

TO: Distribution

DATE: July 7, 1987

SUBJECT: Test Requests

FROM: Kayane Janjigian

A new procedure for requesting sensory tests will be implemented July 7, 1987. The appropriate sensory analyst will need to be contacted as soon as you are interested in requesting a test. She will assist you with your test objective, design, and request preparation. The new procedure will allow more effective handling of test requests by providing time for sensory staff to review and approve desired tests, determine the appropriate panel to use, prepare test designs and ballots, and contact panelists.

All requestors will need to submit their requests for sensory testing no later than 8:00 am on the Friday which falls five working days prior to the desired week of testing. The appropriate sensory analyst will assist you with this request and will need to be contacted prior to submission of this request.

**Example:** If you would like a test run the week of July 27th, your completed test request (with the toxicology sign-off) must be submitted by 8:00 am, on Friday, July 17th.

The only exception to this will be in regard to "Flavor Acceptance" Tests. Developers may not have selected products by that Friday deadline, and will therefore be unable to provide specific product descriptions. In this case, an "Acceptance Test Short Form" will need to be submitted on that Friday. These forms will provide information to the sensory staff regarding the number of products to be tested, the desired test dates, and the results deadline dates. The completed standard request form, with the specific product descriptions and the toxicology sign-off, would then be submitted the following week, as soon as the decision of which products to test has been made. Short forms can be obtained from the sensory staff.

Please contact the appropriate sensory staff member assigned to your project (next page) as soon as you have upcoming sensory testing needs.

SC587 0192

SHELF-LIFE/PACKAGING: Anne Syvarth

QDA DESIGN STUDIES: Anne Syvarth  
(Non-Menthol)

BASIC TECHNOLOGIES  
DIVISION (Mike Shannon's Group): Anne Syvarth

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FLAVOR ACCEPTANCE TESTS: Alice Liu  
(Jim Dinevi's Group)

MENTHOL: Alice Liu

COMPONENTS: Alice Liu

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EXTERNAL SCREENINGS: Kayane Janjigian

We appreciate your cooperation and continued support in this matter.  
Please call me at 6803 if you have any questions.

  
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Kayane Janjigian

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