

## SSP# 4036 - Data cartridge - preferred packaging

There are several considerations that are vital when shipping a data (media) cartridge:

- the cartridge must be kept safe from damage due to handling / dropping / shipping
- the cartridge must be sealed from contaminants (airborne, cardboard fragments etc.)

We always recommend inserting the media into the OEM original container. This container was designed to hold the cartridge safe and secure and will provide a small measure of contamination protection. This container should then be sealed into a static bag or similar type of wrapping. This layer will protect the cartridge from any contaminants that could render the media useless including dust, debris, foam particles, cardboard bits etc. Finally, this sealed package must be put into a suitable foam container to protect it from the typical forces that can be encountered during commercial shipping and handling. Typically, 1" of foam surrounding the cartridge will be suitable. The entire package should be sealed securely. There must be no movement within the box - no rattling, sliding or shifting of the inner contents is acceptable.



Figure 1 - sample OEM original container for various formats of Data Cartridges



Figure 2 - DLT data cartridge with OEM container (left), static bag sealed cartridge in recommended foam / cardboard container (right).

Note - Styrofoam worms, peanuts and other loose type packaging material should never be used because they tend to settle and allow the cartridge to contact the edge of the container. Properly fit foam packaging is the best choice.

There are many other acceptable methods to safely package a data cartridge including commercial packaging (turtle shells, molded suitcase style containers), bubble wrap etc. These methods must be approved by Nortek Engineering on a case by case basis before being used, recommended or accepted.