

ISO 18938:2008-09 (E)

Imaging materials - Optical discs - Care and handling for extended storage

Contents		Page
1	Scope	1
2	Normative references	2
3	Terms and definitions	2
4	Composition of optical discs	6
4.1	General	6
4.2	Polycarbonate substrate (plastic) layer	6
4.3	Data layer	6
4.4	Reflective layer	7
4.5	Protective layers	7
4.6	Adhesive layers	7
4.7	Additional layers	8
5	Failure mechanisms	8
5.1	General	8
5.2	Physical stress	8
5.3	Layer sensitivity	8
5.4	Scratches	9
5.5	Effects of disc play	9
6	Handling techniques	10
6.1	General	10
6.2	Flexing	10
6.3	Contamination	10
6.4	Disc enclosures	10
7	Identification	11
7.1	Basic concepts	11
7.2	Adhesive labels	11
7.3	Printing on optical discs	11
7.4	Thermal printing	11
7.5	Inkjet printable surface	12
7.6	Silk screening	12
7.7	Marking	12
8	Contamination	12
8.1	Fingerprints, smudges, dirt, dust	12
8.2	Moisture	12
8.3	Organic solvents	12
8.4	Gaseous impurities	13
8.5	Consumables	13
9	Use environment	13
9.1	General	13
9.2	Temperature and humidity	13
9.3	Water avoidance	14
9.4	Air quality	14
9.5	Light exposure	14
9.6	Acclimatization	14
9.7	Vibrations	15

10	Transportation and shipping	15
10.1	Enclosures	15
10.2	Cartons	15
10.3	Exposure	16
10.4	Security	16
10.5	External fields	16
10.6	Biological irradiation	16
11	Inspection	16
11.1	General requirements	16
11.2	Error rate monitoring	17
12	Cleaning and maintenance	17
12.1	General	17
12.2	Solvents and cleaning compounds	17
12.3	Cleaning methods	17
13	Disasters	18
13.1	General	18
13.2	Water	18
13.3	Fire	18
13.4	Dry debris	18
13.5	Impact from disasters	19
13.6	Repair	19
14	Disaster response	19
14.1	General	19
14.2	Wet discs	19
14.3	Dry discs	19
15	Staff training	19
15.1	General	19
15.2	Purpose	20
15.3	Training paths	20
15.4	Schedule for training	20
15.5	Update of training	20
15.6	Content of training	20
16	Minimum handling requirements checklist	21
16.1	General	21
16.2	Do list	21
16.3	Not-to-do list	21
Annex A (informative) Disc structure		22
Bibliography		24