

## Postal item packaging rules

1. "Georgian Post" accepts and sends any types of the postal items (excluding postcards) only in packaged form.
2. The sender is responsible for the proper packaging of the postal item. He/she must ensure that the postal item is packed in such a way that its contents and other postal items transported with it are not damaged (including wet or spoiled) during transportation.
3. The postal item must be packed in such a way that the information printed on it is not obscured. It must be feasible to adhere / apply a mark, address, declaration, or other labels / stamps required for transportation on the surface of the postal item.
4. It is recommended to use for packaging a postal item (see figure # 1):
  - For letters – a postal envelopes;
  - For small postal items containing documents, as well as for original documents and Documents of Special Importance - postal envelopes with a soft, air-bubble cushion;
  - For small postal items containing goods - postal envelopes, with a soft, air-bubble cushion; corrugated cardboard; plywood and wooden boxes;
  - For parcels - corrugated cardboard, wood, plywood, polymer, polystyrene - hard boxes;

Figure #1



5. The sender must pack the postal item according to its weight, shape, material, and nature of contents (liquid, fragile, solid, etc.), in addition to the length of time of transportation.
6. The postal item must be packed in such a way that withstand:
  - Long-distance transportation;
  - Multiple reloading or processing, sorting;
  - Changes in climate, temperature and atmospheric pressure;
  - Physical impact, pressure, vibration, swaying.
7. A postal item is deemed appropriately packed if it remains undamaged after a pressure of 80 kg and/or a free fall from a height of 80 cm onto a hard surface.
8. The use of secondary packaging material is permitted only if all old barcodes, addresses, and other types of information that could mislead the “Georgian Post” employee when sorting and/or handing the postal item over to the addressee are properly removed from it.
9. When choosing a packaging material, the sender should consider the type/properties of the postal item's contents as well as its weight and shape. The packing material and adequate packaging of the contents must assure their safety and integrity during transportation (for example, if empty gaps are left in the box, it can be squeezed / compressed, and in an overfilled box, on the other hand, it can burst from internal impact).
10. If multiple items are contained in the postal item, they must be packed separately and then securely placed in the shipping container.
11. It is important that when swaying the parcel, the objects placed in it do not move. The following cushioning materials are recommended to limit the movement of the contents inside the package (see Figure # 2):
  - Cardboard;
  - Newspaper;
  - Air bubble wrap;
  - Foam rubber sponge;
  - Polystyrene;
  - Kraft paper;

**Figure #2**



12. The postal item must be tightly closed on all sides to prevent objects from falling out during transportation and handling. To do so, the sender must fulfill the following rules:

- a) If you use an envelope, do not place in it such a volume of a document/object that the self-adhesive part of the envelope cannot withstand and open, or the envelope will tear elsewhere;
- b) When using a box or other packaging, the parcel should be sealed by wrapping the entire parcel at least three times with no less than 5 cm of self-adhesive tape.

### **Postal item packaging by content type**

13. Depending on the type of content, the aforementioned packaging rules should be followed:

**A liquid or a substance that easily becomes a liquid** must be placed in a hermetically sealed container. Such a container should be placed in a rigid box filled with a suitable protective material that will completely absorb the liquid if the container breaks.

**Oil-containing substances that are difficult to liquidize**, such as ointments, semi-liquid soaps, resins, etc., must be placed in a rigid container alongside the primary packaging material (box, cloth bag, plastic container, etc.) in such a way as to prevent content leakage.

**Dry paint powders such as methylene blue and others** are only allowed in hermetically sealed metal boxes, which in turn must be placed in rigid boxes filled with suitable absorbent and protective material.

Dry non-staining powders must be placed in solid containers (boxes, bags), which in turn will be placed in rigid boxes.

**Items made of glass or other fragile/breakable items** should be wrapped in air-bubble wrap, cloth, or similar packaging material and placed in a rigid box filled with suitable protective material to prevent friction between the object and the sides of the box during transportation, as well as friction between them if the postal item contains several objects.

**Pointed or sharp objects** must be placed in a rigid box, and pointed and sharp parts within the box must be wrapped in a material (air-bubble wrap, self-adhesive tape, etc.) that ensures the safety of the object during transportation and, as well as during possible damage to the box, will protect other postal items from damage.