

## Handling and Storage Procedures for Plywood Reels

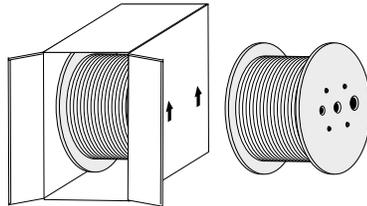


Figure 1

### 1. General

**1.1** This procedure provides handling and storage practices for plywood reels of fiber optic cable.

*Failure to observe these practices may cause damage to the cable or difficulty in paying off cable from a reel during installation.*

**1.2** If this procedure is reissued, a summary of changes will appear in this paragraph.

### 2. Precautions

#### 2.1 Personal Protective Gear Precautions



**WARNING:** Follow your company's practices for wearing personal protective gear such as **safety glasses** and **safety shoes** to protect yourself from accidental injury when handling reels.



**Caution:** Wear **safety gloves** to protect your hands from accidental injury when handling plywood reels and using sharp-bladed tools to open corrugated boxes containing reels. Failure to do so may result in personal injury.

#### 2.2 Reel Precautions

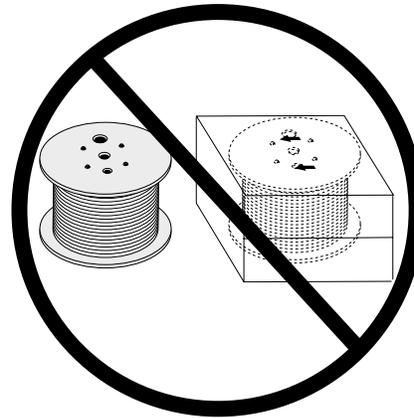


**Caution:** Both reel flanges should be 90° to the ground at all times- this applies to reels in cartons as well. Observe the "This End Up" arrows and text on cartons.



**CAUTION:** Plywood reels should always be stored indoors. Outdoor storage will result in reel damage.

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### 3. Tools

**3.1** The following tools are required for this procedure

- Utility knife for opening cartons
- Small adjustable wrench for tightening flange bolts

### 4. Reel Handling Practices

**4.1** Do not store, set or transport a reel on one flange, i.e., on its side, because it will cause the cable to settle to one flange thereby creating a gap between the cable and flange (Figure 2).

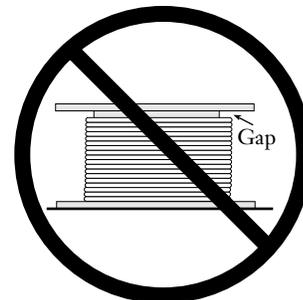


Figure 2

**4.2** Always lift a plywood reel by both flanges (Figure 3) Do not pick up a reel by one flange. Picking up a reel by one flange causes the flange to bow which creates a gap between the cable and flange. Over time the traverse will soften in the gap area and cause the cable to cascade.

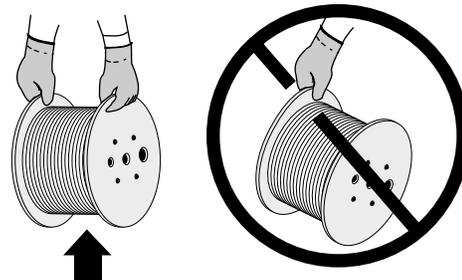


Figure 3

**4.3** Never drop a reel (Figure 4). When a reel of cable is dropped it loosens the traverse and could loosen the flange bolts. Loose flange bolts can result in movement of the cable traverse thereby inducing cascading. It could also damage the cable and reel. Any dropped reel should be thoroughly evaluated for cable or reel damage.



Figure 4

**⚠ CAUTION:** *Thoroughly inspect any dropped reel for cable or reel damage.*

**4.4** Do not allow reels to bump into each other. Allowing the flanges to rub or bump the cable can cause cable or fiber damage.

Store reels side-by-side with some means of preventing them from rolling (Figure 5)

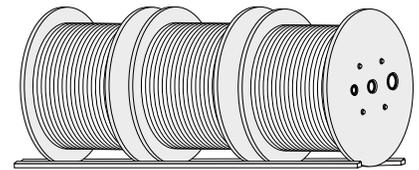
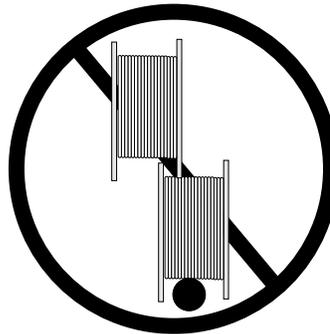


Figure 5

**4.5** Ensure that all flange bolts are tight prior to loading a reel for respooling or cable cutting (Figure 6).

Changes in temperature and humidity can cause the wood/en/cardboard components of the reel to expand and contract allowing the flange bolts to loosen over time. Loose flange bolts may cause the cable to become entangled and possibly damage the cable during cable cutting/respooling.

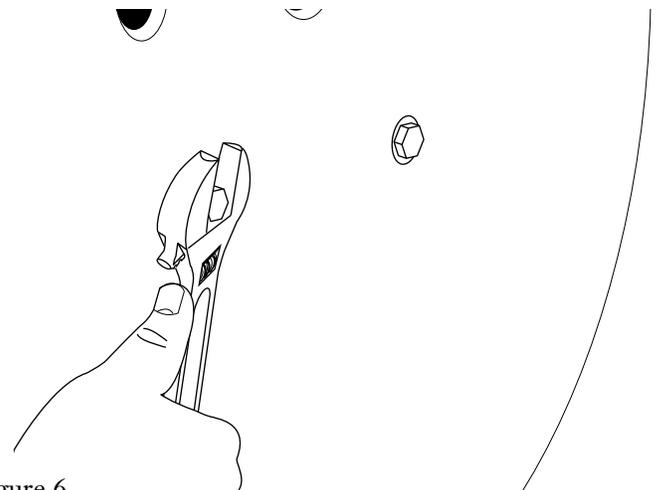


Figure 6

*Special Note:  
Fiber Optic  
Training  
Programs*



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