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1. Scope

This specification establishes the minimum requirements for mailing envelopes which will be used by the Office of State Publishing (OSP) and other State buying agencies in high-speed mail inserting and mechanical sorting.

2. Codes, Regulations, and Standards

Laws, regulations, standards, and specifications referenced in this document in effect on the opening of the Invitation for Bid (IFB), form a part of this specification. The products covered by this specification shall comply with all applicable laws, regulations, and industry standards including, but not limited to, the following:

2.1 Codes

None listed

2.2 Regulations

None listed

2.3 Standards

2.3.1 Technical Association of the Pulp and Paper Industry TAPPI T410
2.3.2 Courtesy Reply Mail Layout Guidelines of U.S. Postal Services Quick Service Guide (QSP) 507b
2.3.3 U.S. Postal Service Publication 25

3. Requirements

3.1 Classification

Envelopes shall be of two types and three classes as specified:

3.1.1 Types

3.1.1.1 Style P: Plain (without window) envelope shall be one-piece construction

3.1.1.2 Style W: Window envelope with window covering shall be two-piece construction, body and window. Window materials shall be clear or transparent, and patches shall be firmly sealed at all edges of the envelope window.

3.1.2 Classes:

3.1.2.1 Class 1: Commercial and official envelopes suitable for automatic addressing, inserting and sealing, with diagonal or side seam construction as indicated in Section 3.3.4

3.1.2.2 Class 2: Open side, booklet envelopes suitable for automatic addressing, inserting and sealing, with diagonal or side seam construction as indicated in Section 3.3.4

3.1.2.3 Class 3: Open-end catalog envelopes suitable for mailing bulky inserts, with center seam construction, clasp or latex self-seal adhesive, as indicated in Section 3.3.4

3.2 Materials

3.2.1 ENVIRONMENTALLY PREFERABLE PURCHASING

3.2.1.1 ECOLABELS

Envelopes manufacturers must be listed on the corresponding public registries by the bid due date.

Sustainability certifications: Envelopes shall be

- Forest Stewardship Council (FSC) Chain of Custody and/or
- Sustainable Forest Initiative (SFI) Chain of Custody certified.

3.2.1.2 RECYCLED CONTENT

Postconsumer recycled content (PCRC): All envelopes shall contain a minimum of 30% PCRC.

3.2.2 Paper Stock

Envelopes shall be made from Bond/White Wove, Brown Kraft and Manila. Manila stock may be alkaline based. Ground-wood pulp is not acceptable.

The envelopes shall be provided in material, color, and weights for envelope Classes 1, 2, and 3 as specified below and in Section 3.3.4.

Basis weight will be determined by Technical Association of the Pulp and Paper Industry (TAPPI) T410. Using ream size 17 by 22 inches (431.8 by 558.8 millimeters), 500 sheets as follows:

Table 1: Paper Requirements

Envelope Class	Material	Color	Basis Weight (Substance) pounds, tolerance ±5%
1.2	Bond/Wove	White	24
1,2,3	Bond/Wove	White	28
2,3	Manila	Manila	28
2	Kraft	Brown	28

3.2.3 Adhesive

Adhesive used for envelope production shall be in conformance with current envelope industry standards. Flap dry gum shall be the standard moisture activated type unless latex cohesive or pressure sensitive (peel and seal) adhesives are specified in Section 3.3.4. Peel and seal shall have silicon paper strip covering seal adhesive on the flap.

3.2.4 Clasp

Clasps shall be made of metal.

3.2.5 Window

On Style “W” envelopes, window shall be of clear transparent polystyrene plastic, glassine patch material is not acceptable, free of any wrinkles or waviness and shall have corner radius of $^{3}/_{16}$ inch ± $^{1}/_{16}$ inch. Envelopes with windows shall perform without any degradation as plain envelopes in both high-speed mail inserting and automated mail sorting equipment.

3.3 Configuration

All configurations in respect of dimensional measurements are shown in diagrams corresponding to each envelope identified with Master Control Code (MCC) in Attachment 2A. Envelope seams are of closed type. All tolerances shall be within ± $^{1}/_{16}$ inch unless otherwise specified. Drawings are not to scale. Note: The font types and font sizes depicted in the diagrams are for visual reference only. They do not represent the actual font to be used on the final printed envelopes.

3.3.1 Class 1 – Commercial and Official Types

3.3.1.1 Envelopes shall be available in either Style P or W. Their sizes and designs are shown in respective diagrams described as Class 1 in Section 3.3.4.

3.3.1.2 All envelopes in this class shall have blue or black inside security tints as indicated in Section 3.3.4 unless otherwise specified.

3.3.1.3 Envelopes shall be of diagonal seam or side seam construction as specified in section 3.3.4 and shown in the corresponding diagrams.

3.3.1.4 Envelopes shall have gum seal adhesive, unless otherwise specified in the diagrams.

3.3.1.5 Side flaps shall not overlap at the center of envelopes.

3.3.1.6 Envelopes shall lie flat without curling.

3.3.1.7 Envelope seams shall be firmly sealed with no excess glue at seam edges. Seams shall be sealed to be greater than or equal to $^{1}/_{16}$ inch and smaller than or equal to $^{3}/_{16}$ inch of top of seam.

3.3.1.8 Flap shall be gummed to within ¾ inch from edges of envelope. Gum line depth shall be greater than or equal to ½ inch except for last inch at ends that may be tapered. (See MCC150006 diagram as example)

3.3.2 Class 2 – Open Side, Booklet

3.3.2.1 Envelopes shall be available in Style P or W. Their sizes and designs are shown in respective diagrams described as Class 2 in Section 3.3.4.

3.3.2.2 Envelopes shall be of diagonal seam or side seam construction as specified in section 3.3.4 and shown in the corresponding diagrams.

3.3.2.3 Envelopes shall have gum seal adhesive unless otherwise specified.

3.3.2.4 Envelopes seams shall be firmly sealed with no excess glue at seam edges. Envelopes shall lie flat without curling.

3.3.2.5 Adhesive on top flap shall be contained such that side seam will not be sealed to flap. Side seams shall have adhesive line smaller than or equal to ⅛ of an

inch ($^1/_8$”) of the top edge and smaller than or equal to ¼ inch of the inner edge of the side seam.

3.3.2.6 Flap shall be gummed to within $1^1/_{16}$ inch from edges of envelope. Gum line depths are ⅞ inch to $^{15}/_{16}$ inch as specified in diagrams, except for last inch at ends, which may be tapered.

3.3.3 Class 3 – Open End with Clasp or Seal Adhesive & Catalog

3.3.3.1 Envelopes shall be available in Style P or W. Their sizes and designs are shown in all diagrams described as Class 3 in Section 3.3.4.

3.3.3.2 Envelopes shall be of center seam construction and be available in sizes as specified in section 3.3.4 and shown in the corresponding diagrams.

3.3.3.3 Envelopes shall be open at end with center seam greater than or equal to ¼ inch wide.

3.3.3.4 Center seam shall be sealed to within ⅛ inch of clasp base.

3.3.3.5 Flap shall be scored for folding and be gummed to within specified distance from edges of the envelope.

3.3.3.6 Throat depth of sealed envelopes shall be greater than or equal to ¼ inch unless otherwise specified.

3.3.3.7 Metal clasp shall be positioned on center seam overlap. Clasp hole on flap shall be $^5/_{16} \pm {}^1/_{16}$ inch in diameter. Center of hole shall be 1¾ ± ⅛ inch away from fold edge of flap.

3.3.4 **Configuration Table of Envelopes**

MCC	Configuration	Window Size & Locations (size in inches)	Envelope Size (size in inches)
150006	#10 window envelope, white, blue inside tint, side seam construction, sub 24, Class 1, rounded top flap, 30% PCRC	1-1/8 x 4-1/2 7/8 from Left, 11/16 from Bottom	4-1/8 x 9-1/2
150007	6 x 9 Booklet window envelopes 24 lb. white wove paper, Polystrene patch material and industrial standard gum; sub 24, Class 2, 30% PCRC - 1-1/2” x 3-3/4”, 3/8” Left, 1-5/8” Bottom	1-1/2 x 3-3/4 3/8 from Left, 1-5/8 from Bottom	6 x 9
150008	6 x 9 Booklet window envelopes 24 lb. white wove paper, Polystrene patch material and industrial standard gum; sub 24, Class 2, 30% PCRC - 1-7/16” x 3-9/16”, 1/2” Left, 5/8” Bottom	1-7/16 x 3-9/16 1/2 from Left, 5/8 from Bottom	6 x 9

150009	Size 6 x 9.5. sub 24 white wove. Window Size 1-1/2" x 3-3/4" Placement From Left Edge 3/8" Bottom Edge 1-5/8" Side seam shall measure seven-eighths inch (7/8") wide with a ten-degree (10°) slope and rounded top corners; sub 24, Class 2, 30% PCRC	1-1/2 x 3-3/4 3/8 from Left, 1-5/8 Bottom	6 x 9.5
150010	(4-11/16" X 11-7/16"), White wove custom window booklet envelope, Window is 1-3/16" X 4-1/2"; 1-3/8" from left and 1-3/8" from bottom. Window patch shall be made of polystyrene material. Glassine patch material is not acceptable. Shall have a reverse self-seal, flap measuring no less than 1¼" at its deepest point; sub 24, Class 2, 30% PCRC.	1-3/16 X 4-1/2 1-3/8 from left, 1-3/8 from Bottom	4-11/16 X 11-7/16
150015	24 lb., #9 Reg, Blue stock, Round Flap, sub 24, Class 1, 30% PCRC	plain without window	3-7/8 x 8-7/8
150016	3-7/8" x 8-7/8", 24 lb. Wove, No window. Side-Seam Construction, (Standard #9), sub 24, Class 1, 30% PCRC.	plain without window	3-7/8 x 8-7/8
150018	Warrant window envelope, white, blue inside tint, diagonal seam construction, sub 24, Class 1, rounded top flap, 30% PCRC	1-1/8 x 3-5/8 3/4 from left, 7/8 from bottom	3-9/16 x 7-3/4
150019	28 lb. 6 x 9 Catalog Manila, sub 28, class 3, 30% PCRC	plain without window	6 x 9
150024	Booklet envelope, manila, side seam construction, sub 28, Class 2, 30% PCRC	plain without window	9 x 12
150025	Catalog envelope, manila, center seam construction, sub 28, Class 3, 30% PCRC	plain without window	9 x 12
150026	Catalog envelope, manila, center seam construction, sub 28, Class 3, 30% PCRC	plain without window	10 x 13
150027	28 lb. 6.5 x 9.5 Catalog Manila, sub 28, Class 3, 30% PCRC	plain without window	6.5 x 9.5
150028	28 lb. 7.5 x 10.5 Catalog Manila, sub 28, Class 3, 30% PCRC	plain without window	7.5 x 10.5
150037	28 lb. 9.5 x 12.5 Catalog Manila #93, sub 28, Class 3, 30% PCRC	plain without window	9.5 x 12.5

150038	Catalog envelope w/clasp, manila, center seam construction, sub 28,Class 3, 30% PCRC	plain without window	10 x 12
150042	28 lb. 12 x 15.5 Clasp Manila #110, sub 28, Class 3, 30% PCRC	plain without window	12 x 15.5
150043	Booklet envelope, white, side seam construction, sub 28, Class 2, 30% PCRC	plain without window	9.5 x 12-5/8
150050	9” x 12” catalog window envelope. 28 lbs Brown Kraft paper and latex self-seal adhesive flap. Window size shall be 3-1/2” x 1-1/4”. Position shall be 6-7/8” from the left and 3/4” from the bottom; sub 28, Class 3, 30% PCRC	3-1/2 x 1-1/4 6-7/8 from Left, 3/4 from Bottom	9 x 12
150051	11.5" x 14.5" catalog envelope, 28 lbs Manila. Face prints in black ink and the back panel shall never encroach upon the seal flap or impede its closure. Flap is self seal; sub 28, Class 3, 30% PCRC.	plain without window	11.5 x 14.5
150052	28 lb. 9 x 12 Booklet Win White, 4-9/16 x 1-3/4", 2-3/4" from Left, 9/16" from Bottom Class 2, 30% PCRC.	4-9/16 x 1-3/4 2-3/4 from Left, 9/16 from Bottom	9 x 12
150059	Booklet window envelope, white, side seam construction, sub 24, Class 2, black print on face, 30% PCRC	1-1/8 x 4-1/2 7/8 from Left, 1/2 from Bottom	6 x 9
150060	9" x 12" Booklet non-window envelope, brown kraft, black inside tint, side seam construction, sub 28, Class 2, wallet flap, black print on face, folds in half. 12 different print versions; sub 28, Class 2, 30% PCRC	plain without window	9 x 12
150061	Booklet window envelope, white, blue inside tint, side seam construction, sub 28, Class 2, black print on face "Return Service Requested" only, sub 28, Class 2, 30% PCRC	2-5/8 x 4-1/4 7/8 from Left, 2-1/2 from Bottom	6 x 9.5
150062	Booklet window envelope, white, blue inside tint, side seam construction, sub 28, Class 2, black print on face, 30% PCRC	4-1/4 x 3-1/4 8 from Left, 3-7/8 from bottom	9 x 12
150063	#9 envelope, white, blue inside tint, diagonal seam construction, sub 24, Class 1, pointed top flap, 30% PCRC	plain without window	3-7/8 x 8-7/8
150064	24 lb. #10 Right Win w/Inside Tint, 1- 1/8" x 4-1/2", 7/8" from Right, 11/16" from Bottom, sub 24, Class 1, 30% PCRC	1-1/8 x 4-1/2, 7/8 from Right,	4-1/8 x 9-1/2

		11/16" from Bottom,	
150065	24 lb. white wove eps, rounded flap, poly-window, blue inside tint; window dimensions: 1-7/8 x 4 1/2"; position: 7/8 from left, 5/8 from bottom; Polystyrene patch must be glued to within 1/16" of all 4 edges of window, #10 Large Window, sub 24, Class 1, 30% PCRC.	1-7/8 x 4 1/2 7/8 from Left, 5/8 from Bottom	4-1/8 x 9-1/2
150066	#11 envelope, white, blue inside tint, diagonal seam construction, sub 24, Class 1, rounded top flap, 30% PCRC	plain without window	4-1/2 x 10-3/8
150067	#11 window envelope, white, blue inside tint, diagonal seam construction, sub 24, Class 1, rounded top flap, 30% PCRC	1-1/8 x 4-1/2, 7/8 from Left, 11/16 from Bottom,	4-1/2 x 10-3/8
150071	#9 window envelope, white, diagonal seam construction, sub 24, Class 1, rounded top flap, black print on face, 30% PCRC	1-1/8 x 4-1/2 7/8 from Left, 1/2 from Bottom,	3-7/8 x 8-7/8
150072	#10 envelope, white, blue inside tint, diagonal seam construction, sub 24, Class 1, rounded top flap, 30% PCRC	plain without window	4-1/8 x 9-1/2
150074	28 lb. 6 x 9.5 Booklet Reg White w/Inside Tint, side seam construction, sub 28, Class 2, 30% PCRC	plain without window	6 x 9-1/2
150075	Booklet window envelope, white, blue inside tint, side seam construction, sub 28, Class 2, 30% PCRC	2-5/8 x 4-1/4 7/8 from left, 2-1/2 from Bottom	6 x 9-1/2
150080	10 x 12 Manila Env-Gummed Flap-NO CLASP, sub 28, Class 3, 30% PCRC	plain without window	10 x 12
150100	#10 envelope, white, black inside tint, diagonal seam construction, sub 24, Class 1, peel and seal rounded top flap, 30% PCRC	plain without window	4-1/8 x 9-1/2
150101	#10 window envelope, white, black inside tint, diagonal seam construction, sub 24, Class 1, rounded top flap, 30% PCRC	1-1/8 x 4-1/2 7/8 from left, 1/2 from bottom	4-1/8 x 9-1/2
150103	#11 window envelope, white, black inside tint, sub 24, Class 1, latex seal, flat top flap, 30% PCRC	1-1/8 x 4-1/2 7/8 from Left and 1/2 from Bottom	4-1/2 x 10-3/8

150104	Catalog window envelope, white, black inside tint, center seam construction, sub 28, Class 3, latex seal, wallet flap, 30% PCRC	1-5/16 x 3-1/2 1/2 from Left, 7-3/4 from Bottom	9 x 11-1/4
150107	Booklet window envelope, brown kraft, black inside tint, side seam construction, sub 28, Class 2, wallet flap, black print on face, folds in half, 30% PCRC	1-3/4 x 5-1/8 3-1/2 from Left, 3/4 from Bottom	9 x 12
150109	#10 Double Window Envelope Printing. Size: 4-1/8” x 9-1/2”, with 3/4” side seam flaps; top window is 1” x 3-3/4”, 7/8” from left side and 2-5/8” from bottom edge of the envelope; lower window is 1-1/4” x 4-1/2, 7/8” from left side of envelope and 5/8” from bottom edge of the envelope Paper: 24 lb. white wove; sub 24, Class 1, 30% PCRC; **PALLETS NEEDED: 48" X 40"**	Top window: 1 x 3-3/4, 7/8 from Left, 2-5/8” from Bottom Lower window: 1-1/4 x 4-1/2 7/8 from Left, 5/8” from Bottom	4-1/8 x 9-1/2
150203	#9 envelope, white, side seam construction, sub 24, Class 1, rounded top flap, black print on back and with 4 bullets on face, 30% PCRC	plain without window	3-7/8 x 8-7/8
150210	JVR - 28 lb. 6 x 9.5 Booklet Envelope, pointed flap, side seam construction. Window and Printing, Permit 2023, 1st Class Prsrt, Inside Tint; "Green" Label - JvR Envelopes, sub 28, Class 2, 30% PCRC	2-5/8 x 4-1/4 7/8 from Left, 7/8 from Top	6 x 9-1/2
150211	1095B - 28 lb. 6 x 9.5 Booklet Envelope, round flap, side seam construction. Window and Printing, Permit 1341 1st Class Prsrt - Important Tax Information, Inside Tint; "Red" Label - 1095B Envelopes, sub 28, Class 2, 30% PCRC	2-5/8 x 4-1/4 7/8 from Left, 7/8 from Top	6 x 9-1/2
150212	1095 B - 28 lb. 6 x 9.5 Booklet Envelope, flat flap, side seam construction. Window and Printing, Permit 1341 1st Class - Important Tax Information, Inside Tint; "Yellow" Label - 1095B Envelopes, sub 28, Class 2, 30% PCRC	2-5/8 x 4-1/4 7/8 from Left, 7/8 from Top	6 x 9-1/2

150300	6 x 9.5 window envelope, white with pink outside flood coat, side seam construction, sub 28, Class 1, tapered seal flap not to exceed 1-11/16" maximum depth, tapered throat measuring 11/16" at center, Diagram #150300 (print “APPLY”) black print on face and back, 30% PCRC	1-3/4 x 4-1/8 7/8 from Left, 2-1/4 from Bottom	6 x 9-1/2

3.3.5 **Printing**

The following envelopes shall include black print on the outside of the envelope. (Envelopes in section 3.3.5.4 shall also include flood coat. See below). Print for each MCC is shown in the corresponding diagram.

3.3.5.1 The following envelopes include black print on the face only: 150010, 150050, 150051, 150059, 150060 (12 print versions), 150061, 150062, 150071, 150107 and 150210

3.3.5.2 The following envelopes include black print on the face and on the back: 150203, 150204, 150300

3.3.5.3 The following envelopes include red print on the face: 150211, and 150212

3.3.5.4 The following envelopes include pink flood coat on the entire outside of the envelope: 150300

3.4 Performance

3.4.1 Class 1 and Class 2 envelopes shall be suitable for automatic addressing including printing or application of printed labels, automatic insertion of material, and automatic sealing.

3.4.2 Class 1 and Class 2 envelopes shall pass acceptance performing test in automated mail production equipment in use by the State of California. The passing jamming rate shall be no more than one envelope per 8000 letter sized envelopes and no more than one per 5000 booklet envelopes in test sample size of 30,000 max**.**

3.5 Workmanship

Envelopes shall be product of good workmanship in accordance with recommendations of Envelope Institute of America (EIA)) and Envelopes of Manufacturers Association (EMA). Envelopes shall not be wavy and free from defects that degrade appearance, performance, or serviceability including but not limited to loosen or glued flaps, loose corners, puckered seams, or misplaced window patches.

3.6 Special Requirement in Construction of Specific Envelopes

Note: These requirements shall supersede the general requirements in the preceding sections for each envelope type.

3.6.1 MCC15007

3.6.1.1 Window patch: The leading edge (top) of the window patch requires edge-tight gumming (as close as possible to the top edge) without seepage or wrinkles so that it does not present a trip point for items to catch upon during the insertion process. The patch adhesive strip should measure no less than ⅛ inch (⅛”) wide around the entire window.

3.6.1.2 Seal flap: Envelope seal flap shall measure 1-¾ inches (1-¾”) at its deepest point. Full-seal flap gum extends to within ¾ inch (¾”) of both sides as measured from the envelope edge at the seal flap score.

3.6.1.3 Seal flap shall provide secure closure with a margin from the seal flap glue patch to the top of the back panel sufficient to prevent adhesive from sticking to contents. Seal flap gum strips shall be such that envelopes remain closed once sealed. The gum strip shall be no greater than ½ inch (½”) wide measured from the flap edge going toward the score fold. Use industry standard moisture-activated gum that shall be dried completely before packing envelopes in cartons.

3.6.1.4 Side seam: Side seam shall measure ⅞ inch (⅞”) wide with a 10-degree (10°) slope and rounded top corners.

Corner rounding should start at a point ¾ inch (¾”) from the envelope edge.

Side seams shall have a glue patch that centers vertically. The glue patch shall measure ¼ inch (¼”) wide and be no further than ⅛ inch (⅛”) from the top of the side seam ± $^{1}/_{16}$ inch ($^{1}/_{16}$“).

Glue seepage is not acceptable. Seam adhesive shall be applied and placed to ensure secure, clean, non-curl seams during storage and machine processing.

The glue patch shall be as close as possible to the top edge of the side seam without seepage. The throat angle as defined by the top edge of the side seam shall remain constant throughout the order (Note: This angle is a critical design requirement).

3.6.1.5 Adhesive: It shall be composed and placed so that generally accepted handling and storage shall not result in envelopes sealed or stuck to each other before removal from the carton and insertion.

3.6.2 MCC15008

3.6.2.1 Window patch: Patch material shall be made of industry standard polystyrene material. Glassine patch material is not acceptable. The window patch shall be flat, ripple free, and bonded within $^{1}/_{16}$ inch ($^{1}/_{16}$") of the top edge of the patch material and top edge of the window cut out. The leading edge (top) of the window patch requires edge-tight gumming (as close as possible to the top edge) without seepage or wrinkles so that it does not present a trip point for

items to catch upon during the insertion process. The patch adhesive strip should measure no less than ⅛ inch (⅛”) wide around the entire window.

3.6.2.2 Seal flap: Envelope seal flap shall measure 1-¾ inches (1-¾”) at its deepest point. Full-seal flap gum extends to within ¾ inch (¾”) of both sides as measured from the envelope edge at the seal flap score.

Seal flap shall provide secure closure with a margin from the seal flap glue patch to the top of the back panel sufficient to prevent adhesive from sticking to contents. Seal flap gum strips shall be such that envelopes remain closed once sealed.

The gum strip shall be no greater than ½ inch (½”) wide measured from the flap edge going toward the score fold. Use industry standard moisture-activated gum that shall be dried completely before packing envelopes in cartons.

3.6.2.3 Side Seams: Side seam shall measure ⅞ inch (⅞”) wide with a 10-degree (10°) slope and rounded top corners. Corner rounding should start at a point ¾ inch (¾”) from the envelope edge.

Side seams shall have a glue patch that centers vertically. The glue patch shall measure ¼ inch (¼”) wide and be no further than ⅛ inch (⅛”) from the top of the side seam ± $^{1}/_{16}$ inch ($^{1}/_{16}$“).

Glue seepage is not acceptable. Seam adhesive shall be applied and placed to ensure secure, clean, non-curl seams during storage and machine processing.

The glue patch shall be as close as possible to the top edge of the side seam without seepage. The throat angle as defined by the top edge of the side seam shall remain constant throughout the order (Note: This angle is a critical design requirement.)

3.6.2.4 Adhesive: It shall be composed and placed so that generally accepted handling and storage shall not result in envelopes sealed or stuck to each other before removal from the carton and in.

3.6.3 MCC15009

3.6.3.1 Thickness: Caliper .00470” - .005030” acceptable range, .00488” optimum caliper

3.6.3.2 Smoothness: One hundred seventy plus or minus fifteen (170 ± 15) Sheffield Units (SU) of smoothness on the felt side (outside)

3.6.3.3 Brightness 84%

3.6.3.4 Opacity 90%

3.6.3.5 Window patch: Patch material shall be made of industry standard polystyrene material. Glassine patch material is not acceptable. The window patch shall be flat, ripple free, and bonded within $^{1}/_{16}$ inch ($^{1}/_{16}$") of the top edge of the patch material and top edge of the window cut out. The leading edge (top) of the window patch requires edge-tight gumming (as close as possible to the top edge) without seepage or wrinkles so that it does not present a trip point for items to catch upon during the insertion process. The patch adhesive strip should measure no less than ⅛ inch (⅛”) wide around the entire window.

3.6.3.6 Back panel: Back panel shall not vary significantly throughout the order. The back panel shall never encroach upon the seal flap or impede its closure.

The shallow “V” throat defined by the back panel leading (top) edge shall exhibit an angle of 8 degrees (8°) below horizontal with its vertex placed at the highest point.

3.6.3.7 Seal flap: Envelope seal flap shall measure 1-¾ inches (1-¾”) at its deepest point. Full-seal flap gum extends to within ¾ inch (¾”) of both sides as measured from the envelope edge at the seal flap score.

Seal flap shall provide secure closure with a margin from the seal flap glue patch to the top of the back panel sufficient to prevent adhesive from sticking to contents. Seal flap gum strips shall be such that envelopes remain closed once sealed.

The gum strip shall be no greater than ½ inch (½”) wide measured from the flap edge going toward the score fold. Use industry standard moisture-activated gum that shall be dried completely before packing envelopes in cartons.

3.6.3.8 Side Seams: Side seam shall measure ⅞ inch (⅞”) wide with a 10-degree (10°) slope and rounded top corners. Corner rounding should start at a point ¾ inch (¾”) from the envelope edge.

Side seams shall have a glue patch that centers vertically. The glue patch shall measure ¼ inch (¼”) wide and be no further than ⅛ inch (⅛”) from the top of the side seam ± $^{1}/_{16}$ inch ($^{1}/_{16}$”).

Glue seepage is not acceptable. Seam adhesive shall be applied and placed to ensure secure, clean, non-curl seams during storage and machine processing.

The glue patch shall be as close as possible to the top edge of the side seam without seepage. The throat angle as defined by the top edge of the side seam shall remain constant throughout the order (Note: This angle is a critical design requirement.)

3.6.3.9 Closure: Adhesive shall be composed and placed so that generally accepted handling and storage shall not result in envelopes sealed or stuck to each other before removal from the carton and insertion. Properly closed seal flaps shall not open during postal processing.

3.6.3.10 Adhesive: It shall be composed and placed so that generally accepted handling and storage shall not result in envelopes sealed or stuck to each other before removal from the carton and in.

3.7 Packaging and Palletizing Preparation for Delivery

3.7.1 Class 1 – Commercial & Official envelopes

3.7.1.1 Shelf Box: All envelopes shall be packed in 500 per shelf box, vertically, on long edge with the flaps folded, the open side of the envelope up (towards top of box) and facing the same direction.

3.7.1.2 Shipping Carton: Envelopes shall be packed with five (5) shelf boxes per shipping carton. Over size cartons, holding five (5) shelf boxes will not be acceptable.

Exceptions: MCC 150103 shall be packaged 1,000 per shipping carton, on long edge, flaps with latex adhesive not folded, the open side of the envelopes up (towards top of box) and facing the same direction. Vendor shall ensure that the envelopes do not stick together. The inside of the box must include a corrugated cardboard section divider, and 500 envelopes on each side. The cardboard section divider is required to reinforce the shipping carton and reduce the possibility of any crushing of the latex seal envelopes inside the carton.

3.7.2 Class 2 – Booklet envelopes

3.7.2.1 Shipping Carton: Booklet envelopes shall be packaged vertically, on long edge, flap side up, flaps folded, all in same direction, 500 per shipping carton.

3.7.2.2 Exceptions:

- MCC 150061 shall be packaged vertically, on long edge, flap side up, flaps folded, two adjacent rows of 250 across the short side of the box, one row of envelopes all facing the same direction, the other row reversed, 500 per shipping carton.
- MCC 150107, envelopes shall be preprinted, flaps folded, envelopes folded in half on long edge, front side facing outwards, packaged vertically, flap side up, two (2) adjacent rows of 250 across the short side of the box, one row of envelopes all facing the same direction, the other row reversed, 500 per shipping carton.

3.7.3 Class 3 – Open -End (Catalog & Clasp) envelopes

3.7.3.1 Catalog Envelopes shall be packaged vertically on long edge, 500 per shipping carton, flaps folded, reversed every 100.

3.7.3.2 Clasp Envelopes shall be packaged flat, 250 per shipping carton, reversed every fifty (50) with flaps extended.

3.7.3.3 Exceptions: MCC 150104 shall be packaged vertically, on long edge, latex adhesive flaps extended, direction reversed every 100. Vendor shall ensure that the envelopes do not stick together.

3.7.4 Exception: MCC 150109 shall be delivered on 48” x 40” pallets, as this is the required pallet size for OSP’s clients who receive shipments from OSP of these envelopes. The maximum height including the pallet is 54 inches (54”) and the maximum weight is 2,500 pounds.

Revision History

Version	Date	Summary of Changes	Authored by
	07/03/2026	Initial Release	MH