



The Olive Press

14 Arbor Place

Greytown 5794

www.theolivepress.co.nz

2019

**Olive Processing
& Oil Production
Handbook**



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The Olive Press – Key Information

Location

14 Arbor Place (off Bidwills Cutting Road)
Greytown 5794

Press Operating Hours

- Normal operating hours will be **8am to 6pm** on processing days during the harvest season (approximately late May to early August)
- Other hours **by prior arrangement only**.
- **No** casual processing - the press will **not** open unless it is booked.
- We will be closed from time to time during the season for essential cleaning and maintenance.

Contact Details

Chairman - bookings & customer liaison

Rod Lingard, phone (027) 443 5996, email rod@theolivepress.co.nz

Operations Manager - on-site production co-ordination

Garry Lingard, phone (021) 275 4262, email garry@theolivepress.co.nz

Essential Steps

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

1. Get your grove(s) ready – page 5
2. Book the press – page 6
3. Send us Harvest Information Sheet & Supplier Declaration Forms – pages 6, 14, 15 (and available on TOP's website).
4. If you are machine harvesting, contact Rod to co-ordinate your harvesting with the press booking - do not leave this to chance.



Operations & Certification

2019 Olive Harvest & Processing Teams

Welcome to TOP's eighteenth consecutive harvest. This year our teams will be involved in harvesting and processing fruit from a range of growers and other customers spanning the lower half of the North Island and Marlborough.

Our mechanical harvester (supplied courtesy Olive Contractors Ltd) will be operated by TOP's Grove Manager, **Zach Pattie**, with **Andrew Priddle** (Wairarapa Olive Harvesting) co-ordinating all our harvesting requirements.

TOP's olive processing & oil production team for this year will comprise:

- **Pablo Voitruk** - international EVOO consultant, master oil-maker & judge
- **Garry Lingard** - Operations Manager
- **Dan Taylor** - Processing Manager (new)
- **Richard Hunt** - Press Operator

Food Safety Programme - NP3 Registration

TOP is fully certified and compliant with all food safety requirements. The relevant certificate from South Wairarapa District Council (delegated authority from Ministry for Primary Industries) can be viewed on the company's website: http://www.theolivepress.co.nz/wp-content/uploads/2019/02/TOP-Food-Act-NP3-Registration_Feb-2019.pdf

Maximum Residue Levels

Customers are reminded that any fruit presented for processing **must** comply with the *Ministry for Primary Industries Food Notice - Maximum Residue Levels for Agricultural Compounds*, dated 5 December 2018:

<https://www.mpi.govt.nz/dmsdocument/19550-maximum-residue-levels-for-agricultural-compounds>



Pre-harvest Assessment & Planning

Olive Fruit Assessment

Fruit assessment is important for customers to know when to book the press according to their preferred flavour profiles and oil yield. While this task is the customer's responsibility, TOP can help those seeking assistance in assessing optimum ripeness and ideal harvest conditions and timing for their olive varieties.

Please contact Rod if you would like TOP's visiting international olive consultant Pablo Voitzuk to conduct an on-grove assessment.

Near Infrared (NIR) Analysis of Fruit

Customers wanting to scientifically test their fruit for optimum ripeness - oil and moisture content, oil/dry matter ratio, and expected oil yield - should approach Matapiro Olives in Central Hawkes Bay, by contacting Simon Arthur at email simon@matapiro-olives.com or phone 027 303 9897.

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

Material Other than Olives (MOO) - excessive leaf, twigs, stones, pine needles, plastic irrigators, various metal objects and other contaminants – all still seem to find their way into the system despite screens, blowers and washers deployed at various stages throughout the process.

To protect TOP's equipment and processing standards, and maintain the integrity of customer's fruit and oil quality, it is important these unwelcome nasties are kept out of the system by giving the grove a good once-over prior to harvesting.

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



Booking the Press **[ESSENTIAL STEP #2]**

Although the season typically runs from late May to early 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 will be two mechanical harvesters working our region, which means the harvest will require careful planning and co-ordination.

To assist planning, customers must advise their **harvest estimate** (by volume with a plus-20% leeway) and their preferred **delivery date/time** by sending Rod the **Olive Harvest Information sheet** (page 14 or website download) and ideally as soon as possible to secure a preferred harvest/processing slot. Don't risk compromising fruit and oil quality - **it is essential to accurately assess your fruit and book the press early!**

Customers must **book directly with Rod**, and then **confirm their booking the day before delivery**. While TOP will always endeavour to accommodate any subsequent changes by customers, these cannot be guaranteed.

Frosted fruit will be given precedence ahead of other bookings but **only** if:

- i) The grower is a customer that already has a prior booking; **and**
- ii) The frosted fruit in question is not damaged (if so, it will be rejected).

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 NP3 Food Safety registration.

If the Supplier Declaration Form (see page 15 or download) is not completed in full, signed and provided with the fruit prior to or at the time of delivery to the press, the fruit may be rejected or not pressed at that time. TOP will not accept any responsibility for the fruit in these circumstances.



Olive Harvest

Mechanical Harvesting **[ESSENTIAL STEP #4]**

With a cropping rate of 60+ trees per hour, customers need to be organised when hiring a mechanical harvester – trees should be selected and fruit bins at the ready, all by the time the harvester arrives (bins supplied by TOP are **only** available to customers sending their fruit to TOP's processing facilities).

Customers wanting mechanical harvesting must advise Rod when booking the press so harvest dates and timing can be confirmed with Andrew - see weblink below for his harvester rates and charges:

<https://www.wairarapaoliveharvesting.nz/olive-harvesting-pricing.pdf>

Hand Harvesting

Picking by hand is useful when faced with 'sticky' fruit, trees too closely spaced or on steep inclines, while some customers prefer not to mechanically harvest.

However, hand harvesting is time-consuming and wet olives cannot be held for long plus mud on olives (from nets) can survive fruit washing at the press thus compromising oil quality - so please plan well ahead if utilising this method.

Customers wanting help with hand harvesting should contact Rod as TOP is trialling a harvest team this year with branch shakers, flappers and nets.

On-Grove Workplace Health & Safety

Important:

- i) Under the Health and Safety at Work Act 2015, olive groves are workplaces – so customers keep plenty of protective gear handy, including hats, boots, gloves and ear muffs/plugs – if you employ or contract people to work on any grove you are responsible for, then you are obliged to have an on-grove Health & Safety plan and comply with it at all times.
- 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 or something similar 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 Rod*** - see Schedule of Charges.

Customers with smaller crops will find the 15kg ventilated stacker crate or something similar very effective, but please note - ***customers are responsible for unloading their fruit at the press into TOP shuttle bins, and labelling it - TOP will supply the labels if requested.***

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) & Delivering 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.

Depending on time of delivery, our aim is to process fruit the same day or at the very most, no later than the next processing day. However, this cannot be totally guaranteed. Accordingly, customers should take into account the potential overall fruit hold time when making a booking.

Getting the fruit to the press remains the customer's responsibility – please ensure fruit volume is no more than 20% above estimate; is covered in transit (especially on dusty gravel roads); and is delivered on the right day and time, otherwise the fruit may be rejected or held over to another day and time at the customer's risk.



Fruit Presentation & Processing

Fruit Standards & Receiving

All our customers understand that clean, ripe fruit usually delivers the best quality oil and yield. Fruit that's unripe, 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 damaged or diseased fruit.**

The press can handle some leaf and twig but excess amount can taint the oil and affect yield and quality. Mud, particularly from heavy clay soils, can also taint the resulting oil. These factors should be managed in-grove during harvest, and is essential where a food safety plan applies. **A cleaning charge may be levied for pre-pressing fruit cleaning** - see Schedule of Charges.

All fruit delivered to TOP for processing **must** be properly receipted by Garry, our Operations Manager, who will record the following data:

- Customer name and grove/supplier location
- Olive varieties and total fruit weight (including bins)
- Condition and temperature of fruit upon arrival
- Any processing or oil storage specifications (including oil receptacles)

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 approved talcs and enzymes (at no cost to customers) to improve oil yield where fruit condition is less than optimal e.g. high moisture content. Staff can upon request provide customers with information regarding these products.

These products have no impact or effect on the resulting oil and have been endorsed by the International Olive Oil Council for use in the production of Extra Virgin Olive Oil. Customers should advise us beforehand however if they prefer us not to use talcs or enzymes.



By prior arrangement, customers can opt for *agrumato* processing - supplying approved natural products e.g. cut-up lemons for TOP to add during pressing. These products will be weighed with fruit and pressed at the end of the day prior to a special wash down, which will attract an additional charge of \$300.

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 Customers]

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 volume of fruit and harvesting date (see **OLIVE HARVEST INFORMATION SHEET**).
- 2 Provide evidence of NP1/NP3 food safety registration, where applicable.
- 3 Confirm you have signed the **SUPPLIER DECLARATION FORM**.
- 4 Declare that fruit supplied is 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.
- 5 Ensure individual crates or bins of fruit are labelled clearly with the following information:
 - *Customer's name*
 - *Customer/supplier grove (fruit source)*
 - *Olive cultivar (fruit variety)*
 - *Harvest date*

To assist customers, TOP will provide pre-printed labels. **Please specify on the Olive 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;
- Compliance with our NP3 Food Safety Programme and Code of Practice;
- Control of food safety hazards from external sources; and
- Product identification and traceability.



Oil Containers, Collection & Storage

Oil Containers

TOP will accept only two types of container to receive a customer's oil – stainless steel and food-grade plastic jerry can or liner– ***glass and other types of non-approved containers will be refused on food and workplace safety grounds.***

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).

As TOP has a limited supply of small containers for sale, customers ***must*** ensure they have sufficient receptacles to receive the predicted amount of oil, to avoid embarrassment. ***In the event of the customer having unsuitable, unclean or insufficient containers, TOP will substitute (and charge for) the appropriate size and number of food-grade plastic jerry cans.***

For volume producers, we have our own 200-litre drums and 1000-litre pallecons available for a one-time hire fee plus storage if kept on site (these are not for sale and are to be returned) plus approved premium quality food-grade liners which are for sale- see Schedule of Charges.

Unless held by prior arrangement, customers are required to collect their oil from the press as soon as possible. Any oil not uplifted by 31 August 2019 will be transferred to bulk oil storage and charges will start accruing from that time.

Bulk Oil Storage

Customers have the option of renting space to store their oil on site in 1000-litre pallecons or 200-litre drums, both with approved liners. TOP also 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 inspection and approval (for compliance with its food and workplace safety plans), customers may use their own or independently-hired bulk oil containers.



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.

Fruit delivered for processing must be properly receipted, otherwise it cannot be pressed.

TOP records all the relevant processing data – date received, date of processing, batch number, fruit variety & weight received, oil yield (by weight & %) and any other relevant factors. This is recorded on a TOP label affixed to the customer's container and invoice.

While post-processing testing is the customer's responsibility, TOP can assist with the collection and preparation of sample bottling if requested at time of fruit delivery.

On-site Health & Safety

Customers are asked to observe all notices and respect all requests from staff, including instructions issued by them under the Health & Safety at Work Act.

Unless specifically authorised by the Processing Manager, customers must not access the processing area. Anyone entering the premises must sign in and wear ear plugs, hi-viz vest and safety glasses. Visitors are responsible for their own safety and floor markings/safety cones must be observed.

Main workplace hazards include moving conveyor belts, moving forklift, noise, slippery floor and oil fumes when close to malaxing bins – ***we repeat: eye/ear protection is essential and is available for visitors' use along with hi-viz vests.*** Customers are asked to exercise judgment in conversing with staff during processing as distractions can compromise quality and may lead to accidents.

Where a customer is authorised to enter the premises for processing purposes (e.g. agrumato pressing) 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 for delivering olive fruit to be processed by TOP. Some flexibility may be required with processing times and dates.
3. TOP reserves the right to change any booked 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 fruit delivery dates and/or times or if fruit volumes differ by more than 20% of the initial booking, they must contact TOP prior to delivery. TOP will do its best to accommodate any changes.
5. Customers will deliver fruit to TOP in suitable bins clearly marked with the customer's name and olive fruit varieties. TOP reserves the right to reject any olives delivered for processing if the olives are unsuitable for processing due to spoilage, disease or contamination.
6. Customers will bring sufficient suitable containers (no glass) for oil collection at the time olives are delivered for processing. These must be clearly marked with customer's name and assigned oil varieties, where required.
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 are made to prior to processing, Customers agree to pay TOP, by cash, EFTPOS, cheque or direct credit, all costs involved with processing olives and storing oil, prior to or upon collection of their oil or within 7 days, whichever is sooner.
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) By supplying olives to TOP for processing, the Customer agrees to and accepts these Terms of Trade.
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.



2019 Olive Harvest Information Sheet

Customer Number: (where existing customer)

Trade Name:

Contact Person:

Grove Address:
.....

Email Address:
(for invoicing)

Phones:
(Home) (Mobile)

Food Safety Licensor: (local authority)

Site Registration Number: (for NP1/NP3 suppliers)

Harvest Forecast Information:

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 print/scan this form and email ASAP to: Rod Lingard
PO Box 137
Greytown 5742
Email: rod@theolivepress.co.nz*



2019 Supplier Declaration Form

1. Supplier (fruit grower or purchaser)

.....

2. Source of Supply

.....

(Grove name and location)

3. Food Safety Site Registration Number

.....

(NP1 or NP3 level applicable to customer grove or fruit supplier)

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

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 **15 days** prior to harvest? (**circle one**)

<i>Fungicides</i>	YES	NO
<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)

Declaration

I/we confirm that where we keep a spray diary, it is available upon request for inspection.

I/we confirm that we comply with the Maximum Residue Levels for Agriculture Compounds.

I/we accept responsibility for checking the condition of the processed oil upon collection from TOP. I/we understand that no responsibility will be taken by TOP for product damaged or contaminated once it leaves the processing plant. I/we confirm that we have read and accepted TOP's Terms of Trade, as per the company's website.

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

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