

2020 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.

For fast, efficient reporting, you can file your HPR online from the convenience of your own home, at any time, at masc.mb.ca with **myMASC**. Prompt filing online will result in faster claim assessments. If you are not a registered myMASC user, contact your MASC office and staff will register you for this service. myMASC allows you access to your own production information and gives you the ability to check the status of claim transactions. Also, myMASC gives you the ability to access information on your MASC loans and Farmland School Tax Rebates.

You still have the option to:

- 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.
- Scan and email to your MASC office.
- Fax to your MASC office at the number on the top right-hand corner of your HPR.
- Deliver it to your MASC office.

Filing a Claim – It is your responsibility to advise MASC if you have a claim. You are required to provide a minimum 10-day notice 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, Enhanced Quality Option, and insured crop claim. If your insured 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 MASC office as indemnity cheques cannot be returned for deferral.

MASC may pay post-harvest claims from HPR declarations. If the grade, dockage, and/or test weight are not indicated on the HPR, 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.

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, then divided by the standard test weight of 34 pounds, for a net volume of 2,530 bushels in that bin. If production has been scaled, report in pounds or tonnes leaving bushel weight blank.

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 when you submit your HPR. The percentage hail loss will be added to your production to adjust your Individual Productivity Index (IPI). All private proofs of loss must be submitted by August 15, 2021.

HARVESTED PRODUCTION REPORT

Crop Year 2020 / RED SPRING WHEAT - Unit 1

Contract:
Coverage: 80 % 291.450 Tonnes (10,709 Bushels)
Deadline: November 30, 2020

MASC Office:
Phone: _____ Fax: _____
Email: _____

A: Field Documentation								
Legal Description	Soil Zone	Variety	Seeded Acres	Gross Yield Per Seeded Acre	Unit of Measure (bu, lbs, tonnes, tons, CWT)	List Unharvested Acres		
						Alternate Use	Overwinter	Destroyed
NE 99-99-99 W	D11	AC Barrie	45 100.0	40	bu		55	
SE 99-99-99 W	D11	AC Domain	150.0	35	bu			
SW 99-99-99 W	D11	AC Barrie	20.0	-	- cut & Baled	20		
			270.0					

B: Production Sold		
Amount	Unit of Measure (bu, lbs, tonnes, tons, CWT)	Grade
171.856	tonnes	1 CWRS 13.5

B: Production Fed/Used for Seed		
Amount	Unit of Measure (bu, lbs, tonnes, tons, CWT)	Grade
/		
0		

C: Total Remaining Stored Production									
Bin ID	A	B	Pile 1	unmeasurable					
Gross Volume of Grain	2,100	2,400	700	1,900					
Unit of Measure	bu	bu	bu	bu					
Dockage %	1	2	1	1					
Test Weight	60 lbs	60 lbs	61 lbs	59 lbs					
Grade	1CW 13.5	2CW 13.5	CW Feed	2CW 13.5					

This document must be filed no later than November 30, 2020. Failure to complete and return this document by November 30, 2020 will result in a \$100 late filing fee. If you believe you have a loss covered by your AgrilInsurance Contract, you must notify the corporation of the loss in accordance with the terms of Part 8 of the AgrilInsurance Contract. The information in this form is collected under the authority of The Manitoba Agricultural Services Corporation Act and will be used to administer your AgrilInsurance Contract and for research purposes. If you have any questions about the collection of the information, contact your MASC insurance agent.

Declaration: I/We hereby certify that the information provided in this Harvested Production Report is a complete and accurate statement of: (i) my/our harvested, destroyed and overwinter acres; and (ii) the total 2020 harvested production from all acres. I/We further understand that any misrepresentation, misstatement or non-disclosure of required information is contrary to the terms of my/our AgrilInsurance Contract and may result in serious consequences, including but not limited to, the repayment or forfeiture of indemnities and/or the termination of my/our participation in the AgrilInsurance Program. I/We acknowledge that the corporation may elect to process a post-harvest claim for indemnity on the basis of this declaration, and that any overpayments arising from a claim will be repayable on demand. If a claim is processed based on this declaration, an appeal of the indemnity is not available, but the claim may be revised on the basis of revisions to grade and dockage up to August 15 of the following crop year based on sales documentation.

OFFICE USE	Received By: Mail Office ARD Fax/Scan Drop Box			
	MASC Representative			
	Date Received		Checked By	



_____ Date

_____ Insured's Signature

INSTRUCTIONS FOR COMPLETING THE HARVESTED PRODUCTION REPORT

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

- yields
- 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 – A separate HPR is enclosed for each crop and unit that was listed on your 2020 Seeded Acreage Report (SAR). Printed at the top of each HPR is the crop, landlord name (if applicable) and your total coverage in tonnes as well as in bushels, pounds, hundredweight, or tons.

Crops With An Offset – Please note that if you seeded both argentine and polish canola, open pollinated fall rye and hybrid fall rye, irrigated and dryland seed potatoes, 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) a separate HPR has been printed 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.

Refer to the following explanation of each section of the HPR when completing your forms.

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.

On the HPR, the legal description, variety and seeded acres are pre-printed based on your SAR declaration. **If they are not correct, do not change them on the HPR; you must contact your MASC office to revise. 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 Overwinter, Destroyed, or Crops put to Alternate Use – If part or all of a field is unharvested, list the affected acreage under the appropriate column. If part of a field has been harvested, report the yield per acre in the gross yield per acre. Once the unharvested fields are harvested or destroyed, please contact your MASC office to revise your HPR.

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

In the first Section B, record the **Total Net Sold** production from the 2020 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 fed or used for seed** production (e.g. fall rye or winter wheat that has been used for seed this fall) in the next part of Section B. 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 2020 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, estimate the volume and write the words "unmeasurable" in the Bin ID row. 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 can be found on MASC's website at masc.mb.ca.**

A **Bin Volume Calculator** is available online at masc.mb.ca to increase the ease and accuracy of reporting harvested production.

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. 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 pre-printed at the top of the HPR to assist you in determining if you have a claim. If your total production is less than the total coverage listed, file your HPR immediately 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. Uninsured fields are identified with an asterisk preceding the legal description. **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 office by November 30.** If you are in doubt, contact your MASC office. Also, if you would like the payment deferred, please advise your MASC office as indemnity cheques cannot be returned for deferral.

Declaration and Signature – Please read, date, and sign all HPR pages.