

48 STATE LTL GROUND SHIPMENT PREPARATION

As the shipper, you are responsible for proper packing and labeling on each inflator/airbag assembly and the over-pack container being shipped. The person packaging the inflator/airbag assemblies must have received hazardous material training per 49CFR 172.702, and the training records must be on file at your dealership. The US Department of Transportation will impose substantial fines and/or penalties on the shipper if either packaging, labeling or documentation is not properly prepared and a customer copy of bill of lading form is not kept on file for a minimum of 2 years.

IMPORTANT: Do not deploy any inflators or airbag assemblies. Return the used inflator/airbag assemblies according to the instructions below. The person packing the used inflator/airbag assemblies must read and follow the provided instructions.

NOTE: Dealers in **Alaska, Hawaii, Puerto Rico, and US Territories CANNOT** follow these shipping instructions. The dealer **MUST** contact the following Takata USA representative directly for shipping instructions: Miguel Prigodaa – Tel #: 210-250-5078 or Email: MLGTakataRestrains_International@menloworldwide.com

1. Shipping Documents

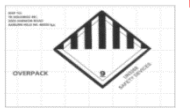
Provided by Takata

a) Ship To Box Label
(to be affixed to each box)



(Inflator Kits Only)

b) Over-pack Label
(to be affixed to the outside of each Pallet)



c) Bill of Lading (BOL)
(2 Copies. 1 for Dealer Records, 1 for LTL Driver)

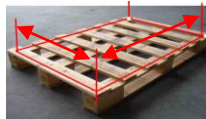


d) Emergency Response Guide (ERG) Document
(to be provided by the Dealer to the LTL Driver for each shipment)



5a. Shipping Instructions – Prepare the Pallet

- Accumulate and palletize old inflator kits/airbag assemblies in groups of 100 on a pallet
- Keep a running log sheet of each type of inflator/airbag assemblies being placed on the pallet**
- Arrange Inflator Kits/Airbag Assemblies on a pallet ensuring the components remain inside the footprint of the pallet.



- Wrap kits on the pallet with shrink wrap
- Affix Over-pack label (provided by Takata) on (1) side of Pallet (Not on Top)

5b. Shipping Instructions – Schedule LTL Pickup

- Upon accumulating 100 kits call Takata at **1-877-650-9409**
 - If 100 kits have not been accumulated in 30 days, please call Takata for direction.
- Have the following information available:
 - Dealer #
 - Quantity of each type inflator kits (Passenger and Driver) and airbag assemblies (by model) on each pallet
 - Email address where shipping documentation can be received

5c. Shipping Instructions – Shipping documents

- After receiving shipping documents from Takata, give 1 copy of the BOL and ERG to the driver (BOL will be pre-filled out by Takata)
- Retain 1 copy of BOL for dealership records and archive for 2 Years

BOL



ERG



Note: If you do not receive shipping documents or carrier does not show up when scheduled contact Takata right away at 1-877-650-9409

Note: FedEx Shipping Documents – “Discontinued”

- If the inflator kit contains the original FedEx documentation, those documents can be discarded.

6. Requesting a New Box

- If a new box is required are needed, please contact the representative listed below by phone or email to request replacement materials. (See packager reference guide on the back of these instructions)

Primary Contact: **Armando Gonzales, Tel #: 210-250-5079**

E-Mail: MLGTakataRestrains_International@menloworldwide.com

- To help expedite your request, please be prepared to provide the following information:

- Serial number on the original box
- Dealer shipping information
 - Contact Name
 - Dealer Address
 - Phone Number



2. Packing Instructions

- Confirm box is in acceptable condition. Use the package reference guide on the back of these instructions
(If a new box is needed follow instructions in step 6)
- Place the un-deployed air bag inflator/airbag assembly in the cradle of the “original box” with the Class 9 labels.

Inflators

Airbag Assemblies



(Pictures above are for reference only and does not represent all possible inflators/airbag assemblies)

3. Closure Instructions

- Close the top box flap and apply packing tape as shown.



4. Apply Ship To (Return Address Label) on each Box

- New labels are supplied in the inflator packages. Airbag assemblies do not have labels so the dealer will need to create their own with this address:
(TK Holdings Inc. 1199 Austin Court Howell, MI 48843)
- Affix the “Ship To” label on the top of the box being careful to not cover the class 9 marking. For inflators, use the scribe line on the box as a guide
(Once again, Do not cover up the Class 9 marking)

Toyota Inflator Kits will contain this two-part label:



Peel off “Ship To” Label.



Affix “Ship To” Label to Box. Do not cover up Class 9 marking.





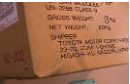













- Place the old inflator/assembly to be returned on a pallet for shipping.

PACKAGE REFERENCE GUIDE

Is This Packaging Acceptable?

Hazardous materials packaging damages can be classified into one or more of the following different types. They include:

	Damage Type	YES	NO
A	Abrasions Abrasions result from sliding the package against a rough surface (e.g. concrete floors). Major abrasion (see NO column) are NOT acceptable. Note the flutes are visible.		
C	Compressions Compressions result from superimposed weights (e.g. stacked too high) or from dropping the packages. Small dimples (see YES column) are acceptable.		
D	Dents Minor dents (see YES column) occur through normal handling and picking (e.g. pulling from bin locations) and are acceptable. Major dents (see NO) result from impacts with other objects (e.g. pallet impacts).		
I	Incisions Minor incisions (see YES column) are acceptable. Major incisions (e.g. pallet box cut open with utility knife) are NOT acceptable.		
K	Improper Packing Improper packing (e.g. missing dunnaging) is always unacceptable. The packages must be properly dunnaged to prevent movement in all directions.		
L	Labeling Packages with excessive labeling are NOT acceptable, particularly, if the labels obscure other required marks and labels.		
	Other Damages Multiple damages, such as those shown, may affect the integrity of the package (see NO column). Others are not as severe and may be acceptable. If questionable, repackage the material.		
P	Punctures Minor punctures (see YES column) generally do not affect the structural integrity of the packaging, unless the puncture is completely through the wall of the packaging (see NO column).		
R	Returns UN 4G specification fiberboard boxes are considered to be Single Trip Containers (STCs) and should not be returned, particularly if they have been opened. (see NO column)		
T	Tears Minor tears (see YES column) will not generally affect the structural integrity of the packaging and are considered to be normal "wear and tear." However, large tears or rips are NOT acceptable (see NO column).		
	Water Damage, Wet Water damages, such as the example shown (see NO column) are NOT acceptable. Water damage will affect the structural integrity of the packaging. These packages should be repacked in appropriate specification packages.		
X	Repairs Repairs that may obscure required marks (see NO column) are not permitted. Packages that are damaged in the area of pre-printed specification marks, or packages that have been repaired more than once should not be accepted.		

Pallet Selection Guide

When selecting a pallet to use to ship inflators, follow these basic guidelines:

- Pallet size should be roughly 48 x48. Avoid using a pallet that would allow the material to hang over the edges when stacked.
- Should have no loose or broken slats that could allow the material to shift during transit.
- The wood should not be water damaged or rotted causing the slats to collapse under a load.

(GOOD Examples)



(BAD Examples)

