

UU-N-600B  
 September 6, 1979  
 SUPERSEDING  
 Fed. Spec. UU-N-600A  
 October 7, 1960

FEDERAL SPECIFICATION  
 NOTEBOOK, STENOGRAPHER'S

This specification was approved by the Commissioner, Federal Supply Service, General Services Administration, for the use of all Federal agencies.

1. SCOPE AND CLASSIFICATION

1.1 Scope. This specification covers stenographer's notebooks.

1.2 Classification. Stenographer's notebooks shall be of one type.

2. APPLICABLE DOCUMENTS

2.1 The following documents, of the issues in effect on date of invitation for bids or request for proposal, form a part of this specification to the extent specified herein:

Federal Specification:

PPP-B-636 - Boxes, Shipping, Fiberboard.

(Activities outside the Federal Government may obtain copies of Federal specifications, standards, and commercial item descriptions as outlined under General Information in the Index of Federal Specifications, Standards, and Commercial Item Descriptions. The Index, which includes cumulative bimonthly supplements as issued, is for sale on a subscription basis by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

(Single copies of this specification, other Federal specifications, standards, and commercial item descriptions required by activities outside the Federal Government for bidding purposes are available without charge from General Services Administration Business Service Centers in Boston; New York; Philadelphia; Washington, DC; Atlanta; Chicago; Kansas City, MO; Fort Worth; Houston; Denver; Los Angeles; San Francisco; and Seattle, WA.

(Federal Government activities may obtain copies of Federal specifications, standards, commercial item descriptions, and the Index of Federal Specifications, Standards, and Commercial Item Descriptions from established distribution points in their agencies.)

Military Standard:

MIL-STD-105D - Sampling Procedures and Tables for Inspection by Attributes.

(Copies of Military Specifications and Standards required by contractors in connection with specific procurement functions should be obtained from the procuring activity or as directed by the contracting officer.)

2.2 Other publications. The following documents form a part of this specification to the extent specified herein. Unless a specific issue is identified, the issue in effect on date of invitation for bids or request for proposal shall apply.

Joint Committee on Printing Publications (JCP):

Government Paper Specification Standards.

(Applications for copies should be addressed to the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.)

National Motor Freight Traffic Association, Inc., Agent:

National Motor Freight Classification.

(Application for copies should be addressed to the American Trucking Associations, Inc., Traffic Department, 1616 P Street, N.W., Washington, DC 20036.)

Uniform Classification Committee, Agent:

Uniform Freight Classification.

(Application for copies should be addressed to the Uniform Classification Committee, Room 1106, 222 South Riverside Plaza, Chicago, IL 60606.)

Technical Association of the Pulp and Paper Industry (TAPPI) Standards:

- T 411 - Thickness of Paper and Paperboard.
- T 807 - Bursting Strength of Paperboard and Linerboard.
- T 409 - Machine Direction of Paper.

(Application for copies should be addressed to the Technical Association of the Pulp and Paper Industry, One Dunwoody Park, Atlanta, GA 30341.)

**3. REQUIREMENTS****3.1 Material.**

3.1.1 Writing paper. The writing paper shall conform to the requirements of JCP-D10, basis weight of 32 pounds. The color of the paper shall be white. The JCP-D10 "below the line" requirements not applicable.

**3.1.2 Notebook board.**

3.1.2.1 Recovered material. The end items shall contain not less than 100 percent by weight of recovered materials. Recovered materials are defined as material which has been collected or recovered from solid waste.

3.1.2.2 Grain. The grain (machine direction) of the notebook board shall parallel the long dimension of the notebook when tested in accordance with 4.4.

3.1.2.3 Color. The notebook board shall be white, brown, gray, or green at the option of the contractor. The notebook board shall be uniform in color.

3.1.2.4 Thickness. The notebook board shall have a thickness of 0.035 ± 0.005 inch when tested in accordance with 4.4.

3.1.2.5 Bursting strength. The notebook board shall have a bursting strength of 100 pounds per square inch, minimum, when tested in accordance with 4.4.

3.1.2.6 Cleanliness. The notebook board shall be free from dirt spots, oil spots, foreign matter, and ink smears.

3.1.3 Wire hinge. The hinge of the notebook shall be metal wire with a diameter not less than 0.025 inch and coated so as to be bright finished. The hinge shall have a minimum of 24 coils ± 1 coil.

3.2 Ruling of writing paper. Each page shall be ruled, both sides, parallel to the bound edge and bleed both edges. The spacing between the rulings shall be .30 - .38 inch. There shall be a 3/4 inch (+ 3/16, - 1/8) clearance between the top of the sheet to the first horizontal rule. The vertical line of the long dimension shall be located in the center of each page and shall not vary from the center by more than 1/8 inch. The vertical line shall bleed both edges. All ruling shall be faint red in color.

3.3 Construction. The stenographer's notebook shall consist of a minimum of 80 sheets of writing paper (see 3.1.1), two stiff covers (see 3.1.2), and a wire hinge (see 3.1.3). The covers and writing paper shall be punched across one short dimension to accommodate the wire hinge. A "part hole" at the edge is permitted. The notebook shall be constructed so that the covers and pages can be turned with out binding. The edges of the covers shall be flush with the edges of the sheets of writing paper. The covers of stenographer's notebook may be of two different colors of those specified (see 3.1.2.3).

3.4 Size of the stenographer's notebook. The stenographer's notebook shall be 6 by 9 inches with a ± 1/16 inch tolerance on both dimensions.

3.5 Workmanship of the stenographer's notebook. The notebook covers shall be free from holes, tears, cuts, folds, scuff marks, lint, and shall not be crushed or warped. The ends of the wire hinge shall be bent in in such a manner that there are no sharp edges protruding from the hinge.

**4. QUALITY ASSURANCE PROVISIONS**

4.1 Responsibility for inspection. Unless otherwise specified in the contract or purchase order, the contractor is responsible for the performance of all inspection requirements as specified herein.

**4.2 Certification and sampling.**

4.2.1 Certification. A certificate shall be submitted with each bid specifying that the material to be supplied will contain the percentage of recovered material as required in 3.1.2.1.

4.2.2 Sampling. Sampling for inspection and testing shall be performed in accordance with MIL-STD-105D, unless otherwise indicated.

### 4.3 Inspection of the end item.

4.3.1 Examination. Examination of the end item shall be made for the defects set forth in the applicable paragraph at the inspection level and acceptable quality level (AQL) specified. Except for paragraph 4.3.2, the sample unit shall be one stenographer's notebook.

4.3.2 Examination of preparation for delivery. An examination shall be made to determine compliance with the requirements of section 5. The sample unit shall be one shipping container fully prepared for delivery. Sampling shall be in accordance with MIL-STD-105D. The inspection level shall be S-2 with an AQL of 4.0 percent defective.

4.3.3 Examination for page count. The stenographer's notebook shall be examined for the number of pages. For a lot size up to 35,000 notebooks select five samples; over 35,000 select eight samples. The lot shall fail if the average number of sheets per notebook of all sample units is less than specified. No individual stenographer's notebook shall contain less pages than the quantity specified minus 5 percent.

4.3.4 Examination for visual and dimensional defects. The stenographer's notebook shall be examined for the applicable defects listed below. The inspection level shall be S-2 with an AQL of 1.5 percent defective for major defects and 10.0 percent defective for minor defects.

Examine	Defect
Pages	
Major	Not material specified. Not color specified. Not ruled as specified.
Minor	Lines partial, wavy, smeared. Ink smears.
Covers	
Major	Not material specified. Not color specified.
Minor	Color not uniform. Dirt spots, oil spots, foreign matter, ink smears.
Notebook	
Major	Not size specified. Cover missing. Wire hinge missing. Wire hinge not as specified. Not bound on short dimension. All pages and covers not bound by wire hinge.
Minor	Covers not flush with pages. Covers do not turn freely without binding. Holes, tears, cuts, folds, scuff marks, lint on covers. Covers crushed or warped. Sharp ends protruding from wire hinge.

4.4 End item testing. Each lot of stenographer's notebooks shall be tested for the applicable characteristics in table I and in accordance with the referenced TAPPI test methods. The sample unit shall be two stenographer's notebooks. The inspection level shall be S-1. Test results shall include all values on which the results are based, and there shall be no failure to meet the requirements.

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TABLE I. End item testing

Characteristic	Specification reference	
	Requirement	Test method
Cover		
Thickness	3.1.2.4	T 411
Bursting strength	3.1.2.5	T 807
Grain	3.1.2.2	T 409 <sup>1/</sup>

<sup>1/</sup> When the first method is used, the notebook board should be left on the water 10 - 20 seconds.

## 5. PREPARATION FOR DELIVERY

5.1 Packaging. Packaging shall be level A or commercial as specified (see 6.2).

5.1.1 Level A (unit container). Twelve notebooks shall be wrapped in 40-lb kraft paper and sealed with gummed paper tape, or shrink wrapped with a plastic film, or tied with a cotton twine having not less than 20-lb breaking strength (1,800 - 1,900 ft per pound).

5.1.2 Commercial. The notebooks in quantities specified shall be packaged in accordance with normal commercial practice. The complete package shall be designed to protect the notebooks against damage during shipment, handling, and storage.

5.2 Packing. Packing shall be level A or commercial as specified (see 6.2).

5.2.1 Level A (shipping container). Eight unit containers shall be packed in a box conforming to PPP-B-636, class domestic. When the notebooks are tied with twine, chipboard partitions between the tiers and on top and bottom shall be provided to protect the wire bindings. The box shall be closed in accordance with the appendix to PPP-B-636.

5.2.2 Commercial. The notebooks, packaged as specified in 5.1.2, shall be packed in fiberboard boxes to insure delivery at destination, to provide for redistribution by the initial receiving activity, and shall be acceptable by common carrier under National Motor Freight Classification and Uniform Freight Classification.

5.3 Marking. Marking shall be as specified in the contract or order (see 6.2).

## 6. NOTES

6.1 Intended use. Stenographer's notebooks are for general use for writing in with pen or pencil.

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

- (a) Title, number, and date of this specification.
- (b) Level of packaging and packing (see 5.1 and 5.2).
- (c) Marking required (see 5.3).

### Preparing activity:

GSA - FSS

Orders for this publication are to be placed with General Services Administration, acting as an agent for the Superintendent of Documents. See Section 2 of this specification to obtain extra copies and other documents referenced herein.