

2017 Harvested Production Report (HPR) and Instructions

The HPR deadline is November 30 – If your HPR is not completed and returned by November 30, you will be charged a \$100 late filing fee and late claims will be subject to a late fee of 25% of the indemnity to a maximum of \$1,000.

Last year you completed your HPR online, therefore you will not receive an HPR package in the mail this year as all the updates and instructions are included in this email. You can contact your MASC insurance office to request an HPR paper copy and can file in the following methods:

- Mail your HPR (must be received by November 30 or clearly postmarked on or before November 30 or it will be considered late). MASC recommends Registered Mail or Xpress Post to ensure a mailing date is verifiable.
- Fax it to your MASC insurance office.
- Deliver it to your MASC insurance office.
- Scan and email it to your MASC insurance office

IMPORTANT REMINDER ON HOW TO REPORT YOUR STORED PRODUCTION

MASC has encountered problems with the way stored production is reported on some HPRs, particularly when the bushel weight is significantly higher than the Canadian Grain Commission standard test weight. Please record the volume based on bin measurements. MASC will adjust the volume based on the test weight that you provide. For example, if you have a full 2,000 bushel bin of oats weighing 43 pounds per bushel, then report it as such. To determine actual net production, MASC will multiply 2,000 bushels times 43 pounds, divided by the standard test weight of 34 pounds, for a net volume of 2,530 bushels in that bin.

FILING A CLAIM – It is your responsibility to advise MASC if you have a claim. You are required to provide notice at least 10 days prior to feeding any production or your claim may be denied. **The deadline to register a claim without penalty for Greenfeed, Select Hay, Basic Hay, Enhanced Quality Option, Harvest Flood Option, and Forage Restoration is September 30.** October 15 is the last day to register a Harvest Flood Option and Forage Restoration claim. November 30 is the last day to register a Greenfeed, Select Hay, Basic Hay and Enhanced Quality Option claim. If your eligible forage fields were damaged or destroyed by excess moisture, you may be eligible for a **Forage Restoration claim**. Also, if you would like the payment deferred, please advise your insurance office as indemnity cheques cannot be returned.

MASC may pay post harvest claims from HPR declarations. If you do not report a grade, dockage and/or test weight, the guaranteed grade, historical average dockage and/or standard test weight will be applied. Test weights can be recorded as grams per half litre or as pounds per bushel. Use the AVERY method if reporting in pounds per bushel.

PRIVATE HAIL OR OTHER THIRD PARTY LOSS – If you had hail damage not appraised by MASC Hail Insurance or other yield losses in which a third party provided compensation, provide a copy of the private insurance company's proof of loss to your MASC insurance office. The percentage hail loss will be added to your production to adjust your Individual Productivity Index (IPI). All 2017 private proofs of loss must be submitted by August 15, 2018.

INSTRUCTIONS FOR COMPLETING THE HARVESTED PRODUCTION REPORT

To complete your Harvested Production Report (HPR) you will need records of:

- yields
- fertilizer
- stored production/bin capacity information (including test weight, grade and dockage), **be sure to indicate the percent protein for Red Spring Wheat and Hard White Wheat**
- fed production and/or production used for seed (fall rye, winter wheat)
- sales receipts for sold production

INDIVIDUAL CROPS – There is a separate data entry selection for each crop and unit that was listed on your 2017 Seeded Acreage Report (SAR). Your total coverage in tonnes is listed beside each crop type.

CROPS WITH AN OFFSET – Please note that if you seeded both Argentine and Polish Canola, irrigated and dryland processing potatoes, irrigated and dryland table potatoes, or any combination of commercial and Pedigreed crops (Wheat, Barley, Oats, Flax, Canola, Rapeseed, Field Peas, and Soybeans) there is a separate data entry for each crop type, but the total coverage listed is the combination of both types. **Yield and production information must be listed on the appropriate HPR for each crop type.**

FORAGE HPR – If you have Select Hay, Basic Hay, greenfeed or silage corn acres, please follow the instructions that are included in this package for completing your Forage HPR.

Section A: Field Documentation

Section A must be completed for fields of all crops, even crops that were not insured. If you share production with a landlord or on a crop share basis with any other producer, you must report the total harvested production (not just your share) on your HPR. Record the Gross Yield per Seeded Acre for each field and the unit of measurement used. Indicate "Y" (Yes) if you used pedigreed seed or "N" (No) if you did not. For insurance purposes, pedigreed seed includes certified, registered and foundation seed.

If you discover an error, you must contact your MASC insurance office to revise the HPR data entry system. For example, if you reported 100 acres of canola on your SAR, but you actually seeded 130, contact your agent to record the change correctly as an SAR revision is required.

Reporting Unharvested, Destroyed, or Crops put to Alternate Use – If part or all of a field is unharvested, destroyed, or put to an alternate use, select the appropriate end use for the affected acreage (i.e. "unharvested" or "destroyed" or "cut and baled") in the Gross Yield Per Seeded Acre column. **If only part of a field has been harvested, list the number of acres that were harvested along with the yield per acre, then on a separate entry, list the number of acres and the reason they were not harvested.** Once the unharvested fields are harvested or destroyed, please contact your MASC insurance office to revise your HPR.

Record the amount of **Nitrogen, Phosphorus, Potassium and Sulphur** (in actual pounds per acre) applied to each field. Only record inputs relating to this year's crop. Do not record inputs applied after harvest. If manure was applied the previous fall or prior to seeding, select "manure" in the Fertilizer section.

Section B: Production Sold, Fed or Used for Seed to Date

Record the **Total Net Sold** production from the 2017 crop. Sales receipts do not need to be sent in with your HPR but must be made available in the event of a production verification or a claim. Include the amount of net production that has been delivered but not sold (in elevator storage or in transit) in the first column. Record the **Total Used for Feed or Seed** production (e.g. fall rye or winter wheat that has been used for seed this fall). Be sure to indicate whether the production is in **Bushels, Pounds, Tonnes or CWT**. Record the **Grade** of all production declared in Section B (sales of the same grade can be grouped into one total). **For feed or seed, the grade should be determined as accurately as possible but official grading is not required.** For Red Spring Wheat and Hard White Wheat, be sure to list the predominant protein level after the grade (e.g. #2CW 14.7).

Section C: Total Remaining Stored Production

All stored production from the 2017 crop must be reported in Section C (**do not list grain stored from prior years**). Each storage unit (e.g. bin, pile) for the specified crops must be listed separately. Identify your bins by code or name (e.g. A, B or 1, 2). Grain that is not stored in a confined area should be listed as a pile. If grain is unmeasurable, answer “No” to “Is the bin measurable?” and record the estimated gross volume of grain. All bins should be measured for accuracy, but you only need to record the total volume per bin on the HPR. **Formulas for calculating the amount of grain stored in a bin or pile are listed in the back of the Producer Field Handbook (available at your MASC insurance office) or can be found on MASC's website at masc.mb.ca.**

As part of the Online HPR, MASC has a Bin Yard Diagram Calculator to increase the ease and accuracy of reporting harvested production. You can access the calculator by clicking on the “Stored Production” section. From there, click “Add”, and then click “Show Bin Diagram(s)”. Choose an existing bin to display its measurements. To measure production, simply enter the height of stored grain and if applicable, height of pile. The volume of grain will be calculated. Then click on “Apply the calculated bin volume (in tonnes) to the current bin”.

Net production is based on the declared volume of grain in the bin, dockage and test weight. Record the unit of measure, dockage, test weight and grade of the grain stored in each bin or pile. If you do not record the dockage, test weight and grade, a historical provincial average dockage, standard test weight and guaranteed grade will be applied where applicable. The grade should be reported as accurately as possible, but official grading is not required. For Red Spring Wheat and Hard White Wheat, be sure to list the predominant protein level after the grade. **For Oats, if you do not indicate a test weight, a standard default weight of 34 lbs/bu will be used on your HPR.**

Potential Claim Determination – Add the total production from **Section B** and **Section C** and compare this amount to the total coverage that is indicated on the data entry screen to assist you in determining if you have a claim. If your total production is less than the total coverage listed, finalize your HPR for that crop to initiate a post harvest claim. If part of your production is from uninsured fields remember to deduct the amount of uninsured production from your total production. **Please note that this comparison does not take into account any reduction in harvested production due to grade adjustments. It is your responsibility to determine if you have a claim and to file the claim with your MASC insurance office by November 30.** If you are in doubt, contact your MASC insurance office. Also, if you would like the payment deferred, please advise your insurance office as indemnity cheques cannot be returned for deferral.

If you have any questions or encounter a problem while filing online, please contact your insurance office for assistance.