



## Important notes about how to label a PAS100 sample & prepare the relevant paperwork

It is essential that all PAS100 samples are labelled correctly and accompanied by the correct paperwork with all the required information completed. This includes:

- A. Samples taken for initial validation purposes;
- B. Samples 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;
- C. Sample Re-sample test results that have been tested to verify corrective actions efficacy.

### **PAS100 sample labelling**

When the sample is labelled correctly, the laboratory will understand that the analyses are undertaken for certification purposes. If the sample has not been labelled correctly the associated results will not count towards your certification, and 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 sample as 'PAS100' if it has not been taken for certification purposes.

### **PAS100 compost analysis request form**

Please ensure that you use the latest version issued of the PAS100 compost analysis request form which you can find on the CCS website in Certification section under [Sample testing/Labs](#). Please provide all the required information to the laboratory you are working with. It is crucial to clearly state the certification code of the compost grade if it is already certified or to obtain a temporary code (see below for more information).

### ***Certification code of the compost grade***

#### **On-going testing for 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. This is important because the CCS Appointed Laboratories will need the certification code to submit these test results to the CCS database, and will not accept the forms that omit this information.

### **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@qualitycompost.org.uk](mailto:info@qualitycompost.org.uk). We will provide you with a temporary certification code which must be displayed on the request form that you send to the CCS Appointed Laboratories.

### **New Grade – initial validation purposes**

If you are seeking to start producing a new grade please contact your certification bodies to obtain a temporary certification code. This is important because the CCS Appointed Laboratories will need that code to submit these test results to the CCS database. Once you have validated the new grade the certification body will issue a certification code for your new grade.

### **PAS100 test results reports**

The PAS100 test results reports associated with your certification will be uploaded directly to the CCS database. These reports are shared with the certification bodies as per clause 12.2 of the CCS Scheme Rules (latest version): 'When joining the Scheme, the composters agree for the labs to disclose all (..) sample results to REAL, the certification bodies and the regulators (...)'.

The laboratories will also send a copy of each report to you, the operator, but please note that the certification bodies will accept only the reports which have been submitted by the CCS Appointed laboratories directly onto the CCS database.

*The results in the CCS database are not publicly available, and certification officers can only view data related to producers registered with them. REAL may share anonymised sets of data with other organisations, for example to inform revision of end of waste criteria and the Scheme documents.*

### **How to prepare PAS100 samples - SUMMARY**

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 '[CCS PAS100 compost analysis request form](#)'
4. Please ensure that the PAS100 compost analysis request form is attached to your PAS100 sample.
5. Send the sample and the form to one of the [CCS Appointed Laboratories](#)