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MILITARY STANDARD

PREPARATION OF HOUSEHOLD GOODS
AND UNACCOMPANIED BAGGAGE
FOR SHIPMENT, STORAGE, INTRA-CITY,
AND INTRA-AREA MOVEMENTS



PACK

DEPARTMENT OF DEFENSE
WASHINGTON, DC 20301

Preparation of Household Goods and Unaccompanied Baggage for Shipment,
Storage, Intra-City and Intra-Area Movements

MIL-STD-212D

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2. Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be of use in improving this document should be addressed to: Commander, Military Traffic Management Command, ATTN: MT-PP, Department of the Army, Washington, DC 20315 by using the self-addressed Standardization Document Improvement Proposal (DD Form 1426) appearing at the end of this document or by letter.

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1. SCOPE

1.1 Purpose. The purpose of this Standard is to provide a uniform method of:

- a. Packaging and packing household goods and unaccompanied baggage for shipment when PPP-B-580 consolidation containers are used.
- b. Packaging and packing household goods in wood boxes and other authorized boxes.
- c. Preparing household for nontemporary storage when Government storage facilities are used.
- d. Preparing unaccompanied baggage for expedited shipment.
- e. Preparing items of extraordinary value for shipment.
- f. Marking and labeling of household goods, unaccompanied baggage for expedited shipment.
- g. Packing household goods for intra-city and intra-area movement.

1.2 Application. This Standard contains basic instructions for the packaging, packing, tagging, inventorying, containerization, marking, loading, storing, unpacking, and inspecting of household goods, unaccompanied baggage and extraordinary value shipments. The requirements of this Standard shall be followed whether the work is done by a contractor or by Government employees. This Standard applies to domestic and international Direct Procurement Method (DPM) shipments and local contract moves by motor van. It does not apply to domestic or international TGBL shipments.

1.3 Compliance. Compliance with this Standard is mandatory. When deviations from this Standard are found to be necessary, written specific instructions or waivers shall be obtained from the ordering officer for each individual case.

2. REFERENCED DOCUMENTS

2.1 The issues of the following documents in effect of the date of invitation for bids form a part of this Standard to the extent specified herein.

GOVERNMENTAL

FEDERAL SPECIFICATIONS

T-T-871	Twine, Cotton, Wrapping
T-T-911	Twine, Jute
QQ-S-781	Strapping, steel, and seals
TT-C-1796	Caulking compound, metal seam, wood seam
UU-P-268	Paper, kraft, untreated, wrapping
UU-P-405	Paper, newsprint, unprinted
UU-P-553	Paper, wrapping, tissue
MM-A-260	Adhesive, water-resistant (for sealing waterproofed paper)
PPP-B-566	Boxes, folding, paperboard

PPP-B-580	Boxes, wood, household goods
PPP-B-591	Boxes, shipping, fiberboard, wood-cleated
PPP-B-601	Boxes, wood, cleated-plywood
PPP-B-621	Boxes, wood-nailed lock-corner
PPP-B-640	Boxes, fiberboard, corrugated, triple-wall
PPP-B-676	Boxes, set-up
PPP-B-1055	Barrier material, waterproofed flexible
PPP-B-1364	Box, corrugated fiberboard, high strength, weather-resistant double-wall
MIL-C-52950	Crate, wood, open and covered
PPP-C-843	Cushioning material, cellulosic
PPP-C-795	Cushioning material, flexible, cellular, plastic film
PPP-C-1683	Cushioning material, expanded polystyrene, loose fill bulk
PPP-C-1120	Cushioning material, uncompressed bound fiber for packing
PPP-C-1752A	Cushioning material, packaging, unicellular polyethylene foam, flexible
PPP-C-1797	Cushioning material, resistant, low density, unicellular polypropylene foam
PPP-C-1842	Cushioning material, plastic, open cell
PPP-E-540	Envelopes, packing list, water-resistant
PPP-E-911	Excelsior, wood, fabricated pads and bulk form
PPP-F-320	Fiberboard, wrapping, corrugated and solid, sheet stock (container grade) and cut shapes
PPP-P-115	Paper, pads, macerated
PPP-P-291	Paperboard, wrapping, cushioning
PPP-S-760	Strapping, nonmetallic (and connectors)
PPP-T-42	Tape, packaging/masking, paper
PPP-T-60	Tape, packaging, paper (or carton sealing)
PPP-T-97	Tape, pressure-sensitive adhesive, filament reinforced

MILITARY STANDARDS

MIL-STD-129	Marking for Shipment and Storage
<u>JOINT MILITARY</u>	
<u>DOD 4500.34-R</u>	Personal Property Traffic Management Regulation

Activities outside the Federal Government may obtain copies of federal specifications, standards, and handbooks as outlined under General Information in the Index of Federal Specifications, and Standards and at the prices indicated in the index. The index, which includes cumulative monthly supplements as issued, is for sale on a subscription basis by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

Single copies of their Standard and other federal specifications required by activities outside the Federal Government for bidding purposes are available without charge from Business Service Centers at the General Services Administration Regional Offices in Boston, New York, Washington, DC, Atlanta, Chicago, Kansas City, MO, Fort Worth, Denver, San Francisco, Los Angeles, and Seattle.

Federal Government activities may obtain copies of federal specifications, standards, and DOD Regulations and the Index of Federal Specifications and Standards from established distribution points in their agencies.

3. DEFINITIONS

3.1 Articles of extraordinary value and easily pilferable articles of substantial value. Items of extraordinary or substantial value are considered high valued (HI-VAL) and are defined as follow:

a. Small items of substantial value. These items will be determined in accordance with the guidelines of member's military service. Nonexclusive examples of items fitting this category are cameras, binoculars, watches, jewelry (pins, rings, earrings, bracelets, lockets, pendants, necklaces, tie clips, cuff linkds, belt buckles, and artistic charms), small transistor radios, pocket calculators, ornate cigarette cases and compacts, and small coin and stamp collections.

b. Items of extraordinary value. An item which, because of exceptional qualities of workmanship or design, the high value of of the materials it contains, or its association with a past event or period, or historical figure, possess a value far beyond the usual value of an item of like nature. Items of extraordinary value are normally limited to items which primarily serve an artistic or decorative purpose, or which are collectors' items. Nonexclusive examples are items of precious stones, items of gold, silver, and other precious metals, furs antiques, or objects of art. Items of everyday use, such as household furnishings, sterling silver flatware, hollowware, oriental rugs, wearing apparel, and the lid, which serve a utilitarian purpose, even though expensive, are not categorized as items of extraordinary value.

3.2 Household goods. The term "Household goods" as used in this Military Standard, means furniture and furnishings or equipment; clothing; unaccompanied baggage; personal effects; professional books, papers, and equipment; and all other personal property associated with the home and person. Also included are spare parts for a privately owned motor vehicle (extra tires and wheels, tire chains, tools, battery chargers, accessories, etc.). The term "household goods" does not include the following:

a. Privately owned motor vehicles, motorcycles, minibikes, and snowmobiles (except when authorized by appropriate military service).

b. Trailers, with or without other property.

c. Boats, or component parts thereof including outboard motors.

d. Alcoholic beverages.

e. Animals.

f. Groceries and provisions other than those for consumption by a member and his immediate family.

g. Articles intended directly or indirectly for persons other than the member and his immediate family or articles for sale.

h. Dangerous items such as loaded firearms, ammunition, photo flashbulbs, flammables, acids, aerosol containers.

NOTE: Only the wording in Appendix J, Joint Travel Regulations, applies to the above exceptions.

3.3 Ordering officer. The ordering officer is the contracting officer, or anyone designated by the contracting officer to act as his representative, generally the installation transportation officer (ITO) and selected members of his/her staff.

3.4 Packaging. Application or use of protective measures, including appropriate protective wrappings, cushioning and interior containers.

3.5 Packing. Assembling of packaged items into a shipping container or with necessary blocking, bracing, cushioning, weatherproofing, reinforcement and marking.

3.6 Professional books, papers, and equipment. Reference material, instruments, tools, and equipment peculiar to technicians, mechanics and members of the professions; specialized clothing, such as diving suits, astronaut's outfits, flying suits and helmets, band uniforms, chaplain's vestments, and other specialized apparel not considered to be normal or usual clothing; communication equipment used by members in association with the Military Affiliate Radio System (MARS); and individually owned or specifically issued field clothing and equipment.

3.7 Tare weight. Tare weight is the weight of the empty shipping container. Tare weight does not include materials used for wrapping, cushioning, packaging and blocking and bracing household goods within the exterior container, or interior packing materials to include boxes, cartons, crates or wrapping, cushioning, packaging and blocking and bracing used therein.

3.8 Unaccompanied baggage. That portion of the member's authorized weight allowance of personal property which is not transported free on a ticket used for personal travel and which normally is shipped separately by expedited transportation from the bulk of his household goods. (It may include, but is not necessarily limited to, personal clothing; professional books and equipment needed on arrival for performance of official duties; pots, pans, linens, and other light housekeeping items; collapsible cribs, playpens and baby carriages; small radios, portable televisions and small tape recorders; special equipment required for patients; and other items required for the health, comfort, and morale of the member.)

4. GENERAL REQUIREMENTS

4.1 Materials and workmanship. Materials used shall conform to applicable specification. Materials and methods for the packing and containerization shall have prior written approval of the ordering officer. The many designs, shapes and sizes of household goods that will be handled are so diversified that it is not practical to prescribe detail methods for each type of goods that will be handled. General standards have been established that show as much as possible the degree and quality of the work to be done. The services called for shall be performed in accordance with the general requirements outlined herein.

4.2 Wrapping materials.

4.2.1 Wadding, cellulose. Cellulose wadding shall conform to PPP-C-843, Type II, Class B or C. The material shall have a kraft backing of not less than 30 pounds basis weight and shall not be less than 0.08" thick, with a flat facial tissue facing, when applicable.

4.2.2 Polypropylene foam wrapping material. Unicellular polypropylene foam shall conform to PPP-C-1797 Type VII, and shall be at least 1/8" thick.

4.2.3 Plastic open cell wrapping material. Plastic open cell wrapping material shall conform to PPP-C-1842.

4.2.4 Unicellular polyethylene foam wrapping material. Unicellular polyethylene foam wrapping material shall conform to PPP-C-1752, Type II, Class B, and at least 1/8" thick.

4.2.5 Paper, Kraft, wrapping. Kraft wrapping paper shall conform to PP-P-291, Type I. Grade A or B as applicable.

4.2.6 Paper nontarnish tissue. Nontarnish tissue paper shall conform to UU-P-553, Type II.

4.2.7 Paperboard, wrapping and cushioning. Corrugated paperboard shall conform to PP-P-291, Type III.

4.2.8 Paper newsprint (unprinted). Paper shall conform to UU-P-405.

4.3 Cushioning materials, flexible.

4.3.1 Wood excelsior pads. Wood excelsior pads shall conform to Type II of PPP-E-911. Use of loose excelsior is not permitted.

4.3.2 Shredded paper pads. Shredded paper pads shall be of standard commercial quality.

4.3.3 Wadding, cellulosic. Cellulosic wadding shall conform to PP-C-943, Type II, Class B. The material shall have a kraft backing of not less than 30 pounds basis weight and shall not be less than 0.25" thick, with a flat facial tissue facing, when applicable.

4.3.4 Bound fiber cushioning material. Bound fiber cushioning material shall conform to PPP-C-115.

4.3.5 Macerated paper pads. Macerated paper pads shall conform to PPP-P-115.

4.3.6 Cushioning material, unicellular polypropylene foam. Material shall conform to PP-C-1797 and shall be at least 1/8" thick.

4.3.7 Plastic open cell cushioning material. Open cell plastic cushioning material shall conform to PP-C-1842.

4.3.8 Unicellular polyethylene foam cushioning material. Foam cushioning material shall conform to PPP-C-1752, Types I, II, III, IV, and V.

4.3.9 Fiberboard, single wall. Single wall, corrugated fiberboard shall comply with PPP-F-320.

4.3.10 Paperboard, wrapping and cushioning. Corrugated paperboard shall conform to PPP-P-291, Type III.

4.3.11 Polyurethane foam, rigid or flexible. Preformed blocks and/or pads of polyurethane foam shall conform to MIL-P-26514

4.4 Cushioning material, expanded polystyrene loose-fill bulk. Loose fill polystyrene expanded cushioning material shall conform to PP-C-1683.

4.5 Paper security blanket. Paper security blankets shall consist of a combination of three or more sheets of waffle paper, bogus kraft, shipboard, creped paper of kraft paper within a 30 pound kraft paper sleeve. The center ply of the interior sheets shall be indented, creped, or embossed to give thickness. The interior sheets shall have a total basis weight of not less than 160 pounds, each sheet having a minimum basis weight of 40 pounds (500 sheets - 24"x36").

4.6 Waterproof barrier materials. Waterproof barrier materials shall conform to PPP-B-1055, Class C2(a), E-1, E-2 or H-5, or MIL-B-121, Type II Grade A, Class 1 as applicable.

4.7 Twine. Cotton twine shall conform to T-T-871 and jute twine shall conform to T-T-911.

4.8 Tape. Tape shall conform to PPP-T-42, PPP-T-60, PPP-T-76 and PPP-T-97 as applicable.

4.9 Strapping. Flat steel strapping shall conform to QQ-S-781, Class I, (Type I or IV) and nonmetallic strapping shall conform to PPP-S-760, Type II or III.

4.10 Boxes, fiberboard, corrugated. Fiberboard corrugated boxes shall conform to PPP-B-636 (domestic or weather resistant class) (domestic shipments) or PPP-B-640 (nonweather-resistant or weather-resistant class) or PPP-B-1364 as applicable.

4.11 Boxes, wood cleated plywood. Wood-cleated plywood boxes shall conform to PPP-B-601, Styles A or B, Type I or II, CONUS, Overseas Grade B, as applicable.

4.12 Boxes, wood, nailed and lock-corner. Nailed wood boxes shall conform to PPP-B-621, Class 1 or 2, Grade B, as applicable.

NOTE: Boxes listed in 4.10 - 4.12 shall be assembled, closed and reinforced in accordance with the appendix to applicable box specifications.

4.13 Boxes, wood, household goods. Wood household goods boxes shall conform to PPP-B-580.

4.14 Crates, covered. Covered crates shall conform to MIL-C-52950, Type IV, Style A, Class 2.

4.15 Tubes, spirally wound. **Spirally** wound tubes shall have a waterproof barrier included in the sidewall. The adhesive used throughout the tube shall be silicate. The main body of the tube will consist of layers of chipboard. The outer ply shall be of duplex kraft of a color which will receive black stencil ink. The thickness of the sidewall of the tube shall be as follows:

<u>Inside Diameter of tube</u>	<u>Sidewall Thickness</u>
Under 5.64"	.250"
5.65" to 7.53"	.300"
7.54" to 11.60"	.350"

The tube shall be fitted with a metal closure. The closure shall be of the drawn self-locking insert type and shall have a drawn section of not less than 7/8" with a lid not to exceed the wall thickness of the container.

4.16 Premove survey. Contractors will perform a premove survey on all household goods shipments by a visit to the pickup residence or by a telephone call to the property owner, or his agent, before the scheduled pickup date to determine the packing material requirements, appliances to be serviced and any other significant aspect of the move.

4.17 Pickup and delivery. Contractors will not begin pickup or delivery at a member's residence before 0800 or after 1700 before approval of the ordering officer or the member. If delivery cannot be completed before 1700, the contractor will contact the ordering officer before suspending operation. Any change in date and time must be authorized by the ordering officer, with approval of the property owner.

4.18 Inventory. With the owner or his agent the contractor shall prepare, in original and four copies, an accurate and legible Household Goods Descriptive Inventory (figure 1). (The term "carrier" used in figure 1 includes "contractor.") Personal property will be identified by affixing a tag or tape to each article (note applicable to individual item in packing containers) (figure 2). Each article will be assigned a number which must correspond with

PAGE OF PAGES

[illegible]

items shown on the inventory form. The type of identification used and the method of affixing it to the article will be such as not to damage any article so identifies. The original and all copies of the inventory will be legible and bear the name, mailing address and telephone number of the contractor, name of the member, and signatures of member (or agent) and contractor (or representative). Extreme care will be taken to list accurately articles of furniture and packing containers. The original of the inventory will be furnished the authorized Government agent; one copy to owner, one copy for contractor, and one copy placed in waterproof envelope on #1 container.

a. Each container packed or item wrapped will indicate general contents, i.e., linens, pots and pans, etc. Articles will be marked to show from which room they were packed or wrapped.

b. The use of words such as "household goods," or other general terms in the preparation of the inventory is prohibited.

c. Items of furniture will be described in as much detail as possible, i.e., television sets shall be identified as being either "color" (c) or "black and white" (B&W) and "console" or "portable," as appropriate. (When possible, notations will be made as to whether refrigerators, radios, TV's, are in operating condition.)

d. The contractor will use diligence to record any unusual conditions and special care will be exercised to insure that the inventory reflects the true condition of the property. The "Exception Symbols" and "Location Symbols", as shown in the Household Goods Descriptive Inventory (figure 3), will be used to describe conditions such as marred, scratched, soiled, worn, torn, gouged, and the like. No other symbol will be used. If the condition of any article contained in the shipment is such that the use of one or more exception symbols is unnecessary, the omission of these symbols will indicate good condition, except for normal wear.

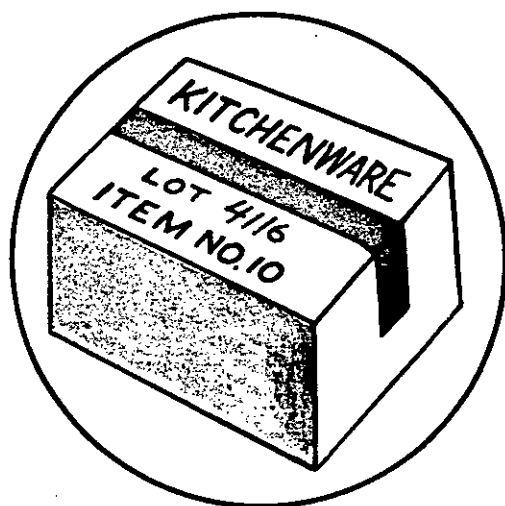
e. Items disassembled or serviced by the contractor at origin will be identified and recorded in the remarks section of the Household Goods Descriptive Inventory as CD; items disassembled by the owner will be recorded as DBO.

f. The terms "Professional Books (PB), "Professional Papers (PP), and Professional Equipment (PE) will be used to show such articles on the inventory, together with the cube and weight of the container, i.e., Carton PB, 6 cu. ft., 150 lbs.

g. The contractor will show packing done by the member as (PBU) or packed by contractor or Government activity (CP).

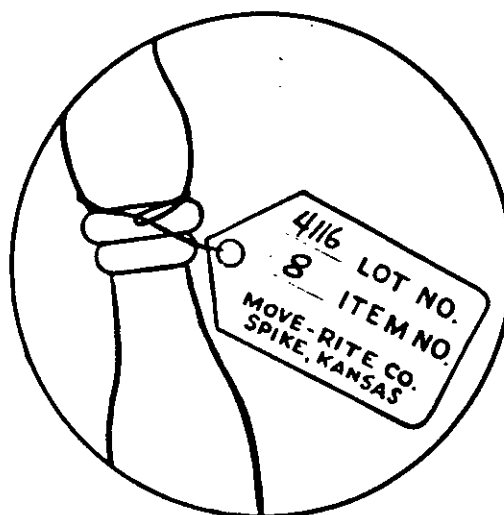
h. When an owner desires shipments to multiple destinations, the contractor shall prepare a separate inventory for each shipment. The inventory will bear the signature of the owner, or his agent, and the signature of the representative of the contractor authenticating the inventory(ies). Prior to pickup, the contractor will insert in the heading of the inventory(ies) the geographical destination of the goods to be listed.

EXAMPLES OF METHODS OF IDENTIFICATION

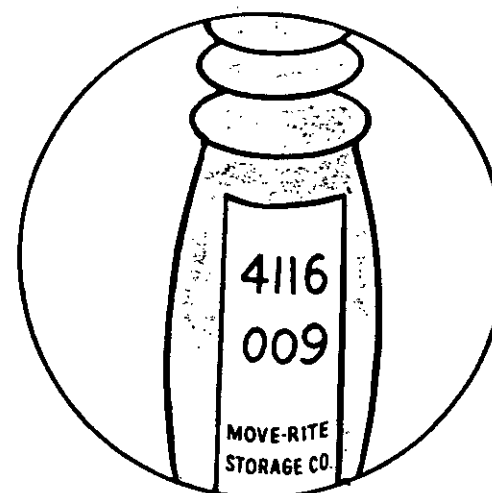


**IDENTIFICATION
OF CONTAINERS**

**TYPE OF IDENTIFICATION USED AND
METHOD OF AFFIXING IT TO ITEM
MUST NOT BE INJURIOUS TO ITEM**



TAGGING OF ITEMS



TAPING OF ITEMS

NOTE: ITEM NUMBER MUST CORRESPOND
WITH ITEM NUMBER INDICATED
ON THE INVENTORY SHEET

i. Firearms shall be listed separately on the inventory by make, model, serial number, and caliber, gauge or size.

j. Large rugs shall be listed separately by color and size on the inventory. Small rugs are to be inventoried as rug rolls, and the number of rugs in each roll shall be annotated on the inventory list.

k. Inventory of articles of extraordinary value. Each item in each individual interior container of articles of extraordinary value will be separately listed on the special itemized inventory of these items. (Figure 4).

4.18.1 Packing lists. The packing list shall be prepared at the time the goods are packed, noting thereon the number of each piece (figures 5 and 5A). Each sheet shall contain the name of the owner and the last sheet of the packing list shall indicate the total number of PPP-B-580 boxes, total number of all containers, gross, tare and net weights and with measurements. The packing list shall be distributed in accordance with instructions issued by the authorized Government agent. At the bottom of the last sheet of the packing list, the contractor will show the following items:

- a. Stowage factor standard for PPP-B-580 boxes.
- b. Stowage factor standard for total shipment.
- c. Tare weight % of net weight.
- d. Reason for not achieving desired stowage factor indicated in contract.

4.18.2 Manner of packing. All packing will be performed in a manner requiring the least cubic measurement, producing packages that will withstand normal movement without damage to container or contents and at a minimum of weight. Further, the number and weight of containers will not be greater than necessary to accomplish efficient movement.

4.19 Preparation of articles. All articles having surfaces liable to damage by scratching, marring, soiling, or chafing will be wrapped at time of loading at residence in wrapping material conforming to 4.2. The articles will be afforded the same protection against damage when they are prepared for storage.

a. Contractor will disassemble or remove, at origin, all items of personal property which are vulnerable to damage or loss, or that would otherwise increase the cubage, in accordance with commercial practice.

b. Nuts, bolts, and screws removed from the articles by the contractor will be placed in a cloth bag, or similar durable container, and securely attached to the articles from which removed.

c. Legs or other articles removed from furniture will be properly wrapped, bundled together, and identified, i.e., "dining room table legs, 6 each," and listed separately on the inventory, indicating to what items on the inventory they belong.

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INSPECTION OF HOUSEHOLD GOODS USE OF INVENTORY AND CONDITION FORM

★ HOUSEHOLD		AGENCY		STATE		GOVT. SERVICE	
CONTRACTOR OR CARRIER		CITY		VAN NUMBER			
OWNER'S GRADE OR RATING AND NAME							
ORIGIN LOADING ADDRESS							
DESTINATION							

BE-BENT BR-BROKEN BU-BURNED CH-CHIPPED CU-CONTENTS & CONDITION UNKNOWN	D-DENTED F-FADED G-GOUGED L-LOOSE M-MARRED MI-MILDEW	MO-MOTHEATEN PBC-PACKED BY CARRIER PBO-PACKED BY OWNER	R-RUBBED RU-RUSTED SC-SCRATCHED SH-SHORT	SO-SOILED T-TORN W-BADLY WORN Z-CRACKED	LOCATION SYMBOLS 1. ARM 2. BOTTOM 3. CORNER 4. FRONT 5. LEFT 6. LEG 7. REAR 8. RIGHT 9. SIDE 10. TOP 11. VENEER
---	---	--	---	--	--

NOTE: The omission of these symbols indicates good condition except for normal wear.

ITEM NO.	CR. REF.	ARTICLES	Condition at Origin	Exception (if any) at Destination	ITEM NO.	CR. REF.	ARTICLES	Condition at Origin	Exceptions (if any) at Destination
1					6				
2					7				
3					8				
4					9				
5					0				
6					1				
7					2				
8									
9									
0									
1									
2									
3									
4									
5									
6									
7									
8									
9									
0									
1									
2									
3									
4									
5									
6									
7									
8									
9									

CARRIERS HAVE THE FOLLOWING OPTIONS ON THE INVENTORY NO. OTHER DEVIATIONS ARE AUTHORIZED:

1. USE OF DOUBLE OR SINGLE COLUMNS. WHEN SINGLE IS USED CARRIERS WILL ADJUST "ITEM NO.", "CR", "ARTICLES", "CONDITION AT ORIGIN", AND "EXCEPTION (if any) AT DESTINATION" COLUMN SPACE ACCORDINGLY.
2. PACKING LIST FOR CARRIERS ONLY.

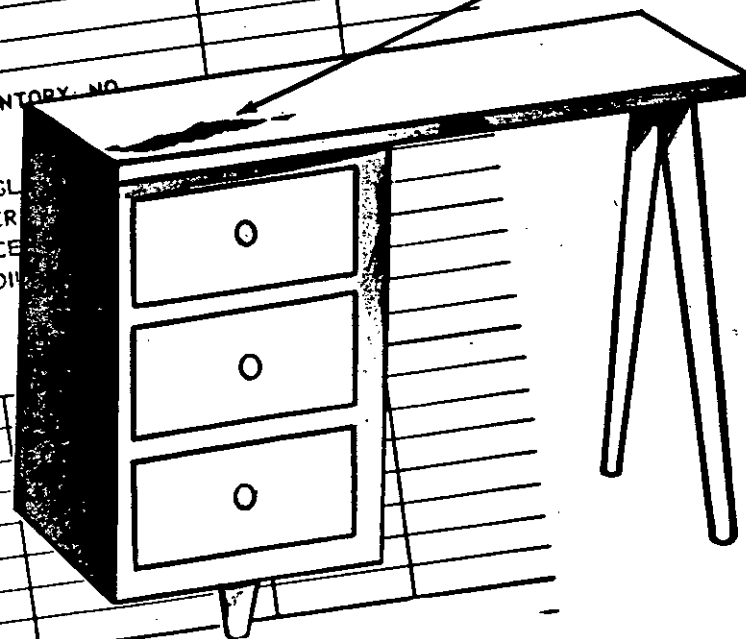


FIGURE 2

4.20 Servicing and unservicing.

a. Preparing the articles at origin so that they will withstand handling in transit or storage and reversing the process at destination. The servicing of appliances applies to all appliances which have free moving parts, mechanisms, attachments or accessories which, if not properly serviced, would be damaged or rendered inoperative during transit.

b. Servicing includes, but is not limited to, such requirements as: securing all loose parts and disconnecting hoses from washing machines, draining water and fastening bolts; securing all loose parts of ironers, sewing machines and other similar items; securing the chassis limited to service required to preclude physical damage to the set during transportation. At destination, servicing includes, but is not limited to, loosening the chassis, and similar functions necessary to place the appliance in the same condition it was in when picked up at origin.

c. Servicing and unservicing does not include disconnecting or reconnecting the water, gas or electricity of appliances, such as stoves, washers, dryers or air conditioner; repairing the articles in any way; removing or installing television antennas; disassembly or reassembly of playground equipment or similar outdoors items.

4.21 Responsibility for servicing.

a. The contractor will have the responsibility of servicing appliances in accordance with the recommendations of the manufacturer of the particular appliance.

b. Custom built items for which the manufacturer has not made recommendations for servicing will be secured in such a manner as to withstand normal handling and transportation.

c. All servicing (origin and destination) of appliances will be performed by qualified personnel. When servicing is performed by a third party (other than the contractor's personnel), third party invoices will accompany the appropriate billing documents.

d. When servicing is performed, a tag or label will be attached to the appliance to show the type of service performed.

4.22 Supervision. The importance of adequate supervision to carry out these instructions is emphasized. Supervisory personnel should possess extensive knowledge of household goods, as well as the requirements for packaging, packing, crating, marking and unpacking of such items as refrigerators, television sets, and other mechanical items.

4.23 Employees. Personnel required for inventoring, packaging, packing, crating, weighing, marking, loading, unloading, unpacking, hauling, draying and other services shall be experienced and competent in the performance of such services. All contractors will have available an English speaking employee at all times during packing and unpacking services.

4.24 Contractor's weekly report. On Monday of each week (on the following day if Monday is a holiday) the contractor will furnish the ITO a report of all shipments on hand (except shipments in SIT) which were picked up prior to the previous Wednesday. The report will reflect the member's name, number of days on hand and the GBL number, carrier, method of shipment and RDD, when such information is known.

4.25 Original containers. When the owner requests to use the manufacturer's original container for such items as refrigerators, pianos, sewing machines and radios, and approval is given by the ordering officer, the owner will be responsible for supplying the container. The owner will also be responsible for obtaining and using hold-down bolts or other attaching hardware to properly secure the item in the container. All manufacturers' markings should be obliterated from the container to reduce potential pilferage or theft if the containers are not included in a consolidation box that serves as an exterior shipping container.

4.26 Owner packed items. Payment for items already packed by the owner, or packed and paid for under a previous service order, will not be authorized unless it is determined by the contractor and concurred in by the ordering officer that repacking is required. When repacking is performed by the contractor, payment therefore shall be made under the applicable provisions of the contract.

4.27 Professional books, papers and equipment. Shipments will be in the same manner and under the same conditions as other household goods. The owner will identify such items and they will be packed, weighed, and listed separately on inventories and bills of lading. Weight may be obtained using bathroom or platform type scales.

4.28 Articles of extraordinary value. Items of extraordinary value may be shipped separately from household goods or unaccompanied baggage. Packing will be performed only in the presence of the owner or his agent and such articles will remain in the custody of the owner or his agent until the ITO determines what mode or method will be utilized to provide maximum protection against pilferage, loss or damage. (See paragraph 4.17 for inventory preparation.)

4.29 Waterproofing. All household goods and unaccompanied baggage, whether in shipment or in storage pending shipment, shall be protected from damage by water. Damage by water may be considered as being caused by rain, faulty sprinkler system, dampness and similar cause. When open type vehicles are used to transport containerized personal property, a weatherproof tarpaulin of sufficient size to fully cover the cargo extending to the floor of the vehicle on all sides will be available weather conditions dictate. Such protective equipment will be used when on this vehicle when laden with property subject to this Standard.

4.30 Insecticides. Household goods susceptible to damage by insects will be carefully inspected prior to packaging and packing. For domestic shipments or temporary storage, items of wool will be wrapped and packaged as specified and securely sealed to prevent entry of insects. Vehicles and storage areas will be maintained in a clean condition. For shipments placed in nontemporary

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PACKING LIST OF HOUSEHOLD GOODS

(Continuation Sheet)

Page.....of.....

CONTAINER NO.	TYPE OF CONTAINER	CONTENTS	INV. NO.	WT. (Lbs.)	COND. AT TIME OF INV.	LOCATION OF CONDITION	CUBIC FEET

FIGURE 5A. Packing list of household goods.—continuation sheet.

storage, insecticides that will not have a harmful effect on the household goods will be applied by trained personnel. Insecticides will be applied with the same precaution as fumigants.

4.31 Preparation and location. New cartons will be used for packaging box springs, mattresses, linens, bedding and clothing. Chinaware, mattresses, box springs, clothing, kitchenware, small electrical appliances, books and similar items shall be packed and sealed at residence. Other operations may be conducted at the contractor's facility or at a Government installation. When moving household goods to prepare them for shipment or storage, care shall be taken to prevent loss or damage to goods. Areas assigned for preparation shall be such as to prevent damage by water, fire, or pilferage. Household goods shall be covered and kept in areas that are dry, clean, free of vermin and accessible for routine inspection.

4.32 Weighing. When material is too bulky or heavy for the contractor's scales, weighing will be accomplished on public scales and weighmaster's certificate shall be furnished to the installation transportation officer. Gross, tare and net weight will be marked on each shipping container. Contractor's scales will be inspected and certified correct every 180 days by a sealer of weights and measures. A written report of each inspection will be made available to the ITU.

4.32.1 Constructive weight. When the weight is not readily available, a constructive weight based on 11 pounds per cubic foot for unaccompanied baggage; 40 pounds per cubic foot for professional books, papers, and equipment; and 7 pounds per cubic foot for household goods may be used with the ordering officer's approval.

4.33 Packing time. Household goods and unaccompanied baggage shall be packed and ready for shipment, with the necessary paperwork completed, within the time specified in the contract.

4.34 Tare weight. When Government-owned household goods boxes (PPP-B-580) are used, the tare weight shall not exceed 45% of the net weight of the articles packed. If the nature of the household goods being packed is such that it appears that 45% limitation will be exceeded, the contractor shall secure the approval of the ordering officer prior to using such materials that exceed this limitation. Apparent excessive tare weight of individual packages will be cause for rejection of such packages. The tare weight and cube of the shipment shall be the minimum which will afford adequate protection to the items being packed.

4.35 Holding of packed materials. If necessary, the contractor will be required to hold household goods after packing, not to exceed a period of time specified in the contract, pending availability of line haul shipping equipment.

4.36 Marking for shipment and storage.

4.36.1 Interior package marking. Each interior package shall be marked to indicate the general contents.

4.36.2 Exterior shipping container marking. For purposes of marking, the definitions contained in this Standard, in MIL-STD-129, and in DOD 4500.34-R shall apply. In case of conflict in definitions or marking instructions, DOD 4500.34-R shall apply. Exterior shipping containers will be marked by stenciling on one end and one side (figure 6). Stenciling will be letters of equal height (at least one inch high) and in the following sequence:

- Line 1: GBL: Government bill of lading number (if applicable)
- Line 2: TCN: Transportation control number (if applicable)
- Line 3: RDD: Required delivery date (Julian Date)
- Line 4: FROM: ITU-name of shipping installation
- Line 5: TO: Responsible ITU (refer to MIMC Personal Property Consignment Instruction Guide Worldwide and/or Appendix F of DOD 4500.34-R)
- Line 6: FOR: Member's last name, first name, MI, rank/grade, branch of service, SSAN, and address (if known)
- Line 7: HHG or UB: Household goods or unaccompanied baggage (as applicable)

GROSS:
 TARE:
 NET:
 CU:

_____ of _____ Pieces (number and total number of pieces)
 CARRIER NAME: (if applicable)
 TP NO: Transportation priority number (if applicable)
 THRU (POE): As applicable

4.36.3 Removal of old markings. Markings not applicable to current shipment will be obliterated with lacquer, enamel or paint. In obliterating old shipment markings from the PPP-B-580 wood household goods boxes and preparing the surface for remarking, permanent markings will not be removed. If the permanent markings are removed or are illegible, the following permanent markings will be stenciled in black in letters 1-1/2 inches high:

On each side: US PROPERTY
 LENGTH, WIDTH, HEIGHT (IN INCHES)
 TARE WEIGHT

In the appropriate places: CENTER OF BALANCE
 LIFT HERE
 FORKLIFT HERE

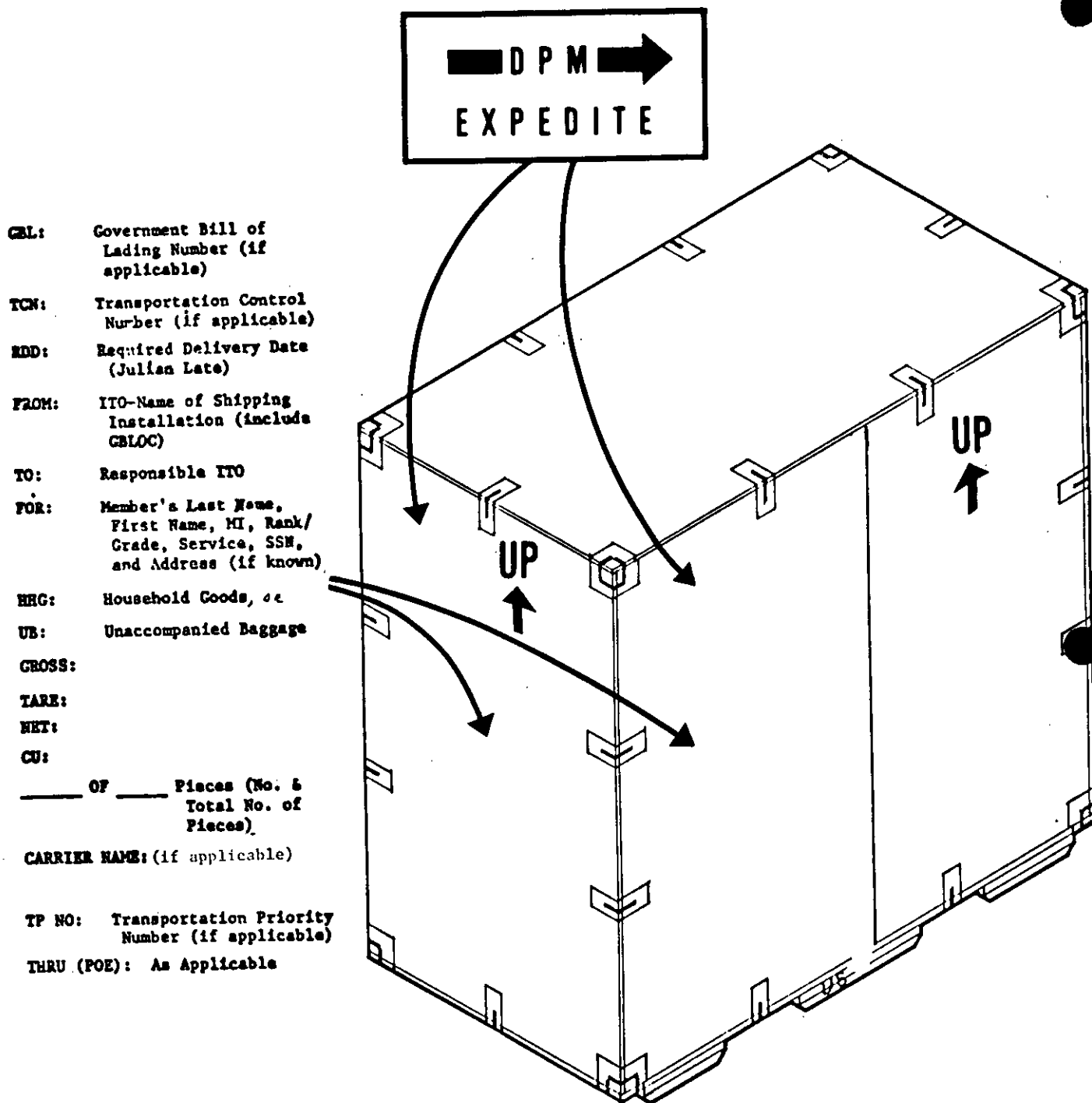


FIGURE 6. Container markings.

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4.36.4 Additional markings. The following additional markings shall be stenciled on one side and one end on an orange background not to exceed 8 x 10-1/2 inches:

---DPM---
E X P E D I T E

"DPM" with a horizontal arrow shall be stenciled in black letters approximately 2 inches high. The word "EXPEDITE" shall be symmetrically spaced below in 1-1/2 inch high black letters.

4.36.5 Resctrictive marking area. When the container size and/or configuration restricts the marking area, labels (DD Form 1387) or tags (DD Form 1387-1) will be used (figure 7).

4.36.6 Special marking. The word UP with an arrow shall be marked on one end and one side, toward the top of the container.

4.37 Unloading, unpacking and reporting loss and damage.

4.37.1 Unloading and unpacking. Unloading at destination will include the laying of rugs and the placement of furniture in appropriate rooms of the dwelling so they are readily available for the member's use. All articles disassembled by the contractor will be reassembled unless otherwise specified in the contract or by the member. All boxes, cartons and crates will be unpacked and the contents placed so they are readily available to the owner. The contractor shall not be required to move the items from place to place within the rooms after the furniture has once been placed as originally requested. The unpacking service and removal of debris will be performed by the contractor unless specifically waived, in writing, by the member at the time goods are delivered to his residence. The waiver will be held in the contractor's files for further reference, but will not relieve the contractor from liability for any concealed damage reported in accordance with the contract.

4.37.1.1 Reporting of loss or damage. Losses and damages shall be reported to the authorized Government Agent on a form similar to figure 8. If damage is attributed to improper packing and/or storage, contractor will describe the violation listing the paragraph in this Standard which has been violated.

4.37.2 OPENING PPP-B-580 boxes on delivery. On boxes assembled with lag bolts, the container door will be opened by removing lag bolts with a wrench. Lag bolts will not be removed by a crowbar, hammer, or similar device. Doors and sides will not be pried open or removed by force. This procedure bends lag bolts and brakes or splits the plywood or framing. Boxes assembled with plates and clips will be opened by removing clips with a screwdriver. Clips must be retained for reuse when container is reassembled.

4.38 Government inspections.

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TRANSPORTATION CONTROL NUMBER F5253 237 15 7272HXX		RDD 271	PROJECT
FROM: ITO - 401 TAC FTR WG (GBLOC) TORREJON AB SPAIN			TRANS PRIORITY 3
TO: (POE when applicable) POE - KJ1			
POD (When applicable) POD - 1GC			
ULTIMATE CONSIGNEE OR MARK FOR ITO - (GBLOC) FOR: JONES, JOHN X, MAJ, USAF FT. DIX, NJ 08640 237 15 7272 C/O RELIANCE VAN CO. 67 WEST KINGS HIGHWAY, MAPLE SHADE, NJ 08052			
PIECE NUMBER 1	TOTAL PIECES 4	WEIGHT THIS PIECE GROSS 1360 TARE 450 NET 910	CUBE THIS PIECE 195

DD FORM 1387 (Pri 3), 1 APR 66
 * U.S. GPO: 1974-540-842/8638

EDITION OF 1 APR 63
 WILL BE USED.

MILITARY SHIPMENT LABEL

MILITARY
 SHIPPING TAG

DD FORM 1387-1
 1 APR 63

TRANSPORTATION CONTROL NUMBER F5253 237 15 7272BXX		RDD 271	PROJECT	TRANS PRIORITY
FROM: ITO - 401 TAC FTW WG TORREJON AB SPAIN			2	
POE POE - TOJ				
POD POD - DOV				
TO: JONES, JOHN X, MAJ, USAF 237 15 7272				
PIECE NUMBER 1	TOTAL PIECES 4	WEIGHT 66	CUBE 7	

FIGURE 7. Military shipment labels.

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4.38.1 Extent of inspection. All shipments of household goods and unaccompanied baggage will be subject to inspection to insure that the materials used and the packaging, packing and marking conform to the requirements of this Standard.

4.38.2 Inspection guide. This Standard and referenced publications shall be the inspection guide.

4.38.3 Record of inspection. The Government employee performing the inspection shall prepare a Report of Packaging and Crating Contract Violations (figure 9).

4.39 Unaccompanied baggage. When unaccompanied baggage is shipped separately from bulk household goods shipments, it will be inventoried in accordance with 4.18 and packaged and packed as follows.

4.39.1 Packaging. Unaccompanied baggage shall be wrapped, cushioned and packaged in boxes consistent with the protection specified for items of household goods in Section 5. When boxes are required for interior packaging, fiberboard boxes will be used whenever possible.

4.39.2 Packing. Unaccompanied baggage, packaged as specified in 4.39.1, shall be packed in corrugated fiberboard boxes; triple-wall fiberboard boxes; weather-resistant high strength, double-wall fiberboard boxes; wood cleated fiberboard boxes; cleated plywood boxes or household goods boxes conforming to the following requirements.

a. Fiberboard boxes. Boxes shall conform to the weather-resistant class of PPP-B-636 (CONUS only), PPP-B-640 or PPP-B-1364, Triple-wall boxes shall be style E. The weight limitation will not exceed the weight limitation of the applicable box specification. Boxes shall be closed, waterproofed and reinforced in accordance with the Appendix to the applicable box specification.

b. Cleated plywood boxes. Boxes shall conform to Style A of PPP-B-601 and shall be caulked at time of assembly. Caulking compound shall conform to Federal Specification TT-C-1796, Type II, Class B (ribbon form).

c. Household goods boxes. When specified by the ordering officer, household goods boxes conforming to PPP-B-580 may be used. Boxes without weatherstripping shall be caulked with caulking compound conforming to TT-C-1796, Type III, Class B (ribbon form) at the time of assembly and closure.

4.39.3 Marking. Unaccompanied baggage will be marked in accordance with 4.36.2 and 4.36.5.

4.39.4 Items of extraordinary value. When items of extraordinary value are transported separately from bulk household goods shipments, items of extraordinary value shall be inventoried in accordance with 4.18 and packaged, packed and marked in accordance with 4.39.1, 4.39.2 and 4.39.3. The inventory requirement in 4.18 applies to items of extraordinary value packed inside cartons shipped within bulk household goods.

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REPORT OF PACKAGING AND CRATING CONTRACT VIOLATION(S)

THE PRIVACY ACT OF 1974 - Authority: Title 37, USC, Section 406; Title 5, USC, Section 5726. The Principal Purpose(s):
If a contractor fails to conform to the terms of the contract, this form will provide the necessary documented evidence on a case basis. Routine Uses: (a) To be used as documented evidence when contractor fails to adhere to the terms of his contract. (b) To be used to build up a file of reports of contractor's noncompliance with the ASPR contract. Voluntary: The personal data (SSN) is disclosed automatically when the individual relinquishes a copy of the orders authorizing the shipment (these orders contain the individual's SSN). If disqualification action were to be taken against a contractor, it would be necessary to provide documented evidence. This would involve identifying unsatisfactory performance of packing/unpacking services as to name of member, grade, and SSN.

INSTRUCTIONS: When the contractor fails to conform to the terms of the contract, the Issuing Officer will submit three copies of this form. The Original will be submitted to the Contractor, Copy - 2 to the Contracting Officer, and Copy - 3 to the ITO (Quality Control File).

TO: (Contractor's Name and Address)		FROM: (Issuing Office - Name and Address)	
CONTRACT NUMBER		ORDER NUMBER	
CONTRACT ITEM OF SERVICE			
OWNER'S NAME (LAST, FIRST, MI)		GRADE	SSN
NATURE OF VIOLATION			
NAME AND TITLE OF ISSUING OFFICER (TYPE or PRINT)		SIGNATURE	DATE

DD FORM 2018
 1 MAR 76

FIGURE 16, 0

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5. DETAILED REQUIREMENTS

5.1 General. In the absence of any general or specific requirements or contract provision for a specific item, packing materials, packaging and packing procedures used in commercial practice, as approved by the ordering officer, will apply for packaging, packing and crating household goods and unaccompanied baggage. All material referred to in this section shall be new or in sound condition. The use of damp, wet or unclean packing materials is prohibited. If the material is not new, all marks pertaining to any previous shipment shall be completely obliterated and all material will be free of any substance injurious to the articles being packed or to the owner. New material must be used for packaging mattresses/box springs, linens, bedding and clothing. The selection of authorized containers and methods of packing will be at the option of the Government, unless otherwise specified by the ordering officer prior to awarding of the contract.

5.1.1 Protecting knobs and dials. The control panel of washing machines, dryers, radios, stoves, stereos, television sets and similar items shall be protected by the use of cushioning and fiberboard filler strips placed between the knob or dial. These filler strips shall be securely fastened to the appliance and shall extend beyond the knobs.

5.2 Packaging and packing requirements for containerized shipments using wood boxes or fiberboard boxes meeting requirements of designated Federal specifications. (See 5.3 and 5.4.)

5.2.1. Beds, mattresses/box springs. All mattresses/box springs shall be individually packed in new cartons prior to leaving the residence. Cartons used will have a minimum average bursting strength of 200 pounds per square inch. Bed ends will be separated by cushioning material conforming to 4.2, 4.3 or 4.5. Bed rails will be wrapped separately. All parts of the bed should be packed in the same shipping container.

5.2.2. Bicycles. Handlebars shall be loosened, lowered, turned at right angle to their usual portion, swung downward (to conserve cubic displacement) and retightened. Pedals shall be removed and secured on edge forward of the seat post or above the back fender. Mechanisms (sprockets, idlers, etc.) or multi-speed bicycles will not be disassembled for shipping. The bicycle shall be placed in an upright position in a close fitting end opening fiberboard box. The wheels shall be resting on a board running the full length of the box with chocks placed in front and back of each wheel. Padded braces shall be used to secure the bicycle. The box will be sealed with tape and the word "UP" stenciled in black in letters 2 inches high on each side.

5.2.3 Books. Books shall be placed in cartons and packed not more than two rows high in a carton. Pads of solid or corrugated fiberboard will be inserted between rows and packed tightly, wedged with pads or paper, if necessary, to fill out the carton and prevent chafing. Similar size books will be packed together in rows.

5.2.4 Chairs. The various types of chairs require different methods of packing and the packer must use good judgment in selecting the proper method. Chairs will be wrapped in kraft paper to protect finished surface.

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5.2.4.1 Chairs without arms shall be bundled in groups of two, seat against seat, separated with cushioning material, and securely tied or taped.

5.2.4.2 A single chair and chairs with arms will be wrapped individually.

5.2.5 Chests. Lock the chest in a closed position and tie or tape the key to bottom of chest. Completely wrap the chest in material conforming to 4.2 to keep out dust and dirt.

5.2.6 Chinaware, glassware, crockery, vases, small framed pictures, small table lamp bases, etc..

5.2.6.1 Dish packs. Boxes conforming to PPP-B-636 will be used. The capacity shall not be less than five cubic feet and the sidewalls and ends of the container shall be of a minimum bursting strength of 350 pounds per square inch. Not more than 120 pounds of materials will be packed therein. All cartons will be marked on two sides with the word "UP" with an arrow pointing toward the top. There are two good, modern ways of packing chinaware, stemware, and other items in a dish pack. In both methods of packing, discussed as Method A (5.2.6.2) and Method B (5.2.6.3), use is made of clean, sanitary, safe, attractive materials. Each method allows enough latitude for a packer to improvise to some extent and still conform to a norm as a rule.

5.2.6.2 Method A. Method A packing is known as "Cell Wrap." A hand stapling machine and steel rust resistant staples are required. Materials used are:

a. Single face corrugated rolls, 250 feet in length, in widths 6 inches, 9 inches, 12 inches and 18 inches.

b. Ripple cushion pads-interleaver sheets. All interleaver sheets are cut sheets in sizes 6" x 6", 9" x 9" and 11" x 11".

c. Glass wrap sheets. Sheet sizes are 13-1/2" x 7-1/2" x 15" and 15" x 9-1/2" x 20".

5.2.6.2.1 Flat china.

a. Tear a piece of corrugated roll long enough to go around the set of plates to be packed, plus about six inches.

b. Place the sheet on the table with the corrugations or ribs running away from packer.

c. Place first plate in center of sheet and put an interleaver pad on the plate. (This pad must cover the plate edges in four places.) Place second plate on first and interleave. Do this until not over six plates are ready for packing.

d. Fold left side of sheet over the stack of plates and hold. Fold right side of sheet over the stack of plates. Place right side of sheet over the stack of plates. Close and make package snug.

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e. With stapler, staple only the overlapping sheet on the top. Do not staple bottom of sheet to top.

f. Slide hand toward packer until the thumb comes off the edges of the plates and compresses the package end closest to packer. Put stapler on package end and staple about four times across the bottom of package.

g. Place in disk pack with closed end down. Leave top open.

5.2.6.2.2 Water pitchers, bowls, vases and similar objects.

a. Tear length of corrugated roll sufficient to go around object plus six inches.

b. Place sheet on table with corrugations or ribs away from packer.

c. Place object on sheet with spout or handle facing toward or away from packer.

d. Fold left and right sides of sheet as in making a plate pack. While holding pack with hand, staple top of pack as in plate pack.

e. Still holding pack with hand and starting at overlap, pinch thumb and forefinger together to gather material at the bottom of pack. Staple this gathered material twice.

f. Repeat this gathering and stapling until three or four legs or gathers have been made. Stand this pack on legs in barrel with open top up.

g. Any loose top or similar part of the item packaged should immediately be wrapped in the largest interleaver sheet and inserted in the open top of the package.

5.2.6.2.3 Glassware and cups.

a. Stemware, expensive tumblers and fine china cups only should be wrapped in glass wrap.

b. Place a glass wrap sheet on table with length of sheet going away from packer--corrugated side up.

c. Place glass on its side on corrugated. (Length of glass same way as the corrugated flutes.) Some corrugated should be showing on both top and bottom of glass.

d. Roll glass wrap sheet around glass. Note: Roll on largest part of glass.

e. Pick up rolled package and tuck the plain kraft ends in the openings on top and bottom of pack. Stack finished pack in upright position; there is no top or bottom to this pack.

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f. Fine china cups should be placed lip down on the glass wrap with the handle toward the side. Wrapping procedure is the same as above.

g. Inexpensive glasses, regular coffee cups and similar objects should be wrapped in interleaver sheets.

h. Place in interleaver sheet on the table with a corner pointing toward packer.

i. Place glass on middle of sheet to wrap it diagonally.

j. Fold nearest corner of sheet over glass.

k. Fold in corner of sheet at bottom of glass.

l. Roll glass until sheet is used up.

m. Tuck loose ends into top of glass to secure the wrap.

n. Place in the open end of place packs or other open end packs.

o. Coffee cups are placed in middle of interleaver sheets and all four corners are tucked into the cup.

p. Place wrapped cup in open end of plate pack or similar pack with handle up.

5.2.6.2.4 Small objects.

a. Select interleaver sheet of proper size and place diagonally on table.

b. Place object on corner of sheet nearest packer.

c. Begin wrap by folding this corner over object.

d. Fold in next two corners over the object.

e. Finish wrap by rolling to the corner farthest away from packer.

f. Place these wraps in open ends of plate packs as with inexpensive glasses.

5.2.6.2.5 Figurines.

a. Tear two lengths of corrugated at least six inches longer than enough to go around the figurine from top to bottom.

b. Lay these sheets out in a crossed form on the table.

c. Tear off two more sheets each one wider than the base of the figurine and about twice as long as the base of the figurine. Fold the first sheet in half and staple. Fold second sheet around the first sheet at right angles to it. Staple the two sheets together. This makes a rigid base pad.

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- d. Place pad on crossed sheets at cross. Place figurine on pad.
- e. Select a piece of corrugated to build a fence around the figurine. The corrugated should be wide enough to be higher than the tallest point on the figurine.
- f. Encircle the figurine with this corrugated strip and staple once to hold around figurines.
- g. Wad fence lightly with tissue.
- h. Pull up ends of bottom sheet of cross and overlap on top of fence. Staple once to keep from unfolding.
- i. Pull up remaining sheet end and overlap snugly. Staple on each side.
- j. Place in dish pack on top tier, preferably near center.

5.2.6.2.6 Lamps and similar objects to 30" in height.

- a. Tear length of corrugated roll wide enough so that when the lamp is placed lengthwise on the sheet about six inches of paper will be exposed at the bottom. This sheet should be long enough to wrap the lamp two or three times.
- b. Begin rolling lamp into the corrugated. Fold six-inch overlap at base snugly to the base.
- c. With each turn of the lamp into the corrugated, fold the overlap to the base.
- d. Upon completing the wrap, stand it up and staple the top to keep it from unraveling.
- e. Place in dish pack or lamp carton.

NOTE: Smaller lamps may be wrapped the same way as a bowl, vase or pitcher.

5.2.6.2.7 Packing the dish pack.

- a. As plate packs are made, they are placed in the barrel in an upright position with the open ends up. Other packs such as a water pitcher, etc., are similarly placed.
- b. Try to pack an even tier on the bottom which will measure 18" from the bottom of the barrel.
- c. The open spaces on the top of these packs should be filled with everyday glasses, coffee cups and small items that are wrapped in interleaver sheets.

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d. When the first tier has been filled and pack tops filled, tear a piece of 18" wide corrugated 18" long. Lay this sheet over the top of the first tier to produce an even level on which to pack the second tier.

e. Second tier is made using 9" or 12" wide corrugated to pack smaller plates and related items. Place glasses, wrapped in glass wraps, in this tier. In the event that space exists on top of the barrel, it may be filled with small items wrapped in interleaver sheets-including coffee cups, inexpensive glasses, etc. Square wrapped plates and saucers may be packed on the second tier also.

5.2.6.3 Method B. Method B is known as Cell-Pack, a special packing service that provides protection for fragile items. Made of specially designed corrugated material, each cell prevents the fragile article it holds from coming in contact with other articles in the carton. Basically, this method uses several "egg-crate" type separators, folding compartment dividers to separate each tier, folded corrugated to be put in bottom of each carton, and waffle-type interleaver sheets of various sizes; soft tissue and unprinted newsprint to be used for wrapping.

a. Packing of plates and saucers begins by using interleaver sheets between the plates; not more than six plates should be wrapped together. Then wrap the bundle of plates in several layers of paper and place in cell.

b. Small figurines and other fragile ceramic objects are wrapped in several sheets of tissue to protect them, cushioned and placed in the pack.

c. Glass jars, containers and carafes are wrapped in tissue, cushioned as they are rolled in several thicknesses of tissue and placed on end in one of the sections.

d. Cups can be paper wrapped, rolled into a cushioned pack and placed in one of the cells.

e. Crystal goblets are wrapped with protective tissue stuffed into the goblet and packed carefully around the stem; goblet is finished into a cushioned roll and placed stem up on one of the cells. Glasses are rolled and wrapped in a similar manner.

5.2.7 Clocks. Pendulum clocks shall have the weights and pendulums removed, wrapped in cushioning material, and placed in same container with clock. Small clocks will be packed in container conforming to 4.10. Large clocks, such as grandfather clocks, shall be wrapped with cushioning material to adequately protect the surfaces from scratches and protect the glass and any projections on the back. Clocks will be properly braced in shipping container.

5.2.8 Dresser, buffet, bureau and similar items. Mirrors and glass dresser tops shall be separately packed as described in 5.2.19. Drawers may permit packing of linens, clothing, draperies or similar items if construction of the furniture permits the weight. Casters will be removed, placed in a bag and secured inside a drawer. Wrap the item to prevent marring and scratching.

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5.2.9 Electrical appliances, small. Small appliances will be wrapped, packed in small cartons, and provided with insulation to prevent contact of one appliance with another and to eliminate movement of articles in the container.

5.2.10 Fireplace fittings. Same as 5.2.9.

5.2.11 Furniture, upholstered. Each individual upholstered sofa or chair should be wrapped with kraft paper and overwrapped with cushioning material to avoid damage (figure 10). These items shall be securely braced in the shipping container.

5.2.12 Furniture, wicker. The cushions will be tied in place and the extremities at top, back, ends and front will be padded with cushioning material.

5.2.13 Garden hose. Garden hose shall be drained of water, coiled, and tied or taped securely to prevent uncoiling.

5.2.14 Kitchenware. Kitchenware shall be packed in cartons; similar articles; may be nested with cushioning material used to separate each article. Each article or stack of nested articles will be wrapped with kraft paper to prevent marring and scratching.

5.2.15 Lampshades, ornaments and toys. Ornaments, small toys and other easily crushed items shall be wrapped and placed in cartons. Cushioning material will be used to insulate the items from the carton and other items. Lampshades will be wrapped individually and placed in cartons. Lampshades will not be combined with other items in a carton.

5.2.16 Laundry machines, washer, dryer, ironer, dishwasher and like items (refer to 4.20 for servicing). Remove any loose parts or loosely attached projecting parts, such as knobs, agitator, hose or lint trap. Wrap, pad and secure lightweight items inside the machine. Secure any hinged doors or covers by closing on a small piece of cushioning material to restrict movement and deep closed with pressure sensitive tape. Casters shall be removed and put in a bag. Washers requiring a brace to prevent inner tub from vibrating will be secured with washer kits, washer packs, washer locks or special plastic inserts. Use of folded fiberboard between the tub and the cabinet is prohibited. Wrap the item with wrapping material to prevent marring and scratching. Securely brace and brace the machine in the shipping container to prevent movement.

5.2.17 Lawn mowers. The handle of mower may be removed to conserve packing space. Rotating blades and fixed cutting edges shall be covered with corrugated fiberboard to prevent damage to cutting edge. Secure mower within shipping container.

5.2.18 Clothing, linens, draperies, bedding and like items.

5.2.18.1 Clothing.

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5.2.18.1.1 Boxes. Clothing shall be packed in new cartons conforming to 4.10, and cartons will be of sufficient size to allow clothing to be packed flat. Stuffing, rolling and excessive folding of garments shall not be permitted. Cushioning material will be used in the boxes to prevent movement of garments during shipment.

5.2.18.1.2 Wardrobe containers. Garments will be placed in the wardrobe containers in such a manner to prevent excessive wrinkling and slippage. Flat wardrobes shall be used for all shipments. At no time should clothes be left on hangers while in noncontemporary shipments. The ordering officer may request use of upright wardrobe containers. Items will not be packed in the bottom of upright wardrobe containers.

5.2.18.2 Linens, draperies, bedding and like items. These items shall be packed in cartons lined with clean kraft paper. Items shall not be stuffed, wadded or excessively folded.

5.2.19 Mirrors, glazed pictures, marble or glass tabletops and like items over 18 inches in any dimension. These items shall be individually protected from abrasion by wrapping or enclosing in a sealed fiberboard folder or box. They may be packed individually or in multiples not exceeding four, having identical dimensions, in fiberboard boxes. Sufficient cushioning material conforming to 4.3 or 4.5 shall be used to overlap the edges to provide protection to the items. The several containers shall be secured at the residence. All containers to be marked on two sides "HANDLE WITH CARE -- GLASS" by affixing labels or lettering of 3/4 inches or more.

5.2.20 Pianos.

5.2.20.1 Upright Pianos. All finished parts that are not detachable, but movable, shall be secured with soft webbed tape. Two or three layers of cushioning material conforming to 4.3 or 4.5 shall be placed between parts that have a tendency to rub. The front, sides and top of the piano shall be covered with wrapping material and sealed with tape. The piano will be securely blocked and braced in the shipping container.

5.2.20.2 Grand Pianos. All removable parts, such as legs and pedal unit, shall be disassembled. These parts will be carefully wrapped and placed in a container. Movable parts which cannot be removed shall be secured to prevent movement. The piano, except the bottom, shall be wrapped with material conforming to 4.2 or 4.5. Bu use of padded braces securely block and brace the piano in the shipping container.

5.2.21 Pictures and mirrors.

5.2.21.1 Use of flat, small cartons. Small, inexpensive pictures and small glass table tops can be packed in small cartons.

a. Tape the glass of picture with criss-cross strips of masking tape. Put tape only on the glass to reinforce the glass and make it less liable to break. (Do not extend tape over the frame as tape can mar finish.)

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- b. Wrap the picture in a generous cushion of newsprint.
- c. Slip the picture into the center of a partially opened small carton. Squeeze the edge of the carton shut at top and bottom.
- d. Tape the slotted flaps carefully to reinforce these points at top, bottom and edges.
- e. Seal the edge of the carton on all four sides. Use special care to finish the pack so that there will not be any strain on the picture and frame.

5.2.21.2 Use of telescoping cartons. Cartons for mirrors and pictures which consist of an inner and outer section which may be telescoped to fit the item to be packed are available from packing supply firms, generally in three sizes. The following instructions deal with one type of carton which involves a telescoping carton cut to fit the pictures or mirrors to be packed.

- a. By use of two sheets of corrugated fiberboard, the packer can make a made-to-measure carton for pictures or mirrors up to 36" x 60".
- b. Measure the picture or mirror on longest side, as example, 36". The first carton sheet is marked for proper trim sizes to accommodate pictures and mirrors of varying sizes. The carton is cut off at point indicated as 36". The corrugated fiberboard is scored through the center and along one end; also, it is slotted at one end to allow for folding the ends of the carton. It is necessary to do the same thing to the end of the carton just cut. Measure and cut along the center score. Do this on both scored lines to cut a flap on this end of the carton.
- c. When flap is out, hold thumb and finger at innermost points and bend up. To score this end of the carton at the proper depth, extend two cushion blocks, position them even with the edge and, holding them firmly, bend the edge upright to form this end of the carton. Do this on both sides of the flap until a smooth, straight score is achieved.
- d. Tape the four cushion blocks together to form corner blocks for the carton.

5.2.21.4 Crating mirrors. Heavy mirrors with ornate or unusual frames (and of considerable value) shall be crated to protect them properly from damage. The crate is a box frame with end and center cleats for additional strength. The bottom is covered with a piece of corrugated fiberboard cut to size. Crate size is made to exact measurements of the mirror, plus approximately a quarter inch at top, bottom and both sides. Mirrors should be nested in sheet of cushion wrap which is pulled up around the edges for cushioning and protection and it should fit snugly. Cleats are cushion wrapped and inserted inside the crate where they press firmly against a smooth part of the frame. The cushion wrap is folded over the frame and under the padded cleat to provide a cushion to protect the frame. The padded cleats are nailed firmly in position from the outside of the crate. Another sheet of corrugated is cut to size to fit the front of the frame. Corner and center cleats are nailed in position. All crated mirrors shall be clearly marked and directions provided as to which side to open so that packer will know which is front and back, top and bottom.

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5.2.22 Radios, phonographs, radio-phonograph combinations and stereos.

Radios, phonographs and stereos shall be wrapped in cushioning material and packed in cartons. Phonograph arms shall be secured to the armrest; turntables to be either secured in position or removed and secured to the cabinet. When packing these items in cartons, corrugated fiberboard will be used in bottom, sides and top of cartons for protection. Items weighing up to 50 pounds can be packed in container conforming to 4.10 and items weighing more than 50 pounds should be packed in container conforming to 4.12. Corrugated fiberboard should be used between the items and the container. Cartons and inserts utilized by the manufacturers for record players, amplifiers, records, radios, stereos, etc., if acceptable, may be used by the contractor to service such items. If these cartons and inserts are used, such items will be considered contractor packed.

5.2.23 Refrigerators, deep-freezers and like items. (Refer to 4.20 for servicing.) Shelves, trays, drawers and other removable parts shall be removed, wrapped in cushioning material and placed in an adequate compartment of the cabinet. Secure all drawers and doors in a closed position with pressure sensitive tape. Wrap the sides, front, top and back with cushioning material to protect from marks and scratches. Securely block and brace the appliance in the shipping container.

5.2.24 Rugs and floor mats. Rugs and rug pads shall be rolled (not folded) for shipment and shall not be subsequently folded or bent to any extent that may cause damage. Rugs and rug pads shall be wrapped with kraft paper and rug tubes/rug boxes may be used. (If these items will not fit in shipping container due to length, they will be prepared for shipment as a separate item as noted in 5.3.13.)

5.2.25 Secretaries, china closets, glazed bookcases and like items. Close and secure all doors and drawers. Wrap in cushioning material to protect finished surfaces. Protect glass areas with corrugated fiberboard taped to the area to be protected. Use padded braces or padded blocking against at least two solid areas of each side, front and back and top to secure the items in the shipping container.

5.2.26 Sewing machines. When detachable, the sewing machine head shall be removed from the cabinet or carrying case (portable) and packed in a fiberboard carton and the carton marked "SEWING MACHINE HEAD." The head shall be securely packed with cushioning material to prevent movement during transit. When not detachable, the machine head shall be securely anchored and fastened to the cabinet to prevent movement or vibrations during transit. Parts of the machine that are free to move or rotate shall be secured in a fixed position to prevent movement or vibration. A portable sewing machine with nondetachable head will be packed in a carrying case and the carrying case packed in a carton.

5.2.27 Silverware.

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5.2.27.1 Packaging. Packaging silver articles of various sorts, such as silverware, candelabra, hollowware, requires care against bruising and other type of damage, particularly to plated surfaces.

a. A small carton is preferred because these articles are very heavy and carton should be very strongly sealed.

b. Candelabra can be packed carefully in their fully assembled state, but these pieces should be disassembled if possible. These articles can be wrapped individually in nontarnish tissue and kept together in a single pack.

c. Silverware pieces that nest on top of one another, such as spoons, shall be wrapped individually. Fold nontarnish tissue over one, lay the next one on top, and continue to roll these objects adding one on top of the other with a layer of nontarnish tissue between each piece until complete set is packaged. Replace wrapped pieces in chest.

d. Stuff remainder of silverware chest with nontarnish tissue until the chest is well filled and the knives also protected.

e. Wrap the silver chest in several layers of newsprint to protect the surface from being scratched.

f. Seal the package with tape.

g. Silver trays can be protected by wrapping in nontarnish tissue or plastic film. Tray is then wrapped in several layers of newsprint. Double wrap the package for added protection.

5.2.27.2 Packing. Packaged silverware items will be packed in corrugated fiberboard cartons conforming to 4.10. Heavy objects, such as silver chests, shall be placed in bottom of carton on a layer of dunnage. Trays shall be placed on edge in the carton and along the sides. Fill empty spaces in carton with newsprint to prevent movement in carton. After closing cartons, reinforce with encircling bands of filament tape.

5.2.28 Small articles of furniture. Vanity benches, footstools, floorlamps, stands, children's furniture, end tables, magazine racks, folding tables or chairs, ironing boards and other small articles of furniture shall be wrapped in cushioning material, padded, when necessary, and packed in cartons with suitable space not otherwise used or packed between other articles in the shipping container.

5.2.29 Stoves. Utility service lines must be disconnected at owner's expense prior to pickup. All projecting pieces easily detached, such as vents and knobs, shall be removed. All unattached parts, such as shelves, trays, grates, burners, pans and flexible connectors, shall be removed. Electric service connection plugs should be secured inside the back panel, if possible. Parts removed shall be wrapped in cushioning material and packed in a carton conforming to 4.10 that will fit inside the stove compartments and secure the carton to prevent movement. Open each door and drawer, place a piece of cushioning material as to form each door and drawer, place a piece of cushioning material as to form a wedge upon closing to prevent vibration.

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Secure all doors and drawers in a closed position with pressure sensitive tape. Wrap all surfaces of stove, except the bottom, with single-faced corrugated paperboard to prevent marring or scratching. Block and brace the stove in the shipping container.

5.2.30 Suitcases. Suitcases may be filled with a reasonable weight of other compatible items properly packed to prevent damage. Wrap handles with cushioning material. Suitcases will be in close fitting cartons or mixed in with other items in the shipping container.

5.2.31 Tables (with removable legs). Tables with removable legs will have the legs removed, wrapped in cushioning material, and taped together in a bundle. Loose and extra leaves shall be removed, wrapped in cushioning material and tied securely in a tightly piled stack. Close the table top to occupy minimum space and secure to prevent accidental reopening. Cover the edges and top with cushioning material to prevent marring and scratching and secure in shipping container.

5.2.32 Tables (with nonremovable legs). Loose and extra leaves shall be packed as described in 5.2.31. The sides, legs and tops of these items shall be wrapped with wrapping material to protect the surfaces. The tops shall be additionally protected with cushioning material. Secure the table with top adjacent to shipping container and fill in the space around the legs with other items of the shipment.

5.2.33 Table tops, marble or stone. Loose marble and stone table tops shall be removed, wrapped in cushioning material and packed on edge in a full flip-end opening carton. Closure of the carton shall be made by gluing the full overlap areas of the flaps together. Any attaching hardware should be packed with the frame.

5.2.34 Televisions (for servicing see 4.20). Wrap the top, sides and front with cushioning material and pack securely in the shipping container by blocking and bracing to prevent movement in transit.

5.2.35 Tools, hand. Edged tools shall have cutting edges protected by means of fiberboard guards or otherwise protected. A set of tools, like wrenches, in a closed container, or a stack of similar shaped tools may be tied together and treated as a single item. Hand tools should be packed in a carton using cushioning material to fill up unused space in carton.

5.2.36 Trunks and footlockers. Trunks and footlockers may contain a properly packed quantity of items that is reasonable for construction and condition of the container. Trunks should be wrapped in wrapping material prior to loading in shipping container. Trunks or footlockers will not be crated without authorization of the ordering officer.

5.2.37 Typewriters. Typewriter carriages shall be secured in center position with pressure sensitive tape and the typewriter packed in a carton surrounded by cushioning material. Cartons containing typewriters shall not contain movable items which may damage the typewriter. Portable typewriters in cases shall be packed in accordance with 5.2.28.

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5.2.38 Wood household goods boxes. Boxes, wood, household goods, shall conform to PPP-B-580 (see 4.13) and be used as outer shipping containers.

5.2.38.1 Assembly. There are two demountable boxes in use: Those assembled by use of lag bolts and those assembled with plates and clips. When demounted boxes are furnished, they will be assembled in accordance with Federal Specification PPP-B-580 or instructions furnished by the manufacturer.

5.2.38.2 Caulking. Prior to assembly, all horizontal joints between the top and the sides and ends, and vertical joints between the ends, shall be caulked. The caulking shall be a nonhardening type in a continuous strand or rope form. It shall be not less than 1/4-inch in diameter; 3/8-inch diameter material is preferable. It is recommended that for horizontal joints, the caulk be applied to the top panel; for vertical joints, it may be applied to the end panels most successfully. Joints between the base and the sides and ends shall not be caulked. When coopering boxes, patches will be caulked.

5.2.38.3 Packing wood household goods boxes. All items to be packed in the wood household goods box should be clean. Packing must be carefully planned for best utilization of the box, proper distribution of weight and to obtain maximum stowage factors. If it is determined that some goods must be packed in another type container, large individual items should be reserved for such packing rather than placing miscellaneous items in a small box. Large items, such as refrigerators and stoves, usually are best protected by firmly securing in the corner or wall of the container. Placing padded braces against the appliance usually is the most effective method of assuring that the item will not shift or be damaged. Braces in contact with furniture or other goods which can be damaged by abrasions or compression shall be cushioned at the point of contact. Pack heavy, dense articles, such as footlockers, machines, boxes of books, china and dishes, on the floor. Pack large, flat articles, such as mattresses and springs, on edge. Pack less dense articles, such as chairs, small electrical appliances and linens in the middle layer and lightweight articles on the top layers. Pack the articles tightly, using cushioning material to fill gaps so shifting of articles or packages inside the box will be impossible. The amount of padding or cushioning shall be held to a minimum consistent with the protection required. Either all spaces must be filled, or top bracing shall be installed in a partially filled box. Top bracing of nominal 1 x 6-inch boards, shall be nailed to the lower edge of a nominal 2 x 4-inch cleat, which, in turn, shall be fastened horizontally to the side sheathing or the end with seven penny nails driven through the sheathing into the cleat. (Uncovered bed springs shall only be placed against cartons, boxes or crates and not against unwrapped articles or articles wrapped in kraft paper or cushioning material. When wrapped in single-faced corrugated fiberboard, springs may be placed against any item provided adequate cushioning material is used.)

5.2.38.4 Closure of wood household goods boxes. Boxes shall be closed and reinforced in accordance with Federal Specification PPP-B-580 or instructions furnished by box manufacturer. When lag bolts are used for closure of the wood boxes, lag bolts shall be applied by using a wrench and shall not be driven by a hammer or similar device. When threads in the wood become stripped from repeated turning of the lag bolt, the hole shall be repaired with wood, plastic or other suitable compound and the lag bolt reseated. When

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the hole cannot be repaired, the lag bolt shall be placed in a new hole which shall be drilled near the old position. The old holes shall be filled with wood plugs, plastic wood or other compound suitable to prevent entry of water or insects. When plates and clips are used for closure of the wood boxes, a hammer and screwdriver will be used. Do not nail the containers equipped with plates and clips.

5.2.39 Packing, corrugated, fiberboard, triple-wall boxes. The ordering officer may specify the use of triple-wall boxes conforming to PPP-B-640, Class 2, for packing all or part of shipments moving by rail, motor or air freight. Boxes utilized in this manner will be supported by a wood pallet to which the box body has been nailed. When the box size exceeds the limitations of the box manufacturer's equipment, two manufacturer's (body) joints may be used to form the box. The maximum weight shall not exceed 2,000 pounds and 150 pounds cubic feet. Boxes shall be closed and reinforced.

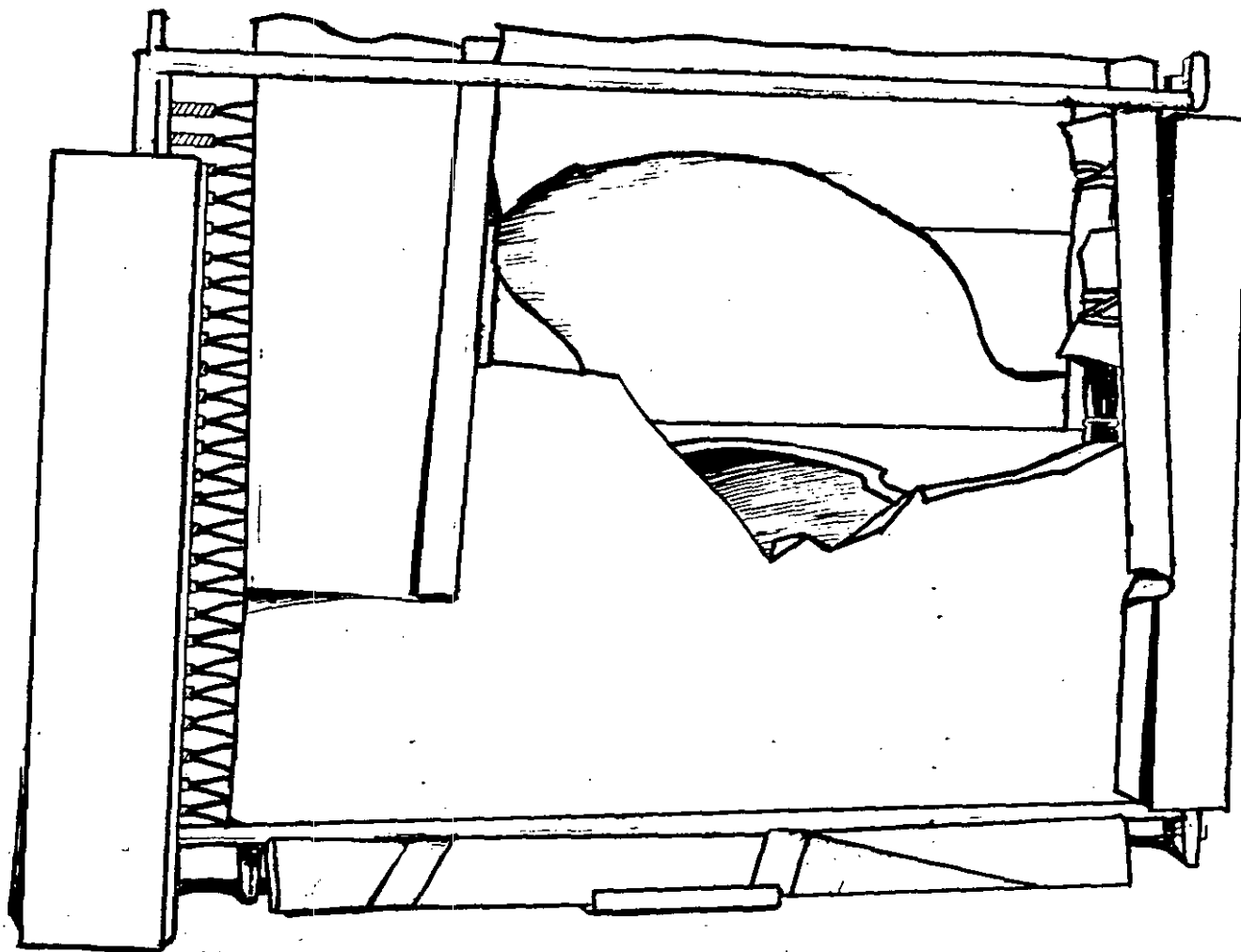
5.3 Items too large for household goods boxes; appliances, furniture or bulky items shipped separately; items to be shipped as overflow. Packaging and packing requirements in 5.2 will generally be observed with additional protection for the items to be shipped as outlined below. All polished or highly finished surfaces shall be protected with wrapping materials conforming to 4.2 or 4.5. Protective wrappings shall be secured with tape conforming to 4.8. Twine conforming to 4.7 may be used, but the tying shall be done in a manner that will not leave marks on the item. Overflow boxes shall comply with PPP-B-601 and be caulked during assembly.

5.3.1 Beds, mattresses and box springs. All parts of a bed should be packed in the same container, if possible. The bed ends will be separated by cushioning material conforming to 4.3 or 4.5. Bed rails shall be wrapped separately with material conforming 4.2 or 4.5 and secured in the box. All box springs and mattresses shall be individually packed in double-walled fiberboard boxes before leaving the residence. Boxes for mattresses and springs shall not be removed, regardless of the final packing used (figure 10)

5.3.2 Bicycles. Bicycles shall be packed in close-fitting containers conforming to 4.10. Handlebars shall be loosened, lowered, turned at right angle to their usual position, swung downward to conserve cubic displacement and retightened. Pedals shall be removed, placed in reverse position and securely fastened. Baskets shall be removed and secured on edge forward of the seat post, above the back fender, or packed in another container. The seat shall be set at the height of the highest point of the handlebars or their attachment. Mechanisms (derailleurs, sprockets, idlers, etc.) or multispeed bicycles will not be disassembled for shipping.

5.3.3 Chairs. The various types of chairs require different methods of packing and the packer must use good judgment in selecting the proper method. Chairs that can be readily knocked-down and reassembled shall be packed knocked-down. The assembly fittings shall be secured under the seat, against the seat frame, or secured in the parts from which they were removed. The parts shall be wrapped in material conforming to 4.2 or 4.5, as required to protect the surfaces and shall be packed securely in a container conforming to 4.10 or 4.11. More than one knocked-down chair may be packed in each container. When not readily disassembled, chairs without arms shall be

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NOTE:

BED ENDS WRAPPED, TAPED TOGETHER, NESTED WITHIN BEDSPRING AND PARTIALLY BLOCKED AND CUSHIONED IN PREPARATION FOR PACKING WITH SPRING AND BUNDLED SLATS IN SHIPPING CONTAINER.

FIGURE 10 BED ENDS, SPRINGS AND SLATS IN PREPARATION FOR PACKING

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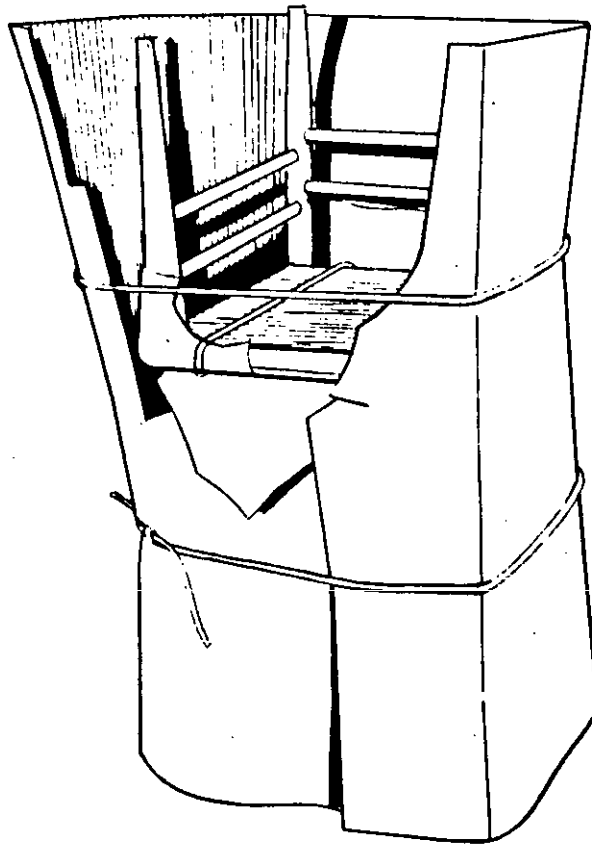


FIGURE 11 CHAIRS PADDED AND WRAPPED.

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individually padded and the padded chairs shall then be bundled in groups of two, seat against seat and securely tied or taped (figure 10). Blocking shall be used to provide 3/4-inch spacing between the chairs and the inside surface of the container. A single chair shall be packed in a container conforming to 4.11. The chair will be wrapped with material conforming to 4.2 or 4.5. Chairs with arms will be packed in this same manner; however, the inner box between the seat and the top shall fit between the arms and the space above the arms will be filled with cushioning material conforming to 4.3 or 4.5 to keep it in position.

5.3.4 Clocks. Pendulum clocks shall have the weights and pendulums removed, wrapped in material conforming to 4.2, cushioned with material conforming to 4.3 or 4.5 and placed in the same container as the clock. Clocks shall be completely wrapped with material conforming to 4.2 or 4.5. Small clocks shall be packed in a container conforming to 4.10 or 4.11. Large clocks, such as grandfather clocks, shall be packed in containers conforming to 4.12. Blocking as cushioning material conforming to 4.3 or 4.5 shall be used to provide a 3/4-inch clearance between the clock and any surface of the container. The blocking or cushioning material shall be folded and secured so that the front glass and any projections on the back will not be subjected to pressures.

5.3.5 Dresser, buffet, bureau and similar items. Mirrors and glass dresser tops shall be separately packed as described in 5.2.19. Drawers may permit packing of linens, clothing, draperies, or similar items if construction of the furniture permits the weight. Close and secure all drawers or cabinets. Casters will be removed, cushioned, placed in a bag and secured inside a drawer. Items weighing less than 55 pounds, with a total length, width and height not exceeding 95 inches, shall be packed separately in a container conforming to 4.10 or 4.12. Place an additional layer of corrugated fiberboard conforming 4.3. inside on the bottom. Cover the top with nonabrasive cushioning material conforming to 4.3 or 4.5. Use corrugated fiberboard blocking conforming to 4.3.9 lined with nonabrasive cushioning material conforming to 4.2 along all edges of the items to maintain about one-inch clearance between the item and the container. Support the framework of the item on corrugated fiberboard blocking conforming to 4.3.9 so that the legs do not come in contact with the container. Completely wrap the article with material conforming to 4.2 or 4.5.

5.3.6 Furniture, upholstered. Each individual upholstered sofa or chair should be first wrapped with 60 pound basis weight kraft paper conforming to 4.2. or 4.5 to avoid damage, and packed in a crate conforming to 4.14 (figure 12). The articles included in this paragraph shall be suspended in the crate with a clearance on all sides of at least two and not more than four inches at the closest point. A sufficient number of suspension braces shall be used to hold and balance the item. If the articles are made of material that is easily marred by brace pressure and are heavy, making an arm brace necessary, a strip of corrugated fiberboard conforming to 4.3.9 and two thicknesses of material conforming to 4.3 or 4.5 shall be placed over the entire arm. Two upholstered chairs, when not large too large or heavy, may be crated together. If the upholstery of the chairs is easily marred, a clearance of at least one-inch shall be provided between the two chairs. Light items (lampshades, hassocks and cushions) in cartons may be packed in crates with upholstered furniture, provided they are securely and properly braced to prevent movement. It is often possible to build a compartment for holding a floor lamp into a crate containing a sofa or studio couch.

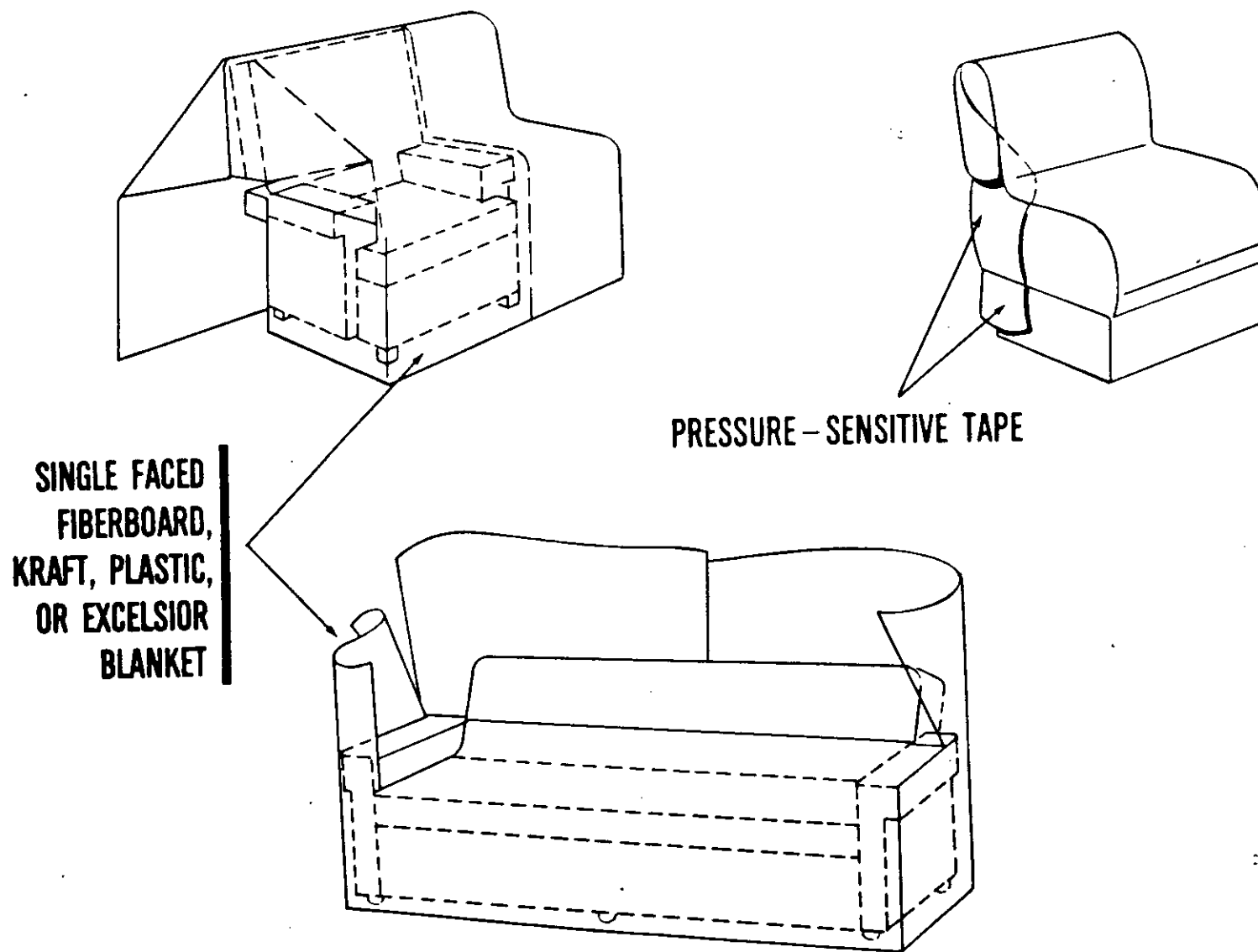


FIGURE 12 Wrapped Sofa For Shipment

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5.3.7 Furniture, wicker. Wicker furniture will be packed in crates conforming to 4.14. The furniture will be completely wrapped with material conforming to 4.2 or 4.5 and overwrapped with kraft paper conforming to 4.2.5. The cushions shall be tied in place and the extremities at top back ends and front padded.

5.3.8 Laundry machines, washer, dryer, ironer, dishwasher and like items (refer to 4.20 for servicing). Remove any loose parts or loosely attached projecting parts, such as knobs, agitator, hose or lint trap. Wrap, pad and secure lightweight items inside the machine. Secure any hinged doors or covers by closing on a small piece of cushioning material to restrict movement and keep closed with pressure sensitive tape. Casters shall be removed (put in bag). Machines with adjustable legs shall have legs adjusted to their shortest length before being packed. Washers requiring a brace to prevent inner tub from vibrating, will be serviced with washer kits, washer packs, washer locks or special plastic inserts. Metal wire will not be used to secure agitator and items placed in the tub. The use of folded fiberboard between the tub and the cabinet is prohibited.

5.3.9 Lawn mowers. The rotating blades and the fixed cutting edge shall be covered full length in a wrap of single-faced corrugated fiberboard conforming to 4.3.9 to prevent damage to the cutting edges from other articles in the container. Use ties, cushioning material conforming to 4.3 or 4.5 to secure all items against movement within the container. Power mowers shall be drained of fuel and oil by the owner. The handle may be removed and packed in the same container. Wood blocking shall be used to secure heavier mowers in the shipping container. Bags and bag extension arms, as well as removable chutes shall be packed securely in the same container with the mower. The ignition wire shall be removed from the spark plugs and wrapped securely in material sufficient to prevent contact while in transit.

5.3.10 Pianos.

5.3.10.1 Upright pianos. (figure 13.)

5.3.10.1.1 Box Construction. The values stated herein for lumber widths and thicknesses are nominal. Random width one-inch lumber shall be used in making piano boxes. The ends shall have three 1" by 4" horizontal cleats the full width of the box, one at the top, one at the bottom and one in the center. There shall be two 1" x 4" vertical cleats on the ends in order that the front and back nailing can be staggered over at least a 1-1/2" nailing area the full height of the box. The back of the box shall have two 1" x 4" vertical cleats placed so that the lag screws will go through them into the piano. The front shall have two 1" x 4" vertical cleats directly opposite the back cleats. The bottom shall have five 1" x 6" skid cleats from front to back; one at each end, one in the center and two spaced so that the two front and back cleats may be nailed into them. The top shall have two 1" x 4" cleats lengthwise of the box on the outer edges. The piano shall be blocked up to relieve any strain on the casters. The piano shall be covered with wrapping material conforming to 4.2 or 4.5.

5.3.10.1.2 Preparation for placing in box. All finished parts that are not detachable, but movable, shall be secured with soft webbed tape. Two or three layers of cushioning material conforming to 4.3 or 4.5 shall be placed between parts that have a tendency to rub. The front, sides and top of the piano

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shall be covered with material conforming to 4.2 or 4.5 and sealed with tape conforming to 4.8.

5.3.10.1.3 Blocking and securing. Holes shall be bored through the back cleats and into two posts of the piano and should be secured with a minimum of four lag screws not less than 1/4-inch by 4 inches. If bolt inserts are in the back of the piano, bolts to fit will be used instead of lag screws. Washers shall be used immediately under the head of the bolts or lag screws. There shall be a clearance of at least two and not more than four inches on all sides, except the back, which shall be solid against the box. No other articles may be packed in the same box with a piano.

5.3.10.2 Grand pianos. (Figures 14 through 18).

5.3.10.2.1 Box construction. Random width nominal one-inch lumber shall be used in making boxes for grand pianos. The box shall be similar in construction to that described in 5.3.10.1.1.

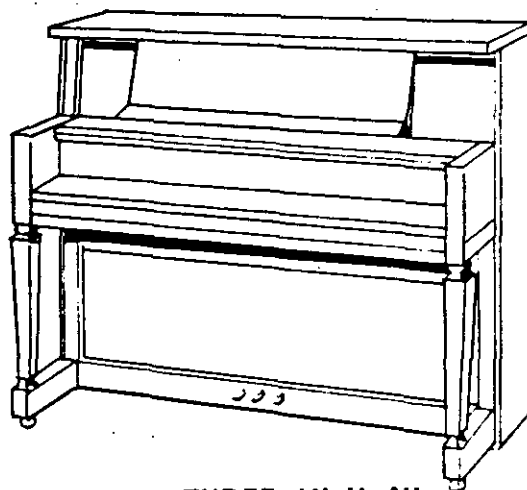
5.3.10.2.2 Preparation for placing in box. Prior to placing in the box, removable parts, such as legs and the pedal unit, shall be disassembled. These parts shall be carefully wrapped and placed in a compartment, especially built into the box, or in another suitable container. Movable parts which cannot be removed shall be wrapped with material conforming to 4.2 or 4.5.

5.3.10.2.3 Blocking and securing. Position in box is determined by constructing the piano. The heaviest and strongest part is placed downward. The keyboard edge usually is placed vertically in box. Blocking is begun by securing two nominal 2" x 6" framing members to base of piano. These are as long as the inside of the box. At least six lag bolts 3/16-inch by 4 inches should be used to secure the piano to the box. Piano is placed in box. Framing members are placed against horizontal strips. Blocking is nailed to strips and positioned snugly against edges of framing members. Blocking, including framing members, extends full width of the box. Two-inch blocking is provided from framing members to front of box. To distribute stress, nails are driven through each back board of box into framing members. The piano is further secured by using padded braces placed against the piano in a manner which will prevent damage. If padded braces are not available and nonpadded braces are used, insert nonabrasive padding material between the nonpadded brace and the item. The braces shall be held in place by holddown cleats. There shall be a clearance of at least two and not more than four inches between the piano and the box.

5.3.11 Radios, phonographs, radio-phonograph combinations and stereos. The chassis shall be adequately secured in the cabinet. Knobs and felts shall be removed from the control shafts wrapped in material conforming to 4.2 and secured in the cabinet. Phonograph arms should be secured to the armrest. Turntables should be either secured in position or removed and secured to the cabinet. Back items weighing less than 50 pounds in a box conforming to 4.10 or 4.11. Corrugated fiberboard conforming to 4.3.9 blocking shall be placed along each edge or corner and beneath the feet or base to maintain a spacing of about one inch between the item and the container. Items weighing between 50 and 100 pounds shall be placed in containers conforming to 4.11 or 4.12. Blocking shall be used to provide at least one-inch clearance between the front, back, sides and top of the item and the box. Two layers of corrugated fiberboard conforming to 4.3.9 shall be placed under the bottom of the item. For items weighing more than 100 pounds, wrap in material conforming to 4.2.

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CREPE CUSHIONING MATERIAL
COMPLETELY WRAPPED WITH
WATERPROOF BARRIER MATERIAL



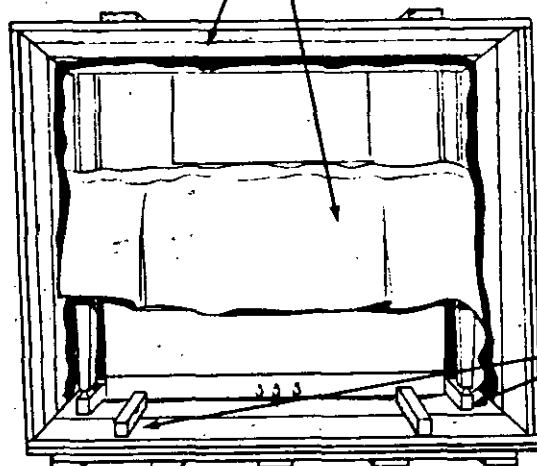
UPRIGHT PIANO

TWO 1" X 4"
VERTICAL CLEATS

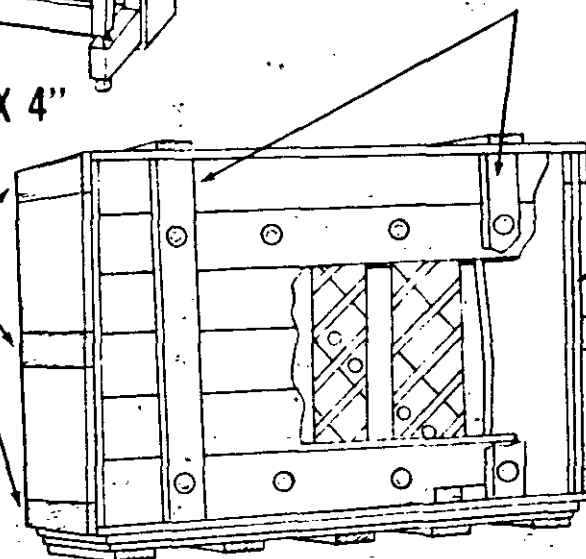
THREE 1" X 4"
HORI-
ZONTAL
CLEATS

1" LUMBER
(NOMINAL)

BLOCKS



FRONT VIEW, PARTLY BOXED



CUT-OUT BACK VIEW
SHOWING BOLTS

FIGURE 13 Piano Boxed For Shipment

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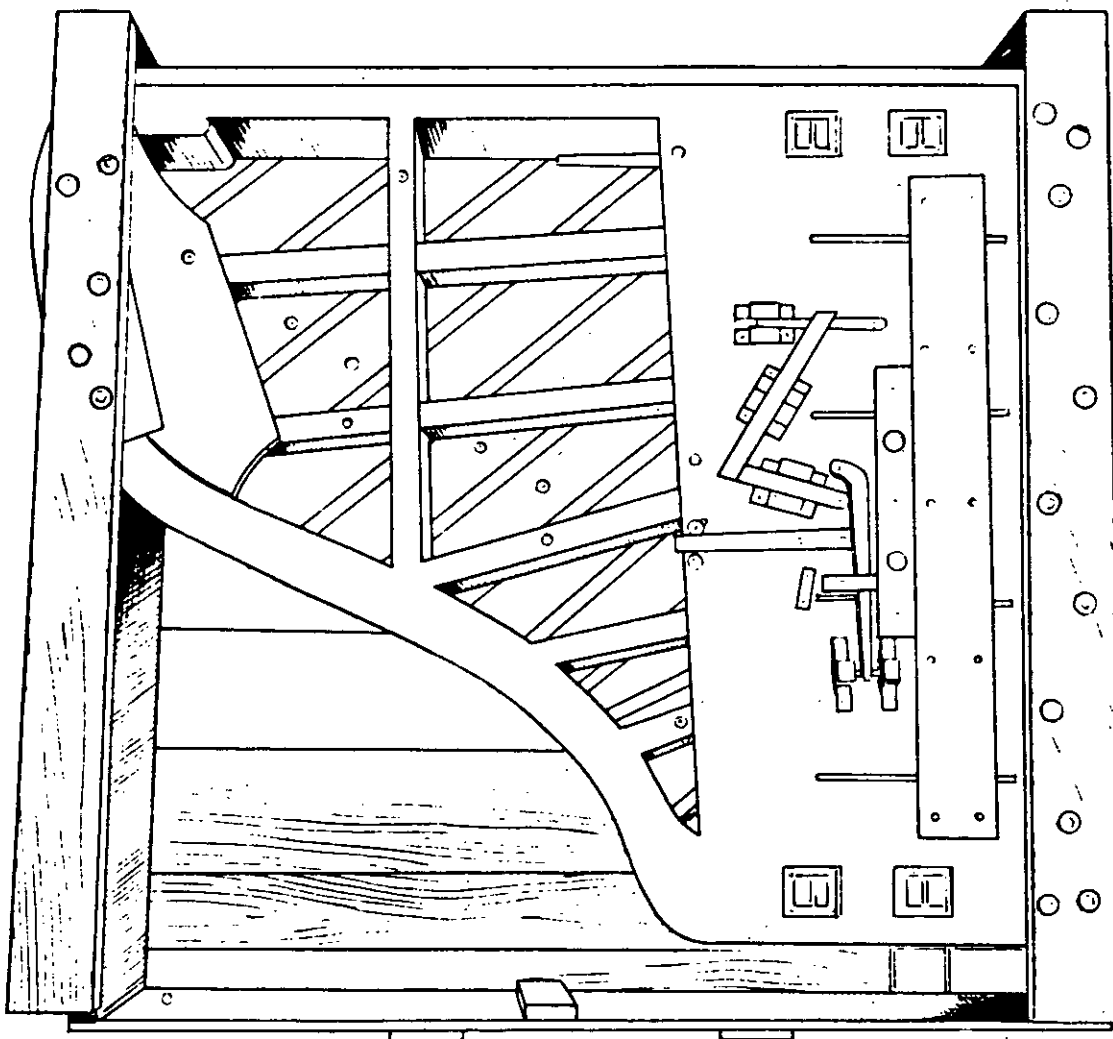


FIGURE 14. BLOCKING ATTACHED TO BASE OF PIANO

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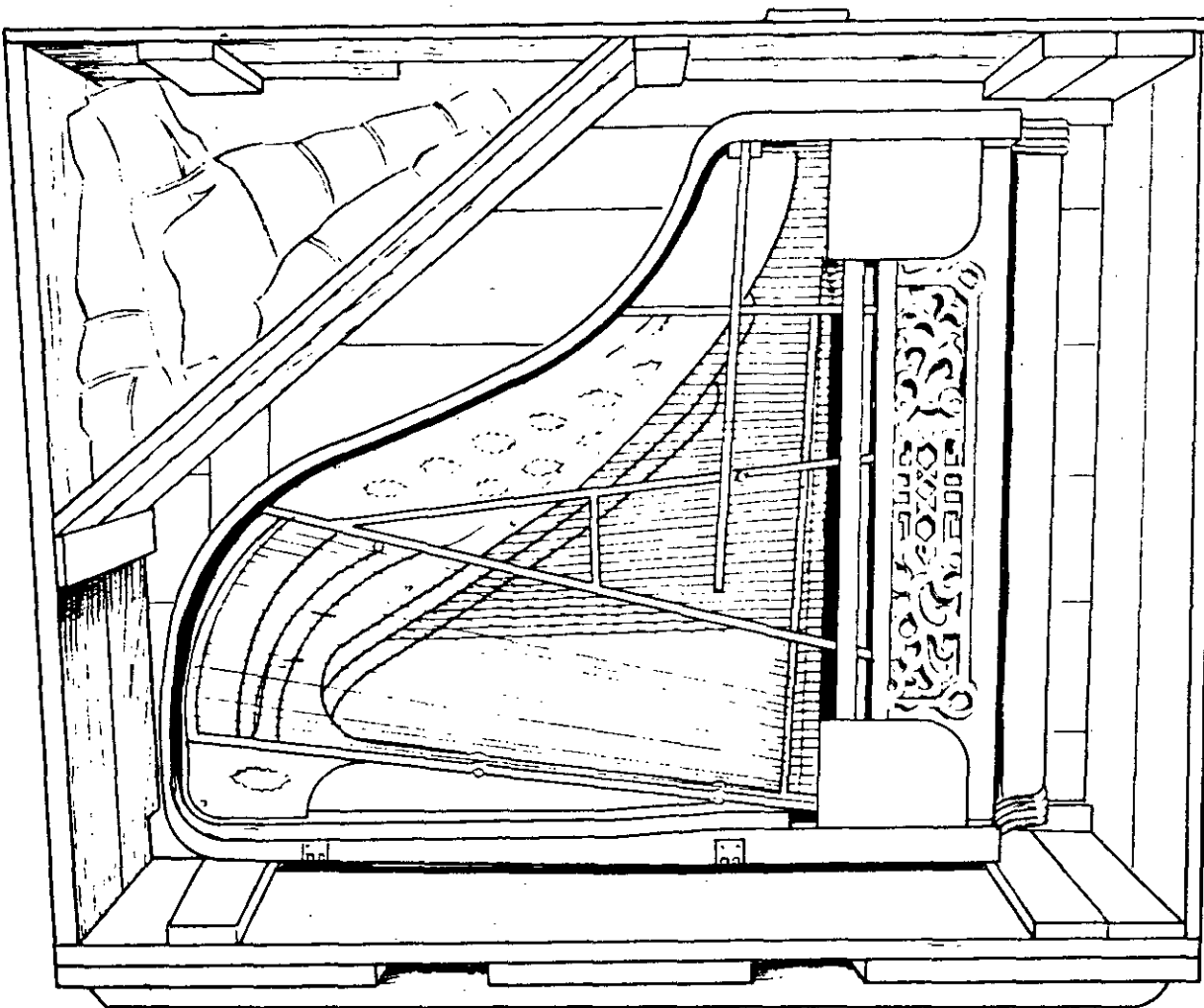


FIGURE 15 BLOCKING AGAINST FRAMING MEMBERS.

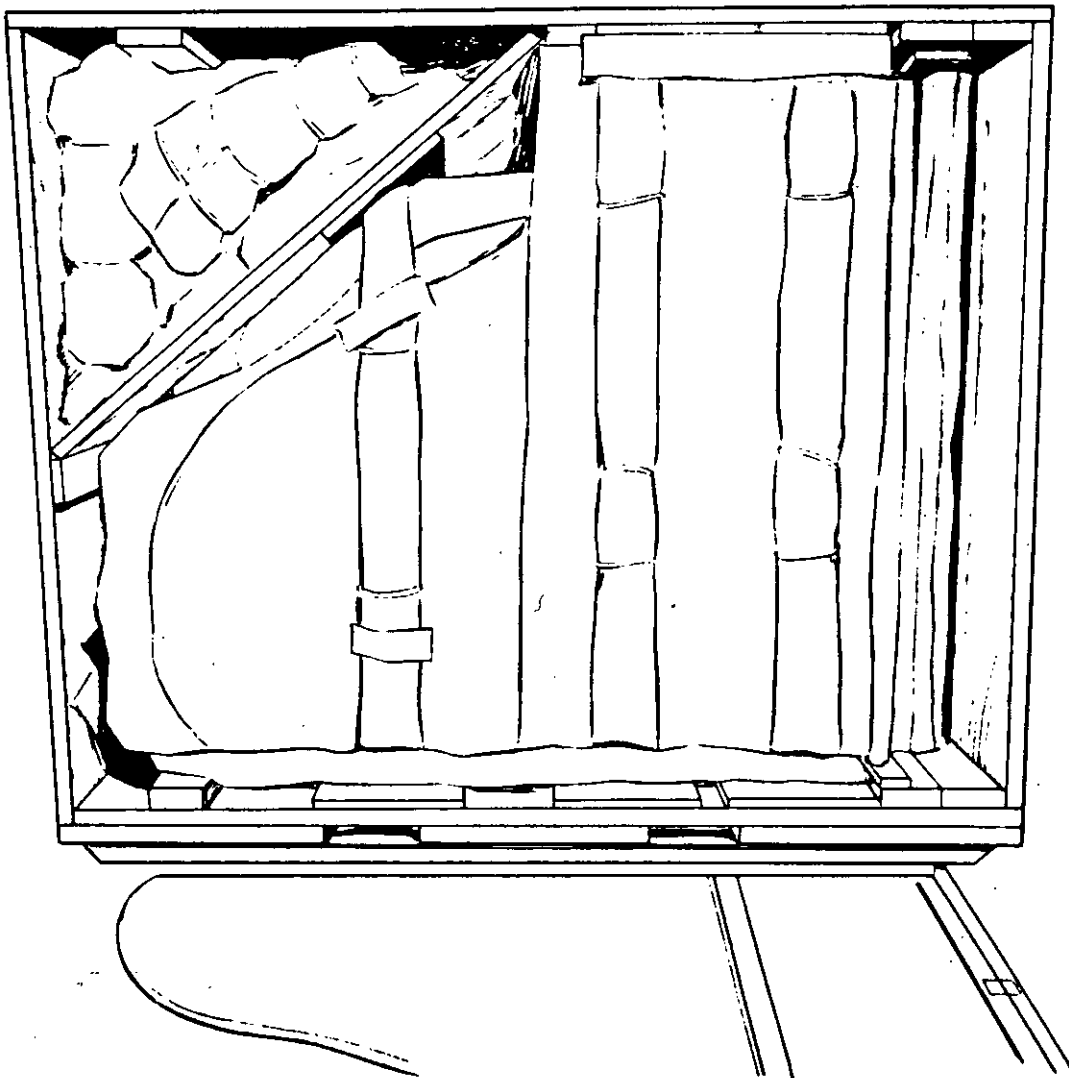


FIGURE 16 PADDED BRACES AND HOLD-DOWN CLEATS.

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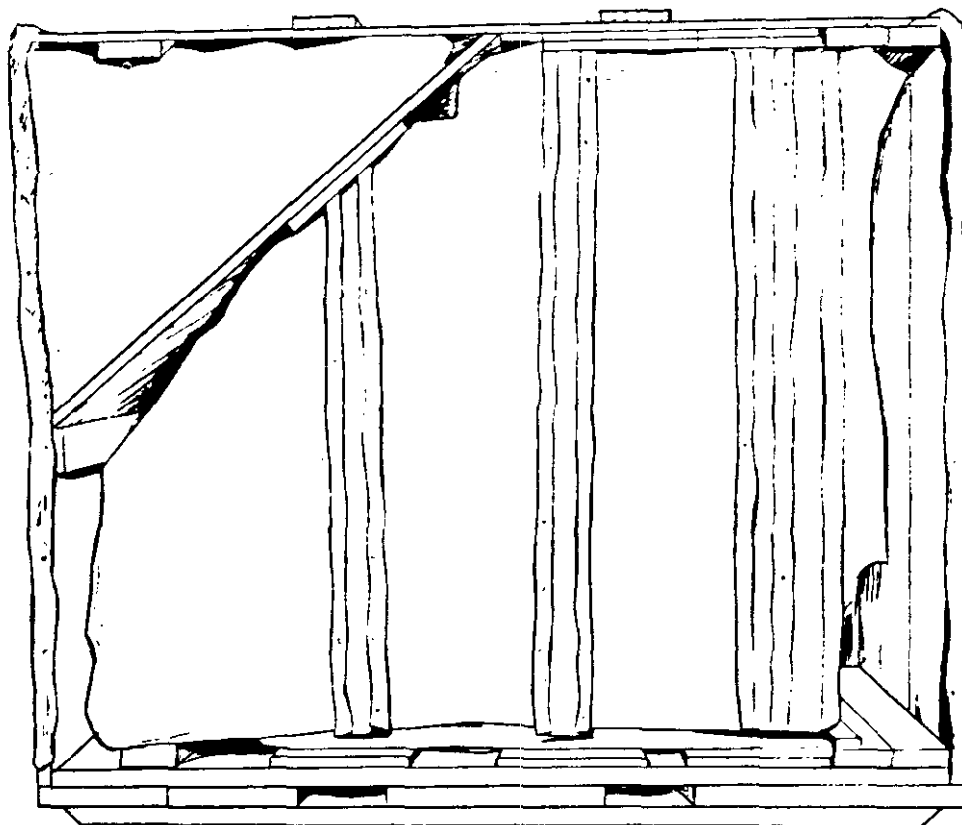


FIGURE 17 BOX READY FOR FRONT COVER

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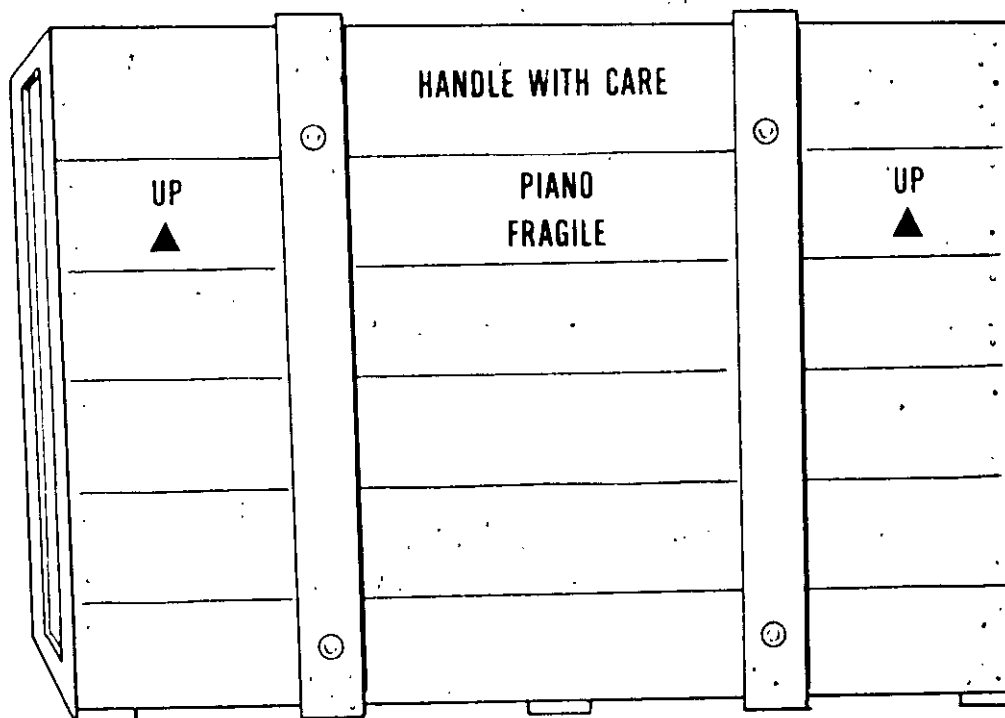


FIGURE 18 PIANO BOX CLOSED, READY FOR STRAPPING AND MARKING

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Cartons and inserts utilized by manufacturers for record players, amplifiers, records, radios, etc., if acceptable, may be used by the contractor to service such items. Such items will be considered contractor packed.

5.3.12 Refrigerators, deepfreezers and like items. (Refer to 4.20 for servicing.) Shelves, trays, drawers and other removable parts shall be removed, wrapped in material conforming to 4.2 and cushioned with material conforming to 4.3 or 4.5 to prevent movement, in an adequate compartment of the cabinet, or in a box conforming to 4.10. Remove any easily detachable projections such as air flutes, dust covers, and handles, and pack them along with the shelves and trays. Secure all drawers and doors in closed position with pressure sensitive tape conforming to 4.8. Completely wrap the sides, top, front and back with material conforming to 4.2. Pack in a crate conforming to 4.4 using padded braces or blocking against at least two solid areas of each side, the front, back and top edges to maintain not less than one-inch clearance between the cabinet and the crate. These padded braces or blockings shall not contact fragile parts.

5.3.13 Rugs and floor mats. Rugs and rug pads shall be properly rolled (not folded) for shipment and will not be subsequently folded or bent to an extent that may cause damage to the rug. A container conforming to 4.11 or 4.12 will be used for shipping.

5.3.14 Secretaries, china closets, glazed bookcases and like items. Close and secure all doors and drawers. Cover finished surfaces that will bear against braces or blocking with nonabrasive pads and wrap with material conforming to 4.2 and overwrap with kraft paper conforming to 4.2.5. Cut a hole about six inches in diameter in the paper covering each pane of glass. Pack the item into a container conforming to 4.11. Use padded braces or padded blocking against at least two solid areas of each side, front, back and top to secure the item in position and to maintain a clearance of about one inch between the item and the box. Place these padded braces or blocks against the strongest part of the furniture, never against fittings, ornamentation or glass.

5.3.15 Sewing machines. When detachable, the sewing machine head shall be removed from the cabinet or carrying case (portable) and packed in a cushioned carton with material conforming to 4.3 or 4.6 to give it proper protection without hazard to other articles in the container. Articles that cannot be economically packed in other containers shall be grouped together and packed in a box conforming to 4.11. Pack the articles with material conforming to 4.3 or 4.6 to secure items in position. Each box and contents shall not exceed approximately 100 pounds in weight or 15 cubic feet.

5.3.16 Stoves. All integral fuel tanks must be completely drained and vented by the owner. Utility service lines must be disconnected at owner's expense prior to pickup. All projecting pieces easily detached, such as vents and knobs, shall be removed. All unattached parts, such as shelves, trays, grates, burners, pans and flexible connectors, shall be removed. Any electric service connection plugs should be secured inside the back panel, if possible. Parts removed shall be wrapped in material conforming to 4.2 and packed in a box conforming to 4.10 that will fit into the stove compartments. Use cushioning material conforming to 4.3 or 4.5 to provide clearances, as necessary, between parts and to prevent movement within the box. Secure the box or boxes in the stove compartment. Open each door and drawer, place a piece of cushioning material conforming to 4.3 or 4.5 as to form a wedge upon

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closing to prevent vibration. Secure doors and drawers in the closed position with pressure sensitive tape and wrap all surfaces except the bottom with single-faced corrugated paperboard conforming to 4.2.7. Pack the stove in a box conforming to 4.11, using fiberboard blocking, or in a crate conforming to 4.14 using either padded braces or padded blocking. Contact should be against at least two rigid edges of panels on each end, front, back and top to secure the item in position and to maintain a clearance of about one inch between the extremities of the item and the container. Provide uniform footing under the legs or base of the stove when legs are less than six inches long. When legs are greater than six inches in length, the stove shall be supported on its framework, with easily detachable legs removed. Do not brace against legs, handles, control panel, or other projections.

5.3.17 Tables (with removable legs). Tables with removable legs shall have the legs removed and wrapped with cushioning material conforming to 4.3 or 4.5. Loose and extra leaves shall be removed, wrapped with material conforming to 4.2 and tied securely in a tightly piled stack or stacks. Wrap each stack with padding conforming to 4.3 or 4.5. Close the table top to occupy minimum space and secure to prevent accidental reopening. Cover the edges and top with padding conforming to 4.3 or 4.5 secured in position. Pack into a box conforming to 4.11, along with the legs and leaves, using corrugated fiberboard blocking to secure the table in place and to maintain a clearance of about one inch between the table and the household goods box. Use cushioning material conforming to 4.3 or 4.5, as necessary, to prevent movement of the parts within the box.

5.3.18 Tables (With nonremovable legs). Loose and extra leaves shall be packed as described in 5.2.31. The items shall be packed in a box conforming to 4.11. The side, legs and tops of these items shall be wrapped with material conforming to 4.2. Tops shall be additionally protected with material conforming to 4.3 or 4.5. When shipped as an individual item, it shall be packed in a crate conforming to 4.14. These items shall be suspended not less than one inch above the crate bottom by applying sufficient number of suspension braces to hold and balance the weight of the item. It shall be held in place in the crate by padded braces on all sides. There shall be no lateral spaces between the top boards of the crates. Tops shall be secured to prevent movement within the crate.

5.3.19 Television (For servicing see 4.20). Television sets shall be packed in a box conforming to 4.10 or 4.11. The box shall be reinforced inside on the bottom with a layer of fiberboard for loads up to 100 pounds. Corrugated fiberboard blocking shall be used along the edges of the cabinet to secure the set against movement and to provide about 1/2-inch clearance between the box and the top and about one inch between the container and the other surfaces or projecting parts. The top shall be padded with nonabrasive material conforming to 4.2 and the blocking should be lined with nonabrasive material conforming to 4.3 or 4.5 contacting the finished surfaces.

5.3.20 Trunks and footlockers. Trunks and footlockers may contain a properly packed quantity of household goods that is reasonable for the construction and condition of the container. All trunks and footlockers, regardless of the method of shipment, will be covered girthwise with double-faced corrugated fiberboard conforming to 4.3.10 and when strapped with steel strapping conforming to 4.9. Two straps shall run around the top, bottom and sides of the item and one strap around the top, bottom and ends. Trunks or footlockers will not be crated without authorization of the ordering officer.

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5.3.21 Typewriters. Before being packed, typewriter carriages shall be secured in center position with pressure sensitive tape conforming to 4.8. Typewriters shall be secured in containers conforming to 4.11 with bolts passing through washer and bottom of box and fitting into threaded holes in the typewriter frame. Boxes containing typewriters shall not contain movable items which may damage the typewriters. Portable typewriters incases shall be packed in accordance with 5.2.28.

5.4 Packaging and packing for nontemporary storage. Items destined to nontemporary storage shall be packaged in accordance with the requirements of 5.2 and 5.3. For protection against loss and pilferage, and to facilitate storage and handling, maximum use will be made of PPP-B-580 boxes, wood, household goods. Oversize and overflow items shall be packed in a shipping container that completely encloses the items. Insecticides shall be used in accordance with 4.30.

5.5 Preparation of personal property for intra-city and intra-area movements. This covers requirements for the preparation of household goods and personal effects for intra-city and intra-area movements by motor van. Intra-city and intra-area movement involves shipments not exceeding a 50-mile transfer. Packaging and packing requirements will be in accordance with Government commercial procedures for short distance van shipments.

5.5.1 Premove survey. (See 4.16)

5.5.2 Pickup and delivery time. Contractors shall commence pickup between 0800 and 1200 hours on the scheduled date to ensure delivery will be completed not later than 1700 hours on the same day. If delivery cannot be completed by 1700 hours, the contractor will contact the ordering officer before suspending operations. For shipments of 5,000 pounds or more, prepacking should be done the working day before scheduled pickup. This will enable the move to be completed on the day of pickup. Any change in date and time must be authorized by the ordering officer, with approval of the property owner.

5.5.3 Packing requirements.

5.5.3.1 Packing. All packing shall be accomplished in accordance with the provisions of this section and the member will be advised by the ordering officer and the contractor that the contractor accepts no liability for packing done by the member.

5.5.3.2 Materials. All material referred to in this section shall be new or in sound condition. The use of damp, wet or unclean packing materials is prohibited. If the material is not new, all marks pertaining to any previous shipment shall be completely obliterated and all material will be free of any substance injurious to the articles being packed or to the owner. New material shall be used for packaging mattresses, box springs, linens, bedding and clothing. There is no exclusion to the use of recovered materials and no requirement that an item be manufactured from virgin materials. Reclaimed materials shall be required to the maximum extent possible. Cubic measurements will be indicated in a conspicuous location on all contractor-packed containers.

5.5.3.3 Boxes. Wood or fiberboard boxes will be as follows: Wood cleated fiberboard, wood cleated plywood, nailed wood, corrugated fiber, or solid fiber boxes. Boxes may be made of lumber, plywood, or solid fiber and will be

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well manufactured and free from imperfections which may effect their utility. Size and specing of nails will be in accordance with the best commercial practice. All unclinched nails will be either cement-coated or chemical etched.

5.5.3.4 Cartons. Cartons of solid or corrugated fiberboard will be used for packing linens, books, bedding, lampshades, draperies or other similar articles. After packing, cartons must be sealed by taping lengthwise at the joint on top and bottom. The sidewalls and ends of the corrugated or solid fiber cartons will be a minimum average bursting strength of 275 pounds per square inch. The inside dimensions of the carton, length, width, and depth totaled, will not exceed 75 inches with a weight limitation of 65 pounds. Egg crates, fruit or vegetable crates, tea crates, and similar type boxes will not be used. Boxes may be used in lieu of cartons when the ordering officer determines that their use is necessary to assure protection and safe movement of the articles.

5.5.3.5 Barrels, fiber drums and cartons. Wood barrels, fiber drums or cartons with a capacity of not less than 5 cubic feet are to be used for packing glassware, chinaware, bric-a-brac, table lamp bases, and other fragile articles. When packing of fragile items has been completed and space is left in a dish pack, such space may be used for packing other light items. These containers shall not contain more than 120 pounds and will have a sidewall bursting strenght of a minimum average of 400 pounds per square inch. Corrugated conatiners may be used in lieu of barrel or drum-type containers. The sidewalls and ends of the conatainer will be of a minimum bursting strength of 400 pounds per square inch. Not more than 120 pounds of material will be packed therein. The sum of the interior, horizontal and vertical girths will be not less than 157 inches for wooden barrels, fiber drums, or other drum-type containers. The cube of corrugated containers will be determined by actual measurements.

5.5.3.6 Filler material. Good quality wood excelsior pads, wood wool excelsior pads, shredded paper pads, cellulosic (hubble pak, etc.) cushioning material, fiberboard, corrugated fiberboard, unicellular foam, unprinted newsprint or kraft paper will be used as a filler.

5.5.3.7 Padding. New and good quality, used-wood excelsior pads, unicellular foam, shredded paper pads, or other equally suitable material will be used when required.

5.5.3.8 Wrapping. Wrapping paper or unicellular foam will be new and clean and appropriate for the purposes intended. Each item of silverware, silver ornamentation, or brass that is not coated to prevent tarnishing will be completely wrapped in nontarnish tissue paper or unicellular foam.

5.5.3.9 Paper. Kraft paper shall be clean and not less than 30 pounds in weight. All waxed paper used will be new or manila wax or equivalent of not less than 30 pound weight. Treated paper may be used if it is "Butcher" type paper, free from creases and folds.

5.5.3.10 Unicellular foam. All unicellular foam wrapping material will be new and clean and conform to 4.2.2 or 4.2.4.

5.5.4 Manner of packing.

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5.5.4.1 Packing. All packing by contractor shall be performed in a manner requiring the least cubic measurements, producing packages that will withstand normal movement without damage to container or contents, and at a minimum weight. Further, the number and weight of containers will not be greater than necessary to accomplish efficient movement. At the property owner's request, articles such as stereo type equipment will be packed in original containers by the contractor when furnished by the owner and provided the containers are considered to be in good condition for movement purposes.

5.5.4.2 Books. Books shall be placed in cartons. All books of similar size will be packed together in rows. Pads of solid or corrugated fiberboard will be inserted between rows and packed tightly, wedged with pads or paper if necessary to fill out the carton and prevent chafing. Books normally will be packed not more than two rows high in a carton.

5.5.4.3 Chinaware, glassware, crockery, lamps, clocks, jardinières, statuary, vases, bric-a-brac. Use of clean type or other modern method (not requiring the use of excelsior or shredded paper) of packing shall be required for the packing of glassware, chinaware, bric-a-brac, table lamp bases, and other fragile articles.

5.5.4.4 Electrical equipment - fans, heaters, portable stoves, sunlamps, and like items. When necessary to protect electrical equipment for safe movement or storage, such equipment shall be completely wrapped in paper or unicellular foam and packed in a carton with enough padding to provide insulation necessary to prevent contact of one article with another and to eliminate movement of any article in the container. When packing in a carton is not necessary, the items will be properly wrapped and padded for protection.

5.5.4.5 Kitchenware. All kitchenware shall be packed and padded into cartons.

5.5.4.6 Linens, clothing, draperies, and like items. When not considered as safe for movement in drawers, chests, dressers, trunks, etc., these and similar items shall be packed carefully into regular cartons and shall be properly sealed at residence. Clothing normally on hangers in closets, and draperies will be packed in upright wardrobes. Based on approval of the ordering officer, flat wardrobes can be used for shipments destined for storage. Hangers will be removed from clothing packed in flat wardrobes.

5.5.4.7 Mirrors, pictures, and paintings. Glass-faced or other than glass-faced paintings, glass or stone table tops, and similar fragile articles require crating or similar protection. These articles shall be wrapped and packed in a crate or a fiberboard carton. When more than one article is packed in any one crate or carton a divider shall be provided. No more than four articles will be packed in any one crate or fiberboard carton. Stone table tops shall be packed separately. Small pictures, paintings, mirrors, and other similar articles of this type shall be packed in cartons and properly sealed at residence.

5.5.4.8 Lampshades, ornaments and toys. All lampshades, ornaments, small toys, and other small items easily crushed shall be wrapped and placed in cartons and will be insulated from the carton walls and from other items. Lampshades shall be wrapped individually with new paper or new unicellular foam, placed in cartons, and cushioned to prevent shifting or damage.

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5.5.4.9 Mattresses and box springs. Mattresses and box springs shall be placed in new cartons at the residence and sealed with tape. All cartons used shall have a minimum average bursting strength of 200 pounds per square inch.

5.5.4.10 Rugs. Rugs and rug pads shall be properly rolled (not folded) for movement and will not be subsequently folded or bent.

5.5.4.11 Appliances. Each appliance serviced shall be appropriately labeled to indicate that it must be serviced at destination prior to its use (reversing the process performed at time of pickup).

5.5.4.12 Washers. Washers requiring servicing shall be secured with washer kits, washer packs, washer locks or special plastic inserts. The use of sheet fiberboard/cardboard is prohibited.

5.5.4.13 Surfaces. All finished surfaces shall be protected so as to prevent scratching or marring.

5.5.5 Inventory. In conjunction with the owner or his agent, the contractor shall prepare an inventory, listing all items received. Contents of furniture (bureaus, chest of drawers) or containers (footlockers, cedar chests) packed by owner should be identified on the inventory as packed by member (PBO). The inventory shall list the articles of furniture and words such as "Household Goods" or other general descriptive terms shall not be use. The contractor shall record on the inventory form any unusual condition of the items received. Notations shall be made opposite items on the inventory specifically identifying any mars, scratches or broken items. The degree and specific location of each exception to condition must be noted on the inventory. General statements which take exception to the condition of the shipment are not acceptable. When possible, notation shall be made as to whether electric refrigerators, radios and other like articles are in operating condition. The original of the inventory shall be furnished the ordering officer; one copy shall be retained by the contractor; one copy given to the owner or his agent (at time of pickup) and other copies distributed as instructed by the ordering officer.

5.5.6 Vehicles. Vehicles used to transport household goods shall be closed moving vans. The interiors shall be clean and shall be provided with clean pads, covers, and other protective equipment to insure safe transit and delivery of personal property. Vehicles will be maintained to assure that van bodies are free from holes or other conditions which would permit the entry of water and that doors, when closed, fit tightly and securely. The same vehicle shall be used from origin to destination for each individual shipment. Split deliveries are not permitted.

5.5.7 Tailgate loading. Unless approved by the ordering officer, household goods shall not be loaded on the tailgate of motor vans. When tailgate loading is approved, the load will not extend beyond the sides or end of the tailgate or above the top of the exterior surface of the vehicle, and shall be covered by tarpaulin. In addition, no part of the load will be tied on the sides, roof, or undercarriage of the vehicle.

5.5.8 Removal of debris. Packing and loading at origin will include removing from the member's premises all empty contractor-provided containers, packing materials and other debris accumulated incident to packing and loading.

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5.5.9 Determination of tare, net and gross weight. The tare weight of each vehicle shall be determined by having the vehicle weighed prior to the movement of each shipment by a certified weighmaster or on a certified scale. At the time of weighing, the crew or any other person (except the driver) shall not be on the vehicle and the gasoline tank must be full. The vehicle shall contain only blankets, pads, chains, dollies, hand trucks and other equipment needed for the transporting of the shipment. The contractor will retain in the vehicle, subject to inspection, a weighmaster's certificate or weight ticket for the vehicle showing the tare weight, the date weighed and list of the equipment needed to transport the shipment. After the vehicle has been loaded, it shall be weighed without the crew or any other person (except the driver). The net weight will be determined by deducting the tare weight from the loaded weight. In the movement of partial loads, the provisions of this paragraph will apply, except that the gross weight of the vehicle containing one or more partial loads shall be used as the tare weight of the vehicle as to partial loads subsequently loaded thereon.

5.5.10 Weighmaster's certificate. The weighmaster's certificate shall contain the name and address of the weighing station, the date, name of contractor, name of property owner and Government order number, truck number, and tare, net and gross weights of the shipment. The weighmaster's certificate will be submitted with the bill for payment, except when a constructive weight (seven pounds per cubic foot) is authorized by the ordering officer.

5.5.11 Unloading, unpacking and reporting loss and damage.

5.5.11.1 Unloading and unpacking. Unloading at destination will include the laying of rugs and the placement of furniture in appropriate rooms of the dwelling so they are readily available for the member's use. All articles disassembled by the contractor shall be reassembled unless otherwise specified in the contract or by the member. All boxes, cartons and crates will be unpacked and the contents placed so they are readily available to the owner. The contractor shall not be required to move the items from place to place within the rooms after the furniture has once been placed as originally requested. The unpacking service and removal of debris will be performed by the contractor unless specifically waived, in writing, by the member at the time goods are delivered to his residence. The waiver will be held in the contractor's files for further reference, but will not relieve the contractor from liability for any concealed damage reported in accordance with the contract.

5.5.11.2 Reporting of loss or damage. Losses and damages shall be reported to the authorized Government Agent on a form similar to figure 8. If damage is attributed to improper packing and/or storage, the Government inspector will describe the violation(s) listing the paragraph(s) in this Military standard which has been violated.

5.5.12 Inspection. All movements of household goods shall be subject to inspection to insure that the materials used and the packing, wrapping, marking, loading and unloading, and all other services performed conform to the requirements of this military standard.

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5.5.13 Ordering data. Acquisition documents should specify the following:

- a. Name of owner.
- b. Address where shipment will originate.
- c. Address where shipment will be delivered.
- d. Date the move is to take place.
- e. Government service order number.
- f. Item number of contract for which services were ordered.

Copies of specifications, standards, drawings and publications required by contractors in connection with specific acquisition functions should be obtained from the acquisition agency or as directed by the contracting officer.

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