

---

---

**STANDARD**

---

---

**Management of Rural Environment - Integrated Management in Agricultural Production**

Part 4: Requirements for the ginning or/and disposal in the market of Integrated Management ginned cotton

---



HELLENIC AGRICULTURAL  
ORGANIZATION - DEMETER

---

**MINISTRY OF RURAL DEVELOPMENT & FOOD  
HELLENIC AGRICULTURAL ORGANISATION (ELGO) - DEMETER**

©



**2019**

Intellectual property is acquired without any formality and without requiring any penalty clause prohibiting abuse thereof. However, it is underlined that according to L. 2121/93 and the Bern Convention (which was ratified by L. 100/75), the republication or reproduction of this work by any means, in whole or in part, in the original or in translation or in any other adaptation without the written permission of the publisher, is prohibited.

## Contents

<b>Introduction.....</b>	<b>4</b>
<b>1. Subject - Scope.....</b>	<b>5</b>
<b>2. Definitions.....</b>	<b>5</b>
<b>3. References to standards .....</b>	<b>5</b>
<b>4. Requirements for ginning and/or disposal in the market .....</b>	<b>5</b>
<b>4.1 General requirements .....</b>	<b>5</b>
<b>4.2 Raw material delivery requirements.....</b>	<b>6</b>
<b>4.3 Ginning Procedure .....</b>	<b>6</b>
<b>4.4 Business facilities, means &amp; equipment.....</b>	<b>6</b>
<b>4.5 Traceability .....</b>	<b>6</b>
<b>4.6 Labelling of ginned cotton .....</b>	<b>7</b>
<b>4.7 Health, safety and training of employees.....</b>	<b>7</b>
<b>4.8 Internal audit.....</b>	<b>7</b>
<b>ANNEX I.....</b>	<b>9</b>

## Introduction

Integrated Management is an environmentally-friendly method of agricultural production, which is an alternative to conventional methods based on rational use of all cultivation inputs, a reduction in the use of chemical preparations and the prudent use of cultivation interventions. However, Integrated Management does not only relate to cultivation requirements, but also extends to other stages in the production process which include the further processing of products, packing and disposal in the market.

This standard describes the requirements that businesses which receive cotton produced in accordance with Integrated Management rules must comply with in order to gin the cotton and dispose Integrated Management ginned cotton in the market. These requirements are based on:

- ensuring traceability for cotton from delivery of the unginning cotton (which has been produced in accordance with the AGRO 2-1 and 2-2 standards), through the ginning procedure, up to production and placing on the market of ginned cotton (fibres) as a final Integrated Management product.
- avoiding degradation in the quality of cotton as an Integrated Management product throughout the entire production process and all business operations.

The requirements in the standard are accompanied by the phrases "is obliged", "must" or "is recommended", whose meaning is as follows:

**Is obliged** = has to apply the legal and regulatory requirements pertaining to the business activities.

**Must** = has to comply with the core requirements which do not take the form of a legal obligation, but are technical.

**Is recommended** = should take optional measures to achieve continuous improvements in Integrated Management.

## 1. Subject - Scope

This standard outlines the requirements for ginning and/or disposal in the market of Integrated Management ginned cotton produced in accordance with the AGRO 2-1 and 2-2 standards, to ensure its quality and traceability.

This standard is implemented by:

- a) businesses which gin Integrated Management cotton produced in accordance with the AGRO 2-1 and 2-2 standards either on their behalf or on behalf of third parties.
- b) businesses which dispose in the market Integrated Management ginned cotton produced in accordance with the AGRO 2-1 and 2-2 standards (private label products).

This standard lays down requirements so that the said businesses can:

- a) design, implement and comply with particular specifications for ginning and/or disposal in the market of Integrated Management ginned cotton;
- b) ensure that the above specifications comply with the requirements that have been laid down;
- c) demonstrate such compliance to interested parties;
- d) request certification for ginning and/or disposal in the market of Integrated Management ginned cotton.

## 2. Definitions

For the purpose of this standard, the following definitions apply.

### 2.1 Certification Field

Ginning and/or disposal in the market of Integrated Management ginned cotton produced in accordance with the AGRO 2-1 and 2-2 standards and the relevant guidelines.

### 2.2 Business

The business ginning and/or disposal in the market Integrated Management ginned cotton.

### 2.3 Certificate

The official document issued by a recognised Certification Body to its affiliated business which has been found to meet the requirements of this standard and the relevant guidelines.

### 2.4 Integrated Management Certification mark

The registered mark issued by ELGO-DEMETER, which confirms that the Integrated Management products systematically comply with the requirements of the AGRO 2 series of standards and the relevant guidelines.

### 2.5 Traceability

The ability to determine the origin and identity of cotton during ginning and disposal in the market, with the aid of specific registration and identification procedures.

## 3. References to standards

- a) **AGRO 2-1:** Management of the Rural Environment - Integrated Management, Part 1: Specification.
- b) **AGRO 2-2:** Management of the Rural Environment - Integrated Management, Part 2: Requirements for the application in crop production.

## 4. Requirements for ginning and/or disposal in the market

### 4.1 General requirements

The ginning business **is obliged** to ensure compliance with legal obligations in the environmental, social security and labour law sectors, and in particular those relating to the prohibition on child labour and on ensuring suitable working conditions.

In particular, it **must** have:

- a) a valid operating permit;
- b) a valid fire safety certificate;
- c) a valid set of environmental terms and conditions;
- d) a Safety Engineer;
- e) an organisational chart;
- f) a waste management plan.

**It is recommended** to monitor energy consumption each year and to prepare an energy performance improvement plan.

**It is recommended** the business to measure and record its carbon footprint.

#### 4.2 Raw material delivery requirements

The Integrated Management cotton delivered **must**:

- a) come from agricultural holdings certified under the AGRO 2-1 and 2-2 standards;
- b) have been transported to the business under suitable conditions, to ensure any degradation in its quality is avoided;
- c) be accompanied by trading documents and other documents confirming its origin and ensuring traceability (a copy of the agricultural holding certificate and list of producers for the relevant cultivation period).

The business **must** demonstrate that the unginning Integrated Management cotton which is ready to be processed in the business has a moisture level below 13% and a foreign bodies content below 7%.

#### 4.3 Ginning procedure

The business **must** ensure that:

- a) products are ginned and packaged so as to avoid any degradation in their quality;
- b) processes involving handling cotton prior to ginning (such as storage, drying), are carried out to prevent any degradation in their quality.

The business **must** carry out annual random checks on plant protection product residues in ginned cotton (in the end-product) based on the testing and sampling plan, after a documented risk analysis.

The tests **must** be carried out at accredited laboratories for the relevant testing methods.

The results of all tests **must** be kept in files.

#### 4.4 Business facilities, means & equipment

##### 4.4.1 General requirements

The business **must** apply all rules on the proper construction of building facilities and the existence of all necessary equipment to ensure that degradation in the quality of cotton is avoided.

**It must:**

- a) ensure the proper cleaning, disinfection and maintenance of rooms, instruments and equipment;
- b) avoid environmental or other forms of cross-contamination.

##### 4.5 Traceability

The business **must** establish and continuously follow a procedure to:

- a) check the identity of the unginning cotton delivered;
- b) ensure continuous traceability during any handling of the cotton prior to ginning;
- c) ensure continuous traceability during the ginning procedure by ginning Integrated Management cotton separately;
- d) check the origin of ginned cotton leaving the business, while retaining the possibility of reverse confirmation of traceability.

Implementation of this procedure **must** be documented.

**It is recommended** that when determining the batch to be ginned, the business takes into account the uniform quality characteristics of each variety.

If cotton other than Integrated Management cotton is ginned at the business, it **must** take place in a different area or at different times and/or on different days.

The business **must** keep a record of unginned Integrated Management cotton suppliers, incoming quantities, movements of products in all stages of the production processes within the business, the recipients and destination of outgoing quantities of end-products, as well as the relation between each batch of incoming original products and each batch of outgoing end-products.

More specifically, the following information **must** be kept about quantities of unginned cotton and fibre:

- quantities of unginned cotton received (date, details of producer/agricultural holding, moisture, foreign bodies, batch number, means of transport, warehouse).
- quantities of fibre produced (date, number of bales, per ginning batch).

In any event, acceptable ginning performance levels **must** be ensured in accordance with the applicable legislation.

When transporting Integrated Management cotton, it **must** be accompanied by the accompanying documents specified in national law (trading and shipment papers such as invoices, dispatch notes) which must now necessarily include the indication "Integrated Management".

Integrated Management products (unginned cotton, fibre) **must** be distinguished from others in the business accounting system based on the code number and/or description, which must necessarily include the indication "Integrated Management".

The business **must** update the relevant ELGO-DEMETER database with information relating to the production of ginned

Integrated Management cotton in accordance with that database's operating rules.

#### 4.6 Labelling of ginned cotton

The business **must** ensure that the following information appears on the packing of Integrated Management end-products (ginned cotton): name or distinctive title of the certification body, the indication "Integrated Management Product" (optional), date and time of production, ginning plant number, Integrated Management Certification Mark and the particulars of the end-product batch.

The certification mark **must** be clearly and indelibly affixed in a prominent place, within the same field of vision as the trade name of the product.

To facilitate traceability, it **is recommended** that products have a barcode on the packing, which includes the information relating to the batch, so that a scanner can be used to collect electronic data that makes checking balances easier.

#### 4.7 Health, safety and training of employees

The business **must** identify potential risks related to employee health and safety and ensure that suitable preventative measures are taken.

The business **must** identify the training/education needs of employees, which must be met by preparing and implementing an annual training program.

Records of training/education **must** be kept.

#### 4.8 Internal audit

The business **must** have a periodic internal audit procedure, in order to determine the



HELLENIC AGRICULTURAL  
ORGANIZATION - DEMETER

degree of adoption of and compliance with the requirements of this standard.

The results of internal audits **must** be recorded and kept in records.

The internal audit **must** include:

a) an audit of the files kept, which document compliance with the requirements and are retained for at least 3 years;

b) an audit of compliance with the specified requirements in all stages of the production process;

c) a record of non-conformities with the requirements of the standard and the suitable corrective actions taken.

The business **must** carry out at least one internal audit a year.



**ANNEX I**  
*(FOR INFORMATION PURPOSES)*

<b>Indicative list and summary of the paperwork needed to document implementation of and compliance with the requirements of this standard</b>	<b>Paragraph in standard AGRO 2-4</b>
<ul style="list-style-type: none"> <li>▪ File of suppliers of unginned Integrated Management cotton</li> <li>▪ Legislative business operating documents Fire safety certificate</li> <li>▪ Approval of the environmental terms and conditions</li> <li>▪ Safety Engineer appointment letter</li> <li>▪ Organisational Chart</li> <li>▪ Waste management plan</li> <li>▪ Outline of procedure for transporting unginned cotton delivered to the business.</li> <li>▪ File with Integrated Management supplier certificates (containing attached lists of producers).</li> <li>▪ Accompanying documents with information about the traceability of the delivered.</li> <li>▪ File of moisture and foreign materials measurements of products received.</li> </ul>	4.1 and 4.2
<ul style="list-style-type: none"> <li>▪ Description of processes involving handling of cotton prior to ginning (file of cooperating companies in the case of subcontracting any product handling activities prior to their disposal in the market are outsourced).</li> <li>▪ Packing materials procurement file.</li> <li>▪ End-product code/description on the business's accounting system.</li> <li>▪ Testing and sampling plan for plant protection product residue tests, based on the relevant risk analysis.</li> <li>▪ File of plant protection product residue analyses carried out on end-products.</li> </ul>	4.3
<ul style="list-style-type: none"> <li>▪ A description of the facilities, the main equipment and a sketch of their layout.</li> </ul>	4.4
<ul style="list-style-type: none"> <li>▪ Traceability procedure and documentation of its application.</li> <li>▪ File of recipients of the business's ginned cotton.</li> <li>▪ Inputs/outputs file.</li> <li>▪ File of ginned Integrated Management cotton trading papers.</li> </ul>	4.5
<ul style="list-style-type: none"> <li>▪ File with end-product labelling templates/designs.</li> </ul>	4.6
<ul style="list-style-type: none"> <li>▪ Annual record of potential risks to employee health and safety and related preventative measures.</li> <li>▪ Annual training plan.</li> <li>▪ Training/education records.</li> </ul>	4.7
<ul style="list-style-type: none"> <li>▪ Internal audit procedure.</li> <li>▪ Record of internal audits, non-conformities and corrective actions.</li> </ul>	4.8