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SORTING MANUAL

FOR SCANIA PACKAGING MATERIAL





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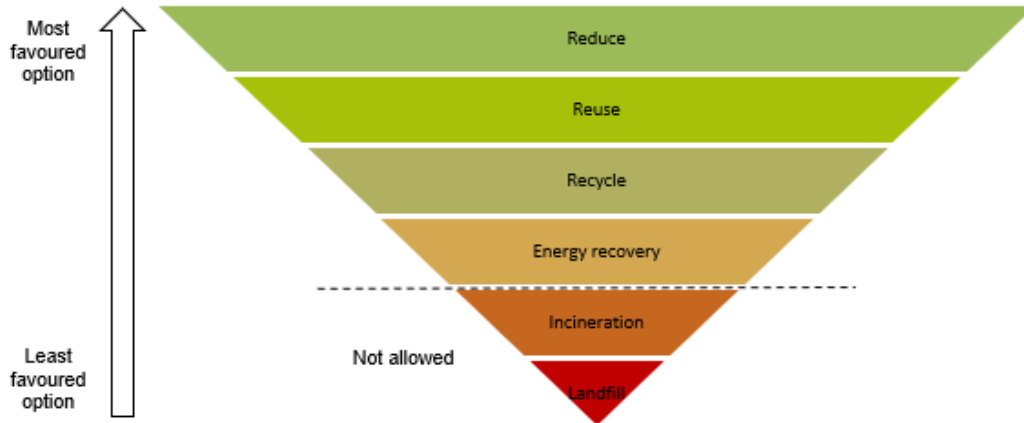
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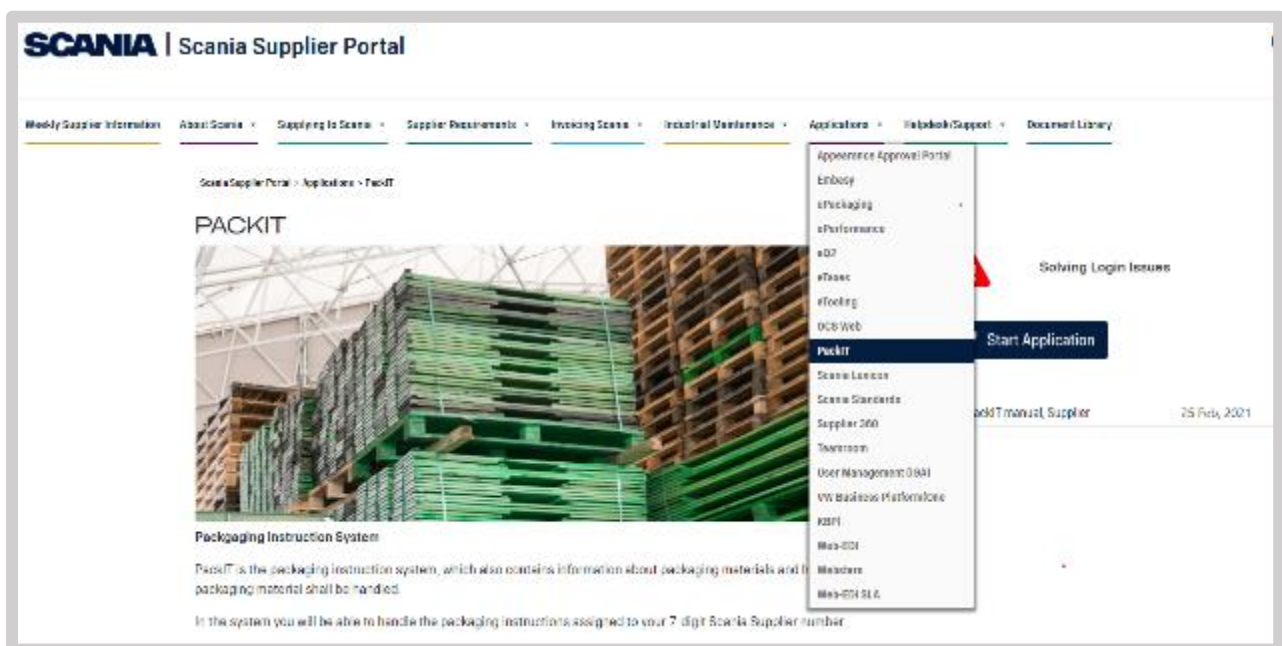
1. Waste Hierachy



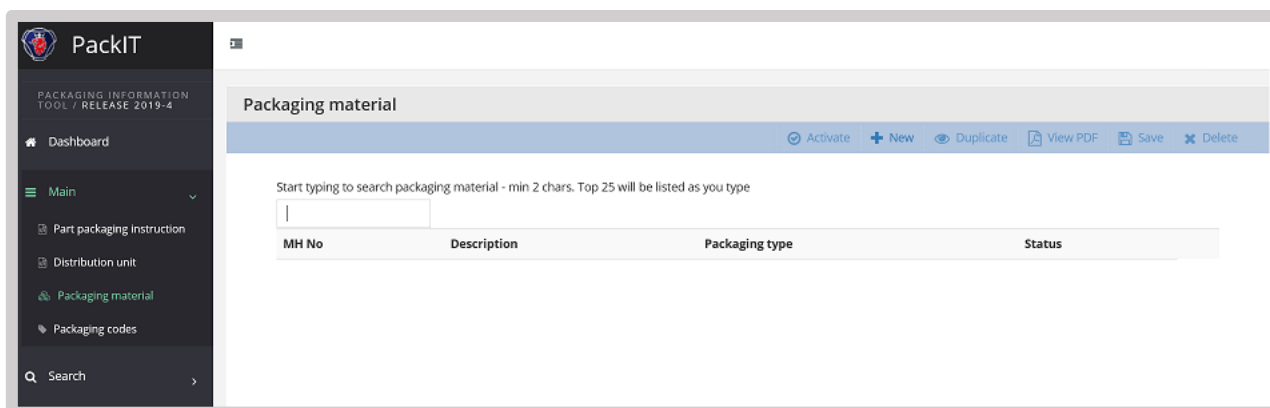
2. General Requirements

This document is a sorting standard for Standard Scania Packaging material (Going through the open loop, via breakdown and pool).

For detailed information per MH-number including ownership, how it should be packed, type of plastic bag should to be used when applicable, please see Scania Supplier Portal->Applications-> PackIT.



Screenshot from Scania Supplier Portal



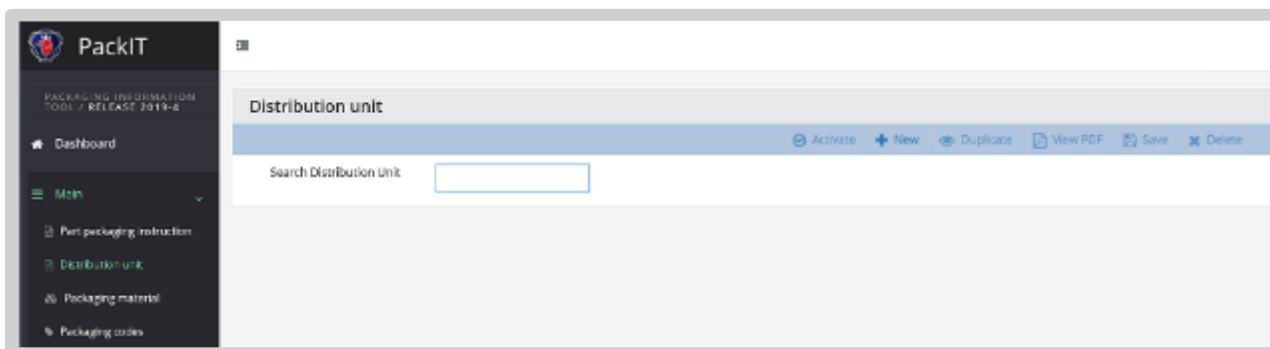
Screenshot from PackIT

To secure the right quality of packaging material it is very important to follow the given instructions for sorting. Right quality refers to:

- Intact, clean, safe and dry packaging material
- All kind of old labels shall be removed
- The unit shall have correct bundling, strapping and labelling

3. Bundling

Packaging material that fulfils Scania's quality requirements shall be bundled into correct distribution units according to the instructions provided in PackIT for each MH-number.



Screenshot from PackIT



4. Strapping

Information for strapping is found on Scania Supplier Portal under Strapping of Units.

Scania Supplier Portal » Supplying to Scania » Logistics » Automotive Products » Packaging » Packaging Instruction » [Strapping of Units](#)

5. Labelling

Units ready for delivery, with the **exception for pallets, collars and wooden lids**, shall be marked with **GREEN** labels, SV-1929. Distribution units of pallets, collars and wooden lids should not have any labels at all.

All units in need of **repair** or **washing** shall be marked with **YELLOW** labels, SV-1929-01, and sent to approved Scania provider.

All units for **scrapping** or **recycling** shall be marked with **RED** labels if necessary, SV-1929-02 and sent for material recycling.

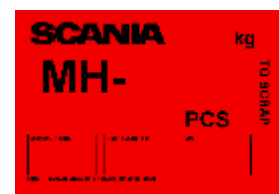
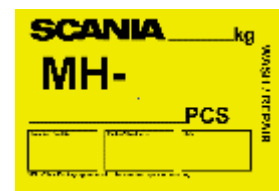
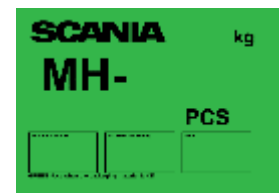
Labels are available in supplier portal under:
Scania Supplier Portal » Supplying to Scania » Logistics » Automotive Products » Labelling » Goods Labels » [Empty Packaging Labels](#)

The following information must be filled in on the label:

- MH-number, must be printed in 40 mm high figures
- Gross weight (kilograms)
- Quantity (pcs)
- Packed / Checked by
- Supplier- / Pool- / PRU number (7-digits)
- Date (year-month-date)

Location of the label on the pallet:

- 2 labels are attached to the bottom-most collar on two sides, at the far right on the long side and nearest to the corner on the short side, see picture below for labelling of units
- Labels must not be positioned over a strap



Green label, Yellow label, Red label



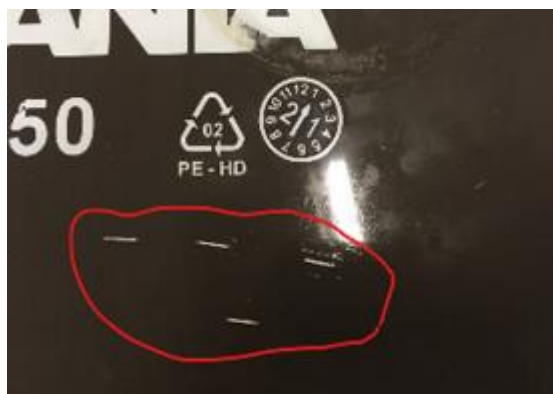
Labelling of units

6. Plastic

General information about plastic packaging

All the plastic packaging that are clean without being covered in dust, oil, wet or no visual particles must be sorted out as clean.

Defects like staples



All types of staples must be removed from boxes and spacers. If it is not possible to remove them, the box must be sorted out for recycling.

Reporting:

All the material sorted out for recycling or washing must be registered in Embassy. The scrap material has to be recycled according to agreement.

6.1. Boxes

Valid for the following MH-numbers:

- B1 = MH-3147
- B2 = MH-4147
- B3 = MH-6147
- B4 = MH-0476
- SB = MH-0143 including lid (MH-0144)
- MB = MH-0164 including lid (MH-0165)
- MH-0474

For all other type of boxes in the open loop please read packaging instruction for distribution unit in PackIT where detailed information can be found regarding sorting.

Wiping

Boxes that are dusty, wet and/or have visual particles shall be wiped off or turned upside down to remove particles.



Visual particles, inside



Dusty, inside

Washing:

Boxes that are oily, have metal on the surface or covered with dirt which can't be wiped off to remove particles, shall be sorted out for washing. See some examples below:



Covered with dirt



Particles which cannot be wiped



Metal on the surface



Oily

Recycling:

All boxes that are visually damaged or has cracks must be sorted for recycling. Some examples of when a box should be sorted out for recycling is shown below:



Boxes with paint and/or other stains over a significant area and broken boxes.

Reason for recycling of plastic boxes and lids:

- Cracks at more than 3 different places all bigger than a thumb
- Damages such as holes
- Damages by metal filings etc. of the inner surface area which are not disappear during the washing process.
- Paint and/or other stains over a significant area which neither can be wiped off nor removed from the washing process must be sorted out for recycling
- Twisted boxes which cannot be stacked.

6.2. Plastic lids

Valid for the following MH-numbers:

- MH-3148 (lid to box B1)
- MH-4374 (lid to box B2)
- MH-4375 (lid to box B3)
- MH-4319

No use of plastic bags as inner unit!



Recycling:

- Stickers (just a little adhesive residue on the outside after removed sticker is acceptable but not at the inside)
- Damaged edges
- Liquids (oil, water) or visible dust

6.3. Spacers

Valid for the following MH-numbers:

- MH-0140
- MH-0150

The contents of the unit shall be covered with plastic bag.



Wiping:

- Spacers that are dusty or wet
- Other visual particles that can easily be wiped off

If the particles are too heavy for wiping you have to use the scraping tool (see on below).



Visual particles

Scraping:

- Cracks and scratch marks that has created an unequal surface.
- Spacers with paint and/or other stains over a significant area that cannot be wiped off or do not need to be washed, must be scraped.



Scraping tool

Examples for scraping:



Scratches with unequal surface



Visual particles

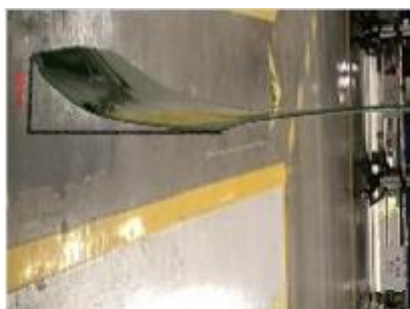
Washing:

Spacers that are oily or covered with metal or/ and dirty which cannot be wiped off, shall be sorted out for washing. See example below:



Recycling:

- Cuts and cracks which go straight through the spacer
- Bent more than 30 mm from its original straight shape
- Surface damaged by metal filings
- Rust that cannot remove through the washing process.
- Spacers with paint and/or other stains over a significant area that can't be wiped off, scraped nor removed in the washing process must be sorted for recycling.



Bent more than 30 mm from its original straight shape



Bent more than 30 mm from its original straight shape



Rust

6.4. Foam Spacers

Valid for the following MH-numbers:

- MH-0240
- MH-0250
- MH-0272

Wiping, washing or repairing is not applicable for foam spacers.



Unit shall be covered with a plastic bag and strapped according to strapping instruction

Recycling:

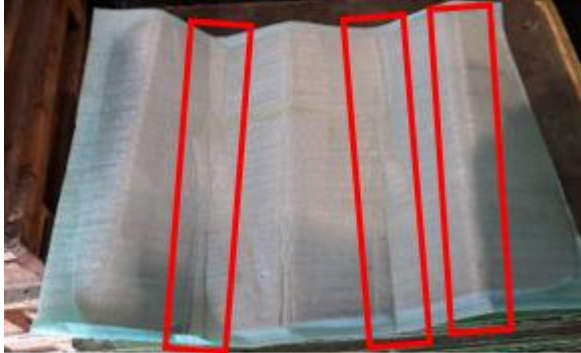
- More than 50mm cut at minimum 2 places
- Cuts of more than 100mm must be scrapped
- Bent at 3 places which cannot regain its original shape
- Must have at least 5 holes. Each hole has to be bigger than 10mm
- A hole bigger than 30mm must be scrapped
- Spacers that has oil or paint stains on more than 20% of surface area
- No damping/strength is left in more than 10% surface area
- Out of shape, more than 40% surface area which can't regain its original shape
- At least 10% of foam missing on one side



More than 50mm cut at minimum 2 places



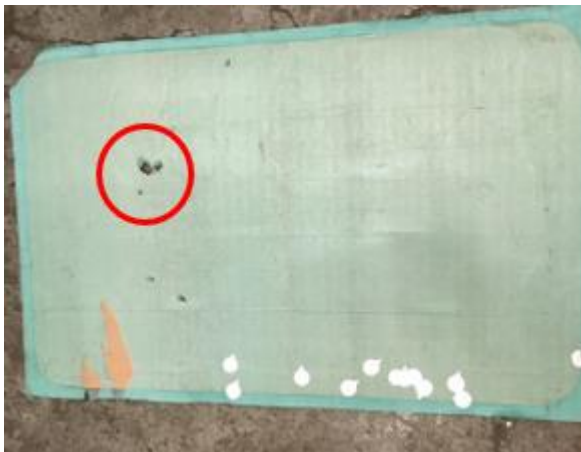
Cuts of more than 100mm must be scrapped



Bent at 3 places and can't regain original shape



Must have at least 5 holes, each hole has to be bigger than 10mm



A hole bigger than 30mm must be scrapped



No damping is left in more than 10% surface area



Out of shape, more than 40% on the surface area and can't regain its original shape



At least 10% of foam missing

6.5. Cellular Plastic Spacers

Valid for the following MH-number:

- MH-0145
- MH-4201
- MH-4202
- MH-4203
- MH-5042
- MH-5043

Wiping, washing or repairing is not applicable for cellular spacers.

Recycling:

The basic rule is that foam/cellular spacers should be sorted out and recycled if one or more of below criteria is/are fulfilled:

- Dirty and Oily
- Wet
- Hole bigger than 5mm
- Cracked/Damaged at any part of the spacer

Example for MH-4202 that should be sorted out.



Dirty/ oily and wet



Cracked

6.6. Small box spacer (SB-spacer)

Valid for following MH-number:

- MH-0166

Recycling:

- Oily and wet
- Large visual particles and rust
- Hole straight through the spacer

Example of MH-0166 that should be sorted out for recycling.



Rust at the spacer



Oily



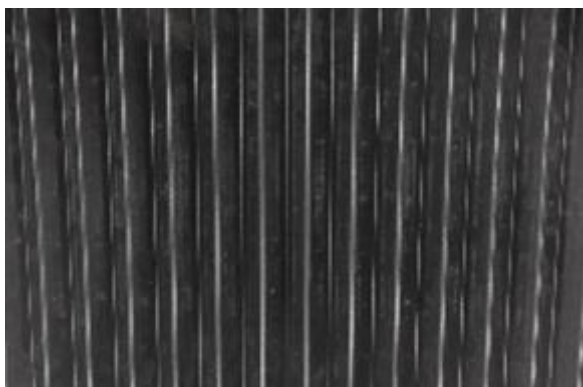
Holes straight through the spacer

6.7. Vacuum molded plastic spacer

Valid for the following MH-number:

- MH-1977

Washing:



Dirty and/or have visual particles



Oily/wet

Recycling:

- Cracks bigger than 20 mm
- Damages all the way through the spacer
- More than 20% of the surface area is not in its original shape
- Surface damaged by metal filings etc., over more than 10% of surface area
- Paint and other stains, which can't be removed in the washing process, on more than 10% of the surface
- Rust on more than 10% surface area



Example: Cracks bigger than 20mm

6.8. Standard plastic pallets

All types of labels must be removed from pallets, sleeves and lids especially the barcodes and part numbers.



Not OK- Readable labels and QR-codes



OK- residue remaining but nothing readable

Washing:

Lids that are wet or/and dirty shall be sorted out for washing.



Needs wash- lid covered in dirt

Wiping:

Sleeves and tray insides that are wet or/and dirty shall be sorted out for wiping.



Sleeve needs wiping- visible dirt on sleeve



Tray needs wiping- visible dirt on tray

Recycling:

Lids:

The basic rule of recycling lids is that if the damage on the lid risks letting in dirt or liquid inside the kit then it should be recycled. This means the following:

- If the lid has a crack on the top of lid
- If the lid has a large crack on the side of lid



Lid with top crack, can let in dust or liquid



Lid with corner crack, can let in dust or liquid

Sleeve:

Sleeves are to be recycled when they do not fill their purpose of protecting parts from liquid and dirt or if sleeve is no longer stable enough to uphold stacking weight. This means that sleeves with the following damages should be recycled:

- Sleeves with damages through sleeve
- Sleeves with damages on corners
- Sleeves with damages on locking-hole



Damage through sleeve



Damage has bended sleeve corner



Picture of OK locking-hole. If damaged so it loses shape then recycle sleeve.

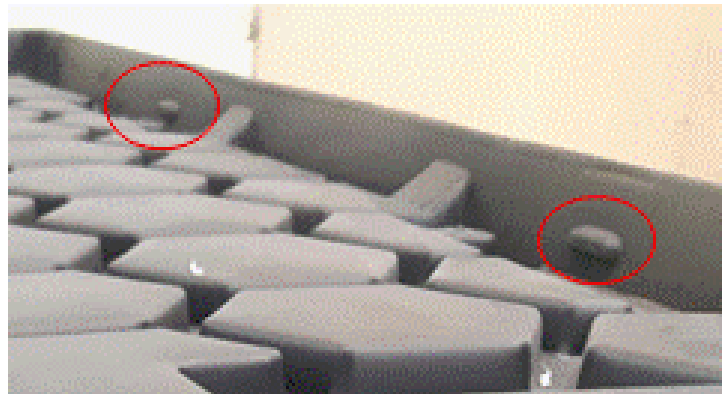
Tray:

Trays are to be recycled when they do not fill their purpose of protecting parts from liquid and dirt or if tray can't lock on to sleeves. This means that sleeves with the following damages should be recycled:

- Trays with damages through bottom
- Trays with damages on locking-pin



Crack through tray bottom



If locking pins are damaged then tray needs to be recycled

Pallet:

Pallets are to be recycled when they do not fill their purpose of upholding the kit and load. This means that pallets with the following damages should be recycled:

- Pallets with damages through runner
- Pallets with damages through block



Crack in block but is OK since inner-block is not cracked.



Crack completely through block. Needs to be recycled.



Large crack through runner. Needs to be recycled



Runner broken. Needs to be recycled.

7. Wood

All types of labels must be removed from pallets, collars and lids especially the barcodes and part numbers.



This is not OK!

Neither wiping nor washing is not applicable for wooden material.

Reporting:

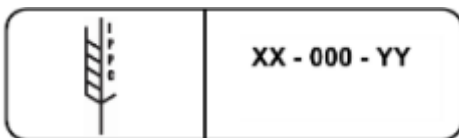
All the material sorted out for scrapping and repair must be registered in Embassy. The scrapped material must be recycled according to agreement.

Non-Scania collars and pallets that does not comply to any of the below criteria and are in good condition must be sorted out for selling.



This is correct

ISPM marking for repairing of wood material



For ISPM-marking of wood material the Service Provider needs a certification for legal permission. You find this information on the link below how to proceed if necessary.

Where treated wood is used for the repair, each added component must be individually marked in accordance with this standard.

The mark must be according to ISPM-standard:

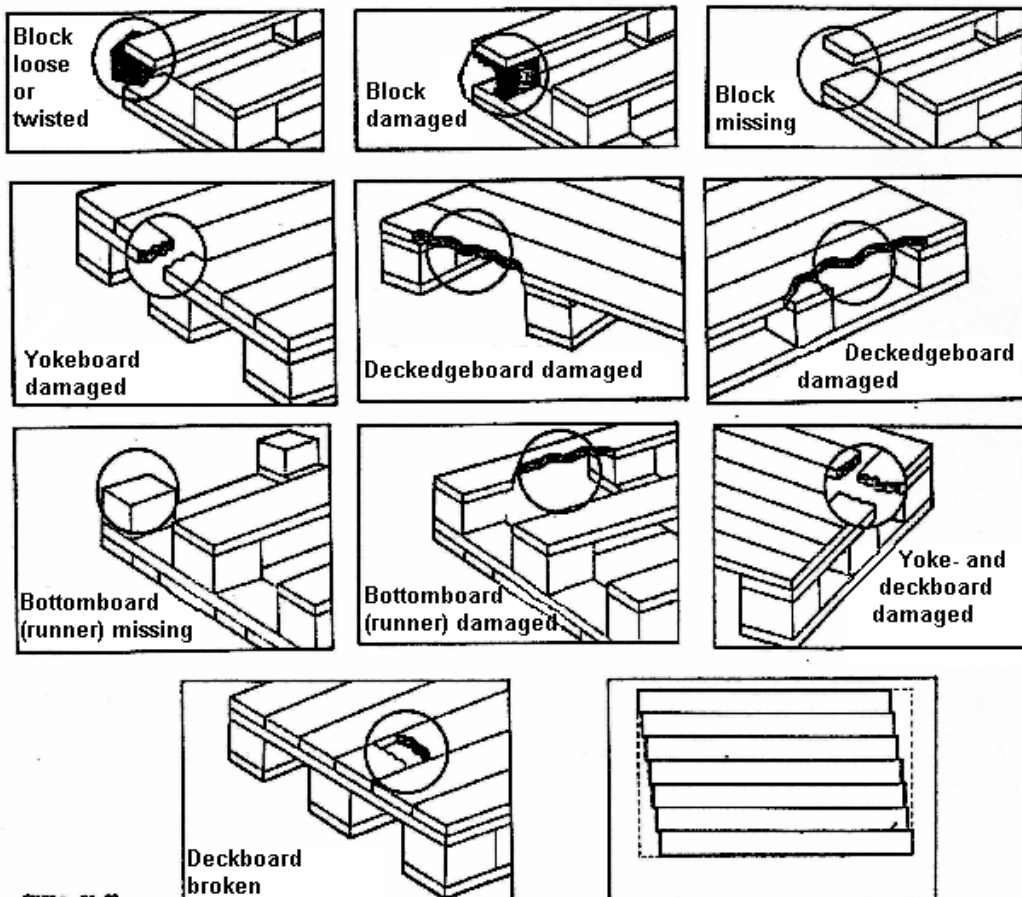
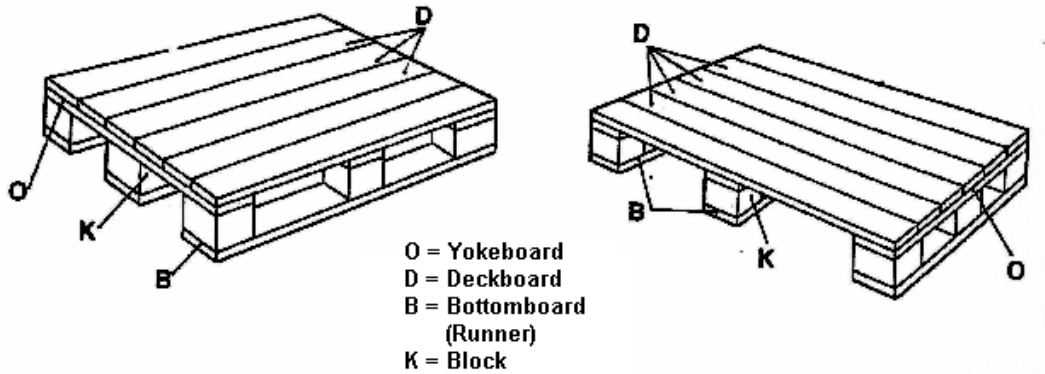
- Legible
- Durable and not transferable
- Placed in a location that is visible when the wood packaging is in use
- The mark must not be hand drawn.
- The use of red or orange should be avoided because these colors are used in the labeling for dangerous goods.

Source: [ISPM 15 2018 En WoodPackaging Post-CPM13 Rev Annex1and2 Fixed 2019-02-01.pdf \(ippc.int\)](#)

7.1. Pallets

Reasons for repairing:

- Pallet with spare runner (Pallet block/deckboard will be in red color)
- Pallets with protruding loose nails/screws, twisted and so many staples that it is a safety risk or it can damage parts
- Broken, loose, twisted and/or missing Blocks
- Broken, loose and/or missing Bottomboard/Runner
- Broken, loose and/or missing Deckboard
- Missing marking of heat treatment according to ISPM 15 *



* Regulation of wood packaging material in international trade.



Broken, loose and/or missing Blocks



Broken, loose and/or missing Blocks



Broken, loose and/or missing Blocks



Broken, loose and/or missing Blocks



*Broken, loose and/or missing
Bottomboard/Runner*



Broken, loose and/or missing Deckboard



Pallets with protruding loose nails/screws



Broken, loose and/or missing Blocks

Figure: Examples of some of the faults that should be repaired.

Recycling:

Reasons for recycling of pallets:

- Very dirty and/or oily
- Moldy
- Non-Scania pallets**
- Broken yokeboard

** Non-Scania Packaging pallets are the ones with other company names/logos or non-marking.



Moldy

7.2. Collars

Reasons for repair of collars:

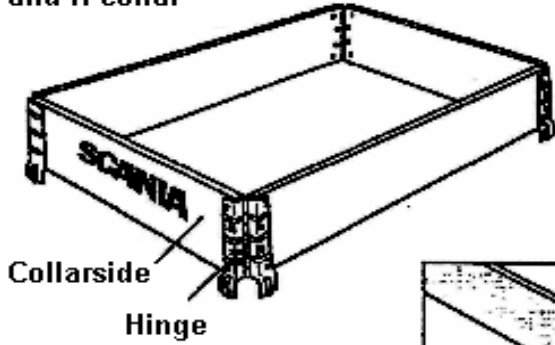
- Loose or damaged hinges
- Collars feel unstable
- Cracks all the way through or a cut that can lead to a cracks eventually
- Nails driven into the wood
- Broken plank
- For folded collar, maximum overlap of planks (twisted hinge):
 - H-Pallet: 15mm
 - E-Pallet: 20mm
 - L-pallet: 30mm
 - S-pallet: 35mm
- Missing marking of heat treatment according to ISPM 15 *

* Regulation of wood packaging material in international trade

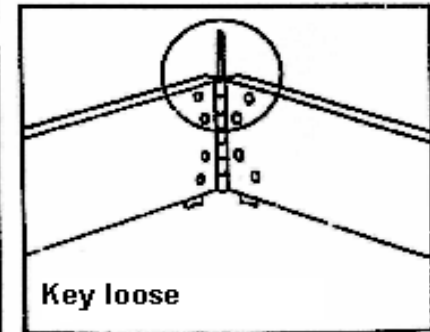
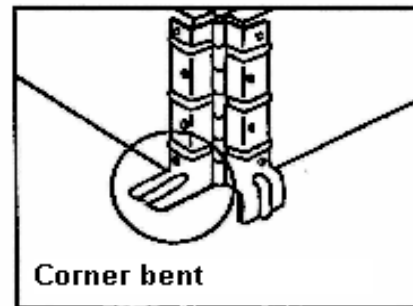
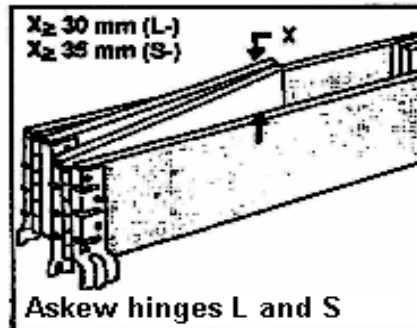
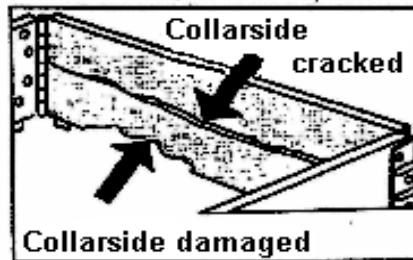
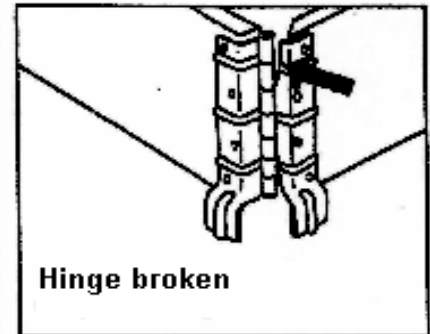
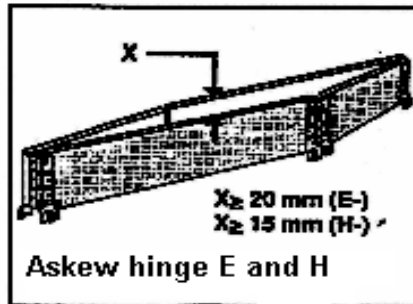
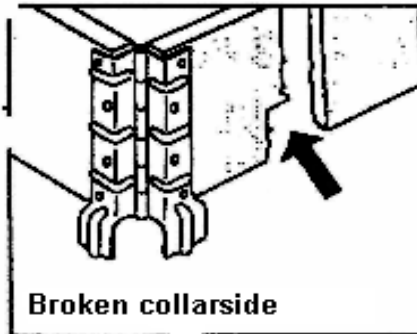
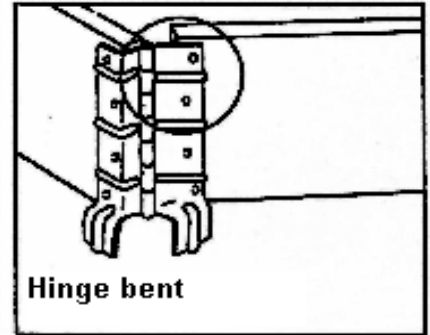
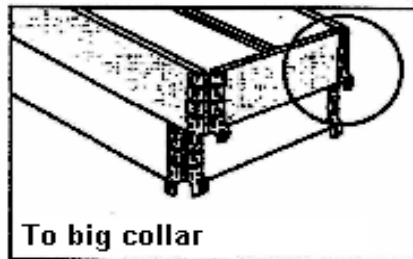
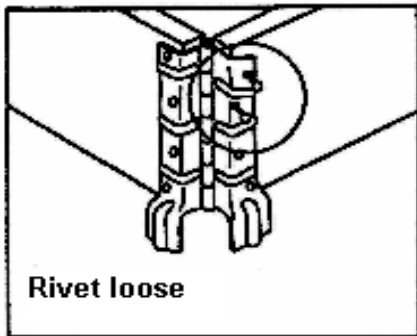
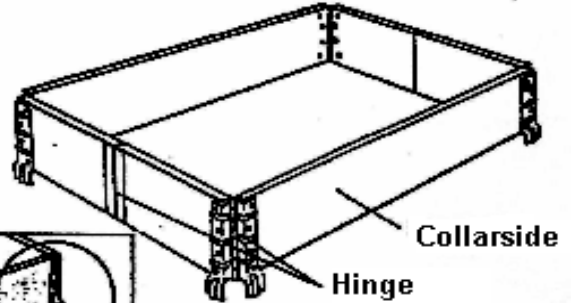
Next page shows few of the examples of faults which should be repaired.



E and H collar



L and S collar





Broken plank



Instable and very rusty



Broken plank, sharp splinters on top



Loose Pop-riveted.



Cracks all the way through



Hinge Bent



Corner Bent

Examples of faults that should be repaired

Recycling:

Reasons for recycling of collars:

- Mouldy
- Dirty/oily
- Very wet almost soaking wet material, material that will not dry
- Non Scania packaging**

**** Non-Scania Packaging collars are the ones with other company names/ logos or non-marking.**

7.3. Lids

Repair:

- Missing plank (all lids)
- Half side of the lid is still ok for using (change from E-lid to H-lid and S-lid to E-lid)

Recycling:

- Oil and/or dirt on more than 20% of the surface
- Cracks and damages that might allow water to get inside
- More than 2 damages left by straps on the edges which are more than 15 mm deep and 20 mm wide.
- Surface is damaged on more than 20%
- Mouldy
- Soaking material



Missing plank, should be repaired.



Cracked at the corner



Mold under the lid



Cracks and damages that might allow water to get inside



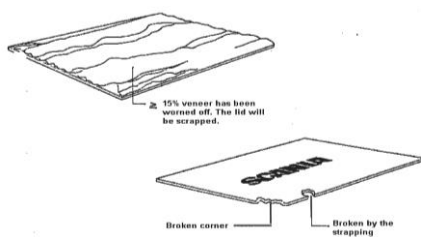
Damages left by straps



Mould on the lid



Splintered corner



7.4. Boards, Plywood and Wooden Spacers

No repairing is applicable for these packaging materials:

- MH-2955
- MH-4051
- MH-1866
- MH-1867



Other defects

All types of staples must be removed from wooden spacers. If not possible to remove all staples or removing is seriously damaging the spacer, the spacer must be sorted out for recycling.

Recycling:

- Cracks which go straight through the spacer.
- Surface damaged by metal filings etc. on more than 20% of the surface
- Other contaminations on more than 20% of the surface
- Moldy
- Oily
- Soaking wet material

8. Steel Racks and Postal Corners

All repairs of steel racks and postal corners shall be done in co-operation with the owner and according to Scania agreement. All the units sorted for repairing must be marked with yellow label, SV 1929-01.



Reason for Repairing:

- Bars cracked and damaged
- Damages on mechanical parts
- Damages which can affect the strength
- The rack is crooked and in need of straightening
- Sharp edges, bent parts which are not safe to handle

Recycling:

If the rack is in very bad condition and cannot longer be used and repaired, please contact Packaging Owner and send photo of the material.

All recycled pieces must be registered in Embassy.