

A close-up photograph of a person's hands using a hand-held tape dispenser to seal a cardboard box. The dispenser is orange and black, with a roll of white tape being applied to the box. The person is wearing a blue shirt and a yellow safety vest. The background is blurred, showing a warehouse or industrial setting.

Purolator Packaging Guide

Effective July 1, 2019

Contents

Purolator Packaging Guide

03 General Packaging Guide

03 Guide to Correct Packaging

- Pick the Right Box
- Cushion the Contents
- Seal the Box Securely
- Label the Box Clearly

05 Single-Box Packaging

05 Double-Box Packaging for

Fragile Shipments

- Interior Packaging
- Exterior Packaging

06 Packaging of Liquids

06 Packaging of Irregularly Shaped Items

07 Packaging of Electronics

- Using Original Packaging
- Shipping Lithium Batteries
- Single Box Double Box

08 Packaging of Retail Products

09 Protect from Freeze Packaging

10. Packaging of Framed Artwork

- Corrugated Tray Carton
- Fabricated Artwork Shipper
- Hard Shell Casea

11 Packaging of Medical Equipment

11 Packaging Clinical Samples

- Liquid Clinical Samples
- Three-Tiered Packaging System
- Distribution Container
- Dried Clinical Samples

13 Packaging Cannabis Shipments

- Packaging/Labelling/Shipping
- Seeds/Plants
- Vitro testing
- Returns
- Parcel requirements

15 Packaging of Automotive Components

- Doors/Hoods/Panels
- Bumpers/Mouldings
- Wheels/Rims
- Irregularly Shaped

17 Packaging Industrial Parts

- Small Parts
- Larger/Heavier Parts

17. Packaging Paper

- Packaging Printed Material

18 Packaging of Freight Shipments

18 Purolator Packaging Solutions

- Purolator Express® Box
- Purolator Express® Pack
- Purolator Express® Envelope

Taking the time to carefully package a shipment benefits all involved. When shipments are properly packaged to meet Purolator's requirements and withstand the transit cycle, we can best meet our objective of getting them to their destination in exactly the same condition they were sent in. The end result is a lower risk of damage claims, a better relationship with your customers, less of an environmental footprint (through reduced manufacturing of corrugated containers to replace damaged ones) and fewer reshipments.

Please review our Packaging Guide and tips, or come into one of our Retail Shipping Centre locations for additional assistance and advice, as well as for an assortment of boxes and other packaging materials. You can also contact your Purolator Account Representative for more information on how to follow best practices when preparing your shipment to avoid unnecessary special handling and its applicable fees.

General Packaging Guide*

- Use a sturdy corrugated cardboard box with undamaged flaps (refer to the Box Manufacturer's Certificate to ensure the box strength is sufficient for your shipment).
- Pack heavier items in double-wall boxes.
- Pack fragile items in a sturdy over box using the double-box packing method. Ensure that you have at least 3" (7.6 cm) of cushioning around fragile items inside the inner box and between the inner and the over box.
- Wrap items separately and position them away from each other in the centre of the box, cushioning each item with a minimum of 3" of void fill material.

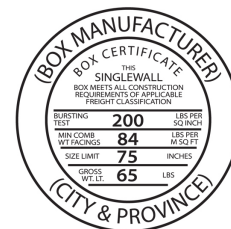
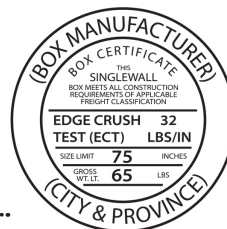


- Small packages in chipboard boxes (e.g., gift boxes, Kleenex boxes) must be placed into an over corrugated box for shipment.
- Put containers filled with liquids in an upright position inside leak-proof inner packaging. Ensure that the containers are securely sealed (see "Packaging Liquids" on p. 6 for more details).
- Remove any inapplicable labels or markings from previous shipments from the outside of the package.
- Place a clearly completed label with full delivery and accurate contact details on the outside of the box, as well as an extra copy of the label inside.
- Wrap and tape any protrusions or sharp edges on items that are oddly or irregularly shaped (see "Packaging Irregularly Shaped Items" on p. 6 for more details).
- Seal the package with 3" (7.6 cm) wide adhesive poly tape using the H – style taping method (see p. 4) to secure all seams and prevent accidental opening during shipping.
- 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.

Guide to Correct Packaging

Pick the Right Box

- Wrap the product with protective packaging.
- Place the wrapped product within a sturdy corrugated box.
- Ensure that there is no product movement within the box. Fill any empty spaces with protective packaging.



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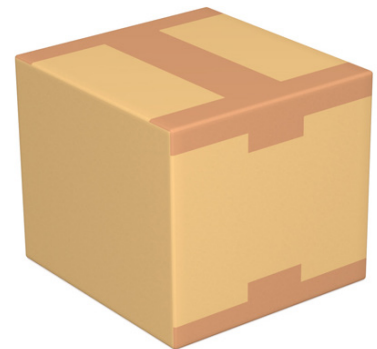
Cushion the Contents

- Wrap each item separately.
- Ensure each item is surrounded by 3" (7.6 cm) of cushioning material to protect the contents and to prevent movement inside the box.
- In a double-box shipment, ensure at least 3" (7.6 cm) of cushioning around fragile items inside and on all sides around the inner box.
- Fill voids with appropriate cushioning material, such as void-fill air pillows, air cellular cushioning, polyethylene foams, polystyrene foams, corrugated inserts, loose fill peanuts or crumpled newspaper/newsprint.
- Do not use inappropriate cushioning materials, such as tablecloths, bedsheets, towels, blankets, pillows or clothing.



Seal the Box Securely

- Apply tape to a clean, dry surface only.
- Use pressure-sensitive adhesive poly-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, metal strapping, elastic bands or paper overwrap around the package.
- Seal all flaps and seams securely using the H – style taping method to prevent accidental opening during shipping:
 1. Apply first strip to seal the centre seam.
 2. Seal the edge seams on both ends with two strips of tape.
 3. Repeat the process for the bottom of the box.



Label the Box Clearly

- Label packages correctly to reduce the risk of your shipment becoming unmarked, and enable track-and-trace technology to ensure delivery of your shipment.
- Remove any inapplicable labels or markings from previous shipments from the outside of the package.
- Place a clearly completed label with full delivery and accurate contact details on the outside of the package, as well as an extra copy of the label inside.
- Position the label on the box's largest surface, and ensure the bar code on the label is not placed over a seam.
- Do not place the label on a corner or on the sides, and do not tape over the label.
- Apply the label evenly to ensure all four corners are secured.



Single-Box Packing Method*

- Pack soft and other non-fragile items in a robust corrugated box.
- Wrap items separately and position them away from each other in the centre of the box, ensuring at least 3" (7.6 cm) of cushioning on all sides.
- Fill all empty spaces within the package with void-fill materials like air cellular cushioning, loose fill peanuts or crumpled kraft paper to ensure contents don't move around during shipping.
- Place any small parts or spillable loose items in a securely sealed inner container.
- Put any items that may be damaged by moisture or dirt inside a sealed-end plastic bag.
- Seal the package using the H – style taping method to secure all seams and prevent accidental opening during shipping.



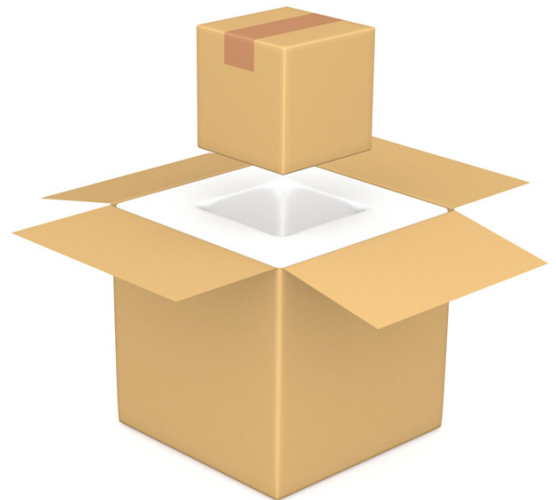
Double-Box Packing Method*

Interior Packaging

- Wrap items separately with at least 3" (7.6 cm) thickness of air cellular cushioning or foam, and ensure the wrapped product fits snug inside a sturdy corrugated box.
- Be sure to restrict product movement by filling voids with filler such as crumpled kraft paper, loose fill peanuts or air cellular cushioning.
- Close and seal the inner box using the H – style taping method.

Exterior Packaging

- Use a larger over box for exterior packaging that allows for at least 3" (7.6 cm) of space for cushioning material around all sides (including the top and bottom) of the inner box.
- Wrap the inner box with a minimum of 3" (7.6 cm) of cushioning.
- Place the smaller box centrally within the over box.
- Fill all void spaces between the inner box and over box with cushioning material.
- Seal the over box using the H – style taping method to secure all seams and prevent accidental opening during shipping.



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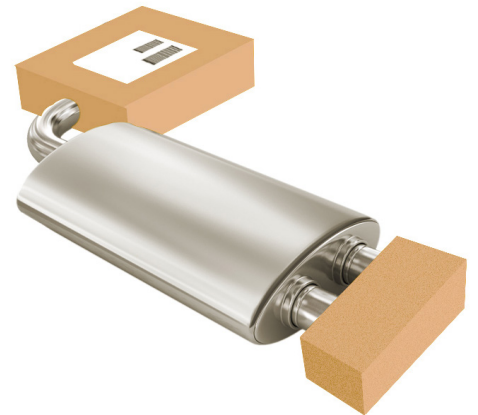
Packaging Liquids*

- Follow the “Pick the Right Box” instructions on p. 3.
- Put containers filled with liquids in an upright position inside the package.
- Ensure that bottles containing liquids are securely sealed with an inner seal and perforated breakaway cap. Avoid containers with friction-top closures.
- Ensure bottles containing liquids are separated from each other using corrugated dividers or pre-moulded cushioning material.
- Use inner packaging that can withstand leaks.
- For liquids, select containers that have clips or screw caps or that have been soldered shut and, preferably, that have a tamper-evident seal over the opening.
- Ensure that the appropriate torque has been applied to provide a sufficient seal for your item.
- Ship paint in metal cans that have paint clips or lids with retaining rings. Ensure compliance with all TDGR or ICAO regulations as applicable.
- Follow the “Seal the Box Securely” and “Label the Box Clearly” instructions on p. 4.
- Note that shipping containers of liquids with a volume greater than 8 gallons (30.2 litres) or containers weighing more than 70 lb. (31.75 kg) is prohibited.
- Note that if liquids are not packaged according to the guidelines outlined above, special handling may be required and applicable charges applied.



Packaging Irregularly Shaped Items*

- Cover any protrusions or sharp edges with scraps of corrugated material and tape them in place.
- Cover all parts of the item that require protection during shipping.
- Place a completed shipping label on the flattest and largest surface of the over packaging, and apply clear tape over the whole label.
- Remove any hanging tags from the over packaging.
- Note that shipping irregularly shaped items requires special handling and applicable charges will be applied.



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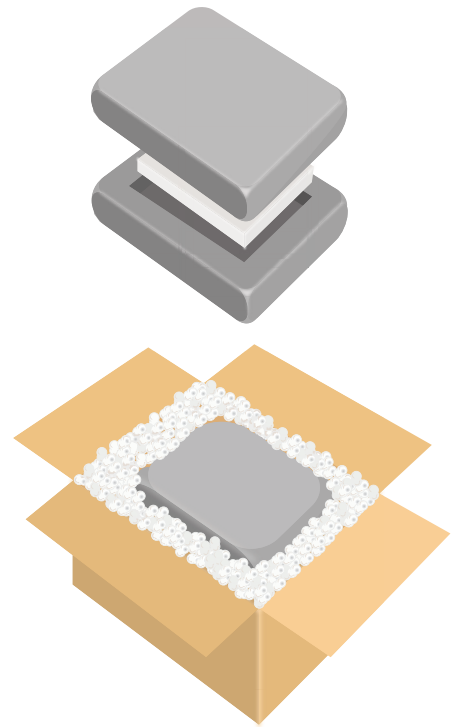
Packaging Electronics*

Packaging Electronics: Ship fragile and expensive electronics, such as laptops and tablets, with appropriate and sufficient cushioning to prevent interior movement.

Using Original Manufacturer's Packaging

Use original manufacturer's packaging whenever possible, especially if it includes a cushioning system. However, because reusing original manufacturer's packaging can undermine the integrity of the packaging, over boxing of the original packaging is recommended.

- Examine original manufacturer's packaging to ensure it is intact, that there is no evident buckling or tears and that the cushioning system is not damaged or faulty.
- Pack the item and its parts and accessories into their original designated sections.
- Seal the original packaging with pressure-sensitive adhesive poly tape that is at least 3" (7.6 cm) wide.
- Follow the "Pick the Right Box" instructions on p. 3.
- Place the sealed original package into a corrugated box that is larger by at least 6" (15 cm) in length, height and width. Layer the bottom, sides and top with at least 3" (7.6 cm) of cushioning materials, ensuring that the original manufacturer's packaging is positioned in the centre of the over box.
- Seal the over box with three (3) strips of 3" (7.6 cm) wide pressure sensitive adhesive poly tape. Follow the "Seal the Box Securely" instructions on p. 4.



Unavailable Original Manufacturer's Packaging

When packaging fragile items like electronics, and the original manufacturer's packaging is inadequate or unavailable, there are few options for shipping these products safely. It is recommended to wrap electronics, along with parts and accessories, in a plastic bag to prevent abrasion and protect them from moisture and dust particles.

Shipping Lithium Batteries by Air and by Ground

Lithium batteries are dangerous goods and are regulated in Canada by the Transport of Dangerous Goods Act and Regulations. If you are shipping any lithium batteries, even those packed with or contained in equipment, must meet the requirements outlined in the regulations, and these shipments must be declared to Purolator.

One of the key safety requirements of all lithium batteries is short-circuit protection. To prevent short circuits, which can cause the battery to overheat and catch on fire, each battery must be separated from any metal object in the package and the battery terminals insulated with non-conductive material like electrical tape. Batteries must also be packaged to prevent them from shifting during transport. For specific packaging requirements, refer to the [Transportation of Dangerous Goods Regulations \(TDGR\)](#)

Single Box

- If using a single overbox, ensure there is at least 3" (7.6 cm) of cushioning between the walls of the container and the item being shipped by using square air pillows or air cellular cushioning.
- Follow the "Pick the Right Box" instructions on p. 3.
- Place the plastic-wrapped item into the centre of a corrugated box. Fill all empty spaces with additional cushioning, such as corrugated board or honeycomb to restrict movement.
- Seal the overbox with three (3) strips of 3" (7.6 cm) wide adhesive poly tape. Follow the "Seal the Box Securely" instructions on p. 4.

Double Box

- Place the plastic-wrapped item into the centre of a corrugated box, ensuring there is at least 3" (7.6 cm) of cushioning (e.g., loose fill peanuts, air cellular cushioning) between the walls of the box and the item being shipped. Fill all empty spaces with additional cushioning, such as corrugated board or honeycomb to restrict movement. Seal the box with three (3) strips of 3" (7.6 cm) wide adhesive poly tape.
- Place the box containing the item being shipped inside a larger secondary box. This over box must be larger by at least 6" (15 cm) in length, height and width. Layer the bottom, sides and top with at least 3" (7.6 cm) of cushioning materials such as loose fill peanuts or foam corners.
- Seal the over box with three (3) strips of 3" (7.6 cm) wide adhesive poly tape. Follow the "Seal the Box Securely" instructions on p. 4.

Retail Packaging*

- Wrap items separately with at least 3" (7.6 cm) thickness of air cellular cushioning or foam and ensure the wrapped product fits snug inside a sturdy corrugated box.
- Ensure that the items do not come in contact with one another.
- Follow the "Pick the Right Box" instructions on p. 3 and place the items inside.
- Wrap the inner box with a minimum of 3" (7.6 cm) of cushioning.
- Place the retail package into the over box, which should be at least 6" (15 cm) larger in length, height and width.
- Be sure to restrict product movement and fill voids with filler such as crumpled kraft paper, loose fill peanuts or air cellular cushioning.
- Follow the "Seal the Box Securely" and "Label the Box Clearly" instructions on p. 4.
- Securely pack non-fragile items in a poly mailer bag by filling any empty spaces with a minimum 3" of cushioning material and sealing the bag tightly to prevent accidental opening during shipping.



Protect From Freeze Packaging Guide*

Certain commodities require protection from freezing and must be packaged accordingly. Products such as liquids, pharmaceuticals and batteries need to keep above freezing temperature throughout their transit to maintain product integrity and quality.

- Protect and contain the product by packing items individually with foam or air cellular cushioning. Tape foam or air cellular cushioning securely in place.
- Place wrapped product into a sealable, leak-proof plastic bag, and ensure that the bag is sealed tightly to prevent leakage in the event of damage.
- Follow instructions for “Pick the Right Box” on p. 3.
- Place foam - or air cellular-wrapped product into the centre of an insulated container such as an expanded polystyrene (Styrofoam) box that is a minimum of 3” (7.6 cm) thick on all sides, including the bottom and the top.
- Pack voids with void-fill air pillows and gel packs heated to room temperature or warmer, ensuring interior movement is restricted. Secure lid on top. Check for gaps. If gaps are evident, repack until the lid is on tightly.
- Place the insulated container into a corrugated over box. Ensure the container fits snug with restricted movement.
- Seal the over box with three (3) strips of 3” (7.6 cm) wide pressure sensitive adhesive poly tape. Follow the “Seal the Box Securely” instructions on p. 4.

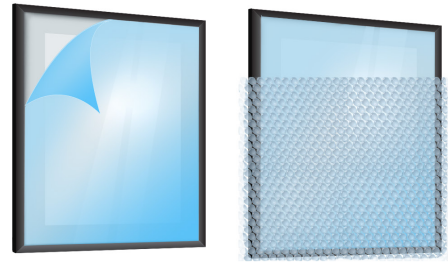
Mapping out the fastest possible transit time, being aware of current weather conditions in shipping lanes and knowing the most ideal shipping schedules can help protect your product from freezing and maintain its quality.



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Packaging Framed Artwork*

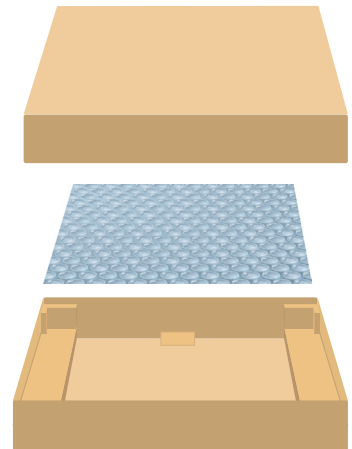
- If the artwork includes a pane of glass, apply tape or adhesive film in a criss-cross pattern to prevent the glass from breaking and tearing the artwork.
- Surround the artwork with a minimum of 3" (7.6 cm) of cushioning material, such as void-fill air pillows.
- Follow the "Pick the Right Box," "Seal the Box Securely" and "Label the Box Clearly" instructions on p. 3-4.



If you are a frequent shipper of artwork, you may want to consider using one of the specialized artwork packaging systems below.

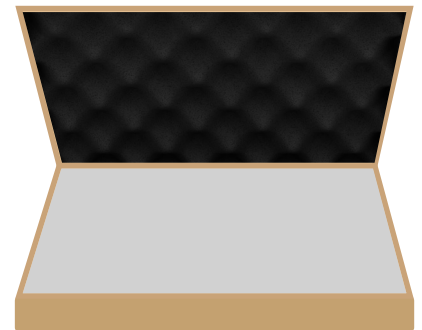
Corrugated Tray Carton

- The carton construction incorporates double-wall structures at the corners, providing additional protection against impact and compression.
- Air cellular cushioning wrap is used for additional protection and movement limitation within the carton.
- Honeycomb board is used to provide rigidity against bending and breakage.



Fabricated Artwork Shipper

- Carton construction is a one-piece pizza box-style carton incorporating double-wall structures at the corners.
- Top and bottom of carton are lined with plastic to protect against punctures.
- Foam lines the carton interior to secure the product and protect from compression and impact.
- Box is usually cut to size to minimize labour and materials required to pack and ship.



Hard-Shell Case

- Case is fabricated from plywood and steel, with a foam interior to cradle the product and protect against compression and impact.
- This packaging requires a larger initial investment but can endure multiple shipment cycles and provide a high degree of protection.
- Note that shipping artwork using a metal hard-shell case as over packaging requires special handling, and applicable charges will be applied.

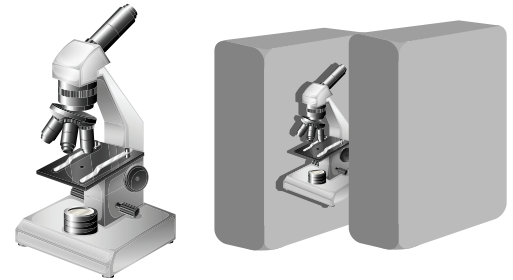


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Packaging Medical Equipment*

When shipping medical equipment, shipper must ensure that equipment is not exposed to any infectious or biological substances including but not limited to blood, urine, saliva, excreta etc. The shipper is responsible for following all applicable laws under the Transportation of Dangerous Goods Regulations. Refer to <https://www.tc.gc.ca/eng/tdg/clear-part1-475.htm#sec142> for more information on packaging and labelling exemptions for liquid and dried clinical samples.

- 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" and "Label the Box Clearly" instructions on p. 3-4.



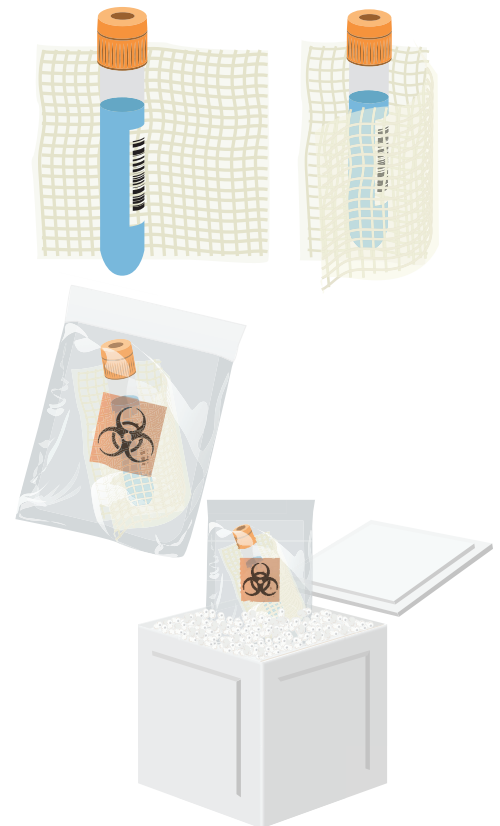
Packaging Clinical Samples:

Clinical Samples

Clinical samples include but are not limited to blood, urine, saliva and pharmaceuticals. To ship clinical samples, there are specific requirements and guidelines that must be followed. Clinical samples require a three-tier packaging system, as well as a distribution container (over box).

Three-Tiered Packaging System:

- Use a primary hermetic containment system to contain the clinical sample. If using a jar, a canister or a vial, ensure that it is leak-proof and properly sealed (e.g., using adhesive reinforcement such as tape).
- Use secondary protection in case of spills or overflow by encasing the primary containment system in absorbent material. Adequate absorbent materials can be paper towels, cotton, towels or cellulose wadding. There must be a sufficient amount of absorbent material to absorb the entirety of the substance in the primary containment system.
- Place the primary containment system and absorbent secondary protection into a tertiary hermetic containment unit. This can be a sealable plastic bag or a lidded can or jar. Ensure that the tertiary containment system is sealed tightly.



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Distribution Container (Over Box):

- Use a rigid corrugated over box that is of good quality and condition for shipping clinical samples.
- Ensure there is a minimum of 3" (7.6 cm) of cushioning material with no voids in the over box to restrict movement and prevent breakage.
- Seal the over box with three (3) strips of 3" (7.6 cm) wide adhesive poly tape. Follow the "Seal the Box Securely" instructions on p. 4.
- If not already marked, clearly and legibly mark the over box "Exempt Human Specimen" or "Exempt Animal Specimen" as appropriate.
- An accurate contact name and number for the recipient are mandatory as well as an accurate contact name and number of the person responsible* for the shipment. The shipping label must be filled out correctly with all fields populated.



Dried Clinical Samples

Examples of dried clinical samples include but are not limited to human or animal hair, swabs, dried blood, teeth, ballistic samples, medicinal cannabis samples and drug samples.

- If shipping in a glass or plastic container (e.g., vial, jar, slide), use sufficient cushioning materials in the over box to prevent breakage and restrict movement. Use a rigid corrugated over box that is of good quality and condition for shipping dried clinical samples.
- Seal the over box with three (3) strips of 3" (7.6 cm) wide adhesive poly tape. Follow the "Seal the Box Securely" instructions on p. 4.
- If not already marked, clearly and legibly mark the over box "Exempt Human Specimen" or "Exempt Animal Specimen" as appropriate.
- An accurate contact name and number for the recipient are mandatory as well as an accurate contact name and number of the person responsible* for the shipment. The shipping label must be filled out correctly with all fields populated.
- If shipping dried samples not contained in glass or plastic, place dried samples in an envelope and then into a secondary larger envelope. Ensure that the envelope is properly sealed and marked "Exempt Human Specimen" or "Exempt Animal Specimen" as appropriate.



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Packaging Cannabis Shipments

Medical and recreational cannabis packaging regulations are legislated by Health Canada. Below are the regulations that Health Canada has set forth as minimum standards.

Refer to links below for more information on medical and recreational cannabis.

[Cannabis Regulations](#)

[The Controlled Drug and Substances Act](#)

[The Foods and Drug Act](#)

SUBDIVISION F – Packaging, Labelling and Shipping

Marginal note: Packaging

80 (1) A licensed producer who sells or provides fresh or dried marihuana or cannabis oil under subsection 22(4) must ensure that

- (a) the substance is packaged in an immediate container
 - (i) that is in direct contact with the substance or, in the case of a substance in a capsule or similar dosage form, that is in direct contact with the capsules or units of that dosage form,
 - (ii) that prevents the contamination of the substance and, in the case of dried marihuana, keeps it dry,
 - (iii) that has a security feature that provides reasonable assurance to consumers that the container has not been opened prior to receipt, and
 - (iv) that is a child resistant package that meets the requirements of subsections C.01.001(2) to (4) of the Food and Drug Regulations; and
- (b) not more than the equivalent of 30 g of dried marihuana is in the immediate container.

Marihuana seeds

(2) A licensed producer who sells or provides marihuana seeds under subsection 22(5) must ensure that they are packaged in an immediate container that

- (a) is in direct contact with the seeds;
- (b) keeps them dry and prevents their contamination; and
- (c) has a security feature that provides reasonable assurance to consumers that the container has not been opened prior to receipt.

Marihuana plants

(3) A licensed producer who sells or provides marihuana plants under subsection 22(5) must ensure that they are sold or provided in a package that has a security feature that provides reasonable assurance to consumers that the package has not been opened prior to receipt.

Shipping

93 (1) A licensed producer who ships fresh or dried marihuana or cannabis oil to a person referred to in subsection 22(2) or (4), or who ships a substance referred to in paragraph 22(3)(b) to a person referred to in subsection 22(2), must

- (a) ship the substance in only one shipment per order;
- (b) prepare the package in a manner that ensures the security of its contents, such that
 - (i) it will not open or permit the escape of its contents during handling and transportation,
 - (ii) it is sealed so that it cannot be opened without the seal being broken,
 - (iii) it prevents the escape of cannabis odour, and
 - (iv) it prevents its contents from being identified without it being opened;
- (c) use a shipping method that ensures the tracking and safekeeping of the package during transportation; and
- (d) ship it only to the following address:
 - (i) in the case of a client or an individual who is responsible for that client, the shipping address specified in the client's registration document referred to in paragraph 133(2)(a), and
 - (ii) in the case of any other person referred to in subsection 22(2) or (4), the shipping address indicated in the order referred to in section 149; and
- (e) in the case of a client or an individual who is responsible for that client, ship the substance in a quantity that does not exceed the equivalent of 150 g of dried marihuana.

Marihuana seeds

(2) A licensed producer who ships marihuana seeds to a person referred to in subsection 22(2) or (5) must

- (a) comply with the requirements of paragraphs (1)(a) to (c); and
- (b) ship the package only to the following address:
 - (i) in the case of a person referred to in subsection 22(2), the shipping address indicated in the order referred to in section 149; and
 - (ii) in the case of a person referred to in subsection 22(5), the address of the site for the production of marihuana plants or the site for the storage of cannabis that is specified in the person's registration with the Minister made under Part 2.

Marihuana plants

(3) A licensed producer who ships marihuana plants to a person referred to in subsection 22(2) or (5) must

- (a) prepare the package in a manner that ensures the security of its contents, such that
 - (i) it will not open or permit the escape of its contents during handling and transportation,
 - (ii) it is sealed so that it cannot be opened without the seal being broken, and
 - (iii) it prevents its contents from being identified without it being opened;
- (b) use a shipping method referred to in paragraph (1)(c); and
- (c) ship it to the address referred to in paragraph (2)(b).

Cannabis for in vitro testing

(4) A licensed producer who ships a substance that is referred to in paragraph 22(3)(c) to a person referred to in subsection 22(2) must

- (a) use a shipping method referred to in paragraph (1)(c); and
- (b) ship it only to the shipping address indicated in the order referred to in section 149.

Return and Replacement of Cannabis

Cannabis Act, Division 1; Part 14; paragraph 292; Return and Replacement of Cannabis; Parcel – Requirements

Parcel — requirements

(4) The individual who is returning the cannabis products must, if they are sending or having delivered cannabis plants — or other cannabis products in respect of which the total quantity of cannabis exceeds the equivalent of 30 g of dried cannabis, (a) prepare the parcel in a manner that ensures the security of its contents, such that

- (i) it will not open or permit the escape of its contents during handling and transportation,
- (ii) it is sealed so that it cannot be opened without the seal being broken,
- (iii) except in the case of cannabis plants, it prevents the escape of cannabis odour, and
- (iv) it prevents its contents from being identified without it being opened; and (b) use a method that ensures the tracking and safekeeping of the parcel during transportation.

Packaging Automotive Components*

General Guidelines

- Protect sharp edges, protrusions and corners with thick plastic, foam or 1/16" poly-laminate bags to avoid puncture inside containers.
- Fully encase shipment inside a distribution container without any parts exposed for full protection from dings, dirt, abrasion or any damage caused by normal rigours of transportation.
- Use a minimum of 3" (7.6 cm) of protective packaging material such as loose fill peanuts, air pillows or foam to restrict interior movement in a rigid double-wall corrugated container.
- Fill additional voids with a minimum 3" (7.6 cm) of cushioning material.

Doors/Hoods/Panels

- Package automotive doors/hoods/panels individually. Cover edges with plastic or foam, and then place 6" (15 cm) rigid corrugated inserts on the corners and along the bottom of the door.
- Fully enclose door with inserts inside a double-wall corrugated container box that has the corresponding Edge Crush Test (ECT) value.
- Fill voids in the distribution container with at least 3" (7.6 cm) of cushioning material to restrict interior movement.
- Seal the over box with three (3) strips of 3" (7.6 cm) wide pressure sensitive adhesive poly tape. Follow the "Seal the Box Securely" instructions on p. 4.
- Do NOT use strapping externally.

Bumpers

- Cover all exposed edges with plastic or foam. Then place 6" (15 cm) rigid corrugated inserts on all the edges.
- Fully enclose bumper with inserts inside a double-wall corrugated container box that has the corresponding ECT value.
- Fill in voids with at least 3" (7.6 cm) of cushioning material inside the distribution container to restrict interior movement.
- Seal the over box with three (3) strips of 3" (7.6 cm) wide pressure sensitive adhesive poly tape. Follow the "Seal the Box Securely" instructions on p. 4.
- Do NOT use strapping externally.

Mouldings

- Cover all sharp edges, protrusions and corners with foam or a 1/16" poly-lam bag taped securely in place.
- Place product into a corrugated shipping container that has the correct ECT value.
- Fill in voids with at least 3" (7.6 cm) of cushioning material inside the distribution container to restrict interior movement.
- Seal the over box with three (3) strips of 3" (7.6 cm) wide pressure sensitive adhesive poly tape. Follow the "Seal the Box Securely" instructions on p. 4.
- Do NOT use strapping externally.

Wheels/Rims

- Package wheels individually. Wrap entire surface of wheel or rim in a heavy-duty plastic liner. Enclose wrapped wheel inside a double-wall corrugated container box that has the corresponding ECT value depending on the weight of the shipment, ensuring all parts and surfaces of the wheel or rim are fully encased in the container.
- Fill in voids with at least 3" (7.6 cm) of cushioning material inside the corrugated shipping container to restrict interior movement.
- Seal the over box with three (3) strips of 3" (7.6 cm) wide pressure sensitive adhesive poly tape. Follow the "Seal the Box Securely" instructions on p. 4.
- Do NOT use strapping externally.

Irregularly Shaped Automotive Parts (including but not limited to exhaust pipes, beams)

- Use a moulded pulp or corrugated insert to package irregularly shaped automotive parts, if available. Ensure that all sharp edges, protrusions and corners are fully protected with thick plastic, foam or a 1/16" poly-lam bag and that corrugated scraps are taped securely in place.
- Fully enclose wrapped part inside a corrugated container box that has the correct ECT value.
- Fill in voids with at least 3" (7.6 cm) of cushioning material inside the distribution container to restrict interior movement.
- Seal the over box with three (3) strips of 3" (7.6 cm) wide pressure sensitive adhesive poly tape. Follow the "Seal the Box Securely" instructions on p. 4.
- Do NOT use strapping externally.

* These packaging guidelines (the "Guidelines") are not intended to be a comprehensive guide for packaging items that Purolator Inc. ("Purolator") accepts for shipment. Purolator makes no warranties, expressed or implied, regarding the information contained in these Guidelines. Proper packaging is the sole responsibility of the shipper. In no event will Purolator's liability exceed the limitations on liability set out in Purolator's published Terms and Conditions of Service ("Terms and Conditions") as found at www.purolator.com. For more information, contact Customer Service at 1 888 SHIP-123 and refer to the Purolator Terms and Conditions of Service.

Packaging Industrial Parts:

Small Parts

Small parts include but are not limited to screws, nails, washers, nuts and bolts.

- Place small parts in a sealable 2 mil film poly bag. Ensure bag is sealed tightly. Adhesive reinforcement such as poly tape can be used to seal securely.
- Place the sealed bag containing small parts in the centre of a double-wall box.
- Fill voids with a minimum of 3" (7.6 cm) cushioning material such as air cellular cushioning, loose fill peanuts, crumpled kraft paper or foam.
- Seal the box with three (3) strips of 3" (7.6 cm) wide pressure sensitive adhesive poly tape. Follow the "Seal the Box Securely" instructions on p. 4.

Larger/Heavier Parts

Larger/heavier parts include but are not limited to wrenches and hand tools.

- Encase sharp corners and protrusions with foam or corrugated material. Tape with 3" (7.6 cm) wide pressure sensitive adhesive poly tape to secure material in place. Place wrapped part(s) into a sealable 2 mil film poly bag. Ensure bag is sealed tightly. Adhesive reinforcement such as poly tape can be used to seal securely.
- Place the sealed bag containing part(s) in the centre of a double-wall box.
- Fill voids with minimum of 3" (7.6 cm) cushioning material such as air cellular cushioning, loose fill peanuts, crumpled kraft paper or foam.
- Seal the box with three (3) strips of 3" (7.6 cm) wide pressure sensitive adhesive poly tape. Follow the "Seal the Box Securely" instructions on p. 4.
- Place sealed box into a rigid secondary shipping container. Seal the shipping container with three (3) strips of 3" (7.6 cm) wide pressure sensitive adhesive poly tape. Follow the "Seal the Box Securely" instructions.

Packaging Paper

(Document Box, Banker Box, Copy Paper Box, Storage Box)

These boxes are designed for palletized transport and not individual transport. These boxes can be shipped with the right parameters and packaging reinforcement.

- The total weight of the shipment should not exceed 30 lb. (13.6 kg).
- Use new boxes for shipping. Used or recycled boxes will likely result in damage and possible loss of contents.
- Fill all voids with packing material.
- Secure the box with 3" (7.6 cm) wide pressure-sensitive adhesive poly tape.

Packaging Printed Material

- Bundle printed material together to prevent internal shifting.
- Place printed material inside a double-wall corrugated over box for shipping.
- Fill all voids with a minimum 3" (7.6 cm) of cushioning materials.
- Secure the box with 3" (7.6 cm) wide pressure sensitive adhesive poly-tape.

Packaging Freight Shipments*

All pieces in a freight shipment must be tendered to Purolator secured to one or more pallets with stretch wrap or shrink wrap. Pallets must be free of damage or defect. Articles secured to a pallet should not hang over the edge of the pallet, and there should be no space between articles on a pallet. Freight shipments containing pieces that, due to their bulk, length, width or height, cannot be safely stowed within a trailer or container or on a pallet will not be accepted by Purolator for carriage. See “Guide to Proper Palletizing, Wrapping and Trailer Load Building” at purolator.com/packaging. guidelines for more details.



Purolator Packaging Solutions

Purolator Express® Pack

This is a convenient, easy-to-use, sealable bag that is tear free and water resistant. For shipments up to 3 lb. (1.3 kg), use the Purolator Express Pack to get your package to its destination via the fastest mode.

Purolator Express® Envelope

This legal-sized cardboard envelope is ideal for shipping all of your important documents.

Purolator Express® Box†

This durable corrugated cardboard box is ideal for shipping binders, large documents and other items that may require handling protection.

The Purolator Express Pack, Purolator Express Envelope and Purolator Express Box are available at no charge. Alternatively, you can use your own packaging. Purolator Shipping Centres have a full line of packaging products that are designed for the rigours of movement through a shipping system or for when you need sturdy cartons for other purposes. For more information on Purolator packaging solutions, visit purolator.com or come to a Purolator Retail Shipping Centre, where our representatives can assist with all your packaging needs.

You can order shipping supplies online at purolator.com. Purolator’s supplies are available at no charge to Purolator Business Account customers.

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† Purolator Express® Box is available only when shipment is prepared using an automated shipping system. See Purolator Terms and Conditions of Service for details.

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