



# Hampshire Grain Ltd Store Guide



Collection • Processing • Storage • Marketing

2nd Edition 2015





# Hampshire Grain Ltd

## Welcome

Collection • Processing • Storage • Marketing



## Welcome

**Welcome to the latest Hampshire Grain Limited Store Guide, which forms part of the Members Marketing Agreement, providing guidance on aspects of the Members Rules and the workings of the store.**

The publication follows a review of all aspects of our business and feedback from members. We have spent some time putting together this booklet which aims to clarify the marketing, delivery and intake process. At the same time we have highlighted why prompt and accurate return of your commitment forms is so important – not only for you, but also your fellow members.

The guide will be reviewed annually by the Board and Marketing Agent to ensure we accurately reflect the market conditions and the workings of the store. Very often amendments are influenced by changing market conditions, or in the case of drying charges, increases in fuel / energy prices. As with the previous Store Guide, members will receive a copy each year highlighting any changes we have made, along with any explanations necessary. The guide will be presented to members for approval at the Special General Meeting in May / June of each year.

At Hampshire Grain we believe that the benefits derived from Central Storage in terms of scale, quality assurance, logistics and marketing power are harnessed and passed back to all our members. As stated in this document, we try to set our charges “at cost”, similarly our minimal deductions accurately reflect our store processes. I would remind you that all monies received from grain and bi-products leaving the store are attributed to the marketing account, this includes any recovered store loss, creating a better return to our members for their investment in storage rights.

**Michael Clay** – Store Manager



Within this guide you will find details of marketing and financial choices, as well as more about what we will do together to maximise the service and value that you receive from your store. This document also enables Members to comply and be bound by the terms and conditions of trading of Openfield Marketing Ltd, as it forms part of the marketing guide of OML that relates solely to your commitment to Hampshire Grain. This guide takes precedence over the OML guide in terms of store operations and payment choices. We have broken the Guide into a number of sections as follows:

#### **1. Your crops – Page 4**

1. What crops can you store?
2. What qualities will we test for?

#### **2. Your marketing choices – Page 5**

1. What are your marketing choices?
2. How will your crops be marketed?

#### **3. Your commitment – Page 6**

1. How much produce do you need to commit?
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4. What if you fail to fulfil your commitment?

#### **4. Collecting your produce – Page 7**

1. What happens at harvest time?
2. How should you let us know that you're ready for us to arrange collection?
3. What are our operating hours?
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5. What happens if lorries are delayed whilst you're loading them or are only partially loaded?

#### **5. Delivery of your produce – Page 8**

1. What happens on arrival?
2. What happens once your load has been tested?

#### **6. Managing your intake – Page 9**

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2. What are the standard and base quality specifications for each commodity?
3. How will we let you know the final quality of your deliveries?

#### **7. Your charges – Page 10**

1. What are the charges you may incur, and when will they be collected?

#### **8. Your payments and cash-flow – Page 11**

1. When will we pay you and collect your charges?
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#### **9. Insurance – Page 12**

1. Hampshire Grains responsibility
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#### **10. Appendices Page 13 - 16**

1. Appendix 1 – Drying Charges
2. Appendix 2 – Charges summary
3. Appendix 3 – Members Release Note

Throughout this guide there is some common terminology which needs to be clearly understood:

“We/us” refers to Hampshire Grain Limited “You/your” refers to the individual member

“Entitlement” is the amount of space that an individual member owns and has a right to store at Hampshire Grain



# Hampshire Grain Ltd

## Section 1 - Your Crops

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In order to maximise the value of your produce we need to manage the storage and segregation of the crop at intake as best we can. To do this we will advise you what crop types we are planning to store and the quality standards that we will test for.

### 1. What crops can you store?

- We will try to accept and optimise storage for all varieties of Wheat, Barley, Oats, Peas and Beans that are included on the current HGCA recommended list. We will attempt to store all varieties of double low Oilseed Rape and all varieties of Brown Linseed.
- If you commit crops to us that fall outside these categories we will endeavour to accept them, but cannot guarantee that this will always be possible. If this is the case, or you are considering new varieties or niche crops, it may well be better to discuss this with the store before deciding to plant the crop, or before returning your commitment form.
- We reserve the right to request members to change their commitment or variety offered if an insufficient quantity is available to form a pool.

### 2. What qualities will we test for?

- We will segregate crops for the following markets and test for the following qualities:
  - Wheat: for bread milling, other milling and feed markets  
We will test: Protein, Hagberg, Specific Weight, Screenings, Moisture, Mycotoxins, Visual Appearance Ergot and pests
  - Barley: for malting, brewing and feed markets  
We will test: Nitrogen, Specific Weight, Screenings, Moisture, Germination and Visual Appearance Ergot and Pests. Please note also that Malting Barley must not be grown on land treated with sewage sludge or byproducts produced from sewage sludge.
  - Oats: for milling and feed markets  
We will test: Specific Weight, Screenings, Moisture and Visual Appearance
  - Pulses: for human consumption and feed markets  
We will test: Admixture, Moisture, Insect Damage and Visual Appearance
  - Oilseed Rape: for all markets  
We will test: Glucosinolate, Euricic and Free Fatty Acid, Admixture, Moisture, Immature or Discoloured Seed and Oil Content
  - Linseed: for all markets  
We will test: Admixture and Moisture

# Hampshire Grain Ltd

## Section 2 - Your marketing choices and charges

Your crops are marketed by our Marketing Agent through various pools that specifically relate to your stored tonnage. We believe this approach provides access to specialist marketing expertise and also a sound risk management approach in increasingly volatile markets.

### 1 What are your marketing choices?

- a. The General Pools
  - i. The General Pools will operate for all crops.
  - ii. The General Pools allow us to market your crops throughout the marketing year so as to best meet the needs of our customers, adopt appropriate marketing strategies and to maximise the value that we can add through the store.
  - iii. If you intend to commit additional tonnage over and above your entitlement, you can enquire about leasing opportunities and extending your commitment to the General Pools, or alternatively allocate tonnage to the Double Use pools.
- b. The Double-Use Pools
  - i. The Double Use pools allow you to commit additional tonnage over and above your entitlement, up to a maximum of 25% of your total entitlement.
  - ii. The Double Use Pools are marketed separately to the General Pools and are subject to different marketing criteria
  - iii. The Double Use pool will be sold for harvest movement, and you are legally bound to supply Double Use tonnage if you commit to it. Crop may be moved from your general pool deliveries to cover any shortfall, should you have suitable variety, tonnage and quality to do this. In the event of insufficient tonnage being available from your deliveries to make up the Double Use commitment, then we reserve the right to seek financial compensation on behalf of other members for any loss that arises from under-delivery into Double Use pool.

### 2 How will your crops be marketed?

- a. Openfield Marketing Ltd acts as the Marketing Agent for your crops.
- b. OML is contracted by HG under the terms of a Marketing Relationship Agreement agreed between HG and Openfield Agriculture Ltd.
- c. Hampshire Grain is a partner within the Openfield Network of central stores, which aims to maximise your crop value by actively promoting the services and values of Hampshire Grain to customers.
- d. We work with the Marketing Agent to provide the best framework, governance and delivery of marketing strategies for your marketing choices.
- e. Hampshire Grain does not instruct the Marketing Agent to take a high risk approach to marketing members grain. For each marketing season we discuss potential objectives for each of the pools with the Marketing Agent. This results in an initial marketing strategy being prepared and executed by the agent. The strategy is monitored and reviewed on a regular basis throughout the marketing season.
- f. The Marketing Agent provides the appropriate risk management tools and capabilities to ensure that agreed marketing strategies and risk management policies are successfully executed.

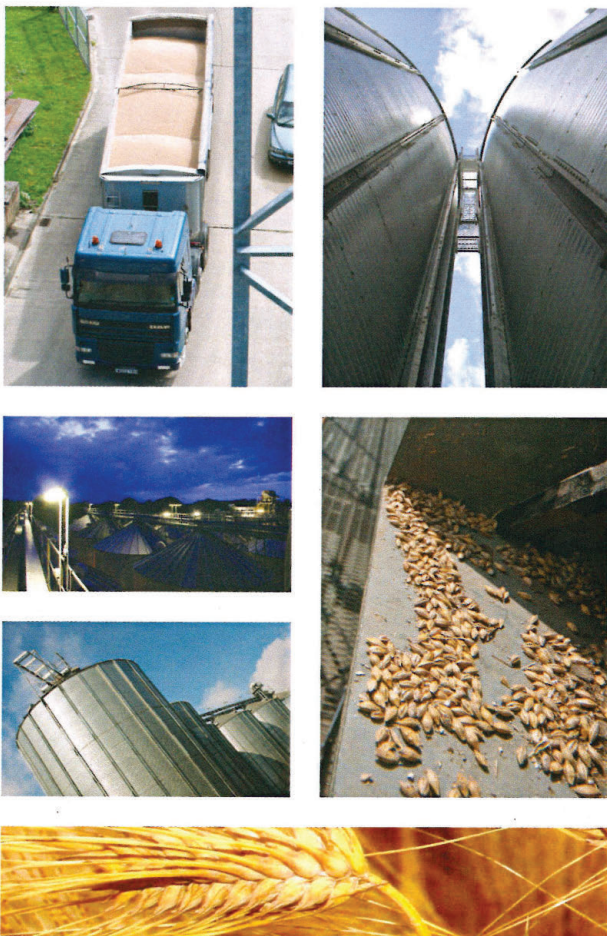




# Hampshire Grain Ltd

## Section 3 - Your Commitment

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Your commitment form is an extremely important document. It not only enables us to plan for harvest and optimise space, it also provides the basis upon which the pools are marketed. Committed tonnage provides the platform upon which sales are made, and shifts in the committed tonnage after the forms are returned can skew the percentages sold and marketing strategy employed by the agent.

### 1. How much produce do you need to commit?

- a. Your commitment to Hampshire Grain needs to be at least the amount of Storage Rights that you own.

### 2. How do you let us know about your commitment?

- a. We will send you a Commitment Form on which you need to tell us the tonnage and Marketing Pools that you have chosen for each of your committed varieties. This Commitment Form will be sent to you in plenty of time for you to return it to us by an agreed date.
- b. You should return your Commitment Form by post to Mike Clay at Hampshire Grain, by Fax on 01962 774531, via email to [info@hampshire-grain.co.uk](mailto:info@hampshire-grain.co.uk) or on line through the members web page.
- c. If you request to store a commodity or variety that we simply cannot effectively accommodate then we will advise you as soon as possible after the receipt of your Commitment Form. In such circumstances we will identify and agree alternative commodities or arrangements with you.
- d. The store does not handle non-assured grain. All members must be registered with an approved UKAS accredited assured combinable crops scheme, and you should include this declaration on your Commitment Form. The store will not pick up grain from members whose accreditation has lapsed for what ever reason.

### 3. What if you're late returning your commitment or wish to change it after returning your Commitment Form?

- a. If you wish to change your commitment in any way after the commitment form return deadline then we will do our best to accommodate you. However, if your proposed change cannot be made without cost to other members then we may need to charge you for such cost. We will provide you with all details of such costs.
- b. Late returns or changes to the commodities that you wish to commit are not encouraged, but may be accommodated as long as such changes do not reduce the value of those Pools. We may establish separate General Pools to cater for late returns in such circumstances.

### 4. What if you fail to fulfil your commitment?

- a. Failing to fulfil your commitment may well impact on the pool performance, potentially reducing not only your own income but also adversely impacting on your fellow members pool payments. If this does occur, we reserve the right to recover such costs from you.
- b. Any shortfall in delivering your committed /entitled tonnage may result in you being charged a non-utilisation fee, normally the Standing charges. Whilst the store will endeavour to mitigate such costs by allowing others to fill your unutilised storage space through leasing space, the store does not guarantee that leasing out the tonnage will be possible. Members should therefore not assume that lease income will be automatically available to offset charges applicable to unutilised space.

# Hampshire Grain Ltd

## Section 4 - Collecting your produce

We aim to provide you with a prompt and efficient collection service that uses some simple documentation to help you and us at harvest.

### 1. What happens at harvest time?

- a. Prior to harvest we will send you Members Release Notes (MRN) which will include your Grain Passport Declaration. Please only use those forms marked with the correct harvest year, as changes may occur between harvest years making old forms unacceptable for audit purposes.
- b. MRNs are extremely important as they help us to store your grain in the most effective way to maximise its value. They also confirm that the commodity being delivered is produced in the current harvest, is free from GM crops and has not been treated with post-harvest pesticides.
- c. Once crops are ready for collection you will need to contact the store. When planning collections please try to provide as much notice as possible.
- d. At the time of delivering your commitment each load must be accompanied by a fully completed MRN. Incomplete MRN's may result in you incurring additional charges, or in some circumstances downgrading of material.

### 2. How should you let us

know that you're ready for us to arrange collections?

- a. You can contact us during harvest office hours and we'll make the necessary arrangements as soon as possible. Please contact us by phone as follows: 01962 774420

### 3. What are our operating hours?

- a. The plant operates 24 hours a day, 7 days a week during harvest.
- b. The office operates from 8am to 7pm throughout harvest, during which period calls for collection can be made.

### 4. How do we make sure that all grain is fit for purpose?

- a. You will need to make sure that the load contains the variety that you've declared on your MRN because varietal contamination could prove costly. If we subsequently find that varietal contamination has occurred and that this has caused any consequential loss, then we reserve the right to recover such costs from you.
- b. In order to comply with Industry Standards and Guidelines on Mycotoxins we may require a copy of your Risk Assessment for Mycotoxins. As part of our quality control procedures random samples may be tested for Mycotoxins. If any costs or downgrading arise from this then such costs will be passed on to you so as to protect value generally.

### 5. What happens if lorries are delayed whilst you're loading them or are only partially loaded?

- a. Should any delay, of greater than one hour, occur whilst loading on farm then we may charge you for any costs incurred.
- b. We may also charge you for any 'capacity load' costs incurred in transporting partially loaded lorries. However we will do our best to minimise or mitigate such costs.



# Hampshire Grain Ltd

## Section 5 - Acceptance into Store

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We will use best industry practice to test your intake and deal absolutely fairly with all Members' crops

### 1. What happens on arrival?

- a. We will firstly weigh your load and a weighbridge ticket will record the gross intake weight. We will use this, along with the MRN and sample information, as the basis for the Store Charges that will be levied.
- b. We will take a representative sample of each load upon arrival and will use half of it for laboratory analysis (testing) and retain the other half in case any dispute should arise

### 2. What happens once your load has been tested?

- a. We will firstly establish whether the load can be tipped as there may be some reasons why this is not possible. We reserve the right to reject a load if it:
  - i. is of such a low quality or high admixture, that it cannot be brought up to sufficient standard using our best endeavours,
  - ii. is contaminated with ergot,
  - iii. has a higher than acceptable standard mycotoxin level,
  - iv. appears damaged by heat, has an abnormal smell, mould, live pests at any stage of development or damage caused by pests
  - v. is not accompanied by a fully completed MRN
- b. We also reserve the right to reject a load if the moisture content is higher than the store's maximum permitted level. In most years these maximum moisture levels will be as follows:
  - i. Cereals and Pulses 23%
  - ii. Oilseed Rape and Linseed 18%
- c. If we are at all able to accept a load that would otherwise be rejected then we will do so, but it will be subject to additional costs and will only be accepted at a base 'feed quality'. If a load is ultimately rejected we will work with you to seek the best alternative course of action.



# Hampshire Grain Ltd

## Section 6 - Managing your Intake

We will manage your deliveries in a fair and reasonable way and promptly provide you with all the relevant information you may need.

### 1. What happens once your load has been accepted?

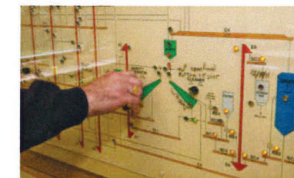
- a. We will make available to you, either via the website or by post, detailed information that will show you the gross intake weight reduced to net weight by various deductions.
- b. Standard deductions:
  - i. Drying – Standard weight loss due to drying.
  - ii. Store Loss –
    - 1% weight loss for all cereals,
    - 1.5% for oilseed rape and
    - 2% for all other commodities
  - iii. Admixture – the % of admixture on intake using:
    - a 3.5 mm slotted top screen for cereals and pulses.
    - a 2.8 mm round screen for oilseed rape.

### 2. What are the standard and base quality specifications for each commodity?

- a. We will test all intake for the quality attributes set out in Section 1.
- b. We will segregate and store all varieties of cereals in the most appropriate way.
- c. Base standards for all commodities are:
  - i. Wheat – minimum 72kg/hl specific weight
  - ii. Malting Barley – minimum 98% germination
  - iii. All other barley – minimum 63 kg/hl specific weight
  - iv. Oats – minimum 50 kg/hl specific weight
  - v. Peas and beans – maximum 8% admixture with dirt and stone not to exceed 1%
  - vi. Oilseed Rape – Glucosinolate no greater than 35 micromoles per gram. Erucic and Free Fatty Acid no greater than 2% each, maximum 8% admixture, even and shiny with typical colour according to variety with no more than 2% immature seed
  - vii. Linseed – maximum 8% admixture

### 3. How will we let you know the final quality of your deliveries?

- a. All tests will be expressed and determined by the acceptable trade method for that commodity.
- b. The quality of each load will determine the grade to which it will be allocated. We will advise you of the grade or any quality allowances (in addition to standard charges and deductions) on your detailed weight information as soon as possible after delivery.
- c. In the case of Oilseed Rape and Linseed, any bonuses payable will be credited based on your intake analysis. Oil bonuses will be paid in the July instalment for the pool.



# Hampshire Grain Ltd

## Section 7 - Your Charges

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As a co-operative, your store charges are budgeted to be cost-neutral. Any surpluses from these charges that do arise may be redistributed to members or retained for specific reasons at the discretion of the Board of Directors.

### 1. What are the charges you may incur, and when will they be collected?

- a. There are a number of charges that we will levy at the same time as we make the first interim pool payment to you. They are as follows:
  - i) Standing charge – covers the store's fixed costs and is levied on the greater of entitled, committed or delivered tonnage (including any leased tonnage); please note that the Standing Charge for Oats will be levied on net tonnage x 1.33 because of its lower volume and therefore greater use of storage space per tonne.
  - ii) Handling charge – covers the store's variable costs such as haulage, handling, laboratory, cleaning, drying, and are levied on gross intake tonnage
  - iii) Leasing charge – if you exceed your committed / entitled tonnage to the pools, then the additional tonnage will be subject to a leasing charge.
  - iv) Excess moisture charge – levied on gross intake tonnage and based on the moisture content of the individual load
  - v) Drying – standard charges for drying are detailed in the Appendix
  - vi) Green Grain – samples of cereals containing 1% or more green grain will be assessed as a minimum of 15% and charged accordingly. We will charge you at the appropriate standard charge rate for drying for each additional percentage of green grain above 1%
  - vii) Additional Charges – any waiting time and capacity load charges incurred by the store will be passed to the member.
- b. There is one charge that may be levied against the second interim pool payment. This charge may also be treated as a tax allowable revenue charge subject to advice from your accountant.
  - i) Annual Service Charge – an annual amortisation payment for a fixed number of years that relates to the depreciation of the plant and interest on the bank borrowing required to finance your right to enter commodities into the store; this is charged on entitled tonnage until your share of depreciation and interest cost has been cleared, normally over 7 years.



# Hampshire Grain Ltd

## Section 8 - Your payments and cash-flow

All payments relating to the pool are made by the Boards appointed Marketing agent, and are based conservatively, on an anticipated pool price, called the “base price”. Base prices are re-calculated for each interim pool payment, until the final pool payments are made. All charges relating to the store and the purchase of entitlement, (unless otherwise agreed between Hampshire Grain Ltd and the member), will be deducted from these payments, and paid to the store on your behalf.

The base prices are agreed by the Board, taking into account market conditions at the time, percentage of crop sold and delivered, and the availability of funding through the marketing account. The store arranges its borrowing requirement sometime before the first payments are made, and large swings in the market may mean that base prices are restricted due to a lack of available funds.

The pool payment timings are designed to provide the member with a reasonable pattern of cash flow, but this can be varied through an advanced payment facility.

### 1. When will we pay you and collect your charges?

The Payments and Charges are as follows:

#### a. General Pools:

Payment Date	Payment Amount	Charges Levied Against Payment
14th November	45% of estimated Base Pool Price	Standing Charge, Handling Charges, Lease Charges, Drying Charges and Excess Moisture Charges
14th March	75% of re-estimated Base Pool Price (net of 14th November payment)	Service Charges – to cover depreciation etc on outstanding purchases of entitled tonnage
1st-3rd July (first working day of July)	95% of re-estimated Base Pool Price (net of November and March payments) Plus oil premiums	
30th September	Balance of Final Pool Price( net of November, March and July payments) including any surpluses generated from weight loss provision	

#### b. Double Use Pools:

Payment Date	Payment Amount	Charges Levied Against Payment
30th September	Final Pool Price	Final Pool Price Handling Charges*

\* any excess moisture charges are deducted from the November General Pool payment

#### c. Non Pool Transactions

1. No pool payments will be made against grain not covered by Pool arrangements.
2. No grain will be released for movement out of store under these contracts without:
  - i) Written authorisation from the member and a copy of the contract showing specifications and tonnages. The store is unable to pool grain specifically to meet contracts between individual members and merchants.
  - ii) Receipt of payment for all outstanding charges pertaining to the grain (see Section 7)
3. On non-pool deliveries, the store reserves the right to make a quality claim against the member if the quality of the grain is higher than that which the member delivered. Equally the store will recompense members should the quality be lower than that delivered, subject to the store agreeing the claim. The store is not responsible for capped load charges, nor are balances left in store eligible for inclusion within the normal pools without prior consent from the Marketing committee.

All grain must be moved from the store by the end of June of the marketing year. Balances left in store will be sold at market price on behalf of the member, and monies forwarded less any applicable deductions.

#### What if you want to vary your cash-flow?

You may wish to choose a different schedule of payments so we may make available Supplementary Advanced Payments against all or some of the tonnage that you deliver to Hampshire Grain. a. Supplementary Advanced Payments will be made available at the discretion of the Board, through the Boards appointed Agent, and are dependant on sufficient funds being available. Such payments are funded through a bank borrowing facility to ensure the marketing strategy remains unaffected. Advances are available up to 85% of the prevailing base price, less allowances to cover charges and interest.

# Hampshire Grain Ltd

## Section 9 - Insurance

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### Section 9 - Insurance

Hampshire Grain Ltd carries extensive insurance for both the site at Micheldever and for the grain in store. Whilst we carry insurance for Product Liability, this covers only those risks for which the store is responsible. If the problem is caused by grain supplied to us, such as varietal contamination, incorrect passport details, contaminants etc, the store will seek compensation from the member, and with this in mind each member must carry sufficient Product Liability insurance and other insurance cover as required.

It is your responsibility to make sure that you have adequate insurance in place to cover the risks that are involved in producing your crop and delivering your produce to us, including your delivery obligations and any consequential loss. In addition to the above insurances, the Board ensures sufficient Credit Liability insurance is in place.



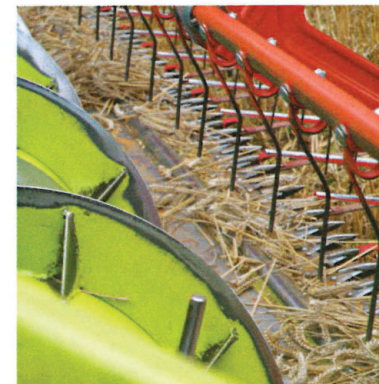
# Hampshire Grain Ltd

## Section 10 - Appendices

### Appendices1 - Drying charges

Moisture Content of Commodity Delivered to the Store		Oilseeds	Cereals	Beans/Peas
		£/t	£/t	£/t
Below	9.0%	No Charge	N/A	N/A
9.1%	- 9.5%	- £2.60	N/A	N/A
9.51%	- 10.0%	- £3.60	N/A	N/A
10.1%	- 11.0%	- £4.50	N/A	N/A
11.1%	- 12.0%	- £5.40	N/A	N/A
12.1%	- 13.0%	- £6.30	N/A	N/A
13.1%	- 14.0%	- £7.20	N/A	N/A
14.1%	- 14.5%	- £8.10	No Charge	- £2.60
14.51%	- 15.0%	- £8.10	No Charge	- £3.60
15.1%	- 15.5%	- £9.00	- £2.60	- £4.60
15.51%	- 16%	- £9.00	- £3.60	- £4.60
16.1%	- 17%	- £9.90	- £4.50	- £5.60
17.1%	- 18%	- £10.80	- £5.40	- £6.60
18.1%	- 19%	*	- £6.30	- £7.60
19.1%	- 20%	*	- £7.20	- £8.60
20.1%	- 21%	*	- £8.10	- £9.60
21.1%	- 22%	*	- £9.00	- £10.60
22.1%	- 23%	*	- £9.90	- £11.60
23.1%	+	*	*	*

Please note that drying charges may be subject to a change if fuel prices increase.





# Hampshire Grain Ltd

## Appendices (continued)

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### Appendix 2 - Charges Summary & Comments

Member :T.R. Actor & Son The Farm Office Sunnybrook Farm High on the Hill Hampshire.	Hampshire Grain Ltd 2012/13 Overton Road Micheldever Station Winchester 5021 3AN	Harvest Year				
	Ref: HG005	Shareholders Registered Name and Address				
		Members No				
Storage, Intake and Charges Summary						
STORAGE	Tonnes					
Entitled Space	2000.00	Tonnage Owned by the Member				
Leased storage	224.84 (C)	Tonnage leased over or under members entitlement				
Available Storage	2224.84	Amount of space/tonnage which charges are based upon				
INTAKE CLASSIFICATION	Gross   Net   Space   Moisture	List of pools the member has grain in based on intake quality				
	Tonnes   Tonnes   Adjust   Charge	Actual intake tonnage				
BEANS FEED	10.70   10.47   0.00   0.00	Tonnage after all deductions for moisture/store loss and screening				
CLAIRE WHEAT MILLING LIP	857.32   798.05   0.00   5,134.09					
CORDIALE GRADE 1 LIP	415.22   391.29   0.00   2,139.83					
FEED WHEAT L/P	111.20   105.36   0.00   522.78					
LINSEED L/P	10.60   9.58   0.00   0.00					
LOW GRADE 1/2 LP	20.76   19.47   0.00   101.72					
MILLING OATS	714.1   675.94   214.23   0.00	Certain crops carry a space adjustment based on low specific weight				
Total Intake	2139.9	2010.61	214.23	8531.89	Moisture charges based on intake moisture of each load	
Less Double use	0.00	0.00			if member has any Double-Use tonnage the handling charges for this will appear on a separate sheet. However moisture charges are shown on this sheet	
Total in general pools	2139.9 (A)	2010.61				
Total utilised space		2224.84 (B)			Net Tonnes + space adjustment	
CHARGES SUMMARY			Tonnes	Rate/T	Total	
Handling charge (including haulage)	(A)	2139.9	£7.75	£16584.22		
Standing (Available space)	(B)	2224.84	£3.85	£8565.64		
Excess moisture (including double use)				£8531.89		
Miscellaneous Charges Total				£0.00	These will include capping charges/waiting time	
Leasing charge or (credit)	(C)	224.84	£6.00	£1349.04		
Total				£35030.79	Amount deducted from first grain payment	



# Hampshire Grain Ltd

## Appendices (continued)

### Appendix 3 - Members Release Notes - Guidance notes for the dispatch of grain from farm

#### (COMPLETING THE M.R.N)

All loads must be accompanied by a Members Release Note and all sections of the form must be completed. Product will be downgraded where insufficient information is provided for the store to classify grain correctly.

- 1 Farm Assurance. Your assurance sticker must be attached to the yellow copy of the form. If new crop stickers not received please enter your assurance number & forward stickers to the store on receipt
2. Haulage Instruction  
The form should show the Members Name and Membership Number to which the load is to be credited. Those members who use contractors should ensure that the contractor has the necessary information for the correct completion of this form, Members delivering own crop must still fill in all the haulage details
  - Estimated weight. This is the members estimate. In the case of any disputed weights, the store may not accept weights given by on board weighing equipment or weighbridges not checked by Trading Standards, weights and measures.
  - Departure time — this information helps the store with scheduling.
3. Variety Declaration / Pool Declaration. The crop type and variety of the grain should be clearly stated. Any changes to commitment should be notified to the store before despatch. In the case of cereals, should the variety section not be completed, or not legible, the load will be treated as feed quality if the member cannot be contacted, and no empty silos are available. Members will be held responsible for any claims arising from contamination caused by false declarations. Clearly mark which of the pools the delivery is committed to, for Energy or ROLL OSR, please quote Contract number,.
4. Vehicle Hygiene — To be filled in by the haulier, supplier to check previous loads against the TASCSC sensitive list
5. Vehicle Inspection. The member should inspect the vehicle prior to loading to ensure that no contamination of the grain will take place by materials previously carried.
6. Post Harvest Pesticide Declaration. This section must be completed.
7. Fusarium Mycotoxins. Under your Assurance scheme you will have carried out a Risk Assessment relating to Don. Please enter the score in the box. Where no score is entered the crop will be downgraded to Feed.
8. Renewable Energy Directive. Declaration of Conformancy under the Renewable Energy Directive Sustainability Criteria
9. Members / Drivers Signature. The form must be signed on behalf of the member and by the driver of the vehicle.

Members Release Notes not completed correctly may result in the lorry being delayed or rejected at the store. Waiting time will be charged on any delays. Please quote the M.R,N. or weighbridge number when requesting information on any loads.

ACC  
IDENTIFICATION

### Hampshire Grain Ltd.

HAMPSHIRE GRAIN LTD., OVERTON ROAD  
MICHELDEVER STATION, WINCHESTER, HANTS. SO21 3AN  
Tel: 01962 774420 Fax: 01962 774531

Top 2 copies to  
accompany load

#### MEMBERS RELEASE NOTE

Date:

**Section 1: HAULAGE INSTRUCTION / VARIETY DECLARATION**  
(To be completed by grower/storekeeper)

To: (Haulier) ..... Member Name: .....

Trailer No: ..... Collected from: .....

Haulier TASCSC / GTAS No: ..... Membership No: .....

Reg No : ..... Departure Time: .....

Est. Weight: ..... Deliver To: Address as above

**CROP TYPE:**  Tick it: DOUBLE USE

**VARIETY (essential):**  LONG POOL

NON POOL

NOTE: Representative samples of all loads are retained. If the variety is later found to be other than that declared and subsequent contamination of member's grain occurs, the Board reserves the right to recover any consequential losses from the member.

**Section 2: VEHICLE HYGIENE**

	Date	Product	Tick Cleansing Method				
			Brush/Vac	Wash	Steam Clean	Disinfect	None
1st Load (most recent)							
2nd Load							
3rd Load							

**Section 3: VEHICLE INSPECTION**

\*We have visually inspected this vehicle prior to loading and believe it to be in a fit condition to carry grain or other combinable crops to enter into the food or feed chain. No tests have been carried out to establish this and no warranty is given by this declaration.\*

**Section 4: POST HARVEST PESTICIDE DECLARATION**

Delete/complete A or B

A. No post-harvest treatment of pesticide has been applied to the grain referred to above.

B. Pesticide application, at or below the recommended levels stated by the manufacturer, has been applied to the grain referred to above.

Details are: Date: ..... Product: .....

**Section 5: FUSARIUM MYCOTOXINS (DON) (wheat only)**

A risk assessment\* for Fusarium Mycotoxins has been carried out and produced the following result.

\* for risk assessment go to: www.hgca.com Enter Score

**Section 6: GM STATEMENT (oil seed crops only)**

In compliance with regulations (EC) 1829/2003 and (EC) 1830/2003, the crop covered by this declaration is NOT subject to the labelling requirement specified in the above mentioned regulations and necessary steps have been taken to preserve the conventional (ie non-GM) status of the crop.

**Section 7: RENEWABLE ENERGY DIRECTIVE**

This load has been grown on land which meets the requirements of the Renewable Energy Directive Sustainability Criteria

**Section 8: CONFIRMATION**  
(To be completed by grower/storekeeper confirming sections 1, 3, 4, 5 & 7 and by the haulier confirming sections 2 & 3)  
Delete any sections that do not apply.

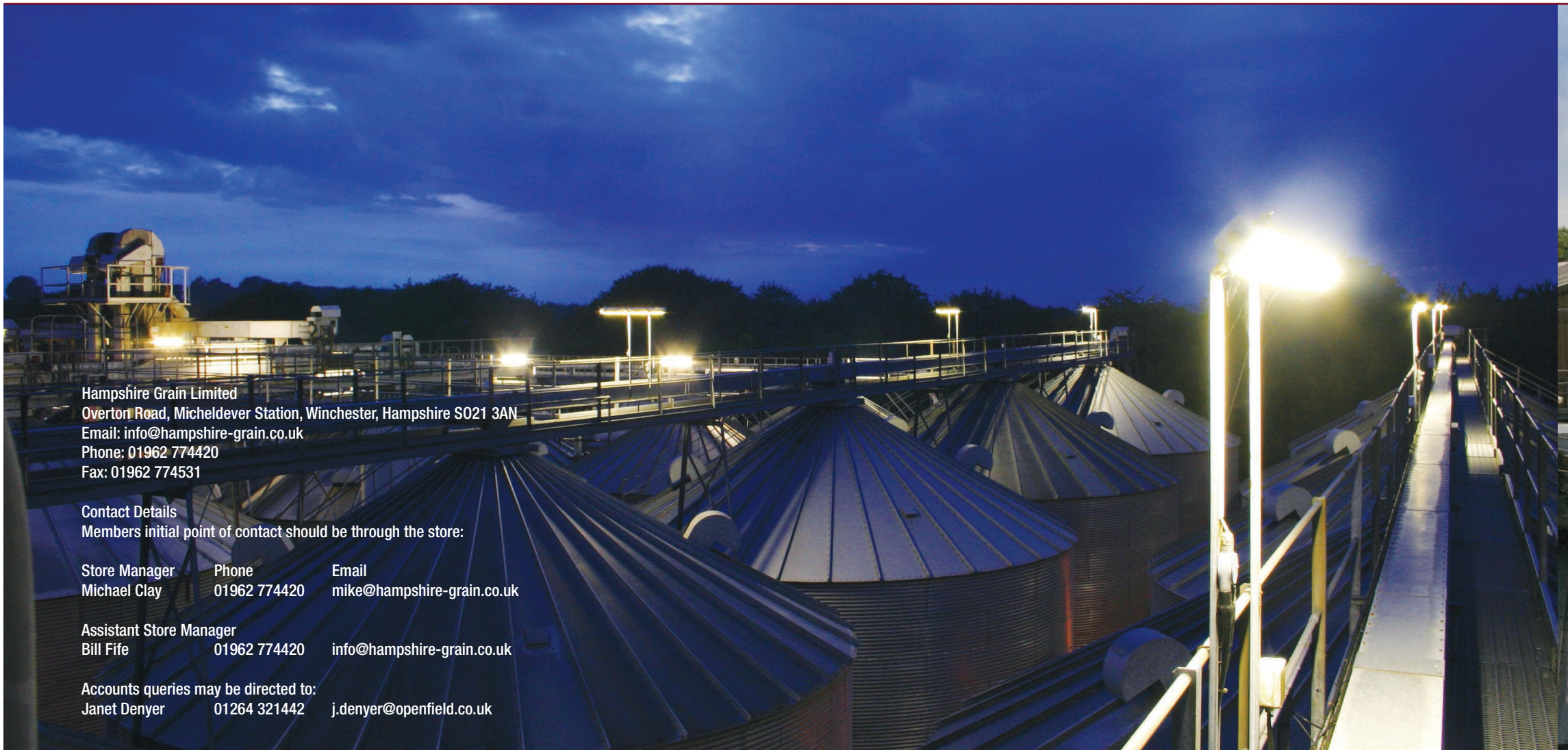
Signed on behalf of Member: ..... Driver's Signature .....

Print Name: ..... Print Name .....





Collection • Processing • Storage • Marketing



Hampshire Grain Limited  
Overton Road, Micheldever Station, Winchester, Hampshire SO21 3AN  
Email: [info@hampshire-grain.co.uk](mailto:info@hampshire-grain.co.uk)  
Phone: 01962 774420  
Fax: 01962 774531

Contact Details  
Members initial point of contact should be through the store:

Store Manager	Phone	Email
Michael Clay	01962 774420	<a href="mailto:mike@hampshire-grain.co.uk">mike@hampshire-grain.co.uk</a>

Assistant Store Manager	Phone	Email
Bill Fife	01962 774420	<a href="mailto:info@hampshire-grain.co.uk">info@hampshire-grain.co.uk</a>

Accounts queries may be directed to:  
Janet Denyer 01264 321442 [j.denyer@openfield.co.uk](mailto:j.denyer@openfield.co.uk)

