



SOUTH AFRICAN WINE AND SPIRIT BOARD

Scheme for Integrated Production of Wine

Integrated Production of Wine:

Manual for Cellars

6th Edition: July 2009

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In consultation with the vine and wine industry**

This guide is designed to assist in the completion of the evaluation forms in the IPW Guidelines distributed in the industry.

Keep the guidelines at hand for easy reference.

- a. In future all changes like coding of newly registered chemicals or legislation will be made available on www.ipw.co.za and cellars will also be informed thereof.
- b. Producers must handle the IPW evaluation forms according to each one's own situation:

Winery with own farm: All evaluation forms (Appendices including Table 1, 2a, 2b and 2c) for the winery's own farm as well as for every other farm from where grapes are sourced and Appendix 4 for the winery must be completed and electronically submitted on the IPW website by 30 April of each year.

Producer winery: The evaluation forms (Appendices including Table 1, 2a, 2b and 2c) of all farms from where grapes are sourced, must be electronically submitted on the IPW website before 30 April of each year **AND** Appendix 4 must be completed for the winery and also be electronically submitted on the IPW website.

Bottling facility: Appendix 4 must be completed for the bottling facility and must be completed and electronically submitted on the IPW website by 30 April of each year.

- c. Cellars must complete above mentioned forms and must be completed and electronically submitted on the IPW website by 30 April of each year.
- d. Please note that cellars have to ensure that all producers delivering grapes to their cellar are registered on the IPW website before taking in their grapes.

Guidelines for the Cellar

The IPW evaluation form: Cellar (Appendix 4) is the form that must be completed and electronically submitted on the IPW website by 30 April of each year.

Appendix 4 is a points system, which you as cellar master must complete. You are, therefore, totally responsible for given scores. For that reason it must be filled in honestly so that you will be able to explain any of the scores to the most interested journalist, or buyer of your wine.

The points system works in such a way that it is impossible to score a point of 1 or 4 – only 0, 2, 3, or 5 points can be scored (except in unique cases where the auditor can use his/her own discretion). **How you decide on a specific point is described below.** The points are entered (do not use crosses or any other markings) and carried over to the right hand column of the table or multiplied with 2 in the case of guidelines 3.2, 4, 5 and 9 (**see the completed example of Appendix 4 where Bondal is our fictitious cellar**). The scores in the right hand column are now added. For a cellar to qualify for IPW, more than the points, respectively indicated for the three types of cellars in Appendix 4, must be obtained, and none of the four disqualifications listed below Appendix 1 may apply.

Cellars which undertake winemaking and bottling have to complete all the guidelines, while those that only produce wine complete those marked with a W, and Bottlers only those marked with a B (look at the Bondal example.

Completion of Appendix 4: IPW evaluation form: Cellar (For sending to the IPW office).

AWARDING OF POINTS: Read the guideline and depending on the degree of compliance therewith, award 0, 2, 3 or 5 points. **Remember that points must be confirmed by the relevant documentation.**
REASON: To ensure that points can be proven to an independent person at any time and that the credibility of the system can not be questioned.

NOTE 1: Each point awarded, represents the average situation in the cellar over the past season.

Guideline 1 “IPW Training” There is no limit to the number of people per cellar that may obtain an IPW certificate, but it is of critical importance that the person or one of the persons directly responsible for decision-making regarding cellar practices should obtain an IPW certificate. It is not sufficient that only the administrative clerk of the cellar has a certificate.

- If a person in a decision-making or management position in the cellar obtained an IPW training certificate during the last 3 years, 5 points are awarded.
- If a person in a decision-making or management position in the cellar obtained an IPW training certificate longer than 3 years ago, 3 points are awarded.
- If nobody in a decision-making or management position in the cellar is in possession of an IPW training certificate, 0 points are awarded. If only a person in an administrative capacity has an IPW certificate, 0 points are awarded.

Guideline 2 “Grape Quality” Records must be kept (by winery personnel) of the percentage rot of each load of grapes (as well as date, mass, origin of grapes, cultivar) taken in by the winery so that the average percentage rotten grapes can be calculated and substantiated at the end of the season.

- If the total intake over the season had less than 5% rotten grapes, 5 points are awarded.
- If the total intake over the season had between 5% en 10% rotten grapes, 3 points are awarded
- If the total intake over the season had between 10% en 20% rotten grapes, 2 points are awarded.
- If the total intake over the season had more than 20% rotten grapes, 0 points are awarded.

NOTE: Even if no rotten grapes (i.e. 0%) are taken in by the winery (after e.g. sorting or selection in the vineyard), there must still be a record available to indicate that the percentage of rotten grapes was 0%.

Guideline 3 Energy Use and Carbon Emissions

3.1 “Harvesting and Transportation of Grapes”

The aim is to keep the grapes as cool as possible and to get them to the cellar as soon as possible after harvest to prevent juice from fermenting or oxidizing. Evaluation is once again based on the general situation for all grapes delivered during the season. Records must be kept for each load of the date, tonnage, departure and arrival time at the cellar, as well as temperature of grapes at delivery. Records from suppliers must be available to confirm that the bins / containers of the trailers or lorries (where grapes are transported in) are covered with inert material. Without such records 5 points cannot be awarded.

- If grapes were delivered in trailers or trucks with decks of food grade material (or coated appropriately); and grapes delivered to the cellar within one hour after harvesting was completed, and, the grapes were reasonably cool , 5 points are awarded.
- If grapes were delivered in trailers or trucks with decks of food grade material (or coated appropriately); and grapes were transported over longer distances and reached the cellar more than 1 hour after harvesting was completed, but the temperature of the grapes was kept down (e.g. harvested very early, or at night, or by cooling), and grapes were transported in small containers so that not too much juice accumulated in the bottom and it can be proven that steps were taken to prevent fermentation/oxidisation of juice, 5 points are also awarded.
- If grapes were delivered in trailers or trucks with decks of food grade material (or coated appropriately); and grapes were transported over longer distances and reached the cellar more than 1 hour after harvesting was completed, but the temperature of the grapes was not too high and it can be proven that steps were taken to retard fermentation/ oxidization of juice, 3 points are awarded.
- If grapes were not delivered in trailers or trucks with decks of food grade material (or coated appropriately); and/or grapes were transported over long distances and no steps were taken to keep grapes cool or to retard fermentation/ oxidation of juice, 0 points are awarded.

3.2.1 Carbon Emissions

The purpose is to facilitate continual improvement (and therefore reducing) energy usage and subsequent reduction in CO₂ emissions. If it is preferred to keep record of the whole farm’s (including the winery) energy usage, it is acceptable, as long as it is calculated on the same basis each year. Monthly consumption of carbon based fuels and all other energy sources with correct units (and not in Rand values) for the past twelve months (calendar year or financial year) must be indicated in table form (see IPW Guidelines).

- If the winery has sufficient records for usage of electricity, diesel, petrol, LPG and other fuels used for winery operations during 2010, 5 points are awarded.
- If the winery has benchmarked itself and records for usage of electricity, diesel, petrol, LPG and other fuels used for winery operations indicate continual improvement, 5 points are awarded. Where the winery converted these values to carbon dioxide equivalent emissions, 5 bonus points are awarded where continual improvement occurred.
- If the winery has limited records for usage of electricity, diesel, petrol, LPG and other fuels used for winery operations, 2 or 3 points are awarded.
- If the winery has no records for energy usage, 0 points are awarded.

3.2.2 Bonus point: Calculation of Carbon emissions

Cellars and bottlers are encouraged to calculate their carbon emissions using the internationally accepted protocol and calculator that is available from the IPW website at www.ipw.co.za.

- If the winery or bottler calculated their CO₂ equivalent emissions using the available calculator, 5 **Bonus points** can be awarded.

Guideline 4 “Using and maintaining Infrastructure and Equipment” This includes all cellar equipment and appliances, i.e. also cement tanks.

- If the cellar conforms to ALL requirements under Guideline 4 and all equipment are either coated with inert material at least every 5 five years or made from stainless steel, 5 points are awarded.
- If the cellar conforms to ALL requirements under Guideline 4 and more than half of the wine came into contact with equipment either coated with inert material at least every 5 five years or made from stainless steel, 3 points are awarded.
- If the cellar conforms to ALL requirements under Guideline 4 and only half of the wine came into contact with equipment either coated with inert material at least every 5 five years or made from stainless steel, 2 points are awarded.
- If the cellar conforms to ALL requirements under Guideline 4 and more than half of the wine came into contact with equipment made from fiber glass, 2 points are awarded.
- If more than half of the wine came into contact with equipment made from bronze, copper, lead or untreated cement, 0 points are awarded.
- If the cellar does not conform to ALL requirements under Guideline 4, 0 points are awarded.

Smooth surfaces like stainless steel are easier to keep clean since the specific surface area thereof is smaller. Less water as well as cleaning agents and disinfectants is also required in comparison with surfaces with a rougher texture, e.g. plastic.

Guideline 5 “SO₂-levels” This refers to the total SO₂-levels of the final or bottled product in terms of **food safety**. Use Appendix 5A to evaluate all the various wines in the cellar. The point in Appendix 4 is based on the average evaluation of all the wines. Records of **the official** laboratory analyses (**WSR2A and WSR4A**) for SO₂-levels must be kept to substantiate the points awarded.

- If all wines qualify as “good”, 5 points are awarded.
- If more than half of the wines qualify as “good” and the rest qualifies as “average” at least, 3 points are awarded.
- If half of the wines qualify as “average” at least and only a few wines are rated “poor”, 2 points are awarded.
- If less than half of the wines qualify as “average” and half or more qualify as “poor”, 0 points are awarded.

Guideline 6 “Substances added to Wine” Use Appendix 5B to evaluate all substances added to wine. The point for Appendix 4 is determined as follows:

6.1 – 6.4 Precipitants, fining agents, filter material and other

- If all substances used, qualify as “least”, 5 points are awarded.
- If half of the substances qualify as “least” and the rest as “less”, 3 points are awarded.
- If at least one of the substances qualifies as “most”, 2 points are awarded.
- If more than one of the substances qualify as “most”, 0 points are awarded.

6.5 Store for chemicals

- If food grade and other substances are stored separately and storage areas are locked and well ventilated and chemicals are stored on pallets, and records of lot codes of different chemicals added to wine and a proof of balance between usage and purchasing are available, 5 points are awarded.
- If food grade and other substances are stored separately and storage areas are locked and well ventilated and chemicals are stored on pallets, but records of lot codes of different chemicals added to wine or proof of balance between usage and purchasing are available, 3 points are awarded.
- If any risk of contamination occurs, 0 points are awarded.

Guideline 7 “Cooling” Gasses in cooling systems are classified in Appendix 5C.

- If the gas in your cellar’s cooling system qualifies as “Good”, 5 points are awarded.
- If the gas in your cellar’s cooling system qualifies as “Average”, 3 of 2 points are awarded. Note that gasses in this category will be phased out in future, which will change the point to 0.
- If the gas in your cellar’s cooling system qualifies as “Poor”, 0 points are awarded.

NOTE 3: Regarding the guidelines for Management of Waste Water (8), Management of Solid Waste (10) and Noise and Air Pollution (11), it is of utmost importance that if the cellar does not comply with any of the requirements, the Department of Water Affairs and other relevant Government Departments should be contacted to work out a plan for obtaining compliance.

Guideline 8, “Management of Waste Water” Water used for cooling and cleaning of tanks and other equipment should be recycled as far as possible. The legal requirements are set out in the three sub-divisions under this guideline. Since you either comply with legislation or not, it is not possible to score an average point here. If your cellar currently does not comply with the legal requirements, it is important that you are able show that you have set out a plan for obtaining compliance in conjunction with the relevant government department. **All documentation must be available at the winery at all times.**

8.1 Monitoring amount of waste water:

- A point of 5 or 0 is awarded according to Appendix 5D.

8.2 Monitoring quality of waste water:

- A point of 5 or 0 is awarded according to Appendix 5D.

8.3 Storing waste water:

- A point of 5 or 0 is awarded according to Appendix 5D.

8.4 Irrigating waste water:

- A point of 5 or 0 is awarded according to Appendix 5D.

Guideline 9 “Disinfectants and Cleaning Agents” These products are classified in Appendix 5E.

- If all disinfectants and cleaning agents used in the cellar qualify as “good”, 5 points are awarded.
- If more than half of the disinfectants and cleaning agents qualify as “good” and the rest qualify as “average”, 3 points are awarded.
- If most of the disinfectants and cleaning agents qualify as “average” and no more than 1 product qualifies as “poor”, 2 points are awarded.
- If more than one of the disinfectants and cleaning agents qualify as “poor”, 0 points are awarded.

Guideline 10 “Management of Solid Waste” Here are two divisions also subject to strict legislation and where a score of only “Good” or “Poor” can be awarded. The cellar manager must also ensure that if solid waste is removed, the organisation removing it also complies with legislation.

10.1 Disposal of solid waste:

- A point of 5 or 0 is awarded according to Appendix 5F.

10.2 Cleaning of waste water dams, pipes and other equipment:

- A point of 5 or 0 is awarded according to Appendix 5F.

Guideline 11 “Ambient Noise”

- If the winery is in possession of sufficient evidence (e.g. harvesting rules or independent noise report) to prove that noise is limited between 20h00 and 7h00, 5 points are awarded. If no records exist, but the winery is situated outside a residential area, 3 points are awarded. No points are awarded where a winery is situated within 3 km of a residential area without the necessary records.

Guideline 12, “Packaging Materials” It is virtually impossible to award 5 points for any of 12.1, 12.2 or 12.3, because materials currently used in South Africa do not comply with the requirements. To prove that the materials used for packaging are degradable or recycled is practically impossible. Your cellar further has to belong to a recycling programme or has to be able to prove recycling in order to score 5 or even 3 points. **For IPW and your cellars’ evaluation to be credible, points for the industry as a whole should not be higher than 2 or 3, except where proof to the contrary is available.**

12.1 Closures and Capsules (plastic):

- If all closures and capsules used in the cellar are biodegradable or recyclable, or made of recycled material and you can prove that closures and capsules are collected by the cellar for recycling, 5 points are awarded.
- If closures and capsules used in the cellar are not biodegradable or recyclable and are not made of recycled material, but closures and capsules are collected by the cellar for recycling or re-use, 2 points are awarded.
- If closures and capsules used in the cellar are not biodegradable or recyclable and are not made of recycled material, and closures and capsules are not collected by the cellar for recycling or re-use, 0 points are awarded.

12.2 Containers (glass):

- If all containers and labels used in the cellar are biodegradable or recyclable, or made of recycled material and you can prove that containers are collected by the cellar for recycling, 5 points are awarded.
- If containers and labels used in the cellar are not biodegradable or recyclable and are not made of recycled material, but containers are collected by the cellar for recycling or re-use, 2 points are awarded.
- If containers and labels used in the cellar are not biodegradable or recyclable and are not made of recycled material, and containers are not collected by the cellar for recycling or re-use, 0 points are awarded.

12.3 External packaging materials (paper):

- If all cardboard boxes, separations, palletes, as well as expandable plastic used in the cellar are biodegradable or recyclable, or made of recycled material and you can prove that some of it is collected by the cellar for recycling, 5 points are awarded.
- If all external packaging materials used in the cellar are not biodegradable or recyclable and are not made of recycled material, but some of it is collected by the cellar for recycling or re-use, 2 points are awarded.
- If external packaging materials used in the cellar are not biodegradable or recyclable and are not made of recycled material, and none is collected by the cellar for recycling or re-use, 0 points are awarded.

Guideline 13 “Bottling” (not evaluated if only bulk wines are produced)

- If the cellar conforms to ALL the following requirements, five points are awarded.
 - Procedures to address the following should be in place:
 - Glass breakages in all pallets and cartons should be monitored and recorded. Effective glass removal practices must be implemented to ensure that no glass can be present in the final product. Air or water blasting is not allowed during clean up.
 - Broken glass should be collected and recycled as far as possible.
 - Bottle breakages on bottling lines must be managed to avoid any contamination and an acceptable bottle breakage clean up procedure should be in place.
 - Staff working in bottling areas is not allowed to wear any loose jewelry or accessories. Only clean clothes are allowed. No open footwear is allowed and appropriate protective clothing should be worn.
 - Lights in areas where wine can be contaminated need to be covered with Perspex
- If the cellar does not conform to ALL these requirements, zero points are awarded.

EXAMPLE: An example of how to complete Appendix 4 for the cellar was completed for a fictitious cellar named Bondal (see p. 7).

IPW EVALUATION FORM: CELLAR

APPENDIX 4

Evaluation per item according to guidelines		Good 5	Average 2-3	Poor 0	Total
1 IPW Training	W, B	5			5
2 Quality of grapes	W		3		3
3 Energy use & Carbon Emissions					
3.1 Harvesting and Transportation of grapes	W		3		3
3.2.1 Carbon Emissions	[X2] W, B	5			10
3.2.2 Bonus points: CO ₂ Calculation	W, B			0	0
4 Implementing & maintaining Infrastructure & Equipment [X2] W, B			3		6
5 SO ₂ -levels (Appendix 5A)	[X2] W, B		2		4
6 Substances added to wine (Appendix 5B)					
6.1 Precipitants	W, B	5			5
6.2 Fining agents	W, B		3		3
6.3 Filter materials	W, B		2		2
6.4 Other	W, B	5			5
6.5 Store for chemicals	W, B		3		3
7 Cooling (Appendix 5C)	W, B		2		2
8 Management of waste water (Appendix 5D)					
8.1 Monitoring waste water quantity	[X2] W, B	5			10
8.2 Monitoring waste water quality	[X2] W, B			0	0
8.3 Storing waste water	[X2] W, B	5			10
8.4 Disposal with waste water	[X2] W, B		3		6
9 Disinfectants & cleaning agents (App. 5E)	W, B		3		3

Appendix continues....

Appendix 4 continues....		Good 5	Average 2-3	Poor 0	Total
10 Management of solid waste (Appendix 5F)					
10.1 Disposal of solid waste	W, B	5			5
10.2 Cleaning of waste water dams, pipes and other equipment	W, B			0	0
11 Ambient noise	W, B		3		3
12 Packaging material					
12.1 Closures and capsules	B		3		3
12.2 Containers and labels	B		2		2
12.3 External packaging material	B	5			5
13 Bottling		5			5
TOTAL					113

Qualifying score for cellar that make wine and bottle: Total 93 ['10] points or more out of 155

Qualifying score for cellar that only make wine (W): Total of 81 ['10] points or more out of 135

Qualifying score for bottlers (B): Total of 87 ['10] points or more out of 145

Hereby is confirmed that the evaluation forms were completed and submitted as prescribed, together with any action plans required, if any of the criteria to qualify for an IPW certificate under 2.3 of Section F were not complied with. It is also confirmed that all evaluation forms and action plans from producers have been submitted to the cellar.

Bondal

Name of cellar

Telephone number

Responsible person

Signature

Date

EVALUATION REGARDING TOTAL S₀₂-LEVELS (MG/L)

APPENDIX 5A

Wine type	Good	Average	Poor
Natural dry wine (< 5g/l sugar)	<100	100 - 120	>120
Natural wine (> 5 g/l sugar)	<100	100 - 130	>130
Bottle-fermented sparkling wine	< 60	60 - 80	>80
Fortified wines	<130	130 - 150	>150
Noble Late Harvest	<200	200 - 240	>240

**EVALUATION OF SUBSTANCES ADDED TO WINE BASED ON NEGATIVE ENVIRONMENTAL IMPACT
APPENDIX 5B**

Least	Less	Most
	Precipitants & fining agents	
Egg albumen	Bentonite (Calcium/Sodium)	
Gelatin	Activated animal/plant charcoal	
Tannin	Polyvinyl-polypyrrolidone (PVPP)	
Pectolytic enzymes ¹	Silicasol	
Ideal milk		
Fish collagen (Isinglass)		
Milk		
Rubigum / Arabic gum		
Casein		
	Filter materials	
Cellulose	Perlite	Diatomaceous earth
	Other	
Malolactic bacteria ¹	Erithorbic acid	Ammonium phosphate
Malic acid	Di-ammonium phosphate	Ion-exchanging resins
Dessert wine	Dimethyl dicarbonate (Velcorin)	Potassium ferro cyanide
Concentrated must	Sulphur dioxide gas –see App. 5A	Potassium sorbate
Wood	Potassium carbonate	Copper sulphate
Caramel	Liquid ammonia	Ammonium bisulfite
Carbon dioxide	Calcium carbonate	Sodium carbonate
Lysozyme ¹	Potassium bicarbonate	Sodium metabisulfite
Must	Calcium alginate	Pimarizine
Sweet reserve	Potassium alginate	Potassium metabisulfite
Grape spirits		Ammonium sulfite
Nitrogen gas		Sorbic acid
Cane or grain sugar [*]		Gold flakes
Tiamine		Calcium hydroxide
Oxygen		Meta tartaric acid
Ascorbic acid		Sodium alginate
Potassium bitartrate		Hydrogen peroxide
Colour extracting enzymes ¹		
Citric acid		

Argon		
Yeasts ¹		
Yeast nutrients (except di-ammonium phosphate)		
Tartaric acid ^{**}		

* Only for making of sparkling wine.

** See 10.1

¹ GMO-free certificate must be on file

EVALUATION OF COOLING SYSTEMS

APPENDIX 5C

Good	Average	Poor
Ammonia ¹ R134a (CH ₂ FCF ₃) R143a (CH ₃ CF ₃) R404A R407C R410A R507A Propylene-glycol	R22 ² = Freon 22 (CHClF ₂) MP 39 ³ R409A	R11 (CCl ₃ F) Freon = R12 (CCl ₂ F ₂) Diethylene-glycol ⁴

- 1 Highly toxic - must remain in a closed system (not harmful to the atmosphere).
- 2 Interim product which will be phased out in time.
- 3 A drop-in blend which will be phased out over time.
- 4 Highly toxic and should not be used near food or drink for human consumption.

WASTEWATER MANAGEMENT*

APPENDIX 5D

Action	Good (5)	Poor (0)
Monitoring waste water quantity¹	- Effective water meter in use. - Weekly with confirming records.	- Poor monitoring or no records.
Monitoring waste water quality²	- Monthly determination of EC, pH, NAV and COD at accredited laboratory with confirming records. - Representative sampling just before disposal/irrigation.	- Longer than monthly or no monitoring.
Storing of wastewater³	- Scientific proof needed that containment dam large enough. - Soil study as proof of suitability of soil and that irrigation area is large enough.	- If any of the requirements under "Good" are not complied with.
Disposal of wastewater⁴	- Formal agreement with Municipality in place and compliance - General Authorization from Water Affairs in place and compliance.	- If any of the requirements under "Good" are not complied with.

¹ Where monitoring occurred, but not on a weekly basis, the auditor could decide to award points for average score (2 or 3).

² Where monitoring occurred, but not on a monthly basis, the auditor could decide to award points for average score (2 or 3).

³ Where the scientific proof is not available, but according to the auditor highly unlikely that the size of the area and/or the wastewater containment dam is too small, the auditor could decide to award points for average score (2 or 3).

⁴ Where a formal and complete application for General Authorization has been submitted and the winery conforms to all legal requirements, the auditor may decide to award 4 points. Where an application has not been submitted but a formal agreement and commitment to address wastewater management has been submitted to Water Affairs, 3 points can be awarded.

EVALUATION OF DISINFECTANTS AND CLEANING AGENTS

APPENDIX 5E

Good	Average	Poor
	Disinfectants & Cleaning Agents	
Anionic and non-ionic		Chlorine compounds
Iodophores		Sodium hypochloride
Peroxy-acetic acid		Sodium formulated
Hydrogen peroxide		Chlorinated alkaline products
Acid anionic compounds		Organic acid formulated (e.g. citric acid)
Calcium- or Potassium hydroxide formulated		
Inorganic acid formulated (e.g. phosphoric acid)		
Ozone		
Quaternary ammonium compounds		

NOTE: Ask the supplier or manufacturer of disinfectants and cleaning agents into which of the above chemical categories the product you obtain from them falls. A particular chemical formulation is often marketed under various brand names. Therefore the Material Safety Data Sheets (MSDS) and Certificates of Analysis/Conformance (COA/COC) indicating the chemical composition must be available for all disinfectants and cleaning agents.

SOLID WASTE MANAGEMENT

APPENDIX 5F

Action	Good (5)	Poor (0)
Waste management ¹	<ul style="list-style-type: none"> - Skins, stems, pips and lees diatomaceous earth, bentonite, spent filter material, sludge from catchment dams etc., must be heaped on an impenetrable layer (such as cement or plastic) and covered against rain. Proof of compaction/impenetrable characteristics of site is necessary. - Recovery of alcohol or tartaric acid where possible. - Determination of chemical composition before applied to soil. 	<ul style="list-style-type: none"> - If any of the requirements under "Good" are not complied with, when it was possible.

¹ The auditor can decide to award 3 points if storage are is a low risk area