

[METRIC]
A-A-2947
February 26, 1996

COMMERCIAL ITEM DESCRIPTION

PAPER, LOOSE-LEAF, RULED AND BLANK

The General Services Administration has authorized the use of this commercial item description for all Federal Agencies. When published, this commercial item description will replace UU-P-320, which is canceled.

1. Scope This description covers loose-leaf paper suitable for use as filler in 2, 3, or 6-ring binders.

1.1 Classification. Loose-leaf paper shall be:

Type I - Ruled

Type II- Blank

2. Salient Characteristics.

2.1 Material The paper shall be white and made from not less than 95% bleached chemical pulp. The loose leaf paper shall conform to the requirements in Table I.

2.2 Workmanship. Paper shall be square cut with smooth and parallel edges. Paper shall have a clean finish and be free from holes, tears, wrinkles, dirt, foreign matter, or other defects which may affect appearance or serviceability.

2.3 Physical Requirements of Paper

Table I

Characteristic	Requirement	Tappi Test Method
Basis Weight, avg. g/m ² (lbs. 17x22-500) +/- 5%	60 (16)	T410
Bursting strength, kpa avg., min. (psi)	110 (16)	T403
Fold endurance, each direction, min.	20 Schopper double folds or (10 MIT folds)	T423 or (T511)

2.3.1 Writing quality. Paper shall be sufficiently sized to accept ball point pen or fountain pen ink writing without feathering or ink penetration through to the opposite side of the sheet. Both surfaces of the pad paper shall be sized or otherwise processed to provide good erasability of lead pencil.

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 Branch, 26 Federal Plaza, New York, N Y 10278

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2.4 Size The sheets shall comply with the sizes shown in Table II. The size tolerance is 0.16 cm (+/- 1/16"). The spacing between holes is measured from center to center of holes.

Table II

Binding side	Adjacent side	Spacing			
		2 hole	3 hole	6 hole between holes	between sets of holes
7.6 cm (3")	12.7 cm (5")	-	1.9 cm (3/4")	-	-
9.5 cm (3 3/4")	17.2 cm (6 3/4")	-	1.9 cm (3/4")	-	-
12.7 cm (5")	7.6 cm (3")	6.9 cm (2 3/4")	-	1.9 cm (3/4")	-
17.1 cm (6 3/4")	9.5 cm (3 3/4")	-	6.9 cm (2 3/4")	1.9 cm (3/4")	5.1 cm (2")
18.4 cm (7 1/4")	10.8 cm (4 1/4")	-	6.9 cm (2 3/4")	-	-
19.7 cm (7 3/4")	12.7 cm (5")	-	6.9 cm (2 3/4")	-	-
21.6 cm (8 1/2")	14.0 cm (5 1/2")	-	6.9 cm (2 3/4")	-	-
21.6 cm (8 1/2")	27.9 cm (11")	-	6.9 cm (2 3/4")	-	-
24.1 cm (9 1/2")	15.2 cm (6")	-	8.9 cm (3 1/2")	-	-
27.9 cm (11")	21.6 cm (8 1/2")	-	10.8 cm (4 1/4")	-	-

2.5 Binder holes. The number of binder holes and spacing between the binder holes for types I and II is shown in Table II. The binder holes sizes 7.6 x 12.7 cm (3x5"), 9.5 x 17.1 cm (3-3/4" x 6-3/4"), 12.7 x 7.6 cm (5 x 3") and 17.1 x 9.5 cm (6-3/4" x 3 3/4") shall be not less than 0.36 cm (9/64") diameter nor more than 0.44 cm (11/64") diameter. The binder holes shall be 0.48 cm (3/16") from the edge of the sheet to the centers of the binder holes with a tolerance of +/- 0.8 mm (+/- 1/32"). All other sizes shall have binder holes not less than 0.6 cm (1/4") diameter nor more than 0.7 cm (5/16") diameter and these binder holes shall be 0.95 cm (3/8") from the edge of the sheet to the centers of the binder holes with a tolerance of +/- 0.8 mm (+/- 1/32"). The top and bottom binder holes of all sheet sizes shall be located equidistant from the top and bottom edge of the sheet.

2.6 Reinforcement. When specified, the holes of the loose-leaf paper shall be reinforced on the topside with 2 mil clear mylar such that the reinforcement extends 0.4 cm +/- 0.8 mm (3/16 +/- 1/32") around the hole and may extend to the binding edge of the sheet.

Alternatively, the binding edge shall be reinforced with a cloth hinge, in 3 or 4 widths, staggered to avoid bulk; reinforcement shall be glued to the surface of the paper in such a manner that reinforcement cannot be removed without tearing the paper; sheets shall not stick together so as to cause unclean separations; binding edge shall be applied to the top of the sheet, and shall extend beyond binder holes.

2.7 Corners. All corners shall be either rounded or square-cut, at the option of the supplier.

2.8 Rulings. Type I paper shall be horizontally ruled on two sides across the smaller dimension with faint blue lines. Sheet sizes 7.6 x 12.7 cm (3" x 5") and 9.5 x 17.1 cm (3 3/4" x 6 3/4") shall have lines spaced 0.48 cm (3/16") apart. All other sheets shall have lines spaced 0.6 cm (1/4") apart. The top margin shall be 2.2 +/- 0.6 cm (7/8" +/- 1/8") from the edge of the sheet. Type II paper shall be blank and unruled.

2.9 Bleaching. To obtain an acceptable brightness a chemical bleaching process may be used. When specified in the ordering data, the bleaching process shall not include the use of chlorine, chlorine dioxide, hypochlorite, or other chlorine containing compounds. Certification of compliance shall be made available upon request by the Government.

3 Regulatory Requirements. The contractor shall certify that the minimum content standard shall be no less than 20% postconsumer materials in accordance with Executive Order 12873, section 504 (a), dated October 20, 1993 (See definition of postconsumer materials and recovered materials in sections 203 and 205). As an alternative to meeting the standards of section 504(a) for all printing and writing papers, the minimum content standard shall be no less than 50% recovered materials that are a waste material byproduct of a finished product other than a paper or textile product which would otherwise be disposed of in a landfill, as determined by the State in which the facility is located, in accordance with Executive Order 12873, section 504 (c), dated October 20, 1993. 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 provisions of the contract.

3.1 Labeling. The recycled content shall be marked on the product or unit pack.

4 Quality Assurance Provisions.

4.1 Responsibility for Inspection. Unless otherwise specified in the contract or purchase order, the supplier is responsible for the performance of all inspection requirements as specified herein. Except as otherwise specified, the supplier may utilize his own facilities or any commercial laboratory acceptable to the government. The Government reserves the right to perform any of the inspections set forth in the Commercial Item Description, where such inspections are deemed necessary to assure that supplies and services conform to the prescribed requirements.

Suppliers are encouraged to use quality control (QC) techniques that exhibit control over their processes (e.g. SPC techniques). These techniques shall ensure quality levels equal to, or greater than, those cited in the applicable technical document or, herein. For those product characteristics which are controlled by such a method, requirements for end item inspection or test may be considered to have been met. 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. In-process controls shall not be substituted for end item performance testing, unless it can be demonstrated that there exists a direct correlation between the process control and product performance, such that end item performance testing is obviated.

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. Sampling for Tappi tests shall be in accordance with Tappi. Sampling for all other tests shall be in accordance with The American National Standards Institute (ANSI)/ American Society for Quality Control (ASQC) Z1.4-1933, Sampling Procedures and Tables for Inspection by Attributes. The inspection level shall be S-3 with an AQL of 4 % defective.

5. Packaging, Packing, and Marking. Packaging, packing and marking shall be as specified in the contract or order.

6. Applicable Documents and Document Sources. The following documents form a part of the Commercial Item Description to the extent specified herein. Unless otherwise indicated, the issue in effect on the date of invitation for bids or request for proposal shall apply:

(1) Tappi Standards are available from the Technical Association of the Pulp and Paper Industry, P.O. Box 105113, Atlanta, GA 30348.

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(2) The American National Standards Institute (ANSI)/ American Society for Quality Control (ASQC) Z1.4-1933, Sampling Procedures and Tables for Inspection by Attributes. American Society for Quality Control, P.O. Box 3005, 611 E. Wisconsin Avenue, Milwaukee, WI 53201-4606.

(3) Executive Order 12873 is available from The White House Publications Office, New Executive Office Building, White House, Att: Publications, Washington, D.C. 20500. Phone (202) 395-7332.

(4) Copies of Commercial Item Descriptions, federal standards or specifications are available from: Federal Supply Service Bureau, Specification Section (3FPB-W), Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407.

7. Ordering Data. Purchasers should select the preferred options permitted herein, and include the following information in procurement documents:

1. Title, number and date of the Commercial Item Description
2. Type
3. Size
4. Whether holes are to be reinforced
5. If non-chlorine bleaching is required
6. Packaging, packing and marking

MILITARY INTEREST:

NONE. DOD has no registered interest in revisions and amendments to this Commercial Item Description until further notice

PREPARING ACTIVITY:

GSA-FSS