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Guide for Packaging and Packing of Printed Products 1993



Public Works and
Government Services Canada

Travaux publics et
Services gouvernementaux Canada

Canada

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INTRODUCTION

The Guide for Packaging and Packing of Printed Products 1993 was developed by the Quality Assurance Unit, Canada Communication Group (CCG), Public Works and Government Services Canada (PWGSC). It is the intent of this document to provide a means of establishing basic requirements to help ensure product safety and reliability on arrival at destination.

This guide sets out the packaging and packing requirements necessary to ensure protection of products in transit, facilitate storage and handling on arrival at the destination and the presentation of the printed matter at the point of use or of sale. Unless otherwise specified, the requirements of this guide are in effect and are the minimum requirements.

Packaging and packing costs are high and form a significant part of the overall product cost. Therefore, excessive packaging and packing must be avoided. However, large heavy books, particularly those selling at high prices to the public, deserve special attention as do forms for machine processing which must be kept flat to avoid warping. Such packaging needs careful thought and should be ordered in advance.

It is incumbent on the contractor to supply packaging and packing which conforms to good workmanship, sound trade practices, satisfactory materials and consistency. These requirements apply to all attributes whether or not they are mentioned in this document. Nothing contained herein or omitted from this packaging and packing guideline relieves the contractor or his designated shipper from ensuring the protection of the product in transit.

Questions concerning a specific contract should be directed to the contracting officer named on the contract.

Please direct any comments, proposed revisions or requests for further copies of this publication to:

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2 DETAIL REQUIREMENTS

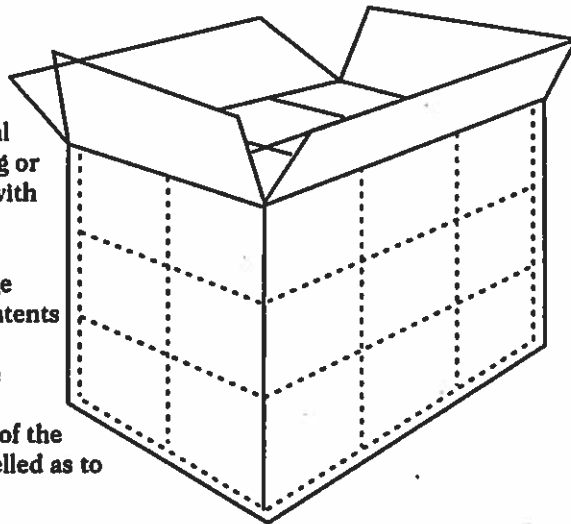
- (1) New cartons only shall be used in all packing unless otherwise specified in the contract document. If authorized, re-use of cartons which have been used for shipping paper stock (8 1/2 in. × 11 in. or 8 1/2 in. × 14 in.) is permitted providing the cartons are in a "New Carton" condition.
- (2) The packaging of printed matter shall accommodate a flat configuration whenever possible.
- (3) Packaging shall ensure adequate protection against damage during shipment from supplier to the specified destination unless otherwise specified in the purchasing document.
- (4) All printed matter shall be packed in a manner to ensure acceptance by common carrier for safe delivery to the consignee at the lowest applicable rate.
- (5) Printed matter shall be compactly wrapped in specified quantities with good quality kraft paper or shrink-wrapped in plastic, unless otherwise specified in the contract document.
- (6) Closure shall be accomplished using carton adhesive, gummed tape or pressure sensitive adhesive tape, unless otherwise specified in the contract document.
- (7) All fibreboard cartons or containers shall be in accordance with rules and regulations of carriers applicable to the mode of transportation.

3 GENERAL ATTRIBUTES

3.1 Packaging

This may include shrink-wrapping or brown kraft paper wrapping of individual or multi copies, paper or special banding or the use of individual lightweight boxes with lids.

In all instances the smallest unit package must be labelled and identified as to contents and banded packages must contain the precise number of prescribed units. The smallest packaged unit will be used to calculate dimensionally the overall size of the packing carton. All cartons must be labelled as to contents.



3.2 Packing

- (1) **Cartons:** New cartons must be used in all initial packing of each specific requirement. They must be uniform in size and designed to suit the contents in such a way that the carton is filled to capacity without any voids. If stated in the

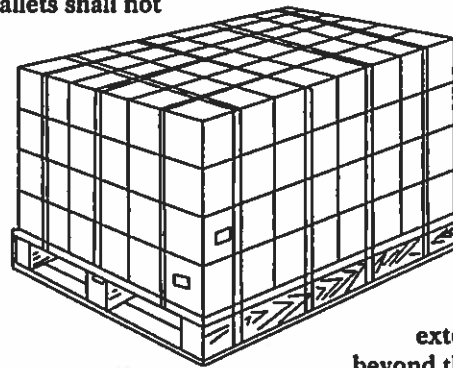
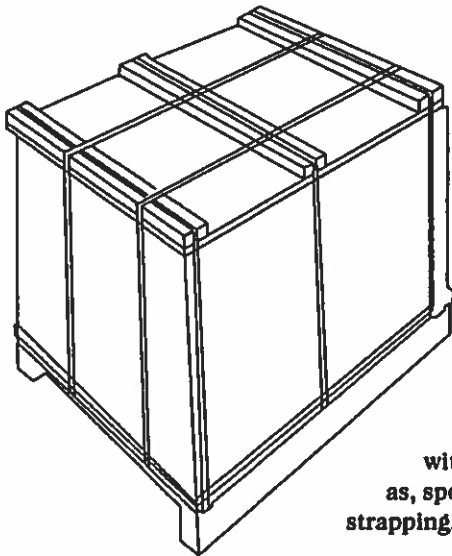


contract, cartons may be re-used providing they are in a "New Carton" condition and dimensionally suit the product configuration. The total weight of the filled carton must not exceed the weight specified in the contract. The cartons used must meet the specified requirements of the Canadian General Standards Board Specification 43-GP-33M. Unless otherwise specified in the contract document, cartons must not exceed 35 lbs. in weight.

- (2) **Skids:** All skids shall be of uniform size unless otherwise specified and shall be constructed of sound lumber, free of decay or deformation. Skid loads shall be covered with a cap made of lumber or similar rigid material and secured to the remainder of the skid with strapping.

When loading printed sheets on the skid, one sheet of new weather resistant paper or plastic shall be placed lengthwise and one sheet widthwise on the skid so that when the sheets are brought up over the stack of printed papers, complete coverage will take place with an overlap of at least 4 in. at all seams. All seams shall be sealed with adhesive or tape not less than 4 in. wide.

- (3) **Pallets:** All pallets shall be of uniform size unless otherwise specified and shall be constructed of sound lumber, free of decay or deformation. Cartons stacked on pallets shall not



extend beyond the perimeter of the pallet. Cartons shall be stacked in such a way as to maximize stability within the stack and accommodate final securing such as, spot carton gluing, shrink wrapping, top-cap, and strapping.

Pallets shall not be stacked beyond 60 in. in height including pallet. Where transit necessitates the stacking of one loaded pallet on top of another a rigid protective cap of lumber or similar rigid material shall be added to the top of the loaded pallet, prior to final strapping and securing. Each pallet shall be strapped with not less than 4 bands of equivalent dimension and strength. Dimensions in excess of 40 in. require one extra band.

3.3 Sealing

Sealing of paper wrapped packages, for packing in cartons, shall be accomplished using gummed or pressure sensitive adhesive tape not less than 2 in. wide.

Closure and sealing of cartons and large self-packages shall be accomplished by gluing the flaps or using reinforced gummed or pressure sensitive adhesive tape not less than 2 in. wide.



All over-lapped, skid-wrapped, paper wrapping seams shall be sealed with adhesive or tape not less than 4 in. wide.

3.4 Serial Numbering

Forms or other types of publications requiring numbering shall be labelled with the serial numbering sequence on a label affixed to the outside of the cartons. Skips and splices shall be identified and when shipped on skids or pallets the sequence shall be lowest serial numbers on top, highest serial numbers on the bottom unless specified in the contract document.

3.5 Labelling and Marking

The labelling and marking of packaged printing shall always display the contract number, description of the contents, the number of items and the consignee's address.



SPECIAL REQUIREMENTS—STOCKED ITEM SUPPLY, PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

Packaging of printed matter for delivery to Supply Centers shall conform to special packaging and marking requirements for the Stocked Item Supply (SIS) system and are as follows:

4.1 Use of Standard Pack

A standard pack is the number of units of issue of an item that are contained in one container or package. The three standard packs are: Basic, Intermediate and Bulk. All three standard packs do not necessarily apply to every item.

The use of standard packs expedites the issue of material by making stock picking easier. It reduces the packaging needed for shipment and facilitates verification of the inventory. To ensure that material is packed in the required quantities, standard pack requirements are included in the contract.

- (1) **Basic pack:** It is the first tie, wrap or container to a single unit of issue or a number of units of issue; for example 10 pads of forms wrapped together or 100 envelopes banded together.
- (2) **Intermediate pack:** It is an interior container, wrap or bundle that contains one or more basic packs of identical items; for example 5 bands of 100 envelopes in one carton.
- (3) **Bulk pack:** It is the consolidation of a predetermined quantity of items or interior containers into an exterior or shipping container; for example 10 cartons of 5 bands of 100 envelopes. Skids or pallets can also be classified as bulk packs. When shipping skids or pallets, they shall be strapped with a cap made of sound lumber or similar rigid material.

4.2 Marking Requirements

Marking on each pack shall be located to allow the markings to be easily read when containers are stored on shelves or stocked and to ensure that markings will not be destroyed



when the package is opened for inspection or until the contents have been used.
 All Markings shall be clearly and prominently displayed on the label or container and shall be as described for basic, intermediate and bulk packs respectively.

TABLE 1—UNIT OF ISSUE CODES

BD	—	BOARD
BK	—	BOOK
BX	—	BOX
EA	—	EACH
PD	—	PAD
RO	—	ROLL
SE	—	SET
SH	—	SHEET
PG	—	PACKAGE

BASIC
PACK

SUPPLIER — FOURNISSEUR		
STOCK NUMBER — NUMÉRO DE NOMENCLATURE		FOR OPS USE ONLY RÉSERVÉ À LA SUCCURSALE EXTERNE
DESCRIPTION — DESCRIPTION		
UNIT OF ISSUE — UNITÉ DE DISTRIBUTION	QTY — QTÉ	FOR OPS USE ONLY RÉSERVÉ À LA SUCCURSALE EXTERNE
* SERIAL NUMBERING — NUMÉRO DE SÉRIE		
FROM DE	TO À	

EMBALLAGE
DE BASE

INTERMEDIATE
PACK

SUPPLIER — FOURNISSEUR		
STOCK NUMBER — NUMÉRO DE NOMENCLATURE		FOR OPS USE ONLY RÉSERVÉ À LA SUCCURSALE EXTERNE
DESCRIPTION — DESCRIPTION		
UNIT OF ISSUE — UNITÉ DE DISTRIBUTION	QTY — QTÉ	FOR OPS USE ONLY RÉSERVÉ À LA SUCCURSALE EXTERNE
* SERIAL NUMBERING — NUMÉRO DE SÉRIE		
FROM DE	TO À	

EMBALLAGE
INTERMÉDIAIRE

BULK
PACK

SUPPLIER — FOURNISSEUR		
STOCK NUMBER — NUMÉRO DE NOMENCLATURE		FOR OPS USE ONLY — RÉSERVÉ À LA SUCCURSALE EXTERNE
DESCRIPTION — DESCRIPTION		FOR OPS USE ONLY — RÉSERVÉ À LA SUCCURSALE EXTERNE
UNIT OF ISSUE — UNITÉ DE DISTRIBUTION	QTY — QTÉ	FOR OPS USE ONLY — RÉSERVÉ À LA SUCCURSALE EXTERNE
REQUISITION NO. — N° DE LA DEMANDE		
CONTRACT SERIAL NO. — N° DE SÉRIE DU CONTRAT		
TO — À		
FOR OPS USE ONLY — RÉSERVÉ À LA SUCCURSALE EXTERNE		
* SERIAL NUMBERING — NUMÉRO DE SÉRIE		
FROM DE	TO À	

EMBALLAGE
EN VRAC

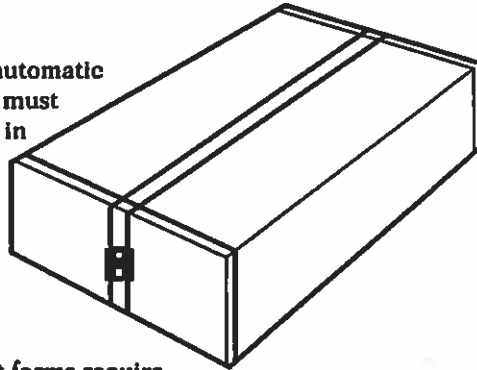


5 SPECIAL PACKAGING

There are many printed products that require specialized packaging because of their unique characteristics. Products which are shipped over long distances also require special attention. It is the supplier's responsibility to package and pack in a manner which will consistently ensure safe arrival to the prescribed destination.

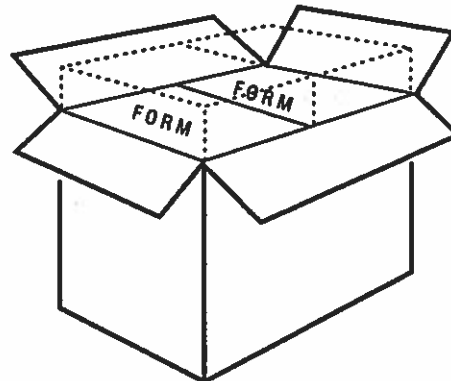
- (1) **Books:** Books which are expensive, delicately finished or exceptionally heavy should be packaged with extreme care. Individual book containers are recommended for expensive books. Books that are delicately finished or heavy shall be interleaved with a soft paper sheet. Cartons containing two rows of such books shall have a cardboard divider between each row. All cartons shall be full to capacity with no voids to avoid movement of product and crushing of the container, during transit.

- (2) **Envelopes:** Products manufactured for automatic machine processing, such as envelopes, must arrive at the machine processing center in a flat condition. Any warping of the product causes processing difficulties and may render the product unacceptable. A recommended method for packaging envelopes or inserts is compression banding.



- (3) **Forms:** Single, multi and continuous flat forms require very precise packaging. Cartons shall be designed to suit the contents and be compression filled by placing forms in the carton to a height above the carton top that will compress level to the top and allow the closing and sealing of the flaps.

- (4) **Unloading:** All skids, pallets and cartons shall be unloaded on to a dry, secure, weather protected horizontal surface and must be signed for receipt thereof.





PACKAGING AND PACKING MATERIALS

Paper, wrapping, brown kraft, minimum grammage 65 g/m², suitable for manual or automatic wrapping machines (CGSB 9-GP-5M).

Paper, wrapping, weather resistant, vapour barrier, brown kraft laminate, suitable for skid wrapping.

Film, wrapping, shrink wrap, minimum caliper 2 mil must readily conform to the shape of the product to be wrapped and withstand breakage from movement during transit.

Fiberboard, corrugated, single wall board with one corrugated sheet between two flat sheets, suitable for making cartons and packaging (CGSB 43-GP-33M).

Carton, corrugated, suitable for domestic shipping of goods (CGSB 43-GP-33M).

Tape, paper gummed one side, activated by water (CGSB 43-GP-1a).

Tape, cellulose, pressure sensitive adhesive on one side, minimum width 2 in.

Tape, paper, reinforced with fibers, gummed one side, activated by water (CGSB 43-GP-28b).

Pallet, wooden, made from commercial grade lumber, capable of withstanding a load of three metric tons and be safely piled three high. Size to accommodate product without overhang.

Cap, wooden or high density fiberboard, capable of withstanding a load of two metric tons without damage to the sheets or cartons of products. It must be the same perimeter as pallet or skid.