

## SPECIFICATIONS

- PSIN: PS2976
- ITEM: CUSTOMS DECLARATION – CN22
- EDITION DATE: 1/04
- SIZE: 7-1/2" X 4" +/- 1/8"
- STOCK: 16 - 20# White CW Bond or 40 - 50# White Offset.
- PRINTS: PMS 344 Green and Black over Black; Head to Head
- MARGINS: Face: PMS 344 Bleeds left & foot, Black copy 1/8" foot, 1/4" left & right, 7/8" head, Bar Code Number 1/8" +/- 1/8" head. Note: PMS 344 may bleed onto the head of form. If PMS 344 does bleed onto the top of the form it MUST NOT interfere with the reading of the bar code number. Copy 1/16" left and 1/8" right of perforation. Mailer's option to print Black over Black with no Green background, USPS prefers Green background with Black type.
- NUMBERING: If bar-code and OCR A1 numbers are produced by ink-jet, the bar-code numbers on both items must be covered with a suitable varnish overcoat to protect the ink-jet ink from the environmental elements. There must 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.
- BAR-CODE: Sequentially number using standard Code U128 bar-code symbology 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 in the upper left hand corner of the form. The bar-code number must incorporate an eye readable OCR A number, 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 A1 numbers.

Number sequence must print as follows:

Code Set B  
Alpha - L  
Alpha - C  
Code Set C  
8 Numeric  
Code Set B  
Check Digit  
Alpha - U  
Alpha - S  
Mod 103  
Stop

Bar-code numbers must meet Code U128 AIMS Specifications except as follows:

X-dimension = 0.0125"  
X-dimension, if ink-jet = 0.015" at minimum 240 dpi

minimum bar code height =	0.500 inch
space between bar-code &	0.032 inch
OCR A number	
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.

MODULUS 11  
WEIGHTED  
CHECK DIGIT  
FORMULA:

1. Apply weighted factors to basic number using the following weighted factor - 86423597
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: LC473124829US

OCR A1:

The OCR A1 number must be a 10 character per inch. OCR A1 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 the OCR A1 number in the upper right hand corner of the form.

CONSTRUCTION: Perforate (slit or slot, without ink) horizontally across the entire 4" dimension, 3" from the left edge of the face of the form. Coat the back of the form in the perforated area with a permanent pressure sensitive adhesive (see below).

ADHESIVE:

Coat the back of the form in the perforated area, within 1/16" of outside edges and perforation, with a permanent type, pressure sensitive adhesive and cover with a suitable backing sheet. The adhesive must adhere immediately and firmly to natural and man-made materials normally expected to be used

for packaging of parcels and letters, such as corrugated board, spun-bonded olefin (tyvek), paper, plastic, and other natural and man-made materials used as wrapping and packaging for mailed parcels. Aggressiveness of the adhesive must be such that any attempt at removing the label will either destroy the label or part of the material surface it is adhered to.

## REQUIRED DOCUMENTATION FOR APPROVAL

- READABILITY CERTIFICATION OF NUMBERS:** Submit a written certification from an independent laboratory, such as Automatic Identification Manufacturers (AIMS) in Pittsburgh, PA, certifying that the Code U128 symbology meets all of the requirements of this specification. The independent laboratory must be certified or approved for analyzing of bar-code symbology specifications.
- Submit a written certification from an independent laboratory, such as Clearwave Electronics, Inc. in Niagara Falls, NY, that the OCR A1 number meets all of the requirements of this specification. The independent laboratory must be certified or approved for analyzing of OCR A1 specifications.
- CERTIFICATION OF NUMBERING:** Submit written documentation of in-line verification system used by the printer to reproduce the bar-code and OCR A1 numbers. In-line verification system must verify the following requirements:
- 1) Numbering sequence is as approved.
  - 2) All variable numbering (bar-code and OCR A1) matches within all locations/parts of the form.
  - 3) Numbering integrity to be maintained and there is no duplication of numbers.
  - 4) Corresponding weighted check digits is calculated, confirmed, and matched. See Modulus 11 Weighted Check Digit Formula above.
  - 5) Measurements of all bar-code elements will 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.

## SPECIFICATIONS

PSIN: PS2976A

ITEM: CUST DECL & DISP (CP72)

EDITION DATE: 01/04

SIZE: Delivered: 8 3/4" X 6 3/8" - 6 1/2" +/- 3/64"  
Detached: 8 1/8" X 6 3/8" - 6 1/2"

NOTE: STUB MUST RUN ACROSS THE ENTIRE 6 3/8" - 6 1/2" DIMENSION.

STOCK: All parts 13.5 - 17# White Chemical Transfer Bond, 12 - 15# White CW Bond, 12 - 16# White Bond or 40# White Offset Book.  
NOTE: Chemical Transfer Bond must be equal to or better than Liquid OPAS on all parts. (Liquid OPAS is a registered trademark of MEAD Corporation.) Blue-back transfer image on all parts.  
Part 1 is coated back only; Parts 2, 3, and 4 are coated front and back; Part 5 is coated front only. See Transfer Image for minimum standards of image transfer.

PRINTS: Parts 1, 2, 3 & 4 Black, One Side Only; Part 5 Black, Head to Head.  
NOTE: COPY PRINTS ON STUB OF PART 1. Face of Part 1, 2, 3 & 5 is same

MARGINS: Based on a 8 3/4" X 6 3/8" - Face 1/16" foot, 1/8" right, 3/32" head, & 13/32" left of stub. Back of Part 5 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.

TRANSFER IMAGE: 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 5 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 4 will be measured using an X-Rite Model 410. This measurement will become the minimum standard acceptable on any part of the form.

**NOTE: THERE IS A REQUIREMENT FOR NON-TRANSFER OF SOME IMAGE FROM PART 2 TO PART 3.**

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

BAR-CODE: Part one is to be sequentially numbered using standard Code U128 bar-code symbology 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 in the upper left hand corner of part 1. Bar-code number will incorporate an eye readable OCR A number, 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 A1 numbers.

Number sequence must print as follows:

Code Set B  
 Alpha - C  
 Alpha - P  
 Code Set C  
 8 Numeric  
 Code Set B  
 Check Digit  
 Alpha - U  
 Alpha - S  
 Mod 103  
 Stop

Bar-code numbers must meet Code U128 AIMS Specifications except as follows:

X-dimension = 0.0125"  
 X-dimension, if ink-jet = 0.015" at minimum 240 dpi

minimum bar code height =	0.500 inch
space between bar-code & =	0.032 inch
OCR A Character	
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. The bar-code number will be read through a 0.0025" thick clear polyethylene envelope.

MODULUS 11  
 WEIGHTED  
 CHECK DIGIT  
 FORMULA:

1. Apply weighted factors to basic number using the following weighted factor - 86423597.
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: ??473124829US

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 be 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 original OCR A1 number in the upper left hand corner on parts 2, 3, and 4.

NOTE: At the Supplier/Mailer's option to place an original Code U128 bar-code number on all parts in lieu of OCR A1 number on parts 2, 3, and 4.

## REQUIRED DOCUMENTATION FOR APPROVAL

READABILITY CERTIFICATION OF NUMBERS: Submit a written certification from an independent laboratory, such as Automatic Identification Manufacturers (AIMS) in Pittsburgh, PA, certifying that the Code U128 symbology meets all of the requirements of this specification. The independent laboratory must be certified or approved for analyzing of bar-code symbology specifications.

Submit a written certification from an independent laboratory, such as Clearwave Electronics, Inc. in Niagara Falls, NY, that the OCR A1 number meets all of the requirements of this specification. The independent laboratory must be certified or approved for analyzing of OCR A1 specifications.

CERTIFICATION OF NUMBERING: Submit written documentation of in-line verification system used by the printer to reproduce the bar-code and OCR A1 numbers. In-line verification system must verify the following requirements:

- 1) Numbering sequence is as approved.
- 2) All variable numbering (bar-code and OCR A1) matches within all locations/parts of the form.
- 3) Numbering integrity to be maintained and there is no duplication of numbers.
- 4) Corresponding weighted check digits is calculated, confirmed, and matched. See Modulus 11 Weighted Check Digit Formula above.
- 5) Measurements of all bar-code elements will 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.

## SPECIFICATIONS

PSIN: PS2976E

ITEM: PARCEL POST CUST ENV

EDITION DATE: 5/96

SIZE: ID: 7-3/32" x 5-19/32" + 7/8" - 1-1/4" flap (Contractor's option, flap may be on either the long or short dimension.)

STOCK: Top panel - 0.0025" thick clear polyethylene, corona treated for printing.  
Bottom panel - 0.0020" - 0.0025" thick clear or white polyethylene .

PRINTS: Top panel prints in Black. Printing may be on the outside or inside, but in no case may the ink rub off on individual's hands or other mail if on the outside and if on the inside must not rub off on the form inserted into the envelope.

MARGINS: Adequate

CONSTRUCTION: Top ply is heat sealed to bottom ply on three sides to form an envelope. Flap is formed by a 7/8" - 1-1/4" extension of polyethylene on the bottom ply. A 3/8" to 1/2" resealable adhesive strip runs parallel to the flap approximately 3/16" to 3/8" from edge.

ADHESIVE: The resealable adhesive must be suitable for opening and closing five times. Resealable adhesive must adhere securely when sealed, but must not "grab" contents as they are being inserted or removed.

Back of the bottom ply, except for the flap area, must be coated with a permanent-type pressure sensitive adhesive and cover with a suitable backing sheet. The adhesive must adhere immediately and firmly to natural and man-made materials normally expected to be used for packaging of parcels and letters, such as corrugated board, spun-bonded olefin (tyvek), paper, plastic, and other natural and man-made materials used as wrapping and packaging for mailed parcels. Aggressiveness of the adhesive must be such that any attempt at removing the envelope will either destroy the envelope or part of the material surface it is adhered to.