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COMMERCIAL ITEM DESCRIPTION
PEN, BALL-POINT
(RECYCLED PLASTIC, RETRACTABLE)

The General Services Administration has authorized the use of this commercial item description by all federal agencies.

1. **Scope:** This Commercial Item Description covers recycled, retractable plastic ball-point pens.

2. **Salient Characteristics:**

2.1 The pens shall consist of a round plastic barrel, a trim band, a corrosion resistant steel pocket clip attached to the upper barrel portion, a convenient metallic or plastic retraction mechanism, and metal or plastic cylindrical ink cartridge (with spring attachment) containing permanent ink.

2.2 The pens shall be furnished in black ink and the point sizes shall be fine and medium as specified in the contract or order.

2.3 The manufacturer's name or trademark and writing point size shall be exhibited on the pen. Placement of these permanent markings shall be at the option of the manufacturer, provided they are prominently displayed.

2.4 **Ink Cartridge.** Refills shall write smoothly by hand, and shall be reproducible by office copy machines which employ a visible light source in the copy reproduction process.

2.5 **Retraction Mechanism.** The retraction mechanism shall be firmly secured into the cap so that no loose parts fall out when inserting the replaceable ink cartridge.

2.6 The pen shall contain a minimum of 50 % post-consumer recovered materials (PCRM) for the barrel and 100 % (PCRM) for the cap.

2.7 **Workmanship.** Pens shall be securely assembled so that parts do not become loose or displaced and shall be free from defects and imperfections which may adversely affect appearance, serviceability, and durability.

Beneficial comments, recommendations, additions, deletions, clarifications, etc. and any data which may improve this document should be sent to General Services Administration, Federal Supply Service, Engineering division, 26 Federal Plaza, New York, NY 10278.

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2.8 Shelf Life. Pens shall have a minimum shelf life of eighteen (18) months after delivery and shall be capable of withstanding normal usage and handling and pass the performance testing criteria as outlined in section four (4).

3. Regulatory Requirements: The offerer/contractor is encouraged to use recovered materials to the maximum extent practical, in accordance with paragraph 23.403 of the Federal Acquisition Regulation (FAR).

4. Quality Assurance Requirements:

4.1 General Quality Statement. The products provided shall conform to the producer's own drawings, specifications, standards and quality assurance practices and be the same product offered for sale in the commercial market. The government reserves the right to require proof of such conformance prior to first delivery and thereafter as may be otherwise provided for under the provision of the contract.

4.2 Examination and Testing.

4.2.1 Suppliers are encouraged to use quality control (QC) techniques that exhibit control over their processes (e.g. (Statistical Process Control) SPC techniques) as defined in American National Standards Institute (ANSI) Z1.1, Z1.2 and Z1.3/ American Society for Quality Control (ASQC) B.1, B.2 and B.3 that systematically reduce excess variations. If used, objective evidence shall be available that demonstrates overall measurement adequacy techniques and controls. These techniques shall ensure quality levels equal to, or greater than, those cited in applicable technical document or, herein.

4.2.2 End item inspection/testing may be used by the offeror or the Government representative, as a means to determine the effectiveness of the in process quality controls. While in-process controls shall not be substituted for end item performance testing, they may be used when sampling for visual and dimensional conformance.

4.2.3 For those characteristics for which there are no such controls, or for end item performance test, lot by lot sampling for inspection/test shall be required. The sample unit shall be one pen. Sampling shall be in accordance with the American National Standards Institute (ANSI) / American Society for Quality Control (ASQC) Z1.4, Sampling Procedures and Tables for Inspection by Attributes.

4.2.4 An inspection lot shall consist of all like items submitted for inspection at one time. The inspection level for visual and dimensional sampling shall be S-4 with an AQL of 2.5 percent defective. The inspection level for performance testing shall be S-1 with an AQL of 6.5 percent defective. The supplier must provide objective evidence (tests and inspection records) that the presented material meets the requirements of the sampling plan as indicated above.

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4.3 Performance Testing. Testing should be performed on components whenever practical so long as recordkeeping renders tractability. Unless otherwise specified tests shall be conducted in an atmosphere of twenty-one (21) degrees centigrade \pm five (5) degrees centigrade and 50 % \pm 10% relative humidity. Test paper shall be in accordance with A-A-2804A, type III white bond paper having a pH value, average not less than 5.0 with a basis weight of 60 grams per square meter (16 pound, 17 x 22 - 500). A tolerance of 5% is allowable. Paper for the Machine Writing Test shall have an additional requirement of 160 - 140 seconds maximum smoothness on both sides using the Sheffield method per the most current TAPPI T538 test method. Alternately, paper conforming to JCP-O-60 can be used as an alternate source.

4.3.1 Drying Time.

4.3.1.2 Drying Time. Place a sheet of paper on a smooth, flat surface and partially cover with a second sheet of paper. Place a cylindrical weight, approximately 200 grams and about 25.4 mm (1 inch) on top of the second sheet of paper. Write a five letter word on the exposed portion of the bottom sheet and allow to dry 5 seconds. Immediately thereafter draw the top sheet and weight towards the top of the bottom sheet, across the written characters at a rate of approximately 10 cm per second. The writing should not smear when tested. Examine both sheets for compliance.

4.3.2 Machine Writing Test.

4.3.2.1 The machine tests shall be conducted on a Anja model W-10A, Hartley model W10-F or Minitek writing test machines or equivalent capable of testing pens or refills, with the following parameters set:

Writing Load:	0.981 N (100gF) to 1.225N (125gF).
Writing Angle:	75° \pm 5° (non varying).
	or
	60° to 90° (continuously varying).
Writing Speed:	670 cm \pm 10.0 cm/min. (22 ft / min.).
Writing Pattern:	Ellipse.
Writing Surface:	Polished stainless steel.

4.3.2.2 The ink cartridge shall be subjected to the following condition and examined for compliance with the Machine Writing Test after being allowed to return to test temperature and humidity:

Condition: 168 hours (7 days) at 60 degrees C \pm 2 degrees C in a chamber with the ink cartridges suspended vertically (point down) at 85 to 90 % relative humidity

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4.3.2.3 After being subjected to the above condition, the ink cartridge (all types) shall write for a minimum distance of 750 meters (2460 feet). Smooth writing shall start within the first 10 centimeters of the writeout without starvation or fluctuation of the line intensity. The written line shall maintain its relative color intensity throughout the writeout. Visual defects include blobs, skips, dotting and density variations of line intensity. The actual length of each visual defect shall be totaled for each cartridge and shall not exceed 1% of the written line.

5. Packaging:

5.1 Preservation, packing and marking shall be as specified in the contract or order.

6. Notes:

6.1 Source of Documents Issues of the following documents, in effect on the date of invitation for bids or request for proposal form a part of this document to the extent specified herein.

6.1.1 Technical Association of the Pulp and Paper Industry (TAPPI). Copies of T538 method may be obtained from TAPPI, Technology Park/Atlanta, PO Box 105113, Atlanta, Georgia, 30348-5113.

6.1.2 Federal Acquisition Regulation (FAR) may be obtained from the Superintendent of Documents, Government Printing Office, Washington, DC 20402.

6.1.3 ANSI / ASQC Z1.4 may be obtained from the American Society for Quality Control, PO Box 3005, 611 E. Wisconsin Avenue, Milwaukee, WI 53201-4606.

6.1.4 JCP-O-60 specifications may be obtained from Chief Paper Procurement Section, MMPP, US Government Printing Office, North Capital and H Street, NW, Washington DC 20401.

6.1.5 Federal Standards and Specifications may be obtained from the General Services Administration Specifications Section (3FBO-W) in Suite 8100 at 490 L'Enfant Plaza, SW Washington DC 20407.

6.2 Ordering Information. Purchasers shall select the required options permitted herein, and include the following information in procurement documents:

- A. Title, number, and date of this commercial item description.
- B. Purchasers shall specify the Point size and color as required.

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6.3 National Stock Number Listing (NSN). The following is a list of Nsn's assigned which correspond to this CID. The list may not be indicative of all possible nsn's associated with the CID.

Pen, Ball-Point (recycled)

7520-01-386-1618

7520-01-386-1604

MILITARY INTERESTS:

NONE: DoD has no registered interest
in revisions or amendments to this
Commercial Item Description until further notice.

Preparing Activity:

GSA-FSS