



Send To: Testing Laboratory
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Sample Submission Form

(Work Authorization & Project Details)

Project Information:

Client Company Name: _____

Product Name / Brand: _____

Manufacturer / Supplier: _____

Purchase Order Number / Project Code: _____

Requested Testing:

Please see the [Coffee and Tea Testing Guide](#) for explanation of testing packages

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

Send Report To:

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

Name (primary): _____

Title: _____

Email: _____

Name (other): _____

Email: _____

Name (other): _____

Email: _____

Name (other): _____

Email: _____

Name (other): _____

Email: _____

Send Invoice To:

A/P Contact: _____

Company Name: _____

Address: _____

Address: _____

City: _____

State: _____

Zip: _____

Country: _____

Phone: _____

E-Mail: _____

Scan for more
information



Product 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 of Products for Analysis	Quantity Submitted	Test(s) Requested	CE Use Only
Green/Roasted Coffee, Tea, Extract, RTD, Etc.	Product Name, Production Date/Time, Best By Date, Etc. GCA: <u>Farming</u> : country, region, farm, co-op, species, variety; <u>Processing</u> : name of mill, processing method; <u>Trading</u> : bean size, quality grade, ICO #, container #; <u>Certifications</u>	# of units, net weight	Code From Above	Analysis # / Sample ID
1				
2				
3				
4				
5				
6				
7				
8				

Additional Information:

Project Authorized By:

Name: _____

Title: _____

Email: _____

Date: _____

This is a writable PDF. Please complete and return in the box with all products for analysis.

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 products and product information for large projects ***

Revised 12/2024



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. 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, back and top, middle, bottom.
Requested Information: Farming: country, region, farm, co-op, species, variety; Processing: name of mill, processing method; Trading: bean size, quality grade, ICO #, container #; Certifications.

(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](#).

