

Procedure for Packing Equipment to CTC

1) *Preparing items for packaging.*

- A) Each item/piece should be individually wrapped in bubble wrap or comparable material.



- B) Any cords, antennae, or other protrusions should also be securely packed and/or wrapped.



- C) The end result should be a securely wrapped item ready to be placed in a box.



2) *Packing box.*

- A) Boxes should be filled to ensure minimal movement of items, and less chance of breakage. Item needs to rest on a layer of appropriate packing material, such as packing peanuts, brown paper, or bubble wrap.



- B) Ensure that space between item and box contains packing material, helping to stop shifting.



- C) A final layer of packing material is needed on top before sealing the box for shipping.



- D) Make sure box is not over 70 lbs.
- E) Documentation needs to be inside at the top of the box.
Service Form 79
Excess DL1-55
- F) Once sealed, box is now ready to ship. Ship to the following address (no name is needed).:
OSHA - CTC
550 Main Street, Room 8-770
Cincinnati, OH 45202
- G) No insurance needs to be placed on the contents—the government is self-insured.

3) Multiple items in one box.

- A) When shipping multiple items/pieces in the same box each item must be individually wrapped in bubble wrap or comparable material.



B) When having more than one layer of items, there needs to be packing material between each layer, any empty space on the sides needs to be filled.



C) A final layer of packing material needs to be added between the top of the box and the items.



4) Packing equipment cases.



A) Add a layer of packing material to the bottom of the shipping carton.



B) Make sure that carton and case have a proper fit.



C) Add layer of packing material to the top of the case, and sides if needed, before sealing the shipping carton. This minimizes movement of the equipment during shipping.



General Notes

- 1) Make sure that all items are clean before shipping.
- 2) Use scotch tape only to wrap equipment; and do not use an excessive amount, as this could lead to damaging the equipment when unwrapping.
- 3) Do not use inappropriate packing materials, such as shredded paper, paper towels, and other materials not intended for use in packing.
- 4) Save shipping cartons and packing material CTC sends, so cartons have appropriate labels and proper packing materials.