

## Transportation and Storage of Electronic Components

This document outlines the transportation, packaging, storage and environmental requirements for all electronic components manufactured by Fairstock HK Limited.

### 1. Packaging

Proper packaging is critical to the successful transportation of any electronic component, be it moved inner-city or internationally. Ideally, electronic components would be moved in the original factory packaging material, such as component tubes, inner boxes, antistatic bags, etc.

### 2. Transportation

**Individual Packaging:** Components should be bundled in packaging that is appropriate for electronic components, such as component tubes, antistatic bags, inner boxes and/or bubble paper, to ensure that the components will not move during transportation.

**Bulk Packaging:** Individual boxes must be wrapped or packed in boxes of the appropriate size and transported in vehicles that provide locked and secure transportation compartments.

**Electrical charge:** Ensure that all electronic components are unloaded of any electrical charge to avoid any additional or accidental electrical charges during transportation.

**Security:** Final packaging should be properly sealed to ensure the safety and security of the contents during transportation.

### 3. Storage Environments

Storage refers to putting components in safe keeping for future use. There may be many reasons to store electrical components for use at a later date. There are also many types and sizes of storage facilities, but all must provide the same environment for the proper storage of electronic components:

**Outside Storage:** Storage grounds should be free of litter, debris, and sheltered from possible adverse weather conditions.

**Inside Storage:** The building, its floors and the shelves on which components are stored need to be electrically grounded. Smoke detectors are also highly recommended.

**Climate Control:** To remain in proper operating condition, and to prevent possible damage, all electronic components should be stored in a climate controlled facility. Climate controlled means that the temperature and humidity levels are monitored to ensure that they are stable and within recommended range. Air-conditioned storage is recommended, along with humidification and dehumidification capabilities. Simply limiting access to a storage facility can assist in maintaining proper temperature and humidity levels:

Ideal Storage Temperature Range: 15°C to 27°C

Ideal Storage Humidity Range: 10% to 20% relative humidity (RH)

**Air Quality:** Proper ventilation is recommended. Air should circulate freely throughout the storage facility. Ventilation can be achieved with a simple fan or an air conditioning system.

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**Pest Control:** Even when stored in climate controlled environments, electrical components can be at risk of damage or destruction if accessed by pests such as insects, mice, and rats. Prevent pests from invading a storage environment simply by disallowing food, drinks, and fur coats inside the storage facility.

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