

**Oak Ridge National Laboratory (ORNL)  
Transportation and Packaging Management (TPM)  
Container Preparation and Filling Instructions/Checklist**

**UN Open Head Polyethylene Pail**

**ORNL-CHK-43, Rev. 0<sup>A</sup>**

Issued: 11/4/2002

Revised:

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**INSTRUCTIONS:** Complete the activities below following the instructions in Section A. Activities should be checked off as performed. The completed checklist should then be signed by the Operating Personnel completing the checklist and submitted to the Operations Supervisor for approval for shipment.

**NOTE 1:** The one (1) and two (2) gallon polyethylene pails are UN marked for filling with solid hazardous material or for use as a combination package. These pails also satisfy the criteria for use for labpacks.

**NOTE 2:** The maximum allowable gross weight is embossed on the bottom of the pail.

**A. UN 1H2/Y/6/S and UN 1H2/Y/12/S Polyethylene Pail  
Stores Catalog No. 02-117-1000 and 02-117-2000**

**Operating  
Personnel**

- \_\_\_\_\_ 1. Inspect the pail to be filled to ensure that it is in good physical condition and that no critical dents/damages exist that could cause the package to fail during normal storage or in transportation.
- \_\_\_\_\_ 2. Ensure the material to be filled into the pail is compatible with (will not react, soften, or attack) the pail's internal surface.
- \_\_\_\_\_ 3. Fill the pail in accordance to the prescribed limitations of the pail. (See [NOTE 1](#) and [NOTE 2](#) above.)
- \_\_\_\_\_ 4. Seat cover onto the top of the container.
- \_\_\_\_\_ 5. Turn the cover clockwise to torque the cover so the threaded contact is a full 180 degree turn.

**NOTE:** To open – depress the red trigger mechanism on top of the cover with your thumb, while turning counter-clockwise.

- \_\_\_\_\_ 6. Label and mark the pail in accordance with current ORNL/Department of Transportation (DOT) requirements.
- \_\_\_\_\_ 7. **IF** the pail is scheduled for off-site shipment, **THEN**  
Contact the ORNL Transportation and Packaging Management organization for appropriate DOT markings and labeling.
- \_\_\_\_\_ 8. Sign and date the checklist in the appropriate signature block verifying the activities have been performed and the checklist has been completed.
- \_\_\_\_\_ 9. Submit this completed checklist to the Operations Supervisor for approval for shipment.

<sup>A</sup> Effective 12/20/2002, Rev. 0 is applicable to the one (1) gallon polyethylene pail only; the two (2) gallon polyethylene pail is covered under Rev. 1.

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**A. UN 1H2/Y/6/S and UN 1H2/Y/12/S Polyethylene Pail  
Stores Catalog No. 02-117-1000 and 02-117-2000(cont'd)**

**Operations  
Supervisor**

- \_\_\_\_\_ 10. Verify that all defined activities have been successfully completed.
- \_\_\_\_\_ 11. Sign and date the checklist in the appropriate signature block, approving the corrugated fiber box for shipment.

**APPROVED FOR SHIPMENT:**

<b>Operating Personnel:</b>	<b>Date:</b>
<b>Operations Supervisor:</b>	<b>Date:</b>

**Prepared by:** ORNL TPM Organization

**Approved by:** Jeff Shelton

November 4, 2002

Jeff Shelton, Manager (576-6401)  
ORNL TPM - Packaging Operations

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