



## Packaging Information - General Purpose

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### Purpose:

The purpose of this manual is to standardize packaging procedures, materials, quantities and dimensions between Performance Pipe plants and define the functional group responsible for maintaining the manual, the control of information contained in the manual and the method of change for information contained in the manual.

### Scope:

All plastic pipe packaging related product information.

**Notes:** The manual provides standard packaging information. The actual packaging methods may be modified by information on the Shop Floor Paper or specific instructions on the sales order.

Many package dimensions in this manual are computer calculated, especially coil sizes. Thus, there may be slight variance from the stated dimensions from plant to plant. Each plant, however, must package like quantities per unit and truckload as stated.

Packaging methods for non-standard lengths and sizes may be developed at the manufacturing plant, using the information in this manual as a resource.

The packaging methods and materials presented in this manual are recommended procedures. They may be modified to adapt to local material handling capabilities; packaging materials costs, and package methods required to respond to customer requirements.

### Responsibilities:

The maintenance of information in this manual is the responsibility of the Hagerstown Plant Safety & Training Rep.

### Procedures:

The controlled copies of this manual are maintained in electronic data files.

Copies of information contained in this manual may be copied by employees for internal use only. These copies are considered "Un-Controlled". Only controlled copies of the manual are maintained.

A version of the Packaging Manual is maintained on the Performance Pipe Website for external customers and is considered a controlled version. The web version is the only format that is to be shared with outside customers.

### Method of Change:

Requests for changes to information in this manual are to be forwarded to the Hagerstown Plant Safety & Training Rep for review and handling. The request for changes should be made by using the Change Request Revision Form located in section C.10 of the Packaging Manual. All changes are to be approved by the Manufacturing Manager, Marketing and Sales Manager, and the EH&S Manager prior to implementation.