

	<h2>Product Identification and Traceability</h2>		Revision: #9
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QUAL. PROC.	Responsible Organization: Office of Security		
	Approved By: David Lindsey	Signature: <SIGNED>	

1.0 **PURPOSE:** To outline the specific procedures and records that are available at the Bureau of Engraving and Printing (BEP) to identify and track materials used in the production of U.S. Paper Currency.

2.0 **SCOPE:** This procedure covers the Washington, DC and Fort Worth, TX facilities.

3.0 **REFERENCES:**

- 93.00-1(4.10) Inspection and Testing Procedure
- QP 200.090 Quality Procedure – Receiving Inspection and Testing of Currency Materials
- National Archives and Records Administration (NARA) General Records Schedule (GRS) for BEP ISO-Related Records and the Proposed BEP Program-Specific Records Schedule
- 93.00-1(4.16.1) ISO Records/Forms Listing

4.0 **RECORDATION SYSTEMS:** In a majority of cases the BEP maintains a dual, electronic and a manual record system for the manufacture of U.S. paper currency.

The BEP utilizes the Bureau of Engraving and Printing Management Information System (BEPMIS), an on-line, real-time integrated enterprise resource planning system, which maintains financial and manufacturing information, while ensuring product accountability at both facilities. The Office of IT Operations maintains BEPMIS with data input being made by the applicable manufacturing or processing section. It should be noted that information stored in BEPMIS is usually retained, online, for only a 12-month period. This allows manufacturing numbers to be recycled and reused from year to year. With the reuse of manufacturing numbers, etc., caution should be used in extracting information

from BEPMIS. It is critical to ensure that research captures the information for the correct time span.

Manufacturing and processing sections also maintain written or hard copy records to document various aspects of the production process. In some cases these written records contain more detailed information, however retrieval of information from these records could be more time consuming. These records are usually maintained and stored by the component performing the production process and retained per 93.00-1(4.16.1), "ISO Records/Forms Listing."

5.0 IDENTIFYING MATERIALS, ITEMS OF REPRODUCTION, AND CONSUMABLE EQUIPMENT USED IN THE PRODUCTION OF U.S. PAPER CURRENCY:

The following is a breakdown of the materials, items of reproduction, and consumable equipment used in the production of U.S. Paper Currency that are traced. Some materials as obtained by contract, simplified acquisition or manufactured by the BEP, as listed in ISO Document 93.00-1 (4-10) "Inspection and Testing Procedure," are not traced.

Distinctive currency paper, and offset, intaglio and letterpress printing inks are the primary materials used to produce U.S. Paper Currency. Material samples are obtained and inspected by the Contracting Officer's Technical Representative (COTR) in accordance with QP# 200.090 "Quality Procedure – Receiving Inspection and Testing of Currency Materials."

5.1 **DISTINCTIVE CURRENCY PAPER:** A paper load is defined as two 10,000-sheet skids or 20,000 sheets of blank 32-subject distinctive currency paper. The manufacturer sequentially numbers all loads for each denomination and receiving plant. The number sequence shall not be started over until the number "9990" is used unless an exception is granted by the BEP.

5.1.1 **TYPE I (D-39) CURRENCY PAPER:** The load numbers for Type I is as follows:

For paper delivered to the Washington, DC facility, the load number shall be a four-digit number only; e.g., '0001.'

For paper delivered to the Ft. Worth, Texas facility, the number shall be alpha-numeric beginning with a "W" (designating Ft. Worth), followed by a four-digit number; e.g., 'W0031.'

5.1.2 **TYPE III (NCD) CURRENCY PAPER:** The load number for Type III is an alpha-numeric as follows:

For paper delivered to the Washington, DC facility, the number shall begins with an alpha-character, which designates the denomination, followed by a four-digit load number; e.g., (for \$10 notes) 'D0001'.

For paper delivered to the Ft. Worth, Texas facility, the number begins with a "W" (designating Ft. Worth), followed by a second alpha-character which designates the denomination, followed by a four digit load number; e.g., (for \$5 notes) 'WE0031.'

The alpha character for each denomination are specified in Table I:

Alpha characters for Load Numbering

ALPHA CHARACTER	DENOMINATION
A	\$100
B	\$50
C	\$20
D	\$10
E	\$5

5.1.3 TYPE IV (Series 2004 Design) PAPER: The load numbers for Type IV paper is an alphanumeric as follows:

For paper delivered to the Washington, DC facility the number begins with "D" (designating District of Columbia), followed by a second alpha-character which designates the denomination, followed by a four-digit number; e.g., (for \$100 notes) 'DA0011.'

For paper delivered to the Ft. Worth, TX facility the number shall begin with "F" (designating Ft. Worth), followed by a second alpha-character which designates the denomination, followed by a four-digit number; e.g., (for \$20 notes) 'FC0503.'

The alpha character for each denomination is specified in Table.

5.2 PRINTING INKS: Most of the printing inks used to print U.S. Paper Currency are supplied by a contractor. Information pertaining to ink manufactured and supplied by a contractor must be obtained from the supplier. To obtain appropriate information regarding a particular ink product, you will need to supply their Stock or Formulation Number as well as the "Lot" Number and "Date Manufactured." Upon receipt inks are verified, entered in BEPMIS by type and weight, and tracked. Samples are obtained and inspected by the COTR in accordance with QP# 200.090

“Quality Procedure – Receiving Inspection and Testing of Currency Materials.”

5.2.1 **OFFSET INKS:** Series 2004 design U.S. paper currency has incorporated a denomination specific design and color dry offset printing pattern on both the back and face of each note (first printing). Use of offset inks is recorded on the applicable BEP Form 9120-1 OFFSET PRODUCT PROCESSING ACCOUNTABILITY RECORD (PPAR).

The following chart shows the respective BEP and Contractor Stock Numbers for offset inks used to print the \$20 Series 2004 design U.S. Paper Currency during the offset or first printing phase.

Offset Ink Stock Number Conversion Table

Stock Numbers→ Type of Ink↓	BEP STOCK Number	Contractor Formulation Number
<i>Offset Dry Blue</i>	<i>1I001344</i>	<i>1412550A</i>
<i>Offset Dry Yellow</i>	<i>1I001355T</i>	<i>1112550A</i>
<i>Offset Dry Green</i>	<i>1I001356T</i>	<i>1512550A</i>
<i>Offset Dry Orange</i>	<i>1I001357T</i>	<i>1212550A</i>

5.2.2 **INTAGLIO INKS:** Intaglio inks are used to print portions of the back (**second** printing) and face (**third** printing) of U.S. Paper Currency. Use of intaglio inks are recorded on the applicable BEP Form 9120, PRODUCT PROCESSING ACCOUNTABILITY RECORD (PPAR).

The following chart shows the respective BEP and Contractor Stock Numbers for inks used during the **second** and **third** printing phases.

Intaglio Ink Stock Number Conversion Table

Stock Numbers→ Type of Ink↓	BEP STOCK Number	Contractor Stock Number
Contractor-Green	1I000286	354034AB
Contractor-Green IR	1I001285	354037IRA
Contractor-Black, Magnetic	1I000287	374034M
BEP – Recon Black, Magnetic	1I000585	N/A
Contractor –Black Non-Magnetic	1I001297	374034FNM
BEP – Black, Non- Magnetic	1I000600	N/A
Contractor-CSI (Green/Black)	1I001164	358063CGB
Contractor- CSI (Copper/Green)	1I001276	3182002CPG
BEP – Recon – CSI (Green/Black)	1I001327	N/A
Contractor Metallic Green	1I001369	3882378MET

INTAGLIO BACK INKS: During the **second** phase of printing U.S. Paper Currency, commonly referred to as “back” printing, up to two different types of inks are used. The number and types of inks used are dependent upon the denomination and series of the notes.

The following chart shows what Intaglio Back Inks are used per each denomination and most recent series.

Intaglio Back Inks

Series→ Denom.↓	Pre-1996 (Design)	1996 (Design)	1999 (Design)	2004 (Design)
\$1	1I000286		1I000286	
\$2	1I000286		1I000286	
\$5	1I000286	1I000286	1I000286 1I001285	
\$10	1I000286	1I000286	1I000286 1I001285	
\$20	1I000286	1I000286 1I001285	1I000286 1I001285	1I000286 1I001285
\$50	1I000286	1I000286	1I000286 1I001285	
\$100	1I000286	1I000286	1I000286 1I001285	

The Intaglio Back Inks are recorded by Type (Code), Lot Number, and Manufacture Date on the Product Processing Accountability Record (PPAR) that accompanies each paper load.

Green Ink: Intaglio Cylinder Wipe, Green, Back Ink (1I-000286), is supplied by a Contractor (354034ABF).

Infrared Transparent Green Ink: Intaglio Cylinder Wipe, Infrared Transparent Green, Back Ink (1I-001285), is supplied by a Contractor (35403IRA). An image printed with this ink when viewed with an infrared light source will disappear.

INTAGLIO FACE INKS: During the **third** phase of printing U.S. Paper Currency, commonly referred to as “face” printing, up to six different types of inks are used. The number and types of inks used are dependent upon the denomination and series of the notes.

The following chart shows what Intaglio Face Inks are used per each denomination and most recent series.

Intaglio Face Inks

Series→ Denom. ↓	Pre-1996 (Design)	1996 (Design)	1999 (Design)	2004 (Design)
\$1	1I000287		1I000287 1I000585	
\$2	1I000287		1I000287 1I000585	
\$5	1I000287 1I000585		1I000287 1I000585 1I000600 1I001297	
\$10	1I000287 1I000585		1I000287 1I000585 1I000600 1I001164 1I001297 1I001327	
\$20	1I000287 1I000585 1I000600	1I000287 1I000585 1I000600 1I001164	1I000287 1I000585 1I000600 1I001164 1I001297 1I001327	1I000287 1I001276 1I001369
\$50	1I000287 1I000585 1I000600	1I000287 1I000585 1I000600 1I001164	1I000287 1I000585 1I000600 1I001164 1I001297 1I001327	
\$100	1I000287 1I000585 1I000600	1I000287 1I000585 1I000600 1I001164	1I000287 1I000585 1I000600 1I001164 1I001297 1I001327	

The Intaglio Face Inks are recorded by Type (Code), Lot Number, and Manufacture Date on the Product Processing Accountability Record (PPAR) that accompanies each paper load.

Magnetic Ink: Magnetic Intaglio Cylinder Wipe, Black, face ink is supplied by two sources: Contractor (1I000287) and the Bureau Ink Manufacturing Branch (1I000585). The magnetic face, black ink made by the Ink Manufacturing Branch is recycled or reconstituted ink.

Nonmagnetic Ink: Nonmagnetic, Intaglio Cylinder Wipe, Black Ink (BK-3989-215 or 1I0000600), is manufactured by the Bureau Ink Manufacturing Branch.

Reconstituted Ink: Several years ago the Bureau began recycling used ink. The recycled or reconstituted inks are mixed and ground by the Bureau Ink Manufacturing Branch and include Magnetic Currency Black Ink (BK-3795-87 or 1I000585) and Color Shifting Ink (1I001327).

Color-Shifting Ink: Color-Shifting Ink (CSI) is supplied to the Bureau by a contractor and recycled by the Bureau Ink Manufacturing Branch. CSI used by the Bureau will shift from Green to Black (1I001164) or Copper to Green (1I001276) when the focal plane of the printed area is changed from 90°. Although CSI is not considered a BEP securities item per se, it is considered a “sensitive item” and care must be exercised for the receipt, storage, and disposal of unused inks and containers. CSI is expensive and unique.

Metallic Ink: Metallic Intaglio Ink is supplied to the Bureau by a contractor. This ink has a metallic or sparkle appearance. Green, Metallic Intaglio Ink (1I001369) is used to print the \$20, 2004 Series design note.

5.2.3 COPE INKS: The seals and serial numbers are printed, forth printing process, with different types of inks commonly referred to as “COPE Inks.” There are nine different Cope Inks used to produce U.S. paper currency. The green ink (1I000347) used to print the seal and serial numbers on the \$1 Federal Reserve Note is the only ink that is generally manufactured and supplied by a contractor. To obtain appropriate information regarding a particular ink product you will need to supply the Stock Number as well as the “Lot” Number and “Date” Manufactured. The Bureau Ink Manufacturing Branch, when requested, also makes this green ink (1I001229).

The remainder of the Cope Inks are made by the Ink Manufacturing Branch as per an ORDER TO MANUFACTURE, which stipulates the ingredients per type of ink and notes the “Batch Number” and “Date Manufactured.” Upon receipt or manufacture, COPE inks are verified, entered in BEPMIS by type and weight, and tracked. Samples are obtained and inspected by the COTR in accordance with QP# 200.090 “Quality Procedure – Receiving Inspection and Testing of Currency Materials.”

The following chart shows the BEP and Contractor overprinting inks (fourth printing) and their respective use:

TYPE and USE	SOURCE
FRS Seal – Black	
1I000687 (1996 Series design \$10 & Pre 1996 Series design \$1)	BEP
1I000895 (1996 Series design \$50, \$20 & 2004 Series design \$20)	BEP
1I001282 (1996 Series design \$5 & \$2)	BEP
Treasury Seal – Green	
1I000347/1I-001229 (Pre 1996 Series design \$1)	Contractor/BEP
1I000894 (1996 Series design \$100 & \$50)	BEP
1I001201 (1996 Series design \$20, \$5 & 2004 Series design \$20)	BEP
1I001284 (1996 Series design \$10 & \$2)	BEP
Serial Number – Green	
1I000347/1I-001229 (Pre 1996 Series design \$1)	Contractor/BEP
1I001201 (Pre 1996 Series design \$2; 1996 Series design \$100, \$50, \$20, \$10, \$5; & 2004 Series design \$20)	BEP

In Washington, as they are used, COPE inks are recorded on the applicable PROCESS SHEET by type, lot or batch number, and date manufactured. In Fort Worth, COPE inks are recorded, by type and batch numbers, on ink tracking sheets. These tracking sheets are attached to the PROCESS SHEET.

- 5.3 ITEMS OF REPRODUCTION: Offset printing plates are used to print denomination specific color design on the back and face of a sheet of US currency paper. Subsequently this design is overprinted using a 32-subject engraved printing plate to print the entire back and intaglio

portions of the face of U.S. Paper Currency. Typographic seals and bank designation, referred to as Surface Pieces, are used to print the Federal Reserve and Treasury Seals and the Federal Reserve Bank designator on the note face. Numbering blocks are used to print the sequential Serial Numbers on each note.

5.3.1 **OFFSET and INTAGLIO PRINTING PLATES:** Offset and Intaglio printing plates are designed and made by the Office of Engraving. A PRODUCTION TRAVELER, which lists each production step and annotates when and who performed the production step, accompanies each Plate in process. Each plate is assigned a sequential Plate Number that is placed on an unused portion of plate and is the identifying number for that particular printing plate. The sequential plate number represents the Manufacture Order Number, Job Number, Denomination and Type of Plate and the Plate Serial Number. That plate number is retired when the plate is cancelled and destroyed. Plates are entered in BEPMIS by plate number and tracked. The Plate Vault also enters the plate information/description in their Vault Inventory Control System (VICS), which contains a complete chronological history of a particular plate from the time that it is received in the Plate Vault until it is destroyed.

After being completed, printing plates are transferred to the Plate Vault, Office of Technical Support, where they are stored and secured until they are requisitioned by and transferred to a Offset/Plate Printing Section. When no longer needed by the Offset/Plate Printing Section, printing plates are transferred back to the Plate Vault, where the plate is stored until it is reissued, returned to the Office of Engraving for repair, or cancelled and destroyed. The transfer of a printing plate from or to the Plate Vault is recorded in BEPMIS and accompanied with a BEPMIS generated Transfer/Delivery (T/D) Schedule. Hard copies of the BEPMIS generated T/D Schedules are retained in the Offset/Plate Printing Section and the Plate Vault. The mileage and condition for used printing plates is recorded on BEP Form 8198 "Notice of Plate Change" and in the "Press Plate Record" (Log or Excel Program)." BEP Form 8198 and the Press Plate Record are maintained by and retained in the Offset/Plate Printing Section.

5.3.2 **SURFACE PIECES:** Typographic seals and bank designator commonly referred to as surface pieces are used to print the Federal Reserve and Treasury Seals and the Federal Reserve Bank designator on the face of each currency note.

The surface pieces are designed and made by the Office of Engraving. A PRODUCTION TRAVELER, which lists each production step and annotates when and who performed the production step, accompanies each surface piece in process. After being completed these seals are transferred to the Plate Vault, Office of Production Support, where they are stored and secured until they are requisitioned by and transferred to the COPE/Note Processing Branch. Each surface piece is identified with a serial number. Surface pieces are entered in BEPMIS by that serial number and tracked. The surface piece number is retired when the surface piece is cancelled and destroyed. The Plate Vault also enters the surface piece information/description in their Vault Inventory Control System (VICS), which contains a complete chronological history of a particular plate from the time that it is received in the Plate Vault until it is destroyed. The use of surface pieces in the COPE/Note Processing Branch is annotated on the SURFACE PIECE CARD. In Fort Worth surface pieces are tracked by use of a BEPMIS printout.

5.3.3 NUMBERING BLOCKS: Rotating numbering blocks are used to print the serial number, including the prefix letter or letters, the eight digit serial number, and the suffix letter. Numbering blocks are made by a contractor and issued directly to and secured within a COPE/Note Processing Branch. Numbering blocks are identified with a serial number created by the contractor.

5.4 CONSUMABLE EQUIPMENT: Consumable equipment includes the rollers that are used to remove ink from the surface of the plate and to apply ink to a specific area on a plate. After a period of time these rollers experience wear and need to be replaced.

5.4.1 WIPER ROLLERS: Wiper Rollers are used to remove excess ink from the surface of the printing plate. Various compounds are used to cover the numbered wiper cores. Upon receipt at the BEP, the raw materials used to make these various compounds are verified, entered in BEPMIS by type and weight, and tracked. Samples are obtained and inspected by the COTR in accordance with QP# 200.090 "Quality Procedure – Receiving Inspection and Testing of Currency Materials."

Wiper Rollers are covered and milled by the Office of Production Support, Roller Recovery Section. Ingredients are measured, mixed, and applied by Roller Recovery personnel. After the core has been milled several measurements are taken and recorded. These measurements include the size or diameter of the finished roller, the "Smoothness (S)" of the surface of the roller, and the

“Hardness (H)” or density of the roller. The core number with these measurements is used to identify a specific wiper roller. The production and tracking of wiper rollers is recorded in an Excel Program, DATA ON PRODUCTION, and MONTHLY PRODUCTION REPORT, which is maintained by the Roller Recovery Foreperson. The use of wiper rollers in a Offset/Plate Printing Section is recorded on BEP Form 2137, DAILY PRODUCTION EQUIPMENT OPERATIONAL SUMMARY.

- 5.4.2 INKING ROLLERS: With the advent of split fountain offset printing, Intermittent Magnetic Printing (IMP), Color Shifting Ink (CSI), and Infrared Back Printing created a need to cut inking rollers to match the ink patterns for these features. Blank, milled, rubber rollers are supplied by a contractor and blank, milled, plastic rollers are supplied by the Roller Recovery Section, Office of Production Support. Specific information relative to the ingredients used to make, a blank inking roller can be obtained from either the contractor or the Roller Recovery Section. The Machine Shop, Office of Production Support, is responsible for cutting the inking design into the roller.

Machine Shop personnel using the Computer Numerical Control or CNC machine cut the desired design into the blank rollers. The various CNC inking designs are computer drawn by Machine Shop personnel and subsequently loaded into the CNC computer. Offset inking, rollers are usually individual rollers that correspond with the split fountain layout. Back inking rollers, where applicable, are normally comprised of a two-roller set: one roller being for the regular green ink and the other roller for the infrared green ink. Face inking rollers, where applicable, are normally comprised of a set of three rollers: Magnetic; Nonmagnetic; and CSI rollers. The cutting of inking rollers is recorded in an Excel Program, ROLLER LOG, which is maintained by the Machine shop foreperson.

Inking rollers are identified via a “core number,” which is imprinted in the metal portion of the core. The type and design depicted on a roller is cut into a non-usable margin on the roller surface.

After the inking rollers have served their purpose and not further needed they are sent to the Roller Recovery Branch, Office of Production Support, where the image is removed or milled from the core. The core is recovered and recut as needed.

6.0 TRACING MATERIALS, ITEMS OF REPRODUCTION, AND CONSUMABLE EQUIPMENT USED IN THE PRODUCTION OF U.S. PAPER CURRENCY:

The receipt of blank distinctive currency paper is verified, entered in BEPMIS and tracked by the assigned paper load number. Upon request, a blank paper load is issued and transferred to an Offset/Plate Printing Section where 2004 Series design paper is overprinted with 32-subject, denomination specific, back and face, offset images and 32-subject back and face intaglio images. 1996 Series design (Type III paper) and \$1 & \$2 denominations (Type I paper) are only overprinted with 32-subject back and face intaglio images. Upon receipt in the Off-Set/Plate Printing Section, a BEP Form 9120-1 "Offset Product Processing Accountable Record (OPPAR)" is attached to 2004 Series design blank loads. This OPPAR travels with the load through the Offset and Intaglio printing process to the Mechanical Sheet Examination Branch. After the 2004 Series design sheets have been overprinted with an offset image they are overprinted with 32-subject back and face intaglio printing. Upon receipt at the Plate Printing process, a BEP Form 9120, PRODUCT PROCESSING ACCOUNTABILITY RECORD (PPAR), is generated and attached to all printed or blank paper load. This PPAR also travels with the load through the back and face printing process to the Mechanical Sheet Examination Branch. Both the OPPAR and PPAR are identified by the Load Number and used to record printing and ink information, and load reconciliation by identifying and annotating "good" and "bad" work. After the blank sheets have been printed on the back and face, they are referred to as Unexamined Blank Engraved (UBE) sheets, and the load is transferred to Mechanical Sheet Examination Branch. UBE sheets are extracted from the load and transferred to the Office of Technical Support for durability testing.

In the Mechanical Sheet Examination Branch, the 32-subject UBE sheets are trimmed, split into two 16-subject sheets, and examined on both sides. Mut or bad work is identified and separated from good work. With this process the UBE load is converted into a 16-subject Examined Blank Engraved (EBE) or COPE Load. The reconciliation of each UBE load and make up of a COPE Load is recorded on BEP Form 2597, MECHANICAL EXAM – LOAD EXAMINING RESULTS (LER) at the Washington, DC facility and BEP Form 2597-1, MECHANICAL EXAM – LOAD EXAMINING RESULTS (LER) at the Western Currency Facility. A copy of the corresponding OPAR and PPAR is retained with the LER in the Mechanical Sheet Examination Branch. The COPE load is identified by an assigned COPE Load Number and subsequently transferred to COPE/Note Processing Branch.

In the COPE/Note Processing Branch, the EBE or COPE load sheets are overprinted with seals and sequential serial numbers and then cut into note size. The notes are packaged into straps (100-notes), examined, packaged into bundles (1,000-notes), counted, shrink-wrapped as a bundle, labeled, and assembled and shrink-wrapped as a brick (4,000-notes). A Brick Number

identifies each brick, which is a derivative of the serial number. Mut or bad work is withdrawn from the process and replaced, one-for-one, with replacement (STAR) sheets or notes. Straps of notes are extracted from each process and transferred to the Office of Technical Support for quality testing. COPE load numbers are recorded on the PROCESS SHEET, which describes the notes and specifies the serial number range to be printed for a particular process. A Process Number identifies the Process Sheet, which is a derivative of the serial number. After the bricks have been shrink-wrapped and assembled into a complete process, the process is transferred to the Note Packaging Section, Packaging and Shipping Branch.

In the Note Packaging Section four bricks are assembled in sequential order and shrink-wrapped as a Cash Pak, which contains 16,000 notes. A Cash Pak Number identifies Cash Paks, which is a derivative of the serial number contained with that Cash Pak. Forty (40) Cash Paks are assembled and stacked on a skid, banded and sealed, and wrapped with plastic wrap. The wrapped skids identified by a skid number are transferred to the Federal Reserve Vault, Packaging and Shipping Branch, where they are secured pending shipping instructions from the customer.

- 7.0 CONTROL OF QUALITY RECORDS: Records used to identify and track materials used in the production of U.S. Paper Currency are normally retained by the originating component. In some cases copies of these records are also retained by the receiving component, e.g., BEP Form 9120-1, Offset Product Processing and Accountability Record and BEP Form 9120, Product Processing Accountability Record (PPAR) is originated by a Offset/Plate Printing Section and accompanies the unexamined blank engraved (UBE) load to Mechanical Sheet Examination Section, where a copy is maintained with BEP Form 2597, MECHANICAL EXAM – Load Examining Results or BEP Form 2597-1, MECHANICAL EXAM – Load Examining Results.

For document storage and retention requirements, see 93.00-1(4.16.1), ISO Records/Forms Listing.”

The following chart lists the various records that are used for identifying and tracking materials used in the production of U.S. Paper Currency and where they may be found:

CONTROL OF QUALITY RECORDS

TITLE of Document or Form	How IDENTIFIED	Where STORED	Who Has ACCESS To
BEP Form 2137 – <u>DAILY PRODUCTION EQUIPMENT OPERATIONAL SUMMARY</u>	Press/Date/Shift	Offset/Plate Printing Section (WDC) Plate Printing Section or Archives (WCF)	Foreperson
BEP Form 2597 – <u>MECHANICAL EXAM – Load Examining Results</u> (LER)	Date / Paper Load	A-200-M (WDC)	Foreperson
BEP Form 2597-1 – <u>MECHANICAL EXAM – Load Examining Results</u> (LER)	Date / Paper Load	Mech. Exam (WCF)	Foreperson
BEP Form 8198 – <u>NOTICE OF PLATE CHANGE</u> or BEPMIS Generated T/D Schedule	Date/ Plate Number	Offset/Plate Printing Section Plate Vault	Foreperson
BEP Form 9120 – <u>PRODUCT PROCESSING ACCOUNTABILITY RECORD (PPAR)</u>	Load Number	Offset/Plate Printing Section (WDC) Currency Controller Office or Archives (WCF)	Foreperson & Currency Controller Archives
	Date / Paper Load	A-200-M (WDC) Plate Printing Section (WCF)	Foreperson
BEP Form 9120-1 – <u>OFFSET PRODUCT PROCESSING ACCOUNTABILITY RECORD (PPAR)</u>	Load Number	Offset/Plate Printing Section (WDC) Currency Controller Office or Archives (WCF)	Foreperson & Currency Controller Archives
	Date / Paper Load	A-200-M (WDC) Plate Printing Section (WCF)	Foreperson
<u>MONTHLY PRODUCTION REPORT</u> (WDC) (Excel Program on PC)	Press / Monthly	402-M	Foreperson
<u>ORDER TO MANUFACTURE</u>	Type / Batch / Year	105-5A (WDC) Ink Mill (WCF)	Chemist
<u>PRESS PLATE RECORD</u>	Press	Offset/Plate Printing Section or Archives	Foreperson
<u>PROCESS SHEET/CARD</u>	Process Number	C-200-M COPE-PAK & Storage	Foreperson
<u>PRODUCTION TRAVELER</u>	Categories or Part Number's	404-A (WDC) P124/PM (WCF)	ENG Plate Maker Accountability Staff (WCF)
<u>ROLLER LOG</u> (Excel Program on PC)	Core / Roller Number	218-A (WDC) EM Shop (WCF)	Foreperson
<u>SURFACE PIECE CARD</u> <u>BEPMIS Print Out (WCF)</u>	32 Piece Sets All Pieces	C-200-M COPE Office	Foreperson

REVISION	PURPOSE OF REVISION	EFFECTIVE DATE
#1	Insert 5.0 Control of Quality Records	12/2000
#2	Text Revision and Corrective Action to NC-DC-003	2/12/2001
#3	WCF Revisions to Ink Tables, Control of Quality Records, recordation of Plate Condition and Mileage, COPE Inks and Surface Pieces	3/21/2001
#4	Identification of retention periods & attachment of NARA/BEP Records Schedules	5/14/2001
#5	WDC revision to retention of Control of Quality Records, number of face intaglio inks used and WCF revisions to Control of Quality Records chart.	8/24/2001
#6	Insert 3.0 Reference section and identify materials to be traced.	9/24/2001
#7	Addition of reference to 93.00-1(4.16.1), ISO Records/Forms Listing	11/8/2001
#8	Text revision and Corrective Action to 5.2.1, w/form revision	8/20/2002
#9	Revised to include 2004 Series design Material, etc.	6/10/2003