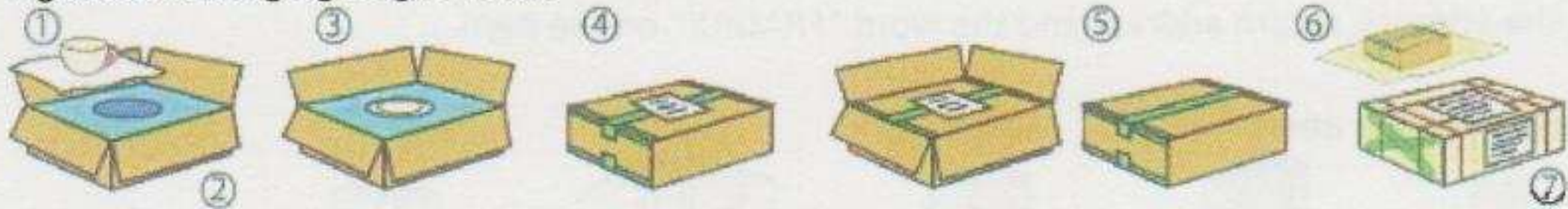


Suggestions for how to package and wrap items

The following suggestions are examples only and do not guarantee safe delivery of items.

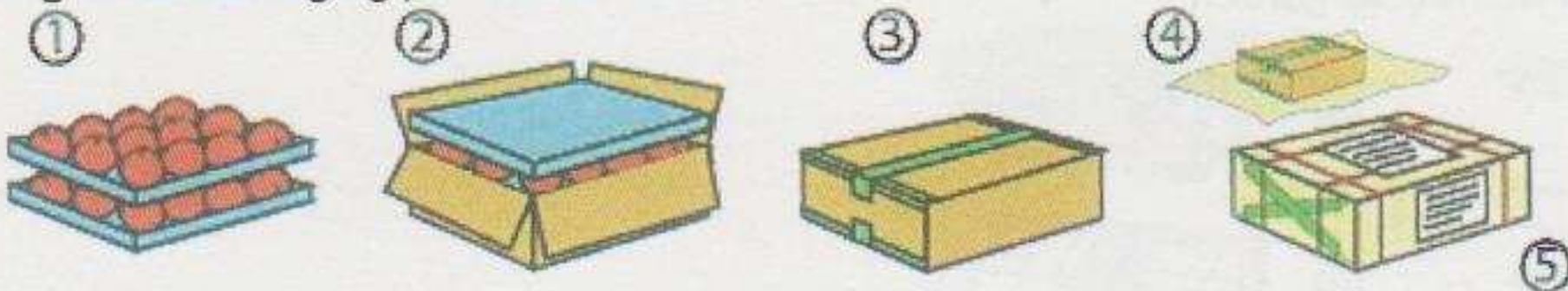
Figure 1: Packaging fragile items



1. Wrap each item in tissue paper or newspaper.
2. Put them into an inner container and put the inner container into a corrugated cardboard outer container.
3. Surround with cushioning material on the top, bottom and all sides to limit movement and protect the item.
4. Close the inner container with tape. Put the address and return address on the inner container.
5. Close the outer container with reinforced tape.
6. Wrap the outer container in kraft paper. Tape all seams with reinforced tape.
7. Put the address, return address and the word "FRAGILE" on the top and on one side.

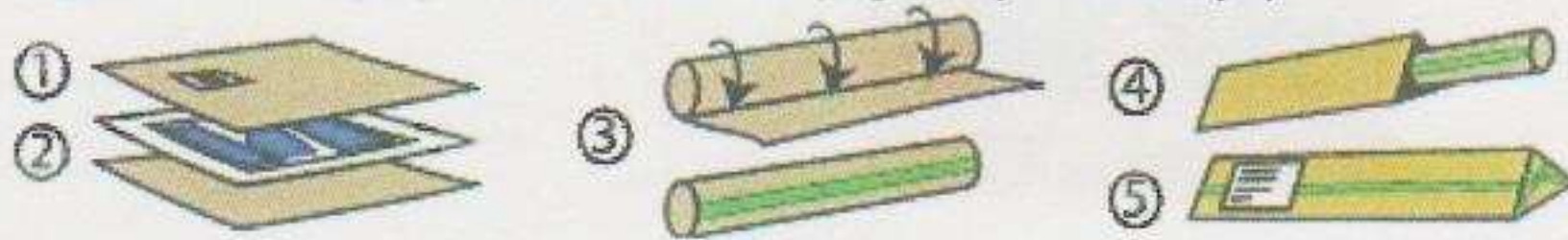
NOTE: For pictures, including drawings, maps, charts, calendars and other articles that are mailed in a frame, the front and back should be protected with strong, rigid material larger than the frame to minimize chances of breakage. Soft, protective material should be placed between the frame and the rigid material to reduce pressure on the glass. The item must be marked "FRAGILE".

Figure 2: Packaging perishable items



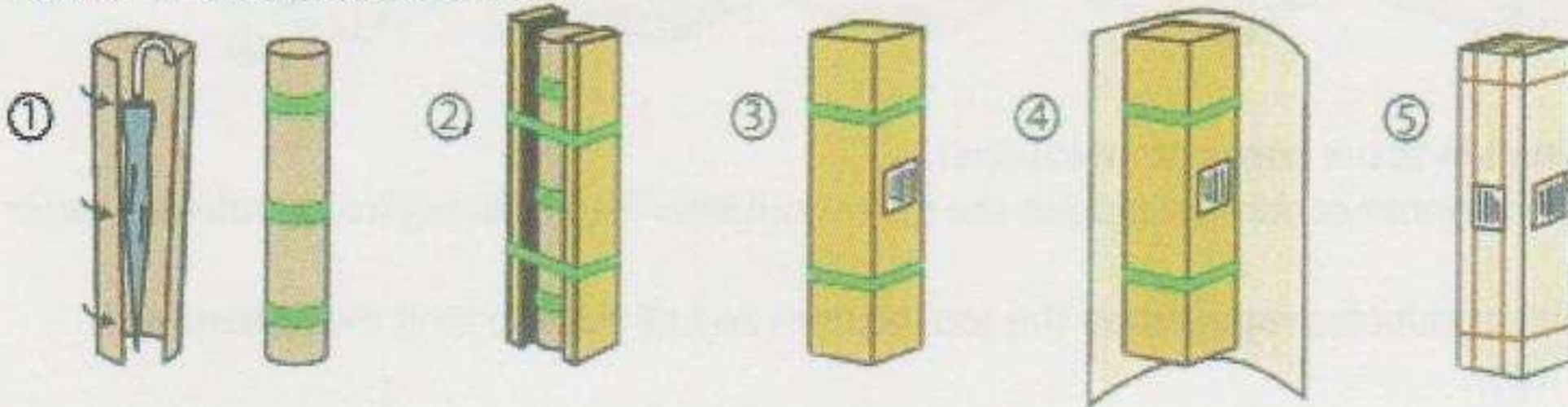
1. Place item in papier mâché trays.
2. Put the trays in a heavy cardboard outer container lined with absorbent slabs.
3. Enclose the address and return address and seal the container with reinforced tape.
4. Wrap the outer container in kraft paper. Tape all seams with reinforced tape.
5. Put the address, return address and the word "PERISHABLE" on the top and on one side.

Figure 3: Packaging crushable items (e.g. art prints, maps)



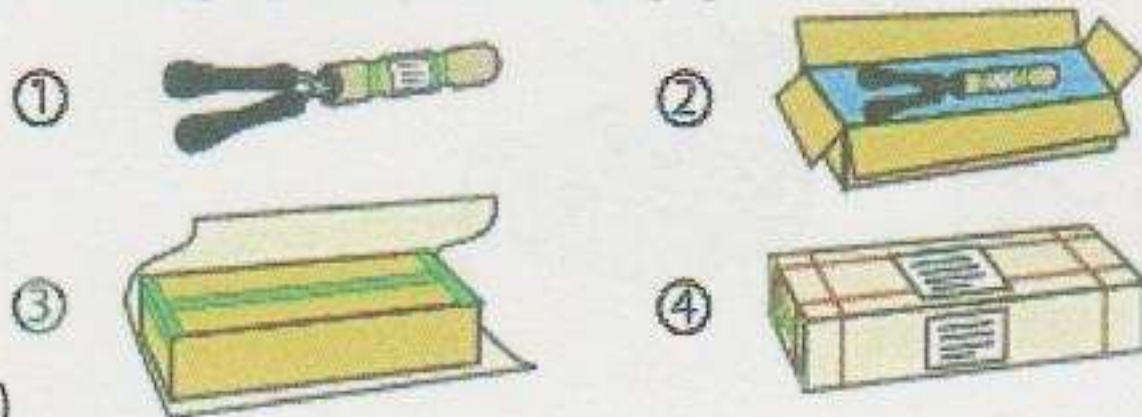
1. Place the item between two sheets of kraft paper.
2. Put the address and the return address on the kraft paper.
3. Roll around a thick stick and tape the seam.
4. Insert item in a mailing container and surround with cushioning material to limit movement and protect the item.
5. Wrap the mailing container in kraft paper and tape all seams.
6. Put the address, return address and the word "FRAGILE" on the item.

Figure 4: Packaging long items



1. Wrap the item in fiberglass insulation batt and seal it tightly with reinforced tape in several bands.
2. Place the wrapped item between two pieces of wood and wrap it tightly with reinforced tape. The wood should be longer and wider than the item.
3. Wrap the item in corrugated cardboard and seal with reinforced tape. Put the address and return address on the cardboard.
4. Wrap the item in kraft paper and tape all seams with reinforced tape.
5. Tightly wrap the item in bands of reinforced tape and put the address and return address on the top and one side.

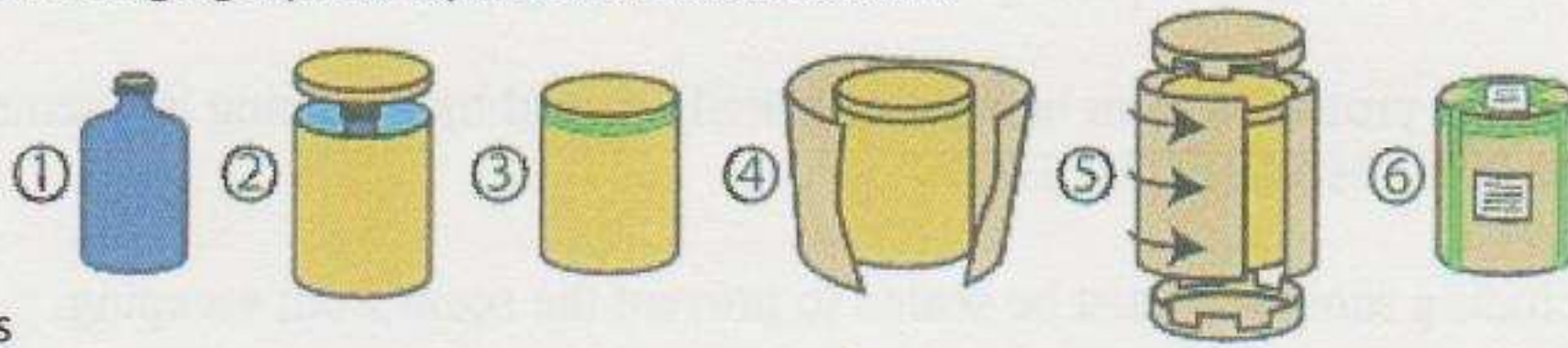
Figure 5: Packaging sharp items (e.g. garden shears)



1. Tightly roll newspaper around the blades and secure with reinforced tape. The newspaper should extend about 100 mm beyond the tip.
2. Put the address and return address on a slip of paper and tape it to the item.
3. Place the item in a corrugated cardboard outer container and surround the item with cushioning material to limit movement and protect the item.
4. Close the container with reinforced tape and wrap it in kraft paper.

5. Tape all seams and wrap the item tightly with reinforced tape.
6. Put the address, return address and the words "HANDLE WITH CARE" on the top and one side.

Figure 6: Packaging liquids, liquefiable substances and



powders

1. Tighten the cap of the bottle and cover it in tape.
2. Put the bottle into a metal inner container and surround with enough sawdust or absorbent material to absorb the liquid if the bottle should break.
3. Close the metal container and tape the cover seam with reinforced tape. Wrap the container in strong, plastic sheeting.
4. Tightly seal all seams with reinforced tape. Write the address and return address on a slip of paper and tape it to the plastic sheeting.
5. Wrap the container in corrugated cardboard and tape all seams with reinforced tape.
6. Wrap in kraft paper and tape all seams with reinforced tape. Tightly wrap the item with reinforced tape.
7. Put the address, return address and the words "FRAGILE" and "KEEP FROM HEAT" (if appropriate) on the top and at least one side.

Liquids and liquefiable substances (e.g. cooking oil in a glass bottle) must be placed in strong, leak-proof containers that can resist shocks during processing. The container must be placed in a strong outer container made of wood, metal, heavy cardboard or styrofoam. There must be enough absorbent material between the inner and outer containers to absorb all the liquid should the package break. Liquefiable substances must be marked "KEEP FROM HEAT". Screw-type covers should have rubber or cork washers. A friction-top cover must be fastened with metal clips or soldered.

Dry colouring powders, for example aniline blue, must be placed in a leak-proof metal box. This box must be placed in a strong metal, wooden or cardboard outer box and have enough absorbent material between the containers to prevent leakage of the contents.

Dry non-colouring powders must be placed in a strong durable leak-proof metal, wood or cardboard container protected to keep from moisture. This inner box must be placed in an outer container made of metal, wood or cardboard.

Fatty substances that do not easily liquefy must be put in a leak-proof bag or box (e.g. plastic) and placed in a strong outer container of wood or metal. If the item easily liquefies, package or wrap the item as a liquid or liquefiable substance.

Latex paint and tubes of artist's paint must be packaged according to the specifications for liquids. Metal containers with friction lids that mechanically seal the lids, must be fastened with metal rings to prevent accidental removal of the lids during transit. A separate container must be