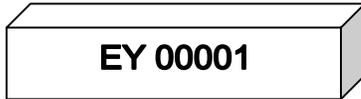


# Tape Shipment Instructions

## Tape Labels

The labels used to identify the tape need to be unique. Either the Media ID (Gap Tapes) or the Earnest and Young (Non-Gap) tapes can be used.

Examples:



## Inventory Spreadsheets

- 1) A packing slip should be included with each individual box.
- 2) The packing slip should match the information on the tapes adding mail type and server name.

**Site Location:** WO Bureau of Land Management  
**E-mail Server(s):** Imwo1, 10.24.0.31  
**Backup Application/Rev Level:** NBU 3.2 and 3.4.1  
**Drive Type:** DLT7000/DLT8000

<u>Media ID</u>	<u>Retention Level</u>	<u>Last Written Date</u>	<u>Box</u>
QWI897	9	12/23/2000	1
QWI931	9	12/23/2000	1
QWI905	9	12/30/2000	1
QWI970	9	1/20/2001	1
QWI952	9	1/25/2001	1

Catalog will be sent separately

## Packaging of the Tapes

- 1) Write protect all tapes
- 2) Plastic cases should be used on the tapes to protect them.
- 3) Shipping containers will be mailed to your site from ZANTAZ. The number of crates will be based on the estimated number of tapes you have to ship. These tapes should arrive within 1 week of your estimated shipping dates. The crates should be packed with large size bubble wrap and be secured by tie-wraps.

NO POPCORN, PEANUTS, SHREDDED PAPER, OR STYROFOAM SHOULD BE IN SHIPMENTS AS THEY BREAK DOWN AND GET INTO TAPES.

## Return of Tapes

There no estimated turn around dates for the return of tapes at this time.