

# Packing & Shipping Standards

## Document Outline

The Vendor shall properly pack and/or crate Equipment in compliance with QTS's General Terms, Section 3 "Delivery of Equipment" or other applicable Agreements between the Parties.

These Vendor Packaging Standards serve as additional requirements for shipments to QTS locations or QTS's authorized third-party storage facilities. For inquiries regarding these Packing Standards, please contact [PDProcurement@Q.com](mailto:PDProcurement@Q.com)

### 1. Truck Loading Guidelines and Standards:

- a. **Summary:** These standards are to serve as a guide for all loading and transportation operations to ensure standardized deliveries with the aim of reducing quality issues.
  - i. **Paperwork:** each load should include the following paperwork, and a copy of each should be secured on the last item on the truck (tail end) for easy access for unloading.
    - 1. Copy of the BOL
    - 2. Copy of the Packing List
  - ii. **Truck Seals:** It is recommended to use a serialized bolt seal to secure the trailer door. The loading team should ensure this serial is present on all BOLs.
  - iii. **Dunnage:** All skids with the potential to shift or tip should be secured using blocking, bracing, or load bars.
    - 1. **Truck straps or load bars should be used on the very last piece of equipment to ensure there are no hazards of falling equipment when the trailer doors are opened.**
  - iv. **Loading and Distribution:** Ensure adequate spacing between units is used to avoid contact with each other using the proper dunnage and securements. This will reduce quality issues and freight claims.

### 2. BOL and Packing Slip Requirements

- a. **Summary:** The information list below is required (not limited to) to be listed on all paperwork.
  - i. **Bill of Lading:**

1. 4 identical copies of the BOL with every shipment (1 for shipper, 1 for consignee, 1 for driver, 1 inside the trailer on the last loaded item)
2. Unique BOL number
3. Carrier name, contact, and trailer number
4. Carrier tracking number
5. Shipper Address
6. Consignee Address
7. Third Part Freight Charges Bill To info if needed
8. Shipping and Consignee point of contact name and number.
9. Accurate piece count
10. Accurate description of goods
11. Accurate weight
12. Trailer seal number if needed
13. Proper sign off and documentation for any hazardous material
14. Details on the Shipper's and Consignee's pickup/delivery instructions

**ii. Packing Slip**

1. Needs to be included with each BOL copy, and 1 copy inside the trailer on the last loaded item)
2. Ship to address
3. Order date
4. Order number
5. QTS PO number
6. Part number
7. All serial numbers being delivered (if serial or lot controlled)
8. Shipped quantity
9. Comments if needed

**3. General Packing Guidelines:**

**a. Summary:** These basic guidelines (and not limited to) are meant to provide protection to the material while in storage to prevent quality issues.

**i. Outdoor Storage Packaging Guidelines**

1. **Wrapping:** If spec allows most outdoor inventory units should be covered with heavy heat shrink polyfilm. This will help protect the units while in transit and in storage. Any doors or access panels should be secured with removable tape to ensure they do not open during transit.

2. **Securements/Load Points:** All areas for securing the load should be clearly marked indicating where the units can be safely strapped and chained to prevent damage. Additionally, all areas that should not have any securements attached to or over (Including “no step” areas) should be clearly indicated on the units or packaging.
3. **Manuals or Spec Sheets:** If these units require specific loading instructions, rigging instructions, and/or storage instructions, the latest revision should be forwarded to the carrier/receiving site prior to each shipment.
4. **Labeling:** All exterior labels should be visible and accessible and consolidated to one area unless specified otherwise. Label material should be weather and fade resistant. Any paper labels or documents should be stored in a resealable plastic adhesive envelope.
  - a. **Label Information:** The following info (and not limited to) should be visible on all labels and on every individual unit.
    - i. Purchase order number
    - ii. Vendor
    - iii. QTS part number
    - iv. QTS item description
    - v. Serial or lot number
    - vi. Skid count if multiple skids make up 1 complete piece
    - vii. Quantity
    - viii. Project number (if known)
5. **Damage Indicators:** Where appropriate it is recommended to put any sort of damage indicator which shows if the unit experienced excessive mishandling (i.e. tilt and/or shock indicators).

## ii. Indoor Storage Packaging Guidelines

1. **Wrapping:** It is recommended that all units, crated or uncrated, be covered with protective polyfilm with the goal of protecting the material from dust or water intrusion while in storage. This should be secured using clear plastic shrink wrap material.

2. **Protective Packaging:** It is recommended that all corners, top edges, or extruding components be covered with material aimed at preventing scratching, denting, bending, or covering any sharp edges.
3. **Strapping and Skidding:** It is recommended that all skidded units be secured to their skid to prevent tipping or shifting, with the aim of keeping material stable and safe to move. For particularly top-heavy items, these need to be banded to the skids with either appropriate metal or plastic banding. Protective packaging should be added to areas where strapping and securements make contact with the unit to prevent damage.
4. **Labeling:** All exterior labels should be visible and accessible and consolidated to one area unless specified otherwise. Label material should be fade resistant.
  - a. **Label Information:** The following info (and not limited to) should be visible on all labels and on every individual unit.
    - i. Purchase order number
    - ii. Vendor
    - iii. QTS part number
    - iv. QTS item description
    - v. Serial or lot number
    - vi. Skid count if multiple skids make up 1 complete piece (i.e. "3 of 5")
    - vii. Quantity
    - viii. Project number (if known)
5. **Damage Indicators:** Where appropriate it is recommended to put some sort of damage indicator which shows if the unit experienced excessive mishandling (i.e. tilt, shock, humidity, or temperature indicators).
6. **Handling Instructions:** Clearly display handling instructions (e.g., "This Side Up", "Do Not Stack") in large font on all sides of the packaging or use "Do Not Stack" pallet cones.

#### 4. Safety and Environmental:

- a. **Material Safety:** Packaging materials must be non-toxic and compliant with U.S. government regulations.

- b. Personnel Safety:** Packaging should be designed for safe handling, reducing strain on workers and minimizing the risk of injuries during loading and unloading.
- c. Hazardous Materials:** All hazardous materials must be clearly labeled on the packaging and adhere to OSHA's Hazard Communication Standard (HCS) and the U.S. Department of Transportation (DOT) regulations.
- d. Environmental Sustainability:** QTS is dedicated to environmental stewardship and sustainability ([learn more about our initiatives](#)). We encourage vendors to prioritize eco-friendly materials and transportation methods that minimize their carbon footprint while adhering to our Packing Standards.

**EXAMPLE BILL OF LADING**

<b>SHIP FROM</b>		<b>Bill of Lading Number:</b>
Name	Carrier Information: Carrier Number: Driver Number: Trailer Number: Seal Number: Freight Terms Contact Info:	
Address		
Contact Info		
Pickup Date		
Shipper Reference Numbers		
<b>SHIP TO</b>		
Name		
Address		
Contact Info		
Consignee Reference Numbers		
<b>BILL TO</b>		
Name		
Address		
Contact Info		
<b>Special Instructions</b>		
<b>CUSTOMER ORDER INFORMATION</b>		
Quantity		
Serial Number(s)		
QTS Purchase Order Number(s)		
Description of good(s): <i>Use the QTS Item Descriptions provided on the QTS Purchase Order.</i>		
<b>CARRIER INFORMATION</b>		
Packaging information		
Descriptions		
Weight		
Dimensions		
Hazmat declaration		
<i>Signatures</i>		