

NEW ITEM APPLICATION
(Please read instructions on the back)

NIA CONTROL NUMBER

OMB No.: 3090-0010
Expires: 10-31-95

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Supply Management Division (FCSI), Federal Supply Service, GSA, Washington, DC 20406; and to the Office of Management and Budget, Paperwork Reduction Project (3090-0010), Washington, DC 20503.

I. IDENTIFICATION

1. COMMON NAME AND DESCRIPTION	2. FEDERAL SUPPLY CLASS
3. INTENDED USE	

4. BRAND NAME	5. CATALOG/PART NUMBER	6. IS SAMPLE AVAILABLE <input type="checkbox"/> YES <input type="checkbox"/> NO
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7. NAME OF MANUFACTURING COMPANY AND LOCATION OF HEADQUARTERS

8. NAME AND ADDRESS OF FACTORY MANUFACTURING THE ARTICLE

II. TECHNICAL DOCUMENTS

9. FEDERAL SPECIFICATIONS	10. MILITARY SPECIFICATIONS
11. COMMERCIAL STANDARDS	12. OTHER (Specify)
13. RESTRICTIONS DUE TO HEALTH, SAFETY, OR ENVIRONMENTAL FACTORS	

III. SALES

14. UNIT OF ISSUE	15. UNIT RETAIL PRICE	16. TYPICAL VALUE OF ONE COMMERCIAL ORDER	17. FEDERAL SALES (Last 12 months)
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18. COMMERCIAL USERS OF THE ARTICLE

19. FEDERAL AGENCIES THAT HAVE PURCHASED THE ARTICLE

IV. APPLICANT

20. TYPED (OR PRINTED) COMPANY NAME AND ADDRESS	21. TELEPHONE NUMBER (Include area code)	22. DATE
	23. SIGNATURE AND TYPED OR PRINTED NAME	
	24. TITLE	

PURPOSE

Use this form to submit new or improved products to GSA. If, according to criteria established by GSA, the product has the potential to provide more economic and efficient means for Federal agencies to accomplish their missions, GSA will consider including it in one of its buying programs or will refer it to the appropriate Federal procurement agency.

GENERAL INSTRUCTIONS

- Each separate product should be covered by a separate application. Items that differ only by size, color, or style may be included on one application only if their specific end-use purpose is the same.
- An application may be submitted for any product, provided it is not now bought for the entire Federal Government by GSA, the Defense Logistics Agency or the Veterans Administration.
- All blocks on the form must be completed by the applicant, except NIA Control Number and Federal Supply Class. If the requested information is not available, please explain.

SPECIFIC INSTRUCTIONS

NIA CONTROL NUMBER. This will be assigned by the GSA, Supply Management Division.

Item 1. Enclose detailed descriptive and technical data. Sales literature usually is not adequate. Include as applicable: kinds of material, dimensions, electrical data, component parts, performance characteristics, packaging, etc. If the item is covered by the OSHA Hazard Communication Rule or the Federal Insecticide, Fungicide and Rodenticide Act regulations, a copy of the label and the Material Safety Data Sheet (OSHA Form 174 or equal) must be attached. Summarize any test data or laboratory reports - the complete reports will be requested later if required.

Item 2. Leave blank.

Item 6. Do not include samples. They will be requested later if available and needed.

Item 9. thru 12. Show all government or commercial specifications and/or standards which you know the product meets.

Item 18. List commercial purchasers and the quantities sold to them. Include enough purchasers to show that the product meets these two criteria:

- The product must have an established catalog or market price; and
- The product must have been sold in substantial quantities to the general public.

Item 19. Show prior sales to the Federal Government of at least \$2000. Give the addresses for enough Federal customers to meet this standard, and include either the quantity or net value of each order. Applications may be rejected if actual sales to the Federal Government total less than \$2000.

SUBMISSION: Send the original and two copies to the following address. Include three sets of descriptive data.

GSA/FSS/FCSI
Supply Management Division
ATTN: New Item Classifier
Washington, DC 20406

REPLY: Every effort will be made to make a determination and notify you within 60 days. The evaluation will be made by one of the GSA commodity centers.