



The Olive Press

10 Pragnell Street

Solway

Masterton 5810

**2014 Season
Olive Processing
Handbook**



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Standards & Certification

Processing Standards

This is TOP's fourteenth consecutive harvest. Over this time, we have processed fruit from all over the North Island and have accumulated extensive experience of the differing regional climates and other factors involved.

TOP's operations manager Bill Hey attended the ONZ Processors Course conducted in April 2008 at the Suminovich Estate in Pukekohe, and the ONZ Advanced Processors Course in March 2013 in Auckland.

Food Safety/HACCP Programme

TOP's food safety/HACCP plan was developed by Food & Health Standards 2006 Ltd and approved in October 2009 by the NZ Food Safety Authority. TOP's food safety programme is audited annually.

Demeter-Approved Processing for Biodynamic Customers

In 2006, TOP was approved by the Biodynamic Farm Association to process olives presented by certified biodynamic customers. The approval under the Demeter standard requires biodynamic product to be processed first each day following a complete wash down at the end of processing the previous day.



Pre-harvest Assessment & Planning

Fruit Assessment

Assessment of fruit for optimum ripeness, particular flavour profiles and oil yield is the customer's responsibility. However, TOP can facilitate assistance for those uncertain as to the ideal harvest conditions for their grove.

Please refer to our schedule of charges for such services.

For those wanting to do their own thing, the $\frac{1}{3}$ black - $\frac{1}{3}$ red - $\frac{1}{3}$ straw rule remains the most reliable if non-scientific method for guesstimating oil yield.

Infrared Analysis of Fruit

Customers wanting a more precise method for determining the oil and moisture content in their fruit can now send 250gm samples off to a 'near infrared analysis' testing facility in Auckland. For best results, it is recommended a range of samples be submitted over the ripening period as this will assist in assessing the optimum time to harvest. For NIR Analysis Services refer to the ONZ website.

Grove Readiness **[ESSENTIAL STEP #1]**

Pine needles, plastic irrigators, various metal objects and other unwanted contaminants – these items still find their way into the system despite screens, blowers and washers deployed at various stages throughout the process.

To maintain the integrity of TOP's processing standards, not to mention the grower's fruit and oil quality, it is important these unwelcome nasties are kept out of the pressing process by giving the grove a good once-over prior to harvesting. Clearing or pruning away excess dead foliage will also help immeasurably.



Those using a mechanical harvester will also need to keep the bottom metre of tree trunk clear to ensure the harvester can maximise its vibration technology.

Booking the Press [ESSENTIAL STEP #2]

Although our processing season typically runs from May through August, we still operate on a 'demand' basis only – if there are no bookings, the plant will not be open – which is why it's essential to book.

Customers should let us know as soon as possible their harvest estimate and timing, together with any special process needs e.g. Demeter. For planning purposes please send Bill Hey the Olive Harvest Information sheet as soon as possible. See page 15.

Customers must book directly with Bill, and then confirm their booking with him the day before delivery. TOP will always try to accommodate urgent bookings where possible, on a 'first come/first served' basis, but please don't leave it to chance.

Supplier Declaration Forms [ESSENTIAL STEP #3]

Supplier Declaration Forms are required on or before the first fruit delivery.

Important: Please provide one form for each grove where product is sourced from various locations/groves. This is important so we can comply with our audited Food Safety Programme. If the Supplier Declaration Form (see page 16) is not completed in full, signed and provided with the fruit at the time of delivery to the press, or previously, the fruit will be rejected. TOP will not accept any responsibility for the fruit in these circumstances.



Olive Harvest

Fruit Picking

Picking by hand offers customers a selective if time-consuming method for harvesting olives – it's ideal for maximising tree yield when faced with 'sticky' fruit or avoiding those that are damaged, and essential for harvesting table olives.

However, hand pickers are hard to find so plan well ahead if utilising this method. Harvesting by hand can also be problematic during poor weather – wet olives cannot be held for long before pressing; and mud from nets (especially from clay soils) can survive fruit washing at the press thus compromising oil quality.

Customers picking fruit by hand will need to be mindful of booking arrangements if their harvest is delayed by unsuitable weather conditions.

Mechanical Harvesting

With a cropping rate of 60+ trees per hour, customers need to be properly organised when using a mechanical harvester – you should have cropping trees selected; fruit bins* at the ready (with in-grove labour to operate forklift tractor); and transport to TOP arranged, all by the time the harvester arrives on site.

A reminder – under the Health and Safety in Employment Act, olive groves are workplaces – so keep plenty of protective gear handy, including hats, boots, gloves and ear muffs/plugs – you are obliged to comply with any H&S plan.

Important: If you are transporting bins from a gravel platform (or soil!), please ensure stones and soil are not caught on the pallet base as these can drop into the press hopper during unloading.

* CHEP bins supplied by TOP are only available to customers utilizing TOP's processing facilities



Fruit Containers, Storage & Transport

Fruit Bins & Trays

Most customers are now using the ventilated CHEP Shuttle Bin SB1 available through TOP to store and transport their fruit. These bins work well with our rotating-head forklift and are at their most efficient cost-wise when deployed in-grove with a mechanical harvester. If required, they must be pre-booked through Bill - see schedule of charges.

Customers with smaller crops will find the 15kg ventilated stacker tray or something similar very effective (please, no plastic bags or cardboard boxes!) provided they remember they are responsible for unloading the fruit at the press.

Where pressing efficiency is concerned, more fruit the better. Quite apart from the reduced processing costs that come with volume the malaxing process works best with full vats (600-700kgs).

Storing & Transporting Fruit

Provided harvested fruit is dry, disease/frost free, and kept cool, it can be held safely (including undercover in the grove) for up to 24 hours before processing.

Subject to prior booking arrangements, TOP can normally provide a 'same day' pressing service. Otherwise, our aim is to process fruit no later than the next processing day after delivery. Customers should consider overall hold time when booking.

Getting the fruit to the press remains the owner's responsibility – please remember to cover fruit in transit, especially on dusty gravel roads. Those requiring transport should contact Bill Hey directly for arrangements and rates.



Fruit Presentation & Processing

Fruit Standards

All our customers understand that clean, ripe fruit usually delivers the best quality oil and yield. Fruit that's too dry/shrivelled or affected by disease, frost or hail will not only produce a less than ideal result it could also compromise our pressing process. To avoid such a situation potentially affecting others, customers need to be aware - TOP has the right to refuse badly damaged or diseased fruit.

The press can handle some leaf and twig but excess amount will affect oil yield and quality. Mud, particularly from heavy clay soils, can also taint the resulting oil. These factors need to be managed in-grove during harvesting, especially if a food safety plan applies to a grove. A charge will be levied for pre-processing fruit cleaning. (See our Schedule of Charges).

Processing Standards & Options

TOP's goal is to extract the maximum amount of the available oil present in the customer's fruit. Needless to say, fruit ripeness, variety, quality and many other environmental factors have the capacity to influence the achievement of this goal.

We use a food-grade talc to aid processing where fruit is in less than optimal condition e.g. not fully ripe or high moisture content, and have a temperature-controlled container to settle oil faster if desired (see our Schedule of Charges).

By prior arrangement, customers also have the option of adding approved natural infusion products, e.g. cut up lemons, to their fruit during the pressing process. These products will be weighed with olives and pressed at the end of the day and prior to a special wash down (which will attract an additional charge of \$200 spread across all infused pressings that day).



Please note – for plant operational efficiency, we cannot process at more than a ratio of 20% infusing material to olives. A handling fee will be charged if batch output is required to be racked off into small containers.

Fruit Supply Notification

(Formal Advice to Olive Suppliers under our Food Safety Plan)

Before fruit can be accepted for processing, you must comply with the following:

- 1 Notify us that you have fruit for processing and state expected harvesting date (see OLIVE HARVEST INFORMATION sheet).
- 2 You have read, understood and signed the SUPPLIER DECLARATION.
- 3 Quality of fruit supplied must be free of contamination such as: chemical residues, fungal spores, soil and stones, faeces of wild or domestic birds or animals, pathogenic organisms, bacteria, viruses or parasites.
- 4 Individual crates of produce are required to be labelled clearly with the following information:

Supplier's name

Grove (Source)

Fruit type

Harvest date

As a new service to customers TOP will provide pre-printed stick on labels to growers. Please provide on the Harvest Information Sheet the quantity of labels you estimate you will require (one per bin).

Our rationale for the above requests are:

- Site Operational Scheduling and ability to process on day of harvest
- Requirement under HACCP based generic ONZ Food Safety Programme / Code of Practice
- Control of food safety hazards from external sources.
- Product identification and traceability.

Thank you for your co-operation.



Oil Receptacles, Storage & Collection

Small Volume Oil Containers

TOP will accept only two types of container to receive a customer's oil – stainless steel and food-grade plastic – glass and other types of non-approved containers will be refused on food and/or workplace safety grounds – unless special arrangements have been made e.g. on-site bottling outside processing hours.

Receptacle cleanliness and hygiene are the customer's responsibility - please ensure each container has an efficient sealing device to retain the food-quality nitrogen that TOP adds to the oil after processing (to inhibit oxidation).

Important: TOP has a very limited supply of its own receptacles, so to avoid embarrassment can customers please ensure they have sufficient containers to receive the oil – we suggest you err on the optimistic side!

Customers providing smaller containers should aim to collect their oil from the press within 24 hours of processing as TOP has limited space available on site for long-term non-bulk storage.

High Volume Oil Storage

By prior arrangement, customers have the option of storing their oil on site in 500/1000-litre unicons or 200-litre drums, both with food-grade liners. TOP has a high-speed oil pump and replacement liners for those customers wanting on-site oil storage and management – see schedule of charges.

Subject to TOP's prior approval and compliance with its food safety/ HACCP plan, customers may use their own bulk receptacles.



Customer Protocols

Fruit Delivery, Oil Collection & Processing Records

Customers are responsible for unloading/checking weight of fruit and for uplifting oil, unless prior arrangements have been made for bulk deliveries & collection.

TOP records all the relevant processing data – date of processing, batch number, fruit variety & weight received, oil yield (by weight & %) and any other relevant factors. The key data is then noted on a TOP label affixed to the customer's container. Any post-processing testing is the customer's responsibility.

On-site Health & Safety

Customers are asked to observe all notices and respect all requests from staff, including instructions required under the Health & Safety in Employment Act.

Customers are welcome to stay and observe the olive pressing process if they wish – but from a safe distance. Floor markings and safety cones must be observed. Anyone entering the premises must sign in and wear a high visibility top. Visitors are responsible for their own safety.

Main hazards include moving conveyor belts, moving forklift, noise, and oil fumes when close to malaxing bins – eye and ear protection is recommended and are available for visitors' use along with high visibility vests. Customers are asked to exercise judgment in conversing with staff during processing – distraction can compromise quality and may lead to accidents.

Where customers enter the premises for processing purposes (e.g. introducing infusion material) they do so at their own risk and must comply at all times with TOP's Health & Safety requirements and standards.



Olive Industry Co-operation

In the interests of developing a viable New Zealand olive industry, TOP is keen to foster co-operative commercial relationships with other industry suppliers and purchasers, both for our own benefit and those of our customers.

However, to avoid any misunderstanding and minimise the potential for conflicts of interest, we need to stress that any involvement is limited to facilitation – we are happy to act as ‘go between’ for our customers and other businesses - but we are not agents and therefore cannot accept liability for the arrangements or transactions our customers and other businesses may enter into.



Terms of Trade

1. TOP will usually be open daily for business from 8.00am to 6.00pm during the processing season, with variable hours available according to processing demand.
2. Customers will book the arranged date and time of processing olives with TOP. Some flexibility may be required with processing times and dates.
3. TOP reserves the right to change any arranged processing dates and times, or hold over until the next processing day any olives delivered for processing, but will give Customers as much notice as possible of any change.
4. If Customers cannot meet the arranged processing dates and/or times, they must contact TOP prior to delivery. TOP will do its best to accommodate any changes.
5. TOP reserves the right to reject any olives delivered for processing if the olives are unsuitable for processing due to spoilage or contamination.
6. Customers will bring sufficient suitable containers (no glass) for oil collection at the time olives are delivered for processing.
7. Customers will be invoiced according to the weight and corresponding cost of each batch processed. Customers subsequently qualifying for a seasonal volume rebate will be refunded at the conclusion of the processing season and in any event no later than 30 September.
8. Unless alternative arrangements have been agreed to prior to processing, Customers agree to pay TOP, by cash, cheque or direct credit, all costs involved with processing their olives, prior to or upon collection of their oil.
9. TOP will comply with the highest standards applicable to the olive processing services. Please note however:
 - (a) Except as expressly otherwise provided above, all representations or warranties (statutory, express or implied) except any which may not lawfully be excluded, are expressly excluded.
 - (b) The Customer agrees for the purposes of the above that the olive processing services are provided to it for the purposes of business and accordingly the provisions of the Consumer Guarantees Act 1993 do not apply to the provision of such services.
 - (c) Under no circumstances will TOP or any of its officers, employees, contractors or agents be liable to the Customer in contract, in tort (including but not limited to negligence), in equity for breach of statutory duty or otherwise for loss (whether direct or indirect) of fruit, oil, profits, revenue, business, data or anticipated savings or for any indirect or consequential loss whatsoever.
 - (d) These provisions form part of the Terms of Trade which by supplying olives for processing the Customer agrees to.
10. For the avoidance of doubt, any insurance relating to the Customer's property including (but not limited to) olive fruit, olive oil, processing products and containers, will be the Customer's sole responsibility.



2014 Olive Harvest Information Sheet

Trade Name:

Contact Person:

Grove Address:

.....

Mailing Address:
(for invoicing)

.....

Phones:
(Home) (Work)

Mobile:

Email:

Harvest Forecast Info (optional):

1. Varietal no.of trees est. total weight (kgs)

2. Varietal no.of trees est. total weight (kgs)

3. Varietal no.of trees est. total weight (kgs)

4. Varietal no.of trees est. total weight (kgs)

5. Varietal no.of trees est. total weight (kgs)

6. Varietal no.of trees est. total weight (kgs)

Anticipated Harvest Start Date:

Pre-printed Labels – please specify quantity required

*Please detach this form and return ASAP to: **Bill Hey**
115 Riversdale Road
RD 2 Carterton
Email: bill@theolivepress.co.nz*



2014 Supplier Declaration Form

1. Supplier (fruit producer or purchaser)

.....
(Surname) (Given name) OR Business Name

2. Source of Supply

.....
(Grove name and location)

I/We declare that the following answers given are a true history of the management of the above mentioned grove.

3. Fertilizer History

Have any untreated organic fertilisers e.g. chicken or sheep manure etc. been applied since January 2014?

YES

NO (circle one)

If yes, please state.....

(what)

(when)

4. Spray History

Have any of the following spray groups been applied to any area of the above mentioned grove at any time during the 60 days prior to harvest?

Fungicides

YES

NO (circle one)

Pesticides

YES

NO

Copper

YES

NO

Stroby

YES

NO

Foliar Fertilizer

YES

NO

Other

YES

NO

If 'other', please state.....

(what)

(when)

Declaration

I/We accept responsibility for the above declarations and acknowledge that I/We have read and understand the Terms of Trade of The Olive Press Ltd and we accept them.

Signed..... Dated.....

Please return this form completed with, or prior to, fruit delivery to The Olive Press.



2014 Processing Rates/Schedule of Charges

2014 Pricing Policy Summary

Our per-kg processing prices for the 2014 processing season will again be held at the rates last set in 2011 (see table below) but with strong economic growth and rising inflation these are likely to move up next year. As an offset, our other rates (including the administration charge) have been increased to reflect cost increases already incurred and to establish a more realistic tariff for the services provided.

ALL RATES & CHARGES ARE EXCLUSIVE OF GST.

Processing

Batch Weight	Price Per Kg (plus GST)
Up to 999kgs	\$1.00
1000 – 1999 kgs	99¢ @ 1000 kgs proportionally reducing to 71¢ @ 1999 kgs
* 2 tonnes	72¢ @ 2 tonnes, proportionally reducing to 68¢ @ 2.999 tonnes
* 3 tonnes	67¢ @ 3 tonnes, proportionally reducing to 63¢ @ 3.999 tonnes
* 4 tonnes	62¢ @ 4 tonnes, proportionally reducing to 58¢ @ 6.999 tonnes
* 7 tonnes	57¢ @ 7 tonnes, proportionally reducing to 53¢ @ 9.999 tonnes
* 10 tonnes	52¢ @ 10 tonnes, proportionally reducing to 48¢ @ 14.999 tonnes
* 15 tonnes	47¢ @ 15 tonnes, proportionally reducing to 43¢ @ 19.999 tonnes
* 20 tonnes	42¢ @ 20 tonnes, proportionally reducing to 38¢ @ 24.999 tonnes
* 25 tonnes	37¢ @ 25 tonnes, proportionally reducing to 33¢ @ 49.999 tonnes
+* 50 tonnes	32¢ @ 50 tonnes, proportionally reducing to 30¢ @ 99.999 tonnes
+* 100 tonnes	29¢ @ 100 tonnes and above

* Customers who process more than 2 tonnes for the season will be charged a flat rate according to seasonal throughput rather than individual batch weights, subject to minimum batch weights of 700 kgs. (A batch is defined as the total amount of fruit available for continuous processing in a single day, including any fruit held over from the previous day's delivery). Customers qualifying for a seasonal volume rebate will have such rebate refunded after the conclusion of the processing season and in any event no later than 30 September 2014.

+ Minimum of 5 tonnes per daily batch required to qualify for 50-tonne rate; minimum of 10 tonnes to qualify for the 100-tonne rate.

Administration Charge – \$35.00 per batch.



Other Services

Pre-processing Fruit Cleaning – where necessary to remove debris, foreign objects etc – at a rate of \$125 per tonne.

CHEP SB1 Shuttle Bins – \$15.00 per hire, per day.

Oil Bladders – 200 litre top fill and 200/1000 top & bottom fill (Bill to advise).

Talc & Enzymes – if required or requested (Bill to advise).

Adding Approved Natural Infusion Material – \$200 wash down charge per day.

Bottling, Storage & Racking off –

- Containers, bottles, boxes etc - \$208.00 per cubic metre per annum
- Oil storage in heated facility - \$2.00 per cubic metre per day
- Racking off - \$65.00 per hour
- Bottling set up and clean down - \$75.00; bottling 75¢ per bottle

Fruit Assessment – \$75.00 plus mileage.

Truck hire – by arrangement (contact Bill).

Call-out Charge – \$150.00 per call-out outside the processing season; and outside standard operating hours during the processing season.

Payment Terms

Invoices and/or a detailed processing data sheet will be generated at the time of processing or supply of other services or soon after. TOP requires payment by cash, direct credit or cheque prior to collection of oil, unless alternative arrangements have been made.

Oil processing accounts remaining unpaid after 31 August 2014 will incur an interest charge of 1.75% per calendar month until paid; after 31 December 2014, oil may be sold to recover unpaid accounts plus interest.

Invoices for other services are payable by 20th of the month following. Interest as above and any costs to recover unpaid accounts will be charged thereafter.