

opeq

DONOR GUIDE

Equipment Preparation
and Shipping Guide



Ordinateurs pour les
écoles du Québec

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Quebec Enterprise Number (NEQ)
1147741939

Charitable organization
registration number (CRA)
86647 5338 RR 0001

INTRODUCTION

Every donation you make represents far more than a simple device: it is a concrete opportunity to change lives through technology.

To ensure your contribution has the greatest possible impact, it is essential that your equipment arrives at our facility in good condition, ready to be refurbished and redistributed.

Careful packaging ensures that every computer, monitor and peripheral you entrust to us can be put to full use and given a useful second life to benefit someone who needs it.

This guide will walk you through each step of preparing and shipping your equipment with confidence.

Thank you for your generosity. For a greener, more connected future!



IMPORTANT

- ✚ We will ensure that all data on your devices is completely erased while giving them a second life.
- ✚ Your donations support low-cost redistribution, directly benefiting families, schools, non-profit organizations and other community organizations.

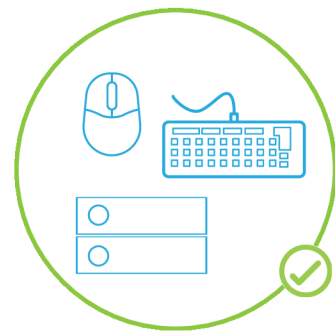
WHAT WE ACCEPT



Computers
and monitors

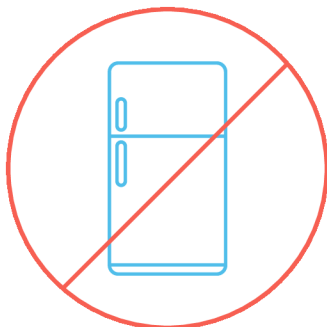


Cellphones and
tablets



Servers and
accessories

WHAT WE DO NOT ACCEPT



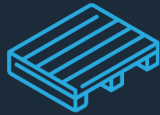
We are unable to accept household appliances, televisions, microwaves, refrigerators or any other device unrelated to information technology.

Ineligible devices can be dropped off at an ecocentre in your municipality. Check your city's information for details.

PACKAGING SUPPLIES

To help you choose the most suitable supplies for this purpose, here are a few recommendations:

STURDY PALLETS



If you are shipping a large volume, choose pallets that are strong enough to support the total weight and sized to the volume being shipped.

SUITABLE BOXES



Choose good-quality boxes with double- or triple-wall construction, properly sized for each piece of equipment.

Sturdy boxes significantly reduce the risk of damage during shipping.

SUITABLE FILLING MATERIALS



Choose environmentally responsible materials: biodegradable packing peanuts, recycled paper or bubble wrap.

They fill empty spaces and effectively absorb shocks.

STRONG ADHESIVE TAPE



Use quality adhesive tape to seal your boxes securely and ensure they remain closed throughout shipping.

HOW TO PACK YOUR COMPUTER EQUIPMENT FOR SHIPPING?

Proper packaging is essential to keep your equipment safe during shipping. Here are three approaches, depending on your situation:

DO YOU HAVE THE ORIGINAL PACKAGING?

This is the best option because it was designed specifically to protect your equipment. If it is slightly damaged, reinforce the weakened areas with adhesive tape, then place it in a larger box filled with cushioning material.

YOU DON'T HAVE THE ORIGINAL PACKAGING?

No problem. Follow these steps:
Wrap each device individually in bubble wrap.
Place it in a sturdy double- or triple-wall box.
Add cushioning material between devices to prevent movement.
Seal the box securely with adhesive tape.
Clearly apply a "Fragile", "This Way Up" or "Do Not Stack" label.

ARE YOU SHIPPING A LARGE VOLUME?

Choose a metal shipping crate with protective foam cushioning. Check the condition of the cushioning regularly to maintain optimal protection.

These precautions will ensure that your computer equipment arrives at its destination in perfect condition. Also be sure to take specific measures to prepare each individual peripheral, such as protecting monitors, printers, scanners and data-storage devices.



HOW TO PREPARE PERIPHERALS FOR SHIPPING?

Each type of peripheral requires specific precautions. Here is how to prepare the most common equipment.

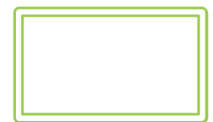
MONITOR

- Remove the stand and any other supports before shipping.
- Place the monitor face down in the box for better protection.
- Keep the screws and small parts in a clearly labelled bag.



SCREEN

- Wrap the screen in foam wrap to protect it from scratches and impacts.
- Add a layer of bubble wrap for extra protection.
- Remove the power cable and pack it separately in bubble wrap.



PRINTER

- Remove all ink cartridges and place them in a leak-proof plastic bag to prevent spills during shipping.
- Secure removable parts with adhesive tape so they do not open in transit.
- Remove the paper tray and pack it separately.
- We send empty cartridges to the Mira Foundation. This initiative helps the environment and supports funding for guide-dog training. A small gesture that does twice the good!



SCANNER

- Secure the device firmly to prevent movement during shipping.
- Make sure all moving parts are properly secured before shipping.



DATA-STORAGE DEVICES

- Carefully wrap each item in bubble wrap to protect it from impacts.
- Back up your data to another medium before sending it, as a precaution.





HOW TO SECURE YOUR PALLET FOR SHIPPING?

When shipping a large volume of equipment, how you secure your load on the pallet is just as important as the packaging itself. This is the donor's responsibility; here is how to do it properly.

Securing the load

Use sturdy straps or tie-downs to firmly secure each box. Make sure nothing is loose or likely to shift during shipping.

Balancing the weight

Distribute the weight evenly across the entire pallet surface to prevent imbalance and minimize the risk of tipping.

Protecting corners and edges

Protect the most vulnerable parts of your equipment with cardboard or foam corners to absorb potential impacts.

Stretch wrap

Wrap the entire load with stretch wrap to keep all boxes firmly in place and provide additional protection against movement.

Clear labelling

Clearly mark the handling instructions on the pallet: "This Way Up", "Fragile", "Do Not Stack". These indications guide carriers and reduce the risk of mishandling.



**EVERY REFURBISHED
DEVICE**



SURVIVOR

RESCUED

**OPENS A
NEW HORIZON
OF POSSIBILITIES.**

**GIVE YOUR DEVICES
A SECOND LIFE!**

CONTACT INFORMATION

OPEQ-Ordinateurs pour les écoles du Québec
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Verdun, Quebec H3E 3B3

To make a donation
1-877-617-OPEQ (6737) – option 1
don@opeq.qc.ca

To request equipment
1-877-617-OPEQ (6737) – option 2
demande@opeq.qc.ca

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