## ORDERING INSTRUCTIONS FOR USING

THE STRATEGIC ACQUISITION CENTER (SAC)

## **RESEARCH ANIMAL FEED AND BEDDING (F&B)**

## ORDERING INSTRUCTIONS FOR USING THE SAC TASCO SERVICES BPAs

## December 2014

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# 1. Background:

1.1 In December 2014, the Strategic Acquisition Center (SAC) established a Blanket Purchase Agreement (BPA) with Harlan Laboratories, Inc. This guide is intended to simplify the rules for solicitation and ordering so the benefits of using the BPA can be realized.

1.2 A class justification and approval (J&A) has also been issued for certain research animal F&B provided by Purina, Bio-Serv, Dyets Inc., The Andersons, NEPCO, Fibercore, PJ Murphy, Shepard Specialty Papers, Biofresh, Ancare, and Innovive. When purchasing animal F&B listed in Appendix A, VHA ordering offices may use the Class J&A as justification and approval for other than full and open competition. When ordering the products covered by the J&A for these vendors, normal station acquisition procedures will be followed, but the Class J&A is valid for agency contracting purposes.

# 2. Compliance with FAR:

2.1 Since the BPA was awarded in accordance with Federal Acquisition Regulations (FAR) 13.303, the process for placing orders must be consistent with the procedures outlined by FAR 13.303-5 and Department of Veterans Affairs FAR Supplement (VAAR) part 813. The BPA issued to Harlan Laboratories, Inc., was issued on a sole source basis and competition of orders placed against the BPA is not necessary. A J&A has been approved for this BPA. The requirements of 5.102(a)(6) apply to orders placed against the BPA including the requirement to post the brand-name justification or documentation as needed.

Orders placed against this BPA are not required to be set-aside for small business or other socio-economic status vendors since this is a sole source BPA and Harlan Laboratories, Inc is a large business

2,2. When using the authority of the Class J&A, all FAR requirements that apply to the dollar threshold of the purchase must be followed.

# 3. Developing Your Requirement(s):

All market research and all acquisition planning required must be accomplished as usual. Any local requirements applicable to your office must also be followed. Once the type of food and bedding required is known, follow the ordering procedures below.

# 4. Ordering Procedures

## 4.1 Instructions to BPA Users:

The purpose of the research animal F&B BPA is to provide VA Offices and Facilities with a means of obtaining specific Harlan Laboratories, Inc. F&B listed in Appendix A and B.

Orders placed against this agreement are limited to the Simplified Acquisition Threshold (SAT), however Ordering Officials may place an order against this agreement in excess of the SAT up to \$6.5M as long as the Test Program for Certain Commercial Items under FAR Subpart 13.5 is in effect. Ordering Officials shall validate the SAT limitation and whether the Test Program under FAR Subpart 13.5 is in effect prior to placing any orders.

Individual VA facilities shall issue BPA Orders to the contractor which shall indicate the specific items ordered, item quantities, and all necessary delivery and payment procedures. Any individual who has ordering/contracting authority, on behalf of VA to place BPA Orders, may use this BPA up to the dollar limits of their ordering authority but not to exceed the SAT

for an individual purchase, unless the use of the procedures in FAR Subpart 13.5 is appropriate.

Orders can be placed orally or in writing. The Government Purchase Card (GPC) may be used for orders \$3,000 and under. For orders above \$3,000, orders shall be placed using eCMS. The Requiring Office will need to provide an Order Request Package to the Contracting Office placing the order. The instructions for the Contracting Office are listed in section 4.4 below.

The Requiring Office is responsible for preparing an Order Request Package (ORP). As a means of assisting the Requiring Office, samples of ORP documents are provided in the VOA CAP Template Library (https://admin.voa.va.gov/HomeMain.aspx). Documents include a Product Description, an Independent Government Cost Estimate (IGCE) and a VA Form 90-2237. VA Form 90-2237 represents a VA Purchase Request to identify commitment of funds in an amount equal to the IGCE for the specified period of performance. The funding document number as well as a copy of the 2237 should be included with the ORP. The Requiring Office will need to import the 2237 into ECMS and which will be connected to the award. The contracting office will be responsible for creating the 2138(IFCAP PO) to fund the action. Once the funding is approved in IFCAP the BPA order can be awarded in ECMS.

## 4.2 Determine the Zone:

The BPA includes a price/cost schedule that provides prices per bag for specific locations. Locations are separated into Zones 1-5. The zone selected should be determined based on the location of the facility placing the order. The BPA zones are as follows:

VA Zone #	States/Territories Covered
Zone 1	Des Moines, IA, Iowa City, IA, Chicago, IL, Hines, IL, North Chicago, IL, Ann Arbor, MI, Detroit, MI, Minneapolis, MN, Columbia, MO, Kansas City, MO, St. Louis, MO, Omaha, NE, Cincinnati, OH, Cleveland, OH, Sioux Falls, SD, Madison, WI, Milwaukee, WI
Zone 2	Denver, CO, West Haven, CT, Washington, DC, Bedford, MA, West Roxbury, MA, Baltimore, MD, Durham, NC, East Orange, NJ, Albany, NY, Bronx, NY, Brooklyn, NY, Buffalo, NY, New York, NY, Northport, NY, Syracuse, NY, Coatesville, PA, Philadelphia, PA, Pittsburg, PA, Providence, RI, Richmond, VA, White River Junction, VT, Clarksburg, WV, Huntington, WV
Zone 3	Little Rock, AR, Bay Pines, FL, Gainesville, FL, Miami, FL, Tampa, FL, Augusta, GA, Decatur, GA, Lexington, KY, Louisville, KY, Jackson, MS, Albuquerque, NM, Charleston, SC, Columbia, SC, Memphis, TN, Nashville, TN, Amarillo, TX, Dallas, TX, Houston, TX, San Antonio, TX
Zone 4	Phoenix, AZ, Tucson, AZ, Loma Linda, CA, Long Beach, CA, Los Angeles, CA, Palo Alto, CA, San Diego, CA, San Francisco, CA, Portland, OR, Salt Lake City, UT, Seattle, WA
Zone 5	Boise, ID, Reno, NV, Oklahoma City, OK

## 4.3 Budget Your Requirement:

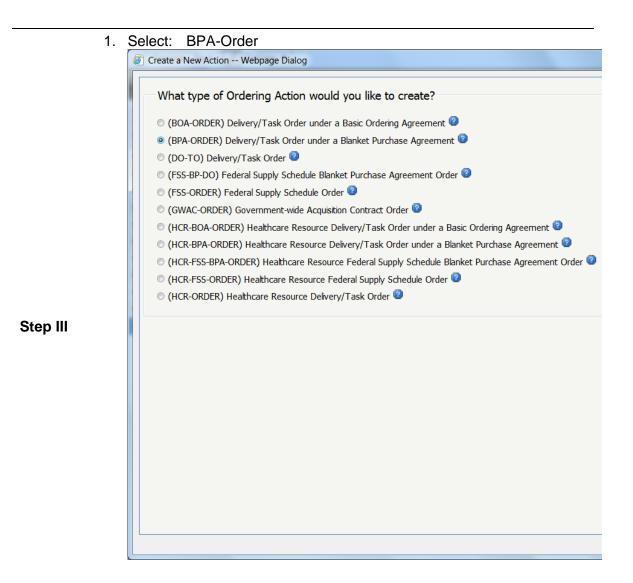
The price/cost schedule lists the price per bag for each zone. Freight is included in the price for zones 1-4. Freight will be computed separately for facilities located in zone 5.

The SAC is a fee-for-service organization. If your organization has a Service Level Agreement (SLA) with the Office of Acquisition Operations (OAO), the fee will be assessed on a quarterly basis through the Supply Fund office. For Non-Schedule Enterprise-wide blanket purchase agreements, the SAC charges a nominal fee of two percent (2.0%) on obligations for all orders placed against the BPA. It is important to budget for this fee when funding for the order is requested.

## 4.4 Place the Order (eCMS procedures)

The following are eCMS procedures for placing an order with eCMS.

Step I	1.	Complete the normal eCMS process for your Purchase request, Solicitation, and any amendments.
Step II	1.	When it is time for award, click on the Post Award-Delivery/Task Orders action process coach, and then select "create a delivery/task order action."         Image: Create a New Action Webpage Dialog         Image: Create a New Action Plan an acquisition or budget staffing needs         Image: Create a New Action Publish a solctation or solctation amendment         Image: Create Publish a solctation or solctation amendment         Image: Create Contract Modifications Issue a modification to an existing order or other award agreement         Image: Create Order Modifica



2. Click Next

Step IV

- 1. Determine whether to create a new folder or use an existing folder.
- Either enter the exact Agreement number or use the "<u>Lookup</u>" feature to locate the BPA. (The BPA for Research Animal Feed and Bedding is VA119-15-A-0035)
- 3. **NOTE:** The BPA Number will be in the system if the contract vehicle was previously used in eCMS.
- 4. Enter the Order Number based on the 2237 number

	<b>NOTE: DO NOT USE THE "GENERATE" BUTTON!!!</b> Using the generate button in eCMS, will not produce the correct order number. You should number your eCMS order using the IFCAP order number, preceded by "VA" for example VA260-A-23000. Since eCMS does not know the IFCAP order number, you will have to manually enter the number as opposed to generating it.	
	5. Click Next	
	1. The • New Milestone Plan radio button will be selected. Create a New Action Webpage Dialog	
	2. Select a Public Plan or Private Plan. Milestone Plan Options	
Step V	3. Select the appropriate Date Restriction: menu item.	
Step V	4. Select the appropriate line item(s), if appropriate.	
	5. Click Create Action	
	6. Click Finish to access the new action.	
	1. The order action is created.	
	<ol> <li>If desired, remove the milestone plan from the order action by doing the following:</li> </ol>	
Step VI	3. From the Milestones tab of the action,	
	<ul> <li>click on <u>Remove All</u>.</li> <li>4. Click <u>Yes</u> on the Confirmation window, and</li> <li>Click <u>Yes</u> <u>No</u></li> </ul>	
	<ol> <li>Click Yes on the second Confirmation window.</li> </ol>	
Step VII	<ol> <li>Open the order action to the Summary tab. Update the title, from the copied action, as needed. Add comments if desired.</li> </ol>	
<ol> <li>Navigate to the Data ⊻alues tab and complete the data value contracting office will need to enter the 2138 number (IFC) data value block 116, titled obligation number.</li> </ol>		
Step IX	1. Navigate to the Items tab and add Add a Line Item items as necessary.	
Step X	1. Navigate to the Briefcase tab and add Add files as necessary.	

	<b>NOTE:</b> You may elect to attach an electr Purchase Order to the briefcase.	onic copy of your IFCAP
	Navigate to the FPDS tab and report the ord	ler to FPDS.
Step XI	<b>NOTE:</b> For additional assistance with report to your <i>FPDS Reporting User's Guide</i> .	ting to FPDS, please refer
	Navigate to the <sup>Data</sup> ⊻alues tab and award th	ne order in eCMS.
Step XII	<b>NOTE:</b> For additional assistance with awar <i>FPDS Reporting User's Guide</i> .	ding, please refer to your

*Congratulations!* You have successfully awarded your order in eCMS. The next step is to ensure that your contract file is properly documented.

## 4.5 Document Your File (eCMS)

*In addition to any and all contract file documentation required at your local office,* you must, at a minimum, include the following documentation in the purchase file (also known as eCMS Briefcase):

- 1. Identification of the contractor to which the BPA was awarded;
- 2. Description of the service(s) purchased;
- 3. Price;
- 4. Required justification and approval (J&A)
- 5. Basis for the award decision. This should a price reasonableness determination.

## 4.6 Placing Orders using The Class J&A

When using the authority to purchase F&B listed in the Cass J&A, ordering offices should follow their current procedures. The need to establish a spate J&A for each order is no longer necessary.

## 5. SAC Fees

Like GSA, the SAC is a fee-for-service organization. If your organization has a Service Level Agreement (SLA) with the Office of Acquisition Operations (OAO), the fee will be assessed on a quarterly basis through the Supply Fund office. For open market BPAs the SAC charges a fee of four percent (4%) on obligations for all orders placed against these BPAs.

SAC team members will accomplish an eCMS data pull on a monthly basis. This report will reflect all data pertaining to SAC awards (centralized and decentralized). That data is forwarded to Hines Fiscal for the billing and collection of the SAC Fee Portion per the annual SLA. Hines Fiscal will then bill the customer per the associated Program Office Code at the highest level approximately a month in arrears Customers are reminded to reserve the fee amount ahead of time before Hines Fiscal bills, preferably at time of award on a 1358.

# 6. Contact Information

## VA Enterprise-level Research Animal F&B BPA Support staff

Questions? Need help? We're here to help:

Blake McIlvane, Contracting Officer, Strategic Acquisition Center, blake.mcilvane@va.gov Michael Fallon, Program Manager, Michael.fallon@va.gov Mike Walsh, Project Manager, Mike.walsh@va.gov

## **APPENDIX A – RESEARCH ANIMAL FEED AND BEDDING**

## Product numbers indicate specifics:

- A product number without a suffix indicates that is non-autoclavable e.g., 2018
- Certified 2018<u>C</u>
- Irradiated 2<u>9</u>18
- Autoclavable 2018S
- Autoclavable, Certified 2018SC
- Autoclavable, Extruded 2018SX
- Autoclavable, Extruded, Certified 2018SXC

### Rodent

2014 Teklad Global 14% Protein Rodent Maintenance Diet 2014S Teklad Global 14% Protein Rodent Maintenance Diet 2016 Teklad Global 16% Protein Rodent Diet 2016S Teklad Global 16% Protein Rodent Diet (Sterilizable) 2018 Teklad Global 18% Protein Rodent Diet 2018S Teklad Global 18% Protein Rodent Diet (Sterilizable) 2018SX Teklad Global 18% Protein Extruded Rodent Diet (Sterilizable) 2019 Teklad Global 19% Protein Extruded Rodent Diet 2019S Teklad Global 19% Protein Extruded Rodent Diet (Sterilizable) 2020SX Teklad Global Extruded Rodent Diet (Sov Protein-Free) (Sterilizable) 2020X Teklad Global Extruded Rodent Diet (Soy Protein-Free) 7001 Teklad 4% Mouse/Rat Diet 7002 Teklad 6% Mouse/Rat Diet 7004 Teklad S-2335 Mouse Breeder Sterilizable Diet 7012 Teklad LM-485 Mouse/Rat Sterilizable Diet 7013 NIH-31 Modified Open Formula Mouse/Rat Sterilizable Diet 7017 NIH-31 Open Formula Mouse/Rat Sterilizable Diet 7022 NIH-07 Mouse/Rat Diet 7034 Teklad Low Salt Mouse/Rat Sterilizable Diet 8604 Teklad Rodent Diet 8626 Teklad Mouse Breeder Diet 8640 Teklad 22/5 Rodent Diet 8656 Teklad Sterilizable Rodent Diet 8664 Teklad F6 Rodent Diet 8728C Teklad Certified Rodent Diet

## Dog

2021 Teklad Global 21% Protein Dog Diet 2025 Teklad Global 25% Protein Dog Diet 2027 Teklad Global 27% Protein Dog Diet 8653 Teklad 25% Lab Dog Diet

8727C Teklad Certified 25% Lab Dog Diet 8755 Teklad 21% Lab Dog Diet

### <u>Rabbit</u>

2030 Teklad Global Rabbit Diet 2031 Teklad Global High Fiber Rabbit Diet 8630 Teklad 15% Rabbit Diet

## <u>Guinea Pig</u>

2040 Teklad Global Guinea Pig Diet 2041 Teklad Global High Fiber Guinea Pig Diet 7006 Teklad Guinea Pig Diet

## Primate

2050 Teklad Global 20% Protein Primate Diet 2055 Teklad Global 25% Protein Primate Diet 2056 Teklad Global Soy Protein-Free Primate Diet 7195 Teklad Hi-Fiber Primate Diet 7774 Teklad Zoo Primate Diet 8714 Teklad 15% Monkey Diet 8788 Teklad 15/10 Hi-Fiber Monkey Diet 8794 Teklad New World Primate Diet

<u>Cat</u>

2060 Teklad Global Cat Diet

<u>Swine</u>

7037 Teklad Miniswine Diet 7200 Teklad Vegetarian Pig/Sow Grower 8753 Teklad Miniswine Diet

## <u>Other</u>

7060 Teklad Ruminant Diet 7778 Teklad Woodchuck Diet

### **Enrichment**

1922 Irradiated Enrich Mix

Harlan produces the following custom diets.

### AIN diet formulas

CA.170481 AIN-76A Purified Diet TD.94045 AIN-93G Purified Diet TD.94048 AIN-93M Purified Diet TD.94096 Adjusted Vitamins Diet TD.97184 Purified Diet TD.00102 Purified Diet TD.95092 7% Corn Oil Diet

#### Carbohydrate Adjusted

TD.89247 60% Fructose Diet TD.86489 Diet with Adjusted Sucrose/Cornstarch TD.96348 Diet (20% Lactose, 2% Ca, 1.25% P) TD.98090 70% Carbohydrate Diet TD.96355 Ketogenic Diet

#### Fat/Kcal Adjusted

TD.06414 Adjusted Calories Diet (60/Fat) TD.06415 Adjusted Calories Diet (45/Fat) TD.03584 35% Lard Diet (Adj., No C) TD.93075 Adjusted Calories Diet (55/fat) TD.95217 Adjusted Fat Diet TD.96132 Adjusted Fat Diet TD.88137 Adjusted Kcal Diet (42% from fat) TD.08811 45% Kcal Fat Diet (21% MF, 2% SBO)

### Protein Adjusted Diets

TD.93328 "Protein Free" Diet TD.90016 6% Protein Diet TD.91352 20% Protein Diet TD.90018 40% Protein Diet

### **Atherogenic**

TD.88137 Adjusted Calories Diet (42% from fat) TD.88051 Cocoa Butter and Purina Chow Diet TD.90221 Cocoa Butter Diet with 75% Purina Mouse (5015) TD.94059 5015, Cocoa Butter, Chol., etc. (excludes cholate) TD.02028 Atherogenic Rodent Diet (1.25% Chol. & 0.5% Cholic Acid) TD.01383 2018 + 2% Cholesterol

### Amino Acid Defined

TD.99366 Amino Acid Diet TD.90262 Methionine & Choline Deficient Diet TD.00434 Folic Acid Deficient Diet TD.99386 No Lysine AA Diet

Vitamin Adjusted Diets

TD.86143 Vitamin A Deficient Diet TD.89123 Vitamin D Deficient Diet

TD.88163 Vitamin E Deficient Diet TD.95247 Folic Acid Deficient Diet

#### Mineral Adjusted Diets

TD.80396 Iron Deficient Diet TD.85419 Zinc Deficient Diet TD.88239 Potassium Deficient Diet TD.95027 Low Calcium Diet (0.4% P) TD.96348 Diet (20% Lactose, 2% Ca, 1.25% P) TD.92163 Selenium Deficient Diet TD.95125 Iodine Deficient (0.15% PTU)

#### NaCl Adjusted (Natural Ingredient)

TD.90228 Sodium Deficient Diet TD.96208 0.49% NaCl Diet TD.90229 1% NaCl Diet TD.92034 4% NaCl Diet TD.92012 8% NaCl Diet

#### **Doxycycline Diets**

TD.01306 Rodent Diet (2018 + 625 doxycycline) TD.08541 Rodent Diet (2018 + 625 doxycycline + Red) TD.00502 Rodent Diet (2018 + 200 doxycycline) TD.110720 Rodent Diet (2020 + 625 doxycycline) TD.09651 Rodent Diet (2019 + 625 doxycycline) TD.09761 Rodent Diet (2019 + 625 doxycycline + Green) TD.02503 Rodent Diet (2016 + 625 doxycycline) TD.00426 Rodent Diet (2014 + 625 doxycycline) TD.07382 Rodent Diet (2014 + 625 doxycycline + Red) TD.05125 Rodent Diet (7012 + 625 doxycycline + Blue) TD.08434 Rodent Diet (7012 + 200 doxycycline + Red)

### Tamoxifen Diets

TD.07262 Tamoxifen Diet (2016 + 400 TCS) TD.09327 Tamoxifen Diet (2016 + 400 TCS + Red) TD.07694 Tamoxifen Diet (2016 + 250) TD.110069 Tamoxifen Diet (2016 + 250 + Red) TD.10893 Tamoxifen Diet (2016 + 250 + Green) TD.08518 Tamoxifen Diet (2016 + 500) TD.10296 Tamoxifen Diet (2016 + 500 + Green)

### Basal Mixes

TD.00235 Basal Mix (93%); AIN-93G without fat TD.88232 Basal Mix (Without 20% Oil)

Custom Research Other Species

TD.92033 Swine Diet (15% Lard, 1.2% Cholesterol) TD.92052 Swine Diet (15% Lard, 1.5% Cholesterol) TD.93296 Swine Diet (15% Lard, 2% Cholesterol) Medicated Diets Ivermectin - TD.130755 Fenbendazole - TD.01432 Uniprim® (contains trimethoprim and sulfadiazine) - TD.06596

Harlan Teklad also produces custom research diets designed for specific research projects, as requested.

## APPENDIX B – RESEARCH ANIMAL BEDDING

Harlan manufactures and distributes all major bedding types used in lab animal research applications, and they also use many of these same products in-house in their own animal breeding production. The general list of materials Harlan sells include:

- WOOD: hardwood chips, shredded aspen, pine shavings & pelleted aspen
- CORN COBS: 1/4" & 1/8" grades, in all packaging types
- PAPER: reclaimed soft pulp, pelleted paper, diced white alpha-cellulose
- PAPER, NON-CONTACT: dimpled white cardboard & poly lined tissue cage liners
- ENRICHMENT: Nesting and environmental enrichment materials (mainly paper)

All bedding products are available standard, certified, and irradiated. Bedding products are not specific to species. Specific products include the following.

			Туре	<u> </u>
Bedding Product	Manufacturer		Wood	Cob
5060 iso-BLOX Enrichment Material, 4800 squares per case	Harlan Diamond Star	Х		
5960 Irradiated iso-BLOX Enrichment Squares, 4800 per case	Harlan Diamond Star	Х		
6105 iso-PADS Enrichment Bedding, 6" x 10", 500 per case	Harlan Diamond Star	Х		
6900 iso-PADS Enrichment Bedding, 6" x 10", 500 per case	Harlan Diamond Star	Х		
7070C Certified Diamond Dry Cellulose Bedding, 20 Lbs.	Harlan Diamond Star	Х		
7970C.20 Certified/Irradiated Diamond Dry, 20 Lb. Poly Cap Sack	Harlan Diamond Star	Х		
7084 Teklad Pelleted Paper, 40 Lbs.	Harlan Diamond Star	Х		
7086G Teklad Pelleted Hardwood Bedding, 40 Lbs.	Green Products, Inc.		Х	
7087C Certifed Teklad Soft Cob Enrichment Bedding, 25 Lbs.	Harlan Diamond Star			Х
7987C.25 Certified/Irradiated Soft Cobs, 25 Lbs.	Harlan Diamond Star			Х
7088 Teklad Laboratory Pine Shavings, 3.0 cubic foot bale	Harlan Diamond Star		Х	
7089 Teklad Diamond Soft Bedding, 20 Lbs.	Harlan Diamond Star	Х		
7989C.20 Certified/Irradiated Diamond Soft Bedding, 20 Lb. bag	Harlan Diamond Star	Х		
7979C.CS Certified/Irradiated Diamond Twists, Enrichment, 1900 per case	Harlan Diamond Star	Х		
7090A Teklad Aspen Sani Chips, 2.2 cubic foot bale	P.J. Murphy		Х	
7090M Teklad Maple Sani Chips, 2.2 cubic foot bale	P.J. Murphy		Х	
7090C Certified Teklad Sani Chips, 2.2 cubic foot bale	P.J. Murphy		Х	
7090S Teklad Softwood Screened, 2.2 cubic foot bale	P.J. Murphy		Х	
7990.BG Irradiated Teklad Sani Chips, 30 Lb. Poly Cap Sack	P.J. Murphy		Х	
7990.CS Irradiated Teklad Sani Chips, 4 x 3 lb. vacuum packs	P.J. Murphy		Х	
7092 1/8" Corn Cobs, 40 lbs.	Green Products, Inc.			X
7092A, Autoclavable 1/8", Corn Cobs, 40 lbs.	Green Products, Inc.			Х
7902.25 Irradiated 1/8" Corn Cobs, 25 lb. cap sacks	Green Products, Inc.			Х
7902,CS Irradiated 1/8" Corn Cobs, 4 x 7 lbs./case	Green Products, Inc.			X
7097 1/4" Corn Cobs, 40 lbs.	Green Products, Inc.			X
7097A Autoclavable 1/4 ", Corn Cobs, 40 lbs.	Green Products, Inc.			X
7907.25 Irradiated 1/4" Corn Cobs, 25 lb. cap sacks	Green Products, Inc.			X
7907.CS Irradiated 1/4" Corn Cobs, 4 x 7 lbs./case	Green Products, Inc.			Х
7093 Teklad Shredded Aspen, 4.38 cubic feet (compressed) 35 Lbs.	American Excelsior Corp.		х	
7000 TEK Freeh, 70 Litere				<u> </u>
7099 TEK-Fresh, 70 Liters	Healthy Pet/Rettenmeier	X		╂───
7999.160L Irradiated TEK-Fresh, 10 x 16 Liter Poly Packs 7099W White TEK-Fresh, 70 Liters	Healthy Pet/Rettenmeier	X		┣──
70999V White TEK-Fresh, 70 Liters	Healthy Pet/Rettenmeier	Х		
Diamond TEK Custom-Cut Paper Cage Liners, White dimpled cardboard	Harlan Diamond Star	x		
Diamond Pads Custom Cut Cage Liners, Poly-Backed, 8 Ply, White	Harlan Diamond Star	X	1	†
Diamond Pads Custom Cut Cage Liners, Poly-Backed, 14 Ply, White	Harlan Diamond Star	X	1	<u> </u>