

Triveneta Certificazioni S.r.l via A. Altan n. 83/3 San Vito al Tagliamento (PN) Phone: +39 049 9941068 info@triveneta.wine	 TRIVENETA certificazioni Regulation for the Use of Seals for DO Delle Venezie wines	REG - CONT	Rev 05
			18.10.2023
		Page 1 of 10	

Regulation for the Use of Seals for DO Delle Venezie wine

Rev	Issued on	Area of Change	Reason for Change
00	10.01.2018	-	First draft
01	31.03.2018	-	Table of Contents added
02	30.06.2018	Par. 5.2, 5.7 and 5.8	Removal of repetitions, additional information on storage methods in corporate warehouses, and percentage of removed scraps.
03	31.08.2020	All chapters	General revision: updating of regulatory references and contact details for the submission of requests; integration of cable tie types and measures with relative tolerances, integration of warehouse addresses and correction of the reference to the document indicating the Seals fees.
04	31.08.2021	Chapters 4 and 5 Par. 6.1, 6.2, 6.4, 6.5, 6.8, 6.9, 6.10	Abbreviations: specifications on the characteristics of the Seals; removal of the Seals warehouse in Isola D' Asti; additions to access areas for GEREM (VR/PD/GO provinces); additional details on order processing; additions to staff delegated by the parties; specifications on the communication and inspection of returns and integration of the reasons that do not provide for the reimbursement of Seals; additions of wine unpacking records.
05	18.10.2023	Par. 6.8, 6.9 e 6.12	Modification of the acronym/name of the Ministry on the whole document; integration of the modalities of transmission of the companies communications in case of waste/rejection; insertion of ulterior cases of returned back and reimbursement of the Seals; better specifications in the context of the destruction of Seals.

CONTROLLED DISTRIBUTION COPY	<input type="checkbox"/>	Copy number and assignment date:
NON-CONTROLLED DISTRIBUTION COPY	<input type="checkbox"/>	assignment date:

Drafting	Revision	Approval
Micol Ripani	Denis Giorgiutti	Denis Giorgiutti
TC RGG	TC DIR	TC/DIR

Triveneta Certificazioni S.r.l via A. Altan n. 83/3 San Vito al Tagliamento (PN) Phone: +39 049 9941068 info@triveneta.wine	 Regulation for the Use of Seals for DO Delle Venezie wines	REG - CONT	Rev 05 18.10.2023
		Page 2 of 10	

TABLE OF CONTENTS

1	PURPOSE	3
2	FIELD OF APPLICATION	3
3	REFERENCES	3
4	ACRONYM/ABBREVIATIONS	3
5	GENERAL INFORMATION	4
6	OPERATING METHODS	4
6.1	Procurement and storage	4
6.2	How to order Seals	5
6.3	Order processing	6
6.4	Distribution of Seals	7
6.5	Delegation for the collection of Seals order	7
6.6	Access to the Seals warehouse	7
6.7	Storage of Seals by companies	7
6.8	Application of Seals	8
6.9	How to return Seals	9
6.10	Request for unpacking	10
6.11	Cost of Seals	10
6.12	Distribution of Seals	10

Triveneta Certificazioni S.r.l via A. Altan n. 83/3 San Vito al Tagliamento (PN) Phone: +39 049 9941068 info@triveneta.wine	 Regulation for the Use of Seals for DO Delle Venezie wines	REG - CONT	Rev 05
			18.10.2023
		Page 3 of 10	

1 PURPOSE

To define the procedures adopted by Triveneta Certificazioni srl (hereinafter TC) for the supply to companies of State Stamps for DO Delle Venezie wines and for their use.

2 FIELD OF APPLICATION

This Regulation applies to the packaging of DO Delle Venezie wines intended for consumption, which involves the requirement to use Seals as specified in the Control Plan. These Regulations, published on www.triveneta.wine, govern the following phases:

- Request
- Delivery
- Storage
- Use
- Return
- Destruction

of Seals

The aforementioned activities are carried out through the Triveneta electronic management platform (hereinafter, GEREM).

3 REFERENCES

Ministerial Decree dated 27 February 2020: "Characteristics, terms, and methods for the manufacture, use, distribution, control, and cost of the Seals for wines with a controlled and guaranteed designation of origin and for wines with a Controlled Designation of Origin, as well as characteristics and methods of application of alternative control and traceability systems".

4 ACRONYM/ABBREVIATIONS

IPZS	State Printing Office and Mint
MASAF	Ministry of Agriculture, Food Sovereignty and Forests
ICQRF	Department of the Central Inspectorate against Fraud

Triveneta Certificazioni S.r.l via A. Altan n. 83/3 San Vito al Tagliamento (PN) Phone: +39 049 9941068 info@triveneta.wine	 Regulation for the Use of Seals for DO Delle Venezie wines	REG - CONT	Rev 05
		18.10.2023	
		Page 4 of 10	

5 GENERAL INFORMATION

The Seals is produced by the State Printing Office and Mint, hereinafter (IPZS), in accordance with Annex 1 of the Decree dated 27 February 2020.

The Seals guarantees consumers the compliance of Delle Venezie Wine with the relevant Regulations.

The Seals has the format and size described in Annex 2 of the Decree dated 27 February 2020, and namely:

Types and sizes

120x17 mm Glue paper

60x17 mm Adhesive paper (vertical)

80x17 mm Adhesive paper (vertical)

105x17 mm Adhesive paper (horizontal)

(tolerance for width ± 0.5 mm and length ± 0.5 mm).

The Seal is printed in a striking color on the bottom and bears the following information:

- emblem of the State of Italy
- the wording "Ministry of Agricultural, Food, and Forestry Policies"
- the wording "D.O.C."
- progressive number and alphanumeric series;
- nominal volume of the product in the bottle, expressed in litres, on which the Seal is affixed.
- serial number and nominal volume of the product in the form of a two-dimensional datamatrix barcode.

The Seal must be affixed by the bottler to the bottle in a manner that makes sure that the information thereon is fully legible, also taking care that the bottle cannot be opened without violating the integrity of the Seal itself.

6 OPERATING METHODS

6.1 Procurement and storage

The Seals are supplied by TC as needed by the companies, following the operational methods indicated by the MASAF and the IPZS.

The Seals warehouses available to TC are located in:

Triveneta Certificazioni S.r.l via A. Altan n. 83/3 San Vito al Tagliamento (PN) Phone: +39 049 9941068 info@triveneta.wine	 Regulation for the Use of Seals for DO Delle Venezie wines	REG - CONT	Rev 05
			18.10.2023
		Page 5 of 10	

- Mareno di Piave, Via Galileo Galilei, 35
- Pastrengo, Via Tione, 51
- Pradamano, Via Bortolossi, 1

The Seals are stored in warehouses at controlled temperature and humidity, as defined in Annex 3 to the Ministerial Decree dated 27 February 2020 “Storage Recommendations”; these parameters are constantly monitored through systematic or continuous electronic monitoring.

At present, TC makes an annual inventory of the Seals in stock in order to verify their correct storage and state of conservation.

6.2 How to order Seals

The Seals are assigned on the basis of the certified wine available to the company, which orders them by:

- Dedicated access to the GEREM portal for companies operating in the following areas and in possession of access credentials:
 - Provinces of Trento and Bolzano
 - Province of Verona (excluding DOC Lugana and DOC Valdadige Terra dei Forti areas)
 - Province of Vicenza
 - Province of Udine
 - Province of Gorizia (excluding DOC Collio area)
 - Province of Trieste
 - Province of Pordenone
 - Province of Padua (DOC Merlara area)
- Paper request on form MO029 “Richiesta contrassegni per la DOP delle Venezie” published on the site and to be sent to sop12.venezie@valoritalia.it for companies operating in the following areas:
 - areas of the Veneto and Friuli Venezia Giulia regions not included among those indicated in the previous paragraph
 - other Italian regions.
- Paper request on form MO029 ENG “Requires government Seals for DOP Delle Venezie” for companies operating in foreign countries, published on the site and to be sent to sop12.venezie@valoritalia.it.

Triveneta Certificazioni S.r.l via A. Altan n. 83/3 San Vito al Tagliamento (PN) Phone: +39 049 9941068 info@triveneta.wine	 Regulation for the Use of Seals for DO Delle Venezie wines	REG - CONT	Rev 05
		18.10.2023	
		Page 6 of 10	

For companies operating abroad only, it is possible to request a specific Seals coil unwinding direction.

The uploading of paper orders to the GEREM portal is performed by managers of the Triveneta warehouses.

Companies that use the GEREM platform must provide:

- number of the certificate linked to the batch to be used for bottling
- volume of containers
- type of Seal
- number of Seals

The maximum amount of Seals that can be requested by companies corresponds to the volume of certified wine held in the cellar.

At the time the request is submitted, the computer system verifies that the number and format of Seals requested are consistent with the number of bottles of the certified wine.

In case of discrepancy, the computer system prevents the submission of the order by returning an error message to the user or operator; if the verification is positive, the order is registered with the status of "received".

6.3 Order processing

TC operators view the request on GEREM and proceed with the processing of the order.

At an IT level, the order status is updated based on the processing phase, and, more specifically:

- **Entered:** the order has been correctly uploaded by the company (or by the TC operator) and is waiting to be processed;
- **Received:** the order has been viewed by TC staff and received for processing;
- **In process:** the order is being processed by the TC staff and the Seals are being gathered;
- **Ready for delivery:** the order is ready for shipment at the TC warehouse or can be directly picked up by the requesting company; the company is notified by email;
- **Shipped:** the order has been delivered to the carrier or company; the status is generated at the same time as the printing of the delivery note accompanying the Seals.

Triveneta Certificazioni S.r.l via A. Altan n. 83/3 San Vito al Tagliamento (PN) Phone: +39 049 9941068 info@triveneta.wine	 Regulation for the Use of Seals for DO Delle Venezie wines	REG - CONT	Rev 05
			18.10.2023
		Page 7 of 10	

As the order transitions to the **Shipped** status, the Seals become fully available to the Company, which finds them uploaded in its “Seals Warehouse” in the GEREM platform. Customers that do not have access to the GEREM platform must submit a written request (MO029) and follow the instructions of the TC staff.

6.4 Distribution of Seals

The distribution of Seals to companies in Italy is carried out by TC using internal staff or representatives or couriers at no additional cost; for deliveries to companies located abroad, the cost of transport is charged to the requesting companies.

Companies can also carry collect the Seals themselves from one of the warehouses referred to in paragraph § 6.1, specifying the method at the time of the request and in agreement with the Warehouse Manager.

6.5 Delegation for the collection of Seals

The Seals can be picked up directly by the company at one of the Triveneta warehouses referred to in paragraph § 6.1 by the company's Legal Representative or a specifically appointed person, provided that such person has been given a written proxy, the template of which is available on www.triveneta.wine.

Proxies are filed in TC's warehouses and remain valid until express revocation in writing by the Legal Representative.

6.6 Access to the Seals warehouse

Access to the Seals warehouses is allowed only to TC staff and its representatives.

The staff in charge of transport or of the company that wishes to pick up the Seals in person can access the warehouse for this purpose, always in the presence of the staff of TC or its representatives; they are not authorized to access the storage areas.

6.7 Storage of Seals by companies

The storage conditions are established by the Ministerial Decree dated 27 February 2020, Annex 3:

- Dry place, at a constant temperature, avoiding direct exposure to sunlight;
- Temperature: 20 - 25°C;
- Humidity: 50% - 60% relative humidity;
- In the original packaging, which must be intact until the moment of use.

Triveneta Certificazioni S.r.l via A. Altan n. 83/3 San Vito al Tagliamento (PN) Phone: +39 049 9941068 info@triveneta.wine	 Regulation for the Use of Seals for DO Delle Venezie wines	REG - CONT	Rev 05
		18.10.2023	
		Page 8 of 10	

Companies must store the Seals at the conditions indicated above; the storage conditions are also detailed at the bottom of the delivery notes.

The absence of evidence relating to compliance with the storage conditions indicated above can be considered by TC as a cause of non-applicability if the Seals are returned and/or if a complaint is filed.

6.8 Application of Seals

The company affixes the Seals during product bottling/packaging and, in any case, prior to marketing the product.

The company records in the Single Electronic Register (SIAN) and on the GEREM platform the interval of Seals used for each bottling operation.

If the bottles are destined for a refinement period before being released for consumption, the company can, at its discretion, register the bottling operations on the GEREM system by applying the Seals at a later time, i.e. declare that the bottles are being “refined” and record the intervals on GEREM only after the Seals have been affixed.

The Seals must be carefully managed by the company for the correct application, for purposes of traceability of the certified batch to which the Seals refer.

For companies that do not use the GEREM system, any notification concerning bottling must be made by MO028 “Comunicazione di imbottigliamento/confezionamento”, to be sent to sop12.venezie@valoritalia.it.

For companies located abroad, bottling operations must be notified by MO028ENG “Bottling communication” sent to sop12.venezia@valoritalia.it.

When applying the Seals, in accordance with the provisions of the Ministerial Decree dated 27 February 2020, companies must consider a maximum deviation of 1.5% due to damage or waste during application; the company must notify TC (segreteria@triveneta.wine) by form MO028/ENG or sending communication by email indicating:

- cause of damage
- number and % of damaged Seals
- any evidence certifying the status of the Seals

In the event that, for objective and documentable reasons, the deviation exceeds the limit of 1.5%, the company must give written notice within 24 hours to TC and to the competent ICQRF office.

Triveneta Certificazioni S.r.l via A. Altan n. 83/3 San Vito al Tagliamento (PN) Phone: +39 049 9941068 info@triveneta.wine	 Regulation for the Use of Seals for DO Delle Venezie wines	REG - CONT	Rev 05
			18.10.2023
		Page 9 of 10	

TC will replace the damaged/scrapped Seals that exceed the 1.5% deviation, upon receiving authorization from the competent ICQRF office.

The Seals can only be used by the company that requested their delivery as they cannot be transferred to third parties, even if the certified batch of wine to which the Seals are connected is sold in bulk to another operator.

The company to which the Seals have been assigned is solely responsible for their custody and storage.

In the event of theft, loss, or destruction, the company must file a formal complaint with the Public Security Authority and the competent ICQRF office.

“Glue paper” Seals can be shortened by cutting before application; cutting is allowed as long as all the words printed on the label are kept intact.

In applying the self-adhesive Seals, please refer to the following recommendations for use set out in Annex 3 of the relevant Ministerial Decree, and namely:

- The Seals must be affixed to a perfectly dry surface
- The application pressure must be uniform, strong and with an optimal pressure value of 1 kgf/cm²
- Application on glass constitutes the best adhesive condition; application on surfaces other than glass does not guarantee the same quality of adhesion
- The use of silicone-based “release” products, distributed by the manufacturer on PVC, polylaminate, etc. caps is not recommended as products may interfere with the adhesiveness of the Seals .

6.9 How to return Seals

Previously picked up Seals can be returned in case of:

- Defects/Damages
- Change Type of Wine (certification number)
- Need to change format
- Decision not to bottle/Disuse

In any case, Triveneta will evaluate the integrity of the returned product and that what has been declared by the Company is accurate.

TC reserves the right to refund or not the returned Seals on the basis of the following criteria:

Triveneta Certificazioni S.r.l via A. Altan n. 83/3 San Vito al Tagliamento (PN) Phone: +39 049 9941068 info@triveneta.wine	 Regulation for the Use of Seals for DO Delle Venezie wines	REG - CONT	Rev 05
			18.10.2023
		Page 10 of 10	

- Seals that are deemed to be defective by TC: the refund will be issued after due diligence by IPZS
- Seals returned due to non-use: the refund will be issued only for quantities/range exceeding 1000 units referable to the single certificate; no refund will be issued for Seals (glue paper) cut by the company.
- Seals returned due to change of format: the refund will be issued only for quantities/range exceeding 1000 units referable to the single certificate; no refund will be issued for Seals (glue paper) cut by the company.
- Seals returned with quantity/range lower than 1.000 units: Seals should be refunded to the companies only when the Company re-uses them asking for reassignment to another DOC Delle Venezie Certificate.
- Seals discarded due to equipment malfunction: no refunds.

Return requests must be submitted on form M0032 “Comunicazione reso contrassegni per la DOP Delle Venezie” (MO032 ENG for companies located abroad) to be sent to info@triveneta.wine.

6.10 Request for unpacking

If the company needs to unpack a batch of wine already bottled either due to incorrect labeling/application of Seals or for other purposes (downgrading, disposal of residual stocks, etc.), it must send appropriate communication to TC by filling in form MO026 “Comunicazione operazioni di sconfezionamento”, which can be downloaded from www.triveneta.wine Once the batch details have been verified, TC will visit the operator to inspect the unpacking operations.

6.11 Cost of Seals

The cost of the Seals is shown in the REG-CERT “Regulations for the Certification of DO Delle Venezie and IG Trevenezie wines” published on the TC website (www.triveneta.wine).

6.12 Destruction of Seals

The destruction of any unused Seals is carried out exclusively by TC, which uses methods to ensure that Seals intended for destruction cannot be re-used.

TC gives notice to the competent bodies and proceeds with the registration of the Seals in the “Portale Fascette Vini” to the Black List section.