

SPECIFICATIONS
PS Form 2976-A, Customs Declaration and Dispatch Note/CP72

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: 05/09

UNIT ISSUE: EA

SIZE: Delivered: 8 5/8" – 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

Contractor must submit brand names of paper being used. **Recovered materials, if economically and technically feasible, are 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 Gloss Varnish in on parts 1, 2, 3, 5, & 6
- Spot Gloss Varnish 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 as prescribed by the Government Printing Office (GPO) Quality Assurance Through Attributes Program (310.1) is hereby incorporated into these specifications by reference. These quality specifications are available on the GPO web site at <http://www.access.gpo.gov/procurement/qatap/qatap1.html>. The following levels and standards shall

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apply to these specifications, for printing and finishing. Quality for numbering and image transfer is separate. The Postal Service will use GPO's laboratory to perform random testing on the packages produced under this contract.

Product Quality Levels:

- (a) Printing Attributes – Level II
- (b) Finishing Attributes – Level II

Inspection Levels (from MIL-STD-105):

- (a) Non-Destructive Tests – General Inspection Level I.
- (b) Destructive Tests – General Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instruction: In the event that the USPS waives inspection on press sheets, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Camera Copy.

P-9. Pantone Matching System color.

PRINTING QUALITY CONTROL

The following tolerances are the allowable deviations from the approved press sheet and must be maintained throughout the life of the contract.

- 1) PMS 485 to have density reading of +/- .1 as read on an X-RITE MODEL 408. DHL red to have a density reading of +/- .1 from the approved sample.
- 2) Pull 13 sample labels out of every 80,000 labels produced. Samples are to be pulled randomly at the beginning or end of a box.
- 3) On each label time clock stamp and indicate pallet number.
- 4) Supplier to do a minimum of two readings of each color evenly across the width of the label and write the density readings in the general area where the reading was obtained.
- 5) Suppliers are to stage product and submit the samples to the Postal Service for review before they can be released for fulfillment.

USPS TO FURNISH

Electronic PDF file of copy.

SUPPLIER TO FURNISH

All necessary supplies and services to produce the order as per the specifications.

PROOF

Two sets of color proofs with all elements in position. Two samples of each label to be cut and glued to simulate the final product. Indicate bar code and OCR A1 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 5 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 PRODUCTION SAMPLE OF PACKAGING LABELS

Supplier to prepare inner package barcode labels and outer container barcode labels in your prepress system, use Acrobat Distiller at 72 dpi to make PDF files, and e-mail the label formats to Topeka and this

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buyer at the same time: russell.j.ciummo@usps.gov & shawn.graves@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 3-4 working days. Contractor will get a written approval 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 supplier's expense, or pay for an on-site fix-it crew hired by the Postal Service for such matters.

PRIOR TO PRODUCTION SAMPLES

Supplier to submit 2,000 samples of the form as it will be manufactured. The Supplier 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 print bar code and OCR numbers as they will be manufactured. Numbers will be determined after award. Submit these prior to the same location as above. USPS will hold these prior for four working days. Attach to 50 random forms, a print-out containing a complete analysis, see Numbering Bar code.

Note: Previous version of the 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 A1 number, pull four consecutive numbered random samples out of the 25,000 forms produced and from each 25,000 forms thereafter. Sample pulls must be made at the nearest box break to the 25,000 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 supplier must cover the bar code number with a suitable varnish overcoat to protect the ink-jet ink from 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:

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- 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 A1 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

Apply weighted factors to basic number using the following weighted factor -

Weighted Formula

1. CHECK DIGIT 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.

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Example: Number is 4731248

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

$$32 + 42 + 12 + 2 + 6 + 20 + 72 + 14 = 200$$

$$200 / 11 = 18 \text{ with remainder of } 2$$

$$11 - 2 = 9 \text{ Check Digit}$$

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 a 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

One hundred (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 supplier uses 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 files. The system must be capable of producing the error files in both soft copy (online transmission) and hard copy (written report). 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.

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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 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:

**Shawn Graves
National Customer Support Center
6060 Primacy Pkwy, STE 201
Memphis, TN 38188-0001**

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:

1. Top 2-3/4" of the form (which includes all unnumbered sections above the numbered sections of the form)
2. Also numbered sections (1-20) must transfer through Parts 1, 2, 3, 5 and 6.

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3. Sections 5-16 and section 19 must transfer to Part 4.

4. The following sections are unique to Part 4 only:

- Office of Exchange
- Customs Stamp
- Customs Duty
- Declaration by ADDRESSEE:
- Please affix labels here when required

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.

MINIMUM STANDARD OF TRANSFER IMAGE - Image Transfer Quality

Reproducibility (Image Transfer Efficiency): The transfer efficiency for any part in a carbonless paper set shall be not less than 90 percent for Cap A characters having a density of 0.18 or greater. Any part with an efficiency rating below 90 percent shall be subject to rejection.

Evaluation Method: Use the following procedures.

- Generate Cap A's (Pica size) using a commercially available typewriter at a density of approximately 1 character per square inch for evaluating the imaging quality of the labels.
- Use the X-rite 500 series spectrodensitometer or equal with the standard 3.4-mm aperture for measuring the character density; calibrate the instrument per the manufacturer's instruction.
- Establish the reference value of the non-image area (which will be subtracted from the density readings of the characters)
- Measure the density of characters on a black background.
- Report a sufficient number of readings for a valid statistical sampling of the labels.

Reproducibility (Image Transfer Efficiency) of each part is calculated as follows:

$$\text{Percent, \%} = \frac{\text{Number of readings} > 0.18}{\text{Total number of readings taken}} \times 100$$

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**

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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, Cartons shall be a minimum of 275# burst strength edge crush test (ECT) of 44 and provide a snug fit for the product. After cartons are sealed they will be reinforced at two points in a cross direction to the closure with one of the following tapes:

3"wide, Class 2, Type 1, Fed. Spec. PPP-T-45C or;

2" wide, Class 1, Type 111, Fed. Spec. PPP-T-0060d or;

Tape ends must overlap sides at least 3". Affix one carton label on the one end of each carton. Carton labels must contain the label identification, quantity per box issue date and purchase order number.

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 shall not 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

Pallet size and type shall be 48 inches x 40 inches four way pallet in accordance with Recommended Hardwood Pallet Specifications for the Grocery Industry (GPC). Latest revision. NOTE: the front of the pallet is the 40-inch width where the forklift tines enter the pallet. The side of the pallet where the notches are cut is the 48-inch length.

- Overall loaded pallet height shall not exceed 53 inches.
- Load pattern shall be in accordance with MIL-STD-147.
- Maximum pallet load not to exceed 2,000 pounds.
- Load shall be flush to the pallet's edge with zero percent, or close to, overhang.
- Bundle the boxes in appropriate quantities and secure to pallet to maintain unit integrity on the pallet.
- Pallet must be able to bear its unit load weight safely without causing damage to materials located on the bottom layer of the bottom pallet when stacked two loads high in a tractor trailer and three loads high on the warehouse floor.
- Pallet shall be rackable from both the 40-inch and 48-inch dimensions.
- Capable of safely moving product damage free, through the entire distribution channel with multiple cycles (from manufacturer through the shippers).
- Copies of the GPC pallet specifications can be requested by writing to: Grocery Pallet Council, Inc., 221 North La Salle Street, Chicago, IL 60601
- 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.

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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 element 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 element only (see Note 1)
- STOCK NUMBER: Both bar coded and human-readable element (see Note 2)
- UNIT OF ISSUE: human-readable element only
- TOTAL QTY: bar coded and human-readable element (see Note 3)
- ITEM NAME: human-readable element only
- EDITION DATE: human-readable element only
- GROSS WEIGHT: human-readable element only
- CONTRACT NO: human-readable element 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

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- 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

- 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. The supplier may be invoiced for USPS cost of performing 100% inspection. Upon inspection, USPS will advise the supplier of any deficiencies within two business days of receipt of the shipment. The supplier **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 supplier to begin or take corrective action, may result in the USPS performing the necessary corrective action with the supplier 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.