



Supplier Packaging and Labeling Standards - Lifecore Biomedical

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Purpose

To define packaging and labeling requirements to Lifecore Biomedical suppliers.
 All requirements and standards stated in this supplement pertain to those specific requirements of Lifecore Biomedical. Suppliers are responsible for shipping quality acceptable packaging and parts to the point of use. Supplier packaging must comply with the standards described in these guidelines.
 It is the user's responsibility to assure that only the latest revision of this standard is used.
 Note: All prior editions are obsolete and should not be used. Please direct any questions to:
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Scope

This standard applies to all materials shipped to all Lifecore Biomedical facilities and designated destination points.

Responsibilities

Who	Responsibility
Supplier	Ensure understanding and compliance of guidelines.
Lifecore Biomedical Supply Chain	Ensure that guidelines are appropriate and published revisions are up-to date. This document is contained at: http://www.lifecore.com/about-lifecore/suppliers

Definitions

Concept	Definition
SDS	Safety Data Sheet is a document produced in alignment with the UN's Globally Harmonized System of Classification and Labelling of Chemicals (GHS)
IATA	International Air Transport Association supports aviation with global standards for airline safety, security, efficiency and sustainability.
IMDG	The International Maritime Dangerous Goods ensures that goods transported through seaways are packaged in such a way that they can be safely transported.
ISPM 15	International Phytosanitary Measure developed by the International Plant Protection Convention (IPPC) that directly addresses the need to treat wood materials of a thickness greater than 6mm, used to ship products between countries.

General Statement

- The supplier is responsible for designing and assuring packaging is capable to adequately protect the product during transport and storage. Parts must arrive at Lifecore Biomedical or the designated delivery point without damage, rust/corrosion, or contamination. Additional measures should be assessed and taken to ensure preservation of product for shipments via ocean.
- Although packaging authorization may be required, such authorization does not relieve the supplier of their responsibility to ensure adequate packaging for proper delivery of parts.
- Packaging must be designed to assure ease of handling and part removal.
- Packaging shall not be a source of contamination. Barrier materials, (e.g. plastic bags), may be required.
- Only Lifecore Biomedical approved carriers should be used for shipping product unless other direction is provided from Lifecore Biomedical. Routing guides available at: <http://www.LifecoreBiomedical.com/en/about/Suppliers/Resources/index.htm>
- Shipments of chemicals must include a copy of the SDS and all HAZMAT shipments must be packaged and transported within the applicable requirements of IATA, IMDG, CFR title 49- Transportation

Corrugated Container Requirements

Expendable Containers: Corrugated (paper fiber board) packaging material must have strength to adequately withstand transportation and handling rigors from the supplier's shipping dock to Lifecore Biomedical's receiving docks. Double walled containers are preferred and have the following additional requirements and/or preferences:

- The use of metallic staples is prohibited
- Weight of package in corrugated container shall not exceed 70 lbs.
- Optimized use of space within container is desired to avoid excessive freight costs.
- Stacking exceptions must be noted on the pallet load such as "DO NOT STACK, STACK ONLY 2 HIGH," etc.
- Markings to fragility and vertical direction must be noted when necessary to avoid damage
- Fiberboard Corner Boards should be used as required to protect the pack
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- Do not use plastic peanut packing materials

Pallet Requirements

- Pallets constructed of plastic are preferred and wood pallet are acceptable only when requires below are met.
- Corrugated pallets may not be used.
- Pallet Style/Type
 - 40" x 48" GMA style pallets are preferred
 - Plastic (preferred)
 - Solid bottom deck is preferred.
 - All pallets shall be 4-way entry.
 - Pallets shall be capable of being conveyed by forklift, or pallet jack.
 - Stringers for pallets shall have a minimum height of 3½" (9cm).
 - Pallets must be configured to be able to lift without breaking with a forklift or pallet jack.
 - If Wood pallets must be used, in addition to the above requirements the following must be met.
 - All wood pallets shall conform to ISPM 15 Standards.
 - Wooden packaging shall be free of bark and pests in accordance with ISPM 15.
- Pallets must have minimum strength to withstand normal material handling and distribution. All pallets must be in usable condition. Pallets must have strength to support a stacked load. Material must never extend over the pallet edge.
- Lifecore Biomedical prefers polyester strapping material that is friction or heat welded rather than secured with a metal clip)
 - Non-Metallic Strap (Do NOT use metal banding)
 - Stretch Wrap or Shrink Wrap
 - When possible maximum weight per pallet should not exceed 2,000 Lbs. (909 Kg)

Mixed Loads

- Mixed loads should only be used when shipped quantities prevent full pallet loads for a single part number.
- A label indicating the pallet is comprised of a mixed load must be attached with specific part numbers and quantities contained in the mixed load.
- Heavier items must not be placed on top of lighter weight containers.
- The load must be balanced while keeping similar parts together.
- If the top layer of the load is uneven, a “DO NOT STACK” label must be posted on all 4 sides of the load.

Labeling Requirements

The quality of the information on labels is essential. Errors made because of label deficiency are serious in nature. Suppliers shall not include information relating to quality on shipping identification labels. If a deviation is required, the Lifecore Biomedical facility will communicate that to the supplier.

- General
 - Label Size: Minimum of 2.5 inches (63.5mm) high by 2.5 inches (63.5mm)
 - Label Quantity and Placement: Minimum 1 labels per Shipping Pack.
 - Label Color: White in color with black printing.
 - Adhesives: Adhesive types can be pressure sensitive or dry gummed as long as adherence to the package substrate is assured and application is wrinkle-free. Human Readable Zeroes (0) Show human readable zeroes (0) with a diagonal slash to differentiate them from alphabetic O's.
- Shipping/Parts I.D. Label
 - Supplier Item Number
 - Material Description
 - Quantity
 - Supplier lot number
 - Serial Number (if applicable)
 - Production date
 - Supplier Name and Address



Documentation Requirements

Suppliers must supply a packing list and a Bill of Lading for each shipment of product to Lifecore Biomedical facilities.

- Packing list must contain, at a minimum, the following documentation:
 - Ship to name: Lifecore Biomedical (unless otherwise directed)
 - Ship to address
 - Ship to attention
 - Lifecore Biomedical Purchase Order
 - Product Ship Date
 - Item numbers shipped
 - Part description in English
 - Quantity Shipped
 - Quantity listed on the packing list must be in the same unit of measure as the quantity on the purchase order.
 - Unit of measure
 - Net weight
 - Gross weight
 - Measurements (LxWxH)
 - Total pallets/pieces in shipment
- Bill of Lading
 - Must be legible with clear information reflecting similar guidelines as the packing list.
- Other documentation:
 - Other documentation such as quality certifications, SDS, conformance that are required to travel with the product must also be provided. It is the responsibility of the supplier to understand and comply with these requirements.
 - Commercial Invoice and other documents that are not to accompany the product but are necessary in the commercial transaction will be provided by the supplier to the appropriate Lifecore Biomedical personnel. See Import Guidelines available at: <http://www.lifecore.com/about-lifecore/suppliers>

References

N/A

