

**AURORA ENVIRONMENTAL EQUIPMENT**  
**CONSULTANTS L.L.C.**



**AEEC Vertical Baler Training & Certification Form**

**Preparation:** Executive/Installer identifies the lead team member or equipment trainer. The qualifications must include:

- Experienced certified operator who demonstrates outstanding operation skills
- Commitment to safe operation
- Communicates clearly
- Good observation and feedback skills

**Certification / Training Process:**

**Instructions for Trainer:**

1. Explain or demonstrate each point listed below.
2. Place check mark in the trainer box to indicate that you have explained or demonstrated each item.
3. Give the team member an opportunity to practice using the equipment under your supervision.
4. When team member is ready, have them:
  - A. Correctly demonstrate proper operation on the points requiring demonstration.
  - B. Correctly explain to you the items that require their understanding.
5. Check the team member box for each item correctly performed or explained.
6. Review and retest any missed items.
7. Both trainer and team member sign and date the bottom of document.

**NOTE:**

- Because you will need to demonstrate how to make a bale, it will be necessary to do the baler certification when a bale needs to be made.
- Operators must be at least 18 years old and certified in order to use the Vertical Baler.
- Trainer & Trainee(s) to wear safety glasses, gloves, and long sleeves (if required).

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## Baler Training and Certification Details

	<b>Explain what items are “Allowed” and “Not Allowed” in the Baler.</b>	
	<b>Allowed:</b> Corrugated Cardboard. Capture all cardboard in baler, including small pieces. Placing cardboard in trash is paying to dispose of \$ dollars \$.	
	<b>Not Allowed:</b> Styrofoam, Rope and string, Cloth, Metal or glass, Wood, Organic waste (i.e. food), Plastics, Any liquids, Rubber, Other Paper Products, Trash.	

	<b>Demonstrate how to load cardboard into the baler.</b>	
	Break down (flatten) all boxes before loading. To begin, place one large flat piece of cardboard over entire bale chamber floor.	
	Distribute the cardboard evenly in the chamber.	
	Continue loading until the chamber is full.	
	If boxes are difficult to break down, let the machine do the work.	
	<b>Demonstrate how to compress the cardboard.</b>	
	Pull the safety feed gate all the way down.	
	Turn the key to “ON”.	
	Set the “UP-DOWN” switch to “DOWN”.	
	Press and release the “UP-DOWN” button to start the ram.	
	Stand to the side of the baler, by the control panel, when the platen is running.	
	If you need to make an emergency stop, press the red “STOP” button.	
	Continue compressing cardboard until the full load indicator is reached. This may be a light that comes on or a mark that the ram compresses to.	
	Do not overfill the baler after the full indicator is reached.	
	<b>Demonstrate how to make a good top layer for the bale.</b>	
	Place pieces of flat cardboard as your top layer and overlap the edges.	
	<b>Demonstrate one last compression.</b>	
	Pull the safety feed gate all the way down.	
	Compress the bale until the indicator reads full load.	
	Press the “STOP” button.	

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	Lift the safety feed gate all the way up.	
	Open the bale chamber door.	
	<b>Demonstrate how to tie the bale.</b>	
	Be sure you put on your gloves, safety goggles and wear long sleeves (if required) as bale wires can snap.	
	Use 6 pieces of wire in 6 separate slots to tie-off bale.	
	Insert the wire ends through the loops and pull the wires firmly around the bale.	
	Wrap the wire ends around the wires at least three times, and insert the wire ends back through the eyelet and pull the wires tight.	
	Push the wire ends into the cardboard. This will get easier to do and faster over time.	
	<b>Demonstrate how to eject a bale.</b>	
	Continue to wear your gloves, safety goggles, and long sleeves (if required).	
	Make sure the baler chamber door is wide open and safety feed door is in the full up position.	
	Place a pallet in front of the bale about 8" from the baler.	
	Set the "UP-DOWN", switch to up.	
	Press and hold the "UP-DOWN", button to raise the platen and eject the bale.	
	Remember to stand clear of the bale as it is being ejected. Do not eject bale if other are in vicinity unless they are wearing appropriate safety attire.	
	<b>Demonstrate how to get the empty baler ready to accept cardboard.</b>	
	Turn the key to "OFF."	
	Make sure the platen is all the way up.	
	Be sure that the safety feed gate is up.	
	Close the baler chamber door and lock with turnbuckle.	
	Pull the safety feed gate all the way down.	
	Turn the key to "ON" and run one complete cycle in order to reset the bale ejector.	
	With ram and safety feed gate all the way up, open bale chamber door.	
	Put pieces of flat cardboard on the floor of the baler and overlap the edges.	
	Be sure that solid pieces of cardboard cover the slots in the baler.	

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	Close the baler chamber door and lock with turnbuckle.	
	<b>Explain what to do in case of maintenance issues.</b>	
	<b>*EXTREMELY IMPORTANT*</b> If you experience a problem with the equipment, remove the key and immediately notify your team leader. Give the key to your team leader at this time.	
	Ensure that at least one team member on each shift can properly operate the vertical baler and wears appropriate safety attire.	
	If operational problem arises: During initial assigned warranty period contact manufacturer of equipment. After warranty period - Contact local service provider or company provider contact.	
	<b>Explain what happens when you misuse equipment</b>	
	Incorrect or unsafe use of the Vertical Baler may result in corrective action.	

**The following team member has been certified to operate the Baler:**

**Team member's Name (please print)** \_\_\_\_\_

**(Please sign)** \_\_\_\_\_

**Trainer's Name (please print)** \_\_\_\_\_

**(Please sign)** \_\_\_\_\_

**Location** \_\_\_\_\_

**Date** \_\_\_\_\_

**Thank you for your continued business,**

**The Aurora Environmental Equipment Consultants**