

# Cardboard

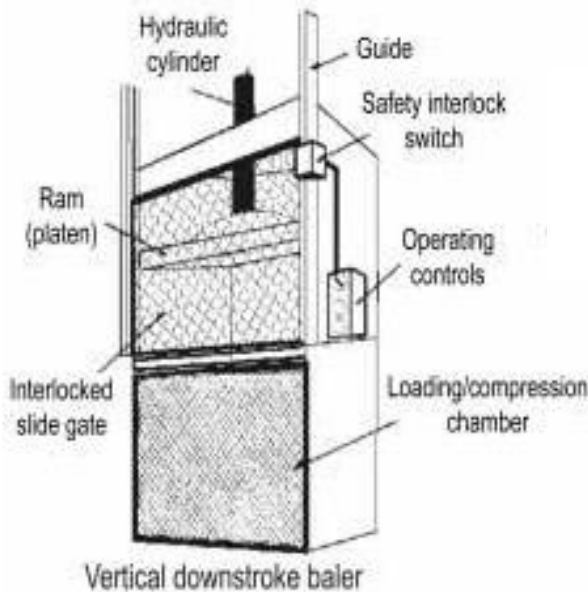
## Safety Instructions

1. Follow all safety instruction when using baler.
2. Never bypass or disable interlocks or control switches.
3. Keep all equipment guards in place during operation.
4. Before attempting to clear jammed material from a compactor or baler, follow OSHA standards on lockout/tagout (LOTO).
5. Cardboard pallets should be stacked no higher than two high.
6. Loose cardboard must be contained and not strewn loose on Physical Plant floor.



## Directions

1. Insure Operating controls are not engaged before loading baler.
2. Insure Side gate is fully open before loading balier.
3. Place cardboard in chamber. Cardboard must fit entirely inside for gate clearance.
4. When cardboard is filled to the top of the compression chamber, not to the ram, stop loading and close Side Gate.
5. After Side gate has engaged , move to side of baler.
6. After insuring no one limbs or hands are inside of chamber, engage the start control using two hands. This is to insure your hands are clear. Do not have two different people start the controls.
7. When compressed cardboard is full to top of compression chamber, after insuring operating controls are off, open chamber door to load compressed cardboard onto a wooden pallet.
8. When there are at least two full stacks of cardboard, inform supervisor/manager.
9. Pallets of cardboard will be taken to Midwest Fiber. Invoice will be given to Associate Director.



## Minimum Frequency

1. Cardboard shall be baled at least **weekly**; more often depending on usage.
2. Baled Cardboard shall be disposed at least **annually**; more often depending on usage.