**Handle Down Sack Bagging Instructions**

**ASSESS THE ORDER**
Get a feel for what will be bagged and which items should go in the bag first.

**USE GOOD JUDGMENT!**
Don’t overload the bag by putting too much heavy merchandise in one bag. Heavy items should always be double bagged.

**MAKE A FOUNDATION**
Distribute the weight on the bottom with same-sized items next to each other.

**BUILD A PROTECTIVE WALL**
Use cartons and boxes along the sides to build a protective wall and put larger items in first.

**CAREFUL WITH BREAKABLES**
Put bottles, glass and other fragile items in the center of the bag.

**PLACE FRAGILE ITEMS ON TOP**
Put items such as fruits, chips and eggs on the top so they won’t get bruised or damaged.

**WET ITEMS**
Place wet or frozen items such as meat packs or vegetables in a separate bag or wrap them in a plastic bag to prevent cross contamination.

**SPECIAL HANDLING!**
Don’t bag large heavy items such as gallons of milk, bleach or water, sacks of vegetables, frozen turkeys, bags of pet foods, laundry detergents, cases of soda and items with built-in handles. If you are bagging heavy items, you must double bag. Ammonia, bleach and other chemicals should not be placed with food items. Avoid contamination by double bagging these items separately.

**EVERYTHING IN ITS PLACE**
Look for small nooks and crannies where you can fit small items in to reduce the number of bags used. Remember, if items are heavy, double bag.

**CAUTION**
In order to avoid bag failure and potentially serious injury to person or property, at all times and for all interactions with the bags, please follow the below instructions:

- Maintain the integrity and structure of the bag, and prevent any scraps, tears, abrasions, or holes; particularly when using bags along counters, in buggies, and against the consumer’s goods.
- Never overload the bag with excess weight or with goods that may cause the bag to fail.
- Always use reasonable good judgment when packing bags with goods, and double bag the goods for extra protection or where necessary to avoid overload failure or goods that may cause the bag to fail, or as a last resort avoid bagging the goods altogether and place goods directly into the consumer’s cart. Sample Goods to Consider for Double Bagging:
  - Metal Canned Goods
  - Glass Bottles, Containers, or Jars
  - Heavyweight Goods with unique or sharp edges or corners
  - Any Goods with unique or sharp edges or corners. When double bagging is warranted, the bagged merchandise should be picked up using all four bag handles. Sample Goods to Consider to Avoid Bagging and for Placing Directly into Consumer's cart:
  - Milk
  - Two Liter Containers
  - Large Wine Bottles
  - Large Canned Goods
  - Laundry Detergent
  - Frozen Turkeys
  - Any Goods with Built in Handles or Carry Assist Capabilities. Use extra caution at all times when bagging goods and always use reasonable good judgment to avoid bag failure and potentially serious injury to person or property.