



## EXPLANATION OF TYPES OF CLASSING SERVICES AND INSTRUCTIONS FOR SUBMITTING SAMPLES

- 1. FORM A --** Form A classing services provide for the classification or comparison\* of samples submitted to a classing office or to Quality Assurance directly from a warehouse licensed by the USDA, AMS, Cotton and Tobacco Program to sample cotton. Form A classing services will be provided at the request of either the owner of the cotton or the owner's agent.

A review of any regular Form A classification or comparison may be requested by the owner or custodian of the cotton within 30 days after the issuance of the original memorandum. The re-quest may be filed with the classing office which issued the original memorandum or Quality Assurance. The request must be accompanied by the original memorandum and freshly drawn samples, except when the original samples have remained, identity preserved, in custody of the USDA, AMS, Cotton and Tobacco Program.

- 2. FORM D --** Form D classing is the classification or comparison of samples submitted to the classing office or Quality Assurance by the owner of the cotton or the owner's agent; and thus need not be freshly drawn or submitted directly by a warehouse licensed by the USDA, AMS, Cotton and Tobacco Program to sample cotton.

A review of any Form D classification or comparison may be requested by the owner or the owner's agent within 30 days after the issuance of the original memorandum. The request may be filed with the office which issued the original memorandum or with Quality Assurance. The request must be accompanied by the original memorandum and redrawn samples except when the original samples have remained, identity preserved, in the custody of the USDA, AMS, Cotton and Tobacco Program. When the applicant desires a review by Quality Assurance of samples which have remained in the possession of a classing office, the samples shall be forwarded at the expense of the applicant.

- 3. FOREIGN GROWTH --** The classification or comparison of cotton samples representing cotton produced outside the United States (foreign-growth cotton) shall be determined by the quality of a sample in accordance with the Universal Cotton Standards (the official cotton standards of the United States). High Volume Instruments will determine all fiber property measurements except the determination of the presence of extraneous matter, special conditions and remarks, which will be determined by cotton classers certified by the Cotton and Tobacco Program.

All requests for classification or comparison shall be filed with the Quality Assurance Division or the Classing Office designated by the Deputy Administrator of the Cotton and Tobacco Program.

An immediate review of every classification or comparison of foreign-growth cotton samples is performed automatically. Therefore, separate review classification services for foreign-growth cotton are not offered.

\* Classification data for cotton samples submitted for review and/or comparison is generated in the same manner as classification processes and procedures for original classifications. Each sample submitted for comparison is classed independently, and classification data for each sample will be provided without regard for the other sample.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0008. The time required to complete this information collection is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.*

*Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.*