



International Tower Lighting, LLC controls handling, packaging and storage of material in a manner that prevents damage, deterioration and loss. All personnel are responsible for the proper handling, packaging and storage of materials that relate to their job function.

### **Handling**

Appropriate handling precautions should be utilized to prevent damage and deterioration of material. Particular attention should be given to static sensitive devices such as integrated circuits, transistors and fragile materials made of glass. Where appropriate the following materials and/or tools should be used:

- a) Static dissipative bags, tubes, foam, bubble-wrap, boxes and bins.
- b) Static dissipative tools such as soldering irons.
- c) Static dissipative work aids such as mats.
- d) Bins, boxes, and padding to prevent mechanical breakage.
- e) Plastic bags to prevent deterioration from exposure to the atmosphere.

Appropriate handling and storage precautions should be utilized throughout all production, test, repair and rework of material to prevent damage or deterioration. Materials should be removed from protective packaging only as needed for preparation, installation, manufacture, test, rework or repair.

### **Storage**

Appropriate precautions should be utilized during the storage of material to prevent damage, deterioration, and loss.

- a) Inventory locations should be clearly marked with the ITL part number on any bins, boxes, shelves, floor area or other holding containers or areas.
- b) Material should be stored in containers, bin, boxes, shelves or designated floor areas appropriate to protect the material from damage.
- c) Appropriate paperwork such as work orders and RMA forms should accompany materials throughout manufacturing, test, rework and repair operations.
- d) Static sensitive devices such as, integrated circuits, transistors, etc., should be stored in the original static dissipative packaging in which they were received.
- e) Items that may deteriorate in the open atmosphere should be packaged appropriately to prevent deterioration. Clear Plastic bags, clear bubble-wrap, silver static dissipative bags and pink static dissipative bubble-wrap are available as standard packaging material.

### **Packaging**

All products and materials should be packaged appropriately to avoid damage, deterioration or loss during storage and shipping.



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Standard Operating Procedure 13:  
**HANDLING, PACKAGING &  
STORAGE**

- a) Packaging used during shipping should be appropriate for the size, weight, and fragility of the item shipped.
- b) Static sensitive devices should be packaged in appropriate static dissipative bags and packaging.
- c) Shipping containers should be marked with appropriate shipping documents such as carrier waybill, packing list, certificate of origin, commercial invoice, etc.
- d) Shipping containers should be marked when appropriate to warn freight carriers of fragile contents, heavy contents, glass, etc.
- e) Padding materials such as loose fill, bubble-wrap, and foam padding should be used as necessary on all sides of shipped products to prevent damage during shipping.

Revision	Description of Change	Date	Preparer / Approval
1	Initial Release	9/9/04	Prepared By: Andy Rudolph Approved By: Roberto Schipp
2	Corrected typographical errors.	6/21/05	Prepared By: Andy Rudolph Approved By: Roberto Schipp
3	Updated ITL Logo and address	6/6/12	Prepared By: Elke Hinson Approved By: Andy Rudolph
4	Updated address	10/26/2015	Prepared By: Elke Hinson Approved By: Andy Rudolph