Transportation / Shipping Guidelines for
Above NEMA & Vertical Motors

Thank you for choosing Decatur Industrial Electric. As your total source for electrical and mechanical solutions, we submit the following document as a guideline. The use thereof is intended to ensure proper handling to help prevent damage or other issues that may effect the motor life in transportation to and/or from a facility for either installation or repair evaluation.

Above NEMA Motors:

- ❑ **Motors shipped without oil.**
  - o Motors containing sleeve style bearings are especially vulnerable as the seal assembly could be compromised. Motors may shift or tip during transportation and become imbalanced. Thus allowing the oil to seep into the seal assembly and compromise seal integrity. In some cases oil may leak out of the oil cavity and into the motor itself.

- ❑ **Motors shipped with the shaft blocked.**
  - o Motors may shift during transportation allowing unwanted impacting or thrusting of bearings.

- ❑ **Draw and save an oil sample.**
  - o Effectively used in our Root Cause Failure Analysis.
  - o If you have no means to do so, please contact your Account Manager or a Customer Service Representative and they will make arrangements to have this done. This is a vital aspect of our repair evaluation procedure and will enable us to better evaluate Cause of Failure using visual inspection or oil analysis.

- ❑ **Motors covered with a tarp.**
  - o This will prevent any additional moisture, debris, or other contaminants to compromise the repair evaluation process.

Vertical Motors:

- ❑ Motors drained of oil if applicable.

- ❑ Motors bolted to a pallet or blocks & shipped vertically for stability purposes.

- ❑ Motors covered with a tarp.

Questions? Please contact your account manager or our customer service office.

Condition of the motor & Special customer instructions:

Shaft Blocked? Done ☐ Not Required ☐ → Oil Sample Shipped? Yes ☐   Not Required ☐ By:_____

Special Loading Notes:

Strategic Partners in Reliability Solutions