Author	Status	Effective Date
Michael Boblit	Final	02/23/24

1.0 Purpose

This procedure is intended to ensure that all Gemini employees follow the correct guidelines when shipping packages via Air. These standard operating procedures are guidelines intended to meet and comply with the Gemini Coatings Operational Plan.

2.0 Scope

This document covers the standard procedures to be followed for employees in the shipping department when preparing and shipping orders via Air. By following the instructions, the workload will be completed accurately, consistently, and safely.

3.0 Safety

***Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**
***Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

4.0 Shipping Air Packages Via Parcel Service

4.1 **Restrictions** – Before beginning the process, ensure that the product and packaging is eligible for air shipment by IATA and Gemini rules and regulations. If you are not sure or are not qualified, do not proceed. Contact your supervisor immediately.

4.1.1 **The products being shipped cannot be classified hazardous, or limited quantity!** Limited Quantity products are classified hazardous when shipping via

Air. Per Gemini rules, no HazMat or LQ shall be shipped via Air.

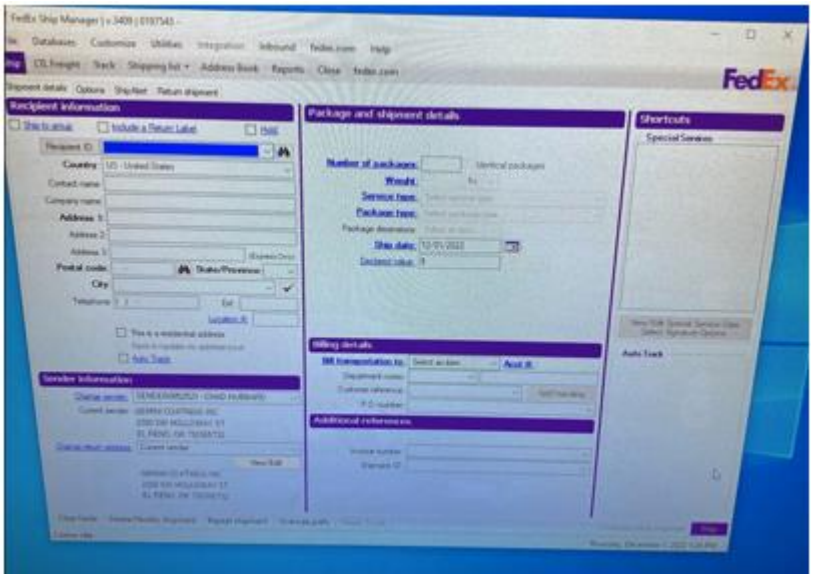
4.1.2 **The packaging being used cannot have any hazardous or limited quantity markings on them!** There should be no HazMat or LQ in the package, therefore the box should have no markings.

4.1.3 Orders must be called in before 2:00 PM to ensure pickup.

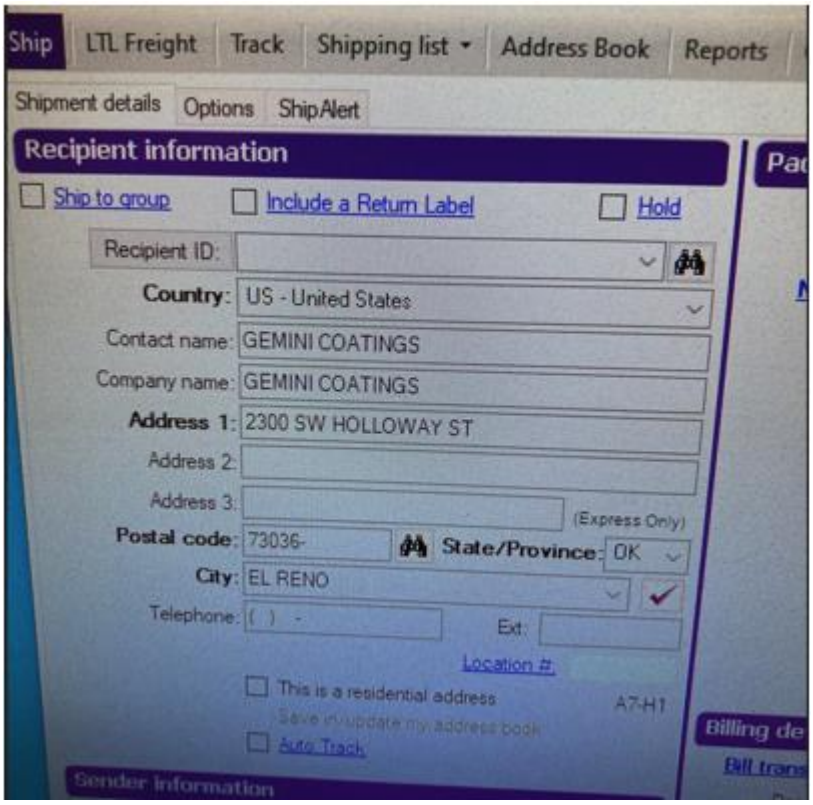
4.2 **Opening FedEx Ground System** - Open FedEx Ship Manager

4.3 **Login** - Login using your provided username and password. If no username or password has been provided, contact your supervisor.

4.4 **Shipping FedEx Air Order** - Continue to use the system by filling in the needed information into the following sections.

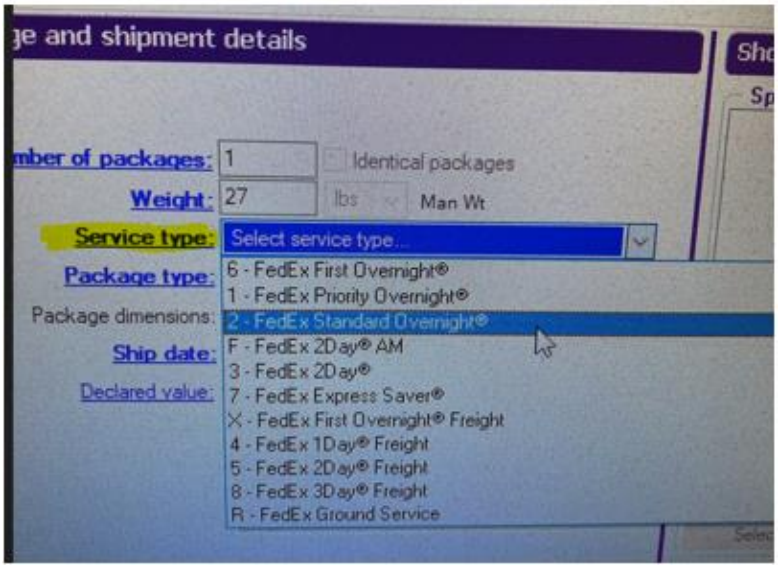


4.5 **Sections** - A series of sections will need to be filled in to complete your shipment. They are as follows:

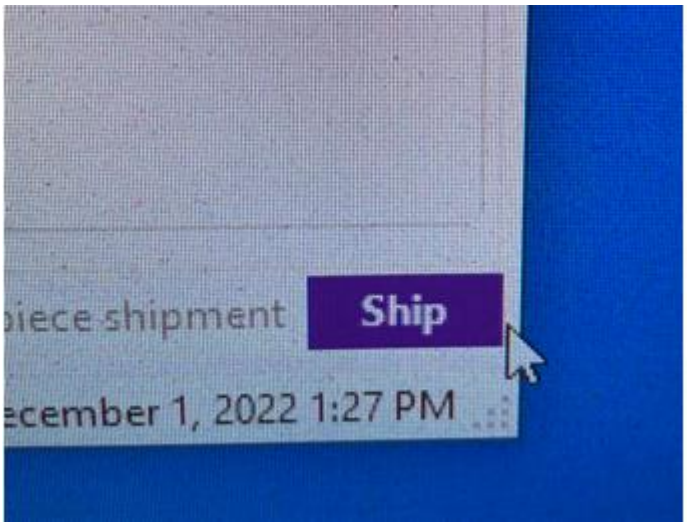


4.5.1 Country, Contact Name, Company Name, Address, Postal Code, State/Province, City.

4.5.2 Number of Packages, Weight, Service Type, Packaging Type, Bill To.



4.6 **Ship the Order** - Click the **ship** button and a package label will print. Attach the label to the package. Place the package in the designated pick-up area.



4.7 **Call in Pickup Request to FedEx** - Call 1-800-463-3339 (1-800 GO FEDEX) and following the automated prompts to schedule your pickup. You may also be able to take the package to a drop location.

4.8 8.) **Turn in Order for Processing**

5.0 References

Reference	Title
1	None