



GUIDELINES FOR MASTER SAMPLERS

**INCLUDES ALL AMENDMENTS APPROVED
BY THE BOARD OF DIRECTORS & MEMBERSHIP**

May 21, 1996



GUIDELINES TO BE OBSERVED BY MASTER SAMPLERS WHO DRAW SAMPLES FOR ARBITRATION PURPOSES UNDER THE ARBITRATION RULES OF THE COCOA MERCHANTS' ASSOCIATION OF AMERICA, INC. ("THE ASSOCIATION").

Adopted by the Board Of Directors on August 2, 1982 - Last amended May 21, 1996

1. A sampler who is appointed to draw arbitration samples under the rules of the Association must familiarize himself with the procedures set out hereafter. He should appear at the sampling site with trier, bags or other suitable container in the case of product, seals, twine and forwarding container. The seals must be such as not to break in transit or handling. For example, self-adhesive labels across the twine, which break when the bag is lifted by the twine, are not acceptable.

2. **Sampling Procedures:**

- A. **For Cocoa Beans:**

Four samples of ten pounds each of each disputed lot of cocoa beans are to be drawn and sealed in the presence of a representative of each disputant. This shall be done by each sampler drawing two ten-pound samples. Each sampler will mix the samples jointly with the other sampler prior to sealing the bags, and the four sealed samples shall then be forwarded to the Association's President.

The samples shall be drawn from a minimum of 20% of the bags and the sampler must have random access to this percentage. The samples must be drawn from as many sides of the pile as possible but in no event from less than two sides of the pile and, unless otherwise specifically requested, from clean and sound bags only. Trier holes must be frayed shut to prevent spillage of beans.

- B. **For Cocoa Products:**

- i) A sample shall be drawn in the presence of a representative of each disputant from the number of parcels equaling the square root of the number of parcels in each lot, except that there must be a minimum of ten sub samples in all cases. The samplers shall composite the sub samples into four samples, seal each sample in the presence of a representative of each disputant and forward all four sealed samples to the Association's President.
 - ii) If the complaint being arbitrated is about extraneous matters, two identical duplicate sets of six sub samples of 1,000 grams each of each lot shall be drawn and sealed individually, and all 12 such samples shall be forwarded to the Association's President.
 - iii) If the complaint being arbitrated is about fat or moisture content, viscosity or other technical aspects, the same procedure relative to the number, size and forwarding of samples as under paragraph B.i) above shall be followed, except that four identical samples of not less than 1,000 grams each shall be forwarded to the Association's President.
 - iii) If the complaint being arbitrated requires samples to be examined for microbiological aspects, these samples must be drawn aseptically. Except in the case of a complaint involving salmonella, the same procedure relative to number, size and forwarding of samples as under paragraph B.i) above are to be followed, except that four identical samples of not less than 2,000 grams shall be forwarded to the Association's President.

- iv) If the complaint being arbitrated is for salmonella, and the product contains milk, then two identical duplicate sets of at least 60 sub samples of 25 grams each of each lot shall be taken aseptically. If the product does not contain milk, two identical sets of at least 30 sub samples of 25 grams each of each lot shall be taken. The 60, respectively 30, sub samples shall be placed individually into an appropriate container so that they will not mix, and the two containers of 60, respectively 30, sub samples shall be sealed in the presence of a representative of each disputant and forwarded to the Association's President.

3. **Marking of Sample Container:**

Each sample container shall clearly state:

A. Product Information:

- i) Identification of samplers and representatives of each disputant.
- ii) Identification and number of bags or containers and nature of content of each lot.
- iii) Name of vessel and number and date of Bill of Lading (if original shipment), or name, location, date and number of warehouse receipt.
- iv) Marks of the original containers.
- v) Specific location of the lot sampled.
- vi) Country of origin.
- vii) Date at which sample was taken.

B. Condition of the Beans, Product and Bags or Containers:

- i) Any signs of infestation or foreign matter affecting the lot or lots sampled visible to the sampler.
- ii) Any foreign odor emitted by the beans or products sampled or by the samples themselves.
- iii) If the bags or containers are stored near or contiguous to cargo emitting an odor, this must also be noted.