

## RECEIVING, HANDLING, AND STORAGE

The following procedures are recommended to prevent damage of cable during receiving, handling, and storage, and to prevent possible deterioration prior to installation.

### Receiving

Upon receipt and before accepting delivery, visually inspect each item for obvious damage as well as for indications of hidden damage.

Be especially cautious if any of the following conditions exist:

- Reels are poorly stacked
- Cable covering is removed or damaged (If damaged, inspect underneath layers of cable)
- Reel flanges are broken
- Cable ends are loose and not secured
- Evidence the reel has been dropped
- Broken or damaged pallet

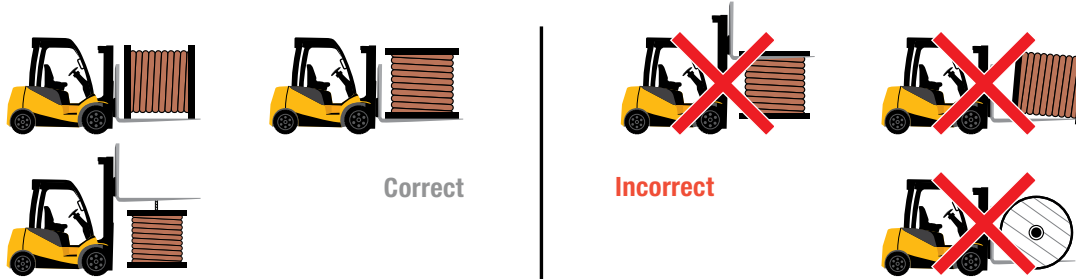
### Handling

- Always make sure the cable ends are secure before moving. An unsecured cable end can cause damage and personal injury.
- Reels are moved by rolling, examine the route and clear the path of any debris such as rocks, wooden blocks, pipes, or other equipment.
- Roll reels only in the same direction it was turned when the cable was wound onto the reel. Rolling in this direction tends to tighten the layers of cable on the reel. Rolling in the incorrect direction may cause loosening or loops, resulting in tangles or overlapping which can cause difficulty during installation.
- Do not let the flanges straddle items that may damage the cable.

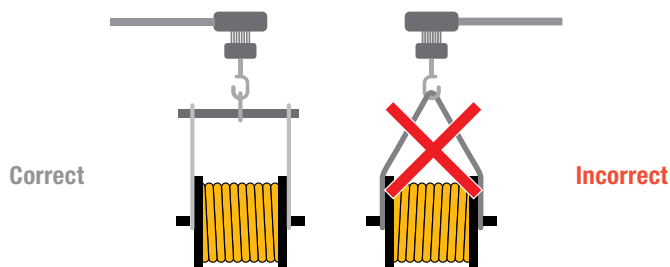


In some facilities, it may be necessary to roll reels of cable up or down an inclined ramp. Ensure the ramp has adequate load-bearing capabilities and is wide enough to accommodate the width of the reel flanges with an adequate margin of safety. Beware when a heavy reel is rolled down even a slight incline, as the momentum may make it difficult to stop. Select a method for controlling and stopping the reel safely, one that does not allow the cable or protective covering to contact any potentially damaging objects or exert sufficient force on the reel flanges, which could cause damage.

When using a forklift to move reels, only lift from the sides and only if the forks are of sufficient length to securely capture both flanges. Never lift with the forks between the reel flanges or let the forks contact the cable or the protective covering. If the reel is on its side and it is absolutely necessary to lift in this position, place the forks underneath the bottom flange. An alternative method is to use a suitable holding device inserted in the arbor hole of the top flange. Care must be exercised when lifting by this method. Undue stress could result in failure of the rods holding the flanges together.



When lifting by crane or other overhead lifting device, insert steel lifting bars of a suitable diameter and length through the arbor hole in the center of the flange. The use of a lifting yoke or spreader bar is required to prevent the lifting chain or cable from applying pressure to the reel flanges. Side pressure can crush the reel flanges, resulting in damage to the cable. Also, the use of a yoke or spreader bar can prevent tipping or slipping, especially with heavy reels or reels that may be unbalanced.



### Storage

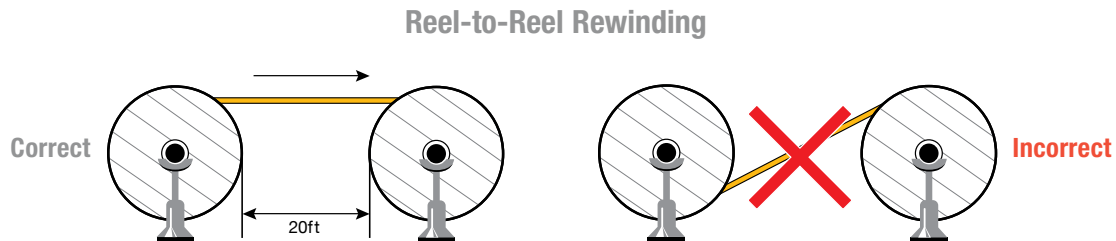
Reels should be stored indoors on a smooth, hard, and dry surface. The area should be readily accessible to forklifts, but away from work areas and heavy traffic or where the cable is exposed to chemicals, oil or grease spills, welding operations, open flames, and excessive heat. If outside storage is necessary, the same guidelines apply as indoor storage. If a hard surface is not available, reels should be supported off the ground by a suitable means to prevent the flanges from becoming embedded and allowing the weight of the cable to rest directly on the ground. A suitable weatherproof material should be used to cover the reels to protect the cable insulation from solar degradation and wooden reels from moisture.

- Each reel should be chocked from both sides.
- Align reels flange to flange.
- Store reels in an orderly manner to allow easy access for moving and lifting.

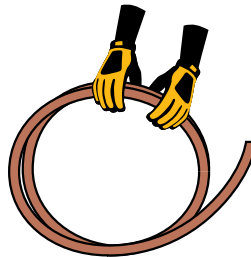
After cutting from master lengths, all cable ends should be resealed with weatherproof tape to prevent the entrance of moisture. Ends should be secured to prevent becoming unwound during moving.

### Removal of Cable from Reel

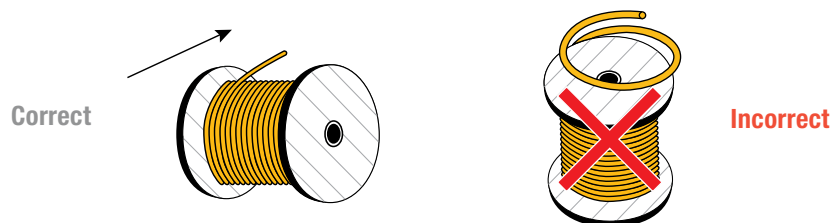
Cable may be unwound from the bottom or top of the reel; however, if cable is to be re-reeled from one reel to another, position the reels to allow the cable to follow the natural cast in the cable. The reels should be supported on jacks or stands with a suitable bar through the arbor holes, which will allow the reels to be easily turned. A minimum of twenty (20) feet between the reel flanges is recommended. This will allow the cable to straighten before it is wound on the take up reel. Reverse bending and twisting can cause difficulty and possible internal damage, which can affect the performance of the cable.



Coils of cable can be handled in a similar fashion. Position the coil upright in a vertical orientation. Rotate and unwrap the desired length by hand.



Never pull the cable over the reel flange or the side of a coil. This can produce undesirable kinks and twists in the cable.



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