

Standard Operating Procedure for making a single mug of tea with milk using an electric kettle, for research studies in the Tamford Building for Beverage Research

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Version Number	Date	Changes	Author, Designation	Authorisation, Designation
V1	Dec 2015	First written	James Brown, Clinical Fellow	Adam White, QA lead

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1.1 BACKGROUND

Tea is a quintessentially British beverage. It both quenches thirst and invigorates the soul. It also often justifies eating a biscuit. Making a perfect cup of tea is an essential part of daily life. Temperature of the water, strength of the tea, brew time and quantity of milk are all components of the tea making process that need to be considered. Softness and hardness of water is also an influencing factor.

1.2 PURPOSE

To ensure tea is made following a standardised method by all staff required to make tea for research studies in the Tamford Building for Beverage Research (TBBR).

1.3 SCOPE

This procedure applies to any study in the TBBR that requires making a cup of tea.

1.4 RESPONSIBILITIES

It is the responsibility of the tea maker to use this SOP when making a cup of tea for a research study in the TBBR

1.5 PROCEDURE

Equipment and consumables:

Consumables:

Tetley tea bag

Water

Semi-skimmed milk

Equipment:

Kettle

Mug

Cylinders

Teaspoon

1. Take care during the tea making process as hot water can cause scalds and burns.
2. Put the required amount of water in an electric kettle and switch on to boil.
3. Use a mug that has been selected for use on the study that is of a standard shape.
4. Place a round caffeinated Tetley tea bag into the mug chosen for use on the study.

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5. As soon as the water in the kettle has boiled and the kettle has switched off measure 200ml of the boiled water using a measuring cylinder and then pour into the mug.
6. Using the teaspoon, stir the tea with the tea bag still in the cup using an anti-clockwise circular motion 20 times.
7. Using the concave part of the teaspoon, squeeze the tea bag firmly against the side of the mug in order to squeeze out the excess water.
8. Remove the tea bag and dispose of in the correct bin.
9. Check that the milk is within the use-by-date.
10. Measure out 20ml of semi-skimmed milk in a cylinder and pour into the mug.
11. Stir with the teaspoon to mix in the milk.

1.6 LIST OF ABBREVIATIONS / DEFINITIONS

SOP – Standard Operating Procedure

TBBR – Tamford Building for Beverage Research

1.7 VERSION CONTROL LOG

1.8 USERS' LOG

1.9 REFERENCES

1.10 ASSOCIATED DOCUMENTS

1.11 APPENDICES

Version control log

Title: SOP for making a single mug of tea with milk using an electric kettle

Version: V1, 12 Dec 2015

Master/Copy	Location	Authorised by	Copy Authorised to	Copy Authorised Date	Archive date (if procedure no longer in use)
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