	<b>STANDARD OPERATING PROCEDURE</b> <b>I 2/5 Labeling Specifications</b>	Document Number: RO-QA-PROC-0002	Version: 1
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## 1.0 Purpose

To provide guidance when creating I2/5 labels that is used on Master Cartons for shipments made to all USA & Canada Distribution Centers.

## 2.0 Scope

The requirements defined are minimum required to meet Rust-Oleum I2/5 standards. More specific information can be added to the label on a case by case basis. This specification is applicable to labels that goes on Master cartons that are manufactured at Rust-Oleum vendors and manufacturing locations.

## 3.0 Related Documents

- GS1 Standards

## 4.0 Responsibilities

- Rust-Oleum manufacturing locations
- Rust-Oleum vendors (contract/toll manufacturers)

## 5.0 Definitions

DC – Distribution Center

CTC – Canadian Tire Canada

## 6.0 Minimum Requirements for Shipments made to USA DC's

### A. Types of Labels

- I. Labels must be printed on white background with black text.
- II. Reflective or stretch labels cannot be used.

### B. Label Size

- I. Height (minimum) – 2 inches

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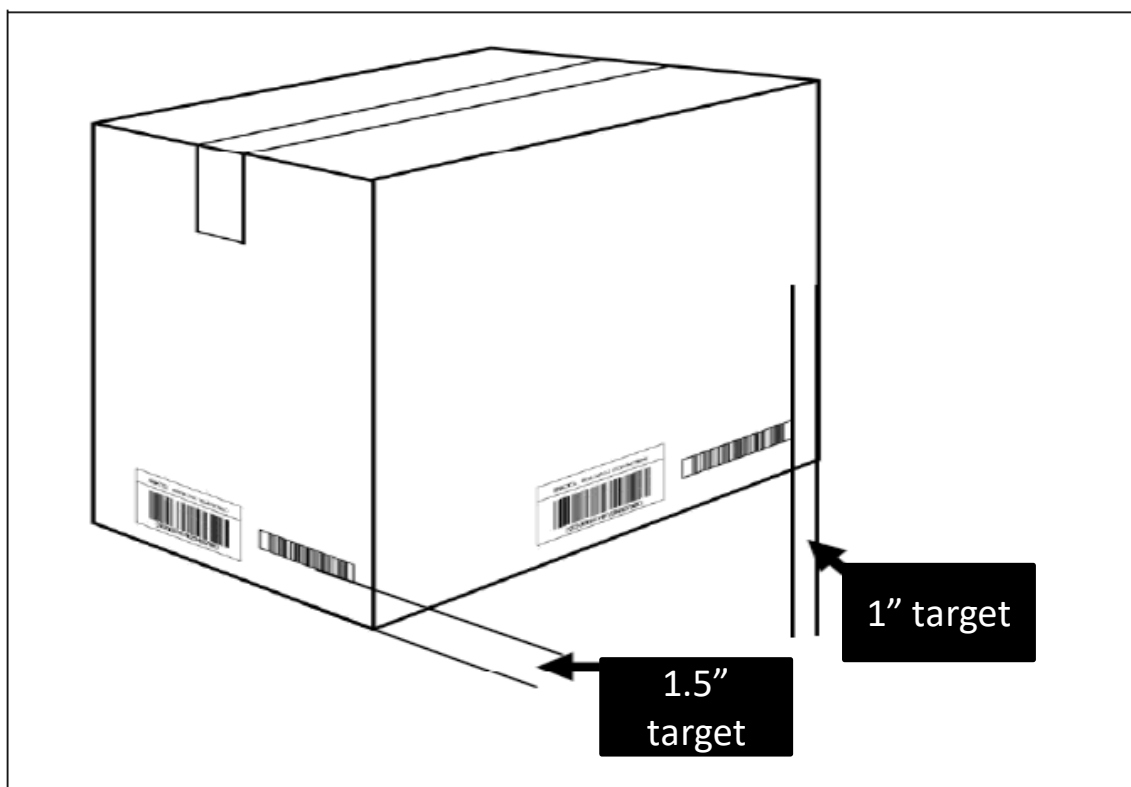
II. Width (minimum) – 4 inches

C. Label location

I. I2/5 barcodes should be targeted to be located on the lower right side corner on the master carton as size permits (see **Figure A**).


- a) Bar code location target from the bottom fold - 1.5 inches
- b) Bar code location target from the side fold - 1 inch

**Figure A:**



D. Label content

- I. All labels must have the following information:
  - a) Line 1 Left corner Rust-Oleum part number (preferred size – 16 points)
  - b) Line 1 Right corner Date/Batch code (preferred size – 16 points)
  - c) Line 2 Rust-Oleum product description from SAP (preferred size – 12 points)
  - d) Line 3 Blank

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- e) Line 4 Barcode (see section below)
  - f) Line 5 Barcode numbers (preferred size – 12 points)
- II. Bar code:
- a) Bearer bar width (minimum) – 3.5 inches
  - b) Barcode height (minimum) – 1 inch
  - c) Bearer bars must be present on the top and bottom.
  - d) Bearer bars are not needed for the sides.
    - 1. If side bars are used, then there has to be a quiet zone.
    - 2. Quiet zone is free space on the left and right side of the symbol and must be at least 10 times the X-Dimension used to create the bar code.
    - 3. For example if the X-Dimension used is 0.0336" the minimum quiet zone should be 10 x 0.0336" or .336.
- III. Picture below gives an example of a typical label (See **Figure B**)

**Figure B:**



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## 7.0 Minimum Requirements for Shipments made to Canadian DC's

- 7.1 Labels should meet all the minimum requirements as outlined in section 6.0
- 7.2 Line 3 – Line below English product description must be product description in French.
- 7.3 Added CTC (Canadian Tire Canada) on the last line when applicable.
- 7.4 Picture below gives an example of a typical Canadian label (See **Figure C**)

**Figure C:**




## 8.0 Inner and Master Carton I2/5 Requirements

### A. Inner Cartons

- I. Labels should meet all the minimum requirements as outlined in section 6.0 and 7.0
  - a) Size specifications can be exempted to fit the carton if space can be a constraint.
- II. Inner I2/5 code from SAP should be used for the barcode.

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- III. Labels should include Dealer Pack Quantity in Each (EA).
- IV. Labels should also include UPC barcode and codes.
- V. Picture below gives an example of a typical Inner Carton I2/5 label (See **Figure D**)

#### B. Master Cartons

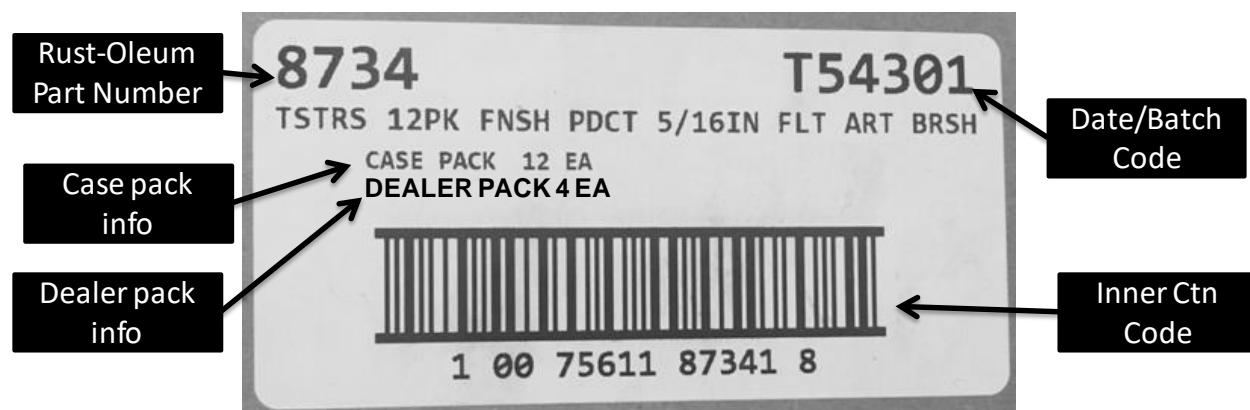
- I. Labels should meet all the minimum requirements as outlined in section 6.0 and 7.0
  - a) Size specifications can be exempted to fit the carton if space can be a constraint.
- II. Outer I2/5 code from SAP should be used for the barcode.
- III. Labels should include Dealer Pack and Case Pack Quantities in Each (EA).
- IV. Picture below gives an example of a typical Master Carton I2/5 label (See **Figure E**)

**Figure D**



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**Figure E**



## 9.0 Unacceptable Packaging

- 9.1 Labels must not cover any regulatory or safety markings.
- 9.2 Labels should not cover any perforations on master cartons.
- 9.3 Damaged cartons/barcodes – this can interfere with our ability to scan the bar code
  - 9.3.1 Transit damage (Pictures 1 & 2)
- 9.4 Scratched Labels -makes ITF-14 and UPC barcodes unreadable
  - 9.4.1 Ex. Poor printer maintenance (Picture 3)
  - 9.4.2 Inferior thermal transfer ribbon or label material
- 9.5 Cellophane Wrapping / Tape - cellophane wrapping or tape that covers all or part of a label degrades and/or label contrast and interferes with the scanners ability to read the barcode
  - 9.5.1 Ex. tape over barcode (Picture 4)
- 9.6 Barcodes cannot be placed across folds on master cartons (Picture 5).
- 9.7 Barcodes must meet certain height and width requirements (Picture 6).

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Picture 1



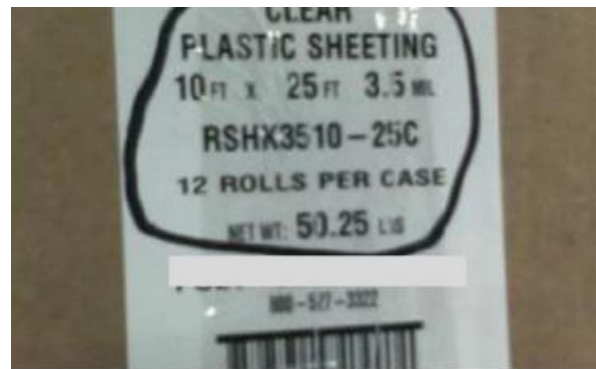
Picture 2



Picture 3




Picture 4



Picture 5

Picture 6

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