

SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION

BRANCH: Pomona
SHIPPING ADDRESS: 1345 E. Lexington Avenue
Pomona, CA 91766
DATE: 03/31/05

I. COMMON CARRIER SHIPMENTS OR VENDOR'S TRUCKS

- A. Ship Via:
1. Truckload shipments -- must be flatbed.
 2. LTL's -- flatbed or open top required when possible. If closed van is used, rear load.
- B. Loading Instructions:
1. 2-ton maximum lifts
 2. Flatbed and open top trucks must be loaded for overhead crane unloading.
 3. Closed vans must be loaded on rear end trailer or may be subject to refusal.
 4. All material must be blocked with blocks of 4" minimum thickness.
 5. Each size and grade must be bundled separately.
 6. Light-wall material must be loaded on top and protected to avoid tie-down damage; on light wall material, nylon tie-downs are recommended.
 7. Dunnage for all 14 Ga. and light wall must be doubled.
- C. Packaging Instructions:
1. All shipments must be tarped unless otherwise specified on purchase order.
 2. Import material must be packaged for 100% material protection end to end wrap in waterproof wrapping to include end caps or appropriate end protection.
- D. 2 copies of packing slips and test reports must accompany shipment. Packing slips should be attached to Bill of Lading. Without packing slips, load may be subject to refusal. Note: Must be on 8½" x 11" paper.
- E. Receiving Hours: Monday through Friday, 8:00 a.m. to 2:00 p.m.
- F. Receiving Appointments must be made at least 24 hours in advance. To keep from causing yourself any delays, call (909) 620-7500, ext. 320, and ask for shipping/receiving.
1. Deliveries without an appointment are subject to refusal.
 2. Call receiving department with p.o. numbers, sizes, bundles and weight. (Telephone: 909-620-7500 ext. 320)
 3. There are a limited number of appointments allotted per day. They will be given out on a first-come first-serve basis.
 4. Appointments may be obtained up to 10 working days in advance of delivery.
- G. Bill of Lading Must Show the Following:
1. Applicable purchase order numbers for material shipped.
 2. All necessary instructions listed above to facilitate correct shipments by the carrier.
 3. Size and quantities shipped including total footage and weight.
 4. Prepaid or collect freight: Driver collects requiring cash or check at time of delivery will not be accepted. Other arrangements will need to be made.
 5. Pro numbers on all Bills of Lading.
- H. 2 copies of original mill test report required with shipment or may be subject to refusal.
- I. All mill tags are to be affixed to the ends of the box or bundle. All measurements to be Imperial.

II. WILL CALL SHIPMENTS

- A. Applicable Instructions from Part I Apply to Part II.
- B. If material is not picked up within seven (7) days of notification, supplier's sales department should contact Marmon/Keystone Purchasing Department.
- C. 2 copies of original mill test report required with shipment.

III. RAIL SHIPMENTS/PIER SHIPMENTS

- A. Applicable instructions from Part I apply to Part III.
- B. Delivering Carrier - Santa Fe Railroad/UP/SP/Keep on Trucking/Ancon Trucking - needs vessel name and our p.o. number.
- C. Load to be stripped with 4 x 4 lumber.
- D. Shipping notices and test reports (when applicable) are to be mailed to Marmon/Keystone within twenty-four (24) hours of shipment to the attention of Receiving Supervisor.

IV. IDENTIFICATION OF MATERIAL

- A. All material must be stenciled with mill name, heat number, grade, color code, and size as specified on purchase orders when applicable.

V. CHROME BAR:

- A. Applicable instructions from Part I apply to Part V.
- B. Bundles to be wrapped for protection from weather.
- C. Use protection between chrome bar and chains and binders to eliminate chance of cutting through protective fiber tubes and damaging the chrome bar. Use nylon straps and tie downs whenever possible. Six-inch diameter and over must be boxed.
- D. The ends of chrome bar bundles should be contained in some manner to keep bars from sliding out of the fiber tubes.

REQUIREMENTS FOR CHAINING AND BINDING LOADS

California Highway Patrol, Title 13, Subchapter 7, states that loads be secured as follows:

- 1) A single piece of pipe or a single layer requires at least two chains and binders.
- 2) A load that is either a pyramid or stripped load and is two layers high requires at least four chains and binders, one chain and binder may be used as a gut wrapper.
- 3) A load that is either a pyramid or stripped load and is three layers high requires at least four chains and binders, one chain and binder shall be used as a gut wrapper.
- 4) A load that is either a pyramid or stripped load and is six layers high requires at least six chains and binders; these loads shall have at least one, but not more than two, of the required chains and binders applied as gut wrappers.
- 5) A load of coated pipe, in place of chains and binders, use 4" nylon straps and always strap down between each layer.
- 6) Safety Factor: Add one more chain and binder or strap.