MATCHA/PROTOCOL

One-Page Checklist — Ask / Verify / Record

We don't rank regions. We rank clarity.

Trace chain: Shade → Tencha → Grind → Pack → Ship → Store → Serve

Product / Supplier: _____ Lot ID: _____ Date received: _____

Storage start date: _____ Opened date: _____ Best-by / Use-by: _____

A) TRACE & IDENTITY

- ☐ Ask: Is it made from tencha? (Y / N / Unknown)
- ☐ Ask: Cultivar info available? (Y / N / Unknown)
- ☐ Ask: Harvest window known? (Y / N / Unknown)
- ☐ Verify: Spec sheet / COA (if available) on file
- ☐ Verify: Lot ID / production code matches invoice/label
- ☐ Record: Supplier + product name + lot ID logged

B) QUALITY OBSERVATIONS (Repeatable signals)

■ Color: shift after opening within 24–72h?   ☐No ☐Slight ☐Clear

■ Aroma: Day 1 vs Day 7 change noted

■ Dispersion: clumping level   ☐Low ☐Medium ☐High

■ Texture: ☐Silky ☐Powdery ☐Gritty (notes below)

Notes (taste / handling / consistency):

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C) LOT-LEVEL SAFETY SIGNALS (Minimum practical checks)

- ☐ Lot ID present and traceable to supplier
- ☐ Label clarity: category/use + any facility notes captured
- ☐ COA requested when available; saved with lot reference

RECORD (Keep it simple)

☐Keep one folder per supplier   ☐Store COA/specs by lot   ☐Log opening & storage changes