

# HANDLING RECOMMENDATIONS FOR PAPER SACKS

## Part 2: Best practice during distribution of filled sacks and for retail sites



# INTRODUCTION

Paper sacks are an efficient, effective and sustainable packaging solution for powdered and loose materials. These characteristics can be further enhanced by the application of best practices when storing and handling sacks.

This guide is intended to help distributors and retailers identify aspects of their operations where they may be able to improve practices and thereby reduce, or even eliminate, damage to filled paper sacks. It provides information about **risks** during distribution and storage and their **consequences**, and it offers **solutions**, best practices and instructions for handling industrial paper sacks properly in order to prevent forklift damage and incorrect palletisation.



## Produced by

The handling recommendations for paper sacks are produced by the European Sack Group (ESG), a collaboration between the organisations CEPI Eurokraft and EUROSAC.

## From filling to distribution and retail

The guidelines are divided into two parts in order to address all actors in the paper sack supply chain who handle filled sacks:

1. Filling site
2. Distribution site and retailer

For advice on handling at the filling site, please turn to Part 1 of the handling recommendations: [www.eurosac.org](http://www.eurosac.org) or [www.cepi-eurokraft.org](http://www.cepi-eurokraft.org).

## About the organisations

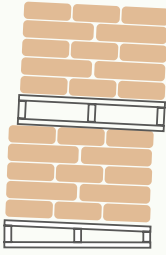
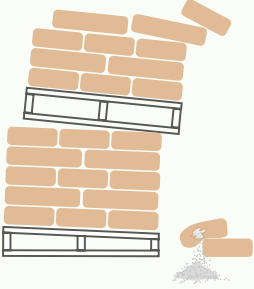
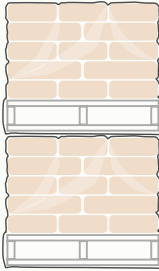
**CEPI Eurokraft** is the European Association for Producers of Sack Kraft Paper for the Paper Sack Industry and Kraft Paper for the Packaging Industry. It has eleven member companies representing a volume of 2.5 million tonnes of paper produced in twelve countries. [www.cepi-eurokraft.org](http://www.cepi-eurokraft.org)

**EUROSAC** is the European Federation of Multiwall Paper Sack Manufacturers. The federation represents over 75% of European paper sack manufacturers operating in 20 countries. They produce more than 5 billion paper sacks every year, converting 650,000 tonnes of paper in 60 plants. [www.eurosac.org](http://www.eurosac.org)

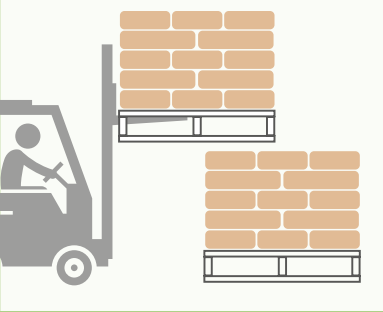
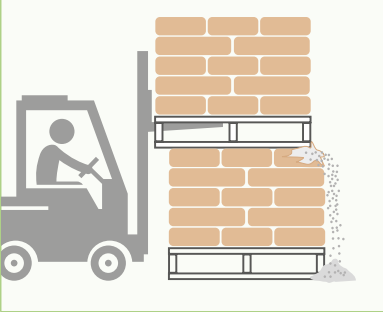
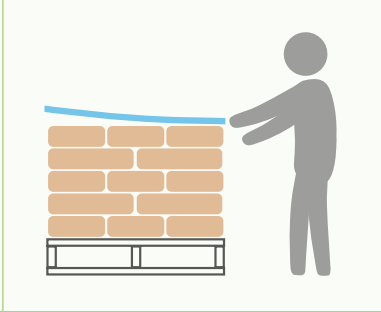
# BEST PRACTICE INSTRUCTIONS DURING DISTRIBUTION OF FILLED SACKS AND FOR RETAIL SITES






## Load stability and stacking of palletised loads

RISKS	CONSEQUENCES	SOLUTIONS
 <ul style="list-style-type: none"> <li>Stacking a pallet on top of a leaning pallet</li> </ul>	 <ul style="list-style-type: none"> <li>This compounds problems of instability and can lead to damage and handling difficulties in the warehouse and for downstream operators</li> </ul>	 <ul style="list-style-type: none"> <li>If a pallet is leaning, do not stack another pallet on top of it</li> <li>If it is necessary to stack pallets (e.g. for efficient utilisation of warehouse space), ensure that any leaning pallets are placed in the upper layer</li> <li>Whenever leaning pallets are encountered, these should be stabilised by applying plastic wrap around the unit load</li> </ul>
<ul style="list-style-type: none"> <li>Filled sacks slide across one another due to poor sack orientation within the load or insufficient use of anti-slip, slip sheets, spot glues and/or adhesives when the original load was created</li> </ul>	<ul style="list-style-type: none"> <li>Instability of the load:                             <ul style="list-style-type: none"> <li>» The sacks on the pallet may start sliding within the load. The load itself may start to lean</li> <li>» Sacks can be damaged during distribution and handling</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Stabilise the pallet by applying plastic wrap around the palletised load when needed</li> <li>Provide feedback to upstream supply chain partners so that they are aware of the problems being experienced</li> </ul>
<ul style="list-style-type: none"> <li>Top surface of a pallet is slippery</li> </ul>	<ul style="list-style-type: none"> <li>Unstable stacks when pallets are stacked on top of one another</li> </ul>	<ul style="list-style-type: none"> <li>Place a slip sheet on top of the loaded pallet before another pallet is stacked on top of it</li> </ul>
<ul style="list-style-type: none"> <li>Poor placement or orientation of pallet bearers when stacking loads</li> </ul>	<ul style="list-style-type: none"> <li>Instability of the load:                             <ul style="list-style-type: none"> <li>» The load itself may start to lean</li> <li>» Sacks can be damaged during distribution and handling</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Ensure that upper layers in a stack of palletised sacks are placed squarely on top of the lower layers of the palletised load</li> </ul>

## Handling of palletised loads

RISKS	CONSEQUENCES	SOLUTIONS
		
<ul style="list-style-type: none"> <li>• Snagging the top layer of the bottommost pallet when loading or unloading the uppermost pallet (most likely to occur if the sack surface is sticky)</li> </ul>	<ul style="list-style-type: none"> <li>• Tearing of the upper surface of the sacks on the top layer of the bottommost pallet</li> </ul>	<ul style="list-style-type: none"> <li>• If the surface is sticky, apply a protective paper sheet to the top of the bottom pallet before stacking another pallet on top of it</li> </ul>
<ul style="list-style-type: none"> <li>• Poor operator practices when moving or lifting pallets</li> </ul>	<ul style="list-style-type: none"> <li>• The most likely forms of damage from poor operator practices are the puncture of sacks by forklift tines and the snagging of the uppermost sacks, resulting in tearing</li> </ul>	<ul style="list-style-type: none"> <li>• Driver training – as in all forklift operations, the tines should be inserted into the pallet at the correct points and at the correct height and angle</li> </ul>

## Storage and display

RISKS	CONSEQUENCES	SOLUTIONS
		
<ul style="list-style-type: none"> <li>• Very low or very high atmospheric moisture and/ or temperatures inside the storage area</li> </ul>	<ul style="list-style-type: none"> <li>• Sack properties are compromised</li> </ul>	<ul style="list-style-type: none"> <li>• Check with the paper sack producer about the storage conditions required for the particular paper sack (<a href="#">ESG Food Contact Guideline, pages 15–16</a>)</li> </ul>
<ul style="list-style-type: none"> <li>• Narrow aisles between the pallets where sacks are stored and displayed</li> </ul>	<ul style="list-style-type: none"> <li>• Sacks can be hit by forklifts or pallet trolleys during operations, leading to puncture and tearing of sacks</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure aisles have appropriate widths for the types of forklifts or pallet trolleys in operation in the warehouse and in the store</li> </ul>
<ul style="list-style-type: none"> <li>• Inadequate location of pallets in the warehouse</li> </ul>	<ul style="list-style-type: none"> <li>• Poor access to pallets could cause sacks to be handled roughly</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a simple instruction label on each pallet: "How to unload sacks from the pallet"</li> </ul>

## MORE INFORMATION

For more information on paper sacks or handling of paper sacks, contact your sack producer or either of the two organisations below.



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