



INSTRUCTION SHEET for COTTON and MANMADE FIBER STAPLE

Who Should Report – A form is needed from all mills in the United States consuming cotton and manmade fiber staple. A separate report should be filed for each mill of your company. Call the toll free help line, 1-888-424-7828, if you need additional forms or have questions.

If You Have a Mill that is No Longer Active or is now Operated by another Firm – Write “No Longer Active” and the “date” the mill became inactive below the address area. If the mill is now operated by another firm, and, if known, list the name and address of who is now operating the mill. Return the form.

How to Enter Your Responses – Enter your figures in the unit(s) requested, i.e., Number of Running Bales, 1,000 pounds, 1,000 hours, etc. Keep numbers within the boxes.

Reference Period – Specified in column 3 as the entire reference month.

Included on this report -

A. Consumption of materials

Include —

- Materials passed through the opener or otherwise removed from inventory and put into process for carding, spinning, bleaching, etc.

Exclude —

- Consumption of recycled cotton fiber or textile waste, linters, motes, and all other waste materials.

B. Stocks of materials

Report the inventory of materials located in your mill, mill warehouse, or in any private storage place which you own or lease as of the close of business as of the close of business on the date specified.

Include —

- Stocks in these locations regardless of ownership of the material.
- Stockpile cotton released by the General Services Administration.

Exclude —

- In-process material such as roving, batts, felts, bleached raw stock, etc.
- Material stored in public warehouses or at other manufacturing plants. (These materials will be reported by the warehouse or at the other manufacturing plants.)
- Battings and pads made from linters by others. Also, do not include linters pulp and gin notes.

C. Spindle and rotor hours

Enter the total spindle and/or rotor hours operated during the period of each fiber classification.

D. Units of measure

Report in the unit of measure specified for each item. Where thousands of pounds are requested for domestic and foreign cotton consumption and stocks, report on a net trading weight basis. Convert foreign cotton to 500 lb. equivalent gross weight by dividing the total weight including baling materials by 500, or the net weight of the cotton excluding baling materials by 480.

E. Definitions

Spindles and rotors – The term “cotton-system spinning spindles” does not include spindles operated on the “American” and other new systems for spinning uncut top. It does, however, include rotors operating (open-end spinning). The total number of cotton-system spindles and/or rotors should be reported whether or not such machines are used on cotton. For active spindles and/or rotors, report the number active for the shift during which the largest number of spindles and/or rotors operated on the last day of the period, showing separately the number active for each fiber classification.