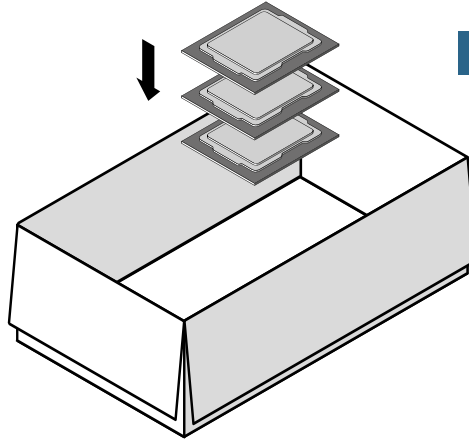**SIMS LIFECYCLE SERVICES**

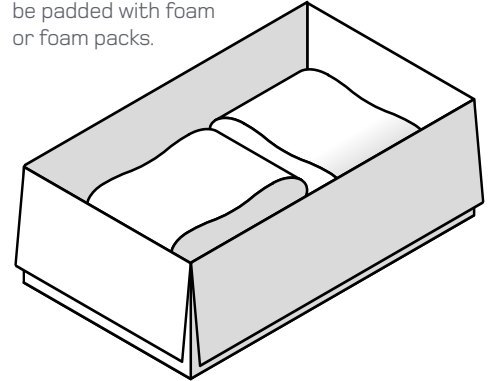# Guidance for packing networking equipment
CPUs

SAFETY FIRST

Always ensure that appropriate PPE is worn and work in a clutter-free area to prevent slips, trips and falls.
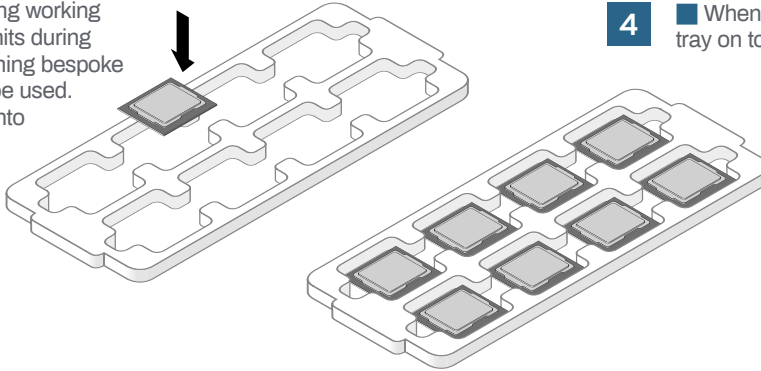
1 ■ **LOOSE CPUs:**
Carefully stack CPUs into an appropriately sized cardboard box, ensuring that the box is filled to capacity to prevent movement.
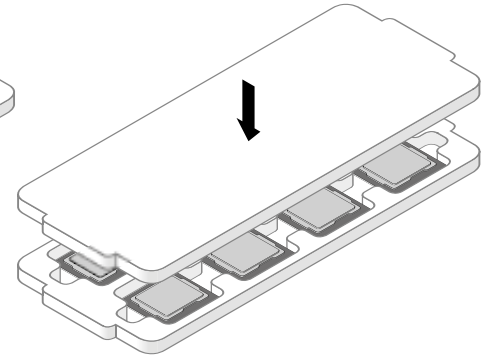
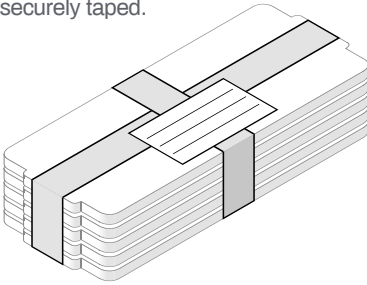**2** ■ Part filled boxes should be padded with foam or foam packs.

3 ■ **CPUs REMOVED FROM UNITS:**
When removing working CPUs from units during decommissioning bespoke trays should be used. Insert CPUs into trays.
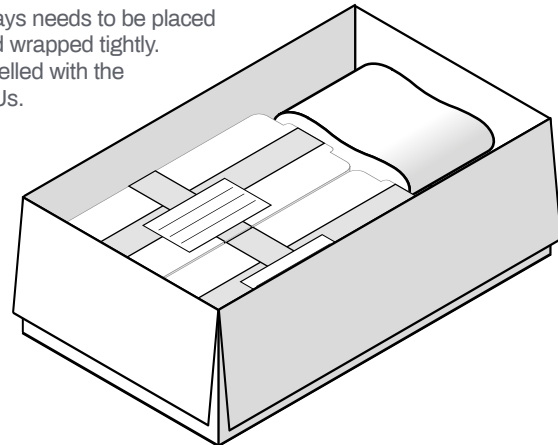
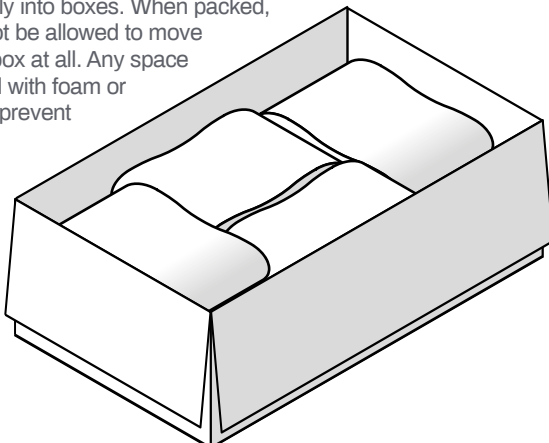**4** ■ When tray is full, place a lid or an empty tray on top before stacking trays.

5 ■ The stack of processors should be up to 5 trays high and should then be securely taped.
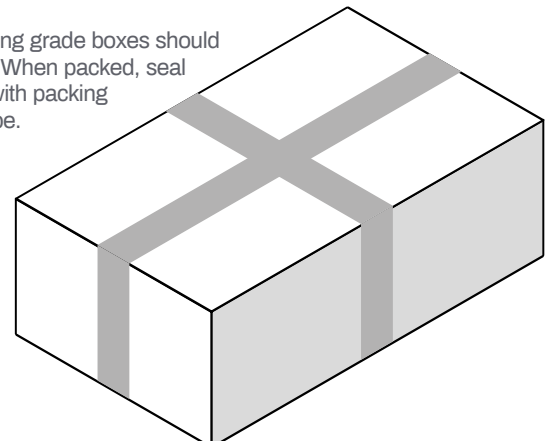
■ The secure stack of trays needs to be placed into an anti-static bag and wrapped tightly. Each stack should be labelled with the types and number of CPUs.

■ Complete, labelled stacks of trays should be packed carefully into boxes. When packed, units should not be allowed to move around in the box at all. Any space should be filled with foam or foam packs to prevent movement.

6 ■ Shipping grade boxes should be used. When packed, seal the box with packing grade tape.

When possible please reuse or recycle packaging materials

simsrecycling.com/reuse/logistics