



# SCAA Certified Teaching Lab Continuing Certification Agreement

## General Information

The Teaching Lab Certification Program (“Program”) of the Specialty Coffee Association of America (“SCAA”) supports SCAA’s mission to recognize, promote and develop specialty coffee. Certified teaching labs help provide consistency in cupping, testing of graders and objective evaluation of coffee throughout the world.

Your lab has met the requirements for certification set by the SCAA and exhibits your commitment to the SCAA mission and values. In addition to the environmental and material aspects of certification, those who manage and work in your certified lab are obligated to uphold SCAA’s mission and values as well. Adhering to SCAA’s protocols will ensure the continuing fidelity of your lab to the Certified Teaching Lab Program and give rigor to Q System classes.

This Continuing Certification Agreement (“Agreement”) formalizes the relationship of your lab and SCAA, as SCAA entrusts its members’ education and training to your facility.

This Agreement provides you with a checklist to maintain the competence and Program compliance with each of your staff members, even though your staff roster may change over time. Your lab director is required to:

1. Sign each portion of this Agreement where indicated;
2. Review this Agreement with current staff who are involved in the arrangement or delivery of SCAA-certified classes;
3. Upon completion of each new-hire training, require the new staff member to read a copy of this Agreement.
4. Retain a copy of each signed Agreement, which you shall present to an SCAA Lab Inspector upon request.
5. Assure the credentials of each instructor and assure that he or she complies with the SCAA and Q-System guidelines for each session being taught.

Again, thank you for participating in the Program. We appreciate and have confidence in your professionalism and dedication to specialty coffee and SCAA’s mission.

Name of Staff Member signing agreement (please print):  _____
Position:  _____
Date:  _____

Contact the Laboratory Inspection & Certification process at [certification@scaa.org](mailto:certification@scaa.org).

## Statement of Understanding of Responsibilities and Requirements

### OVERALL RESPONSIBILITIES:

- All specified equipment is to be maintained to continually meet Certification requirements. Equipment malfunctions must be remedied before the next class is given. No further classes will be held until the lab can prove to the SCAA that the problem has been resolved with receipts for maintenance, labor, or purchases related to this problem.
- Lab agrees NOT to exceed the maximum number of students for which it has been certified. The maximum for this lab is \_\_\_\_\_.
- Comply with the below two year check point responsibilities (outlined below).
- The lab must display its SCAA Teaching Lab certificate at all times in a location visible to students.
- The lab is responsible for keeping track of when its re-certification is due (every 4 years) and notifying SCAA *at least 3 months* before expiration of current certification.
- Comply with all other responsibilities written into the program document.

I understand the overall responsibilities for the lab and agree to comply:

Signature: \_\_\_\_\_

### ENVIRONMENT REQUIREMENTS:

- Maintain cupping rooms and classrooms according to the lab certification requirements.
- Accommodate a maximum of six students per cupping table.
- Roast in a separate room so that it does not interfere with classes that are in session, and if the roaster is in the room, not have it in use at any time during teaching.
- Maintain the full spectrum light source and immediately replace spent light bulbs. Also maintain the curtains and red lights for dark cuppings.
- Maintain heating, ventilation and air conditioning systems
- Keep the temperature consistent (free of hot or cold spots) inside cupping rooms at the comfortable range of 68°F to 86°F (20°C to 30°C) and relative humidity not to exceed 85%.
- Keep the rooms odor-free.
- Forbid phones except those with a “do not disturb” (DND) function and place any phones in DND mode while conducting lectures and tests.
- Maintain a “no noise” environment.
- Restrict visitors in classes and absolutely prohibit visitors during the course testing.
- Keep lab clean, orderly, and insect-free.
- Comply with all other environmental conditions written into the program document and applicable building and health codes.

I understand the environmental requirements and rules of conduct for the lab and agree to comply:

Signature: \_\_\_\_\_

### LAB MATERIALS REQUIREMENTS:

- Sample Roaster is in good working order and able to roast coffee as outlined by the SCAA.
- Cupping roasts will fall on Agtron scale of 58 on whole bean and 63 on ground, +/-1 point
- Grinders are named for identification as follows (please fill in with your actual lab equipment):

- Grinders meet SCAA parameters for grind particle size within a 10% margin of difference from grind to grind using the same coffee.
- Scale is capable of precision of 0.01 grams and a capacity of 100-300 grams and is ANSI certified to standard 169.
- Graduated cylinders are present: 250 ml, 500 ml, and 1000 ml.
- Water meets SCAA specifications for water quality for cupping.
- Water heating equipment is able to heat an adequate amount of water proportional to the number of cuppers being taught: 57.5 oz / 1.7L per student and enough for rinsing.
- Water meets the temperature requirements in the document "SCAA Protocols Cupping Specialty Coffee."
- Glass (tempered) or ceramic cups are 7 to 9 fluid ounces (207ml to 266ml) with diameter between approximately 3" and 3.5" (76mm and 89mm), and all cups used are of identical volume, dimension and material of manufacture.
- SCAA Cupping Protocols are followed, including use of the correct amount of ground coffee to match the respective receptacle dimensions and obtain the ideal extraction. For every six students, a minimum of 35 cups is required.
- Cupping spoons are able to take 0.135 to 0.169 fl oz. (4 to 5 ml) of coffee sample and should be of non-reactive metal so as not to add any flavors to the coffee.
- Cupping forms follow the SCAA Approved Cupping Form format.
- Spittoons are available.
- Two sets of vials of Le Nez du Café are necessary per 6 students
- One set of the recommended SCAA Organic Acids. The kit must include acids to SCAA specifications.
- One set of The Art of Aroma - Perception in Coffee (four-poster set).
- Coffee Taster's Flavor Wheel (poster), SCAA Green Arabica Coffee Grading Classification System (poster).
- Black, non-reflective grading surface/mat of at least 2' x 2' per student.
- One Green Coffee Defects Kit per student with answer key available.
- One Roasted Defect Kit per student with answer key available.
- SCAA Arabica Green Coffee Defect Handbook (one per student is required)
- Comply with all other material and requirements of the program document.

I understand the material requirements and rules of conduct for the lab and agree to comply:

Signature: \_\_\_\_\_

### **TWO YEAR CHECK POINT RESPONSIBILITIES:**

The lab is responsible for knowing the date of the two year check point, which will be the month of the initial inspection, two years after the inspection year. For this mandatory check point, the lab must send the SCAA:

- A copy of the SCAA Certified Lab "Two Year Check Point" form, available on the SCAA website
- Receipts for new Le Nez du Café sets, recently purchased
- A photo of a light meter under your lights proving that they still meet LUX requirements (with proof of date of photo), OR receipts for new light bulbs or tabletop lights for the cupping room.
- Receipts for the *yearly* replacement of food-grade acids. It is recommended that these are purchased in the kit offered from the SCAA to assure proper concentrations.

- Two grind samples, consisting of 150 grams of coffee grounds for every individual grinder used in the lab, from consecutive grinder settings. These should be sent in two separate ziplock-type bags.
- Water analysis reports from a local water testing laboratory for all water sources used for cupping. The reports should be as current as possible and reflect the months just before the check point.

## **TWO-YEAR CHECK, EXPIRATION AND RENEWAL:**

### **Two Year Check Point:**

Although SCAA may send a warning to the lab approximately three (3) months before the due date, the Certified Lab is solely responsible for the timely completion and delivery to SCAA of the SCAA two year check point form.

If the Certified Lab does not complete and return the two year check point and samples within one (1) month of its two-year anniversary of certification, its SCAA Lab Certification will terminate and all of the lab's subsequent Q Coffee System classes must be cancelled.

To regain certification after such termination, the lab will be required to repeat the entire Lab Certification process, including a lab inspection, and pay all of the associated fees and costs. No SCAA or Q System classes may be presented at the lab during such re-certification process, and SCAA will not be responsible for any loss of income which may occur due to this lapse.

### **Certification Expiration and Renewal:**

The Certified Lab is solely responsible for knowing when its certification expires and notifying the SCAA at least three months before this expiration if it wishes to renew its certification and continue teaching SCAA classes. However, the SCAA may send a warning to the lab approximately three (3) months before certification expires, reminding the lab to apply for re-certification.

Re-certification will consist of the same process as newly-certified labs experience, including inspection and all associated fees and costs. The lab is responsible for keeping up its materials current and satisfying the SCAA inspection requirements to be re-certified.

If the Certified Lab allows their certification to lapse by not applying for and completing re-certification on time, its Lab Certification will expire, all scheduled SCAA classes at the lab must be cancelled, and no further classes may be scheduled until re-certification is completed. The SCAA is not responsible for any loss of income which may occur due to such lapse.

I accept the responsibilities and understand the two-year check, expiration and renewal requirements and consequences of non-compliance stated above:

Signature: \_\_\_\_\_