

MARKETING PRACTICES PROCEDURE – MPP02

Shipping Alcoholic Beverages for Chemical Analysis

Effective June 01, 2005

To all label approval applicants:

If **product samples sent** for chemical analysis are not submitted with the label application and are mailed separately please submit a cover letter with the sample stating:

- name and address of the applicant
- contact person
- telephone number
- number of bottles, brand, class, and size of sample(s) submitted for analysis

Send samples to Texas Alcoholic Beverage Commission; 5806 Mesa Drive, Austin, TX 78731; via an **authorized carrier** who holds a TABC-issued Carrier's permit.

Note: Upon receipt of an initial package containing alcoholic beverages delivered to us via the U.S Postal Service {Refer to USPS Publication 52 – Hazardous, Restricted, and Perishable Mail}, or other unlicensed carrier, we will send a written notification to the applicable applicant that subsequent packages shipped via an unlicensed carrier will be refused and will be grounds for administrative action against their permit.

All Agency Personnel

Direct all carrier personnel delivering alcoholic beverage samples for analysis to the mailroom where it will be logged and distributed to the laboratory.

Mailroom Personnel

Maintain log of product shipped via unlicensed carrier and provide such information to Marketing Practices for necessary action. **Refuse subsequent packages of alcoholic beverage products** delivered by a carrier without a *proper permit* and request the package be returned to sender. If a package is refused, please keep a record of the name and address of sender, name of carrier, and date of attempted delivery. *(Note: Be mindful we will accept the initial package and send letter of notification to permittee advising permittee that subsequent packages shipped via unlicensed carrier will be refused and will be grounds for administrative action).*
