

# TECHCOLLECT NZ PACKING AND LOADING REQUIREMENTS

## 1 Overview

All parties involved in the transport supply chain need to minimise the health and safety risks to themselves and others. Key responsibilities of packers and loaders of freight (whether you're packing or loading a box/carton or a pallet) include:

- Securely packing e-waste (loose items cannot be accepted for pick up)
- Clearly marking packaged e-waste with shipping label/booking information
- Ensuring weight/dimensions provided are accurate
- Ensuring there are no loose batteries (as they are a fire risk)
- Ensuring details of your pick up/loading area are provided so the appropriate truck and equipment can be sent

## 2 Boxes/Cartons

The following requirements apply to packing boxes/cartons:

- Ensure the box/carton is large enough and sufficiently durable to hold your e-waste
- The box/carton is to be securely taped shut
- Packed boxes/cartons do not weigh more than 25kg

## 3 Batteries

The following requirements apply to batteries:

- Loose batteries are **not permitted** as they are a fire risk
- A maximum of 2 batteries (or 4 button cell batteries) can be contained in e-waste/equipment per box/carton
- E-waste/equipment containing batteries must be switched off
- E-waste/equipment containing batteries must be packed so that they cannot move around

## 4 Pallet Requirements

The following requirements apply to packing pallets:

- Heaviest items should be stacked first (bottom-heavy)
- The base of the pallet should be completely covered before starting a new layer
- Parts that can move/open on large equipment should be taped down (e.g. paper trays on printing devices)

- Weight should be distributed as evenly as possible across the pallet
- TVs and other large items should be stacked upright, not flat or on their side
- There should be no items hanging over the edge of the pallet
- Maximum load height of pallets is 1.6m
- All pallets must be shrink wrapped with at least 3 layers, starting from the base to prevent movement. The load should be 100% covered by wrapping
- Strapping should be used to secure the load to the pallet

## Examples:



Load is not 100% covered in wrapping and pallet is not secured to load.



Load is covered 100% in wrapping and items are stacked upright.



Heaviest items have not been stacked on the bottom. Items are overhanging the side of the pallet and have not been secured to the base with strapping.



Pallet is wrapped with at least 3 layers. Load is 100% covered in wrapping and load weight spread across covers entire pallet.



Items have not been wrapped in at least 3 layers of wrapping. Items are overhanging the side of the pallet and have not been secured to the base with strapping.



Heaviest items have been stacked on bottom and have been stacked upright. Load weight has been distributed evenly across pallet and wrap is being applied across all items.