



HOW TO SUBMIT PRODUCTS FOR ANALYSIS

(Deliveries are accepted Monday-Friday, 8 AM to 5 PM, excluding US holidays)

Products are defined as items for analysis that are representative of a single manufacturing batch, production day, SKU, or from a specific production time, for example, beginning, middle, or end within the production day. Chain of Custody requires that each product submitted for analysis be listed on the **Sample Submission Form** exactly how you wish it to be presented on our reports. Unbiased testing prohibits communication of quality issues or concerns on the product identifications labels or forms. Please include preparation or dilution recipes for sensory evaluations.

All products must be securely sealed and packaged to prevent damage during transit. Finished or consumer products should be sealed and ready for distribution or sale. Please provide MSDS Documents if applicable.

Sample Submission Form: Required for all testing projects - [Download Form Here.](#)
Product Label: Products submitted must match items listed on the Sample Submission Form.

(GCA) Green Coffee Product Samples:

Quantity: 550 grams of green coffee per product.
Sampling: Representative composite samples should be drawn from at least 10% of the bags in the lot, drawn from various locations; front, middle, and back.

(RCA, TPA, SBA) Roasted Coffee, Tea, & Soluble Product Samples:

Coffee Quantity: 5 packages per product (minimum: 8 ounces (227 grams) total net weight).
Tea Quantity: 20 individual-cup bags, 5 full-pot bags, or 5.25 ounces (150 grams) of loose tea.
Soluble Quantity: 6 ounces (170 grams) net weight.

(RCA) Single-cup (filtered and unfiltered products) Product Samples:

Single Cup Quantity: Minimum: 6 ounces (170 grams) total net weight.

(LPA) Concentrate, Extract, Flavor Ingredient, & Ready-To-Drink Product Samples:

Extracts and Concentrate: 6 fluid ounces, separated into 2 sealed containers.
Flavor Ingredients: 6 fluid ounces, separated into 2 sealed containers.
Ready-to-Drink Quantity: 4 bottles per product
Optional Information: Product specification, supplier name.

(FS-CHEM) Food Safety & Chemical Analysis Product Samples:

Product Quantity: The quantity listed in the **CE Coffee and Tea Testing Guide** is the minimum amount required to complete each analysis. We suggest sending two identical (homogenized) products for analysis. The second product will be used only if there is an issue with processing, shipping damage, or contamination with the first product sample.

For international shipping please be sure to accurately complete commodity codes and provide all required for FDA and US Customs documents and declaration forms. The client is responsible for all shipping and logistics costs for sending and receiving products, including customs fees, entry fees, duties, and taxes.

For more information on product testing, please request a copy of our **CE Coffee and Tea Testing Guide**.

