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## Conditions of use for paper / cardboard supplies

The conditions of handling and storage of paper / cardboard supplies (including all accessories) influence the performance of fibres (eg. breaking, restructuring, stretching) which could affect their reactivity during use. Therefore, handling and storage of paper / cardboard supplies (including all accessories) must be performed under the following conditions to ensure their physical properties and proper use. The visual appearance of paper / cardboard supplies (including all accessories) may also be degraded over time.

### **Transport of paper / cardboard supplies:**

- Pallet stacking:
  - For corrugated packaging:
    - only pallets with wooden protection on top can be stacked
    - pallets of corrugated boxes must not be stacked
  - For solid board packaging:
    - pallets with solid board packaging must not be stacked
- Prohibition to carry non-inert materials in the same vehicle: risk of contamination of paper / cardboard supplies
- Prohibition to stack products on pallets which can lead to contamination
- Prohibition to unwrap a pallet and / or open a box containing paper / cardboard supplies
- Use of only closed or fully covered trailers, in good condition and clean (floors and tarps)

### **Storage of paper / cardboard supplies:**

Storage warehouses must meet the following requirements:

- Dry and clean storage surface
- Regular pest controls to limit risk of contamination.

The minimum requirements for the storage of paper / cardboard supplies (including all accessories) can be summarized as:

- Avoid temperatures below -10 °C and above + 35 °C,
- Keep paper / cardboard supplies away from heat sources and areas with significant temperature variations,
- Keep paper / cardboard supplies protected from light, dust and water (of any source)
- Maintain relative humidity around 50% without ever reaching below 30% or above 80%.

### **Prescribed uses of paper / cardboard supplies:**

- Enforce FIFO management of pallets to ensure traceability
- Keep paper / cardboard supplies for up to:
  - Six (6) months for solid board packaging, mechanized corrugated packaging and leaflets
  - One (1) year for non-mechanized corrugated packaging
- Hold on to identifiers (labels, pallets and/or boxes) until complete use of the pallets as to identify with precision the location and frequency of any discrepancy or valuable information
- Remove pallet covers and feed the production line a few hours before passing through the packaging line so that the cardboard packaging adapts to the conditions in which it will be used
- For flat blank products (delivered unglued): cut pallet bonding straps just before use
- For flat blank products (unglued) re-entered to stock: put back the wooden protection on top of the pallet and, if possible, re-strap pallet.

The quality specifications validated between LGR Packaging production sites and client sites may provide additional and/or specific specifications.