



Picture Process Maps (PPM)

Gaylords

PURPOSE

The purpose of the Gaylords Picture Process Maps (PPM) is to visually represent the different types of Gaylords, tag types, lockout/tagout process, and the standards for stacking.

GLOSSARY

Gaylord- large, often square, industrial container typically made of cardboard or plastic designed to store and transport products and goods.

Stacking- refers to the arrangement of Gaylord containers on top of each other in an organized manner to maximize storage space.

Lockout/tagout (LOTO)- refers to a safety procedure used to prevent the use of broken equipment. It involves using lockout devices or warning tags to indicate that equipment is temporarily inoperable.

Required Tools and Materials

- Gaylords
- Gaylord tags
- Lockout/tagout tags (as needed)
- Thick black marker
- Clear packing tape

Gaylord Types

Gaylords PPM



Plastic Gaylord
AZ Retail/ROC/RDC/MD
Retail/ROC

All doors and walls must be locked for storage and transport.



Seasonal Gaylord
AZ Retail/ROC

The top and bottom must be secured for storage and transport.



Cardboard Gaylord
AZ Retail/ROC MD
Retail/ROC

Top and bottom flaps must be closed, and every Cardboard Gaylord must be on a pallet.

Important Note: Gaylords must be intact as received and returned to the ROC if broken.
No cardboard or seasonal Gaylords will be compacted.

Stacking Standards

GAYLORD TYPE	AZ RETAIL	AZ ROC	MD RETAIL	MD ROC	RDCs
PLASTIC	No higher than the red line	6*	No higher than the red line	5	2**
SEASONAL	No higher than the red line	6	No higher than the red line	4	--
CARDBOARD	2	4	2	3	--

*Book Gaylords' maximum stacking is 4.

**Max stacking is 3 Gaylords if the RDC has a walkie stacker.

LOOSE ITEMS: Transported in Plastic Gaylords Only






Ensure that items are secure and will not fall out, damage other items in the Gaylord, or tip the Gaylord over.



TAGGING

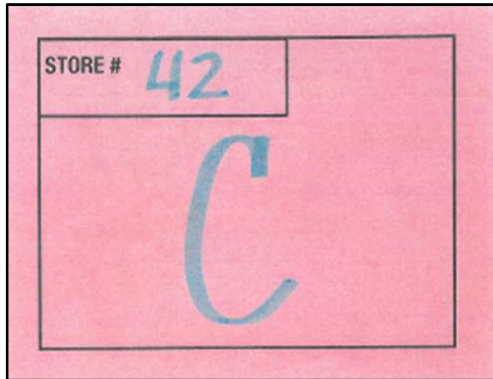
- Remove all tags from each Gaylord before refilling.
- Plastic and cardboard Gaylords receive one tag on a 45" side.
- Seasonal Gaylords receive four tags, one on each side.

TAG TYPES

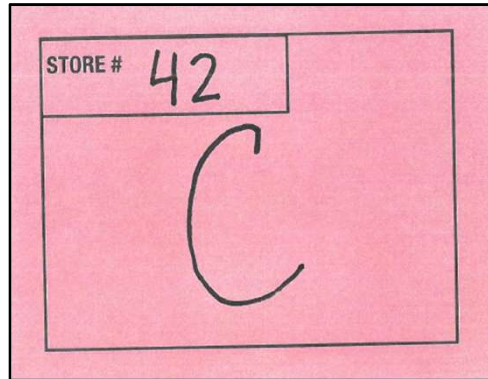
<ul style="list-style-type: none"> • Yellow: Raw Materials These are donations that have been received but are not yet processed. 	
<ul style="list-style-type: none"> • Orange: Retail Donation Center (RDC) These tags are used for the Retail Donation Centers (RDC). 	
<ul style="list-style-type: none"> • Blue: As-Is Donations that have been sorted or evaluated and do not meet the sales floor standards. 	
<ul style="list-style-type: none"> • Pink: Pulls These are merchandise that are pulled after it has been on the sales floor for a full stock rotation cycle. 	
<ul style="list-style-type: none"> • Seasonal Tag Four tags on each Gaylord, one on each side. 	

TAGGING EXAMPLES

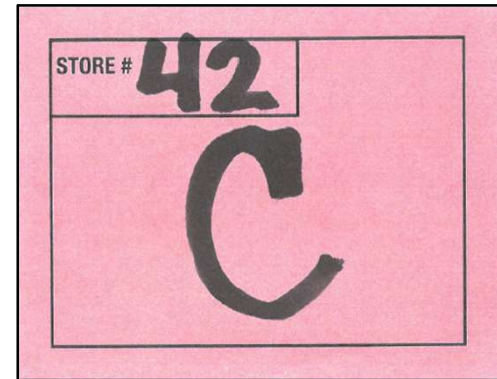
Below are non-examples and a correct example for tagging. Use a **thick black marker only** when writing the store number and codes.



This is **incorrect**. A highlighter was used.



This is **incorrect**. A thin black marker was used.



This is **correct**. A thick black marker was used.

CODES

Use the following codes when tagging Gaylords.

L-Linen	C-Cloth	M-Miscel	CB-Cardboard	HP-Hard plastic	F-Furniture
E-Electrical	B-Books	S-Shoes	SP- Soft Plastic	ME-Metals	

LABELING GAYLORDS

1. Check the items in the Gaylord.
2. Select the correct color tag type. See the chart on **page 5**.
3. Write the store number at the upper left corner of the tag.
4. Write the letter code that represents the product. See the **codes on page 6**.
5. Tape the tag at the 45° side of the Gaylord. Seasonal Gaylords have four tags, one on each side.

LOCKOUT/TAGOUT

This tag is used for any broken Gaylord being sent to the AZ or MD Retail Operations Center for repairs. **Do not try to fix it or tape it.** Using a copy of the tag is acceptable.

Guidelines regarding broken Gaylords:

- Tag a broken Gaylord with a lockout/tagout tag or a copy of the tag on the right.
- Please place a copy of the tag on two of the sides and send it to the ROC or MD Warehouse.
- If a cardboard Gaylord or the Cardboard part of a seasonal Gaylord is damaged, tag it with a blue tag with your **store number and CB** (cardboard) written on it and send it to your Retail Operations Center for recycling.



Safe Gaylord Handling

Gaylords PPM

Unsafe Gaylord Handling

1. Do not push or pull Gaylords by hand regardless if the Gaylord is empty or full
2. Do not attempt to lift or stack Gaylords without another Team Member to assist you
3. Do not lean against the Gaylord doors
4. Do not climb inside the Gaylords



Safe Gaylord Handling

1. Move full and empty Gaylords using a pallet jack
2. When stacking Gaylords, use the walkie-stacker (Big Joe)
3. When stacking empty or collapsed Gaylords by hand, make sure to have another Team Member assist you
4. Use the side door to access material

