



## STANDARD OPERATING PROCEDURES

**TITLE:** Vendor Requirements for Raw Materials Purchasing

**PROCEDURE NO:**

**S0PR20-1.0**

**Supersedes:**

**n/a**

**Date Issued:** 02/01/2016

**Rev #**

**0**

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### *Approvals:*

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**Process Owner: Claude Dube**

**Director of Procurement: Adrian**

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### **PURPOSE**

Provide guidance as to the expectations of raw materials purchased by JW Aluminum.

### **RESPONSIBILITY**

It is the responsibility of the vendor to provide JW Aluminum product that meets the following raw material requirements and specifications in accordance to the items detailed on purchase orders.

### **Receiving**

All raw material will be received by appointment only.

#### **Mt Holly**

For scrap purchased by DJJ, delivery appointment must be scheduled with Kristen Tierney @ [mgdomestic@djj.com](mailto:mgdomestic@djj.com). The appointment provides date, time and an appointment number.

All other raw material, delivery appointment must be scheduled @ [IB-appointments@jwaluminum.com](mailto:IB-appointments@jwaluminum.com)

#### **Russellville**

Purchased scrap will be received by appointment only. Delivery appointments must be scheduled @ [IB-Appointments@JWAluminum.com](mailto:IB-Appointments@JWAluminum.com). The appointment provides date, time and an appointment number.

### **Weight**

All raw material shipped to JWA will be weighed on JWA plant scale prior to unloading. The net weight of each load will be compared with the vendor BOL. Any weight discrepancies (+/- 0.5%) will result in the load being held at the plant and the vendor will be notified.

JWA will pay based on received net weights as determined by each plant. Load confirmations are sent out the following day.

### **Paperwork**

No load will be received or unloaded without paperwork. The paperwork must reference JWA's purchase order, vendor's name and appointment number. The BOL must include the material description, number of items, individual gross, tare and net weight.



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Each item of scrap must be identified with a tag. The tag must include the item description, gross, tare and net weight.

### **PACKAGING REQUIREMENTS**

All bales, briquettes and boxes must be packaged securely; any loads received that have shifted or turned may be denied upon receipt. All purchased scrap must be loaded in a manner that allows unloading with a forklift, safely and within a reasonable time frame.

#### **Material with poly**

Material with poly is acceptable. The poly can be on one or both sides of the material, with the plastic weight not exceeding 1.5%. Heavier plastic can be rejected or price will be reduced.

#### **Bales**

Bales must be compacted and securely strapped with steel banding, to prevent breaking apart during unloading. NOTE: Bales of light gauge scrap such as closure and fin stock must be banded in two (2) directions around the bale and length-wise across the bale.

Maximum bale size is 4' x 4' by 6' long.  
Maximum bale weight is 5,000 pounds.

Bales do not need to be skidded, but must be loaded with adequate clearance between the bales and the sides (and the top) of the truck so that they can be off-loaded from the rear of the truck by a forklift.

#### **Briquettes**

Briquettes must be tightly compacted, then palletized on skids and securely banded, with steel banding.

Typical briquette is 12" x 12" x 18".  
Maximum briquette size is 2' x 2' x 6'.  
Maximum skid weight is 5,000 pounds.

#### **Loose**

All loose scrap must be clearly stated on the purchase order. Loose scrap is to be shipped in dump trucks or trailers with the ability to dump the load.

#### **Boxes**

No boxes which are not skidded or which are damaged (torn, wet, broken, open) will be accepted without a price adjustment. Boxes must be placed in the van with adequate clearance for unloading on both the sides and top. Boxes with hazardous warning labels of previous contents will not be received.



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### **Steel Drums**

No scrap will be accepted in steel drums.

### **Prime, RSI or SOWS**

JWA can receive prime (t-bar, sow or bundle), RSI, and sows on a closed van or flatbed. The flatbed must be loaded for side unloading only.

Ingots must be stacked into a bundle, using steel banding only.

### **Quality and Inspection**

JW Aluminum will inspect all inbound raw materials, using X-Ray portable analyzer and assay analysis. Material found to be outside the agreed PO at inspection may be rejected, returned (at vendors cost) or a cost reduction may be applied (to the value of the appropriate scrap code).

At no time should the material shipped or sold to JW contain:

- a. Steel, stainless steel, lead, copper, zinc, etc.
- b. Wood chips, gravel, rocks, plastics and other foreign contamination unless specified on PO.
- c. Closed containers of any sort, such as plastic pop bottles, fire extinguishers or canister.
- d. Hair wire, ec enameled.
- e. Laminated foil, screen (aluminum or plastic).
- f. Turnings, saw cutting, chips – dry or oily.
- g. Used or post-consumer deco can.
- h. Wet or oxidized foil – of any alloys – that was stored outside.
- i. Used pie plate or used food container.
- j. Any foundry alloys.
- k. Any alloys from the 2000 or 7000 series.
- l. Medical waste (syringe or needle).
- m. Live ammunitions.
- n. Radioactive material.
- o. Fertilizers.
- p. Alloys with Pb, Sn, Li and Be.
- q. Architectural panel (panel made of 2 aluminum sheets with plastic in the middle).
- r. Others as listed below.

### **PROCEDURE**

The following lists the raw material purchased by JW Aluminum. At time, other material can be purchased upon approval prior to issuing the purchase order.



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### **P1020**

Material must meet P1020 analysis. The form must be T-bars, molten, ingot, or sows. The maximum weight allowed for T-bar or sow is 2000 pounds. The maximum weight allowed for ingot is 3000 pounds. The material must be free of electrolytes, oxides, or refractory inclusions and cast to minimize internal voids.

### **Off Grade / Off Shore Prime**

Material is to be manufactured either off shore or the chemical analysis may be off grade from P1020 specifications. The form may be T-bars, molten, sows, or ingots. The maximum weight allowed is 2000 pounds for T-bars, sows, and 3000 pounds for ingots. The maximum weight is 5000 pounds for slabs. Material must be free of electrolytes, oxides, dross, mold wash or refractory inclusions and cast to minimize internal voids.

Sows must be single pour, containing no layers.

### **RSI**

Sows / ingots / slabs are to be free of internal cavities, corrosion, dross or other foreign contamination. Sows must be single pour, containing no layers.

Supplier must furnish chemical analysis with each load or the chemical analysis must be on file at JWA that specifies the analysis of each sow / ingot / slab. Pieces must be clearly identified with cast or drop number, etc. Maximum weight is 5000 pounds per piece.

### **Mix Low Copper Dealer Grade**

Material consists of old – bare or painted - low copper aluminum scrap of two or more alloys with a minimum thickness of 0.015" (0.38 mm) and to be free of 2000 and 7000 series.

Shall not contain hair wire, wire screen, cast, venetian blinds, radiators, UBC, punchings less ½ inch (1.25 cm) diameter, dirt and other non-metallic items. Grease and oil to be less than 1%.

### **Mix Low Copper**

Material consists of new, clean, uncoated and unpainted low copper aluminum scrap of two or more alloys with a minimum thickness of 0.015" (0.38 mm) and to be free of 2000 and 7000 series.

Shall not contain hair wire, wire screen, UBC, punchings less ½ inch (1.25 cm) diameter, dirt and other non-metallic items. Grease and oil to be less than 1%.

Material with poly (plastic film that peels off) is acceptable, at reduced price.



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### **Shredded Mix Low Copper**

Material is to be dry and consist of heavy gauge (over 0.015") uncoated / unpainted low copper aluminum scrap of various aluminum alloy excluding – 2000 and 7000 series alloys.

Shall not contain hair wire, wire screen, UBC, punchings less ½ inch (1.25 cm) diameter, dirt and other non-metallic items. Contaminants (oil, rubber, wood...) to be less than 1%.

### **New Production Painted Siding**

Material consists of clean new production building products grade (mainly 3105 alloy) painted aluminum scrap.

### **Painted Siding**

Material consists of clean, old low copper aluminum siding scrap (mainly 3105 alloy), painted on one or two sides, free of plastic coating, iron, dirt, corrosion, fiber, foam or fiberglass backing or other non-metallic items.

### **Road Sign**

Material consists of heavy gauge, clean, low copper aluminum sheet and extrusions.

### **Fin Stock**

Material consists of new and clean, 1100 or 7072 alloy fin stock in skeleton, punchings or sheet form.

### **Deco**

Deco cans consist of new painted and clean pharmaceutical/medical tubes or beverage cans, from 1100 or 1050 alloys.

### **Segregated Alloy Aluminum Scrap (Alloy 1xxx, 3xxx, 5xxx)**

Material shall consist of one alloy, new, clean and uncoated / unpainted gauge over 0.010".

### **Aluminum Lithographic Scrap**

To consist of 1100 or 3003 alloy scrap, to be free of paper, plastic, excessive ink, and any other contaminant.

### **Nameplate**

Scrap consists of 1100 alloy. Material must be clean and dry - any coating to be specified on order.



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### Aluminum Foil

To consist of new and clean, uncoated, 1100 or 8000 series alloy aluminum foil.

### EC

Material shall be dry and consist of clean EC grade (99.45% Aluminum). Material must be free of fine particles less than 20 mesh, coated or tar-filled wire unless specified on purchase order.

### Used Beverage Cans

Material consists of old aluminum beverage cans. The material is to be free of other scrap metals, foil, plastic, paper, glass and other non-metallic items. The "4 back 2" moisture policy will apply.

### Aluminum Extrusions

Material consists of new, bare or painted, or old extruded aluminum, made of 6000 series aluminum. Must not contain other alloys of aluminum. Material should be free of zinc corners, iron attachments, felt, plastic, paper, thermo break and dirt.

### Aluminum Truck Wheels

Material shall consist of clean, single-piece, non-plated aluminum wheels of 6061 aluminum alloy. Material must be free of inserts, wheel weights, valve stems, tires, grease and oil.

### Cladded Aluminum or Brazing Sheet

Materials consists of heavy gauge clip, clean, uncoated / unpainted aluminum sheets of two different alloys press together.

### Aluminum Radiators

Material consists of dry clean aluminum radiators - new production. Material shall be free of copper, iron, plastic, rubber and dirt.

### **Revision History**

Rev. Level	Date of Change	Reason for Change