

# **HANDBOOK OF STANDARDS**

**For Describing**

## **SURPLUS PROPERTY**

### **SECTION III**

**Textile, Leather and Fiber  
Crude, Basic and Finished Products**

### **SECTION IV**

**Chemicals, Drugs, Medicines, Oils, Fats, Waxes, Cosmetics,  
and Household Chemical Preparations**

### **SECTION V**

**Glass, Clay, Stone, and other Non-Metallic Mineral  
Crude, Basic and Finished Products**

**PREPARED FOR THE  
SURPLUS WAR PROPERTY ADMINISTRATION  
BY THE  
WAR PRODUCTION BOARD**

## THE HANDBOOK

This handbook has been prepared for the purpose of establishing the basic standards to be followed in describing surplus property when it is listed in inventory reports. The book tells you in the column headed "Information Needed" appearing on the following pages, the minimum information which should be shown in preparing reports of surplus property to describe adequately such property for disposal purposes.

The data contained in the column headed "Information Needed" are in the form of a series of questions varying according to the products covered by the table. The answers to these questions taken together constitute a description of the item being listed. Because many materials, commodities, or products are of a similar nature or manufacture, it is possible to describe them by asking the same series of questions about them. Consequently, such similar items have been grouped together in a single table.

All the tables covering a major group of commodities have been assembled together in a section. The entire handbook is divided into 22 such sections as shown by the Section Index in the back of this volume. A volume may consist of only 1 section or may comprise 2 or more.

On each page, the questions which are asked have been phrased in the manner and in terms applicable to the products they seek to describe and represent the usual trade or commercial descriptive data needed in cataloging or purchasing such commodities in normal business sales operations. This is the information Federal agencies must have to carry out transfers or sales of surplus property.

# GENERAL INSTRUCTIONS FOR USING THE HANDBOOK OF STANDARDS FOR DESCRIBING SURPLUS PROPERTY

## I. HOW TO USE THE HANDBOOK

1. In the back of each volume of the handbook is a general alphabetical index to the handbook sections. In this alphabetical index look for the item you are going to report, for example, "Sole leather." As the terms and names used in this overall index are general rather than specific in nature specific items such as "Sole leather" are not likely to be found listed as such. Therefore, it will be necessary to refer to the major group name in which "Sole leather" would be included; in this case, "Leather" which the index shows as covered in Section III of the handbook.

2. Look in the alphabetical index of Section III to find the table covering "Sole leather" which will be found listed as "Leather", page 8. (When more than one table appears on a page, each table will be identified by a letter in addition to the page number, e. g. 5 (A), 5 (B), etc.) In the column headed "Information Needed" on page 8, of Section III, will be found the descriptive data necessary to properly inventory "Sole leather."

3. An example (fictitious, of course) is also shown of the manner in which the questions asked in the "Information Needed" column should be answered.

4. The proper unit to be used on the inventory report for reporting quantities has been established in the lower section of the table.

5. Thus, the description of "Sole leather" as written out in the inventory report in accordance with the standards established on page 8, would appear as follows:

"Sole leather, cattlehide, tanned by XYZ Co., for shoes, No. 1 grade, bend stock, full grain fiber, vegetable tanned, medium weight.....10,000 lb."

## II. IMPORTANT POINTS TO BE CONSIDERED

1. *Describe completely the product being reported.*—The information shown in the the column headed "Information Needed" is a guide to help you provide such a complete description. All questions listed should be answered insofar as they are applicable to the product being described. If some of the information shown as necessary cannot be obtained, it should be indicated in the report as "not available." For example, in reporting a lot of round wooden poles, the question is asked "If treated, state method and extent of treatment." If the record of the method of treatment is not available but it can be seen that the poles were treated full length, the report should read "treated, method not available, full length treatment." Failure to furnish all the information called for may reduce the disposal value of the item and may greatly increase the difficulties in disposing of it.

2. *Make all description details self-explanatory.*—Where the description includes numbers or other designations not intelligible in themselves, they must be identified by qualifying words or phrases. For example, you should say "Size 5" instead of just "5", or "12 ft. outside diameter," not just "12 ft."

3. *State clearly the unit used to report quantity.*—If a unit is shown as "preferred" in the lower part of the table, it is intended that this unit should be used in preparing the inventory report. Units indicated as "Acceptable" may be used, but should be avoided because their use will require that the quantity be converted later to the units shown under "Preferred." If the unit used is "Package" or similar expression, the piece count or other quantity contained in each package must be clearly indicated. For example, it would be acceptable to report "5,000 packages of 100 each," or "2,000 packages of 1 gross each," or "6,000 boxes of 12 one-pound cans each."

## III. SPECIAL INSTRUCTIONS FOR REPORTING

1. *Specifications.*—In many instances identification of the nature or composition of property is requested in terms of the specifications applicable, using the symbols or codes of systems established by engineering and technical societies, trade organizations, and Government agencies for such purposes. Where such specifications are called for, the answer should be the specification under which the item was originally purchased. The name of the organization issuing the specification and the complete identifying symbol should be given, including such prefixes or suffixes

as may be required. For most specifications, the number of the specification alone does not completely identify the object. Frequently the symbol covers two or more grades, classes, or types, particularly in the case of alloys or metals, which should be separately identified. Similarly, when the specification permits any physical characteristics of the object to vary, such as temper, finish, type of edge, etc., that characteristic should be identified also.

2. *Dimensions.*—Frequently in the following pages it has been possible to indicate the specific dimensions needed to describe the object being reported; sometimes, however, it has been necessary to ask the question concerning dimensions in a much more general way, such as just “Dimensions.” In such cases, those dimensions which are obviously applicable to the object being described, should be given. It is important, in reporting dimensions, to make certain that they are properly identified to indicate the dimensions of the object they cover, such as “12 inch inside diameter,” “.063 in. wall thickness,” “14 ft. 3 in. over-all length,” etc.

3. *Random lengths.*—Property being listed on inventory reports should be separated into lots wherein all factors such as dimensions, composition, etc., are identical. In the case of lengths, property should be separated into lots of the same lengths; where this is not feasible, pieces of varying lengths may be included in one lot. If this is done, the lot should be described as “Random lengths” and the length of the longest and shortest piece given, thus “Random lengths between 12'-0" and 8'-0"."

4. *Packaging.*—A description of the package or container of the item is called for in many instances. If the item is stored in bulk, the answer to the question “How packaged” should be “In bulk.” If items are unpackaged, but consist of things not readily described as “In bulk”, such as tires or machines, the answer might be “Unpacked” or “Not crated”. On the other hand, items are frequently packaged in containers which in turn are packed in boxes, cartons, cases, etc. Here the type of container and its content should be described, for example, “Packed in wood boxes containing 48 ½-lb. metal cans”.

5. *Composite items.*—In describing objects which are composed of more than one major item mounted, attached or connected together, such as an electric motor and a blower, a gasoline engine and a compressor, a truck with special pumping equipment or a tractor with a scraper blade mounted on it, the composite should be listed as a unit in reporting. However, each major object of the composite should be described separately in the manner shown as required by the tables of the handbook covering those products. Descriptive phrases such as “mounted on,” “equipped with,” “attached to,” “connected to” should be used to indicate the composite nature of the item being reported. For example, in the case of an electrically operated blower, the blower should be described in the detail called for by the suitable handbook page, followed by the statement “direct connected to . . .” and continue with the proper description of the motor. If the combined unit is mounted on a cast iron base, for example, the description should continue “mounted on . . .” and indicate the type of base.

6. *Systems.*—When the property being reported consists of a system of machines or equipment which collectively operates together to produce a desired result, it is first necessary to describe the system as a whole. The next step is to describe separately the various major components which go to make up the system. Thus, if you have an air-conditioning system to report, you should first give the general characteristics of the system: who made it, what is its capacity, etc. Then you should describe separately, and in the detail called for by the various data sheets, the major component parts of the air-conditioning system: the blower, the air washer, the heater, the filters, etc.

7. *Condition.*—Condition of the item being described has not been covered by this handbook. The condition must be taken into consideration, however, and the method of indicating it on a report should be by using the code provided in Regulation No. 1 issued by the Surplus War Property Administration and such other regulations as may be issued in connection with it.

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# TEXTILE, LEATHER AND FIBER: CRUDE, BASIC AND FINISHED PRODUCTS

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