

Manufacturer's Memo

June 27, 2008

Subject: Transporting Cable Reels

Notice: Improperly transporting cable reels may cause serious damage to the cables.

PCA Packaged Cable Reels

To ensure that our copper and fiber optic cable products make it safely to their destinations, PCA packages its cable reels to withstand the rigors of shipping. With limited exceptions, reels are placed on appropriate sized pallets and secured to them with metal banding. This method of packaging ensures that the reels are not stacked, placed on their side or allowed to roll freely. PCA employs this method of packaging to minimize the potential for damage from transportation. When damage does occur, it is most often the result being struck or pinched by the forks of a forklift.



Palletized reel ready for shipping

Once the cable is in transit, it is then the shipping company's responsibility to protect it along its route. If a cable product is delivered damaged, PCA asks to be notified immediately so that we can assist in resolving the issue. PCA works closely with its shipping partners to make sure the product is shipped properly and arrives undamaged. However, in the event of an incident, we will work with you to resolve the matter. We also need to be aware of the situation in the event we need to make and ship replacement cable.

Carefully Inspect All Cable Shipments

Since PCA has no recourse with the shipping company once the recipient of the cable has accepted it, carefully inspect all cable products being delivered for any sign of damage. Inspect for torn cable wraps (paper or plastic). If the wrap is damaged, remove the wrap and inspect the cable.

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With the exception of a few smaller reel products, all cable reels should be shipped standing up, with both flanges in the vertical position. Cable reels should never be shipped or stored on their side. Shipping or storing on its side can cause the cable to drop down the spool and become tangled when being dispensed. PCA places a highly visible sticker on each reel to inform handlers that the product should remain upright at all times.



Orientation Label affixed to protective wrap of cable reel

PCA also ships its cable reels with a protective wrap that covers the cables. Removal of this protective covering may be necessary to inspect for damage. Please inform PCA immediately if the cable arrives in a manner inconsistent with this document. Since PCA reserves the right to deny the return of damaged cables signed as undamaged by the recipient, we ask that you follow the above suggestions when receiving cable reels.

Moving cable reels after taking delivery

When moving cable reels around a warehouse or jobsite, care must be taken to avoid damaging the cable. Forklifts are ideal for moving larger reels, however, the forks should never be used inside the flanges of the reel. The picture at right shows how **NOT** to move a cable reel. Even with the forks separated, contact with the cable can occur and significant damage could result. Only store and move cable in the upright position. When storing larger reels, chalking the reel may be necessary to keep it from rolling. If the ground is not level, Reels can roll into other objects and damage to the cable can result. Since some full reels can



Never store cable reels on their side and never move cables reels in the manner shown above. (An empty reel was used for demonstration purposes)

weigh thousands of pounds, always take caution when moving and storing them.

The best method for moving larger cable reels that are no longer on a pallet is to approach the reel with the flange facing the forklift. Place the forks on or as close to the floor as possible. Forks should be tilted down, not up. Forks tilted up could damage the cable if they get past the inner flange, but do not clear the outer flange. Be certain to get both flanges on the forks. Neglecting to ensure the back flange is resting on the forks will cause the forks to pierce into the cable as it is being lifted. This will severely damage the cable.

The pictures at right demonstrate how to properly lift a reel. By employing the forklift method shown, you can easily move a variety of reel sizes and avoid potentially damaging the cable. This method also makes it easy to place the reel on a reel-stand for dispensing.

PCA wants to ensure that all products safely reach their final destination. By adhering to this guide, PCA is confident that you will provide your customers a high performance communication cable.

