



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMERCIAL ITEM DESCRIPTION (PCID)

Annual Outside Inspection Sticker

(This item description supersedes PCID 1098 dated 12 Nov 2010)

PCID NO. 1098

Eff. 8 Feb 2016

This Pennsylvania Commercial Item Description covers requirements for inspection stickers used for identification purposes on trailers and motorcycles. The stickers shall be of the pressure sensitive type suitable for application on wood, metals, plastic, or fiberglass surfaces. The stickers must be affixed to the vehicles by inspection stations approved and licensed by the Commonwealth of Pennsylvania, in the following manner: stickers are placed upon the exterior surfaces of trailers and motorcycles with monthly inserts showing through the transparent block(s).

This PCID shall be considered a performance specification. The product outlined in this document must perform as specified, or it will be considered non-compliant and defective. Independent product testing may be necessary; however, the ability to properly adhere to the surface to which it is applied, while meeting all of the other requirements in this PCID, will determine the product's conformance to specification.

1.0 Classification – Stickers covered by this specification shall be:

1.1 Annual Outside (AO) - Motorcycles and Trailers

2.0 Requirements

2.1 Material - Inspection stickers shall consist of the highest quality material that will produce a pressure-sensitive "sticker" conforming to the requirements of this specification and containing visually identifiable features for non-destructive verification of authenticity by an observer. The base material for AO stickers shall be polyester of at least two (2) mil in thickness, and treated with a pressure sensitive adhesive that will be compatible with the adhesive of corresponding inserts covered in PCID 1097. The ink for printing on the face of the sticker shall be impervious to removal by solvents such as gasoline, self-cleaning waxes, soaps, etc., or a solvent-resistant coating shall be applied after printing.

2.1.1 Size – Unless otherwise prescribed by the Commonwealth, individually the stickers should measure 3" wide by 2.2" high.

2.1.2 Design - Inspection stickers shall be of a design, including color, lettering, size of printing, etc., on both face and back, as indicated and approved by PENNDOT by the means of proofs prior to production.

2.1.3 Writing Surface - Inspection stickers shall be provided with a matte finish, which will permit writing with a ball point pen (non-erasable ink) on the face side of the sticker. This writing must adhere securely and resist smudging and removal.

2.1.4 Construction - Unless otherwise prescribed by the Commonwealth, inspection stickers shall consist entirely of an adhesive-backed, layer built structure, with the design an integral part of the sticker, and shall have one (1) transparent block, one and three-quarter (1 ¾) inches wide by one and seven-eighths (1 7/8) inches high in the sticker. The adhesive portion of the sticker must be anchored securely to the pigmented layers, which form the design, and be insoluble in water. Over this adhesive shall be placed an easily removable slip sheet which shall protect the sticker until ready for use.

2.1.5 Adhesive - The adhesive applied to the reverse side of the sticker shall be a specially formulated pressure-sensitive adhesive that requires no water, solvent or other wetting agent for activation and will assure adhesion for a period of fifteen (15) months. It shall coat the entire area of the reverse side of the sticker smoothly and uniformly, and shall be impossible to remove by violent rubbing with a bare finger. Secure adhesion of the sticker shall be obtained when applied to the surfaces of painted/unpainted wood, painted/unpainted plastic, painted/unpainted fiberglass and painted/unpainted metals. The sticker shall show satisfactory adhesion under all use conditions when applied to a properly prepared surface as indicated by no delamination, separation or any other type of product peeling not indicated, between the sticker and the surface to which it is applied.

2.1.6 Facing (Slip) Sheet - The facing (slip) sheet shall be easily removable by hand for a period of eighteen (18) months without damaging the pressure-sensitive back of the sticker. The slip sheet shall be removable "as received", without immersion in water or other preparation. The slip sheet shall be easily removable over a temperature range of 0°F to 120°F without damage to the sticker.

2.1.7 Perforations - Where an individual sticker requires perforation there shall be no blocking or oozing of adhesive causing edge sticking of the sticker. Perforations shall cause no damage to the sticker upon removal of the facing sheet.

2.1.8 Security Feature - A primary security feature shall be incorporated into each sticker so that any attempt made to remove the sticker from the vehicle will result in disintegration, defacement, or visible damage to the sticker rendering it unusable. In addition, each sticker shall include a tamper resistant release mechanism that shall result in a "VOID" pattern left upon attempted removal of the inspection sticker.

2.2 Serial Numbering - Inspection stickers shall have a serial number consisting of a prefix and a seven-digit number. The font size of the serial numbers shall be 4.6mm (+/- .3). All stickers shall be consecutively numbered, in accurate sequence, for the total quantity required for individual inspection periods and sticker types designated. Inspection stickers shall have a serial number prefix containing the following information:

2.2.1 For AO stickers the prefix shall consist of two alpha characters which will be designated by the purchasing agency, followed by the last number of the year for which the sticker is issued (e.g., 2 for the year 2002).

2.2.2 AO inspection stickers shall be numbered beginning at 0000001 for each yearly campaign and continue sequentially until the purchase order quantity is satisfied.

2.2.3 In the event the 7 digit number of 9999999 is reached on a sticker type, the manufacturer shall request approval of a new prefix to be determined by the requisitioning agency prior to continued production of that sticker type.

2.2.4 Color – Shall be mutually agreed to by contractor and requisitioning agency, in accordance with contract requirements. Colors will be determined by using the Pantone Matching System (PMS) when possible. Once determined, colors must remain consistent from one manufacturing run to the next for the entire campaign year.

3.0 Quality.

3.1 The quality of these stickers is very important. The quality philosophy and methods of the selected supplier must be “zero defects”. Each bidder must submit their plan for accomplishing the “zero defects” quality philosophy along with their bid.

3.1.1 Acceptable quality levels for these products are no more than one (1) defective sticker per 25,000 delivered stickers to the purchasing agency per contract year. Defects include but are not limited to duplicated or missing serial numbers, out of sequence numbering of stickers, stickers failing to adhere to the vehicle surfaces for the specified time, stickers not meeting the required security features, stickers damaged or removed by routine vehicle washing, and variation of sticker color. Products not meeting this standard will result in application of the provisions of the “Defects” clause.

3.1.2 No over-runs against purchase order quantities will be allowed.

3.2 Workmanship - Workmanship shall be first class throughout. In preparing the sticker for application the sticker shall not tear and there shall be no separation of the adhesive from the decal.

3.3 Longevity Period - Stickers shall have a longevity period of eighteen (18) months from date of receipt and fifteen (15) months from date of application to a vehicle. All performance requirements, including but not limited to, sticker color, adhesive properties, and security features must conform to this longevity period.

4.0 Packing, Marking, and Palletizing

4.1 Packing - The packing and packaging shall be in accordance with the industries standard practice in a manner to insure carrier acceptance and safe delivery to destination.

4.1.1 Inspection Stickers (AO)

4.1.2 Individual Sheet - Unless otherwise prescribed by the Commonwealth, an individual sheet shall contain ten (10) stickers formatted two stickers wide by five stickers high with a finished sheet dimension of 6” wide by 11” high. Inspection stickers shall be sequentially numbered from left to right, top to bottom. The individual stickers shall be perforated in a manner, which allows for easy separation without rough or damaged edges.

4.1.3 Packs – Unless otherwise prescribed by the Commonwealth, individual packs shall contain 1,000 stickers (100 sheets) flanked on either side by a cardboard separator to prevent damage and curling to the stickers and poly-wrapped. Packs shall be stacked with the starting serial number on top and ending serial number on bottom. These packs shall be labeled on the outside clearly identifying the starting and ending numbers contained within.

4.1.4 Boxes– Individual boxes shall contain a maximum quantity of 10,000 stickers (10 packs). Packs shall be arranged in the box with the starting serial number on top and the ending serial number on the bottom. These boxes shall be labeled on the outside clearly identifying the material number, starting and ending serial numbers,

purchase order number, and quantity of stickers contained within. Each box of the production run shall be sequentially numbered starting with one (1). Example if a production run consists of 200 boxes the boxes will be numbered 1 of 200 through 200 of 200. Boxes shall be sealed with tamper resistant tape.

4.2 Palletizing - All boxes shall be shipped on pallets.

4.2.1 Pallet Construction – Pallets shall comply with the National Wooden Pallet and Container Association Uniform Standard for Wooden Pallets. Pallets shall be stringer type, constructed of hardwood that is sufficiently dry so as to not cause moisture damage to the product. Deck boards shall be minimum 3/4 inch thick and minimum 5-1/2 inches wide. Each pallet shall have three stringers 1-5/8 inches thick and minimum 3-5/8 inches wide. Stringers shall be notched to allow easy entry by a forklift. The pallet dimensions shall be minimum 44 inches and maximum 48 inches in the direction of the deck boards, and minimum 36 inches and maximum 40 inches in the direction of the stringers. Four nylon or plastic straps, two in each direction, shall tightly secure the load. Corner edge posts shall run the complete height of each load corner, so that the straps do not damage the boxes or their content or the center layer does not “pop“ out. Plastic wrap may be used as an alternate to straps. The entire skid-load shall be wrapped with plastic wrap or poly-pak so that the center layer does not “pop“ out or the load does not shift on the pallet. Boxes shall be constructed and packed so as not to collapse when two pallets of similar material are stacked on top of each other. Pallet and load shall not exceed four feet in height. Boxes shall not extend beyond edges of the pallet. Boxes shall be arranged on the pallets in such a way that allows for the lowest serial number to be removed first with the highest serial number to be removed last.

4.3 Marking - Unless otherwise specified each shipping pallet shall be clearly marked with the words "PRINTED MATTER", the PCID Number and type, the beginning and ending serial numbers (including prefixes), the quantity, the name of the contractor, the name and address of the consignee, and the words "STORE IN A COOL, DRY PLACE". These markings must be on two sides and correspond with the open ends of the pallet.

5.0 Sampling, Inspection and Testing

5.1 Samples – The manufacturer shall retain 100 samples of each sticker type consisting of finished product or raw material suitable for testing from each production lot. Samples shall be retained for a minimum of six months after expiration date of the life of the contract. The manufacturer shall provide to the Commonwealth, 100 samples of each sticker type consisting of finished product or raw material(s) suitable for destruction testing from each production lot. The Commonwealth reserves the right to examine and approve production samples and perform “press checks” at the beginning of each production lot.

5.2 Testing – Prior to shipment of initial finished product to the Commonwealth, it shall be incumbent upon the supplier to either conduct their own in-house testing or acquire testing by an independent lab to ensure that the product meets the performance requirements of this specification. Testing shall be performed in accordance with ASTM or equivalent accepted standards. Written results of this testing shall be submitted to the Commonwealth upon shipment of the initial finished product. If the Commonwealth experiences performance or quality issues, subsequent testing of stickers and inserts (separately and/or in combination) by an independent lab, at the expense of the supplier, may be required at the discretion of the Commonwealth. If subsequent testing is required the test results shall be submitted to the Commonwealth for review.

5.2.1 Acceptance Testing - An acceptance test may be performed on each shipment received by the requisitioning agency. The requisitioning agency may sample each shipment. The inspection stickers shall be reviewed for, but not limited to, accurate sequence of serial numbers, consistency of color, uniform size, printing, spelling, and packaging. The requisitioning agency shall have 14 calendar days to perform acceptance testing.

6.0 Material Masters – This PCID encompasses requirements for the following material master:

<u>Material Master Number</u>	<u>Description</u>
143968	Sticker, Inspection, Annual, Outside

Quality Assurance Supervisor: Brian Vulgaris

Division Manager: Janice Pistor