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SPECIFICATION FOR
CARBON PAPER
(TYPEWRITER & PENCIL)
(FIRST REVISION)

BUREAU OF CEYLON STANDARDS

SPECIFICATION FOR CARBON PAPER (TYPEWRITER & PENCIL) (FIRST REVISION)

SLS 82 : 1979

(Attached AMD 59, AMD 65 and AMD 153)

Gr. 6

BUREAU OF CEYLON STANDARDS
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Colombo 3,
Sri Lanka.

Sri Lanka Standards are subject to periodical revision in order to accommodate the progress made by industry. Suggestions for improvement will be recorded and brought to the notice of the Committees to which the revisions are entrusted.

This Standard does not purport to include all the necessary provisions of a contract.

SRI LANKA STANDARD

SPECIFICATION FOR CARBON PAPER (TYPEWRITER & PENCIL) (FIRST REVISION)

FOREWORD

This Sri Lanka Standard has been prepared by the Drafting Committee of the Bureau on Carbon Paper. It was approved by the Agricultural and Chemicals Divisional Committee of the Bureau of Ceylon Standards and was authorised for adoption and publication by the Council of the Bureau on 1979-04-18.

The Sri Lanka Standards referred to in this specification are listed below.

CS 3	Paper sizes
CS 102	Presentation of numerical values
CS 149	Typewriter ribbons (metric units)
SLS 338	Determination of substances of paper and paper board
SLS 428	Random sampling methods

This specification which was first published in 1970 is now being revised to accommodate SI units and a new scheme of sampling. The sizes of carbon paper have been given in the International A series of sizes as specified in CS 3 : 1967.

This specification is in two parts. Part 1 covers typewriter carbon paper and Part 2 covers pencil carbon paper.

The standard values in this specification are in SI units.

For the purpose of deciding whether a particular requirement of this specification is complied with, the final value, observed or calculated, expressing the result of a test or analysis shall be rounded off in accordance with CS 102. The number of figures to be retained in the rounded off value should be the same as that of the specified value in this standard.

In the preparation of this specification the assistance obtained from the publications of the Indian Standards Institution, the Japanese Standards Association, the South African Bureau of Standards and the United States Federal Service is gratefully acknowledged.

PART 1. TYPEWRITER CARBON PAPER

1.1 SCOPE

This specification covers the requirements and methods of sampling and test for carbon paper for use with typewriters, excluding carbon papers meant to be used once.

1.2 TYPES AND CLASSES

1.2.1 There shall be 3 types namely,

Type 1 - Feather weight
Type 2 - Light weight
Type 3 - Standard weight

1.2.2 Each of the above types shall be sub-divided into 2 classes as follows:

Class 1 - processed back
Class 2 - unprocessed back

1.3 DESCRIPTION

Carbon paper shall consist of tissue paper coated on one side with suitable carbon ink necessary to give the required copying qualities. The coating shall be smooth uniform and free from the tendency to separate as flakes when in use.

Processed back carbon paper (Class 1) shall be coated on the uncarbonized side with a suitable plastic, wax, varnish or other suitable processing material.

1.4 REQUIREMENTS

1.4.1 Appearance and colour

The carbon coated side of the carbon paper shall be readily identifiable. The colour of reproductions produced by the carbon paper shall be black or as specified by the purchaser.

1.4.2 Base paper

1.4.2.1 The base paper used in the manufacture of the material or when decoated in accordance with the method given in Clause 1.B.1 shall be free of knots, tears and other imperfections.

1.4.2.2 The substance of the base paper shall be as given below when determined by the method specified in Clause 1.B.1

Type 1 : 10 g/m^2 to 12 g/m^2
Type 2 : 13 g/m^2 to 15 g/m^2
Type 3 : 16 g/m^2 to 21 g/m^2

1.4.3 Size

Carbon paper shall be supplied in the finished sizes given below or as agreed to between purchaser and supplier.

TABLE 1 - Sizes of paper

Designation	Size (mm x mm)
(1)	(2)
A2	420 x 594
A3	297 x 420
A4	210 x 297
A5	148 x 210

The tolerance on each dimension shall be ± 2 mm.

1.4.4 Resistance to smudging

Carbon paper shall not smudge when tested as specified in Clause 1.B.2 because of softness or poor abrasion resistance of the coating.

1.4.5 Resistance to curl

Carbon paper when subjected to the test specified in Clause 1.B.3 shall be satisfactory if not less than 80 per cent of the sum of the total lengths of the short sides are in contact with the surface.

1.4.6 Holes and pinholes

Carbon paper shall be free from holes visible when laid flat on a white opaque surface with the carbon side up. Carbon paper shall also be free from pinholes having a 0.15 mm to 0.18 mm diameter when examined as specified in Clause 1.B.4.

Type 1 : 10
Type 2 : 6
Type 3 : 5

1.4.8 Serviceability

The minimum number of legible impressions produced at the same spot shall not be less than the number specified below when tested as prescribed in Clause 1.B.6.

Type 1 : 8
Type 2 : 9
Type 3 : 10

1.5 PACKAGING

Carbon paper shall be packed suitably in boxes or as agreed to between the purchaser and supplier. When packed in boxes each box shall contain 4 folders with 25 sheets to a folder.

1.6 MARKING

The following particulars shall be marked legibly on each box:

a) The name of product.
b) The name and address and/or trade mark of the manufacturer.
c) Type and class of material.
d) Size of material.
e) Colour of material.
f) Batch number and/or date of manufacture.

1.7 SAMPLING

The method of drawing representative samples of the material and the criteria for conformity shall be as prescribed in Appendix 1.A.

1.8 TESTS

Tests shall be carried out as prescribed in Appendix 1.B.

APPENDIX 1.A
(See Clause 1.7)

SAMPLING

1.A.1 General precautions

1.A.1.1 Samples shall be drawn from unopened boxes.

1.A.1.2 Samples shall be protected from abnormal exposure to heat and light and shall not be allowed to come in contact with any liquid.

1.A.1.3 Samples shall be touched as little as possible.

1.A.1.4 Samples shall not be folded before testing.

1.A.2 Scale of sampling

1.A.2.1 *Lot*

All the boxes in a single consignment containing carbon paper of the same size, type and class, and from the same batch of manufacture shall constitute a lot.

1.A.2.1(a) Samples shall be tested separately from each lot for ascertaining the conformity of the lot to the requirements of this specification.

1.A.2.2 *Defective sheet*

Any carbon sheet failing to satisfy any one or more of the requirements set out in this specification shall be termed a defective sheet.

1.A.2.3 The number of boxes to be selected from a lot for sampling shall depend upon the size of the lot and shall be in accordance with Column 1 and Column 2 of the following table. From each box so drawn take 5 sheets at random.

TABLE 1.A.1 - Scale of sampling

Number of boxes in the lot	Number of boxes to be selected	Number of sheets to be selected	Acceptance number
(1)	(2)	(3)	(4)
Up to 25	3	15	1
26 to 100	4	20	1
101 to 300	5	25	2
301 to 600	6	30	2
601 to 1000	7	35	2
1001 and above	8	40	3

1.A.2.4 The boxes and sheets shall be selected at random from the lot using a random number table as specified in SLS 428.

1.A.3 Testing of samples

1.A.3.1 All the sheets selected in accordance with Clause 1.A.2.3 shall be examined for each of the requi-

rements given in Clauses 1.4.1, 1.4.3 and 1.4.5.

1.A.3.2 From the sheets already drawn and inspected, sub-samples of corresponding sizes as specified in Appendix 1.B shall be selected at random and tested for requirements for characteristics given in Clauses 1.4.2, 1.4.4, 1.4.6, 1.4.7 and 1.4.8.

1.A.4 Criteria for conformity

A lot shall be declared to comply with the requirements of this specification if the following conditions are satisfied:

1.A.4.1 The number of defective sheets in the sample examined in accordance with Clause 1.A.3.1 is less than or equal to the corresponding acceptance number given in Column 4 of Table 1.A.1.

1.A.4.2 After testing the sub-samples for compliance with the requirements for characteristics specified in Clause 1.A.3.2 no defective is found.

APPENDIX 1.B
(See Clause 1.8)

METHODS OF TEST

1.B.1 Determination of substance of base paper

1.B.1.1 *Test piece*

Cut a piece measuring 100 mm x 100 mm from each of the 5 carbon sheets.

1.B.1.2 *Procedure*

In order to decoat the carbon paper, take a suitable quantity of carbon tetrachloride or a mixture of equal

volumes of carbon tetrachloride and acetone in a beaker. Bring the contents to boil and immerse a test piece into the boiling solvent until the tissue is clean, During this operation hold the test piece with forceps and agitate through the solvent. Repeat the operation with a fresh quantity of solvent if necessary. After the coating has been removed, dry the de-carbonized paper.

Determine its substance in accordance with the method specified in SLS 338.

1.B.1.3 *Report*

Report the average substance of the base paper.

1.B.2 Determination of resistance to smudging

1.B.2.1 *Test piece*

Cut a test piece measuring 25 mm x 25 mm from each of 3 carbon sheets.

1.B.2.2 *Procedure*

A test piece and 10 sheets of typewriting paper (substance 50 g/m^2) measuring 40 mm x 40 mm shall be pre-conditioned for a period of 2 hours in a controlled atmosphere having a relative humidity of 85 per cent to 90 per cent and a temperature of 40 $\pm$ 2 ^{0}C. The test piece shall be inserted in the middle of the 10 sheets of typewriting paper and the assembly shall be held between 2 sheets of glass plates measuring 40 mm x 40 mm and 2 mm thick. A 500-g mass shall be placed on the glass plate and the assembly conditioned for one hour at atmospheric conditions of 40 $\pm$ 2 ^{0}C and 85 per cent to 90 per cent relative humidity. The copy sheets shall then be examined for evidence of staining by the carbon coating.

Repeat the test with the remaining test pieces.

1.B.2.3 *Report*

Report separately the results of the examination of the copy sheets for evidence of staining by the carbon coating.

1.B.3 Determination of resistance to curl

1.B.3.1 *Procedure*

Place 4 sheets of carbon paper on a wire screen, the carbon coated side down in a conditioning room in which a relative humidity of 65 ± 5 per cent and a temperature of 27 ± 2 ^{0}C is maintained. After the sheets have been conditioned for one hour, remove the sheets from the screen and place on a flat glass surface, carbon-coated side up. After one minute, measure the portions of the two narrow sides of each sheet which are in direct contact with the flat surface.

1.B.3.2 *Report*

Report the average sum of the lengths obtained as a percentage of the sum of the total length of the narrow sides.

1.B.4 Examination for holes and pinholes

1.B.4.1 *Procedure*

Examine 125 mm x 125 mm from each of 12 sheets of carbon paper for freedom from pinholes. Care should be exercised if a comparison hole is made by puncturing a sheet of carbon paper with a wire 0.15 mm to 0.18 mm in diameter that the hole is not made larger than the diameter of the wire. Examine the carbon paper for the presence of pinholes in a dark room. Use a 20-W frosted-glass fluorescent tube to provide the light source. Use a template having a 125-mm x 125-mm opening (prepared from

cardboard or similar material) to define the area of the paper to be examined. In examining the carbon paper, lay the specimen with the carbon side up, on the glass plate directly over the light and place the template over the carbon paper to define the area to be examined.

1.B.4.2 *Report*

Report the results of the examination of the carbon sheets for holes and pinholes.

1.B.5 Test for manifolding

1.B.5.1 *Apparatus*

An electric typewriter that has been adjusted, or adapted if necessary, to provide the following shall be used:

a) A clean pica type.
b) An impression indicator set at 5 or so regulated that the force of the power stroke does not show evidence of hitting through or breaking of the first sheet after 15 lines have been typed.
c) Multiple copy control set at 5.
d) A new cotton typewriter ribbon of thickness 0.13 mm conforming to CS 149.

1.B.5.2 *Test pieces*

10, 6 or 5 half sheets of carbon paper as appropriate, for the type of carbon paper being tested.

1.B.5.3 *Procedure*

A first sheet of substance 50 g/m^2 and the appropriate number of copy sheets of substance 35.5 g/m^2 shall be assembled with sheets of carbon paper in the usual way, inserted into the machine, and 15 lines of the entire key-board shall be typed in unrelated order. The copy sheets shall be examined for legibility.

1.B.5.4 *Report*

Report the number of copies that are completely legible.

1.B.6 Test for serviceability

1.B.6.1 *Apparatus*

An electric typewriter as described in Clause 1.B.5.1 but with impression indicator set at 2 and the multiple copy control set at 0.

1.B.6.2 *Test pieces*

4 half sheets of carbon paper.

1.B.6.3 *Procedure*

A first sheet of substance 50 g/m² and a copy sheet of substance 35.5 g/m² shall be assembled with a carbon sheet specimen in between in the usual way. A specimen of the carbon paper shall be securely fastened to the first sheet so that the carbon side of the specimen will come into contact with the copy sheet. The two sheets shall be placed in the typewriter, and the first sheet carrying the carbon paper, shall be secured to the back of the carriage so that the first sheet will not move when the platen is turned for spacing lines. A line of B's shall be typed across the portion of the first sheet covering the carbon paper. The copy sheet shall then be shifted a line and another line of B's typed over exactly the same portion of the first specimen. 15 lines shall be typed in this way. The carbon impressions on the copy sheet shall be insepcted for intensity, legibility and distortion of the letters.

Repeat the test with the remaining test pieces.

1.B.6.4 *Report*

Report the average number of legible and undistorted lines of impression.

PART 2. PENCIL CARBON PAPER

2.1 SCOPE

This specification covers the requirements and methods of sampling and test for pencil carbon paper excluding one time carbon papers meant to be used once.

2.2 TYPES

2.2.1 There shall be two types, namely,

Type 1 - Light weight
Type 2 - Medium weight

2.3 DESCRIPTION

Pencil carbon paper shall consist of tissue paper coated on one or both sides with suitable carbon ink necessary to give the required copying qualities. The coating shall be smooth, uniform and free from the tendency to separate as flakes when in use.

2.4 REQUIREMENTS

2.4.1 Appearance and colour

The carbon coated side of the carbon paper shall be readily identifiable. The colour of reproductions produced by the carbon paper shall be blue or black or as specified by the purchaser.

2.4.2 Base paper

2.4.2.1 The base paper used in the manufacture of the material or when decoated as specified in Clause 1.B.1 shall be free from knots, tears and other imperfections.

2.4.2.2 The substance of the base paper shall be as given below when determined by the method specified in Clause 1.B.1.

specified in Table 1.1 or as agreed to between the purchaser and the supplier. The tolerance on each dimension shall be ± 2 mm.

2.4.4 Resistance to curl

Carbon paper when subjected to the test specified in Clause 1.B.3 shall be satisfactory if not less than 80 per cent of the sum of the total lengths of the short sides are in contact with the surface.

2.4.5 Holes and pinholes

Carbon paper shall be free from holes visible when laid flat on a white opaque surface with the carbon side up. Carbon paper shall also be free from pinholes having a 0.15 mm to 0.18 mm diameter when examined as specified in Clause 1.B.4.

2.4.6 Manifolding

Carbon paper shall produce at one time not less than the number of legible copies specified below when tested as prescribed in Clause 2.B.2.

Type 1 : 6
Type 2 : 4

2.4.7 Serviceability

The minimum number of legible impressions produced at the same type spot shall not be less than the number specified below when tested as prescribed in Clause 2.B.3.

Type 1 : 12
Type 2 : 15

2.5 PACKAGING

Packaging requirements shall comply with those specified in Clause 1.5.

2.6 MARKING

The following particulars shall be marked legibly on each box:

a) The name of product.
b) The name and address and/or trade mark of the manufacturer.
c) Type of material
d) Size of material.
e) Colour of material.
f) Batch number and/or date of manufacture.

2.7 SAMPLING

The method of drawing representative samples of the material and the criteria for conformity shall be as specified in Appendix 2.A.

2.8 TESTS

Tests shall be carried out as prescribed in Appendix 2.B.

APPENDIX 2.A

(see Clause 2.7)

SAMPLING

2.A.2 Testing of Samples

2.A.2.1 All the sheets selected in accordance with Clause 1.A.2.3 shall be examined for each of the requirements given in Clauses 2.4.1, 2.4.3 and 2.4.4.

2.A.2.2 From the sheets already drawn and inspected, sub-samples of corresponding sizes as specified in Appendix 2.B shall be selected at random and tested for requirements of characteristics given in Clauses 2.4.2, 2.4.5, 2.4.6 and 2.4.7.

2.A.3 Criteria for conformity

A lot shall be declared to comply with the requirements of this specification if the following conditions are satisfied:

2.A.3.1 The number of defective sheets in the sample examined in accordance with Clause 2.A.2.1 is less than or equal to the corresponding acceptance number given in Column 4 of Table 1.A.1.

2.A.3.2 After testing the sub-samples for compliance with the requirements for characteristics specified in Clause 2.A.2.2 no defective is found.

APPENDIX 2.B

(See Clause 2.8)

METHODS OF TEST

2.B.1 The methods of test for determination of substance of base paper, determination of resistance to curl and examination for pinholes shall be as specified in Clauses 1.B.1, 1.B.3, and 1.B.4 respectively.

2.B.2 Test for manifolding

2.B.2.1 *Apparatus*

A fine point ball point pen producing a line width impression of 0.37 mm to 0.39 mm held in a vertical position under a load of 165 gf to make impressions shall be used.

2.B.2.2 *Test pieces*

6 or 4 half-sheets of carbon paper, as appropriate for the type of carbon paper being tested.

2.B.2.3 *Procedure*

Assemble a writing paper of substance 56 g/m^2 as the first sheet and the appropriate number of copy sheets of substance 35.5 g/m^2 in the usual way with carbon paper in between. Staple the assembled sheets together to form a smooth pack and secure to a smooth glass plate with cellulosic adhesive tape. Place a straight edge over the test assembly parallel to the 200-mm edge of the sample at the mid point and secure to the glass plate. Make three parallel lines by drawing the assembly slowly under the pen. Move the straight edge 5 mm to a previously unmarked area, after each impression is made.

Examine the manifold impressions for legibility and the carbon paper for flaking.

2.B.2.4 *Report*

Report the number of copies that are completely legible.

2.B.3 Test for serviceability
shall be used.

2.B.3.2 *Test pieces*

Cut a test piece measuring 50 mm x 150 mm from each of 3 carbon sheets.

2.B.3.3 *Procedure*

Place the test piece carbon side down on a glass plate with its long dimension parallel to one side of the plate. Super-impose two pieces of paper, an upper sheet of substance 56 g/m^2 (writing paper) and a lower sheet of substance 35.5 g/m^2 (copy sheet) both measuring 100 mm x 260 mm. Join the 100-mm edges at one end with a fold of tape. Place the joined sheets, the copy sheet under, and the writing paper over the carbon paper test sample, with their long sides perpendicular to the long sides of the test sample, and the joined edges extending 20 mm to 50 mm beyond the test sample. Secure the test sample to the glass plate at the 50-mm end with tape. Place a straight edge over the test assembly parallel to the 150-mm edge of the sample at the mid point and secure to the glass plate. Place the glass plate to which the test assembly has been secured on a drawing board and place the ball point, loaded as specified, over the assembly so that it will be in contact with the straight

edge. Make a 100-mm long impression by pulling the assembly slowly in a straight line, using the straight edge as a guide. Withdraw the joined sheets by about 5 mm to expose an unmarked area on the impression sheet and make another impression as previously specified.

Repeat the test with the remaining test pieces.

2.B.3.4 *Report*

Report the average number of perceptible lines.

AMENDMENT NO.1 APPROVED ON 1982-11-24

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Page 5, Page 15 and Page 16

Clause 1.4.2.1 and Clause 2.4.2.1 - Substitute "1.B.1.2" for "1.B.1" appearing in these clauses.

Clause 1.4.2.2 and Clause 2.4.2.2 - Substitute "1.B.1.3" for "1.B.1" appearing in these clauses and introduce the following note at the end of each of the above clauses.

"NOTE - The requirement for base paper will be tested only at the request of the buyer."

Page 6 and Page 16 Clause 1.4.6 and Clause 2.4.5 - Amend the title to read as "holes" and amend the second sentence to read as "Carbon paper shall also be free from holes having a diameter greater than 0.18 mm when examined as specified in 1.B.4."

Page 7 Clause 1.4.8 (first line) - Amend to read as "the minimum number of legible and undistorted impressions of good intensity produced at"

Page 10 and Page 18

Clause 1.A.3.2 and Clause 2.A.2.2 - Introduce Note a) at the end of 1.A.3.2 and Note b) at the end of 2.A.2.2.

a) *"NOTE - The requirement for the characteristic given in 1.4.2 will be tested only at the request of the buyer."*

b) "NOTE - The requirement for the characteristic given in **2.4.2** *will be tested only at the request of the buyer."*

Page 11

Introduce the clause number "**1.B.1.3**" to the second paragraph of **1.B.1.2** and substitute "**1.B.1.4**" for "**1.B.1.3**".

Clause 1.B.2.2 (first line) - Substitute "nominal substance" for "substance".

Page 12

Clause 1.B.4 - Amend the title to read as "Examination for holes".

Clause 1.B.4.1 - Substitute "holes" for "pinholes" appearing in the second and the seventh lines and substitute "approximately 0.18 mm" for "0.15 mm to 0.18 mm" appearing in the fourth line.

Page 13

Clause 1.B.4.2 - Delete the words "and pinholes" appearing at the end of this clause.

Clause 1.B.5.3 - Substitute "nominal substance" for "substance" appearing in the first and the second lines of this clause and introduce the phrase "by a panel of five persons" after the word "legibility" at the end of the clause.

Page 14

Clause 1.B.5.4 - Amend to read as "report the average number of copies that are completely legible."

Clause 1.B.6.3 - Substitute "nominal substance" for "substance" appearing in the first and second lines of this clause and introduce the phrase "by a panel of five persons" after the word "letters" at the end of the first paragraph.

Page 17 Clause 2.4.7 (first line) - Amend to read as "the minimum number of legible impressions of good intensity produced at".

Page 19 Clause 2.B.2.3 - Substitute "nominal substance" for "substance" appearing in the first and the third lines of this clause and amend the second paragraph (see page 20) to read as "The manifold impressions shall be examined by a panel of five persons for legibility and the carbon paper for flaking."

Page 20

Clause 2.B.2.4 - Amend to read as "Report the average number of copies that are completely legible."

Clause 2.B.3.3 - Substitute "nominal substance" for "substance" appearing in the fourth and the fifth lines of this clause and add the following paragraph at the end of the first paragraph (see page 21) of this clause.

"The operation shall be repeated until 20 impressions have been made on the copy sheet. The impressions on the copy sheet shall be examined for intensity and legibility by a panel of five persons. Make a note of the number of lines that are visible over their drawn length."

AMENDMENT NO. 2 APPROVED ON 1984-03-28.

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Page 9

Table 1.A.1 - Substitute Column 3 of the table by the Column 3 of the following table.

TABLE 1.A.1 - Scale of sampling

Number of boxes in the lot (1)	Number of boxes to be selected (2)	Number of sheets to be selected (3)	Acceptance number (4)
Up to 25	3	16	1
26 to 100	4	20	1
101 to 300	5	24	2
301 to 600	6	32	2
601 to 1 000	7	36	2
1 001 and above	8	40	3

Clause 1.A.2.3 - Amend to read as "the number of boxes to be selected from a lot shall depend upon the size of the lot and shall be in accordance with Columns 1 and 2 of Table 1.A.1. As far as possible an equal number of sheets shall be taken from each box so drawn, to form a sample of size as given in Column 3 of Table 1.A.1.

AMD 153

Amendment No. 3n 1993-07-22.

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PAGE 19

Clause 2.B.2.1)

Substitute "200;5 gf"

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Further particulars of the terms and conditions of the permit may be obtained from the Sri *Lanka Standards Institution, 17, Victoria Place, Elvitigala Mawatha, Colombo 08.*

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SRI LANKA STANDARDS INSTITUTION

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