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**1.0 SCOPE**

This specification describes archival quality acid free, recycled white index sheets suitable for use in offset and digital presses.

**2.0 APPLICABLE LAWS and INDUSTRY STANDARDS**

Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

2.1 LAWS and REGULATIONS

None listed

2.2 INDUSTRY STANDARDS

None listed

**3.0 TECHNICAL REQUIREMENTS**

3.1 CONFIGURATION

The gloss sheets shall be available in the following weights and sizes:

TABLE 1: PAPER WEIGHT AND SIZES

WEIGHT, grade	SIZE, inches	COLOR
90 pound	8.5 to 40	White
110 pound	8.5 to 40	White

Dimensional tolerance shall be  $\pm 0.063$  inches ( $\pm 1.6$  mm) either direction. Adjacent sheets in carton shall not vary more than 0.015 inches (0.4 mm) from each other. Mill converted and packaged inventory only.

3.2 MATERIAL

The index sheets shall be a commercial or industrial grade paper which, after being taken or rolled off paper making machine, undergoes no further process or treatment other than calendaring cutting and packaging. Stock paper shall be as specified in the Invitation for Bid (IFB). Sheet sizes less than 19 by 25 inches shall be digitally guaranteed paper.

3.3 TABLE 2: CHARACTERISTICS

The paper shall demonstrate the following characteristics:

CHARACTERISTIC	TAPPI METHOD	Requirements for 90 pound	Requirements for 110 pound
Basis Weight in pounds	T410	90	110
Minimum Caliper in mils	T411	7.4	8.9
Minimum Brightness %	T452	91	91
Minimum Opacity %	T425	97	97
Minimum Postconsumer Recycled Content	N/A	10	10

### 3.4 PERFORMANCE

- 3.4.1 The paper shall perform satisfactorily in the various printing operations it is subjected to (i.e., printing, folding, slitting, collating, perforating, etc.).
- 3.4.2 The paper shall be suitable for use on high speed offset presses.
- 3.4.3 The paper shall lie flat on machine feed and collator surfaces before and after application of single side and back-to-back reproductions.
- 3.4.4 The paper shall demonstrate either a workable curl that can be overcome under reasonable working conditions or no tendency to curl.
- 3.4.5 The paper shall provide essentially trouble free performance.

### 3.5 WORKMANSHIP

- 3.5.1 The paper stock shall be free from defects which degrade appearance, performance and serviceability.
- 3.5.2 The paper surfaces shall be free from lint, fuzz, wrinkles, waviness, folds, holes, tears, and other detrimental defects.
- 3.5.3 The paper shall be furnished in the sizes ordered.
- 3.5.4 Grain of paper shall be long unless otherwise specified in the Invitation for Bid (IFB).
- 3.5.5 Natural curl of paper shall be minimal and away from wire side. Curl shall not hinder papers intended use.

## 4.0 ENVIRONMENTALLY PREFERABLE PURCHASING (EPP)

### 4.1 SUSTAINABILITY CERTIFICATION

The product shall comply at a minimum with one of the following:

- [Forest Stewardship Council \(FSC\) Chain of Custody certification](#)
- [Sustainable Forest Initiative \(SFI\) Chain of Custody certification](#)
- [Programme for the Endorsement of Forest Certification \(PEFC\) Chain of Custody certification](#)