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Standard Guide for Purchasing Papers Used in Continuous Computer Forms¹

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1. Scope

1.1 This guide covers the various classes of papers most commonly used in the manufacturing of continuous computer printout forms.

1.2 This guide covers virgin, recycled, and recycled content paper products.

NOTE 1—There is currently no similar or equivalent ISO standard.

2. Referenced Documents

2.1 ASTM Standards:

D 585 Practice for Sampling and Accepting a Single Lot of Paper, Paperboard, Fiberboard, and Related Products²

D 1968 Terminology Relating to Paper and Paper Products²

F 549 Definitions of Terms Relating to Carbonless Copy Products²

2.2 TAPPI Standards:

T 236 Kappa Number of Pulp³

T 410 Grammage of Paper and Paperboard (Weight Per Unit Area)³

T 550 Determination of Equilibrium Moisture in Pulp, Paper, and Paperboard for Chemical Analysis³

2.3 ISO Standard:

ISO 9706 Information and documentation—Paper for documents—Requirements for permanence⁴

3. Terminology

3.1 Definitions—Definitions shall be in accordance with Terminology D 1968 and Definitions F 549. For terms used in this guide which are not provided by Terminology D 1968 and Definitions F 549, see the *Dictionary of Paper*.⁵

4. Classification

4.1 Types:

4.1.1 Forms Bond.

4.1.2 Carbonless Bond (Chemical Transfer).

4.2 Nominal Basis Weight—Illustrative range of equivalent values.

lb/ream (Ream Size of 17 by 22 in. – 500 Sheets)	g/m ²
10	38
20	75
36	135

5. Ordering Information

5.1 Orders for paper in accordance with this guide should specify the class, basis weight (grammage), size, and color.

NOTE 2—See Appendix X1.

5.2 This guide covers the classes of paper which can be used in computer printout forms and other types of forms. The construction of the forms, that is, size, number of plies, perforations, and so forth, should be specified separately.

6. Composition

6.1 If specific paper composition is felt to be necessary to ensure paper performance, including permanence, the required composition and the test method whereby that composition shall be verified shall be agreed upon between the buyer and the seller.

6.2 All grades may contain cellulose fibers derived from recovered material.

6.3 The recycled fiber content of a recycled content paper may be determined between the buyer and the seller, based on total fiber weight. See X1.6 and X1.7.

7. Physical Requirements

7.1 The paper should be in accordance with reasonable industry practice as related to texture, formation, finish, caliper, lint, dust, dirt, holes, spots, wrinkles, folds, and scuff marks.

7.2 Paper shall perform satisfactorily for the use designated in the invitation to bid, in accordance with criteria agreed upon between the purchaser and the seller. Sampling shall be in accordance with Practice D 585.

7.3 If opacity and thickness are to be considerations, they shall be agreed upon between the buyer and the seller.

7.4 Tolerance from nominal sheet weight is $\pm 5\%$.

8. Keywords

8.1 carbonless forms bond; computer printout forms; forms bond; recycled content paper; recycled paper

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² Annual Book of ASTM Standards, Vol 15.09.

³ Available from the Technical Association of the Pulp and Paper Industry (TAPPI), P.O. Box 105113, Atlanta, GA 30348.

⁴ Available from International Organization of Standards, 1 Rue de Varembo, Case Postale 56, CH-1211 Geneve 20, Switzerland.

⁵ Available from TAPPI, 5th ed., 1996.



APPENDIX

(Nonmandatory Information)

X1. ADDITIONAL INFORMATION

X1.1 This guide is not intended to supply the entire information that would allow for complete purchasing guideline(s) for continuous computer printout forms. It is recommended that other information be supplied to a forms manufacturer, or on a request for bid, that would include information as to how the product is to be used.

X1.2 Examples of additional information might include the specific types of printing equipment the product would be used on (that is, specify make(s) and model(s) of printer), and handling requirements such as decollating, bursting, filing, mailing, and so forth. Anything that can be done to point out the specific use of forms to the supplier would be most helpful.

X1.3 There is no one paper or forms product that can universally serve a wide range of needs and usage in the continuous computer printout forms area. The purchaser has the responsibility to identify the areas of usage at the time of bid request or order.

X1.4 The U.S. EPA's Paper Procurement Guideline and Recovered Material Advisory Notice recommend minimum recovered paper content ranges for printing and writing papers. Current copies of these EPA documents may be obtained by calling 800-424-9346.

X1.5 Appearance properties, such as color and reflectance (brightness, whiteness, and so forth) that may be affected by light and by dark aging, may be important to the user. The

traditional use of bleached chemical pulp has been recognized as a way to preserve appearance properties. As fiber sources are less uniform than in the past, it is desirable to measure the effect of light and of dark storage on the appearance properties of paper. A test method for measuring the effect of light on paper is being developed by ASTM Committee D-6.

X1.6 Recycled paper fiber is derived from recovered material or recovered paper material. Additional recycled content claims may be made based on source, contamination, or processing. All recycled content claims must meet the substantiation requirements of the FTC. See X1.8.

X1.7 A comparison of recycled fiber weight to the total fiber weight of the paper product is the most common method of calculation used to determine the recycled content. The buyer and the seller may agree to calculate the recycled content in other manners.

X1.8 The Federal Trade Commission has published guidelines for the use of environmental marketing claims that may be obtained by calling (202) 326-3753.

X1.9 The American Forest and Paper Association has prepared a brochure, Paper Recycling Symbol Guidelines.⁶

⁶ Available from the American Forest and Paper Association, 1111 19th St., NW, 8th Floor, Washington, DC 20036.

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