

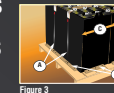
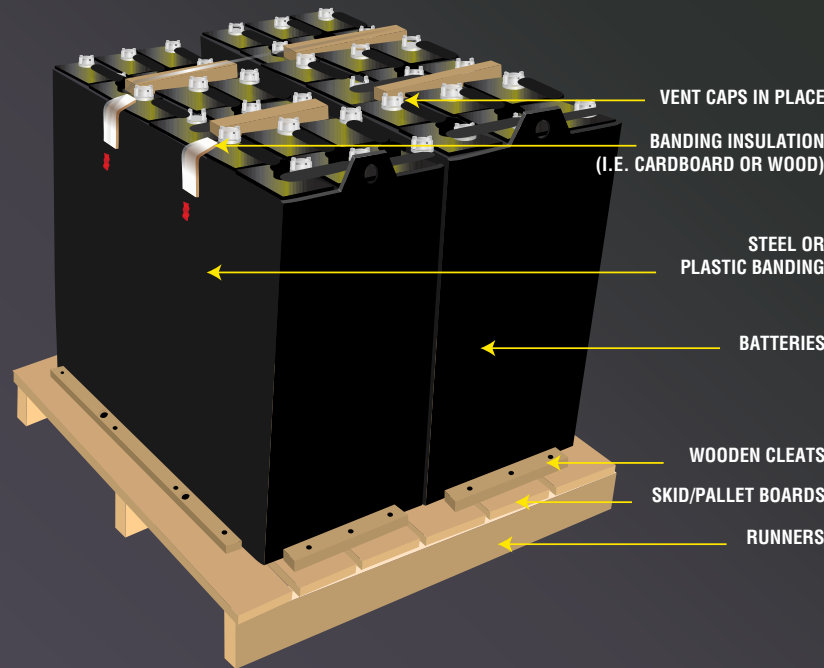
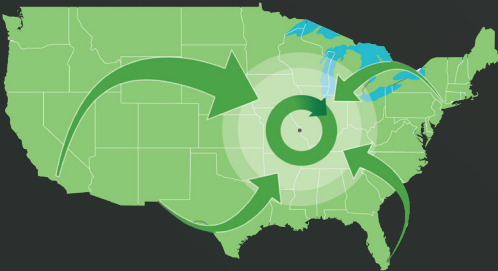
IMPORTANT HANDLING REQUIREMENTS

Before handling batteries please read and adhere to all of the following requirements:

- Handle all returned batteries with the same responsible care as new batteries
- Keep batteries upright at all times. Do not tip over on side or upside down
- Do not double stack cells or batteries on skid/pallet
- Terminals must be protected with non-conductive caps, tape or other insulating material (i.e. waffleboard, cardboard) to prevent shorting
- All vent caps must be in place
- Cells must be palletized using a skid/pallet.
- Cells must be banded with steel or plastic banding with a minimum of three horizontal bands and two vertical bands
- Metal banding CANNOT come in contact with the posts or terminals of the cells

SKID/PALLET SPECIFICATIONS

- Approved skid/pallet sizes: 48" x 44" or 48" x 40"
- Skid/pallet boards: 5/8 inch thick minimum
- Skid/pallet must be constructed with a minimum of three bottom runners
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- Skid/pallet must be sturdy and durable enough to handle the weight of battery load



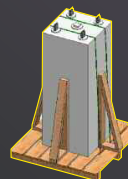
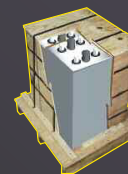
INSTRUCTIONS FOR PREPARING STEELCASE BATTERIES FOR SHIPMENT

- 1 See Skid/Pallet Specifications section.
- 2 Place all batteries upright and across the runners of the skid/pallet if possible.
- 3 Batteries must be free from leaks.
- 4 Multiple batteries can be banded together to consolidate a shipment to a standard skid/pallet size.
- 5 Adequate wooden cleats must be firmly nailed to the skid/pallet on all sides around the base of the battery(ies) perimeter to prevent the battery from sliding off the skid/pallet during transport.
- 6 Batteries must be banded with steel or plastic banding and adequate insulation.
- 7 Metal banding CANNOT come in contact with the posts or terminals of the battery.
- 8 Each battery should be secured to the skid/pallet by banding in one direction and wooden cleats nailed to skid/pallet on all four sides of the battery. Banding should be placed in the same direction as the runners of the skid/pallet. The banding should pass through the skid/pallet as close as possible to the base of the battery to keep the load from moving during transport.
- 9 Skid/pallets must be properly blocked, braced, or otherwise secured in the trailer to prevent shifting of the load during transport.

INSTRUCTIONS FOR PREPARING STEELCASE BATTERIES FOR SHIPMENT

Support bracing method

- ① Cells must be palletized using a skid/pallet. Cells must be upright and secured with wooden cleats on skid/pallet.
- ② Adequate reinforcement (i.e. plywood) must be placed on the top and sides of the cells to prevent shorting, cutting or distortion.
- ③ Cells must be banded with steel or plastic banding with a minimum of three horizontal bands and two vertical bands. Metal banding CANNOT come in contact with the posts or terminals of the cells.



Alternative support bracing method: Single cell instruction

- ① Use gusset support bracing on all four sides.

Support bracing method: Single cell instruction

- ① Cells must be upright and secured with wooden cleats on skid/pallet.
- ② Adequate reinforcement (i.e. plywood) must be placed on the top and sides of the cells to prevent shorting, cutting or distortion.



Alternative support bracing method: Multiple cell instruction

- ① Cells must be upright and secured with wooden cleats on skid/pallet.
- ② Stretch wrap may be used for extra support.

