



## How to Pack

Whether you're looking for general guidelines for packing day-to-day shipments or specific guidelines for shipping specialty items, you'll find it all here in our series of comprehensive packaging guides. Click the one you want. Print just what you need.



Click the guide you want.

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## General Packaging Guidelines

At FedEx, we know proper packaging can help ensure that your shipments arrive safely. So we offer general packaging guidelines — from measuring and weighing your package, to packing methods, sealing and labelling instructions, and guidelines for restricted shipments.

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## Shipment Size and Weight Restrictions

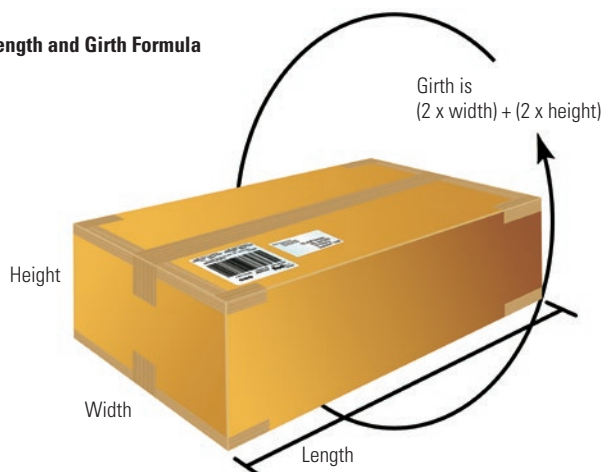
- With FedEx Express® services, you can ship packages up to 68 kg (150 lbs.); up to 274 cm (108") in length and 330 cm (130") in length and girth.\*
- With FedEx Express® Freight Services, you can ship individual skids of 68 kg (150 lbs.) or more. Skids exceeding 997 kg (2,200 lbs.) in weight or exceeding 178 cm (70") in height, 302 cm (119") in length or 203 cm (80") in width require prior approval.

\* Dimensions are limited depending on service.

Place yellow and black safety heavyweight labels over the diagonal corners of your package if it weighs more than 34 kg (75 lbs.). To get the labels, contact your FedEx Express courier or FedEx account executive.

## Measuring Length and Girth

### Length and Girth Formula



Length is the longest side of the package or object.

The length and girth formula is simple. Here's what you do:

- Measure the length, height and width of the package.
- Length and girth equals length plus twice the width and twice the height.

## Calculating Dimensional Weight

Dimensional weight applies when your package is relatively light compared with its volume. If the dimensional weight exceeds the actual weight, charges based on the dimensional weight will be assessed. To calculate it:

- Multiply length by width by height in centimeters, then divide by 5,000 to get the dimensional weight in kilograms.
- Or multiply length by width by height in inches, then divide by 139 to get the dimensional weight in pounds.
- Compare the dimensional weight and actual weight.

## General Packaging Guidelines

- Use FedEx Express packaging for FedEx Express package shipments only; any other use is prohibited.
- You may use your own packaging if boxes are sturdy and undamaged with all flaps intact.
- Chipboard boxes, such as gift or shoe boxes, must be packed into a corrugated outer box.
- Use double-wall boxes for heavier items.
- Place small packages inside a larger outer box. For express shipments smaller than 18 cm x 10 cm x 5 cm (7" x 4" x 2"), use a FedEx Express packaging option.
- Double-box fragile items with 8 cm (3") of cushioning in and around the smaller box.
- Wrap items individually with cushioning material and center them in cartons away from other items and away from the sides, corners, top and bottom of the box.
- Position bottles that contain liquids upright. Use an inner seal and perforated breakaway cap. The inner packaging must be able to contain leaks.
- Place items that might be damaged by normal handling, such as soiling, marking or application of adhesive labels, in a protective outer box.
- For odd- or irregular-shaped items, at a minimum you should wrap and tape all sharp edges or protrusions.
- Enclose an extra label, business card or letterhead with the shipper's address and phone number and the recipient's address and phone number inside the package before sealing it.
- Remove all old address labels from reused boxes before shipping, and make sure there are no holes, tears or corner dents in the outer box.

## General Packing Methods

Follow these general guidelines for the two most popular packing methods, plus recommendations for odd- or irregular-shaped shipments.

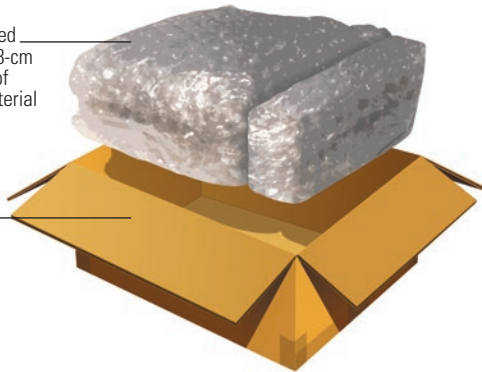
### Single-Box Packing Method

- Ship nonfragile products like soft goods inside a sturdy outer box.
- Use fillers like crumpled newspaper, loosefill peanuts or air-cellular cushioning material to fill void spaces and prevent movement of goods inside the box during shipping.
- Place goods that might be affected by dirt, water or wet conditions inside a plastic bag.
- Consolidate small parts or spillable granular products in a strong sealed container, such as a burlap or siftproof plastic bag, then package in a sturdy outer box.
- Use the H taping method for [sealing your package](#).

#### Single-Box With Wrapped Item

Product wrapped in a minimum 8-cm (3") thickness of cushioning material

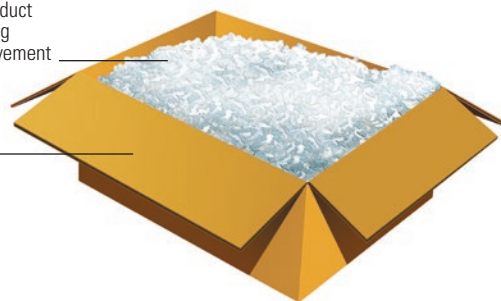
Sturdy outer box



#### Single-Box Filled With Loosefill Peanuts

Nonfragile product with cushioning to prevent movement

Sturdy outer box



### Box-in-Box Packing Method

- Wrap product(s) individually with at least 5-cm (2") thickness of air-cellular cushioning or foam material to fit snugly inside a corrugated box.
- Restrict product movement inside the box using filler like crumpled newspaper, loosefill peanuts or other cushioning material.
- Close and tape the inner box using the H taping method. This will help prevent accidental opening.
- Use a second box that is at least 15 cm (6") longer, wider and deeper than the inner box.
- Choose the wrap or fill method to cushion the inner box inside the larger sturdy outer box.
- Ship fragile products individually, wrapping them in a minimum 8-cm (3") thickness of air-cellular cushioning material such as Bubble Wrap®.
- Wrap the inner box with 8-cm (3") thickness of air-cellular cushioning material or use at least 8 cm (3") of loosefill peanuts or other cushioning material to fill the spaces between the inner box and outer box on the top, bottom and all sides.
- Fill any void spaces with more cushioning material.
- Use the H taping method for [sealing your package](#).

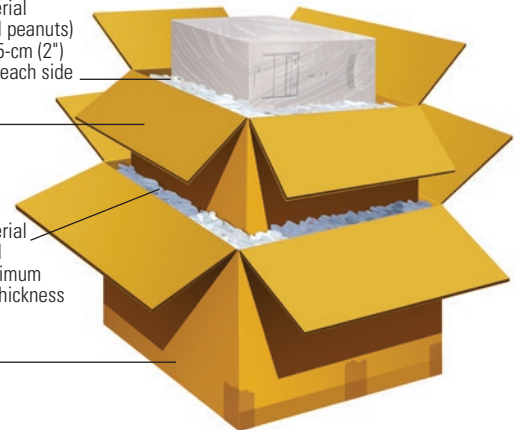
#### Box-in-Box With Loosefill Peanuts

Packing material (e.g., loosefill peanuts) minimum of 5-cm (2") thickness on each side

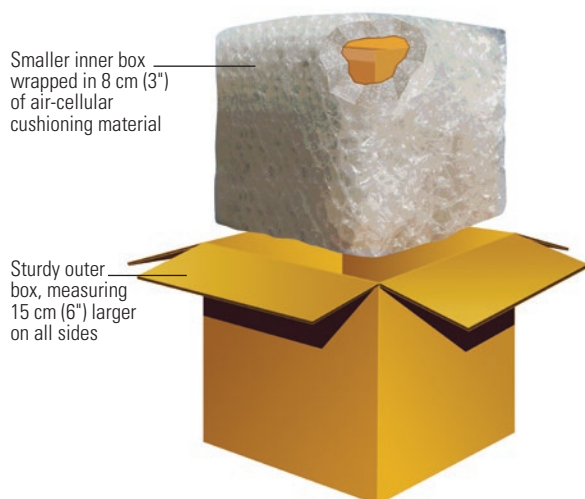
Inner box

Packing material (e.g., loosefill peanuts) minimum of 8-cm (3") thickness on each side

Sturdy outer box



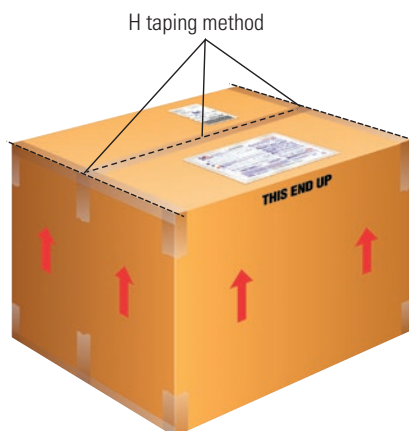
### Box-in-Box With Air-Cellular Cushioning



- Package labels and packing slips should be applied facing the same direction on the same side of the package.
- Avoid wrapping labels around the corner or directly on the edge or seam of the package.
- Place shipping labels on the package's largest surface. While we cannot ensure compliance with markings such as "Up" arrows or "This End Up," properly placing the shipping label increases your chance for the preferred orientation.
- Use tie-on tags on transit cases (including tradeshow display cases), golf bags, skis and luggage.

## Sealing Your Package

- Use pressure-sensitive plastic tape, water-activated paper tape (minimum 27-kg [60-lb.] grade) or water-activated reinforced tape that is at least 5 cm (2") wide.
- Apply tape evenly across flaps and seams to both the top and bottom of the outer box. Use the H taping method.
- Do not use cellophane tape, duct tape, masking tape, string or rope to seal packages.



Use applicable routing label, air waybill, or address label



## Packaging Specialty Shipments

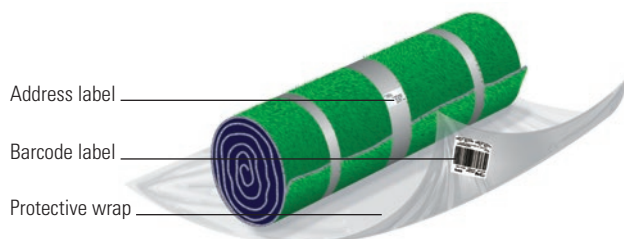
Some shipments require detailed instructions for proper packaging to ensure intact delivery to your destination. We suggest that you download those stand-alone PDF files in their entirety. Guidelines for packaging specialty items contain specific packing, sealing, labelling and testing instructions. You'll find specific guidelines for those products in the [table of contents](#). Recommendations for items that don't require such specific guidelines follow.

## Addressing and Labelling Your Package

- Place delivery information inside and outside the package. Include an address for your recipient and yourself.
- Do not list a P.O. box address for U.S. recipients. FedEx Express can ship to a P.O. box in certain international locations, including Puerto Rico, but you must provide a valid telephone, fax or telex number.
- Remove or cross out any old address labels on the outer box.

## General Guidelines for Unique Items

- **Artwork.** Apply masking tape in a criss-cross pattern on the glass surface to prevent glass from splintering.
- **Photos and Posterboard.** Tape flat items onto a rigid material like plywood, plastic or layers of fiberboard padding; as an alternative, place printed material between pieces of corrugated pad and tape both pads together at all seams.
- **Undeveloped Film.** Prominently mark packages containing undeveloped film. Special labels are available. Please call your applicable FedEx Call Centre.
- **Stringed Musical Instruments.** Loosen the tension on the strings to remove the stress on the neck of the instrument.
- **Printed Matter.** Bundle printed material together to prevent shifting. Cushion sufficiently before packing into a double-walled corrugated outer box.
- **Rolled Goods.** Tightly wrap rolled goods using several layers of heavy-duty plastic film or Kraft paper and wrap with plastic packing tape. Then wrap the address label completely around the object or use a pouch. FedEx cannot assume liability for damage due to inadequate protection.



## Dangerous Goods Shipments via FedEx Express

Dangerous goods must be tendered to FedEx Express according to both current International Air Transport Association (IATA) regulations for air transport, or any applicable laws, rules and regulations, and the FedEx Express Conditions of Carriage.

To find updated dangerous goods guidelines, information on packaging guidelines and other information, please go to your local country page on **fedex.com** and enter "dangerous goods" in the site index field.

FedEx Express will refuse to accept packages that do not meet FedEx Express, government, or IATA or International Civil Aviation Organization (ICAO) requirements. This brochure is in no way intended to replace requirements mandated by IATA/ICAO or local country regulation. This is for informational purposes only.

The IATA/ICAO regulations require shippers to have job-specific dangerous goods training prior to tendering dangerous goods to FedEx or another air carrier. Reference the current IATA or ICAO regulations for complete details.

FedEx Express is required by law to report improperly declared or undeclared shipments of dangerous goods to the U.S. Department of Transportation (DOT) and the local competent authority.

Bubble Wrap is a registered trademark of Sealed Air Corporation.

**NOTICE:** This packaging brochure is provided to FedEx customers to help reduce loss or damage due to improper packaging. It is NOT intended to be a comprehensive guide for packaging items we accept for transit. We make no warranties, expressed or implied, regarding this information. Proper packaging is the sole responsibility of the shipper. For more information and additional guidelines, go to the packaging tips page on **fedex.com** or call your applicable FedEx Call Centre. Refer to the current FedEx Service Guide for terms, conditions and limitations applicable to FedEx® delivery services.

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# Packaging Guidelines for Flowers and Plants

To help ensure that your fresh flowers and live plants arrive in top condition, follow these instructions for packaging and shipping via FedEx International Priority® services.

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## Packaging Requirements

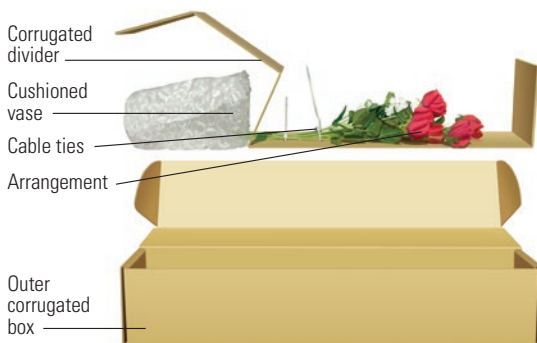
Observe the following general requirements when packaging your shipments:

- Secure contents inside the shipping container, because directional arrows cannot always be honored, and plants and flowers may be shipped in different orientations.
- Protect flowers and plants from temperature extremes that may occur during shipment or after delivery at the recipient's location; for climate protection, see the perishables section of the *How to Pack* guidelines at your local country **fedex.com**.
- To prevent leaks and spills, ship vases or containers without water and cover soil in pots and plant containers.
- Place your shipping label on the top of the box to increase the chance of shipment in the preferred orientation.
- Make sure your shipments comply with any applicable local, state and federal laws governing shipment of flowers and plants.

## Preparing Flowers and Plants for Shipment

From floral arrangements to bulk flowers, seedlings to mature plants, packaging requirements vary based on the contents of your shipment. The instructions and illustrations are provided here to help you develop effective packaging for your shipments.

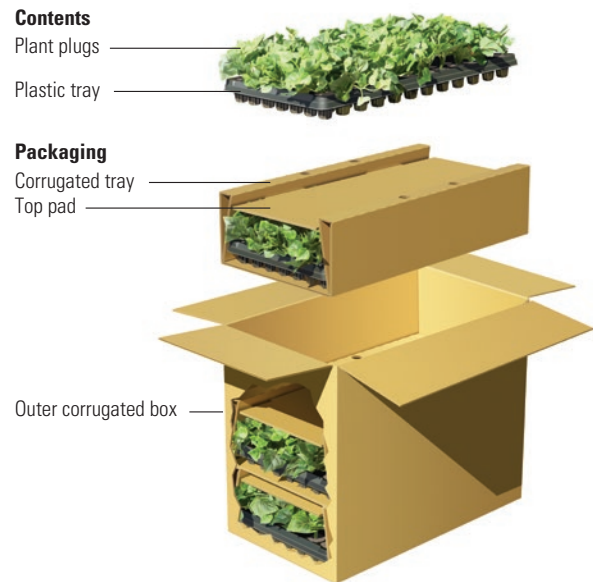
### Floral Arrangements



Secure floral arrangements inside a box using cable ties or bands secured to the box or to an inside insert to prevent shifting of the arrangement during shipment. If you are shipping a vase with the arrangement, also secure the vase inside the box. We recommend a corrugated divider

to separate the vase from the flowers. If the vase is fragile, use additional packaging materials to cushion the vase and protect it from damage during shipment. Ship vases or containers without water; shipping with water is prohibited because it may leak during shipment and cause product damage or safety issues.

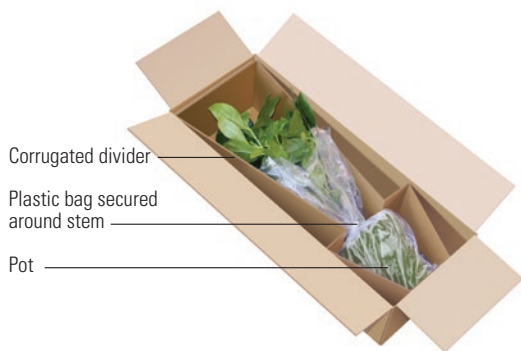
### Plant Seedlings and Plugs



Plant seedlings and plugs are fragile and difficult to secure in the shipping carton, so they require special attention. We recommend a corrugated tray with a top pad designed to push lightly against seedlings or plugs to secure them in their plastic tray during shipment. This packaging method works best with leafy seedlings and plugs, not tall and spindly plant material. You can also use plastic mesh over the plant plugs to provide added security. The moisture content of the soil is also an important consideration during shipment. If the soil is too dry, plugs are more likely to spill out of the plastic tray. If the soil is too wet, the corrugated tray may weaken from the moisture. Since you cannot secure plant plugs individually inside the plastic tray, you can expect some plugs to be dislodged during transit and some soil to sift out of the plastic tray, so plan accordingly when preparing your shipment.

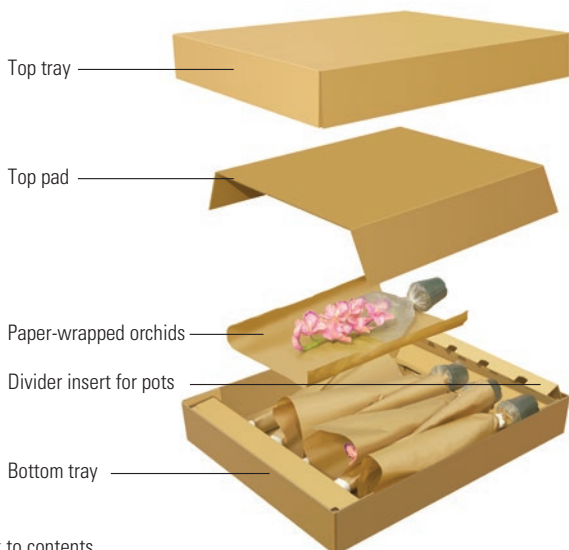
## Plants

When shipping plants, secure them to prevent movement inside the shipping carton. If the plant shifts inside the carton, it can cause breakage of plant stems and leaves, so we recommend using a corrugated divider that locks the pot inside the box. The soil inside the box must also be contained. Place the pot in a plastic bag and secure the top opening of the bag around the stem of the plant. If the plant does not have a single main stem, you can place paper between the leaves and over the soil and secure it to the pot.

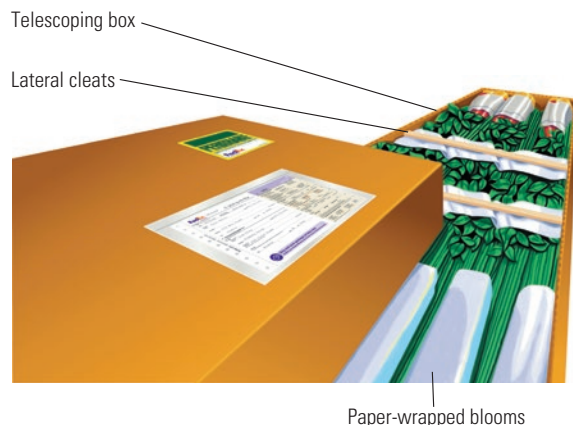


## Orchids

Orchids require special packing because they are inherently fragile. When shipping multiple orchids, secure the pots in the shipping carton with enough space to keep plants separated during shipment. Contact between the plants' blooms and leaves can lead to damage. You can also wrap the blooms and leaves in paper to provide extra cushioning when shipping. Cold temperatures can be harmful to tropical flowers like orchids, so when shipping to cold climates make sure your packaging is designed to protect the flowers from temperature variations during shipment.



## Bulk Flower Shipments



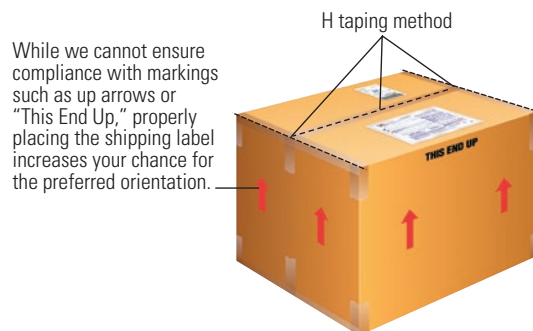
Place bulk flowers in telescoping boxes that accommodate the size of your plant material. Ideally, the boxes should measure less than 97 cm (38") in length, 61 cm (24") in height and 66 cm (26") in width. Use lateral cleats or bands to prevent shifting of the flowers inside the box. Choose corrugated shipping cartons constructed with moisture-resistant adhesive, because when the box is precooled, temperature and humidity can weaken it. We recommend that you use tape to secure the box. Straps can be used, but they tend to loosen during shipment and may compromise the closure of the box. Do not use string or twine to secure the box.

## Express Service Recommendations

- The maximum acceptable gross weight per package for most FedEx Express overnight services is 68 kg (150 lbs.), including packaging and refrigerant.
- We recommend that you package flowers and plants for a minimum transit time of 30 hours.
- Avoid shipment of perishable items on days that will require transit on a weekend or over a holiday period.

## Sealing and Labelling Instructions

- Apply at least three strips of pressure-sensitive adhesive plastic tape that is at least 5 cm (2") wide to both the top and bottom of the carton.
- Tape all seams or flaps using the H taping method.
- Place the shipping label on the top of the largest surface.



## FedEx Package Testing and Design Services

We offer package testing, evaluation and design services that can help you predict packaging performance and avoid product spoilage. We encourage you to submit a sample of your packaging for testing and evaluation. For details or to request your package testing or evaluation, please contact your FedEx account executive.

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## Packaging Computer Shipments

To help protect your computers and peripherals from shock and vibration during transit, follow these instructions for shipping via FedEx® services.

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## Recommended Packaging Options

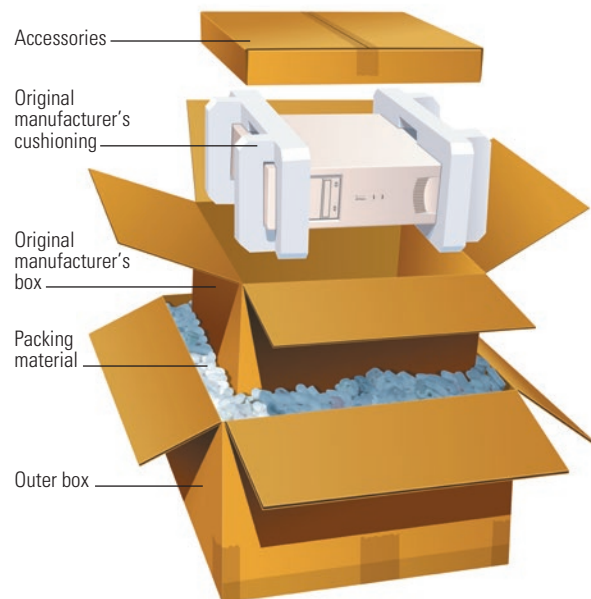
This brochure will help you pack and prepare your computer and peripheral shipments. Follow the instructions for the packaging method of your choice.

- Shipping with original manufacturer's packaging.
- Shipping without original manufacturer's packaging.
- Shipping in a transit case.
- Packaging freight shipments.

## Shipping With Original Manufacturer's Packaging

Original packaging is usually designed to ship the product once, not multiple times. Reuse can weaken the packaging and place the inside product at risk. Overboxing provides extra integrity for the weakened original manufacturer's packaging.

### Using Original Packaging and an Outer Box



Inspect the original packaging to ensure that the cushioning material and box are intact and unbroken. Make any repairs with pressure-sensitive adhesive plastic tape that is at least 5 cm (2") wide. Pack the product using all the original packaging components.

Obtain a box that is at least 15 cm (6") larger in length, width and height than the original manufacturer's packaging. Fill the bottom of the box with 8 cm (3") of packing material (e.g., air-cellular cushioning material such as Bubble Wrap® or loosefill peanuts). Do not use crushed paper. Center the original manufacturer's packaging inside the outer box and fill empty spaces on all sides and the top with packing material. The inner box should be surrounded with at least 8 cm (3") of packing material around all six sides of the inner box.

Apply at least three strips of pressure-sensitive adhesive plastic tape that is at least 5 cm (2") wide to both the top and bottom of the carton to protect the package and its contents. Tape all seams or flaps.

## Shipping Without Original Manufacturer's Packaging

We recommend three methods for shipping your computers and peripherals if you don't have, or prefer not to use, the original manufacturer's packaging.

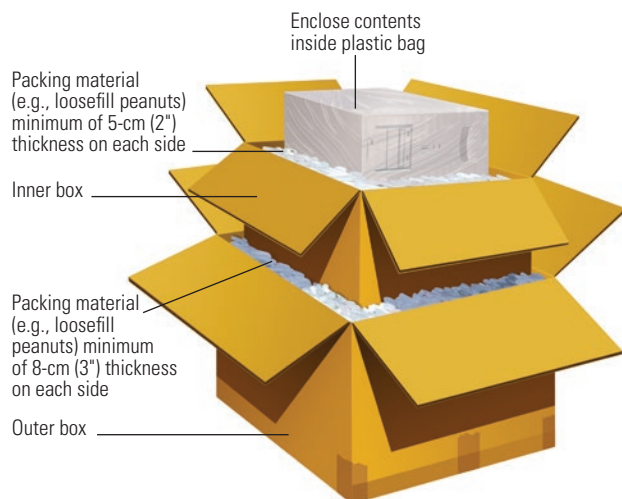


### Using Air-Cellular Cushioning Material

Wrap the computer or peripheral on all sides with at least 8 cm to 10 cm (3" to 4") of air-cellular cushioning material. Place the wrapped item inside a sturdy outer box. Accessories that are wrapped in appropriate amounts of cushioning can also be placed in any open spaces of the box. Fill all spaces with additional cushioning so that the wrapped item fits tightly inside the box. If no open spaces exist, pack accessories in an additional box.

Close and seal both the top and bottom of the box with three strips of pressure-sensitive plastic tape that is at least 5 cm (2") wide. Tape all seams or flaps.

## Using Loosefill Peanuts



Since this type of packing material allows the packaged item to settle to the bottom of the box, it is important to use the overbox method of packaging. The inner box should be at least 10 cm (4") greater in length, width and height than the item you are shipping. This will allow for 5 cm (2") of space for all six sides. The outer box should be at least 15 cm (6") greater in length, width and height than the inner box. This will allow 8 cm (3") of space between the inner box and the outer box.

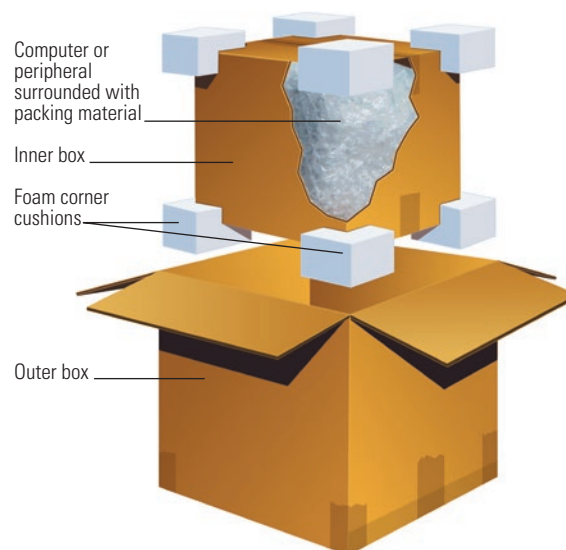
Wrap the computer or peripheral in a plastic bag to prevent the loosefill peanuts from getting inside the unit. Fill the bottom of the inner box with at least 5 cm (2") of loosefill peanuts and center the wrapped item inside the box. Fill empty spaces on all sides and top with loosefill peanuts, ensuring that there is at least 5 cm (2") of loosefill peanuts on all six sides of the item. Pack accessories such as power cords, keyboards and external drives separately, away from the computer or peripheral.

Close and seal both the top and bottom of the box with three strips of pressure-sensitive plastic tape that is at least 5 cm (2") wide.

Fill the bottom of the outer box with at least 8 cm (3") of loosefill peanuts and center the inner box inside the outer box. Fill empty spaces on all sides and top of the inner box with loosefill peanuts, ensuring that there is at least 8 cm (3") of loosefill peanuts on all six sides.

Close and seal both the top and bottom of the box with three strips of pressure-sensitive plastic tape that is at least 5 cm (2") wide. Tape all seams or flaps.

## Using Foam Corner Cushioning



You may choose to use foam corner cushioning specifically designed to properly cushion your product during shipping. This packing method allows you to use one size of inner box, one size of outer box, and one type of foam corner cushioning to ship items of various sizes and weights.

Place the computer or peripheral inside the box and surround the item with at least 4 cm (1-1/2") of packing material (e.g., loosefill peanuts, air-cellular cushioning, foam-in-place) on all sides so that the item does not move inside the box.

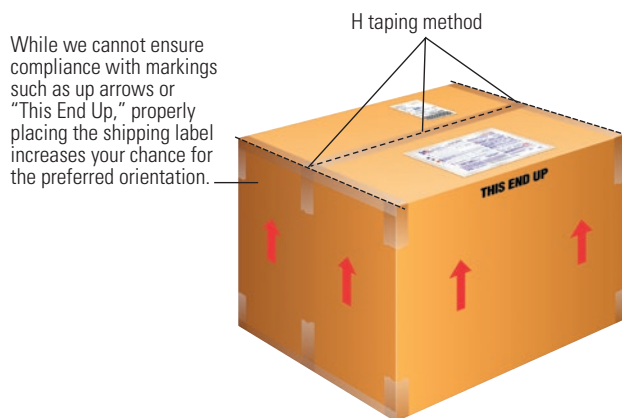
Close and seal the top and bottom of the inner box with three strips of pressure-sensitive plastic tape that is at least 5 cm (2") wide.

Place the box containing the item inside a larger (outer) box fitted with the foam corner cushions. The outer box must fit tightly around the foam corner cushions.

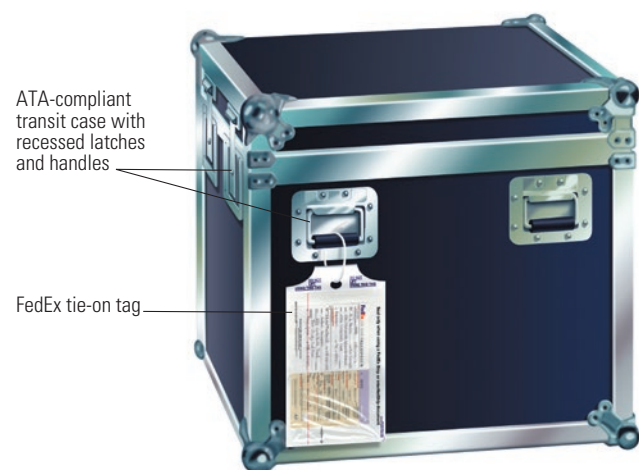
Close and seal the top and bottom of the outer box with three strips of pressure-sensitive plastic tape that is at least 5 cm (2") wide. Tape all seams or flaps.

## Sealing and Labelling Instructions

- Using the H taping method, apply at least three strips of pressure-sensitive adhesive plastic tape that is at least 5 cm (2") wide to both the top and bottom of the carton.
- Tape all seams or flaps.
- Place the shipping label on the top of the largest side.



## Shipping in a Transit Case



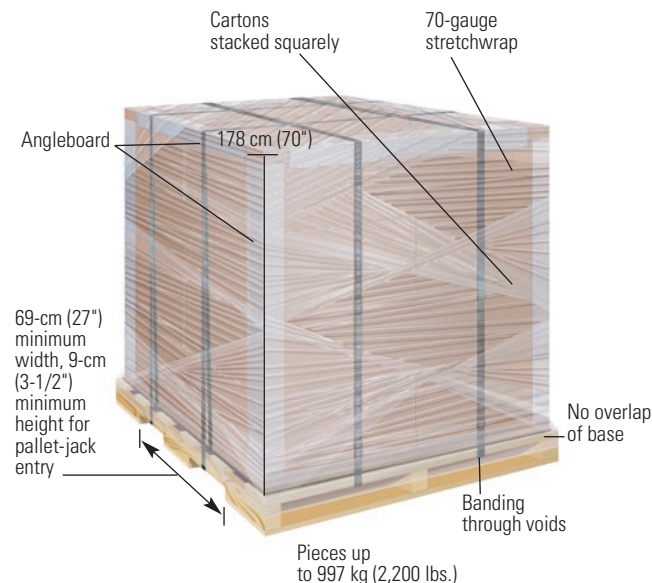
While transit cases can effectively protect computers and peripherals that will be shipped multiple times, care must be taken in the design of both the outer case and the inner cushioning.

When selecting a transit case, make sure the inner foam cushioning is designed to the proper fragility level to protect the computer or peripheral during shipping. Also make sure the outer case is manufactured in compliance with Airline Transport Association (ATA)

standards. Handles, latches, wheels and locks should be recessed into the case. Replace the foam cushioning inside the case periodically, because with use, the cushioning will break down and no longer provide proper protection for the product.

Attach the shipping label using a FedEx tie-on tag, available by calling your applicable FedEx Call Centre.

## Packaging Freight Shipments



Shipments that qualify as freight must be packaged accordingly. See the current FedEx Service Guide to determine if your shipment qualifies as freight.

You must package your freight shipments to allow for stacking of other packages on top of your shipment. Make sure your freight shipments are banded and stretchwrapped to the pallet, with the bands running in both directions. (Pallet loads secured with only stretchwrap are not acceptable.)

Avoid corrugated or fiberboard pallets. You must secure all freight shipments weighing 68 kg (151 lbs.) or more on a forkliftable base, compatible with pallet jack usage. The minimum specifications for a typical base for forklift or pallet-jack configuration are illustrated above.

## General Guidelines for Shipping Computer Parts and Peripherals

Whichever packaging method you use, you'll find the following tips helpful when packing specific items.

### Monitors

Remove the base and any attachments from the monitor when possible. Ship the monitor face-down.

### Printers

Remove printing cartridges before shipping, and place cartridges inside a sealed plastic bag to prevent ink or powder from leaking into the box. Tape moving parts such as doors and print heads to secure them during transit. Remove any paper trays and pack them separately.

### Scanners

Most manufacturers recommend that you secure the scanner carriage to prevent movement when shipping. Refer to your owner's manual for more information.

### Computer Housings With or Without Internal Components

Packaging designed for computer housings without internal components is usually designed for the weight of the empty housing. If you assemble and install inner components (such as circuit boards and disk drives), make sure your packaging can accommodate the increased weight. For security reasons, you may want to encrypt or remove any confidential data stored on the computer before shipping. Overbox shipments of assembled units in original packaging.

### Data Storage Devices

Before shipping CDs, memory sticks, magnetic tapes or other data storage media, you should back up any data stored on the devices. For security reasons, you may also want to remove or encrypt any sensitive personal, confidential or financial information. FedEx liability for loss of any electronic data is limited only to the cost of the medium on which the data is stored. See Liabilities Not Assumed in the current FedEx Express Conditions of Carriage.

### Servers, Routers, Large Laser Printers

Due to the high value and variable weights and sizes of these units, we recommend that customers contact FedEx Packaging Services for packaging recommendations.

## FedEx Package Testing and Design Services

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Bubble Wrap is a registered trademark of Sealed Air Corporation.

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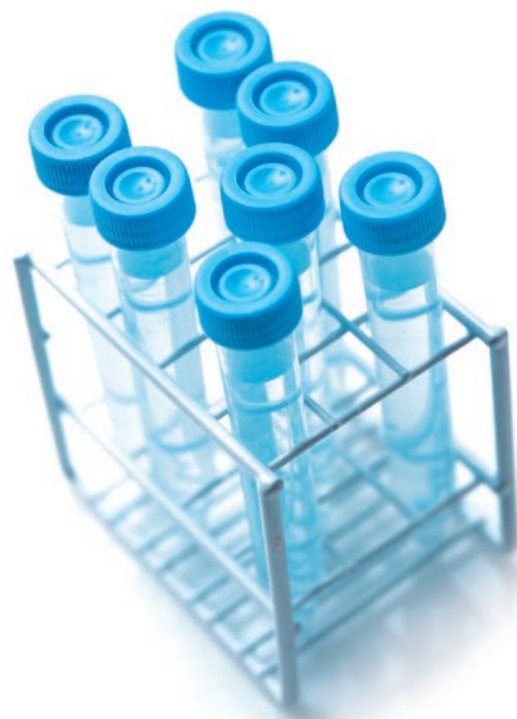


# Packaging Guidelines for Clinical Samples

Follow these instructions for packaging, marking and labelling clinical samples for shipment via FedEx Express® services.

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## Requirements for Clinical Samples

This brochure outlines the guidelines for shipping with FedEx Express. In addition, all shipments must comply with all applicable local, state and federal laws governing packing, marking and labelling. Blood, urine, fluids, and other specimens containing or suspected of containing infectious substances must be shipped according to applicable government, International Air Transport Association (IATA) and International Civil Aviation Organization (ICAO) regulations.

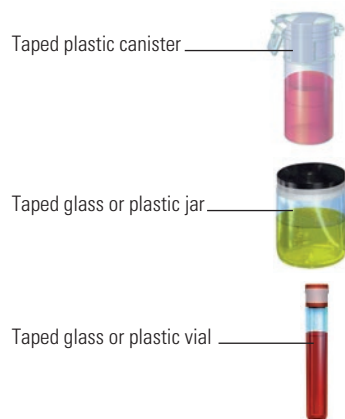
For the purposes of this guide, clinical samples are generally defined as non-infectious human or animal materials including, but not limited to, excreta, secretions, tissue and tissue fluids, blood and FDA-approved pharmaceuticals that are blood products.

## General Packaging Requirements

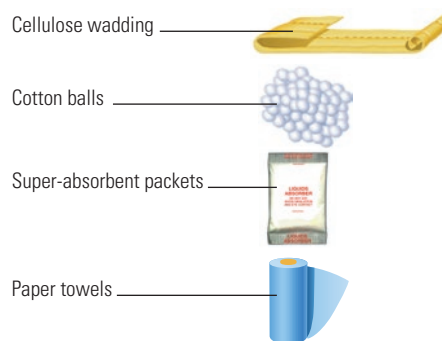
For liquid clinical samples, you must include four layers of packaging:

- 1. Primary watertight inner receptacle.** Use watertight containers for liquid specimens with a positive closure such as a screw-on, snap-on or push-on lid, taped for an additional seal. If you place multiple fragile primary receptacles in a single secondary receptacle, they must be individually wrapped or separated to prevent contact between them.
- 2. Absorbent material.** Place absorbent material between the primary and secondary receptacles, using enough material to absorb the entire contents of all primary receptacles. Acceptable absorbent materials include cellulose wadding, cotton balls, super-absorbent packets and paper towels.
- 3. Secondary watertight inner receptacle.** Use a watertight sealed plastic bag, plastic canister or screw-cap can.
- 4. Sturdy outer packaging.** Use rigid outer packaging constructed of corrugated fiberboard, wood, metal or plastic, appropriately sized for the contents. Chipboard or paperboard boxes are unacceptable outer packaging.

### Acceptable Primary Watertight Receptacles



### Acceptable Absorbent Materials



### Acceptable Secondary Watertight Receptacles



## Additional Packaging Requirements for Non-Infectious Clinical Samples

To ensure safe delivery of your clinical sample shipments, we provide these additional guidelines.

### Liquid Clinical Sample Marking Requirements

Include a marking on the package that properly identifies the shipment as “Exempt Human Specimen” or “Exempt Animal Specimen” as appropriate to comply with current IATA and ICAO regulations. If you prefer, package markings may be in the form of a label.

### Dried Samples

While non-infectious samples of dried blood, tissue, saliva and hair are not dangerous goods and are not required to meet dangerous goods regulations, they do require special packaging that meets FedEx Express guidelines. Enclose dried-blood samples on absorbent pads or cards in watertight plastic bags and ship them inside a Tyvek® or flexible plastic envelope, padded envelope, paperboard envelope or paper mailer measuring 15 cm x 20 cm (6" x 8") or larger. Cushion samples on glass or plastic slides and ship them inside a sturdy outer container.

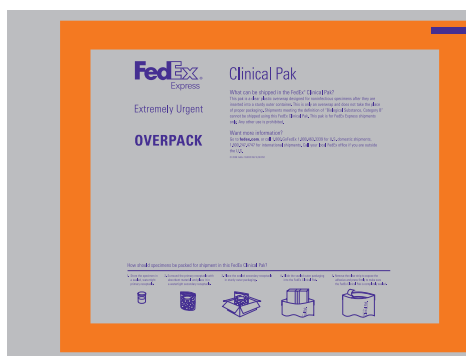
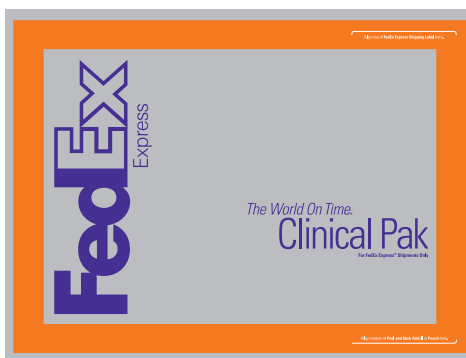
## Redesigned FedEx Clinical Pak

For your convenience, we offer the FedEx Clinical Pak as an overwrap for exempt clinical-sample shipments. We recommend the FedEx Clinical Pak for use when the sturdy outer packaging of your properly packaged shipment is smaller than 18 cm x 10 cm x 5 cm (7" x 4" x 2") (minimum acceptable size).

To help ensure the timely delivery of your shipment and the safety of shipments exposed to yours, the FedEx Clinical Pak has been redesigned. With this redesigned overwrap, your FedEx Clinical Pak shipments stand apart from other shipments. Replace any old packaging you may have with this redesigned packaging. Since the previous FedEx Clinical Paks were made of plastics with a resin identification code of “7,” you should contact your local municipality to determine the best way to recycle any unused packaging.

The FedEx Clinical Pak can only be used to ship clinical samples. If you need an overwrap for shipments containing Biological Substance, Category B (UN 3373) materials, use the FedEx® UN 3373 Pak and package your shipments according to IATA and ICAO regulations.

To order the FedEx Clinical Pak, call your applicable FedEx Call Centre.



### Packaging Restrictions

- Foam boxes, plastic bags and paper envelopes are unacceptable outer containers.
- The FedEx® Envelope, FedEx® Tube, FedEx® Pak, FedEx® Padded Pak, FedEx UN 3373 Pak and FedEx boxes are not acceptable as outer containers for clinical samples.
- The FedEx Clinical Pak cannot be used to ship Biological Substance, Category B (UN 3373) shipments.
- The FedEx Clinical Pak should not be used to ship dried samples unless the dried samples are packaged following the requirements for liquid samples.
- Shipments marked or labeled 6.2 (infectious materials) and shipments containing dry ice cannot be shipped in a FedEx Clinical Pak.

**NOTE:** Call your applicable FedEx Call Centre for locations that accept FedEx Clinical Pak shipments that are not classified as Biological Substance, Category B (UN 3373)

## FedEx Package Evaluation Services

We offer package evaluation services that can help you predict packaging performance. We encourage you to submit a sample of your clinical sample packaging for evaluation. For details or to request your package evaluation, please contact your FedEx account executive.

### NOTICE:

**FedEx Express may refuse to accept packages that do not meet FedEx Express, government, or IATA and ICAO requirements. This brochure is in no way intended to replace requirements mandated by 49CFR and IATA. This is for informational purposes only.**

Tyvek is a registered trademark of E.I. Du Pont De Nemours and Company.

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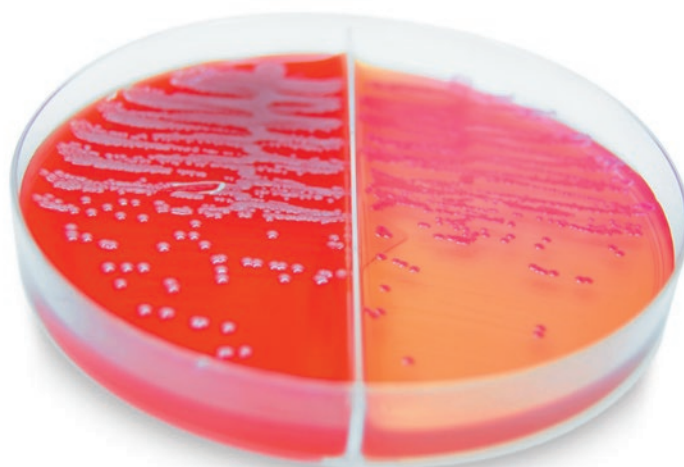


## Packaging Guidelines for UN 3373 Shipments

Follow these instructions for packaging, marking and labelling Biological Substance, Category B (UN 3373) shipments for FedEx Express® services.

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## Requirements for Biological Substance, Category B (UN 3373) Shipments

This guide outlines the requirements for shipping with FedEx Express. In addition, all shipments must comply with all applicable local, state and federal laws governing packing, marking and labelling. Blood, urine, fluids, and other specimens containing or suspected of containing infectious substances must be shipped according to applicable government, International Air Transport Association (IATA) and International Civil Aviation Organization (ICAO) regulations.

Customers who ship Biological Substance, Category B (UN 3373) shipments must comply with local, state and federal laws governing identification, classification, packaging and package markings (which may be in label form). FedEx Express strictly adheres to the IATA, ICAO and U.S. government guidelines for materials categorised as Biological Substance, Category B (UN 3373).

## General Packaging Requirements

For Biological Substance, Category B (UN 3373) shipments, cushioning material is required for both liquid and dried specimens. You must include four layers of packaging:

**1. Primary watertight inner receptacle.** Use primary receptacles made of glass, metal or plastic with a positive means of ensuring a leakproof seal; skirted stopper or metal crimp seal must be provided; screw caps must be reinforced with adhesive tape. For liquid specimens, the primary receptacle must not contain more than 1 L. For dried specimens, the primary receptacle must not exceed the outer packaging weight limit.

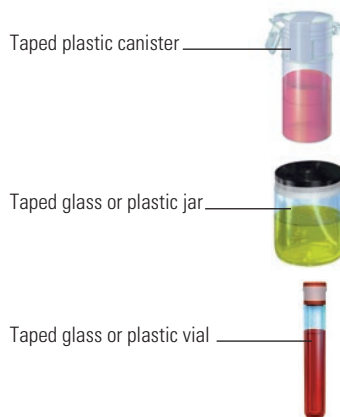
**2. Absorbent material.** Place absorbent material between the primary and secondary receptacles, using enough material to absorb the entire contents of all primary receptacles. Absorbent material is required for Biological Substance, Category B (UN 3373) shipments containing liquids. Acceptable absorbent materials include cellulose wadding, cotton balls, super-absorbent packets and paper towels.

**3. Secondary watertight inner receptacle.** Use a secondary container that is leakproof for liquid specimens or siftproof for dried specimens. Choose only secondary containers certified by the manufacturer for Biological Substance, Category B (UN 3373) prior to use. Either your primary or secondary receptacle must be able

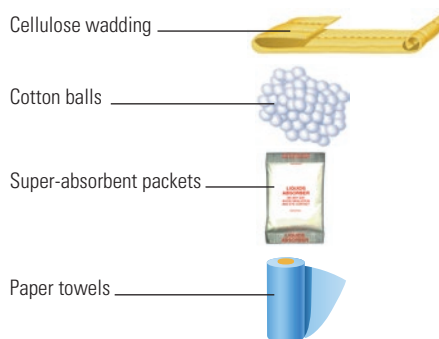
to withstand, without leakage, an internal pressure differential of not less than 95 kPa in the range of -40 C to 55 C (-40 F to 130 F). To prevent contact between multiple fragile primary receptacles, individually wrap or separate them inside the secondary container.

**4. Sturdy outer packaging.** Use rigid outer packaging constructed of corrugated fiberboard, wood, metal or plastic, appropriately sized for the contents. Chipboard or paperboard boxes are unacceptable outer packaging. Limit the total volume for liquid samples to 4 L and the total weight of dried samples to 4 kg per outer container. The minimum outer container size in the smallest overall external dimension is 10 cm (4"). Completed packages must be able to withstand a 1.2-m (4') impact test as outlined in IATA 6.6.1 regulations. Before sealing the outer packaging, you must make an itemised list of the contents of the package and enclose the list between the secondary packaging and outer packaging.

### Acceptable Primary Receptacles



### Acceptable Absorbent Materials



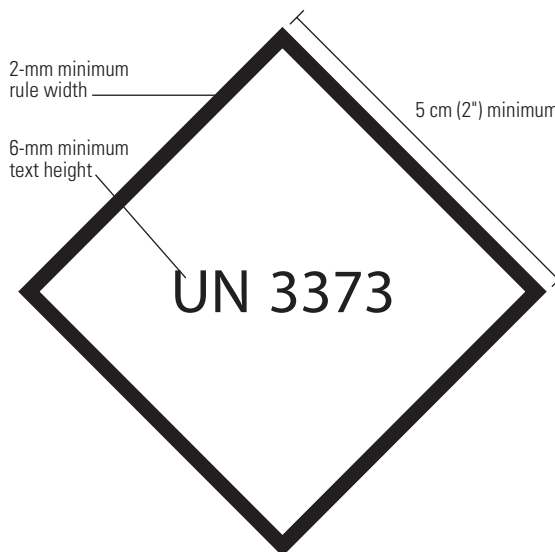
### Acceptable Secondary Receptacles



## Biological Substance, Category B (UN 3373) Marking Requirements

- Clearly mark “Biological Substance, Category B” in 6-mm-high text on the outer package adjacent to a properly sized UN 3373 diamond-shaped marking. If you prefer, package markings may be in the form of a label.
- If you use the FedEx® UN 3373 Pak, duplicate all required dangerous goods markings on each package inside the overpak.
- The name and telephone number of a person responsible must be marked on the package or provided on the air waybill.
- The name and address of the shipper and recipient must be marked on the package.

### Biological Substance, Category B (UN 3373) Marking Requirements



“Biological Substance, Category B” must appear in 6-mm-high text on the outer package adjacent to a diamond-shaped mark like the one shown here. The UN 3373 marking must be in the form of a square set at an angle of 45 degrees. Each side of the UN 3373 diamond should measure a minimum of 5 cm (2"). The width of the diamond rule line must be a minimum of 2 mm, and the letters and numbers must be at least 6 mm high.

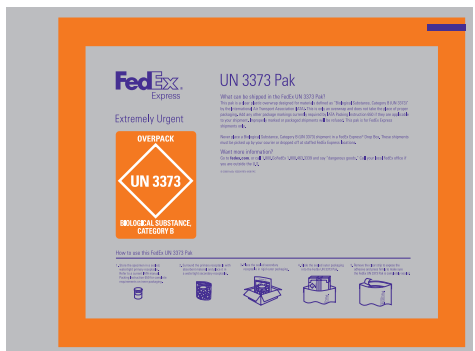
## FedEx UN 3373 Packaging Options

For your convenience, we offer the FedEx UN 3373 Pak as an overwrap for your Biological Substance, Category B (UN 3373) shipments. We recommend the FedEx UN 3373 Pak for use when the sturdy outer packaging of your properly packaged shipment is smaller than 18 cm x 10 cm x 5 cm (7" x 4" x 2") (minimum acceptable size).

To help increase your operational efficiencies and clearly identify this type of shipment, the FedEx UN 3373 Pak is preprinted with the required IATA UN 3373 marking, the proper shipping name and the OVERPACK marking.

The FedEx UN 3373 Pak can only be used to ship Biological Substance, Category B (UN 3373) shipments. If you need an overwrap for exempt clinical and environmental test sample shipments, use the FedEx® Clinical Pak.

To order the FedEx UN 3373 Pak, call your applicable FedEx Call Centre.



**NOTE:** Call your applicable FedEx Call Centre to be directed to a FedEx location that can accept these shipments.

#### NOTICE:

**FedEx Express will refuse to accept packages that do not meet FedEx Express, government, or IATA and ICAO requirements. This brochure is in no way intended to replace requirements mandated by IATA/ICAO or local country regulation. This is for informational purposes only.**

### Packaging Restrictions

- Foam boxes, plastic bags and paper envelopes are unacceptable outer containers.
- The FedEx® Envelope, FedEx® Tube, FedEx® Pak, FedEx® Padded Pak and FedEx boxes are not acceptable as outer containers for Biological Substance, Category B (UN 3373) shipments.
- The FedEx Clinical Pak cannot be used to ship Biological Substance, Category B (UN 3373) shipments.
- Only shipments classified as Biological Substance, Category B (UN 3373) can be shipped in the FedEx UN 3373 Pak.
- Biological Substance, Category B (UN 3373) shipments that are shipped refrigerated, frozen, on dry ice, or in liquid nitrogen must comply with current IATA and ICAO regulations.

If you have questions about whether your shipments require a biohazard label, please go to your local country page at **fedex.com** and enter “dangerous goods” in the site index field.

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# Automotive and Mechanical Parts Packaging Guidelines and Designs

Responsible packaging can save you money and improve the safety and handling of your shipments. Follow these tips and recommendations.

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Shipping Methods and Minimum Packaging Requirements	26
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Shipping With Secure Wrapping and Padding	27
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## General Guidelines

- Pad all sharp edges, corners and burrs of parts such as sheet metal or bare metal.
- Pad or cover precision-machined areas of parts, such as threads and fittings.
- Protect all parts that are susceptible to damage due to dents, scratches and scuffing by using an appropriate amount of cushioning material and placing in a sturdy shipping container.
- Place documentation and shipping or routing labels on flat surfaces that will allow for maximum adhesion. Avoid placing labels around curved surfaces.
- Place all labels on the side with the largest surface area.
- Use FedEx tie-on tags, tire/crate labels or plastic air waybill pouches instead of wire tags.

## Automotive Parts Best Practices

- Ship engines, motors, transmissions and chassis parts via FedEx Express® services.
- Drain and empty parts filled with lubricant fluids before shipping or demonstrate that the shipment is leakproof under all orientations.
- Help reduce damages and ensure safe working conditions for handlers by adequately packaging all mechanical or automotive parts.

## Shipping Methods and Minimum Packaging Requirements

You are responsible for proper packaging when shipping; these tips should be helpful when packaging specific items. If items are not fully encased in an outside shipping container, an additional handling surcharge may apply. For complete terms and conditions, see the current FedEx Service Guide.

FedEx may reject any parts packaging that does not meet the minimum shipping standards for acceptance.

## Shipping in Corrugated Boxes

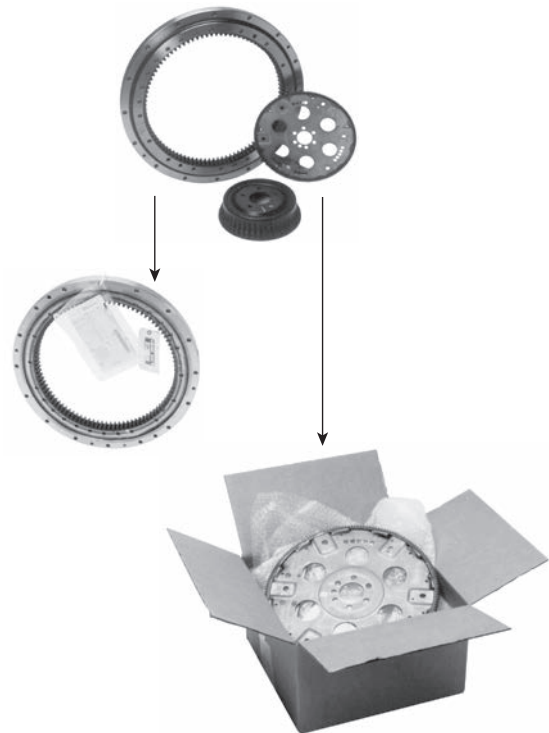
When packaging parts, use adequate dunnage such as loosefill peanuts or other padding material to fill void spaces and prevent movement inside the box.

### Wheels

Cushion the entire surface, and box chrome, painted and decorative wheels that are susceptible to damage as a result of scratches or scuffing. Wrap non-decorative wheels in adequately taped clear plastic liner.

### Flexplates, Flywheels

Pack flexplates and flywheels with adequate dunnage such as loosefill peanuts to fill void spaces in double- or triple-wall corrugated boxes, depending on the weight of the part. Apply “heavy” stickers to boxes exceeding 34 kg (75 lbs.)



### Car Doors, Hoods, Panels

Cushion and box all exposed metallic surfaces that are susceptible to damage as a result of scratches or dents.

## Decorative Parts

Cushion and box all decorative parts such as grills that may be unusable as a result of scratches, dents, bending or scuffing.

## Flexible Plastic Moldings

Cushion and box all flexible plastic moldings to prevent breakage or tearing.

Pad and cover protruding parts that might break or puncture the box.



## Shocks, Coil Springs

Box cylindrical parts that can be packaged in tubes with adequate dunnage such as padding at the ends and loosefill peanuts to prevent puncturing through the end closures. Tag coil springs with a FedEx non-conveyable tie-on tag and adhere the shipping label to the tie-on tag if the item cannot be packaged in a tube or corrugated box.

## Bumpers

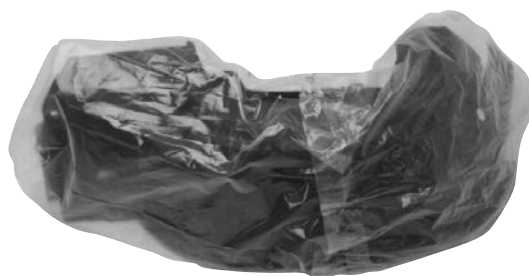
Box bumpers that are susceptible to scratches or dents. Or wrap bumpers in adequately taped heavy-duty plastic bags and padding to protect any sharp or pointed corners.

## Shipping With Secure Wrapping and Padding

When preparing irregular-shaped parts for shipment, tape cushioning material securely to help prevent removal during the handling process. We recommend placing the parts in a box in addition to the minimum requirements shown.

## Moldings

Wrap non-decorative plastic moldings in adequately taped plastic film or bags, or cushion and box them.



## Sway Bars, A-Arms

Wrap sway bars, A-arms and threaded rods in fiberboard or appropriate plastic film or bags and tape securely.



## Exhaust System Parts, Leaf Springs

Pad and cover pointed and sharp edges with corrugated boards, adequate foam or air-cellular cushioning material such as Bubble Wrap® and tape securely.



## Tires

Place the tire/crate label on the tread of the tire and apply the FedEx shipping label on top of the tire/crate label.

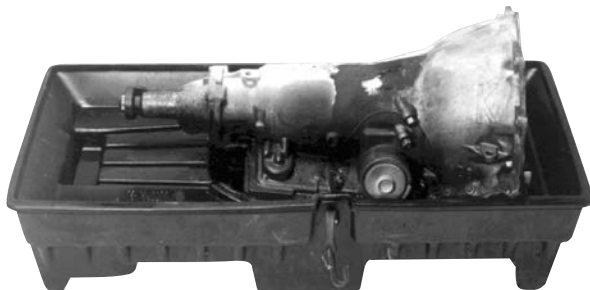


## Shipping With a Forkliftable Base

Secure transmissions and other parts weighing more than 68 kg (150 lbs.) to a forkliftable base compatible for pallet-jack usage. Banding to a pallet or bracing inside a corrugated container helps prevent damage in handling. For information on shipping freight, see the "Packaging Freight Shipments" section.

## Transmissions, Engines

Drain the transmission of all fluids and place it in a plastic bag with absorbent padding below to absorb any residual fluid. When using expendable packaging, securely band it to its pallet, or block or brace it inside its corrugated container. If you use a reusable container, secure the transmission to the base with strapping.



## Dangerous Goods Guidelines

Some of the most frequently shipped automotive and mechanical parts and accessories may be considered dangerous goods. These include airbags, aerosols (some examples include paint and lubricants), batteries, engines and engine blocks with hazardous fuel, used fuel tanks, flammable paints, and touch-up paints.

Check with the manufacturer for the Safety Data Sheet (SDS) for detailed information on the product. The shipper is responsible for correctly identifying, classifying, packaging, marking, labelling and completing documentation for dangerous goods and hazardous materials.

The International Air Transport Association (IATA)/International Civil Aviation Organization (ICAO) regulations require shippers to have job-specific dangerous goods training prior to tendering dangerous goods to FedEx or another air carrier. Reference the current IATA or ICAO regulations for complete details.

FedEx Express is required by law to report improperly declared or undeclared shipments of dangerous goods to the U.S. Department of Transportation (DOT) and the local competent authority. The shipper may be subject to fines and penalties under applicable law. Questions may be directed to your applicable FedEx Call Centre.

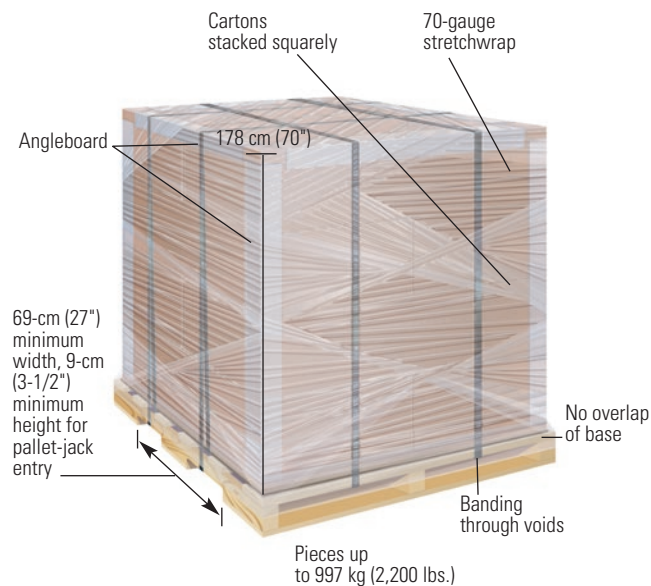
## Packaging Freight Shipments

Shipments that qualify as freight must be packaged accordingly. See the current FedEx Service Guide to determine if your shipment qualifies as freight.

You must package your freight shipments to allow for stacking of other packages on top of your shipment. Make sure your freight shipments are banded and stretchwrapped to the pallet, with the bands running in both directions. (Pallet loads secured with only stretchwrap are not acceptable.)

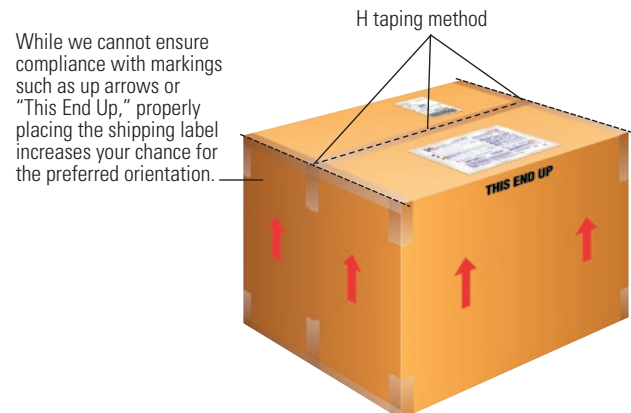
Avoid corrugated pallets or wood pallets without bottom boards. You must secure all freight shipments weighing 68 kg (151 lbs.) or more on a forkliftable base, compatible for pallet-jack usage. The minimum specifications for a typical base for forklift or pallet-jack configuration are illustrated here.

### Minimum Freight Specifications, Typical Base, Forklift or Pallet-Jack Configuration



## Sealing and Labelling Instructions

- When sealing corrugated outer containers, apply at least three strips of pressure-sensitive adhesive plastic tape that is at least 5 cm (2") wide to both the top and bottom of the carton.
- Tape all seams or flaps using the H taping method.
- Place the shipping label on the top of the largest side.
- When shipping parts that cannot be packaged in corrugated outer containers, tag them appropriately.
- Tag wrapped and padded parts with a FedEx non-conveyable tie-on tag and adhere the shipping label to the tie-on tag.
- Request tie-on tags, cable ties or tire/crate labels by calling your applicable FedEx Call Centre.



Bubble Wrap is a registered trademark of Sealed Air Corporation. Sonopost is a registered trademark of Sonoco Products Company.

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# Packaging Battery Shipments

Follow these instructions to help ensure safe transportation of your battery shipments and your shipments with items containing batteries within the FedEx Express® network.

## Contents

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Shipping Wet Batteries	31
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Battery Shipment Restrictions	32
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## Preparing Charged Batteries for Shipment

At FedEx Express, we understand the importance of ensuring the safe transport of your shipments. Charged battery shipments or shipments with items that contain charged batteries may overheat and ignite in certain conditions and, once ignited, may be difficult to extinguish or may expend corrosive substances.

By following these guidelines and complying with all applicable local, state and federal laws governing packing, marking and labelling, you can do your part to help ensure your shipments arrive safely and on time to their final destinations. FedEx Express strictly adheres to International Air Transport Association (IATA) and International Civil Aviation Organization (ICAO) regulations.

## Shipping Wet Batteries

Wet batteries or wet-cell batteries are typically filled with corrosive acid or alkali and are regulated battery shipments (Class 8 — Corrosive). Wet batteries are common in vehicles, utility systems, un-interruptible power systems and industrial machinery. These commodities must be correctly identified, classified, packaged, marked and labelled. Additionally, the package must have the Shipper's Declaration for Dangerous Goods completed and signed by a trained shipper.

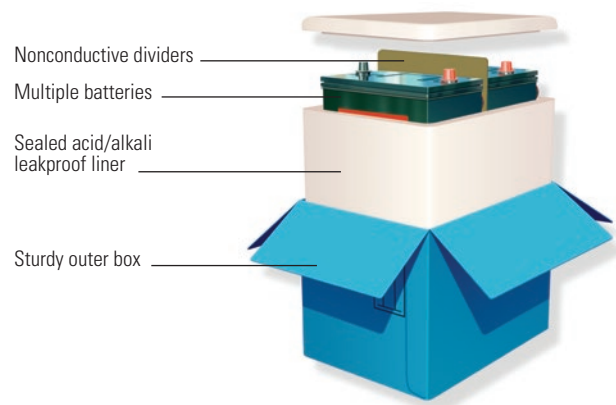
### UN Numbers and Proper Shipping Names for Wet Batteries

- UN 2794: Batteries, wet, filled with acid
- UN 2795: Batteries, wet, filled with alkali
- UN 2800: Batteries, wet, nonspillable

### General Wet-Battery Packaging Guidelines

- Package wet cell batteries in containers, including metal containers, with acid/alkali leakproof liner — sealed to prevent leakage.
- Fasten batteries securely with fill opening and vents facing up to prevent short-circuiting or overheating.

- Position multiple batteries side by side, separated by nonconductive dividers.
- Place contents in a sturdy outer container.



## Shipping Nonspillable Wet Batteries

In accordance with USG-11, an IATA (USG-11) nonspillable wet electric storage battery may be regarded as not subject to the regulations if the battery and its outer packaging are plainly and durably marked "NONSPILLABLE" or "NONSPILLABLE BATTERY." The battery must also meet the conditions for being regarded as not subject to the regulations as prescribed in Special Provision A67, meaning that no shipper's declaration is required.

## Shipping Dry Batteries

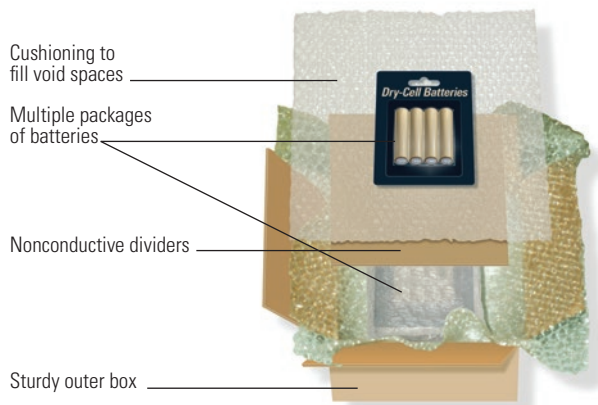
Dry batteries are sealed, nonvented batteries used in flashlights or small appliances. They contain zinc salts and other solids or may be packed in combination with other metals. Some dry batteries are regulated battery shipments (Class 4 — Dangerous When Wet or Class 8 — Corrosive) and must be correctly identified, classified, packaged, marked and labeled.

### UN Numbers and Proper Shipping Names for Dry Batteries

- UN 3028: Batteries, dry, containing potassium hydroxide, solid
- UN 3292: Batteries, containing sodium

## General Dry Battery Packaging Guidelines

- Position multiple batteries or packages of batteries side by side, separated by dividers.
- Make sure batteries contained in an electronic device remain inside the device when shipping.
- Pack securely and fill void spaces to prevent shifting or movement in transit.
- Place contents in a sturdy outer container.



## Battery Shipment Restrictions

FedEx Express will not accept or ship:

- Recalled or defective batteries, either as a stand-alone unit or contained with equipment.
- Recalled or defective lithium batteries contained in electronic equipment, such as a laptop.
- Waste batteries or batteries being shipped for recycling or disposal. (See IATA Operator Variation FX-16 for additional details on these restrictions.)

FedEx Office Print & Ship Centers<sup>SM</sup> and FedEx World Service Center<sup>®</sup> locations do not accept regulated battery shipments, with the exception of lithium battery shipments meeting Section II IATA regulations.

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## Sealing and Labelling Instructions

Although these instructions are not regulatory requirements, they represent FedEx best practices when shipping with corrugated boxes.

- Using the H taping method, apply at least three strips of pressure-sensitive adhesive plastic tape that is at least 2" wide to both the top and bottom of the carton.
- Tape all seams or flaps.
- Place the shipping label on the top of the largest side.
- Ensure that all required outer markings, labellings and documentation appear.

