



## PACKAGING AND SHIPPING GUIDE

### GENERAL CARGO

Packaging standards for Arctic Re-Supply of dry cargo



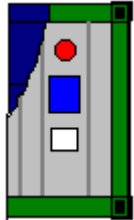
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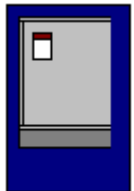
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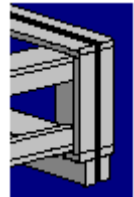
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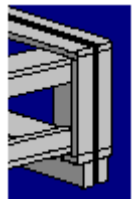
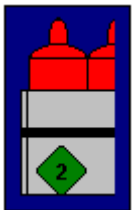
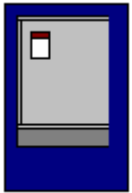
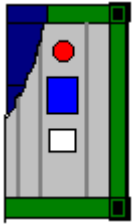
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# INTRODUCTION



The main objective of this guide is to raise sealift users' awareness on the required sealift packaging standards, for the various commodities they ship to or from the North, or from a village to another (lateral). Compliance to these standards from the sealift users and shippers will ultimately make packaging an investment, rather than just a sealift expense.

Our extended Northern sealift experience has indicated that adequate packaging is the first important element to consider for safe and successful shipping of various types of cargo. From the moment it is packaged until it reaches its final destination, an average cargo unit will have to sustain the stress of being handled an average of 8 to 10 times, in addition to the stacking stress, and this, in environments that are as varied as unusual in cargo-handling operations. A crate or parcel must be built to sustain all types of weather conditions, as well as to endure the many handling stages during the loading and offloading of vessels and barges. Hence, a suitable and adequate packaging will not only make handling more secure for the included commodities, but will also be safer during the loading of vessels and barges, as well as during the unloading of cargo at destination.

As important a suitable and adequate packaging is, shipping procedures and the accuracy of the information and instructions contained in the accompanying documents are also very important factors for the success of sealift operations.

The information contained in this document is provided mainly as recommendations to the shippers, and it covers a large sampling portion of the various types of cargo usually carried within sealift operations. This information also remains as an indicator of Desgagnés Transarctik Inc. (DTI) standards, which are also applied for Nunavut Sealink and Supply Inc. (NSSI) and Taqramut Transport Inc. (TTI)

For additional information on the subject, do not hesitate to contact us; it will be our pleasure to assist you.

**DESGAGNÉS TRANSARCTIK INC.**



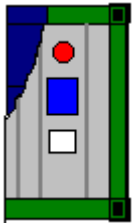
## PACKAGING AND SHIPPING GUIDE

### NOTICE

# PART 1 — SHIPPING NORTH, RETROGRADE, LATERAL

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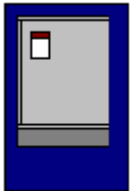
## BOOKING CARGO SPACE



The first step in processing a sealift shipment is to book cargo space, on our vessels. This will allow us to confirm with you the necessary space for each and every shipment on the selected voyage and vessel. Once space is booked, you will receive a confirmation number and upon receiving that you may start the planning of your cargo delivery.

The space reservation forms and booking notes are available on our website.

## ANTICIPATED CARGO LIST



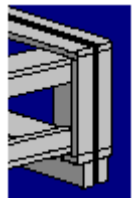
For each destination, you should provide a complete and extensive list of the anticipated cargo with your request for the booking of space. The regular updating of the space reservation allows us to foresee and determine the needs for cargo space aboard our vessels, as well as to better plan the itineraries. For further details and information, please consult our website.

## SHIPPING NOTICE



The "shipping notice" is a document that you must complete and include with each of your cargo shipments to the dock facilities. This includes the most important information needed throughout the sealift process. It allows the Carrier to process subsequent administrative documents, starting with provisional dock receipts, then manifests and leading ultimately up to invoicing. Therefore, the precision in a shipping notice information will serve to guarantee you quality service throughout the sealift process and stages. The standard "shipping notice" form is also available on our website.

## HAZARDOUS MATERIAL



Shipping "hazardous materials" or dangerous goods must be done in compliance with the most up-to-date Federal safety standards, rules and regulations. These goods must also be accompanied by the appropriate documentation. Information on this subject is available on our website.

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

For lateral and backhaul transports, you must complete and provide a booking form in advance with all the details. Furthermore, you or your representative will be present at the beach upon the ship's arrival.

- 1) The following information must appear on opposite sides of each package: weight in kilograms, volume in cubic meters, destination, name of customer and name of consignee.
- 2) When pertinent, a hazardous material declaration(s) must accompany each shipment. If contents include hazardous materials, the following information must appear on the crate or package. Classification and product identification number (ex.: UN number) and hazardous material symbol corresponding to its class.
- 3) All shipments to designated maritime shipping terminals must include a shipping notice, per destination.
- 4) An appointment is required for the delivery of shipments at the Carrier's terminal facilities. FOR DELIVERY APPOINTMENTS PLEASE CALL (450) 635-7700. Shipping Notice forms are available on our website at [www.arcticsealift.com](http://www.arcticsealift.com).



# PACKAGING AND SHIPPING GUIDE

## PART 2 — RECEIVING - NORTH

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

### SHIP'S ARRIVAL AT DESTINATION

Once the ship has reached a destination, customers (consignees) must present themselves at the dock site or landing beach, and contact their maritime carrier representative (sealift company), who will provide them with a copy of their respective manifest, describing their cargo. This document contains all pertinent information necessary for cargo verification and inspection.

If for any reason, a customer cannot be present at the ship's arrival, he or she may designate a representative to act on his or her behalf. The representative should be in possession of documentation attesting to this right.

### CUSTOMER'S PRESENCE

The customer, or representative, must be present at the dock site or landing beach, or for the least can be reached at all time and remain available upon a very short notice, for the duration of the unloading operations, in order to verify each of his or her cargo units once these are offloaded.

### CARGO INSPECTION

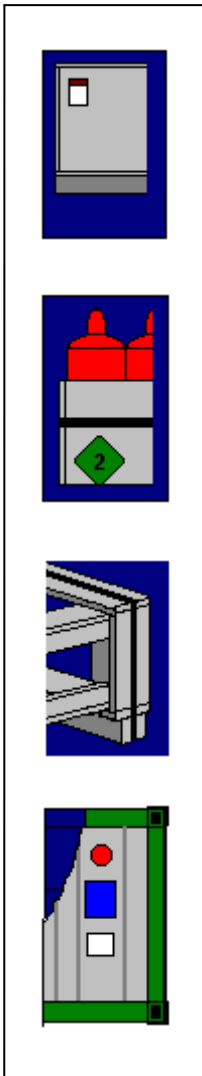
At the dock site or landing beach, cargo units are verified and accepted by the customer (consignee) or representative, before he or she can declare repossession of said cargo. Responsibility for the transported goods is transferred from the carrier to the customer once he or she has declared ownership by signing the manifest. Annotations are added for damages if any.

### ACCEPTANCE OF CARGO

It is important to note that the maritime carrier is not responsible for damages incurred during ground transportation and cartage, beyond the high-water mark. This is why cargo must be verified, inspected and accepted, with any necessary annotations, before leaving the dock site or the landing beach area.

### MANIFEST SIGNATURE

Manifests are distributed to consignees at the time of the ship's arrival at destination. Given the nature of sealift operations and unpredictable changes in weather conditions, and other factors surrounding these operations, customers must sign the manifest upon receiving their cargo or at the end of the unloading operations, and prior to the ship's departure. Annotations, if necessary, must be added on the manifest before its signing for cargo receipt and acceptance.



## PACKAGING AND SHIPPING GUIDE PART 3 — CONTAINERS

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

SAFETY STANDARDS AND OTHER CRITERIA FOR STUFFING A CONTAINER ARE APPRECIABLY THE SAME AS THOSE CONSIDERED DURING THE LOADING OF A VESSEL:

**Inspect the container for conformity. It should be water-tight, in good condition and safe to be manipulated. It must also have side pockets for forklift handling;**

- 1) Ensure that cargo is evenly distributed in the container, so to maintain the center of gravity in the middle. (See ILLUSTRATION # 1) Adequate stowing of the cargo, trapping and blocking of the contents will prevent sliding and shifting, therefore reducing the risk of damage and ensuring safe handling (SEE ILLUSTRATION # 3).
- 2) In order to reach balance and stability in the container, and therefore facilitate handling, begin by loading and stowing heavier cargo first, ending with the lightest at the top (see ILLUSTRATION # 2). An official weight receipt could be requested upon delivery if the weight seems to surpass 14,300 kilos.

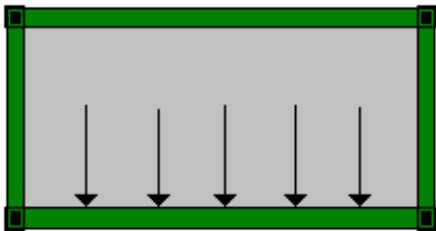


ILLUSTRATION # 1

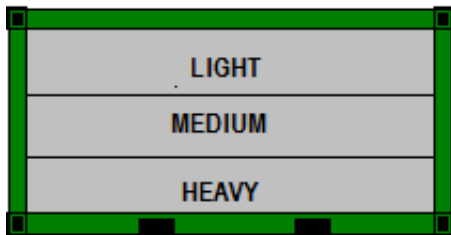


ILLUSTRATION # 2

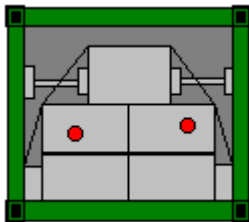


ILLUSTRATION # 3

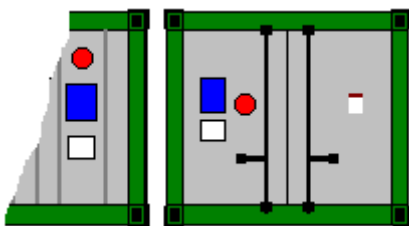


ILLUSTRATION # 4

### LABELLING & SHIPPING

- 1) Whether you use a 20' or a 40' container, the container's total weight, including cargo, must not exceed 14.3 metric tons (14,300 Kg), and this is for handling and safety purposes.
- 2) The shipper's identification should appear on one door, as well as both sides of the container, in order to quickly identify its source of origin. (SEE ILLUSTRATION # 4) Please remove old stickers to avoid confusion.
- 3) A shipping label must be displayed on the container, showing the following information: destination, name of consignee, name of project, weight in kilograms.
- 4) A label with the «Hazardous Materials» symbol must appear on the container (4 sides); identifying the type of hazardous material (dangerous goods) included therein, if such is the case. Make sure that paperwork for dangerous goods is duly completed and delivered to the Carrier with the container otherwise, the container will be refused.
- 5) The container should be locked and sealed and the seal number should be written on the shipping notice.
- 6) Labeling is valid for Northbound as well as Southbound and Lateral shipping.

### MANDATORY APPOINTMENT FOR CARGO DELIVERY

- 1) An appointment is required for the delivery of shipments at the Carrier's terminal facilities. FOR DELIVERY APPOINTMENTS PLEASE CALL (450) 635-7700.
- 2) All shipments to designated maritime shipping terminals must include a shipping notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

## PACKAGING AND SHIPPING GUIDE

# PART 4 — BARRELS

### NOTICE

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## PACKAGING

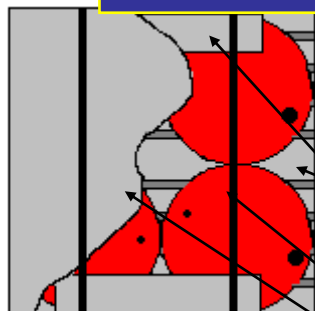


ILLUSTRATION #1

Barrels and drums containing different liquids must be segregated and packaged separately. For acceptance by the Carrier, barrels and drums must be packaged in a way to facilitate handling and stacking, and make safe the manipulation and handling of this type of Cargo throughout the sealift process, barrels with leaks and possibility of leaks will not be accepted. A cargo unit meeting requirements including barrels will contain the characteristics shown in illustration # 1, as well as the following components:

- 1) A standard hardwood pallet, new or for the least sturdy and undamaged. Use one pallet for 4 barrels, ½ pallet for 2 or 1 barrel. A complete pallet should withstand 5 000 lbs (2,270 kg);
- 2) Wooden right angles (minimum of 4" to 6"), which can also serve as a spacer and for marking information related to the shipment;
- 3) Metal straps measuring ¾" wide; (2 vertical strappings and one horizontal in the center)
- 4) A sheet of plywood may be used instead of right angles.

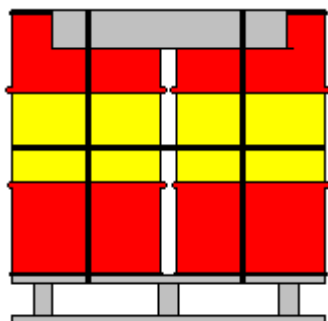


ILLUSTRATION #2

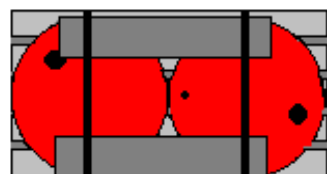


ILLUSTRATION #3

## LABELLING & SHIPPING

- 1) Hazardous materials: The following information must appear on each barrel or drum: name of product, hazardous material classification, product identification number (ex.: UN number). The name of consignee and destination should also appear on each barrel or drum. Each barrel or drum must be identified with the appropriate hazardous material symbol corresponding to its class, as well as the IMDG form.
- 2) The following information must appear on each package (either on the front of a right angle or a self-adhesive label): weight in kilograms, volume in cubic meters, destination, name of customer and name of consignee.
- 3) All shipments to designated maritime shipping terminals must include a shipping notice, per destination and per consignee. Shipping notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).
- 4) However, for a large quantity of packaged barrels and drums, it is recommended to set up an appointment at least 48 hours in advance.

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

- 1) An appointment is required for the delivery of shipments at the Carrier's terminal facilities. FOR DELIVERY APPOINTMENTS PLEASE CALL (450) 635-7700.



## PACKAGING AND SHIPPING GUIDE PART 5 — GAS CYLINDERS

### NOTICE

The Information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

For acceptance by the carrier, gas cylinders must be packaged in conformity to the dangerous goods regulations that also make safe the manipulation and handling of this type of cargo throughout the sealift process.

A northbound, backhaul or lateral standard package (cargo unit) of cylinders that is acceptable by the Carrier will include the illustrated features and the following components:

- 1) Regardless of the type of packaging in use, cylinders must be of the same class and category number and all gas cylinders must be positioned vertically;
- 2) No matter whether cylinders are full or empty, or if they are shipped as northbound, backhaul or lateral cargo, all cylinders must have the safety cap on. Empty cylinders should be marked;
- 3) Packages or crates must be secured with  $\frac{3}{4}$ " metal straps and raised with 4" wooden skids for forklift handling;
- 4) Certain types of cylinders may be shipped in metal cages. Sealift users should be equipped with the metal cages. Please ensure that the cylinders have not expired, otherwise they will be refused.



ILLUSTRATION #1

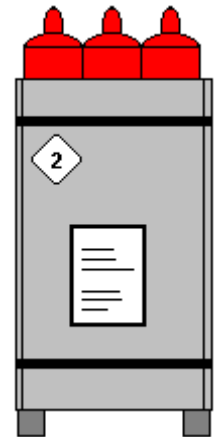


ILLUSTRATION #2

## LABELLING & SHIPPING

- 1) The following information must appear on each cylinder: name of product, hazardous material classification, product identification number (ex.: UN number) and hazardous material symbol corresponding to its class.  
The name of consignee and destination should also appear on each cylinder.
- 2) The following information must appear on opposite sites of each package: weight in kilograms, volume in cubic meters, destination, name of customer and name of consignee.
- 3) A hazardous material declaration must accompany each shipment. More information can be found on our website.

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

- 1) An appointment is required for the delivery of shipments at the Carrier's terminal facilities. FOR DELIVERY APPOINTMENTS PLEASE CALL (450) 635-7700.
- 2) However, for a large quantity of packaged cylinders, it is recommended to set up an appointment at least 48 hours in advance.
- 3) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

**AT THE MOMENT OF RESERVING THE SPACE AND FOR A LARGE QUANTITY OF CYLINDERS, PLEASE ADVISE THE CUSTOMER SERVICE AT (450) 635-0833.**



## PACKAGING AND SHIPPING GUIDE

# PART 6 — LIGHT VEHICLES, MOTORIZED EQUIPMENT AND HEAVY MACHINERY

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

## LIGHT VEHICLES, MOTORIZED EQUIPMENT AND HEAVY MACHINERY

All vehicles delivered to the maritime shipping terminal, whether heavy or light, new or used, must be accompanied by a shipping notice indicating the following information: model, serial number, weight and dimensions in metric measurements, destination, name of consignee and name of shipper. It is advisable to attach a list of accessories to the registration documents. However, the sealift carrier will not be held responsible for loss of items or accessories included in the vehicle without proper packaging. Used vehicles must be in working order & clean for inspection purposes, and accompanied by a list of mechanical and bodywork defects. Several factors must be considered a priority in relation to vehicles, such as safety during loading and unloading of vessels and the liability of the maritime carrier. The maritime carrier will tolerate a maximum of one hundred fifty (150) kilograms of belongings within a standard vehicle or truck. Moreover, the Carrier may refuse receipt of a vehicle that appears overloaded, which can cause suspension damages and, more importantly, would represent an unsafe situation during loading & unloading operations. It is essential that the following safety measures be met. If the weight of the vehicle is not indicated on the registration form, we will need an official weighing certificate.

### SPECIFICATIONS:

In order to have a proper inspection, the vehicle or the heavy equipment should be sufficiently clean. Furthermore, if the battery dies after receiving, and up to the moment of the loading of the vessel, the vehicle will be boosted and charges will apply with no given notice.

No parcel(s) allowed to be stowed on the front seats. No cargo will exceed the lower level of cabin windows. All merchandise in the trunk must respect the weight and trunk will be locked. Fuel tanks must not be filled to more than one quarter of their full capacity and enough to be moved during loading and unloading operations.

### TIRES:

Tires must be piled on a pallet or on a wooden base and should be shrink wrapped to prevent the accumulation of water inside. The maximum height of the stacked tires cannot exceed 5', with 1" wide metal straps holding the tires on the pallet. Tires cannot be placed in the cab of a pick up truck. It is acceptable to lock them in the trunk but bear in mind that the weight cannot exceed 150 kg.

**As mentioned earlier for boosting, if the tires deflate during the transfer from the yard to the ship, we will inflate them and a fee will be charged without any given notice.**

NOTE: Brand new ATVs and snowmobiles in the manufacturer's packaging are considered general cargo, as in the past.

**\*\*\* APPLICABLE FOR ALL NORTHBOUND CARGO AS WELL AS LATERAL AND BACKHAUL MOVEMENTS.**

## DELIVERY OF HEAVY MACHINERY

In addition to the above mentioned documents, heavy machinery and equipment must also be accompanied by paperwork clearly indicating **lifting points**. All accessories and spare parts must be separately packaged or secured on skids, and clearly identified (see part 7).

It is also necessary to include the owner's manual of the anti theft device and any other special systems or devices which the vehicle / heavy machinery may have.

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

- 1) **An appointment is required for the delivery and inspection of the vehicles at the terminal. In order to facilitate and speed up the reception of vehicles, receiving the shipping notice prior to delivery is required. To make an appointment call (450) 635-7700.**
- 2) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).



## PACKAGING AND SHIPPING GUIDE

# PART 7 — MECHANICAL COMPONENTS

### NOTICE

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## PACKAGING

### SPARE PARTS

ILLUSTRATION # 1: Closed crates are suitable for spare parts or small sized equipment. A polyethylene vapour barrier lining is usually recommended for protecting contents against humidity and possible water infiltration.

The crate should be built sturdy to support the usually heavier-than-average weight contents (3 times its weight). The type of metal straps should also be proportional to the weight. Items smaller than 1/2 pallet will not be transported.

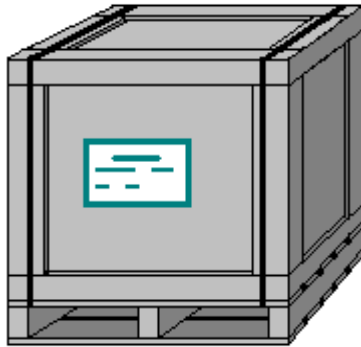


ILLUSTRATION # 1

### EQUIPMENT

ILLUSTRATION # 2: Larger, bulkier equipment can be positioned between two standard sized wooden pallets or pallets which have been modified to fit the size of the part. Multiple strapping is used to fasten the whole, using 3/4" or 1 1/4" metal strap for pallets weighing over 3,000 lbs (1,360 kg). Finally, it is strongly recommended to protect weather-sensitive parts by greasing them.



ILLUSTRATION # 2

- 1) Closed crates that are used for packaging mechanical parts and equipment can be assembled and mounted on a standard sized wooden pallet. Crates must be sturdy to sustain the cargo weight and possible shifting pressure. Larger sized crates will have enforced top (lid) to resist stacking weight stress. 1/2 pallet is our minimum standard size. **It is important to use sturdy material for crating and to make sure not to have a gap between the contents and the crate to avoid any type of crushing.**
- 2) Outer structures will be made of fir or equivalent, and the thickness of the wood structure pieces will be proportionally compatible with the weight of the crate. "Reels" will be mounted on a standard sized wooden pallet with 3/4" metal strapping.
- 3) For increased sturdiness, spiral nails of proper size are used, whenever possible, for the assembling of the crate. The 3/4" metal straps are strongly recommended for fastening and securing the walls, 1" and 1 1/4" inch are recommended for larger and heavier crates. (1,360 kg)
- 4) Ensure that the cargo is evenly distributed in the crate, and identify if the center of gravity is not in the middle or if your crate is longer or taller than 10 feet.

## LABELLING & SHIPPING

- 1) The following information must appear on opposite sites of each package: weight in kilograms, volume in cubic meters, destination, name of customer and name of consignee.
- 2) All shipments to designated maritime shipping terminals must include a shipping notice, per destination. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

An appointment is required for the delivery of shipments at the Carrier's terminal facilities. FOR DELIVERY APPOINTMENTS PLEASE CALL (450) 635-7700.



## PACKAGING AND SHIPPING GUIDE PART 7A — CRANE BOOM

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## PACKAGING

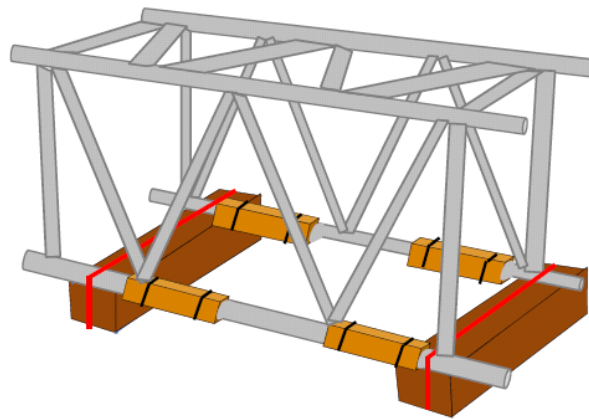
Crane booms are fragile.

Protection must be placed on the parts where the forklift will be handling the crane boom section.

Wooden blocks must be installed so that the complete section of the crane boom is elevated from the ground.

Nylon straps should be used instead of metal straps, so as not to damage the boom's paint.

ILLUSTRATION # 1



## LABELLING & SHIPPING

- 1) The following information must appear on opposite sides of each package: weight in kilograms, volume in cubic meters, destination, name of customer and name of consignee. It is preferable that the information be on a metal label and attached with a pin or secured to the base.
- 2) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

An appointment is required for the delivery of shipments at the Carrier's terminal facilities. FOR DELIVERY APPOINTMENTS PLEASE CALL (450) 635-7700.



# PACKAGING AND SHIPPING GUIDE

## PART 8 — STRUCTURAL STEEL

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

Steel structure parts of different lengths should be segregated and packaged separately for economical reasons relating to the cost of sealift carriage. For acceptance by the Carrier, steel structure must be packaged in a way to facilitate handling and stacking, and make safe the manipulation and handling of this type of Cargo throughout the sealift process. An acceptable standard package (cargo unit) of steel structure metal will include the illustrated features and the following components:

- 1) Wooden skids, made of 4" x 4" pieces in length corresponding to the depth of the bundle are used to facilitate forklift handling. Wooden pieces of adequate thickness and dimensions are placed in between each layer of stacked steel, in order to prevent sliding, which is a characteristic of metal; otherwise, sliding would ultimately render the metal strapping ineffective. The maximum weight of a bundle of steel should be 14 tons and the width cannot exceed 8'.
- 2) At the two extremities at least, and depending on the length and weight of the bundle, strap down the bundle to skids in pairs, unreservedly using heavy-duty wide metal straps. 1" or 1¼" straps are strongly recommended. The first pair of straps will serve to secure the bundle onto the skids, and others to enforce the tying of the metal pieces in a bundle. Additional straps and more skids should be added depending on the length of the bundle (See illustrations # 1 and # 2).

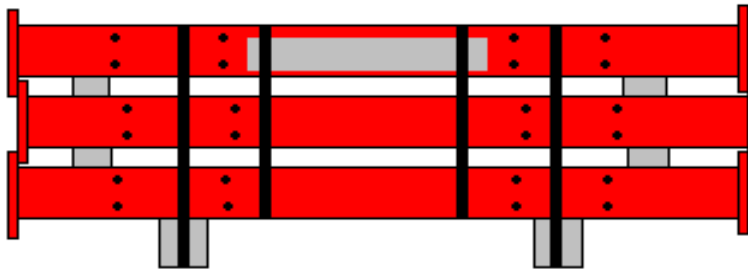


ILLUSTRATION 1

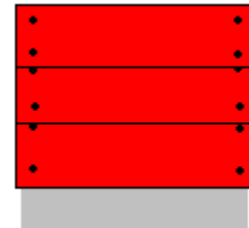
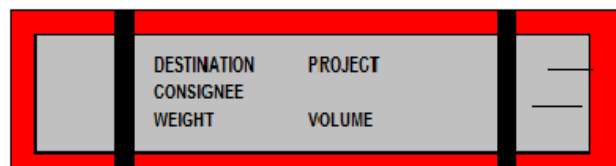


ILLUSTRATION # 2

## LABELLING & SHIPPING



- 1) Each bundle must display a label on opposite sides with the following information: destination, weight in kilograms, volume in cubic meters, name of consignee and name of project.
- 2) Because structural steel is amongst the first types of cargo to be loaded aboard the vessel, the date of delivery to the docks is of the utmost importance for operation planning. The sealift Carrier cut-off dates must be respected at all times by shippers.
- 3) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

An appointment is required for the delivery of shipments at the Carrier's terminal facilities. FOR DELIVERY APPOINTMENTS PLEASE CALL (450) 635-7700.



## PACKAGING AND SHIPPING GUIDE

# PART 8A — REBAR

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

A rebar (short for reinforcing bar), also known as reinforcing steel, reinforcement steel, rerod, a deformed bar, reo, or reo bar, is a common steel bar, and is commonly used as a tensioning device in reinforced concrete and reinforced masonry structures holding the concrete in compression. It is usually in the form of carbon steel bars or wires, and the surfaces may be deformed for a better bond with the concrete.

Wooden skids, made out of 4" x 4" pieces in lengths corresponding to the depth of the bundle are used to facilitate forklift handling. Maximum weight 14 T, and maximum 8' large and 2' high.

The two extremities at least, and depending on the length and weight of the bundle, strap down the bundle to skids in pairs, unreservedly using heavy-duty wide metal straps. 1" or 1¼" straps are strongly recommended. The first pair of straps will serve to secure the bundle onto the skids, and others to enforce the tying of the metal pieces in a bundle. Additional straps and more skids should be added depending on the length of the bundle.



ILLUSTRATION # 1

## LABELLING & SHIPPING

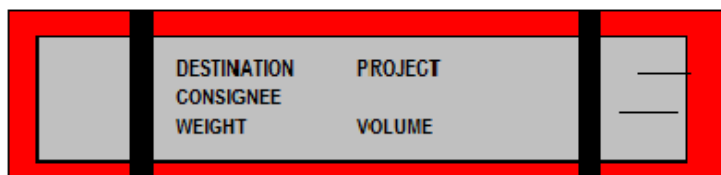


ILLUSTRATION # 2

- 1) Note: The rebar bundle should be placed on a wooden base and secured with straps. For rebars of different lengths, they must all be packaged in a close crate. Each bundle must display on opposite sides a label with the following information: destination, weight in kilograms, name of consignee and name of project.
- 2) Because rebar is amongst the first types of cargo to be loaded aboard the vessel, the date of delivery to the docks is of the utmost importance for operations planning. The sealift Carrier cut-off dates must be respected at all times by shippers.
- 3) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee.

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

An appointment is required for the delivery of shipments at the Carrier's terminal facilities. FOR DELIVERY APPOINTMENTS PLEASE CALL (450) 635-7700.



## PACKAGING AND SHIPPING GUIDE PART 9 — BIG BAGS

### NOTICE

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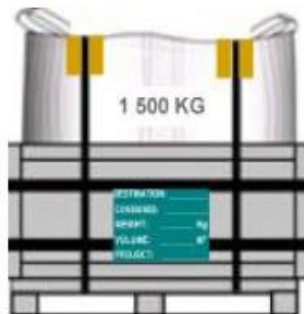
## PACKAGING

Although precautions are always taken during handling, shipping and stowing processes, facts still remain that sealift Cargo will be handled 8 to 10 times in average before reaching its port of destination. During sealift carriage, these big bags become affected by ship-engine vibration combined with stacking stress, which cause the compression of content, and for the bag-base edges to stretch and depress below the pallet surface level, causing obstruction where loaders' forks are deployed to handle the pallet. Through previous experience, it has been noticed that a relatively high percentage of inadequately packaged big bags containing cement or other products, end-up damaged, with part of their content lost due to perforation, before reaching their final destination.

**The weight of the bag cannot at any time exceed the recommended weight of the big bag manufacturer. Pay close attention to the quality of the bag.** Consequent losses and replacement of this particular cargo are very costly due to its nature and weight.

The Carrier's acceptance of receipt and liability, if any, for palletized Big Bags, would be conditional to the illustrated features and following packaging criteria:

- 1) The big bag must be placed on a base with a sturdy upper and lower board in order to avoid any breakage of the bag during stacking. The base should be slightly larger and must exceed the big bag capacity. The crate must be resistant (2,270 kg);
- 2) Four plywood panels (one on each side) with upright pieces of wood to solidify the panels must surround the base of the bag. These panels are screwed or nailed to the crate base. They must be secured with 3/4" metal straps fixed horizontally;
- 3) Finally, two more 3/4" inch metal straps will firmly fix the bag onto the crate base. These metal straps are fixed vertically.



## LABELLING & SHIPPING

- 1) Each palletized big bag must display a label on opposite sides with the following information: destination, weight in kilograms, volume in cubic meters, name of consignee and name of project. The label could be adhered to the plywood panels.
- 2) Because big bags are usually amongst the first types of cargo to be loaded aboard the vessel, the date of delivery to the docks is of the utmost importance for operations planning. The sealift Carrier's cut-off dates must be respected at all times by shippers.
- 3) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

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## PACKAGING AND SHIPPING GUIDE

# PART 10 — CEMENT OR SAND BAGS AND SHINGLES

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

The cost to transport cement bags, due to the nature and weight of this material, is relatively high compared to its purchasing cost. Damages and losses resulting from poor packaging, and the replacement cost can be significant. It is therefore proven that adequate packaging of this material is essential, and turns out to be a good investment in this particular case. The same packaging process and criteria can be used for similar bagged materials.

An acceptable standard package (cargo unit) of cement bags will include the illustrated features and the following components:

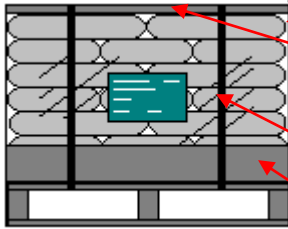


ILLUSTRATION # 1

- 1) Cement bags should be stacked on a standard wooden pallet (skid), as it may be originally received from the supplier; wooden pallets must resist to a capacity of 2,270 kg;
- 2) Polyethylene shrink-wrapping is necessary to offer protection against bad weather conditions during the various sealift stages and process;
- 3) A sheet of plywood should be placed on the top to the full extent of the surface, or rigid wooden right angles made out of 1" X 6" wooden pieces could be used across the full length of the front and the back sides, to reduce the risk of damages that may result from stacking during warehousing and transportation stages;
- 4) Due to the heavy weight of this type of cargo, heavy duty 3/4 to 1" metal straps are used to tightly fasten the bundle onto the pallet. A two-way strapping is recommended, depending on the height of the bundle;
- 5) An additional board/plywood should be added to the bottom of the pallet on the front and back to prevent damage from the fork handling.

## LABELLING & SHIPPING

DESTINATION:	_____
CONSIGNEE:	_____
WEIGHT:	_____ Kg
VOLUME:	_____ M <sup>3</sup>
PROJECT:	_____

ILLUSTRATION # 2

1. Self-adhesive shipping label, or stencilling in dark ink must be applied on opposite sides of each pallet, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project (See ILLUSTRATION # 2).
2. Due to its nature and heavy weight, cement is amongst the first types of cargo to be loaded aboard the vessel. Therefore, the date of delivery to the docks is of utmost importance for operations planning and the ship-loading process. Hence, the Carrier's cut-off dates must be respected at all times by shippers.
3. All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

An appointment is required for the delivery of shipments at the Carrier's terminal facilities. FOR DELIVERY APPOINTMENTS PLEASE CALL (450) 635-7700.



# PACKAGING AND SHIPPING GUIDE

## PART 11 — CLOSED CRATES

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

### GENERAL APPLICATIONS

Closed crates are used for a variety of packaging applications, including personal household effects, office supplies, certain types of furniture, building supplies and others.

The construction and specifications of a crate may vary, mainly depending on the type and weight of the cargo included. Thus, heavier crates should normally be built with heavier material for the floor, structure, walls and the choice of heavier metal strap and size. **It is important to use sturdy material for crating and to make sure not to have a gap between the contents and the crate to avoid any type of crushing.**

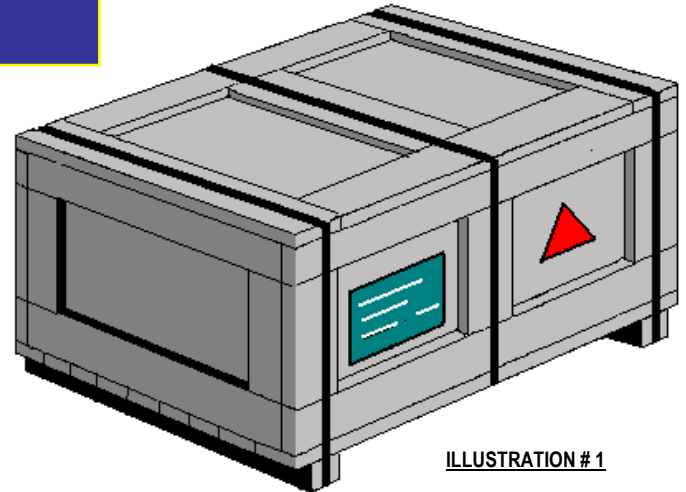


ILLUSTRATION # 1

### COMPONENTS & SPECIFICATIONS

An acceptable standard closed crate (cargo unit) will include the illustrated features and the following components:

#### A - STANDARD CLOSED CRATE:

- 1) **Floor:** Made of 2" X 4" or 2" X 6" hardwood, and 1/2" plywood surface, and secured on 4" X 4" wooden skids;
- 2) **Structure & walls:** Made with 1" X 4" or 2" X 3" spruce, and 3/8" plywood. The cover (lid) surface is enforced with wooden pieces of the same type, to sustain the pressure of stacking 3 times its weight;
- 3) **Fastening:** 3/4" metal straps are required. The nails used to assemble the crate must be of proper size and type;
- 4) The minimum size of a crate represents 1/2 of a pallet;
- 5) For safety reason, handling and protection of your merchandise, cargo must be well secured in the crate;
- 6) Ensure that the cargo is evenly distributed in the crate, and identify if the center of gravity is not in the middle or if your crate is longer or taller than 10 feet;
- 7) A polyethylene liner should be wrapped around the contents of the crate to protect from water infiltration and humidity;

### LABELLING & SHIPPING

DESTINATION:	_____
CONSIGNEE:	_____
WEIGHT:	_____ Kg
VOLUME:	_____ M <sup>3</sup>
PROJECT:	_____

ILLUSTRATION # 2

- 1) Self-adhesive shipping label or stencilling in dark ink must be applied on opposite sides, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. (See ILLUSTRATION # 2).
- 2) A label with the «Hazardous Material» symbol must appear on the crate, identifying the type of Hazardous Material (dangerous goods) included therein, if such is the case. Shippers are to make sure that paperwork for dangerous goods is duly completed and delivered to the Carrier; otherwise the shipment will be refused by the Carrier.
- 3) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

### MANDATORY APPOINTMENT FOR CARGO DELIVERY

An appointment is required for the delivery of shipments at the Carrier's terminal facilities. FOR DELIVERY APPOINTMENTS PLEASE CALL (450) 635-7700.



## PACKAGING AND SHIPPING GUIDE

# PART 12 — FRAGMENTED CRATES

### NOTICE

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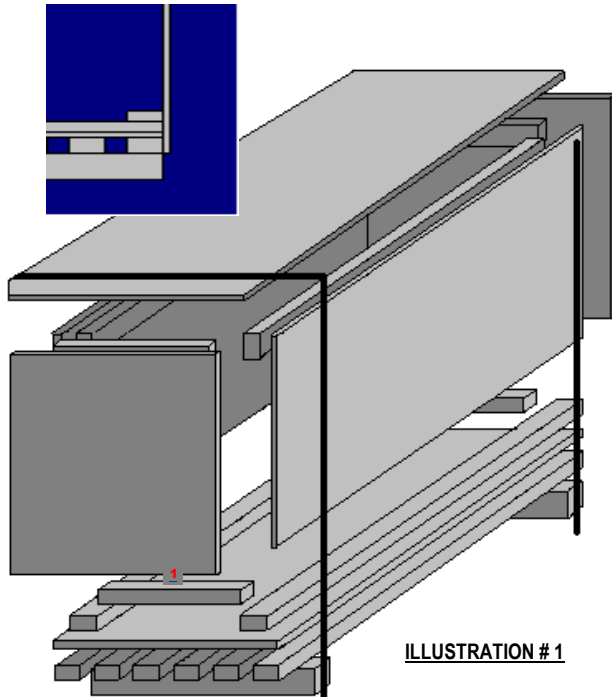


ILLUSTRATION # 1

## GENERAL APPLICATIONS

Similar to heavy-duty built closed crates, the fragmented crates are used for a variety of packaging applications, including household effects, office supplies, certain types of furniture, building supplies and others.

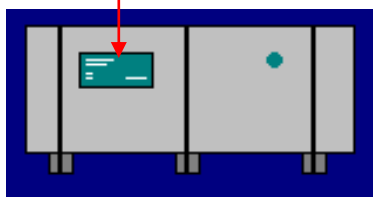
## COMPONENTS & SPECIFICATIONS

An acceptable standard fragmented crate (cargo unit) will include the illustrated features and the following components (ILLUSTRATIONS # 1 & # 2).

- 1) **Floor:** Made sturdy of either 2" X 6" wooden pieces or with 5/8" to 3/4" plywood on 2" X 4" or 2" X 6" studs, and secured on a pair of 4" X 4" wooden skids. More skids are added depending on the length of the crate;
- 2) **Structure & walls:** made with 2" X 4" or 2" X 3" hardwood, and 1/2" to 3/4" plywood. The cover (lid) surface is enforced with wooden pieces of the same type, to sustain the pressure of stacking;
- 3) **Fastening:** 3/4" metal straps are used as necessary. The nails used to assemble the crate must be of proper size and sort;
- 4) A polyethylene liner should be wrapped around the contents of the crate to protect from water infiltration and humidity;
- 5) More protection against water infiltration from rain could be provided by adding a black tar-paper layer over the top (lid), secured with 1" X 2" pieces of wood or plywood strips around the perimeter, along the top of the side walls. This precaution is adopted, particularly if the crate is to remain outdoors for extended periods or stored on site over the wintertime.
- 6) Ensure that the cargo is evenly distributed in the crate, and identify if the center of gravity is not in the middle or if your crate is longer or taller than 10 feet.

DESTINATION:	_____
CONSIGNEE:	_____
WEIGHT:	_____ Kg
VOLUME:	_____ M <sup>3</sup>
PROJECT:	_____

ILLUSTRATION # 2



## LABELLING & SHIPPING

- 1) Self-adhesive shipping labels, or stencilling in dark ink must be applied on opposite sides of the crate, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. (See ILLUSTRATION # 2)
- 2) A label with the «Hazardous Material» symbol must appear on the crate, identifying the type of hazardous material (dangerous goods) included therein, if such is the case. Shippers are to make sure that paperwork for dangerous goods is duly completed and delivered to the Carrier with the crate otherwise, the shipment will be refused by the Carrier.
- 3) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

An appointment is required for the delivery of shipments at the Carrier's terminal facilities. FOR DELIVERY APPOINTMENTS PLEASE CALL (450) 635-7700.



## PACKAGING AND SHIPPING GUIDE PART 13 — OPEN CRATE

### NOTICE

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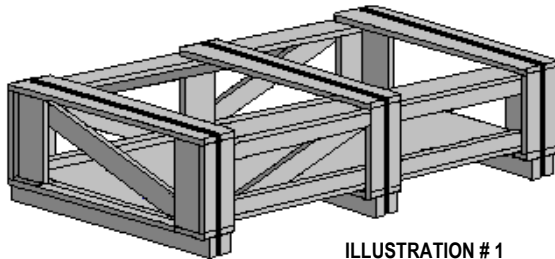


ILLUSTRATION # 1

### GENERAL APPLICATIONS

Open crates are used for a variety of packaging applications, but mainly for construction materials such as bagged insulation, gyproc, metal cladding, moulded water tanks and retaining tanks. Other applications include small size tires, certain types of pipes and others.

The use of polyethylene wrapping is necessary for weather-sensitive cargo, such as the case of gyproc, to offer protection throughout the sealift stages and process.



ILLUSTRATION # 2

### COMPONENTS & SPECIFICATIONS

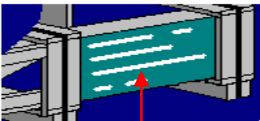
The construction and specifications of an open crate may vary, mainly depending on the type and weight of the cargo included. Thus, heavier crates are normally built with thicker wood for the floor and wall structure, and are fastened with metal straps of a heavier type & size.

An acceptable open crate (cargo unit) will include the illustrated features and the following components:

#### STANDARD OPEN CRATE:

- 1) **Floor:** Made of 2" X 4" or 2" X 6" hardwood and 1/2" plywood surface, and secured on 4" X 4" wooden skids;
- 2) **Walls & top structure:** made with 1" X 4" or 1" X 6" hardwood, and enforced as necessary with thicker wooden pieces;
- 3) **Fastening:** 3/4" metal straps and nails used to assemble the crate must be of proper size and type;
- 4) Rebar should be in a closed crate with sidings, on skids with 4" blocks every 4';
- 5) Please ensure that you have identified each crate.

### LABELLING & SHIPPING



DESTINATION: \_\_\_\_\_  
 CONSIGNEE: \_\_\_\_\_  
 WEIGHT: \_\_\_\_\_ Kg  
 VOLUME: \_\_\_\_\_ M<sup>3</sup>  
 PROJECT: \_\_\_\_\_

ILLUSTRATION # 3

- 1) Self-adhesive shipping labels, or stenciling in dark ink must be applied on opposite sides of the open crate, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. (See ILLUSTRATION # 3).
- 2) A label with the «Hazardous Material» symbol must appear on the crate, identifying the type of hazardous material (dangerous goods) included therein, if such is the case. Shippers are to make sure that paperwork for dangerous goods is duly completed and delivered to the Carrier with the crate; otherwise, the shipment will be refused by the Carrier.
- 3) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

### MANDATORY APPOINTMENT FOR CARGO DELIVERY

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## PACKAGING AND SHIPPING GUIDE

# PART 14 — RIGID INSULATION MATERIAL

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

Adequate packaging for rigid insulation material is essential and proven to be an investment rather than simply a sealift-related requirement. The following packaging information constitutes the minimum requirements; the use of standard open crate packaging, however more costly, should be a better option for more protection and easier storage and handling, during sealift processing and around construction sites at destination. More information about the standard open crate is provided in part 13 of this guide.

An acceptable standard package (cargo unit) of rigid insulating material will include the illustrated features and the following components:



ILLUSTRATION # 1

- 1) Plywood or pressed wood sheets are placed at the bottom and on top of the bundle, to the full extent of the surface. The base is secured on a pair of 4" X 4" wooden skid; The top plywood sheet could be replaced by wooden right angles, made out of 1" X 6" wooden brackets secured across the full length of the front and the back sides, to reduce the risk of damages which may result from stacking during warehousing and transportation stages;
- 2) A pair of 3/4" metal strap is used to hold tight the bundle of rigid insulating bags on the base floor;
- 3) A packing slip, with the type and quantity of content should be enclosed in a plastic envelope, and adhered to the front surface of the bundle.

## LABELLING & SHIPPING

DESTINATION: \_\_\_\_\_  
 CONSIGNEE: \_\_\_\_\_  
 WEIGHT: \_\_\_\_\_ Kg  
 VOLUME: \_\_\_\_\_ M<sup>3</sup>  
 PROJECT: \_\_\_\_\_

ILLUSTRATION # 2

- 1) Self-adhesive shipping labels, or stencilling in dark ink should be applied on opposite sides of each package, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project (See ILLUSTRATION # 2).
- 2) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

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## PACKAGING AND SHIPPING GUIDE

# PART 15 — NON RIGID INSULATION MATERIAL

### NOTICE

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## PACKAGING

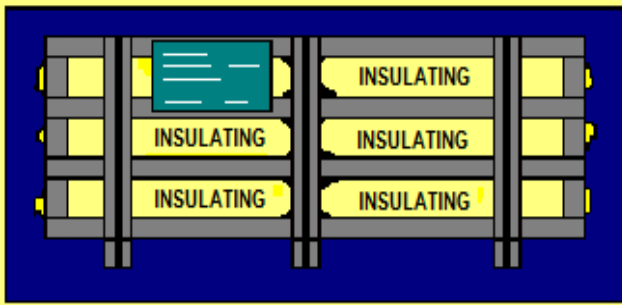


ILLUSTRATION # 1

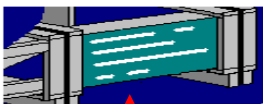
Non rigid insulation is a weather-sensitive material that requires regular open crate type packaging, with additional precautions to better protect it from rain and water infiltration, resulting from accidental tears to its manufacturer's original polyethylene bags.

Additionally, it is advisable if the non-rigid insulating material bags are further compressed by the supplier, or sometimes as an additional service at the Marshalling & Packaging facility. This helps reduce sealift costs, since transport cost calculation for this type of cargo is based on volume.

An acceptable standard package (cargo unit) of non-rigid insulation material will include the illustrated features and the following components:

- 1) **Floor:** made of 2" X 4" or 2" X 6" fir wood studs and 1/2" plywood surface, and secured on a pair of 4" X 4" wooden blocks. More blocks are added as needed, depending on the size of the crate;
- 2) **Bags should be compressed** and pre-bundled in packages of two or more, to reduce the volume of cargo, hence reducing the sealift transportation cost;
- 3) **Polyethylene wrapping** of cargo before assembling the crate walls is strongly recommended, to add protection from water infiltration into the insulation bags, and this, despite the fact that the material has been originally bagged by the manufacturer;
- 4) **Walls & top structure:** made with 1" X 6" spruce, and enforced as necessary with thicker wooden pieces;
- 5) **Fastening:** The 3/4" metal straps are recommended, and nails used to assemble the crate must be of proper size and type.

## LABELLING & SHIPPING



- 1) Self-adhesive shipping labels, or stencilling in dark ink should be applied on opposite sides of each crate, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. (See ILLUSTRATION # 2).

- 2) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website:

DESTINATION: \_\_\_\_\_  
 CONSIGNEE: \_\_\_\_\_  
 WEIGHT: \_\_\_\_\_ Kg  
 VOLUME: \_\_\_\_\_ M<sup>3</sup>  
 PROJECT: \_\_\_\_\_

### MANDATORY APPOINTMENT FOR CARGO DELIVERY

An appointment is required for the delivery of shipments at the Carrier's terminal facilities. FOR DELIVERY APPOINTMENTS PLEASE CALL (450) 635-7700.

ILLUSTRATION # 2



## PACKAGING AND SHIPPING GUIDE

# FASCICULE 15A — ASPHALT SHINGLES AND REELS

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

## EXAMPLE OF ASPHALT SHINGLES AND REELS - PACKAGING



ILLUSTRATION # 1

The reels should be protected with a wooden frame with 4" block openings for forklift manipulation. There should be metal strapping around the frame in order to hold everything together. If the reel is fragile (fiber), it is highly recommended to place it in a closed crate. (See above ILLUSTRATION # 1)

Asphalt shingles must be placed on a pallet protected by a sheet of plywood with metal strappings all around. The picture below has the ideal packaging method. You will have to make sure that we will be able to manipulate the pallet with forklifts, without causing any damages to the shingles. A minimum of a 4" block is required underneath the pallet. These packages must be robust as shingles can be very heavy. (See ILLUSTRATION # 2)



ILLUSTRATION # 2

## LABELLING & SHIPPING

ILLUSTRATION # 3

DESTINATION:	_____
CONSIGNEE:	_____
WEIGHT:	_____ Kg
VOLUME:	_____ M <sup>3</sup>
PROJECT:	_____

- 1) Self-adhesive shipping labels, or stencilling in dark ink should be applied on opposite sides of each package, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project.
- 2) A Shipping Notice, duly completed by destination, should accompany each cargo delivery. You may download the Shipping Notice from our website at [www.arcticsealift.com](http://www.arcticsealift.com).

### MANDATORY APPOINTMENT FOR CARGO DELIVERY

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## PACKAGING AND SHIPPING GUIDE PART 16 — PIPING

### NOTICE

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## PACKAGING

Packaging methods for piping vary depending on the type and size of the pipes. The following is to provide information on the packaging methods applied for the most common types of piping, but additional packaging precautions should be taken in some cases to prevent damages, mainly caused by the wobbling and bending of long pipes during the sealift handling and transportation stages.

An acceptable standard package (cargo unit) of piping will include the appropriate illustrated features and related components:

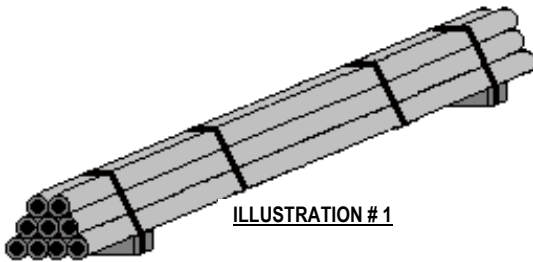


ILLUSTRATION # 1

### STEEL PIPING

- 1) Steel pipes of up to 10, 20 and 30 feet long are placed on wooden skids and bundled.
- 2) Two pairs of 1" or 1¼" metal straps are used to fasten the bundle; one pair to secure the bundle on the skids, and the other to firmly hold the bundle together. Add straps and skids as needed and proportionally to the bundle.

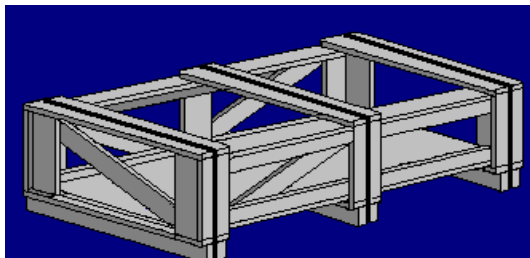


ILLUSTRATION # 2

### INSULATED PIPING

The insulated piping, commonly used in the construction of water supply systems' aqueducts, should be packaged in an open crate. Information on this type of crate is provided under parts 11 and 13 of this guide.

### OTHER TYPES OF PIPING

Plastic and copper piping, commonly used in residential constructions are preferably packaged in closed or open crates. Information on this type of crate is provided under parts 11 and 13 of this guide.

## LABELLING & SHIPPING

- 1) For steel pipes strapped on wood skids, a shipping label is fastened to the bundle as per ILLUSTRATION # 3. In the case of open crates, self adhesive shipping labels, or stencilling in dark should be applied on opposite sides of the open crate. Labels will include the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project.
- 2) All shipments to designated maritime shipping terminals must include a shipping notice, per destination and per consignee. Shipping notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

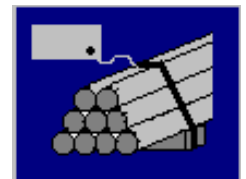


ILLUSTRATION # 3

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

An appointment is required for the delivery of shipments at the Carrier's terminal facilities. FOR DELIVERY APPOINTMENTS PLEASE CALL (450) 635-7700.



## PACKAGING AND SHIPPING GUIDE

# PART 17 — WOOD, PLYWOOD & LUMBER

### NOTICE

Information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

In general, the basic bundling of lumber provided by suppliers is only suitable for local deliveries by trucks, and usually is insufficient for sealift delivery purposes. Throughout the sealift process, a bundle of lumber is handled an average of 8-10 times before it reaches its final destination. Precautions should therefore be taken to enforce the strapping and to further protect bundles of certain types of finishing wood products, including plywood, as explained hereafter.

A bundle of lumber should ideally include wood products of the same length, which eliminates void volumes within the bundle, and therefore results in optimizing the cost of shipping.

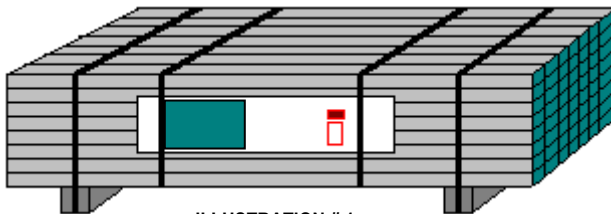


ILLUSTRATION # 1

An acceptable bundle of lumber or plywood (cargo unit) should include the illustrated features and the following components:

- 1) It is strongly recommended that the lumber and plywood be wrapped with a plastic sheet or a vapour barrier before applying the straps.
- 2) A pair of skids measuring 4' X 4' or a pallet of a minimum elevation of 4" is used to provide ground clearance for forklift handlings. The longer bundles require longer skids and should be kept proportional to the size and weight of the bundle.
- 3) For a bundle of up to a 10' long, two pairs of 3/4" metal straps are recommended: one pair is used to hold the bundled wood onto the skids, and the other is to firmly hold the bundle together.
- 4) For larger and heavier bundles, in addition to extra skids, additional pairs of 3/4" or 1" straps are added as needed and proportionally to the size and weight of the bundle.
- 5) Mouldings, door stoppers and kickboards, as well as all types of wooden products used as finishing material, floor covering and similar products must be better packaged. Closed crates and in some cases, open crate-types of packaging, are strongly recommended for these products. Information on the two types of crates is provided under parts 11 and 13 of this guide.

## LABELLING & SHIPPING

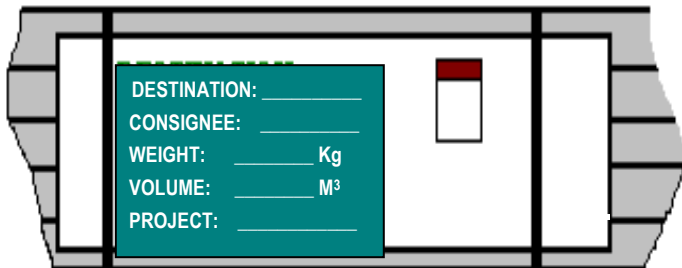


ILLUSTRATION #2

- 1) Self-adhesive shipping labels, or stencilling in dark ink should be applied on opposite sides of each bundle, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. (See ILLUSTRATION # 2).
- 2) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

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## PACKAGING AND SHIPPING GUIDE PART 17A — TRUSSES

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

In general, "truss floor" from a supplier is suitable for shipping.

For an optimal packaging, make sure to reinforce the straps and protect vertical walls of the truss and place on 4' skids. You also need to have 4" blocks for proper handling.



ILLUSTRATION # 1

Plywood protection should be at the center of the pile, where it will be handled by the forks of the loader.

Plywood should be a minimum of 8' long.



ILLUSTRATION # 2

## LABELLING & SHIPPING

DESTINATION: \_\_\_\_\_  
CONSIGNEE: \_\_\_\_\_  
WEIGHT: \_\_\_\_\_ Kg  
VOLUME: \_\_\_\_\_ M<sup>3</sup>  
PROJECT: \_\_\_\_\_

ILLUSTRATION # 3

- 1) Self-adhesive shipping labels or tied with tye wrap, or stencilling in dark ink should be applied on opposite sides of the open crate, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. (See ILLUSTRATION # 3).
- 2) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

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## PACKAGING AND SHIPPING GUIDE

# PART 18 — WINDOWS AND WINDOW PANES

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

Windows, window panes and doors with glass panels should be crated in closed-type crates, which are especially made to include certain features and precautions to protect this extremely fragile cargo.

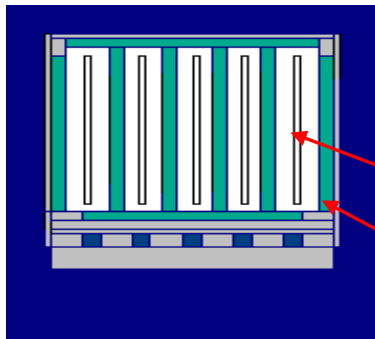


ILLUSTRATION # 1

### WINDOWS & WINDOW PANES

- 1) Windows must be set-up and crated in a vertical position and protected with foam chips filling all the gaps inside the crate, or with rigid insulating material between units (ILLUSTRATION # 1);
- 2) The crate must be clearly identified with the «FRAGILE» symbol, with the indication to be maintained in the vertical position; symbol must represent 25% of the surface!
- 3) A packing slip, with the type and quantity of content must be enclosed in a plastic envelope, and put on the front wall of the crate.
- 4) Glass packaging is similar to window packaging, and styrofoam chips should be added.
- 5) The minimum depth of a closed crate should be 3 feet or more depending on the height of the glass, and must be positioned vertically. For smaller quantities of glass, reinforced supports should be placed. (ILLUSTRATION # 2)

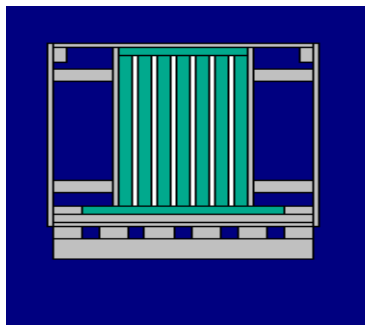


ILLUSTRATION # 2

SPECIAL ATTENTION MUST BE GIVEN TO THE INDICATIONS AND THE RECOGNIZED SYMBOLS, WHICH MUST COVER UP TO 25% OF THE SURFACE OF THE CRATE. BRIGHT LARGE LETTERING IS TO BE STENCILLED ON THE 4 SIDES OF THE CRATE. (SEE ILLUSTRATION # 3).

THE WEIGHT AND THE CENTER OF GRAVITY MUST APPEAR ON ALL 4 SIDES.

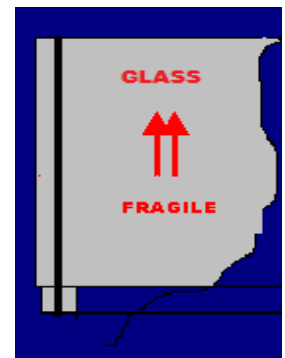


ILLUSTRATION # 3

## LABELLING & SHIPPING

DESTINATION: \_\_\_\_\_  
 CONSIGNEE: \_\_\_\_\_  
 WEIGHT: \_\_\_\_\_ Kg  
 VOLUME: \_\_\_\_\_ M<sup>3</sup>  
 PROJECT: \_\_\_\_\_

ILLUSTRATION # 4

- 1) Self-adhesive shipping labels or stencilling in dark ink should be applied on opposite sides of each package, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. (See ILLUSTRATION 2).
- 2) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

### MANDATORY APPOINTMENT FOR CARGO DELIVERY

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## PACKAGING AND SHIPPING GUIDE

# PART 19 — CARBONATED BEVERAGES

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

**IMPORTANT NOTE:** Canned carbonated beverages, when shipped in large quantities, are either packaged in special closed crates that are prefabricated, at least in part, by the packager, or included as part of a 20-foot container load. In the case of container use, the product individual packages are stacked and stowed in as high as two to four rows at the floor level, due to their heavy weight, and then topped by light-weight commodities or foodstuff cargo. Carbonated beverages can also be shipped on pallets; the skid should be able to support 3 times its weight.

The choice of one packaging method or the other remains that of the shipper. Nonetheless, both methods are proven safe and adequate, if properly applied for this type of cargo.

## PACKAGING

When crating is chosen for canned carbonated beverages, the crate structure must be built sturdy, with a proportionally wide base compared to its height, in order to keep the centre of gravity as low as possible for maintaining the crate stability.

An acceptable crate (cargo unit) of canned carbonated beverages includes the following features:

### COMPONENTS & SPECIFICATIONS

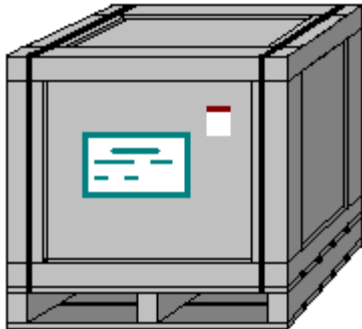


ILLUSTRATION # 1

- 1) **Floor:** made sturdy with ½" or ⅝" plywood on studs, and secured on 4' X 4' wooden skids or a standard sized pallet. The floor will be sized to receive the palletized canned carbonated product as delivered by the supplier.  
Furthermore, floors could also be sized to receive the palletized product in pairs, for a better cost efficiency in the case of high volumes requiring packaging;
- 2) **Structure & walls:** made with 2" X 4" or 2" X 3" hardwood, and ⅜" or ½" plywood;
- 3) **Fastening:** The use of ¾" metal straps is recommended. An additional pair of horizontal strapping is necessary if ½" straps are used. Nails used to assemble the crate must be of proper size and type, to tightly hold the crate structure in place;
- 4) A polyethylene liner wrapping is recommended to hold tight the carbonated water individual packages (flats) together inside the crate;

## LABELLING & SHIPPING

DESTINATION: \_\_\_\_\_  
 CONSIGNEE: \_\_\_\_\_  
 WEIGHT: \_\_\_\_\_ Kg  
 VOLUME: \_\_\_\_\_ M<sup>3</sup>

- 1) Self-adhesive shipping labels, or stencilling in dark ink should be applied opposite sides of each crate, listing the following information: destination, name of consignee, weight in kilograms and volume in cubic meters. (See ILLUSTRATION # 2).
- 2) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

ILLUSTRATION # 2

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

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## PACKAGING AND SHIPPING GUIDE

### PART 20 — SNOWMOBILE, ATV, MOTORCYCLE, SEA-DOO, BOAT, OUTBOARD MOTOR, TRAILER, CANOE

#### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

#### GENERAL REMARKS



ILLUSTRATION # 1



ILLUSTRATION # 2

##### SNOWMOBILES, ATVs, SCOOTERS

In most cases snowmobiles, ATVs and scooters are packaged by manufacturers, in a metal open crate, with a polyethylene cover. This factory packaging, however, is mainly adapted to road and railroad transportation, and is not totally compliant with the sealift transportation requirements.

As shown on ILLUSTRATION # 1, the height of the standard skid is too low and is not compatible with the loaders and machinery used for cargo handling during sealift operations, where the required base-clearance for the skid is 4". Damages could occur to the cargo due to the incompatibility of the packaging with the loading and offloading process, stowing and stacking onboard, and with the equipment used during the process. More importantly, inadequate packaging for sealift operations may cause danger in some cases. An acceptable packaged (cargo unit) will correspond to ILLUSTRATION # 2. Crates must be stackable with the appropriate strapping.

**Contrary to vehicles and heavy equipment, we do not require keys for the above mentioned items; it would be the client's responsibility.**

##### BOATS

Make sure your boat is delivered on a trailer or on a cradle with 4" blocks and straps around the blocks. Upon reception of the boat at the terminal, your outboard motor and its foot should be well protected, if not, it will be at the risk of the shipper.

Your canoe should also be on a wooden base with 4" blocks, or packaged into a closed crate to avoid damages and scratches.

##### TRAILERS

Trailers stacked on top of each other will have to be fixed with several belts and the wheel guards will have to be packed with styrofoam. If the bottom trailer is on wheels, the wood support will not be needed if the wheels and accessories are in a wooden crate. The trailer shall be placed on a sufficiently wide wooden support and with 4" blocks to facilitate handling. Protect the wings of plastic or fiberglass to prevent breakage during handling or piling, if not, it will be at the risk of the shipper.

##### IMPORTANT

For lifting purposes, Zambonis should be containerized, additional charges will apply. (please contact our Customer Service at (450) 635-0833)

#### LABELLING & SHIPPING

DESTINATION: \_\_\_\_\_  
CONSIGNEE: \_\_\_\_\_  
WEIGHT: \_\_\_\_\_ Kg  
VOLUME: \_\_\_\_\_ M<sup>3</sup>

ILLUSTRATION # 3

- 1) Self-adhesive shipping labels or stencilling in dark ink, should be applied on opposite sides of each crate, listing the following information: destination, name of consignee, weight in kilograms and volume in cubic meters in order to avoid bad weather conditions. (ILLUSTRATION #3).
- 2) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

#### MANDATORY APPOINTMENT FOR CARGO DELIVERY

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# PACKAGING AND SHIPPING GUIDE PART 21 — TANK

## NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

ILLUSTRATION # 1

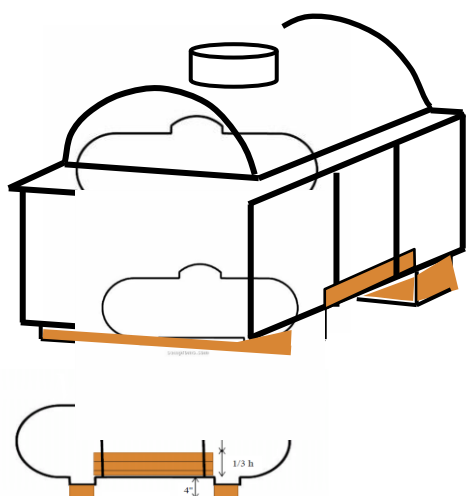
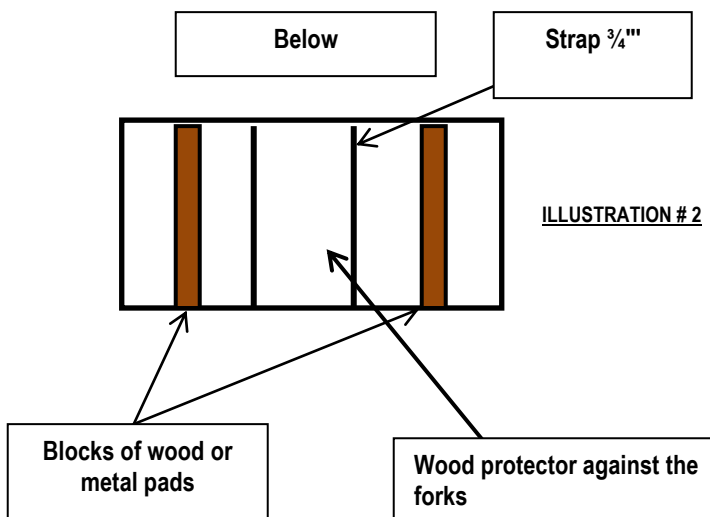


ILLUSTRATION # 2



A tank must meet Transport Canada's regulations whether empty, new or purged. If the tank is empty and not purged, it is considered dangerous goods for transportation and will necessitate an official declaration form. If purged, a purge certificate must be provided. A wooden base (plywood, aspenite) must be installed under the tank to protect it when it is being manipulated with forklifts. For cylindrical tanks, wooden boards must cover at least one third of the height to protect it while manipulating the tank's rack. In addition, the bottom should be elevated at least 4" from the ground.

## LABELLING & SHIPPING

ILLUSTRATION # 3

DESTINATION: \_\_\_\_\_  
CONSIGNEE \_\_\_\_\_  
WEIGHT: \_\_\_\_\_ Kg  
VOLUME: \_\_\_\_\_ M<sup>3</sup>

- 1) Self-adhesive shipping labels, or stencilling in dark ink should be applied on opposite sides of each crate, listing the following information: destination, name of consignee, weight in kilograms and volume in cubic meters. (ILLUSTRATION # 3).
- 2) If you have a significant amount of tanks, you must notify us promptly.
- 3) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

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## PACKAGING AND SHIPPING GUIDE

# PART 21 A— PICTURES OF TANKS

### NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

#### TANK



ILLUSTRATION # 1

#### GAS TANK WITH OPENINGS FOR FORKLIFT AND HANDLES FOR LIFTING



ILLUSTRATION # 2

## LABELLING & SHIPPING

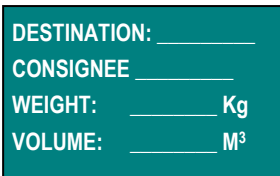


ILLUSTRATION # 3

- 1) Self-adhesive shipping labels, or stencilling in dark ink should be applied on opposite sides of each crate, listing the following information: destination, name of consignee, weight in kilograms and volume in cubic meters. (ILLUSTRATION # 3).
- 2) If you have a significant amount of tanks, you must notify us promptly.
- 3) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

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## NOTICE

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# PACKAGING AND SHIPPING GUIDE PART 22 — PREFAB UNITS

Before booking space aboard the vessel for any pre fab unit, you must contact one of our representatives so they give you all the details for its safe transportation. Conditions may vary according to the number of units being transported.

- The unit's roof must be sturdy enough to walk on. The roof should have lifting points.
- You must advise if the unit is stackable.
- Dimensions pertaining to the unit must be accurate (length x width x height), as well as the total weight (unit and hardware included).
- The lifting points must be clearly identified.
- The bottom of the unit should be raised and adapted for the loader(s) to handle.
- Blocks must be applied to position the unit.
- The slings must be higher than the roof.
- Lashing points should be at each extremity of the unit (in proportion to its weight), and/or reinforcement and protection at the edge of the roof for the tightening and securing of straps or chains.
- All material/hardware inside the unit must be secured.
- The unit's center of gravity must be clearly indicated, taking into consideration that the unit is empty.

ILLUSTRATION # 1

**DO NOT SHRINK WRAP THE UNIT. DUE TO THE WEATHER CONDITIONS OF THE NORTH, THE UNIT BECOMES DIFFICULT TO HANDLE AND CAN CAUSE MAJOR ACCIDENTS. IF MODULES ARE ALREADY SHRINK WRAPPED, YOU MUST FORESEE ANTI SKID STRIPS ON THE ROOF FOR SAFETY REASONS AND TO AVOID SLIPPING.**

This information is basic. Please contact us to work together on your project.



## LABELLING & SHIPPING

DESTINATION: \_\_\_\_\_  
 CONSIGNEE: \_\_\_\_\_  
 WEIGHT: \_\_\_\_\_ Kg  
 VOLUME: \_\_\_\_\_ M<sup>3</sup>  
 PROJECT: \_\_\_\_\_

ILLUSTRATION # 2

- 1) Self-adhesive shipping labels, or stenciling in dark should be applied on opposite sides of each package, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. A label placed on the canvas is not resistant to this type of weather and it is essential to have the label as it holds the delivery information. (See ILLUSTRATION 2)
- 2) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

An appointment is required for the delivery of shipments to the Carrier's terminal facilities. FOR DELIVERY APPOINTMENTS PLEASE CALL (450) 635-7700.



### NOTICE

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## PACKAGING AND SHIPPING GUIDE PART 22A — PREFAB WALL PANELS

### EXAMPLE OF WALL PANELS



ILLUSTRATION # 1

### LABELLING & SHIPPING

DESTINATION: \_\_\_\_\_  
CONSIGNEE: \_\_\_\_\_  
WEIGHT: \_\_\_\_\_ Kg  
VOLUME: \_\_\_\_\_ M<sup>3</sup>  
PROJECT: \_\_\_\_\_

ILLUSTRATION # 2

- 1) Self-adhesive shipping labels, or stenciling in dark should be applied on opposite sides of each package, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. A label placed on the canvas is not resistant to this type of weather and it is essential to have the label as it holds the delivery information. (See ILLUSTRATION 2).
- 2) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination and per consignee. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

### MANDATORY APPOINTMENT FOR CARGO DELIVERY

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The delivery of modules must be coordinated with Desgagnés Transarctik Inc.’ operations.



# PACKAGING AND SHIPPING GUIDE PART 23 — OVERSIZED TIRES

## NOTICE

The information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

Oversized tires must be placed proportionally to the pallet. The top must also be protected by a sheet of plywood to prevent them from filling up with water in the event of rain. In addition, straps must be added to keep the tires securely in place on the pallet. (See illustration below). Since our forklifts are equipped with 2" forks, make sure that you have 4" blocks for the manipulation and handling without causing any damage.

### ILLUSTRATIONS



## LABELLING & SHIPPING

DESTINATION: \_\_\_\_\_  
 CONSIGNEE: \_\_\_\_\_  
 WEIGHT: \_\_\_\_\_ Kg  
 VOLUME: \_\_\_\_\_ M<sup>3</sup>  
 PROJECT: \_\_\_\_\_

- 1) The following information must appear on opposite sides of each package: weight in kilograms, volume in cubic meters, destination, name of customer and name of consignee. It is preferable that the information be on a metal label and attached with a pin or secured to the base.
- 2) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

## MANDATORY APPOINTMENT FOR CARGO DELIVERY

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# PACKAGING AND SHIPPING GUIDE PART 24 — CONCRETE STRUCTURES OR CONCRETE SUMPS

## NOTICE

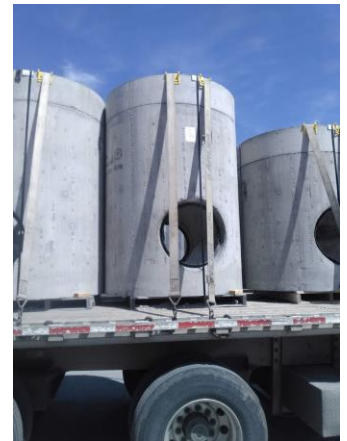
The information contained in this document will in no way render the maritime transportation company responsible nor liable.

## PACKAGING

Concrete structures or concrete sumps must be fixed in a secure manner for handling purposes during the sealift operations. A concrete sump cargo unit to be shipped Northbound will be considered acceptable only if it meets the following guidelines and components:

- 1) A resistant wooden pallet or a 4"X 4" wooden runner supporting the concrete or the concrete sump.
- 2) A stopper must be placed at the ends to prevent the concrete from moving on the pallet when being handled with the forklift.
- 3) Four (4) metal strappings must be securely attached from the top of the concrete structure or sump to the base of the wooden pallet.
- 4) Protective paddings must be placed under the metal straps.

### ILLUSTRATIONS



## LABELLING & SHIPPING

DESTINATION: \_\_\_\_\_  
 CONSIGNEE: \_\_\_\_\_  
 WEIGHT: \_\_\_\_\_ Kg  
 VOLUME: \_\_\_\_\_ M<sup>3</sup>  
 PROJECT: \_\_\_\_\_

- 1) The following information must appear on opposite sides of each package: weight in kilograms, volume in cubic meters, destination, name of customer and name of consignee. It is preferable that the information be on a metal label and attached with a pin or secured to the base.
- 2) All shipments to designated maritime shipping terminals must include a Shipping Notice, per destination. Shipping Notice forms are available on our website: [www.arcticsealift.com](http://www.arcticsealift.com).

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