SPECIFICATIONS – PS2976A

WARRANTY: This order requires a one year warranty. The forms produced under these specifications **MUST** be guaranteed to function properly when processed on the equipment indicated in these specifications.
PSIN: PS2976A
ITEM: CUST DECL & DISP (CM72)
PSN: 7530-01-000-9834
EDITION DATE: 01/06
UNIT ISSUE: EA
SIZE: Delivered: 8 5/8" – 8 3/4" X 6 3/8" - 6 ½" +/-3/64"
Detached: 8 1/8" X 6 3/8" - 6 ½"
NOTE: STUB MUST RUN ACROSS THE ENTIRE 6 3/8" – 6 ½" DIMENSION.
STOCK: Contractor must submit brand names of paper being used. **Recovered materials, if economically feasible, is preferred in the performance of this contract.** The contractor MUST submit a total dollar value of any (Minimum 50/20) recovered papers used (including paper, chipboard, and corrugated paper stocks). The contractor shall maintain and make available to the Postal Service, these documents for one (1) year after the expiration of the contract.
All parts Appleton carbonless:
Part one – white CB 16# premium
Part two thru four – CFB white 14.5# premium
Part five – CFB white 16.7# Ultimark
Part six – CF white 15# superior
See Quality Control for more Information concerning minimum standards of transfer image.
PRINTS: Parts 1 thru 5 Black, One Side Only; Part 6 Black, Head to Head.
Face of Part 1, 2, 3, 5 & 6 is same except for footers. PART 4 is different.
Spot Varnish in two places on parts 1, 2, 3, 5, & 6. Spot Varnish in four places on part 4.
MARGINS: Based on an 8 5/8" X 6 3/8" – Face 1/16" foot, 1/16" right, 3/32" head, & 1/2" left of stub. Back of Part 6 1/8" left, head, & foot, 7/32" from perforation. Bar Code Number MUST be 1/8" +/- 1/8" head of final size.
NOTE: All marginal copy is FOR POSITION ONLY.
QUALITY: Quality Level II attributes as prescribed by GPO QATAP which is hereby incorporated by reference, except where tighter tolerance are listed in these specifications
USPS TO Electronic PDF file of copy.
FURNISH:
CONTRACTOR(S) All necessary supplies and services to produce the order as per the
TO FURNISH: specifications.
PROOF: Two bluelines or equal proofs with all elements in position. Indicate bar code and OCR A numbers and any other elements that pertain to the contractor(s) final product. Proofs will be checked for compliance with the specifications and any amendments thereto, approved or disapproved and returned to the contractor(s) within 2 workdays after receipt. If in the opinion of the USPS representative, the proof contain defects they will be rejected and returned to

contractor(s) for correction and reproofing at no additional expense to the USPS. No work can continue until an "OK" is given from this representative.
PRIOR TO Contractor to prepare inner package barcode labels and outer
PRODUCTION container barcode labels in your prepress system, use Acrobat
SAMPLE OF Distiller at 72 dpi to make PDF files, and e-mail the label formats to
PACKAGING Topeka and this buyer at the same time: russell.j.ciummo@usps.gov &
LABELS Sharron.k.doherty@usps.gov and thereby secure approval for the barcode labels. It is essential that labels conform to all bar coding specifications.

Approval of the labels may be 1-2 working days. Contractor will get an OK to produce or will be advised of any errors or corrections which must be made. If labels shipped do not conform to the approved priors, contractor shall re-label and repack at contractor's expense, or pay for an on-site fix-it crew hired by the Postal Service for such matters.

PRIOR TO PRODUCTION SAMPLES: Contractor to submit 2,000 samples of the form as it will be manufactured. The contractor must print the bar code and OCR A1 numbers as specified, except for the in-line verification. Submit priors to the same location as above. USPS will hold for two working days. The contractor is required to bar code and OCR A1 numbers as they will be manufactured. Numbers to be determined after award. Submit these prior to the same location as above. USPS will hold these prior for two working days. Attach to 50 random forms, a print-out containing a complete analysis, see Numbering Bar code.

NOTE: PREVIOUS VERSION OF THIS FORM MAY NOT BE SUBMITTED IN LIEU OF NEW VERSION.

QUALITY CONTROL: From each numbering/imaging head being used for numbering either bar-code or OCR A number, pull four consecutive numbered random samples out of the 25,000 forms produced and from each 250,000 forms thereafter.

Sample pulls must be made at the nearest box break to the 250,000 figure. On the back of each item time clock stamp, indicate carton number, skid number, and destination. Attach to each form a print-out containing a complete analysis, see Numbering Bar code. Contractor is required to store the two lower number samples and deliver the balance to PP&CS CMC, US Postal Service at the end of each production week. All samples must be delivered to PP&CS CMC on the first work day of each week.

The minimum standard transfer image for any part must be an 18 densitometer reading of the transfer image. The US Postal Service calculates this figure by placing 6 parts of a 41# White Chemical Transfer paper into a IBM Wheelwriter 1000 by Lexmark typewriter. A character "A" is struck on the sample set. A densitometer reading of the transfer image on part 6 will be measured using an X-Rite Model 410. This measurement will become the minimum standard acceptable on any part of the form. This test will be conducted on the prior to production and quality control samples submitted.

The bar code and OCR A numbers, adhesive, quality, and overall appearance of the forms will be tested or evaluated.

NUMBERING: If bar code and OCR A1 numbers are produced by ink-jet contractor(s) must cover the bar code number with a suitable varnish overcoat to protect the ink-jet ink form the environmental elements. Contractor must guarantee that there will be no extraneous ink spots of any type of ink or any other foreign matter deposited on the form which will be interfere with the scanning and reading of the numbers. It is essential that there be no black ink splatter onto the green ink or background area.

Contractor will be notified of numbering sequence prior to production. Forms number will follow the configuration stated below.

BAR CODE: All parts to be sequentially numbered using an AIMS Uniform Symbology Specification Code 128 Bar code Number incorporating a Modulus 11 weighted, divide/subtract remainder check digit, see formula below. Numbers consist of four alpha characters, eight numeric numbers, and one check digit. No commas and no spaces, black ink, and parallel to the width of the form. The bar code number MUST be within 1/8" +/- 1/16" of the head of the form in the upper left hand corner. Bar code number will incorporate an eye readable, letters and numbers below the bar code reading left to right. These characters will serve as ready reference to assure validity of the bar code numbers to the OCR A numbers, see Verification. Scanning of bar code number will take place to

assure location and accountability of mail piece is maintained. Number sequence will print as follows:
Code Set B
Alpha “C”
Alpha “M”
Code Set C
8 Numeric
Code Set B
Check Digit
Alpha - U
Alpha - S
Mod 103
Stop
NOTE: The contractor must furnish the beginning and ending numbers prior to or with the final invoice. Failure to furnish these numbers will delay final payment until numbers are furnished. Missing numbers are acceptable, but there must be no duplicate numbers. The contractor numbering sequence, high to low or low to high, must be stated at time of quote being submitted.
Bar code numbers must meet Code 128 specifications except as follows:
X-dimension, if ink-jet = 0.015” – 0.018”
Space above bar code = 0.125 inch
minimum bar code height = 0.500 inch
space between bar code & OCR Character = 0.125 inch
OCR A Character = 0.065 inch
TOTAL HEIGHT = 0.597 inch
Bar code numbers will be read on a Symbol LS 3000 hand held scanners.
Note: The bar code number will be read through a 0.0025” thick clear polyethylene envelope.
Contractor must submit all samples as required above with a printout showing a complete analysis of the bar code number. A RJS 6000, RJS Codascan II, RJS Inspector 4000, or equivalent machine must do the analysis.
MODULUS 11 1. Apply weighted factors to basic number using the following weighted
WEIGHTED factor -
CHECK DIGIT 86423597
FORMULA: 2. Obtain the sum of this product.
3. Divide the sum by 11.
4. Subtract the remainder from 11. The result is the check digit.
5. If the remainder is zero use “5’ as the check digit. If the remainder is 1 use “0” as the check digit.

Example:
Number is:
4 7 3 1 2 4 8 2
x8 X6 x4 x2 x3 x5 x9 x7
32 +42 +12 +2 +6 +20 +72 +14 = 200
200 / 11 = 18 with remainder of 2
11 - 2 = 9 Check Digit
Number would read: CM473124829US
OCR A1: The OCR A1 number must be a 10 character per inch. The OCR A1 Numbers must be original on all parts. Numbering may be achieved by mechanical numbering machine, ink-jet spray printing, laser, or any other method providing the number conforms to American National Standards Institute X3.17, 1981 for OCR A1 and any amendments thereto. The number will be made up of the same four alphas, eight numeric characters, and one check digit. No commas, no spaces, printed in black non-reflective ink.

Black ink must have a minimum print contrast signal of not less than 50%. Character separation is the horizontal distance between the adjacent boundaries of the characters. The character separation shall not be less than 0.017 inch or greater than 0.070 inch, nor shall the centerline distance be less than 0.090 inch. Place an OCR A1 number next to the barcode on parts 2, 3, 4, 5 & 6.

VERIFICATION OF NUMBERING: 100 percent in-line verification of the numbers (numeric and alpha) is required of the following:

1) Numbering sequence.
2) All variable numbering (bar code and OCR A1) must be guaranteed to match within all locations/parts of the form.
3) Numbering integrity must be maintained and there must be no duplication.
4) Corresponding weight check digits must be checked and matched. See Modulus 11 Weighted Check Digit Formula above.
5) Measurements of all bar code elements must be verified as to density, print tolerances, print contrast signal, reflectivity, etc. These measurements are as set in these specifications inclusive of AIM specifications as it applies to the bar code and OCR characters. These measurements may be altered so they remain in line with any changes to the AIMS specifications. No deviation from these measurements will be acceptable.
6) If contractor(s) use impact numbering machines for printing of numbers all automatic wheels must be monitored, non-automatic wheels must be monitored or locked into a fixed position.

The in-line verification unit must produce error or confirmation diskette which is DOS or Window based and IBM PC compatible. If any additional reading program is required to read the diskette, two copies of the program and operating instructions must be furnished and demonstrated to the USPS at no charge. The system must be capable of producing the error files in both hard copy and diskette. USPS representative will request output information at intervals described in the Quality Control above. Each measurement will be monitored, thereby requiring 100% target to the quality of the finished product. The verification system must be a closed-loop system and/or contain two levels of security. All security measures must be stated with the quote. USPS requires that the systems can not have the tolerances changed or tampered with by the contractor upon installation of the in-line verification system by the subcontractor.

The in-line verification system must be capable of recording by serial number when the bar code or OCR A1 numbers are not within the specification of the contract and/or when the verification system is in a “off line’’ status. The system MUST be capable of marking all product as it is being produced if the product does not meet the specifications or if the system is in an “off line” status. Contractor must have in-line verification equipment installed and operational within 115 calendar days of award. If contractor does not have in-line verification equipment installed and operational at start of press run, the contractor must perform the Numbering Quality Control below for each pallet shipped to the MDC. Additionally, all warranties and guarantees must be met.

NUMBERING QUALITY CONTROL:

1. From each numbering/imaging head being used for numbering either barcode or human readable numbers, pull four consecutively numbered random samples out of the first 20,000 forms produced and from each 150,000 form thereafter. Sample pulls must be made at the nearest box break to the 150,000 figure.
2. On the back of each item time clock stamp, indicate carton number, and destination. Attach to each form a printout containing a complete analysis, see Numbering Barcode.
3. Contractor must scan the samples to verify the printed number and the print

contrast signal of the printed number. The verification of the print contrast signal **MUST** be a print out of the actual print contrast signal reading. Attach both verifications to the samples.
4. Contractor must verify that all barcode numbers verify that the samples as per ANSI X3.182 - 1990 measure 95% Grade B or better 48 hours after production.
5. Contractor is required to store the two lower number samples and deliver, by messenger, Priority Mail or Express Mail Next Day Service, the balance to Sharron K. Doherty, PP&CS CMC, US Postal Service, 475 L'Enfant PLZ SW, RM 4131, Washington DC 20260-4131. All weekly samples must be received by close of business the first business day in the next week while in production.
6. The barcode and human readable numbers, quality, and overall appearance of the forms will be tested or evaluated.
CONSTRUCTION: Stub perforation must be such as to guarantee easy separation of all parts in one operation, but sufficient strength must be retained to prevent disengagement of any part under normal handling and shipping conditions. Stubs must be held together firmly with a glue line between the outside edge and the perforation.
CHEMICAL
IMAGE
TRANSFER: The following sections must transfer through Parts 1-6 inclusive:
- Top 2-3/4" of the form (which includes all sections above the numbered sections)
- Also sections 4, 6, 9, 10-17 inclusive
Sections 1, 2, 3, 5, 7 & 8 must transfer through all parts EXCLUDING 4.
The following sections are unique to Part 4 only:
- "Office of Exchange"
- "Customs Stamp"
- "Customs Duty"
- "Please affix labels here when required"
- "Declaration by ADDRESSEE" Section

There must be no image transfer from part to part in the area of the bar code/OCR numbers and from Part 3 to Part 4 in the sections that are unique to Part 4. The areas for the bar code/OCR numbers on all parts must be desensitized to insure that there is no image transfer to face in the number area.
PACKING:
GENERAL REQUIREMENTS: Preservation, packaging, and packing shall be in accordance with ASTM D-3951, latest revision.
PRESERVATION: Packaging and packing shall provide protection to the items during shipment, storage, and subsequent reshipment by US Mail.
UNIT/INNER PACK QUANTITY: Required quantity will be shrink-wrapped, paper-wrapped, plastic-strapped with chip board top and bottom, cross-tied using string with chip board top and bottom, slip sheet, or tab in unit packs of **125** forms sets.. The contractor must insure that the material to secure the package does not hinder the reading/scanning of the bar-coded information on the package label. Shrink-wrap MUST be 1.5 mil thickness and must be wrapped completely around the printed material to provide a tight wrap without causing damage to the printed material and of sufficient strength to protect the contents and preclude bursting of the shrink-wrap during initial shipment, subsequent shipments, and storage in a general warehouse for at least one year.
CASE/OUTER PACK QUANTITY: Overpack **1,500** sets (12 unit packs) in corrugated fiber shipping containers, Style RCS, DW, Grade at least 275#. Containers shall be uniform and suitable. Close container in accordance with ASTM D-1974, par 6, 7, and 8 latest revision. Supplier is advised items will be stored in a general warehouse that is subject to changes in

humidity. Reference National Motor Freight Classification Requirements Rule 222. Gross weight not to exceed 42 pounds. Fill all voids with packing material to preclude damage to printed material and crushing of shipping containers. Seal all seams with a minimum 3" wide Type III, pressure-sensitive, threaded-filament tape conforming to Fed Spec PPP-T-97. Tape ends must overlap the sides of the carton at least 3 inches.
PALLET REQUIREMENTS: In accordance with NN-P-71, latest revision, FEDERAL SPECIFICATION PALLETS, MATERIAL HANDLING, WOOD, STRINGER CONSTRUCTION, 2-WAY AND 4-WAY (PARTIAL), TYPE III, SIZE 2, (40" X 48") WOOD GROUP III (See MIL-STD-731 latest revision for wood groups).
* Pallet will be 4-way, 40 x 48 inches. The 40" width dimension must be fully open to allow for forklift entry.
* Maximum pallet load not to exceed 2,000 pounds.
* Load MUST be flush to the pallet's edge with zero percent overhang and zero percent underhang.
* Overall loaded pallet height shall not exceed 53 inches.
* Each layer MUST have the same number of containers.
* Each pallet MUST have the same total number of containers (except where there are not enough containers on the last pallet to palletize a full pallet).
* At minimum, place a sheet of double-faced corrugated material the length and width of the load between every third layer and on top of each pallet load to allow for double or triple stacking without causing damage to material.
* Secure containers to load with stretch wrap applied over full height of pallet load or strapping applied over edge protectors.
* Pallet shall be rackable from both the 40 inch and the 48 inch dimensions.
Reference FED-STD-123, par 5, or AIM-BC1 Uniform Symbology Specification Code 39 latest revision for marking, labeling, and bar codes. Labels must be completely and securely adhered on each container. Inner, intermediate, outer packs, and palletized loads are each considered a container and should be labeled with the correct quantity (per container). Labels will be sized to lay flat without wrapping over the edges of the packs/containers. Labels must not be physically

covered with reflective material such as tape, glue, waterproofing, etc., which would cause reduced readability of the bar codes.
Bar codes must have no more than a maximum density of 7 cpi and a minimum density of 4 cpi. The bar code symbology will be 3 of 9. A minimum of 97 percent of the bar codes in a shipment must be successfully read. A bar code is readable when it is read within one to three scan attempts using a laser scanner.
The placement of the human readable is below the bar code. The order of elements must be as follows for inner and outer containers as noted below:
PART NUMBER: human readable only (see Note 1)
STOCK NUMBER: Both bar coded and human readable (see Note 2)
UNIT OF ISSUE: human readable only
TOTAL QTY: bar coded and human readable (see Note 3)
ITEM NAME: human readable only
EDITION DATE: human readable only
GROSS WEIGHT: human readable only
CONTRACT NO: human readable only
Note 1: The human readable part number must be a minimum of 3/8 inch high on the case/outer pack label.
Note 2: Bar code the stock number only (dashes optional).
Do not bar code the words "NSN/PSN". The human readable NSN/PSN must have dashes, (e.g. 5930-01-384-9687). The bar code must be a minimum of 3/16" high on the unit/inner pack label.
Note 3: Bar code the proper quantity for the container the label goes on.
Do not bar code the letters "QTY" or the Unit of Measure (EA, KT, etc).
The bar code must be a minimum of 3/16 inch high on the unit/inner pack label.

Note 4: If the item has a serial number it must be bar coded and human readable. The serial number may be placed on a separate label on the container.
Note 5: Special markings (e.g. Fragile, Glass, etc.) will be placed on the inner and outer container as required.
Below is the information required on the labels for unit/inner pack and case/outer pack containers in the prescribed order.

UNIT/INNER PACK LABEL

PART NUMBER: PS2976A
STOCK NUMBER: 7530-01-000-9834
UNIT OF ISSUE: EA TOTAL QTY: 125
ITEM NAME: FORM, CUST DECLR DISP (CM72) 6-PART
EDITION DATE: 01/2006
CONTRACT NO: _____

CASE/OUTER PACK LABEL

PART NUMBER: PS2976A
STOCK NUMBER: 7530-01-000-9834
UNIT OF ISSUE: CTN TOTAL QTY: 1,500
ITEM NAME: FORM, CUST DECLR DISP (CM72) 6-PART
PS2976A
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EDITION DATE: 01/2006 GROSS WT: _____
CONTRACT NO: _____

INSPECTION: Upon receipt of any shipment from the resulting contract, USPS receiving personnel will inspect each delivery to determine conformance to the specifications. Specifically, but not limited to, inner, outer, and skid packing and inner and outer bar code labels. If deficiencies are discovered, USPS may, at its option, perform a 100% inspection, contractor may be invoiced for USPS cost performing 100% inspection. Upon inspection, USPS will advise the contractor of any deficiencies within two business days of receipt of the shipment. The contractor **MUST** notify the USPS within one business day of the corrective action to be taken and must begin performance of the corrective action within five business days.
Corrective action to be taken is, 1) Return to Vendor or Third Party for Repair, 2) vendor makes arrangement with the MDC(s) to have the repairs made on site, 3) USPS to receive consideration in lieu of corrective action.
Failure by the contractor to begin or take corrective action, may result in the USPS performing the necessary corrective action with the contractor being invoiced for all USPS cost to take the corrective action.
USPS reserves the right to accept any deficiency material, with consideration taken, needed to support the operation of the US Postal Service.