade				35. Total Number of Fruit From All Sample Trees				37. Average Percent of Graded Fruit			
32. Weight of Graded Fruit (____per Sample)				34. Total Weight				36. Total Number of Fruit that Meet Grade				38. Average Weight per Fruit			
31				33				35				37			
				=				÷				=			
32				34				36				38			
				=				÷				=			

**Part III: PRODUCTION TO COUNT**

39. Average Fruit per Tree	40. Average Percent of Graded Fruit	41. Graded Fruit per Tree	42. Average Weight per Fruit	43. Pounds per Tree	44. Number of Trees per Acre	45. Pounds per Acre	46. Pounds per _____	47. _____ per Acre
<b>X</b>	<b>=</b>	<b>X</b>	<b>=</b>	<b>X</b>	<b>=</b>	<b>÷</b>	<b>=</b>	

48. Remarks: Appraisal date MM/DD/YY

**EXAMPLE IMMATURE APPRAISAL – Fruit Count Method**

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

**EXAMPLE STONEFRUIT APPRAISAL WORKSHEET**

(For Illustration Purposes Only)

Company: <b>Any Company</b>			Claim Number: <b>XXXXXXX</b>					
1.. Insured's Name	2. Policy Number	3. Crop Year	4. Unit Number	5. Acres	6. Number of Trees per Acre	7. Cause of Damage	8. Date of Damage	9. Crop Type
<b>I. M. Insured</b>	<b>XXXXXXX</b>	<b>YYYY</b>	<b>00010000BU</b>	<b>28.0</b>	<b>110</b>	<b>Frost</b>	<b>May 12</b>	<b>Olives-Oil-Manzanillo</b>

**A. IMMATURE (GREEN) STONEFRUIT APPRAISALS**

**Part I: FRUIT COUNT**

10. Field ID	11. Acres in Plot	12. Fruit Count										13. Total Fruit	14. Number of Samples	15. Average Fruit per Tree
		Number of Fruit From Each Sample Tree												

**Part II: PRODUCTION TO COUNT**

16. Average Fruit per Tree	17. Survival Factor	18. Average Fruit to Count	19. Fruit per Pound	20. Pounds per Tree	21. Number of Trees per Acre	22. Pounds per Acre	23. Pounds per	24. per Acre
X	<b>0.9095</b>	=	÷	=	X	=	÷	=

**B. MATURE STONEFRUIT APPRAISALS**

**Part I: FRUIT COUNT**

25. Field ID	26. Acres in Plot	27. Fruit Count										28. Total Fruit	29. Number of Samples	30. Average Fruit per Tree		
		Number of Fruit From Each Sample Tree														
		<b>360</b>	<b>369</b>	<b>371</b>	<b>357</b>	<b>363</b>										=

**Part II: RANDOM PICK**

31. Random Pick or Number of Fruit that Meet Grade ( <u>50</u> per Sample)										33. Total Number of Fruit that Meet Grade					35. Total Number of Fruit From All Sample Trees					37. Average Percent of Graded Fruit				
32. Weight of Graded Fruit ( <u>50</u> per Sample)										34. Total Weight					36. Total Number of Fruit that Meet Grade					38. Average Weight per Fruit				
<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>						=	<b>250</b>	÷	<b>250</b>	=	<b>100</b>									
<b>2.3</b>	<b>2.7</b>	<b>2.5</b>	<b>2.8</b>	<b>2.2</b>						=	<b>12.5</b>	÷	<b>12.5</b>	=	<b>.05</b>									

**Part III: PRODUCTION TO COUNT**

39. Average Fruit per Tree	40. Average Percent of Graded Fruit	41. Graded Fruit per Tree	42. Average Weight per Fruit	43. Pounds per Tree	44. Number of Trees per Acre	45. Pounds per Acre	46. Pounds/Gal per <u>Ton</u>	47. <u>Gal.</u> per Acre						
<b>364.0</b>	X	=	X	<b>.05</b>	=	<b>18.2</b>	X	<b>110</b>	=	<b>2,002</b>	÷	<b>2000/30 = 66.7</b>	=	<b>30.0</b>

48. Remarks: Appraisal date MM/DD/YY

**EXAMPLE MATURE APPRAISAL – Fruit Count Method**

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

**EXAMPLE STONEFRUIT APPRAISAL WORKSHEET**

(For Illustration Purposes Only)

Company: <b>Any Company</b>				Claim Number: <b>XXXXXXX</b>				
1.. Insured's Name	2. Policy Number	3. Crop Year	4. Unit Number	5. Acres	6. Number of Trees per Acre	7. Cause of Damage	8. Date of Damage	9. Crop Type
<b>I. M. Insured</b>	<b>XXXXXXX</b>	<b>YYYY</b>	<b>00010000BU</b>	<b>28.0</b>	<b>110</b>	<b>Frost</b>	<b>May 12</b>	<b>Olives-Oil-Manzanillo</b>

**A. IMMATURE (GREEN) STONEFRUIT APPRAISALS**

**Part I: FRUIT COUNT**

10. Field ID	11. Acres in Plot	12. Fruit Count										13. Total Fruit	14. Number of Samples	15. Average Fruit per Tree
		Number of Fruit From Each Sample Tree												

**Part II: PRODUCTION TO COUNT**

16. Average Fruit per Tree	17. Survival Factor	18. Average Fruit to Count	19. Fruit per Pound	20. Pounds per Tree	21. Number of Trees per Acre	22. Pounds per Acre	23. Pounds per _____	24. _____ per Acre
X	<b>0.9095</b>	=	÷	=	X	=	÷	=

**B. MATURE STONEFRUIT APPRAISALS**

**Part I: FRUIT COUNT-HARVESTED FRUIT**

25. Field ID	26. Acres in Plot	27. Fruit Count										28. Total Fruit Weight	29. Number of Samples	30. Average Fruit Weight per Tree		
		Number Weight of Fruit From Each Sample Tree														
		<b>18.0</b>	<b>18.4</b>	<b>18.6</b>	<b>17.8</b>	<b>18.2</b>										=

**Part II: RANDOM PICK**

31. Random Pick or Number of Fruit that Meet Grade (____per Sample)										33. Total Number of Fruit that Meet Grade					35. Total Number of Fruit From All Sample Trees					37. Average Percent of Graded Fruit																			
32. Weight of Graded Fruit (____per Sample)										34. Total Weight					36. Total Number of Fruit that Meet Grade					38. Average Weight per Fruit																			
31										33	=									35	÷									37	=								
32										34	=									36	÷									38	=								

**Part III: PRODUCTION TO COUNT**

39. Average Fruit per Tree	40. Average Percent of Graded Fruit	41. Graded Fruit per Tree	42. Average Weight per Fruit	43. Pounds per Tree	44. Number of Trees per Acre	45. Pounds per Acre	46. Pounds/Gal. per <b>Ton</b>	47. <b>Gal.</b> per Acre
X	=	X	=	<b>18.2</b>	X	<b>110</b>	=	<b>2,002</b>
							÷	<b>2000/30 = 66.7</b>
							=	<b>30.0</b>

48. Remarks: Appraisal date MM/DD/YY

**EXAMPLE MATURE APPRAISAL – Harvest Fruit Method**

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

## **8. PRODUCTION WORKSHEET ENTRIES AND COMPLETION PROCEDURES**

---

### **A. WORKSHEET STANDARDS**

- (1) The entry items in subsection C are the minimum Production Worksheet requirements. All of these entry items are considered “Substantive,” (i.e., they are required).
- (2) The completion instructions for the required entry items on the Production Worksheet in the following subsections are “Substantive,” (i.e., they are required).
- (3) The Privacy Act and Nondiscrimination statements are required statements that must be printed on the form or provided as a separate document. These statements are not shown in the example form herein. The current Non-Discrimination and Privacy Act statements can be found on the RMA website at: [www.rma.usda.gov/regs/required/html](http://www.rma.usda.gov/regs/required/html).
- (4) The following certification statement required by the Document Standards and Supplemental Standards Handbook (FCIC-24040) must be included on the form directly above the insured’s signature block and immediately followed by the statement below:

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

- (5) Refer to the DSSH for other crop insurance form requirements (e.g., point size of font, etc.).

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

- (1) The Production Worksheet contains all notices of damage for all preliminary and final inspections on a (including “No Indemnity Due” claims) unit.
- (2) If a Production Worksheet has been prepared on a prior inspection, verify each entry and enter additional information as needed. If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and the insured should initial any line deletions.
- (3) Refer to the LAM for instructions regarding the following:
  - (a) Acreage report errors.
  - (b) Delayed notices and delayed claims.
  - (c) Corrected claims or fire losses (double coverage) and cases involving uninsured causes of loss, unusual situations, controversial claims, concealment, or misrepresentation.

- (d) Claims involving a Certification Form, (when all the acreage on the unit has been appraised to be put to another use or other reason described in the LAM).
  - (e) “No Indemnity Due” claims (which must be verified by an APPRAISAL or NOTIFICATION from the insured that the production exceeded the guarantee.).
  - (f) If the AIP determines the claim is to be “denied,” refer to Paragraph 67K of the LAM for Production Worksheet completion instructions.
- (4) The adjuster is responsible for determining if the insured has complied with all their requirements under the notice and claim provisions of the policy. If they have not, the adjuster should contact the AIP.
  - (5) Instructions labeled “**PRELIMINARY**” apply to preliminary inspections only. Instructions labeled “**FINAL**” apply to final inspections only. Instructions not labeled apply to ALL inspections.
  - (6) For insured olive acreage that is harvested after it has been appraised, determine production to count in accordance with section 15(b) of the Basic Provisions.

### **C. WORKSHEET ENTRIES AND COMPLETION INFORMATION**

**Verify or make the following entries:**

**Item  
No.**

**Information Required**

1. **Crop/Code #:** “*Olives*” (0501).
2. **Unit #:** Eight-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., “00010000BU”).
3. **Location Description:** Land location that identifies the legal description, if available, and the location of the unit (e.g., section, township, and range; FSA Farm Numbers; FSA Common Land Units (CLU) and tract numbers; GPS identifications; or Grid Identifications) as applicable for the crop.
4. **Date(s) of Damage:** First three letters of the month during which the determined insured damage occurred for the inspection and cause(s) of damage listed in item 5 below. If no entry in item 5 below MAKE NO ENTRY. For progressive damage, enter in chronological order the month that identified when the majority of insured damage occurred. Include the SPECIFIC DATE where applicable as in the case of hail damage (e.g., Aug 11). Enter additional dates of damage in the extra spaces, as needed. If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.

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



5. **Cause(s) of Damage:** Name of the determined insured cause(s) of damage for this crop as listed in the LAM for the date of damage listed in item 4 above for this inspection. If an insured cause(s) of damage is coded as “Other,” explain in the Narrative. Enter additional causes of damage in the extra spaces, as needed. If more space is needed, document the additional determined insured causes of damage in the Narrative or on a Special Report. Refer to the illustration in item 6 below.

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

6. **Insured Cause %:**

**PRELIMINARY:** MAKE NO ENTRY.

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

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

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

4. Date(s) of Damage	<i>MAY 12</i>	<i>JUN</i>	<i>SEP 30</i>	<i>OCT</i>	<i>NOV</i>
5. Cause(s) of Damage	<i>Frost</i>	<i>Heat</i>	<i>Hail</i>	<i>Wind</i>	<i>Frost</i>
6. Insured Cause %	<i>35</i>	<i>30</i>	<i>15</i>	<i>10</i>	<i>10</i>

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:** Four-digit crop year, as defined in the policy, for which the claim is filed.
12. **Additional Units:**

**PRELIMINARY:** MAKE NO ENTRY.

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

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

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

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Estimated yield per acre, in whole tons for table olives and gallons for oil olives, of all non-loss units for the crop at the time of final inspection. If both olive types are insured, enter production estimates for both types (e.g., 4/160).

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

**PRELIMINARY:**

- a. Date the notice of damage was given for the unit in item 2 in the 1st or 2nd space, as applicable. Enter the complete date (e.g., “MM/DD/YYYY”) for each notice.
- b. A third notice of damage or loss for a preliminary inspection (if needed) requires an additional set of Production Worksheets. Enter the date of notice for a third preliminary inspection in the 1st space of item 14 on the second set of Production Worksheets.
- c. Reserve the “Final” space on the first page of the first set of Production Worksheets for the date of notice for the final inspection.
- d. If the inspection is initiated by the AIP, enter “*Company Insp.*” instead of the date.
- e. If the notice does not require an inspection, document as directed in the “Narrative.”

**FINAL:** Transfer the last date in the 1st or 2nd space to the FINAL space if a final inspection should be made as a result of the 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.*” Refer to the LAM for further information regarding companion contracts.
  - (1) If the other person has a multiple-peril crop insurance contract and it can be determined that the SAME AIP services it, enter the contract number. Handle these companion policies according to AIP instructions.

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

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

Make separate line entries for varying:

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

**Verify or make the following entries:**

**Item**

**No.      Information Required**

16.      **Field ID:** The field identification symbol from a sketch map or an aerial photograph. Refer to the Narrative instructions.
17.      **Multi-Crop Code:** The applicable two-digit code for first crop and second crop. **REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRIES OF FIRST CROP AND SECOND CROP CODES.**
18.      **Reported Acres:** In the event of over-reported acres, handle in accordance with the individual AIP’s instructions. In the event of under-reported acres, enter the reported acres rounded to tenths for the field or sub field. If there are no under-reported acres MAKE NO ENTRY.
19.      **Determined Acres:** Refer to the LAM or CIH for definition of acceptable determined acres for perennial crops used herein. Determined acres rounded to tenths (include “E” if estimated) for which consent is given for other use and/or:
  - a. Put to other use without consent.
  - b. Abandoned.
  - c. Damaged by uninsured causes.
  - d. For which the insured failed to provide acceptable records of production.
  - e. From which production was sold by direct marketing if the insured failed to meet the requirements contained in the Crop Provisions.

- f. From which production was harvested for other than the purpose reported if the insured failed to meet the requirements contained in the Crop Provisions.

**FINAL:** Determined acres rounded to tenths. Acreage breakdowns WITHIN a unit may be estimated (enter “E” in front of the acres) if a determination is impractical. Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements. **ACCOUNT FOR ALL PLANTED ACREAGE IN THE UNIT.**

- 20. **Interest or Share:** Insured’s interest in crop to three decimal places as determined at the time of inspection. If shares vary on the same UNIT, use separate line entries.
- 21. MAKE NO ENTRY.
- 22. **Type:** Three-digit code number, entered exactly as specified on the actuarial documents for the type grown by the insured. If “No Type Specified,” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If type is not specified on the actuarial documents, MAKE NO ENTRY.
- 23. -25. MAKE NO ENTRY.
- 26. **Irr. Practice:** Three-digit code number entered exactly as specified on the actuarial documents for the irrigated practice carried out by the insured. If “No Irrigation Practice Specified,” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If irrigation practice is not specified on the actuarial documents, MAKE NO ENTRY.
- 27. **Cropping Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the cropping practice carried out by the insured. If “No Cropping Practice” or “No Practice Specified,” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If cropping practice is not specified on the actuarial documents, MAKE NO ENTRY.
- 28. **Organic Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the organic practice carried out by the insured. If “No Organic Practice Specified,” is shown in the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If organic practice is not specified on the actuarial documents, MAKE NO ENTRY.
- 29. **Stage:**

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:** Stage abbreviation as shown below.

**STAGE**

**EXPLANATION**

“P”..... Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or which the insured failed to provide records of production which are acceptable to the AIP, from which production was sold by direct marketing if the insured failed to meet the requirements contained in the Crop

Provisions, or from which production was harvested for other than the purpose reported if the insured failed to meet the requirements contained in the Crop Provisions..

“H” ..... Harvested.

“U” ..... Unharvested or put to other use with consent.

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

30. **Use of Acreage.** Use the following “Use of Acreage” abbreviations:

<u>USE</u>	<u>EXPLANATION</u>
“Bulldozed, etc.”.....	Use made of acreage
“WOC”.....	Other use without consent
“SU”.....	Solely uninsured
“ABA”.....	Abandoned without consent
“H”.....	Harvested
“UH”.....	Unharvested

Verify any “Use of Acreage” 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 “Use of Acreage.”

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

31. **Appraised Potential:** Transfer the per-acre appraisal in tons/gallons rounded to tenths, of POTENTIAL production from either item 24 or item 47 on the appraisal worksheet, as applicable for acreage appraised. Refer to the appraisal methods and applicable appraisal worksheet for additional instructions. If there is no potential on UH acreage, enter “0,” (zero). Refer to paragraph 85 in the LAM for procedures for documenting “0” (zero) yield appraisals.

32a.-33. MAKE NO ENTRY.

34. **Production Pre-QA:** Column 19 multiplied by column 31, results in tons/gallons rounded to tenths.

35. **Quality Factor:** MAKE NO ENTRY unless as provided under section 15(j) of the Basic Provisions, when due to insured causes, a Federal or State agency has ordered the appraised insured crop or production to be destroyed, enter the factor “.000.” Instruct the insured to complete and submit a Certification Form stating the date the crop or production WAS DESTROYED and the method of destruction (refer to item 40 and the Narrative (item “w”) below). Also refer to LAM paragraphs 96 J (2) and 102 A for additional information.

36. **Production Post-QA:** Result of multiplying item 34 by item 35 rounded to tenths. If no entry in item 35, transfer the entry from item 34.

37. **Unins. Causes:** Make the following entries in tons/gallons rounded to tenths.

For uninsured causes appraisals: Column 19 multiplied by the per acre appraisal for uninsured causes (taken from item 24 or 47 on the appraisal worksheet or uninsured

appraisal from other documentation, as applicable). Explain in the Narrative. If no uninsured causes, MAKE NO ENTRY.

- a. Hail and Fire exclusion NOT in effect.
  - (1) Enter NOT LESS than the insured’s production guarantee per acre in tons/gallons as applicable, rounded to tenths, for the line, (calculated by multiplying the elected coverage level percentage times the approved APH yield per acre shown on the APH form) for any “P” stage acreage. On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged SOLELY by uninsured causes separate from other production.
  - (2) For acreage that is damaged PARTLY by uninsured causes, enter the APPRAISED UNINSURED loss of production per acre in tons/gallons, as applicable, rounded to tenths, for any such acreage. Refer to the LAM for information regarding assessing uninsured cause appraisals.
- b. Refer to the LAM when a Hail and Fire Exclusion is in effect and damage is from hail or fire.
- c. Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.
- d. For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.

38. **Total to Count:** Column 36 plus Column 37, results in tons/gallons, as applicable, rounded to tenths.

39. **Total:** Total of all column 19 acres rounded to tenths.

40. **Quality:** Check “None” unless column 35 contains an entry then, check the injurious substances or conditions resulting in the destruction order (refer to the Table below). Check “Other” if the identified injurious substances or conditions, for which a destruction order was issued, are not listed below. For mycotoxins, refer to item 41 below. Refer to the Narrative instructions for documentation requirements.

<b>Injurious Substances or Conditions</b>	
<b>Aflatoxin</b>	<b>Fumonisin</b>
<b>Vomitoxin</b>	<b>Other</b>

41. **Mycotoxins exceed FDA, State, or other health organization maximum limits. Check “Yes.:**” Check “Yes” if any mycotoxin listed in item 40 (including any identified as “Other”) exceed the FDA, State, or other health organization maximum limits, otherwise MAKE NO ENTRY. Refer to the Narrative for documentation requirements.

42. **Totals:** Total of columns 34, 36, 37 and 38, in tons/gallons rounded to tenths, if there is an entry in the respective columns; otherwise, MAKE NO ENTRY.

## **NARRATIVE:**

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

- a. If no acreage is released on the unit, enter "*No Acreage Released*," adjuster's initials, and date.
- b. If notice of damage was given and "No Inspection" is necessary, enter the unit number(s), "*No Inspection*," date, and adjuster's initials. The insured's signature is not required.
- c. Explain any uninsured causes, unusual, or controversial cases.
- d. If there is an appraisal in column 37 for uninsured causes due to a hail/fire exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.
- e. Document the actual appraisal date if an appraisal was performed prior to the adjuster's signature date on the appraisal worksheet, and the date of the appraisal 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 column 62 and/or any production not included in column 56 or columns 49 - 52 entries (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).
- j. Explain a "No" checked in item 44.
- k. 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 photograph, 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 AIP's instructions.

- o. Explain any delayed notices or delayed claims as instructed in the LAM.
- p. Document any authorized estimated acres shown in column 19 as 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. If “comparable acreage” was used to establish the production figures (i.e., Harvested Acreage Appraisal Method) for insured acreage, enter the location (identification) and yield of the comparable acreage.
- s. 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.
- t. Record any trees removed without inspection.
- u. Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaning.
- v. Document any other pertinent information, including any data to support any factors used to calculate the production.
- w. For production ordered destroyed by a Federal or State agency due to the presence of injurious substances or conditions, document the following:
  - (1) Explain any “.000” factor entered in columns 35 and 65.
  - (2) A description of the injurious substance or condition for which a destruction order was issued. The circumstances that caused the crop to be affected by an injurious substance or condition, the date the crop was destroyed and the method of destruction. Attach to the claim the insured’s completed Certification Form, a copy of the destruction order issued by the Federal or State agency and (if applicable) a copy of the laboratory test results that confirms the presence of injurious substances or conditions.
  - (3) Refer to the LAM for additional documentation requirements.
- x. Explain harvested production determinations for olives damaged by freeze to the extent the AIP determines the production cannot be processed for table or oil purposes in accordance with FCIC approved procedures and the olives are harvested for another use. See section 13(f) of the Crop Provisions

## **SECTION II – DETERMINED HARVESTED PRODUCTION**

### **GENERAL INFORMATION:**

- (1) For harvested acreage, determine the harvested production of table type olives which are size-graded from Form COC 3A or 3C, weight and grade report (or such other lot identification form as may be approved by the olive committee) certified by Federal/State Inspection Service. Other production records for olives of either type include warehouse receipts, packer/processor receipts, sales receipts, final or year-end



settlement sheets, or farm management records (refer to the LAM for farm record requirements) verified by the adjuster and supported by written records from the first handler. For oil type olives, records should establish gross gallons of oil at the time of milling. Records showing the delivery of oil type olives on a tonnage basis are acceptable if the gallons of oil can be derived from those records, for example, a record showing the delivered tonnage and gallons of oil per delivered **ton** based on processor records of average per ton oil recovery or gallons of oil determined using a certified mass meter measurement. In the absence of other acceptable records, tons of oil type olives delivered to the processor may be converted to gallons of oil using the applicable conversion factor in Table E. (A certified mass meter is acceptable for purposes of establishing gallons of oil production.). This production will be the basis for computing losses from the insured and uninsured causes of damage on the Production Worksheet.

- (2) Account for **ALL HARVESTED PRODUCTION** (for **ALL ENTITIES** sharing in the crop) except production appraised **BEFORE** harvest and shown in Section I because the quantity cannot be determined later.
- (3) For production commercially stored, sold, enter the name and address of the buyer, packing house, processor, etc. as applicable in columns 49 through 52. For fruit otherwise disposed of, indicate the method of disposition (sold at roadside stand, etc.).
- (4) If additional lines are necessary, the data may be entered on a continuation sheet. **USE SEPARATE LINES FOR:**
  - (a) Separate storage facilities.
  - (b) Different **FIRST** handlers (buyers, packing houses, or processors). The insured must have maintained satisfactory records of **ALL** production sold or stored. Verify any packing house 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) If there is harvested production from more than one insured practice (or type) and a separate approved APH yield has been established for each, the harvested production also must be entered on separate lines in columns 47a through 66 by type. If production has been commingled, refer to the LAM.
  - (e) Harvested freeze-damaged olives for the reported type that are damaged to the extent they cannot be processed for oil or table purposes and are harvested for a purpose other than intended. The production (in the applicable unit of measure) is determined by dividing the total value received by the price election for the reported type and multiplying the result by .75.
- (5) There will generally be no harvested production entries in columns 47a through 66 for preliminary inspections.

Verify or make the following entries:

**Item**

**No.      Information Required**

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

**PRELIMINARY:** MAKE NO ENTRY.

**FINAL:**

- a.      The earlier of the date the ENTIRE acreage was either (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 [see the Crop Provisions, section 10(b)].
- 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 harvested, 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.

44.      **Similar Damage:**

**PRELIMINARY:** MAKE NO ENTRY

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

45.      **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.

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

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

47b.      **Field ID:**

- a.      If only one practice and/or type of harvested production is listed in section I, MAKE NO ENTRY.

- b. If more than one practice and/or type of harvested production is listed in section I, and a separate approved APH yield exists, indicate for each practice/type, the corresponding Field ID (from column 16).
- c. Enter the applicable two-digit code for first crop and second crop.

**REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRIES OF FIRST CROP AND SECOND CROP CODES.**

- 48. **Multi-Crop Code:** The applicable two-digit code for first crop and second crop. REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRY OF FIRST CROP AND SECOND CROP CODES.
- 49-52. **Length or Diameter, Width, Depth, Deduction:** For olives sold, enter the name and address of the buyer, packing house, or processor, as applicable. For fruit otherwise disposed of, indicate the method of disposition (sold by direct marketing, etc.).
- 53.55. MAKE NO ENTRY.
- 56. **Bu., Ton, Lbs., Cwt.:**  
  
For olive production that is processed for table olives or oil: Line through Bu., Lbs., Cwt. Enter “Gal.” (Gallons) if production is oil. Circle “Tons” or “Gal.”, as applicable (or both if both olive types are insured) in the heading. Enter production in ton/gallons, rounded to tenths.
- 57-60. MAKE NO ENTRY.
- 61. **Adjusted Production:** Transfer entry from column 56.
- 62. **Prod. Not to Count:** Net production NOT to count in tons/gallons rounded to tenths, as applicable, WHEN ACCEPTABLE RECORDS IDENTIFYING SUCH PRODUCTION ARE AVAILABLE, from harvested acreage which has been assessed an appraisal of not less than the guarantee per acre, or from other sources (e.g., other units or uninsured acreage).  
  
THIS ENTRY MUST NEVER EXCEED PRODUCTION SHOWN ON THE SAME LINE. EXPLAIN ANY “PRODUCTION NOT TO COUNT” IN THE NARRATIVE.
- 63. **Production Pre-QA:** Result of subtracting the entry in column 62 from column 61, in tons/gallons rounded to tenths, as applicable.
- 64a. MAKE NO ENTRY.
- 64b. MAKE NO ENTRY.
- 65. MAKE NO ENTRY unless due to insured causes, a Federal or State agency has ordered the insured harvested crop production to be destroyed, enter the factor “.000.” Refer to instructions for items 35 and 40 above for additional information and the Narrative for required documentation (item “w”).
- 66. **Production to Count:** Enter result of multiplying item 63 by item 65 rounded to tenths. If no entry in item 65, transfer the entry from column 63.

67. **Total:** Total of column 63 entries in tons/gallons rounded to tenths. If no entry in column 63, MAKE NO ENTRY.

68. **Section II Total:** Total of column 66 entries in tons/gallons rounded to tenths.

69. **Section I Total:** Total of column 38 entries in tons/gallons rounded to tenths.

70. **Unit Total:** Total of 68 and 69 in tons/gallons rounded to tenths.

71. **Allocated Prod.:** Refer to paragraphs 126 C (5) and 127 of the LAM for instructions for determining allocated production. Total production in tons/gallons rounded to tenths, allocated to this unit that is included in sections I or II of the Production Worksheet. Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.

72. **Total APH Prod:** Make the following entries in tons/gallons rounded to tenths.

- a. When there are entries in column 37 and/or item 71: Item 70 minus item 71, minus total of column 37.
- b. When there is no entry in item 71 and column 37: Transfer entry from item 70.

MAKE NO ENTRY when separate APH yields are maintained by type, practice, etc., within the unit.

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

73. **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.

74. **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** or insured's authorized representative, particularly explaining codes, etc., that may not be readily understood. Final indemnity inspections should be signed on bottom line.

75. **Page Numbers:**

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

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

**PRODUCTION WORKSHEET**

1. Crop/Code # <i>Olives</i> <i>0501</i>	2. Unit # <i>0001</i> <i>0000EU</i>	3. Location Description <i>SW1-96N-30W</i>	7. Company Agency <i>Any Company</i> <i>Any Agency</i>	8. Name of Insured <i>I. M. Insured</i>
4. Date(s) of Damage <i>May 12</i>	5. Cause(s) of Damage <i>Frost</i>	6. Insured Cause % <i>100%</i>	12. Additional Units <i>--</i>	13. Est. Prod. Per Acre <i>4/160</i>
9. Claim # <i>XXXXXX</i>				11. Crop Year <i>YYYY</i>
10. Policy # <i>XXXXXXXX</i>				
14. Date(s) Notice of Loss <i>MM/DD/YY</i>		1st <i>MM/DD/YY</i>	2nd	Final <i>MM/DD/YY</i>
15. Companion Policy(s)				

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

A. ACTUARIAL															B. POTENTIAL YIELD								
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a.	32b.	33.	34.	35.	36.	37.	38.
Field ID	Multi-Crop Code	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr. Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count	
A			7.2	1.000		408				253			UH	UH	.4			2.9		2.9		2.9	
B			3.8	1.000		048				250			UH	UH	30.0			114.0		114.0		114.0	
C			17.0	1.000		048				250			H	H									
39. TOTAL			28.0	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> COFO <input type="checkbox"/> Other <input type="checkbox"/> None <input checked="" type="checkbox"/>												42. TOTALS		2.9 Tons		2.9 Tons		2.9 Tons	
				41. Mycotoxins exceed FDA, State or other health organization maximum limits. Yes <input type="checkbox"/>														114.0 Gal		114.0 Gal		114.0 Gal	

NARRATIVE (If more space is needed, attach a Special Report) *Acres determined using GPS. Grove A and B not harvested due to severe frost damage.*

**SECTION II – DETERMINED HARVESTED PRODUCTION**

43. Date Harvest Completed <i>MM/DD/YY</i>						44. Damage similar to other farms in the area? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						45. Assignment of Indemnity Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						46. Transfer of Right to Indemnity? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
A. MEASUREMENTS						B. GROSS PRODUCTION						C. ADJUSTMENTS TO HARVESTED PRODUCTION												
47a.	47b.	48.	49.	50.	51.	52.	53.	54.	55.	56.	57.	58a.	58b.	59a.	59b.	60a.	60b.	61.	62.	63.	64a.	64b.	65.	66.
Share	Field ID	Multi-Crop Code	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod.	Bu., Ton Lbs., Cwt., Gal.	Shell/ Sugar Factor	FM% Factor	Moisture % Factor	Test WT Factor	Adjusted Production	Prod. Not to Count	Production Pre-QA	Value Mkt. Price	Quality Factor	Production to Count				
			CA Olive Oil Co. Anytown, State							2,300.0 Gal.							2,300.0 Gal.							2,300.0 Gal.
67. TOTAL																		2,300.0	68. Section II Total				0.0/2,300.0	
																			69. Section I Total				2.9/114.0	
																			70. Unit Total				2.9/2,414.0	
																			71. Allocated Prod.					
																			72. Total APH Prod.				2.9/2,414.0	

**EXAMPLE CLAIM**

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

## 9. REFERENCE MATERIAL

**TABLE A - MINIMUM REPRESENTATIVE SAMPLE REQUIREMENTS**

Acres in Grove or Subgrove	Minimum Number of Samples
0.1 - 10.0 acres	The lesser of 5 trees or 5% of the number of trees.
One additional tree is required for each additional 10.0 acres (or fraction thereof) in the grove or subgrove.	

**TABLE B - TREE PLANTING PATTERNS USED IN OLIVE GROVES**

Square	Hedgerow	Quincunx*	Hexagonal**
X X X X X	X X X X X X X X X	X X X X X	X X X X X
X X X X X	X X X X X X X X X	X X X X X	X X X X X X X
X X X X X	X X X X X X X X X	X X X X X	X X X X X X X
X X X X X	X X X X X X X X X	X X X X X	X X X X X X X
X X X X X	X X X X X X X X X	X X X X X	X X X X X X X
		X X X X	X X X X X

\*Quincunx: A tree planting pattern with trees planted in the corners of a square or rectangle with one tree (commonly a temporary tree) in the middle.

\*\*Hexagonal: A tree planting pattern with 7 adjoining trees that are equidistant from any other one tree.

**TABLE C -NUMBER OF OLIVE TREES PER ACRE**

		DISTANCE BETWEEN ROWS (in feet)																				
		10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
DISTANCE BETWEEN TREES (in feet)	10	436	396	363	335	311	290	272	256	242	229	218	207	198	189	182	174	168	161	156	150	145
	11		360	330	305	283	264	248	233	220	208	198	189	180	172	165	158	152	147	141	137	132
	12			303	279	259	242	227	214	202	191	182	173	165	158	151	145	140	134	130	125	121
	13				258	239	223	209	197	186	176	168	160	152	146	140	134	129	124	120	116	112
	14					222	207	194	183	173	164	156	148	141	135	130	125	125	115	111	107	104
	15						194	182	171	161	153	145	138	132	126	121	116	112	108	104	100	97
	16							170	160	151	143	136	130	124	118	113	109	105	101	97	94	91
	17								151	142	135	128	122	117	111	107	103	99	95	92	88	85
	18									134	127	121	115	110	105	101	97	93	90	86	83	81
	19										121	115	109	104	100	96	92	88	85	82	79	76
	20											109	104	99	95	91	87	84	81	78	75	73
	21												99	94	90	86	83	80	77	74	72	69
	22													90	86	83	79	76	73	71	68	66
	23														82	80	76	73	70	68	65	63
	24															76	73	70	67	65	63	61
	25																70	67	65	62	60	58
	26																	64	62	60	58	56
	27																		60	58	56	54
	28																			56	54	52
	29																					52
30																						48

The above figures are for square and hedgerow plantings.

- (1) For hexagonal plantings add 14%. (Example: 176 trees per acre from the above chart plus 25 (14% of 176) = 201 trees per acre.)
- (2) For quincunx plantings double the number of trees. (Example: 124 trees per acre from the chart + 124 = 248 trees per acre.)
- (3) For row spacing patterns in fractions of whole feet, multiply the distance between the rows by the spacing between the trees and divide into 43,560 (square feet per acre). (Example: Row spacing is 18.5 feet, distance between trees is 18.5 feet.  $18.5 \times 18.5 = 342.3$  square feet.  $43,560 \div 342.3 = 127$  trees per acre.)

Refer to the LAM for information on how to calculate the number of trees per acre.

**TABLE D – NUMBER OF OLIVES PER POUND BY VARIETY**

<b>Variety</b>	<b>FRUIT/LB</b>
Ascolano	73
Arbequina	243
Arbosana	134
Barouni	77
Coratina	83
Frantoio	242
Koroneiki	324
Leccino	206
Manzanillo	120
Maurino	264
Mission	134
Moraiolo	264
Pendolino	302
Picual	121
Sevillano	48
Taggiasca	123



**TABLE E – GALLONS OF OIL PER TON BY VARIETY**

<b>Variety</b>	<b>Gallons/Ton</b>
<b>Ascolano</b>	<b>25.0</b>
<b>Arbequina</b>	<b>35.5</b>
<b>Arbosana</b>	<b>40.0</b>
<b>Barouni</b>	<b>25.0</b>
<b>Coratina</b>	<b>45.0</b>
<b>Frantoio</b>	<b>40.0</b>
<b>Koroneiki</b>	<b>44.5</b>
<b>Leccino</b>	<b>30.0</b>
<b>Manzanillo</b>	<b>30.0</b>
<b>Maurino</b>	<b>37.5</b>
<b>Mission</b>	<b>45.0</b>
<b>Moraiolo</b>	<b>40.0</b>
<b>Pendolino</b>	<b>30.0</b>
<b>Picual</b>	<b>40.0</b>
<b>Sevillano</b>	<b>15.0</b>
<b>Taggiasca</b>	<b>40.0</b>
<b>All Other Varieties</b>	<b>40.0</b>