



(Work Authorization & Project Details)

Client Company Name:

Brand or Product Name:

Purchase Order Number / Project Code:

Please see the **Coffee and Tea Testing Guide** for test explanations and details

- | | |
|--------------------------|---|
| <input type="checkbox"/> | GCA: Green Coffee Analysis (complete physical and sensory testing) |
| <input type="checkbox"/> | PHYS: Physical Analysis Only (specify) _____ |
| <hr/> | |
| <input type="checkbox"/> | GRD: Green Coffee Defect Count Only |
| <input type="checkbox"/> | CUP: Sensory Evaluation Only - Cupping |
| <input type="checkbox"/> | RCA: Roasted Coffee Analysis (complete physical and sensory testing) |
| <input type="checkbox"/> | RCA with DoD: Degree of Difference Sensory Rating |
| <input type="checkbox"/> | PHYS: Physical Analysis Only (specify) _____ |
| <hr/> | |
| <input type="checkbox"/> | TST: Tasting Only Brewing instruction: _____ |
| | _____ ounces of coffee / _____ fluid ounces of water |
| <input type="checkbox"/> | TST with DoD: Degree of Difference Sensory Rating |
| <input type="checkbox"/> | SBA: Soluble Beverage Analysis |
| <input type="checkbox"/> | BEA: Brewing Equipment Analysis |
| <input type="checkbox"/> | ACE: Alignment & Calibration Evaluations (specify tests) |
| <input type="checkbox"/> | TPA: Tea Product Analysis |
| <input type="checkbox"/> | LPA: Liquid Product Analysis |
| <input type="checkbox"/> | FS-CHEM: Chemical Analysis (specify) _____ |
| <hr/> | |
| <input type="checkbox"/> | OTHER: Please Specify _____ |

Analysis reports for this project can only be sent to the people listed

Name (primary):

Title:

Email:

Name (other):

Email:

Name (other):

Email:

Name (other):

Email:

Name (other):

Email:

A/P Contact:

Company Name:

Address:

Address:

City:

State:

Zip:

Country:

Phone:

E-Mail:



Scan for more
Information

Individually list all products submitted for analysis. One product per line.

Please identify each product in the description box exactly how you wish it to appear on our reports.

**** This document is required for all testing projects. An incomplete form will delay the start of your project ****

Product Type		Description	Quantity Submitted	Test(s) Requested	CE Use Only
Green/Roasted Coffee, Tea, Extract, RTD, Etc.		Product Name, Production Date/Time, Use By Date, Etc. Green Coffee: ICO Marks, Container #, Country of Origin, Etc.	(Count/Weight)	(Code from Above)	Analysis # Sample ID
1					
2					
3					
4					
5					
6					
7					
8					

Additional Information

Project Authorized By:

Name:

Title:

Email:

Date:

A completed Sample Submission Form is required for all projects - Please include with all shipments

Products that are viable for follow-up testing are retained in storage for 30 days, then will be discarded or donated

*** Please use additional pages to list all products for large projects ***

(revised 2/2024)



HOW TO SUBMIT PRODUCTS FOR TESTING

(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 Link.](#)
Product Label: Products submitted must match items listed on the Sample Submission Form.

Sample quantities for standard testing packages are different than Supply Proposal Testing

(GCA) Green Coffee Product Samples:

Quantity: Optimum: 550 grams / Minimum: 350 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.
Requested Information: Country of origin, ICO marks, Container #, bean size, grade, exporter, importer, contract #

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

Coffee Quantity: Minimum: 250 grams total net weight. 5 packages per product
Bulk packages over 454 grams net weight: 2 packages per product
Tea Quantity: Minimum: 20 individual-cup bags, 5 full-pot bags, 150 grams of loose tea
Soluble Quantity: Minimum: 175 grams net weight

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

Single Cup Quantity: Optimum: 250 grams / Minimum: 175 grams total net weight per product

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

Concentrate, Extracts, & Flavors: Minimum: 175 milliliters
Ready-to-Drink Quantity: 4 bottles/cans per product, minimum 175 milliliters per bottle/can

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

Product Quantity: The quantity listed in this document is the minimum amount required to complete each analysis. We suggest sending two identical (homogenized) products for analysis. The second product will be held as a retained sample and used only if there is an issue with processing, shipping damage, or other unforeseen issue 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 see the [Coffee and Tea Testing Guide](#) or the [Supply Proposal Testing Guide](#).

