



## SUPPLIER SHIPPING CONTAINER STANDARDS

Containers for all products are established to be compatible with Chief Enterprises, Inc. requirements, requirements of commonly used carriers, and for means of delivery such as ground, sea, or air.

### Small Parcel Packages

Whenever possible, keep all packages under 45 pounds. FedEx and UPS take up to 100 pounds without penalty, but most packages have a better chance to withstand the elements when under 45 pounds.

Shipping containers must be in a good, usable, clean condition. When reusing containers, remove all unnecessary labels or descriptions to avoid confusion. If shipping containers are broken or severely worn, repack parts in new clean containers. Shipping containers should also be evaluated to be strong enough to endure shipping elements for that particular product.

Choose the correct shipping container for the product. Ensure that the container chosen fits the product that is being packaged. Product should fit container as snug as possible. Use bubble pack, pad pack, or pillows to fill any void areas. Do not use loose filler i.e. Styrofoam peanuts. Ensure that the corners of container are full so they do not collapse. When necessary, reduce the container size, to decrease fill, possible damage, and shipping costs.

A minimum of one shipping label must appear in the upper left-hand side of the front portion of the container. If two labels are required, place them in adjacent vertical sides of the container. The bottom edge of the label must be parallel to the base of the package.

### Label Locations on Container



### Label Locations on Shipping Container

- Ensure that all labels, barcodes, shipping labels, and packing lists are securely and neatly placed on the container(s).
- Refer to Chief document: **Container Labeling Requirements** for label specifications and instructions.

**CHIEF USA** | 545 W. Lake Street | Elmhurst, IL 60188 | 800.831.7294

**CHIEF MEXICO** | Ave. Nicolas Gogol No. 11332-A, Complejo Ind. Chih., Chihuahua, Chih., México, CP 31136 | 011.52.614.481.1210



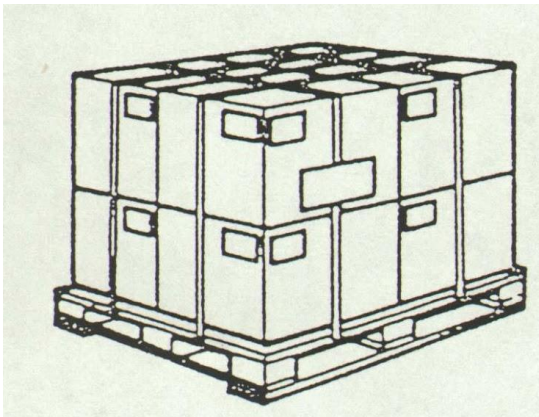
### Pallet Loads (Skids)

All shipments over 150 pounds should usually be palletized. Leaning, staggering, bulging, unstable, and/or overhanging loads are NOT ACCEPTABLE. Shipping Containers to be palletized must be designed to withstand stacking or marked with 'Do Not Stack' on all four sides. Crushed or damaged containers are unacceptable.

Skids should be a standard 38" (w) x 45" (l) x 45" (h) or built to the size of the items, but must not exceed 45" high. Skids should be constructed with a minimum of two bottom deck boards. Damaged, broken, or unstable skids are unacceptable.

Pallet loads must be secured to the skid to prevent shifting during handling and transportation. Use adequate banding and/or stretch wrap. Edge protectors are required under the banding to protect the containers and their contents from damage.

### Label Locations on Containers on Pallet



### Labels for Containers on Pallet

- Each container should be individually labeled.
- One master label may be used.
- Different part numbers can be consolidated on the same skid.
- Mixed pallet loads must have 'MIXED LOAD' label attached in noticeable location.

Pallet loads must be identified with a Shipping Label and Packing Slip. Please reference **Container Labeling Requirements** document for label specifications and instructions. Place the Packing Slip, and if required, Certificate of Compliance (C of C) and NAFTA in a plastic packing envelope. Affix the envelope on the top left hand corner of the skid next to any identification labels.

### Wooden Skids

Per international shipping requirements, all wooden skids must be legibly marked with the following symbol on both runners. Do not ship skids without this marking per ISPM-15, International Standard for Heat-treated Fumigated Wood Pallets. Skids shall have no broken components, protruding nails, missing runners, or decay.

**CHIEF USA** | 545 W. Lake Street | Elmhurst, IL 60188 | 800.831.7294

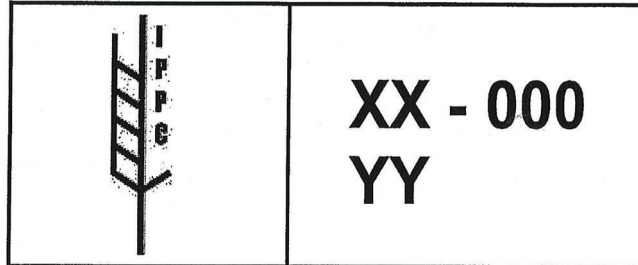
**CHIEF MEXICO** | Ave. Nicolas Gogol No. 11332-A, Complejo Ind. Chih., Chihuahua, Chih., México, CP 31136 | 011.52.614.481.1210



Wooden Skids (Continued)

**MARKING FOR APPROVED MEASURES**

The mark shown below is to certify that the wood packaging material that bears the mark has been subjected to an approved measure.



Returnable Containers

Suppliers should contact Chief Enterprises on a case-by-case basis.

**CHIEF USA** | 545 W. Lake Street | Elmhurst, IL 60188 | 800.831.7294  
**CHIEF MEXICO** | Ave. Nicolas Gogol No. 11332-A, Complejo Ind. Chih., Chihuahua, Chih., México, CP 31136 |  
011.52.614.481.1210