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**PART 1**

**THE DELIVERY & PRESENTATION**

**OF**

**FLUE-CURED TOBACCO FOR SALE**

## **1. STATUTORY RETURNS**

It is important that all growers complete statutory returns (i.e. registration forms, first and second estimate forms) at the appropriate time, as these returns are the basis upon essential sales information is relayed back to you.

### **1.1 Registration Forms**

Application for registration as a grower should be made before the 31<sup>st</sup> October of each year. Registration fees shall be payable each year as advised on the registration form. A late registration fee will be paid if the application is made after this date (Refer to page 36). No booking can be accepted unless the grower has been registered for the year in which he/she intends to sell tobacco.

### **1.2 Crop Estimates**

Two estimate forms are submitted to the TIMB every year and the dates by which these forms are due are indicated below. The estimate figure required in the form, which will be sent to all registered growers, is a close estimate of the total mass of Flue-cured tobacco (excluding stems), which will be sold by the grower. Grower is therefore requested to maintain the high standards of estimations and prompt return of forms achieved in the past. No booking will be accepted before a current estimate form is submitted.

**NB:** Commercially Graded Tobacco: A grower planning to use a commercial grader must indicate the amount he/she will send to the Commercial Grader.

### **Important Dates**

#### **(a) First (PRELIMINARY) Crop Estimate Due: 15<sup>th</sup> March**

No alterations may be made after submitting this Estimate apart from unpredictable losses, which occur as a result of fire, theft, damage, or other insurable losses for which documentary evidence is available.

#### **(b) Second (FINAL) Crop Estimate Due: 31<sup>st</sup> May**

It is an offence to be more than 5% over the mass sold in the second (Final Estimate (See section 2 for details). Any grower who fails to submit a second (Final) Estimate by due date will not be allowed to deliver or sell tobacco for a two –week period starting from 1<sup>st</sup> July or some other date as fixed by the Board.

The only alterations that can be made to this Estimate is as follows: -

- i. If between 1<sup>st</sup> and 30<sup>th</sup> June, a grower becomes aware that his Final Estimate is inaccurate, he may apply to the TIMB in writing giving full reasons why an adjustment to the Final estimate is necessary. If an increase in Final Estimate is made, the grower will have his or her quota increased for the second half of the season up to a maximum of 15% only. However, any reduction in the Final Estimate will result in a reduction of a grower's Delivery Quota to adjust immediately any over-deliveries, which may have occurred.

The adjustment of Delivery Quotas in the second half of the selling season will only occur if Quotas were in operation and any downward adjustments will be proportional to the period when quotas were operational in the first half to the selling season. This therefore means that should bookings remain open up to the second half of the selling season, growers Delivery Quotas will be based on Final Estimates only.

- ii. If, after 30<sup>th</sup> June, unpredictable losses occur as a result of fire, theft, damage or other insurable losses for which documentary evidence is available, an adjustment to the Final Estimate will be considered.
- iii. If, after 30<sup>th</sup> June and up to the end of the selling season losses occur for unpredictable reasons such as excessive mould, an application may be made to the Board for an Inspector to travel to a grower's farm and verify such unpredictable losses. Forms or application for such an inspection will be sent to growers with the Second Estimate Form. A fee to recover transport costs will be charged. Applications for inspections and the accompanying cheque must be sent to TIMB as soon as possible. Applications for inspection cannot be considered after 14 days of the official closing date of the sales. Any grower who subsequently finds himself in penalty cannot appeal on the grounds that he overlooked the need to call for an inspection.

### 1.3 Penalties in the Following Year for Incorrect Estimates

Any grower whose Estimate exceeds the permitted tolerance of 5% will have the percentage error, including the 5% leeway multiplied by 1.5 and the resulting increased percentage will be the size of the deduction made in the following year to the grower's Basic Delivery Quota. In addition these penalties will be cumulative from year to year. The utmost care must be taken when submitting Crop Estimates to the Board. No grower will be permitted to avoid a penalty by changing his grower's number in any way.

### 1.4 Calculation of Quotas

The sizes of delivery quotas depend on the total estimated production.

At the beginning of the sales season, there will be no limit to the number of bales a grower may book-in, (i.e. no Delivery Quota restriction). Delivery quotas may be introduced at the floors as

soon as the re- booking period reaches the number of days considered appropriate by the TIMB. (See Section for details). Growers will be advised of their delivery quotas based on both the First and Second Crop Estimates.

(i) Fixed Factor

Should delivery quotas be necessary, a fixed factor determined by using a formula which takes into account the crop size, wastage, the agreed sales programme and 8 –day re-booking period, will be used to calculate Quotas. In view of the need to keep the re-booking period to about 8 selling days, Quotas will be adjusted to Basic plus or minus whenever the occasion arises. Adjustment will be made for bonuses and penalties and each grower will be advised individually of his Quota.

(ii) Adjustment of Quotas

Depending on prevailing circumstances, delivery quotas may be adjusted as follows: -

- a) A grower who over-estimated in his First Estimate will have his quota decreased for the second half of the sales season in proportion to the period when quotas were operational in the first half of the season.

Example:	Grower's 1 <sup>st</sup> Estimate	= 120 000 Kg
	Delivery Quota	= 96 bales
	Grower's 2 <sup>nd</sup> Estimate	= 150 000 Kg
	Maximum Increase (15%)	=138 000 Kg
	Adjusted Quota	= 110 bales

NB: 15% increase on 120 000 kg = 138 000 kg. At 8 bales per 10 000 kg, the calculation is  $13.8 \times 8 = 110.4$  bales.

(iii) Minimum quota

The minimum Quota allowed in any one selling season is 16 bales. Consequently, any grower whose penalty indicates a basic delivery quota below this minimum may deliver a maximum of 16 bales only per delivery cycle.

(iv) Bonus on Quotas

A bonus of 5% on basic Quota will be awarded to all growers who sold tobacco in the previous season and did not exceed 5% leeway provided).

## **2. THE BOOKING IN SYSTEM**

### **2.1 Selling System**

The Selling system to be operational in a season including the operation dates of sales will be announced on or before the last day of February every year.

### **2.2 Sales Floors**

The following Licenced Auction Floors are currently in operation and growers are free to book and deliver to a floor of their choice.

The licensees are: -

#### **A. Burley Marketing Zimbabwe Limited (BMZ)**

Physical Address : Gleneagles Road  
Willowvale, Harare  
Postal Address : P.O. Box 1979, Harare  
Telephone : 621331/4 –614415/9  
Fax : 666303/314489  
Cellphone : 091 214 171

Booking times will be from 06:00 – 21:00 hours – Monday to Friday and 08:00 – 12:00 hours on Saturday at the BMZ Floors. Booking –in Office telephone 621317/8.

#### **B. Tobacco Sales Floor Limited (TSF)**

Physical Address : Gleneagles Road,  
Willowvale, Harare  
Postal Address : P.O.Box 66031  
Kopje, Harare  
Telephone : 621621 to 639  
Fax : 621620  
Cellphone (Switchboard) : 011 203 685/6

Booking times will be from 06:00 – 16:30 hours at the main TSF office. Automatic bookings will be handled by the Booking Department at TSF Reception. Details on time of sale can be obtained either from Reception or from the Receiving office, which is open until 7:00 p.m on weekdays, and from 07:00 to 12 noon on Saturdays.

C. Zimbabwe Industry Tobacco Auction Centre (ZITAC)

Physical Address : S. Mazorodze/Stoneridge  
Roads, Waterfalls, Harare

Postal Address : P.O. Box 2445  
Graniteside, Harare

Telephone : 610862/610865/610866  
610870/610877

Fax : 610884

Booking times will be from 06:00 – 18:00 hours – Monday to Friday and 06:00 – 12:00 hours on Saturday at the ZITAC Floors. Booking –in Office telephone 610851/610852/610858/610859.

**NB:** Please note that booking times at each floor may be changed from year to year and growers are therefore advised to check with the Auction Floors at the start of the selling season.

2.3 Rules Governing Bookings

- a) The booking –in system will operate for the full season. Each of the licencees will be Responsible for administering and controlling bookings made to his floor accordance with the procedures set out by the TIMB from year to year. Bookings will be recorded by grower’s registration number. All licencees will be linked to the TIMB through an information processing system approved by the Board.
- b) All sales will commence at 7:30 am. Times may be changed as and when required to maximize usage of manpower and selling capacity. No sales will take place on Saturdays and Public Holidays.
- c) Any bales offered in excess of a booking will not be allowed to sell and as a result any Auction floor presenting such bales for sale shall be penalized in accordance with the agreement in place that year.
- d) When booking-in, a grower will be given a delivery date and the tobacco delivered will be sold on the booked selling day. However, if circumstances beyond the control of the Licencee prevent such a sale, a grower may not claim prejudice.
- e) Commercial Graders must book- in any tobacco they wish to deliver to the Auction Floors in the same manner as growers. However, no restriction on the level of bookings or frequency of bookings will apply but Commercial Graders must adhere strictly to the booked- in amounts and delivery dates. Bookings will be made at TIMB who will monitor

Commercial Graders' bookings closely to ensure that only bona-fide Commercial Growers' bookings are made.

- f) Small –Scale Growers (i.e. growers in communal, resettlement and small- scale commercial areas). Such growers must book –in their tobacco whenever possible. Auction floors shall however make special arrangements (block allocation or reservation) to ensure that small –scale growers are not penalized because of their inability to book-in or deliver on a specific day. However, such tobacco once received must be booked –in.
- g) Rail and scheduled deliveries will not normally be subject to the automatic booking-in system and growers must make their own scheduling arrangements with the Auction floors prior to the start of the season.
- h) Buyers Re-sales and Growers Re-offers  
In general terms all bales dispatched to the Auction Floors must be specifically booked – in and this also applies to 'Buyers' re-sales and growers re-offers, and re-bales. A block allocation will be made for re-offers, which shall not be exceeded. This will mean that re-offer bales may not necessarily be re-offered the following day.

2.4 Road Delivery Times at the Auction floors will be as follows:-

Monday to Friday	- 6:00 a.m to 6:00 pm at ZITAC
Monday to Friday	- 5:00 a.m to 5:00 p.m at TSF
Monday to Friday	- 6:00 a.m to 9:00 p.m at BMZ
Saturday	- 6:00 a.m to 12:00 noon at BMZ
	-7:00 a.m to 12:00 noon at ZITAC

Please note that the delivery times are subject to change and growers are therefore advised to confirm these with Auction Floors when the selling season commences.

2.5 Over –Quota and Incorrect Deliveries

- a) Bales laid on the floors in excess of a booking made, without TIMB authority: may first be received and laid, but will remain unopened and will not be sold and a fee payable to TIMB will be charged. Growers will have the option of taking them back to the farm or the Auction Floor may charge a storage fee.
- b) If the bales referred to in (5.1) above were sold without TIMB authority, all selling charges and commission realised shall be forfeited to the TIMB.
- c) "Collect" bales which are not collected by the grower within a delivery cycle, i.e. bales not collected on or before a subsequent delivery made may attract a storage fee payable to the Auction Floor.

- d) Bales delivered late will be sold on a date decided by the licensee in consultation with TIMB.
- e) Unless the Auction floors and the TIMB are notified of any changes in bookings or of a cancellation at least 24 hours before delivery is due and there are valid reasons for the change or cancellation, under or non- delivery of bales booked –in, a charge per every booked bale will be raised.
- f) The Auction floors will be responsible for the control of all deliveries including wrong deliveries. All queries on deliveries and stored tobacco must be addresses to the respective Auction floor.
- g) The Tobacco Industry and marketing Board will deal with Basic Delivery Quotas, penalties, bonuses, commercially graded tobacco and related matters.

## 2.6 Split & Double Deliveries

### (a) Split Deliveries

Should delivery quotas be introduced growers with large quotas, including those who use suffices (ABC etc) who are unable to deliver their full Quota in one day, may be allowed to “split” their delivery subject to making prior arrangements with the auction floors. Such deliveries would be treated as ‘hold more to follow’ and sold on the same day. Rules applicable to Quotas, Estimates, Penalties and all other aspects will not change.

### (b) Splitting Consignments

The following will also apply when quotas are introduced: -

- i. A grower may split his sale on the day that he is booked to sell as follows: -
  - Delivery Quota of 80 bales or more; split of not less than 40 bales.
  - Delivery Quotas between 79 and 60 bales; split of not less than 30 bales.
  - Delivery Quotas below 60 bales; split of not less than 20 bales
- ii. Growers may split consignments between Auction Floors. He practice of splitting large consignments in order to sell them at varying times throughout a sale day can create problems for the Receiving Staff and growers wishing to split consignments are requested to assist in this matter by loading such bales on lorries in group order so as to facilitate easy handling of such split consignments.

(c) Double Deliveries

When deliveries by Quotas come into force, a grower experiencing transport problems resulting from his Quota being too small may apply to the Board for a double quota.

Deliveries under this option would have to be at double the booking – in period prevailing at that time, i.e. if the booking –in period is 8 days, the double delivery period would be after every sixteen days. Effectively growers would have to miss a delivery before making a double –delivery. Once approved, all bookings must be made manually.

(d) Multiple Packs

For transport delivery purposes only, the use of multiple packs will be introduced for 2001 selling season.

Where a grower has a large number of small bales to transport, it is suggested that these bales be packed together in an outer wrapping of Hessian bearing the grower’s registered number. Growers should attach an additional bale ticket marked with the letters “MP” which should not be less than 25 mm in height as well as the number of bales in the pack. This will enable the Auction Floor to recognize multiple packs at Receiving and Weighing. Wrapping of individual bales within the multiple packs must comply with regulations.

3. RULES GOVERNING THE SALE OF RE-OFFER, COLLECT, SPLIT DEFECTIVE AND NG-BALES

3.1 Crossed Tickets ( In the event of quotas being introduced)

- a) Bales which remain on the Auction Floors will not count against a grower’s Delivery Quota (out of Quota) and
- b) Bales which are removed from the Auction Floors (collect) will count against a grower’s Delivery Quota (in Quota)

3.2 Mixed Bales

- a) Growers or Commercial Graders may not declare a bale Mixed prior to sale. The Board’s Classifiers will not declare any bale Mixed and will classify every bale. Mixed and/or other defective bales will only declared with the growers’ final consignment.
- b) Buyers may appeal for “Mixed” and if the Board’s Arbitrators uphold such an appeal, the bale must be returned to the grower, the Commercial Grader or the grower’s agent for re-handling.

### 3.3 Split bales

A grower may deliver to the Auction floor a bale, which contains two bordering of tobacco, i.e. a split bale. The following conditions will apply to split bales: -

- a) Only two grades may be put in a split bale, therefore splitting into 3 or more grades is not permissible.
- b) The grades must be bordering in regard to group quality, colour and style. Bales containing differing tobacco will not be allowed to sell and will be closed up by classifiers prior to the sale.
- c) There will be no minimum weight for split bales.
- d) The grades in the bale should be separated by a sheet of the normal bale inner wrap – no other material may be used for separation purposes.
- e) Split bales should be declared as such by attaching a bale ticket on the end of the bale adjacent to the bale number ticket and marked “split”.

The following procedures will apply to the sale of split bales: -

- i. All split bales will be identified and declared, “split” by the starter.
- ii. Split bales will be “sampled” prior to sale with samples being taken from both sections of the split.
- iii. Appeals for Mixed will be allowed on either section of a split bale and if this appeal is upheld, the bales must be returned to the grower, his agent or the Commercial Grader for re-handling.

### 3.4 Soot Damaged and Stem rot Bales

A bale which is successful appealed on for these defects and is then re-offered shall be declared for such defect, out of Quota, i.e. Soot Damaged tobacco may be declared “DR Soot” and Stemrot bales may declared “SAD”.

If such a bale is subsequently crossed by a grower or grower’s representative then it must be taken back to the farm (i.e. sent to collect).

### 3.5 No Grade Tobacco (“NG”)

Bales of No Grade Tobacco will be classified “NG” and declared as such and offered for sale.

### 3.6 Declaration of Defective Bales at the Close of the Season

Declared defective (with exception of foreign matter) will be sold with the grower’s last consignment. If a grower realizes that he has more tobacco to sell after the final delivery,

such tobacco will only be sold during the last 2 or 3 days of sale subject to approval by the sales supervisor.

#### 4. ORDERLY MARKETING

The prime objective of the Tobacco Industry & Marketing Board is to ensure the orderly marketing of tobacco. Any rule that is made is made for this purpose or to ensure that the tobacco offered for sale is in an acceptable marketing condition

##### 4.1 The Role of the Senior Classifier/Arbitrator

Arbitrators, identified by badges are employed by the TIMB and are present on all sales floors. Buyers have an unrestricted right to appeal on any bale not declared pre-sale for a defect.

Arbitration takes place in complete isolation without interference from the buyer, the grower or his representative and the Arbitrator's decision either way is final.

The detailed procedures for appeal and arbitration will be sent to all registered growers each year.

##### 4.2 The Role of the Sales Supervisor

The major function of the Sales Supervisor is to control and regulate the sale and the sales programme at all licensed floors or at any other such place as authorized by the Board. Sales supervisor's ensure the orderly marketing of tobacco and settle any disputes, which may arise on the sales floor.

##### 4.3 The Role of the Classifier

The TIMB Classifier will endorse the official classifications on all bale tickets. This classification is used for statistical purpose and is invaluable in the Board's annual crop assessment exercise. The statistics produced are freely available to all in the Tobacco Industry and many articles, which appear in Tobacco publications, are based on these statistics.

A supplementary role for the Board's classifiers is to identify and close up obviously defective bales.

## 5. POST –SALE APPEALS AND ARBITRATION

### 5.1 Buyer’s right of Appeal

Buyers have an unrestricted right of appeal on any bale, except those, which are sold, declared for a defect.

The Arbitrator will consider appeals for the following defects including blatantly mixed bales torn for re-offer. The only time when arbitrators will not consider appeals will be when tickets have been torn and marked for collection or re-handle.

<u>Appeal</u>		<u>Rejection Symbol</u>
Badly Handled (too wet or too dry)	rejected	BGR
Damaged Soot	“	DR
Funked	“	KR
Mouldy	“	LR
Mixed hands (including split too far apart/tie leaves)	“	MR
Mixed in hands	“	BMR
Undeclared split	“	NDR
Hot	“	OR
Damaged grease, oil fuel, withdrawn	“	WR
Fines in Strip or Scrap	“	WR
Foreign Matter	“	WR
Loose Leaf in bales of tied hands	“	WR
No split paper	“	WR
Plastic String used for Bale Sewing	“	WR
Scrap or Strips with Bare Stems	“	WR
Small or Large Butts or Reversed Ties in Butts	“	WR
Stemrot (undeclared)	“	SR
Stems in Butts, see also paragraph 11- (5) (d)	“	WR

The symbols above may appear in a grower’s sales sheet against bales, which have been rejected. Other symbols which may also appear in a grower’s sales sheet against rejected bales are NR for No Sale, NGU or US for destroy, and RR for other reasons such as Oversize and Overweight.

Arbitrators will state the reason for the rejection on the bale ticket to assist in the correct re-handling of the bale.

No appeal for Mixed can be made on declared “NG” bales. No Grade bales will be classified as such and declared NG by the Starter.

## 5.2 Procedures for Appeal and Arbitration

Buyers wishing to appeal on a bale will use the following procedure: -

- a. The Buyer will “tramline” the back of the ticket and writes the reason for appeal on the back of the ticket. All appeals must be initialed. In addition, the Buyer will mark the front of the ticket with either the letter “A” or in the case of appeals for mould, the letter “M” and in the case of appeals for foreign matter, the letter “F”.
  - b. Only one reason for appeal may be noted, however, a second or more reasons may be recorded for grower information, e.g. where a bale is “Mouldy” and “Mixed”.
  - c. Arbitration will take place in complete isolation, without interference from the buyer, the grower or their representatives. A red marker will indicate the two lines currently under arbitration and Arbitrators will be identified by TIMB badges. Bale counters and other scribes have to be at least four bales behind Arbitrators.
  - d. The Arbitrator’s decision, either way will be written on the front of the ticket and the ticket placed on the bale. In the case of a successful appeal, the front of the ticket will be tram lined (green ink) and the appropriate rejection symbol recorded.
  - e. The Rule governing arbitration in isolation will strictly be enforced. Positions will be allocated to all parties concerned and these positions must be maintained at all times while the sale is in progress. Arbitrators will operate from at least 4 to 6 lines behind the sale.
  - f. Growers or their representatives shall not cross tickets on which an appeal has been made for mould, foreign matter or excessive wetness or after arbitration. All their cancelled tickets shall have a crossing and no tram lining will be allowed.
- 5.3 Appeals for foreign matter and nested tobacco will be dealt with in terms of Sections 7.5 and 7.7 of this Circular
- 5.4 Bales rejected on Appeal will be subject to the conditions outlined in Section 8 above.
- 5.5 Appeal for Mould An indeterminate case may be re-handled by a Board official at his discretion and the sale will stand. A further appeal on production of further appeal on production of further evidence will be allowed.
- This clause is designed to assist an Arbitrator when doubtful cases of mould are presented for inspection. It in no way obstructs the procedure of rejection of a bale containing clear evidence of mould, no matter how small.
- 5.6 Counter – Crossing by Buyers may only take place within a 20% price range. The Lot numbers as well as the price of the relevant bale must be recorded on the crossed ticket

and signed by the Buyer. This procedure will be closely monitored by the Sales Supervisor.

- 5.7 Starter's Purchase will be to the grower's account and may be taken over by a Buyer for at least one cent more than the knock –down price recorded on the ticket. Price alteration must be initialed by both the Buyer and the starter. NR bales may be taken over by a Buyer for at least US20 cents per kg.
- 5.8 Laying of Re-offered Bales Bales laid for re-offer should, where possible, be in lots of not less than 5 bales.
- 5.9 Alteration of Bale Tickets Any alteration to a bale ticket not signed by the starter and any other person involved may be cancelled by a Sales Supervisor. In the case of a Buyer taking over a bale from another Buyer, both must initial the alteration made.

#### 6. COMMERCIAL GRADERS SERVICES

Commercial Graders will be required to notify the Board of all confirmed bookings of tobacco to be graded and to weigh and submit a receipt to the TIMB immediately when a consignment of tobacco is delivered for grading. If a report on the condition in which, the tobacco is received by a Grader at his warehouse has not been sent to the grower within seven days of its receipt, the Board will assume that such tobacco was received in good condition.

On the completion of the grading of each portion of a grower's crop, the Grader shall forward, to the grower, a grading return incorporating a number of particulars prescribed by the Board. A copy of this return must also be sent to the Tobacco Industry and Marketing Board.

Duplicate copies of receipts for tobacco, reports on condition and grading returns shall be filed by the Grader and be available for examination by a Board Inspector or an authorized official of the Board.

Commercial Graders are required to affix, to all bales graded by them, label which is clearly marked with the letters C.G not less than 25 mm in height, on the end of a bale which, is marked with the grower's registered number.

#### 7. SECURITY

In the recent years there has been increasing theft of tobacco on then farms, on its delivery to and from auction floors, on the auction floor and in merchant warehouses as well as bribery on the auction floors.

The TIMB would like to advise growers, buyers and auction floors to ensure maximum security of tobacco from the farms up to the point of export. Growers are advised to mark on both sides inside and outside of the wrapping paper and Hessian for easy identification of their bales in case of theft. It is an offence to sell tobacco other than tobacco a grower is registered to grow.

The TIMB will continue with its efforts to curb this problem, which is growing by the years and hope to receive maximum support from all stakeholders.

## 8. BALING AND SAMPLING OF TOBACCO

### 8.1 Marking of Bales, Maximum and Minimum Bale Mass and Correct Size of Bales

#### (a) Marketing of Bales

Bales should be marked with grower's registered number at ONE END ONLY and the bale ticket attached to the same END AS THAT STENCILLED WITH THE GROWER'S NUMBER. (See diagram in Paragraph (c) below). All other numbers must be deleted.

#### (b) Minimum and Maximum Bale Mass

20kg –120kg nett (2kg is the allowance for tare weight).

N.B. The TIMB will not allow any tolerance on the gross maximum bale mass of 122 kg and growers must ensure that no overweight bales are delivered for sale. Please use the maximum with caution for damageable leaf.

#### Maximum recommended Mass

i.	Lower stalk leaf	-	100 kg
ii.	Upper stalk leaf	-	120 kg
iii.	Upper stalk Scrap	-	100 kg
iv.	Lower stalk Scrap	-	80 kg

#### (c) Correct Size of Bales and Baling Equipment

The recommended dimensions are as follows:-

61 cm x 86 cm x 61 cm and the maximum internal measurement of baling boxes should be 86 cm x 61 cm. Growers who deliver bales in excess of these dimensions (including Strip and Scrap bales) are cautioned that such bales will be rejected prior to sale.

As a general guide, a bale of Flue –cured tobacco should be 2.5 cm wide for every 5kg of mass, hence a bale of 90 kg should be about 45 cm wide. In case of thin, bright tobacco such as Primings, Lugs and Cutters, which are more liable to discolouration, it is preferable to reduce slightly the mass per cm.

Baling Clamps must be long enough to take a full bale, and their measurements should include an allowance for width of your baling boards, allowing 5cm for each board, the largest should be 71 cm long approximately.

The over-pressing of tobacco should be avoided at all costs. Bales in excess of the authorized weights and dimensions cause problems on the conveyors and serious transport and storage problems in packing houses.

Overweight or Oversize bales will be closed up and not offered for sale.

### 8.2 Sewing of Bales

The use of twine from Hessian or jute is prohibited, as are poly-propylene twine and monofilament. The recommended twine for sewing is T2, T12 or T16.

NOTE To avoid bales falling apart after opening, stitching and the number of lock stitches as stitches as detailed below are necessary. Bales not conforming to the requirement may be closed up and not offered for sale.

The recommended space between stitches is 50 –75 mm, and the use of lock stitches at each end of the bale, and in the center, is essential in order to avoid the stitching “running” to the floor when a bale is opened for inspection prior to sales.

### 8.3 Wrapping Material

The Rules require tobacco to be wrapped in Hessian of good condition with an inner lining of new or undamaged waterproof paper approved by the Board. (Growers are reminded that damaged and torn Hessian is not permitted and bales wrapped are such material may be removed from the Floor before sale and re-baled in new Hessian at the grower’s expense). Polythene sheeting may not be used as an inner wrap.

### Paper

With effect from the 2001 selling season, tar coated paper has been completely phased out and replaced by waterproof paper coated with moisture barrier which is recyclable and biodegradable. Bales delivered in the tar –coated paper will not be allowed to sell.



## 8.5 Care in Handling

The high reputation which growers have gained for good grading and handling has always been a major selling point, and we need to keep this more than ever as we compete in the competitive global tobacco business. Therefore close attention to the following aspects of handling can be a benefit to growers individually and to the reputation of Zimbabwe as a producer of quality tobaccos. Well-graded and presented tobacco (whether tied Leaf, Strips or Scrap) sell best on the first offer, instilling confidence in the Buyer and eliminating re-offer and re-handling costs.

### (a) Foreign Matter

It is important that no foreign matter is in my bale of tobacco. Only clean bales should be offered for sale. “Clean” means completely free of floor sweepings, grading tickets, pieces of string, plastic, grass, newspaper and any other foreign matter. Bales found before sale to contain any foreign matter at all will be closed up and not sold. Bales found after sale to contain foreign matter will be rejected as WR (foreign matter). Should 10% of the consignment be found to contain foreign matter, the whole consignment will be rejected.

### (b) Hessian Fluff

Care should be exercised to ensure that tobacco particularly when green and covered in gum does not come into contact with Hessian, as much of this “fluff” can be picked up. Polyhtene aprons made from fertilizer bags are recommended in place of Hessian in this regard.

### (c) Thin String

Hands of leaf containing thin tying string inadvertently concealed in the Butts are still being offered for sale. Careful supervision will ensure that this string is removed during grading. When this fault is discovered on the Floors, any bales affected will be returned to growers of their agents for re-handling, even if the number of hands involved is small.

### (d) Pieces of Stem Tied in Butts

Be sure your staffs are aware of the consequence of your offerings being rejected for “nesting”, which may result in heavy penalties. If more than 10% of bales in any consignment are found with this defect, before or after sales, the Sales Supervisor may order that the whole consignment be closed up and not sold.

(e) Grease from the Press

Great care should be taken to ensure that grease from the baling box screw does not come out into contact with tobacco. It is recommended that the screw is always greased under supervision.

Bales found on the Floors to be contaminated with grease will be rejected as “Damaged” (DR).

(f) Loose Leaf and Scrap Baled with Tied Hand

This practice is strongly deplored and growers are warned that bales containing loose leaf and scrap with tied hands will be withdrawn at any stage in the sales procedure. If more than 10% of bales in any consignment are found with this defect, before or after sales, the Sales Supervisor may order that the whole consignment be closed up and not sold.

8.6 Sampling of Bales on the Auction Floors

(a) Sampling

For most bales of normal size, a sample (12 hands or their equivalent) will be taken in four (4) equal amounts from diagonally opposite corners and from the points equidistant between the center line and unsampled corners. Smaller bales will have three samples drawn and every bale will have at least two samples drawn from two diagonally opposite corners. Split bales will also be sampled. Not more than a further 12 hands may be drawn from a bale after the sale.

(b) Removal of Samples from the Floors

No person shall be permitted to collect samples from any bale on the Auction Floor without permission from the TIMB.

8.7 Nesting

Nesting is the packing of tobacco in a bale so as to deceive the buyer about the nature or quality of contents as a whole. Sellers should ensure that no attempt is made to hide inferior tobacco in the center of bales, or pieces of Stem under the tied Leaf. The penalty for nesting is a thousand dollars or imprisonment for one-year or both the fine and imprisonment.

9. IDENTIFICATION OF CULTIVARS AT SALE (TRB)

In order to assist the Tobacco Research Board in cultivars trial, Growers are asked to Identify the cultivars in every bale on their delivery notes. The Tobacco Research Board will give growers and Auction Floors, code lists for all varieties.

The information will be entered onto all copies of the sale ticket post sale.

#### 10. INCORRECT USE OF REGISTERED NUMBER AND ONE NUMBER PER GROWER

Section 29 (2) of the Tobacco marketing & Levy Act states: -

“No registered grower shall deliver for sale to a Licenced auction Floor a bale or other container of tobacco which:-

- a) was grown by and is marked with a number other than his registered number: or
- b) was not grown by him and is marked with his registered number unless the permission in writing, of the Board has been obtained”.

Section 27 (1) of the Tobacco marketing and Levy act states:

- c) “The Board shall to each farming unit one, and not more than one, registered number”.

Any grower contravening this Section of the Act is liable to a penalty in accordance with the Tobacco marketing & Levy Act.

#### 11. FUMIGATION OF EARLY GRADED TOBACCO

Any consignment of tobacco to be infested with tobacco beetle or moth will be closed Up and not sold. All bales will be fumigated at the grower’s expense they are re-offered for sale.

It is, therefore re, recommended that any tobacco, which was graded very early in the season and has been waiting a considerable time in storage, before sale, be fumigated prior to dispatch to the Floors. Growers are advised to seek expert advice on fumigation.

#### 12. PESTICIDE MONITORING

Growers are reminded that pesticide monitoring of all tobacco delivered for sale is a function of the TIMB in liaison with TRB and the former may order the destruction of any crop found to be contaminated. Growers using old buildings, which have not been de-contaminated, are advised to seek advice from the Tobacco Research Board. Where possible, all new growers using buildings, which have been out of tobacco production for some time, should seek advice on carrying out de-contamination procedures before holding tobacco in their sheds. There were cases of contaminated Fines/Scrap in the past season and growers are advised to watch out for broken floors, which are a potential source of contamination.

Only approved pesticides which are recommended by the Tobacco Research Board should be used and care must be taken to apply these at the Recommended levels only.

13. DESTRUCTION DATE

The deadline of destruction of unsold tobacco is the 30<sup>th</sup> of November every year and exceptions will be for long seasons. Growers with un-saleable tobacco therefore call for TIMB inspections accordingly.

14. TOBACCO MARKETING RULES

The tobacco marketing & Levy Rules, SI 29 of 2000 as gazetted under the Tobacco Industry & Marketing Act, (chp .18:20) will be available at the Auction floors. The Rules deal in detail with many of the points raised in this booklet.

15. SCHEDULE OF FEES (with effect from 18/02/2000)

	ZW \$
Auction Floor Licence fee	- 7 500
Buyer's Licence Fee	- 2 500
Commercial Grader's Licence Fee	- 500
Inspection Fee (Loss of tobacco/Commercial Grading Shed)	- 500
Late Return fee (Estimate/ Registration)	- 250
Subsequent Late Return	- 500
Smallholder grower Registration Fee	- 250
Large scale Grower Registration Fee	- 500

NB: Please note that the above fees are regularly reviewed.

BY ORDER OF THE BOARD

STANLEY K. MUTEPEFA  
**GENERAL MANAGER**

SKM/rs

16. APPENDIX A : GLOSSARY OF TERMS

- ‘arbitrator’ means a person authorized by the Board to arbitrate at a sale of tobacco.
- ‘auction floor’ means premises licenced by the Board for the sale of auction tobacco.
- ‘buyer’ means: -
- i. an “A” Class buyer being a buyer who buys on auction floors during a selling season such minimum quantity of tobacco as is determined by the Board and does not re-sell on auction floors during that selling season more than 5 per centum of the tobacco which has bought; or
  - ii. a “B” class buyer, being any other buyer who buys and re-sells tobacco on the auction floors for speculative purposes after re-handling and does not re-sell tobacco in excess of mass purchased.
- ‘classifier’ means an official of the Board authorized by the Board to classify tobacco.
- ‘completion’ (of sale) means the removal of the top copy of the bale ticket from the bale after arbitration by the auction floor staff for recording purposes.
- ‘crossing’ means canceling the sale of a bale by drawing a cross on the bale ticket in terms of
- ‘defective bale’ means a bale which is mixed, mouldy, funky, badly, handled, damaged or nested.
- ‘delivery quota’ means the number of bales, which a grower may deliver in a period laid down by the Board.
- ‘foreign matter’ means any material or matter, whether organic or inorganic, which is not tobacco.
- ‘funky tobacco’ means tobacco, which, while appearing to be sound, has in the opinion of an arbitrator, an aroma indicating that the tobacco has been or is about to become mouldy.
- ‘grader’ means a person licensed by the TIMB Board in terms of section 13 to operate a commercial tobacco-grading shed.
- ‘grower’ means a registered grower of tobacco.
- ‘hot’ in relation to tobacco, means tobacco which has a higher temperature than normal due to fermentation.
- ‘licensee’ means the holder of an auction floor licence issued by the TIMB Board.
- ‘lot number’ means the identification number of a seller’s bale.
- ‘mixed bale’ means a bale, which is found by an arbitrator or classifier to be of a lower standard in uniformity than is acceptable to the Board.

- ‘mouldy’ in relation to tobacco means tobacco, which is unsound due to fungal attack its cured state.
- ‘nesting’ means the packing of tobacco in bales so as to deceive the buyer about the nature or quality of the contents as a whole.
- ‘no sale bale’ means a bale for which no bid has been made at a sale on an auction floor.
- ‘sale programme’ means the number of bales per sale and the number of sales approved by the Board.
- ‘Sales supervisor’ means a person appointed by the Board to supervise sales of auction tobacco.
- ‘split bale’ means a bale containing two grades of tobacco, which are similar in regard to group quality, colour and style.
- ‘starter’ means the employee authorized by a licensee to place an approximate value on tobacco offered for sale.
- ‘ticket marker’ means the employee authorized by a licensee to mark bale tickets.

**APPENDIX B: CLASSIFICATION GRADE SYMBOLS COMBINATIONS & SUMMARY OF FACTORS**

**GRADE SYMBOL COMBINATIONS**

A grade mark may consist of three and up to five symbols, which indicate (1) group, (2) quality, (3) colour, and where necessary, (4) style factor and/or (5) extra factor. For example L4LKD in flue –cured tobacco means Leaf (L), Low quality (4), Lemon colour (L), close-grained /slatey (K) harsh natured or sun baked (D). The symbols are always placed in the above order.

A schematic presentation of permitted grade marks is shown below, in which the selection of the first three to five symbols forms a grade. There are exceptions on the use of certain symbols in the specialized groups such as Cutters (C) and smoking leaf (H) and where certain symbols or combinations would be inappropriate.

Groups	Qualities	Colours	Extra Factor
P	1,2,3,4,5	E,L,O	A,D,Q,V,G
X	1,2,3,4,5	E,L,O	A,D,Q,V,G
C	1,2,3,4,5	E,L,O	A,V
H	1,2,3,4,5	L,O,R	-
L	1,2,3,4,5	E,L,O,R,S	A,D,Q,V,G
T	1,2,3	L,O,R,S	A,D,Q,V,G
A	1,2,3	E,L,O,R	A,D,Q,V,G
B	1,2,3	-	-
S	1,2,3	-	VG
NG	-	-	G
NGA	-	-	G

NB: “F” and “G” cannot be combined. Y – guinea – fowl spot can only be combined with ‘D’. In Cutters (C), “A” and “V” can only be combined with standard i.e. all cutter grades are restricted to 4 symbols.

1<sup>ST</sup> Quality grades may not contain “Y”, or extra factors “D”, “Q”, “G”, or the “KV” style factor combination.

Loose Leaf is classified into two plant position grades: TTL and PTL.

Mixed grades consist of a group or sub –group (but not NG/NGA and a quality followed by the symbols “MD” e.g L3MD.

#### SUMMARY OF STYLE FACTOR, EXTRA FACTORS AND OTHER MARKS

Standard	-	Normal texture and colour shade.
‘A’	-	Any tobacco which carries a noticeable degree of spot.
‘FA’	-	Tobacco displaying a superior degree of maturity compared to the standard grade, with a noticeable degree of spot.
‘F’	-	A above, with no spot.
‘K’	-	Sub-standard and closer grained in relation to group and colour.
‘U’	-	Slick, very close-grained, immature slately tobacco.
‘Y’	-	Tobacco affected by greenish –black Guinea Fowl Spot – known as “Weather Spot”.
‘Q’	-	Tobacco showing a noticeable degree of red caused by excessive heat during curing.
‘D’	-	Any tobacco which is harsh-natured and lifeless due to low oil content caused by extremely dry conditions.
‘NG’	-	Tobacco in whole leaf form which is too poor to warrant any grade.
‘NGA’	-	tobacco in strip or scrap form which is too poor in quality to warrant any grade.