



Standard Operating Procedures

RAW MATERIAL SHIPMENT GUIDELINES & MATERIAL SPECIFICATIONS

SUBJECT: Revised guidelines for Raw Materials Shipments
into Jupiter Aluminum Corporation

Dear Shipper/Supplier:

I have set the following Guidelines for Raw Materials shipments to help us do a better job receiving scrap and processing the paperwork.

Added are NEW Receiving hours and NEW instructions for documentation requirements and procedures.

Please note: the receiving department will not accept blind shipments. All brokered loads; direct sale or toll must be consigned to, JUPITER ALUMINUM CORP. in care of the Broker or Toll customer. The Bill Of Lading must also bear the name of the point of origination, the scrap processor or generator.

Please read the enclosed information carefully.

Thank you for helping us to improve our system.

Sincerely,

JUPITER ALUMINUM CORPORATION

Tammy R. Rinkema
Raw Material Purchasing Manager
Ph 219.933.2718 or 800.544.2069

JUPITER ALUMINUM CORP.

REVISED June 2015

Subject: Guidelines for Raw Materials Shipments to Jupiter Aluminum Corp.

Dear Shipper/Supplier:

In order to expedite timely unloading of trucks and prompt payment of invoices, we will require that:

1. Dock appointments to be made with **Simona Velazquez**, Receiving/Scrap Department @ 219-933-2715. Receiving hours are 7:00 a.m. to 3:00 p. m. Monday – Friday, by appointment date only.
 - NO SHOWS **must** be rescheduled with Simona Velazquez from the Receiving/Scrap Departments. DO NOT show up on the following day to get unloaded if you did not get an appointment prior.
 - Unscheduled or Early trucks that just SHOW UP – unloading will be up to the discretion of the Dock Manager – there are NO guarantees.
2. Packing Lists must contain the following to insure accurate and timely unloading:
 - Item count, individual weight, and item identification.
 - ALL units must be properly identified/marked
 - Sow shipments must be accompanied with complete certified chemistries, Sows must be numbered and have buttons
 - Jupiter's Purchase Order number must be on ALL paperwork
 - Email packing list **PRIOR** to arrival to svelazquez@jupiteraluminum.com or fax to 219.933.2779
 - Packing lists must come with the truck upon arrival.
 - JUPITER ALUMINUM must be listed as consignee

NOTE: Any adjustments to the P.O. must be approved PRIOR to shipment
(if this is not done, it could delay unloading and/or result in an rejection)

3. No blind shipments will be accepted or telephone call-ins will be accepted.
4. Loads must be suitable **for forklift unloading**. NO comingling (keep alloys together) Loose material by self dumping container, tarped and dry and by prior arrangement.
5. Trailers must be in good condition with solid floors and minimum head height of 90". Open top trailers must be tarped or covered.
6. All material must be free of moisture.

JUPITER ALUMINUM CORP.

Seller will be advised of significant weight difference, 400# or more, prior to disposition unloading. Material that does not conform to the description specified in the contract will not be unloaded. Seller will be notified as to whether the load is downgraded or rejected. Insufficient or improperly filled out paperwork is grounds for rejections. Jupiter Aluminum Corp. expects all **rejected material to be replaced as per contract.**

Jupiter Aluminum Corporation also retains the right to withhold any monies due seller until acceptable shipment or monetary compensation is made.

Acceptable packages will be as follows:

1. Baled
2. Briquettes on pallets
3. Coils on pallets (\$500.00 fiber core removal fee)
NO STEEL CORES
4. Boxed on pallets - min. net wt of 800#.
(\$10.00 box fee charge)
5. Loose in dump truck or self-dumping container (dry/tarped) - (max. 5' length)

Material found to have intentionally concealed contaminants will be rejected. In addition, the contract for the material will be canceled and the shipper will be disqualified from further shipments.

Acceptable dimensions will vary with type and package of the material. Our maximum acceptable weight is 9,000# per piece. Coils can be no more than 30" wide with an outside dimension of 6'. Bales made in up-stroke and HRB Baler's are acceptable. Any deviations from these guidelines must be noted on the contract, prior to shipment. Please do not contact our receiving department, since they are not authorized to make any exception

JUPITER ALUMINUM CORP.

SPECIFICATIONS FOR RSI

These specifications are not only for quality but for **SAFETY** reasons as well. Material not meeting the below condition will be rejected.

1. Sows must be single poured.
2. Minimum shrinkage cavity.
3. Certified analysis on each sow or each heat accompanying packing list.
4. Each sow must be numbered corresponding to the analysis.
5. The individual weight of each sow will be on the packing list.
6. Sows must be free of moisture.
7. All sows be free of flux, slag and dross.
8. Buttons of each heat must accompany each load, to ensure analysis.

JUPITER ALUMINUM CORP.

SPECIFICATIONS FOR GRADES OF ALUMINUM

Because of the nature of our melting and casting operation, free iron, zinc, copper and silicon are totally **unacceptable** in the scrap we use. Painted, vinyl and plastic coated or excessively oily material is also **not acceptable** (unless otherwise stated). Loose material will be acceptable if previously approved.

ALUMINUM NO INK LITHO SHEET

Shall consist of new ink free and bluewash lithographers scrap of alloys 3003 or 1100 or a combination of the two. **Litho slitter chips and paper interleaves in not acceptable.**

The following will be the only acceptable packaging:

1. Coiled
2. Baled
3. Strapped to Skids

ALUMINUM LIGHT INK LITHO SHEET

Shall consist of alloys 1100 and/or 3003, to be free of paper, plastic, excessively inked sheets and any other contaminants.

The following will be the only acceptable packaging:

1. Coiled
2. Baled
3. Strapped to Skids

ALUMINUM WIRE AND CABLE (bare)

Shall consist of old, unalloyed aluminum wire and cable which may contain up to 10% 6000 series wire and cable with no free oxide or dirt and free from stainless steel, hair wire, wire screen, iron, insulation and any other foreign substance.

MIXED LOW COPPER ALUMINUM CLIPPINGS AND SOLIDS

Shall consist of clean, uncoated and unpainted low copper aluminum scrap of two or more alloys and to be free of 2000, 4000, & 7000 series, road or highway signs, license plates, radiators, fin stock, foil, hair wire, screen wire, dirt, poly, old corrugated sheets, and other foreign substances. Also free from punchings, turnings, shavings, scalper and fines. Gauge must be at least .016”.

JUPITER ALUMINUM CORP.

SEGREGATED ALUMINUM ALLOY CLIPPINGS AND SOLIDS

Shall consist of clean, uncoated and unpainted aluminum scrap of one specified aluminum alloy only and to be free of foil, hair wire, screen wire, dirt, screen frame, poly, old corrugated sheet and other foreign substances. Also must be free from punchings, turnings, shavings, scalpers and fines. Gauge must be at least .016”.

The following will be acceptable alloys: 3000 series, 1000 series, 5000 series, 6061 and 6063. Any other alloys must be discussed prior to shipment with the scrap purchaser and agreed upon in writing.

ALUMINUM EXTRUSIONS

“10/10” Material to consist of new production and old/used 6063 extrusions that may contain up to (but not exceed) 10 percent painted extrusions and 10 percent 6061 alloy extrusions. Must not contain other alloys of aluminum. Material should be free of zinc corners, iron attachments, felt, plastic, paper, cardboard, thermo break, and dirt and other contaminants.

CLASS I CAN SCRAP (bare)

New aluminum can body production scrap alloys **3004 or 3104** only. Material shall consist of clean undecorated cans or cups, skeleton, slitter, or trim scrap. Scrap containing in excess of .05% residual lubricant is unacceptable. Scrap cannot be lacquered, painted, coated or contaminated with gaskets and sealants. Material must be **briquettes** and banded securely to skids. Sheet scrap and coil are subject to inquiry.

CLASS III CAN SCRAP (deco)

New aluminum can body production scrap. Material shall consist of spoiled clean and decorated cans free of residual lubricants. Scrap is not to contain 5000 series lids and must be **3004 or 3104** alloys only. Material must be **briquettes** and banded to skids.

JUPITER ALUMINUM CORP

USED BEVERAGE CANS (UBC) (NOT ACCEPTABLE AT THIS TIME)

Shall consist of clean, used aluminum beverage cans only. Must be free of steel, lead, foil, glass, organic material or any other contamination. Material must be **briquettes** and banded to skids

PAINTED 3004 ALUMINUM

Shall consist of clean, painted one side, free of iron, dirt, corrosion, fiber, poly, or paper backing and any other foreign contamination.

The following is the only acceptable packaging:

1. Skids (4x4) sheets
2. Bales

PAINTED ALUMINUM SIDING (new)

Shall consist of clean, low copper aluminum siding scrap, painted one side only, free of iron, dirt, corrosion, fiber backing, pastisol, poly, and any other foreign contamination.

The following is the only acceptable packaging:

1. Coiled (NO Steel cores)
(\$500.00 fiber core removal fee)
2. Baled

PAINTED ALUMINUM SIDING (old)

Shall consist of clean, low copper aluminum siding scrap, painted one or two sides, free of plastic coating, iron, dirt, corrosion, fiber, foam or fiberglass backing, pastisol, poly,

reflective scrap such as road/highway signs, license plates, Venetian blinds, UBC, food containers or other non-metallic items.

The following is the only acceptable packaging:

1. Baled

JUPITER ALUMINUM CORP

OLD SHEET ALUMINUM

Shall consist of bare and/or painted sheet aluminum, extrusion or tubing of two or more alloys, with a thickness of at least .010 gauge; with a **maximum iron of 1%**. It shall also be free of the following:

1. all punchings
2. 2000 , 4000 , 7000 , 8000 alloys
3. iron, stainless steel, foil, castings, radiators, food or beverage containers, bumpers, screen wire, airplane sheet, clad aluminum, zinc, hair wire, bottle caps, Teflon coatings, venetian blinds, plastic, dirt, sealed containers..

No more than 10% of any bale can consist of compressed litho, cookware and fin stock. Material must be dry and free from plastic, dirt, paper, cardboard or any other foreign substance or non-metallic items.

The following is the only acceptable packaging:

1. Baled