



A practical guide for UPS Worldwide Express Freight™ shipment preparation

When your international freight can't wait

UPS Worldwide Express Freight is for palletized shipments over 150 pounds. Palletizing freight helps multiple-piece shipments remain together, and provides increased protection from damage. Each pallet, including its contents, is considered one piece. Dangerous goods are accepted*, although a separate contract is required. UPS Worldwide Express Freight shipments must be palletized, stackable, able to be lifted by forklift and shrink-wrapped or banded to the pallet.

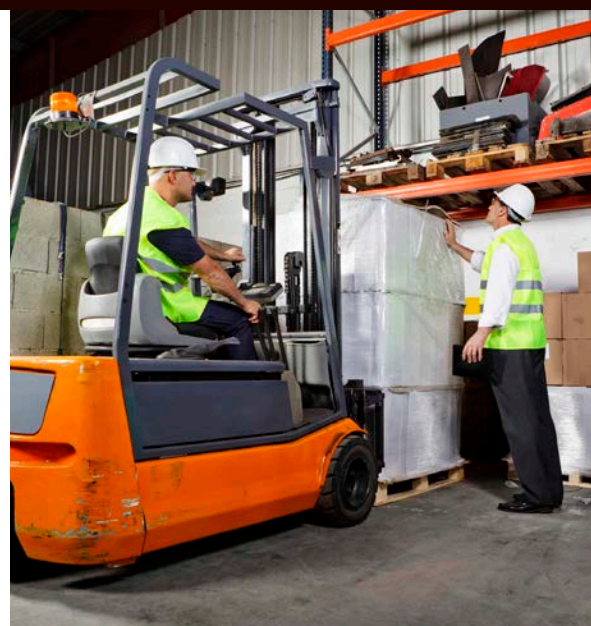
Size and weight requirements

UPS Worldwide Express Freight has maximum weight and size limits that vary by lane. Each pallet must be within the maximum weight and size dimensions for both the origin and destination locations. Refer to www.ups.com/palletmaximums for details. Please note that pre-authorization is required for all UPS Worldwide Express Freight shipments over 4,400 pounds.

Customs Clearance

UPS Brokerage Services help speed up the movement of your goods by providing guidance on the proper information to furnish to Customs to obtain timely clearance. To reduce the risk of delay, here are the most common Customs documents required for UPS Worldwide Express Freight shipments:

- Power of Attorney
- Continuous Bond or Single-Entry Bond
- Electronic Export Information / Shipper Export Declaration
- Federal Tax ID or Customs Registration Number
- Certificate of Origin
- NAFTA Certificate of Origin (shipments between CA, MX, PR, US)
- Commercial Invoice: Provide a complete and detailed commodity description on the invoice (what the goods are, materials they are made of and their intended use)



Scheduling a pickup or drop-off

Scheduling a pickup or drop-off is required for all UPS Worldwide Express Freight shipments. It can be done through WorldShip™, UPS Internet Shipping, UPS CampusShip™, a UPS Ready™ solution, UPS Developer Kit Application Programming Interfaces, ups.com® or by calling 1-800-782-7892.

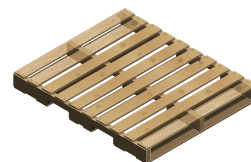
* Not available in all countries. For more information, go to the "UPS Guide for Shipping Ground and Air Hazardous Materials" at ups.com.

The following are step-by-step instructions for palletizing your shipment for UPS Worldwide Express Freight

1. Select Pallets

- Choose a pallet large enough to prevent overhang of shipment pieces
- Pallet must be sturdy enough to support the load
 - Select a pallet with closely spaced pallet deck boards
 - Never exceed the rated capacity of your pallet
- Do not select a pallet with broken boards or protruding nail heads
- A pallet with four-way forklift entries is preferred for improved handling and damage reduction

Note: All wood pallets are required to be treated by International Standards For Phytosanitary Measures Regulation Number 15 (ISPM 15). Once certified, the materials must be stamped **clearly and permanently** with an International Plant Protection Convention (IPPC) mark. Please refer to pages 3 and 4 for guidelines on markings, U.S. Customs regulations, exemptions and other useful information.



2. Stack Boxes on Pallet

For shipments that contain boxes or stackable pieces:

- Ensure cartons are of proper strength to withstand stacking
- Securely close, staple and/or seal cartons
- Protect contents from internal vibration with proper amounts of dunnage within cartons; no void areas/spaces between contents or on top of carton
- Remove old labels from shipping cartons and contents
- Align boxes in columns, corner to corner, for the greatest stacking strength
- Avoid interlocking or rotating layer patterns
- Do not align corners over the spaces between pallet deck boards
- Boxes should not extend past the pallet edges
- Do not pyramid the boxes; keep the top layer flat to minimize the risk of loss or damage
- Cover the top layer with clear plastic to protect the shipment from inclement weather



3. Secure Shipment to Pallet

- Use a minimum of 60-gauge stretch wrap, five revolutions recommended, extending to bottom of pallet and across top, to prevent shifting
- To ensure stability, corner boards and banding are recommended
- Use three-way-locking, nailed corners (not staples) on crates; angle board must extend from the deck board to the top of the pallet load
- Insert layers of cardboard between layers of freight to absorb vibration; distribute the weight evenly
- Strap individual pieces over 150 pounds to the pallet with either heavy-duty metal strapping or unbreakable plastic straps applied around the box; or skid freight on all sides for shipments to and from the US



4. Label Shipment

- Apply labels to each side, and on top, of every pallet in the shipment. Each label should have telephone numbers and complete address information, including postal code of the shipper and the consignee
- If using a UPS Worldwide Services Waybill, use one per shipment
 - Packages within the pallet do not require an address label or UPS Worldwide Services Tracking Label
- If using a UPS Worldwide Services Waybill for a multiple-pallet shipment to the same recipient, only the lead pallet requires a waybill
 - Each additional pallet must have an address label and a UPS Worldwide Services Tracking Label
- Detailed preparation instructions are printed on the reverse side of the waybill
- To request a UPS Worldwide Services Waybill, visit "Order Supplies" from the left ups.com homepage



Wood Packaging Material Regulations and ISPM Guidelines

Wood packaging material (WPM) used for transporting or packaging goods for export or import must be treated in accordance with 7CFR319.40-3(b). Tendered international cargo must be audited to ensure compliant wood packaging material. International shipments built on non-compliant material may be refused at tender.

Types of WPM

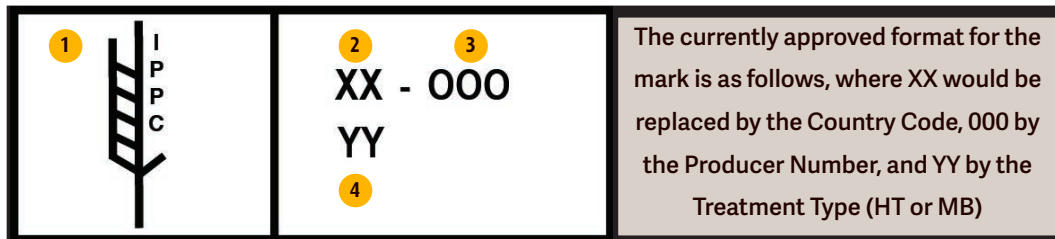
Wooden packaging materials such as pallets, crates, boxes and pieces of wood used to support or brace a shipment are currently referred to as solid wood packaging material (SWPM). These are further defined as: Wood packaging materials other than loose wood packing materials; used with shipments to prevent damage, including, but not limited to dunnage, crating, pallets, packing blocks, drums, cases and skids.

International Standards for Phytosanitary Measures (ISPM15): Treatment Options

- Heat treatment (HT) - WPM must be heat-treated to achieve a minimum wood core temperature of 56°C for a minimum of 30 minutes; or fumigation with methyl bromide
- Fumigation (MB) - The WPM must be fumigated with methyl bromide in an enclosed area for at least 16 hours at the regulated dosage, and then must be aerated to reduce the concentration of fumigant below hazardous exposure levels

Markings

The mark must be approved by the International Plant Protection Convention in its International Standards for Phytosanitary Measures (ISPM) to certify that the WPM has been subjected to an approved measure. In addition, the wood packaging material must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent mark that indicates that the article meets the requirements of this paragraph. All compliant WPM must be marked with the following stamp:



The mark must include the following:

1. A unique graphic symbol
2. The ISO two-letter country code for the country that produced the WPM
3. A unique number assigned by the national plant protection agency of that country to the producer of the WPM
4. An abbreviation disclosing the type of treatment (e.g., HT for heat treatment or MB for methyl bromide fumigation)



Acceptable markings
(legible, permanent)



Unacceptable markings
(illegible)

Wood Packaging Material Regulations and ISPM Guidelines (cont'd)

Bracing and Shoring

Wooden pieces utilized for bracing and shoring are also subject to these marking requirements. In the example pictured to the right, while the majority of the container is made from exempt manufactured wood material, the "feet" are made of solid wood; therefore, require the appropriate marking.



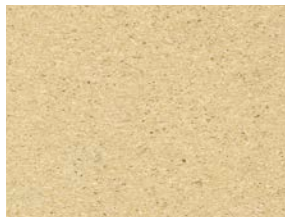
Exemptions

The following are wood packaging materials (WPM) that are exempted from the marking requirement:

- WPM made entirely of manufactured wood material (e.g. particle board, plywood, oriented strand board)
- Wine and whiskey barrels
- WPM made entirely of thin pieces of wood, (6mm thickness or less) are exempted from the treatment and marking requirements



Plywood



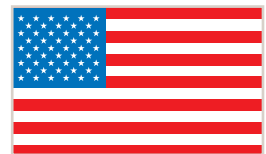
Particle Board



Oriented Strand Board (OSB)

U.S. Customs Regulations

- US Customs requires ALL WPM to be stamped for heat or fumigation treatment (pallets should be stamped on two opposite sides)
- Paper will no longer be accepted <http://www.aphis.usda.gov/ppq/wpm/import.html>
- If WPM is unmarked, it is considered to be untreated and non-compliant
 - The regulation allows for immediate exportation of non-compliant WPM
 - It does not allow for fumigation or any alternative disposal methods
- Work completed by the Customs Officer and any cost associated with destroying the wood will be the responsibility of the importer



The content of this guide is for general informational purposes only. It does not constitute legal advice. Shippers are responsible for complying with all applicable laws, regulations, and other standards. UPS makes no warranty that the information above is accurate or complete.

**For more information, contact your
UPS account manager, call 1-800-782-7892
or visit [ups.com/worldwideexpressfreight](https://www.ups.com/worldwideexpressfreight)**

