

SCAA Teaching Lab | Self-Assessment Form

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<u>Purpose:</u> The SCAA Lab Certification Program exists to promote SCAA's mission to recognize, promote, and develop specialty coffee. This form exists to assist candidate labs in preparation for lab inspection by a SCAA lab inspector. It is an internal tool, but can also be utilized by candidate labs to communicate with the SCAA ahead of an inspection date to identify and monitor potential problems ahead of time to expedite the certification process.

Company Information:

Candidate lab name:
Candidate lab address:
Candidate lab manager name:
Candidate lab manager contact email:
The candidate lab will apply to be certified for students (in multiples of 6)

PART I: Physical

Green grading will take place inside the:

- Classroom
- Cupping Room
- The classroom and the cupping room are the same, and green grading takes place on the cupping tables.

Cupping Room:

- Cupping Room is no smaller than IIO sq. ft (IO.2 sq. meters), which is minimum for one cupping table?
- Cupping tables (designed for 6 students) surfaces are a minimum of 10 sq. ft (0.93 sq. meters), ideally 5 ft by 2 ft (1.5 m by 0.61 m)?
- Cupping tables have a height of 42-46 inches (I.07-I.17 meters)?
- There is at least 3 feet (0.9 meters) of space in between all cupping tables and between tables and walls?
- If grading will occur on cupping tables, each student has at least 2 square feet (0.62 sq. meters) for green grading?

Classroom:

- Classroom has seating for the maximum number of students the candidate lab seeks certification for?
- If classroom is the same room as the cupping room, each student has desk space?
- If within classroom, each student has a black green grading mat or surface of at least 2 square feet (0.62 sq. meters)?

Lighting:

- The entirety of the cupping table surfaces meets at least 1200 LUX/4000 Kelvin/120 FTC of light?
- The entirety of the green grading surfaces meets at least 1200 LUX/4000 Kelvin/120 FTC of light?
- The curtains/screens/other methods adequately black out the cupping room during daytime hours?
- At least one red light installed in the cupping room?
- Lab can demonstrate the ability to turn on at least one red light bulb or red filtered light in a blacked-out room to adequately mask the color of ground coffees on the cupping table?

Environment:

- Evaporative Cooling System?
- No distracting odors in the lab space?
- Phones in the lab can be set to 'silent'?
- No distracting noises/sounds are heard from outside or other adjacent building spaces?
- Cupping area is clean, neat, and free of hazardous or distracting clutter or non-essential items?
- Overhead projector in the classroom area?

Posters:

- Set of The Art of Aroma Perception in Coffee (four-poster set) displayed in cupping room?
- Coffee Taster's Flavor Wheel (poster) displayed in cupping room?
- SCAA Green Arabica Coffee Grading Classification System (poster) displayed in green grading area?

PART II: Equipment

- At least one high quality commercial coffee grinder
- Water meets all SCAA standards for quality?
 http://www.scaa.org/?page=resources&d=water-standards, including but not limited to:
 - O TDS is between 75-250 ppm?
 - O Water is clear with no odors or off-flavors?
 - No chlorine present
 - O Calcium hardness between I-5 grains or I7-85 mg/L
- If water is filtered through a commercial system, filter has been changed within the past one year?
- Lab has a hot water heating capacity of 1.7 L of water per student? (10.2 L per 6 students)
- At least one scale capable of precision of 0.01 grams and a capacity of 100-300 grams?
- Lab has a set of graduated cylinders of 250, 500, and 100 mL?
- Able to identify roasted coffee color and compare with SCAA/Agtron Roast Color Identification scale?

PART III: Supplies

- Cupping cups are uniform, ceramic or tempered class of 7-9 fluid oounces (207-266 mL) with a diameter of 3-3.5 inches (76-89 mm) and do not autobreak?
- The lab has at least 35 cups per 6 students?
- The lab has adequate number of cupping spoons, of non-reactive metal (stainless steel or silver, for example), which hold 4-5 mL of liquid.
- Current SCAA Cupping forms available in print?
- Two sets of Le Nez du Café vials per every six students?
 - O Replaced within the past two years?
- Lab has purchased organic acids (Citric, Malic, Acetic, and Phosphoric) food grade chemicals for mixing, labeled with concentrations, OR a pre-mixed kit?
 - O Acids purchased within the past year?
- One green coffee defect kit per student?
- One roasted coffee defect kit per student?
- Lab has one SCAA Arabica Green Coffee Defect Handbook per student?

- Black green grading mats or surface at least 2 square feet (0.62 sq. meters)?
- All SCAA standards and protocols are available in lab, including:
 - O Cupping protocol?
 - Green grading protocol?
 - O Water quality standard?
 - O Green coffee color assessment protocol?

Other Recommended Materials

- Cupping Aprons
- Notepads
- Calculators
- Clipboards
- Timers
- Buckets with sieves for cupping waste disposal
- Bar towels
- Eye droppers
- Color Printer/the ability to print
- Laminated cupping placements