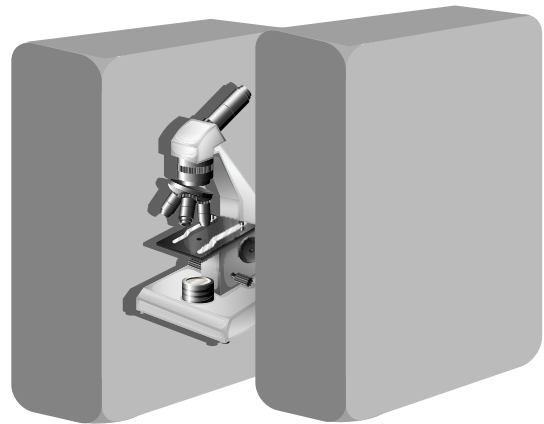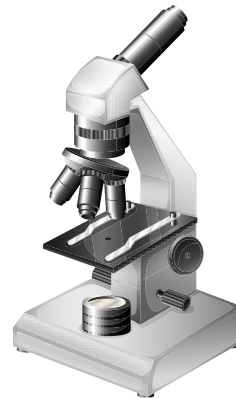# Guide to Proper Packaging

Medical Equipment

When your shipment could literally be a matter of life and death, make sure it arrives in perfect working order. Follow the guidelines below to ensure you have packaged it for maximum protection.
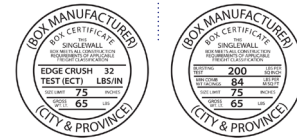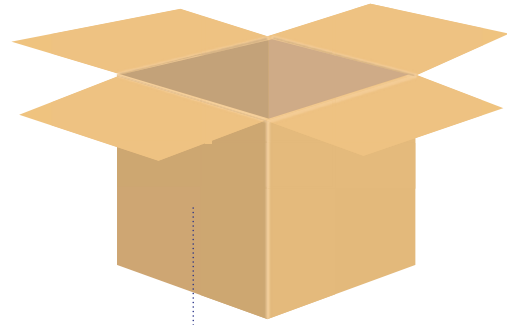
Protect the Items

- Use the original manufacturer's packaging for shipping whenever possible.

- If original packaging is unavailable, place a plastic bag around the item to protect it from moisture and dust and to prevent abrasion damage.

- Surround the item on all sides with a minimum of 3" (7.6 cm) of cushioning material.

- Use protective foams, such as antistatic, polypropylene, polyethylene and polyurethane, as cushioning material for maximum protection.

- Follow the "Pick the Right Box," "Seal the Box Securely" instructions.

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Pick the Right Box

- Use a new corrugated box (avoid using old boxes) that's free of any punctures, tears or corner damage, and ensure all its flaps are intact.

- Ensure the weight of the contents does not exceed 50% of the gross weight limit indicated on the Box Manufacturer's Certificate on the box.

- Ensure the box is rated at a minimum Edge Crush Test (ECT) value of 32 lbs./inch or bursting test of 200 lbs./sq. inch, as indicated on the Box Manufacturer's Certificate.

Seal Boxes Securely

- Apply tape to a clean dry surface only.

- Use pressure-sensitive adhesive tape (packing tape), water-activated reinforced tape, or water-activated paper tape (minimum 60-lb [27-kg] grade) that measures at least 3" (7.6 cm) in width.

- Do not seal the package using masking, cellophane, scotch or duct tape.

- Do not put string, plastic strapping, elastic bands or paper overwrap around the package.

- Seal all flaps and seams securely using the following H taping method to prevent accidental opening during shipping:

  1. Apply first strip to seal the centre seam.
  2. Overlap a minimum of 4" (10 cm) on either side of the box.
  3. Seal the edge seams on both ends with two strips of tape.
  4. Repeat the process for the top of the box.

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