



Gaylord Box Orientation

Gaylord Boxes > Basic
Info > Storage > Handling





What are Gaylord Boxes?



GB's Explained:

Gaylord boxes are 2-3 walled large cardboard container that holds your product in one box for shipping. They fit on a standard shipping pallet and you can combine several small shipments into one making for very cost-effective shipping.

*Gaylords vary in weight capacity, with some D containers holding up to 1,200 pounds, while others can handle more or less. Standard pallet boxes measuring 48 inches by 40 inches by 36 inches may have weight capacities ranging from 4,000 to 5,000 pounds.



Gaylord Boxes.

[Continued]

GB's Continued:

Gaylord boxes are used in many industries from Produce to various retail outlets. The 2 or 3 wall design allow for maximum durability.

Basic Dimension of GB's used in our Program.

Standard Gaylord: The standard and most popular Gaylord box size measures 48 inches by 40 inches by 36 inches. Another typical size is the 40-inch by 40-inch by 40-inch Gaylord. This size lets the pallet container rest on standard 40-inch by 40-inch pallets or on larger 48-inch by 40-inch pallets.

Our Program preferred size is 47x38x50.

INSIDE DIMENSIONS

L x W x H



How do we utilize Gaylord Boxes?



Gaylord Boxes will help us maximize our material storage capacities and efforts.

Due to their volume capacity, we have established functional usage and application of GB's for our Program Material housing and storage solutions.

This allows for material to be aggregated into one universal vessel - that allows us to contain materials not only upfront during on the ground operations but also allowing for ease of transloading and shipment to our partners.



How do we lay out Pallets inside our Units?

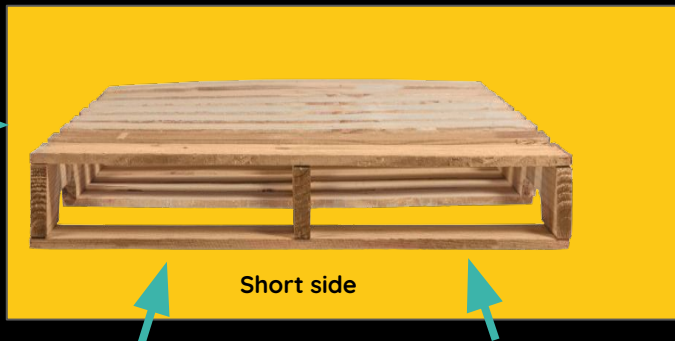
Pallets should be laid down on the ground in a liner uniform manner. The openings should face the door, so that pallet jacks can easily access the full pallet - allowing for quick mobility.

Pallets should be:

- a. 6 inches from the unit walls.
- b. In typical unit you should be able to place 3 - 4 pallets from the rear wall to the front on the unit. Typically we set-up in the left side first then work our way to the right side. The right side should mirror the left.
- c. When mirroring the opposite side there should be between 1.5 to 2 feet of space between the left and right rows of pallets.

Key That pallets face toward the opening with the "rectangular notches" facing forward.

Gaylord Boxes and pallets are key to our material movement effectiveness. Below is a diagram depicting the proper way to set up pallets. [Expanded Diagram also include on Next page].



When Pallet and Gaylords are stored correctly in units.



Pallet and Gaylord setup should mirror each other on both the left and right sides of the unit. It is suggested that you beginning set up begin to store materials from the front working your way towards the back of the storage.

Leave about 2 feet of space between pallets [for left and ride side unit usage].

Fill bags from the front of the storage unit to the back. Fill up front bags FIRST.

Try to keep bag centered on top of the pallet as much as possible.

1-2 ft.

Place "long side of pallets as close as possible to side walls. This allows for the "short side" of the paler to be exposed for easy access during shipping.

Short side of pallet

Make sure openings for pallets are placed facing storage door.





On-site Gaylord Box Set-Up.

(Non-Flap Top : Separate Lid)

We utilize storage units to house our collected material, for a short term period, until capacities allow for shipment to compost partners.

Storage Unit Materials:

A] Pallets B] Gaylord Boxes C] Lids D] Shipping Tape

Storage Unit Capacities: [with pallets and Gaylord Boxes organized correctly, 8-10 pallets for a typical 10 x 20 unit.



Below are direction for setting up pallet and 'Separate Lid' Gaylord Boxes' inside units, prior to use, during operation use, and preparation for future use.

Initial Set-Up: Pallets & Gaylord Boxes Inside Unit:

1. **Pallet Staging:** In a Unit, make sure they are approximately six inches from side and back walls and an approximate two-foot aisle between Gaylord Boxes down the center of the unit so that drivers have room to walk past to unload bags into boxes - as they pass the already-filled Gaylord Boxes. Pallets **MUST** be oriented correctly or the shipper will not be able to insert the forks into the pallet to lift the pallets out to ship them. If you place them improperly, we won't be able to ship them.



- a. **Wooden Pallets are 48x40"** - Pallets should be laid out with the short side (40") facing towards the doorway.
- b. **Long sides of the pallets should be facing towards the wall [parallel to the wall] of the storage unit.**

2. **Prepping Gaylord boxes:** Gaylord Boxes will arrive usually in a uniform stack - as these are folded and not constructed for shipment. To set up, locate Gaylord Box inside unit, unfold and erect the walls of the box, making sure the center flaps are secure.

3. Place Gaylord Box on top of pallets [that were set up during 'pallet staging' and repeat process for future material storage.

4. **Filling Gaylord Boxes with materials:** When filling the GB's be sure to fill from the center of the box working your way out towards the walls in a uniform manner, this will help to ensure maximizing material volumes as we disperse material evenly throughout.

5. **Box Full? Seal it Up:** Our Gaylord Boxes are accompanied by form fitting lids. You may need to construct these as well. But, once they are ready to go, place on top of Gaylord box, making sure all materials are secure to allow for easy application of lid. Place lid over the top, then seal off the lid by using the Shipping Tape and tapping off all sides to the main structure of the Gaylord Box - this secures lid during shipment.

6. Repeat process for future material storage.



On-site Gaylord Box Set-Up

(Flap Top)
[Inside Storage Units | Materials]

We utilize storage units to house our collected material, for a short term period, until capacities allow for shipment to compost partners.

Storage Unit Materials:

A] Pallets B] Gaylord Boxes C] Shipping Tape

Storage Unit Capacities: [with pallets and Gaylord Boxes organized correctly, 8-10 pallets for a typical 10 x 20 unit.



Below are direction for setting up pallet and 'Flip Top' Gaylord Boxes' inside units, prior to use, during operation use, and preparation for future use.

Initial Set-Up: Pallets & Gaylord Boxes Inside Unit:

1. **Pallet Staging:** In a Unit, make sure they are approximately six inches from side and back walls and an approximate two-foot aisle between Gaylord Boxes down the center of the unit so that drivers have room to walk past to unload bags into boxes - as they pass already-filled Gaylord Boxes. Pallets MUST be oriented correctly or the shipper will not be able to insert the forks into the pallet to lift the pallets out to ship them. If you place them improperly, we won't be able to ship them.
 - a. **Wooden Pallets are 48x40"** - Pallets should be laid out with the short side (40") facing towards the doorway.
 - b. **Long sides of the pallets should be facing towards the wall [parallel to the wall] of the storage unit.**



2. **Prepping FlapTop Gaylord boxes:** Gaylord Boxes will arrive usually in a uniform stack - as these are folded and not constructed for shipment. To set up, locate Gaylord Box inside unit.

a. These Boxes are like typical cardboard boxes that we have all used, just this is a larger scale. Important note: when a driver/contractor sets up these boxes the flaps CANNOT be inside the box. Unfold and erect the walls of the box, making sure the center flaps are secure at the bottom of the box. Make sure that the top flaps are not tucked into the inside of the box - so please be sure that top flaps are outside of the box during material loading.

3. Place Gaylord Box on top of pallets [that were set up during 'pallet staging' and repeat process for future material storage.

4. **Filling Gaylord Boxes with materials:** When filling the GB's be sure to fill from the center of the box working your way out towards the walls in a uniform manner, this will help to ensure maximizing material volumes as we disperse material evenly throughout. **Make sure that the top flaps are not tucked into the inside of the box - so please be sure that top flaps are outside of the box during material loading.**

5. **Box Full? Seal it Up:** Flap Top Gaylord boxes once full, **NEED TO BE TAPED SHUT** - meaning that like a normal box, you need to make sure the flaps are outside of the box, you close the flaps towards the center of the box, and then tape them shut appropriately. Several times if necessary to ensure they are secured for shipment..

6. Repeat process for future material storage.



Inside Look:

What a properly set up unit
should look like.



Below are images of what a proper Gaylord Box unit location looks like when set-up correctly.

Pallets have been placed and spaced correctly from the sides of the walls, as well pallets have been placed the proper way on the ground to aid in shipping. Lids have been placed and tapped down to the Gaylord boxes to ensure secure packages during transload.





Material Loading Gaylord Boxes:

Maximizing space inside the GB.



Below are images of what a proper Gaylord Box unit location looks like when set-up correctly

Loading these boxes properly is key not only to the box integrity but also to maximising the amount of materials we store within them.

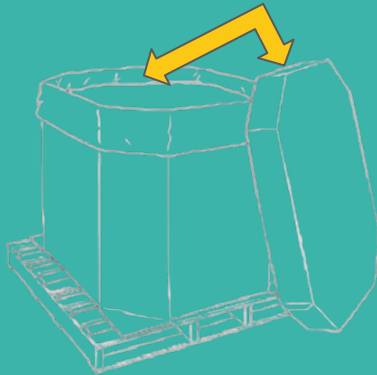
1. When loading be sure to start in the center of the box working out way out towards the walls - filling in gaps to make sure we use our space effectively. This will allow for some uniformity as well help maximize volumes.
2. Working our way from the center out allows for us to also cater to the integrity of the walls of the Gaylord Box - not compromising the structure or shape - this aids during final stages when we want to close up and seal the Gaylord Box for shipment.





Full GB's - sealing and prep for Shipment:

Gaylord almost full? Here's what to do.



Gaylord Box close to full? - Take these next steps to ensure GB is ready for shipment.

A] Locate Gaylord Box lid - should be house, organized, and stored inside the unit. *Construct lid - if not fully built - as it may not be constructed properly due to storage organization and space

limitations•

B] Place lid over the top of the GB, and secure in place.

C] With use of Shipping/Package tape - be sure to tape down every end of the box, to ensure lid is secured during shipment.

Additional Support

Reference your Driver/Ops Manager, if
you have additional questions.



Operations | Contract Driver Manager

Operations Teams are well versed in our Program Methodologies. They are the first line of contact, if need be please pursue the Program Management Team for additional assistance.