

[METRIC]
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June 6, 1997
SUPERSEDING
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May 15, 1991

Federal Standard

Marking for Shipment (Civil Agencies)

The General Services Administration has authorized the use
of this federal standard by all federal agencies.

1. Scope. This document establishes requirements for marking unit, intermediate and transport packages, and unit loads. A transport package (i.e., shipping or exterior container) is one intended for the transportation and handling of one or more articles, smaller packages, or bulk material. A unit load is one or more transport packages held together by means such as a pallet, slip sheet, strapping, or stretch wrap, making them suitable for transport, stacking, and storage as a unit.

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

AIM BC 1, Uniform Symbology Specification Code 39

(Application for copies should be addressed to AIM USA, 634 Alpha Drive, Pittsburgh, PA 15238-2802)

ASTM D 5445, Standard Practice for Pictorial Markings for Handling of Goods.

(Application for copies should be addressed to American Society for Testing and Materials, 100 Barr Harbor Drive, W. Conshohocken, PA 19428)

ANSI/UCC 1, U.P.C. Symbol Specification Manual

ANSI/UCC 6, Application Standard for Shipping Container Codes

(Application for copies should be addressed to Uniform Code Council, Inc., 8163 Old Yankee Road, Suite J, Dayton, OH 45458)

Beneficial comments, recommendations, additions, deletions, clarifications, etc. and any data which may improve this document should be sent to General Services Administration, Federal Supply Service, Environmental and Engineering Policy Division, Washington, DC 20406

FSC Pack

3. General Requirements. Marking shall be clear, legible, permanent, and in English. Marking located on one side or end panel is preferred, but both side and end panels may be used. Transport packages and unit loads shall not be marked on the top or bottom, but shall be marked so the marking is visible when they are stacked. Material regulated by Federal law or regulation shall be marked to comply with that law or regulation. Labels and tags that are securely attached to the item or package may be used. The data element sequence in section 4 is preferred, but not mandatory.

4. Marking for Shipment to General Services Administration (GSA) Wholesale Distribution Facilities and Customer Supply Centers.

4.1 Unit and Intermediate Packages. Commercial unit packages marked for the retail trade, which shall include the Universal Product Code (UPC) in accordance with ANSI/UCC 1, shall require no additional marking. Intermediate packages marked for retail sales, which shall include either the UPC, or a shipping container code (SCC) in accordance with ANSI/UCC 6, shall require no additional marking. Packages not so marked for retail sales shall be marked with the following information:

- National Stock Number (NSN), in human readable (with or without hyphens) and bar coded form (see Section 7). Packages too small to accommodate a bar code need not be bar coded.
- Item name (nomenclature).
- Specification number (including type and class, as applicable).
- Quantity and unit (e.g., 10 EA, 1 DZ, 4 LI, 12 KT, etc.).
- Contractor's name and address (street optional), including zip code.
- For shelf-life items, the date of manufacture, and date of expiration or reinspection (month and year). Optional on intermediate packages.
- Lot or batch number, as applicable (optional on intermediate packages).
- Special marking as specified in the contract or purchase order.

4.2 Transport Packages.

4.2.1 Transport Packages Not in Unit Loads - shall be marked with the following information in characters at least 9 mm (3/8 inch) high. Where space does not permit this, characters proportionately smaller in size shall be used.

- NSN, in human readable (with or without hyphens) and bar coded form (see Sec. 7).
- Purchase order number (or contract number if there is no purchase order), in human readable and bar coded form (see Section 7).

- Item name (nomenclature).
- Specification number (including type and class, as applicable).
- Quantity and unit (total number of units of purchase in the container).
- Contractor's name and address, including zip code.
- Gross weight, preceded by "WT", and expressed in kilograms to the nearest 0.5 kg, followed in parenthesis by the weight in pounds to the nearest pound [e.g., WT 25 kg (55 LB)].
- Cube, preceded by "CU", and expressed in cubic meters to the nearest 0.001 cubic meter, followed in parenthesis by the cubic feet to the nearest 0.1 cubic foot [e.g., CU 0.034 m (1.2 FT)].
- For shelf-life items, the date of manufacture (MFD), and date of expiration (EXP) or reinspection (INSP)(month and year).
- Lot or batch number (as applicable).
- Special marking as specified in the contract or purchase order (see Section 6).
- Consignor (i.e., ship from) name and address (if different than contractor's). 1/
- Consignee (i.e., ship to) name and address. 1/
- Pictorial marking for items that require special handling (e.g., liquid items, fragile items) shall comply with ASTM D 5445.

1/ The consignor's commercial shipping label may be used on transport packages in lieu of marking the consignor and consignee in 9 mm characters.

4.2.2 Transport Packages in Unit Loads - shall be marked as specified in 4.2.1, with the following exceptions:

- Consignor and consignee information shall not be marked on the transport packages, but shall be marked on placards or on commercial shipping labels on two adjacent sides of the unit load.
- Purchase order number (human readable and bar coded) may be placed on either the transport packages, or on placards or commercial shipping labels on two adjacent sides of the unit load. If it is placed only on the packages, it must be easily read and scanned from two sides of the load.
- Special marking (see Section 6) may be applied to placards or commercial shipping labels on two adjacent sides of the load, in lieu of marking the transport packages.

4.2.3 Transport Packages in Unit Loads Moving in Truckload or Carload

Shipments - shall be marked as specified in 4.2.1 and 4.2.2, except that consignor and consignee marking is not required on either packages or unit loads.

5. Marking for Shipment to All Other GSA Addresses, and to Other Civil Agencies.

5.1 Commercial Packages. Unit, intermediate and transport packages of commercial products, marked for sale in the retail trade (shall include the UPC in accordance with ANSI/UCC 1, and may include the SCC or serialized SCC in accordance with ANSI/UCC 6), shall require no additional standard marking. The NSN or Special Item Number (SIN), purchase order number, requisition number and special marking (see 6) shall be marked on the shipping papers, and/or packing list, and/or shipping label.

5.2 Non-commercial Packages. Packages not marked for retail sales shall be marked in accordance with Section 4 herein.

6. Special Marking. In addition to the standard marking specified herein, special marking may be required by the contract or purchase order. This may include data such as, requisition number (REQN), priority code (PRI), project code (PROJ), required delivery date (RDD), and transportation control number (TCN). The required data shall be preceded by the abbreviation shown herein.

7. Bar Coded National Stock Number (NSN) and Purchase Order Number (PON).

- Shall comply with AIM BC 1.
- NSN bar code shall be 15 characters in length, with no embedded spaces or dashes. Right-fill with spaces for NSNs less than 15 characters long.
- PON bar code shall be 15 characters in length, with no embedded spaces or dashes. Right space fill if the PON is less than 15 characters long.

8. Metric Conversion Factors. The following conversion factors apply.

- Pounds X 0.454 = kilograms
- Cubic feet X 0.028 = cubic meters

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