PREPARATION and PACKAGING

Procedures of NiMH Batteries for Ground Transportation

**PREP 1**
- Insulate service plug terminal with electrical tape

**PACK 1**
- Place battery on bottom pallet of DRC

**PREP 2**
- Remove battery cover

**PACK 2**
- Label the battery with a permanent maker

**PREP 3**
- Confirm bus bar covers are in place

**PACK 3**
- Install foam inserts (standard on ends, universal on top and bottom)

**PREP 4**
- Insulate internal cables with electrical tape

**PACK 4**
- Secure the battery to the pallet with the red or blue strap ensuring there are no twists

**PREP 5**
- Route and secure internal cables

**PACK 5**
- Install Corrugated sleeve ensuring arrows point up

**PREP 6**
- Replace cover with original fasteners

**PACK 6**
- Sign checklist, have a manager sign it, and place it in DRC

**PREP 7**
- Secure external cables with packing tape

**PACK 7**
- Install cover pallet and secure black straps ensuring they are tight

**PREP 8**
- Sign checklist