

Transportation

Receipt of Shipment

When the cable is delivered to the final destination, the receiver should perform an inspection for damage before unloading any reels. If no visual damage is detected, the receiver should proceed with unloading the reels.

- If a dock is available, the cable may be unblocked and rolled from the truck onto the dock. The blocks can be easily removed with a crowbar or similar prying tool.
- Without a dock, a lift truck can be utilized to aid in the process. The reels should be turned sideways so the forks can straddle both flanges.
The cable must never be dropped off the back of the truck onto the ground or onto tires. The impact will cause damage to the cable.
- For larger or heavier reels, a pipe should be inserted through the center of the reel and ropes attached to each side so the personnel inside the truck can guide and control the reel during the unloading process.
- Once the cable is on the ground, the reel should be rolled to the storage area with care to avoid objects that may cause damage to the reel and cable.

Damage Reporting

The procedure for receiving cable shipment is critical to the outcome of possible claims.

- The customer should inspect each reel for signs of damage, as reels are unloaded from the truck.
- Any suspect reels should be separated from the others and unwrapped for closer inspection. If damage is found or suspected and the customer chooses to accept the shipment, the customer must note the damage or note that the material is “**subject to inspection**” on both his copy and the carrier’s copy of the delivery receipt. The customer should then immediately contact Trilogy, which will arrange for the carrier to send an inspector to complete a formal report.
- If the customer chooses to refuse a damaged product, they should immediately notify Trilogy to arrange for the amount to be returned.

Cable Storage

To properly store cable, certain procedures should be followed.

- First, select a storage location, which minimizes the chance of damage.
- If cable is to be stored indoors and a fork truck is available, the reels can be stacked. Cable on 30" to 54" reels with a 26" transverse (reel width) can be stacked up to four reels high. When stacking reels, place four or more 2" X 4" blocks under each reel around the drum about 12" from the center. This will enable the fork truck to slide safely between the reels and will also prevent moisture from accumulating and thereby damaging the reel packaging. The stacks of reels can be placed in pairs of rows with access aisles between each pair. Identification tags or marks should be placed on each reel on the side facing an aisle.
- When a fork truck is not available or easy access is required, the cable reels **should not be stacked**. In these cases, roll the reels together end to end in pairs of rows. Care must be taken to ensure that the edges of each reel flange coincide. *Contact between the reel flange and the center portion of another reel may result in cable damage.* Identification tags or marks should be placed on the side of each reel facing the aisle.
- **Trilogy does not recommend that AirCell® plenum rated cables or AirCell® cables with fire retardant jackets be stored outside.**
- Cable stored in outside areas should be stored in a roofed area. Otherwise, cable must be covered with plastic, canvas, or other protective covering.
- The storage area should be well drained to avoid deterioration of the reels or packing materials.
- When storing new or partial reels outdoors, the cable ends should always be capped.