

# Packaging Instructions

Please review the following information carefully. The packaging of items is extremely important as it assists in protecting the item, as well as in the smooth distribution of the supplies once in Haiti.

These guidelines do not apply to 20' containers. If you are shipping a 20' container it must be one you have purchased, and you must have someone who will be able to receive the container upon delivery and transport it to the final destination in Haiti. Friend Ships cannot bring container(s) back to the US.

## Sorting of Supplies:

- All supplies must be sorted into like items and categorized as much as possible.
  - Only like items are to go onto the same pallet together.
- e.g. Don't mix food and clothing on the same pallet.*
  - All items should be relevant to the current needs of Haiti.

## Pallets:

- All supplies must be on a pallet. Please use standardized pallets that are easily available in most areas, or you may custom build them if the item is not a standard size.
- The pallet must be accessible for a forklift/pallet jack from at least two sides opposite each other. (Most standardized pallets have four-way access.)
- The pallet must be in good condition and able to carry the weight of the items that are placed upon it.

## To Palletize Supplies:

- Supplies may be either palletized with uniform sized containers (boxes or bags) or made into a crate.
- Crates should have solid sides and top and be able to hold what is placed inside and also withstand the weight of additional crates/pallets stacked on top of it. It is always better to make them stronger than needed, rather than not strong enough. Crates are usually used when the item is a large piece of machinery or specific fragile items that require special packaging.
- When palletizing boxes, they should all be of uniform size to fit squarely on the pallet.
- Be careful not to overfill boxes as this will make stacking very difficult.
- All boxes must be securely sealed.
- All boxes must be strong enough to hold what is in them.
- Another commonly used container is the bag. These are commercially available and come already filled with the item. *e.g. disposable diapers.*
- Bags must be placed flat on the pallet with a sheet of cardboard between the bags and the pallet.
- When stacking boxes or bags, try to use an alternating pattern for each layer. (This helps to stabilize the stack.)
- When loading the pallet, be careful not to let items hang beyond the edges.
- When you have loaded the pallet, it must be firmly secured together and to the pallet. This is done by wrapping the load with a stretchable plastic wrap. Some items may need to be tied to the pallet. This is best done with either plastic or steel banding, available in most places.

## Labeling the Completed Pallets

- All supplies should be inventoried by pallet, with information requested filled out completely on attached inventory sheet.
- A color coded (assigned by us) supply tag should be firmly affixed to all four sides of each pallet or container. If you have not been assigned a color before printing off your supply tags, please contact your coordinator.

***Thank you for your hard work and faithful efforts to help those in need.***