

## Procedure for the (re)classification of products in the IDTF

Products and materials which are not classified with one of the cleaning regimes A, B, C or D in the database or with a release procedure are prohibited as loads for loading compartments which are used for feeds.

A certified company which wishes to classify or reclassify a product with one of the cleaning regimes A, B, C or D should submit a request to its [certification scheme owner](#) (Member 1).

### Procedure

The company should make use of the application form "[Request for \(re\) classification for products in the IDTF](#)" providing, among other things, the following:

1. desired cleaning regime;
2. the current cleaning regime in the event of reclassification;
3. usual type of transport means for which the cleaning regime is being applied for;
4. the risk of residual values or constituent parts of the product in question after the cleaning method used by the company (supporting material);
5. the product composition (if possible accompanied by a product sheet / safety information sheet [MSDS] with the complete chemical analysis including impurities and contamination);
6. the findings and analysis results of the residue sampling carried out after cleaning (optional);
7. A sample of the product in question (c. 500 gr.) - only upon request by the certification scheme owner and only if safe to do so.

An English version of the documents should preferably be provided (in addition to the version in the applicant's language) to facilitate the study by the ICRT member.

The certification scheme owner will start the (re) classification procedure following reception of the complete dossier. If the certification scheme owner considers the dossier not to be complete then the company will receive notice of this within 14 days (by E-mail, fax or letter). When there is insufficient information available to make a risk assessment, the request for (re)classification will be rejected.

Certification scheme owner will inform the applicant about the preliminary classification before sending the request to the other ICRT members. The applicant cannot derive any rights from this information as it only concerns the preliminary classification.

If the risk assessment shows that the product may be carried prior to feed, the certification scheme owner may decide to grant a temporary authorisation to the applicant, to allow the product to be transported during the period of processing the application.

The (re) classification procedure can take up to three months. If for some reason the decision-making is going to take longer then the applicant will be informed of this in good time.

A schematic overview of the standard classification procedure is laid down in Annex 1.

## **Use of external expertise**

The ICRT retains the right to make use of the knowledge arising from the expert advice for the accumulation of expertise in its institutes but guarantees the confidentiality of the advice of the experts.

If the ICRT on the basis of its expertise is unable to provide a classification advice on the basis of the dossier then the company may, at its own expense, request an expert institute to provide an advisory report with supporting arguments concerning the necessary cleaning regime.

In the provision of advice relating to the classification with a cleaning regime the expert institute should also take account of the basic principles of the IDTF by using the IDTF decision tree and not provide advice which help it commercially.

The expert institute should assess the safety risks for feeds which will be transported after the product in question and after cleaning in accordance with the prescribed method of cleaning in the same loading compartment.

**ANNEX 1 : SCHEMATIC OVERVIEW OF STANDARD CLASSIFICATION PROCEDURE**

