



Salone Internazionale
del Gusto

Terra
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Guidelines for “Good” Shipments That Avoid Food Waste: From Packaging to Transport

An initiative by **Slow Food**

In collaboration with **DHL Express** and **Comieco**

The factors to consider to ensure that a shipment is successful primarily concern the necessary shipping documents, the packaging material and size and the transport. Making sure that the **packaging, shipment and transport of food products** conform to these guidelines can help to minimize losses and food waste, reducing **environmental impact**.

IS YOUR SHIPMENT “GOOD”?

Mark the box with an **X** if you are following the guidelines described alongside, and include this document with the other information needed for the shipment so that it reaches the event’s organizers and they can monitor the initiative.

SHIPPING DOCUMENTS: description of sender and receiver

- The shipment and all documents must be ready when the courier comes to collect it.** This means the shipment can be collected and sent directly to the receiver, avoiding the duplication of any steps.
- The shipping document is the way-bill** which must be completed in full and attached securely to the packaging box before shipping, otherwise the shipment risks being delayed. **The way-bill must contain** the following detailed information, written clearly and legibly:
- ✓ **contact details of the sender and the receiver:** name of organization, full address, reference person and contact details such as e-mail and/or phone number)
 - ✓ **shipment details:** contents, weight and number of items
 - ✓ **type of service required:** delivery within a specific time, need for insurance for the shipment, etc.

- ✓ **unique identifying number for the shipment**, which allows the sender to monitor the shipment's progress at any time, locating the exact location of the goods at any time. We recommend completing the way-bill using the online tools DHL makes available to the sender.

This means you will also be able to receive a text message on your mobile device confirming that delivery has been successful, or informing you about any unforeseen events during the shipment.

- **The shipment must also be accompanied by a document listing the articles being shipped.** If the shipment is being sent to a different country, it is advisable to translate the list into English.
- **For shipments being sent to countries outside the European Union, the shipment must be accompanied by a pro-forma invoice in English.** This allows customs officers to more easily clear the shipment.
- **It is necessary to check which documents are required for the export of individual articles to the various countries before handing the shipment over to the courier.**
- **The packaging box (parcel) must have at least one free side on which to attach the transport documentation. The exterior surface of the parcel must allow the application of the transport label and adhesive envelopes containing documentation about the shipment.** Remember to **remove any labels or barcodes not relevant to this shipment that might be found on boxes being used or re-used for the shipment.**
- **Check that the barcode of the shipping label sticks evenly to the box and is not hidden by adhesive tape, packaging film or any straps.** This will ensure that the transporter can quickly and correctly scan the item, meaning more efficient management of the shipment.

PACKAGING MATERIAL AND SIZE: Avoid waste by using the right materials and the right packaging for your product

- **Position fragile and delicate objects as far as possible from the edges of the box and use appropriate protective packaging.** The labels "*Fragile*" and "*Handle with care*" cannot replace secure packaging, as they are only providing information.
- **The box must be rigid, completely undamaged and able to withstand knocks and splashes of water,** even if it has already been used for other shipments. Worn out or damaged boxes can lose between 30% and 60% of their resistance.
- **It is best to use recyclable or reusable materials for packaging and any protective filling.**

- **Ensure that the type of packaging chosen for the shipment is appropriate to guaranteeing the product remains at the right temperature, as per the instructions given on the producer's label.**
- **Reduce the volume occupied by the product inside the packaging box.** For products made up of multiple parts, for example, it is best for the product to be assembled following delivery to the receiver, and to arrange all of the different components in such a way as to not leave empty spaces inside the packaging.
- **Ensure that there are no sharp edges or protrusions from the packaging material. If there are, you will have to cover the surfaces with padding or other flexible covering and seal the parcel with adhesive tape. Delicate or heavy goods require additional protection on the bottom, sides and top of the box. Additionally, every article must be separated from the others using protective filling, which should be used to fill the empty spaces, so that the items remain as immobile as possible while the parcel is being moved around.**

TRANSPORT: Optimization of spaces, sustainable means of transport and the short chain

- **Choose an appropriate size of packaging, to allow the largest possible number of boxes to be loaded onto the means of transport.** Optimizing the loading lowers transport costs and the production of emissions harmful to humans and the ecosystem.
- **Use transport companies that follow "sustainable logistics," for example companies that use electric vehicles, make investments to reduce the use of fuel, offset carbon emissions, etc.**



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