

**COPAIN CUSTOM CRUSH, LLC**

**OPERATING PROCEDURES & PROTOCOLS**

REV 1.3

## **I. Grape Arrival**

### **A. Days and Hours**

- 1) Copain Custom Crush (CCC) accepts fruit delivery Monday through Saturday from 8:00am to 4:00pm.
- 2) Any fruit delivered outside of these working hours is subject to refusal unless special arrangements are made with the Arrival and Processing Coordinator (APC).
- 3) Deliveries will not be accepted on FSundays unless special arrangements have been made with the APC and the Weigh Master.

### **B. Picking Bins**

- 1) CCC accepts bins in the size range of ¼ ton to 1 ton macro plastic picking bins.
- 2) Picking Bins out side of this size range and made by other producers must be pre-approved by the winemaking staff.
- 3) Bins *without* rotator bars are not recommended. Use of a “stinger” to dump these bins inflicts damage to the bins through normal use. CCC is not responsible for any damage to the bins as a result of using the “stinger”.
- 4) Wooden apple bins are not accepted by CCC.
- 5) All Bins must be clearly marked with the owner’s name.
- 6) Pear bins with plastic bag liners are not recommended and are subject to a disposal fee if additional disposal over our standard pickups is required.

### **C. Storage**

- 1) CCC does not provide space for Bin storage.
- 2) After use, Bins will be rinsed with hot water stacked and readied for shipment.
- 3) Bins must be shipped out within 5 days of initial fruit delivery.

### **D. Order of Processing**

- 1) Fruit is processed in the order in which it was received.
- 2) Until time of processing, the bins will be stored in a cool room (as space provides) that is set between 55-60° F.

### **E. Scheduling**

- 1) There is a grape arrival calendar in the office space at CCC.
- 2) All winery representatives are required to use this calendar to record expected delivery dates.
- 3) Please record a guestimate one month in advance and then constantly refine the guess as you move closer to your actual harvest date.

## **F. White Grapes for Pressing**

- 1) White grapes for direct press will be treated in a different system than red grapes to allow simultaneous processing.
- 2) One of two presses **must** be reserved in advance of grape arrival. Grapes with an unreserved press will be placed at the end of the line and processed after all reserved loads have been processed.

## **II. Crushing and Pressing**

### **A. White Grapes**

#### **1) Sorting**

- A. White grapes will NOT be sorted prior to pressing unless prior arrangements are made with the APC. If grapes need to be sorted, sorting is the responsibility of the client. CCC will only provide staff to manage bringing in loads at the front end of the sorting table and handling bins and stems at the back end, along with grape dumping into press. The actual sorting must be done by the client. Client must provide sufficient staff at the sorting table to ensure that a sort rate of no less than 4 tons of fruit per hour.

#### **2) Pressing**

- A. A press must be reserved at the same time the fruit is scheduled for delivery
- B. A "Press" calendar will be available in the office area of CCC.
- C. Any fruit that arrives past the half way point of a reserved press time will be postponed until the next available opening.
- D. Press programs are fully customizable. Any custom program must be delivered to the Arrival & Processing Coordinator ( APC ) at least 24 hours in advanced.

#### **3) Settling**

- A. Settling may be done at the winemaker's discretion.
- B. Community tanks may be available for use if scheduled through the Harvest Enologist.
- C. Settling tanks are at a premium and must be used accordingly.

#### **4) Barreling**

- A. Barreling down from settling tanks should be conducted early in the morning or in the afternoon.
- B. Space must be provided for the storage in incoming fruit.
- C. This operation must be scheduled with the APC.

### **B. Red Grapes**

#### **1) Sorting**

- A. Equipment is provided for hand sorting of all red grapes.
- B. CCC staff will assist the sorting process by loading the sorting table, operating the machinery, and filling the tanks.

- C. All sorting activities will be provided by the individual clients. Sufficient staffing must be provided by the client to ensure that we can sort fruit at no less than 4 tons per hour.

## **2) Stemming/Crushing**

- A. Crushing protocols must be turned into the APC 24 hours in advance using **form 03SCP**.
- B. If no orders are submitted, grapes will be processed in the same fashion as the last order submitted by the winery.
- C. Any last minute changes in protocol will be subject to the APC's approval and may forfeit the wineries position in the queue.

## **3) Transfer to tank**

- A. After crushing grapes are dumped by forklift in to the appropriate tank.
- B. The freshly crushed grapes will be protected with Dry Ice and the tank will be covered after all of the grapes are in tank.

## **4) T-Bins**

- A. The use of T-Bins for fermentation will only be used in the event of limited tank capacity for a lot.
- B. T-Bins will be stored in a place deemed reasonable by CCC.
- C. The storage area for T-Bins may include an outside area. T-Bins may be removed to an outside area during the work days and returned at night before closing.
- D. CCC strongly discourages the use of T-Bins.
- E. All T-Bin use must be approved by the CCC staff.

## **5) Additions**

- A. Any additions to be made at crushing should be included on **Form 03SCP**.

## **6) Pressing**

- A. Pressing must be scheduled on the Press calendar
- B. Pressing reservation will be confirmed 24 to 48 hours in advance by the APC.
- C. If the press is not loaded in time to allow pressing, unloading and cleaning before the next scheduled appointment, your time will be canceled.
- D. All pressing rules are strictly enforced by the CCC staff.
- E. The press rules are outlined in **Form 03PRR**.

# **III. Fermentation**

## **A. White Grapes**

### **1) Fermentation monitoring**

- A. White fermentations conducted in barrels will be monitored using brix by hydrometry.
- B. Each lot will be split into smaller sub lots depending on the overall number of barrels.

- C. Each subplot will be monitored on a rotating basis.
- D. A subplot will be monitored every other day Monday through Saturday.

## 2) Acid Additions

- A. Acid additions will be made as specified on the **Form 03FPP**.
- B. CCC provides up to 6g /L of Tartaric acid.
- C. A Cost + 15% service charge will be assessed for adds over the designated rate.
- D. All acid additions that are performed by client must still be documented using Form 03FPP.

## 3) Nutrient additions

- A. Nutrient additions will be made as specified on the **Form 03FPP**
- B. CCC provides up to 6lbs/1000G of Superfood per lot
- C. CCC provides up to 6lbs/1000G of DAP per lot
- E. A Cost + 15% service charge will be assessed for adds over the designated rate.
- F. All nutrient additions that are performed by client must still be documented using Form 03FPP.

## 4) Inoculations

- A. Inoculations of primary fermentation will be made as specified on **Form 03FPP**.
- B. CCC provides up to 25g/HL of yeast. Please see Form **03YAG**.
- C. A Cost + 15% service charge will be assessed for adds over the designated rate.

## 5) Malolactic Fermentation

- A. Inoculations of secondary fermentation will be made as specified on **Form 03FPP**.
- B. CCC does NOT provide cultures for ML Fermentation.
- C. Client will be charged cost +15% for all ML inoculations.

## 6) Topping Barrels

- A. Barrels will be near topped within one week of the fermentation reaching 3° Brix.
- B. Barrels will be fully topped within one week of the end of fermentation.

# B. Red Grapes

## 1) Fermentation monitoring

- A. Fermentations will be monitored 6 days a week once per day using hydrometer and temperature.

## 2) Acid Additions

- A. Same as White grape program.

## 3) Nutrient additions

- A. Same as White grape program.

#### **4) Inoculations**

- A. Same as White grape program.

#### **5) Water Additions**

- A. Water additions may be added at the winemaker's discretion.
- B. Purified water will be available at a Cost +15% charge.
- C. Arrangements for use of bottled water must be made through the Harvest Enologist (H.E.) at least 48 hours in advance.

#### **6) Malolactic Fermentation**

- A. Inoculations of secondary fermentation will be made as specified on **Form 03FPP**.
- B. CCC does NOT provide cultures for ML Fermentation.
- C. Client will be charged cost +15% for all ML inoculations.

#### **7) Cap Management**

- A. The cap will be worked up to two times per day as specified on the **Form 03FPP**.
- B. Pump-overs will not exceed 20 minutes.
- C. This schedule will be carried out 7 days per week.

#### **1.**

- F. Pressing must be scheduled on the Press calendar
- G. Pressing reservation will be confirmed 24 to 48 hours in advance by the APC.
- H. If the press is not loaded in time to allow pressing, unloading and cleaning before the next scheduled appointment, your time will be canceled.
- I. All pressing rules are strictly enforced by the CCC staff.
- J. The press rules are outlined in **Form 03PRR**.

### **IV. Work Areas, Aging, Racking, Storage**

#### **A. Work Areas**

##### **1. Designated Work Areas.**

- A. There are four designated work areas available for scheduled work time
- B. Please refer to the Facility map for a diagram of each work area.
- C. All work must be scheduled in advance using form **03WOR** and turning it in to the winemaking staff.
- D. No work is to be performed outside of the designated work areas.

##### **2. Alternating Proprietorships**

- A. Clients with an alternating proprietorship must follow the procedure in Section IV.A.1.
- B. They must also fill out Form 03APL before entering the AP area and upon exiting the AP area.

## **B. Barrel Aging**

### **1. Topping**

- A. Topping schedules should be determined with the CCC winemaking staff.
- B. CCC will top on a 2 week rotation schedule
- C. More frequent topping must be approved by the winemaking staff.
- D. All on-going activities performed by CCC must be clearly specified in a written protocol.

### **2. Topping Wines**

- A. All topping wines must be clearly marked with year, lot#, varietal, and wineries name.
- B. All topping wines should be contained in ½ ton picking bins and should be stored on the racking unit in Barrel room A.
- C. If room is not available on the rack, the bins should be stored in the rows assigned to the client.

### **3. Stirring**

- A. Barrel stirring schedules should be established with CCC winemaking staff.
- B. CCC will stir barrels on a 2 week rotating schedule.
- C. More frequent stir programs must be approved by CCC winemaking staff.
- D. All on going activities performed by CCC must be clearly specified in a written protocol.

### **4. Environmental Conditions**

- A. All tank rooms are kept at ambient temperature. There is no cooling or heating in these rooms.
- B. Barrel rooms are cooled and humidified. Temperatures are kept between 55° and 60°F. Humidity is kept between 75% and 80%.
- C. The humidification and cooling units are locked and can only be adjusted by CCC Staff.

### **5. Additions**

- A. CCC will perform post fermentation additions based on written protocols submitted by the clients winemaker.
- B. Use form 03ARF to schedule additions and submit form to the CCC Winemaker.

## **C. Racking Procedures**

### **1. General**

- A. CCC provides a total of three rackings per lot of wine.
- B. Subsequent rackings are subject to a service charge.
- C. As outlined in Sections IV.C.2 and IV.C.3, different styles of racking will affect a clients total number provided by CCC.

## **2. Bulldog**

- A. Bulldog rackings performed by CCC will count as two rackings towards the allocated amount.
- B. Additional bull dog rackings will be provided for a service charge.
- C. Clients performing their own work will be allocated two rackings with no inert gas charges. The cost of gas + a 15% service charge will be applied on all subsequent rackings.

## **3. Air Pump**

- A. Air Pump rackings performed by CCC will count as one racking towards the allocated amount.
- B. Additional Air Pump racking will be provided for a service charge.
- C. Clients performing their own work are unrestricted in the number of air Pump racking they conduct.

## **4. Lees**

- D. All lees will be disposed of unless specific orders indicated treatment otherwise.

# **D. Storage**

## **1. Empty Barrels**

- A. Empty barrels are to be stored in the clients designated rows.
- B. No barrels are to be stored outside of the facility.

## **2. Picking Bins**

- A. Picking bin storage is no longer provided by CCC.
- B. All picking bins must be stored off site.
- C. All clients will be given one months notice when this clause goes into effect.
- D. Picking bins left by growers will be assessed a storage charge of \$10.00/bin/month. After two months time, the bins will be classified as abandoned and sold to pay off storage fees.

## **3. Miscellaneous**

- A. CCC provides storage for barrels and topping wine only.
- B. All other items must be stored off site at the owner's expense.
- C. There is a small amount of onsite storage that can be leased upon request.

# **V. Fining, Filtering, Stabilization & Bottling**

## **A. Fining**

### **1. Services**

- A. CCC provides fining services upon request.
- B. Fining agents will be billed to the client at a rate of Cost +15%.



- C. Use form 03FFR to schedule finning activities.

## **B. Filtration**

### **1. Modular filter**

- A. CCC will perform Filtrations using a Filtrox 16" Discostar40 modular filter system.

### **2. Operation**

- A. Filtration counts as one racking against the allocated amount in Section IV.C.1. This is not including the initial racking to tank.
- B. Use Form 03FFR to schedule filtrations.

### **3. Cost**

- A. The client is responsible for the cost of the Filter module.

### **1. Fees**

- A. A per day fee in the amount of \$ 17.50 will be assessed to clients cold stabilizing wine in tank.

## **C. Bottling**

### **1. Scheduling**

- A. CCC provides bottling services on a first come first serve basis.
- B. Use form 03BRF to schedule bottling dates.

### **2. Fees**

- A. Fees are assessed on a per case basis.
- B. There is a \$500.00 minimum for small lot bottlings.
- C. The client will provide labor, and all necessary supplies to facilitate the bottling.
- D. CCC will supply a Bottling Line technician to set up, run, and supervise the bottling.

### **3. Mobile Bottling Lines**

- A. CCC does not provide any support or materials for outside bottling lines.
- B. The client will be charged for any gas and supplies used for mobile bottling.

## **VI. Laboratory Analysis**

### **A. Grape Maturity**

- 1 CCC lab will accept samples for juice panel analysis.
- 2 This analysis will be performed three times per week on Mondays, Wednesdays, and Fridays.

3. Refer to form **03LFS** for the fee schedule.

## **B. Cold Soak**

1. Upon request, CCC will provide one basic chemistry panel (Brix, pH, TA) for each lot of wine.
2. These samples will be collected from tank one to four days after crushing.
3. A complete juice panel can be requested for an additional charge outlined on form **03LFS**.

## **C. Alcoholic Fermentation**

1. Upon request, CCC lab personnel will monitor tank fermentations, construct fermentation curves, and notify the client in the event of a stuck fermentation.

## **D. Malo-Lactic Fermentation**

1. L-malic levels can be monitored for an additional fee outlined in Form **03LFS**.

## **E. Standard Analysis During aging (Post Fermentation)**

1. Basic Chemistry
  - A. CCC provides four basic chemistry panels for each lot of wine produced. These panels are recommended for the various stages in a wine's life; Juice, post fermentation, post ML fermentation/ 1<sup>st</sup>. racking, and pre-bottling.
  - B. For a description of the basic chemistry panel, refer to Form **03LFS**.
  - C. Additional test will be charged according to the fee schedule on form **03LFS**.
2. Enzymatic Analysis
  - A. Enzymatic analysis's are available on a per fee basis.
  - B. Please see form **03LFS** for the fee schedule

# **VII. Operations Scheduling**

## **A. Work Area Scheduling**

1. Please use form **03WRF** to schedule any and all work to be performed.
2. All work performed must be scheduled with CCC before the work commences.
3. Any unscheduled work will be postponed until scheduled time becomes available.
4. Equipment will be scheduled along with an area based on the indicated operation.
5. Any Work Area that client reserves and does not complete in the allotted time and requires CCC labor to make area ready for next client, client will be billed at CCC labor rate.
6. All work areas should be left as clean or cleaner as the client started in the work area.

7. If an area is reserved for bottling, area must be cleaned thoroughly by client when bottling is concluded or clean-up labor charges will be billed to customer.

## **B. Deliveries / Pick ups**

### **1. Hours of Operation**

- i. CCC is open for pick ups and deliveries between 8:00am and 5:00pm
- ii. All pick ups and deliveries must be scheduled in advance and will be assigned a pick-up / delivery number. The driver should reference this number when arriving.
- iii. Any unscheduled pick ups or deliveries may be refused at CCC's discretion.

### **2. Scheduling**

- Please use form **03PDR** to schedule all pick ups and deliveries.

## **VIII. Rules & Regulations**

- No equipment that is designated as other wineries equipment shall be used by another client without their prior consent.
- No equipment shall be used in the facility unless it has been previously scheduled and approved by the CCC staff.
- No one is permitted to dismantle any equipment to accommodate another activity. Any fittings valves attachments etc, which are not provided or available, shall be brought to the attention of the CCC staff.
- All equipment in the facility has a designated home location. If you don't know where that is, please ask the CCC staff. All equipment shall be returned to this home position after use.