



**Goods Distribution Engineering
Ingénierie de la distribution**

Specification Spécification

Title		Titre	
Business Reply Mail™ (BRM) Plastic Commercial Envelope			
Specification No. / No de spécification	Issue Date / Date d'émission	Revision No. / No de révision	Revision Date / Date de révision
3576	2006 06 13	1	2006-08-02

Configuration Management /
Gestion de la configuration

**FOR INFORMATION RECORD ONLY
NOT FOR TENDER OR CONSTRUCTION**

**POUR VOS DOSSIERS SEULEMENT
NON POUR SOUMISSION OU
CONSTRUCTION**

August 9, 2006

Author Business Reply Mail	Auteur	Date
Revised by Judith Plumadore	Révisé par <i>JPL</i>	Date <i>06/08/02</i>
Engineering Authority Rachèl Carrière Manager of Business Reply Mail	Responsable de l'ingénierie <i>Judith Plumadore</i>	Date <i>06/08/02</i>
Document Control Centre Dian Kay Officer, Document Control Centre	Centre de contrôle des documents <i>Dian Kay</i>	Date <i>06/08/02</i>

Spécification Specification Business Reply Mail™ (BRM) Plastic Commercial Envelope	Specification No.	N° de spécification	3576
	Revision no.	N° de révision	1
	Date	2006-08-02	Page 1 of 6

TABLE OF CONTENTS

CONFIGURATION MANAGEMENT CONTROL SHEET	2
REVISION CONTROL RECORD	2
1 GENERAL	3
1.1 PURPOSE	3
1.2 GENERAL/DESCRIPTION	3
1.3 ENVELOPE SPECIFICATIONS	3
1.4 ENVELOPE FRONT	4
1.5 ENVELOPE FLAP.....	4
1.6 ENVELOPE BACK.....	5
1.7 ENVELOPE CAVITY	5
1.8 BRM BAR - CODE	5
1.9 TAMPER EVIDENCE.....	5
1.10 QUALITY	5
2 PRINTING	6
3 PACKAGING	6
4 CONTACTS	6
4.1 MAIL STANDARDS AND TESTING GROUP.....	6
4.2 BUSINESS REPLY MAIL	6

Spécification Specification Business Reply Mail™ (BRM) Plastic Commercial Envelope	Specification No.	N° de spécification	3576
	Revision no.	N° de révision	1
	Date	2006-08-02	Page 3 of 6

1 GENERAL

1.1 PURPOSE

- 1.1.1 This specification defines the technical requirements for the BRM plastic (i.e. poly flange / zipper) commercial envelope.
- 1.1.2 The BRM plastic commercial envelope (i.e. the Product) is designed to contain and protect up to 500 grams of weight from being exposed or damaged while being processed on Canada Post's mechanized and / or manual mail handling equipment.
- 1.1.3 Note: Domestic Business Reply Mail customers may use this Product to receive paper documents or other qualified items as part of the response from the recipient, subject to the approval / testing from Canada Post Corporation, Product Management and Mail Standards and Testing group.

1.2 GENERAL/DESCRIPTION

The envelope as produced must adhere to Business Reply Mail's current size and weight specifications as outlined within the Business Reply Mail Customer Guide available at www.canadapost.ca/brmsupportdocuments

The Product must be processed in accordance with the current Business Reply Mail Handling procedures.

1.3 ENVELOPE SPECIFICATIONS

- 1.3.1 **Stock:** Stock: Minimum 48ga Polyester/3.5mil
- 1.3.2 **Colour:** White opaque
- 1.3.3 **Seal**
- 1.3.3.1 Width of seal on bottom of envelope = 20 mm min.
- 1.3.3.2 Width of seal on each edge of envelope = 10 mm min.
- 1.3.4 **Glue**
- 1.3.4.1 Glue line is a minimum width of 9 mm.
- 1.3.5 **Ink:** Black and Matte White
- 1.3.6 **Printing:** Two colour positive
- 1.3.7 **Style:** Pouch

Spécification Specification Business Reply Mail™ (BRM) Plastic Commercial Envelope	Specification No.	N° de spécification	3576
	Revision no.	N° de révision	1
	Date	2006-08-02	Page 4 of 6

1.3.8 Special:

- Flange Zipper
- Double sided Tape
- Serration on lip between tape zipper

Property	Test Method	Units	Value
Gauge	inches	Mil	3.8 – 4.1
Tensile			
Strength MD	ASTM 1922	PSI	28,500
Bond Strength	500gr./sq in.	gr./sq.in.	destruct
Seal Strength	300°F/1sec./4PSI	gr./sq.in	600gr/in.min

1.4 ENVELOPE FRONT

- 1.4.1 The front of the Product must display BRM artwork, which includes all the essential BRM elements (Indicia, Extraction Bars, Chevrons, Address Block, BRM Address, unique BRM Postal Code, 4 State Barcode and Human Readable Line etc.).
- 1.4.2 BRM artwork is created within the BRM Artwork Online tool. To register for and use the BRM Artwork Online tool, which is available to customers at no additional charge, customers must first register with Canada Post's Online Business Centre (OBC) located at www.canadapost.ca/obc

1.5 ENVELOPE FLAP

- 1.5.1 **Size**: As required and specified by the customer.
- 1.5.2 Adhesive on the back of the flap is a pressure sensitive adhesive with a removable liner. Glue must be a minimum width of 9mm.
- 1.5.3 Flap cannot be opened without visible damage to base material, with a release liner of sufficient strength and composition to fully protect the adhesive while providing for the clean and smooth exposure of the self-adhesive.
- 1.5.4 The flap must be designed to prevent reuse. See Section 1.9.
- 1.5.5 The adhesive and release liner runs from edge to edge of the envelope flap.
- 1.5.6 The adhesive must be permanent through the operation temperature.
- 1.5.7 Range of –40 degrees °C and +60 degrees °C, as tested in accordance with Quality Levels for Envelopes published by Supply and Services Canada.
- 1.5.8 Objective evidence from throughout every production run must be maintained to display compliance with all manufacturing specifications.

Spécification Specification Business Reply Mail™ (BRM) Plastic Commercial Envelope	Specification No.	N° de spécification	3576
	Revision no.	N° de révision	1
	Date	2006-08-02	Page 5 of 6

1.6 ENVELOPE BACK

- 1.6.1 To allow for writing, Matte White ink must be placed on the back of the envelope (as required and specified by the BRM customer).
- 1.6.2 The BRM customer must provide artwork for the back of the envelope.

1.7 ENVELOPE CAVITY

- 1.7.1 Clear internal usable space of envelope for insertion of the BRM contents (i.e. paper documents or other qualified items) shall be slightly smaller in size to external measurement, thus allowing for welding of Poly substrate (front to back) to each other.

1.8 BRM BAR - CODE

- 1.8.1 The front of the envelope must display all the essential BRM elements, including the BRM 4-state barcode. See Section 1.4

1.9 TAMPER EVIDENCE

- 1.9.1 The envelope flap cannot be opened without destroying the integrity and therefore making it impossible to be returned to its original state and removing the option of possible reuse.

1.10 QUALITY

- 1.10.1 All package attributes must contribute to and reinforce a Prestige product in keeping with high image packaging. This includes look, feel and integrity of the printing, end seams and envelope surface condition. “Prestige” level with applicable attributes must be maintained as described in “Quality Levels for Printing” and “Quality Levels for Envelopes” as published by Supply and Services Canada.

Note: Objective evidence must be maintained showing controls are in place to ensure consistent maintenance of this function to a Prestige master standard from production run to run and throughout production runs. Provide samples from the beginning and end of each run to determine and maintain consistency of colour. As a minimum standard Flexograph printing to follow “first” (Flexographic Image Reproduction Specifications and Tolerances) as published by the Foundation of Flexographic Technical Association, Inc.

- 1.10.2 Shelf life of one year when stored under ambient conditions.
- 1.10.3 Ten (10) pre-shipment, production samples to be submitted for evaluation to CPC’s identified contact prior to first shipment of every production run and every product change together with the supplier’s examination report. In case of a third party printer, a roll by roll print report (with samples of any defects found) is required prior to shipping printed rolls for converting.

Spécification Specification Business Reply Mail™ (BRM) Plastic Commercial Envelope	Specification No.	N° de spécification	3576
	Revision no.	N° de révision	1
	Date	2006-08-02	Page 6 of 6

2 PRINTING

- 2.1. The print quality of this item is Prestige as defined in Supply and Services Canada publication "Quality Levels for Printing "
- 2.2. Two (2) color proofs (HP and Contract Proofs) are to be submitted to the BRM customer for approval prior to production of the initial job. See **Section 4.**
- 2.3. Printing process; flexo with a minimum of six (6) colour Capability.
- 2.4. Printing plates; Cyrel/photopolymer high quality plates for flexo and State of the art plates for litho.
- 2.5. Central impression Flexo printing and or Litho; recent vintage equipment, capable of holding 1/64 colour-to-colour and impression-to-impression Registration.
- 2.6. Plate mounting equipment to be minimum microscope/CCTV with Micrometer adjustment capable of supporting registration requirements.
- 2.7. All components (artwork, negatives, proofs) pertaining to this job are the property of the BRM customer and must be returned upon request of work along with 10 samples. See **Section 4.**

3 PACKAGING

- 3.1 As required by the BRM customer.

4 CONTACTS

4.1 MAIL STANDARDS AND TESTING GROUP

CANADA POST
 SUITE N0550
 2701 RIVERSIDE DR
 OTTAWA ON K1A 0B1
mailstandardsandtesting@canadapost.ca

4.2 BUSINESS REPLY MAIL

CANADA POST
 SUITE N0210
 2701 RIVERSIDE DR
 OTTAWA ON K1A 0B1
rachel.carriere@canadapost.ca
 (613) 734-7466