

TECHNICAL BULLETIN



DURA-LINE REEL SHIPPING DISASSEMBLY AND RETURN PROCEDURE

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1.0 GENERAL INFORMATION

- 1.1** This Technical Bulletin is designed to provide customers of Dura-Line with proper handling, reel disassembly, packaging, and return guidelines. Empty reels can take up significant customer storage space, and promptly returned reels generate credits to the customers' account. It is recommended that personal protective equipment be worn during any work with or around reels, including protective gloves, safety glasses, and steel-toe boots. Empty reels can weigh over 300 lbs., and reels full of duct may cause serious injury if handled incorrectly. It is recommended that workers familiar with basic reel handling procedures be used for stripping and disassembling reels (Figure 1).



Figure 1

- 1.2** Prior to disassembly or return of any reel, remove surplus product left on the reel. Store unused duct in hand coils for future use, or cut up and discard in the appropriate recycling bin. Technical Bulletin DCEB-07004 provides additional information on HDPE recycling. It is not necessary to remove unused conduit product when returning assembled reels. It is recommended that all reels should be chocked or blocked to prevent accidental movement during shipping.
- 1.3** Dura-Line's reels are clearly marked with a placard, which is attached to one of the reel flanges. Information such as job information, duct size and type, manufacturing and purchase order data can be found on the placard.

Reels accepted for returns may have Dura-Line, A-D Technologies, or Arnco on the placard (Figure 2).



Figure 2

2.0 SHIPPING AND HANDLING RECOMMENDATIONS

- 2.1** Dura-Line conduit reels should be handled by experienced personnel due to the potential for damage or even injury by inexperienced handlers. Some of the reels shipped from Dura-Line manufacturing and distribution facilities can weigh several thousands of pounds, creating a hazard every time these reels are moved. It is recommended that any persons involved should wear steel toe footwear, and that reels be immediately chocked or blocked after movement.
- 2.2** Forklifts should cradle the reel from below and make contact with both reel sides, avoiding any contact with the conduit itself. The weight of a reel of product can

crush the duct between the reel and the fork, damaging the duct and potentially making an unstable situation, whereby the reel could topple from the forks. (Figure 3)



Figure 3

- 2.3** Dura-Line recommends ordering reels by the truckload when possible, to minimize the unnecessary handling aspect. Full truckloads are loaded and inspected before leaving a facility by Dura-Line trained personnel; to help ensure proper loading and that secure tie-downs have been installed by the shippers. Less than truckloads (LTL) are not preferred due to the possibility of increased need for reel handling. Reels are best loaded and unloaded from flatbeds, for safety and security reasons. Enclosed trucks do not provide the necessary access to the reel flanges for lifting, as well as flat bed trailers do. LTL truckloads may also result in the reels of conduit being shipped to a central facility for unloading, sorting, and reloading, which increases the potential for damaged product. (Figure 4)

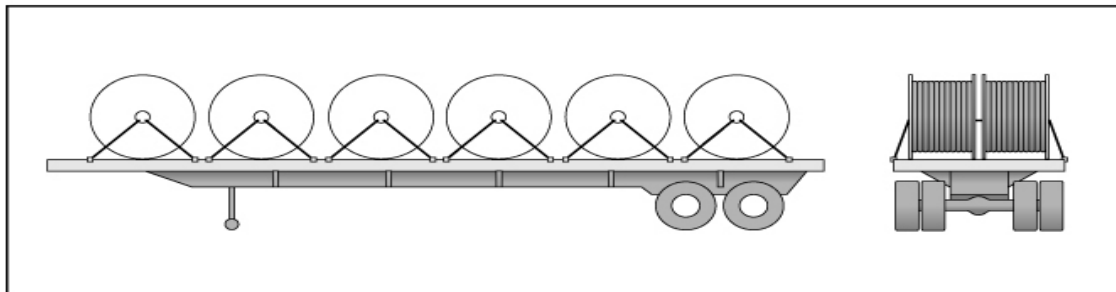


Figure 4

3.0 DISASSEMBLY AND RETURN PROCEDURES

- 3.1** Proper identification of a Dura-Line reel will help ensure return credit is given. Credit may not be given for reels manufactured by other companies, as they may not be compatible with our equipment or standards. Besides the reel identifications outlined in Section 1.3, reel construction design can help identify the reels scheduled for return.
- 3.2** Reels that measure smaller than 102" and larger than 78" will have 8-spoke construction, while reels larger than 102" will have 10 spokes (Figure 5). Reels measuring 42" or 50" will have 6-spoke construction. Three reel diameters, 66", 72", and 78" have either seven or eight spoke construction.



Figure 5

Reels must be returned in good condition so they can be reused. Bent or flattened flanges, spokes, broken staves, warping, cracked welds, or other damage will disqualify a reel from receiving credit (Figures 6-9). Reels will be inspected at the receiving plant for ownership and reuse condition.

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Figure 6



Figure 7



Figure 8



Figure 9

- 3.3** Returned reels may be shipped either fully assembled or broken down. If broken down, reel flanges and staves should be banded to pallets for shipment and to facilitate loading and off-loading. Contact a local sales representative or Dura-Line Reel Return Coordinator regarding freight terms for steel reel returns. A Return Authorization (RA) is required for all reel returns. Contact information is found in Section 4.0. A reel disposal fee will be charged to customers if reels are returned to Dura-Line, which are not suitable for reuse.
- 3.4** Personnel responsible for reel disassembly should be capable of heavy lifting including overhead work. Tool requirements are minimal, but should be in good working order for efficient operation. It is recommended that reel disassembly be conducted by a minimum of two workers.
- 3.5** To begin disassembly, turn the reel on its side in an area that is clear of obstructions. Remove each nut and bolt which connects the top flange to the

staves. Lift the flange clear from the remaining reel assembly, and place onto a pallet.

- 3.6 Unbolt the staves (crossbars) from the bottom flange, and place onto a separate pallet. Staves can be placed onto the pallet side by side in a row, and the next row turned 90⁰ relative to the first layer. Limit each pallet to 72 staves. Pallets should always be loaded flat, and not with the flanges in an upright position.
- 3.7 Once the pallet of staves has been stacked, the entire pallet should be banded and shrink-wrapped to protect the bars during shipment. It is recommended to band each pallet with 3 bands, one vertical and two horizontal, through the middle of the pallet.
- 3.8 Flanges should be stacked no more than 30 high according to size, with the smaller flanges progressively toward the top of the stack. The flanges should be banded in 4 locations around the perimeter. The total reels that can be shipped during each truckload will vary, depending on the truck size and reel diameters. Reel disassembly prior to returning for credit can save considerably in shipping, storage, and handling costs.

4.0 CONTACT INFORMATION

- 4.1 Reel Return Coordinator
1-800-847-7661 or Fax 1-865-223-5085
- 4.2 Web: www.duraline.com
- 4.3 Email: reelreturn@duraline.com
- 4.4 For further information on Reel Returns, contact our Reel Return Coordinator who can arrange for a Field Support Engineer to contact you directly.
- 4.5 Dura-Line has a library of Technical Bulletins that are for use by our customers and their placing crews.