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Federal Crop
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Product
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Division

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MACADAMIA TREE LOSS ADJUSTMENT STANDARDS HANDBOOK

2005 and Succeeding Crop Years

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

FEDERAL CROP INSURANCE HANDBOOK		NUMBER: 25270
SUBJECT: MACADAMIA TREE LOSS ADJUSTMENT STANDARDS HANDBOOK 2005 AND SUCCEEDING CROP YEARS	DATE: September 17, 2004	
	OPI: Product Development Division	
	Approved: /s/ Tim B. Witt Deputy Administrator, Research and Development	

THIS HANDBOOK CONTAINS THE OFFICIAL FCIC-APPROVED LOSS ADJUSTMENT STANDARDS FOR THIS CROP FOR THE 2005 AND SUCCEEDING CROP YEARS. IN THE ABSENCE OF INDUSTRY-DEVELOPED, FCIC-APPROVED PROCEDURE FOR THIS CROP FOR 2005 AND SUCCEEDING CROP YEARS, ALL REINSURED COMPANIES WILL UTILIZE THESE STANDARDS FOR BOTH LOSS ADJUSTMENT AND LOSS TRAINING.

SUMMARY OF CHANGES/CONTROL CHART

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

Changes for the 2005 Crop Year (FCIC-25270) issued September 2004:

- A. TC 1, 5 C: Deleted section 5 C - illustration of damaged tree.
- B. Page 1, section 1: Inserted instructions for the handbook user to use the LAM in conjunction with this handbook for loss adjustment purposes.
- C. Page 1, section 2 B (1): Deleted the phrase “that are” in the following sentence: “Terms, abbreviations, and definitions ~~that are~~ general...”
- D. Page 1, section 2 B (3): Inserted a subsection for abbreviations that includes Catastrophic Risk Protection (CAT) and Crop Insurance Handbook (CIH).
- E. Page 2, section 3 A (1): Reformatted section so text tracks with the policy.
- F. Page 2, section 3 A (2) and Example: Inserted additional text for the adjuster to verify any reduction in amount of insurance and to explain calculations for reducing the amount of insurance per acre.
- G. Page 3, section 3 B (3): Revised hail/fire exclusion information to include buy-up coverage less than 65/100 or comparable coverage level as not applicable to CAT coverage. Also, inserted a “NOTE” that refers the handbook user to either the CIH or LAM for additional provisions not applicable to CAT coverage.

MACADAMIA TREE LOSS ADJUSTMENT STANDARDS HANDBOOK

SUMMARY OF CHANGES/CONTROL CHART (Continued)

- H. Page 3, section 3 C: Inserted optional unit text that tracks with RMA-approved crop handbook standards format.
- I. Page 4, section 4 B (4): Inserted text to clarify procedure for selecting sample trees.
- J. Page 5, section 5 B (1) (a): Inserted instructions for completing the Macadamia Orchard Report.
- K. Pages 5 - 7, section 5 B: Inserted text that elaborates on the procedure for completing “Damaged or Destroyed Tree Appraisals.”
- L. Page 6, section 5 C: Deleted diagram of damaged or destroyed tree.
- M. Page 8, section 7 A (4): Inserted adjuster instructions to complete section III before section II of the appraisal worksheet.
- N. Page 9, column 5: Inserted instructions to document the total number of trees on the plot or unit being appraised.
- O. Page 9, column 8: Revised instructions for recording the number of trees and the number of sample trees in the unit.
- P. Pages 10 - 11, columns 12 through 24 and column 29: Revised instructions for documenting appraisal information on the appraisal worksheet.
- Q. Page 11, “Totals” column: Revised text for documenting tree counts on the appraisal worksheet and the continuation sheet.
- R. Page 12, Example Appraisal Worksheet: Revised item entry for item 5 “Type” to include the total number of trees in the plot or unit.
- S. Page 13, Example Continuation Worksheet: Revised item entry for item 5 “Type” to include the total number of trees in the plot or unit.
- T. Page 14, section 8 A (3) (f): Deleted reference to gleaned acreage.
- U. Page 17, column A: Inserted a “NOTE” referring the handbook user to the LAM for instructions on first crop and second crop codes.
- V. Page 18, column E: Revised text for documenting “Rate Area” or “High Risk Areas” on the production worksheet.
- W. Page 20, column 18: Inserted instructions for determining if there is a delayed notice or delayed claim.

MACADAMIA TREE LOSS ADJUSTMENT STANDARDS HANDBOOK

SUMMARY OF CHANGES/CONTROL CHART (Continued)

- X. Page 24: Inserted **EXHIBIT 1** that contains instructions for completing the Macadamia Orchard Report.
- Y. Throughout the handbook, made syntax and format changes as needed so that this handbook tracks with the RMA-approved crop handbook format.

Control Chart For: Macadamia Tree Loss Adjustment Standards Handbook						
	SC Page(s)	TC Page(s)	Text Page(s)	Reference Material	Date	Directive Number
Remove	Entire Handbook					
Insert and Current Index	1-4	1-2	1-22	23-26	09-2004	FCIC-25270

MACADAMIA TREE LOSS ADJUSTMENT STANDARDS HANDBOOK

SUMMARY OF CHANGES/CONTROL CHART (Continued)

(RESERVED)

MACADAMIA TREE LOSS ADJUSTMENT STANDARDS HANDBOOK

TABLE OF CONTENTS

	<u>PAGE</u>
1. INTRODUCTION	1
2. SPECIAL INSTRUCTIONS	1
A. DISTRIBUTION	1
B. TERMS, ABBREVIATIONS, AND DEFINITIONS	1
3. INSURANCE CONTRACT INFORMATION	2
A. INSURABILITY	2
B. PROVISIONS NOT APPLICABLE TO CAT COVERAGE	3
C. UNIT DIVISION.....	3
4. MACADAMIA TREE APPRAISALS	3
A. GENERAL INFORMATION	3
B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISAL	4
5. APPRAISAL METHODS	5
A. GENERAL INFORMATION	5
B. DAMAGED OR DESTROYED TREE APPRAISALS	5

6. APPRAISAL DEVIATIONS AND MODIFICATIONS	7
A. DEVIATIONS.....	7
B. MODIFICATIONS.....	7
7. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES	7
A. GENERAL INFORMATION	7
B. WORKSHEET ENTRIES AND COMPLETION INFORMATION.....	7
APPRAISAL WORKSHEET EXAMPLE.....	12

MACADAMIA TREE LOSS ADJUSTMENT STANDARDS HANDBOOK

TABLE OF CONTENTS (Continued)

	<u>PAGE</u>
8. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES	13
A. GENERAL INFORMATION	13
B. FORM ENTRIES AND COMPLETION INFORMATION.....	13
SECTION I - ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS	16
SECTION II - HARVESTED PRODUCTION.....	19
CLAIM FORM EXAMPLE	22
9. REFERENCE MATERIAL	23
TABLE A - MINIMUM REPRESENTATIVE SAMPLE REQUIREMENTS	23
TABLE B - NUMBER OF TREES PER ACRE	23
EXHIBIT 1 - MACADAMIA ORCHARD REPORT COMPLETION INSTRUCTIONS.....	24

1. INTRODUCTION

THIS HANDBOOK MUST BE USED IN CONJUNCTION WITH THE LOSS ADJUSTMENT MANUAL (LAM).

This handbook identifies the crop-specific procedural requirements for adjusting Multiple Peril Crop Insurance (MPCI) losses in a uniform and timely manner. These procedures, which include crop appraisal methods and claims completion instructions, supplement the general (not crop-specific) procedures, forms, and manuals for loss adjustment 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

The following is the minimum distribution of forms completed by the adjuster for the loss adjustment inspection:

One legible copy to the insured. The original and all remaining copies as instructed by the insurance provider.

NOTE: It is the insurance provider's responsibility to maintain original insurance documents relative to policyholder servicing as designated in their approved plan of operations.

B. TERMS, ABBREVIATIONS, AND DEFINITIONS

- *** (1) Terms, abbreviations, and definitions **general** (not crop specific) to loss adjustment are identified in the LAM.
- (2) Terms, abbreviations, and definitions **specific** to macadamia tree loss adjustment and this handbook, which are not defined in this section, are defined as they appear in the text.

(3) Abbreviations:

CAT	Catastrophic Level of Coverage
CIH	Crop Insurance Handbook

(4) Definitions:

- Destroyed** Trees damaged to the extent that the insurance provider determines replacement, including grafts, is required.
- Graft** The uniting of a macadamia shoot to an established macadamia tree rootstock for future production of macadamia nuts.
- Rootstock** The root and stem portion of a macadamia tree to which a macadamia shoot can be grafted.

3. INSURANCE CONTRACT INFORMATION

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

A. INSURABILITY

- (1) The **crop insured** will be all macadamia trees in the county for which a premium rate is provided by the actuarial documents:
- (a) In which the insured has a share;
 - (b) That are grown for the production of macadamia nuts;
 - (c) For which the rootstock is adapted to the area;
 - (d) That are at least one year of age when the insurance period begins; and
 - (e) If the orchard **was** inspected, **it is considered** acceptable **by the** insurance provider.
- (2) If the stand is less than 90 percent based on the original planting pattern, the dollar amount of insurance will be reduced 1 percent for each percent below 90 percent. **Verify if adjustments were properly made.**

EXAMPLE:

The insured selects \$2,000 as the amount of insurance per acre. **The inspection revealed that the stand is 85 percent of the original planted stand. The amount of insurance per acre was reduced as follows:**

$$\begin{aligned} 90\% - 85\% &= 5 \text{ percentage points below } 90\% \\ 1.00 - .05 &= .95 \text{ remaining amount of insurance} \\ \$2,000 \times .95 & \text{ remaining} = \$1,900 \text{ reduced amount of insurance per acre} \end{aligned}$$

- (3) **Refer to** the Macadamia Tree Crop Provisions for specific insured causes of loss. **Also, refer to** the Basic Provisions and the Macadamia Tree Crop Provisions for causes of loss that are excluded.

B. PROVISIONS NOT APPLICABLE TO CAT COVERAGE:

- (1) Optional Units.
- (2) Written agreements.
- (3) Hail and Fire Exclusion provisions (also not applicable if additional coverage is less than 65/100 or comparable coverage).

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

C. UNIT DIVISION

- (1) Refer to the insurance contract for unit provisions. **NOTE:** Unless limited by the Crop or Special Provisions, a basic unit as defined in the Basic Provisions may be divided into optional units if, for each optional unit, all conditions stated in the applicable provisions are met. Unless otherwise allowed by a written agreement, optional units may be established only if each optional unit:
 - (a) Contains at least 80 acres of insurable age macadamia trees; or
 - (b) Is located on non-contiguous land.
- (2) The insured must provide records, which can be independently verified, of acreage and age of trees for each unit for at least the last crop year.

4. MACADAMIA TREE APPRAISALS

A. GENERAL INFORMATION

- (1) ANY TREES DAMAGED BY UNINSURED CAUSES WILL NOT BE INCLUDED IN DETERMINING THE ACTUAL PERCENT OF DAMAGE.
- (2) Enter the percent damage due to UNINSURED causes in the narrative section of the claim form with an explanation as to the cause of damage.
- (3) The adjuster will complete a separate appraisal worksheet for each age group of trees on the unit or plot when the producer's records show age and location of the individual trees. The actual percent of loss determined for each age group of trees will be used to determine the amount of loss on the claim form for that age of tree.
- (4) For a unit or plot that contains more than one age group of trees on the acreage report, and there are no maps or records available that show age and location of the individual trees to allow division into subfields by age of trees, the adjuster will complete the appraisal worksheet based on a representative sample of **all** trees in the unit or plot. The percent of loss determined will be an average for the entire acreage being appraised. The sample size will be large enough to reasonably expect that all ages of trees have been sampled during the appraisal.

NOTE: For appraisals as described in **section** (4) above, make no entry on the appraisal worksheet for item 10 (“Year Setout) and item 11 (% Value). Once the Applicable Percent of Loss (item 24) is determined, apply that percentage on the claim form for each line with the applicable acreage and age of trees.

B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISAL

Account for damage to all insured trees in the unit by examining the sample trees selected.

- (1) Make a general examination of all acreage in the unit before selecting representative sample trees for appraisal.
- (2) Locate a corner tree (the first insurable tree on an outside row); this will be the first sample tree.
- (3) **Refer to TABLE A** for minimum sample requirements. Proceed along each row, count each insured tree. Do not count skips, other types of trees, **trees that are less than one year old**, trees that were dead before insured damage occurred, and trees damaged by uninsured causes.
- (4) At the end of each row, proceed down the adjacent row in the opposite direction beginning with the first tree and **identify sample trees down each succeeding row** until the entire unit or plot has been covered (see diagrams below).

PLOT 5 ACRES OR LESS IN SIZE Overhead View of Plot	PLOT OVER 5 ACRES IN SIZE Overhead View of Plot
start here and sample every 5th tree	start here and sample every 10th tree
* = Tree X= Sample Tree	* = Tree X = Sample Tree

- (5) Make all damage determinations as required in sections 5 and 7, **herein**.

5. APPRAISALS METHODS

A. GENERAL INFORMATION

These instructions provide information on appraisal methods for:

Appraisal Method....	Use....
Damaged or destroyed trees	when trees are damaged or destroyed, as applicable.

B. DAMAGED OR DESTROYED TREE APPRAISALS

(1) **General Information.**

- (a) As applicable, complete the Macadamia Orchard Report before assessing any tree damage (refer to **EXHIBIT 1**, herein).
- (b) Examine all unit acreage to assess cause, location, and amount of tree damage.
- (c) Do not include trees damaged by uninsured causes when determining the actual percent of damage. If the sample tree in sequence (i.e., every 5th or 10th tree) is damaged by uninsured causes, skip this tree and select the next tree in the row that is damaged by insured causes.
- (d) Use the procedures in section 4 to select representative sample trees. Use **TABLE A** to determine which tree (i.e., every 5th tree or every 10th tree) to select in a representative sample.
- (e) The adjuster should complete tree counts and damage assessments first. Document all tree counts (including trees that are either damaged or destroyed) in Part III of the appraisal worksheet. Then, complete Part II of the appraisal worksheet using the information obtained from Part III.

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

- (a) **Damaged Trees.** If a representative sample tree has suffered damage due to insured causes, count the number of scaffold limbs (scaffold limbs are limbs attached DIRECTLY to the tree trunk). Divide the number of DAMAGED scaffold limbs by the total number of scaffold limbs on the sample tree to calculate the percent damage (refer to the example below).

EXAMPLE:

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

NOTE: Record the percent damage, rounded to two decimal places, e.g., .30, .38, or .33 due solely to insurable causes in Part III of the appraisal worksheet.

(c) Destroyed Trees.

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

(3) Calculating the Applicable Percent of Loss.

- (a) For each unit or plot, enter the total number of trees per unit and the total number of trees sampled.
- (b) Tally the number of trees destroyed. Divide the number of trees destroyed by the total number of trees sampled to calculate the percent loss.
- (c) Tally the number of trees damaged. Divide the number of trees damaged by the total number of trees sampled to calculate the percent of tree limb damage.
- (d) Tally the total percent damage from all trees. Divide the total percent of damage from all trees by the number of trees damaged to calculate the percent of limb loss. Multiply the percent of tree limb damage times the percent of limb loss.
- (e) Add the percent loss to the result from (d) to calculate the total percent loss.
 - 1 If the total percent loss is greater than 80 percent no additional calculations are necessary, the unit loss is considered 100 percent damaged.
 - 2 If the total percent loss is 80 percent or less, complete items (f), (g), and (h) below.
- (f) Calculate the deductible by subtracting the coverage level elected from 1.000. If the coverage level is .750, then $1.000 - .750 = .250$ deductible).
- (g) Subtract the deductible from the total percent loss (e.g., $.556 - .250 = .306$).
- (h) Divide the result from (g) by the applicable coverage percent to calculate the applicable percent loss.

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. GENERAL INFORMATION

- (1) Include the insurance provider's name in the appraisal worksheet title if not preprinted on the insurance provider's worksheet or when a worksheet entry is not provided.
- (2) Include the claim number on the appraisal worksheet (when required by the insurance provider) when a worksheet entry is not provided.
- (3) Separate appraisal worksheets are required for each unit or plot inspected. Refer to section 4 for sampling instructions.
- (4) The adjuster should complete all tree damage or destroyed assessments and document findings in Part III before completing Part II of the appraisal worksheet.

NOTE: Standard appraisal worksheet items are numbered consecutively in subsection B below. An example appraisal worksheet is also provided to illustrate how to complete column entries.

B. WORKSHEET ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

Item No. **Information Required**

Company Name: Name of insurance provider, if not pre-printed on the worksheet.

Claim Number: Claim Number as assigned by the insurance provider, if required.

PART I

1. **Name of Insured:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. **Policy No.:** Insured's assigned policy number.
3. **County:** Name of county where the macadamia trees are physically located.
4. **Unit Identification:** Five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100).
5. **Type:** Appropriate variety name (e.g., Keauhou).
6. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim has been filed.

PART II

7. **Sample Plot (Number):** Applicable plot number.
8. **Number of Trees/Unit:** Split the column in half and enter the applicable number of trees as follows:
 - a. **In the top half,** record the total number of insured trees counted in the plot or unit.
 - b. **In the bottom half,** record the number of representative sample trees in the plot. Transfer entry from either column 25 "Totals" on the appraisal worksheet; or, column 25 "Grand Total" on the continuation sheet, as applicable.
9. **Acres:** Total number of acres in the unit or plot, rounded to tenths.
10. **Year Setout:** Month and year (e.g., MM/YYYY) trees were set out, obtain dates from the Macadamia Orchard Report or Summary of Coverage, as applicable. Make no entry if there are more than one age group of trees in the unit or plot being appraised and the exact age and location of the individual trees cannot be determined from a plat map or producer records.
11. **% Value:** Whole dollar amount of insurance per acre from the Summary of Coverage.
12. **Number Of Trees Destroyed:** Total number of sampled trees destroyed in the plot or unit. Transfer entry from either column 26 "Totals" on the appraisal worksheet; or, column 26 "Grand Total" on the continuation sheet, as applicable. Enter "0" (zero) if there are no destroyed trees in the plot or unit.
13. **Percent Loss (12 ÷ 8):** Column 12 divided by column 8 below the line (number of sample trees). Enter results as a three-place decimal (e.g., $55 \div 120 = .458$). Enter "0" (zero) if there are no destroyed trees in the plot or unit.

14. **Trees Damaged:** Total number of sample trees damaged for the appraisal. Transfer entry from either column 27, "Totals," on the appraisal worksheet or column 27, "Grand Total," on the continuation sheet, as applicable.
15. **% of Trees Limb Damage (14 ÷ 8):** Column 14 divided by column 8 below the line (number of sample trees). Enter results as a three-place decimal (e.g., $19 \div 120 = .158$).
16. **No. of Trees Damaged:** Transfer entry from column 14.
17. **% Totals:** Total percent of damage from all trees in the plot. Transfer entry from either column 29 "Totals" on the appraisal worksheet; or, column 29 "Grand Totals" on the continuation sheet, as applicable (e.g., $.60 + .70 + .75... + .60 = 11.75$).
18. **% of Limb Loss (17 ÷ 16):** Column 17 divided by column 16. Enter results as a three-place decimal (e.g., $11.75 \div 19 = .618$).
19. **(15 x 18):** Column 15 multiplied by column 18. Enter results as a three-place decimal (e.g., $.158 \times .618 = .098$).
20. **Total % Loss (13 + 19):** Column 13 plus column 19. Enter results as a three-place decimal (e.g., $.458 + .098 = .556$).

NOTE: If the entry in column 20 is over 80 percent, make no entries in columns 21 through 23. Enter 1.000 as the Applicable % Loss (column 24). If column 20 entry is less than or equal to 80 percent, complete columns 21 through 24.

21. **Applicable % (Level):** (Deductible) Enter the applicable deductible percent level as a three-place decimal, calculated by subtracting the coverage level percent from 1.000 (e.g., 75% coverage level, calculate as follows: $1.000 - .750 = .250$).
22. **(20 minus 21):** Column 20 minus column 21. Enter results as a three-place decimal (e.g., $.556 - .250 = .306$).
23. **Applicable % (Level):** (Coverage Level) Enter the applicable coverage level percent as a three-place decimal (e.g., 75 percent coverage level is entered as .750).
24. **Applicable % Loss:** Column 22 divided by column 23. Enter results as a three-place decimal (e.g., $.306 \div .750 = .408$).

PART III

25. **Number:** Make a check mark (✓) for each representative sample tree in the unit.
26. **Destroyed:** Make a check mark (✓) for each representative sample tree DESTROYED in the unit. If the tree is not destroyed, MAKE NO ENTRY.
27. **Damaged:** Make a check mark (✓) for each representative sample tree DAMAGED but not destroyed. If the tree is not damaged, make no entry.

28. **Number Trees:** MAKE NO ENTRY.
29. **% Damage per Tree:** Divide the number of scaffold limbs **damaged by insured** causes, by the total number of scaffold limbs on the representative sample tree. Enter percent damage as **a two-place decimal**.

Totals:

- a. **Appraisal Worksheet:** Tally all entries in columns 25, 26, 27, and 29.
- b. **Continuation Sheet:** Tally all entries in columns 25, 26, 27, and 29 for the page. If there are entries on an appraisal worksheet, transfer entries from the worksheet **“Totals”** for columns 25, 26, 27, and 29 and enter in the **“Previous Totals”** entry of the continuation sheet. Enter the cumulative totals from the appraisal worksheet and continuation sheet(s) in the **“Grand Total”** entry for columns 25, 26, 27, and 29, as applicable on the last continuation sheet.
30. **Insured’s Signature and Date:** Insured’s (or insured’s authorized representative’s) signature and date. **BEFORE** obtaining insured’s signature, **REVIEW ALL ENTRIES** on the appraisal worksheet **WITH THE INSURED**, particularly explaining codes, etc., which may not be readily understood.
31. **Adjuster’s Signature, Code Number, and Date:** Signature of adjuster, code number, and date signed **after** the insured (or insured’s authorized representative) has signed. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks/Narrative section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the Narrative of the Production Worksheet.

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

COMPANY NAME: <i>Any Company</i>	CLAIM NO.: <i>XXXXXXX</i>	PART I:			
MACADAMIA TREE WORKSHEET (For Illustration Purposes Only)		1. NAME OF INSURED <i>I. M. Insured</i>	2. POLICY NO. <i>XXXXXXXX</i>	3. COUNTY <i>Hawaii</i>	
		4. UNIT IDENTIFICATION <i>00100</i>	5. TYPE <i>Keauhou</i>	6. CROP YEAR <i>YYYY</i>	

TREES DESTROYED								LIMB DAMAGE													
Sample Plot (Number)	Number of Trees/Unit	Acres	Year Setout	% Value	Number of Trees Destroyed	Percent Loss (12 ÷ 8)	Trees Damaged	% of Trees Limb Damage (14 ÷ 8)	No. of Trees Damaged	% Totals	% of Limb Loss (17 ÷ 16)	(15 x 18)	Total % Loss (13 + 19)	Applicable % Level	(20 - 21)	Applicable % (Level)	Applicable % Loss				
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
A	<i>1200</i> <i>120</i>	<i>25.0</i>	<i>MM/YYYY</i>	<i>3,478</i>	<i>55</i>	<i>.458</i>	<i>19</i>	<i>.158</i>	<i>19</i>	<i>11.75</i>	<i>.618</i>	<i>.098</i>	<i>.556</i>	(-)	<i>.250</i>	(=)	<i>.306</i>	(÷)	<i>.750</i>	(=)	<i>.408</i>
B														(-)	(=)	(÷)	(=)				
C														(-)	(=)	(÷)	(=)				
D														(-)	(=)	(÷)	(=)				

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

30. SIGNATURE OF INSURED <i>I. M. Insured</i>	DATE <i>MM/DD/YYYY</i>	31. SIGNATURE OF ADJUSTER <i>I. M. Adjuster XXXXX</i>	DATE <i>MM/DD/YYYY</i>	TOTALS	<i>90</i>	<i>40</i>	<i>15</i>		<i>9.10</i>
--	---------------------------	--	---------------------------	--------	-----------	-----------	-----------	--	-------------

COMPANY NAME <i>Any Company</i>	CLAIM NO. XXXXXXXX	PART I:	
MACADAMIA TREE WORKSHEET (Continuation Page) (For Illustration Purposes Only)		1. NAME OF INSURED <i>I. M. Insured</i>	2. POLICY NO. XXXXXXXX
		4. UNIT IDENTIFICATION 00100	5. TYPE Keauhou
		3. COUNTY <i>Hawaii</i>	
		6. CROP YEAR YYYY	

APPRAISAL WORKSHEET(Continued from Part III)

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

8. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES

A. GENERAL INFORMATION

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

- (4) The adjuster is responsible for determining if any of the insured’s requirements under the notice and claim provisions of the policy have not been met. If any have not, the adjuster should contact the insurance provider.
- (5) Instructions labeled “**PRELIMINARY**” apply to preliminary inspections only. Instructions labeled “**FINAL**” apply to final inspections only. Instructions not labeled apply to ALL inspections.

B. FORM ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

Item

No. **Information Required**

1. **Crop/Code #:** “Macadamia Trees” (0024).
2. **Unit #:** Five-digit unit number from the Summary of Coverage after it is verified to be correct. (e.g., 00100).

3. **Legal Description:** Section, township, and range number or other legal description that identifies the location of the unit.
4. **Date of Damage:** First three letters of the month during which MOST of the insured damage (including progressive damage) occurred for each inspection. Include the SPECIFIC DATE where applicable as in the case of hail damage (e.g., AUG 11).
5. **Cause of Damage:** Name of insured **cause(s)** of loss for **this crop** as listed in the LAM. If it is evident that no indemnity is due, enter “NONE.” If an insured cause of loss is coded as “Other,” explain in the “Narrative.”

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

6. **Primary Cause %:**

PRELIMINARY: MAKE NO ENTRY.

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

7. **Company/Agency:** Name of the 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 insurance provider.
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.

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

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

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

PRELIMINARY:

- a. Date the notice of damage was given for the unit in item 2.
- b. A third preliminary inspection (if needed) requires an additional set of Production Worksheets. Enter the date of notice for a third preliminary inspection in the 1st space of item 14 on the second set.
- 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 insurance provider, enter “Company Insp” instead of the date.

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.”
 - (1) If the other person has a multiple-peril contract and it can be determined that the SAME insurance provider services it, enter the contract number. Handle these companion policies according to insurance provider instructions.
 - (2) If the OTHER person has a multiple-peril contract and a DIFFERENT insurance provider or agent services it, enter the name of the insurance provider and/or agent (and contract number) if known.
 - (3) If unable to verify the existence of a companion contract, enter “Unknown” and contact the insurance provider for further instructions.

NOTE: Refer to the LAM for further information regarding companion contracts.

SECTION I - ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

Make separate line entries for varying:

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

Verify or make the following entries:

Item

No.

Information Required

A. **Field ID:** The field or subfield identification symbol from a sketch map or an aerial photo. Refer to the Narrative instructions. In the bottom of the last line entry or in the margin (or in a separate column), enter the date of inspection for the last line entry of each inspection.

B. **Prelim. Acres:**

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

FINAL: MAKE NO ENTRY.

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

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

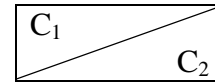
- a. Put to other use without consent.
- b. Abandoned.
- c. Damaged by uninsured causes.

FINAL: Determined acres to tenths.

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

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

- C₁ Enter the ACTUAL acres for the orchard or suborchard.
 C₂ Enter the REPORTED acres for the orchard or suborchard.



- D. **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.
- E. **Risk:** Three-digit code number for the correct "Rate Class" specified on the actuarial documents. If a "Rate Class" or "High Risk Area" is not specified on the actuarial documents, make no entry. Verify with the Summary of Coverage, and if the rate class is found to be incorrect, revise according to insurance provider instructions. Refer to the LAM.

NOTE: Unrated land is uninsurable without a written agreement.

- F. **Practice:** Three-digit code number, entered exactly as specified on the actuarial documents, for the practice carried out by the insured. If "No Practice Specified," enter appropriate three-digit code number from the actuarial documents.
- G. **Type/Class/Variety:** Three-digit code number, entered exactly as specified on the actuarial documents, for the type grown by the insured. If "No Type Specified," enter appropriate three-digit code number from the actuarial documents.
- H. - I. MAKE NO ENTRY.
- J. **Appraised Potential:** Line through column heading and enter "Amount of Insurance." Enter, as whole dollars, the dollar Amount of Insurance per acre.

NOTE: If the stand is less than 90 percent, based on the original planting pattern, verify that the dollar amount of insurance was reduced 1 percent for each percent below 90 percent (refer to subsection 3 A, herein).

- K₁. - K₂. MAKE NO ENTRY.

- L. **Shell and/or Quality Factor: (Percent Undamaged)** Enter the result of 1.000 minus Applicable Percent Loss (column 24 on the Appraisal Worksheet). Record calculation in the Narrative.

EXAMPLE: 1.000 - .408 percent damaged = .592 percent undamaged.

- M. **+Uninsured Causes:** Refer to the LAM when a Hail and Fire Exclusion is in effect.

NOTE: Enter hail and fire exclusion appraisal per acre, in dollars and cents; otherwise, MAKE NO ENTRY. Any other tree damage due to uninsured causes is recorded as a percent in the Narrative.

- N. **Adjusted Potential:** Multiply column "P" times column "L," plus column "M," in dollars and cents.

EXAMPLE: \$3,478 x .592 + 0.00 = \$2,058.98

- O. **Total to Count:** Column “C” or “C₁” (**actual** acres) times column “N,” rounded to whole dollars.
- P. **Per Acre:** Enter the dollar Amount of Insurance per acre, in whole dollars.
- Q. **Total:** Column “C₂” (**reported** acres; “C” if acreage is not under-reported) times column “P,” rounded to whole dollars.

16. **Total Acres:**

PRELIMINARY: MAKE NO ENTRY.

FINAL: Total Actual Acres (column “C” [or “C₁” if there are under-reported acres]), to tenths.

17. **Totals:**

PRELIMINARY: MAKE NO ENTRY.

FINAL: Total of column “O” and total of column “Q.”

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 section I, **column** “M” for uninsured causes due to a hail/fire exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.
- e. Document the actual appraisal date if an appraisal was performed prior to the adjuster’s signature date on the appraisal worksheet, and the date of the appraisal is not recorded on the appraisal worksheet.
- f. State that there is “No Other Fire Insurance” when fire damages or destroys the insured crop, and it is determined that the insured has no other fire insurance. Also **refer to** the LAM.
- g. Explain any errors found on the Summary of Coverage.
- h. Explain a “No” checked in item 19.

- i. 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.

NOTE: Indicate on the aerial photograph or sketch map, the disposition of acreage destroyed or put to other use with or without consent.
- j. 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.
- k. 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.
- l. Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed in accordance with the insurance provider’s instructions.
- m. Explain any delayed notices or delayed claims as instructed in the LAM.
- n. Document any authorized estimated acres shown in section I, **column** “C” as follows: “Line 3 ‘E’ acres authorized by insurance provider MM/DD/YYYY.”
- o. Document the method and calculation used to determine acres for the unit. **Refer to** the LAM.
- p. 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.
- q. Document any other pertinent information, including any data to support any factors used to calculate the production.

SECTION II - HARVESTED PRODUCTION

Verify or make the following entries:

Item No.	<u>Information Required</u>
18.	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. Enter the date the **entire** acreage on the unit was (1) totally destroyed, (2) a combination of destroyed and damaged, or (3) the calendar date for the end of the insurance period.
- b. If the case involves a Certification Form, enter the date from the Certification Form when the entire unit is put to another use, etc. **Refer to** the LAM.

19. **Similar Damage:**

PRELIMINARY - MAKE NO ENTRY.

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

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

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

A₁. - S. MAKE NO ENTRY.

22. **Section II Total:** MAKE NO ENTRY.

23. **Section I Total:**

PRELIMINARY: MAKE NO ENTRY.

FINAL - Enter **dollar** figure from Section I, Column "O" total.

24. **Unit Total:**

PRELIMINARY: MAKE NO ENTRY.

FINAL - Total Net Dollar Amount to Count for the unit from item 23.

25. **Adjuster's Signature, Code Number, and Date:** Signature of adjuster, code number, and date signed **after** the insured (or insured's authorized representative) has signed. 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.

NOTE: Final indemnity inspections should be signed on bottom line.

26. **Insured's Signature and Date:** Insured's (or insured's authorized representative's) signature and date. BEFORE obtaining insured's signature, REVIEW ALL ENTRIES on the Production Worksheet WITH THE INSURED, particularly explaining codes, etc., that may not be readily understood.

NOTE: Final indemnity inspections should be signed on bottom line.

27. **Page Numbers:**

PRELIMINARY - Page numbers. Enter page "1," "2," etc., at the time of inspection.

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

**PRODUCTION WORKSHEET
(For Illustration Purposes Only)**

1 Crop/Code # <i>Macadamia Trees 0024</i>	2 Unit # <i>00100</i>	3 Legal Description <i>Lot 1 M-102</i>
4 Date of Damage <i>Feb 20</i>		
5 Cause of Damage <i>Wind</i>		
6 Primary Cause % <i>100%</i>		
12 Additional Units <i>00200</i>		
13 Est. Prod. Per Acre		

7 Company Agency *Any Company*
Any Agency

8 Name of Insured <i>I. M. Insured</i>			
9 Claim # <i>XXXXXXXX</i>		11 Crop Year <i>YYYY</i>	
10 Policy # <i>XXXXXXXX</i>			
14 Date(s) Notice of Loss	1st <i>MM/DD/YYYY</i>	2nd <i>MM/DD/YYYY</i>	Final <i>MM/DD/YYYY</i>
15 Companion Policy(s)			

SECTION I - ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

ACTUARIAL									POTENTIAL YIELD					STAGE GUARANTEE																																	
A	B	C	D	E	F	G	H	I	J	$\frac{K_1}{K_2}$	L	M	N	O	P	Q																															
Field ID	Prelim Acres	Final Acres	Interest or Share	Risk	Practice	Type Class Variety	Stage	Intended or Final Use	Appraised Potential	Moisture % Factor	Shell and/or Quality Factor	+Uninsured Cause	Adjusted Potential Amount of Insurance	Total To Count (C x N)	Per Acre	Total (C x P)																															
<i>MD A</i>		<i>25.0</i>	<i>1.000</i>	<i>D08</i>	<i>002</i>	<i>997</i>			<i>3,478</i>		<i>.592</i>		<i>2,058.98</i>	<i>51,475</i>	<i>3,478</i>	<i>86,950</i>																															
16 TOTAL <i>25.0</i>																17 TOTALS <i>51,475</i>																<i>86,950</i>															

NARRATIVE (If more space is needed, attach a Special Report) *Item L calculation: 1.000 - .408 (percent of loss) = .592 (percent undamaged) Acreage determined using wheel measurements.*

SECTION II - HARVESTED PRODUCTION

18 Date Harvest Completed *MM/DD/YYYY* 19 Is damage similar to other farms in the area? Yes No 20 Assignment of Indemnity Yes No 21 Transfer of Right to Indemnity? Yes No

MEASUREMENTS					GROSS PRODUCTION				ADJUSTMENTS TO HARVESTED PRODUCTION									
$\frac{A_1}{A_2}$	B	C	D	E	F	G	H	I	J	$\frac{K_1}{K_2}$	$\frac{L_1}{L_2}$	$\frac{M_1}{M_2}$	N	O	P	$\frac{Q_1}{Q_2}$	R	S
Share Field ID	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod. (F x G)	Bu., Ton Lbs. CWT	Shell/Sugar Factor	FM% Factor	Moisture % Factor	Test WT Factor	Adjusted Production <small>(H x I x K2 x L2 x M2)</small>	Prod. Not to Count	Production (N - O)	Value Mkt. Price	Quality Factor (Q1 ÷ Q2)	Production to Count (P x R)

I certify the information provided above, to the best of my knowledge, to be true and complete and that it will be used to determine my loss, if any, to my insured crop. I understand that this Production Worksheet and supporting papers are subject to audit and approval by the company. I understand that this crop insurance is subsidized and reinsured by the Federal Crop Insurance Corporation, an agency of the United States. I understand that any false or inaccurate information may result in the sanctions outlined in my policy and administrative, civil, and criminal sanctions under 18 U.S.C. §§ 1006 and 1014, 7 U.S.C. § 1506, 31 U.S.C. §§ 3729 and 3730 and other federal statutes.

25 Adjuster's Signature	Code #	Date	26 Insured's Signature	Date	22 Section II Total
1st Inspection	<i>I. M. Adjuster XXXXX</i>	<i>MM/DD/YYYY</i>	1st Inspection	<i>I. M. Insured</i>	<i>51,475</i>
2nd Inspection	<i>I. M. Adjuster XXXXX</i>	<i>MM/DD/YYYY</i>	2nd Inspection	<i>I. M. Insured</i>	
Final Inspection	<i>I. M. Adjuster XXXXX</i>	<i>MM/DD/YYYY</i>	Final Inspection	<i>I. M. Insured</i>	<i>51,475</i>

27 Page *1* of *1*

9. REFERENCE MATERIAL

TABLE A - MINIMUM REPRESENTATIVE SAMPLE REQUIREMENTS

PLOT OR UNIT SIZE	SAMPLE TREES SELECTED
Up to and including 5 acres	Select every 5th tree
Over 5 acres	Select every 10th tree

TABLE B - NUMBER OF TREES PER ACRE

TREE SPACING (IN FEET)	ROW SPACING (IN FEET)																
	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
8	389	363	340	320	303	287	272	259	248	237	227	218	209	202	194	188	182
9	346	323	303	285	269	255	242	230	220	210	202	194	186	179	173	167	161
10	311	290	272	256	242	229	218	207	198	189	182	174	168	161	156	150	145
11	283	264	248	233	220	208	198	189	180	172	165	158	152	147	141	137	132
12	259	242	227	214	202	191	182	173	165	158	151	145	140	134	130	125	121
13	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	124	120	115	111	107	104
15	207	194	182	171	161	153	145	138	132	126	121	116	112	108	104	100	97
16	194	182	170	160	151	143	136	130	124	118	113	109	105	101	97	94	91
17	183	171	160	151	142	135	128	122	116	111	107	102	99	95	92	88	85
18	173	161	151	142	134	127	121	115	110	105	101	97	93	90	86	83	81
19	164	153	143	135	127	121	115	109	104	100	96	92	88	85	82	79	76
20	156	145	136	128	121	115	109	104	99	95	91	87	84	81	78	75	73
21	148	138	130	122	115	109	104	99	94	90	86	83	80	77	74	72	69
22	141	132	124	116	110	104	99	94	90	86	83	79	76	73	71	68	66

Trees Per Acre

Do **NOT** use **TABLE B** to determine acres. The above figures are for square and hedgerow plantings. Use the following formula for tree and/or row spacings not shown in the chart: Multiply the distance between tree rows by the spacing between trees within the row and divide into 43,560.

EXAMPLE:

Tree row spacing 16.0 feet and tree spacing within rows 12.5 feet.

$$\frac{43,560}{16.0 \times 12.5} = \frac{43,560}{200} = 217.8 = 218 \text{ trees per acre}$$

EXHIBIT 1

MACADAMIA ORCHARD REPORT COMPLETION INSTRUCTIONS

A. GENERAL INFORMATION

- (1) Insured macadamia orchards contains trees that vary in age because growers routinely plant replacement trees when diseased trees or trees damaged by other natural causes are destroyed. In order to keep track of these changes, the loss adjuster needs to be able to verify tree varieties, acres, spacing, tree counts, planting dates, and tree condition for all trees in each insured orchard.
- (2) During the initial farm visit, the adjuster and insured should jointly complete the Macadamia Orchard Report for each insured unit, as applicable.
- (3) Once the initial report has been completed, the adjuster should update the report on subsequent visits, as applicable. The insured needs to retain a copy of the report and the adjuster should keep a copy of the report in the insured's file.

B. REPORT ENTRIES AND COMPLETION PROCEDURES

PART I - GENERAL INFORMATION

Verify or make the following entries:

Item

No. Information Required

1. **Name of Insured:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. **County:** Name of the county where the orchard is physically located.
3. **Policy Number:** Insured's assigned policy number.
4. **Unit Number:** Five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100).
5. - 7. Answer questions, as applicable. If additional space is needed, use the "Remarks" section.

PART II - ORCHARD INFORMATION

Document information in separate sections for "Insured Tree Acreage" and "Uninsured Tree Acreage," as applicable.

8. **Plot ID:** Applicable plot identification symbol.
9. **Variety:** Applicable variety name.
10. **Plot Acres:** Plot acres rounded to tenths.

EXHIBIT 1

11. **Tree Spacing:** Applicable spacing between trees in the row and spacing between rows in the plot.
12. **Tree Count:** Number of insured trees in the plot.
13. **Year Setout:** Month and year (e.g., MM/YYYY) trees were planted in the orchard.
14. **Tree Condition:** Overall condition of the trees at the time of inspection. Document any pertinent information on the amount and severity of damage (insured or uninsured). If additional space is needed, use the "Remarks" section.
15. **Remarks:** Document additional information that is pertinent to the macadamia orchard as noted in PART I and II above, as applicable.

PART III - SIGNATURES

16. **Adjuster's Signature, Code Number and Date:** Signature of adjuster, code number, and date signed **after** the insured (or insured's authorized representative) has signed
17. **Insured's Signature and Date:** Insured's (or insured's authorized representative's) signature and date.
18. **Page:** Enter page "1" of "1," "1" of "2," etc., as applicable.

EXHIBIT 1
MACADAMIA ORCHARD REPORT
 (For Illustration Purposes Only)

PART I - GENERAL INFORMATION

1. Name of Insured: <p align="center"><i>I. M. Insured</i></p>	2. County: <p align="center"><i>Hawaii</i></p>	3. Policy Number: <p align="center"><i>XXXXXXX</i></p>	4. Unit Number:
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5. Verify all entries on the acreage report. If any entries are questionable, determine accuracy and correct if necessary.

6. Is orchard managed by owner? Yes No If no, list name and address of manager: _____

7. Is orchard located in an established macadamia growing area? *Yes*

PART II - ORCHARD INFORMATION

Insured Trees/Acreage

Plot ID 8	Variety 9	Plot Acres 10	Tree Spacing 11	Tree Count 12	Year Setout 13	Tree Condition 14
<i>1</i>	<i>Keauhou</i>	<i>25.0</i>	<i>30 x 30</i>	<i>1200</i>	<i>04/1996</i>	<i>Trees are in good condition, some wind damage</i>

Uninsured Trees/Acreage

<i>2</i>	<i>Keauhou</i>	<i>10.0</i>	<i>30 x 30</i>	<i>474</i>	<i>04/2004</i>	<i>Grafted trees look good -no major insect or disease damage visible</i>
<i>3</i>	<i>Keauhou</i>	<i>15.0</i>	<i>30 x 30</i>	<i>710</i>	<i>05/2004</i>	<i>Grafted trees look good -no major insect or disease damage visible</i>

15. Remarks:

PART III - SIGNATURES

16. Adjuster's Signature and Code Number <p align="center"><i>I. M. Adjuster XXXXX</i></p>	Date <p align="center"><i>MM/DD/YYYY</i></p>	17. Insured's Signature <p align="center"><i>I. M. Insured</i></p>	Date <p align="center"><i>MM/DD/YYYY</i></p>
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18. Page *1* of *1*

