



## RAW MATERIAL QUALITY SPECIFICATIONS

# SORTED OFFICE PAPER (SOP #37)

### INDUSTRY SPECIFICATIONS OF SORTED OFFICE PAPER (SOP)

Consists of paper, as typically generated by offices, containing primarily white and colored groundwood-free paper, free of unbleached fiber. May include a small percentage of groundwood computer printout.<sup>i</sup>

### ADDITIONAL MILL SPECIFICATIONS

Contaminated papers, non-repulable, brown grades, glue and plastics are to be excluded.

### PROHIBITIVE MATERIALS

Any materials which by their presence in a pack of paper stock, in excess of the amount allowed, will make the pack unusable as the grade specified.

Any materials that may be damaging to equipment.

All sorted recovered paper stock must be free of food debris, medical or hazardous wastes and poisonous or other harmful substances or liquid.<sup>ii</sup>

**The mill reserves the right to reject bales if the following materials exceed 1%:**

- Unbleachable – boxboard, file folders (color)
- Wet strength paper
- Plastic – envelopes, bags etc.
- Wood
- Styrofoam
- Unbleachable Kraft envelopes
- Thermal paper
- Tyvek
- Any other material that may make the paper unusable

### OUTTHROWS

All papers that are so manufactured or treated or are in such a form as to be unsuitable for consumption as the grade specified.<sup>iii</sup>

**The mill reserves the right to reject bales if outthrows (including prohibitive) exceed 5%:**

- Groundwood (tolerance up to 10%) – newspaper, magazines, directory, catalogs, pocket novels
- Heavy varnish papers
- Heavy UV coating paper
- Dark and Goldenrod colors
- Kraft envelopes
- Poly window envelopes (PWE) (tolerance up to 20%)
- Humidity (tolerance up to 10%)

<sup>i</sup> Institute of Scrap Recycling Industries, Inc. Scrap Specifications Circular, 2016.

<sup>ii</sup> Idem.

<sup>iii</sup> Idem.

**(more on reverse)**



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### LOADING AND HANDLING REQUIREMENTS

- Minimum payload to avoid light load charge is 40,000 lbs per truck.
- Bales should weigh a minimum of 1,100 lbs.
- Bales must have sufficient wires drawn tight to ensure good delivery; they should be secured with steel wires, not double-wired and no plastic strap wires; they should not be on skids; they should not be secured with OCC boards; they should not be in plastic wrap. All of these could cause a rejection of the load.

### QUALITY CONTROL

Loads will be evaluated upon their arrival.