Lab Inspection Procedures, Guidelines & Fees

1. Request Inspection
   • The company requesting an inspection (herein referred to as Candidate Lab) shall be a Specialty Coffee Association of America (SCAA) member in good standing and shall remain so for the entirety of the certification period (4 years).
   • The Candidate Lab will send a request for inspection to the SCAA via the request form on the SCAA website (http://www.scaa.org/?page=certlab).
   • Please email certification@scaa.org with any questions on the process.

2. Inspection Fees
   • The Candidate Lab will pay for the round-trip airline ticket of the Inspector (or other mode of transportation to arrive at the Candidate Lab). Payment for flights/travel to be coordinated (by the inspector) with the representative from the Candidate Lab.
   • The Candidate Lab will pay an inspection fee of $500 plus the per diem rate for each day required to perform the inspection (including travel time). Per diem is established by the U.S. Department of State (http://aoprals.state.gov/web920/per_diem.asp). This payment will be made to the SCAA at the time that an Inspector has been assigned and payment instructions have been received by the Candidate Lab via email. After the SCAA confirms payment, the appointed Inspector will contact the lab director to agree upon the best date to inspect the lab. The Inspector will be dispensed the per diem rate from this payment to cover lodging and meal expenses prior to the inspection. The Inspector will be responsible for arranging their own lodging, meals, and travel.
   • To avoid conflict of interest, the SCAA Lab Inspector can not be an Instructor (or employee) for the lab being certified for a period of two (2) years after the inspection. Please see the document SCAA Teaching Lab | Inspector’s Code of Conduct for other restrictions and details on the selection process.

3. Post-Inspection Procedures
   • After the inspection, the SCAA Lab Inspector will distribute the report to the Professional Development Committee’s Laboratory Certification Panel (LCP), who will then review the results.
   • If, on any given inspection, a lab does not comply with the certification requirements, the Inspector will issue a report where the items of non-compliance are highlighted. It is the responsibility of the lab to remedy these items before requesting a new inspection.
   • If these items of non-compliance are related to tools and equipment, the lab may remedy them to comply with requirements and submit evidence to the LCP. Once approved, the SCAA may issue certification without requiring the lab to be re-inspected. The items of non-compliance shall be remedied within 90 days of the lab inspection or a new inspection will be required.
   • In the case that a lab is inspected and the result of the inspection is disputed, the matter moves to a LCP meeting for discussion. The LCP will vote on the dispute and will issue their decision. This decision will be final and will be transmitted via e-mail back to the lab.
• The lab may request up to two (2) inspections per year. The inspection fee of $1,000 will be paid to the SCAA for each time an Inspector is sent to the lab, plus flight/travel expenses for the Inspector.

4. Maintaining Certification

• Certified labs are required to display (within the lab) the Certificate showing that the lab is certified and in good standing.

• The certificate is valid for four (4) years from the issuance, with the following stipulations:

• Within one month after the first year of the certification date, the lab is required to send samples to the LCP, as outlined below. This evidence should be submitted every year thereafter until the fourth year, when a full inspection is required for recertification (see certification renewal guidelines below). If the Certified Laboratory fails to submit the required evidence, as specified here, it may lose its certification if deemed appropriate after review by the LCP:
  - 150 grams of coffee grounds of every individual grinder used in the lab (lab grinders should be numbered or named during the Inspector certification visit)
  - Water analysis report from a local Water Testing Laboratory for all water sources used for cupping
  - Show that the required light standards are met (light measuring device measuring the Kelvin/LUX/FTC in real time)
  - Show receipts for the replacement of any sets (Le Nez du Cafe aroma vials and Organic Acids)

Samples and evidence should be sent to:

Specialty Coffee Association of America Reference: Laboratory Certification
330 Golden Shore, Suite 50
Long Beach, CA 90802

Questions may be directed to certification@scaa.org.

5. Renewal of Certification

• SCAA Laboratory Certification is valid for a period of four (4) years, after which the lab will need to be re-inspected to maintain certification.

• To renew, the lab is required to request a Certification Renewal Inspection at least 90 days before expiring. The same procedures should be followed for renewal as for first-time certification. Please see page one for these steps.

• If a Certified Laboratory asks for renewal of certification and the LCP is not able to provide recertification during that period, a certificate of continuance shall be issued by the committee that will continue certification until an inspection can be arranged.

• If a certificate of continuance is issued, no more than one year may pass between the ending date of the current certification and recertification for the Certified Laboratory to maintain its current status through the renewal process.