

SEAL OF TESTING ASSURANCE (STA) PROGRAM FOR STA CERTIFIED COMPOST® CHAIN OF CUSTODY (COC) – GUIDE AND FORM

STA CHAIN OF CUSTODY FORMS AND PROCEDURES ARE TO BE USED FOR ALL
COMPOST SAMPLES SUBMITTED TO STA CERTIFIED LABS,
ENVIRONMENTAL AND REGULATORY SAMPLES.

1. Why Fill This Out?

- 1.1 A COC form is used to track sample handling: from time of collection through laboratory analysis, and data reporting.
- 1.2 This form is used only for current STA Program participants and those applying to the program. Applicants will not receive results on official STA paperwork until all parts of the application are complete. Only products in good standing with participating in the STA Program will receive test results on STA-branded paperwork! Listed here:
<https://www.compostingcouncil.org/page/participants>
- 1.3 If you provide additional specific feedstock and operational detail in the space at the bottom, the Standards and Practices Committee of the Compost Council Research & Education Foundation (CCREF) will have crucial data needed to better understand the composting process and compost end results, to benefit the compost industry. This is a way you can participate in progressing the compost industry

2. The lab itself has a COC too, which do I fill out?

- 2.1 Fill out both the chain of custody form your lab uses, and also the USCC's STA Program's COC form, for every sample you submit for products in the USCC's STA Program.

3. Reporting Instructions - Please fill out all information requested. This includes:

- 3.1 Top Left-Side Box – “**STA Laboratory**” – Lab you sent the sample to – you fill this out.
- 3.2 Middle Left-Side Box – “**Client/Reporting Company**” – Your company information. *Important* – companies without products in good standing with participating in the Seal of Testing Assurance (STA) Program will **not** receive test results on STA-branded paperwork!
- 3.3 Third Left-Side Box – “**Send results to**” – Email of who you want the results sent to in addition to the “Client/Reporting Company” email you provide above this section.
- 3.4 Fourth Left-Side Box – “**Name or Source of Sample(s)**” – Your product name. *Important* – products not in good standing with participating in the STA Program will **not** receive test results on STA-branded paperwork! Must match your product name on the STA Certified Compost® list of participants here:
<https://www.compostingcouncil.org/page/participants>

- 3.5 Fourth Left-Side Box – “**Name of Person(s), Sample Collector(s)**” – The name of the person who collected the sample for your product, and then their signature right beside it.
- 3.6 First Right-Side Box – “**LABORATORY USE ONLY**” – Let the lab fill this in themselves. Labs – Indicate the conditions in which you are storing the sample. Then record the state of the sample when you received it.
- 3.7 Second Right-Side Box – “**Sample Type**” – Indicate how you took the sample. (e.g., as described in TMECC 02.01 paragraph 9.3)
- 3.7.1 POINT – From a single point in the compost pile
 - 3.7.2 COMPOSITE – From a mix of different places in the pile, combined and mixed
 - 3.7.3 STRATIFIED
 - 3.7.4 INTERVAL
- 3.8 Second Right-Side Box – “**P.O. Number**” – Your internal point of origin sample identifier number, for your company’s internal use, and special instructions such as requested preprocessing (e.g., sub-sampling, compositing, sieving)
- 3.9 Third Right-Side Box – “**SELECTION OF ANALYSIS**” – In the empty boxes labeled “A”, “B”, “C”, indicate any additional TMECC tests you would like to be run beyond the STA Suite, State DOT, Biosolid Type A, Biosolid Type B, or Biosolid Type C. Refer to your laboratory’s chain of custody form for these optional tests.
- 3.10 First Block in the Long Horizontal Section – “**Client Sample ID and Special Instructions**” – Here is your space to write what you’d like to.
- 3.11 Second Block in the Long Horizontal Section – “**List Feedstocks**” – Please tell us what feedstocks created this sample, and what proportion of each. In the space provided beside each feedstock type, indicate the relative amount of feedstock which makes up the material represented by the submitted sample.
- 3.12 Third Block in the Long Horizontal Section – “**Collection date/time**” – Please tell us when this compost sample was collected.
- 3.13 Fourth Block in the Long Horizontal Section – “**Sample Matrix**” – Only “Finished Compost” is eligible to be on STA-branded paperwork.
- 3.14 Fifth Block in the Long Horizontal Section – “**Composting Operation Type**” – Please tell us what composting method you used to create this sample. (Refer to TMECC Fig 02.01-A3 for additional examples of composting technologies)
- 3.15 Sixth Block in the Long Horizontal Section – “**Shipping Temperature**” – Only iced samples may be sent in to be tested for STA-branded paperwork according to TMECC sampling methods. Dry Ice is preferred so that it does not contaminate the sample.

- 3.16 Seventh Block in the Long Horizontal Section – **“Indicate Compost Analysis Requirements”** – These are several options for tests than can be performed.
- 3.16.1 **“STA Suite”** is required for STA-branded paperwork, and to maintain compliance with the testing requirements for the STA Program. Please mark a large X through this block to get this test
 - 3.16.2 **“State DOT Identify State”** is an option for asking the lab to take your STA test results and put them on STA-branded paperwork that has a state DOT’s logo and spec requirements included in a chart for easy reference to compare to your test results. Please indicate the state(s) you would like this for. Make sure to **also** mark a large X for **“STA Suite”**.
 - 3.16.3 **“A”** – Tests for Type A of the EPA Part 503 Biosolids Rule – Please mark a large X through this block to get this test. USE THIS SPACE TO SPECIFY THE REQUIRED LABORATORY PROTOCOLS FOR REGULATED COMPOST MATERIAL. IT IS THE RESPONSIBILITY OF THE PARTY SUBMITTING THE SAMPLE TO INFORM THE LABORATORY OF SPECIFIC REGULATORY TESTING REQUIREMENTS. It is a requirement for the STA Program that all participants follow government regulatory requirements.
 - 3.16.4 **“B”** – Tests for Type B of the EPA Part 503 Biosolids Rule – Please mark a large X through this block to get this test. USE THIS SPACE TO SPECIFY THE REQUIRED LABORATORY PROTOCOLS FOR REGULATED COMPOST MATERIAL. IT IS THE RESPONSIBILITY OF THE PARTY SUBMITTING THE SAMPLE TO INFORM THE LABORATORY OF SPECIFIC REGULATORY TESTING REQUIREMENTS. It is a requirement for the STA Program that all participants follow government regulatory requirements.
 - 3.16.5 **“C”** – Tests for Type C of the EPA Part 503 Biosolids Rule – Please mark a large X through this block to get this test. USE THIS SPACE TO SPECIFY THE REQUIRED LABORATORY PROTOCOLS FOR REGULATED COMPOST MATERIAL. IT IS THE RESPONSIBILITY OF THE PARTY SUBMITTING THE SAMPLE TO INFORM THE LABORATORY OF SPECIFIC REGULATORY TESTING REQUIREMENTS. It is a requirement for the STA Program that all participants follow government regulatory requirements.
- 3.17 Last Block in the Long Horizontal Section – **“LAB USE ONLY Job Number & Sample Status”** – Let the lab fill this in themselves. Labs – Indicate your progress processing the sample.
- 3.18 Fill-In-The-Blank Long Horizontal Section – **“PLEASE PROVIDE SPECIFIC FEEDSTOCK AND OPERATIONAL DETAIL IN THE SPACE PROVIDED”** – Use this space to more accurately describe feedstock types used and specific composting operation detail, (e.g., if you marked above that manure is used as feedstock, indicate here the specific type of manure: horse, feeder cattle, poultry litter, liquid swine, etc). If you provide additional specific feedstock and operational detail, the Standards and Practices Committee of the CCREF will have crucial data needed to better understand the composting process and compost end results, to benefit the compost industry. This is a way you can fuel industry progress.
- 3.19 Left-Side Signature Blocks at Bottom – **“Releasing”** – Compost manufacturer sending the sample sign
- 3.20 Right-Side Signature Blocks at Bottom – **“Receiving”** – Laboratory receiving the sample sign



OFFICIAL Seal of Testing Assurance Compost Sample Chain of Custody Form

STA Laboratory: _____ Tel: _____ Address: _____ FAX: _____ City, State, Zip code _____ Email: _____ : _____			LABORATORY USE ONLY Storage Locations Freezer _____ Cold Room _____ Storage Shelf _____ _____ Sample Condition: _____ Temperature: _____ Malodor: _____ Moisture: _____ Sample Type: <input type="radio"/> POINT <input type="radio"/> COMPOSITE <input type="radio"/> STRATIFIED <input type="radio"/> INTERVAL P.O. Number: _____ USCC <input type="radio"/> YES <input type="radio"/> NO Member: _____						
Client/Reporting Company: _____ Tel: _____ Contact Name: _____ FAX: _____ Billing Address: _____ Email: _____ City, State Zip code _____ : _____			SELECTION OF ANALYSIS. Refer to http://www.tmecc.org/cap/methods.html for details. STA Suite; State DOT Tests (indicate State); A, B, C – Specify other tests in fields A through C, (e.g., tests required for regulated samples, etc.). NOTE ! STA analytical results via the STA Compost Technical Data Sheet and this Chain of Custody form are submitted to STA program management.						
Send Results to: _____ City, State Zip code: _____			A		B		C		
Name or Source of Sample(s): _____ Name of Person(s), Sample Collector(s): _____									
Client Sample ID and Special Instructions	1. List Feedstocks 2. Check all that apply 3. List % by volume.	Collection Date/Time Date: _____ Time: _____	Sample Matrix Compost <input type="radio"/> Erosion Control Compost <input type="radio"/>	Composting Operation Type Windrow <input type="radio"/> Static pile <input type="radio"/> In-Vessel <input type="radio"/> _____ <input type="radio"/> _____ <input type="radio"/>	Shipping Temperature Dry Ice <input type="radio"/> Double-Packaged Wet Ice <input type="radio"/> _____ <input type="radio"/>	Indicate Compost Analysis Requirements (*identify state) <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; color: green;">STA Suite</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">State DOT Identify State</div> <div style="font-size: 2em; font-weight: bold; letter-spacing: 1em;">A B C</div> </div>			LAB USE ONLY Job Number & Sample Status

INFORM THE STA LABORATORY AND SPECIFY THE REQUIRED LABORATORY TESTS WHEN SUBMITTING REGULATED COMPOST SAMPLES (please use spaces A, B and C provided above).

PLEASE PROVIDE SPECIFIC FEEDSTOCK AND OPERATIONAL DETAIL IN THE SPACE PROVIDED.

YOUR VOLUNTEERED INFORMATION PROVIDES CCREF STANDARDS AND PRACTICES COMMITTEE WITH CRUTIAL DATA NEEDED TO BETTER UNDERSTAND THE COMPOSTING PROCESS AND COMPOST END USES.

				Date		
Releasing Signature 1	Date	Time		Receiving Signature 1	Date	Time
Releasing Signature 2	Date	Time		Receiving Signature 2	Date	Time
Releasing Signature 3	Date	Time		Receiving Signature 3	Date	Time
Releasing Signature 4	Date	Time		Receiving Signature 4	Date	Time