

# How to Pack a Pallet

## Materials:

- Plastic pallet
- Drill and bits
- Poly strapping
- Strapping seals
- Strapping tensioner
- Sealer
- Corner protecting material (like coroplast)
- Foam
- Paper Tyvek® (Dupont® Hardwrap®)
- Tyveck® Tape

## Materials to extend/reinforce pallet:

- Wood board
- Fungicidal paint (for wood)
- Drill and bits
- Hardware (Carriage bolts, washers, nuts)
- Nut driver

## Set-up to extend or reinforce pallet if necessary:

Large and heavy artifacts can be palletized in order to make them more mobile and safe in storage. Occasionally a wooden board is needed to either extend the size of the pallet slightly or reinforce the pallet for even weight distribution. If this is the case, the wood is treated with a fungicidal coating to prevent mold. In order to attach the pallet and board, a drill is used to create holes in the board and carriage bolts, washers, and nuts are used to secure it. A wood base is not always needed but can be useful for stability in storage.

## Process:

Once the pallet is prepared, artifacts must be chosen. These artifacts should be large or dense objects too heavy to lift in or out of a pallet box. Once these artifacts have been chosen, arrange them appropriately on the pallet. Make sure the weight is evenly distributed to avoid tipping, and be sure to take into consideration the placement of artifacts with regards to how they will be strapped to the pallet. Straps should go between the feet of the pallet and this is an important detail to remember when placing artifacts. The feet of the pallet may also prevent multiple artifacts from being strapped down together. If this is the case, objects can be strapped down separately by drilling holes through the wood to provide an access point for the strap. It is also important to consider an object's height, as it can be difficult to strap down smaller items due to the size of the tensioner.

Once the artifacts are in place, foam is put between the artifact and the pallet to provide cushion and increased traction to keep the objects in place. Foam should also be added between objects when necessary. Corner protectors may need to be placed over the objects in order to prevent the strapping from cutting into the artifacts. This can be any archival padding material. Corrugated plastic, coroplast, is our preferred material due to its rigidity and stability, and you can utilize scraps from the custom boxes.

Using the strapping and tensioner, secure the artifact to the pallet. Depending on placement and size of objects, multiple straps may need to be used.

The last step is covering the pallet with Tyvek® and securing it to the pallet with tape. Paper Tyvek® is water resistant and will prevent both water damage and dust accumulation. It also allows for the contents of the pallet to be written on the outside for easy identification.