



The Olive Press

14 Arbor Place

Greytown 5794

www.theolivepress.co.nz

**2016 Season
Olive Processing
Handbook**



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The Olive Press – Essential Information

Location

14 Arbor Place (off Bidwills Cutting Road)
Greyytown 5794

Operating Hours

Normal operating hours are usually 8am to 6pm on processing days.
Other hours by prior arrangement only and subject to confirmed bookings.

Contact Details

Bookings	Bill Hey	(027) 271 6949 bill@theolivepress.co.nz
Operations	Bill Hey	(06) 379 9082 (027) 271 6949 bill@theolivepress.co.nz
Managing Director	Bruce McCallum	(021) 537 680 bruce@theolivepress.co.nz

Essential Steps

The four key tasks that customers should be planning to do very soon are:

1. Get their grove(s) ready – page 5
2. Book the press – page 6
3. Send us Harvest Info & Supplier Declaration Forms – pages 6, 14 & 15
4. Ensure you co-ordinate your harvesting between the contract harvester (if you are machine harvesting) and the press - do not leave this to chance.



Standards & Certification

Processing Standards

This is TOP's fifteenth 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 and April 2016 in Auckland. TOP's Managing Director Bruce McCallum also attended the 2016 course.

Food Safety/HACCP Programme

TOP's last audit was completed and certified on 7 August 2015. Relevant certificates from Assured Audits New Zealand Ltd and the Ministry of Primary Industries can be viewed on the company's website.

Customers are advised to familiarise themselves with the new requirements under the Food Act 2014, which came into effect on 1 March 2016. This law affects all sellers of food products.

Food Standards Regulations

Growers are required to comply with the current version of the New Zealand (Maximum Residue Limits of Agricultural Compounds) Food Standards:

<http://www.foodsafety.govt.nz/elibrary/industry/mrl-agricultural-compounds-amdt-2013.pdf>



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 oil/moisture content in their fruit can send 250gm samples to a 'near infrared analysis' testing facility at Matapiro Olives in Hawkes Bay. 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 the season typically runs from May to August, we still operate on a 'demand' basis only – if there are no bookings, the plant will not be open. At the peak of the season, there may be two mechanical harvesters working our region, which means the harvest will require careful planning and co-ordination. For both these and other reasons, it is essential to book. Without a booking, processing will be delayed.

To assist planning, customers should advise their harvest estimate and timing, together with any special process needs, by sending Bill the Olive Harvest Information sheet as soon as possible - see page 14.

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, so don't leave this 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 15) is not completed in full, signed and provided with the fruit at the time or 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 **[ESSENTIAL STEP #4]**

With a cropping rate of 60+ trees per hour, customers need to be organised when using a mechanical harvester – you should have 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 (bins supplied by TOP are only available to customers utilizing TOP's processing facilities).

Important:

- i) Under the new Health and Safety at Work Act 2015 (effective 4 April 2016), olive groves are workplaces – so keep plenty of protective gear handy, including hats, boots, gloves and ear muffs/plugs – you are obliged to have and comply with any Health & Safety plan.
- ii) 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.



Fruit Containers, Fruit 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).

Fruit Storage (prior to processing) & 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 bookings, 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 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 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

To assist customers, TOP will provide pre-printed stick-on labels. Please specify 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;
- Requirements under our HACCP-based Food Safety Programme and Code of Practice;
- Control of food safety hazards from external sources; and
- 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 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!

Unless prior alternative arrangements are made, customers are required to collect their oil from the press within 24 hours of processing. After 24 hours, oil will be transferred to bulk oil storage and storage charges will start accruing.

Bulk 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 - see Schedule of Charges.



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 at Work Act 2015.

Unless specifically authorised by the Operations Manager, there can be no access by customers to the processing area. 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, slippery floor 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 are authorised to 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.



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, as per TOP's Processing Rates and Schedule of Charges.
8. Unless alternative arrangements have been agreed to prior to processing, Customers agree to pay TOP, by cash, EFTPOS, 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. TOP does not insure customers' oil, containers, or other property.



2016 Olive Harvest Information Sheet

Customer Number: (where existing customer)

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**
14 Arbor Place
Greytown 5794
Email: bill@theolivepress.co.nz*



2016 Supplier Declaration Form

1. Supplier (fruit producer or purchaser)

.....

2. Source of Supply

.....

(Grove name and location)

Declare that the following answers given are a true history of the management of the above mentioned grove.

3. Spray History

Have any of the following spray groups been applied to any area of the above mentioned grove at any time during the **15 days** prior to harvest?

<i>Fungicides</i>	YES	NO (circle one)
<i>Pesticides</i>	YES	NO
<i>Copper</i>	YES	NO
<i>Stroby</i>	YES	NO
<i>Foliar Fertilizer</i>	YES	NO
<i>Other</i>	YES	NO

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

.....

(what)

(when)

Note: we confirm that we keep a spray diary which is available upon request for inspection. We acknowledge that we must respect the Maximum Residue Limits of Agriculture Compounds:

<http://www.foodsafety.govt.nz/elibrary/industry/mrl-agriculture-compounds-amdt-2013.pdf>

Declaration

I accept responsibility for checking the condition of the processed oil upon collection from The Olive Press Limited. I understand that no responsibility will be taken by The Olive Press Limited for product damaged or contaminated once it leaves the processing plant. I confirm I have examined the oil and that I am satisfied with its condition.

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

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



2016 Processing Rates/Schedule of Charges

2016 Pricing Policy Summary

To ensure a viable business and provide local growers and producers with a sustainable processing facility into the future, it has been necessary to revise our volume rates for the coming season.

We have also endeavoured to simplify our processing rates by reducing the pricing scales to only six bands. This will enable TOP to charge the appropriate band rate according to the customer's estimated seasonal throughput, and remove the need for seasonal rebates, which have been administratively complex and time-consuming. Where throughput is over-estimated, the rates can be adjusted at the end of the season.

ALL RATES & CHARGES ARE EXCLUSIVE OF GST.

Processing

Net Fruit Weight	Price Per Kg (plus GST)
Up to 999kgs	\$1.00
1 – 4.99 tonnes	85¢
5 – 9.99 tonnes	70¢
10 – 24.99 tonnes	60¢
25 – 49.99 tonnes	50¢
50 tonnes plus	40¢

Note 1: Customers will be charged a rate according to their estimated seasonal throughput rather than individual batch weights, subject to minimum batch weights of 400 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.*)

Note 2: Where seasonal throughput is less than estimated, customers will be charged at season end for any rate difference that may occur e.g. an estimated harvest of 12 tonnes originally priced at 60¢ per kg would all be charged retrospectively at 70¢ per kg if the actual seasonal throughput turned out to be only 9 tonnes.

Note 3: Minimum of 5 tonnes per daily batch required to qualify for 50-tonne rate.

Note 4: Batches will be charged and customers invoiced in indivisible units as per their status as growers or producers, not on the basis of any external branding or marketing or administrative arrangements.

Administration Charge – \$35.00 per batch.

Storage post-processing – refer pg17 for terms; “Other Services” for bulk storage rates.



Other Services (Exclusive of GST)

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.

Storage – Bulk oil and other items - 86¢ per cubic metre (or part c/m) per day

Bottling & Racking off - Set up and clean down - \$75.00; bottling 75¢ per bottle
- Racking off - \$65.00 per hour

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.

Contracting Services – \$65.00 per hour.

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, EFTPOS, direct credit or cheque prior to collection of oil, unless alternative arrangements have been made.

Oil processing accounts remaining unpaid after 31 August 2016 will incur an interest charge of 1.75% per calendar month until paid; after 31 December 2016, 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.