1 Purpose:

The purpose of this standard is to define the packaging and identification label requirements for Telamon suppliers

2 Scope:

This procedure applies to all Telamon suppliers

3 Related procedures and other documents:

Document No.	Document Subject
AIAG B-10	Trading Partner Labels Implementation Guide
ISPM #15	International Phytosanitary Measure (Wood)
ISO 15434	Automatic Identification and Data Capture Techniques
ISO 16022	Data Matrix Specification
ISO 16388	Code 39 Bar Code Symbology Specification
TIS-C001348	Telamon Packaging Print

4 Requirements:

4.1 General Requirements

Suppliers are responsible for designing their own packaging. Telamon reserves the right to assist in developing acceptable or specific packaging in certain circumstances

Standard packs must be established and used. Multiples of the standard packs must be used to meet Telamon material control release quantities

All containers must be adequately secured to pallets. Stretch film or non-metallic strapping (at least two bands) are recommended

All material must be identified with a bar code label (refer to bar code label requirements)

4.2 Carton – Preferred Size

Corrugated material – regular slotted container
Burst test min. 275 lbs. per square inch
Length 16 in. x width 14 in. x height 9 in.
Length 23 in. x width 22 in. x height 9 in.
Manually handled cartons maximum weight is 40 lbs.

5 Media Requirements

5.1 Labels

The size of the label shall be in accordance with the agreed format (TIS-C001348). The format may, if required, be printed on larger paper. Shrinking the label to a smaller size is also allowed if the barcode(s) are still readable.

The label paper shall be white with black printing.

All labels shall be completely and securely adhered to their containers. Any container which is relabeled shall have the preceding label removed or obliterated. Containers shall be marked with quick-drying permanent waterproof ink, which will withstand normal abrasion. All old labels should be removed.

5.2 English Markings

Shipping containers shall be marked with the applicable information, in English, as required.

5.3 Type of Font

The preferred font is Arial bold. The character sizes are defined for each field (TIS-C001348).

5.4 1D Bar Code Symbology

The barcode symbology shall be Code 39, but due to the size of some of the expected data, Code 128 symbology can be used shall conform to the following specifications.

8.5.1 Code Configuration

The list of allowed characters to be used is:

- Capital letters from A to Z
- Numbers from 0 to 9
- Five (5) special characters: “Space”, “-“ (minus), “+” (plus), “/” (slash) and “.” (dot)

5.4.2 Code Density and Dimensions

The bar heights depend on the size of the label. For each barcode symbol, the narrow element (X) dimension range shall be from 0.33 –

0.43mm. The ratio of the average width of the wide elements to the average width of the narrow elements shall be 3:1. For optimum scanning, the leading and trailing quiet zone should be at least 6mm. Intercharacter gap width should be the same as the width of the average narrow elements, plus or minus the element width tolerance.

5.5 2D Barcode Symbology

5.5.1 Data Matrix

The 2D Data Matrix code is mandatory and expected. The applicable data is indicated in section 6.

5.5.1.1 Data Matrix Syntax

The syntax of the Data Matrix barcode is following standardized Syntax according to ISO/IEC 15434. Specific Symbols (RS, GS and EOT) are used for the structure and blocks according to ASCII / ISO 646.

The Data syntax according to format indicator 06 can be described in 5 segments:

- Message Header: []RS
  The header is made out of Compliance Indicator (Square bracket left, round bracket right and larger than) + Format Trailer Character (RS) which is a not printable sign

- Format Header: 06GS
  “06” indicated that data follow with Data Identifier in front

- Data:
  The data are identified with a prefix and segmented using GS not printable character as a separator:
  PREFIX+DATA+GS
  PREFIX+DATA+GS
  …
  PREFIX+DATA

- Format Trailer: RS
  The trailer RS is a Not printable sign, it identifies the end of the data form at envelope

- Message Trailer: EOT

ISO 646/ASCII CHARACTER	DECIMAL	HEXA
[	91	5B
)	41	29
>	62	3E
RS	30	1E
GS	29	1D
EOT	04	04

5.5.1.2 Code Rules

The data content must follow the following rules:

- The data flow in one piece without line breaks and space between data fields.
- “Space” is only allowed if part of the information content.
- Empty fields in the sequence (conditional or non-applicable) should be skipped.
- Except separators defined previously, only the characters accepted as defined (xxx).

5.5.1.3 Code density and dimensions:

Currently allowed:

- Code size maximum of 40 x 40 cells: 169 usable characters including control characters.
- Cell width must be 0.25mm (3 Dot / Cell at 300 DPI)
- Rest zone min. 4 cells

5.6 References to other standards:

Data Matrix and Code 39 Code are based on the following standards:

- ISO/IEC 16022 for Data Matrix specification
- ISO/IEC 15434 for Syntax

5.7 Barcode Readability

The supplier is responsible for readability of the barcodes.

6 Data Matrix definition

The 2D Data Matrix code contains the following:

DATA ELEMENT NAME	DATA IDENTIFIER	DEFINITION / DESCRIPTION	EXAMPLE
Part Number	P	Part Number	PSAMPLEPN
Revision	1P	Revision	1P000
Qty	Q	Quantity	Q100
Lot	1T	Date (YYMMDD)	1T230706
P.O.	15K	Purchase Order	15KSAMPLEPO
Serial Number	3S	Counter	3S000001
Vendor ID	V	Supplier Number	VSAMPLE
Mfg. Date	D	Mfg. Date (DDMMYY)	D060723

Complete code example:

]>06<GS>PSAMPLE PN<GS>1P001<GS>Q100<GS>1T230707<GS>15K123456-7<GS>3S0000000001<GS>V123456<GS>D070723<EOT><CR>

Note: If the part does not have an expiration date, the Mfg. Date is not required.

6.1 Label Location

Each box shall contain one label. Each pallet shall contain two labels placed on different sides of the pallet. It should always be possible to scan the labels.

Electronic components that are on tape & reel shall be labelled on the reel.

6.2 Label Protection

Label protection against moisture, weathering, abrasion, etc., may be required in harsh environments and is encouraged whenever practical. Laminates, sprays, window envelopes, and clear plastic pouches are examples of possible protection methods. In choosing any protection method, care should be taken to assure the protected labels meet relectivity and contrast requirements and can be scanned with contact and non-contact devices.

6.3 Protective Coating of Labels

If needed, labels shall be waterproof by coating the entire outer surface of the label with waterproof lacquer, varnish, clear acrylic coating compound or label adhesive. Transparent tape is authorized for use on packs and related items. Pouches containing the label are allowed.

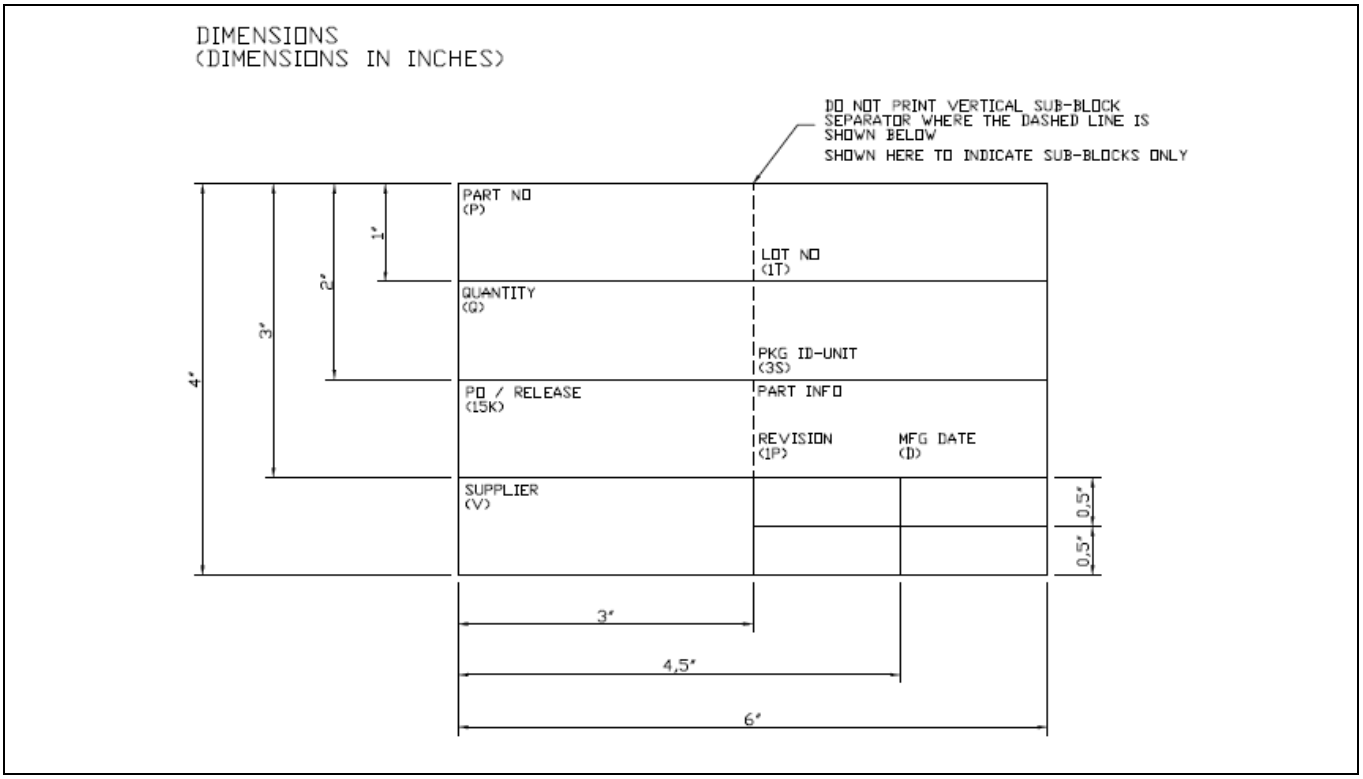
6.4 Adhesives for Returnable Containers

Adhesives for returnable containers shall be removable type pressure sensitive adhesive based on synthetic elastomers featuring moderately high initial tack, good resistance to static shear, a high level of ultimate adhesive, and clean removability.

6.5 Adhesives for Expendable Containers

Adhesive types can be pressure sensitive or dry gummed as long as adherence to the package is assured and application is wrinkle free. If the specified label cannot be affixed to the package/container because of container size or design, special arrangements will be required.

Dimensions
(TIS-C001348)



CONTAINER INFORMATION

PART
DATA = PART NUMBER
TEXT HEIGHT =

QTY
DATE = TOTAL QTY
TEXT HEIGHT = 3 LPB
MAXIMUM LENGTH = 10

PO / RELEASE
DATA = PURCHASE ORDER / RELEASE
TEXT HEIGHT = 3 LPB
MAXIMUM LENGTH = 11

SUPPLIER
DATA = SUPPLIER NUMBER
TEXT HEIGHT = 3 LPB

PART NO.
(P)
SAMPLE PN

LOT NO.
(1T)
230707

QUANTITY
(Q)
100

PKG ID-UNIT
(3S)
0000000001

PO
(15K)
123456-7

PART INFO
SAMPLE DESCRIPTION

REVISION
(1P)
001

MFG. DATE
(D)
070723

SUPPLIER
(V)
123456

LOT
DATA = LOT NUMBER (YYMMDD)
TEXT HEIGHT = 3 LPB
MAXIMUM LENGTH = 6

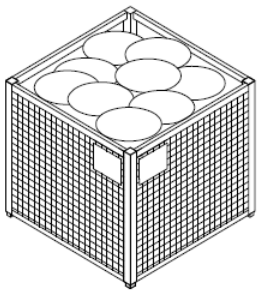
SERIAL NUMBER
DATA = SERIAL NUMBER
TEXT HEIGHT = 3 LPB
MAXIMUM LENGTH = 10

REVISION
DATA = REVISION
TEXT HEIGHT = 4 LPB
MAXIMUM LENGTH = 6

MFG. DATE
DATA = MFG DATE (DDMMYY)
TEXT HEIGHT = 4 LPB
MAXIMUM LENGTH = 6

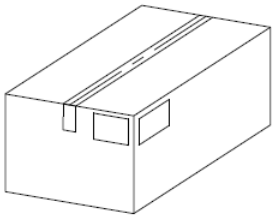
DATA MATRIX
SECTION 6

LABEL LOCATIONS ON VARIOUS SHIPPING PACKS



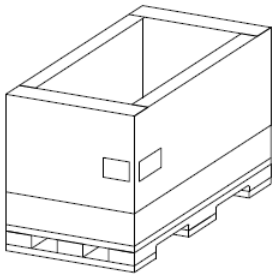
BASKET WIRE MESH CONTAINER

Identical labels shall be located on two adjacent sides



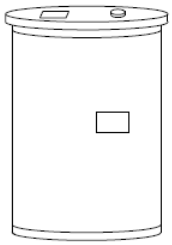
BOX OR CARTON

Identical labels shall be located on two adjacent sides (wrap around label acceptable). Upper edges of the labels should be as high as possible up to 20 inches from bottom of carton.



PALLET BOX

Identical labels shall be located on two adjacent sides (wrap around label acceptable)



DRUMS, BARRELS, OR CYLIDER CONTAINERS

Identical labels shall be located on top and near center of side

Document Approval

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