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Standard Specification for Repositionable Note Pad[1]

This standard is issued under the fixed designation D6787/D6787M; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ε) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This specification covers pads of repositionable, colored, note paper. Each sheet has a strip of pressure-sensitive adhesive on the back side.

1.2 The values stated in either SI or inch-pound units are to be regarded separately as standard. The values stated in each system are not exact equivalents; therefore, each system must be used independently, without combining values in any way.

1.3 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.*

1.4 *This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.*

2. Referenced Documents

2.1 *ASTM Standards:*[2]

D3715/D3715M Practice for Quality Assurance of Pressure-Sensitive Tapes

D3951 Practice for Commercial Packaging

D4332 Practice for Conditioning Containers, Packages, or Packaging Components for Testing

2.2 *TAPPI Test Methods:*[3]

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

T 411 Thickness (caliper) of Paper, Paper Board, and Combined Board

2.3 *Executive Orders:*[4]

Executive Order 13101 Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition, September 16, 1998

2.4 *Federal Specification:*[5]

Code of Federal Regulations, 16 CFR Part 1500.3 Definitions of Toxic and Hazardous Materials

U.S. Government CID A-A-2546 Pad, Writing Paper (Repositionable)

2.5 *ISO Standard:*

ISO 9002 Quality Systems Model for Quality Assurance in Production and Installation[6]

2.6 *Other Standards:*

Coalition of Northeastern Governors (CONEG) Model Toxics Legislation[7]

3. Terminology

3.1 *Definitions of Terms Specific to This Standard:*

3.1.1 *flagging, v*—the lifting of an edge of a repositionable note from paper when the note and paper are wrapped around a cylinder.

3.1.2 *multiple lift, n*—the condition in which removal of the top sheet on a pad of notes causes the unintentional removal of a second sheet.

3.1.3 *postconsumer materials, n*—a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Postconsumer material is a part of the broader category of recovered material (see U.S. Executive Order 13101, section 203).

3.1.4 *recovered materials, n*—waste materials and by-products that have been recovered or diverted from solid waste, but such term does not include those materials and by-products

[1] This specification is under the jurisdiction of ASTM Committee D10 on Packaging and is the direct responsibility of Subcommittee D10.14 on Tape and Labels.

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[2] For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

[3] Available from Technical Association of the Pulp and Paper Industry (TAPPI), 15 Technology Parkway South, Norcross, GA 30092, http://www.tappi.org.

[4] Available from The White House Publications Office, New Executive Office Building, White House, Washington, DC 20500, Att: Publications.

[5] Available from U.S. Government Printing Office Superintendent of Documents, 732 N. Capitol St., NW, Mail Stop: SDE, Washington, DC 20401, http://www.access.gpo.gov.

[6] Available from American National Standards Institute (ANSI), 25 W. 43rd St., 4th Floor, New York, NY 10036, http://www.ansi.org.

[7] Available from the Toxins in Packaging Clearinghouse, c/o the Council of State Governments, 2760 Research Park Drive, P.O. Box 11910, Lexington, KY 40578–1910.

generated from, and commonly reused within, an original manufacturing process (see U.S. Executive Order 13101, section 205).

4. Significance and Use

4.1 Repositionable note pads consist of individual sheets of paper with an adhesive strip on one edge. The adhesive will temporarily hold the note to another sheet of paper, a file, or other surface without damaging or otherwise modifying the surface of the sheet or file. The notes display a written message or reminder.

4.2 This specification is based on the U.S. Government CID A-A-2546, which was cancelled in 1999.

5. Apparatus

5.1 *Roller, Hand-operated:*

5.1.1 A steel roller 85 mm ± 2.5 mm (3.25 in. ± 0.1 in.) in diameter and 45 mm ± 1.5 mm (1.75 in. ± 0.005 in.) in width, covered with rubber approximately 6 mm (0.25 in.) in thickness, having a Shore scale A durometer hardness of 80 ± 5. The surface shall be a true cylinder void of any convex or concave deviations. The mass of the roller shall be 2040 g ± 45 g (4.5 lb ± 0.1 lb).

5.1.2 No part of the apparatus shall increase the mass of the roller during use. The roller shall move either mechanically or by hand at the rate of 10 mm⁄s ± 0.5 mm⁄s (24 in.⁄min ± 0.5 in.⁄min).

5.2 *Cylindrical Mandrel for Flagging Test:*

5.2.1 The mandrel shall be a smooth cylinder, 51 mm (2 in.) in diameter and a minimum of 20 cm (8 in.) long. Suitable materials include wood, plastic, and aluminum. The mandrel may be a solid cylinder or a hollow tube.

6. Test Materials

6.1 *Multi-purpose Copy Paper*—Hammermill Fore DP, Multi-Function Paper, White #10326-7 or equivalent.

6.2 Double-coated pressure sensitive adhesive tape, with permanent adhesive on both sides of the tape.

7. Conditioning

7.1 Condition the pads of repositionable notes in the standard conditioning atmosphere as described in Practice D4332 for a period of not less than 24 h.

7.2 Conduct tests in an atmosphere of 50 % ± 2 % relative humidity and 23.0 °C ± 2.0 °C.

8. Classification

8.1 The size of the pads shall be as listed in Table 1. The adhesive stripe is located on the top of the horizontal dimension of the pad.

9. Ordering Information

9.1 The inquiry or order shall include the following:

9.1.1 ASTM designation and date of issue,

9.1.2 Type required (see 8.1),

9.1.3 Recycled paper content for government purchase (see 19.1),

TABLE 1 Dimensions of Notepads

Type	Horizontal Dimension	Vertical Dimension	Tolerance
1	127 mm (5 in.)	76 mm (3 in.)	±1.6 mm (±1⁄16 in.)
2	76 mm (3 in.)	76 mm (3 in.)	±1.6 mm (±1⁄16 in.)
3	51 mm (2 in.)	38 mm (1.5 in.)	±1.6 mm (±1⁄16 in.)
4	51 mm (2 in.)	76 mm (3 in.)	±1.6 mm (±1⁄16 in.)
5	101 mm (4 in.)	152 mm (6 in.)	±1.6 mm (±1⁄16 in.)
6	Custom	Custom	±1.6 mm (±1⁄16 in.)

9.1.4 When testing and inspection certification is required (see Section 21),

9.1.5 Packaging and marking (see 10.1), and

9.1.6 Color of paper and graphics, if any (see 11.1).

10. Packaging and Package Marking

10.1 Packaging and package marking shall be as specified in the contract or order.

11. Color and Graphics

11.1 The color and graphics of the repositionable note pads shall conform to those commercially available.

12. Materials and Manufacture

12.1 *Construction*—A minimum average of 100 sheets of paper shall be assembled in the form of a pad. No individual pad shall contain fewer than 97 sheets. The pad of paper and a backing sheet shall be securely fastened together by means of the repositionable, pressure-sensitive adhesive coating.

13. Physical Properties

13.1 *Paper:*

13.2 The paper used in the construction of the pad shall be of the color as specified in the ordering description, and shall conform to the requirements shown in Table 2.

13.3 *Adhesive Coating:*

13.4 Each sheet of paper in the pad shall have a coating of repositionable, pressure-sensitive adhesive located on the back side of the sheet. The adhesive coating shall be applied flush to one horizontal edge of the sheet, shall extend the entire width of the sheet, and shall have a minimum width of 6.4 mm (¼ in.).

14. Performance Requirements

14.1 *Writing Quality:*

TABLE 2 Paper Specifications

Property	Unit	Requirement	TAPPI Test Method
Basis Weight	g/m², 500 sheets (lbs/17 × 22 in., 500 sheets)	67, min (18.0, min)	T 410
Thickness	mm (in.)	0.094 ± 0.013 (0.0037 ± 0.0005)	T 411

14.1.1 The sheets of pad paper shall not exhibit feathering, spreading, skipping, beading, visible discontinuities or fading of ink when written on with a metal roller, felt tip, fountain pen, permanent marker, or ball point pen.

14.2 *Sheet Removal:*

14.2.1 The sheets of pad paper shall release easily from the pad without leaving any trace of adhesive on the underlying sheet.

14.3 *Multiple Sheet Lift:*

14.3.1 When removed from the pad, the first note removed shall not remove another note when tested according to the following method.

14.3.2 A pad is securely mounted to a flat, hard, horizontal surface with double-coated pressure sensitive adhesive tape. The tape covers the entire back side of the pad and the non-adhesive side of the pad faces up. A random number of sheets between 1 and 60 are removed from the top of the pad and discarded. The sheet remaining on top of the pad is removed by grasping between the thumb and forefinger and lifting off the pad at a 90° angle. The next 24 sheets are removed from the same pad in a like manner for a total of 25 sheets. Count the number of times more than one sheet is removed at a time (multiple lift). Repeat the test five times on the same lot of pads and average the number of multiple lifts to obtain an individual test result. Multiple lift shall not occur more than one time per pad.

14.4 *Fiber Pull:*

14.4.1 When adhered to a sheet of copy paper, notes shall not pull paper fibers from the copy paper when tested by the following method.

14.4.2 Place a sheet of multi-purpose copy paper on a hard, flat surface. Randomly select two test sheets from the note pad. Separately place the two test sheets of the pad paper on the copy paper and adhere each by rolling once in their lengthwise direction (that is, once back and once forth) using the hand held roller. On one of the test sheets, write over the adhesive strip area with a sharp No. 2 pencil, using enough pressure to indent the paper. Remove each test sheet from the copy paper. Evidence of paper fibers on the adhesive strip shall be considered as failure to meet the requirement.

14.5 *Initial Flagging:*

14.5.1 The sheets of pad paper, when adhered to a sheet of multi-purpose copy paper, shall remain attached to the copy paper when tested as specified in the following method.

14.5.2 Adhere a sheet of the pad paper to the copy paper using the method described in 14.4.2. Hold the edges of the specimen so they do not lift off the paper before the timer is started. By hand, roll the combined sample around a cylindrical mandrel 51.0 mm (2.0 in.) in diameter with the horizontal edge of the sheet perpendicular to the axis of the cylinder. See Fig. 1. Flagging is defined as the length of the adhesive end of the sheet that peels away from the copy paper due to stresses from being bent around a curve. Total flagging is the sum of flagging at both ends of the sheet. Mark the points at which the specimen separates from the paper after 30 s have elapsed. Test five specimens from the same lot of notes and average the flagging values to obtain an individual test result.

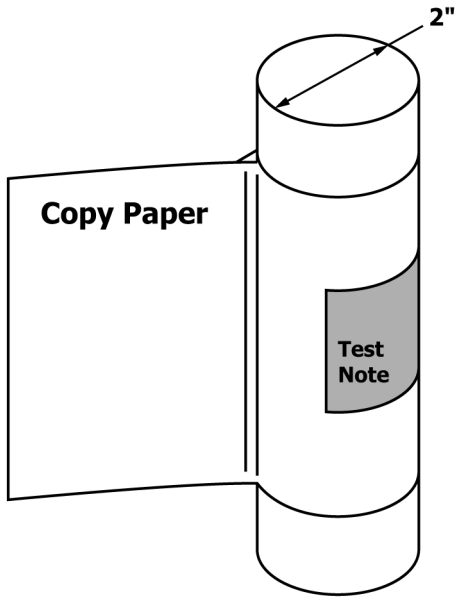

FIG. 1 Flagging Test

14.5.3 The note pads shall not show a total flagging length in excess of 25 % of the length of the horizontal edge 30 s after the combined sample is mounted on the cylindrical mandrel. See Table 3.

14.6 *Repositioned Flagging:*

14.6.1 After repositioning notes to paper 10 times and testing for flagging, the note shall remain attached to the paper when tested according to the following method.

14.6.2 A sheet from a note pad is positioned on a sheet of multi-purpose copy paper and adhered using the procedure described in 14.4.2. It is then removed and repositioned on a fresh section of the copy paper and adhered as described above. This cycle is repeated 9 times for a total of 10 adhesions. The sheet is then tested for initial flagging per 14.5. Repeat this test 5 times per lot of notes and average the results to obtain an individual test result.

14.6.3 Repositioned flagging shall not exceed 60 % of the length of the horizontal edge. See Table 3.

15. Environmental Requirements

15.1 *Bleaching*—To obtain an acceptable brightness or color, chemical bleaching of the paper may be used. The bleaching process shall be elemental chlorine free. Certification of compliance shall be made available upon request.

TABLE 3 Sheet Attachment Initial and Repositioned Flagging

Sheet Size	Total Initial Flagging mm (in.), max	Total Repositioned Flagging mm (in.), max
127 mm × 76 mm (5 in. × 3 in.)	32 mm (1.25 in.)	76 mm (3.0 in.)
76 mm × 76 mm (3 in. × 3 in.)	19 mm (0.75 in.)	46 mm (1.8 in.)
51 mm × 38 mm (2 in. × 1.5 in.)	13 mm (0.50 in.)	30 mm (1.2 in.)
51 mm × 76 mm (2 in. × 3 in.)	13 mm (0.50 in.)	30 mm (1.2 in.)
101 mm × 152 mm (4 in. × 6 in.)	25 mm (1.00 in.)	61 mm (2.4 in.)