

**Oak Ridge National Laboratory (ORNL)  
Transportation and Packaging Management (TPM)  
Container Preparation and Filling Instructions/Checklist**

UN 12 Gallon Open Head (OH) Fiber Drum

ORNL-CHK-38, Rev. 2

Issued: 5/15/1997

Revised: 2/1/2006

Page 1 of 4

**INSTRUCTIONS:** Complete the activities requested following the instructions below. Activities should be checked off as performed. The completed checklist should then be signed by the Operating Personnel completing the checklist and submitted to the Operations Supervisor for approval for shipment.

**NOTE 1:** The 12 gallon open head fiber drum is UN marked for filling with solid hazardous materials.

**NOTE 2:** The maximum allowable gross weight is printed on the side of each drum in kilograms [ex., 75 kg (165 lbs)]. Allowable weight applies to Packaging Groups II or III solid materials. [*PG I is not authorized.*]

**NOTE 3:** Drums must be closed in accordance with the specific instructions furnished, and tested, by the manufacturer for each specific type/size drum, in order to be in compliance with DOT HAZMAT regulations. [49 CFR, §178.2(c)(1)]

**A. PRE-LOADING INSTRUCTIONS FOR  
UN 1G/Y 12 Gallon (OH) Fiber Drum  
Stores Catalog No. 02-113-5738**

*Note: Items marked (#) are solely generator's/filler's responsibility.*

**Operating  
Personnel**

- \_\_\_\_\_ 1. (#) Inspect the drum to be filled to ensure that it is in good physical condition and that no critical dents/damages, fiberboard tears/cuts, etc. exist that could cause or develop into a leak during normal storage or in transportation. Special attention is required for the gasket.
- \_\_\_\_\_ 2. (#) Ensure that the material being filled into the drum is compatible with (will not react, soften, attack) the drum's internal fiber surface.
- \_\_\_\_\_ 3. **IF** the drum is to be filled with solid hazardous materials/waste, **THEN** Ensure limits specified in [NOTE 2](#) are followed.

**B. CLOSING INSTRUCTIONS FOR  
UN 1G/Y 12 Gallon (OH) Fiber Drum  
Stores Catalog No. 02-113-5738**

- \_\_\_\_\_ 1. For drums supplied by *Skolnik Industries* (drums marked **BR####**) see [Attachment #1](#).
- \_\_\_\_\_ 2. For drums from *Greif Bros.* (drums marked **GBC**) see [Attachment #2](#).

**FOR INTERNAL USE ONLY**

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### C. POST-LOADING INSTRUCTIONS FOR UN 1G/Y 12 Gallon (OH) Fiber Drum Stores Catalog No. 02-113-5738

Operating  
transport,  
Personnel

- \_\_\_\_\_ 1. **IF** generator/filler is responsible for preparing package for

**THEN**

Label and mark the drum in accordance with the current ORNL/Department of Transportation (DOT) requirements. For off-site shipments, contact the ORNL Transportation and Packaging Management organization for appropriate DOT marking and labeling.

**IF** generator/filler is *not* responsible for preparing package for transport, **THEN**

This item is not applicable and should be marked **N/A**.

- \_\_\_\_\_ 2. Sign and date the checklist in the appropriate signature block verifying that the activities have been performed and the checklist completed.

- \_\_\_\_\_ 3. Submit this completed checklist to the Operations Supervisor for approval for shipment.

Operations  
Supervisor

- \_\_\_\_\_ 4. Verify that all defined activities have been successfully completed.

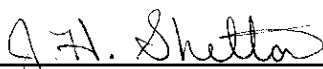
- \_\_\_\_\_ 5. Sign and date the checklist in the appropriate signature block, approving the container for shipment.

#### APPROVED FOR SHIPMENT:

Operating Personnel:	Date:
Operations Supervisor:	Date:

Prepared by: ORNL TPM Organization

Approved by:

  
\_\_\_\_\_  
Jeff Shelton, Manager (576-6401)  
ORNL TPM - Packaging Operations

February 1, 2006

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## ATTACHMENT #1



Chicago



California



Kentucky



Pennsylvania

### MICHAEL'S COOPERAGE COMPANY, INC.

*Manufacturers of Industrial Containers est. 1939*

363 West Pershing Road Chicago, Illinois 60609 USA

Corporate Phone: 1-800-282-6281 Fax: 1-773-268-9609

e-mail: sales@michaelscooperage.com

October 26, 2005

Mr. Bill Fitzgerald  
Skolnik Industries  
4900 South Kilbourne  
Chicago, IL 60632-4593

### Closure of Lock Rim Drums

In order for these drums to be in compliance with applicable sections of 49 CFR, the following closure directions must be followed.

1. Insert bag.
2. Fill bag with product.
3. Apply twist tie to close bag.
4. Put cover on.
5. Attach ring to cover – tab down.
6. Fold over lever to close.
7. Push up locking tab until it locks.

Sincerely,

Mark J. Duske  
Quality Manager



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**ATTACHMENT #2**

Date : 02-23-05 [09:02]

**CLOSURE NOTIFICATION**

Page : 1

Company : USA

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Product Type  
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F11  
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\*\*\*\*\* LOK-RIM CLOSURE NOTIFICATION \*\*\*\*\*

Pursuant to the requirements of the Department of Transportation in CFR 49 Part 178.2(c)(1), this is your notification of the closing method used for the containers sold to you. This method of closure should be used to ensure that your containers have been closed in the same manner as when they were initially tested.

To be UN certified, this drum must be closed with the same cover and closing ring used for certification. If drum is purchased without these parts, contact the supplying Greif plant for the correct cover and closing ring.

Your product may adversely affect container materials, bung threads, or closing devices. Product compatibility with the container is the shipper's responsibility.

These instructions for closure are based upon the closure methods used to enable these containers to pass the United Nations test requirements as outlined by the UN marking on the package.

The closure recommendations do not take into account any hazards present in your facility, or the handling, filling or shipping of your product.

Any containers used for packaging hazardous materials should be inspected prior to filling and shipment. Containers with obvious damage or deterioration should not be filled or shipped.

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To Close:

1. Place cover on drum.
  2. Snap the closing ring over the cover and top lip of the drum. Make sure that the writing on the closing lever is right side up. Also, make sure the bottom edge of the closing ring engages under the top lip of the drum.
  3. Pull the locking lever closed. At the same time, tap along the entire outside edge of the closing ring with a mallet, beginning directly opposite the closing lever, until the lever is fully closed against the edge of the ring.
  4. Snap the latch into the lever until it locks, then apply a sealing wire or other sealing device through the holes on the latch lever.
  5. Drums closed in this manner have met the UN performance test requirements as specified in the container markings.
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