



## Packaging Information Recommendations to Customers - Unloading

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### **Purpose:**

To specify the provision of unloading instructions for each truckload shipment of pipe.

### **Scope:**

All truckload shipments of plastic pipe.

### **Responsibility:**

The pipe shipping department at each plant.

### **Procedure:**

1. When the truck driver signs the Bill of Lading (BOL), the shipping supervisor or other designated personal are to attach the appropriate unloading instruction sheet to the BOL. If more than one method of unloading will be required, (e.g. the load is mixed straight lengths and silos) a sheet is to be provided for each unloading method required.
2. Instruct the trucker that the unloading instructions are to be given to a site representative upon arrival at the shipping destination.
3. The following types of instructions are available:
  - a. Pipe Unloading \_\_\_ Bundles
  - b. Pipe Unloading \_\_\_ Bulk Packs
  - c. Pipe Unloading \_\_\_ Silo Packs
  - d. Pipe Unloading \_\_\_ Coils on Reels
  - e. Pipe Unloading \_\_\_ Strip Loads Using Chocks
  - f. Pipe Unloading \_\_\_ Vertically Loaded Pipe Coils
  - g. Pipe Unloading \_\_\_ 54" Pipe on Cradles.



## Packaging Information Recommendations to Customers - Unloading

**ATTACH THESE INSTRUCTIONS TO THE BILL OF LADING AND GIVE THEM TO A SITE REPRESENTATIVE WHEN ARRIVING AT DELIVERY SITE.**

### **WARNING**

#### Pipe Unloading: Bundles

1. This shipment was not prepared as a unitized load and is not intended to be unloaded in a single lift.
2. Personnel not involved in the unloading of the trailer shall stay in a safe location that is a safe distance from the material handling activities while the customer sequentially unloads the product.
3. The truck must be parked on level ground. If not, have the driver move the truck to a level area. The parking brake (hand brake) should be set and the wheels chocked.
4. The load and trucker nylon straps shall be inspected prior to removing the straps securing the load. Remove only the straps required for that stage of unloading; do not remove all the straps at once.
5. It is recommended that bundles be unloaded using fork trucks, cranes equipped with wide web slings, or cranes equipped with spreader bars with wide web slings. The equipment should be of sufficient capability and rated capacity to safely handle the load, and should be inspected for condition prior to use.
6. If fork truck is used, the forks should have sufficient length to safely support the bundle. The bundle should be approached at the midpoint of the bundle. To improve the bundle stability during transportation, the forks should be as far apart as possible.
7. The forks should enter the load slowly to reduce the possibility of pipe damage caused by scraping or gouging by the fork tips. The chance of damage can be further reduced if steel forks are covered by protective material.
8. If a crane with a single sling is used to unload the bundle, the lengths should be handled at their midpoints using wide web slings. If multiple slings or a spreader bar equipped with wide web slings are used, the equipment manufacturer's recommended capabilities, methods, and procedures should be used.
9. Steel bands used on the bundles should not be removed until the bundles have been transported to the storage area.
10. Avoid unnecessary standing on the load. Do not remain on the load during unloading operations.
11. Do not roll or drop pipe off the truck.
12. Do not use backhoes, end loaders, or other material handling equipment to push or pull the load off the trailer. This is dangerous to unloading personnel and may damage pipe.



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### **WARNING**

#### Pipe Unloading: Bulk Packs

1. This shipment was not prepared as a unitized load and is not intended to be unloaded in a single lift.
2. Personnel not involved in the unloading of the trailer shall stay in a safe location that is a safe distance from the material handling activities while the customer sequentially unloads the product.
3. The truck must be parked on level ground. If not, have the driver move the truck to a level area. The parking brake (hand brake) should be set and the wheels chocked.
4. The load and trucker nylon straps shall be inspected prior to removing the straps securing the load. Remove only the straps required for that stage of unloading; do not remove all the straps at once.
5. It is recommended that bulk packs be unloaded using fork trucks, cranes equipped with wide web slings, or cranes equipped with spreader bars with wide web slings. The equipment should be of sufficient capability and rated capacity to safely handle the load, and should be inspected for condition prior to use.
6. If a fork truck is used, the forks should have sufficient length to safely support the bulk pack. The pack should be approached at the midpoint of the bulk pack. To improve the pack stability during transportation, the forks should be as far apart as possible.
7. The forks should enter the load slowly to reduce the possibility of pipe damage caused by scraping or gouging by the fork tips. The chance of damage can be further reduced if steel forks are covered by protective material.
8. If a crane with a single sling is used to unload the bulk pack, the lengths should be handled at their midpoints using wide web slings. If multiple slings or a spreader bar equipped with wide web slings are used, the equipment manufacturer's recommended capabilities, methods, and procedures should be used.
9. Steel bands used on the bulk pack should not be removed until the bulk packs have been transported to the storage area.
10. Avoid unnecessary standing on the load. Do not remain on the load during unloading operations.
11. Do not roll or drop pipe off the truck.
12. Do not use backhoes, end loaders, or other material handling equipment to push or pull the load off the trailer. This is dangerous to unloading personnel and may damage pipe.



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### **WARNING**

#### Pipe Unloading: Silo Packs

1. This shipment was not prepared as a unitized load and is not intended to be unloaded in a single lift.
2. Personnel not involved in the unloading of the trailer shall stay in a safe location that is a safe distance from the material handling activities while the customer sequentially unloads the product.
3. The truck must be parked on level ground. If not, have the driver move the truck to a level area. The parking brake (hand brake) should be set and the wheels chocked.
4. The load and trucker nylon straps shall be inspected prior to removing the straps securing the load.
5. It is recommended that silo packs be unloaded from the side of the trailer with a fork truck of sufficient rated capacity to safely handle the pack. The equipment should be inspected for condition prior to use.
6. The forks should have sufficient length to safely support the silo pack during unloading and transportation to the storage area.
7. To prevent possible injury or damage, the forks should slowly enter the pack between the top and bottom boards of the pallet.
8. Banding securing the individual coils to the silo should not be removed until the pallet has been unloaded from the trailer and transported to the storage area.
9. Avoid unnecessary standing on the load. Do not remain on the load during unloading operations.
10. Do not roll or drop pipe off the truck.
11. Do not use backhoes, end loaders, or other material handling equipment to push or pull the load off the trailer. This is dangerous to unloading personnel and may damage the pipe.



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### **WARNING**

#### Pipe unloading: Coils on Reels

1. This shipment was not prepared as a unitized load and is not intended to be unloaded in a single lift.
2. Personnel not involved in the unloading of the trailer shall stay in a safe location that is a safe distance from the material handling activities while the customer sequentially unloads the product.
3. The truck must be parked on level ground. If not, have the driver move the truck to a level area. The parking brake (hand brake) should be set and the wheels chocked.
4. The load and trucker nylon straps shall be inspected prior to removing the straps securing the load.
5. It is recommended that reels be unloaded from the trailer with a fork truck of sufficient rated capacity to safely handle the weight. The equipment should be inspected for condition prior to use.
6. The forks should have sufficient length to pass through the reel and safely support the reel during unloading and transportation to the storage area.
7. To prevent possible injury or damage, the forks should slowly enter the reel near the center with one fork on each side of the hub.
8. If a sling attached to material handling equipment is used to unload the reel, the sling must be of sufficient lifting capacity, and should pass through the hub on both sides of the reel. When lifting reel, do not pass sling through reel flanges. Damage and/or injury may occur if reel breaks.
9. Avoid unnecessary standing on the load. Do not remain on the load during unloading operations.
10. Do not roll or drop reel off the truck.
11. Do not use backhoes, end loaders, or other material handling equipment to push or pull the load off the trailer. This is dangerous to unloading personnel and may damage pipe and reel.



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### **WARNING**

#### Pipe Unloading: Strip Loads Using Chocks

1. This shipment was not prepared as a unitized load and is not intended to be unloaded in a single lift.
2. Personnel not involved in the unloading of the trailer shall stay in a safe location that is a safe distance from the material handling activities while the customer sequentially unloads the product.
3. The truck must be parked on level ground. If not, have the driver move the truck to a level area. The parking brake (hand brake) should be set and the wheels chocked.
4. Check the load to assure that all chocks are in place on both ends of all timbers. If not, nail a chock or suitable wedge into position.
5. At no time and under no circumstances should the chocks on timbers be removed. The chocks prevent pipe from rolling.
6. The load and trucker nylon straps shall be inspected prior to removing the straps securing the load. Remove only the straps required for that stage of unloading; do not remove all the straps at once.
7. Pipe should be unloaded with fork trucks or cranes using only wide web slings or end hooks. The unloading equipment, slings and/or cables with end hooks should be inspected for condition and lifting capacity prior to use.
8. If fork truck is used, the forks should have sufficient length to safely support the strip load. The load should be approached slowly at the midpoint of the pipe lengths. To improve the load stability during transportation, the forks should be as far apart as possible.
9. If a crane with a single sling is used to unload the strip load, the lengths should be handled at their midpoints using wide web slings. If multiple slings or a spreader bar equipped with wide web slings are used, the equipment manufacturer's recommended capabilities, methods and procedures should be used.
10. If the pipe is being unloaded in less than full rows, the bands should be cut and removed only from the length(s) being unloaded. Any loose pipe in the row should be secured with suitable wedges.
11. Do not roll or drop pipe off the truck.
12. Avoid unnecessary standing on the load. Do not remain on the load during unloading.
13. Do not use backhoes, end loaders, or other material handling equipment to push or pull the load off the trailer. This is dangerous to unloading personnel and may damage the pipe.



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### **WARNING**

#### Pipe Unloading: Vertically Loaded Pipe Coils

1. This shipment was not prepared as a unitized load and is not intended to be unloaded in a single lift.
2. Personnel not involved in the unloading of the trailer shall stay in a safe location that is a safe distance from the material handling activities while the customer sequentially unloads the product.
3. The truck must be parked on level ground. If not, have the driver move the truck to a level area. The parking brake (hand brake) should be set and the wheels chocked.
4. The load and trucker nylon straps shall be inspected prior to removing the straps securing the load.
5. It is recommended that coils be unloaded from the trailer with a fork truck of sufficient rated capacity to safely handle the coil. The equipment should be inspected for condition prior to use.
6. The forks should have sufficient length to pass through the coil and safely support the coil during unloading and transportation to the storage area. The chance of damage to the coil can be further reduced if the steel forks are covered by protective material.
7. To prevent possible injury or damage, the forks should slowly enter the coil with both forks on the inside of the coil.
8. If a sling attached to material handling equipment is used to unload the coil, the sling must be of sufficient lifting capacity, and should pass through the I.D. of a single coil. If a steel sling is used it should be covered by protective material.
9. Avoid unnecessary standing on the load. Do not remain on the load during unloading operations.
10. Do not roll or drop coil off the truck.
11. Do not use backhoes, end loaders, or other material handling equipment to push or pull the load off the trailer. This is dangerous to unloading personnel and may damage the pipe.



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### **⚠ WARNING**

#### Pipe Unloading: 54" Pipe on Cradles

1. This shipment was not prepared as a unitized load and is not intended to be unloaded in a single lift.
2. Personnel not involved in the unloading of the trailer shall stay in a safe location that is a safe distance from the material handling activities while the customer sequentially unloads the product.
3. The truck must be parked on level ground. If not, have the driver move the truck to a level area. The parking brake (hand brake) should be set and the wheels chocked.
4. At no time and under no circumstances should the chocks on cradles be removed. The chocks help to prevent pipe from rolling. An inspection to ensure the chocks are in place should be conducted before attempting to unload the pipe.
5. Pipe should be unloaded with fork trucks or cranes using only wide web slings or end hooks. The unloading equipment, slings and/or cables with end hooks should be inspected for condition and lifting capacity prior to use.
6. The load and trucker nylon straps shall be inspected prior to removing the straps securing the load. 54" pipe is loaded and strapped so that the pipe at the top of the cradles must be unloaded first. The bottom pipe on the cradles is also strapped and the straps on that layer cannot be removed until the top pipe has been safely unloaded from the truck.
7. Place the unloading equipment on the side of the truck where the first pipe is taken off so that it will secure the load before the top straps are removed. Repeat this step on the opposite side of the truck when removing the pipe on the bottom of the cradle.
8. Once the straps are removed and the driver is away from load, the driver of the unloading equipment should ensure the forks enter the load slowly to reduce the possibility of pipe damage caused by scraping or gouging by the fork tips. The chance of damage can be further reduced if steel forks are covered by protective material.
9. Avoid unnecessary standing on the load. Do not remain on the load during unloading operations.
10. Do not use backhoes, end loaders, or other material handling equipment to push or pull the load off the trailer. Do not roll or drop pipe off the truck. This is dangerous to unloading personnel and may damage the pipe.