



FOOD INNOVATION CENTER
COLORADO STATE UNIVERSITY

CSU Spur Food Innovation Center
4780 National Western Dr. • Denver, CO 80216
foodinnovation@colostate.edu

FOOD ANALYSIS REQUEST FORM

Food Analysis is useful for determining the chemical characteristics of your food product. These include **pH, water activity, Brix, moisture content, total dissolved solids, salinity, gluten testing, and titratable acidity**. These metrics can be used to determine the safety and shelf life of your product.

For a full list of current pricing, visit our [website's Pricing page](#).

Section 1: Instructions

1. Fill out this request form in its entirety and follow instructions to submit your intake form via our [website's Request Services section](#)
2. Follow the Sample Preparation and Submission instructions below.
3. **If you are requesting a Process Authority Letter, do not submit this form.** Any testing we need to complete your assessment is included in the price of the letter.

After your submission is received, our team will review your request, and once we have all of the necessary documentation and deemed your submission complete, our accounts manager will send an invoice to the email you provided.

Payment of the invoice is required before documents can be distributed. Payment may be made through the ["Pay My Invoice"](#) portal on the FIC website. The payment link is also provided within your invoice.

Turnaround time: Food analysis typically requires approximately 7 days from the point of obtaining a completed submission. Incomplete submissions will delay the processing time of your request.

Section 2: Customer Information

Contact Name	
Company <i>If you have not established a company name, put 'n/a'. If you have worked with us before and have changed your company name, provide your previous one, noting "formally XYZ"</i>	
Email / Phone	
Product Name <i>include name/ flavor and a version number or unique identifier</i> <i>*labeling must match on your physical samples</i>	

Section 3: Services Desired

Please indicate which services you think you need:

☐ Equilibrium pH test

- ☐ Equilibrium water activity test
- ☐ Brix test
- ☐ Moisture content test
- ☐ Total dissolved solids in aqueous liquids
- ☐ Salinity of aqueous liquids
- ☐ Gluten testing (to confirm or disconfirm gluten-free labeling compliance)
- ☐ Titratable acidity

Section 4: Test Planning

How many products/SKUs do you need tested?	
Is/are your sample(s) shelf-stable? If not, how should it/they be stored?	
Will we be performing the same test(s) on all of the above products? If not, please explain	
If your samples are perishable, when would you like to deliver them? <i>we will confirm the date and time with you; shelf-stable samples do not need an appointment</i>	
Is there anything else we should know about your samples or testing?	

Section 5: Sample Preparation & Submission

For all samples:

- Prepare samples where, and with the equipment, you normally make the product. Keep them at their normal storage conditions (including cold chain, if needed) until they reach us.
- Send samples in their final packaging, the same packaging in which the product will be stored and sold. Fresh products (such as pastries) and ingredients may be delivered in labeled food-safe containers or bags.

For gluten testing:

- Send **two (2)** separately packaged **4 oz (minimum)** samples of **each SKU**.

For equilibrium pH, equilibrium water activity, Brix, moisture content, total dissolved solids, salinity, or titratable acidity testing:

- Send **three (3)** separately prepared and separately packaged **4 oz (minimum)** samples of **each SKU**.
- If you requested both pH and water activity testing, one set of samples covers both tests.

For sushi rice (equilibrium pH testing):

- Please send **three (3)** separately prepared and separately packaged **4 oz (minimum)** samples of each acidified sushi rice variety you want tested.
- Please **also send one (1) sample of unacidified rice** (cooked rice with no other ingredients such as lemon juice, vinegar, etc.).
- Samples must be packaged in **airtight food-safe containers** such as jars.

- Samples must be **made fresh and delivered** to our facility **before 1pm** on the agreed delivery date, so that we can test them the same day.

Sample Submission

- **Samples may be mailed or dropped off to the address below.**

CSU Spur Food Innovation Center
4780 National Western Dr.
Denver, CO 80216

- **Fresh samples (those that are not shelf-stable) should be hand-delivered or shipped overnight**, since they must be tested immediately.
- Email us before dropping off samples *only* if you have questions; otherwise there is no need to pre-arrange drop-off.

We can accept deliveries Monday through Friday, 9am to 4:30pm (excluding holidays).

EACH sample must be clearly labeled with **Product Name, Date, Client Name**. You are also required to **include a physical copy of your submission form** that includes your Contact information and storage instructions.

If samples are received without the proper labeling, they will be discarded after 5 business days; client will be responsible for submitting new samples in order for the requested services to be executed.

We look forward to working with you.

Thank you,

FIC Team

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