

**GLOBAL CSITC CONFIGURATION /
IMPLEMENTATION OF INSTRUMENT TESTING**

CHAPTER 2

**ANNEX B: CSITC: DOCUMENTATION OF
STRUCTURE AND DUTIES, INCLUDING DETAILED
TASKS**

Project CFC/ICAC/33

**Commercial Standardization of
Instrument Testing of Cotton
with particular consideration of Africa**



This project is co-funded by the European Union
and the Common Fund for Commodities



Commercial Standardization of Instrument Testing of Cotton - CSITC -

Documentation of Structures and Duties

Including Detailed Descriptions of the Tasks

The CSITC Structures and Duties were accepted by the CSITC Task Force in its 12th meeting in Cape Town, South Africa, on September 8, 2009.

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1 Bodies involved in the CSITC Task Force activities

- | | |
|---|--------------|
| • ICAC | ICAC |
| • CSITC Task Force | Task Force |
| • CSITC Task Force Chairman | Chairman |
| • CSITC Task Force members | Members |
| • Cotton Associations | Associations |
| • USDA, AMS | USDA AMS |
| • FIBRE, Bremen | FIBRE |
| • CIRAD, Montpellier | CIRAD |
| • Regional Technical Centers in the CFC project | CFC-RTC |
| • Regional Technical Centers | RTC |
| • National Instrument Classing Institutions | Class. |
| • Cotton Testing Facilities | Lab. |
| • Public | Public |

2 Aims of the CSITC Task Force

- Facilitate the adoption of instrument testing as a basis for cotton quality evaluation and trading
- Facilitate the widespread use of instrument testing systems at the producer level
- Uphold and improve the reliability of instrument testing by:
 - encouraging improvements in instruments, and
 - encouraging improvements in the operation of cotton testing facilities
- Facilitate the adoption of instrument testing standards and procedures as defined by the Universal Cotton Standards Agreement.

3 Tasks of the CSITC Task Force

- Facilitate international cooperation leading to the commercial standardization of instrument testing of cotton
- Establish international standards / guidelines for cotton testing (sampling, cotton testing method, calibration material, properties/parameters to be regarded)
- Facilitate the adoption of instrument testing values in international trade in cotton
- Provide information that will facilitate the use of instrument testing values as a basis for arbitration of quality disputes
- Configure a system for documenting instrument performance and for providing support to Cotton Testing Facilities
- Document instrument performance in CSITC Round Trials
- Provide global support to Regional Technical Centers (RTCs) and Cotton Testing Facilities
- Provide regional support to Cotton Testing Facilities by means of RTCs
- Ensure that calibration standards are produced in accordance with the Universal Cotton Standards Agreement
- Provide statistical information that can be used to establish commercial tolerances for cotton trade
- Encourage technology development in fiber testing.

4 Principal structure and duties

The International Cotton Advisory Committee (ICAC) hosts the CSITC Task Force and appoints its members.

ICAC and the Chairman of CSITC Task Force prepare the agenda for CSITC Task Force meetings.

The CSITC Task Force assigns tasks to the Task Force or individual Task Force members.

The Task Force discusses findings and gives approvals or recommendations.

The work of the Task Force members is voluntary. For major tasks, the ICAC tries to find monetary support.

The ICAC, the CSITC Task Force or its members accept no legal responsibility for the results of their work.

The CSITC Task Force will not establish an international testing center as a reference, but

- provides information to cotton testing laboratories about their performance in CSITC Round Trials
- may add other measures of reference, such as regional round trials or regional retest activities
- supports laboratories to improve testing performance

The CSITC Task Force will not accredit any laboratories according to ISO 17025 or related standards; this is the assigned work of national certification bodies. But the Task Force facilitates support activities to laboratories to fulfill ISO 17025 necessities.

ICAC/ the CSITC Task Force will keep the public informed about its findings

- Inform all cotton stakeholders about the development in commercial standardization of instrument testing of cotton
- Inform cotton associations of CSITC recommendations
- Inform cotton laboratories of CSITC recommendations

The Task Force recommends development directions and fosters developments for commercially standardized high volume instrument testing in cooperation with the ITMF International Committee on Cotton Testing Methods (ITMF ICCTM).

The national instrument classing institutions and the cotton testing facilities as well as all stakeholders in the cotton value added chain are encouraged to apply the CSITC findings.

5 Summary of tasks / principal duties and CSITC bodies in a matrix

Task / Duty	ICAC	Task Force	Chairman*	Members*	Members: Associations*	Member: USDA AMS*	Member: FIBRE*	Member CIRAD*	CFC-RTC*	RTC
Host Task Force and appoint members	E	AR								
Prepare Task Force meeting agendas	E		E							
Facilitate international CSITC cooperation	S AR	AR	S	S			S	S		
Establish international standards for cotton testing		AR		S		S	S	S		
Facilitate the adoption of instrument testing in trade rules and provide information to use instrument testing for arbitration		D		E	E					
Configure a system for documenting instrument performance and for providing support to laboratories		AR	S	S		S	S	S		
Document instrument performance in CSITC Round Trials	H E	As D				E	E			
Provide global support to RTCs and labs	H	As		E		E	E	E		
Provide regional support to labs by RTC	H	As		S			S	S	E	E
Care for cotton calibration standards		AR				E				
Provide statistical information that can be used for commercial tolerances		AR		S		S	S	S		
Encourage technology development in fiber testing		D AR		S		S	S	S		
Inform public	E		E	E	E	E	E	E	E	E

* Note: "Members" includes all CSITC Task Force members. So the specifically mentioned members in the other columns (Associations, USDA etc.) are not meant to be excluded when there is a sign for members, but no sign in their column. Signs for the specifically mentioned members give more concrete information than only a sign in the members' column.

H = Head

As = Assign

AR = Approve or Recommend

E = Execute

S = Support

D = Discuss

Attachment: Detailed description of the tasks and responsible bodies¹

Facilitate international cooperation leading to the commercial standardization of instrument testing of cotton

- The CSITC Task Force discusses the necessities for this international cooperation.
- The Task Force members, the ICAC and the Chairman support this task with their input.
- The CSITC Task Force / the ICAC approve the rules for cooperation.

Establish international standards /guidelines for cotton testing (sampling, cotton testing method, calibration material, properties/parameters to be regarded)

- The CSITC Task Force defines the necessary specifications. These specifications include:
 - Sampling (√)
 - Definition of the valid cotton testing method (√)
 - Definition of the valid calibration material (√)
 - Definition of the properties/parameters that are sufficiently reliable (√)
- The technically based Task Force members support this task with their input.
- A guidelines is created for supporting best laboratory practice.
- ICAC publishes the recommendations.

Facilitate the adoption of instrument testing values in international trade in cotton and provide information that will facilitate the use of instrument testing values as a basis for arbitration of quality disputes

- The CSITC Task Force discusses the necessary specifications.
- The cotton associations include changes in their trade rules that allow contracts and arbitration based on the defined properties/parameters.
- The cotton associations discuss their solutions in the Task Force and encourage other associations to follow.

Configure a system for documenting instrument performance and for providing support to Cotton Testing Facilities

- The CSITC Task Force discusses the most suitable ways for laboratory certification and support.
- The Task Force Chairman and members support this task with their intense input.
- The CSITC Task Force approves basic findings for the certification and support system.
- USDA, FIBRE and CIRAD develop solutions.

¹ The defined tasks are partly already finished. Those finished are marked with the following symbol: (√). Generally valid tasks are not marked.

Document instrument performance in CSITC Round Trials

- FIBRE and USDA prepare suitable evaluation systems. (√)
- The Task Force chooses the most appropriate way of evaluation. (√)
- The ICAC is officially hosting the Round Trial System.
- The CSITC Task Force is responsible for appointing bodies for the execution of the CSITC Round Trials.
 - The CSITC Task Force appointed FIBRE and USDA to execute the CSITC Round Trials. (√)
- Execution of the Round Trials
 - FIBRE organizes the Round Trials
 - USDA prepares and dispatches the samples
 - FIBRE and CIRAD conduct variability measurements on cotton that is not originated from the US
 - FIBRE evaluates the results from the laboratories and prepares the analysis documents
 - FIBRE prepares the ICAC certificates
 - ICAC is officially issuing the certificates
 - FIBRE dispatches the results to the participants
 - On demand, FIBRE and USDA give feedback to the laboratories.
- The participants' administration stays at the ICAC
 - Registration of participants
 - Charging of participants
- FIBRE is administrating the database system for the CSITC Round Trial.
- The CSITC Task Force discusses the Round Trial results and gives recommendations for changes of the Round Trial System.
- The ICAC, the CSITC Task Force or the Round Trial executing bodies accept no responsibility for errors or omissions with the analysis of the results, and the conclusions drawn or implied by the results.
- The laboratories are fully responsible for their results. The evaluation and/or grading based on the results offers no commercial guarantees as to the current and future standing of the participating laboratory.

Provide global support to Regional Technical Centers (RTCs) and Cotton Testing Facilities

- Based on CFC funding, FIBRE and CIRAD developed a solution for a global support system for RTCs and cotton testing facilities. (√)
- For the CFC/ICAC/33 project, the support is given to two Regional Technical Centers in Africa.
- Similar support can be given to other Regional Technical Centers.
- ICAC is heading the support activities.

Provide regional support to Cotton Testing Facilities by means of RTCs

- Based on CFC funding, FIBRE and CIRAD developed a solution for a regional support system. (√)
- For the CFC/ICAC/33 project, two Regional Technical Centers in Africa were chosen to fulfil the tasks of the Regional Technical Centers. (√)
- The Task Force agreed that similar regional support activities are welcome in other regions. (√)
- ICAC is heading the regional support activities

→ Criteria for identifying Regional Technical Centers and their tasks are:

- **Accept external checks from CSITC²**
 - *Continuous participation in the CSITC Round Tests*
 - *Send samples for re-tests on demand to CSITC*
 - *Accept external visits*
- **Obligatory activities to be offered by the CSITC RTC to the cooperating laboratories**
 - *Offer re-tests*
 - *Implement CSITC Task Force decisions and recommendations*
 - *Enforce the solely use of USDA Universal reference material or material made in full respect of the ASTM standard "The Value Establishment of Calibration Cottons"*
 - *Facilitate the participation in the CSITC Round Tests for each laboratory*
 - *Explain Round Test results and follow ups*
 - *Transfer information from the CSITC Task Force*
 - *Give technical expertise and information to enhance test result accuracy and precision*
- **Possible additional activities**
 - *Offer trainings regarding instrument testing and quality management*
 - *Transfer knowledge about the whole cotton value added chain*
 - *Visit laboratories on site to give expertise*
 - *Offer regional round tests with regional cottons*
- **Activities remaining exclusively under the responsibility of the CSITC**
 - *Official international evaluation and certification will remain the exclusive activity of the CSITC*
- **Obligatory prerequisites**
 - *Prospect to support a minimum of 5 laboratories*
 - *Neutral support to the cooperating laboratories*
 - *Intense knowledge in cotton fiber testing*
 - *High Volume instrumentation and surrounding; experience in testing with it*
 - *Easily accessible for individuals (from the cooperating labs and CSITC) and for sample delivery*
 - *Suitable and efficient telecommunication possibilities (phone, Internet, e-mail)*
- **Additional prerequisites to be regarded**
 - *safety*
 - *Knowledge in quality management and its requirements*
 - *Follow ISO 17025 / ISO 9001*
- **CSITC can assist**
 - *Re-test of RTC samples*
 - *Test of Regional Round Test samples*
 - *Shared use of the CSITC Round Test database and evaluation system*
 - *Provision of CSITC information*

² CSITC stands for the CSITC Task Force or members of the CSITC Task Force

- *Provision of technical information*
- *Expertise*
- *Explain Round Test results and suitable follow ups*

Ensure that calibration standards are produced in accordance with the Universal Cotton Standards Agreement

- The USDA provides universal calibration cottons to the world cotton industry. Therefore the USDA is executing a value setting program including international partners.
- The CSITC Task Force decides on additional allowed calibration material only for any calibration material that has been developed following the standard for value setting of calibration material from the American Society for Testing Materials International (ASTM), and that is referenced to the USDA reference material.

Provide statistical information that can be used to establish commercial tolerances for cotton trade

- The technically based Task Force members support this topic with their input about result variability.
- FIBRE compiles CSITC Round Trial results as a basis for the discussion about commercial tolerances.
- The CSITC Task Force recommends suitable commercial tolerances.
- ICAC publishes the recommendations.

Encourage technology development in fiber testing

The CSITC Task Force discusses new technical achievements in high volume cotton testing in order to fathom suitable achievements for commercially standardized instrument testing.

- The CSITC Task Force collects and names topics that should be addressed to improve commercially standardized high volume instrument testing.
- The Task Force members support these discussions with their knowledge.
- The Task Force recommends development directions for commercially standardized high volume instrument testing in cooperation with the ITMF International Committee on Cotton Testing Methods (ITMF ICCTM).
- The Task Force discusses its recommendations with the instrument manufacturers.
- ICAC publishes the recommendations.