

## YOUR REGISTRATION TO CSITC ROUND TRIAL PROGRAMME

The ICAC Task Force on Commercial Standardisation of Instrument Testing of Cotton (CSITC) has been conducting the CSITC Round Trials jointly with the Fibre Institute in Bremen and USDA-AMS since 2007. We welcome you to this Round Trial Programme and look forward to working with you.

The round trials consist of quarterly tests. Laboratories can opt to participate for the year or for any quarter to suit their seasonal schedules, but for better results, **it is strongly recommended to participate in all Round Trials**, except when the laboratory is closed down seasonally. All cotton fibre testing laboratories capable of measuring cotton samples with rapid testing instruments and based on the Universal Calibration Cotton Standards for micronaire, upper-half mean length, length uniformity index, strength, rd color, and +b color are encouraged to participate. CSITC evaluations are based on test results and are not dependent on the manufacturer, model or kind of testing instruments used.

### BENEFITS OF PARTICIPATION

Laboratories that are participating in the CSITC Round Trials will get a comparison of their test results to the results of approx. 150 other instruments everywhere in the world.

Participants will benefit by receiving

- A summarized feedback that can be utilised to demonstrate measurement performance to e.g. customers
- A detailed analysis report to address measurement-related problems.

Results will confirm the participant's ability to provide accurate and reproducible test results that are based on the established international standards. Participation is a recommended practice for fulfilling many laboratory quality-management requirements, such as ISO 17025.

### SAMPLE DISTRIBUTION AND TESTING

For each participating quarter (January/RT1, April/RT2, July/RT3 and October/RT4), participants receive one Round Trial set comprised of four cotton samples. All of the samples in a set are used for evaluation of instrument accuracy. **Each sample is tested 30 times (6 tests daily for 5 days)**. For best testing results, the CSITC Task Force recommends not using one cotton set on more than two instruments. However, the Task Force has reluctantly agreed to allow the splitting of a set to accommodate a maximum of four instruments.



## SPECIAL AVAILABILITY OF USDA CALIBRATION COTTON STANDARDS TO CSITC ROUND TRIAL PARTICIPANTS

A special set of USDA calibration cotton standards (CCS) can be obtained with the round trial samples, which is composed of the following:

- 1 pound (0.45 kg) USDA Universal Short/Weak Calibration Cotton
- 1 pound (0.45 kg) USDA Universal Long/Strong Calibration Cotton
- ½ pound (0.225 kg) USDA Universal Low Micronaire (Gu) Calibration Cotton
- ½ pound (0.225 kg) USDA Universal High Micronaire (Au) Calib Cotton

The total cost of the set is US\$140.00 (shipping included). Its availability is limited to the number of round trial sets ordered per quarter. For technical questions regarding the USDA Calibration Cotton Standards, or for information on other available calibration standards, please contact [cotton.standards@ams.usda.gov](mailto:cotton.standards@ams.usda.gov). **Please keep in mind that the calibration cotton is not specific for the RT participation. For the RT participation and for daily testing, the same calibration material and procedure should be used.**

## DATA HANDLING

Participants upload their results from their testing instruments to the CSITC.org website. The evaluation is done for each instrument separately. Participants submitting results will receive:

- An official recognition of their participation.
- A numeric score indicating the level of performance relative to the average of all participant results:
  - One that combines all properties, and
  - One for each of the six individual properties.
- A detailed analysis by instrument regarding accuracy and precision to analyse measurement-related problems.
- An evaluation of the share of test results inside the CSITC-recommended limits for each property.

The USDA AMS Cotton Program in Memphis, USA, and the Fibre Institute in Bremen (Faserinstitut Bremen), Germany, distribute the Round Trial samples and provide data analyses. Participating labs are listed without results on the ICAC website ([www.icac.org](http://www.icac.org)) unless there's a specific request from the lab to keep the participation anonymous. Individual results are given only to the individual participant. ICAC discloses only the distribution of the anonymous overall combined results for all participating labs in a press release every quarter.

### Technical Questions about the Round Trials

For enrolment and sample requests regarding CSITC Round Trials, please contact:

- ICAC, at [CSITCssecretariat@icac.org](mailto:CSITCssecretariat@icac.org) or [maria@icac.org](mailto:maria@icac.org)

For technical questions about CSITC Round Trials, please contact:

- Mr Axel Drieling, Faserinstitut Bremen e.V. (Bremen Fibre Institute), at [csitc-rt@faserinstitut.de](mailto:csitc-rt@faserinstitut.de)

For questions regarding the dispatch of samples:

- Ms Gretchen Deatherage, USDA, at [gretchen.deatherage@usda.gov](mailto:gretchen.deatherage@usda.gov)

Disclaimer: The ICAC accepts no responsibility for errors or omissions, which in the unlikely event might occur with shipment of samples, return and analysis of the results, and the conclusions drawn or implied by the 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.  
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## CONTACT INFORMATION FOR THE CSITC ROUND TRIALS

Please type your information and return, by email to:

[csitcsecretariat@icac.org](mailto:csitcsecretariat@icac.org)

[csitc-rt@faserinstitut.de](mailto:csitc-rt@faserinstitut.de)

[gretchen.deatherage@usda.gov](mailto:gretchen.deatherage@usda.gov)

Enrolment for the round trials will be on a calendar year basis, starting at any quarter of the year. Invoices will be emailed once a year. Please inform us of testing centre withdrawals and seasonal shut-downs well in advance: **Once a shipment is made, the testing centre is liable for the cost incurred.**

Each quarterly CSITC sample set costs **US\$325**. Additionally, USDA Calibration Cotton Standards Sets (CCS) can be ordered for **\$140 per 1 CCS**. Participants are advised to pay by cheque/draft to avoid costly wire transfer bank fees. If paying by wire transfer, please make sure to **add** bank fees to the total; the CSITC RT program **will not cover bank fees.**

<b>Name of cotton testing laboratory:</b>
<b>Contact person(s) for receiving samples:</b>
<b>Full street address for sample shipping:</b>
<b>Telephone (2 preferred):</b>
<b>E-mail address:</b>
<b>Backup email address:</b>
<b>Number of Instruments (maximum 4 per sample set):</b>

**Number of samples sets requested, per quarter:** \_\_\_\_\_

For best testing results, the CSITC Task Force recommends not using one cotton set on more than two instruments. However, the Task Force has reluctantly agreed to allow the splitting of a set to accommodate a maximum of four instruments). The CSITC Task Force allows the publication of names of participating cotton testing laboratories. Individual results are not divulged.

**Laboratories that do not wish to be listed as participants in the CSITC Round Trials may choose to remain anonymous by checking the box below.**

**We do not wish to be identified as a CSITC Round Trial participant.**

**Initials of laboratory representative** \_\_\_\_\_



## CSITC PROGRAMME REGISTRATION

For each participating quarter (January/RT1, April/RT2, July/RT3 and October/RT4), laboratories receive one Round Trial set comprised of four cotton samples. Samples are shipped during the first week of each Round Trial. **It is strongly recommended to participate in all Round Trials**, except when the laboratory is closed down seasonally.

### Participation Options

Please indicate the number of sample sets for each quarter (1 set can be used for maximum 4 instruments)

<b>RT1/January</b> .....	<b>Number of CSITC sample sets (\$325 each)</b>	<input type="checkbox"/>
	Number of CCS sample sets (\$140 each)	<input type="checkbox"/>
<b>RT2/April</b> .....	<b>Number of CSITC sample sets (\$325 each)</b>	<input type="checkbox"/>
	Number of CCS sample sets (\$140 each)	<input type="checkbox"/>
<b>RT3/July</b> .....	<b>Number of CSITC sample sets (\$325 each)</b>	<input type="checkbox"/>
	Number of CCS sample sets (\$140 each)	<input type="checkbox"/>
<b>RT4/October</b> .....	<b>Number of CSITC sample sets (\$325 each)</b>	<input type="checkbox"/>
	Number of CCS sample sets (\$140 each)	<input type="checkbox"/>

Total payment for your participation (add all that applies from the left):  
**US\$** \_\_\_\_\_

**FOR FOLLOWING YEARS**, choose the intended RTs for continued participation (**not binding**):

RT1   
  RT2   
  RT3   
  RT4

### Payment Options

**By Check** or draft payable to: The International Cotton Advisory Committee, 1629 K Street, N.W., Suite 702, Washington DC, 20006, USA.

**By wire transfer**, please follow these steps:

Bank Name: CITIBANK  
 Bank Address: 399 Park Ave, New York, NY 10043  
 Account Number: 9250738544  
 SWIFT Code: CITIUS33  
 Routing #: 254070116 (domestic transfers)  
 Business Name: International Cotton Advisory Committee  
 Business Address: 1629 K Street NW, Suite 702, Washington, DC 20006

**(Bank fees should be added to the total)**

**By credit card:** Contact [secretariat@icac.org](mailto:secretariat@icac.org)

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

Please sign your acceptance of the terms above. Email this form to:  
[CSITCsecretariat@icac.org](mailto:CSITCsecretariat@icac.org) and  
[maria@icac.org](mailto:maria@icac.org)

**We appreciate your participation!**

