

Material Loading- Best Practices

Provided by:
Midwest Fiber Recycling



Overview:

Midwest Fiber is committed to helping our customers maximize dollars earned on recycled materials, and loading strategy plays an important role in this process. When trailers are loaded properly, companies incur the following benefits:

- **Maximized weight of material** provides the **highest returns** (minus the cost of transportation).
- Material is loaded in a way that makes unloading a relatively fast process, thus **decreasing the cost of time and labor**.
- Bales/gaylords are stacked in a secure manner that **contributes to the safety of workers** handling the material.
- **Decreased risk** of material/trailer damage.



**The maximum weight for any given load is 45,000 Lbs.*



All Bales

Preferable

1. **Alternate weight of bales**, and utilize all available trailer space. There should be at least **6 inches** from top of bales to the trailer roof.
2. **Last row of bales should be turned lengthwise** to prevent them from falling against the door during transit.



1

*Each bale should have a **minimum of 4 wires**, with 1 on each end, and 2 in the middle.



2



Trailer Door

Not Preferable

1. **Please Remove pallets from underneath bales** whenever possible. Pallets make bales difficult to stack, and top row of bales are too close to trailer roof.
2. **Please do not stack large bales on top of smaller bales.**
3. Don't place **1 horizontal bale** next to a stack of **3 bales**.



1



2

*Optimally, cardboard bales should not have steel banding, as that is not accepted at the mill.

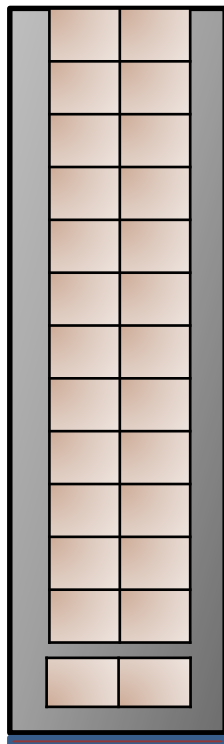


3



Load Pattern for Gaylord Boxes/ Non-baled Material

Top View



Trailer Door

- 1 A **53' ft.** trailer should hold **50 gaylords**. (**12 gaylords double-stacked on the left, and 12 double-stacked on the right, with two single-stacked by the trailer door.**)
- 2 There should be a **skid underneath** each gaylord. If skids are less than **48' by 40'**, then please don't stack to prevent boxes from falling.
- 3 Place **light-weight gaylords** on top of **heavy-weight gaylords**. Gaylords weighing **over 1,000 lbs.** should always be on the **bottom**.
- 4 **Fill gaylords full** to maximize the weight of each box, but do not overfill since they need to be stacked.

Yes



No



**If gaylord isn't structurally sound, fill with light material and place on top.*

**Please don't use damaged skids that could compromise the integrity of the load.*

Side View



Trailer Door



Mixed Loads- Preferable

HELPFUL TIPS

1. Place **heavy gaylords** on the bottom.
2. **Gaylords** should be loaded onto **skids** that are **structurally sound**.
3. **Carefully** load gaylords with material sticking out, since it could damage the trailer roof.
4. If material is not baled or placed in a gaylord, **use banding or stretch wrap to hold it together**. Make sure that banding is **tightly secured** around the material.
5. If your load consists of gaylords and bales, **always put bales on the bottom**.
6. The **last row** of material should be **single stacked**.
7. Always push material together to leave less space and **maximize weight**.



Refer to #3



Refer to #4



Refer to #5



Refer to #6

Disclaimer: If material in front of the trailer door consists of bales and gaylords, then this is another good loading technique.



Mixed Loads- Not Preferable



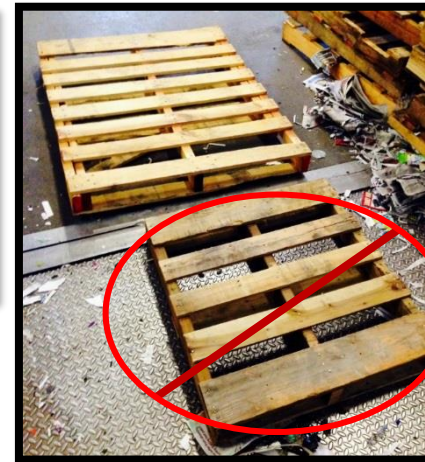
1. Do not overfill gaylord boxes, or you will have a problem stacking them.



2. Do not load bales on skids.



4. Do not place 1 bale or gaylord next to a stack of 3 bales.



3. If skids are less than 48' by 40', then please don't stack!



Background

Midwest Fiber Recycling is committed to maintaining a safe working environment for its employees and customers. This involves upholding Federal and State regulations pertaining to material handling and chemical awareness.

Managing procedures of safely recycling barrels, buckets, gaylords (with liners), totes, and drums that previously contained a hazardous chemical substance reduces the risk of employee exposure to harmful chemicals.

Container Recycling

Any container must be completely emptied before Midwest Fiber can recycle it.

Wastes included in this program fall under the (EPA), F, K, P, or U List of Wastes, or have one of the characteristics listed below, and must meet RCRA empty standards.

- ❖ Ignitability
- ❖ Corrosivity
- ❖ Reactivity
- ❖ Toxicity

Midwest Fiber also requires that any waste container that exhibits one of the four hazard characteristics (Ignitability, Corrosivity, Reactivity, and/or Toxicity) to be **TRIPLE RINSED**, or cleaned by another method proven to achieve equivalent removal. These containers need be labeled with “**This Container Has Been TRIPLE RINSED**” RCRA empty label.

RCRA Empty

Containers can only be considered empty and free of hazardous material if the following criteria are met:

- ❖ No more than **1 inch** of residue remains on the bottom of the container; or
- ❖ No more than **3%** by weight of the total capacity remains in the container less than or equal to **110 gallons** in size; or
- ❖ No more than **0.3%** by weight remains if the container is greater than **110 gallons** in size.
- ❖ Liners are removed.



RETURNS:

Midwest Fiber Recycling will start returning any containers that do not meet these guidelines. The inventory will be returned with a label indicating reason(s) for return, and additional charges pertaining to the return or proper disposal of the container will apply. Please see example:

*THIS ITEM IS BEING RETURNED TO YOUR
FACILITY*

MIDWEST FIBER RECYCLING
CANNOT PROCESS THIS ITEM.

PLEASE CONTACT

MIDWEST FIBER RECYCLING
WITH ANY QUESTIONS (309) 452-0064

Material & Explanation for Return: _____	

Date Received:	_____
Trailer Received on:	_____
Customer Received From:	_____
Material to Return:	
Date Received:	_____
Trailer Received on:	_____
Customer Received From:	_____

We encourage communication, so if you have any questions regarding this program, please contact your Account Manager for more details.

