

AP Global Management
Standard Operating Procedure
Loading & Shipping Batteries for Domestic Pickup

Please read and follow below, as this is the Standard Operating Procedure (SOP) for loading batteries in a **53' Domestic Trailer ONLY**. (Sample pictures are provided on website for reference):

CONFIRM BELOW REQUIREMENTS BEFORE SCHEDULING PICKUP 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 sales representative.

Required Packaging Rules:

- Pallets should be 3 layers high and should be level with other pallets.
- Each layer must have cardboard with the final layer having cardboard on the top as well.
- Battery pallet needs to be fully shrink wrapped, with no product or cardboard exposed.
- Please do not use more than 20 pallets. If you have small pallets, 25 pallets may be used.
- Weight should be between 42,000 – 44,000 LBS. State limits may be different.
- 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.
- 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 doors to avoid any shifting during transportation.
- When loading batteries, if you have 2 pallets which are side by side, and the next row is the same, no blocking and bracing is needed, as they will be bracing themselves.

Required Pictures:

- ALL pictures must be date stamped
- ALL pictures should be emailed to your purchasing agent and to daynaweist@olympiadline.com and sales@apglobalmanagement.com for approval.
- **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.

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) 230-4049 apglobalmanagement@gmail.com

AP Global Management
Standard Operating Procedure
Loading & Shipping Batteries for Domestic Pickup

- **Loading Pictures** must include-- empty, half full, full, right door closed, both doors closed, and seal number.
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 look 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) 230-4049 apglobalmanagement@gmail.com