



PRODUCTION GUIDE

POST-HARVEST REVIEW

No matter how good intentioned we may be, if we do not write things down in real time or take adequate notes during harvest season, we will typically forget the details we wanted to remember.

This is why it is essential to write down data pertaining to grapes, juice, and wine in appropriate record sheets or databases. If getting to a computer is difficult, consider keeping hard-copy data sheets in the cellar. Hard-copy templates can always get copied onto a computer database at an alternative time.

Furthermore, when troubleshooting an issue or when an employee notes a problem that must later be solved, document it immediately. Create a place where these notes and reminders can be stored and review post-harvest.

The timeline below is intended to reduce confusion and improve efficiency in the cellar and enology lab during the weeks and months post-harvest.

1 WEEK POST-HARVEST (NOVEMBER)

| DATE COMPLETED | EMPLOYEE INITIALS | EXPLANATION OF PRODUCTION STEP |
|----------------|-------------------|--|
| CELLAR | | |
| | | <p>Conduct a cellar operations meeting</p> <ul style="list-style-type: none"> Review what went wrong, if anything (<i>e.g.</i>, stuck fermentations, problems with grape growers or grape contracts, inventory issues, diseased fruit, equipment failures, logistics issues, etc.). Encourage employees to be open about these issues to receive a full picture on your operation. Strategize on how to be better next harvest season. Include employee input on what would make their jobs easier. Need assistance with prompts? Use the Worksheet, “Winemaking Goals and Ambitions” for each employee to fill out. |

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| | | <ul style="list-style-type: none"> Review any equipment that needs to be fixed or replaced. Make sure to record this information as it will quickly be forgotten. |
| LABORATORY | | |
| | | <p>Post-Fermentation and Post-MLF Analysis</p> <ul style="list-style-type: none"> Update production records to ensure all analysis is complete for each batch of wine. Refer to the Juice/Wine Analysis Recommendations table for the minimum analyses that should be recorded for each production step. Record results for given lot of wine for FDA and TTB compliance. |

2 – 4 WEEKS POST-HARVEST (LATE NOVEMBER - DECEMBER)

| DATE COMPLETED | EMPLOYEE INITIALS | EXPLANATION OF PRODUCTION STEP |
|----------------|-------------------|---|
| CELLAR | | |
| | | <p>Clean/Sanitize harvest equipment & prepare for storage</p> <ul style="list-style-type: none"> Document in your Sanitation Log for FDA compliance. Refer to the Article, “A Brief Review of Cleaning, Sanitation, and Hurdle Technology” to understand the key concepts associated with cleaning and sanitation. Use the Winemaking Lesson (with printable notes) “Winery Sanitation Steps that Work!” for steps to adequately clean and sanitize winemaking equipment. |
| | | <p>Clean/Sanitize production floors & crush pad</p> <ul style="list-style-type: none"> Document in your Sanitation Log for FDA compliance. |
| | | <p>Repair any damaged or broken harvest equipment & utensils</p> <ul style="list-style-type: none"> Make decisions on what to do with these problems before it becomes a dire situation before next year’s vintage. Contact vendors now for estimates and timelines on repairs. |
| | | <p>Review current equipment & supplies inventory – This gives you a fairly good idea on what is being used and how well equipment is holding up through the duration of its use.</p> |
| | | <p>Check free sulfur dioxide (SO₂) on all remaining inventory in tank and/or barrel.</p> <ul style="list-style-type: none"> Record results for given lot of wine for FDA and TTB compliance. |

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| | | <ul style="list-style-type: none"> • Make free sulfur dioxide adjustments to inventory wines. Record adjustments for given lot of wine for FDA and TTB compliance. • Begin topping up inventory in tanks and/or barrels. Make sure to develop a SO₂ strategy for each wine. Refer to the Winemaking Lesson (with printable notes) “Sulfur Dioxide Strategies in Juice and Wine” for more information and recommendations. |
| LABORATORY | | |
| | | <p>Post-Fermentation and Post-MLF Analysis</p> <ul style="list-style-type: none"> • Update production records to ensure all analysis is complete for each batch of wine. Refer to the Juice/Wine Analysis Recommendations table for the minimum analyses that should be recorded for each production step. • Record results for given lot of wine for FDA and TTB compliance. |

8 – 12 WEEKS POST-HARVEST (LATE DECEMBER - JANUARY)

| DATE COMPLETED | EMPLOYEE INITIALS | EXPLANATION OF PRODUCTION STEP |
|----------------|-------------------|--|
| CELLAR | | |
| | | <p>Review & update the following FSMA/FDA compliance documentation with winery management:</p> <ul style="list-style-type: none"> • Process Flow Diagrams for all products processed. • cGMPs, SOPs, & SSOPs for winery operations. • Conduct annual employee training and update the Employee Training Log • Ensure the Traceability Log is current and accurate |
| | | <p>Budget for expensive items, such as new winery or laboratory equipment, barrels, travel, and/or employee professional development. Preparation can help wineries better negotiate “deals” during conference seasons.</p> |
| | | <p>Prepare the cellar for bottling operations. Not only does the winery require adequate packaging supplies, but wines need stabilized and ready for pre-bottling operations. For more information on the timeline associated with pre-bottling stabilization and operations, refer to the Production Guide Checklists and Timelines for:</p> <ul style="list-style-type: none"> • White Wines • Rosé Wines • Red Wines • Formula Wines |

| | | |
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| | | Ensure the winery is keeping adequate records on the wines pre-bottling. |
| LABORATORY | | |
| | | <p>Review analytical laboratory SOPs.</p> <ul style="list-style-type: none"> Update these protocols and SOPs annually to ensure they are reflective of the actual equipment in the laboratory space. <p>Post-Fermentation and Post-MLF Analysis</p> <ul style="list-style-type: none"> Update production records to ensure all analysis is complete for each batch of wine. Refer to the Juice/Wine Analysis Recommendations table for the minimum analyses that should be recorded for each production step. Record results for given lot of wine for FDA and TTB compliance. |

18 WEEKS POST-HARVEST (MARCH – APRIL)

| DATE COMPLETED | EMPLOYEE INITIALS | EXPLANATION OF PRODUCTION STEP |
|----------------|-------------------|---|
| CELLAR | | |
| | | <p>Make barrel purchases</p> <ul style="list-style-type: none"> Refer to the Production Guide, “Barrel Management: Best Practices” for more information on managing a barrel program. |
| | | <p>Finish stabilizing wine. Prepare for and start bottling.</p> <ul style="list-style-type: none"> Use the Pre-Bottling Checklists and Timelines (<i>linked above</i>) for appropriate pre-bottling steps. Refer to the Winemaking Lesson, “Wine Bottling QA/QC” for adequate pre-bottling record keeping and monitoring practices. |
| | | <p>Attend annual conferences and trade shows. Prior to attending a trade show, review the “Items & Technologies Investment List” provided in the Worksheet, “Winemaking Goals and Ambitions” to ensure you can find the appropriate vendors at the tradeshow.</p> |



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