

 Scrap Receiving Specification				
Location(s)	Department / Machine Center / Work Center	Document and Rev #		Rev Date
NNA REGION (Oswego, Berea, Greensboro, Guthrie, Urichsville, & Davenport)	Error! Unknown document property name.Recycle/Receiving	PRO-03615	8	Jan. 22, 2026

Scrap Quality Specification

Rev 8
January 2026

Document Manager: Ujjayini Chakraborty

Approved by: Timothy Howard

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NONE

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1.0 Purpose

Novelis is positioned as a strategic supplier in the metal industry and committed to providing the best aluminum solution in North America. A major factor in our ability to meet these requirements is the quality of the raw material we purchase, with scrap representing a large percentage of our raw material mix. The purpose of this document is to clearly communicate the high standards that Novelis holds its suppliers to, and to continuously improve the quality and safety of materials delivered.

2.0 Health, Safety, and Environmental Guidelines

2.1 Water poses a MAJOR EXPLOSION RISK when combined with molten metal. All forms of scrap that have potentially been introduced to water, or the following: containers, or bottles, crimped tubing and other closed containers, water filled bales, fiber/cardboard cored coils, desiccant, paper interleaved coils and wrapped coils/bales are all common hiding places for water in some form or another; incoming loads containing any of these items are subject to rejection.

2.2 Other causes of explosion may occur, so all scrap must be clean and free of fertilizers, explosives, aluminum fines, nitrates, sulfates, oxidizers, butane lighters, welding equipment, propane tanks, unknown powders, salts, dross, excessive mold release agents, pot room bath, corrosion, dirt, gravel, volatile substances, non-aluminum contaminants, closed containers, crimped tubing, PCB's, radioactive materials and aluminum-lithium alloys, and other flammable materials. Any loads containing these or other questionable substances are subject to rejection.

2.3 Unloading dock safety is also critical. Many of the same requirements to ensure a quick unloading are the same for safety. In addition to the previous requirements, shifted loads, any material that has stored mechanical energy (springs or compressed gasses) or has sharp edges protruding from the bundle are all examples of unacceptable material. Any scrap that is loaded in an unsafe manner will be rejected.

2.4 Containing Scrap Safely.

- a) All pieces of scrap should be individually self-contained. Loose sheet, unbound coils and broken bales are examples of unacceptable loads.
- b) All material should be loaded and secured to ensure orderly shipment. Tipped-over sows and broken or double-stacked cardboard boxes or skids are examples of unacceptable loads that will be rejected.
- c) The load must also be of a form to ensure that unloading does not take more than the amount of time allotted for the unloading appointment. Sows with no accessible fork pockets as well as a load with many small, unmanageable pieces/coils are examples of loads subject to rejection.
- d) Bales may be stacked as long as the weight of each stack of bales is (see 4.2 for weights of single bales):
 - o Less than 11,500 lbs. for Oswego
 - o Less than 8,000 lbs. for Berea and Greensboro
 - o Less than 8,000 lbs. for Guthrie
 - o The stack must have enough clearance to unload without damaging the truck.
- e) Plastic or fiber banding is to be used on all scrap returned from external tolling facilities

2.5 Coatings can cause excessive flaring and damage pollution controls. Hence, oils and process lubes are limited to 1% by weight of the scrap. Painted, lacquered or coated scrap is also not acceptable.

2.6 Labeling of the proper chemical analysis is critical to the final properties of our end product. Thus, any individual piece or bundle of scrap must be composed of a single alloy or a known and acknowledged alloy grouping.

- a) The alloy or grouping must be clearly and permanently identified on the scrap along with the gross, tare, and net weight. Any grouping must be reviewed on a regular basis as defined by the agreement and procedure. Label types include spray paint, ink, stickers, markers, packing slips, wired tags, or heat resistant crayon.
- b) Each ingot, bundle, sow, or coil must be marked legibly and permanently with:
 - a. Manufacturers heat number
 - b. The 4digit AA alloy code or Novelis equivalent
 - c. The piece weight.
 - d. The pieces and bundles must be marked with only one alloy, and the alloy on the product must match the alloy on the paperwork.

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- e. In the event that the plant has given direction to label material with a certain alloy, the alloy and the paperwork must both match the designation the plant has given. If the material was previously labeled with a different designation, please remove or cross off the old designation from the material and write, sticker, or tag the new plant directed designation on the material.

3.0 Packaging Requirements

3.1 The presence of the following items may cause reason for rejection:

- a) Paper
- b) Plastic
- c) Iron/Steel
- d) Batteries
- e) Rocks/Dirt/Sand/Glass/Dross
- f) Rubber
- g) Foil/Pie Pans/Wood
- h) Oxides (i.e. rust and corrosion)
- i) Excessive Oils or Process Lubricants
- j) Unknown Powders or Residues
- k) Closed Containers
- l) Insulated Beverage Containers
- m) Aerosol Cans
- n) Snow, Ice, or Frost
- o) Cadmium Sulfide (Photocopier Drums)
- p) Rusted Banding

4. Tier 1 Certification

4.1 Novelis has a certification process that allows suppliers to provide us with scrap that can be charged directly into our melters. In order to become tier 1 certified, an audit process for contamination & moisture is administered. Once passed, suppliers with a current approved tier 1 audit are able to ship direct charge material to Novelis. Please reach out to your buyer for more information about becoming tier 1 certified.

5. FORM REQUIREMENTS:

5.1 Briquette (Both tier 1 and non-tier 1 material)

- a) Dimensional Range = 4" x 4" x 6" to 24" x 24" x 48"
- b) Density must be greater than 40 lbs. / cu. Ft. . For Guthrie Density must be no greater than 50 lbs. / cu. Ft
- c) Material is to be palletized and strapped with steel or fiber banding (no other type of containment is allowed).
- d) The maximum size steel bands are .75"X .020" thick.
- e) Iron sensitive alloys (such as 6111) require fiber banding.

Scrap Type Label Location	Briquette Scrap Surface
Paint	x
Sticker	x
Marker	x
Packing Slip	x
Wired Tag	x
Crayon	

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5.2 Bale (Tier 1 certified only)

- a) Dimensional Range = 24" x 24" x 48" to 48" x 48" x 60". Maximum Bale size for Guthrie is 60" X 48" X 42"
- b) Density must be greater than 20 lbs. / cu. ft. , Max density for Guthrie is 50lbs/cu ft
- c) Material is to be bound with fiber or steel banding (Iron sensitive alloys such as 6111 require fiber banding).
- d) Bales should not arrive on skids.
- e) Cardboard, sheet, plastic, or burlap wrapped bales, which do not allow for visual inspection of the contents, will not be accepted.
- f) Bale stacks should allow a minimum of 6 inches clearance to the roof of the trailer, and individual bales should weigh a max of 6,000 lbs.
- g) Dump truck delivery must be specifically agreed to in the purchase order and special arrangements must be made for delivery.
- h) Each bale must be individually marked with weight and alloy.



Scrap Type Label Location	Briquette Scrap Surface
Paint	x
Sticker	x
Marker	x
Packing Slip	x
Wired Tag	x
Crayon	

5.3 Bales (Non-tier 1) – Must have preapproval from plants to ship these bales to plants

- a) Bales that are composed of only individual pieces and are not more than 12" in the maximum dimension, and no more than 1/4" thick, with a density of up to 120 lbs. / cu. ft.
- b) Bales that are composed of pieces larger than 12" should have a density of up to 80 lbs. / cu. ft.
- c) Laminations of stacked sheet within the bales need to be limited to 1" in total thickness.



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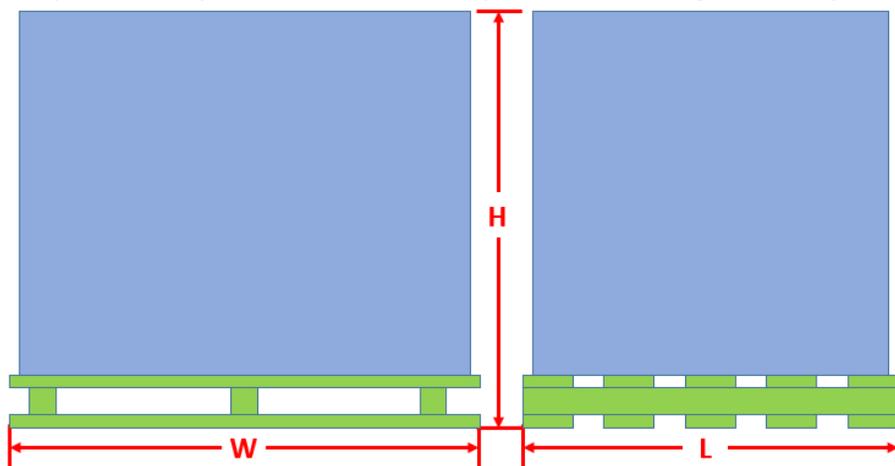
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5.4 Scrap Bins

- Minimum weight per box is 3,000 lbs. (Bases on Guthrie Finishing scrap box design)
- Maximum weight per box is 10,900 lbs. (Bases on Guthrie Finishing scrap box design)
- Maximum bin size is 68"W x 96"L x 50"H
- Bins must be free of all contaminants
- Scrap must be segregated by alloy family (NNA Procedure: Scrap Segregation/Alloy Mixing, REF-02041)
- Each bin must be clearly marked with weight and alloy
- Any bin that is wet or oil soaked will be rejected

5.5 Boxed (Both tier 1 and non-tier 1 material)

- Minimum weight per box is 1,200 lbs. Guthrie Minimum weight per box is 3,000 lbs
- Maximum weight per box is 7,000 lbs. for Oswego and for Guthrie 10,900 lbs
- Boxes should be strong enough not to tear during the unloading process. Any boxes that are wet or oil soaked will be rejected.
- All boxes must be securely banded to pallets.
- Boxes may not be double stacked. Double stacked boxes will be rejected.
- Boxes cannot be loaded "telescoped," or stacked inside other boxes.
- Chips / clipped sheet can be delivered in cardboard boxes or in a dump truck.
- Maximum box size (including pallet) is 54"W x 50"L x 58" H
- Each Gaylord must be individually marked with weight and alloy.



5.5 Supersacks (Tier 1 certified only)

- The preferred method for receiving 1350 EC chops is in supersacks.
- The plants receive material in supersacks only with prior plant approval.
- All supersacks must be banded to a pallet.
- Supersacks cannot be double stacked.
- Supersacks must be able to be opened for inspection upon arrival while banded to the pallet.
- Each supersack must be individually marked with weight and alloy.

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5.6 Heavy Gauge Spools/Edge Trim (Tier 1 certified only)

- a) Heavy gauge spools should be bound with fiber or steel banding.
- b) Heavy gauge spools can be spooled to sizes up to 6,000 lbs.
- c) Heavy gauge spools under 2,000 lbs. and of the same alloy should be banded together. For Guthrie, Heavy gauge spools under 10,900 lbs. and of the same alloy should be banded together.
- d) In Oswego and Guthrie, heavy gauge spools should be loaded individually (not banded to pup coils or to plate) in the nose of a common carrier van.
- e) Spools can be strapped to the top of a pancake or cut coil. The pancake coil must be lying flat, and the spools should not go past the edge of the pancake coil. The maximum weight for this bundle is 6,000 lbs. and for Guthrie maximum weight of bundle is 12,000 lbs.
- f) Spools smaller than 1,000 lbs. and of the same alloy should be palletized, unless otherwise approved by the plant.
- g) Spools cannot be larger than 6' in diameter.
- h) Spools cannot be banded to coils.
- i) Spools should not exceed the width of the pallet.
- j) Each spool should be marked with the weight and alloy.
- k) For Guthrie Spools banded to pallets should not exceed 48" in height
- l) For Oswego, individual spools cannot be larger than 6' in diameter.
- m) Spool bundles should allow a minimum of 6" clearance to the roof of the trailer.





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Scrap Type Label Location	Briquette Scrap Surface
Paint	x
Sticker	x
Marker	
Packing Slip	X, if palletized
Wired Tag	x
Crayon	

5.7 Coils (Tier 1 certified only)

- a) Dimensions: Width = 18" to 100", ID Min = 6" and OD Max = 73" and for Guthrie it is 110."
- b) Individual coils less than 24" wide must be shipped eye-to-the-sky, on a pallet.
- c) Two coils can be banded together, standing up, provided their combined overall width exceeds 35".
- d) Max Weight: 40,000 lbs. when delivered to Oswego, eye-to-the-side and 32,000 lbs when delivered to Guthrie
- e) Unstable coils (collapsed ID) have a reduced max weight of 11,500 lbs. and can only be accepted in Oswego.
- f) No steel or fiber cored scrap will be accepted. Aluminum cores are accepted.
- g) All coil wrapping (plastic & paper) must be removed prior to shipment. Coil identification per Section 2.6 must be visible on the coil.
- h) Coils loaded on a flatbed or conastoga must be loaded eye-to-the-side. Coils loaded in a van must be loaded shotgun.
- i) Any coils loaded on a flatbed or conastoga must be tarped at all times. In the event that the driver untarps early and the material gets wet, it will be rejected.
- j) Spliced coils are to be comprised of only 1 alloy, unless a mixing plan has been developed and agreed upon in advance.
- k) For coils shipping internationally, reference section 5.17.
- l) Each coil should be marked with the weight and alloy.



Scrap Type Label Location	Briquette Scrap Surface
Paint	x
Sticker	x
Marker	x
Packing Slip	X
Wired Tag	
Crayon	x

5.8 Cut Coils (Tier 1 certified only)

- a) Cut coils may be banded to pallets if necessary for transporting.



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- b) Max weight (with or without a pallet) = 11,500 lbs. when delivered to Oswego and 6,000 when delivered to Berea or Greensboro and 12,000 lbs when delivered to Guthrie.
- c) Unstable cut coils are to be baled or put in cardboard boxes on pallets.
- d) Spliced cut coils are to be comprised of only 1 alloy, unless a mixing plan has been developed and agreed upon in advance.
- e) Bundled coils are to be comprised of the same alloy unless a mixing plan has been developed and agreed upon in advance.
- f) No steel or fiber cored cut coils will be accepted.

5.9 Jumbo Coils (12,000 lbs. or more & tier 1 certified only)

- a) Please read section 5.6 for basic coil requirements.
- b) Jumbo coils can only be delivered to Oswego. For Guthrie can only be delivered with plant approval.
- c) Coils must be loaded eye-to-the-side so that a fork truck can safely remove the coil without having to drive onto the truck. Please see the below photo for properly loaded jumbo coils on a flatbed.
- d) Coils over 40,000 lbs. and for Guthrie over 32,000lbs must be loaded shotgun and require special notice and a plant approved appointment time (See Delivery Schedule, section 8).
- e) Coils must be covered so they do not get wet (inside a covered wagon, canastoga, etc.). Coils loaded on flatbeds must be tarped all year long.
- f) Coils should be banded properly, MINIMUM of 2 ID bands and 1 OD band
- g) Cardboard underlayment, slip mats, and coil braces are all acceptable. However, the coil must be securely banded, bare, and free from packaging.
- h) Coatings can cause excessive flaring and damage pollution controls. Hence, oils and process lubes are limited to 1% by weight of the scrap. Please note that excessive oils or process lubes dripping down the side of a coil is grounds for rejection.



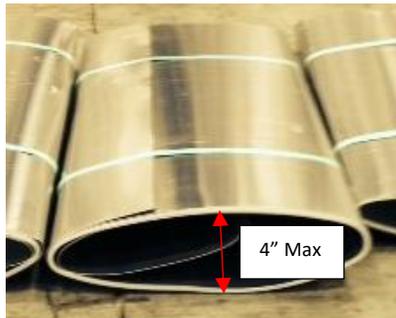
Scrap Type	Bundle Cut Coil	Scrap Type	Bundle Cut Coil	Scrap Type	Palletized Coil	Scrap Type	Bundled cut coil
Label Location	Inner Wrap	Label Location	Outer Wrap	Label Location	Cut Scrap Surface	Label Location	Scrap Surface
Paint	x	Paint	x	Paint	x	Paint	x
Sticker	x	Sticker	x	Sticker	x	Sticker	x
Marker	x	Marker	x	Marker	x	Marker	x
Packing Slip	x	Packing Slip		Packing Slip	x	Packing Slip	x

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Wired Tag		Wired Tag		Wired Tag		Wired Tag	
Crayon	x	Crayon	x	Crayon	x	Crayon	x

5.10 Flattened Pup Coils (Tier 1 certified only)

- a) Coils should be banded together before being banded to the pallet.
- b) Maximum ID height after flattening: 4 "
- c) Maximum height of the bundle of flattened pup coils: 4 '
- d) Bands should be placed through the ID of the top and bottom coils to prevent the coils from sliding during transportation.



5.11 Ingot

- a) Dimensions:
 Width: Min = 40", Max = 94"
 Length: Min = 120", Max = 305"
 Thickness: Min = 18", No Max
- b) Weight Max = 60,000 lbs. with delivery to Oswego. And Weight Max= 80,000 lbs with deliver to Guthrie
- c) Ingots longer than 200" or heavier than 40,000 lbs. And for Guthrie ingots longer than 200" or heavier than 60,000 lbs require special notice and a different appointment time (See Delivery Schedule, section 7.0).
- d) Ingots with excessively concave short sides will not be accepted because they are unsafe for our grabs.
- e) Ingot must be marked "Remelt" or "Scrap," along with the alloy, clearly on the short sides.
- f) No cracks that make handling the ingot by forklift or 4-point-crane-grabs unsafe, will be allowed.



Ingot Grabs



Unsafe Crack for Ingot

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5.12 Ingot Cuts

- a) Max weight for ingot cuts at Berea ,Greensboro and Guthrie is 6,000 lbs. Cuts weighing more than 6,000 lbs. must have prior delivery approval from the plant.
- b) Oswego is able to take ingot cuts and full-size ingots of up to 60,000 lbs.
- c) Guthrie can accept ingot cuts and full-size ingots of up to 80,000 lbs.

5.13 Self-Supporting Plate/Sheet/Blanks (Less than 2" deflection if lifted in the middle) Tier 1 certified only

- a) Width = 40" to 90" (64" max if greater than 8,000 lbs.).
- b) Length = 40" to 108"
- c) Max weight including pallet is 11,500 lbs. for Oswego, 12,000 lbs for Guthrie and 6,000 lbs. for Berea and Greensboro.
- d) The maximum plate thickness for Berea and Greensboro is .5".
- e) All pieces larger than 75" x 75" require special notice and a different appointment time (See Delivery Schedule, section 7.0 8).
- f) Plate loaded on a flatbed or Conastoga must be loaded so that it can be side unloaded. Plate loaded in a van will be rear unloaded.
- g) Any plate loaded on a flatbed or conastoga must be tarped at all times. In the event that the driver untarps early and the material gets wet, it will be rejected.
- h) Plate/sheets should not be wrapped in plastic.

5.14 Not Self-Supporting Plate/Sheet/Blanks (Tier 1 certified only)

- a) Same dimensions and weight as Self-Supporting (see section 5.13).
- b) This material is to be banded to other pieces of the same size, in 2 directions, such that no sheet can freely slide apart and be dangerous. Sheet scrap is dangerous because its flexible nature can allow it to slide of the forks of the fork truck and cause damage or injury.
- c) Sheet scrap of the same alloy should be bundled together to a minimum of 1,000 lbs. Maximum weight including pallet is 11,500 lbs. for Oswego, 9500lbs for Guthrie and 6,000 for Berea and Greensboro.
- d) Once banded together, the material is also to be banded to a pallet so that the pallet can be removed without unfastening the banded material.
- e) Plate loaded on a flatbed or conastoga must be loaded so that it can be side unloaded (forks holes turned to the side). Plate loaded in a van will be rear unloaded. Therefore, the fork holes must be front-to-back.
- f) Any plate loaded on a flatbed or conastoga must be tarped at all times. In the event that the driver untarps early and the material gets wet, it will be rejected.
- g) Plate/sheets should not be wrapped in plastic.
- h) Plate/sheets must be wrapped in fiber or steel bands.



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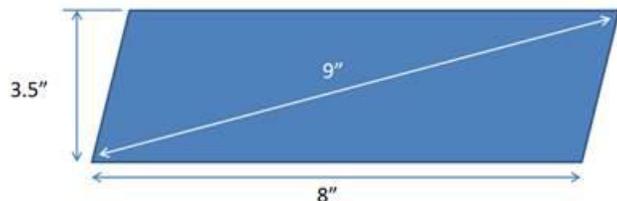
Scrap Type	Plate/Sheet Scrap Surface
Label Location	
Paint	x
Sticker	x
Marker	x
Packing Slip	x
Wired Tag	x
Crayon	

5.15 Shreds

a) Please see our Shred Scrap Specifications.

5.16 Chopped Scrap

- a) Packaging of plant scrap must be plant approved
- b) Chopped scrap piece size must be plant approved, because different plants have different processes.
- c) Piece size (unless otherwise approved by the plant):
Maximum is 3.5" wide 8" long X 4mm gauge
Maximum is 3.5" wide 8" long X 4mm gauge
- d) Minimum surface area is 1 square inch X 0.25 mm gauge
- e) Textured chopped scrap is preferred. Textured material reduces surface friction and improves the flow of chopped scrap.



Minimum surface area is 1 square inch X 0.25 mm gauge
Textured chopped scrap is preferred. Textured material reduces surface friction and improves the flow of chopped scrap.

5.17 International Coil Form (Tier 1 certified only)

These forms are for coils shipping rear-loaded, in a trailer with anchor points.

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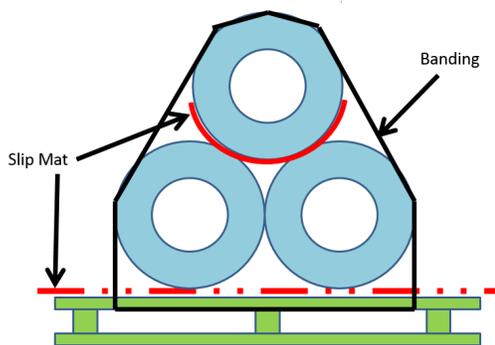
a) Eye Horizontal

5.17.a.1 Dimensions: Width 18" to 100", ID Min = 6".

5.17.a.2 Coils should be banded together, in twos or threes, to a bundle weight of no greater than 11,500 lbs. when delivered to Oswego and 6,000 lbs., when delivered to Berea or Greensboro.

5.17.a.3 Coils that cannot be bundled into pairs, due to weight, are to be shipped per requirement 4.5.

5.17.a.4 Coils must be placed on slip mats, on pallets (see diagram, below).



b) Eye Vertical

5.17.b.1 Coils should be banded together, to a bundle weight of no greater than 11,500 lbs. when delivered to Oswego and 6,000 lbs. when delivered to Berea or Greensboro.

5.17.b.2 Coil(s) must be fastened to a pallet so they cannot move on the pallet.

6.0 SCRAP DELIVERY & UNLOADING POLICY

A delivery appointment is required for all deliveries. Any shipment arriving without prior notification and approval will not be accepted.

6.1 Rear loaded trailers:

a) Rear loaded trailers are only allowed on trailers with firm, rigid sides (i.e. van trailers).

b) Coils, or bundles of coils, must be less than 5,000 lbs. unless the trailer has anchor points.

c) Scrap must be at least 6" from the top of the trailer and door opening so that it can be removed with a fork truck.

6.2 Side loaded trailers:

a) Due to the fact that most side loads are unloaded outside, any truck that is side loaded may be rejected or forced to wait at the shipper's expense due to any weather conditions that pose a danger to unloading personnel or equipment.

b) Any load with a single piece greater than 11,500 lbs. must be side loaded for Oswego only; for Berea and Greensboro 6,000 lbs.

c) Flatbed trailers must be side loaded.

7.0 SECURED LOADS

7.1 All loads must be packaged and secured to meet the requirements specified by the Department of Transportation, in the United States, and by the Ministry of Transportation, in Canada.

7.2 All material must be secured to prevent shifting during transit. If the load shifts and is unsafe or would require twice (or more) the amount of time than is allotted to that load for unloading, the load will be rejected. Consistent demonstration of poor loading practices will result in disqualification. Please consult the Buyer if there are any questions about allotted unloading time.

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8.0 DELIVERY SCHEDULE

8.1 In the interest of both parties, as well as the shipping companies involved, efficient and safe delivery of material is critical for keeping shipping costs down. As a result, ALL MATERIAL must have a delivery appointment. Novelis is not responsible for any costs that may be incurred because a load arrives before a scheduled delivery appointment. Unloading hours are 24 hours/day, 7 days a week except for holidays.

9.0 SCRAP RADIATION POLICY & IDENTIFICATION

9.1 Supplier warrants that none of the material purchased or delivered is, or contains radioactive materials.

9.2 Supplier agrees to defend, indemnify and hold harmless Novelis and its subsidiaries and affiliates, and its directors, officers, employees, agents and representatives ("Novelis Indemnitees") from any and all claims, demands, damages, liabilities, costs, expenses and fees (including reasonable attorney's fees), arising out of, resulting from, or relating to, in whole or in part, a breach of the foregoing warranty.

9.3 The supplier understands that its material will be tested before and after acceptance by Novelis, and, as such, Novelis shall have the right to revoke the acceptance of the materials at any time. If radioactive material is discovered, Novelis may, at its option and without prior notice or approval from the supplier, undertake to handle, dispose of and/or clean up the radioactive material. All costs, fees and expenses associated with the handling, disposal and cleanup, and the return of the shipment whether or not undertaken exclusively by Novelis, shall become the responsibility of the supplier, and the supplier shall release, defend, indemnify and hold harmless Novelis Indemnitees from any and all claims, demands, damages, liabilities, costs, expenses, fees and penalties arising out of, resulting from, or relating to, in whole or in part, said handling, disposal, and cleanup. Supplier further agrees to waive any claims, rights and defenses which it might otherwise have against Novelis Indemnitees arising out of, resulting from or relating to the handling, disposal of, and/or clean up of the radioactive material by Novelis or its designees.

9.4 Each purchase order is contingent upon the supplier's acceptance of these terms. Supplier acknowledges that delivery of any material to Novelis shall be deemed acceptance of these terms, and agrees that any terms and conditions contained in a proposal, quotation, acknowledgement, acceptance, invoice or other document of supplier which are different from or in addition to these terms and conditions shall not constitute a part of the purchase order and are hereby expressly rejected, and that no employee of Novelis is authorized to or may waive or modify these terms.

10.0 SCRAP REJECTION POLICY

10.1 The Operator or Crew Leader determines if any part of the load is unacceptable for any of the preceding reasons involving safety, quality of material, signed purchase order or delivery.

10.2 The Buyer will then notify supplier as to why a load has been rejected. The supplier is responsible for all freight and reloading costs to ship the rejected load from Novelis. If available, photos will be sent to supplier for review.

10.3 Rejected material must be promptly removed. If the rejected material is not removed within 5 business days, the rejected material will be sent collect to the vendor or location of the vendor's choice. This purchase order shall remain open subject to the original terms and conditions.

11.0 INSPECTION & SAMPLING

11.1 Each load of purchased scrap will be examined upon receipt for compliance with the description of the material on the purchase order. The material will also be sampled for chemical composition. The method and frequency of inspection and sampling will be at Novelis' discretion. A failed physical inspection or chemical analysis may result in the load being rejected or downgraded.

11.2 If a scrap charge causes an off analysis furnace, the vendor who supplied the material will be responsible for all charges related to the incident.

12.0 SHIPPING DOCUMENTATION:

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The driver must provide the following core shipment information must appear on the Bill of Lading and is required for all shipments:

- a) SRA number (Shipping Request Authorization)
- b) Shipper name, city and state
- c) Type of product (alloy) & form (Baled, densified, etc.)
- d) Piece count
- e) Indicate actual scale weight or an estimated weight, which must be marked "estimated"
- f) Dunnage
- g) Ship date
- h) Certification: "This shipment is being transported for the purpose of recycling as defined in the applicable tariffs containing such provisions".
- i) Duplicate bill of lading is required at the receiving location.

13.0 INSURANCE

13.1 Each vendor selling scrap to Novelis will have and maintain adequate minimum insurance coverage including but not limited to, general and products liability insurance coverage, protecting both Novelis and supplier from any and all claims and liabilities for property damage, personal injury, death and economic damage, that arise from the material and associated activities hereunder, endorsed as required, at all times while conducting business with Novelis.

*** Specifications are subject to change without prior notice ***

Plant Specific Scrap Specifications

14.0 Plant Specific Packaging Requirements – Uhrichsville

Novelis reserves the right to determine the safe condition of a load. If receiving personnel determine that a potentially unsafe condition exists, the material will be rejected or subject to repackaging as determined and mutually agreed upon between the buyer and the seller.

Limit is three items per delivery. Different lots in any truck must be segregated to avoid commingling and must be tagged or clearly marked in indelible ink to assure proper identification and unloading. All Material should be loaded for Safe Forklift Entry and Unloading.

14.1 Bales

Uhrichsville, OH: Max 3,000 lbs. per bale. No plastic or burlap wrapping. Maximum size 36" x 40" x 72". Old painted siding, old sheet, and painted MLC must be shreddable two ram (HRB) bales. High density briquettes and logger bales are NOT acceptable for these grades. NO coils, stacked sheets, heavy gauge, or solids should be in bales. material less than 1/4 inch thick; surface dimensions no greater than the average pallet; material that is not layered, booked, and does not contain canisters, tanks, structural members such as columns, beams, heavy rod, plate, wheels; no extremely soft alloys that are heavily compacted; no material that contains volatile chemicals of any kind or material that could, if shredded, entrap or capsule moisture.



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Bales of following conditions cannot be processed in Urichsville Bale Breaker and Shredder, hence will be rejected if bought for shredder,



- These bales are in brick form.
- Notice how you can't see a crease in the bale, the loader will not be able to break it apart
- Notice how the siding looks intertwined like a rat's nest. These are Non-shred able or known as (density bales) No matter how much PSI is used to bale these they can't be ripped apart by a loader to charge into our shredder.
- These types of bales will plug up the bale breaker and shredder. They are baled up tight and the aluminum pieces are intertwined together making it nearly impossible to break them apart.



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Bales of Following conditions are the bales we able to process, hence will be accepted.



- Notice how these bales have a crease along the bale where a fork can penetrate the bale and split it apart anywhere the operator wants. This is the type of bales that Urichsville can handle.
- Max 3,000 lbs. per bale. No plastic or burlap wrapping.
- Size Matters: Maximum size 36" x 40" x 72".
- If bales are in this form and follows this spec density doesn't play a part in the decision

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Above Bales

- These bales are in brick form.
- Notice how you can't see a crease in the bale, the loader will not be able to break it apart
- Notice how the siding looks intertwined like a rat's nest. These are Non -shreddable or known as (density bales) No matter how much PSI is used to bale these they can't be ripped apart by a loader to charge into our shredder.
- These types of bales will plug up the bale breaker and shredder. They are baled up tight and the aluminum pieces are intertwined together making it nearly impossible to break them apart.

Other aluminum grades, (excluding painted siding, painted MLC, old sheet) are not required to be shreddable and high-density bales are acceptable.



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14.2 Boxes

Boxes that are wet or oil soaked are not accepted. No box charge. Boxes must be secured with Pallet. Maximum 20 boxes per load.



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14.3 Briquette:

Max 5,000 lbs. per skid. Must be banded to skids.

14.4 Coils:

Max 5,000 lbs. per coil/skid. Must be banded to skids and fiber cores are not accepted unless preapproved.

14.5 Bundle or Palletize

Must be banded to skids. 5' x 4' max piece sizes. Max 4,000 lbs. per skid.



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Acceptable Bundle or Palletize

4' X 2' Max Size. Self-unloading equipment only. Loose should be free from dirt, moisture, contaminants and oil. Loose shipment must be pre-approved.

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Acceptable sized loose scrap



14.6 Drums:

No Drums will be accepted.

14.7 Super-Sacks:

Material in super sacks must be pre-approved and/or qualified prior to Shipment.

15.0 Banding Specification:

- 15.1 Preferred Banding in order: 1. Aluminum 2. Plastic banding 3. Plastic cable 4. Steel wire 5. Steel bands
- 15.2 Bales require a maximum of six 5/8" X .020" bands or a maximum of six 13-gauge aluminum, plastic or steel wires are required. Insufficient, additional, or embedded banding can be subject to extra unloading fees and or rejection. Banding should be sufficiently tightened in order to secure the material but not so tight that it could produce a safety hazard from a springing action when cut or removed. Acceptable tying materials in order of preference are: aluminum, plastic, and steel.
- 15.3 Excessive wire beyond the pigtail twist or banding beyond the clamp are not acceptable as they pose a safety risk to employees upon manually removing.
- 15.4 Acceptable tying materials in order of preference are: aluminum, plastic, and steel. One vertical band per column required and a minimum of two horizontal bands per bundle.
- 15.5 Briquettes straps must be a minimum of 5/8" wide x 0.020" thick.
- 15.6 Sheet Stock must be strapped with two 3/4" wide x 0.250" thick plastic or steel straps located parallel with skid runners.

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16.0 Dunnage Deduction:

Wire and banding weight will automatically be deducted from the received weights based on piece count. A 2.5 pound per bale deduction will be taken for banding, and a 7 pound per bundle deduction will be taken for densified briquettes.

17.0 Delivery Requirements

A delivery appointment is required for all deliveries. Any shipment arriving without prior notification and approval will not be accepted.

17.1 Roll offs, dump trucks, and ocean containers are not acceptable except by prior arrangement at the time of contract and coordination with the Scheduling Department.

a) Novelis Dump Load Policy at All Facilities.

- Material must slide out of the truck on its own, and Novelis employees are not allowed to assist in removing material from dump loads.
- If the load is not stable, the driver will be requested to leave the property.
- If the load becomes stuck, the appropriate Novelis personnel will be contacted.
- If the driver walks under the truck or is not at the controls of the load the driver will be requested to leave the property.
- After scaling in, the driver must pull to the designated staging area and await further instruction.
- The driver must stay clear of the line of fire. Keep out of the way when opening the back door to allow scrap to fall to the ground.
- The driver must remain in the cab while the load is in the air.
- Novelis personnel may stop the process and require additional safety precautions as they see fit.

17.2 Shipper should make sure that all trucks and/or trailers are clean and in good condition free of holes and other damage. Any truck/trailer damage which could jeopardize unloading operations, cause spillage or damage equipment is subject to rejection.

17.3 Shipper is responsible for all loads that may have shifted during transit.

17.4 Wet material is subject to rejection or weight reduction. Including moisture from condensation. All shippers must take adequate measures to guard against water reaching the scrap. All flatbeds or open top trucks must be tarped when arriving at the receiving dock. Tarps must be free of holes and leaks.

17.5 No railcar shipments without prior approval.

17.6 Each load will be thoroughly inspected, and samples taken when deemed necessary by Novelis.

17.7 Safety and Welfare – Truck Drivers

- a) Safety glasses, high visibility vests, and closed toed shoes are required at the receiving docks.
- b) Novelis is a smoke-free workplace and smoking is only allowed in designated areas.
- c) Personal facilities are limited. Truck drivers should attend to their personal needs prior to entering the plant.
- d) Cell phone use only in designated areas.

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Appropriate PPE for Truck Driver



18.0 Shipping Documentation

- a) Packing list must be submitted to scale house upon drivers' arrival. The packing list must include the Vendor Name, the piece count, gross/tare/net weights, and a valid PO and SRA No.
- b) In the event it's a brokered load / blind shipment the supplier has the option to email a copy of the packing slip the day BEFORE the load is delivered.
 - The emails should be sent to the suppliers Novelis representative.
 - The email must include, in the subject line, Vendor Name, PO#, and SRA No.
 - The attached paperwork must include a detailed packing list, BOL, PO#, SRA no., and Vendor Name.

Failure to supply correct shipping documentation may result in the load being rescheduled to the next available appointment.

19.0 Major Material Specification

19.1 Clean Alloy Scrap – 1XXX, 3XXX series (not mixed). Scrap must be clean, without coatings or other materials, free of iron. Minimal oil is acceptable (less than 0.10% of the weight).



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1100 Fin stock

19.2 Decorated Alloy Scrap – 1XXX, 3XXX alloys series (not mixed). Decorated or lacquered. Minimal oil is acceptable (less than 0.10% of the weight). The load must be free of iron. Black poly is not acceptable.

19.3 Mixed Low Copper - Must meet ISRI specification: Shall consist of new, clean, uncoated, and unpainted low copper aluminum scrap of two or more alloys with a minimum thickness of 0.015 inches and to be free of 2XXX and 7XXX series, hair wire, wire screen, punching less than ½ inch in diameter, dirt, and other non-metallic items. Grease and oil not to total more than 1%. Coated material in this class must be previously agreed upon by the buyer. Material must be free of iron, lead, and other non-aluminum metals. **For painted MLC, briquetted, high density, and “logger bale” material is not acceptable.**

19.4 Painted Siding - Shall consist of clean, low copper aluminum siding scrap, painted on one or two sides, free of plastic coating, iron, venetian blinds, vinyl or plastic, dirt, corrosion, fiber, foam, or fiberglass backing, or other contaminates. Iron(Fe) allowance is one-half of one percent(0.50%) of the total load weight of painted siding, as determined by the actual weight of magnetically separated material after shredding. All weight of magnetic material separated will be deducted from total painted scrap load weight if in excess of 0.50% Determination and reporting of magnetic content will be accomplished within ten(10) days from delivery date. Reporting shall be by a “ Revised Settlement Report” indicating the deductible magnetic weights, sent to the contract supplier via regular mail.

Briquetted, high density, and “logger bale” material is not acceptable for painted siding.



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19.5 Litho – Shall consists of alloys 1100 and/or 3003 only. Must be free of excessive inks and/or residues and any other contamination. Lithographic stock in coil form may be acceptable, but subject to inquiry. Baled, loose in gaylord boxes on skids and briquettes are acceptable. **Boxed litho is not acceptable.**



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19.6 Aluminum Turnings: Aluminum Turnings may be acceptable, but subject to special inquiry.

19.7 Old Radiators: Shall consist of old aluminum radiators and/or condensers. Should be free of all other types of radiators. All contaminants including iron, plastic, and foam not to exceed 1% of weight. Any deviation to this specification, including oxidation and aluminum content, to be negotiated between buyer and seller. Radiator pipe mouth should not be directed towards sky which can cause water entrapment and subject to rejection.



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- 19.8 Old Sheet:** Shall consist of bare old sheet aluminum scrap of two or more low copper alloys with a maximum ten percent(10.00%) painted scrap allowed, otherwise specified at the time of contract. Must not contain any 2000,4000,7000 or 8000 series alloys. Iron (Fe) allowance is five percent (5.00%) of the total old sheet scrap weight. Determination and reporting of magnetic content will be the same as for Painted Siding Scrap, indicated in the previous section. Old Sheet Aluminum Scrap must not contain any venetian blinds, castings, litho, automobile bumpers, hair wire, radiators, screen, food or beverage containers, pie plated, can stock, fin-stock, tanks, sealed or closed containers, stainless, plastic, vinyl, dirt, Teflon coatings or other foreign materials. Oil grease and solvents must not exceed one percent (1.0%) by weight, unless otherwise specified at the time of contract. Briquetted, high density, and "logger bale" material is not acceptable for old sheet.

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19.9 Automotive Scrap. Urichsville does not accept any grade of automotive aluminum scrap.

20.0 Plant Specific Packaging Requirements – Davenport

20.1 Packaging Requirements

Novelis reserves the right to determine the safe condition of a load. If receiving personnel determine that a potentially unsafe condition exists, the material will be rejected or subject to repackaging as determined and mutually agreed upon between the buyer and the seller.

Limit is three items per delivery. Different lots in any truck must be segregated to avoid commingling and must be tagged or clearly marked in indelible ink to ensure proper identification and unloading.

All Material should be loaded for Safe Forklift Entry and Unloading.

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20.2 Bales

Max 3,000 lbs. per bale. No plastic or burlap wrapping.

Maximum size 36" x 40" x 72". BALE density 40lb/cu ft.

High Density Bale Max Size 40"x48"x60". No painted siding High Density Bale will be accepted due to equipment constraints.

NO coils, stacked sheets, heavy gauge, or solids should be in bales. Scrap thicker than ½" will be rejected. Materials surface dimensions no greater than the average pallet; material that is not layered, booked, and does not contain canisters, tanks, structural members such as columns, beams, heavy rod, plate, wheels; no extremely soft alloys that are heavily compacted; no material that contains volatile chemicals of any kind or material that could, if shredded, entrap or capsule moisture

20.3 Boxes

Boxes that are wet or oil soaked are not accepted. No box charge. Boxes must be secured with Pallet. Scrap thicker than ½" will be rejected.

Box loads should be pre-approved from Davenport Plant Operation.



Acceptable Box Material



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20.4 Briquette:

Max 5,000 lbs. per skid. Must be banded to skids.

20.5 Coils:

Third party coils not accepted in Davenport. Davenport only accepts intercompany coil scrap. Max 5,000 lbs. per coil/skid. Must be banded to skids and fiber cores are not accepted unless pre-approved. Coil OD should be less than 72"

20.6 Bundle or Palletize

Must be banded to skids. 5' x 4' max piece sizes. Max 4,000 lbs. per skid.



20.7 Loose:

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Any material measuring less than 2" x 2" and greater than ¼" will not be accepted by Davenport. Self-unloading equipment only. Loose should be free from dirt, moisture, contaminants and oil. Loose shipment must be pre-approved.



Acceptable sized Loose



Rejected Loose scrap

20.8 Drums:

No Drums will be accepted.

21.0 Banding Specification:

21.1.1 Preferred Banding in order: 1. Aluminum 2. Plastic banding 3. Plastic cable 4. Steel wire 5. Steel bands

21.2 Bales require a maximum of six 5/8" X .020" bands or a maximum of six 13-gauge aluminum, plastic or steel wires are required. Insufficient, additional, or embedded banding can be subject to extra unloading fees and or rejection. Banding should be sufficiently tightened in order to secure the material but not so tight that it could produce a safety hazard from a springing action when cut or removed. Acceptable tying materials in order of preference are: aluminum, plastic, and steel.

21.3 Excessive wire beyond the pigtail twist or banding beyond the clamp are not acceptable as they pose a safety risk to employees upon manually removing.

21.4 Acceptable tying materials in order of preference are: aluminum, plastic, and steel. One vertical band per column required and a minimum of two horizontal bands per bundle.

21.5 Briquettes straps must be a minimum of 5/8" wide x 0.020" thick.

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21.6 Sheet Stock must be strapped with two ¾" wide x 0.250" thick plastic or steel straps located parallel with skid runners.

22.0 Dunnage Deduction:

Wire and banding weight will automatically be deducted from the received weights based on piece count. A 2.5 pound per bale deduction will be taken for banding, and a 7 pound per bundle deduction will be taken for densified briquettes.

23.0 Delivery Requirements

A delivery appointment is required for all deliveries. Any shipment arriving without prior notification and approval will not be accepted.

23.1 Roll offs, dump trucks, and ocean containers are not acceptable except by prior arrangement at the time of contract and coordination with the Scheduling Department.

a) Novelis Dump Load Policy at All Facilities.

- Material must slide out of the truck on its own, and Novelis employees are not allowed to assist in removing material from dump loads.
- If the load is not stable, the driver will be requested to leave the property.
- If the load becomes stuck, the appropriate Novelis personnel will be contacted.
- If the driver walks under the truck or is not at the controls of the load the driver will be requested to leave the property.
- After scaling in, the driver must pull to the designated staging area and await further instruction.
- The driver must stay clear of the line of fire. Keep out of the way when opening the back door to allow scrap to fall to the ground.
- The driver must remain in the cab while the load is in the air.
- Novelis personnel may stop the process and require additional safety precautions as they see fit.

23.2 Shipper should make sure that all trucks and/or trailers are clean and in good condition free of holes and other damage. Any truck/trailer damage which could jeopardize unloading operations, cause spillage or damage equipment is subject to rejection.

23.3 Shipper is responsible for all loads that may have shifted during transit.

23.4 Wet material is subject to rejection or weight reduction. Including moisture from condensation. All shippers must take adequate measures to guard against water reaching the scrap. All flatbeds or open top trucks must be tarped when arriving at the receiving dock. Tarps must be free of holes and leaks.

23.5 No railcar shipments without prior approval.

23.6 Each load will be thoroughly inspected and samples taken when deemed necessary by Novelis.

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23.7 Safety and Welfare – Truck Drivers

- a) Safety glasses, high visibility vests, and closed toed shoes are required at the receiving docks.
- b) Novelis is a smoke-free workplace and smoking is only allowed in designated areas.
- c) Personal facilities are limited. Truck drivers should attend to their personal needs prior to entering the plant.
- d) Cell phone use only in designated areas.

Appropriate PPE for Truck Driver



24.0 Shipping Documentation

- a) Packing list must be submitted to scale house upon drivers' arrival. The packing list must include the Vendor Name, the piece count, gross/tare/net weights, and a valid PO and SRA No. b) In the event it's a brokered load / blind shipment the supplier has the option to email a copy of the packing slip the day BEFORE the load is delivered.
 - The emails should be sent to the suppliers Novelis representative.
 - The email must include, in the subject line, Vendor Name, PO#, and SRA No.
 - The attached paperwork must include a detailed packing list, BOL, PO#, SRA no., and Vendor Name.

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Failure to supply correct shipping documentation may result in the load being rescheduled to the next available appointment.

25.0 Major Material Specification

25.1 Clean Alloy Scrap – 1XXX, 3XXX series (not mixed). Scrap must be clean, without coatings or other materials, free of iron. Minimal oil is acceptable (less than 0.10% of the weight).



25.2 Decorated Alloy Scrap – 1XXX, 3XXX alloys series (not mixed). Decorated or lacquered. Minimal oil is acceptable (less than 0.10% of the weight). Load must be free of iron. Black poly is not acceptable.

25.3 Mixed Low Copper - Must meet ISRI specification: Shall consist of new, clean, uncoated and unpainted low copper aluminum scrap of two or more alloys with a minimum thickness of 0.015 inches and to be free of 2XXX and 7XXX series, hair wire, wire screen, punching less than ½ inch in diameter, dirt, and other non-metallic items. Grease and oil not to total more than 1%. Coated material in this class must be previously agreed upon by the buyer. Material must be free of iron, lead and other nonaluminum metals.



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25.4 Painted Siding - Shall consist of clean, low copper aluminum siding scrap, painted on one or two sides, free of plastic coating, iron, venetian blinds, vinyl or plastic, dirt, corrosion, fiber, foam, or fiberglass backing, or other contaminates. Iron(Fe) allowance is one-half of one percent(0.50%) of the total load weight of painted siding, as determined by the actual weight of magnetically separated material after shredding. All weight of magnetic material separated will be deducted from total painted scrap load weight if in excess of 0.50%

Determination and reporting of magnetic content will be accomplished within ten(10) days from delivery date. Reporting shall be by a " Revised Settlement Report" indicating the deductible magnetic weights, sent to the contract supplier via regular mail.



Scrap Receiving Specification

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- 25.5 Litho** – Shall consists of alloys 1100 and/or 3003 only. Must be free of excessive inks and/or residues and any other contamination. Lithographic stock in coil form may be acceptable, but subject to inquiry. Baled, loose in gaylord boxes on skids and briquettes are acceptable.



Scrap Receiving Specification

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25.6 Old Radiators: Shall consist of old aluminum radiators and/or condensers. Should be free of all other types of radiators. All contaminants including iron, plastic, and foam not to exceed 1% of weight. Any deviation to this specification, including oxidation and aluminum content, to be negotiated between buyer and seller.



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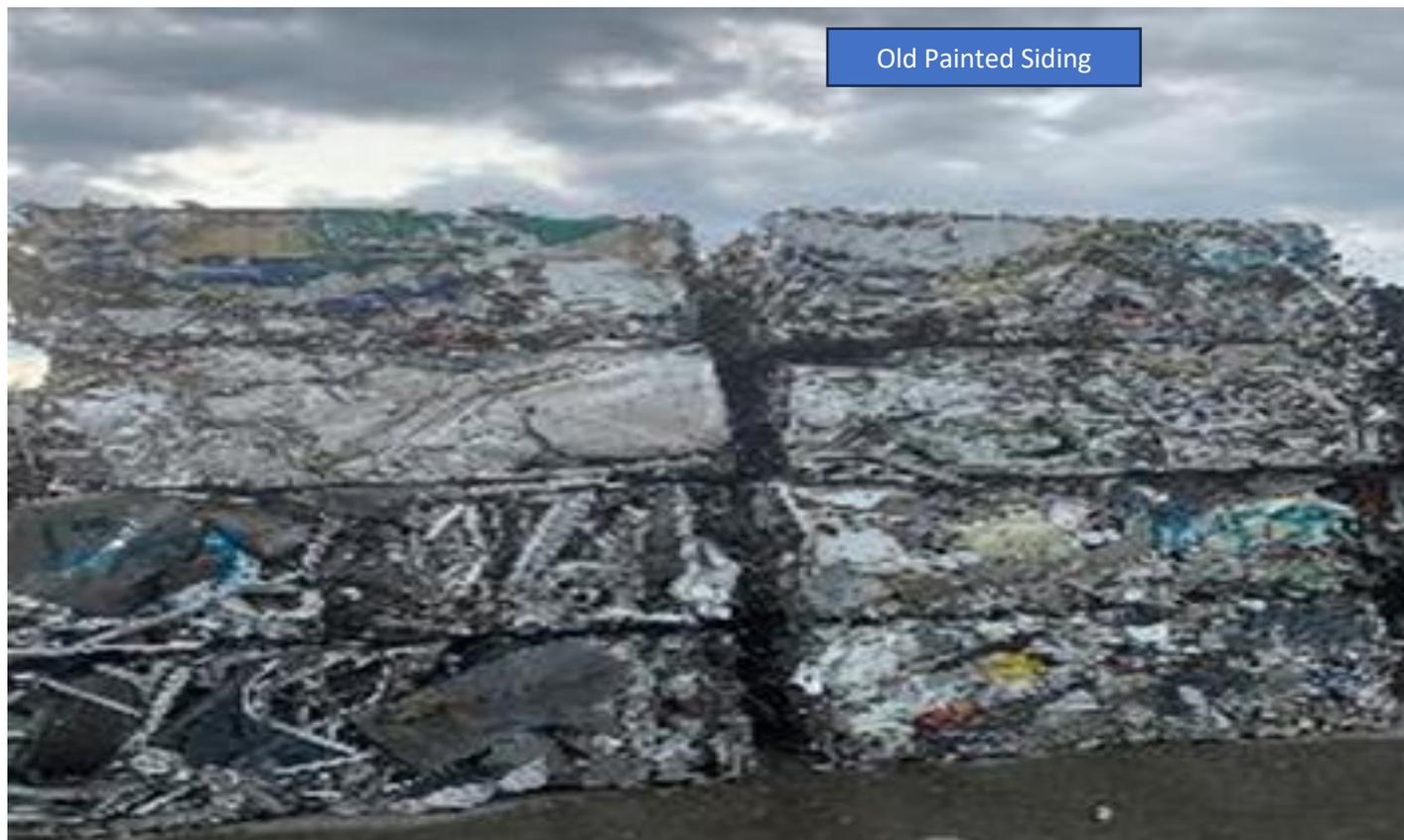


25.7 Old Sheet: Shall consist of bare old sheet aluminum scrap of two or more low copper alloys with a maximum ten percent(10.00%) painted scrap allowed, otherwise specified at the time of contract. Must not contain any 2000,4000,7000 or 8000 series alloys. Iron (Fe) allowance is five percent (5.00%) of the total old sheet scrap weight. Determination and reporting of magnetic content will be the same as for Painted Siding Scrap, indicated in the previous section. Old Sheet Aluminum Scrap must not contain any venetian blinds, castings, litho, automobile bumpers, hair wire, radiators, screen, food or beverage containers, pie plated, can stock, fin-stock, tanks, sealed or closed containers, stainless, plastic, vinyl, dirt, Teflon coatings or other foreign materials. Oil grease and solvents must not exceed one percent (1.0%) be weight, unless otherwise specified at the time of contract.



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25.9 UBC: Davenport does not accept UBC

25.10 RSI: Davenport does not accept RSI.

25.11 Prime: Prime shall comply with the Novelis Prime specification.

25.12 Class Material Defined: Please refer Novelis Class Scrap Specification