

Scheme Leaflet Number 1

Explaining the Common Agricultural Policy of the European Communities for Private Storage Aid for Dairy Products



Rural Payments
Agency

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Important notes

The European Union (EU) regulations described in this leaflet are binding in the United Kingdom (UK). The regulations might be altered and we try to make sure that the information we give is up to date, but it can't be guaranteed. Delays can happen in publication and in the issue of amendments to leaflets. You should get advice from lawyers if there is any doubt about legal interpretation. For anything else you should ask the Rural Payments Agency (RPA). You can get copies of EU regulations from Stationery Office bookshops and accredited agents, or ordered from the Stationery Office website (www.tso.co.uk). You can also access recent Official Journals electronically by visiting the Commission's Europa website on http://europa.eu/index_en.htm.

This leaflet deals only with EU Regulations, directives, procedures and forms needed for the Common Agricultural Policy (CAP).

Data Protection

Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information, go to www.gov.uk/rpa, choose 'Contact RPA' and click on 'Personal information charter'.

 Note: The RPA cannot guarantee the accuracy or completeness of the Europa website

Flowchart

Trader applies to RPA for a contract using the Contract Application and for butter and SMP Notification of Package Numbers forms. A current VAT certificate should also be sent. For cheese, a security must be lodged. The trader gives themselves a unique contract number using the following format:

PSB / trader number / four digits starting at 0001

PMP / trader number / four digits starting at 0001

Contract numbers should be sequential and will be unique to each trader.

RPA requests the first inspection.

The storekeeper sends the Receipt or Delivery advice note form to RPA.

The first inspection is completed. Samples are taken (if required) and applicant is told of the results when available.

After 60 days the applicant may apply for an advanced payment, by filling in the advance payment form. Advanced payments can be made where sampling results are satisfactory. (Where applicable)

When we receive the Advance Payment form RPA will take a security of the value of the aid plus 10%.

The interim inspection is completed.

Products may only be withdrawn from private storage arrangements after closure of the intake period or as indicated in implementing or delegated regulations.

The applicant must send a withdrawal notification sent at least five working days before the date of withdrawal.

The final inspection is completed.

The applicant submits Claim for Final Payment form for final payment.

When the withdrawal notification, final inspection and Claim for Final Payment forms are received by RPA the claim is considered for payment.

For cheese and/or if the contract has had an advance payment, security is released (if all requirements are met).

Final payment is made to the applicant.

Written notification is sent to the applicant confirming they will receive payment.

Introduction

- 1 This leaflet describes the Private Storage Aid scheme for Dairy products. It talks about stocks stored in the UK under contract agreement with RPA.
Consignors who want a declaration from us and store products under private storage arrangements in other Member States (MS)s are referred to the arrangements in paragraph 59
- 2 The rules are laid down by Regulation (EU) No 1308/2013, Commission Regulation (EC) No 826/2008 Implementing Regulation (EU) No. 947/2014 (butter) and 948/2014 (SMP) and Delegated Regulation (EU) 2015/1852 (cheese).
- 3 RPA is responsible for the administration of this scheme in the UK.
- 4 The Inspectors for this scheme are the RPA Inspectorate (RPAI) in England, and agents from Department for Agriculture and Rural Development (DARDNI) in Northern Ireland, Scottish Government Directorate for Agriculture Food and Rural Communities (SGDAFRC) in Scotland and Welsh Assembly Government Rural Payments Division (WAGRPD) in Wales. The Inspectors witness and report to RPA on all operations of the scheme. Their addresses are at Annex 1.
- 5 All operations which need an inspector should take place between 7am and 6pm from Monday to Friday (excluding public holidays), unless you have arranged a different time with RPA.
- 6 Any questions about this scheme should be made to RPA on telephone number 0191 2265219 or 2265851.

Important warning

- 7 Applicants are strongly recommended to read this leaflet and understand their responsibilities.
- 8 The rules are applied strictly and all applicants must meet tight audit controls. Failure to meet the rules will result in losing security where applicable and loss of aid. Where serious infringements happen, applicants may be temporarily suspended from the scheme.
- 9 All applicants can have a visit by Inspectors authorised by RPA. These visits can be made without warning. The National Audit Office and/or EU auditors may also visit applicants.
- 10 Any use of correction fluid on forms will mean that they are returned. A line should be marked through the incorrect text and the error initialed by the applicant.

Aims

- 11 The aim of the scheme is to help stabilise the Community markets when prices are weak by removing supplies of certain products, which are surplus to demand. This removal is temporary, and the product is then released back onto the market after a storage period. The rates of aid set by the EU allow for fixed storage costs plus a sum per day.

A Storage requirements

Selection of stores

12 A store chosen by the applicant and used for the storage of product under the scheme will be inspected by RPA. It is up to applicants to make sure that stores meet the following standards:

They must:

- be in a good state of repair;
- be clean and tidy;
- be secure against unauthorised entry;
- be free from infestation;
- have chambers where the product is stored not containing any other product or traces which could cause taint;
- have accurate pallet-weighing equipment capable of weighing up to a 1,600kg mass to +/-1kg available and correctly calibrated (at least once per year) according to service requirements;
- have product stacked on pallets or off-floor storage facilities;
- have the temperature in each chamber where the product is stored recorded using sealed thermographs for cold storage; and
- have the thermograph reading kept for at least three years from the end of the calendar year in which the reading was taken for cold storage.

13 For butter storage a tempering room must be available which is able to hold at least 70 cartons of butter. It must be kept in a clean and hygienic condition and have:

- adequate lighting (both natural and artificial) and ventilation;
- a sink with hot and cold running water;
- suitable benching (approximately 50cm high);
- window blinds where necessary;
- thermostatically controlled heaters, to hold the temperature to 12-15°C.

14 Stores must help with sampling and inspection and take responsibility for the removal of packages selected by RPA authorised persons from the store to the tempering room where applicable and return to the store. Costs will be met by the applicant.

Storage temperature - Butter

- 15 As quickly as possible after entry into store, each consignment of product must be cooled to a temperature not warmer than -15°C in an area of the store sufficiently removed from any intervention product.
- 16 Except for periods reasonably necessary for loading and unloading, the part or parts of the store where the product is kept must be kept continuously at a temperature not warmer than -15°C .
- 17 Applicant(s) are responsible for making sure that temperature requirements are met.

Location of product in store

- 18 Product must be stored so that each lot is separate, easily accessible and identified individually by storage contract/lot number at all times. The applicant is responsible for making sure that these requirements are met. Extra store charges as a result of non-compliance(s) will be met by the applicant.

B Storage contract and eligibility

Period of storage

- 19 The Commission may open private storage schemes for butter, SMP or cheese when the market situation so requires. Permitted dates for entry/withdrawal and minimum and maximum storage periods may be prescribed.
- 20 As at October 2015, butter must be stored for between 90 and 210 days. SMP must be stored for the same period, or to achieve a higher aid rate, a fixed period of 365 days. Cheese must be stored for between 60 and 210 days. These periods may change in future, For the latest information, contact RPA.

Minimum amounts

- 21 The minimum amount of product which may be placed into a single store as a single lot is one tonne for Butter and SMP and 0.5 tonnes for cheese. The whole lot must be entered into private storage arrangements on the same day. Amounts above the minimum need not be in whole tonnes.
- 22 Removal from store must be in whole tonnes.

Contract applications

- 23 Applications should be sent using the storage contract application form for each lot under the scheme. All product covered by a storage contract must enter the scheme on the same day. The trader should give themselves a unique contract number using the following format:
 - PSB/trader number/four digits starting at 0001;
 - contract numbers should run in sequence, for example, PSB/223344/0001, PSB/223344/0002, PSB/223344/0003.
 - Prefixes used should be PSB for butter, PMP for SMP and PCH for cheese.
- 24 Contracts lodged with RPA will be concluded within 30 days of receipt of the storage contract application form, subject to subsequent confirmation of eligibility.
- 25 For butter and SMP, a copy of form Notification of package number should also be filled in and sent at the same time as the storage contract application form. Notification of package numbers form shows the tonnage, package numbers and pallet numbers for each contract application.

26 If the product offered into the scheme meets the terms of the regulations, a copy of the contract will be countersigned and dated on behalf of RPA and returned to the applicant. Applications may not be sent before the product has physically entered store.

27 The applicant should arrange for the store keeper to fill in and send RPA a receipt advice note for each lot. The original (sent via post or emailed) should reach RPA with a copy to the applicant within 14 days of the date of entry into private storage arrangements.

Definition of contractual storage

28 The first date of contractual storage is taken as the day following the date of entry into private storage arrangements. The last date of contractual storage is taken as the day before the date of withdrawal from private storage arrangements.

Butter and SMP produced in another EU Member State

29 Where butter and SMP has been made in another MS, conclusion of the storage contract is based on the presentation of a declaration from the competent authority of the MS of production.

The declaration must also show the:

- creamery approval number;
- country of manufacture;
- manufacturing creamery lot number added at the time of manufacture.

30 Butter or SMP made in another MS, will only be accepted and receive aid, if the regulatory compositional standards have been met.

31 If the declaration presented by the MS of production confirms that, the product has been tested and meets the regulatory requirements, the product will not be sampled and tested in the UK. If this information is not available then sampling and testing in the UK will be carried out.

32 As with UK produced products, a notice of successful compositional testing will be sent out. If there are testing failures, the procedure set out in Annexes 2 & 3 will be followed.

Control measures at store

- 33 On entry of product into private storage, or within the 30 days following receipt of the contract by RPA, checks will be carried out to make sure that the product lot stored is eligible for aid. The checks will be made on a representative sample of at least 5% of the amount in store and will involve confirming the weight, identity (by visual inspection), nature and for butter and SMP, composition of the product.
- 34 During the storage period an unannounced visit will be made to check that the product is in the store. The check will be representative and correspond to at least 10% of the lot stored under each contract. Moreover, 5% of each contract will be check-weighed.
- 35 When the product leaves the store a check may be carried out to confirm its weight and identity (by visual inspection). At least 50% of the number of contracts will be checked, from which 5% of the product will be check-weighed. The applicant must tell RPA and our inspectors in writing at least five working days before the product is removed from private storage arrangements showing the lots to be removed (read paragraphs 44 and 45). We must receive a notification for every contract.

Aid components

- 36 Aid for private storage is made up of two components per tonne:
- a payment for fixed costs;
 - a daily storage rate.
- 37 The daily storage and financing component is calculated using the number of days of contractual storage (read paragraph 28).
- 38 Rates are published each year by the EU. Current rates are available by asking RPA.

Eligibility for payment

- 39 RPA must make sure that the product meets all the requirements before aid applications can be processed for payment .
- 40 Product must complete a minimum period of contractual storage and not be removed from private storage arrangements before any published date to qualify for aid.

Advance payments

- 41 One advance payment of aid per storage lot can be made, on the request of the applicant. The advance payment may be claimed on the Claim for Advanced Payment form after product has been under contract for 60 days. A security to cover the amount of the advance payment plus 10% must be lodged with RPA before payment is made. The security must be in the form of cash or a guarantee provided by a bank or insurance company incorporated in the UK, and approved by RPA. All direct transfer payments for securities should be made to RPA's current account. Details are shown overleaf.

Sterling payments (including securities)

If you wish to pay us using an electronic payment (such as Standing Order, Direct Debit or CHAPS payments):

Bank: RBS Group (including NatWest)
Sort Code: 60-70-80
Account Number: 10018433

If you wish to pay us by Bank Giro Credit at a branch:

Bank: RBS Group (including Natwest)
Sort Code: 60-70-80
Account Number: 10012567

Euro payments for securities only

You must use an electronic payment (such as Standing Order, Direct Debit or CHAPS payments):

Bank: Citibank
Sort Code: 08-33-00
Account Number: 12545209
BIC: CITIGB2L
IBAN: GB17CITI18500812545209

Euro payments

You must use an electronic payment (such as Standing Order, Direct Debit or CHAPS payments):

Bank: Citibank
Sort Code: 08-33-00
Account Number: 12566060
BIC: CITIGB2L
IBAN: GB28CITI18500812566060

Withdrawal from store and claims for final payment

- 42 The minimum amount that must be withdrawn on one day is a whole lot. Part lots may not be removed.
- 43 The applicant must tell the store in writing of the date on which the product is to be withdrawn from the scheme.
- 44 The applicant must give RPA at least five working days' notice of intention to remove the product from the scheme. This applies to every contract.
- 45 Notifications of withdrawal must be faxed or emailed to RPA's Newcastle Office and the local Inspectorate office and should include:
- name of applicant;
 - name and address of store;
 - lot numbers and amounts to be withdrawn; and
 - intended dates of withdrawal from the scheme.
- 46 The claim for final payment should then be sent to RPA using the claim for final payment form.
- 47 A claim for final payment form must be filled in and signed and must reach RPA as soon as possible after the date of withdrawal of the product from the scheme.
- 48 Where the applicant does not meet the five working day notice period the aid will be reduced by 15% and paid only for the period for the applicant can give satisfactory proof to RPA that the product has remained in storage.
- 49 The final payment will be the total amount of aid due after taking into account any adjustments and/or minus the value of any advance.
- 50 Aid will be paid by RPA to the applicant within 120 days of the last day of contractual storage. If an administrative enquiry into entitlement to the aid is needed, payment will not be made until entitlement has been recognised.

Euro conversion rates

- 51 Payments of aid (advance and final) will be calculated by reference to the most recent rate set by the European Central Bank prior to the first day of the month in which the first date of contractual storage occurs.

52 Release of securities for advance payments

Applicants must fill in form Final Claim for Payment form for each lot before securities can be released. The security will be released in full once satisfactory inspection visits have been completed and no

53 reimbursements are due.

If the advance payment made is more than the total aid due, the applicant will need to pay back the excess. The procedure for securities will then be as follows:

54 Single transaction guarantees

The applicant will be invoiced for the excess aid. On payment of the invoice the Single Transaction Guarantee will be released in full.

55 Block guarantees

The applicant will be invoiced for the excess aid. On payment of the invoice the security will be released in full.

56

The applicant will be allowed 30 days to pay an invoice. If payment is not received in this time the security will be drawn in from the guarantor.

Termination of agreement and recovery of aid

57

If the applicant does not meet any of the provisions in this leaflet, RPA can:

- end the Agreement; and
- recover from the applicant in whole or in part, any payments made as aid towards storage.

Change of ownership

- 58 If the ownership of product in store changes under private storage arrangements, both the buyer and the seller must tell RPA immediately in writing giving the amount, lot number, and date of the change of ownership. The new owner will have the aid calculated from the date of the start of contractual storage unless RPA receives other written instructions from both parties.

Declaration for butter and SMP stored in another Member State

- 59 Products for storage in another MS will not be sampled and graded. This will be done in the MS of storage. Applicants who want to store such products in another MS should send a request to the Newcastle Office stating:

- Name and address of applicant;
- Name and address of manufacturing creamery;
- Creamery approval number;
- Lot number;
- Number of package numbers;
- Individual package numbers;
- Weight of lot (metric);
- Name and address of the exporter;
- date(s) of manufacture of each part of the lot;
- code for the dates (if used); and
- MS in which product is to be stored.

- 60 Requests must be clearly headed 'Private Storage – Export'.

- 61 The declaration will display the following information:

- The number identifying the factory and the Member State of production;
- The net weight; and
- Lot number.

Record keeping

- 62 Applicants must keep commercial documents and stock accounts for at least three years starting from the end of the calendar year in which they were drawn up. Commercial documents are books, registers, vouchers and supporting documents, accounts and correspondence.

- 63 We must be able to check from these:
- the approval number of the creamery;
 - the date of production;
 - the date of placing into storage;
 - the storage lot and contract number;
 - the weight and number of packages;
 - the presence and location of product in the store; and
 - the date of removal from storage.
- 64 Applicants can use a paperless system, and destroy original documents, provided that it:
- records all data to support the claim for payment; and
 - allows easy access to the data for authorised officials.
- 65 The system should give as much information as the paper based arrangement it replaces. Operation manuals for using the information should be given to RPA's staff or its agents.
- 66 The store should also meet paragraphs 62 and 63.
- 67 Records, including those of the store and others connected with the scheme operations, should be made available to authorised officials of RPA, its officials, agents and EU bodies at all times.
- 68 Inspections at the store will normally be made by RPA Inspectorate, SGDAFRC, WAGRPD or DARDNI and will be made up of:
- a check that the contractual obligations have been met on completion of entries into store
 - an unannounced check that products are in the store as described; and
 - a check that the products are there during the last week of the contractual storage period.

Proof of posting

- 69 Applications received after due date will only be considered if proof of posting to meet the deadline can be given. Proof must be either a recorded delivery or posting receipt.

Remarket of product covered by private storage contracts

- 70 The EU may decide, in accordance with the procedure laid down in Article 19(4)(c) of Council Regulation (EU) No 1308/2013, to remarket or dispose of some or all of the product covered by Private Storage Contracts.

Force Majeure

- 71 Force Majeure is described as abnormal and unforeseeable circumstances not connected with and outside the control of the applicant, the consequences of which, despite due diligence, could not have been avoided without excessive sacrifice.

- 72 Applicants are expected:
- at the time of entering into the obligations, to have been certain beyond all reasonable doubt that they would be met;
 - to have kept under review the progress made in meeting the obligations; and
 - to have made prompt and timely efforts to overcome any difficulties which may have arisen.

- 73 Force Majeure may apply when a claim and supporting documentation is received late or contractual obligations are not met.

- 74 Force Majeure does not cover:

- normal trading risks, including contractual default by a third party; and
- unfamiliarity with the regulations.

- 75 Claims for Force Majeure must be supported by documentary evidence, which clearly shows the chain of events leading to the breach of obligation, and the provisions of the paragraphs above were met. RPA will decide if the evidence can be accepted or not.

Annex 1 - Addresses

Addresses - Rural Payments Agency

Rural Payments Agency	Tel:	0191 226 5851
Lancaster House		0191 226 5250
Hampshire Court	Fax:	0191 226 5101
Newcastle upon Tyne NE4 7YH	Email:	trader@rpa.gsi.gov.uk

RPA Inspectorate Bristol	Tel:	0145 4870049
RPA Inspectorate Crewe	Tel:	01270 754151

Agents

Northern Ireland

Department of Agriculture and Rural Development	Tel:	02890 525001
Dundonald House	Fax:	02990 524671
Upper Newtonards Road Belfast BT4 3SB		

Scotland

Rural Business Development Branch	Tel:	0300 2446787
The Scottish Government	Fax:	0300 2446777
Spur D Saughton House Broomhouse Drive Edinburgh EH11 3XD		

Wales

WAGRPD	Tel:	0845 010330
Cathys Park Cardiff CF10 3NQ		

Annex 2 - Butter

Approval of creameries

To be eligible for private storage aid, product must be made at an approved creamery. Conditions of approval are that the creamery must:

- be approved in line with Commission Regulation (EC) No 1272/2009 Annex IV Part III 1(a), (b) and (c);
- have the appropriate technical equipment;
- keep permanent records listing the origin of raw materials, the amounts of butter obtained, the box markings and exit date of each production lot intended for private storage; and
- agree to submit their production of butter likely to be offered into private storage to a specific official inspection.

Composition

Butter must be produced from cream obtained directly and exclusively from cows milk in the EU and in an approved facility and have the following composition:

- butterfat content: minimum by weight of 80%;
- milk solids non-fat content: maximum by weight 2%;
- water content: maximum by weight of 16%;

Levels of radioactivity must not be more than maximum levels under EU rules. It may be salted or unsalted

All cream used in the making of butter must be heat treated and, immediately afterwards, chilled to a temperature of not more than 7.2°C (45°F).

Individual lots of product entered into the scheme must weigh at least one tonne, be made at a single approved creamery, be of homogeneous composition and quality and taken into storage in a single cold store on a single day.

Age

Butter must have been made during the 60 days before the date on which storage under contract starts.

Packaging

Bulk butter must be put into packages of 25kg in containers which are clean, free of odour and of such quality and strength as to be suitable for storage of butter. The butter must be properly finished and wrapped in material which meets the requirements of Materials & Articles in Contact with Food (England) Regulations (SI 2012 No. 2619) or equivalent in the devolved territories. Butter in retail packs must be packed to a standard size in

cardboard cartons.

Marking

When butter cartons making up a lot enter into private storage arrangements, they must show details of the:

- number identifying the creamery and the Member State (MS) of production;
- date of manufacture;
- manufacturing creamery lot number;
- individual carton number;
- word 'salted' in the case of salted butter; and
- net weight.

These details may be in code identifiable to and known by RPA. Read paragraph 29 for further information about butter made in another MS.

The date of entry of product into store must be recorded by store keepers either:

- on the packages themselves; or
- in a central register kept by the store keeper showing the date of entry into store of each consignment and the details given in paragraph 63. This register must be filled in by the store keeper on the day of entry.

Pallets on which product is stored must at the time of entry into private storage arrangements be marked on a visible surface with the storage contract number. Alternatively, the contract number may be recorded by the store in the central register cross-referenced to the lot number(s).

Pallets

For lots that have not already been loaded onto pallets the creamery must ensure that empty pallet weights are displayed on each pallet beforehand. For lots that have already entered under PSA arrangements without first establishing empty pallet weights at the creamery the following will apply:-

- if pallet inverting equipment is available the pallets relating to the 5% checks at each stage of storage must be inverted in front of the inspector and the empty pallet weighed.
- if pallet inverter equipment is not available a notional empty pallet weight of 30kgs will be applied.

Sampling

At the time of entry into storage or shortly after, we will sample and test all butter stored under contract. Butter will be sampled in line with our 'Butter Sampling Code', which is available on request. Packages from each lot of butter will be chosen at random and sampled and analysed against the scale shown below:

Amount of Butter (tonnes)		Minimum number of cartons sampled (by taking cores with a butter trier)	Number of bulk (composite) samples to be tested at the RPA contracted laboratory
		For Compositional Analysis	
>1	≤5	3	1 (bulk 3:1)
>5	≤10	4	1 (bulk 4:1)
>10	≤15	5	1 (bulk 5:1)
>15	≤20	6	2 (bulk 3:1 and 3:1)
>20	≤25	7	2 (bulk 4:1 and 3:1)
>25		7 + 1 per 25 tonnes or part thereof	Etc

The lot of butter will have compositional tests to make sure that the butter meets the requirements of the EU regulations.

The applicant will have the right to be present at the time of sampling and can lodge a single appeal against any compositional test result which they think to be unsatisfactory.

When we tell the applicant of a test failure they have two working days to lodge an appeal. Once lodged, the applicant has a further eight working days to lodge their appeal deposit. RPA will organise the re-test once we have received the appeal deposit.

RPA will confirm the result of the appeal in writing; if successful the appeal deposit will be refunded. If the appeal results confirm the original result the butter will be rejected and the appeal deposit will be forfeited.

Applicants will be told where butter fails to meet the required weight.

Cold store charges for sampling and inspection will be met by the applicant.

If at least 5% of the amount of products checked fail, the sample size will be increased.

Annex 3 - Skimmed Milk Powder

Approval of creameries

To be eligible for private storage aid, product must be made at an approved creamery. Conditions of approval are that the creamery must:

- be approved in line with Commission Regulation (EC) No 1272/2009 Annex IV Part III 1(a), (b) and (c);
- have the appropriate technical equipment;
- keep permanent records listing the origin of raw materials, the amounts of SMP obtained, the bag markings and exit date of each production lot intended for private storage; and
- agree to submit their production of SMP likely to be offered into private storage to a specific official inspection.

Composition

SMP must be produced from cow's milk produced in the EU in an approved facility and have the following composition:

- fat content: maximum 1.5%;
- water content: maximum 5%;and
- protein content by weight of the non-fatty dry extract; minimum 34%

Levels of radioactivity must not be more than maximum levels under EU rules.

SMP must meet compositional requirements and quality standards detailed above. In addition it must not contain other products in particular buttermilk or whey. .

Individual lots of product entered into the scheme must weigh at least one tonne, be made at a single approved creamery, be of homogeneous composition and quality and taken into storage in a single cold store on a single day.

Age

SMP must have been made during the 60 days before the date of application.

Packaging

SMP must be put into packages of 25kg or "Big Bags" weighing no more than 1500kgs. Bags must be clean, dry, free of odour and of such quality and strength as to be suitable for storage of SMP. The SMP must be properly finished and wrapped in material which meets the requirements of Materials & Articles in Contact with Food (England) Regulations (SI 2012 No. 2619) or equivalent in the devolved territories.

Marking

When SMP bags making up a lot enter into private storage arrangements, they must show details of the:

- number identifying the creamery and the Member State (MS) of production;
- date of manufacture;
- date of entry into storage;
- manufacturing creamery lot number; and
- net weight.

The date of entry of product into store must be recorded by store keepers either:

- on the packages themselves; or
- in a central register kept by the store keeper showing the date of entry into store of each consignment and the details given in paragraph 63. This register must be filled in by the store keeper on the day of entry.

Pallets on which product is stored must at the time of entry into private storage arrangements be marked on a visible surface with the storage contract number. Alternatively, the contract number may be recorded by the store in the central register cross-referenced to the lot number(s).

Pallets

For lots that have not already been loaded onto pallets the creamery must ensure that empty pallet weights are displayed on each pallet beforehand. For lots that have already entered under PSA arrangements without first establishing empty pallet weights at the creamery the following will apply:-

- if pallet inverting equipment is available the pallets relating to the 5% checks at each stage of storage must be inverted and the empty pallet weighed.
- if pallet inverter equipment is not available a notional empty pallet weight of 30kgs will be applied.

Sampling

At the time of entry into storage or shortly after, we will sample and test all SMP stored under contract. SMP will be sampled in line with our 'SMP Sampling Code', which is available on request. Samples from each lot of SMP will be chosen at random and sampled and analysed against the scale shown below:

Tonnes		No. Samples	No. of cpmposites
	≤20	8	1 (8:1)
21	40	9	1 (9:1)
41	60	10	2 (5:1 & 5:1)
61	80	11	2 (6:1 & 5:1)
81	100	12	2 (6:1 & 6:1)
101	120	13	2 (7:1 & 6:1)
121	140	14	2 (7:1 & 7:1)
141	160	15	2 (8:1 & 7:1)
161	180	16	2 (8:1 & 8:1)
181	200	17	2 (9:1 & 8:1)
201	220	18	2 (9:1 & 9:1)

The lot of SMP will have compositional tests to make sure that it meets the requirements of the EU regulations.

The applicant will have the right to be present at the time of sampling and can lodge a single appeal against any compositional test result which they think to be unsatisfactory.

When we tell the applicant of a test failure they have two working days to lodge an appeal. Once lodged, the applicant has a further eight working days to lodge their appeal deposit. RPA will organise the re-test once we have received the appeal deposit.

RPA will confirm the result of the appeal in writing; if successful the appeal deposit will be refunded. If the appeal results confirm the original result the butter will be rejected and the appeal deposit will be forfeited.

Applicants will be told where product fails to meet the required weight.

Store charges for sampling and inspection will be met by the applicant.

If at least 5% of the amount of products checked fail, the sample size will be increased.

Annex 4 - Cheese

Composition

The cheese must fall under CN codes 0406, be of sound and fair marketable quality and of EU origin. Cheeses which are not suitable for further storage beyond the period of maturation are not eligible.

Each application must make reference to its relevant 6-digit CN code and be for a single CN code only.

Age and maturation

The cheese must have reached a minimum age on the day when the storage contract starts.

This must correspond to the period of maturation laid down in the product specification for cheeses benefitting from a protected designation of origin or from a protected geographical indication.

For other cheeses it must correspond to a normal period of maturation. The minimum age for cheddar will be 6 weeks. If you are interested in claiming aid on any other types of cheese, please contact RPA

Cheese must be stored under the scheme in the Member State in which it was produced.

Packaging

Packaging must be clean, free of odour and of such quality and strength to be suitable for storage of cheese. It must comply with the requirements of the Materials & Articles in Contact with Food (England) Regulations (SI 2012 No. 2619) or equivalent in the devolved territories.

Marking

The cheese/packaging must be indelibly marked with a unique reference number which indicates the creamery and date of manufacture. It must also be marked with the product name and weight.

The date of entry into storage must be recorded on the cheese/packaging or in a register maintained by the storekeeper that also shows the place and date of manufacture.

Contract numbers must be marked on each individual unit or recorded in the store register.

Pallets


For lots that have not already been loaded onto pallets the applicant/creamery must ensure that empty pallet weights are displayed on each pallet beforehand. For lots that have already been entered into PSA arrangements without first establishing empty pallet weights the following will apply:

- If pallet inverting equipment is available the pallets relating to the 5% checks at each stage of storage must be inverted and the empty pallet weighed
- If pallet inverter equipment is not available a notional empty pallet weight of 30kgs will be applied.

Security

A security of €20 per tonne must be provided at the time of application. This will be released immediately where contracts are not accepted, or where contracts have been accepted, when the obligations of the contract have been fulfilled.

The security will be forfeited if your contract is withdrawn in full, or it is found that the quantity in store is less than 95% of the quantity entered.

The background of the page features a large, stylized graphic composed of several overlapping, wavy bands of teal and light teal colors, creating a sense of movement and depth. The bands are separated by thin white lines.

RPA - PSA Dairy Scheme Guidance
Version 3.0
October 2015
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