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
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.
Appendix 2: Loading dock area and leveler