Labelling a PAS 100 sample and preparing the relevant paperwork

Key Steps

1. Take a representative sample of your compost batch following the [Compost sampling guidelines.](#)

2. Please write 'PAS100' on your sample's packaging.

3. Prepare the required copies of the '[CCS PAS100 compost analysis request form](#)'.

4. Please ensure that the CCS PAS100 compost analysis request form is attached to your PAS100 sample.

5. Send the sample and the form to one of the CCS Approved Laboratories.

Importance of Sample Labelling

When the sample is labelled correctly, the approved laboratory will understand that the analyses are to be undertaken for certification purposes. If the sample has not been labelled correctly, the laboratory will not upload your results to the CCS database and the associated results will not count towards your certification; you will need to take extra samples and send them for testing. The CCS database has not been designed to capture analyses not undertaken for certification purposes and so please do not label your samples as 'PAS100' if they have not been taken for certification purposes.

CCS PAS100 Analysis Request Form

Please ensure that you use the latest version issued of the CCS PAS100 Analysis Request Form available on our website here.

PR Number
This is your Process Reference Number, it is unique to your process, and will have the format PRXXX. If you are a new applicant, you will need to request this from info@realschemes.org.uk and the format will be PRAXXX.

Certification Code
This is assigned to a specific compost output. It is vital to include the correct code. *More information below.*

PO Number	

Organisation name		Contact name	
Sampler name (if different to contact name)		*Optional (for the use of request form as a record for PAS 100 compliance)*	
Composting site		Email	
PR number		Telephone	
Sample of ❑ Principal Grade ❑ Additional Grade		Compost Grade [mm]	to
Sample code		Certification code	*Must be supplied*
Sample type (testing purpose) ❑ 1 (Validation)	❑ 2 (Routine verification)	❑ 3 (Re-sample verification)	
Age of compost		Date sampled	

Principal vs Additional Grade
The main grade will be your principal grade. Any other grades will be additional grades.

Sample Type
This identifies the purpose of your tests e.g., as an applicant, you will be testing for validation purposes with sample type 1.
More information on the different sample types/testing purposes below.

If you are unclear on any element of this form, please contact info@realschemes.org.uk and we will be happy to help!

Certification Code

The CCS Approved Laboratories will need the certification code to submit your test results to the CCS database and will not accept the forms that omit this information. You can find or request the certification code as below:

- On-going testing for routine verification purposes

Clearly identify the certification code of the compost grade you are sampling. Please note that this is not the PR number, but a code stated on your certificate for each certified grade of compost you produce.

- New grade – initial validation purposes

If you are seeking to start producing a new grade, please contact info@realschemes.org.uk to obtain a temporary certification code. Once you have validated the new grade, the certification body will issue a (permanent) certification code for this grade.

- New applicants – initial validation purposes

For new applicants wishing to join the Compost Certification Scheme, please contact REAL CCS by sending an email to info@realschemes.org.uk. We will provide you with a temporary certification code.

Depending on the reason for testing you will need to select one of the following sample types:

1. Validation

   Taken for initial validation when applying for certification under the scheme (or re-validation). This includes any tests after a failure during validation/application onto the scheme (or re-validation). Validation samples are also taken for the validation of any new grades.

2. Routine verification

   Taken for on-going testing to verify the continued efficacy of the PAS 100 quality management system and compost compliance with PAS 100 minimum quality criteria and any other criteria specified and agreed with the customer.

3. Re-sample verification

   Taken to verify the efficacy of corrective actions on the failed batch and subsequent batches following routine verification testing.