

AP Global Management
Standard Operating Procedure
Loading & Shipping Batteries for Export

Please read and follow below, as this is the Standard Operating Procedure (SOP) for loading batteries in 40' standard & 40HC ocean containers ONLY (Sample pictures are provided on website for reference):

CONFIRM BELOW REQUIREMENTS BEFORE SCHEDULING PICK UP TO ENSURE COMPLIANCE:

This mandatory loading plan is to be followed, as well as, providing a packing list and pictures with EVERY load. If you have any questions please contact your purchasing agent.

Required Packaging Rules:

- Pallets should be 3 layers of auto batteries and should be level with other pallets.
- Each layer must have cardboard with the final layer having cardboard on top as well.
- Battery pallet needs to be fully shrink wrapped, with no product or cardboard exposed.
- Load up to 50,000 LBS but NO MORE than 20 pallets.
- Battery terminals should not be in contact with other side terminals to prevent short circuits in transit
- Batteries cannot be shipped loose in Gaylord boxes
- Do not mix batteries. Straight load of auto or straight load of forklift/industrial.
- Include only fully intact Lead/Acid Batteries. Cracked, broken or leaking batteries (including batteries without caps) are strictly prohibited to avoid any accidental liabilities. No Ni-Cd or Lithium batteries at all.

Blocking and Bracing:

- As required, to meet US Coast Guard regulations, a piece of 2 x 4 wood should **ALWAYS** be used when there is a single pallet or space between the last pallets and container's doors to avoid ANY shifting during transportation.
- When loading batteries, if you have 2 pallets which are side by side next to each other and the next row is the same, no blocking and bracing is needed as they will be bracing themselves.

Pallet Placards:

- Each pallet needs a hazardous placard with UN2794, Class 8 and proper shipping name on ALL 5 sides of the pallets before loading container. **Note if you do not have Hazardous Pallet placards, please order them.**

Batteries, Wet, Acid Filled UN2794 - Paper or Vinyl Labels: Permanent Vinyl Product Number: L303P3055

Here are the exact specifications from the GC label website....

<https://gclabels.net/index.php?route=common/home>

These labels are the ones that go on all five sides of the pallets – their actual size is 4 x 4.75

Required Pictures:

- ALL pictures must be date stamped.
- ALL pictures need to be emailed to your purchasing agent and to daynaweist@olympiadline.com and sales@apglobalmanagement.com for approval, prior to trucking leaving your location.

AP Global Management
Office Manager: Jae Hyun Jang Office: (917) 991-2313 Fax: (718) 228-7360
Email: sales@apglobalmanagement.com
Purchasing Agent: George Mess (609) 230-6049 apglobalmangement@gmail.com

AP Global Management
Standard Operating Procedure
Loading & Shipping Batteries for Export

- **Staged loading** picture – please provide a staged loading picture of your load in order for us to verify packaging. Once your staged loading picture is approved, trucking will be in contact with you to schedule pick-up. Take pictures on the ground – batteries must be visible.
- **Loading Pictures** must include – Empty Container, half full Container, full Container, right door closed showing container number, both doors closed showing container number, seal number, pallets showing correct labels on all 5 sides of pallets. Also, include an attachment or picture of the packing list with weights.

If you have any questions, please contact your purchasing agent. We are happy to assist you and are looking forward to working with you. We at AP Global Management appreciate your business.

AP Global Management
Office Manager: Jae Hyun Jang Office: (917) 991-2313 Fax: (718) 228-7360
Email: sales@apglobalmanagement.com
Purchasing Agent: George Mess (609) 230-6049 apglobalmangement@gmail.com