

**SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION**

BRANCH: Sacramento  
5000 Raley Boulevard  
Sacramento, CA 95838

DATE: 03/31/05

**1. COMMON CARRIER SHIPMENTS OR VENDOR'S TRUCKS**

- A. Ship Via:
  - 1. Truckload shipments -- must be flatbed.
  - 2. LTL's -- flatbed or open top, if possible.
- B. Loading Instructions:
  - 1. 3-ton maximum lifts - unless in closed van then they must be one-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 and blocked up on end.
  - 4. All material must be blocked with blocks of 4" minimum thickness.
  - 5. Bundle each size and grade separately.
  - 6. Light-wall material must be loaded on top and blocked to avoid damage.
- C. Tarping of Material  
**\*TARP ALL LOADS EXCEPT HRSST AND HRSST ALLOY.**
- D. Packing slips must accompany shipment. Attach to Bill of Lading.
- E. Receiving Hours: Tuesday, Thursday, and Friday. 8:00 A.M. to 3:00 P.M.
- F. Receiving Appointments: Driver must call at least 48 HOURS in advance of anticipated delivery between 8:00 a.m. and 4:30 p.m. Monday through Friday at (916) 564-1000. Advise purchase order number/products/sizes and weights of all items to be shipped.
- 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. Need PRO numbers on all Bills of Lading.
- H. 1 copy of original mill test report required with shipment.
- 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                           DOES APPLY                      X   DOES NOT APPLY**

- A. Applicable instructions from Part I apply to Part II.
- B. Contact Marmon/Keystone when ready for pick up at (916) 564-1000. Advise purchase order numbers, products, sizes, and weights of all items to be shipped.
- C. If material is not picked up within seven (7) days of notification, supplier's sales department should contact Marmon/Keystone purchasing department.
- D. 1 copy of original mill test report required with shipment.

**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 binder 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.