

# Getting Started in the STA Program

## STA Program Participant Checklist

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|--|----------------------|
| 1. Using the “ <b>Sampling Protocol</b> ” collect a 1 gallon sample of compost.  | Check when completed |
| 2. Following the “ <b>Chain of Custody</b> ” form submit the 1 gallon compost sample to the testing lab of your choice. (STA approved labs can be found in the Lab section of this web site).  | _____                |
|  | _____                |
| Note:  |                      |
| • Both of forms are needed in order to properly collect and submit your compost sample.  |                      |
| • The forms are available on this web site.  |                      |
| • Testing a sample can that 3-4 weeks, so you need to build that into your timeframe.  |                      |
| 3. Include with this sample the following information:   |                      |
| • Completed chain of custody form (check BOTH STA AND 503 analyses, as well as any state DOT form that is required)  |                      |
| • Fully complete the form listing; composting facility name, contact information, feedstock, state DOT requirements (if any), etc. <b>This information must be the same contact information that is posted on the STA website and on any STA literature that is created.</b> | _____                |
| 4. The key pieces of the contract that need to be completed, signed and returned are listed below.   | _____                |
| • <b>Please return the original and retain a photocopy for your records.</b>   |                      |
| • <b>Complete and submit</b> the following forms and items to the STA Program Administrative/Technical Manager ( <b>see address below</b> ):   |                      |
| a. The STA Program cover page  | _____                |
| b. Appendix D - <b>The entire logo use agreement</b>   | _____                |
| c. Appendix F-1 – The application form (Please complete a separate form for <b>each compost product</b> that you want included in the STA program)   | _____                |
| d. Your <b>product use instructions</b> (these are often forgotten). <b>Please provide specific use information that includes either volume or depth of compost application.</b> Compost test results will be provided directly by the STA lab.                              |                      |
| e. Provide a 1 quart sample of your compost product(s). This does not require any special packaging or shipping.   | _____                |
| 5. Finally, all forms along with your STA annual membership fee (\$500 for USCC members or \$650 for non-members for the initial STA product, 50% of this fee for any additional products) need to be submitted to the STA Program   | _____                |
| Administrative/Technical Manager: Al Rattie, 29 E. Ridge Ave., Sellersville, PA 18960  | _____                |

**PLEASE consider joining the USCC if you are not already a member.**

**For additional information, contact the STA Program Managers:**

**Al Rattie at 215-258-5259 (arconsulting1@verizon.net) or,**

**Ron Alexander at 919-367-8350 (alexassoc@earthlink.net) or,**

log onto the USCC website at:

www.compostingcouncil.org