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| SECTION 4 | BAR CODE SPECIFICATION | Page 1 of 2 |
| DATE: 8/2002 | TITLE: LABEL PLACEMENT | ISSUE: REV. 2 |

The objective of this section is to present the label placement standard. A placement grade (A to E described in section 3, page 1) will be provided from a visual observation of the units on site versus the placement standard.

Placement of bar code labels is critical for effective/ efficient handling and accounting of the materials received and used on site. There are three basic shapes of material units which are handled.

- A. Round
- B. Square
- C. Bag

It is critical for all material unit types to meet the following criteria.

- A. Each unit load or bundle will need to have bar code labels.
- B. All labels must be placed on units clear of banding or other obstructions and be free from wrinkles.
- C. Stretch wrapped material labels must be placed on the outside of the stretch wrap with a solid surface behind the label. To avoid wrinkles in label should not be placed on stretchwrapping spanning a void.
- D. Non stretch wrapped material labels must be securely attached and be free from any wrinkles.
- E. All bar code labels must be placed in the upper half of the unit load on a solid surface. Our preference is to have the label as close to the top of the unit as possible. A guideline to use is 3”(80mm).
- F. Single lot numbers are required per unit. Generally the only exception to this is for drums which will require 1 label per drum. Drums of different lot numbers can be placed on the same unit. Another option is units with multiple lot numbers must have only one set (2-4 depending on shape of material) of code labels. These labels must have one common UCC/EAN 128 SSCC number, IRMS/GCAS #, a master lot #, and quantity for the entire unit.

Use of the master lot numbers should be reviewed with the receiving site to insure there are no concerns on lot tracking for regulated brands.

I. Round Units Or Bundles

- A. On all round units or bundles, should have three bar codes labels are to be placed every 120 degrees around unit.
- B. Some of the materials included in this section are:
 - 1. Fabric
 - 2. Tissue
 - 3. Dry lap
 - 4. Drum Glue, Perfumes, Oils, and Additives
 - 5. Poly
 - 6. Foam



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|---------------------|-------------------------------|----------------------|
| SECTION 4 | BAR CODE SPECIFICATION | Page 2 of 2 |
| DATE: 8/2002 | TITLE: LABEL PLACEMENT | ISSUE: REV. 2 |

- C. If a round unit is less than 15”(380mm) in diameter, one labels is acceptable to avoid overlap of the labels.
- D. Drums can be shipped with a single label on each drum. Suppliers lots can be mixed on a single unit load of drums. In this case, each drum would have its own UCC/EAN 128 number (SSCC). This procedure should be reviewed with the receiving site to insure there are no concerns on lot tracking for regulated brands.

II. Square Units

- A. The bar code label can best be scanned if positioned in the center of the unit, 3 inches (80mm) from the top. If center placement of the label results in the label spanning a void within the unit load, the label should be repositioned so it has a solid surface behind it. If three inches from the top is not obtainable, place the labels within the top third of the unit load (as close to the label as possible).
- B. A bar code label shall be placed on all four sides. Any deviations from this must be approved by the primary qualifying site.
- C. Some of the materials covered by this section are:
 - 1. Poly
 - 2. Box Glues
 - 3. Tapes
 - 4. Elastic
 - 5. Lycra
 - 6. Waistshield
 - 7. Polybags
 - 8. Corrugated Containers
 - 9. Miscellaneous items (sterile poly bags, leaflets, coupons, etc.).
 - 10. Totes - Glues, Inks, and Dyes
- D. Baled Kraft is a unique material and should be handled as follows:
 - 1. Baled Kraft will need to be bar coded on a shipment basis. Bar code labels do not need to be placed on the individual bales. Instead, four bar codes should be generated for each rail car.
 - 2. These bar codes should be placed in 2 manila envelopes (2 per envelope). The envelopes should be placed on each side of the rail car in a manner that will not damage the label during transit.
 - 3. For truck shipments, the number of bar codes can be reduced to 2 (in 1 envelope) that is placed in the rear of the trailer .

III. Bag Form

- A. Bar code labels should be placed in a clear plastic envelope on the outside of the bag.
- B. Bar code labels should be placed on two opposite sides with a solid surface behind the labels.