

## STA CHAIN OF CUSTODY INFORMATION

### 1. Reporting Instructions

1.1 Chain of custody forms and procedures are to be used with all USCC Seal of Testing Assurance (STA), environmental and regulatory samples. A chain of custody form is used to track sample handling from time of collection through laboratory analysis, and data reporting.

1.2 STA information for the chain-of-custody record includes, at a minimum:

1.2.1 Place and address of collection;

1.2.2 Name or customer ID of the sample;

1.2.3 Name of person(s) collecting the sample(s);

1.2.4 Signature of collector;

1.2.5 Sample type, (e.g., as described in TMECC 02.01 paragraph 9.3: point; composite; stratified; or interval);

1.2.6 Client sample identifier and special instructions such as requested preprocessing (e.g., sub-sampling, compositing, sieving);

1.2.7 Rank Feedstock Contents in Descending Order (optional). In the space provided beside each feedstock type, indicate the relative amount of feedstock which makes up the material represented by the submitted sample;

1.2.8 Date and time of collection;

1.2.9 Sample matrix, (e.g., compost, feedstock, mulch, etc.);

1.2.10 Composting operation type, (e.g., windrow, static pile, in-vessel, etc. Refer to TMECC Fig 02.01-A3 for additional examples of composting technologies);

1.2.11 Shipping temperature, (e.g., ambient, chilled with wet ice, or frozen with dry ice);

1.2.12 Requested analyses. Refer to the laboratory sample submittal form provided by your STA Laboratory for optional tests in addition to the minimum requirements for STA and/or State DOT samples. USE SPACES "A", "B" and "C" TO SPECIFY THE REQUIRED LABORATORY PROTOCOLS FOR REGULATED COMPOST MATERIAL. IT IS THE RESPONSIBILITY OF THE PARTY SUBMITTING THE SAMPLE TO INFORM THE STA LABORATORY OF SPECIFIC REGULATORY TESTING REQUIREMENTS;

1.2.13 Specific Feedstock and Operational Detail (optional). Use this space to more accurately describe feedstock types used and specific composting operation detail, (e.g., if manure is used as feedstock, indicate the specific type of manure: horse, feeder cattle, poultry litter, liquid swine, etc);

1.2.14 Signatures of the persons involved in the chain of possession.





# OFFICIAL Seal of Testing Assurance Compost Sample Chain of Custody Form

|  |   |
|--|---|
| STA Laboratory: _____ Tel: _____<br>Address: _____ FAX: _____<br>_____ Email: _____<br>City, State Zip code: _____ | Client/Reporting Company: _____ Tel: _____<br>Contact Name: _____ FAX: _____<br>Billing Address: _____ Email: _____<br>_____<br>City, State Zip code: _____ |
| Send Results to: _____<br>City, State Zip code: _____  |   |
| Name or Source of Sample(s): _____<br>Name of Person(s), Sample Collector(s): _____                                |   |

|  |   |   |   |
|--|---|---|---|
| <b>LABORATORY USE ONLY</b> <i>Storage Locations</i><br>Freezer _____ Cold Room _____ Storage Shelf _____<br>_____<br>Sample Condition: _____<br>Temperature: _____ Malodor: _____ Moisture: _____  |   |   |   |
| <b>Sample Type:</b> <input type="radio"/> POINT <input type="radio"/> COMPOSITE <input type="radio"/> STRATIFIED <input type="radio"/> INTERVAL<br>P.O. Number: _____<br>_____<br>USCC Member: <input type="radio"/> YES <input type="radio"/> NO  |   |   |   |
| <b>SELECTION OF ANALYSIS.</b> Refer to <a href="http://www.tmecc.org/cap/methods.html">http://www.tmecc.org/cap/methods.html</a> for details.<br>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.). <b>NOTE ! STA analytical results via the STA Compost Technical Data Sheet and this Chain of Custody form are submitted to STA program management.</b> |   |   |   |
| <table style="width:100%; border: none;"> <tr> <td style="width:33%; border: 1px solid black; text-align: center;">A</td> <td style="width:33%; border: 1px solid black; text-align: center;">B</td> <td style="width:33%; border: 1px solid black; text-align: center;">C</td> </tr> </table>   | A | B | C |
| A  | B | C |   |

| Client Sample ID and Special Instructions | 1. List Feedstocks<br>2. Check all that apply<br>3. List % by volume. <b>(Optional)</b>   | Collection Date/Time                 | Sample Matrix                    | Composting Operation Type       | Shipping Temperature                | Indicate Compost Analysis Requirements (*identify state) | LAB USE ONLY<br>Job Number & Sample Status |                                    |  |                              |  |                               |  |   |   |   |   |  |  |
|---|---|--------------------------------------|----------------------------------|---------------------------------|-------------------------------------|--|--|------------------------------------|--|------------------------------|--|-------------------------------|--|---|---|---|---|--|--|
|   | <table style="width:100%; border: none;"> <tr> <td><input type="checkbox"/> Green waste</td> <td><input type="checkbox"/> Carcass</td> </tr> <tr> <td><input type="checkbox"/> Manure</td> <td><input type="checkbox"/> Fish Waste</td> </tr> <tr> <td><input type="checkbox"/> Food</td> <td><input type="checkbox"/> Grease, Fats</td> </tr> <tr> <td><input type="checkbox"/> Biosolids</td> <td></td> </tr> <tr> <td><input type="checkbox"/> MSW</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Wood</td> <td></td> </tr> </table> | <input type="checkbox"/> Green waste | <input type="checkbox"/> Carcass | <input type="checkbox"/> Manure | <input type="checkbox"/> Fish Waste | <input type="checkbox"/> Food                            | <input type="checkbox"/> Grease, Fats      | <input type="checkbox"/> Biosolids |  | <input type="checkbox"/> MSW |  | <input type="checkbox"/> Wood |  | Date: _____<br>Time: _____<br>Initials: _____ | Compost <input type="radio"/><br>Feedstock <input type="radio"/><br>Mulch <input type="radio"/><br>_____ <input type="radio"/><br>_____ <input type="radio"/> | Windrow <input type="radio"/><br>Static pile <input type="radio"/><br>In-Vessel <input type="radio"/><br>_____ <input type="radio"/><br>_____ <input type="radio"/> | Ambient <input type="radio"/><br>Wet Ice <input type="radio"/><br>Dry Ice <input type="radio"/> | <b>STA Suite</b><br><b>State DOT</b><br><b>Identify State</b><br><div style="font-size: 2em; letter-spacing: 1em;">A B C</div> |  |
| <input type="checkbox"/> Green waste      | <input type="checkbox"/> Carcass  |                                      |                                  |                                 |                                     |  |  |                                    |  |                              |  |                               |  |   |   |   |   |  |  |
| <input type="checkbox"/> Manure           | <input type="checkbox"/> Fish Waste   |                                      |                                  |                                 |                                     |  |  |                                    |  |                              |  |                               |  |   |   |   |   |  |  |
| <input type="checkbox"/> Food             | <input type="checkbox"/> Grease, Fats   |                                      |                                  |                                 |                                     |  |  |                                    |  |                              |  |                               |  |   |   |   |   |  |  |
| <input type="checkbox"/> Biosolids        |   |                                      |                                  |                                 |                                     |  |  |                                    |  |                              |  |                               |  |   |   |   |   |  |  |
| <input type="checkbox"/> MSW              |   |                                      |                                  |                                 |                                     |  |  |                                    |  |                              |  |                               |  |   |   |   |   |  |  |
| <input type="checkbox"/> Wood             |   |                                      |                                  |                                 |                                     |  |  |                                    |  |                              |  |                               |  |   |   |   |   |  |  |

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 USCC STANDARDS AND PRACTICES COMMITTEE WITH CRUTIAL DATA NEEDED TO BETTER UNDERSTAND THE COMPOSTING PROCESS AND COMPOST END USES.

|                       |      |      |                       |      |      |
|-----------------------|------|------|-----------------------|------|------|
| 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 |