Package and label non-hazardous materials cargo

Label your shipment

Follow the tips below to ensure the transportation service provider knows where to deliver your shipment even if it gets separated or misplaced.

<table>
<thead>
<tr>
<th>When shipping</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>individual boxes or pieces</td>
<td>label each box</td>
</tr>
<tr>
<td>less than a truckload or less than a container load</td>
<td>label all the individual pallets</td>
</tr>
<tr>
<td>a full container</td>
<td>label at least one pallet</td>
</tr>
</tbody>
</table>

Box your cargo

Optimize your packaging to save money and improve sustainability by making sure:

- Box or container is the correct size for the cargo.
- Packing materials are environmentally friendly.
- Packing materials add as little weight as possible.
- The container is properly sealed.

The FAR requires federal agencies to purchase biobased products for packing materials. From the USDA BioPreferred® Catalog, select Films and Packaging > Product Packaging to see a list of items that satisfy mandatory federal purchasing requirements.

Palletize your cargo

- Place your boxes or containers on a wooden or plastic pallet.
- Place heavier boxes on the bottom and lighter boxes on top.
- Secure the boxes together by enclosing them in shrink wrap.
- Secure the wrapped boxes to the pallet with straps or shrink wrap.
- Place cardboard on top of the bottom pallet when stacking one pallet on top of another.
Other things to consider

- The TSP may charge you for the actual weight or the dimensional weight. Check your agreement, contract, tariff, or TOS to see if dimensional weight may apply.

- If improperly packaged cargo causes damage to TSP or other shipper property, your agency could be held responsible for the damage.

- If your cargo contains hazardous materials, check with your TSP to find out if they will accept hazardous materials shipments and, if so, their additional requirements. Check whether it’s HAZMAT: https://www.transportation.gov/check-box/check-box-it-hazmat