



ADVISORY

July 15, 2021

Packaging Requirements Version 1.0

In keeping with the Jamaica Post Office Guide 1977, and to improve service delivery, this is to advise regarding the Packaging Requirements when posting mail items containing fragile articles, liquid products, the use of poly mailers, padded envelopes and branded boxes. This advisory takes effect immediately.

The Jamaica Post Office Guide 1977, pages 51 & 53 states, "Any fragile article whether sent by registered or unregistered parcel post, or Registered letter post must be packed in a container of sufficient strength and surrounded in that container with sufficient and suitable soft material or wadding to protect the article from the effects of concussion, pressure and knocks to which postal packets are ordinarily exposed in transmission, and the packet must bear the words "Fragile with Care" written conspicuously on the face of the cover above the address." Additionally, as it relates to, "Glass, crockery and china: Such articles should be securely packed in rigid boxes of strong plastic material, metal, wood or stout fibreboard, or (if in very small packets) of strong rigid cardboard. Plenty of soft packing such as wadding, wood wool and so on should be used in between the articles and between the articles and the top, bottom and sides of the boxes; a depth of at least 2 inches of soft packing all round is recommended. Each article should be separately wrapped. There should be no movement of the contents when the parcel is shaken."

1. Items that Require Padding

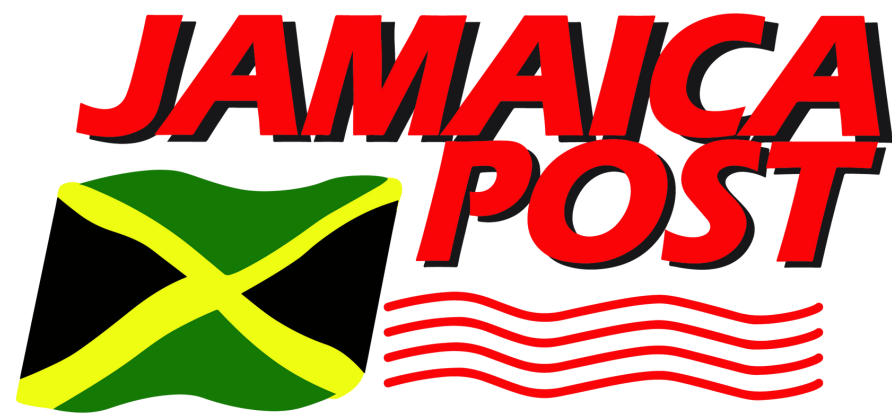
Items requiring padding, wrapping and or cushioning includes glass, crockery, china, acrylic, items with sharp edges, other fragile material, and or objects that could puncture their packaging and cause harm. This list is not exhaustive.

2. Recommended Padding Material

Suitable and sufficient padding is required for each item that is contained in the package. Some recommended padding materials include foam sheets, shredded paper and air pillows etc. Depending on the contents of the package, all three materials mentioned may be used to provide the best results. Bubble wrap as the primary padding is not recommended as this material may deflate and lose its effect after a time.

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3. Double-Boxing and Padding

Double-boxing is where items are placed in a primary box which is then placed in a second box. Packages containing glass, crockery, china, acrylic, items with sharp edges or other fragile material that could puncture and cause harm must be double-boxed and padded.

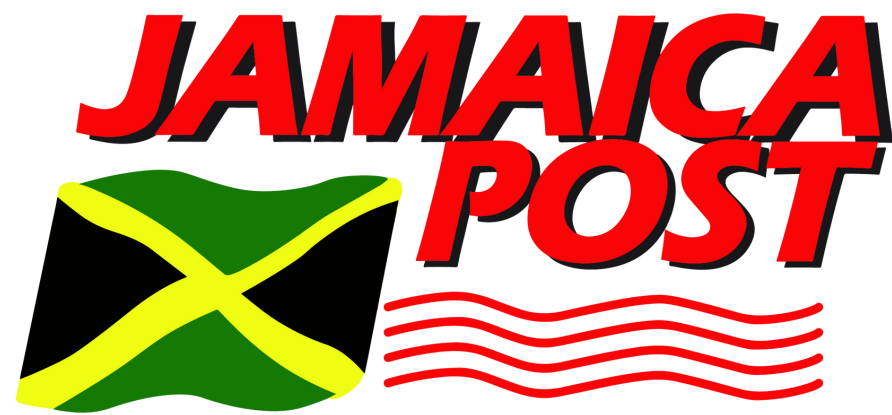
The fragile contents of all mail items must be individually wrapped and secured with sufficient padding to mitigate damage. For example, in a package containing a set of 3 bottles, each bottle is to be individually padded before being placed in their respective primary packaging. This is to then be followed by additional padding when placed in the secondary packaging, which will be handled directly. The primary and secondary padding and boxes will provide an added layer of cushion and decrease the potential for breakage during transit.

4. Drop Test

Padded items must be able to withstand a 4 feet drop test on hard surfaces without the contents breaking or the padding shifting, causing any gaps in the package. Additionally, the Item must also be able to withstand being packed and transported among other mail items. A drop test consists of five drops:

- Flat on base
- Flat on top
- Flat on the longest side
- Flat on the shortest side
- On a corner





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5. Liquid

Customers are to take special care in ensuring that items containing liquid substances are sealed properly and are reinforced.

- The opening of containers with liquid substances is to be secured with tape or other suitable material.
- Items containing liquid substances are to be sealed in plastic etc., an added measure to mitigate against spillage and potential damage to other mail items.

6. Poly Mailers

Poly mailers are permissible once the items being mailed in these bags are not glass, crockery, china, acrylic, items with sharp edges or otherwise considered fragile. Additionally, the address, other writings, postage stamps and stamp markings on the surface should not be smudged or compromised if touched or exposed to irregular conditions (eg. steam, heat, grease/ oil, soap etc).

7. Padded Envelopes

Padded envelopes offer an extra layer of protection with some items in comparison to non-padded envelopes. This packaging material is not a replacement for the proper packaging mentioned in this document. Please contact your local Post Office or Customer Service for more information.

8. Branded Boxes

Branded boxes bearing the shipper's company details such as its name and logo etc. are not prohibited and can be shipped through Jamaica Post. However, it is prohibited to use a box that is branded with another company's name or logo to ship through the Post. In such an instance, the shipper may opt to conceal the branding with the use of plain wrapping paper or they may use the branded Jamaica Post boxes, available for purchase at select Post Offices islandwide.





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While Jamaica Post handles all mail items in our custody with due care, it is to be noted that the Postal Office does not offer a fragile service. We further wish to advise that it is the customer's responsibility to ensure that the contents of their packages are secured and can withstand the demands that come with being in transit, whether locally or across borders.

It is important to note that failure to comply with the Packaging Requirements outlined may result in the refusal of acceptance to post and or deliver mail items found in breach, which may result in the return or disposal of said items. Additionally, Jamaica Post will not be liable for any loss as a result of the non-observance of these Packaging Requirements.

For more information please visit www.jamaicapost.gov.jm or email info@jamaicapost.gov.jm.

Jamaica Post appreciates your cooperation and observance of these packaging requirements as we work to serve you better.

