



# 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./until the payments accepted by the cashier.
- Sample of tea should be submitted to the Analytical Laboratory along with a written request (preferably on a Company / Client's 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 01<sup>st</sup> September 2011.together with the duly filled AL/T Form.

### 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 can be accepted) / or finally packed for shipment/dispatch.
- Quantity of the tea sample should not be less than 100g (Net Weight).
- 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.

### 3. Labeling of tea sample

- An identification number (i.e. 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.

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

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

Director (Analytical Services)  
Analytical Laboratory,  
Sri Lanka Tea Board,  
Tel/Fax: 011 2581576  
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ISSUED BY : Quality Management Officer	AUTHORIZED BY : Director (Analytical Services)
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