



Electronics Recycling Palletizing Procedures

Large Volume Generator Program

Objectives:

- To create a strong and stable base with similar sized products on the same layer in order to withstand transport.
- To ensure enough shrink wrap is utilized, using at least one third of a roll per pallet (i.e. one roll of shrink wrap is used for **THREE** complete pallets).
- To top wrap the pallet, pulling the shrink wrap over the top of the pallet to make sure that the product is wrapped securely to the base of the pallet (this will prevent shifting in transit).
- To build the pallet between **5 and 5-1/2 feet high**, ensuring the pallet is completely stable.
- To ensure the safety of everyone who is handling the materials.

Risks:

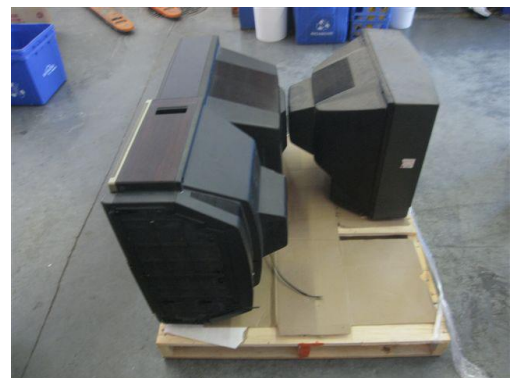
- Unstable pallets **will not** be picked up by the transport carriers.
- A breakage of lead glass or the exposure of mercury which are hazardous materials.
- Shifting of product while in transit which may result in injury to transporters while unloading.

Procedures:

Step 1

Create a stable pallet by putting similar sized products at the base of the pallet. This creates a strong base of product which will not move.

NOTE: You may put cardboard on the base to prevent slipping and to create an even foundation.





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Step 2

Wrap the pallet securely before starting on the next layer.

Ensure that the base of the pallet is tightly wrapped, with enough shrink wrap.

The shrink wrap should be taut.

Step 3

Begin on the next layer of product and ensure that you are wrapping the new layer as a part of the whole pallet.

Wrap around the first layer/base again to ensure the wrapping is in a continuous flow.

NOTE: Wrap each layer as you create it. Failure to do this will create an unstable pallet.



NOTE:

Should you put different products on one layer (i.e. T.V.s and monitors), shrink wrap the similar sized products (as seen in above) together first, before shrink wrapping the whole pallet together.

In continuing the second layer, the products are alternated between screens facing in and screens facing out.





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Step 4

After the 2nd layer is wrapped, leave the roll of shrink wrap to the side. This will make the shrink wrap roll available for the third layer when it is ready.



Step 5

For the 3rd layer, the products should be alternating between screens facing in and the next one facing out.

This creates a stable foundation and interlocks the product as you create each layer.

Step 6

The 3rd layer must be immediately wrapped once it is completed. The wrap is left off to the side after it is complete as was done with the second layer.

NOTE: The entire lower part of the pallet should be almost completely opaque at this point.





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Step 7

As the 3rd layer is wrapped, ensure the top is criss-crossed with shrink wrap and then wrapped downward to the base of the pallet.

The shrink wrap should be stretched as it is pulled down into the bottom of the pallet, stretching the shrink wrap taut.

Helpful Hints:

Ensure you have cut off any loose cords (put into the E-Bag). This reduces tripping hazards and reduces the cords from being caught on something while being loaded onto a truck.



Example of an Incomplete Pallet:



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When dealing with an over-sized T.V., do the best that you can, working around it and fitting smaller monitors/T.V.s in the spaces available.

NOTE: The base of this pallet does NOT have enough shrink wrap. The entire pallet should be shrink-wrapped together as one, including around the base of the pallet.

Examples of Completed Pallets:





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The pallet has been created with similar sized products on the same layer and with alternating screens facing in and out.

NOTE: The shrink wrap has been wrapped right to the base of the pallet to ensure stability.

