

**Oak Ridge National Laboratory (ORNL)  
Transportation and Packaging Management (TPM)  
Container Preparation and Filling Instructions/Checklist**

UN 12 Gallon Open Head (OH) Fiber Drum

ORNL-CHK-38, Rev. 1

Issued: 5/15/1997

Revised: 5/15/2000

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**INSTRUCTIONS:** Complete the activities below following the instructions in Section A. Activities should be checked off as performed. The completed checklist should then be signed by the Operating Personnel completing the checklist and submitted to the Operations Supervisor for approval for shipment.

**NOTE 1:** The 12 gallon open head fiber drum is UN marked for filling with solid hazardous materials.

**NOTE 2:** The maximum allowable gross weight is printed on the side of each drum in kilograms [ex., 75 kg (165 lbs)]. Allowable weight applies to Packaging Groups II or III solid materials. [PG I is not authorized.]

**NOTE 3:** If this fiber drum is to be used as a **DOT 7A Type A** RAD packaging, THEN YOU MUST refer to Y-12 Packaging System's packaging procedures for the Type A packaging requirements and documentation.

**NOTE 4:** Drums must be closed in accordance with the specific instructions furnished, and tested, by the manufacturer for each specific type/size drum, in order to be in compliance with DOT HAZMAT regulations. [49 CFR, &178.2(c)(1)]

**A. UN 1G/Y 12 Gallon (OH) Fiber Drum  
Stores Catalog No. 02-113-5738**

*Note: Items marked (#) are solely generator's/filler's responsibility.*

**Operating  
Personnel**

- \_\_\_\_\_ 1. (#) Inspect the drum to be filled to ensure that it is in good physical condition and that no critical dents/damages, fiberboard tears/cuts, etc. exist that could cause or develop into a leak during normal storage or in transportation.
- \_\_\_\_\_ 2. (#) Ensure that the material being filled in the drum is compatible with (will not react, soften, or attack) the drum's internal fiber surface.
- \_\_\_\_\_ 3. **IF** the material being filled into the drum has a moisture content such that it will penetrate/wet through the fiber drum, **THEN**  
Ensure that a polyethylene drum liner is inserted into the drum prior to filling.
- \_\_\_\_\_ 4. **IF** the drum is to be filled with solid hazardous materials/waste, **THEN**  
Fill the drum according to the requirements/limitations specified in [NOTE 2](#) above.
- \_\_\_\_\_ 5. (#) Ensure that the gasket is in place, is in good condition, and is adhered to the drum lid on filled drums *prior* to placing the lid on the filled drum.

**FOR INTERNAL USE ONLY**

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### A. UN 1A2/X 30 Gallon Carbon Steel Drum Stores Catalog No. 02-113-5738 (cont'd)

Operating  
Personnel

- \_\_\_\_\_ 6. [Greif Bros.<sup>1</sup>] Snap the closing ring over the cover and top lip of the drum. Make sure that the writing on the closing lever is right side up. Also, make sure the bottom edge of the closing ring engages under the top lip of the drum.

Pull the locking lever closed. At the same time, tap along the entire outside edge of the closing ring, beginning directly opposite the closing lever, with a mallet until the lever is fully closed against the edge of the ring.

- \_\_\_\_\_ 7. Close the safety-lock tab on the locking ring and insert a "tamper-seal" wire to ensure the lever lock will not spring open during storage or transit.

- \_\_\_\_\_ 8. Label and mark the drum in accordance with the current ORNL/Department of Transportation (DOT) requirements. For off-site shipments, contact the ORNL Transportation and Packaging Management organization for appropriate DOT markings and labeling.

- \_\_\_\_\_ 9. Sign and date the checklist in the appropriate signature block verifying that the activities have been performed and the checklist completed.

- \_\_\_\_\_ 10. Submit this completed checklist to the Operations Supervisor for approval for shipment.

Operations  
Supervisor

- \_\_\_\_\_ 11. Verify that all defined activities have been successfully completed.

- \_\_\_\_\_ 12. Sign and date the checklist in the appropriate signature block, approving the container for shipment.

<sup>1</sup>These "Closing Instructions" are specifically for 12 gallon fiber drums manufactured by Greif Brothers Corp.—Identification marking code on drum side is: GBC. [see [NOTE 4](#) on page one]

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**A. UN 1A2/X 30 Gallon Carbon Steel Drum  
Stores Catalog No. 02-113-5738 (cont'd)**

**APPROVED FOR SHIPMENT:**

<b>Operating Personnel:</b>	<b>Date:</b>
<b>Operations Supervisor:</b>	<b>Date:</b>

**Prepared by:** ORNL TPM Organization

**Approved by:** Jeff Shelton May 15, 2000  
Jeff Shelton, Manager (576-6401)  
ORNL TPM - Packaging Operations