



Announcement

September 25, 2012

Certification for the Analysis of Beer for Export

Background

As a condition of entry for imported wine and distilled spirits, many countries require the presentation of specific chemical analyses. Some of these countries mandate that their own government laboratories, or laboratories certified by their government, analyze such products. Other countries allow the exporting country to perform the analyses, as long as a person certified by that government completes the report of analysis.

To facilitate the export of domestic wine and spirits products, TTB offers a certification program twice a year as a service to the alcohol beverage industry. This service aligns with the Department of the Treasury's strategic outcomes of strong U.S. economic competitiveness and enabled free trade and investment.

TTB currently certifies analysts at qualified laboratories for the analysis of wine and distilled spirits. TTB is in the process of expanding the program to certify analysts at qualified laboratories for beer analysis. This document will describe the process for applying for beer certification.

Eligibility for Certification

- a. The applicant must be employed by or otherwise affiliated with a qualified laboratory. TTB does not certify laboratories, but rather applicants who perform the analyses or applicants who supervise individuals who perform the analyses, provided the individuals are trained and competent in the methods under the certification. An application for certification must identify the names of both the individual and the laboratory, as well as the address of the laboratory premises.
- b. A "qualified laboratory" is defined as a laboratory equipped to perform all necessary analyses for certification of beer and employs an individual certified by TTB to perform or supervise the analyses listed in this procedure.

- c. In conjunction with the application for certification, an appropriate official of the laboratory must consent to the inspection of the laboratory premises or other appropriate TTB validation of the claims made in the application.
- d. Certification is dependent upon continued employment with the qualified laboratory. If a certified individual and the qualified laboratory dissolve their association during the two-year certification period, the certification is voided. TTB no longer considers the individual certified and he or she must notify TTB immediately of the change in employment status. Further, if no certified individual is employed by the qualified laboratory then TTB considers that laboratory no longer qualified.
- e. A certified individual may retain his or her certification in the event that he or she takes a position with another qualified laboratory. Retention of certification status is contingent upon the subsequent laboratory's qualification as equipped to perform analyses of the same type (i.e., wine, beer or distilled spirits) as the certified individual.
 - 1. In such cases, the certified individual must notify the Director, Scientific Services Division (SSD) of the change in employment status on the subsequent laboratory letterhead.
 - 2. TTB will evaluate the applicant's claims and issue an updated certificate that identifies the certified individual and qualified laboratory.
 - 3. The certified individual, if he or she wishes to remain certified, must reapply for certification prior to the expiration of the original two-year certification period.

Application Deadlines and Expiration of Certification

- a. TTB issues certifications twice a year, on January 1 and July 1. Applicants must submit their application, including a request to obtain testing samples, to SSD no later than two months prior to those dates.
 - 1. For certification to take effect **January 1**:
 - i. A call for applications will be announced on TTB's website no later than **September 1**. For those individuals who are currently certified and whose certification is about to expire, TTB will notify them directly.
 - ii. A written request for participation in the Certification Program is due to SSD by **October 1**. If an application is received after the deadline, the applicant will not be considered for certification in the current round and may be considered for the next round.
 - iii. Upon receipt of an application, TTB will notify the applicant of an approximate date that samples will be sent. If qualifications are not met, the applicant will be notified in writing as to the reasons.
 - iv. The samples will arrive to the requestor for analysis by **November 1**.
 - v. The data packet is due to TTB by **December 1**.

2. For certification to take effect **July 1**:
 - i. A call for applications will be announced on TTB's website no later than **March 1**. For those individuals who are currently certified and whose certification is about to expire, TTB will notify them directly.
 - ii. A written request for participation in the Certification Program is due to SSD by **April 1**. If an application is received after the deadline, the applicant will not be considered for certification in current round and may be considered for the next round.
 - iii. Upon receipt of an application, TTB will notify the applicant of an approximate date that samples will be sent. If qualifications are not met, the applicant will be notified in writing as to the reasons.
 - iv. The samples will arrive to the requestor for analysis by **May 1**.
- b. The data packet is due to TTB by **June 1**. Certification is valid for two years. The individuals who wish to remain certified must reapply for certification prior to the expiration of their certification every two years. In doing so, they may continue to operate under their current certification pending final action on their reapplication.

How to Apply for Certification

To apply, an applicant must submit the following to the Director, Scientific Services Division, Alcohol and Tobacco Tax and Trade Bureau, 6000 Ammendale Road, Beltsville, MD 20705-1250.

- a. A request for participation in the Certification Program on laboratory letterhead signed by the applicant.
- b. A statement in the letter authorizing TTB to verify laboratory and candidate training documents (see Verification of Information section).
- c. The correct shipping address to where samples are to be shipped and the correct mailing address to where the certificate is to be delivered.
- d. Documentation supporting the educational qualifications of the applicant including a copy of his or her diploma and transcripts, if these are not already on file with TTB.

Qualifying for Certification

- a. To qualify for **Beer Analysis** certification by the Director, SSD, the applicant will:
 1. Have at least:
 - i. A Bachelor's degree in chemistry; or

- ii. A Bachelor’s degree in any physical, chemical, or biological science and at least 30 credits of chemistry.

The applicant must submit a copy of his or her diploma and transcripts with the application, if these are not already on file with TTB.

In all cases, an applicant with a degree obtained from a college or university outside the United States must have his or her degree evaluated by an educational assessment organization.

2. Have access to laboratory equipment and facilities as are necessary to perform the required beer analyses (see Table). The adequacy of such equipment and facilities is subject to TTB verification or inspection.
3. TTB will send each applicant two types of beer in triplicate for each cycle of testing. Upon completion of the analyses, each participant will submit to the Director, SSD, a report of analysis that includes all analyses listed in the table below for each beer analyzed. The data should be obtained by a validated method, preferably in accordance with the latest edition of the Official Methods of Analysis, published by the AOAC INTERNATIONAL, the American Society of Brewing Chemists (ASBC), or the [TTB Official Methods](#), as listed on www.ttb.gov/.

Applicants should use the [beer reporting template](#) to report their analytical results, as well as the methods used to obtain the results. TTB prefers that applicants use the units of measurement listed in the table below. TTB will consider and approve alternative methods on a case-by-case basis.

Table: Beer Analytes

Analysis	Reported to the nearest:
Alcohol by Weight	0.01% by weight
Real Extract	0.01% by weight
Specific Gravity	0.00001 at 20 °C
pH	0.01
Bitterness Units	0.1 BU

Color	degree SRM
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Verification of Information

TTB reserves the right to verify, by inspection or otherwise, the laboratory’s premises and equipment associated with the application for certification. This includes, but is not limited to, the availability of equipment, equipment purchase records, analyst training and competence records, and sample analyses records. A request for participation in the Certification Program on laboratory letterhead must include the following statements, endorsed by an appropriate laboratory official, authorizing TTB to inspect or validate the laboratory premises, training documents, and equipment:

- a. “(Name of qualified laboratory with an applicant seeking certification) authorizes TTB to verify by inspection or otherwise the laboratory’s premises and equipment, documents related to training and demonstration of competency on the methods associated with this application for certification.”
- b. “(Name of Applicant) declares, under penalties of perjury, that the information provided to TTB is true and correct.”

Notification of Applicants

- a. Approval of Certification Application – If TTB chemists validate the report of analysis submitted by the applicant, and the applicant meets all other requirements, the Director, SSD, will certify the applicant.

The certified individual will receive a signed certificate and approval letter by mail identifying the name of the individual and affiliation of the applicant. The certificate also indicates the two-year period that the certificate is valid.

- b. Denial of Certification Application –If an applicant does not meet the requirements for certification, the Chief, Beverage Alcohol Laboratory will notify the applicant in writing stating the reasons why TTB did not approve the application for certification.

Questions

The current list of certified individuals and qualified laboratories is available on the TTB Web site, www.ttb.gov. If you have any questions regarding this procedure, please contact:

Mail:

Alcohol and Tobacco Tax and Trade Bureau

Scientific Services Division

Beverage Alcohol Laboratory

6000 Ammendale Road

Beltsville, MD 20705-1250

Email: laboratory@ttb.gov