



URBAN OUTFITTERS INC.

Mirror Packaging Supplement

Contents

Introduction: 2

Mirrors/Framed Art: 2

Corrugate: 2

ECT: 3

Packaging: 4

Testing:..... 8

3B Procedure Overview 8

Resources:..... 10

Mirror Packaging Supplement.

Introduction:

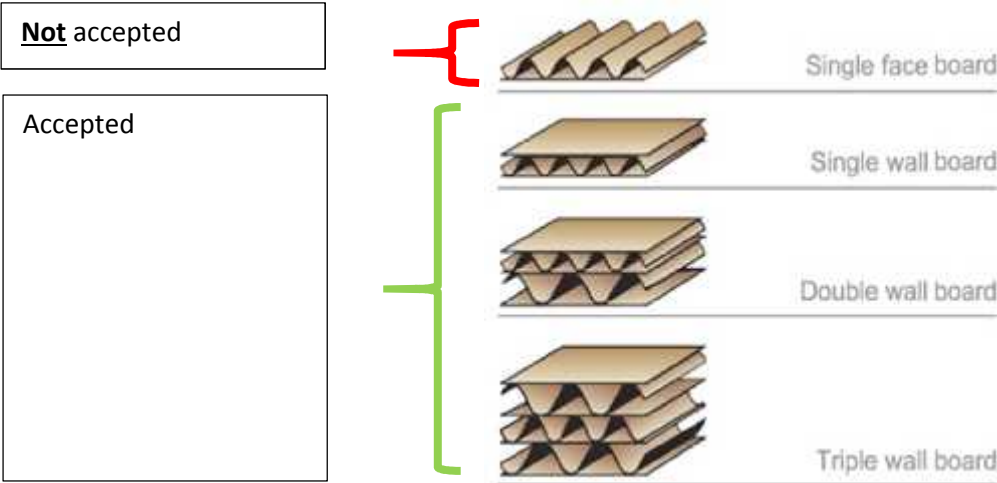
Please use this guide as a supplement to URBN’s general packaging guideline. Vendors are still required to have any final mirror design to pass ISTA 3A testing. This testing should be conducted by a third party testing lab. Your packaging must ultimately pass ISTA testing. If you can design a solution not found in this general guideline while still passing ISTA 3A or 3B, please use it. Please contact your URBN production coordinator and copy Felipe Fernandes (ffernandes@urbn.com) for any exceptions or packaging questions.

Mirrors/Framed Art:

-) Handling instructions (Fragile, Glass, or directional arrows), must be used.
-) Mirrors/Framed art should be packed in a double-wall or triple-wall container.
-) Packing material between the mirror and glass must be shock absorbent.
-) Do not use packaging material that will put direct pressure on the mirror.
-) Decorative or raised portions should be protected.
-) Static film must protect the glass from scuffing
-) Packaging must have reinforcement in the center of the carton to prevent collapse under heavy weight.
-) Inner wood crating for UPS shipping

Corrugate:

Packaging corrugate must NOT be 100% recycled. Preferably, corrugate should be majority composed of virgin paper, including the fluting. All corrugate, both internally and externally, should have a paper layer, fluting, and a top layer.



ECT:

This guideline will focus on the edge crush of a corrugate. ECT (edge crush test) measures the stacking strength of corrugate. Please follow the table below to determine the best box strength for your SKU.

If your product is up to 120 pounds and has a COMBINED dimensions added (length + width + height) of up to 110 inches, then choose a box with a ECT of 61.

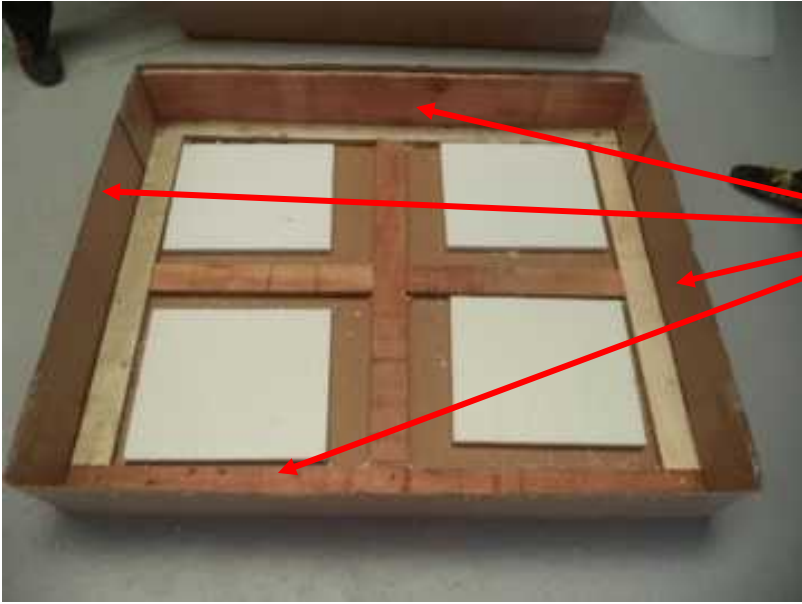
Let's say your product weighs 160lbs and your dimensions add to 110in. Choose the ECT of 71.

When in doubt, always round your weight and dimensions up.

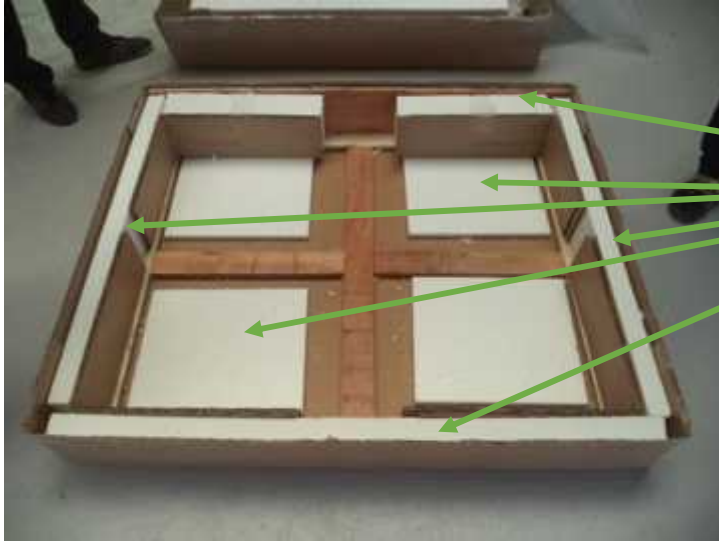
Max. weight of boxes and content	Maximum outside dimension (Length, Width, Depth)	Min. Edge Crush Test (ECT) (lbs. per in. width)
Double Wall Corrugated Fiberboard Boxes		
80	85	42
100	95	48
120	105	51
140	110	61
160	115	71

180	120	82
-----	-----	----

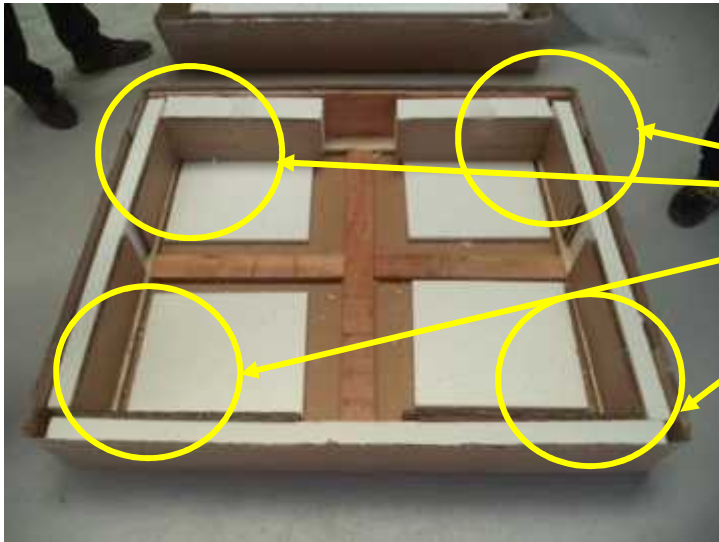
Packaging:



Plywood support on all four (4) corners.

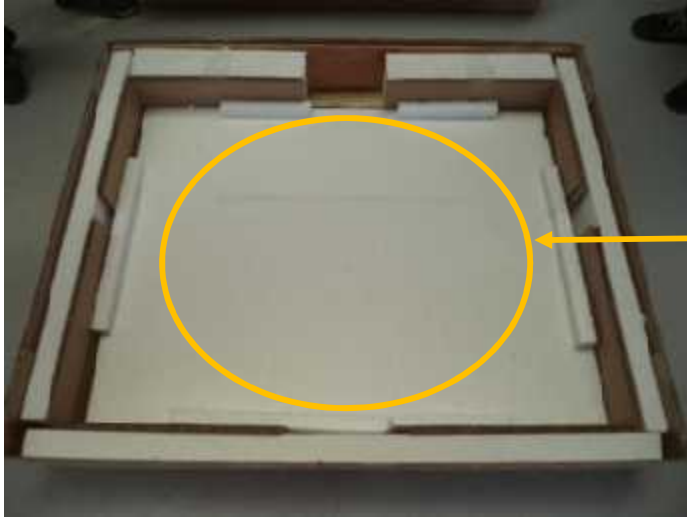


Minimum 3inch Foam spacing. Foam in place is preferred. Polyethylene or Polystyrene foam is acceptable.

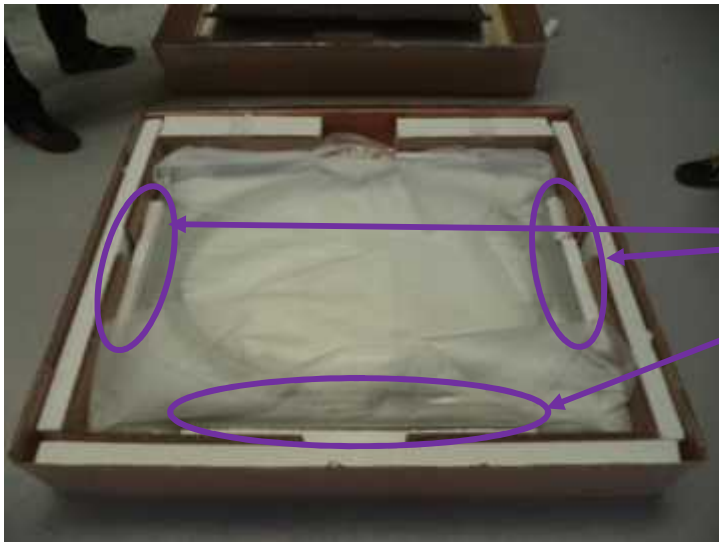


Non-recycled corrugate must protect all edges.

****BE SURE EDGES OF BOXES ARE STABLE. EDGES SHOULD NOT SHIFT DURING TRANSIT****



Place layer of foam on bottom of box.



Use additional packaging to secure mirror in place.
Mirror must be wrapped/bagged to prevent abrasion.



20mm thick PE foam over the mirror.



Foam placed on top of mirror.
No direct weight should be placed on the mirror itself.
BESURE to displace the weight around the mirror!



Bottom of box must look like top of box.



Testing:

All mirrors must pass ISTA 3B testing.

3B Procedure Overview Standard, 200 lb (91kg) or less			
Sequence Number	Test Category	Test Type	For ISTA Certification
1	Atmospheric	Ambient atmospheric preconditioning	Required
2	Atmospheric	Controlled temperature and humidity preconditioning	Optional
3	Shock	Tip over test	Required – depending on package dimension. Ask your ISTA technician for further details.
4	Shock	6 free-fall drops	Required
5	Vibration	Random vibration with top load	Required
6	Shock	Concentrated impact	Required only for non-rigid containers
7	Shock	Free-fall drop	Required
8	Shock	Full rotational drop	Required only for elongated packages
9	Shock	Bridged impact	Required for elongated packages
10	Shock	2 full rotational drops	Required only for flat packages

11	Shock	Concentrated edge impacts	Required only for flat packages
-----------	-------	---------------------------	---------------------------------

3B Procedure Overview			
Palletized or Skidded			
Sequence Number	Test Category	Test Type	For ISTA Certification
1	Atmospheric	Ambient atmospheric preconditioning	Required
2	Atmospheric	Controlled temperature and humidity preconditioning	Optional
3	Shock	Tip over test	Required
4	Shock	Rotational drop	Required
5	Shock	Incline impact	Required
6	Vibration	Random vibration with top load	Required
7	Shock	Concentrated impact	Required only for non-rigid containers
8	Shock	Fork Lift Handling. Flat push and rotate test	Required
9	Shock	Fork Lift Handling. Elevated push and pull test	Required
10	Shock	Fork Lift Handling. Elevated rotate test	Required
11	Shock	Fork Lift Handling. Load stability test	Required
12	Shock	Rotational edge drop	Required
13	Shock	Incline impact	Required

Resources:

Glass Association of North America	http://www.glasswebsite.com/ Latest industry news on glass and mirror manufacturing.
International Safe Transit Association	https://www.ista.org/members/search Find testing labs in your country.
Association for Corrugated Papers/ Case Industries	https://acca-website.org/asian-corrugated-case-associations-acca-member-list/
Packaging Industry Association of India	http://piai.org/
Asian Packaging Federation	http://asianpackaging.org/