



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMERCIAL ITEM DESCRIPTION (PCID)

Inspection Stickers; Annual Inside, Semi-Annual and Emissions
(This item description supersedes PCID 1096: 12 Nov 2010)

PCID NO. 1096
Eff. 12 Nov 2010 (new date)

This Pennsylvania Commercial Item Description covers requirements for inspection stickers used for identification purposes and placed upon vehicle windshields. The stickers shall be pressure-sensitive containing an anti-counterfeit, tamper resistant material with security features that utilize the latest technology and are difficult to duplicate yet easily detected with the unaided eye. The stickers must be affixed to the vehicle windshields by inspection stations approved and licensed by the Commonwealth of Pennsylvania, or in the case of school buses, by the designated unit of the Pennsylvania State Police, in a manner prescribed by law.

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 - Inspection stickers covered by this specification shall be:

1.1 Annual Inside (AI) - Passenger Cars and Light Trucks with a registered gross vehicle weight (GVW) of 17,000 pounds or less.

1.2 Semi Annual Inside (SI) - Large Trucks with a registered gross vehicle weight (GVW) over 17,000 pounds and buses.

1.3 Emissions (IM) - Affected Emission Vehicles

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. AI, SI, and IM stickers shall be printed on an engineered paper of not less than 3.3 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 back side of the material shall withstand routine windshield cleaning without damage to the sticker as well as accept writing from a ballpoint pen.

2.2 Size - Unless otherwise prescribed by the Commonwealth, individually the stickers shall measure 3" wide by 2.2" high.

2.3 Design - Inspection stickers shall be of a design, including color, lettering, size of printing, an Optically Variable Security Device (OVSD) pattern, OVSD integration, etc., on both face and back, as indicated and approved by PENNDOT by the means of proofs prior to production.

2.4 Writing Surface - Writing with ballpoint pen (non-erasable ink) on the reverse (back) side of the sticker must adhere securely and resist smudging and removal. The writing must remain securely anchored, clearly legible and free of smudging.

2.5 Opacity - One side of the paper shall be coated in such a way that writing or printing on the back of the sticker shall not distort the features of the front of the sticker when viewed in normal position under average daylight conditions.

2.6 Adhesive - The face side of the sticker shall be coated with a pressure-sensitive adhesive that will assure adhesion to a vehicle windshield for a period of fifteen (15) months, requiring no moisture, heat or other preparation prior to application. The adhesive shall coat the entire area of the face side of the sticker smoothly and uniformly and shall contain such additives as are necessary to insure flexibility during storage life of the sticker. The sticker shall show satisfactory adhesion 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.

2.7 Facing (Slip) Sheet - The facing (slip) sheet shall be easily removable by hand for a period of eighteen (18) months from date of receipt without damaging the pressure-sensitive face of the sticker, and shall be sufficiently translucent so that the calendar years and the serial number are legible beneath it. The facing (slip) sheet shall be easily removable over a temperature range of 0°F to 120°F without damage to the sticker.

2.8 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 (slip) sheet.

2.9 Security Features - A primary security feature shall be incorporated into each sticker so that any attempt made to remove the sticker from the windshield will result in disintegration, defacement, or visible damage to the sticker rendering it unusable.

2.9.1 An additional security feature for AI, SI, and IM stickers shall incorporate an Optically Variable Security Device (OVSD), which is clearly visible when observed at various angles with the unaided eye, while the sticker is affixed to the interior of a vehicle's windshield. This optical image shall be made integral within the sticker in such a way that would make unauthorized sticker reproduction extremely difficult and shall consist of a minimum of three levels (Public, Private, Forensic) of security as follows:

2.9.2 Public Security Level (Easy-To-Recognize) – Shall be comprised of a computer generated diffractive image of the PENNDOT logo. The dot of the logo shall be a visually kinetic feature that zooms in and out with changing light and viewing angles. This feature shall be easily recognizable with the unaided eye from a broad range of distances and angles under various daylight conditions.

2.9.3 Private Security Level – Shall be comprised of a covert feature that is easily identified with a handheld viewer. The covert feature is designed for non-destructive, visual verification of authenticity. This feature is

verifiable before and after application of the sticker to the vehicle. This type of covert feature shall be available from a qualified anti-counterfeit security vendor and not commercially available to the public.

2.9.4 Forensic Security Level – Shall be comprised of an evaluation of the optical signature of the OVSD. This measurement shall not change from one manufacturing run to the next. It shall not be affected or changed by paper, ink, or adhesive properties, nor affected or changed by any of the machine settings that are employed in the manufacturing process. This covert feature is designed for verification by the qualified anti-counterfeit security vendor and shall consist of a unique optical signature.

2.9.5 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.

3.1 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.

3.2 Inspection stickers shall have a serial number prefix containing the following information: For AI, SI, and IM 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).

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

4.0 Quality

4.1 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.

4.2 Acceptable quality levels for these products are no more than one (1) defective sticker per 100,000 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 vehicle windshields for the specified time, stickers not meeting the required security features, stickers damaged or removed by routine windshield washing, blistering, peeling, fading, and variation of sticker color. Products not meeting this standard will result in application of the provisions of the “Defects” clause.

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

4.3 Workmanship - In preparing the sticker for application the sticker shall not tear and there shall be no separation of the adhesive from the sticker.

4.4 Longevity Period - Inspection stickers shall have a minimum 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.

5.0 Packing, Marking, and Palletizing

5.1 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.

5.2 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.

5.3 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.

5.4 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.

5.5 Palletizing - All boxes shall be shipped on pallets with a maximum 600,000 stickers unless agreed upon with the Commonwealth

5.5.1 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 contents or the center layer does not “pop“ out. Plastic stretch 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 and 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.

5.6 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.

6.0 Sampling, Inspection and Testing (post-award)

6.1 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 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.

6.2 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.

6.2.1 OVSD Feature - A visual test shall be performed under magnification to ensure the optical signature of the OVSD matches the approved design as supplied to PENNDOT. Forensic security details of the OVSD such as pattern, dots per inch (dpi), pixel shape, etc., shall be consistent in all stickers and shall not vary in any way with changes in production lots, ink colors or other sticker characteristics.

6.2.2 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.

7.0 Material Masters – This PCID encompasses requirements for the following material masters:

Material Master Number Description

143966 Sticker, Inspection, Annual Inside

143967 Sticker, Inspection, Semi-Annual Inside

143974 Sticker, Inspection, Emission

Quality Assurance Specialist: Brian Vulgaris

Section Manager: Del Border



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMERCIAL ITEM DESCRIPTION (PCID)

Inserts for Inspection Stickers
(Supersedes PCID 1097 dated 12 Nov 2010)

PCID NO. 1097
Eff. 12 Nov 2010 (new date)

This Pennsylvania Commercial Item Description covers requirements for inserts placed on inspection stickers used for identification purposes and placed upon vehicle windshields. Inserts are placed on inspection stickers and are used to designate the expiration date of a vehicles inspection cycle. The stickers must be affixed to the vehicle by inspection stations approved and licensed by the Commonwealth of Pennsylvania, or in the case of school buses, by the designated unit of the Pennsylvania State Police, in a manner prescribed by law.

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 – Inserts covered by this specification shall be:

1.1 Monthly Inserts -

1.1.1 Type I Monthly Insert – Printing shall be on one side only and follow the design requirements approved by PENNDOT. Adhesive shall be applied to the printed side only. The printed side shall be designated as side “A”.

1.1.2 Type II Monthly Insert - Inserts shall be printed on both sides in order for the number/letters to be read in its correct position when applied on an exterior surface or the inside of a windshield. All Type II inserts shall have the two sides designated as side “A” and side “B”. Adhesive shall be applied to side “A” only.

1.1.3 Waiver, Exempt, and Temporary Insert – Printing shall be on one side only and follow the design requirements approved by PENNDOT.

2.0 Requirements.

2.1 Monthly Inserts - Material - The base material of the insert shall be one (1) mil mylar, treated with a pressure-sensitive adhesive that will be compatible with the adhesive of the inspection stickers covered in PCIDs 1096 and 1098. 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.

2.1.1 Size – Unless otherwise prescribed by the Commonwealth, individual inserts shall be one and three-quarter (1¾”) inches high by seven-eighths (7/8”) inches wide, furnished five (5) per strip with a 3/8" binding stub.

2.1.2 Design - Inserts shall be of a design, including color, lettering/numbering, size of printing, etc., on both face and back, as indicated and approved by PENNDOT by the means of proofs prior to production. Monthly inserts shall be furnished in numbers one (1) through twelve (12) or using letters or abbreviations as designated by the Commonwealth, all numbers/letters on a strip being the same. Unless otherwise prescribed by the Commonwealth, five (5) inserts shall be furnished per strip, and each strip shall be scored five (5) times to facilitate removal from the slip sheet.

2.1.3 Printing - Inserts shall be printed on the applicable side(s) in order for the number/letters to be read in its correct position when applied on a surface as prescribed by the Commonwealth. The background shall be sufficiently opaque to prevent read-through from either side. The number/letters must be clearly legible when viewed in combination with the inspection sticker

2.1.4 Adhesive - The appropriate side of the insert shall be coated with a pressure-sensitive adhesive that will assure adhesion to a vehicle windshield or outer surface for a period of fifteen (15) months, requiring no moisture, heat or other preparation prior to application. The adhesive shall coat the entire area of the appropriate side of the insert smoothly and uniformly and shall contain such additives as are necessary to insure flexibility during storage life of the insert. The insert shall show satisfactory adhesion as indicated by no delamination, separation or any other type of product peeling not indicated, between the insert and the surface to which it is applied.

2.1.5 Facing (Slip) Sheet – The insert shall be easily removable from the facing (slip) sheet by hand for a period of twenty-four (24) months without damage and shall be sufficiently translucent so that the insert printing is legible beneath it. The insert shall be easily removable from the facing (slip) sheet over a temperature range of 0°F to 120°F without damage to the insert.

2.1.6 Perforations - Where an individual insert may require perforation there shall be no blocking or oozing of adhesive causing edge sticking of the insert. Perforations or scoring shall cause no damage to inserts upon removal from the binding strip.

2.1.7 Date Code – There shall be a visible date code, measuring between 1 and 2 mm on the face of each insert indicating the month and year that the product was printed.

2.2 Waiver, Exempt and Temporary Inserts – Material - The base material of the insert shall be one (1) mil mylar, treated with a pressure-sensitive adhesive that will be compatible with the adhesive of the inspection sticker. 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.

2.2.1 Size – Unless otherwise prescribed by the Commonwealth, individual inserts shall be three-eighths (3/8”) inches high by one (1”) inch long, furnished five (5) per strip.

2.2.2 Design – Inserts 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.

2.2.3 Adhesive; Waiver and Exempt Insert - The printed side of the insert shall be coated with a pressure sensitive adhesive that will assure adhesion to a vehicle windshield for a period of fifteen (15) months, requiring no moisture, heat or other preparation prior to application. The adhesive shall coat the entire area of the printed side of the insert smoothly and uniformly and shall contain such additives as are necessary to insure flexibility during storage life of the insert. The insert shall show satisfactory adhesion as indicated by no delamination or separation between the insert and the surface to which it is applied.

2.2.4 Adhesive; Temporary Insert - The back (non-printed) side of the insert shall be coated with a pressure sensitive adhesive that will assure adhesion to an inspection sticker for a period of fifteen (15) months, requiring no moisture, heat or other preparation prior to application. The adhesive shall coat the entire area of the back side of the insert smoothly and uniformly and shall contain such additives as are necessary to insure flexibility during storage life of the insert. The insert shall show satisfactory adhesion as indicated by no delamination or separation between the insert and the surface to which it is applied.

2.2.5 Facing (Slip) Sheet – The facing (slip) sheet shall be easily removable by hand for a period of twenty-four (24) months without damage and shall be sufficiently translucent so that the insert printing is legible beneath it. The facing (slip) sheet shall be easily removable over a temperature range of 0°F to 120°F without damage to the insert.

2.2.6 Perforations - Where an individual insert may require perforation there shall be no blocking or oozing of adhesive causing edge sticking of the insert. Perforations shall cause no damage to inserts upon removal from the binding strip.

2.2.7 Date Code – There shall be a visible date code, measuring between 1 and 2 mm on the face of each insert indicating the month and year that the product was printed.

3.0 Quality.

3.1 The quality of these inserts 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.

3.2 Acceptable quality levels for these products are no more than one (1) defective insert per 100,000 delivered inserts to the purchasing agency per contract year. Defects include, but are not limited to, inserts failing to adhere to the surface to which they are applied for the specified time, inserts not meeting the required performance or construction requirements of this specification, inserts damaged or removed by routine windshield/vehicle washing, blistering, peeling, fading, and variation of color. Products not meeting this standard will result in application of the provisions of the “Defects” clause.

3.3 Workmanship - Workmanship shall be first class throughout. In preparing the insert for application, the insert shall not tear and there shall be no separation of the adhesive from the insert.

3.4 Longevity Period - Inserts shall have a minimum longevity period of twenty-four (24) months from date of receipt and fifteen (15) months from date of application to a vehicle. All performance requirements, including but not limited to, color and adhesive properties 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 Monthly Inserts (Type I and II)

4.1.2 Strips – Unless otherwise prescribed by the Commonwealth, an individual strip shall contain five (5) inserts of the same printed image (month designation) formatted side by side on a strip. The individual inserts shall be perforated or scored in a manner, which allows for easy separation without rough or damaged edges. Each strip shall be stapled securely through the binding strip.

4.1.3 Packs – Unless otherwise prescribed by the Commonwealth, individual packs shall contain 50 inserts (10 strips) of the same month designation stapled securely through the binding stub.

4.1.4 Boxes – Individual boxes shall contain a maximum quantity of 2,500 inserts (50 packs). These boxes shall be labeled on the outside clearly identifying the month designation, type of insert, quantity of inserts contained within, and month/year of manufacture.

4.1.5 Cartons – Individual cartons shall contain a maximum of 50,000 inserts (20 boxes). These cartons shall be labeled on the outside clearly identifying the “Commonwealth of PA”, the month designation, commodity code, purchase order number, type of insert, quantity of inserts contained within, and month/year of manufacture. Cartons shall be sealed with tamper resistant tape.

4.2 Waiver, Exempt, and Temporary Inserts

4.2.1 Strips - An individual strip shall contain five (5) inserts of the same printed image formatted top to bottom on a strip. The individual inserts shall be perforated or scored in a manner, which allows for easy separation without rough or damaged edges.

4.2.2 Packs – Individual packs shall contain 500 inserts (100 strips) of the same printed image bound by rubber band with a cardboard back.

4.2.3 Boxes – Individual boxes shall contain a maximum quantity of 10,000 inserts (20 packs). These boxes shall be labeled on the outside clearly identifying the type of insert quantity of inserts contained within, and month/year of manufacture.

4.2.4 Cartons – Individual cartons shall contain a maximum of 200,000 inserts (20 boxes). These cartons shall be labeled on the outside clearly identifying the “Commonwealth of PA”, the commodity code, purchase order number, type of insert, quantity of inserts contained within, and month/year of manufacture. Cartons shall be sealed with tamper resistant tape.

4.3 Palletizing - All boxes shall be shipped on pallets.

4.3.1 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 contents 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 five feet in height. Boxes shall not extend beyond edges of the pallet. Items shall not be mixed on a pallet.

4.3.2 Marking - Unless otherwise specified each shipping pallet shall be clearly marked with the words "PRINTED MATTER", the PCID Number and type, 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 insert 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 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.

5.3 Acceptance Testing - An acceptance test may be performed on each shipment received by the requisitioning agency. The requisitioning agency may sample each shipment. The inserts shall be reviewed for, but not limited to, consistency of color, uniform size, printing, 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 masters:

Material Master Number	Description
148796	Sticker, Safety, Insert, Month 1
148797	Sticker, Safety, Insert, Month 2
148798	Sticker, Safety, Insert, Month 3
148799	Sticker, Safety, Insert, Month 4
148800	Sticker, Safety, Insert, Month 5
148801	Sticker, Safety, Insert, Month 6
148802	Sticker, Safety, Insert, Month 7
148803	Sticker, Safety, Insert, Month 8
148804	Sticker, Safety, Insert, Month 9
148805	Sticker, Safety, Insert, Month 10
148806	Sticker, Safety, Insert, Month 11
148807	Sticker, Safety, Insert, Month 12
148808	Sticker, Emission, Insert, Month 1
148809	Sticker, Emission, Insert, Month 2
148810	Sticker, Emission, Insert, Month 3
148811	Sticker, Emission, Insert, Month 4
148812	Sticker, Emission, Insert, Month 5
148813	Sticker, Emission, Insert, Month 6
148814	Sticker, Emission, Insert, Month 7
148815	Sticker, Emission, Insert, Month 8
148816	Sticker, Emission, Insert, Month 9
148817	Sticker, Emission, Insert, Month 10
148818	Sticker, Emission, Insert, Month 11
148819	Sticker, Emission, Insert, Month 12
148820	Insert, Exempt
148821	Insert, Temp
148822	Insert, Waiver

Quality Assurance Specialist: Brian Vulgaris

Section Manager: Del Border



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMERCIAL ITEM DESCRIPTION (PCID)

Annual Outside Inspection Sticker

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

PCID NO. 1098

Eff. 12 Nov 2010(new date)

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 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

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 Specialist: Brian Vulgaris

Section Manager: Del Border



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMERCIAL ITEM DESCRIPTION (PCID)

Truck Weight Class Identification Stickers
(This item description supersedes PCID 1100: 3 March 2008)

PCID NO. 1100
Eff. 12 Nov 2010

This Pennsylvania Commercial Item Description covers requirements for truck weight class identification stickers used for identification purposes and placed upon vehicle windshields. The stickers shall be the pressure-sensitive type. The weight class identification stickers covered by this PCID shall be broken down into twenty-five (25) classes at the discretion of the Pennsylvania Department of Transportation (PENNDOT), Bureau of Motor Vehicles, based upon the registered gross vehicle weight of the vehicle.

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 Requirements

1.1 Material – Weight class identification stickers shall consist of the highest quality material that will produce a pressure-sensitive "sticker" conforming to the requirements of this specification. The stickers shall be printed on an engineered paper of not less than 3.3 mil in thickness, and treated with a pressure sensitive adhesive. The back side of the material shall withstand routine windshield cleaning without damage to the sticker as well as accept writing from a ballpoint pen.

1.2 Size - Individually the stickers should measure 3" wide by 2.2" high.

1.3 Design – Weight class identification stickers shall be of a design including color, lettering, size of printing, etc. on both face and back, as indicated and approved by PENNDOT.

1.3.1 Color and lettering – stickers shall be processed with colors that will not fade for a period of thirty-three (33) months.

1.3.2 Printing – prior to production, the successful bidder shall request verification from the requisitioning agency as to design, quantities, and years. All printing and design work on the face of the device shall be completed before application of the adhesive.

1.4 Writing Surface - Writing with ballpoint pen (non-erasable ink) on the reverse (back) side of the sticker must adhere securely and resist smudging and removal. The writing must remain securely anchored, clearly legible and free of smudging.

1.5 Opacity - One side of the paper shall be coated in such a way that writing or printing on the back of the sticker shall not distort the features of the front of the sticker when viewed in normal position under average daylight conditions.

1.6 Adhesive - The face side of the sticker shall be coated with a pressure-sensitive adhesive that will assure adhesion to a vehicle windshield for a period of fifteen (15) months, requiring no moisture, heat or other preparation prior to application. The adhesive shall coat the entire area of the face side of the sticker smoothly and uniformly and shall contain such additives as are necessary to insure flexibility during storage life of the sticker. All printing and design work on the face of the sticker shall be completed before application of the adhesive. The sticker shall show satisfactory adhesion as indicated by no separation between the sticker and the surface to which it is applied.

1.7 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 face of the sticker, and shall be sufficiently translucent so that the calendar years and the serial number are legible beneath it. The slip sheet shall contain a slit for ease of removal over a temperature range of 0°F to 120°F without damage to the sticker.

1.8 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.

1.9 Security Features - A primary security feature shall be incorporated into each sticker so that any attempt made to remove the sticker from the windshield will result in disintegration, defacement, or visible damage to the sticker rendering it unusable. The stickers shall have a built-in security feature to safeguard against counterfeiting. This shall be accomplished by an invisible indicator known only to the manufacturer and authorized Commonwealth personnel. The invisible indicator must be effective on both the face and reverse of the sticker. In addition, the stickers shall contain reduced lines of type (micro-text) on the face of the form that are readable only under strong magnification. Wording and location of micro-text to be known only to the manufacturer and authorized Commonwealth personnel.

2.1 Serial Numbering – weight class identification stickers shall have a serial number consisting of a prefix and a seven-digit number. All stickers shall be consecutively numbered, in accurate sequence, for the total quantity required for each weight class designated.

2.2 Weight class identification stickers shall have a serial number prefix consisting 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).

2.3 Color – Shall be mutually agreed to by supplier 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.

3.2 Acceptable quality levels for these products are no more than one (1) defective sticker per 5,000 delivered stickers to the purchasing agency per contract year. Defects include but not limited to out of sequence numbering of stickers, stickers failing to adhere to vehicle windshields for the specified time, stickers not meeting the required security features, stickers damaged or removed by routine windshield washing, and excessive variation of sticker color. Product not meeting this standard will result in application of the provisions of the “Liability” clause.

3.2.1 All deliveries shall be palletized in sequential number order, with the lowest numbers on top. In addition, in the case of missing serial numbers during production, up to one (1) label per 5,000 delivered labels per line item will be allowed as missing numbers. All breaks in sequence must be so indicated on each carton where the breaks occur. Vendor must provide missing numbers list. No over-runs against purchase order quantities will be allowed.

3.3 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 sticker.

3.4 Longevity Period – Longevity Period – Weight Class Identification stickers shall have an overall longevity period of thirty-three (33) months from date of receipt and application to a windshield for a period of fifteen (15) months. 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 industry standard practice in a manner to insure carrier acceptance and safe delivery to destination.

4.2 Box – weight class identification stickers shall be packaged 500 to a box. Boxes shall be stacked with the starting serial number on top and ending serial number on bottom. These boxes shall be labeled on the outside clearly identifying the starting and ending numbers contained within.

4.3 Palletizing - All boxes shall be shipped on pallets.

4.3.1 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 cut the boxes, damage their contents, 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 five feet in height. Boxes shall not extend beyond edges of the pallet. Items shall not be mixed on a pallet.

4.4 Marking - Unless otherwise specified each shipping pallet shall be clearly marked with the words "PRINTED MATTER", the PCID Number and material number, 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 Commonwealth reserves the right to examine and approve production samples and perform “press checks” at the beginning of each production lot. Samples for prior to delivery testing under this specification shall consist of twenty (20) stickers for laboratory testing. Stickers that comprise samples shall be provided from a variety of production lots.

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 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.

5.2.6 Acceptance Testing - An acceptance test may be performed on each shipment received by the requisitioning agency. The requisitioning agency may sample each shipment. The weight class identification 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 Numbers – This PCID encompasses requirements for the following material numbers:

Truck Weight Class Identification Stickers

<u>Material Master Number</u>	<u>Description</u>
277367	Decal, Truck, Weight, Class #2
277368	Decal, Truck, Weight, Class #3
277369	Decal, Truck, Weight, Class #4A
277370	Decal, Truck, Weight, Class #4B
277371	Decal, Truck, Weight, Class #5

277372	Decal, Truck, Weight, Class #6
277373	Decal, Truck, Weight, Class #7
277374	Decal, Truck, Weight, Class #8
277375	Decal, Truck, Weight, Class #9
277376	Decal, Truck, Weight, Class #10
277377	Decal, Truck, Weight, Class #11
277378	Decal, Truck, Weight, Class #12
277379	Decal, Truck, Weight, Class #13
277380	Decal, Truck, Weight, Class #14
277381	Decal, Truck, Weight, Class #15
277382	Decal, Truck, Weight, Class #16
277383	Decal, Truck, Weight, Class #17
277384	Decal, Truck, Weight, Class #18
277385	Decal, Truck, Weight, Class #19
277386	Decal, Truck, Weight, Class #20
277387	Decal, Truck, Weight, Class #21
277388	Decal, Truck, Weight, Class #22
277389	Decal, Truck, Weight, Class #23
277390	Decal, Truck, Weight, Class #24
277391	Decal, Truck, Weight, Class #25

Quality Assurance Specialist: Brian Vulgaris

Section Manager: Del Border



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMERCIAL ITEM DESCRIPTION (PCID)

School Bus & Mass Transit Inspection Stickers
(Supercedes PCID 1099: 3 March 2008)

PCID NO. 1099
Eff. 12 Nov 2010

This Pennsylvania Commercial Item Description covers the requirements for inspection stickers used for identification purposes and placed upon vehicle windshields. The stickers shall be of the pressure-sensitive type containing an anti-counterfeit, tamper resistant material. Inspection stickers are used to indicate that a vehicle has been approved for safe operation upon Commonwealth highways. The stickers must be affixed to the vehicle windshields by inspection stations approved and licensed by the Commonwealth of Pennsylvania, or in the case of school buses, by the designated unit of the Pennsylvania State Police, in a manner prescribed by law.

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 - Inspection stickers covered by this specification shall be:

1.1 School Bus (SB)

1.2 Mass Transit (MT) – Divided into four inspection cycles 1, 2, 3, and 4. Each cycle will have slightly different design requirements.

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. SB and MT stickers shall be printed on an engineered paper of not less than 3.3 mil in thickness, and treated with a pressure sensitive adhesive. The back side of the material shall withstand routine windshield cleaning without damage to the sticker as well as accept writing from a ballpoint pen.

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

2.3 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.

2.4 Writing Surface - Writing with ballpoint pen (non-erasable ink) on the reverse (back) side of the sticker must adhere securely and resist smudging and removal. The writing must remain securely anchored, clearly legible and free of smudging.

2.5 Opacity - One side of the paper shall be coated in such a way that writing or printing on the back of the sticker shall not distort the features of the front of the sticker when viewed in normal position under average daylight conditions.

2.6 Adhesive - The face side of the sticker shall be coated with a pressure-sensitive adhesive that will assure adhesion to a vehicle windshield for a period of fifteen (15) months, requiring no moisture, heat or other preparation prior to application. The adhesive shall coat the entire area of the face side of the sticker smoothly and uniformly and shall contain such additives as are necessary to insure flexibility during storage life of the sticker. The sticker shall show satisfactory adhesion 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.

2.7 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 face of the sticker, and shall be sufficiently translucent so that the calendar years and the serial number are legible beneath it. The slip sheet shall be easily removable over a temperature range of 0°F to 120°F without damage to the sticker.

2.8 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.

2.9 Security Features - A primary security feature shall be incorporated into each sticker so that any attempt made to remove the sticker from the windshield will result in disintegration, defacement, or visible damage to the sticker rendering it unusable.

3.1 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.

3.2 Serial Numbering - Inspection stickers shall have a serial number consisting of a prefix and a five-digit number. All stickers shall be consecutively numbered, in accurate sequence, for the total quantity required for individual inspection periods and sticker types designated.

3.2.1 For SB 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). For MT stickers the prefix shall consist of two characters (one alpha, one numeric) 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).

3.2.2 All inspection stickers types shall be numbered beginning at 00001 for each yearly campaign and continue sequentially until the purchase order quantity is satisfied. In the event the 5 digit number of 99999 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.

4.0 Quality

4.1 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.

4.2 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 vehicle windshields for the specified time, stickers not meeting the required security features, stickers damaged or removed by routine windshield washing, blistering, peeling, fading, and variation of sticker color. Products not meeting this standard will result in application of the provisions of the “Defects” clause.

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

4.4 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 sticker.

4.5 Longevity Period - Inspection stickers shall have a minimum 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.

5.0 Packing, Marking, and Palletizing.

5.1 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.

5.2 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.

5.3 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 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.

5.4 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 commodity code, starting and ending serial numbers, purchase order number, and quantity of stickers contained within. Boxes shall be sealed with tamper resistant tape.

5.5 Palletizing - All boxes shall be shipped on pallets.

5.5.1 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 steel or nylon 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 cut the boxes 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 six feet in height. Boxes shall not extend beyond edges of the pallet. Items shall not be mixed on a pallet.

5.5.2 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.

6.0 Sampling, Inspection and Testing.

6.1 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 Commonwealth reserves the right to examine and approve production samples and perform “press checks” at the beginning of each production lot.

6.2 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.

6.2.1 Acceptance Testing - An acceptance test shall be performed on each shipment received by the requisitioning agency. The requisitioning agency may inspect each shipment. The inspection stickers shall be reviewed for, but not limited to, accurate sequence of serial numbers, consistency of color, uniform size,

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PCID

printing, spelling, and packaging. The requisitioning agency shall have 14 calendar days to perform acceptance testing.

7.0 Material Numbers – This PCID encompasses requirements for the following material masters:

Material Master Number

Description

143969	Sticker, School Bus
143970	Sticker, Mass Transit #1
143971	Sticker, Mass Transit #2
143972	Sticker, Mass Transit #3
143973	Sticker, Mass Transit #4

Quality Assurance Specialist:

Brian Vulgaris Section

Manager: Del Border