

## **De-install Returns Packaging Material & Packing Instructions**

rev. 07/01/2014

**Scope:** Any returned material require that equipment be securely packaged to prevent transportation damage. Original packaging is not required, however every reasonable attempt must be made to ensure the returning product is delivered intact, does not damage the transportation vehicles and does not endanger personnel engaged in the movement of the products.

### **STK 9310 Family Libraries**

One set of below material per silo

10 – 48” x 96” pallets

20 – 48” x 96” corrugated pads

3 – Gaylord containers (triple wall, 1300 lb with pallet & lid)

1 – Banding kit

1 – 18” stretch wrap

Pack Robotic hand assy's, tape cartridge arrays, cabling and other small components in the Gaylord containers. Band and stretch wrap Gaylord to pallet for secure transport. Secure library walls, floor, ceiling panels, robotic arms and theta base to appropriate pallets with banding and stretch wrap.

**Note:** Robotic Hand Assy's no longer require packaging in ESD bubble wrap or individual boxes.

### **SL8500 Libraries**

One set of below material for each Library, with one expansion unit

10 – 58” x 41” pallets

25 – 48” x 48” corrugated pads

1 – Banding kit

3 – Gaylord containers (triple wall, 1300 lb with pallet & lid)

1 – 18” stretch wrap

Pack Robotic assy's, tape cartridge arrays, cabling and other small components in the Gaylord containers. Band and stretch wrap Gaylord to pallet for secure transport. Secure library base unit, walls, floor, ceiling panels to appropriate pallets with banding and stretch wrap.

**Note:** Robotic Assy's no longer require packaging in ESD bubble wrap or individual boxes.

For each additional Expansion unit

1 – 58” x 41” pallet

2 – Gaylord containers (triple wall, 1300 lb with pallet & lid)

**Smaller Tape Libraries (SL3000, Wolfcreek, Timberline), Controllers (9330, 9311, etc..)**

Any unit on wheels may be rolled into the truck, blanket wrapped and strapped to the sides with no other packaging required. All wheeled units to be secured with load locks in addition to side straps. **Any expansion units, doors, etc....should be securely banded to appropriate sized pallets.**

**Tape Drives**

**Please note:** Before ordering packaging material and packing Tape Drives, please check the current Targeted Product List. If the tape drives types being returned are on the current list, please follow the packaging process below. If they are not on this list, they will not be re-used and do not need such careful packaging, but can just be secured (banded/stretch wrapped) to a standard pallet without bubble wrap, padding or other protection.

Gaylord containers (triple wall, 1300 lbs with pallet & lid)

ESD bags (optional if available)

ESD Bubble wrap (**required**)

Stretch wrap or banding to secure Gaylord to pallet

Individually place each Tape Drive in an ESD bag if available & wrap each Tape Drive in ESD Bubble wrap (**required**). **Do not** use any non-ESD tape to secure the bubble wrap. Layer wrapped tape drives in sturdy corrugated box (on pallet) with ESD bubble wrap on bottom and between each layer of individually wrapped drives. Fill any open space with ESD bubble wrap so that Tape Drives are secure w/o lateral or vertical movement. Secure top on box and securely band with corner protectors or stretch wrap Gaylord to pallet. Clearly label outside of container with “**Tape Drives**”, and qty & part #.

Reference the table below to determine how many tape drives will fit in a 48” x 40” x 36” Gaylord box. This table assumes tape drives are mounted in the associated library drive tray.

<b>Drive Tray</b>	<b>Length</b>	<b>Width</b>	<b>Height</b>	<b>Approx Drives per Gaylord</b>
SL8500	33.5”	6.5”	4.5”	25
9310	19”	7.3”	4.4”	40
L700	18”	9.4”	5.5”	24
SL500	11.4”	9.8”	3.5”	54
SL3000	20.4”	6.7”	6.7”	32

## **Sun Server & HD Storage Products** (See examples in Service De-install Targeted Platform List)

Any wheeled unit (rack of servers, etc...) may be rolled into the truck, blanket wrapped and strapped to the sides with no other packaging required. All wheeled units to be secured with load locks in addition to side straps.

All other systems should be palletized for secure transport. Systems must fit within the dimensions of the pallet and must not extend beyond the outer edges of the pallet. This includes protruding rails.

Systems with **exposed components** or **open bays** should be wrapped in ESD plastic.

### **Materials Required;**

Standard pallet(s) – approx. 40” x 48” or Gaylord container(s)

Bubble Wrap, Foam or Cardboard

Cardboard or plastic corner protectors

Stretch wrap

Banding kit

- Larger pallets may be required for large whole systems. Product should not extend beyond outer edges of the pallets.

- Small whole systems (1u/2u, excluding disk arrays) may be stacked with bubble wrap, foam or cardboard separating layers, not to exceed 24” (61cm) in height. Cardboard or plastic corner protectors should be used, and the material should be banded or stretch wrapped securely to the pallet.
- Medium whole systems (3u/4u, including disk arrays) may be stacked with bubble wrap, foam or cardboard separating layers, not to exceed 2 layers. Cardboard or plastic corner protectors should be used, and the material should be banded or stretch wrapped securely to the pallet.
- Large whole systems (larger than 4u) may **not** be stacked. Cardboard or plastic corner protectors should be used, and the material should be banded or stretch wrapped securely to the pallet.
- Full rack sized systems with out wheels should be placed on appropriate sized pallet and secured with cardboard or plastic corner protectors and banding. Stretch wrap or blankets should cover the system. During transport, the palletized system should be strapped to the truck sides or secured with load locks to prevent tipping.