Name: _____



Storage Center Worker Participant Guide

V2 OCTOBER 2026

These materials were made in collaboration with the Continuous Improvement and Safety teams. Many thanks to all of the Driver Trainers, Market Managers, and Territory Managers who provided us with feedback that greatly improved the quality of this program.

Contents

Day 1 Checklist 5
Uniform Guidelines 5
Log-In Cheat Sheet 6
Introduction 7
SCW Training Plan 7
Safety's Greatest Hits 8
The Four Primary Functions of the Storage Center Worker 9
1. Staging Load Containers for Long-Distance Moves 9
2. Staging, Loading, Unloading, and Stacking Local Pickups and Deliveries 9
3. Staging Containers for Customer Access 10
4. Repositioning Containers for Upcoming Orders 10
SCW Daily Check Lists | Example 11
Opening Check List 11
Throughout the Day | Container & Yard Management 11
Afternoon Tasks 12
90 Day Goals 14
SCW Incentive Plan Criteria 14
Training Checklist | Warehouse 15
Resources 18
PODHunter 19
Features 19
Launching the POD Hunter Application 20
Storage Center View 21
Orientation Setup 22
Container Placement Rules 23
Storage Center Screen—Pan & Zoom 23
7-Foot bin Alignment 25
Moving Containers 26
Active Bin Details 28
Bin Stats 28
Key 28
Command Buttons and Shortcut Keys 28

Finding a Container 29
Finding a Container—Results 29
Viewing Out-of-Service Containers 30
Finding Needed Containers 30
Viewing Empty Containers 31
Finding Binless Containers 32
Viewing Auction Containers 32
PODHunter Shortcut Keys 33
Load Out Sheet Example 35
Forklift Pre-Op Check Evaluation Criteria 36
Forklift Fueling Instructions 38
LPG 38
Diesel 39
Forklift Step-by-Step 40
Handling Containers 40
Stacking Containers 40
Unstacking (Retrieving) Containers 41
Container Tags Overview 42
PODS Acronyms 43
Container Condition Job Aid 45
Revision History 48

Day 1 Checklist

WELCOME TO

PODS® Moving & Storage

We are thrilled to have you on board as a new member of our team. As an associate at PODS, you play a vital role in ensuring that we solve how people move, store and so much more.

Today you should: ✓

Complete I9 verification and all other onboarding paperwork	
Get your hi-vis vest, gloves, etc. & review uniform requirements	
Meet your wingman/trainer	
Review your location's leadership (AMM, MM, TM, RVP)	
Review Participant Guide Introduction ☐ Training Plan ☐ 90 Day Goals ☐ Primary SCW Functions ☐ Safety's Greatest Hits ☐ Daily Checklists ☐ Incentive Plan (if applicable)	
Review the Login Cheat Sheet with your MM/Wingman	
Get a tour of the storage center	
Review location's Emergency Action Plan	
Get a PODHunter introduction & demo	

Uniform Guidelines

Uniform standards	
Mandatory	**Optional**
Cintas shirts and pants or shorts.	Uniform outerwear and hats are optional; however, if any hat or outerwear is worn, it must be the approved brand standard
Black leather belts with a gold or silver buckle no larger than 2" and must not contain any inappropriate/offensive wording or pictures.	
Black socks must be worn and should be visible not less than 1" above the top of the shoe.	
Black steel-toes shoes with black laces, anything with another brand logo should not be visible	

Region: _____ **Regional Vice President:** _____

Territory Manager: _____

Market Manager: _____

Assistant Market Manager: _____

Wingman/Trainer: _____

Log-In Cheat Sheet

	Clock in/out**, schedules, PTO, tax documents, eLearning.	Username	PODS + Employee ID (ex. PODS1234567)
		Password	Your Password: _____

****NOTE:** Clocking in and out MUST be done on a computer at the warehouse.

whip around	Forklift Pre-Op/ CMV DVIR/ PODZILLA Pre-Op	Username	UKG employee number
		Password	Pods1234
PODS RBMS		Username	First two letters of your first name followed by your last name
		Password	(create your own passowrd and verify loging with sms verification code on every log-in attempt)



Get Gas	Last six digits of your UKG employee number
Write it here →	

If you need further assistance, please contact PODS University at podsu@pods.com.

Introduction

SCW Training Plan

The training for your role includes three major elements:

eLearning

- Completed in PODS U (UKG Pro Learning), which is accessed through UKG.
- On the PODS U home page, check the "Curricula in Progress" section.
- Complete all of the courses in each curriculum up to the Practical Assessment.

On-the-Job Training

- Completed in the warehouse with your Wingman/trainer using the training checklists in this guide.
- As your trainer demonstrates tasks, sign off next to the task on the Training Checklist in the "Observe" column.
- As you complete tasks**, correctly and consistently, your trainer will sign off in the "Prove" column that they observed you (**You should only ever be asked to complete a task once it's been explained to and demonstrated for you).
- This is the stage where you should listen closely and ask lots of questions.

Practical Assessment

- Completed by your manager during an observation.
- If you pass, you'll be ready to work unsupervised.
- If you don't pass, your manager will set and review new training goals with you.
- To preview what you'll be assessed on. you can review the Forklift Evaluation in PODS U--check the Supplemental Materials tab of the Forklift Certification Course.

Example Schedule

Onboarding & Observation	
New Hire Day 1	- Onboarding - Start eLearning
Training	
New Hire Days 2 – 15	- Work on required eLearning - New Hire Orientation - Warehouse Training Checklist
Practical Assessment	
New Hire Day 16	- Forklift Evaluation
Solo	
New Hire Day 17	- Followed up by 30-Day & 90-Day Check In

SAFETY'S GREATEST HITS

The Top 10 Rules Every New Hire Should Know

G.O.A.L. — Get Out And Look

Know the warehouse layout cold — then check it anyway. Never assume your path is clear. Look before you move.

3 Points of Contact

Two hands + one foot, or two feet + one hand — every time you mount or dismount the forklift.

Watch Your Step

Spills, pallets, cords, uneven floors — scan the ground in front of you before you walk or drive it.

25-Ft No-Go Zone

Forklift's moving? Pedestrians stay back 25 ft. On foot? That space isn't yours to cross.

Suit Up (PPE)

High-vis vest, gloves, steel-toe boots. Every shift, every task, no shortcuts.

Mind the Pinch Points

Never cross in front of a moving forklift or walk under raised forks. A dropped load doesn't give warnings.

Eyes Up, Mind On It

Distracted operating isn't just phones — daydreaming, chatting, rushing all count. Stay locked in on the lift and the load.

NO Phone. While Operating. Period.

Not in your hand, not on speaker, not "just checking." Phone down until you're parked and off.

Stop Work Authority

Something feels unsafe? You have full authority to stop and say so. Every voice, every time.

When in Doubt, Call the Manager

Need help or a judgment call? Call your manager — always. The customer doesn't set our safety rules.

Safety First, Always.

The Four Primary Functions of the Storage Center Worker

There are four primary functions that the SCW will manage on a daily basis:

1) Stage and load containers that are being moved long distance.
2) Stage, load, unload, and stack containers being sent out and brought in from our local pickups and deliveries.
3) Stage containers for customer access.
4) Move containers that are on upcoming orders from deep in storage to more accessible areas.

Each of these functions includes maintaining accurate accounts in PODHunter.

1. Staging Load Containers for Long-Distance Moves

Objective: Prepare containers scheduled for long-distance (Inter-Franchise or OTR) transport by ensuring they are properly staged, inspected, and documented.

Process:

1. **Identify Containers:** Use PODHunter and RBMS to locate containers scheduled for long-distance moves.
2. **Inspect Containers:** Perform a visual inspection for damage, cleanliness, and branding compliance. Ensure green tags are applied if the container meets brand standards and red tags are applied it the container is Out-of-Service (OOS).
3. **Spongy Moth and/or Spotted Lanter Fly Protocol:** If required, complete the necessary inspection(s) and documentation. Fill out the tracker and include it with EOD paperwork.
4. **Stage for Pickup:** Move containers to the designated outbound area. Ensure they are accessible for loading and not blocked by other units.
5. **Update Systems:** Mark containers as staged in PODHunter. Confirm timestamps are accurate.
6. **Communicate:** Notify the Market Manager and Logistics team if any containers are missing, damaged, or not ready for transport.

2. Staging, Loading, Unloading, and Stacking Local Pickups and Deliveries

Objective: Support daily local operations by preparing containers for delivery and receiving returned units efficiently and safely.

Process:

1. **Morning Prep:**
    a. Review the route template and Cheetah for cancellations or add-ons.
    b. Inspect forklifts using Whip Around and complete daily pre-op.
    c. Load trucks based on the Loadout Sheet.
2. **Loading:**
    a. Use proper forklift techniques to load containers onto trucks.
    b. Ensure containers are clean, tagged, and facing the correct direction.
    c. Secure containers per SOP and verify with driver.
3. **Unloading:**
    a. Receive returned containers and inspect for damage.
    b. Apply appropriate tags (e.g., red for OOS, green for ready-to-rent).
    c. Stack safely and efficiently.
    d. Update PODHunter with new location and condition.

4. **Documentation:**
    a. Ensure all weight tickets are printed, timestamped, and scanned if needed.
    b. Communicate any discrepancies or issues to the MM.

3. Staging Containers for Customer Access

Objective: Facilitate customer access to their containers by ensuring timely and organized staging in the designated access area.

Process:

1. **Review Access Requests:**
    a. Check RBMS and PODHunter for scheduled access jobs.
    b. Confirm access times and customer contact details.
2. **Prepare Containers:**
    a. Move containers to the access area by 8:00 AM.
    b. Ensure doors are facing outward and containers are clean and accessible.
    c. Place cones and signage to maintain a safe and organized area.
3. **Customer Communication:**
    a. Contact customers between 8:00–9:00 AM to confirm access availability.
    b. Provide instructions or assistance as needed.
4. **Post-Access:**
    a. Return containers to storage by 4:00 PM.
    b. Update PODHunter with new location and timestamp.
    c. Sweep and reset the access area for the next day.

4. Repositioning Containers for Upcoming Orders

Objective: Optimize container placement in the yard to ensure efficient access for upcoming deliveries, minimizing delays and forklift travel time.

Process:

1. **Forecast Needs:**
    a. Use the “Needs Soon” feature in PODHunter and RBMS to identify containers scheduled to go out within the next 2 days.
2. **Plan Moves:**
    a. Prioritize containers that are buried or in less accessible locations.
    b. Create a move plan to bring these containers forward.
2. **Execute Moves:**
    a. Safely reposition containers using proper forklift procedures.
    b. Avoid mixing long-distance and local containers.
    c. Ensure containers are placed in bins or marked appropriately if binless.
3. **Update Systems:**
    a. Reflect all moves in PODHunter.
    b. Print updated yard maps and place in binder and clipboard.
4. **Communicate:**
    a. Notify the team via group chat or WRT list of all repositioned containers.

SCW Daily Check Lists | Example

Opening Check List

The goal of the opening check list is to establish a clear and accurate plan for the day's operations. This includes reviewing customer notes, cancellations, and any updates to ensure they are reflected in the day's workflow. Once the plan is set, the focus shifts to staging the day for maximum efficiency. As an SCW, it's your responsibility to ensure containers are loaded and unloaded safely and on time.

- ☐ Clock in to **UKG**.
- ☐ Open the following systems:
  - Email
  - Cheetah
  - RBMS
  - Samsara
  - Schedule
- ☐ Review:
  - Today's routes
  - Staff on duty
  - Usable trucks
- ☐ Complete **Loadout Sheet**
- ☐ Perform **Whip Around DVIRs** on both lifts.
- ☐ Attend **AM Huddle** at 6:20 AM.

Throughout the Day | Container & Yard Management

Ongoing tasks are all about executing the day's plan quickly, safely, and smoothly. Clear, consistent communication is essential, and accurate updates to systems like PODHunter are mission-critical. You'll also provide warm, professional customer service when needed. Above all, safety must remain your top priority throughout the day.

- ☐ Load all PODS driver trucks immediately after AM Huddle.
- ☐ Move all **RDL, ACS, SFP, SID** containers outside.
- ☐ Update the **ACS Sheet** and post it at the front door.
- ☐ Contact all ACS customers by 8:00 AM (call or text) to confirm access hours.
- ☐ Timestamp ACS jobs and check for any missing timestamps from the previous day (Power BI 2.1).
- ☐ Enter all **OOS containers** from previous day's sheets and move them to correct placement.
- ☐ Prioritize PODS drivers over OTR trucks.
- ☐ Check in with CRT for updates or to plan the day's work.
- ☐ Perform a **yard walk** and write updates on PODHunter sheets.
- ☐ Check PODHunter for compliance:
  - Long-distance vs Local separation
  - Empty vs Full
  - Floaters
  - Triage
  - OOS
- ☐ Update PODHunter and print 2 copies (1 for binder, 1 for clipboard).

- ☐ Check email and **TMW** for manifests and ETAs.
- ☐ If any container scheduled for the next business day is **not physically on-site**, let your Market Manager know.
- ☐ Print all BOLs and hang them on the wall.
    - Record: **How many BOLs?** _____ @ _____ AM
- ☐ Send **WRT/FPU Sheet** for PA/Staging to group chat.
- ☐ Check **Salesforce AM**: How many? _____
- ☐ Record **Binless count**: _____ @ _____ AM (List container #s)
- ☐ Run **Need Soon** for the next 2 business days: _____ @ _____ AM
- ☐ Compare Need Soon list with RBMS to ensure nothing is missed.
- ☐ Record **Total OTR trucks expected today**: _____ @ _____ AM
- ☐ Complete pulls for the next 2 business days.
- ☐ Assist with OOS repairs, coaching, and training.
- ☐ Clean warehouse floor, yard, and access area.
- ☐ Support monthly inventory, sign-offs, and other tasks as needed.

Afternoon Tasks

Afternoon tasks should leave the facility clean, organized, and ready for the next day. All systems—especially inventory in PODHunter—must be updated with accurate, real-time information. The goal is to close the day with a clear plan in place, setting up the team for a smooth and successful start tomorrow.

- ☐ Respond to customer emails within 1 hour (coordinate with Ops Team).
- ☐ Perform a final **yard walk** and update PODHunter.
- ☐ Confirm:
    - All container doors are facing right.
    - Orange tags on all rented containers.
    - Green and red tags applied correctly.
- ☐ Scan and upload pictures & manifests to **F:/ Drive**.
- ☐ Record:
    - **Total Pulls Today**: _____
    - **Total OTR Today**: _____
- ☐ Notify the closer of any important updates.
    - Only ACS containers should be left out (besides WRT/FPU returns).
- ☐ Bring in all completed **ACS, SFP, SID** containers.
- ☐ Remind closer of any containers still outside.
- ☐ Scan and send daily paperwork.
- ☐ Clock out of **UKG**.
- ☐ Take lunch at 11:00 AM if scheduled 6 AM–3 PM (30 consecutive minutes).
- ☐ Complete **Spongy Moth Process** for all long-distance outbound containers.
- ☐ Finish **PPE/PPF (weight tickets)** for today and prep for the next business day.
- ☐ Update the **Triage Sheet** and send details to your Market Manager.
- ☐ Ensure:
    - WH Office is clean
    - WH Floor is swept

- Yard and Access Area are clean

- ☐ Check **Salesforce PM**: How many? _____
- ☐ After 2:00 PM, check **Need Soon** for added pulls:
  - Time checked: _____ PM
  - Additional pulls: _____
- ☐ Work on OOS containers.
  - Record **Total hours worked on OOS today**: _____

90 Day Goals

The training you'll be provided will help you to achieve the following goals:

90 Day Goals

- Complete daily binless reconciliation
- Complete daily Forklift Pre-Op Checks
- Have zero safety incidents
- Have clean self audits
- Have zero corrective actions issued.

SCW Incentive Plan Criteria

Incentives reward associates for their leadership and contributions to the company's success. At PODS, incentive plans recognize outstanding performance and encourage associates to help achieve business goals. Because every associate plays a role in the company's financial success, these incentives reward hard work, dedication, and the achievement of key business objectives.

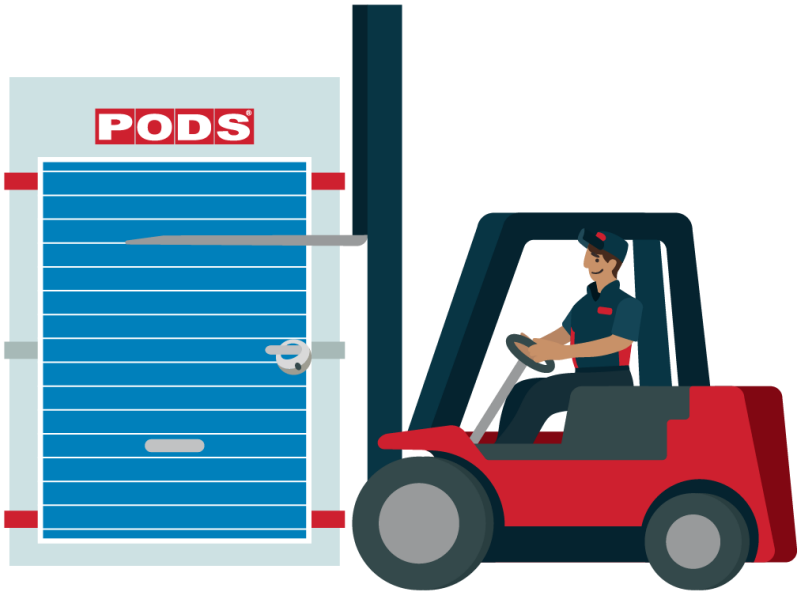
Ask your manager about your eligibility and for details on the current SCW Incentive Plan.

As of 1/1/2026, incentive eligibility will be contingent on the following metrics:

- Safety – no preventable incidents or accidents (includes injuries, Podzilla or forklift incidents), (accident preventability determined by SRB)
- Forklift vehicle inspection compliance of 97% or greater (measured daily)
- No corrective actions issued (including attendance)
- Must meet hours requirement

Questions? Reach out to Compensation@pods.com.

Training Checklist | Warehouse



In accordance with OSHA guidelines, you should observe each of the following tasks being completed by a forklift-certified Wingman or Storage Center Worker before attempting the task yourself. Using the checklist below, record each of the tasks demonstrated for you during your time in the warehouse this week.

eLearning

- ☐ **Curriculum** – **Storage Center Worker Training**
- ☐ **Courses –** all other required courses as assigned (Workplace Harassment, Cybersecurity, etc.)

New Hire: Signs "Observe" column after Wingman explains/demonstrates task.

Wingman/MM/Trainer:

- `Signs "Prove" column after New Hire performs task.
- Fills out "Comments" section after Phase is completed.

Phase 1:

Tasks	Observe	Prove
Open and Review: Email, Voice mail, Cheetah, RBMS to update today loadout sheet		
Forklift Pre-Op using WhipAround		
Filling out container tags – Red, Orange, and Green		
Look up an onsite chemical in the SDS (Safety Data Sheet)		
Fueling the Forklift		
Zero out Binless by reconciling any containers on the list		
Create Day's Customer Access list – update PODHunter where any ACS, SFP, SID, RDL were moved to		
Create Day's outbound OTR list		
Update PODHunter by walking the entire yard, verify and update placement		
Comments:		

Phase 2:

Tasks	Observe	Prove
Traveling unloaded in the warehouse - Figure 8s - Around corners - In reverse		
Traveling loaded in the warehouse - Picking up a container from the ground level - Testing a load (for unevenly loaded containers) - Traveling in reverse with the container - Placing a container on the ground level		
Unevenly loaded containers - Marking - Traveling - Placing (ground level only)		
Do Need Soon in RBMS for 2 days unless told otherwise. Compare List to RBMS Day Calendar for compliance		
Conduct a Container Triage on the returned Final pick-up container		
Check PODHunter for compliance: - IF vs Local - Empty vs Full - Floaters - Triage - OOS		
Check email and TMW for manifests and ETAs.		

Record and track: • Binless count • Need Soon (next 2 business days) - Compare Need Soon list with RBMS • Total OTR trucks expected • Total Pulls Today Total OTR Today		
Bring in completed ACS, SFP, SID containers.		
Perform Spongy Moth Process for all IF outbound container		
Comments:		

Phase 3:

Tasks	**Observe**	**Prove**
Unloading a container from a CMV		
Loading a container onto a CMV		
Loading container onto IF for transport		
Unloading container from IF		
Stacking at the 2nd Tier		
Stacking at the 3rd Tier		
Set up Customer Access area for the day		
Organize warehouse according to “Need Soon” list		
Comments:		

Your role may also include:

Tasks	**Observe**	**Prove**
Checking and logging the Fire Extinguishers		
Taking Parts Inventory		
Container Reconciliation		
Auction Procedures		
Quarterly Self-audit (maintaining the bindless)		
Some container repair		
Comments:		

RESOURCES

PODHunter

Pod Hunter is an essential tool integrated within the RBMS system, designed to streamline warehouse operations by tracking container inventory and their precise locations. It plays a critical role in helping teams stay organized and prepared for daily tasks, including container movements, staging, and fulfillment.

Features

- **Warehouse Views**
  - **Zoom Scale / Full / Active**: Different ways to visualize the warehouse layout and container locations.
- **Print Function**
  - Print maps of zones, bins, or the entire warehouse.
  - Used by forklift operators to manually track container movements.
- **Binless**
  - Tracks containers not assigned to a bin.
  - Important for compliance and inventory accuracy.
- **Locate Function**
  - **Find Pod**: Enter a container ID to locate it instantly.
  - Useful for access requests or preparing for transfers.
- **Out of Service**
  - Lists and highlights containers not meeting brand standards.
  - Marked in red for easy identification.
- **Needs Soon**
  - Highlights containers scheduled to leave within a set number of days (e.g., 10 days).
  - Helps with staging and preparation.
- **Empties**
  - Identifies all empty containers (also marked in red).
  - Differentiates from full containers (blue).
  - Goal: Keep binless count low (under 10 ideally).
- **Long Distance Containers**
  - Identifies containers owned by the company, not the local market.
  - Marked in red and listed separately.

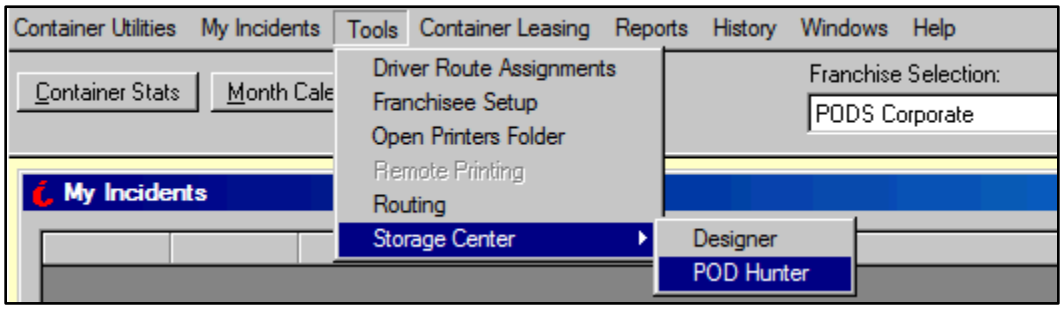
Launching the POD Hunter Application

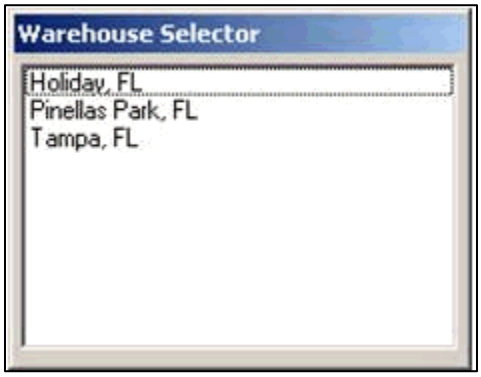
Step 1: From the RBMS software, select the Tools menu.

Step 2: Click Storage Center.

Step 3: Choose POD Hunter.

Step 4: Double click on the desired Storage Center (when multiple storage centers exist).

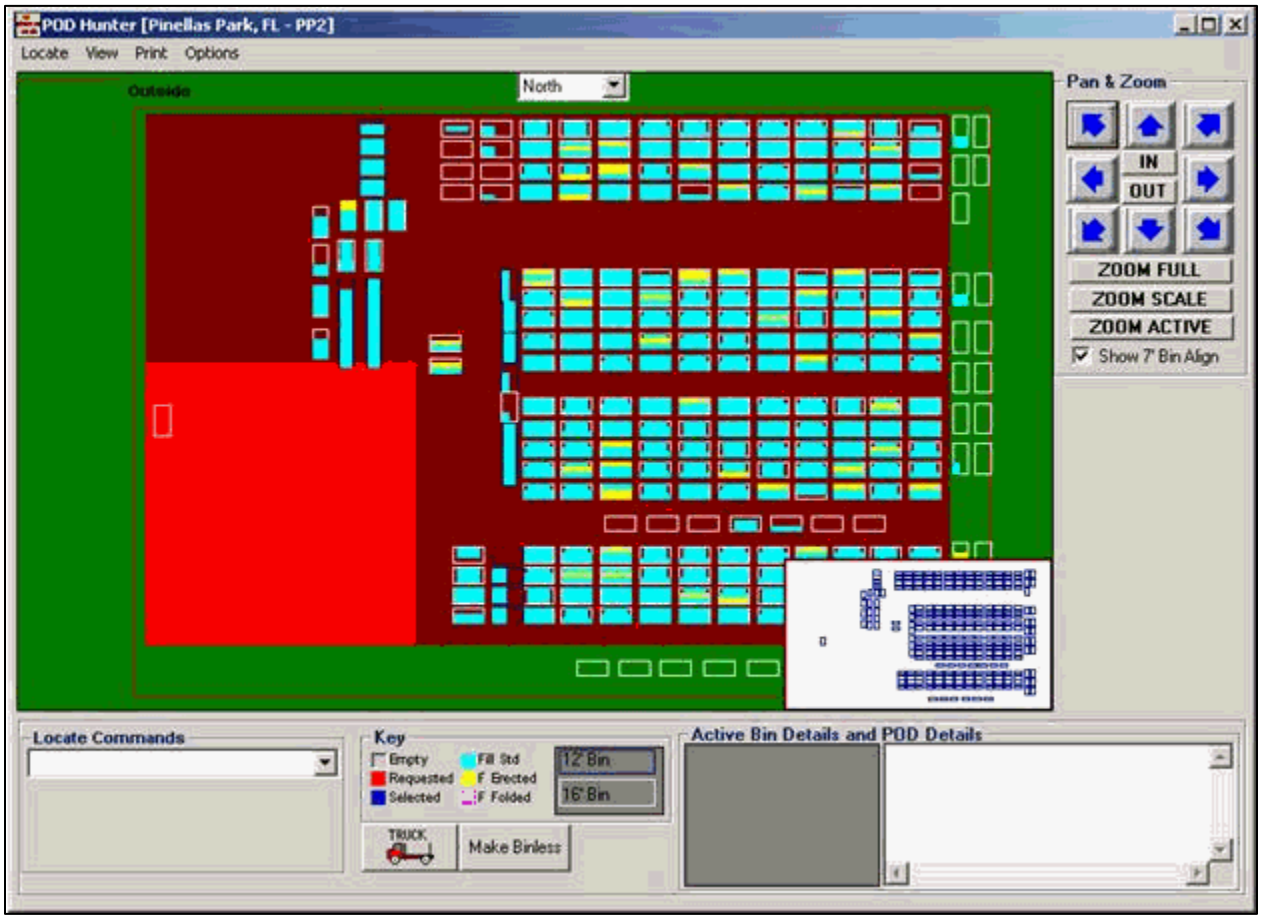




Storage Center View

The view in the figure below is the main storage center view. It depicts all or some of the warehouse and its contents (depending on the zoom). Three zoom functions each provide a slightly different perspective on the storage center and they are addressed on page 6 of this update.

- The placement and orientation of the bins illustrated are approximately scaled in respect to the horizontal and vertical layout of the bins.
- Bins can only be two sizes: 12’ and 16’.
- The 12’ bins are drawn with a dark blue outline; the 16’ bins are drawn with a white outline.
- The dark red background depicts the storage center.
- The red rectangles around selected bins are print zones. Within each print zone are labels to indicate the name of the zone. These labels are used when printing a section of the storage center.
- The green background depicts the outside property of the storage center.

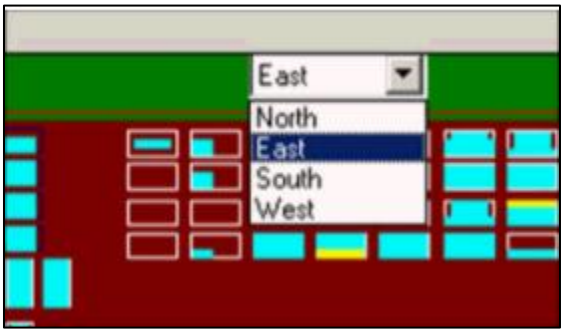


Orientation Setup

In order to align POD Hunter's graphic representation with the reality, establish the orientation of a storage center facility in the POD Hunter application. Setting the orientation reference point is important for placing 7' containers in 16' bins. When placing a 7' container in the bin, POD Hunter prompts for which end of the bin the container will be placed in (N, S, E, W). This prompt is relevant to the horizontal or vertical alignment of the bin in POD Hunter, based on the building's compass.

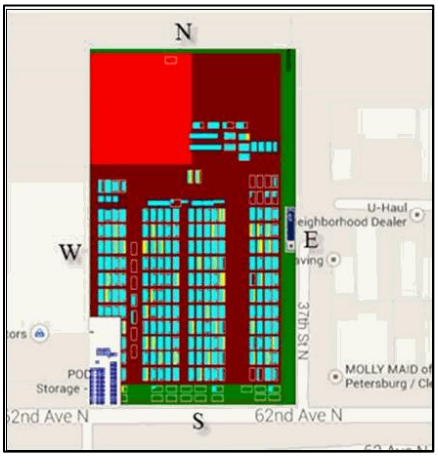
Step 1 - The first step is to establish what direction the top wall primarily faces according to a compass.

Step 2 - Located at the top of the storage center diagram is a drop-down box containing four choices: North, South, East, and West. To set the orientation in POD Hunter, click on the drop-down box and select the direction indicated by the compass in step one above.



Tip: When trying to determine orientation picture someone standing inside the storage center holding a compass and facing the wall where the orientation drop down box is depicted in POD Hunter. Whichever direction the compass points toward that wall is the orientation that should be chosen from the drop down box.

For example, if someone stood inside the storage center illustrated below holding a compass and facing the wall where the orientation drop down box is depicted in POD Hunter, his compass would point toward the East, and therefore the orientation of this storage center would be set to East as illustrated below.



Container Placement Rules

POD Hunter attempts to enforce specific rules regarding placement of containers in the storage center. Accordingly, the software needs specific information, such as the level of each bin in the storage center. That information is submitted through the storage center Designer application, covered in the beginning of this guide.

The following rules apply to stacking full and empty containers:

- No container may be placed in a bin position that is already occupied.
- No container may be placed in a bin that is smaller than the container itself.
- Removal of a container from any bin must begin with the topmost container.
- Folded convertible containers may only be placed in bins with other folded containers; likewise, erected convertibles and conventional containers may not be placed in bins with folded convertibles.
- An empty bin will accept any type of container. However, once a container is placed in bin, the program will enforce rules based on the existing contents of the bin.
- 7-Foot containers may not be placed on top of 12’ or 16’ containers; however, 12-foot and/or 16-foot containers may be placed on top of two 7’ containers up to the bin limit.
- A single 7’ container may be placed in each level of a 12’ bin up to the bin limit.
- Two 7’ container(s) may be placed in each level of a 16’ bin up to the bin limit.

Storage Center Screen—Pan & Zoom

The storage center diagram can be panned and zoomed in any view. Pan in 45-degree increments by clicking on the blue arrow buttons of the pan & zoom tool within POD Hunter (Figure 1) or by using the arrow keys on the keyboard. (Figure 2) To use the arrow keys on the numeric key pad of the computer keyboard, be sure to turn off the NUM Lock key.

To zoom in or out on any area of the storage center diagram, click the IN/OUT button located in the center of the pan & zoom tool (below). In addition, the plus (+) and minus (-) keys on the keyboard can be used to zoom in/out. However, on occasion the pointer may lose focus. If this happens, click anywhere in the dark green area of the storage center diagram to reset the pointer.

Figure 1: Keyboard Arrow Keys

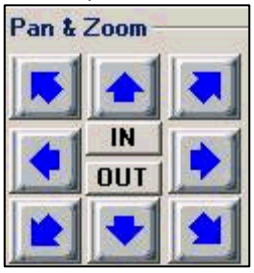
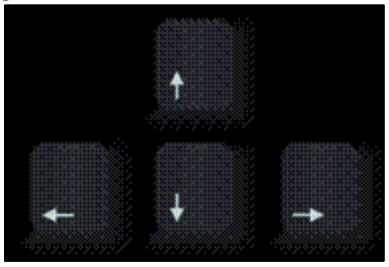
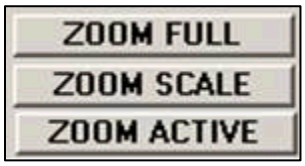


Figure 2: POD Hunter Pan and Zoom



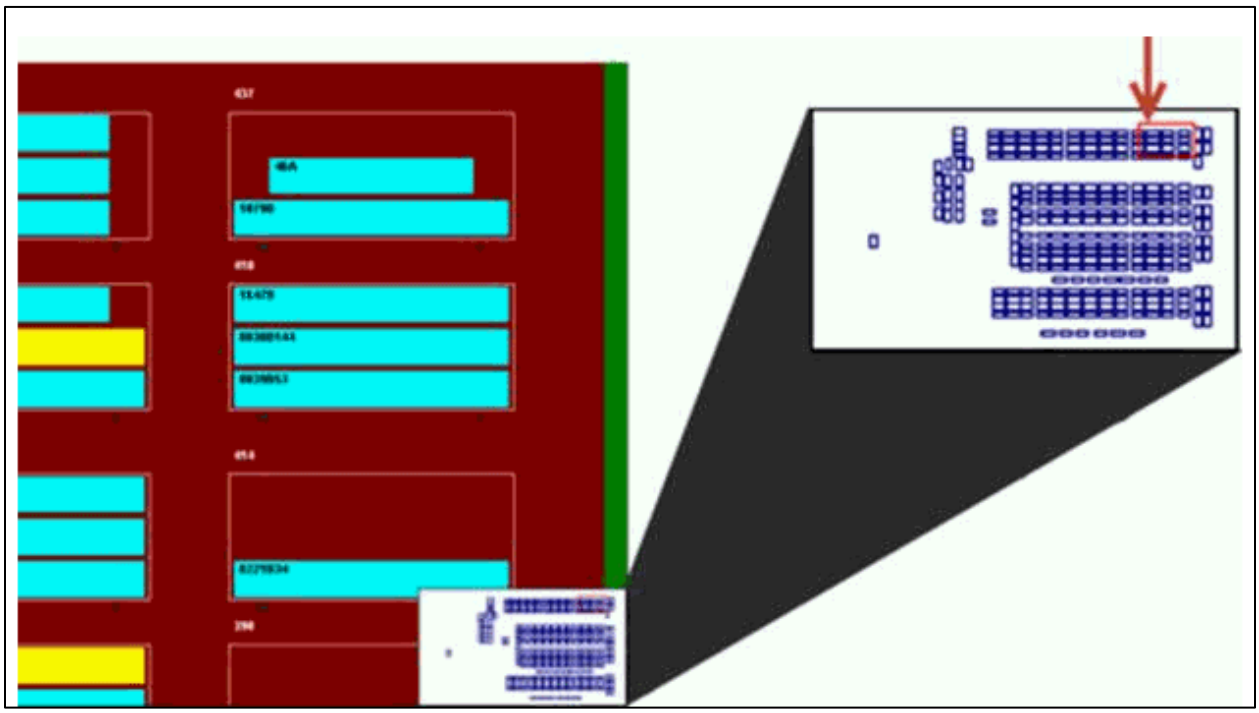
Storage Center Screen—ZOOM Buttons

There are three zoom buttons in the storage center view diagram. Each provides a slightly different perspective on the storage center. To choose between the different views, use the buttons illustrated below.



Storage Center Screen—Full Warehouse View

This view shows the entire storage center layout. The bins are drawn in dark blue and the background is in white as illustrated below. When the storage center view is zoomed in to a specific area, a red rectangle is displayed; the selected area within that rectangle appears in the full screen of POD Hunter. The red rectangle can be dragged to different locations within the storage center by left clicking within the red rectangle and moving the mouse to pan different areas.



Storage Center Screen—ZOOM SCALE

The zoom scale button enlarges the main storage center diagram to fit within the storage center viewer.

Storage Center Screen—ZOOM ACTIVE

Once a bin is selected to be active, a bold blue rectangle highlights that bin. Clicking the zoom active button will enlarge the main storage center screen and the selected bin, showing the container number(s), location number and orientation reference point of the bins.



7-Foot bin Alignment

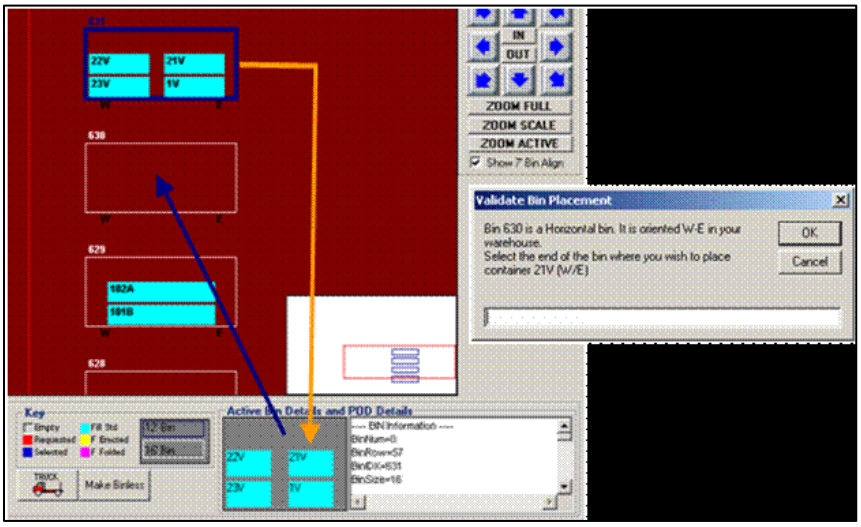
Located just under the ZOOM buttons on the storage center screen is a checkbox labeled Show 7’ Bin Align. It is best to keep this box unchecked or blank if you do not have 7-foot containers. When the box is checked, the compass orientation of each 7’ container is marked, but it may be difficult to read the container numbers.



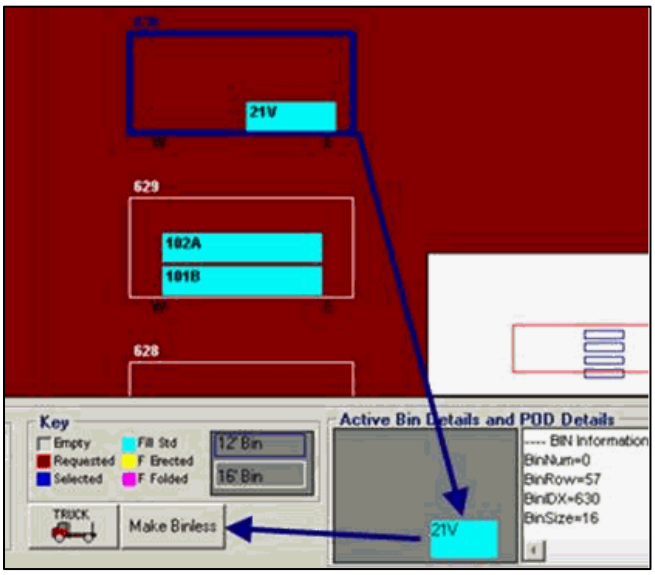
Moving Containers

There are four types of container movements in and out of storage centers:

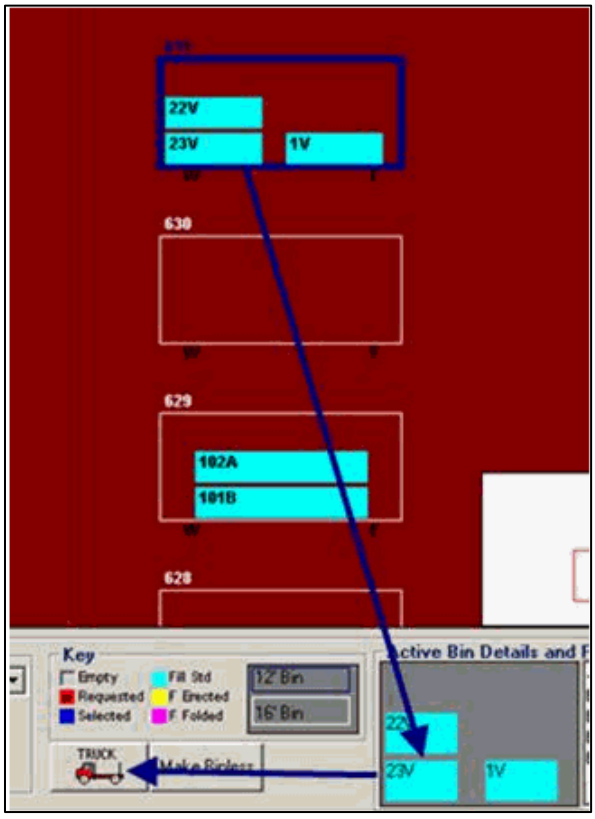
Bin-to-Bin: To move a 7’ container from a source bin to a destination bin, the source bin must be selected. Once selected, the active bin is outlined in bold blue showing the contents of the bin (below). **The Active Bin Details** box, located at the bottom of the screen also shows the contents of the bin. To move the top container to another bin, click and hold the left mouse button over in the Active Bin Details box until an icon of a small container appears; drag the icon into the desired destination bin. A message prompts for the orientation of the destination bin (N, S –or- E, W) depending on the orientation of the bin and the orientation of the storage center as defined by the top wall indicator at the top of the main storage center view.



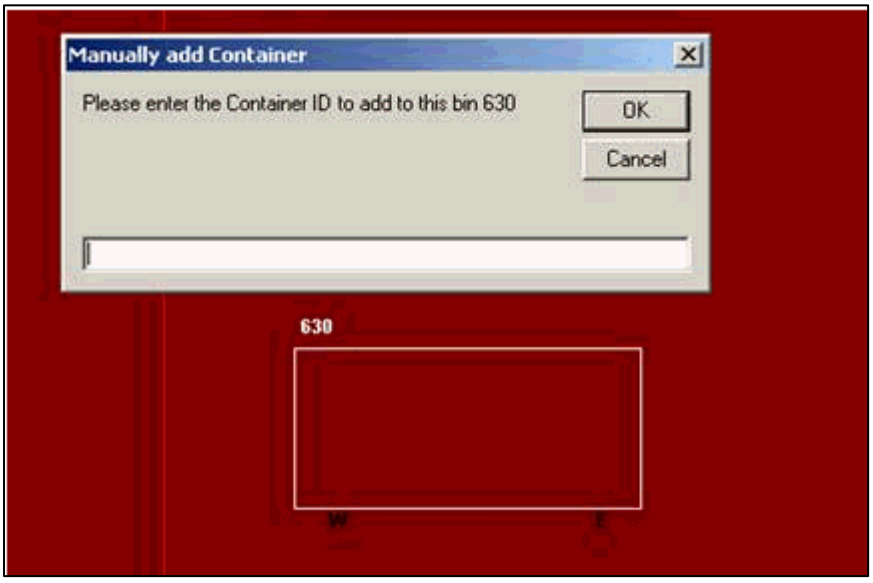
Bin-to-Binless: To pull a container from an existing bin and make it binless (binRow=0 and binSpot = 0), first left click on the bin to make it active. Then look in the Active Bin Details. Left click and hold down the mouse. Once the container icon appears, drag it to the left over the Make Binless button (below). Release the mouse to complete the transaction.



Bin-to-Truck: To pull a container from an existing bin and load it on a truck, first drag it from the Active Bin Details view onto the Truck button to the left and release it.



Binless-to-Bin: To place a container that is binless (or has just arrived at the storage center) into a bin, right click on the desired bin in the storage center view. The software prompts for the container number as illustrated below. If placing the container in the selected bin falls within guidelines, it will be placed there. If the container cannot be placed in the selected bin, a message will be displayed to address the reason why.



Active Bin Details

The Active Bin Details box is simply a graphic representation of the contents of any bin that is selected in the main storage center view. If no bin is selected, this view is blank. If a bin is selected—or active—this view displays all containers in the bin (below).

Bin Stats

Listed to the right of the Active Bin window is some pertinent information about the selected bin as seen below. Even if the active bin is empty, this window reports statistics on the bin itself.

Key

The bottom center of the diagram contains the container color key for containers in the main storage center view.

- 12’ Bin: Twelve foot bins are illustrated by navy blue rectangles.
- 16’ Bin: Sixteen foot bins are illustrated by white rectangles.
- Empty: When the inside of a bin is not colored, the bin is currently empty.
- Requested: When a function of POD Hunter such as Auction is selected, POD Hunter highlights the requested containers in red.
- Selected: A bin can be selected by left clicking once on it. When a bin is selected, it is outlined with a bold navy blue line.
- Fill Std: The color teal represents standard containers. This includes seven, twelve and sixteen foot containers. The color teal may partially or completely fill a bin depending on the size and number of containers currently located within that bin.
- F Erected: The color yellow represents a convertible container whose current status in the RBMS software is “erected”.
- F Folded: The color magenta represents a convertible container whose current status in the RBMS software is “folded”.

Command Buttons and Shortcut Keys

The Locate Commands are available in several places. A list of the commands and their corresponding shortcut keys is on the drop-down menu at the top of the main storage center view and a drop-down with additional options is available on the bottom left of the screen. These commands reveals a list of containers that meet the selected criteria and if appropriate, the containers are indicated in the main storage center view with a bold blue color.

Finding a Container

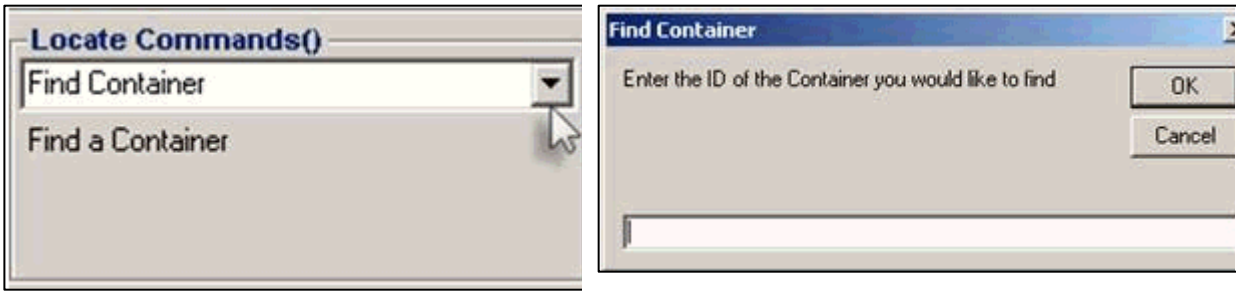
POD Hunter can be used to find the location of any container in a corporate or franchise fleet. It can find a container at a storage center or at a customer's location.

To find a container, follow these instructions:

Step 1: Click Find Container within the Locate Commands drop-down menu.

Step 2: Enter the container number desired.

Step 3: Click OK.



This function may also be accessed by using the Locate menu in the upper left hand corner of POD Hunter.

Finding a Container—Results

At currently selected storage center: When a container is found within the selected storage center, POD Hunter centers and highlight the bin blue where the container is located. The bin where the container is located is also be shown in the Active Bin field.

At another storage center within the same franchise: When a container is found at a different storage center within the same franchise, the location is listed as well as the customer it is rented to, if any, and the franchise to which it is assigned.

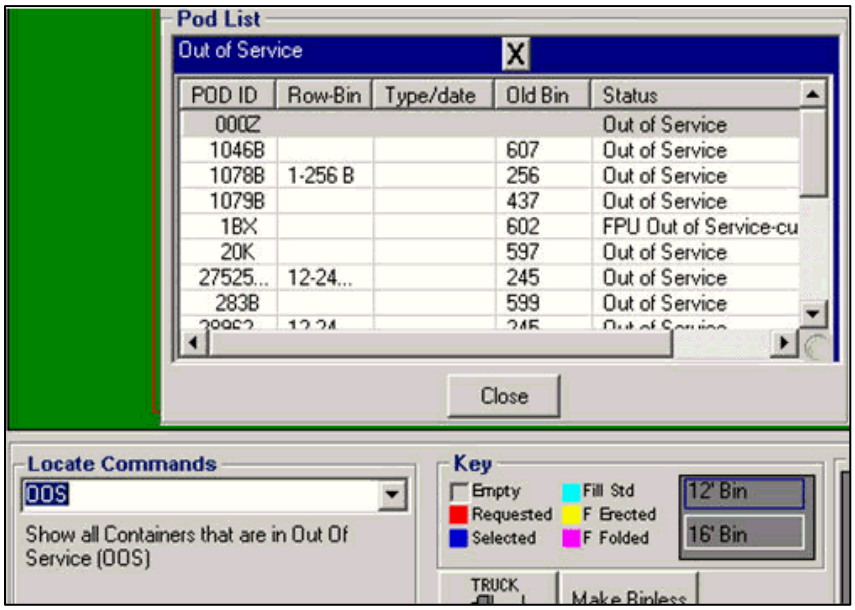
At a customer's location: when a container is found at a customer's location, a pop up window appears giving the specific customer name and address as well as the franchise to which the container is assigned.

Viewing Out-of-Service Containers

To view a list of all containers that are currently “out-of-service” at a location, follow these instructions:

Step 1: Select “OOS” from the Locate Commands drop-down in POD Hunter.

Step 2: View results from the server.



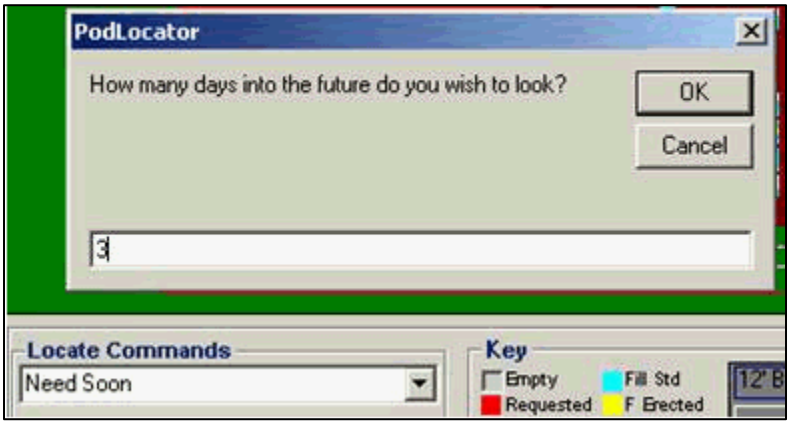
Finding Needed Containers

Containers that will be needed in the coming days may also be located via POD Hunter. The following are instructions for finding needed containers:

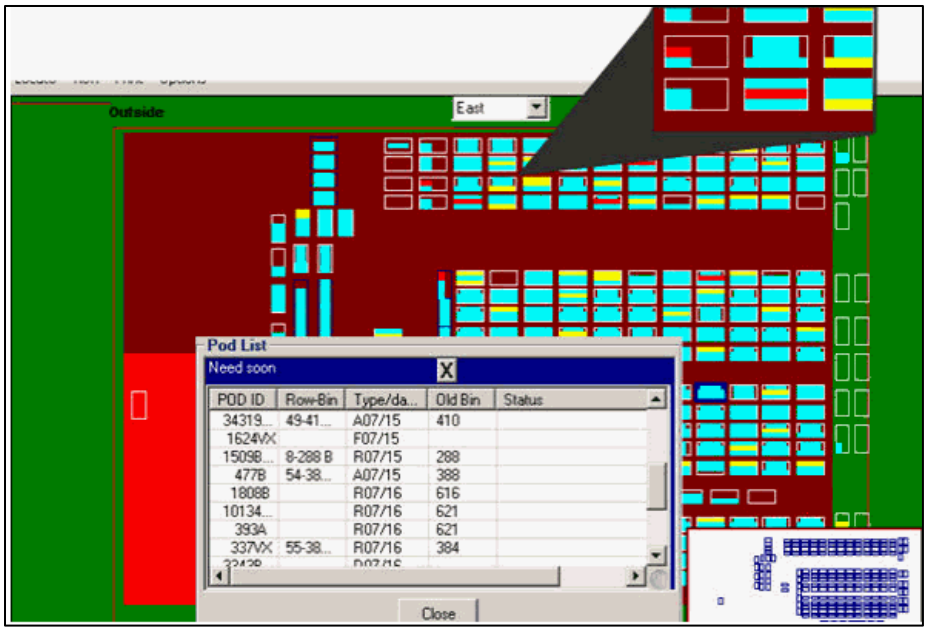
Step 1: Select “Need soon” from the Locate Commands drop-down in POD Hunter.

Step 2: Enter the number of days ahead for containers needed.

Step 3: View results from the server. The results are displayed the container numbers, locations of the containers within the storage center, the type of move they are scheduled for and the date when they are needed. Enter number of days ahead (Below



Shown is the list and any containers on that list will be highlighted red in the Storage Center View.



Viewing Empty Containers

POD Hunter can find empty containers to place on trucks for initial deliveries. To view a list of empty containers at a specific storage center, do the following:

Step 1: Select "Empties" from the Locate Commands drop-down in POD Hunter.

Step 2: View results from the server.

The results from the server not only list which containers are empty, but also their locations within the storage center. POD Hunter also highlights the bins where the empty containers are located in red. If the Row-Bin column is empty, it means that particular container is currently binless.

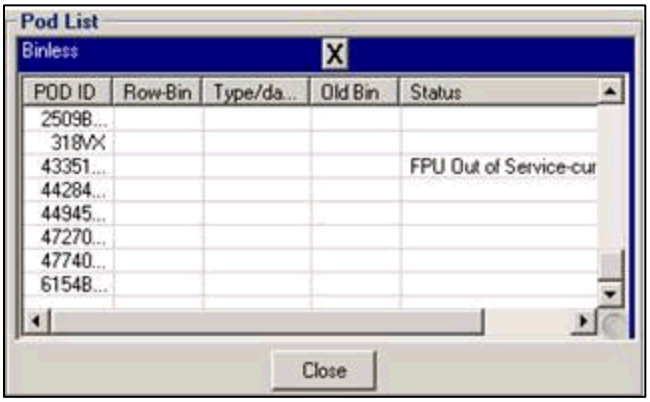


Finding Binless Containers

POD Hunter is able to display a list of all containers not assigned to a bin, known as “binless” containers. For a displayed list of binless containers at a storage center, follow these instructions:

Step 1: Select “Binless” from the Locate Commands drop-down menu in POD Hunter.

Step 2: View results from the server. The result from the server shows a list of containers in the location’s fleet that are currently not assigned to any row and bin within the storage center.



Note: Since binless containers are not assigned to a bin, there is no way to accurately keep track of them physically. It is not recommended to leave containers in the binless state.

Viewing Auction Containers

The following are instructions for viewing the list of containers that are currently up for auction at a location:

Step 1: Select “Auction” from the Locate Commands drop-down menu in POD Hunter.

Step 2: View results from the server. The result from the server shows which containers are up for auction. POD Hunter also highlights these containers in red.

PODHunter Shortcut Keys

SHORTCUT KEYS FOR POD HUNTER MENU ITEMS		
Menu	**Sub Menu**	**Shortcut**
Locate	Find Pod	<ctrl> F
	Out of Service (OOS)	<ctrl> O
	Pending Renumbering (Pend ReNbr)	<ctrl> P
	Unknown Location	<ctrl> X
	Need Soon	<ctrl> N
	Empties	<ctrl> M
	Binless	<ctrl> L
	Auction	<ctrl> C
	Clear Highlights	<ctrl> H
	Refresh	<ctrl> R
View	Zoom Scale	<ctrl> S
	Zoom Full	<ctrl> U
	Zoom Active	<ctrl> A
Print	Excel	<ctrl> E
	Zone	<ctrl> Z
	Bins	<ctrl> B

Routing (SCW II & III)

As a Storage Center Worker, your role in routing is to support the routing process by ensuring containers are staged correctly and information in PODHunter is accurate. While you won't be building routes, your work directly impacts route efficiency and driver success.

✅ Your Responsibilities in Routing Support:

Review the Route Template each morning to understand which containers are scheduled for delivery or pickup.

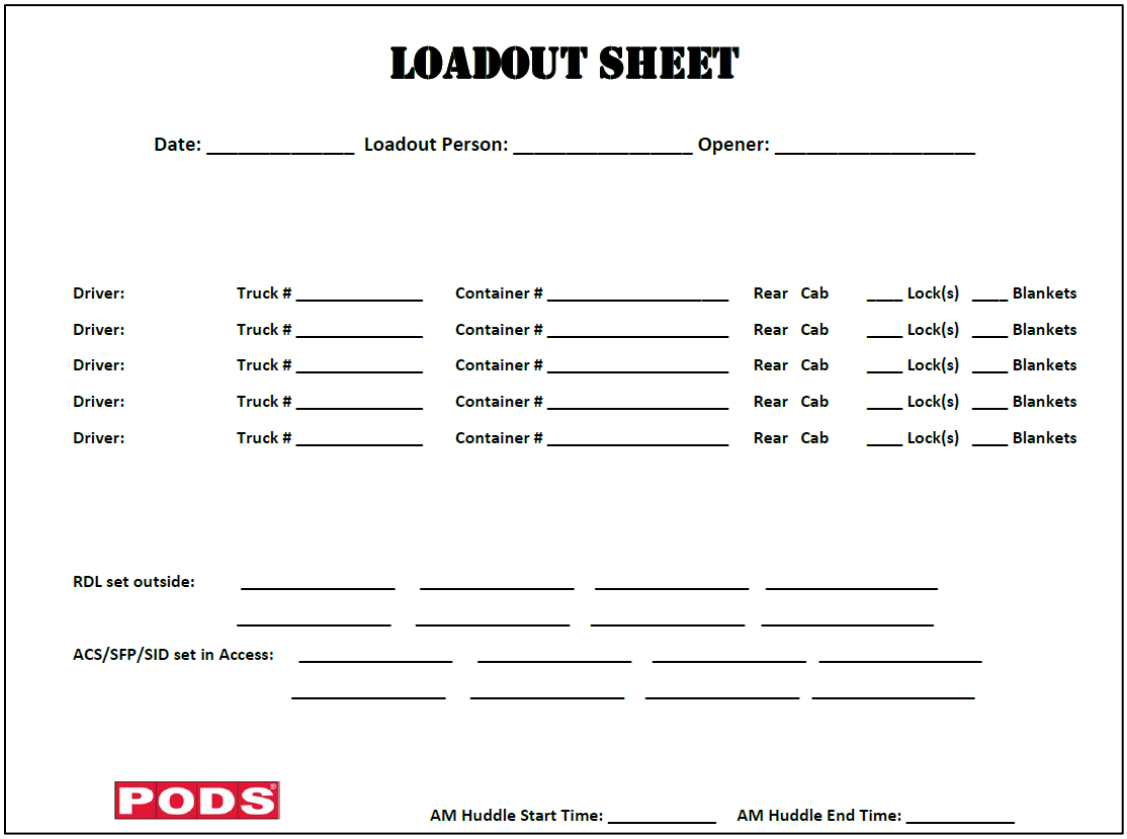
- Check for Cancellations or Add-ons in Cheetah and notify your Market Manager of any discrepancies.
- Stage Containers in the correct order and location for efficient loading.
- Ensure PODHunter is Accurate:
- Confirm timestamps are entered for all completed jobs.
- Update container locations and statuses (e.g., ACS, SID, SFP, RDL).
- Reconcile binless containers and mark OOS units properly.
- Print and Distribute Yard Maps after updates are made.
- Communicate with the Team:
- Share the WRT list in the group chat.
- Flag any containers that are missing or not ready for upcoming jobs.

Load Out Sheet Example

Your location may us a Loadout Sheet. This is sheet is usually filled out the day before. It instructs the SCW

- What drivers will be on what trucks
- What container is needed on what truck
- What direction to place the containers
- If the order needs a lock and blankets

This sheet also includes what containers need to be placed in the customer access area.



LOADOUT SHEET

Date: _____ **Loadout Person:** _____ **Opener:** _____

Driver:	**Truck #** _____	**Container #** _____	**Rear Cab**	____ **Lock(s)** ____ **Blankets**
Driver:	**Truck #** _____	**Container #** _____	**Rear Cab**	____ **Lock(s)** ____ **Blankets**
Driver:	**Truck #** _____	**Container #** _____	**Rear Cab**	____ **Lock(s)** ____ **Blankets**
Driver:	**Truck #** _____	**Container #** _____	**Rear Cab**	____ **Lock(s)** ____ **Blankets**
Driver:	**Truck #** _____	**Container #** _____	**Rear Cab**	____ **Lock(s)** ____ **Blankets**

RDL set outside: _____ _____ _____ _____

_____ _____ _____ _____

ACS/SFP/SID set in Access: _____ _____ _____ _____

_____ _____ _____ _____

PODS

AM Huddle Start Time: _____ **AM Huddle End Time:** _____

Forklift Pre-Op Check Evaluation Criteria

Steps 1 -17	Adequate	Not Adequate *(If Defect Identified Mark OOS)*
Hours – Enter Hour Reading	Displays engine hours on dash	No engine hours displayed *(If Defect Identified Mark OOS)*
Photo of the Hour Meter	Legible picture of Hour Meter	Non-legible picture of Hour Meter
Oil Level – Check on Asset	Oil displayed on dip stick once removed from reservoir 	No oil displayed on stick once removed from reservoir  *(If Defect Identified Mark OOS)*
Oil Dip Stick – Confirm on Asset with picture	Legible picture of Oil dip stick	Non-legible picture of Oil dip stick
Battery – Check on Asset	No signs of corrosion, damage, or cable issues	Signs of corrosion, damage, or loss of charge (cable damage) *(If Defect Identified Mark OOS)*
Hydraulic Fluid – Check on Asset	Proper level of fluid in reservoir	Inadequate level of fluid in reservoir *(If Defect Identified Mark OOS)*
Brakes – Check on Asset	Emergency brake and service brake works properly	Emergency brake and service brake works properly *(If Defect Identified Mark OOS)*
Levers and Controls – Check on Asset	Levers and controls function properly, foot controls work properly	Levers and controls not functioning properly, foot controls not working properly *(If Defect Identified Mark OOS)*
Safety Signs – Check on Asset	All required signage present	Missing required signage *(If Defect Identified Mark OOS)*
Mast – Check on Asset	Extension, side shift cylinders, and chains function properly. Lines show no signs of damage. Mast Carriage securely fastened to extension and shows no signs of major damage	Extension, side shift cylinders, and chains do not function properly. Lines show signs of damage. Mast Carriage NOT securely fastened to extension and/or shows signs of major damage *(If Defect Identified Mark OOS)*
Cabin – Confirm extinguisher	Seat belt, mirrors, lights, load chart (present) and horn work properly.	Seat belt, mirrors, lights, load chart (NOT present) and horn do not work properly. *(If Defect Identified Mark OOS)*
Tires – Check on Asset	No major signs of excessive wear, cuts, grooves, or divots	Major signs of excessive wear, cuts, grooves, or divots *(If Defect Identified Mark OOS)*
Photo of Drive Tires	3 – Quarter shot of tires	Inadequate shot of tires
Photo of Steer Tires	3 – Quarter shot of tires	Inadequate shot of tires
Back Up Alarm Functioning	Functions in reverse and sounds properly	Not functioning properly *(If Defect Identified Mark OOS)*

Please Type Name – Type full name in whip around app	Types full name legibly	Non-legible full name
Please Sign – Sign name legibly in whip around app	Signs legibly	Non-legible signature
Fuel Level Check (LPG Only)	Unlatch LPG tank and shake to feel remaining amount. Re-latch tank	No check of LPG tanks

Evaluation Score: Proficient or Additional Training Needed: _____

Date: _____

Trainer Number: _____

Forklift Fueling Instructions

LPG

Cylinder Reading and Removal Procedures

Follow the steps below when reading a vertical propane cylinder flow gauge:

1. The cylinder must be in a vertical position.
2. The vertical cylinder indicator is located at the bottom of the LPG Gas Flow Gauge.
3. If the flow gauge is in the Red “Add” section, the propane cylinder is “Empty”.
4. If the flow gauge is in the Green “OK” section, the propane cylinder is “Full”.

Follow the steps below when reading a horizontal propane cylinder fuel level gauge:

1. The cylinder must be in a horizontal level position with the ½ reading on the gauge up.
2. The horizontal level indicator is located at the top of the gauge.
3. Gauge is marked in quarters of liquid level with E or Empty to the left and F or Full on the right.

Follow these procedures when changing an LPG Cylinder:

1. Wear proper personal protective equipment including gloves and face shield.
2. Shut off the truck, lower the forks, put the truck in neutral, and set the parking brake before beginning.
3. Do not smoke.
4. Purge the fuel line by closing all cylinder service valves and waiting for the engine to run out of fuel (LPG). If the engine is “OFF,” start the engine and idle until the engine stalls. Be sure controls are in neutral, forks down, and emergency brake “ON”. Once the lift stalls turn the ignition to the “OFF” position.
5. Once the service valve is closed and the fuel line purged, unscrew the line connection and move the hose out of the way.
6. Carefully remove the Cylinder from the mounting bracket or vertical stand.

Follow these procedures to install an LPG Cylinder:

1. Select a replacement cylinder in good service condition.
2. Do not roll or drag the new cylinder to the machine, use either a cart or dolly with the LPG cylinder secured to it, if transportation is needed. CAUTION: A full LPG cylinder can weigh up to 80lbs, please observe safe lifting practices to decrease injury potential.
3. Inspect all rubber seals and hoses in the cylinder. CAUTION: Please check for leaks, prior to starting the engine. If leaks are identified, please contact the manager immediately.
4. Reconnect the fuel line connection until tight.
5. Slowly turn on the service valve to fully open.
6. Make sure the cylinder is firmly secured and fastened to the forklift.
7. If no leaks are detected, start the truck and check for normal operation.

Diesel

When you're fueling a diesel lift, follow these steps:

1. Ensure proper safety equipment, at minimum face shield and gloves.
2. Shut off the truck, lower the forks, put the truck in neutral, and set the parking brake before beginning.
3. Make sure you have the proper fuel.
4. Turn off the engine and set the parking brake and lower controls.
5. Use a Jockey pump to siphon Diesel fuel into the forklift DIESEL TANK ONLY.
6. Use DEF fuel to replenish DEF TANK ONLY (Blue Cap ONLY).
7. Don't overfill the tank. Replace the fuel cap and clean up any spilled fuel.
8. Start the engine and continue.

Forklift Step-by-Step

Handling Containers

Steps When Picking Up Containers

1. After branding inspection, stability test, and travel path plans have been reviewed follow the outlined steps below.
2. Place the forks under the load as far as possible.
3. Center the load, remember forks must fully support the entire container.
4. Tilt the mast back slightly for stabilization.
5. Keep the load low. The forks should never be more than 6 to 8 inches from the ground while moving/traveling with load.
6. Stay alert – watch that loads and forks do not catch on adjacent loads or obstructions.

Steps When Handling Uneven Containers

1. When an uneven load is identified, the manager will decide to have the customer re-arrange the load prior to storage or re-delivery.
2. Containers overloaded or heavy to one side can be unstable during forklift operations.
3. All containers prior to storing in the warehouse must be "TILT" tested to determine container placement. Evenly loaded and balanced containers can be stored above ground level. Unevenly loaded or unbalanced containers shall be stored at the ground level only!
4. Containers identified as heavy to one side (left, right, front, rear) must be marked with blue magnets, and proper signage applied to identify the side/end where the container is unbalanced and where extra support (fork placement) is needed.
5. Remember a lift test must be conducted to check for container stability prior to proceeding with the full lift. Lift the container no more than 1 inch and pause for 10 seconds to see how the container balances on forks. If the container is heavy on one side, set the container down and move forks one space to the heavy side.
6. Containers may have to be lifted by entering the forklift pockets off-center in the Pre-Gen 5 containers to compensate for uneven weight distribution.
7. Gen 5 & 6 containers have enclosed forklift pockets to contain fork blades.

IMPORTANT – No uneven or unbalanced containers should be placed or stored above ground level in warehouse storage. In extreme cases, a miss-loaded container may have to be returned and reloaded by the customer.

Stacking Containers

Important – no blue magnet containers (unbalanced) should be stored above ground level. Only balanced containers should be elevated and stacked.

1. Square the truck to the placement area and come to a complete stop with the container fully secured on forks and tilted back against the carriage and mast.
2. Elevate the container to the proper height and inch the truck forward. Use open view cab to ensure proper alignment and spacing for container placement if possible.
3. With the forklift squared to the placement area and the container elevated in the placement position, tilt the load slightly forward to level for placement.
4. Once the container is placed accurately in space lower the forks slowly until forks are unweighted.

5. Back the truck up slowly while checking for contact. Once clear of the container, lower forks completely.
6. Stay alert – watch that loads and forks do not catch on adjacent loads or obstructions.

Unstacking (Retrieving) Containers

When unstacking containers exercise caution, Prior to lifting, evaluate the container in question, and evaluate the placement, spacing, and potential hazards that could interfere with or create a problem while the container is being handled. Remember the 25-foot “Know Zone” rule an operator must know their surroundings at all times.

Follow these steps when retrieving containers:

1. Evaluate the container in question – do I have proper clearance & spacing to safely lift the container, is the travel path clear of stationary objects and other common hazards?
2. After evaluating for safety, square the truck to the placement area and come to a complete stop.
3. Elevate the forks to the proper height and inch the truck forward, positioning the forks securely under the container (Be sure not to grab any additional containers with the forks).
4. Raise the forks slowly until positioned directly under the entire container, container weight should now be supported on the forks.
5. Slowly tilt the load back on the resting plate prior to lowering it to the ground.
6. Back the forklift straight back slowly, while ensuring the container stays in contact with the forks. After ensuring the load is safely secured, lower the container to the ground or 6 – 8 inches off the ground for traveling.
7. Stay alert – watch that loads and forks do not catch on adjacent loads or obstruction.

If questions or uncertainty regarding container handling arises, please feel free to contact your market manager or direct supervisor for assistance. It is better to be safe than sorry.

Container Tags Overview



- **Orange Tags:** All rented containers need to have an orange tag.
- Orange tags are applied when the container is picked up for a Warehouse Return.
- **Tags must include:**
    a. Name
    b. Date
    c. CID
    d. Container #
- Tags can be reused!
- Put the tag through the lock instead of the latch so you don't have to cut the tag off for customer access and rewrite a new one!



- **Green Tag:** Container meets brand standards and is ready to rent!
- Green Tags are applied when a container is picked up as a Final Pick Up (going back to the warehouse).
- Install green tag as close to loading time as possible to increase status accuracy. **Include:**
    a. Inspector Name
    b. Storage Center
    c. Date MM/DD/YYYY





- **Red Tag:** OOS needs to be repositioned to a Repair Hub. **Tag should include:**
    a. Inspector Name
    b. Storage Center
    c. Date MM/DD/YYYY
    d. All defects found
- Include notes on back for any hidden issues, note where they're located.
- Be sure to mark container as OOS in RBMS.

PODS Acronyms

General PODS

Acronym	Definition
SRB	Safety Review Board
CCS	Commercial Client Services
Cheetah	Platform used for routing
COO	Container Only Option (Insurance-like option)
CorpOps	Corporate Operations, corporate-owned locations
CPO	Container Protection Option (Insurance-like option)
CRDE	Customer Rentals Data Export
CSAT	Overall Customer Satisfaction (Includes LSAT, SSC, Pricing, Website, etc.)
DJPH	Driver Hours (Total Jobs/Total Delivery Hours)
ERP	Enterprise Resource Planning
ESD	Earliest Ship Date (For IF container shipment)
ETA	Percentage of timely customer container deliveries
IF	Inter-Franchise
OTR	Over the Road
IFR	Incident Frequency Rate
LSAT	Local Customer Satisfaction (Operations related)
LSE	Logistics Service Exception (Delayed IF container shipment)
Medallia	Platform for measuring/reporting customer service
MPR	Monthly Performance Review
OE	Order Entry
OOS	Out of Service
Power BI	Platform for KPI reporting
RBMS	Retail Business Management System (Pre-2016)
Samsara	Platform for safety score measurement
SOP	Standard Operating Procedure
SSC/S&SC	Sales and Service Center (Call/Contact Center)
StoMo	Storage Mobility Acquired Markets
TMS	Transportation Management System
TMT	Company providing the TMS
UTD	Unable to Deliver
WJPH	Total Hours (Warehouse, Delivery, Repair, Development)
Xdel	Extended Delivery Fees (Transit fee for customers outside radius)

Job Codes/Move Types

WRT	Full container returning to warehouse
RDL	Full container being delivered from warehouse to customer
NEW	Initial delivery of empty container
FPU	Final pickup of empty container
FPO	Final pickup of out of service container
MOV	Move container from one address to another
VRP	Visit – reposition a container
VLO, VRL, VO	Visit – lock out, remove lock, stuck door/latch
PPE/PPF	Weight tickets – E - empty or F - full

General Business

AHT	Average Handling Time
ANI	Automatic Number Identification (Caller ID)
BU	Business Unit
CCS	Commercial Client Services (Team managing sales and service of commercial customers)
COB	Close of Business
CY	Current Year
DID	Direct Inward Dial (External published phone number)
DNIS	Dialed Number Identification Service (Represents TFN)
EBITDA	Earnings before interest, taxes, depreciation, and amortization
ECHI	External Call History Information
EOB	End of Business
EOD	End of Day
EOM	End of Month
HR	Human Resources
IVR	Interactive Voice Response
KPI	Key Performance Indicator
LOB	Line of Business
MTD	Month to Date
OA (DB)	Operational Analysis Database (Call data from Avaya)
PBX	Private Branch Exchange (Internal Phone Switch)
PY	Past Year
SST	Special Services Team (Includes Canada IF, Hawaii Sales, City Service Sales)
TFN	Toll Free Number
WE	Week End
YOY	Year over Year
YTD	Year to Date

Job Aid: Container Condition

Step	Acceptable	OOS
1. Inspect the container door.	• Light scratches, small dents, and light fading on door. • Weather strip show no signs of weathering or discoloration.	• Weathering or discoloration of weather strip. • Graffiti or other markings.
Acceptable  		
2. Open the container door.	• Door opens and closes without issue. • Latch operates properly. • Latch has beginning signs of rust.	• Door doesn't open/close properly. • Latch is severely rusted or damaged. • Latch doesn't operate properly.
Acceptable  		
3. Inspect container floor.	• Swept clean and free of debris. • All fasteners are intact and flush with flooring. • Undamaged, free of holes. • Clean appearance—no markings or stains. • If stained, painted with dark exterior gray paint to mask heavy staining. • Free of rot, swelling, cracks or warps.	• Fasteners are missing or damaged. • Damaged/holes • Stained • Rotted, swollen, cracked, or warped.
Acceptable 		

4. Inspect container roof.	• Plastic roof shows slight signs of wear. • Roof clip is being used as a temporary repair on a plastic roof (no more than 4 roof clips per container; no more than 2 roof clips per side). • Steel roof not excessively damaged, no holes.	• Plastic roof is cracked or incorrectly repaired with duct tape or other unapproved solution. • Missing or loose roof bolts. • Roof insulation tape exposed. • Signs of leaking or other damage.

Acceptable

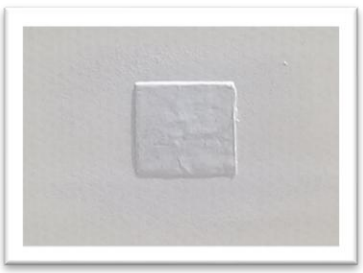






5. Inspect container walls (interior and exterior).	• No strong odors. • Updated interior signage, clearly displayed. • Any patches are properly installed and level in appearance (aluminum for traditional containers; ultraviolet for new generation)—should not exceed more than 8 patches per container or 4 patches per side. • Sign/decal shows only slight wear or fading.	• Strong odor. • Old legacy signage. • Poor quality patches, incorrectly applied. • More than 8 patches on container/more than 4 patches on one side. • Sign/decal is torn, severely faded, graffiti, or other noticeable markings.

Acceptable









6. Inspect container skids.	• Lights signs of wear.	• Skids are badly cracked, split, or broken. • Skid missing.
Acceptable 		
7. Inspect tie-down plate.	• Securely attached. • Connection hole is structurally sound with no extensive rust.	• Plate is bent, unsafe, excessively rusted, or otherwise not structurally sound.
Acceptable   		

Revision History

Date	Revision	Owner
Nov. 2024	Version 1 Created	Kara Delemeester
Dec. 2024	Updated page numbers	Kara Delemeester
Jun. 2025	Added systems and process content	Joshua Bonanno
Jun. 2025	Changed Samsara to Whip Around for pre-trips	Kara Delemeester
Dec. 2025	Published to Intranet	Taylor Jenkins
Jun. 2026	Added performance rating scale to training checklist; revised introduction and training plan.	Kara Delemeester