





## 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](#).

