

Lash Miller Laboratories St. George Campus

OPS-SOP- 19	Revision #: 01	Implementation Date: 2021-09-17	Last Reviewed/ Update Date: 2021-09-17	Page #: 1 of 2 Appendix (p3, p4)
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STANDARD OPERATING PROCEDURE: LOADING DOCK AND LARGE CRATED SHIPMENTS

- 1. Purpose:** to provide instruction on how to coordinate receiving large crated/heavy shipments
- 2. Scope:** applies to everybody working at Lash Miller
- 3. Procedure: describe step by step (as applicable for SOP)**
 - 1) Inform Maxim and Grace (chem.safety@utoronto.ca) of your intention to order an item/items that is expected to arrive in a large/heavy crate or many large crates
 - 2) Include relevant information, such as installation manual, expected crate size, weight, and number of crates
 - 3) Max and Grace will be in contact with you to coordinate the logistics of receiving the shipment, as well as the installation of the instrument/s, as needed
 - 4) Depending on size, number, & weight of the crates, you might be required to have your order delivered directly to your labs (this is a service you must secure upon placing your order).
 - 5) You may be required to secure uncrating service upon arrival if the crate does not fit in the elevator or through the doors. Note: if you or your lab members uncrate before installation, you might lose warranties
 - 6) Department can also coordinate with movers to handle shipments. PIs will be provided with the quote for this service
 - 7) Crates cannot be delivered and left on the loading dock, therefore, if it safe for lab personnel to receive the shipment, supervisors must assign the designated person/s to be on site to receive and remove crates from loading dock upon arrival
 - 8) Shippers should be notified of loading dock hours, and of the restrictions of the ramp (underground, 12 feet maximum clearance for trucks], the dock deck is 4 feet and has a dock lever mechanism [adjustable from 3 to 5 feet from the ground]). Loading dock also has no space for temporary storage, all space is constantly used for operation needs.
 - 9) Information about the loading dock that you can use to communicate when you place an order, can be found on the following pages
 - 10) Typical size and weight of crates that could be problematic can be found below: Oversize crates can't be properly handled with one pallet truck due to balance issue. Weight limitation to move the item: maximum 2 tons to lift the pallet from the platform; max 600 kg to pull a pallet using a



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pump track- no fork-lift available; Dimension limitation of crate size: height 78 inches, wide 50 inches, long 82 inches; the crates that exceed at least one of the dimensions can't fit the freight elevator to deliver for the upper floors

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Appendix 1: Loading dock direction and information

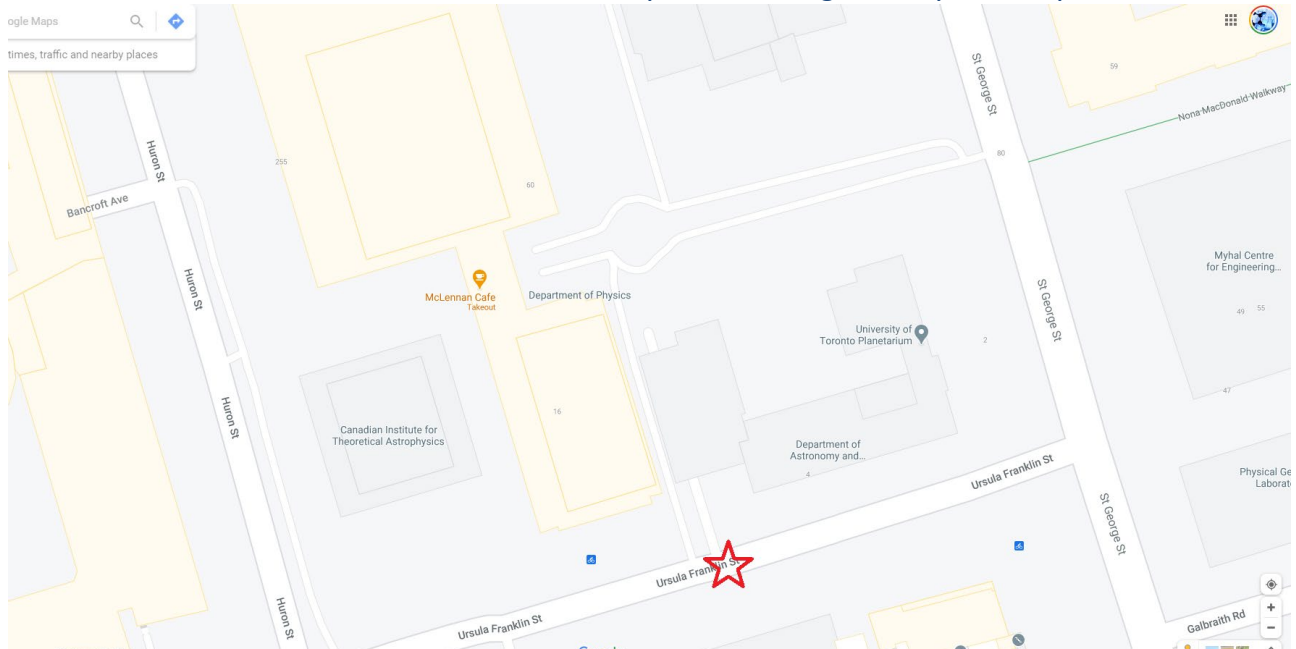
The Lash Miller Laboratories loading dock.

It is an underground loading dock with a **maximum clearance of 12 feet.**

Hours of operation: Mon- Fri, 9 am – 4 pm

Access to the loading dock off of Ursula Franklin Street. Please see the map and the photo below

Please reach out to our office at 416-978-3572 if you're running into any difficulty.



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Appendix 2: Loading dock area and leveler

