



SPECIFICATION FOR POLYESTER FILM “L-SEALED” ENCLOSURE MAP SIZES

October 2015

SCOPE

General Description: Polyester film sleeve, sealed on one long side and one short side, according to the specifications listed below.

SPECIFICATIONS

1. Composition:

Must be a clear, colorless, biaxially oriented/stressed/drawn polyethylene terephthalate film; and must not contain any plasticizers, surface coatings, or UV inhibitors. The material must be guaranteed to be non-yellowing at ambient temperatures with natural aging, and dimensionally stable. NARA reserves the right to test the material to ensure that these criteria are met.

2. Seals:

Each sleeve is to be sealed on one long side and one short side using edge welding [heat]. **NO ADHESIVES MAY BE USED.** All seals should be complete, clear, and continuous; each item must be free of planar distortion [i.e. must rest flat on a flat surface]. Sealed edges should withstand moderate handling, as evaluated by the following three methods:

By pulling the seal between two fingernails at a 45° angle

By running a finger along the inside of the seal

By pulling slightly at the beginning of the cut end of a sealed edge

If the seal cracks or splits on any of these manipulations, it is unacceptable.

3. Thickness/Dimensions:

Unless otherwise specified in the procurement document, the polyester film thickness will be 4 mil. Dimensions [height and width] will be specified in the procurement document; their tolerance must not exceed +/- 0.0625 inch.

4. Other Properties:

Edges must be straight and meet exactly; corners must be 90 degrees; each item must be free of dents, dings, scratches, abrasions, and inclusions.



5. Packaging/Marking:

The map and plan sleeves shall be shipped flat following standard commercial shipping practices that meet the following requirements: full enclosure (i.e. a box) sealed with tape to provide rigid support and protection from the elements that is non-damaging to the contents (does not bend, crimp, or fold edges or corners) so that the product arrives dry and undamaged. Pallets cannot exceed six feet in height when measured from the floor to the top horizontal edge of the highest box on the pallet.

The number of folders to be packed in each container shall be specified in the purchase order.

The outside of each packing container must be legibly marked with the following information: the delivery order number, type, size, and number of sleeves packed in the container.

RESPONSIBILITY FOR TESTS

The Contractor is responsible for quality control to ensure the specifications of this contract are met. The National Archives and Records Administration (NARA) reserves the right to perform quality assurance testing at any time during the contract where such tests are deemed necessary to assure that supplies and services conform to the specifications. Therefore, three samples of each item specified in the procurement document, for example each size or each type, shall be sent to the Contract Specialist within 14 days after award of the contract. Additionally, the Government may request samples at any time and the Contractor shall provide the samples to the Contract Specialist within 14 days of the request.

Revision note:

This is a revision of March 2013 previously reformatted in February 2008.