



Highlander International Recycling.

RECOVERED MATERIAL LOAD STANDARDS

AND

MATERIAL QUALITY SPECIFICATIONS

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1. Introduction

In order to assess, monitor and control the quality of recovered materials to be sourced by Highlander International Recycling and supplied to our fully approved and nominated mill partners, consignments of recovered material to be purchased either for direct to supply to Highlander nominated paper mills, or for recycling at the Highlander Recycling facility, will be carefully inspected and assessed **by a Director or manager of the company**, before any purchase contract or agreement to accept is agreed. The recovered material must conform to the applicable specification contained herein and the load must conform to the quality and safety standards which are laid down in this schedule and must also conform to the standards required by relevant environmental and safety legislation at all times, both local and international as is applicable depending on the countries the material is to be transported through and the final destination of the recovered material. Pictures of any potential recovered material to be purchased by Highlander International must also be supplied by the customer or taken by a manager of Highlander, as part of this quality procedure. Please note that all material purchased by Highlander International is done so solely under the terms and conditions of Highlander International Recycling at all times and these cannot be superseded or replaced by any other terms and conditions of the customer, that may exist. All international shipments must also be accompanied by an Annex 7 document and a repatriation contract, further details of which can be found on our company website being: www.highlanderinternational.co.uk

Highlander International Recycling are committed to purchasing recovered material of high quality and to the specification contained within this document. Under no circumstances shall Highlander purchase recovered materials that contain the following **prohibited illegal materials**:

- **Hazardous waste (E.g. chemicals / oils)**
- **Medical / biological waste (E.g. needles / nappies)**
- **Food / organic waste (E.g. canteen waste / garden waste)**
- **Textiles / clothing waste (E.g. Printers rags / redundant PPE)**

In such cases and dependant on the nature and extent of the contamination contained within the recovered materials being inspected, Highlander International may be required to contact the relevant regulatory authorities, in line with the local legislative stipulations prevalent at that time. International shipments of recovered materials contaminated with the items as listed above is illegal under the TFS (Trans Frontier Shipment) regulations, which may result in affected consignments being barred from entry into the country of destination and eventual return of all materials to the customer operations, with all costs in such instances to be borne by the customer, under the Highlander International standard terms & conditions of purchase and the accompanying repatriation contract (<http://www.highlanderinternational.com/Recovered-Paper-Documents/documents.html>)

Highlander International buy recovered materials from a wide range of sources and suppliers and we recognise that recovered materials now come from commercial, industrial and domestic sources. It is the policy of Highlander International to perform more in-depth assessments of recovered materials from any mixed or co-mingle sources. Such sources are more likely to contain contamination levels over the tolerances stipulated in this document and over the accepted industry and legislative maximum contamination requirements also. Such extra assessment may include, but not be limited to radiation testing, more frequent / more accurate moisture testing, breaking open and sampling of bales, external inspections et al. Highlander International will absorb such inspection costs unless it is found that the material inspected does not meet the specifications within this document or it is found that the material contains any of the prohibited items as listed above.

2. Baled Load Standard

2.1 Appearance of Load

This refers to the way that the recovered material is loaded on the transport vehicle / container and is affected by large degree by the baling quality and the prevalent contamination levels. For baled material, the load should be uniformly stacked so that it is safe and is easily unloaded at the receiver premises. The load may be rejected if it is insecure or unsafe to unload. Customers should make their loading requirements clear before the purchase contract is agreed, for example, whether they require standard or high cube containers, or whether they require 40 or 45-foot trailers. Please note that in the case of all material loaded onto curtain trailers, internal straps MUST be used to secure the load for transit or the load will be rejected at the mill of destination. Safety is of paramount importance for all recovered paper loads and paper mills will NOT take chances with any loads that even appear to be unsafe. For loose loads received at our facility, these must also be presented in a manner that is safe and assists in the handling of the material – loads that are found to be inherently unsafe may require extra handling assistance which may result in extra costs or in extreme cases, may lead to loads being rejected outright with all costs attributed to the supplier of the load in such instances.

2.2 Baling Quality

Each bale must:

- a) **Be bound by a minimum of 4, strong and evenly spaced baling wires.**
- b) **Have no slack or broken wires & be tied tightly to allow safe handling.**
- c) **Bales must be constructed in such a way so that they can be handled several times, transported & stored in a safe and cost-efficient manner.**
- d) **Must be tied with the correct type of baling wire pursuant to the de-wiring systems used at the paper mill of destination – in all cases, black annealed, low tensile steel baling wire is acceptable to all Highlander International approved paper mills whereas steel galvanised baling wire is not accepted by some paper mills.**

Bales that fail to achieve all of the above criteria may be rejected and would not be purchased as part of the purchase contract, with all rejection costs (Including but not limited to transport, handling, reprocessing et al) chargeable to the customer.

2.3 Variation in Bale Size

For ease of bale stacking and safety in stack construction, bales must be of a uniform size. To measure variation in bale sizes, the following assessment will be made:

2.4 Minimum requirements

- 1) **Minimum weight of a bale: 400kg**
- 2) **Dimensions of bales:**
 - Length: between 0.80m and 1.50m**
 - Height / Width: between 0.75m and 1.25m**
 - Weight: From 400kg to 1200kg**

- 3) **Bale lengths will be visually inspected before a purchase contract is agreed & must not vary by more than \pm 10% or the material may not be accepted.**
- 4) **The loads net weight will be assessed against the number of bales on the load. If it falls outside the limits set in tables below, then the load may not be purchased as part of any purchase contract or may be purchased at a lower price to reflect the extra transport charges / cost per ton. Containers that are loaded by the customer, that fall below the minimum net weight requirements by more than 5%, will be required to pay light weight charges, to compensate on the cost per ton increase in freight and shipping.**

2.4 Minimum net weight requirements

Minimum net weights for specific materials, loaded into a standard 40 foot container. Weights at different ports of origin and destination may vary, & will be advised via our issued purchase order.

Material Type.	Minimum net weight required in container	Moisture allowed %	Material source
News and pams	24 tons	12%	Domestic
Multi Grade / Scan board / over issue news / pams	24 tons	12%	Commercial
OCC / New KLS	24 tons	12%	Commercial / Industrial
Best whites 1 & 2 / Silicon / metallic coated / UPW	23 tons	10%-12%	Commercial
Hard Mixed / Box Board Cuttings	24 tons	12%	Commercial
Soft mixed	24 tons	12%	Domestic
Sorted office waste / Light Letter / CHL / WHL	24 tons	12%	Commercial
Mixed plastic bottles / PET bottles / HDPE bottles	15 tons	Residue only	Domestic
Plastic film bales (80/20, 90/10, 95/5, 98/2, 100% LDPE)	20 tons	0%	Commercial / Industrial
Steel / Aluminium can bales	20 tons	Residue only	Domestic

2.5 PRICE ADJUSTMENTS – SHORT WEIGHTS:

Claims on containers or trailers with short weights are submitted at the discretion of the Directors and after consultation with the supplier, however below is the scale for price reductions based on short weights, for all materials purchased by Highlander International:

- *Plastic Bottles / Film – Reduce purchase price by **£15 p ton** for every ton under target weight
- *Waste paper Grades – Reduce purchase price by **£2 p ton** for every ton under target weight

Please note for euro purchases, the exchange rate at the time of purchase as illustrated on the currency exchange website xe.com will determine the penalty for short weights.

Picture of a safely loaded trailer with uniform bales and internal trailer straps used:



PRICE ADJUSTMENTS – MOISTURE LEVELS:

Claims on containers or trailers with excess moisture levels are submitted at the discretion of the Directors and after consultation with the client – costs will vary depending on the levels of moisture present and the grade of paper affected, however may include expenses such as chemicals to treat the breakdown of wet organic material and chemicals to brighten the affected paper during the manufacturing process. Please note for euro purchases, the exchange rate at the time of purchase as illustrated on the currency exchange website xe.com will determine the penalty for short weights.

3. Recovered material schedules

3.1 RECOVERED MATERIAL SCHEDULE FOR OCC (EOCC 90 / 10)

1)	Used Printed or Unprinted corrugated case material	-	Up to 100%
2)	Mixed Papers	-	3% Max
3)	Un-shredded Cores and Solid Fibre Board	-	7% Max

Total maximum allowance for other paper (Mixed / Cores and solid fibre board) = **10% max**

4) **Objectionable / out-throw materials (Including but not limited to):**

▪	Vegetable Parchment		
▪	Greaseproof Papers		
▪	Pins and Staples		
▪	Security Inks		
▪	Splicing tape		
▪	Wet strength		
▪	Carbon Papers		
▪	Synthetic Inks		
▪	Laser Print		
▪	Yellow Pages		
▪	Window Envelopes	-	Total 1.5% Max

5) Unacceptable / Prohibited material (Including but not limited to):

•	Metals (excluding pins, staples + baling wires)		
•	String (other than used for bundling loose papers)		
•	Glass		
•	Textiles		
•	Wood		
•	Sand and Building Materials		
•	Plastic		
•	Plastic Laminates (Polycoats)		
•	Synthetic Papers		
•	Waxed Papers/Boards		
•	Reel End Wrappers		
•	Bitumised Union Papers		
•	Food Contaminated Paper		
•	Burnt or Degraded Paper		
•	Silver Foil or Metallised Papers		
•	Hazardous waste / chemical waste / medical waste		
•	Rubbish of any description	-	Total 0%
6)	Moisture	-	12% Max

3.2 RECOVERED MATERIAL SCHEDULE FOR OCC (EOCC – 100%)

1)	Used Printed or Unprinted corrugated case material	-	Up to 100%
2)	Mixed Papers	-	0% Max
3)	Un-shredded Cores and Solid Fibre Board	-	0% Max

Total maximum allowance for other paper (Mixed / Cores and solid fibre board) = **0% max**

4) **Objectionable / out-throw materials (Including but not limited to):**

- Vegetable Parchment
 - Greaseproof Papers
 - Pins and Staples
 - Security Inks
 - Splicing tape
 - Wet strength
 - Carbon Papers
 - Synthetic Inks
 - Laser Print
 - Yellow Pages
 - Window Envelopes
- **Total 0% Max**

5) Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding pins, staples + baling wires)
 - String (other than used for bundling loose papers)
 - Glass
 - Textiles
 - Wood
 - Sand and Building Materials
 - Plastic
 - Plastic Laminates (Polycoats)
 - Synthetic Papers
 - Waxed Papers/Boards
 - Reel End Wrappers
 - Bitumised Union Papers
 - Food Contaminated Paper
 - Burnt or Degraded Paper
 - Silver Foil or Metallised Papers
 - Hazardous waste / chemical waste / medical waste
 - Rubbish of any description
- **Total 0%**

6)	Moisture	-	12% Max
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3.3 RECOVERED MATERIAL SCHEDULE FOR News and pams (80 / 20)

1)	Used / Unused Printed or Unprinted newspapers	-	80% Max
2)	Mixed Papers	-	1% Max
3)	Magazines / printed advertising materials	-	20% Max
4)	Objectionable / out-throw materials (Including but not limited to):		
	<ul style="list-style-type: none"> • Vegetable Parchment • Greaseproof Papers • Pins and Staples • Security Inks • Splicing tape • Wet strength • Carbon Papers • Synthetic Inks • Laser Print • Yellow Pages • Window Envelopes 		-Total 0.5% Max

5) Unacceptable / Prohibited material (Including but not limited to):

	<ul style="list-style-type: none"> • Metals (excluding pins, staples + baling wires) • String • Glass • Textiles • Wood • Sand and Building Materials • Plastic • Plastic Laminates (Polycoats) • Synthetic Papers • Waxed Papers/Boards • Reel End Wrappers • Bitumised Union Papers • Food Contaminated Paper • Burnt or Degraded Paper • Silver Foil or Metallised Papers • Hazardous waste / chemical waste / medical waste • Rubbish of any description 	-	Total 0%
6)	Moisture	-	12% Max

NB – the maximum limit of 1.5% stipulated above applies to both source separated and co-mingle based material equally. Material that comes from a co-mingle source will be inspected and assessed with greater scrutiny to ensure the quality meets the specification above

3.4 RECOVERED MATERIAL SCHEDULE FOR News and pams (70 / 30)

1)	Used / Unused Printed or Unprinted newspapers	-	70% Max
2)	Mixed Papers	-	1% Max
3)	Magazines / printed advertising materials	-	30% Max
4)	Objectionable / out-throw materials (Including but not limited to):		
	<ul style="list-style-type: none"> • Vegetable Parchment • Greaseproof Papers • Pins and Staples • Security Inks • Splicing tape • Wet strength • Carbon Papers • Synthetic Inks • Laser Print • Yellow Pages • Window Envelopes 		- Total 0.5% Max

5) Unacceptable / Prohibited material (Including but not limited to):

	<ul style="list-style-type: none"> • Metals (excluding pins, staples + baling wires) • String • Glass • Textiles • Wood • Sand and Building Materials • Plastic • Plastic Laminates (Polycoats) • Synthetic Papers • Waxed Papers/Boards • Reel End Wrappers • Bitumised Union Papers • Food Contaminated Paper • Burnt or Degraded Paper • Silver Foil or Metallised Papers • Hazardous waste / chemical waste / medical waste • Rubbish of any description 	-	Total 0%
6)	Moisture	-	12% Max

NB – the maximum limit of 1.5% stipulated above applies to both source separated and co-mingle based material equally. Material that comes from a co-mingle source will be inspected and assessed with greater scrutiny to ensure the quality meets the specification above

3.5 RECOVERED MATERIAL SCHEDULE FOR NKLS (New Kraft Lined Strawboard)

- | | | |
|--|---|------------------|
| 1) New Printed or Unprinted corrugated case material | - | No limits |
| 2) Mixed Papers | - | 0% Max |
| 3) Un-shredded Cores and Solid Fibre Board | - | 0% Max |

Total maximum allowance for other paper (Mixed / Cores and solid fibre board) - **0% max**

4) Objectionable / out-throw materials (Including but not limited to):

- Vegetable Parchment
 - Greaseproof Papers
 - Security Inks
 - Splicing tape
 - Wet strength
 - Carbon Papers
 - Synthetic Inks
 - Laser Print
 - Yellow Pages
 - Window Envelopes
- **Total 0% Max**

5) Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding pins, staples + baling wires)
 - String
 - Glass
 - Textiles
 - Wood
 - Sand and Building Materials
 - Plastic
 - Plastic Laminates (Polycoats)
 - Synthetic Papers
 - Waxed Papers/Boards
 - Reel End Wrappers
 - Bitumised Union Papers
 - Food Contaminated Paper
 - Burnt or Degraded Paper
 - Silver Foil or Metallised Papers
 - Hazardous waste / chemical waste / medical waste
 - Rubbish of any description
- **Total 0%**
- 6) Moisture - **12% Max**

3.6 RECOVERED MATERIAL SCHEDULE FOR Hard Mixed paper

- | | | | |
|----|---|---|-----------------------|
| 1) | Mixed and various pulpable papers, boards and containers not limited to type or fibre content. | - | No limits |
| 2) | News, periodicals, magazines and convertings (shavings) | - | 20% Max |
| 3) | Objectionable / out-throw materials (Including but not limited to): | | |
| | <ul style="list-style-type: none"> ▪ Vegetable Parchment ▪ Greaseproof Papers ▪ Pins and Staples ▪ Security Inks ▪ Splicing tape ▪ Wet strength ▪ Carbon Papers ▪ Synthetic Inks ▪ Laser Print ▪ Yellow Pages ▪ Window Envelopes | - | Total 1.5% Max |

4) Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding pins, staples + baling wires)
 - String
 - Glass
 - Textiles
 - Wood
 - Sand and Building Materials
 - Plastic
 - Plastic Laminates (Polycoats)
 - Synthetic Papers
 - Waxed Papers/Boards
 - Reel End Wrappers
 - Bitumised Union Papers
 - Food Contaminated Paper
 - Burnt or Degraded Paper
 - Silver Foil or Metallised Papers
 - Hazardous waste / chemical waste / medical waste
 - Rubbish of any description
- **Total 0%**

5) Moisture - **12% Max**

NB – the maximum limit of 1.5% stipulated above applies to both source separated and co-mingle based material equally. Material that comes from a co-mingle source will be inspected and assessed with greater scrutiny to ensure the quality meets the specification above

3.7 RECOVERED MATERIAL SCHEDULE FOR Soft Mixed

1) Once read / used printed and / or coloured newspapers	-	50 - 60%
2) Periodical, magazines and convertings (shavings)	-	15 - 25%
3) Used Printed or Unprinted corrugated case material	-	25% Max
4) Objectionable / out-throw materials (Including but not limited to):		
• Vegetable Parchment		
• Greaseproof Papers		
• Pins and Staples		
• Security Inks		
• Splicing tape		
• Wet strength		
• Carbon Papers		
• Synthetic Inks		
• Metal drinks cans		
• Plastic bags		
• Plastic bottles	-	Total 1.5% Max

4) Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding pins, staples + baling wires)
 - String
 - Glass
 - Textiles
 - Wood
 - Sand and Building Materials
 - Plastic film
 - Plastic Laminates (Polycoats)
 - Synthetic Papers
 - Waxed Papers/Boards
 - Reel End Wrappers
 - Bitumised Union Papers
 - Food Contaminated Paper
 - Burnt or Degraded Paper
 - Silver Foil or Metallised Papers
 - Rubbish of any description
- **Total 0%**

5) Moisture - **12% Max**

NB – the maximum limit of 1.5% stipulated above applies to both source separated and co-mingle based material equally. Material that comes from a co-mingle source will be inspected and assessed with greater scrutiny to ensure the quality meets the specification above

3.8 RECOVERED MATERIAL SCHEDULE FOR Over issue news paper

- | | |
|---|-----------------------|
| 1) Unused, uncoated, Printed or Unprinted newspapers | - 100% Max |
| 2) Mixed Papers | - 0% Max |
| 3) Magazines / coated printed advertising materials | - 2% Max |
| 4) Objectionable / out-throw materials (Including but not limited to): | |
| <ul style="list-style-type: none"> • Vegetable Parchment • Greaseproof Papers • Security Inks • Splicing tape • Wet strength • Carbon Papers • Synthetic Inks • Laser Print • Yellow Pages • Window Envelopes | - Total 0% Max |
| 5) Unacceptable / Prohibited material (Including but not limited to): | |
| <ul style="list-style-type: none"> • Metals (excluding pins, staples + baling wires) • String • Glass • Textiles • Wood • Sand and Building Materials • Plastic • Plastic Laminates (Polycoats) • Synthetic Papers • Waxed Papers/Boards • Reel End Wrappers • Bitumised Union Papers • Food Contaminated Paper • Burnt or Degraded Paper • Silver Foil or Metallised Papers • Rubbish of any description | - Total 0% |
| 6) Moisture | - 12% Max |

NB – In some cases distinction and separation between whole, un-shredded over issue news and shredded / trim waste material will be required dependant on the particular end – user. We advise all suppliers to bale trim waste separately from spoil / over – issue material so as to allow us to increase the range of end – users that can consume this grade. All material in this grade MUST be pre-consumer – co-mingle source material is strictly prohibited.

3.9 RECOVERED MATERIAL SCHEDULE FOR Sorted Office waste

- | | | |
|--|---|-----------------|
| 1) Mixed sorted office papers, made from wood free pulp | - | 100% Max |
| 2) Mixed Papers / newsprint | - | 0% Max |
| 3) Magazines / printed advertising materials (coated) | - | 1% Max |
| 4) Objectionable / out-throw materials (Including but not limited to): | | |
| • Vegetable Parchment | | |
| • Greaseproof Papers | | |
| • Pins and Staples | | |
| • Security Inks | | |
| • Splicing tape | | |
| • Wet strength | | |
| • Carbon Papers | | |
| • Synthetic Inks | | |
| • Laser Print | | |
| • Yellow Pages | | |
| • Window Envelopes | | |
| • Manilla Document wallets | - | 1% Max |

5) Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding pins, staples + baling wires)
 - String
 - Glass
 - Textiles
 - Wood
 - Sand and Building Materials
 - Plastic
 - Plastic Laminates (Polycoats)
 - Synthetic Papers
 - Waxed Papers/Boards
 - Reel End Wrappers
 - Bitumised Union Papers
 - Food or Food Contaminated Paper
 - Burnt or Degraded Paper
 - Silver Foil or Metallised Papers
 - Rubbish of any description
- | | |
|---|-----------------|
| - | Total 0% |
|---|-----------------|

- | | | |
|-------------|---|----------------|
| 6) Moisture | - | 12% Max |
|-------------|---|----------------|

NB – the maximum limit of 1.5% stipulated above applies to both source separated and co-mingle based material equally. Material that comes from a co-mingle source will be inspected and assessed with greater scrutiny to ensure the quality meets the specification above

3.10 RECOVERED MATERIAL SCHEDULE FOR Mixed plastic / PET / HDPE bottles

1) Mixed Bottles

A mixture of PET (Polyethylene Terephthalate, usually soft drinks bottles) and HDPE (High density polyethylene, usually milk bottles) bottles collected from home / domestic sources, through local authority kerbside collection schemes.

2) PET bottles

PET (Polyethylene Terephthalate, usually soft drinks bottles) bottles collected from home / domestic sources, through local authority kerbside collection schemes.

3) HDPE bottles

HDPE (High density polyethylene, usually milk bottles) bottles collected from home / domestic sources, through local authority kerbside collection schemes.

4) General contamination:

- Bottles containing oil
 - Other plastic containers (Including but not limited to):
 - Yoghurt Pots
 - Ice cream tubs
 - Flower Pots
 - Sandwich containers
 - Plastic film
 - Carrier / kerbside bags
 - Food tray plastic
 - Cardboard / paper
 - Cans / textiles
 - Cardboard end pieces
- **Total 1% Max**

5) Critical contamination:

Significantly hazardous items including but not limited to glass, wood, sand / building materials, sharps, hazardous waste, paints, oils, pesticide, chemical products et al - **0%**

6) Moisture - **N/A**

7) Bottle caps and Labels:

These are classed as integral to the bottle and are not normally classed as contamination, therefore do not need to be removed before baling.

NB – the maximum limit of 1.5% stipulated above applies to both source separated and co-mingle based material equally. Material that comes from a co-mingle source will be inspected and assessed with greater scrutiny to ensure the quality meets the specification above

3.11 RECOVERED MATERIAL SCHEDULE Plastic (80/20, 90/10, 95/5, 98/2, 100% LDPE)

Plastic film grade	% of clear film	% of coloured film	% of other plastics
80/20 LDPE	80% Minimum	20% Maximum	1% Maximum
90/10 LDPE	90% Minimum	10% Maximum	1% Maximum
95/5 LDPE	95% Minimum	5% Maximum	0% Maximum
98/2 LDPE	98% Minimum	2% Maximum	0% Maximum
100% LDPE	100% Minimum	0% Maximum	0% Maximum

1) Objectionable / out-throw materials (Including but not limited to):

- Metals (excluding baling wires)
 - String (other than used for baling where applicable)
 - Glass
 - Textiles
 - Wood
 - Sand and Building Materials
 - Paper
 - Cardboard (Except where used to hold the end of the bales)
 - Rubbish of any description
- **Total 0%**

2) Critical contamination:

Significantly hazardous items including but not limited to glass, wood, sand / building materials, sharps, hazardous waste, paints, oils, pesticide, chemical products et al - 0%

3) Moisture - **N/A**







4) Paper labels - **0.25% Max**

NB –Material that comes from a co-mingle source, (For example including but not limited to domestic wheeled bins or from skips / construction industry) will be inspected and assessed with greater scrutiny to ensure the quality meets the specification above. Bales that are visibly dirty are not suitable and will be purchased as “wash grade” quality at a lower price than clean, source separated film.

3.12 Plastics symbols - Guidance for suppliers

Plastics symbols:

To recycle the different types of post-use plastics, they must be identified. The six types most commonly used in packaging usually carry the following symbols.

	<p>PET Polyethylene terephthalate e.g. fizzy drink bottles, ready meal trays</p>		<p>LDPE Low density polyethylene e.g. carrier bags, bin liners</p>
	<p>HDPE High density polyethylene e.g. milk and washing-up liquid bottles</p>		<p>PP Polypropylene e.g. margarine tubs, microwaveable meal trays.</p>
	<p>PVC Polyvinyl chloride e.g. food trays, cling film, bottles for squash, mineral water and shampoo.</p>		<p>PS Polystyrene e.g. yoghurt pots, foam meat/fish trays, burger boxes, egg cartons, vending cups, plastic cutlery, packaging for electronic goods & toys</p>

Critical contamination:

In the cases of all plastic materials, significantly hazardous items including but not limited to glass, wood, sand / building materials, sharps, hazardous waste, paints, oils, pesticide, chemical products et al are not permitted and loads containing such contaminants will be rejected with all costs attributed to the supplier account.

NB – all plastic material that comes from a co-mingle source, (For example including but not limited to domestic wheeled bins or from skips / construction industry) will be inspected and assessed with greater scrutiny to ensure the quality meets the specifications described within the document. Bales that are visibly dirty are not suitable and will be purchased as “wash grade” quality at a lower price than clean, source separated film.



3.13 RECOVERED MATERIAL SCHEDULE FOR Steel can bales

- 1) Used steel cans, collected from domestic sources - **No limits**
- 2) Used Aluminium cans collected from domestic sources - **25% Max**
- 3) Objectionable / out-throw materials (Including but not limited to):
 - Food waste / drinks residue
 - Paper & plastic label waste - **Total 1% max**
- 6) Unacceptable / Prohibited material (Including but not limited to):**
 - Cardboard
 - Paper
 - String
 - Glass
 - Textiles
 - Wood
 - Sand and Building Materials
 - Plastic
 - Rubbish of any description - **Total 0%**
- 5) Moisture - **N/A**



3.14 RECOVERED MATERIAL SCHEDULE FOR Light coloured letter

The grade to consist of 75% White Heavy letter and 25% Coloured Heavy letter per bale, the grade **must** be free from all coated papers such as Coloured Best Pam, Tear White shavings et al. Each bale must be sorted free of all plastic, polythene coated or laminates and must not contain any other contraries such as wet strength or '**stickies**' such as latex. The N.C.R content must be limited to the normal average found in Coloured Heavy Letter/White Heavy Letter and pure N.C.R must not be used to make up a bale.

Deep dyed or blanket printed materials must be kept to a minimum (1%), cheques or cheque waste is not acceptable and the mechanical fibre must not exceed 1%

1) **Objectionable / out-throw materials (Including but not limited to):**

- Vegetable Parchment
- Greaseproof Papers
- Pins and Staples
- Security Inks
- Splicing tape
- Wet strength
- Carbon Papers
- Synthetic Inks
- Laser Print
- Yellow Pages
- Window Envelopes
- Manilla Document wallets - **0% Max**

2) **Unacceptable / Prohibited material (Including but not limited to):**

- Metals (excluding pins, staples + baling wires)
- String
- Glass
- Textiles
- Wood
- Sand and Building Materials
- Plastic
- Plastic Laminates (Polycoats)
- Synthetic Papers
- Waxed Papers/Boards
- Reel End Wrappers
- Bitumised Union Papers
- Food Contaminated Paper
- Burnt or Degraded Paper
- Silver Foil or Metallised Papers
- Rubbish of any description - **Total 0%**

3) **Moisture - 12% Max**

3.15 RECOVERED MATERIAL SCHEDULE FOR Best white – 1

The grade to consist of 100% pure unprinted, white woodfree paper, either slab or shavings, with no coatings or marks of any kind permitted for every bale in the load. The grade **must** be free from all coated papers and must not contain any paper derived from mechanical pulp, such as unprinted white news or coated mechanical. Each bale must be sorted free of all plastic, polythene coated or laminates and must not contain any other contraries such as wet strength or stickies. No off-tone woodfree paper is permitted within this grade – material found to contain off tones, coatings or marks will be downgraded to Best white – 2. Material found to contain paper derived from mechanical pulp, plastic, polythene coated or laminates or any other contraries / contamination such as wet strength or stickies or any objectionable Material or unacceptable Material will be rejected, with costs attributed to the suppliers account.

1) Objectionable / out-throw materials (Including but not limited to):

- Vegetable Parchment
 - Greaseproof Papers
 - Pins and Staples
 - Security Inks
 - Splicing tape
 - Wet strength
 - Carbon Papers
 - Synthetic Inks
 - Laser Print
 - Yellow Pages
 - Window Envelopes
 - Manilla Document wallets
- **Total 0% Max**

2) Unacceptable / Prohibited material (Including but not limited to):

- Metals (Excluding baling wires)
 - String
 - Glass
 - Textiles
 - Wood
 - Sand and Building Materials
 - Plastic or Plastic Laminates (Polycoats)
 - Synthetic Papers
 - Waxed Papers/Boards
 - Reel End Wrappers
 - Bitumised Union Papers
 - Food Contaminated Paper
 - Burnt or Degraded Paper
 - Silver Foil or Metallised Papers
 - Rubbish of any description
- **Total 0%**

- 3) Moisture - **10% Max**
 4) Luminosity / material brightness - **84 lumens**

3.16 RECOVERED MATERIAL SCHEDULE FOR Best white - 2

The grade to consist of 100% pure unprinted, white woodfree paper, either slab or shavings, with some coatings or marks permitted for every bale in the load. The grade **must** be free from excess volumes of coated papers (No more than 5%) and must not contain any paper derived from mechanical pulp, such as unprinted white news or coated mechanical paper. Each bale must be sorted free of all plastic, polythene coated or laminates and must not contain any other contraries such as wet strength or stickies. Some off-tone woodfree paper is permitted within this grade (5% maximum) – material found to contain off tones, coatings or marks greater than 5% will be downgraded to white heavy letter. Material found to contain paper derived from mechanical pulp, plastic, polythene coated or laminates or any other contraries / contamination such as wet strength or stickies or any objectionable Material or unacceptable Material will be rejected, with costs attributed to the suppliers account.

1) Objectionable / out-throw materials (Including but not limited to):

- Vegetable Parchment
 - Greaseproof Papers
 - Pins and Staples
 - Security Inks
 - Splicing tape
 - Wet strength
 - Carbon Papers
 - Synthetic Inks
 - Laser Print
 - Yellow Pages
 - Window Envelopes
 - Manilla Document wallets
- **Total 0% Max**

2) Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding baling wires)
 - String
 - Glass
 - Textiles
 - Wood
 - Sand and Building Materials
 - Plastic or Plastic Laminates (Polycoats)
 - Synthetic Papers
 - Waxed Papers/Boards
 - Reel End Wrappers
 - Bitumised Union Papers
 - Food Contaminated Paper
 - Burnt or Degraded Paper
 - Silver Foil or Metallised Papers
 - Rubbish of any description
- **Total 0%**

- 3) Moisture - **10% Max**
 4) Luminosity / material brightness - **84 lumens**

3.17 RECOVERED MATERIAL SCHEDULE FOR Box Board Cuttings (BBC)

Consists of baled new, printed or unprinted pre consumer cuttings of paperboard / grey board used in the manufacture of folding cartons, set-up boxes, and similar boxboard products. Material should be clean and dry with only 3% of other boards permitted, such as Kraft, coloured card and scan board. Material should be free from poly-coated board and free from wax coated boards also.

- 1) Objectionable / out-throw materials (Including but not limited to):
- Vegetable Parchment
 - Greaseproof Papers
 - Pins and Staples
 - Security Inks
 - Splicing tape
 - Wet strength
 - Carbon Papers
 - Synthetic Inks
 - Laser Print
 - Yellow Pages
 - Window Envelopes
 - Manilla Document wallets
- **Total 0%**

2) Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding pins, staples + baling wires)
 - String
 - Glass
 - Textiles
 - Wood
 - Sand and Building Materials
 - Plastic
 - Plastic Laminates (Polycoats)
 - Synthetic Papers
 - Waxed Papers/Boards
 - Reel End Wrappers
 - Bitumised Union Papers
 - Food Contaminated Paper
 - Burnt or Degraded Paper
 - Silver Foil or Metallised Papers
 - Rubbish of any description
- **Total 0%**

- 3) Moisture - **12% Max**

3.18 RECOVERED MATERIAL SCHEDULE FOR Scan board qualities

Misprinted Scan / Bleached Board (lightly printed and heavily printed scanboard)

Consists of groundwood free misprint sheets and cartons of bleached / scan board, free from poly-coated, wax, greaseproof or lamination boards, & free from inks, adhesives or coatings that are insoluble.

Unprinted Bleached Board (Unprinted scanboard)

Consists of groundwood free unprinted, untreated bleached / scan board cuttings, sheets or rolls, free from poly-coated wax, greaseproof or lamination boards and free from adhesives or coatings that are insoluble.

- | | | |
|----|---|-------------------|
| 1) | Objectionable / out-throw materials (Including but not limited to): | |
| | <ul style="list-style-type: none"> • Vegetable Parchment • Greaseproof Papers • Pins and Staples • Security Inks • Splicing tape • Wet strength • Carbon Papers • Synthetic Inks • Laser Print • Yellow Pages • Window Envelopes • Manilla Document wallets | - Total 0% |
| 2) | Unacceptable / Prohibited material (Including but not limited to): | |
| | <ul style="list-style-type: none"> • Metals (excluding pins, staples + baling wires) • String • Glass • Textiles • Wood • Sand and Building Materials • Plastic • Plastic Laminates (Polycoats) • Synthetic Papers • Waxed Papers/Boards • Reel End Wrappers • Bitumised Union Papers • Food Contaminated Paper • Burnt or Degraded Paper • Silver Foil or Metallised Papers • Rubbish of any description | - Total 0% |
| 3) | Moisture | - 12% Max |

3.19 RECOVERED MATERIAL SCHEDULE FOR Multi-grade

Although this grade varies depending on the paper mill supplied, generally, this consists of a mixture of various papers per bale consisting of between 15 – 20% White Heavy Letter, 30% WF Col. Shavings, 25% Coloured Heavy Letter and a maximum of 15% Coloured Best Pams and 5% Coloured Con. Stat. May contain a maximum of 10% mechanical content.

Material must be free from latex binders, self adhesive labels, wet strength poly-laminates, and other contraries. Overall the appearance should be bright and light.

1) **Objectionable / out-throw materials (Including but not limited to):**

- Vegetable Parchment
- Greaseproof Papers
- Pins and Staples
- Security Inks
- Splicing tape
- Wet strength
- Carbon Papers
- Synthetic Inks
- Laser Print
- Yellow Pages
- Window Envelopes
- Manilla Document wallets - **1% Max**

2) Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding pins, staples + baling wires)
- String
- Glass
- Textiles
- Wood
- Sand and Building Materials
- Plastic
- Plastic Laminates (Polycoats)
- Synthetic Papers
- Waxed Papers/Boards
- Reel End Wrappers
- Bitumised Union Papers
- Food Contaminated Paper
- Burnt or Degraded Paper
- Silver Foil or Metallised Papers
- Rubbish of any description - **Total 0%**

3) **Moisture - 10% Max**

3.20 RECOVERED MATERIAL SCHEDULE FOR News & pams UK mill quality

ALL NEWS AND PAMS DELIVERIES OF WASTE PAPER MUST BE:

- a) Free from contaminates such as **Carbon Paper, Bitumen, Foil Laminates** (supermarket commodity packaging, tea, coffee, biscuits etc.), **Plastic Laminates** (company reports, year end accounts, high quality periodical magazines etc.), **Synthetic Papers** (chocolate wrappers etc.) **Wet strength** material including but not exclusive of labels and posters. Any material with self-adhesive glues (e.g. self seal envelopes, adhesive labels, stickers and adhesive tapes), **Waxed Paper, Free Gift Inserts in Magazines.**
- b) Free from contraries such as, but not restricted to **Oil, Grease, Rags, Sand and Building Materials, Metal, String and other Bindings, Rubbish of any description.**

News & Pams

Post Consumer mixed newspapers, periodicals and magazines. The Pam content must not represent less than 20% by weight of the total load and not more than 50% by weight of the total load.

Contaminant Level -Not more than 1.5% (by weight of the load or bale)

Contraries / prohibited materials Level – 0%

The mill will perform a visual inspection of each baled load which will determine the next action in the process, by the quality department, these being:

- Load accepted without warning
- Load accepted with warning
- Load rejected outright

The basis of the mill inspection is determined by visual contamination. The levels of visual contamination allowed by the mill for each individual inspection are listed as below:

UNSUITABLE COMPONENTS	WARNING	REJECT
<i>Brown Cardboard (A4 size) Corrugated & Flat (brown only)</i>	20-25	26
Tetrapak	7-10	11
Plastic Bottles	7-10	11
Tin & Aluminium Cans	7-10	11
Supplements in Plastic Covers	20-25	26
A4 Laminated Magazines/Card	20-25	26
Glass Bottles	6-9	10
Pieces of Textiles	6-9	10

If the mill is happy with the presentation of the load, then they will be happy with the load. It is therefore vital that the load is presented clean and tidy to a standard that will pass the above inspection process.

3.21 RECOVERED MATERIAL SCHEDULE FOR White Heavy letter

- | | | |
|---|---|-----------------|
| 1) White office papers, made from wood free pulp | - | 100% Max |
| 2) Mixed Papers / newsprint / coloured papers / Magazines | - | 0% Max |

This grade will consist of 100% White woodfree office papers only. The grade **must** be free from all coloured and coated papers such as Coloured Best Pam, Tear White shavings et al. Each bale must be sorted free of all plastic, polythene coated or laminates and must not contain any other contraries such as wet strength or '**stickies**' such as latex and there must be no N.C.R content. Deep dyed or blanket printed materials must be kept out of the grade and cheques or cheque waste and mechanical fibre are not acceptable.

3) Objectionable / out-throw materials (Including but not limited to):

- Vegetable Parchment
 - Greaseproof Papers
 - Pins and Staples
 - Security Inks
 - Splicing tape
 - Wet strength
 - Carbon Papers
 - Synthetic Inks
 - Laser Print
 - Yellow Pages
 - Window Envelopes
 - Manilla Document wallets
- **0% Max**

4) Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding pins, staples + baling wires)
 - String
 - Glass
 - Textiles
 - Wood
 - Sand and Building Materials
 - Plastic
 - Plastic Laminates (Polycoats)
 - Synthetic Papers
 - Waxed Papers/Boards
 - Reel End Wrappers
 - Bitumised Union Papers
 - Food Contaminated Paper
 - Burnt or Degraded Paper
 - Silver Foil or Metallised Papers
 - Rubbish of any description
- **Total 0%**

- | | | |
|-------------|---|----------------|
| 5) Moisture | - | 12% Max |
|-------------|---|----------------|

3.22 RECOVERED MATERIAL SCHEDULE FOR Coloured Heavy letter

- 1) White office papers, made from wood free pulp - **100% Max**
- 2) Mixed and coloured office papers made from wood free pulp - **25% Max**

This grade to consist of Office Waste paper such as letters, photocopy papers, invoices, delivery notes etc which have been lightly printed, typed or written upon, and may also contain lightly printed boards such as business reply cards, invitations etc. Bank cheques may be included but must be free from cheques which contain wet strength. All paper must be woodfree and uncoated and be free from deep dyed or well beaten papers such as manila file covers. Envelopes of all types must be excluded together with other contraries such as self adhesive labels, poly-laminated papers or unsorted waste paper basket waste and carbon black paper.

3) Objectionable / out-throw materials (Including but not limited to):

- Vegetable Parchment
- Greaseproof Papers
- Pins and Staples
- Security Inks
- Splicing tape
- Wet strength
- Carbon Papers
- Synthetic Inks
- Laser Print
- Yellow Pages
- Window Envelopes
- Manilla Document wallets - **0% Max**

4) Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding pins, staples + baling wires)
- String
- Glass
- Textiles
- Wood
- Sand and Building Materials
- Plastic and Plastic Laminates (Polycoats)
- Synthetic Papers
- Waxed Papers/Boards
- Reel End Wrappers
- Bitumised Union Papers
- Food Contaminated Paper
- Burnt or Degraded Paper
- Silver Foil or Metallised Papers
- Rubbish of any description - **Total 0%**

- 5) Moisture - **12% Max**

3.23 RECOVERED MATERIAL SCHEDULE FOR Woodfree Coloured broke qualities

- 1) Single colours / shades of unprinted woodfree coloured paper - **100% Max**
- 2) Mixed colours / shades of unprinted woodfree coloured paper - **0% Max**
- 3) White woodfree, unprinted coated / uncoated papers - **10% Max**

This grade will consist of 100% single coloured or similar shades of colour woodfree papers only. The grade **must** be free from all different coloured papers (up to 10% white woodfree paper is permitted) and free from all other types of standard waste paper grades. Mechanical papers (Including white unprinted and coated mechanical) are not allowed however coated coloured woodfree papers are allowed up to 10% provided that the colour / shade of the paper is the same as the rest of the load and the coating is water soluble. Each bale must be sorted free of all plastic, polythene coated or laminates and must not contain any other contraries such as wet strength – a minimum amount of tape and / or 'stickies' is permitted.

- 4) Objectionable / out-throw materials (Including but not limited to):

- Vegetable Parchment
- Greaseproof Papers
- Pins and Staples
- Security Inks
- Wet strength
- Carbon Papers
- Synthetic Inks
- Laser Print
- Yellow Pages
- Window Envelopes
- Manilla Document wallets - **0% Max**

5) Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding pins, staples + baling wires)
- String
- Glass / Textiles / Wood
- Sand and Building Materials
- Plastic Plastic Laminates (Polycoats)
- Synthetic Papers
- Waxed Papers/Boards
- Reel End Wrappers
- Bitumised Union Papers
- Food Contaminated Paper
- Burnt or Degraded Paper
- Silver Foil or Metallised Papers
- Rubbish of any description - **Total 0%**

- 5) Moisture - **12% Max**

3.24 RECOVERED MATERIAL SCHEDULE FOR Over issue Pams

- | | | |
|--|---|-----------------|
| 1) Coated leaflets / brochures / unsold magazines / flyers | - | 100% Max |
| 2) Unsold printed or unprinted newspapers | - | 1% Max |

This grade can be shredded or un-shredded depending on the mill being supplied and Highlander will provide details of material suitability within our purchase order. The material may also contain brochures or magazines with or without glue and may contain pins and staples used to bind the brochure / magazine together.

3) **Objectionable / out-throw materials (Including but not limited to):**

- Vegetable Parchment
 - Greaseproof Papers
 - Pins and Staples
 - Security Inks
 - Splicing tape
 - Wet strength
 - Carbon Papers
 - Cardboard / cereal boxes / egg boxes
 - Synthetic Inks
 - Laser Print
 - Yellow Pages
 - Window Envelopes
 - Manilla Document wallets
- **0% Max**

4) Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding pins, staples + baling wires)
 - String
 - Glass
 - Textiles
 - Wood
 - Sand and Building Materials
 - Plastic
 - Plastic Laminates (Polycoats)
 - Synthetic Papers
 - Waxed Papers/Boards
 - Reel End Wrappers
 - Bitumised Union Papers
 - Food Contaminated Paper
 - Burnt or Degraded Paper
 - Silver Foil or Metallised Papers
 - Rubbish of any description
- **Total 0%**

- | | | |
|-------------|---|----------------|
| 5) Moisture | - | 12% Max |
|-------------|---|----------------|

3.25 RECOVERED MATERIAL SCHEDULE FOR General paper reels / sheets for re-sale

Highlander International can receive and recycle a wide range of paper reels and pallets of paper sheets, of various types, colours, finishes and sizes. While there is no hard and fast specification, suppliers must make us aware of any special properties the material may have and all material received must meet the following minimum requirements for us to honour the commercial terms detailed on the Highlander Purchase Order:

- All reels must be dry unless agreed previously with the commercial department
- All reels must be no more than 3 tons to allow us to load and unload them safely
- All reels must be able to be handled and stacked safely at all times
- Unless agreed in advance, all reels must be free from poly-coating
- Unless agreed in advance, all reels must be free from special fibres*
- Unless agreed in advance, all reels must be free from special watermarks*
- Unless agreed in advance, all reels must be free from confidential print*

For pallets of sheets, again the following minimum requirements must be met for us to honour the commercial terms detailed on the Highlander Purchase Order:

- All sheets must be dry unless agreed previously with the commercial department
- All pallets of sheets must be no more than 3 tons to allow us to load and unload safely
- All pallets of sheets must be able to be handled and stacked at least 2 high safely at all times
- All pallets of sheets must have a minimum of 1 horizontal strap securing the sheets to the pallets and all pallets must be adequately wrapped in plastic to keep the pallet secure
- Unless agreed in advance, all pallets of sheets must be free from poly-coating
- Unless agreed in advance, all pallets of sheets must contain only single paper types
- Unless agreed in advance, all pallets of sheets must be free from special fibres*
- Unless agreed in advance, all pallets of sheets must be free from special watermarks*
- Unless agreed in advance, all pallets of sheets must be free from confidential print*

***In such instances, Highlander reserve the right to treat reels of this nature as security reels, which will involve the reels being split and the material being destroyed by way of shredding with all costs passed onto the supplier by way of charges and / or reductions in agreed material rebates.**

The allowable moisture level for pallets of sheets or reels is 10% - material found to contain over 10% moisture may be rejected or downgraded with all costs attributed to the supplier.



3.26 RECOVERED MATERIAL SCHEDULE FOR Silicon coated woodfree white

- 1) White, unprinted silicon coated papers, made from wood free pulp - **100% Max**
- 2) White unprinted, uncoated papers, made from wood free pulp - **10% Max**

This grade will consist of 100% white silicon coated woodfree papers only. The grade **must** be free from all coloured papers (up to 10% white woodfree uncoated paper is permitted) and free from all other types of standard waste paper grades such as multi-grade, over issue pams et al. Mechanical papers (Including white unprinted and coated mechanical) are not allowed. Each bale must be sorted free of all plastic, polythene coated or laminates and must not contain wet strength paper – a minimum amount of tape and / or **'stickies'** is permitted.

- 3) Objectionable / out-throw materials (Including but not limited to):

- Vegetable Parchment
- Greaseproof Papers
- Pins and Staples
- Security Inks
- Splicing tape
- Wet strength
- Carbon Papers
- Synthetic Inks
- Laser Print
- Yellow Pages
- Window Envelopes
- Manilla Document wallets - **0% Max**

4) Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding pins, staples + baling wires)
- String
- Glass
- Textiles
- Wood
- Sand and Building Materials
- Plastic
- Plastic Laminates (Polycoats)
- Synthetic Papers
- Waxed Papers/Boards
- Reel End Wrappers
- Bitumised Union Papers
- Food Contaminated Paper
- Burnt or Degraded Paper
- Silver Foil or Metallised Papers
- Rubbish of any description - **Total 0%**

- 5) Moisture - **12% Max**

3.27 RECOVERED MATERIAL SCHEDULE Metallic / pearlescent coated woodfree white

- 1) White, unprinted metallic coated papers, made from wood free pulp - **100% Max**
- 2) White unprinted, uncoated papers, made from wood free pulp - **10% Max**

This grade will consist of 100% white metallic or pearlescent coated woodfree papers only. The grade **must** be free from all coloured papers (up to 10% white woodfree uncoated paper is permitted) and free from all other types of waste paper grades such as multi-grade, over issue pams et al. Mechanical papers (Including white unprinted & coated mechanical) are not allowed. Each bale must be sorted free of all plastic, polythene coated or laminates and must not contain wet strength paper – a minimum amount of tape and / or '**stickies**' is permitted.

- 3) Objectionable / out-throw materials (Including but not limited to):

- Vegetable Parchment
- Greaseproof Papers
- Pins and Staples
- Security Inks
- Splicing tape
- Wet strength
- Carbon Papers
- Synthetic Inks
- Laser Print
- Yellow Pages
- Window Envelopes
- Manilla Document wallets - **0% Max**

4) Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding pins, staples + baling wires)
- String
- Glass
- Textiles
- Wood
- Sand and Building Materials
- Plastic
- Plastic Laminates (Polycoats)
- Synthetic Papers
- Waxed Papers/Boards
- Reel End Wrappers
- Bitumised Union Papers
- Food Contaminated Paper
- Burnt or Degraded Paper
- Silver Foil or Metallised Papers
- Rubbish of any description - **Total 0%**

- 5) Moisture - **12% Max**

3.28 RECOVERED MATERIAL SCHEDULE FOR Baled paper / cardboard cores

- | | | |
|---|---|-----------------|
| 1) Shredded or unshredded paper or cardboard core waste | - | 100% Max |
| 2) Hard mixed Papers / OCC | - | 1% Max |

This grade will consist of 100% shredded or un-shredded paper or cardboard cores only. The grade **must** be free from all poly-coated or wax coated cores and cores with latex or non-soluble glue are not permitted. Shredded or un-shredded material is acceptable however shredded and un-shredded material should be baled separately and ideally, loaded as separate products (That is, full loads of shredded bought as one product and full loads of un-shredded sold as one product). This grade allows for up to 1% OCC / mixed paper content.

3) Objectionable / out-throw materials (Including but not limited to):

- Vegetable Parchment
 - Greaseproof Papers
 - Pins and Staples
 - Security Inks
 - Splicing tape
 - Wet strength
 - Carbon Papers
 - Synthetic Inks
 - Laser Print
 - Yellow Pages
 - Window Envelopes
 - Manilla Document wallets
- **1% Max**

4) Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding pins, staples + baling wires)
 - String
 - Glass
 - Textiles
 - Wood
 - Sand and Building Materials
 - Plastic
 - Plastic Laminates (Polycoats)
 - Synthetic Papers
 - Waxed Papers/Boards
 - Reel End Wrappers
 - Bitumised Union Papers
 - Food Contaminated Paper
 - Burnt or Degraded Paper
 - Silver Foil or Metallised Papers
 - Rubbish of any description
- **Total 0%**

- | | | |
|-------------|---|----------------|
| 5) Moisture | - | 12% Max |
|-------------|---|----------------|

3.29 RECOVERED MATERIAL SCHEDULE FOR Mechanical unprinted white newspaper

- 1) White unprinted newspaper, made from mechanical pulp - **100% Max**
- 2) White coated or uncoated papers, made from wood free pulp - **0% Max**

This grade will consist of 100% white, unprinted newspaper (mechanical fibre) only. The grade **must** be free from all coloured papers and free from all other types of waste paper grades such as multi-grade, over issue pams et al. Coated mechanical paper (Unprinted magazine paper) is not allowed. Each bale must be sorted free of all plastic, polythene coated or laminates and must not contain wet strength paper – tape and / or '**stickies**' are not permitted in this grade. White coated or uncoated papers, made from wood free pulp are not permitted within this grade.

3) Objectionable / out-throw materials (Including but not limited to):

- Vegetable Parchment
- Greaseproof Papers
- Security Inks
- Splicing tape
- Wet strength
- Carbon Papers
- Synthetic Inks
- Laser Print
- Yellow Pages
- Window Envelopes
- Manilla Document wallets - **0% Max**

4) Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding baling wires)
- String
- Glass
- Textiles
- Wood
- Sand and Building Materials
- Plastic
- Plastic Laminates (Polycoats)
- Synthetic Papers
- Waxed Papers/Boards
- Reel End Wrappers
- Bitumised Union Papers
- Food Contaminated Paper
- Burnt or Degraded Paper
- Silver Foil or Metallised Papers
- Rubbish of any description - **Total 0%**

- 5) Moisture - **12% Max**

3.30 RECOVERED MATERIAL SCHEDULE loose material receipts (Collection or deliveries)

Highlander International Recycling operate a modern recycling facility in East Kilbride, serving central Scotland for collections of recovered paper, and beyond for collections of large volumes of recovered paper and deliveries of recovered paper also.

We can shred and / or bale up to 20,000 tons per annum of recovered paper in a variety of forms, some examples of this being as listed below, including but not limited to:

- Pallets of loose material (E.g. Cardboard / printed sheets / bundles of newspapers)
- Pallets of boxed material (E.g. Confidential waste / office papers / redundant flyers)
- Small bales of material (E.g. Cardboard / printers waste / polythene / shredded office paper)
- Mills sized bales (All grades as listed within this document and others, by arrangement)
- Loose deliveries in skips / containers (E.g. Cardboard / over issue news / printers waste)
- Loose deliveries in tubs / receptacles (E.g. Cardboard / over issue news / printers waste)
- Loose deliveries in bags / boxes (Confidential waste / office papers / redundant flyers)
- Loose deliveries in bulk trailers / special collection vehicles (E.g. News and pams)
- Cages of loose materials (E.g. Paper cores / printers waste / production slab / reels)

Highlander are willing to accept most delivery types for clean, uncontaminated recovered paper so long as it is safe, easy to unload / tip and maintains the integrity of the materials at all times.

We can accept a minimal level of objectionable materials, however this depends heavily on the grade being received – please refer to the grade specifications within this document for more information on the allowable tolerances for each grade. In terms of unacceptable materials, again each grade detailed within this document has a guide list for all unacceptable / prohibited materials pertaining to recovered paper we receive at our operations – recovered paper received at our operation found to contain such materials will be rejected and any costs incurred (including but not limited to handling / processing and disposal costs), will be attributes to the account of the supplier.

Moisture levels - please refer to the grade specifications within this document for more information on the allowable moisture tolerances for each grade – the level we aim for is 12% in most cases however some grades have lower tolerances due to their high value or due to the specific requirements of the customers we supply recovered paper to. Highlander operate a documented moisture procedure using a fully calibrated moisture meter. All materials received that may appear to be above the allowable moisture levels, will be tested by a member of Highlander management team and the results and pictures of the readings will be recorded. In cases where the levels are found to be too high, weight and / or price adjustments will be made and the supplier informed accordingly. In extreme cases when the material is found to contain moisture levels that would affect the quality of the product made by our customers that consume this material, loads or part loads may be rejected and any costs incurred (including but not limited to handling / processing and disposal costs), will be attributes to the account of the supplier – some examples of poor quality material as viewed below.



4. Assessment Procedure:

4.1 Baled / Loose Recovered Material Assessment

Each load of Recovered Material having been presented for inspection, prior to purchasing, will be assessed against the appropriate standard and schedule by the Director or manager visiting the site at the time or for material received at our recycling depot.

If, after initial visual inspection there is any doubt as to the apparent recovered material quality then some random bales may be removed from the load, broken open and a thorough assessment made. In the case of loose material, further assessment will be made by breaking such loads up using our mechanical handling machines and looking at other parts of the load accordingly.

If any cause for rejection is found then the load will not be purchased. If the load is satisfactory as presented then the purchase order will be agreed and will be signed by both parties and the material received by the company

5. Reject Procedure

5.1 Baled / loose Recovered Material Reject Procedure

Having assessed recovered material available for purchase to the laid down procedure and having found that the material is not to be purchased or accepted, the following procedure will be followed:

- 1) If the initially inspected random bales or loose material is deemed unacceptable, after examining thoroughly then the whole load will be deemed unsuitable for purchase.
- 2) If there is any doubt about possible sub - standard material then the material must be also inspected by management and a representative from the supplier, before a decision is made regarding the suitability of the material.
- 3) Where practical, the offending bales or loose material will be isolated and will be marked with an "X" using a red felt pen or with an easily identifiable sticker, so as to identify it as a non - conforming product. The supplier will be informed that these bales / loose material are not to form part of any purchase order or cannot be accepted at our facility. The supplier must also be informed of indicative costs that may be incurred, if this materials is found to have been loaded onto any containers or trailers at a later date or brought to our facility, and that they may be removed from our approved suppliers list.
- 4) If any purchase order is agreed or materials is accepted as suitable for our facility, the quality department is to be informed in writing, within 24 hours, that a number of bales or volume of loose materials have been marked non -conforming at the supplier and this will be added to the supplier's audit records.
- 5) In the case of non – conforming products being found, assistance is to be offered to the supplier, in terms of processing advice and / or extra guidance in the quality procedures of Highlander International Recycling.

6 Moisture Claim Procedure

The maximum water content of any Recovered Material is laid down in the Quality Schedules. If it is thought, after visual assessment, that this moisture limit has been exceeded, the Director or manager performing the inspection will carry out the following procedure:-

6.1 Baled / Loose Recovered Material

- 1) Using the moisture meter, random bales or where applicable and possible batches of loose material, within a load will be tested by placing the measuring face onto the side of the bale or suitable area of loose material. The moisture readings are recorded on the appropriate audit documents.
- 2) If the average moisture reading is more than the maximum moisture levels allowed for that particular grade / material, then the material will be deemed as unsuitable for purchase. Where practical, the offending material will be marked with and "X" using a red felt pen or with an easily identifiable sticker, so as to identify it as a non - conforming product. The supplier will be informed that this material is not suitable for purchase / receipt at our facility. The supplier must also be informed of indicative costs that may be incurred, if this material is found to have been loaded onto any containers or trailers or received at our facility at a later date, and that they may be removed from our approved suppliers list.
- 3) The material inspection form, when completed, will be marked '**MOISTURE**' and will also be sent to the relevant supplier, along with any pictures of the readings, for their own quality records.
- 4) The quality department is to be informed in writing, within 24 hours, that a batch of material has been marked non –conforming, due to moisture at the supplier and this will be added to the supplier's audit records.
- 5) In the case of non – conforming products being found, due to moisture, assistance is to be offered to the supplier, in terms of processing advice and / or extra guidance in the quality procedures of Highlander International Recycling.



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Certificate for the device AP 500

Serial no. of the device (D): 38.361
 Date of check: 18.07.2014
 Date of delivery: 21.07.2014
 Serial no. of reference device (RD): 10.130
 Serial no. of the reference plate (RP): 9140
 Editor: C. Beltz
 Check conditions: 24 °C and 47 % humidity
 Time to bring the device in line with the surroundings: 8 hours
 The device was tested against air and against both calibration plates, even so reference device.

Position	Air value			Reference plate (RP)			Plate in device case		
	Target	D	Diff.	RD	D	Diff.	RD	D	Diff.
S1	5	5	0	19,7	19	0,7	19,2	19	0,2
S2	4	5	1	18,3	18	0,3	17,9	17	0,9
S3	4	4	0	18,9	18	0,9	18,6	18	0,6
S4	3	3	0	15,8	15	0,8	15,3	15	0,3
S5	2	3	1	14,1	14	0,1	13,8	14	0,2
S6	2	2	0	12,5	13	0,5	12,3	12	0,3

emco GmbH confirms the exactness of the calibration, verification and a faultless operation of the device in the checked area. The deviations (differences) are within the work tolerance of ±2 percentage points.

emco GmbH
 Leipzig, 18.07.2014
 C. Beltz
 N. Schütze



7 Quality procedures summary / importance of quality recovered materials:

