

# MONROE BATTERY HANDLING PROCEDURES 2019

Wednesday, November 20, 2019

## Ordering

- Wednesday November 20, 2019 your PPB vendor will be changed to fill daily from Monroe (Vendor1).
- With this frequency and the past year of ordering, this should be able to be handled out of MMP and Keuka.
- Keuka orders DEK as normal for delivery from East Penn. Parrows orders as normal from Keuka daily.
- Make sure to assist MMP drivers by either helping or directing available staff to help the driver with this additional product. (Not a spectator sport).

## Cores

### Buffalo Based Stores

- Your weekly core return reports will include PPB cores to MMP.
- **Send an RGN and the printed report with the cores to Monroe.**

### Syracuse Based Stores

- Union Springs, Macedon, and Auburn. PPB will print on your MMP core report. Zero them on the MMP report and notate sending to Keuka.
- Run the 8.5 report. Type \ and enter PPBC and verify this report.
- Once Verified run 8.5. Type \ and PPBX to clear the core bucket on PPB.
- **Send an RGN and the printed report with the cores to Keuka.**
- Keuka picks up DEK cores at Parrows once a week for East Penn to pick up at Keuka.

If you have excessive cores (not due to lack of picking them up at customers or returning them).

- Buffalo locations can bring them to MMP.
- Syracuse stores can work with Keuka on a plan to get them.
- Key is not to let them build up so they can't be transported.

## Rotates (new returns in new condition):

- East Penn rep will review your dates with you or review them on your own.
- Keep to an 8-month window... max time is 10 months, but 8 months gives a buffer.
- Send manageable amounts of PPB rotates (less than 1000lbs) to MMP as normal making sure they are notated as a rotate. These must be in resalable NEW condition.
- PPB rotate units need to be marked and invoiced to MMP SEPARATELY FROM ALL OTHER NEW RETURNS to remove them from store stock which creates a PO at MMP to receive.
- Post at the store a rotation sheet so it's done each month and not forgotten.

## Warranties – Company Stores

- Warranties are cores and treated as such at each location. Return as cores.
- Follow the month-end worksheet how to remove these units from the warranty buckets in the Datatron.

## Shipping:

The maximum weight of hazardous material to be exempt from placards and endorsement is 1000lbs. This is 24 batteries. Bill of lading need to be used with your RGN. Highlight the product type on the BOL and notate the units and weights. (avg 40lbs per battery).

Even though we're under 1000lbs and we do not need endorsements or placards, we still need documents and labels.

- We will need a bill-of-lading on MMP trucks and this will need to be in reach of the driver.
- Since batteries no longer have a box, there is no DOT Hazard Class on them for shipping. Totes or pallets are to be stickered or labeled with the Hazard Class on them.

### GPC Policy Summary:

*A Bill-of-Lading MUST accompany all shipments. Hazardous Materials handled by the Company require placards only when 1,001 pounds or more aggregate gross weight of one or more of these materials are loaded.*

*When two or more classes of Hazardous Materials requiring placards are loaded into the same trailer, "Dangerous" placards may be used in lieu of the specific class placards. However, if 5,000 pounds or more of one such class is loaded at one facility, the placard prescribed for that class must be displayed.*

*To summarize these regulations: 1. Keep Hazardous Material shipping papers within reach at all times. 2. It is your responsibility to make sure that the correct placard is displayed when Hazardous Materials are being transported. 3. Placards are not required when the total weight of the Hazardous Materials fall below 1,000 lbs. 4. Keep in your possession, at all times, the Hazardous Material Emergency Response Guidebook.... For more info go to GPCConnect.com*