



ANALYTICAL LABORATORY OF SRILANKA TEA BOARD

GENERAL INSTRUCTION FOR THE SUBMISSION OF TEA SAMPLES FOR TESTING

1. Submission of tea sample

- Sample of tea should be submitted to the Analytical Laboratory on any working day (Monday-Friday) between 8.30 a. m. to 4.15 p.m. (For internal clients) /3.30p.m. (For external clients).
- Sample of tea should be submitted to the Analytical Laboratory along with a written request (preferably on an official memo / Company letterhead) addressed to the Director (Analytical Services).
- For external clients, it is required to make payment as per the Sri Lanka Tea Board circular namely "Levy of Fees & Chargers for Board's Service" (Ref: OR/1/87) dated 01st September 2011 together with the duly filled AL/T Form at the time submitting the test sample.

2. Sample Container and size of the tea sample

- The sample shall be accepted in a clean, heat sealed air tight aluminium laminated craft paper bag/envelope /Sealed PET bottles / or finally packed product for shipment/dispatch.
- Quantity of the tea sample should not be less than 100g (Net Weight) for microbiology /Pesticide residue testing and quantity of the tea sample should not be less than 250g (Net Weight) for Chemical testing.
- Laboratory will accept either solid / liquid sample of tea for analysis. If the sample is in the form of liquid, it is Important to contact the Analytical Laboratory official prior to submit the sample.
- For specialized testing (i.e. microbiology testing) a sterilized sample cover/s will be issued at the written request of the client/ for external clients after making the payment.

3. Labeling of tea sample

- An identification number (preferably with blend no, STD and grade) should be appeared on each sample packet and such information should comply with the details of the covering letter.

4. Documents to be submitted

The following information/ documents should provide with the tea sample.

For Internal clients;

- Official memo with detailed requirement for testing

For external clients;

- Certified copy of the blend sheet for the respective tea sample
- Certified copy of the Performa invoice for the tea sample of respective consignment.
- Certified copy of the CUSDEC sheet for the respective consignment.
- Certified copies of other relevant documents.

5. Tracking of sample testing status:

- It's required to provide contact details clearly in the AL/T form to inform the dispatch status of the certificate.
- As a guide, approximate time taken for analysis of Chemical Standard -10 working days & for Microbiology Standard – 14 working days.

If you require further information please do not hesitate to contact;

Director (Analytical Services)
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Sri Lanka Tea Board,
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