

Hard Drive Handling Basics

Handling Do's and Don'ts:

- ALWAYS handle drives ONE AT A TIME
- ALWAYS handle drives by the SIDES
- ALWAYS be very careful with drives, they are VERY SENSITIVE
- ALWAYS USE A CART to move drives once unpacked
- NEVER STACK drives
- NEVER STAND drives on their sides
- NEVER PLACE anything on top of a hard drive
- NEVER DROP drives, even inches
- NEVER TOUCH drives except on the sides

ESD (ElectroStatic Discharge) Must Have's:

- ESD WRIST STRAPS or ESD HEEL STRAPS ON CONDUCTIVE FLOORING
- ESD WORK MAT on work area
- ALWAYS CHECK condition of ESD straps daily

ESD Good to Have:

- ESD AIR IONIZERS (balanced ion generators) to reduce static electric charges

WORKBENCH Must Do's:

- Keep work area CLEAN and CLEAR of tools and equipment
- NO CELL PHONES near workbench
- NO MAGNETIC BRACELETS

SHIPPING Must Do's:

- Use only APPROVED HDD SHIPPING BOXES and PROTECTIVE PACKAGING