



Inspector's Guidebook for Certification

PUBLISHED BY THE SPECIALTY COFFEE ASSOCIATION OF AMERICA (SCAA)

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Purpose

To be completed by an SCAA Lab Inspector to determine whether the lab is ready to provide Q System Classes or SCAA cupping training and educational courses. The inspector will use the document *SCAA Teaching Lab / Requirements for Certification* as a reference throughout the inspection. The completion of the lab inspection does not immediately qualify the facility as an SCAA Certified Teaching Laboratory and is dependent upon both the meeting of any/all requirements and the review of the SCAA Science Manager for final approval.

Terms Used

Lab Inspector: Person conducting the inspection; must be authorized by the SCAA.

Candidate Lab: Professional coffee evaluation lab, seeking SCAA certification.

Certified Lab: Any lab having been awarded SCAA Teaching Laboratory Certification.

Materials for Inspection

- Digital camera
- Light meter
- Tape measure
- TDS meter for measuring water
- Laboratory Certification Agreement Form
- Sealable plastic bags

Date of Inspection: _____ (MONTH) _____ (DAY) _____ (YEAR)

Please collect the following information prior to inspection:

Lab Supervisor at the time of inspection: _____

E-mail for Delivery of Results: _____

Candidate Lab Name: _____

Candidate Lab Address: _____

SCAA membership? If so, list member # here: _____

For how many students is this lab being certified (to teach at any one time, in multiples of six)?

PART I: PHYSICAL INSPECTION

*The Lab Inspector should document each of the following sections with **digital photographs**.*

I) Room Dimensions

- It is ideal to have a separate classroom space away from the cupping room for workflow purposes. However, this is not required. If the cupping tables are to double as classroom/green grading tables, each student must have the required space for green grading. This means that each student should have a table area of 2 ft² (60.96 cm²).

Green grading will take place inside the:

Classroom **YES / NO**

Cupping Room **YES / NO**

The classroom and the cupping room are the same, and green grading takes place on the cupping tables **YES / NO**

- **Cupping room dimensions:**

_____ (Feet/Meters/other _____) by _____ (Feet/Meters/other _____)

Photo #: _____

- **Classroom (if a separate room) dimensions:**

_____ (Feet/Meters/other _____) by _____ (Feet/Meters/other _____)

Photo #: _____

In the space below, please provide a diagram of the room(s), including specific dimensions and table placement:

2) Tables (all should be diagrammed on the previous diagram)

Number of:

- Cupping Tables (6 students per table): _____ Photo #: _____
- Classroom Desks: _____ Desks, each desk will fit _____ students Photo #: _____
- Green Grading Tables: _____ tables, each table will fit _____ students Photo #: _____

Dimensions of:

- Cupping Tables _____ by _____ (Feet/Meters/other _____) Photo #: _____
- Classroom Desks _____ by _____ (Feet/Meters/other _____) Photo #: _____
- Green Grading Tables _____ by _____ (Feet/Meters/other _____) Photo #: _____

3) Lighting

- If overhead lighting (above green grading tables) meets the lighting requirements for green grading, then no table-top lights are necessary. However, if overhead lighting is sub-standard there must be the minimum number of lamps necessary to ensure each student has lighting that the green-grading minimum requirement of 1200 LUX or equivalent unit.

Cupping Table Surface:

_____ Kelvin/ _____ LUX/ _____ FTC Photo #: _____

Green Grading Surface:

_____ Kelvin/ _____ LUX/ _____ FTC Photo #: _____

- **Black-Out Capacity**

Do curtains/screens/other methods adequately black out the cupping room?

Photo #: _____

- **Red-Light Capacity**

Each lab must demonstrate the ability to mask the color of ground coffee by utilizing red lighting. This means they must be able to turn on at least one red light bulb or red filtered light in a blacked-out room.

Lab was able to demonstrate the ability to mask the color of ground coffee with red lights?

YES / NO Photo #: _____

- Overhead projector is present if SCAA training will occur and there is an area to project in classroom

YES / NO Photo #: _____

4) Environment

- Evaporative Cooling System present? **YES / NO** Photo #: _____
- Relative humidity can be controlled in space to meet requirements? **YES / NO**
Photo #: _____
- Temperature is pleasant (between 68-86°F/20-30°C)? **YES / NO** Photo #: _____
- Odor specifications met (no strange odors)? **YES / NO**
If odors exist, please describe: _____
- Phones present can be set to “do not disturb”/quiet? **YES / NO**
- Noise level in lab environment is low and will not interfere with cupping? **YES / NO**
If possible distracting noises/activities exist, please describe: _____
- Lab is free of distractions and is clean, orderly, and insect free? **YES / NO**
If not, please describe: _____

5) Posters

Should be permanently hung in the room appropriate to their specific activity (i.e. cupping or green grading)

- Set of The Art of Aroma - Perception in Coffee (four-poster set) Photo #: _____
Displayed in the cupping room? **YES / NO**
- Coffee Taster's Flavor Wheel (1 poster) Photo #: _____
Displayed in the lab cupping room? **YES / NO**
- SCAA Green Arabica Coffee Grading Classification System (1 poster) Photo #: _____
Displayed in the green grading room? **YES / NO**

PART II: EQUIPMENT INSPECTION

The Lab Inspector should document each of the following sections with digital photographs.

1) Grinders

- Name each individual grinder in each cupping room for future reference and later QC tests. (Lab supervisor should be alerted of the way the grinders were named.)

| GRINDER NAME | MAKE/MODEL | PHOTO # |
|--------------|------------|---------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

- If the grinders or burrs therein are more than one year old, using at least 150 grams of the same coffee type, collect 2 consecutive ground samples from each individual grinder. Send to SCAA Headquarters (address below) for sieve analysis. If the grinders or burrs are less than six months old, provide receipt or invoice of such purchase date.

Specialty Coffee Association of America
 Attn: Laboratory Certification
 3020 Old Ranch Parkway, Suite 300
 Seal Beach, CA 90740

2) Water

- Test water for TDS on site. If TDS is not within the SCAA standards (75-250 mg/L TDS), then collect an 8 oz. sample and instruct the lab manager to send to a qualified facility for analysis. Notify the SCAA of this action.

Water TDS (average of 3 tests *at room temperature*): _____ Photo #: _____

- Water is clear and odorless? **YES / NO**

Water Treatment

If a water treatment system is in use, date when water filter was last changed:

_____ (MONTH) _____ (DAY) _____ (YEAR) *and provide receipt/invoice*

Photo #: _____

Hot Water

- Able to heat an adequate amount of water for the number of cuppers for which the lab is being certified? **YES / NO**
- Able to transfer the hot water from source (tower, kettles, etc...) to cupping tables and pour effectively? **YES / NO**

3) Measuring Equipment

- Scale to specifications? **YES / NO**
- Graduated cylinders in the required sizes? **YES / NO**
- Roast Color Identification
Able to identify roasted coffee color and compare with SCAA/Agtron Roast Color Identification scale? *This may be accomplished with a colorimeter as well as SCAA/Agtron color tiles.*
YES / NO Photo #: _____

4) Coffee Roaster

- A sample roaster is *not required for laboratory certification*. However, if a lab wishes to be qualified to roast coffee on-site for Q-System courses, they must demonstrate the following requirements and supply the following information:

Name of the qualified lab sample roaster: _____
(*This is the individual on staff who must complete sample roasts for Q-System courses, if Q instructor does not provide roasted coffee.*)

Current title/position of lab roaster within the Candidate Lab: _____

Sample roaster make/model: _____

Sample roaster serial number: _____

Sample roaster has a minimum batch size of 100 grams and a maximum size of 500 grams?
YES / NO

Sample roaster has the ability to change and monitor roast temperature? **YES / NO**

Sample roaster has a chaff collector: **YES / NO**

Sample roaster has a mechanism to monitor roasting (Trier / sample probe, etc...): **YES / NO**

Description of roasting ventilation/airflow system: _____

Roasting area is away from cupping lab? **YES / NO**

Individual is able to sample roast coffee within the parameters as outlined in the document *SCAA Protocols / Cupping Specialty Coffee*? **YES / NO**

- In addition to the below information, a roast log detailing the roast time and temperature over time used for qualifying roasts *must* be submitted and attached to this guidebook.
- Collect two different sample roasts to verify color parameters. Measure ground roast color and provide evidence that this meets the SCAA standard for cupping.

Photo of roast number 1 #: _____ Photo of roast number 2 #: _____

PART III: SUPPLIES INSPECTION

The Lab Inspector should document each of the following sections with digital photographs.

- **Cups**
Cup volume, diameter, and material to specifications? **YES / NO** Photo #: _____
- **Cupping Spoons**
Spoon size and material to specifications? **YES / NO** Photo #: _____
- **Cupping Forms**
Cupping forms to format specifications? **YES / NO** Photo #: _____
- **Spittoons**
Receptacles to specifications? **YES / NO** Photo #: _____
- **Le Nez du Café**
Two sets of vials per every six students? **YES / NO** Photo #: _____
Replaced within the past two years? **YES / NO** Photo (or receipt) #: _____
- **Organic Acids**
Kit to specifications and able to order replacement supplies? **YES / NO**
Photo #: _____

Acids are food grade? **YES / NO**
- **Green Coffee Defects Kit**
One kit per student? Complies to specifications? **YES / NO** Photo #: _____
- **Roasted Defect Kit**
One kit per student? Complies to specifications? **YES / NO** Photo #: _____
- **SCAA Arabica Green Coffee Defect Handbook**
Complies to specifications (one per student)? **YES / NO** Photo #: _____
- **Black grading surface/mat**
Black grading mats or surface to material are non-reflective and at least 2 feet x 2 feet (60.96 x 60.96 cm) per student? **YES / NO** Photo #: _____
- **SCAA Standards, Protocols, and other documents | Documents available at www.scaa.org**
Photo #: _____
 - Cupping Form: Available/Displayed in Lab? **YES / NO**
 - Cupping Protocol: Available/Displayed in Lab? **YES / NO**
 - Water Quality Standard: Available/Displayed in Lab? **YES / NO**
 - Green Grading Protocol: Available/Displayed in Lab? **YES / NO**
 - Green Coffee Color Assessment Protocol: Available/Displayed in Lab? **YES / NO**

PART IV: CLOSE OF INSPECTION

Please complete the following section at the close of the inspection:

The following space should be used by the inspector to indicate any items of non-compliance (and how and when they will be resolved), or a statement that all requirements were met and certification is recommended by the inspector.

Inspector Name: _____

Contact Information: _____ (email) _____ (phone)

Inspector Signature: _____ **Date:** _____

Lab Supervisor Signature: _____ **Date:** _____