

MANUAL 03

PRODUCT LOADING TIPS



Whitehouse & Schapiro LLC
A FAMILY TRADITION SINCE 1907

FEEDING YOUR
passion TO
do more

Preparing and packing shoe loads

GRADING DIFFERENCES

PREPARATION

Better grade shoes do not have:

- Scuffs
- Small rip
- Poor sole
- Missing shoe laces
- Mold
- Single shoes which not have a matching pair.
- Ladies fashion boots which are also removed.

SHOE LOADING:

It is possible to load 35,000 lbs on a 40" high cube container. Seven hundred 50 lb. bags can be loaded per container. A grouping consists of 5 bags being placed parallel then three horizontal This is then switched on the next stack with 5 being placed horizontal and 3 parallel. We alternate this layout until we've gone 10 high. This allows a total of 80 bags per grouping. We place 8.75 "groupings" per container. . We also you a stair method to load the groupings to allow movement. (see pictures below for details)



STACKING 18 GREEN MESH SHOE BAGS ON A PALLET

Packing and Loading Tips

LOADING A SEMI-TRAILER WITH PRODUCT

1. Before truck arrives, make sure product is ready to load and the pathway between the product and the truck dock is clear of all obstacles. Also make sure fork lift has an adequate charge/fuel to complete loading without interruption. Fill out Bill of Lading as much as possible ahead of time.
2. When the truck arrives, touch base with the driver. Verify what they are picking up, get a release number (if needed) and get a copy of their empty weight scale ticket (Always if they don't have it, don't load them). Note trailer number and place on Bill of Lading. Sweep truck thoroughly before beginning to load so insure there is no debris to contaminate the load you are shipping out.
3. Walk the bed of the trailer and look for wet spots/water damage, weak spots in the floor, or damage to the trailer that would be a hazard during the loading process. **MAKE SURE THE DOCK PLATE IS SECURELY IN THE TRAILER BEFORE DRIVING FORK LIFT ON IT!!** If loading a trailer without a tractor attached to it, make sure the wheels are chocked and the dollies are down and trailer is level.
4. Ask the driver if there are any special loading considerations due to their tractor/trailer combination. Proceed with loading according to the type of product being loaded:

A Loading baled rags— 1,100 lb. avg. bales

1. Start with placing a stack of 3 horizontal bales in the nose of the trailer on the right side. Then place 1 bale on its end and slide it beside the 3 bales stacked up. Add up bale weights as you go (use Load Sheet at the end of this document to keep track of your loading).
2. Alternate this pattern for 4 rows (depending on the weight of the bales, you may need 5 rows).
3. Switch load pattern to 2 horizontal bales in a stack and 1 on end per row and finish out trailer. Adjust last 2-3 rows to 3 and 1 pattern if bales are light in order to make proper load weight (approx. 43,000 lb.).
4. If shipping bags of shoes/purses-belts/small toys put them on at the end of the trailer. Be careful not to exceed 45,000 lbs. load weight. Total gross weight should not exceed 78,000 lbs. so driver has room for fuel without being overweight.
5. Finish Bill of Lading and have driver sign for load. Give driver your contact phone number and ask for a return call with gross weight when they scale so you can see how accurate your weights are.

B. Loading Bric-a-Brac—475 lb. avg. gaylord containers

1. Place a stack of 2 containers in the nose of the trailer on the left side of trailer. Add up container weights as you go (use Load Sheet at the end of this document to keep track of your loading).
2. Turn second stack of 2 containers 1/4 turn and place beside first two containers.
3. Continue with this same pattern until trailer is full. **DO NOT ALTERNATE THIS PATTERN.** You should be able to get 52 containers on a 53' trailer.

Lee Crossland, Director of the New
Life Center

Muncie Mission Ministries Muncie,
Indiana

You will not be overweight with this load. Fully loaded trailer weight is approximately 24,000 lbs.

4. Remember to deduct 50 lbs. from your net load wt. for each container you place on the truck (i.e. 52 empty containers w/pallets 2,600 lbs.). This will give you your net product weight.
5. Finish Bill of Lading and have driver sign for load. Give driver your contact phone number and ask for a return call with gross weight when they scale so you can see how accurate your weights are.

C. Loading Cardboard or Sorted Office Paper (SOP) bales—900 to 1,100 lb. bales

1. Start with placing 3 horizontal stacked bales in the nose of the trailer on the right side. Then place 1 bale on end and slide it beside the 3 bales stacked up. Add up bale weights as you go (use Load Sheet at the end of this document to keep track of your loading).
2. Alternate this pattern until 43,000 lb. load weight is reached (45 to 47 cardboard, 39 to 41 SOP, depending on the weight of the bales).
3. Finish Bill of Lading and have driver sign for load. Give driver your contact phone number and ask for a return call with gross weight when they scale so you can see how accurate your weights are.

D. Loading Containers of Magazines, Books, or Shoes—Magazines 1,800 lb.; Books 1200 lb.; Shoes 475 lb. avg. per gaylord container

1. Place a stack of 2 containers in the nose of the trailer on the left side of trailer. Add up container weights as you go (use Load Sheet at the end of this document to keep track of your loading).
2. Place next stack of 2 containers beside the first 2 and continue to load trailer until 43,000 lb. load weight is reached (25 to 28 magazines, 42 to 44 books, 52 shoes, depending on the weight of the containers).
3. Remember to deduct 50 lbs. from your net load wt. for each container you place on the truck (52 empty containers w/pallets 2,600 lbs.). This will give you your net product weight.
4. Finish Bill of Lading and have driver sign for load. Give driver your contact phone number and ask for a return call with gross weight when they scale so you can see how accurate your weights are.

LOADING TIPS

Here are some things that you can do to make handling bales and loading trucks safer and easier. Inspect the product being loaded to make sure it is ready to be moved. Safety always comes first when operating a fork lift truck. Inspect the area you are going to be working in and remove any debris on the floor that could cause you to upset the load or tip the forklift over. When you are driving empty, drive with the tips of the forks angled slightly downward with 3-5 inches clearance off the floor. After going under product to be loaded, tilt the forks back so the product is leaning slightly toward the driver and doesn't fall forward off the forks. Adjust the forks as wide as possible to give you a more stable load. If your truck is fitted with a side shift option, center the load before moving. Make sure the route between where the product is stored and the truck being loaded is cleared wide enough to accommodate the product you are moving. Waxing forks using old pillar candles works well for

easier product removal if you have difficulty getting out from under the bales (especially in humid conditions). If possible, purchase a set of scales and retro-fit the forklift. This allows the bales to be weighed while they are being loaded. We utilize a LTS Scale Corporation* model #DR2100A that allows tracking an accumulated weight so you know exactly how much weight you have on the truck. It also allows for setting a tare weight if you are loading gaylords/toters.

*LTS Scale Company
1500 Enterprise Parkway
Twinsburg, OH 44087
Phone: (330) 425-3092
Fax: (330) 425-8905
Email: info@ltsscale.com
Website: <http://www.ltsscale.com/products/lifttruckscales.aspx>

BALING TIPS

Many times getting the bales out of the baler and stacked can be more challenging than the actual loading of the product. We have discovered a few tips that can make this easier, and help keep your work area clean and safe. Start the clothing bale with a blanket spread out to cover the bottom of the baler evenly. Then place 1-2 pieces of cardboard covering the blanket/bottom area of the baler (photo here). Close the door and secure before baling. Then fill with clothes until full. Putting a couple of extra presses toward the front of the baler will ensure you have a square bale to handle instead of a rounded one. Place cardboard pieces on top of clothes, then a blanket, and compress for the last time. It helps to picture your bale as a sandwich (Blanket + Cardboard + clothes + Cardboard + Blanket). This method allows your wires (6) to be wrapped around the bale without having to “dig out” the wires. Tighter bales can be achieved by feeding the wires through the bottom front loop end first, then feeding wire from the back of the baler toward the front. When wire loop clears the front edge of the bale, run the tail end of the wire through loop and pull upward on the wire until tight. Then place the toe of your shoe on the bottom of the bale where the wire comes out, pull wire

toward you, and then crimp down. Wrap wire tail down and around 5 times, then reverse direction wrapping 5 times. Then reverse direction again wrapping until out of wire. This will allow the wire to tighten down on itself if it tries to slip when pressure is released. If you have problems with the end of your bales “leaking” product, try what we call the 3 & 2 method. After ejecting bale, take 2 wires and place the loop end under the 3rd wire from the end (pry wire up with claw hammer). Run tail of wire through loop and wrap horizontally around long side of bale, running the wire under a couple of the wires. Place the tail end under the 2nd wire from the end, center wire on bale, and pull tight using claw end of hammer. Crimp wire back other direction and run tail back under the 3rd wire on the same side, far end of the bale and run tail under wire and crimp back the other way. Wrap tail around wire and repeat process going around the bale the other way, making a full, tight wire circle around the bale. Lubricate the sides of your baler between bales with a pillar candle by rubbing it on any areas that show wear to ensure bales come out smoothly without getting stuck. This is safer than using talc or baby powder as it doesn’t make the surrounding floor area slick.

PACKING BRIC-A-BRAC

Start by packing dishes/breakables in a box with a lid. Make a stack of these in the middle of the gaylord container on a pallet and fill in around the stack with less fragile items until container is full. Remove all rummage type pricing stickers from the merchandise. Shake container occasionally to allow product to settle, filling in empty spaces as you go. Try to cover the top box in the middle with merchandise. The more you protect the fragile items, the less breakage you will have. **DO NOT FILL ABOVE TOP OF CONTAINER.** Make sure the product has usable life left and is not broken. Do not put prepackaged food containers or fountain drink cups

in the box (i.e. butter bowls, Cool Whip containers, juice/milk jugs, etc.). Keep a close eye on what goes into the container. Smaller items like flatware, hair clips, small figurines, etc. should be contained with like items in a bag or a see-through plastic canister w/lid. Remember, this is not someplace to get rid of your trash. The idea is for the buyer to receive saleable merchandise. When you are finished, weigh container and store for shipment by stacking 2 high so they will be easy to load when you ship them out. Average container weight is around 475 lb. If your weight is less than 400 lb., try to work more product into the container.

EXAMPLE: LOAD INFORMATION AND TRACKING FORM

Person Submitting Form _____
(Name and Title)

Date Form Submitted: _____

(Name of Organization, Charity or Ministry)

(Your Street Address)

(City, State, Zip)

Deliver To: Whitehouse and Schapiro

Cargo: List Contents:

e.g. "1000 lb. Mixed rag bales, shoes, purses, etc.

Enter any pre-weighted amounts here.

NOTE: ANY CONTENTS AND WEIGHTS LISTED HERE MUST BE INCLUDED ON THE BILL OF LADING

PICKUP INFORMATION

(Check one) Container ___ Trailer ___ # _____

Weight Scale Tickets Attached: ___Yes ___No

Seal Number: _____

Date Load was picked up _____

Driver Name _____

Tractor No. _____

License Plate No _____



Lee Crossland is the Director of the New Life Center for Muncie Mission Ministries in Muncie, Indiana, where he lives with his wife, Penny, and together they have raised 3 children and are enjoying their 3 grandchildren. For the last 13 years, Lee has worked at improving processes that help generate operating funds for the Muncie Mission, a 92 bed rescue facility that helps meet the needs of the impoverished and destitute of East Central Indiana. Muncie Mission provides shelter and food services, rehabilitation programs, spiritually based counseling, education, and job skills. The Muncie Mission has a long-term relationship with Whitehouse & Schapiro and looks forward to many more years of working together to live up to the New Life Center's motto a "Where Everyone and Everything Deserves a Second Chanc

Loading A 40 Foot High Cube With 36 Bales For A Total Weight Of 42,000 Pound

1. It is important to have an experienced forklift driver as well as 2 helpers to load a Container this way. The helpers are often required to hold pressure on a bale to keep From falling over, while the driver gets another bale for loading. If no bales break in the container, loading can be done in 45 min. If a bale does break inside the container, I recommend Cleaning the busted bale out of the container. The space will be needed to complete the loading process. That is why I recommend having several large rolling carts on hand for this.
2. When loading begins, it does not matter what side you start on. There will be 7 rows, so you will not end up with an even number of rows. You will pick up 2 bales (these bales are 60"x60"x30") together and put them in the very front of the container pushed firmly against the side wall of the container (these 2 bales need to average 1250lbs each).
3. Next you will pick up a bale from the end (this bale is 60"x48"x30") and set it on top of the other 2 bales with it hanging off towards the empty space left between the first 2 bales and the opposite side wall (the 60" part of the bale will be front to back, and the 48" part will be left to right). You want this bale hanging off about 18" (or half the distance between the first 2 bales and the opposite side wall).
4. Next the forklift driver will need to back up (releasing the bale) at this time the bale will start leaning toward the empty spot. The driver should put the forks back under the bale and slowly lift up. The bale will flip on end and should fall into the empty spot. If the bale does not fall all the way to the floor, I recommend putting the forks back under the original 2 bales and lifting slightly up and down. This will allow the other bale to work itself down to the floor (this bale must be all the way to the floor to allow the next bale to slide on top of it).
5. Next you will pick up another bale that weighs 1050lbs the same way you did with the Bale #3. You will take it into the container and set it in the center of the container on the floor, back up and slide the forks back under the bale on the opposite side you are trying to flip the bale (this is where the 2 helpers come in very handy. You will need 1 helper on top of the first 2 bales waiting for bale #4 to be lifted up and ready to help guide it on top of bale #3. The other helper helps hold bale #4 against the wall as the forklift driver lifts the bale straight up just high enough to clear bale #3, then drives forward until Bale #4 is directly on top of bale #3).
6. The last step to completing Row 1 is picking up bale #5 (this bale is 60"x60"x30" and should average 1250lbs) and setting it directly on top of the first 2 bales.
7. You will repeat all of this 6 more times to end up with 7 rows. After each row is complete, you want to bump the previous bales with the next row to make sure all the rows are tight.
8. There will be approx. 3-4 feet left on the back of the container. You will pick up Bale #36 (this last bale should average 1250lbs) from the end and stand it up on the back of the container. Use the forklift to put some pressure on the bale pushing it against the other bales. Use a piece of baling wire to wire Bale #36 to the bales in front of it. Then back the forklift out of the way and this will tighten the wire.
9. You have just loaded 36 bales that should weigh 42,000lbs-42,500lbs.

Loading Sequence

42,000 POUNDS LOADED



PROPER LOADING TECHNIQUES

JEFF KELLY –SOUTHERN TEXTILE –HENDERSON TN

1. 60 inch proper fork length important to bale without alligator clamps.
2. For \$1000 get a 5x5-5000 lb. capacity floor scale with a digital display that reads in 1 lb. increments.
3. Clothes need to be baled tight and have blankets or burlap material as well as cardboard on the edges. 5 wires minimum tied around each bale. 6 wires are preferable.
4. Vertical balers can have 2 different hydraulic cylinders, 48 in. or 54 in. long. When choosing a baler, make sure it has a 54 in. cylinder. This baler makes tighter more compact bales and they load much easier than bales that have been baled by 48 in.
5. You can load 7 rows with 950 lb. bales in a 40' container and 6 rows with 1050-1100 lb.
6. You can load a consistent 43,000 lbs. in an overseas container.
7. You can load 43,000 lbs in a 53 foot trailer and stay below fully fueled maximum truck weight of 80,000 lbs. federal. maximum truck weight of 80,000 lbs. federal.

DEFINITION OF CREDENTIAL CLOTHING

Credential is collections of clothing that have been received directly from donors and have not been touched, other than to take out breakable items. Credential includes all types of products including SHOES, clothing, purses, belts, and linens; essentially anything from a home's clothing or linen closet that are original donations from donors' homes.

We purchase credential directly in the bags in which they were donated minus things like pots pans vases ornaments or other breakable items in the textiles. A typical load of credential is 38,000 – 42,000 pounds. We will work with you on loading techniques to get the load weight up to appropriate levels.

As credential can never have been on a thrift store shelf – these clothes should be free from any tags that would indicate that they have been on thrift store shelves or in garage sales etc. -

or other type of SECONDARY retail sale such as a flea market, or yard sale. Additionally, it also cannot have been on a retail store floor – or returned or rejected from a retail store.

PRODUCTS THAT ARE NOT CREDENTIAL

Credential is not uniforms of any kind – smocks – aprons – mill clothing – or other industrial cloth. Credential is not any type of industrial or commercial clothing. Credential should not be collected from places that have excess uniforms of any kind (be it a restaurant or a factory) or other places that have the same type of material to donate.

Additionally, credential does not include products that come from store returns – even if they are retail store returns. The product must come directly from donors homes, closets etc.