
Q VENUE



**COFFEE QUALITY
INSTITUTE®**

Q Venue Program Guidebook

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Glossary of Terms and Definitions

Venue – a physical space designated for hosting Q or Q Processing courses.

Q Venue – a physical space certified by Coffee Quality Institute to host Q or Q Processing courses.

Verification – the online process outlined by CQI for a venue applicant to submit evidences in order to determine if the venue meets venue requirements.

Approved Venue – a one-time approval granted by CQI for venues to host a Q or Q Processing course.

Certification – venue candidate has met the requirements of the Q Venue Program, successfully passed the audit process and is certified by CQI.

Remote Audit – a virtual inspection completed by an authorized CQI auditor using CQI guidelines.

Venue Candidate – a venue who has applied for the Q Venue Program.

Requirements – a list of physical space and equipment necessary to host Q or Q Processing courses as set forth by CQI.

Checklist – a specific list of items and questions created by CQI to verify if a venue is compliance according to our requirements.

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Purpose

Coffee Quality Institute's mission, *to improve the quality of coffee and the lives of people who produce it*, is achieved through our education programs and training initiatives. The Q Venue Program provides a global, verified network of facilities for quality focused cupping and processing education designed to meet the instructional needs of all CQI courses. CQI Q Venues can be used in a multitude of ways; from instructors hosting private courses to development project trainings. Q Venues operate in accordance with industry standards and protocols. Achieving Q Venue certification is an excellent option for coffee evaluation labs and processing mills to differentiate themselves within the coffee industry.

Effective immediately, the following CQI Q courses must be held at a Q Venue:

- Q Cupping Essentials, Q Calibrations, Q Training & Exams, Q Retakes, Q Recertification
- Q Processing Generalist (Level 1) and Q Processing Level Professional (Level 2) courses.

Additionally, CQI authorizes one-time verification of venues for specific situations such as grant-funded project work. One-time venue verifications must be approved by CQI in advance.

Venues hosting more than one (1) CQI course within a year will need to achieve either basic or professional Q Venue certification via the process outlined below.

Certified Q Venues are required to host a minimum of two (2) CQI courses per year in order to maintain their status.

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Types of Certified Q Venues

There are three types of certified Q Venues: Q Venue, Processing Q Venue and Professional Q Venue. Q Venues are certified for Q Arabica and/or Q Robusta as these courses require different supplies. Venues shall determine at the time of their application their preferred venue certification type including the choice of hosting Q Arabica and/or Q Robusta.

The chart below details the types of Q Venue certification, including the respective courses they are authorized to host.

	Q Cupping Essentials	Q Calibrations	Q Training and Exams	Q Processing Generalist	Q Processing Professional
Q Venue	X	X		X	
Q Venue - Processing				X	X
Q Venue - Professional	X	X	X	X	

Q Venue Fees

	Application Fee	Desk and Remote Audit
Q Venue	*\$350 USD; non-refundable.	\$750 USD. If more than one (1) session is required due to findings, a fee of \$250 USD per hour is applied thereafter.
Q Venue - Processing	*\$500 USD; non-refundable.	\$1000 USD for up to two (2) sessions. If more than two (2) sessions are required due to findings, a fee of \$250 USD per hour is applied thereafter.
Q Venue - Professional	*\$500 USD; non-refundable.	\$1000 USD for up to two (2) sessions. If more than two (2) sessions are required due to findings, a fee of \$250 USD per hour is applied thereafter.
Add-On Fee		
Venues wishing to expand or add-on to their venue certification may do so by contacting Kim kta@coffeeinstitute.org . In this scenario, a fee of \$100 USD shall be applied per add-on.		

**Application fee is valid for six (6) months. If venue is not approved within six (6) months, the candidate must restart the application process and pay the fee again.*

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Q Venue Certification Process

Candidates for Q Venue certification are required to complete the following steps:

1. Complete the online application - [Link to online application](#).
 - CQI Staff shall contact you within five (5) business days to confirm receipt of the application and provide application fee invoice.
2. Pay the [application fee](#) to CQI.
 - The application process will begin **after** the application fee is paid.
 - If candidate does not achieve certification status within six (6) months of the application payment, they will need to restart the process and pay the application fee again.
3. CQI staff will review the application and request additional venue information via a unique online link.
4. Pay [remote audit fee](#) to CQI as this initiates the remote audit. Based on the information provided in the application and any addition information requested, CQI will notify applicant of successful certification or next steps.
5. CQI will schedule a remote session(s) to review, verify, and shall address any questions during the remote audit.

Upon Successful Completion of the Remote Audit:

6. Candidate is notified of determination by CQI staff.
7. Venue Agreement is sent to key-stakeholders for review and signature.
8. Contract is signed and returned to CQI - venue agrees to maintain the requirements set forth by CQI at the time of certification.
 - The contract **MUST** be signed before a venue can be officially listed on the CQI website and before issued the use of the Q VENUE mark.
 - Contracts are to be reviewed, signed, and a copy returned to CQI within two (2) weeks from the date the contract was sent.
9. Venue is certified for two (2) years.

Certified Q Venue Benefits

- International recognition.
- Promotion of certified Q Venues on CQI's website, database, and social media channels.
- Opportunities for networking within CQI's Q Community.
- Use of Q Venue logo in accordance to CQI's logo usage policy.
- Opportunity to host trainings and courses for development projects.

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Key-stakeholder Responsibilities

Instructor Responsibilities

- Inform and advise host regarding Q Venue Program by providing documents, application form link, and/or connecting with CQI staff to continue discussions.
- Complete venue compliance checklist and include with coursework review at the conclusion of every course.
- Uphold the integrity of all CQI programs.

Venue Responsibilities

- Maintain venue equipment and space in accordance to the requirements set forth by CQI for the duration of the certification.
- Respond to and address notifications of noncompliance within thirty (30) days.
- Uphold the integrity of all CQI programs.

Q Venue Renewals

Q Venue certification is valid for two (2) years. Venues should contact CQI three (3) months before the certificate expiration date to begin the process of renewal. Additionally, CQI staff shall send a reminder notice for renewal of certified Q Venues.

Fees for Q Venue renewal:

	Renewal Fee	Desk and Remote Audit
Q Venue	\$750 USD	Includes one (1) session; a fee of \$250 per hour is added if more than one (1) session is needed.
Q Venue - Processing	\$1000 USD	Includes one (1) session; a fee of \$250 per hour is added if more than one (1) session is needed.
Q Venue - Professional	\$1000 USD	Includes one (1) session; a fee of \$250 per hour is added if more than one (1) session is needed.

Process to renew Q Venue certification:

1. Contact CQI staff at least three months in advance to express interest in renewing.
2. Pay relevant renewal fees to CQI.
3. Complete remote audit(s) of venue with designated CQI staff.

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Noncompliance Policy for Q Venues

Noncompliance can range from minor to major infractions, the severity of which is determined at the sole discretion of CQI. It is not feasible to provide an exhaustive list of noncompliance in this document; however, below are some examples of both minor and major infractions.

Examples of Minor Infractions –

- Report of insufficient, missing, or broken equipment reported during the course.
- Report of inadequate supplies for the number of students the venue is certified for.

Examples of Major Infractions –

- Electrical capacity is found insufficient for the required equipment.
- Access to classroom areas are extremely prohibitive to running a course in the manner outline by CQI.

If a certified Q Venue moves locations or makes changes to their layout, equipment, and/or supplies, the venue is required to contact CQI immediately to request an audit. Q Venues must maintain their facilities in accordance with the evidence submitted at the time of certification. Failure to do so is considered a major infraction and will be handled as such.

Infractions	Allowable	Fees paid to CQI	Other Information
Minor	Two (2) within one (1) year	\$250 USD per infraction.	The third infraction will result in the temporary suspension of venue status; including a fee of \$500 USD for the remote audit. Status shall be reinstated pending the successful passing of remote audit.
Major	One (1) per year	\$500 USD for first infraction.	\$750 for second infraction; including temporary suspension. Status shall be reinstated pending the successful passing of remote audit.

CQI shall notify the venue of noncompliance by email within five (5) days from receiving notice of the violation. The violation and actions required, including fees to be paid, shall be outlined in the communication.

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If a Q Venue receives notification of noncompliance, the venue is required to:

1. Respond to any written inquiry from CQI within five (5) business days.
2. Acknowledge the noncompliance in writing and propose an action plan including a timeline on how the issue will be fixed.
 - This timeline must not exceed thirty (30) days unless otherwise authorized by CQI in writing.
 - CQI approval must be obtained for the proposed action plan and timeline.
3. Complete the agreed plan and fully remedy the issue in accordance with the timeline.
4. Supply additional evidences to CQI for final approval and/or reinstatement.

Failure to communicate with CQI in a timely manner and remedy stated infraction(s) shall result in a temporary or permanent suspension of Q Venue certification, depending on the nature of noncompliance.

At the sole discretion of CQI, a physical audit may be requested to remedy noncompliance. In addition to applicable fees related to the infraction, venues are required to pay all expenses for the auditor's time, travel, accommodations, etc. Venues shall be charged a minimum of \$2000 USD per in-person audit.

If a Q Venue is temporarily suspended, CQI shall coordinate with the venue manager and CQI instructor to determine how to best manage any upcoming courses scheduled in the CQI database.

Major infractions may result in the cancellation of upcoming courses scheduled in the CQI database. *All expenses incurred from course cancellations due to noncompliance will be the sole responsibility of the venue.*

Venues suspended more than two (2) times for minor infractions or suspended due to a major infraction are required to restart the entire process of certification. This includes all fees associated with the audit process, including a physical audit at the expense of the venue, to be reconsidered for Q Venue certification.

CQI reserves the right to amend the policies and procedures set forth in this document.

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Certified Q Venue Requirements

The following information details the requirements needed to achieve certification of a Q Venue, set forth by Coffee Quality Institute.

For any questions and concerns or to begin the application process, please contact kTa@coffeeinstitute.org.

Venue Requirements

The requirements set forth in this document are to ensure a comfortable and fair course for all participants.

Floor Plan

At the start of the venue application process, the candidate must provide CQI with a detailed floor plan of the proposed space. The floor plan must include the length and width of the classroom/cupping area, location of desks, number of chairs, projector/tv, and cupping room. *Measurements can be provided in metric or imperial units and must be clearly indicated throughout the floorplan.*

Classroom

The venue has a classroom separated from the cupping area, so cuppings can be set up while students are in lecture. *Venues must maintain an adequate number of seats, desks, or tables for which the number of students the venue is certified.*

Cupping Room

The cupping room should provide enough space for the cupping table(s), the worktable(s) and space to navigate the furniture comfortably.

1. The minimum floor space, which does not include any cabinets and table space dedicated for equipment, needed for one cupping table is 9 m² (approx. 97 ft²) with the cupping table located in the center of the room. Large classes will need a bigger space, approximately 10 m² for every six (6) students.
2. *Each cupping table must allow six (6) students the ability to comfortably move around the table and cup during those activities.*

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3. *It is required to have a minimum of .75-meter radius all the way around each cupping table. Ideally, each cupping table shall have a complete 1-meter radius to ensure adequate space for students to move around the table at the same time.*
4. The cupping room shall be fully enclosed (i.e. with four walls and glass windows) and well ventilated. Places prone to the presence of foreign odors and continuous noise are not acceptable and cannot be used.
5. *If the classroom space will be adapted in the same room, about 1 m² per person of extra space will be needed.*

Lighting

The lighting should be sufficient to clearly see green bean defects when performing Green Grading exercises. For example - adequate lighting for this activity can be achieved using clip-on or clamp desk lamps.

Blackout Capacity/ Red Light

The cupping room/area is darkened with window shades or curtains utilizing overhead/ceiling red lights. The red lights must be enough to mask the true color of coffee or aroma vials while allowing students to see their forms and move around the room safely. *Alternatively, Q instructors may choose to use alternate solutions for these exercises, such as the use of red tinted glasses.*

Dishwashing

A large capacity sink, dishwashing area and tables must be located near the cupping room for ease of use.

1. Venue must have the ability to wash and sanitize all small wares.
2. A dish washing machine is not mandatory, but heated running water is a requirement.
3. Staffing for dishwashing and clean-up during the course must be made available for this task.

Water Heating for Cupping

The venue must provide a system to boil water for cupping, either through stoves or through power outlets for boilers. ***Hot water capacity is ten liters (10L) per six (6) students approx. 93 °C - 96 °C (199.4 °F - 205 °F). Equivalent water temperature shall be calculated based on venue higher location's elevation when applicable.***

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Electrical Installation

The capacity of the electrical system must be adequate for the electrical current needed. Equipment such as boilers and grinders use a lot of power and vital to the execution of this course.

The venue manager, or an electrician, must be given a list of the electrical equipment to be used to ensure that the electrical system/capacity is adequate.

Water Quality

The venue water supply shall be clean and odor free, but not distilled or softened. Total Dissolved Solids (TDS) shall range from 75 ppm and not exceed 250 ppm. If this is not possible, bottled water, meeting the same TDS range, must be used.

Internet Connection

An internet connection (1Mbps or faster) is needed to access students' online profiles and grade books.

If a 'fixed' connection is not available, at the very minimum, a few USB cellular phone data devices should be provided for use during the course.

Furniture, Equipment, and Materials: Q Venue

Below is a checklist for the materials and equipment needed in order to achieve certification for a Q Venue. This document can be used as a checklist to provide a preliminary review of your venue.

Please email kTa@coffeeinstitute.org for any questions or to begin the application process. We look forward to working with you!

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Cupping Room/Area

- ☐ Commercial coffee grinder(s) – NOT espresso grinders – **Minimum of one (1) per venue; ideally one (1) per twelve (12) students for a better learning environment.**
- ☐ Water heating equipment such as stove, boiling kettles or water towers. Temperature of the water shall be approx. 93°C - 96°C (199.4°F - 205°F). Equivalent water temperature shall be calculated based on venue higher location's elevation when applicable. - **Must be able to heat a minimum of ten liters (10L) per six (6) students/per table at one time.**
- ☐ Large hot water pitchers to pour water during cuppings (minimum 1.5L Capacity for ease of carrying / handling when pouring at table). NO goosenecks because the spout pours water too slowly and typically does not hold more than 1.5 liters at a time. - **Minimum six (6) to eight (8) pitchers to be able to pour a full round of cupping at once. Thermal pitchers are preferred.**
- ☐ Cupping bowls/vessels made of ceramic or glass with volume being between 200- 266mL and diameter 75-90mm. - **Minimum of sixty (60) per six (6) students/per cupping table; all vessels must be uniform.**
- ☐ Cupping spoons - **Minimum two (2) per student.**
- ☐ Rectangular cupping tables - recommended dimensions are 1.5m (L) x 60cm (W). Height of cupping table shall be comfortable for attendees to cup coffee while standing – *tables with adjustable height are preferred.* – **One (1) table per six (6) students.**
- ☐ Scales – must have a 0.01g precision. **Minimum of one (1) scale per six (6) students/per cupping table.**
- ☐ Spittoons, such as 16 oz tumblers or paper cups – **One (1) per participant. Several for each participant if disposable.**
- ☐ Buckets with fine mesh sieve - **One (1) per table.**
- ☐ Cafeteria trays – 40 x 30cm (16 x 12 inches) made of strong, lightweight plastic (example: ULINE model no. S-18444) – **Minimum of six (6) per cupping table.**

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- ☐ Digital timers – ***One (1) per cupping table; ideally two (2) per table.***
- ☐ Aprons – ***One (1) per participant (students + instructors + helpers).***
- ☐ Clipboards – ***One (1) per participant (students + instructors + helpers).***
- ☐ Pencils, paper, notebooks, etc. – ***Minimum enough for course.***
- ☐ Worktables/counter space for grinders, stationary, etc.
- ☐ SCA Flavor Wheel – ***One (1) per venue.***
- ☐ 118ml (4 oz) plastic ramekins with lids for prepping and dosing samples – ***Minimum of forty-two (42) per cupping table.***
- ☐ If roasting coffee on site for the course, venue must have a calibrated mid to high-quality colorimeter

Classroom Area

- ☐ Classroom seating/desk. – ***One (1) seat/desk per student.***
- ☐ Projector and screen, projecting surface, or digital (TV) display – ***One (1) per venue.***
- ☐ Printer with ink and scanner – ***One (1) per venue.***
- ☐ White board, chalkboard, or flip chart with respective writing instruments – ***One (1) per venue.***

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Green Grading Module

- ☐ Black mats for green grading (*minimum size: 60cm x 60cm – One (1) per student.*
- ☐ Minimum of 60cm x 60cm of desk space located in one room is needed for green grading – ***One (1) per student.***
- ☐ Tabletop or clip-on lamps – ***Additional lighting shall be made available for students during this activity in order to clearly see green bean defects.***

Olfactory Module

- ☐ Le Nez du Café – ***One (1) kit per six (6) students.***

Sensory Skills Module

- ☐ Food grade organic acids in 1.0 molar solutions: *citric, malic, phosphoric, and acetic* – ***Venue shall arrange with instructor at time of course.***
- ☐ Graduated cylinders: 1L and 500mL – ***One (1) set per venue.***
- ☐ 1.5 – 3L containers for sensory skills (*disposable water bottles are acceptable*) – ***Twenty (20) per venue.***
- ☐ Small “shot sized” 120 mL (4 oz) clear plastic or paper cups for sensory skills unit – ***Five hundred (500) per six (6) students.***

Additional Materials Required for Q Cupping Essentials Arabica

- ☐ SCA Green Grading Handbook – ***One (1) per student.***
- ☐ SCA Green Arabica Coffee Grading Classification System Poster – ***One (1) per venue.***
- ☐ Clean green coffee kits required for green grading and the defect for the green grading module must be arabica – ***One (1) kit per student, venue shall arrange with the instructor at time of the course.***

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Additional Materials Required for Q Cupping Essentials Robusta

- ☐ Le Nez du Vin - ***One (1) kit per six (6) students.***
- ☐ CQI Fine Robusta Standards and Protocols Booklet – ***One (1) per student.***
- ☐ CQI Robusta Green Grading Handbook – ***One (1) per student.***
- ☐ Clean green coffee kits required for green grading and the defect for the green grading module must be robusta – ***One (1) kit per student; venue shall arrange with instructor at time of course.***
- ☐ Materials for preparing sensory skills solutions: *caffeine, white sugar, table salt, and acetic acid (in 1.0 Molar solutions)* – ***Venue shall arrange with instructor at time of the course.***

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Certified Q Venue – Processing Requirements

The following information details the requirements needed to achieve certification of a Processing Q Venue, set forth by Coffee Quality Institute.

For any questions and concerns or to begin the application process, please contact kTa@coffeeinstitute.org.

Venue Requirements

The requirements set forth in this document are to ensure a comfortable and fair course for all participants.

Floor Plan

The floor plan must include an overall layout of the processing area as well as the areas designated for classroom and cupping activities. Details including length and width of the classroom/cupping area, location of desks, number of chairs, projector/tv are required, *Measurements can be provided in metric or imperial and must be clearly indicated throughout the floorplan.*

General

A clean, modern facility with reliable power and on-site sanitary restroom facilities is required.

Classroom

The venue has a dedicated classroom: Fitting the number of students with desks for each student. The classroom must also have a screen, projector, whiteboard, and whiteboard supplies.

Dishwashing

A large-capacity sink, dishwashing area and tables should be located near the cupping room for ease of use.

1. Venue must have the ability to wash and sanitize all small wares.
2. A dish washing machine is not mandatory, but heated running water is a requirement.
3. Staffing for dishwashing and clean-up during the course must be made available for this task.

Water Heating for Cupping

The venue must provide a system to boil water for cupping, either through stoves or through power outlets for boilers. ***Hot water capacity is seventeen liters (17L) approx. 93 °C - 96 °C (199.4 °F - 205 °F). Equivalent water temperature shall be calculated based on venue higher location's elevation when applicable.***

Electrical Installation

The capacity of the electrical system must be adequate for the electrical current needed. Equipment such as boilers and grinders use a lot of power and vital to the execution of this course.

The venue manager, or an electrician, must be given a list of the electrical equipment to be used to ensure that the electrical system/capacity is adequate.

Water Quality

The venue water supply should be clean and odor free, but not distilled or softened. Total Dissolved Solids (TDS) should range from 75 ppm and not exceed 250 ppm. If this is not possible, bottled water, meeting the same TDS range, must be used.

Internet Connection

An internet connection (1Mbps or faster) is needed to access students' online profiles and grade books.

If a "fixed" connection is not available, at the very minimum a few USB cellular phone data devices should be provided for use during the course.

Staffing

A program manager at the venue in charge of assembling and managing a small team to help with all the needs of the course.

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Accommodations

Shall be on-site or within a 20-minute trip from the venue.

Written Safety Plan

A written safety plan which addresses any local safety concerns and ensures that all students remain safe during their stay at the facility or facilities during the course. This plan would be shared with CQI.

On-Site Dining

On-site dining is ideal but not required.

Required for Processing Infrastructure

Wet Processing Facility

Must be available and dedicated to the course despite normal production activities and should also ideally be covered.

Drying Facilities

Open-air patios, raised beds, or solar dryers, a total of 30m² exclusively for course.

Drying Racks

30m² of drying racks (or African tables), ideally individual racks of 1m² each.

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Furniture, Equipment, and Materials: Processing Q Venue

The following is a list of materials and equipment necessary to achieve certification for a Processing Q Venue.

Cupping Area

- ☐ Cupping spoons - **Minimum of thirty-five (35) per venue.**
- ☐ Water heating equipment – stove, boiling kettles or water towers – **Venue shall be able to heat seventeen liters (17L) at approx. 93 °C - 96 °C (199.4 °F - 205 °F). Equivalent water temperature shall be calculated based on venue higher location's elevation when applicable.**
- ☐ Kettles or vessels to pour heated water (*maximum 2L capacity*) – **Minimum of four (4) per venue.**
- ☐ Commercial Coffee Grinder; NOT espresso grinder – **Minimum of one (1) per venue.**
- ☐ Rectangular cupping tables - recommended dimensions are 1.5m (L) x 60cm (W). Height of cupping table should be comfortable for attendees to cup coffee while standing. *Tables with adjustable height are preferred.* – **One (1) table per six (6) students.**
- ☐ Cupping bowls/vessels. Made of ceramic or glass with the volume being between 200-266mL and diameter 75-90mm. - **Minimum of sixty (60) per venue – all must be uniform.**
- ☐ Cupping aprons (ideal but not required) – **One (1) per student.**

Classroom Area

- ☐ Classroom seating and desks– **One (1) seat/desk per student.**
- ☐ Projector and screen, projecting surface, or digital (TV) display – **One (1) per venue.**
- ☐ Clipboards and pencils – **One (1) per student.**

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Processing Area

- ☐ Scales with minimum capacity of 15kg, accuracy of at least 0.100kg – **Minimum two (2) per venue.**
- ☐ Pulpers such as small capacity pulpers that can be easily calibrated. Manual pulpers are acceptable – **Minimum six (6) per venue.**
- ☐ Basic tool kit for calibration of coffee pulpers – **Minimum one (1) per venue.**
- ☐ Demucilator – **Minimum one (1) per venue.**
- ☐ Handheld, optical refractometers able to measure 0-32°Bx – **Minimum six (6) per venue.**
- ☐ Thermometers able to be immersed in the coffee mass about 15-20cm, with a 0-50°C range – **Minimum six (6) per venue.**
- ☐ Portable calibrated pH meters (with buffer calibrating solutions) – **Minimum six (6) per venue.**
- ☐ Ambient Thermometers/hygrometers– **Minimum six (6) per venue.**
- ☐ Coffee bean moisture meters– **Minimum six (6) per venue.**
- ☐ Infrared thermometer guns – **Minimum six (6) per venue.**
- ☐ Maturity boards – **Minimum six (6) per venue.**
- ☐ Fermaestro® (can be obtained through *Café y Procesos*) – **Minimum six (6) per venue.**
- ☐ Plastic wash bottles – **Minimum of six (6) per venue.**
- ☐ Cotton balls or lint free tissues - **For cleaning refractometers.**

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- ☐ Buckets – 5L capacity – ***Minimum six (6) per venue.***
- ☐ Buckets – 10L capacity – ***Minimum six (6) per venue.***
- ☐ Large, shallow, plastic trays or tubs – ***Minimum six (6) per venue.***
- ☐ 500mL -plastic measuring cup – ***Minimum one (1) per venue.***
- ☐ Strainers (20cm-wide) – ***Minimum six (6) per venue.***
- ☐ 0.5 L Distilled water – ***For calibrating refractometers.***

Coffees

Please prepare a written explanation of the coffee and fruit that will be available covering all of the below needs:

- ☐ About 400 kg of fresh coffee cherries. The preference is that they come from the same local farm or farming area. Ideally, they need to be picked in the morning and brought in midday, distributed as follows:
 - 80 kg of ripe cherries for day 1
 - 5 kg of mixed-maturity cherries for day 1
 - 300 kg of ripe cherries for day 2
 - 5 kg of mixed-maturity cherries for day 3
 - 5 kg of mixed-maturity cherries for day 5
- ☐ Roasted coffees for Process Contrast Cupping, supplied by *Café y Procesos (1 Lb. of each)*:
 - Honey process
 - Natural process
 - Washed process
- ☐ 100g each (50g roasted and 50g green) of each of the following defective beans, can be supplied by *Café y Procesos*:
 - Stinker beans
 - Pulper damaged
 - Insect damaged
 - Black beans
 - Immature

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Additional Coffees Ideally Include:

- ☐ Two hundred grams **each** of:
 - Dried coffee pods
 - Dried pulped natural coffee
 - Dried fully washed coffee
 - Dried wet-hulled coffee

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Certified Q Venue - Professional Requirements

The following information details the requirements needed to achieve certification of a Professional Q Venue, set forth by Coffee Quality Institute.

For any questions and concerns or to begin the application process, please contact Kim Ta kTa@coffeeinstitute.org.

Venue Requirements

The requirements set forth in this document are to ensure a comfortable and fair course for all participants.

Floor Plan

At the start of the venue application process, the applicant must provide CQI with a detailed floor plan of the proposed space. The floor plan must include the length and width of the classroom/cupping area, location of desks, number of chairs, projector/tv, and cupping room. *Measurements can be provided in metric or imperial units and must be clearly indicated throughout the floorplan.*

Classroom

The venue has a classroom separated from the cupping area, so cuppings can be set up while students are in lecture. *Venues must maintain an adequate number of seats, desks, or tables for the number of students the venue is certified for.*

Cupping Room

The cupping room should provide enough space for the cupping table(s), the worktable(s) and space to navigate the furniture comfortably.

1. The minimum floor space, which does not include any cabinets and table space dedicated for equipment, needed for one cupping table is 9 m² (approx. 97 ft²) with the cupping table located in the center of the room. Large classes will need a bigger space, approximately 10 m² for every six (6) students.
2. Each cupping table must allow six (6) students the ability to comfortably move around the table and cup during those activities.

3. *It is required to have a minimum of .75-meter radius all the way around each cupping table. Ideally, each cupping table shall have a 1-meter radius all the way to ensure adequate space for students to move around the table at the same time.*
4. The cupping room shall be fully enclosed (i.e. with four walls and glass windows) and well ventilated. Places prone to the presences of foreign odors and continuous noise are not acceptable and cannot be used.
5. *If the classroom space will be adapted in the same room, about 1 m² per person of extra space will be needed.*

Intelligence Office

In addition to the cupping room and classroom area, a designated “intelligence” office is required. The “intelligence” office is the place that the instructors uses to prepare the exams, store the coffee samples, supplies, and grade the test forms. Students do NOT have access to the intelligence room.

Lighting

The lighting should be enough to clearly see green bean defects when performing Green Grading exercises. For example - adequate lighting for this activity can be achieved using clip-on or clamp desk lamps.

Blackout Capacity/ Red Light

The cupping room/area is darkened with window shades or curtains utilizing overhead/ceiling red lights. The red lights must be enough to mask the true color of coffee or aroma vials while allowing students to see their forms and move around the room safely. *Alternatively, Q instructors may choose to use alternate solutions for these exercises, such as the use of red tinted glasses.*

Dishwashing

A large capacity sink, dishwashing area and tables must be located near the cupping room for ease of use.

1. Venue must have the ability to wash and sanitize all small wares.
2. A dish washing machine is not mandatory, but heated running water is a requirement.
3. Staffing for dishwashing and clean-up during the course must be made available for this task.

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Water Heating for Cupping

The venue must provide a system to boil water for cupping, either through stoves or through power outlets for boilers. ***Hot water capacity is twelve liters (12L) per six (6) students approx. 93 °C - 96 °C (199.4 °F - 205 °F). Equivalent water temperature shall be calculated based on venue location's elevation when applicable.***

Electrical Installation

The electrical system/capacity of the venue must be adequate for the electrical current needed. Equipment such as boilers and grinders will use a lot of power and vital to the execution of this course.

The venue manager, or an electrician, must be given a list of the electrical equipment to be used to ensure that the electrical system/capacity is adequate.

Water Quality

The venue water supply should be clean and odor free, but not distilled or softened. Total Dissolved Solids (TDS) should range from 75 ppm and not exceed 250 ppm. If this is not possible, bottled water, meeting the same TDS range, must be used.

Internet Connection

An internet connection (1Mbps or faster) is needed to access students' online profiles and grade books.

If a 'fixed' connection is not available, at the very minimum a few USB cellular phone data devices should be provided for use during the course.

Furniture, Equipment, and Materials: Professional Q Venue

Below is a checklist for the materials and equipment needed in order to achieve certification for a Professional Q Venue. This document can be used as a checklist to provide a preliminary review of your venue.

Please email kTa@coffeeinstitute.org for any questions or to begin the application process. We look forward to working with you!

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Cupping Room/Area

- ☐ Commercial coffee grinder(s) – *NOT espresso grinders* – **Minimum of one (1) per twelve (12) students; ideally one (1) per six (6) students for a better learning environment.**
- ☐ Water heating equipment such as stove, boiling kettles or water towers. Temperature of the water should be approx. 93°C - 96°C (199.4°F - 205°F). Equivalent water temperature shall be calculated based on venue location's elevation when applicable. - **Must be able to heat a minimum of twelve liters (12L) per six (6) students/per table at one time.**
- ☐ Large hot water pitchers to pour water during cuppings (minimum 1.5L Capacity for ease of carrying / handling when pouring at table) – NO goosenecks because the spout pours water too slowly and typically does not hold more than 1.5 liters at a time. - **Minimum six (6) to eight (8) pitchers to be able to pour a full round of cupping at once. Thermal pitchers are preferred.**
- ☐ Cupping bowls/vessels made of ceramic or glass with the volume being between 200-266mL and diameter 75-90mm. - **Minimum of eighty (80) per six (6) students/per cupping table; all vessels must be uniform.**
- ☐ Cupping spoons - **Minimum three (3) per student.**
- ☐ Rectangular cupping tables - recommended dimensions are 1.5m (L) x 60cm (W). Height of cupping table shall be comfortable for attendees to cup coffee while standing – *tables with adjustable height are preferred.* – **One (1) table per six (6) students.**
- ☐ Scales – must have a 0.01g precision. - **Minimum of one (1) scale per six (6) students/per cupping table.**
- ☐ Spittoons such as 16 oz tumblers or paper cups – **One (1) per participant. Several for each participant if disposable.**
- ☐ Buckets with fine mesh sieve - **One (1) per table.**
- ☐ Cafeteria trays – 40 x 30cm (16 x 12 inches) made of strong, lightweight plastic (example: ULINE model no. S-18444) – **Minimum of twelve (12) per cupping table.**
- ☐ Digital timers – **One (1) per cupping table; ideally two (2) per table.**

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- ☐ Aprons – ***One (1) per participant (students + instructors + helpers).***
- ☐ Clipboards – ***One (1) per participant (students + instructors + helpers).***
- ☐ Pencils, paper, notebook, etc. – ***Minimum enough for course.***
- ☐ Worktables/counter space for grinders, stationary, etc.
- ☐ SCA Flavor Wheel – ***One (1) per venue.***
- ☐ 118ml (4 oz) plastic ramekins with lids for prepping and dosing samples – ***Minimum of forty-two (42) per cupping table.***
- ☐ If roasting coffee on site, venue must have a calibrated mid to high-quality colorimeter and a professional sample roaster. ***Required if facilitating coffee sample evaluations.***

Classroom Area

- ☐ Classroom seating and desks – ***One (1) seat/desk per student.***
- ☐ Projector and screen, projecting surface, or digital (TV) display – ***One (1) per venue.***
- ☐ Printer with ink and scanner – ***One (1) per venue.***
- ☐ White board, chalkboard, or flipchart with respective writing instruments – ***One (1) per venue.***

Green Grading Module

- ☐ Black mats for green grading (*minimum size: 60cm x 60cm*) – ***One (1) per student.***
- ☐ Minimum of 60cm x 60cm of desk space located in one room is needed for green grading – ***One (1) per student.***

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- ☐ Tabletop or clip on lamps – ***Additional lighting shall be made available for students during this activity in order to clearly see green bean defects.***

Olfactory Module

- ☐ Le Nez du Café – ***One (1) kit per six (6) students. IDEALLY: Two (2) per six (6) students.***

Sensory Skills Module

- ☐ Graduated cylinders: 1L and 500mL – ***One (1) set per venue.***
- ☐ 1.5 – 3L containers for sensory skills (*disposable water bottles are acceptable*) – ***Minimum twenty-five (25) per six (6) students.***
- ☐ Small “shot sized” 120 mL (4 oz) clear plastic or paper cups for sensory skills unit – ***Minimum five hundred (500) per six (6) students.***

Matching Pairs Module

- ☐ Method of brewing several liters of coffee at once (batch brewer); ideally commercial, with the ability to brew and hold in air pots or hot carafes five (5) liters of coffee at 160 °F/71 C coffee ready to pour.
- ☐ Air pots for holding brewed coffee – ***Must be able to hold five (5) liters of brewed coffee to be portioned into 150ml vessels with four (4) per tray and six (6) trays per every six (6) students.***

Additional Materials Required for Q Arabica Courses

- ☐ Food grade organic acids in 1.0 molar solutions: *citric, malic, phosphoric, and acetic* – ***Venue shall arrange with Instructor at time of course.***
- ☐ SCA Green Grading Handbook – ***One (1) per student.***
- ☐ SCA Green Arabica Coffee Grading Classification System Poster – ***One (1) per venue.***

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Additional Materials Required for Q Robusta Courses

- ☐ Le Nez du Vin – ***One (1) kit per six (6) students. IDEALLY: Two (2) kits per six (6) students.***
- ☐ CQI Fine Robusta Standards and Protocols Booklet – ***One (1) per student.***
- ☐ CQI Robusta Green Grading Handbook – ***One (1) per student.***
- ☐ Clean green coffee kits required for green grading, and the defect for the green grading module must be robusta – ***One (1) kit per student; venue shall arrange with the instructor at time of course.***
- ☐ Materials for preparing sensory skills solutions: *caffeine, white sugar, table salt, and acetic acid (in 1.0 Molar Solution's)* – ***Venue shall arrange with the instructor at time of course.***

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