

Section 4

PROTECTIVE PACKAGING STANDARDS

To minimize impacts to the shared environment recommended only recyclable or compostable packaging material should be used. However, in some cases some packaging materials are necessary used to protect item from damage during transit and handling.

It is a Giftcraft requirement that all suppliers properly cushion their products to pass a reasonable protective packaging test, and guarantee the condition of the product is preserved for the duration of regular shipping and handling to the Giftcraft facility and beyond to the Giftcraft customer.

Refer to the section titled 'Giftcraft Packaging Style Guide' for detailed instructions on protective packaging by style of merchandise.

General Packaging Instructions

➤ **Drop Test**

Inner and master carton packaging of all products must pass a **3 FEET (90 cm) high** drop test on all six sides of the inner/ master carton packaging. Note that this is not the ISTA standard drop test performed at approved testing facilities. **Simply drop the product on all six sides from 3 feet high to verify the product is protectively packaged to withstand the test.**

➤ **Protective Packaging**

All products must be protected at the **"inner" level of packaging**. Giftcraft ships mostly inner packs to customers.

Styrofoam, bubble wrap and cardboard packaging materials must meet our minimum strength requirements (refer to table on page 25). When bubble wrap is used, as directed in the 'Packaging Style Guide', multiple wraps/layers must be used to ensure that the product is completely protected, especially at corners and along edges

Corrugated liners and inserts must be added to the packaging to increase the strength and improve the packaging performance when shipping heavy or sharp products such as: metal trellises, oversized metal pieces, wood and metal furniture, or any product whose edges may protrude through the outer box. These liners can also be used to fill gaps in the packaging to avoid movement.

Crumpled Kraft paper is not acceptable as the sole means for protecting an item. **It can only be used to fill empty spaces.**

All pieces must be tightly packed to prevent breakage, scratching or damage of any kind. All empty spaces created by the shape of the product must be filled with a Giftcraft approved cushioning material. **The product must not move inside the box.**

All products made of fragile materials must be packaged using Styrofoam molds.

All finished surfaces must be covered with a layer of 1.5 inch **Styrofoam** to protect against scratches and damage.

All glass surfaces must be packed in 1.5 to 2 inch **Styrofoam** to protect against shock, vibration and punctures.

All corners must have adequate protection against a direct drop on its edge. Styrofoam protection of 1.5 to 2 inches thick will suffice. **Larger heavier items** such as **Metal Trellises** and **Wood Furniture** will require 2 inches thick Styrofoam protection and thick corrugate to protect the edges and corners of the product.

All frame corners must be protected using **corner caps**.

All products packaged in **gift boxes**, must be enclosed in a double wall corrugated box.

Master carton bottoms tend to go through the most abuse. For items such as chairs where the narrow legs will be resting on the bottom of the carton, an extra layer of double wall corrugate must be placed between the merchandise and the bottom of the corrugated master carton to protect against punctures

➤ **Other General Packaging Instructions**

All delicate/fragile merchandise must be labeled '**FRAGILE**'.

Silica gel must be put into the inner box / polybag to protect products that are prone to damage by moisture. Silica gel must have appropriate warning labels in English and French. See "Section 6" of the Supplier Guide.

In accordance with U.S. Environmental Protection Agency (EPA) and *Health Canada* there are *national formaldehyde emissions standards and third party certification requirements for regulated composite wood products* (hardwood plywood, medium-density fiberboard and particle board) being imported into United States and Canada. Vendors must label their products.

Therefore, all composite wood used in the production of items being purchased by Giftcraft must be certified as being "TSCA Title VI Compliant" by an EPA approved 3rd party lab.

All products made of wood, bamboo, rattan including roots, seeds, parts or products thereof must be **fumigated/ Fumigation Certificate**.

All products made of wood, bamboo, rattan including roots, seeds, parts or products thereof supplier is required to complete the Plant and Plant Product Declaration (PPPD) Form to comply with USDA Lacey Act.

In an effort to comply with the USDA regulations, Giftcraft will not accept ANY items produced of real wood that have a branch or twig that is greater than 1 cm in diameter OR any wood items that are covered in Bark regardless of diameter. Suppliers failing to comply with these requirements will be subject to penalties.

All wood items must be declared in detail listing the wood name (i.e. Asian White Birch) and the scientific name (i.e. *Betula Platyphylla*) on all Correspondence including Quote sheets and commercial invoices.

All products of Wood, Bamboo, Rattan including Roots, Seeds, Parts, or products thereof, **MUST** be Fumigated AND a compliant "Fumigation certificate" must be provided at the time of shipment.

English and French **suffocation warnings** must be present on all poly-bags. See guide section for warnings and symbols.

All cartons must have **correct shipping marks and labels** as outlined on the 'Carton Markings Section'

➤ **Packaging Strength**

All inner boxes and master cartons must be double wall (5 PLY) and must be constructed with strong materials that meet our minimum requirements (refer to table below). **Single wall corrugate is not acceptable.**

All inner and master cartons must be securely closed using pressure-sensitive plastic or nylon-reinforced tape or water-activated reinforced tape. **All sides of every inner and master carton must be closed/ taped with clear plastic pressure sensitive tape.** Furthermore all inner master cartons must have 4 flaps and not just one.



NOT ACCEPTABLE



ACCEPTABLE

The following table outlines the acceptable packaging materials and the minimum strength requirements.

Packaging Material	Use	Minimum Strength
Bubble Wrap	<ul style="list-style-type: none"> ➤ To protect and cushion light weight items. Use multiple layers to ensure product is completely protected, especially at corners and along edges. ➤ Ideal for use as void fill. 	<ul style="list-style-type: none"> ➤ 5/16 inch bubble for general protection. ➤ ½ inch bubble for glassware and heavier items.
Styrofoam	<ul style="list-style-type: none"> ➤ All items made of fragile or breakable materials must be packaged using Styrofoam molds shaped to fit the product and restrict movement ➤ Styrofoam molds must be used to protect edges and corners of products. ➤ Styrofoam blocks are ideal for use as void fill. 	<ul style="list-style-type: none"> ➤ Minimum density of foam must be: 0.043 lbs./in cu. (1.04 gm/cm cu.) ➤ The minimum Styrofoam thickness separating the product from the carton inside a Styrofoam mold must be <u>1.5 to 2 inches at its thinnest point of measure.</u>
Corrugate <ul style="list-style-type: none"> ➤ Inners ➤ Master ➤ Liners ➤ Inserts/Cell divider ➤ Corner caps 	<ul style="list-style-type: none"> ➤ Use liners to boost performance of outer carton. ➤ Use inserts/cell divider to prevent damage from items coming in contact with each other. ➤ Corner Caps must be used to protect corners of products. 	<ul style="list-style-type: none"> ➤ Minimum corrugate strength is 44 lbs ECT (Edge Crush Test with 3/16 inch C flute medium. ➤ All corrugate must be <u>DOUBLE/TRIPLE WALL (5 PLY).</u> ➤ Single wall corrugate is not acceptable.

Unacceptable cushioning and protective materials:

Clothing, foam packing peanuts, blankets, pillows, newspaper and straw.