

# HOW TO

## Package Your Freight

Proper freight packaging is important. Many shipment claims and damages arise from improper packaging. It's not just the pallet and the wrapping that protects the freight; the inner packaging material is also critical.

When you complete the Day & Ross Bill of Lading you agree to the terms and conditions stating that *"the goods have been properly packaged and prepared to withstand those risks of damage necessarily incidental to transportation."*

Use this guide to help you package your freight properly so it arrives intact at its destination. There are a variety of materials that can be used for this purpose. Select the one that best suits your commodity.

### Bubble Wrap

Ideal to protect fragile and irregularly shaped objects. Serves as good protection against shock. Fills the voids inside the shipping container.

### Edge Boards

A very effective means to stabilize the load and reduce the risk of damage to the edge of boxes. Keep the freight within the pallet dimensions.

### Foam Cushioning

Performs well in situations when your freight may need protection from vibrations and shocks. For maximum effectiveness, this material may require custom formation.

### Paper Honeycomb

Perfect for both inner and outer packaging. Excellent for packaging machine parts and smaller automotive related parts.

### Loose Fill

Very flexible packing material. Fills the gaps around freight. Offers shock protection.

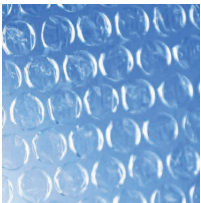
### Paper Pad

Blocking, filling, and wrapping material that is perfect for irregular shaped products and fragile parts.

### Corrosion Protection

Used to prevent corrosion and oxidation when transporting non-treated metals.

Bubble Wrap



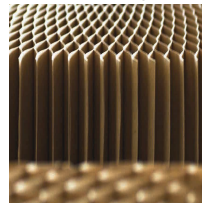
Edge Boards



Foam Cushioning



Paper Honeycomb



Loose Fill



Paper Pad



Corrosion Protection



## Packing Your Freight on a Pallet/Skid

Heavy, bulky items should be placed on pallets. Cartons should be stacked squarely with no overhang.

To maximize carton strength, stack cartons on the pallet vertically. Secure cartons to a pallet with banding or shrink-wrap. Box flaps should always be properly sealed with packing tape.

Verify that the pallet is in good condition and will not risk damage to freight:

- Covered with solid, undamaged deck and runner boards.
- Four-way access.
- Free of protruding nails, staples, or large wood splinters.
- Dunnage (cardboard) between pallet and freight.

## Cardboard Cartons

When using cardboard cartons, ensure that:

- Cartons are aligned in columns and not in an interlocked pattern. It is a common misconception that interlocking cartons increases strength, but it can actually decrease compression strength by up to 50%.
- Cartons do not overhang the pallet edge, which can reduce a carton's strength by up to 32%.
- Cartons are not stored in high humidity, which can reduce carton strength by up to 60%.

## Cardboard Cartons Dos and Don'ts

- 1. Don't** use only an interlocking pattern. It puts the strongest part of a box on top of the weakest box below it, dramatically reducing its strength.
- 2. Do** use a column pattern that places the strongest points directly on top of one another. Use slip sheets between layers and/or shrink wrap for stability.
- 3. Do** use a combination pattern if the pallet is double height (no risk of double stacking) for added strength and stability.



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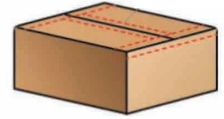
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## Sealing Cartons

Use three strip "H" taping method across all seams and flaps. Tape both top and bottom seams. Rub entire tape surface to ensure contact adhesion.



## Marking & Labelling Packages

- Each individual package must be legibly and durably marked with the name and address (including postal code) of shipper and consignee.
- Shipper and consignee information on the freight must match shipper and consignee information on the Bill of Lading.
- Address labels should be located in visible locations.

## Wrapping & Securing to Pallet/Skid

- Tuck the lead of the wrap between the pallet and the bottom box.
- Wrap in an upward direction, overlapping each layer of wrap by at least 50%.
- Twist the wrap every other time around to increase wrap strength.
- At the top, stretch the wrap diagonally over the top corners with a three-inch overlap, then spiral back down to the bottom.



## Precautionary Handling Markings

- Both pictorial and text markings should be used.
- Should be highly visible and displayed on all sides of the package.
- Symbols can be printed or adhered as a label.
- Place marking symbols within a border or on a contrasting background colour.
- Ensure all relevant HAZMAT markings are included.

