
 Hamburger Containerboard PRINZHORN GROUP	<b>QM Form</b> <b>Acceptance Terms and</b> <b>Conditions for Recovered Paper</b>	<b>02.01.2018</b>
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## **General Acceptance Terms and Conditions for Recovered Paper of W. Hamburger GmbH, Hamburger Rieger GmbH, Hamburger Rieger Gelsenkirchen GmbH & Co KG and Hamburger Hungaria GmbH**


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## 1 Scope

- 1.1 These General Acceptance Terms and Conditions for Recovered Paper (hereinafter referred to as "GATCRP") together with its Annexes 1 to 9 are part of all legal transactions that cover the delivery of recovered paper to W. Hamburger GmbH, Hamburger Rieger GmbH, Hamburger Rieger Gelsenkirchen GmbH & Co. KG and Hamburger Hungaria GmbH (all referred to as "AG" for short). They apply to all AG, unless special arrangements for individual AG are provided for below. The contracting partners of the AG are referred to as the "Suppliers".
- 1.2 Provisions deviating from these GATCRP apply only insofar as the AG declare these in writing. Deviating terms of the Suppliers are also not accepted, even without an express objection. This applies in particular if the AG, with knowledge of the deviating terms of the Suppliers, accept the delivery without reservations and/or make payments without raising an objection.
- 1.3 The GATCRP take precedence over the applicable (General) Terms and Conditions of Purchase of the AG, available at  
  
[www.hamburger-austria.com](http://www.hamburger-austria.com)  
  
i.e. the provisions in the (General) Terms and Conditions of Purchase apply in addition.
- 1.4 The acceptance of the order by the Suppliers is considered as acceptance of the GATCRP.

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## 2 Quality requirements for the recovered paper delivered

2.1 The recovered paper delivered must meet the following quality criteria:


Acc. to the VDP list <sup>1)</sup> , as amended	Former grade	Acc. to the list of European standard grades EN 643 <sup>2)</sup> , as amended		Quality criteria
<b>B 12</b>	<b>1.02</b>	<b>1.02.00</b>	Sorted mixed recovered paper	Non-paper components/impurities <1.5% Max. moisture content 12% Newspaper content max. 40 %
<b>H 12</b>	<b>1.03</b>	<b>1.03.00</b>	Grey board	Non-paper components/impurities <1% Max. moisture content 12%
<b>B 19/ B 19S</b>	<b>1.04/1.04.0 2/1.05</b>	<b>1.04.00</b>	Recovered supermarket corrugated paper and board	Minimum proportion of corrugated cardboard: 70% No graphic paper Non-paper components/impurities <1.5% Max. moisture content 12%
		<b>1.04.02</b>	Corrugated paper and board	Used paper and board packaging, containing a minimum of 80 % of corrugated board, the rest being other paper and board products.
		<b>1.05.00</b>	Recovered supermarket corrugated paper and board	Minimum proportion of corrugated cardboard: 90% No graphic paper Non-paper components/impurities <1.5% Max. moisture content 12%
<b>O 14</b>	<b>2.03.01</b>	<b>2.03.01</b>	Lightly printed white shavings without glue	Lightly printed white shavings, coated or uncoated, mainly mechanical pulp-based paper without glue
<b>Q 14</b>	<b>3.04</b>	<b>3.04.00</b>	Lightly printed white shavings wood-free	No glue; paper free from wet-strength and coloured in the mass, <b>Brightness without UV: at least 67%</b> Max. moisture content 9%
<b>T 14/CEK</b>	<b>3.13</b>	<b>3.13.00</b>	Portions of unused, white multi-layer cardboard, wood-free or wood-containing layers, but not containing gray and brown layers	<b>Non-paper components/impurities max. 0.25%</b> <b>Unwanted materials max. 0.50%</b> <b>Moisture: max. 9%</b> <b>Disintegration time shorter than 7 minutes</b>

1) published by Verband Deutscher Papierfabriken e.V. (German Paper and Pulp Association)

2) "European List of Standard Grades of Recovered Paper and Board"

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P 22/P 23	3.14/3.15	3.14.00	White unprinted newsprint	<b>Brightness without UV: at least 62%, target 65%</b> Ash content: max. 30% Moisture content: max. 9% No thermal paper
		3.15.00	White unprinted mechanical pulp-based paper without glue	
S 12	3.16	3.16.00	White woodfree coated paper, without glue	Unprinted <b>Brightness ISO min. 84%</b> Ash content: max. 30% Dissolving time max. 1 minute, otherwise specks form, no thermal paper
R 12	3.18.01	3.18.01	White woodfree uncoated shavings	No glue, no coated paper <b>Brightness without UV: at least 84%,</b> Ash content: max. 20% Max. moisture content 9% Dissolving time max. 1 minute, otherwise specks form, no thermal paper
Unprinted bleached sulphate board	3.19	3.19.00	Portions of unused, white multi-layer cardboard, wood-free or wood-containing layers, but not containing gray and brown layers	<b>Non-paper components/impurities max. 0.25%</b> <b>Unwanted materials max. 0.50%</b> <b>Moisture: max. 9%</b> <b>Disintegration time shorter than 7 minutes</b>
W 41	4.01	4.01.00	Unused corrugated board	Non-paper components/impurities 0.25% Free from slabs and husks Max. moisture content 12%
		4.01.01	Unused corrugated board/made from CTMP	Non-paper components/impurities 0.25% Free from slabs and husks Max. moisture content 12%
W 62	4.02	4.02.00	Used corrugated kraft I	Non-paper components/impurities <1% Max. moisture content 12%
W 52	4.03	4.03.00	Used corrugated kraft II	Non-paper components/impurities <1% Max. moisture content 12%
V 11	4.04	4.04.00	Used kraft sacks	Well unfurnished
A 00	5.01	5.01.00	Mix of different grades of paper from groups 1 to 5	Non-paper components max. 3% Unwanted materials max. 3%

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<b>No grade acc. to RP (recovered paper) list of grades</b>			F – Quality (See also Annex 8)	Mixture of grades from – max. 50% of printer shavings (3.02) – max. 30% of colourful letters (2.06) – max. 5% newspapers (2.01) – 15 to 20% sulphate board (3.09) Moisture content: max. 11% No brown paper and board, no coated papers (e.g. frozen food packaging)
<b>W 12</b>	<b>4.06</b>	<b>4.06.00</b>	Used kraft paper and board of a natural or white shade, printed and unprinted	<b>Non-paper components/impurities max. 0.5%</b> <b>Unwanted materials max. 1%</b> <b>Moisture: max. 9%</b> <b>Disintegration time shorter than 7 minutes</b>
<b>W 13</b>	<b>4.07</b>	<b>4.07.00</b>	Shavings and other new kraft paper and board of a natural shade	<b>Non-paper components/impurities max. 0.5%</b> <b>Unwanted materials max. 1%</b> <b>Moisture: max. 9%</b> <b>Disintegration time shorter than 7 minutes</b>

2.2 Non-paper components (impurities) pursuant to section 5.1 are given in the relevant specifications of EN 643 as amended, and also include:


- Metal/plastic
- Glass/textiles
- Wood/sand and building materials
- Synthetic materials
- Synthetic paper
- Bitumen
- Wax
- Chemicals

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2.3 The following paper and board materials do not meet the quality requirements and will therefore not be accepted, without exceptions:

- Wet-strength paper
- Wallpapers – wax-coated or decorative papers
- Used hygiene paper
- Paper roll cores
- Carbon paper
- Paper containing PCB
- Edge protectors
- Label backing paper
- Liquid packaging board
- Oiled paper
- Surface-coated paper
- Soup/instant drink packets
- Bituminous paper
- Varnished-, gloss- and chromo paper
- Metallic wrapping paper
- Kraft sacks (except Hungary)
- Paper containing adhesive
- Adhesive book spine, pressure sensitive adhesive
- Paper sugar sacks
- Magnetic stripes on punched cards
- Coatings
- Parchment-, glassine-, or artificial parchment paper
- Recovered paper from waste disposal facilities
- Recovered paper contaminated with food
- Recovered paper from multi-material collection systems
- Recovered paper contaminated with chemicals
- Newsprint waste
- Cigarette filter paper
- Silicone paper
- Banknote paper
- Tar paper
- Wax-coated paper
- NCR paper
- Packaging

2.4 Waste from hospitals and nursing homes as well as waste which is harmful or contains radioactive materials is also not accepted. The same applies to substances that originate from radioactive sources.

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### 3 Requirements for packaging, loading and transport equipment

3.1 The “transporeon” system must be used at the Pitten, Trostberg, Spremberg and Gelsenkirchen sites and the “Trucktracking” system at the Dunaújváros site.

3.2 The AG accepts only properly compressed bales that can be stacked. Upon consultation at the sites Trostberg for the grade 3.18.01 and in Gelsenkirchen for all grades also rolled material can be accepted. The following criteria and the special delivery rules shown in Annex 2 and 3 for the respective AG site must be met. Deviating regulations require a separate written agreement. If these requirements are not met, the Supplier is charged by the AG for the additional expenses occurred, unless it is rejected in accordance with section 8.

3.3 Approved dimensions

Approved bale dimensions

	Minimum	Maximum
Width	80 cm	130 cm
Height	60 cm	120 cm
Length	120 cm	220 cm
Weight	400 kg	1,000 kg


Approved roll dimensions

Hamburger Rieger GmbH, site Trostberg:

	Minimum	Maximum
Length	50 cm	250 cm
Diameter	70 cm	140 cm
Weight		3000 kg

Hamburger Rieger Gelsenkirchen GmbH & Co. KG

	Minimum	Maximum
Length	50 cm	245 cm
Diameter	80 cm	200 cm
Weight		3500 kg.

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- 3.4 The width of the bales should be greater than the height.
- 3.5 The compressed density of the following grades of recovered paper must be at least 450 kg/m<sup>3</sup>: 1.02.00, 1.03.00, 1.04.00, 1.04.01, 1.04.02, 1.05.00, 1.05.01, 4.01.00, 4.01.01, 4.02.00 and 4.03.00 (acc. to EN 643).
- 3.6 Each loading unit of goods delivered must have the same bale size and the same grade of recovered paper. Bales are to be tied at least with 3 tight wires. Dunaujvaros: In the event that baling is not sufficient for the consignment (less wires are applied than required, or the wires are not tight enough, bales are not dense enough, bales collapse, bales are not tied with wire), we can claim "Bad Baling" of the consignment and we can achieve a 20 €/t discount relating to the whole of the consignment.
- 3.7 The bales delivered must be stacked properly for unloading, i.e. no rows of bales on the delivery lorry should have shifted. There must be a clearance of at least 20 cm between the top row of bales and the tarpaulin.
- 3.8 Bales being delivered that are enclosed in a plastic film, have plastic or steel strapping or that are cross-bound or double-bound with wires are not permitted.
- 3.9 The transport equipment used for delivery must have an undamaged floor, clean side walls and loading platform, laterally removable loading platforms and a support iron.
- 3.10 Deliveries using walking floor systems are only permitted if agreed in advance. For medium and higher quality paper grades in acc. with EN 643, deliveries using walking floor systems are generally not accepted.
- 3.11 If the goods delivered are covered by tarpaulin, they must be uncovered by the Supplier/haulier before the incoming goods inspection and before being unloaded.
- 3.12 If deliveries are made by rail, only closed wagons may be used that have opening doors on both sides. The bales must not be pressed against the doors in this case. Only one row of bales may be positioned in front of the door.
- 3.13 It must be possible to unload container deliveries by forklift using bale clamps.
- 3.14 The goods delivered must not be stored on pallets.

## 4 Acceptance times

4.1 The following acceptance times apply to the AG sites:

- |                      |                             |   |
|----------------------|-----------------------------|---|
| • Spremberg site     | Monday – Friday             | 6:00 am – 08:00 pm<br>ordinary and medium grades<br>6:00 am – 04:00 pm<br>high grades |
| • Trostberg site     | Monday – Thursday<br>Friday | 6:00 am – 02:30 pm<br>5:30 am – 02:00 pm  |
| • Gelsenkirchen site | Monday – Thursday<br>Friday | 6:00 am – 02:30 pm<br>6:00 am – 11:30 am  |
| • Pitten site        | Monday – Friday             | 5:45 am – 04:00 pm  |
| • Dunaújváros site   | Monday – Friday             | 6:00 am – 09:00 pm  |

4.2 Deviations from these acceptance times must be agreed in advance in writing.

## 5 Information and documents

5.1 Before the first goods are received, the AG will be sent the company and billing address, bank details (IBAN and SWIFT code), the VAT number, a fax number and the “Supplier information” form (Annex 4).


5.2 The Supplier/hauler must in any case carry with them a container note, a CMR document and an RP (recovered paper) accompanying document (Annex 5/6) as well as the following site-specific documents:

Pitten: transporeon number, bale identification label

Trostberg & Spremberg &:  
Gelsenkirchen bale number on the delivery note;  
transporeon number

Dunaújváros: lorry slot system number; bale identification label

5.3 According to the mandatory Hungarian EKAER regulation each supplier must give information to Dunaújváros about the delivery (truck nr, date, material, loading place etc., a special excel sheet is provided) before transportation. An Excel template can be provided for this purpose. The form should be returned before transport to Dunaújváros. Without EKAER number transports are not permitted in Hungary.

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## 6 Incoming goods inspection

6.1 All deliveries of recovered paper are checked during each delivery process according to the following criteria.

6.2 Checking weight:

The weight of the paper delivered is checked on the fully automated and calibrated weighbridge of the AG. Both loaded and unloaded weight measurements are taken. The supplier receives a weighing slip after the weight check has been carried out. This does not include a stamp or signature.

6.3 Checking the proportional composition:  
This check is performed through a visual assessment by the AG.

6.4 Checking the moisture content:

The moisture content is determined with each delivery as an average of at least five different measurement locations; if the average is outside the specified tolerance range for moisture, a further eight measurements at least are taken and an average is calculated once again. This and the average of the first series of measurements is used to calculate an average value. This represents the average moisture content of the delivery. The moisture content is measured using the moisture measuring device AP 500 EMCO, AP 500 Schaller and/or the AQUA BOY PM II or another suitable device. Paper plants are entitled to apply any of the official humidity monitoring devices mentioned above.

In Dunaújváros the moisture content is additionally carried out by a moisture measurement scanner – see Annex 8. All transport vehicles carrying out deliveries should – following the instructions of the operating personnel – drive slowly through the scanner frame.

The moisture content can also be checked using a PTS Paper Bale Sensor – see Annex 9. This device is used at random – the lorry driver is informed about this process in good time. The sampling process takes about 25 minutes, only then can the goods be unloaded. Paper plants are entitled to apply any of the official humidity monitoring devices mentioned above.


6.5 Checking the non-paper components:  
The non-paper components check is carried out visually.

6.6 Checking the size, compressed density and binding of the bales

6.7 Checking how the lorry is stacked

6.8 The delivery obligation of the Supplier is therefore only met when the goods delivered have been taken by the AG after checks have been made and in compliance with quantity and quality requirements.

6.9 On request, the recycling of the materials will also be confirmed.

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## **7 Complaints process**

- 7.1 If the goods delivered do not meet the quality requirements, the Supplier or an authorised representative will be informed by the AG by telephone, e-mail, fax or transporeon. The Supplier will designate a competent employee, stating their name, telephone number, fax number and e-mail address, which they can be reached on during the buyer acceptance period.
- 7.2 The goods subject to the complaint will be documented on a form and, on request, supplemented by photos (of the lorry, labels/registration plate, three of the rejected goods) or samples. If goods are delivered by wagon, the wagon number is also specified.  
The Supplier may examine the goods subject to the complaint within 72 hours. During this period, the goods subject to the complaint are stored separately.
- 7.3 Deviating from section 7.2, the process under section 11.3 and 11.4 is carried out in the case of pure moisture-related complaints, without intermediate storage and examination of the goods subject to the complaint by the Supplier.
- 7.4 If the goods are not examined by the Supplier within 72 hours after they have been informed of the complaint, the complaint is deemed accepted.
- 7.5 Should the Supplier intend on taking back the goods, this must be done within five working days (from date of delivery). If this period is not met, the AG is entitled to charge the Supplier storage costs in the amount of € 1/t and per day.
- 7.6 If the goods delivered have impurities and these must be disposed accordingly, the Supplier is charged a flat rate fee of €120/t.
- 7.7 Rejected goods will only be unloaded after first consulting with the Supplier. If it is not possible to reach the Supplier, however, the AG will unload the goods without authorisation. They are stored separately.
- 7.8 The Supplier will be charged an amount of €150/delivery load for loading and unloading in the event of a disagreement over the goods subject to the complaint or a rejection pursuant to section 8.

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## 8 Rejecting the goods delivered

For the following defects, the AG will be entitled to reject the entire delivery:


- Moisture content exceeds 20%.
- Quality is impaired – reclassification of over 40% of the delivery quantity<sup>3)</sup>.
- Proportion of non-paper materials and/or non-recyclable materials exceeds 5% for the lower grades (acc. to EN 643).
- Proportion of non-paper materials for the medium and higher grades acc. to EN 643.
- The grades of the delivered paper differ from those indicated in the consignment note.
- Vehicles are not properly loaded – bales are loaded upended (except at the Trostberg site).
- Vehicles are not properly loaded – no clearance of 20 cm from the tarpaulin (except at the Trostberg site).
- The bales are not compressed in a way that is secure or compact.
- Bale size and weight is outside of the tolerance range.
- Bales are enclosed in a plastic film, have plastic or steel strapping or are cross-bound or double-bound with wire.
- There are chemicals contained in the delivery loads or waste from hospitals and nursing homes.
- Material is rotten and has a very strong odour; or, the recovered paper is on pallets.

## 9 Over and under-deliveries

- 9.1 The obligation with regard to quantity is recognised as met within a  $\pm 5\%$  tolerance range.
- 9.2 If the quantity delivered exceeds the order by more than 5%, the AG has the right to reject them.
- 9.3 If over 5% of the order quantity is not delivered, the subsequent delivery will take place during the following month under the previously agreed terms and conditions. In addition, the provisions of section 4 of the Terms of Conditions of Purchase of W. Hamburger GmbH, Hamburger Rieger GmbH, Hamburger Rieger Gelsenkirchen GmbH & Co. KG or the Delivery time section of the General Terms and Conditions of Purchase of Hamburger Hungaria GmbH apply.

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<sup>3)</sup> A reclassification is made if the goods delivered have a proportion of a lower quality grade of over 40% of the quality agreed.

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## **10 Excess proportion of non-paper components**

If the proportion of non-paper components exceeds the maximum permissible proportion under section 2.1, the delivery is either rejected or the non-paper proportion is removed. The removed components are disposed of at the expense of the Supplier.

The disposal costs incurred are charged for, in any case the cost is no less than a flat rate fee of €120/t. If the proportion of non-paper components exceeds 5%, the goods are rejected without exception (see section 8).

## **11 Improvements and price reduction**

11.1 The AG are entitled to demand improvement measures or compensation for the reduction in value.


11.2 In the case of increased moisture content of the goods delivered, the reduction in value is calculated in such a way that one percentage of the quantity will be deducted (according to the weighing slip) for each percentage section by which the goods delivered exceeds the moisture content set out in section 2.1.

11.3 The following provision applies to grades 1.02.00, 1.03.00, 1.04.00, 1.04.01, 1.04.02, 1.05.00, 1.05.01, 4.01.00, 4.01.01, 4.02.00, 4.03.00 , 4.06.00, 4.07.00 and 5.01.00 acc. to EN 643.

If the moisture content is between 12% and 17%, the reduction in value is made without having to compile a report.

If the moisture content is between 17% and 20%, the reduction in value is made on the basis of a report.

11.4 If the moisture content is over 20%, action is taken in accordance with section 8 of these General Terms and Conditions of Acceptance.

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## **12 Production defects and losses due to quality deviations and hidden defects**

- 12.1 If deviations from the quality requirements lead to product defects or losses (damage to machinery, production downtime), the Supplier must compensate for the resulting damage and loss, including lost profits.

## **13 Invoicing**

- 13.1 Recovered paper deliveries to the sites of W. Hamburger GmbH, Hamburger Rieger GmbH and Hamburger Rieger Gelsenkirchen GmbH & Co. KG are settled based on the weighing slip (section 6.2. GATCRP) using a credit memo run. The Supplier will receive a list of deliveries and/or credit memo to the 15<sup>th</sup> and to the last day of each month. This list sets out the assignment number/order number/date of delivery/haulier/grade/quantity and lorry registration number. The credit memos at the sites Trostberg and Gelsenkirchen contains no lorry registration number and the haulier. This information can be checked in the Transporeon test protocol.
- 13.2 At the Hamburger Hungaria GmbH site, outstanding amounts are settled using a collective invoice of the Supplier once per week. Two copies of the collective invoices are issued. They must include the consignment note number, net weight, delivery date, paper/board grade delivered, payment terms and conditions, as well as, for import deliveries, the contract number, and wagon number/lorry registration number. Only invoices are accepted that are based on the net weight in accordance with the information in the receipt or the advice of arrival.

**To avoid unnecessary downtime, please comply with the specified delivery dates. Necessary deviations from delivery terms and conditions and deadlines must be agreed in advance.**

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## 14 Annexes

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## 14.1 Annex 1 – General safety and fire protection policy for the sites Trostberg – general safety rules






Hamburger Containerboard Division

**TELEFAX**

An

Von

Seiten

**+++ Rundschreiben +++ Rundschreiben +++**

**Persönliche Schutzausrüstung LKW-Fahrer und deren Begleitpersonal**

Sehr geehrte Damen und Herren,

aus gegebenem Anlass möchten und müssen wir Sie, mit Wirkung spätestens zum 01.11.2008, zur nachfolgender Regelung verpflichten.

Alle Fahrer und deren Begleitpersonal haben zwingend auf unserem Betriebsgelände **Sicherheitsschuhe S1** gemäß DIN EN ISO 20345 sowie eine **Warnweste** gemäß DIN EN 471 zu tragen, sobald Sie das Führerhaus verlassen.

Wir halten selbstverständlich o.a. Ausrüstung gerne im Bedarfsfall für Sie bereit und dürfen Ihnen dann entsprechende Beträge in Rechnung stellen.

<b>Sicherheitsschuhe</b>	<b>75,- €/Paar</b>
<b>Warnweste</b>	<b>10,- €/Stück</b>

Wir bitten Sie uns die beigelegte Anlage unterschrieben bis spätestens zum 31.10.2008 zurück zu senden.

Mit freundlichen Grüßen

Papierfabrik Rieger  
GmbH & Co. KG

i.V. Ralph Erhard Morenz  
Leitung Einkauf Commodities/Projekte

Anlage




**Renate Gross**  
Leitung Einkauf Besspannungen  
Einkauf Faserstoffe

Papierfabrik Rieger GmbH & Co KG  
Regenstraße 4, D-83308 Trostberg  
Sitz der Gesellschaft: Trostberg  
Registrierungsgericht Traunstein, HRG 2339  
USt-ID-Nr.: DE 131549637  
Steuernummer: 163117201803  
Bankverbindung: Oberbank München (BLZ 701 207 00) · Bto. 8041 102 982 · SwiftCode OBLDEM33 · IBAN: DE 917 012 070 080 411 029 82









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Fax Versand: 08621/804-785  
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Rieger GmbH  
Sitz der Gesellschaft: Trostberg  
Registrierungsgericht Traunstein  
HRG 3765

Geschäftsführer:  
Bernhard Dickert  
Klaus H. L. Müller  
Andreas Noss


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## Spremberg – general safety rules

 Hamburger Rieger Containerboard	<b>Operating instructions</b>		
Company:	Papermill Spremberg	Revision date:	12.12.2014
Department:	Waste paper yard	Risk assessment of.:	
Responsible:	Mr. Arno Liendl	Number.:	W-2012-02
Signature:			
<b>Area of application</b>			
	Work area: <b>Waste paper yard</b> Task: <b>Driving a forklift truck ore staying on the waste paper yard</b>		
<b>Risk for people and and the environment</b>			
	Only authorised persons are entitled to use the forklift The forklift – can tip Injuries by falling transportation goods Injuries due to driving into persons, structures, other vehicles Hazardous substances in exhaust fumes Risk of fire from open fire or cigarettes		
<b>Protective measures and conduct regulations</b>			
  	Driving on the waste paper yard is for all vehicles without work order prohibited! Persons with work order have to call up the scale personnel and register themselves before entering the waste paper yard! Forklifts shall only be used by trained and instructed staff members older than 18 years. The manufacturers operating instructions of the forklift must be carefully attended Check the operating and parking brake, fork, steering, hydraulics, lighting and warning system before use. When lifting loads ensure free line of sight and sufficient load capacity, drive backwards if line of sight is impeded. For transportation note: transport the load in the lowest position at a reasonable speed (10 km/h) When the forklift is parked lower the forklift, apply the handbrake, remove the key, keep routes free. Follow the internal traffic rules. Do not jump from the forklift. Always use the restraint system (close doors or fasten seatbelt) Wear a safety vest, safety shoes, safety goggles and safety gloves. Smoking is prohibited, observe the stacking regulations! Parking on or nearby <b>fire hydrants as well as in restricted areas is prohibited!</b>		
<b>Conduct in the event of failure</b>			
	Report failures immediately to the area manager. <b>Phone: +49 (0) 162 279 03 16</b>		
<b>First Aid</b>			
	Keep calm! <b>Emergency number: 112</b> <b>Mobile phone: +49 (0) 3564 6 112</b> Report the accident or fire Call the first aid staff		
<b>Maintenance/ cleaning</b>			
	All repairs on forklifts only by qualified personnel Make the logbook		

## Fire protections regulations

# Prevent Fires



Fire, open lights and smoking are prohibited


## Conduct in the Event of Fire

Keep calm

Report fire

Move to a safe place

Attempt to extinguish fire




**Manual call point**


**Fire brigade** 112

**Warn people at risk**  
**Accompany helpless persons**

**Close doors**




**Follow marked escape routes**




**Do not use lifts in the event of fire**


**Listen to instructions**



**Find meeting point**



**Use fire extinguishers**

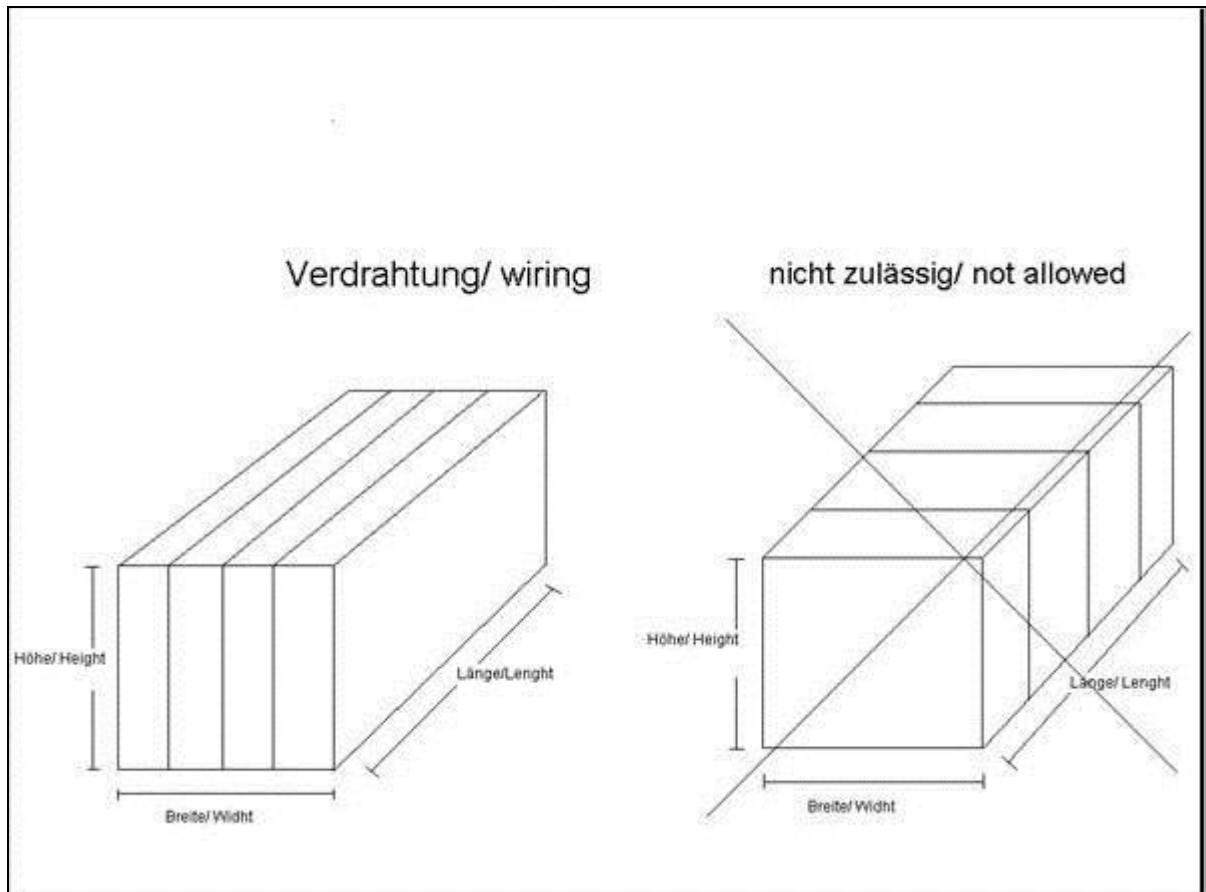


**Use the wall hydrant**

Fire safety regulations in accordance with DIN 14096 Part A

#### 14.2 Annex 2 – Special quality requirements for the Pitten site

Wire binding: The bales should have one-way parallel binding with steel wire; cross-binding and the use of plastic strapping are not permitted!



#### Bale labelling:

Bale labels are used at the Pitten site. The required labels (per bale) must be placed in a visible position at the top left of the bale surface on the side used for loading. The labels must be at least 5 cm x 10 cm. The following information must be included on the label:

- supplier/subcontractor code
- date of delivery (month)
- grade of recovered paper


A sequence number (current year/number of bales issued, starting with one in ascending order) can be chosen to identify the labels. In this case, the following information must be given:

- supplier/subcontractor code
- grade of recovered paper

#### Safety:

When delivering goods, please observe the “Haulier and Supplier Policy” (AA-AS-016, Frächter-und Lieferantenrichtlinien) and the “External Employees” information document (AA-AS-017, Mitarbeiter von Fremdfirmen), which can be found in German at

[www.hamburger-austria.com](http://www.hamburger-austria.com).

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### 14.3 Annex 3 – Special quality requirements for the Pitten, Trostberg and Spremberg sites

The following requirements regarding quality apply specifically to R12 grade paper (3.18.01):

The recovered paper must be:

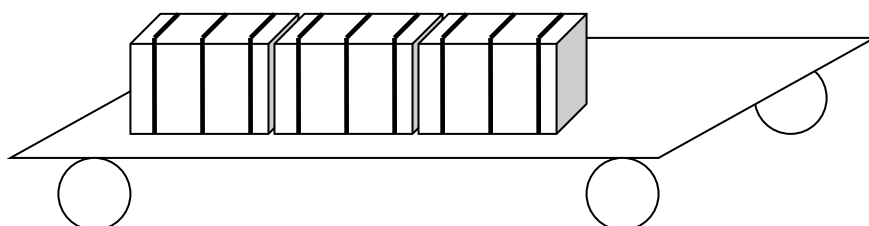
- free from dirt
- dry and clean
- free from rust spots

The following applies specifically to grades D 39 (1.11.00), K 02 (3.10.00), J 11 (2.05.00), O 14 (2.03.01), P 23 (3.15.00), Q 14 (3.04.00), R 12 (3.18.01), S 12 (3.16.00) and T 14 (3.12.00):

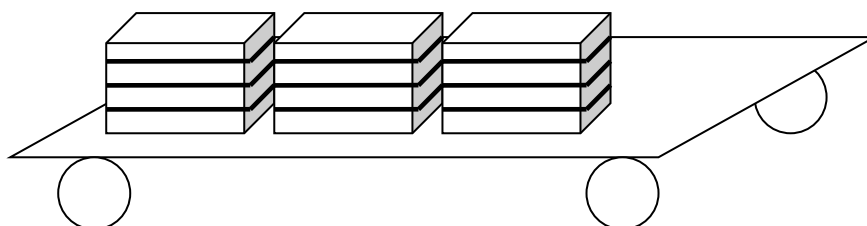
Compliance with brightness as indicated in the specifications on page 2 and 3.

The following requirements shall apply to the Spremberg site with regard to binding with wires:

Grades 2.03.01 (O14), 3.04.00 (Q14), 1.02.00 (B12), 1.04.00 (B19), 1.03.00 (H12), 4.02.00/4.03.00 (W52 / W52) and 4.01.00 (W41) should be bound using one-way parallel wires; wires should be perpendicular to the loading platform; there should be three to four wires per bale and cross-binding is prohibited – see image below.




Grades 3.18.1 (R12) and 3.14 (P23) should be bound using one-way parallel wires; wires should be parallel to the loading platform; there should be three to four wires per bale and cross-binding is prohibited – see image below.



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#### 14.4 Annex 4 – Supplier information

 <b>Hamburger Containerboard</b> PRINZHORN GROUP  <b>Lieferantenauskunft</b>	
<b>Unternehmensdaten</b>	
<b>Anschrift:</b> <i>Bitte die Anschrift eintragen, von der die Rechnung kommt</i>	
Telefon	
Fax	
Email	
Internet	
IBAN-Nummer	
Swift (BIC) Code	
Name der Bank/ Geldinstitut	
Kontonummer	
Bankleitzahl	
Steuer Nr.	
UST-ID-Nr.	
Lieferbedingungen	Frei Haus, verpackt, versichert
Zahlungsbedingungen (ab Rechnungseingang und Leistungserbringung/ Warenlieferung)	14 Tage 3% Skonto, 60 Tage netto
<b>Name Ansprechpartner kaufmännisch</b>	
Position	
Telefon	
Fax	
Email	
<b>Name Ansprechpartner Technik</b>	
Position	
Telefon	
Fax	
Email	
Geschäftsführer/Vorstand	
Gesellschafter/Eigentümer	
Gründungsdatum / Anzahl Beschäftigte	/
Muttergesellschaft	
Was erbringen Sie?	<input type="checkbox"/> Dienstleistungen <input type="checkbox"/> Lieferungen
Vorwiegend Hersteller oder Händler	<input type="checkbox"/> Hersteller <input type="checkbox"/> Händler
Referenzen (Ggf. extra Blatt)	
<b>Produkt, Technologie und Lieferprogramm</b>	
Welche Technologien/ Maschinen/ Anlagen stehen Ihnen zur Verfügung? Ggf. extra Blatt	
Benennen Sie Ihre Produktpalette/ Leistungen - Ggf. extra Blatt	
Sie haben einen eigenen ...	<input type="checkbox"/> Werkzeugbau <input type="checkbox"/> Fuhrpark
<b>Datum/ Unterschrift</b>	<b>Stempel</b>

## 14.5 Annex 5 – Annex VII EU (German):

21.3.2013

DE

Amtsblatt der Europäischen Union

L 79/21

### ANHANG II

### „ANHANG VII

#### MITZUFÜHRENDE INFORMATIONEN FÜR DIE VERBRINGUNG DER IN ARTIKEL 3 ABSÄTZE 2 UND 4 GENANNTE ABFÄLLE

##### Versandinformationen <sup>(1)</sup>

<b>1. Person, die die Verbringung veranlasst:</b> Name: Anschrift: Kontaktperson: Tel.: Fax: E-Mail:		<b>2. Importeur/Empfänger</b> Name: Anschrift: Kontaktperson: Tel.: Fax: E-Mail:	
<b>3. Tatsächliche Menge:</b> Tonnen (Mg): m <sup>3</sup> :		<b>4. Tatsächliches Datum der Verbringung:</b>	
<b>5. (a) 1. Transportunternehmen <sup>(2)</sup></b> Name: Anschrift: Kontaktperson: Tel.: Fax: E-Mail: Transportart: Übergabedatum: Unterschrift:		<b>5. (b) 2. Transportunternehmen</b> Name: Anschrift: Kontaktperson: Tel.: Fax: E-Mail: Transportart: Übergabedatum: Unterschrift:	
<b>5. (c) 3. Transportunternehmen</b> Name: Anschrift: Kontaktperson: Tel.: Fax: E-Mail: Transportart: Übergabedatum: Unterschrift:			
<b>6. Abfallerzeuger <sup>(3)</sup></b> <b>Ersterzeuger, Neuerzeuger oder Einsammler:</b> Name: Anschrift: Kontaktperson: Tel.: Fax: E-Mail:		<b>8. Verwertungsverfahren (oder gegebenenfalls Beseitigungsverfahren bei in Artikel 3 Absatz 4 genannten Abfällen):</b> R-Code/D-Code:	
		<b>9. Übliche Bezeichnung der Abfälle:</b>	
<b>7. Verwertungsanlage <input type="checkbox"/> Labor <input type="checkbox"/></b> Name: Anschrift: Kontaktperson: Tel.: Fax: E-Mail:		<b>10. Abfallidentifizierung (einschlägige Codes angeben):</b> i) Basel Anlage IX: ii) OECD (falls abweichend von i): iii) Anhang IIIA <sup>(4)</sup> : iv) Anhang IIIB <sup>(5)</sup> : v) EU-Abfallverzeichnis: vi) Nationaler Code:	
<b>11. Betroffene Staaten:</b>			
Ausfuhrstaat/Versandstaat		Durchfuhrstaat(en)	
<b>12. Erklärung der die Verbringung veranlassenden Person:</b> Ich erkläre hiermit, dass die obigen Informationen nach meinem besten Wissen vollständig sind und der Wahrheit entsprechen. Ich erkläre ferner, dass mit dem Empfänger wirksame vertragliche Verpflichtungen schriftlich eingegangen wurden (ist bei den in Artikel 3 Absatz 4 genannten Abfällen nicht erforderlich): Name: Datum: Unterschrift:			
<b>13. Unterschrift des Empfängers bei Entgegennahme der Abfälle:</b> Name: Datum: Unterschrift:			
<b>VON DER VERWERTUNGSANLAGE ODER VOM LABOR AUSZUFÜLLEN:</b>			
<b>14. Eingang bei der Verwertungsanlage <input type="checkbox"/> oder beim Labor <input type="checkbox"/> in Empfang genommene Menge: Tonnen (Mg): m<sup>3</sup>:</b> Name: Datum: Unterschrift:			

<sup>(1)</sup> Mitzuführende Informationen bei der Verbringung der in der grünen Liste aufgeführten Abfälle, die zur Verwertung bestimmt sind, oder von Abfällen, die für eine Laboranalyse bestimmt sind, gemäß der Verordnung (EG) Nr. 1013/2006. Beim Ausfüllen dieses Formulars sind auch die spezifischen Anweisungen in Anhang IC der Verordnung (EG) Nr. 1013/2006 zu berücksichtigen.

<sup>(2)</sup> Bei mehr als drei Transportunternehmen sind die unter Nr. 5 (a, b, c) verlangten Informationen beizufügen.

<sup>(3)</sup> Wenn es sich bei der Person, die die Verbringung veranlasst, nicht um den Erzeuger oder Einsammler handelt, sind auch Informationen zum Erzeuger oder Einsammler anzugeben.

<sup>(4)</sup> Der/die entsprechende(n) Code(s) gemäß Anhang IIIA der Verordnung (EG) Nr. 1013/2006 ist/sind – gegebenenfalls hintereinander – anzugeben. Bestimmte Einträge des Basler Übereinkommens wie B1100, B3010 oder B3020 sind, wie in Anhang IIIA angegeben, auf bestimmte Abfallströme beschränkt.

<sup>(5)</sup> Es sind die in Anhang IIIB der Verordnung (EG) Nr. 1013/2006 aufgeführten BEU-Codes zu verwenden.

## 14.6 Annex 6 – Annex VII EU (English):

21.3.2013	EN	Official Journal of the European Union		L 79/21
<p>ANNEX II</p> <p>ANNEX VII</p> <p>INFORMATION ACCOMPANYING SHIPMENTS OF WASTE AS REFERRED TO IN ARTICLE 3(2) AND (4)</p>				
<b>Consignment information <sup>(1)</sup></b>				
<b>1. Person who arranges the shipment</b> Name: Address: Contact person: Tel. <span style="float: right;">Fax</span> E-mail:		<b>2. Importer/consignee</b> Name: Address: Contact person: Tel. <span style="float: right;">Fax</span> E-mail:		
<b>3. Actual quantity:</b> Tonnes (Mg): <span style="float: right;">m<sup>3</sup>:</span>		<b>4. Actual date of shipment:</b>		
<b>5.(a) First carrier <sup>(2)</sup></b> Name: Address: Contact person: Tel. <span style="float: right;">Fax</span> E-mail: Means of transport: Date of transfer: Signature:	<b>5.(b) Second carrier</b> Name: Address: Contact person: Tel. <span style="float: right;">Fax</span> E-mail: Means of transport: Date of transfer: Signature:	<b>5.(c) Third carrier</b> Name: Address: Contact person: Tel. <span style="float: right;">Fax</span> E-mail: Means of transport: Date of transfer: Signature:		
<b>6. Waste generator <sup>(3)</sup></b> Original producer(s), new producer(s) or collector: Name: Address: Contact person: Tel. <span style="float: right;">Fax</span> E-mail:		<b>8. Recovery operation (or if appropriate disposal operation in the case of waste referred to in Article 3(4)):</b> R-code/D-code: <b>9. Usual description of the waste:</b>		
<b>7. Recovery facility <input type="checkbox"/> Laboratory <input type="checkbox"/></b> Name: Address: Contact person: Tel. <span style="float: right;">Fax</span> E-mail:		<b>10. Waste identification (fill in relevant codes):</b> (i) Basel Annex IX: (ii) OECD (if different from (i)): (iii) Annex IIIA <sup>(4)</sup> : (iv) Annex IIIB <sup>(5)</sup> : (v) EC list of wastes: (vi) National code:		
<b>11. Countries/states concerned:</b>				
Export/dispatch	Transit	Import/destination		
<b>12. Declaration of the person who arranges the shipment:</b> I certify that the above information is complete and correct to my best knowledge. I also certify that effective written contractual obligations have been entered into with the consignee (not required in the case of waste referred to in Article 3(4)). Name: <span style="float: right;">Date: <span style="float: right;">Signature:</span></span>				
<b>13. Signature upon receipt of the waste by the consignee:</b> Name: <span style="float: right;">Date: <span style="float: right;">Signature:</span></span>				
<b>TO BE COMPLETED BY THE RECOVERY FACILITY OR BY THE LABORATORY:</b>				
<b>14. Shipment received at recovery facility <input type="checkbox"/> or laboratory <input type="checkbox"/></b> Name: <span style="float: right;">Date: <span style="float: right;">Signature:</span></span>		Quantity received: Tonnes(Mg): <span style="float: right;">m<sup>3</sup>:</span>		


(1) Information accompanying shipments of green listed waste and destined for recovery or waste destined for laboratory analysis pursuant to Regulation (EC) No 1013/2006. For completing this document, see also the corresponding specific instructions as contained in Annex IC of Regulation (EC) No 1013/2006.

(2) If more than three carriers, attach information as required in blocks 5 (a), (b), (c).

(3) When the person who arranges the shipment is not the producer or collector, information about the producer or collector shall be provided.

(4) The relevant code(s) as indicated in Annex IIIA to Regulation (EC) No 1013/2006 are to be used, as appropriate in sequence. Certain Basel entries such as B1100, B3010 and B3020 are restricted to particular waste streams only, as indicated in Annex IIIA.

(5) The BEU codes listed in Annex IIIB to Regulation (EC) No 1013/2006 are to be used.

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## 14.7 Annex 7 – Detailed specifications – F-quality (fine sieve fraction)

<b>Spezifikation</b> F-Mix	 Hamburger Rieger Containerboard
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### Papierfabrik Trostberg:

#### F-Mix Sortierung:

Die Sorte F ist in der VDP-Liste nicht definiert, da es sich um eine Sortenmischung nach einer festgelegten Zusammensetzung handelt:

- Druckereiabfälle C 02 max. 50%
- bunte Akten 2.06 (J 19) max. 30% ohne NCR-Anteil
- Tageszeitungen 2.01 (E 12) max. 5%
- Sulfatkarton R12 min. 15%
- die Feuchtigkeit wurde mit max. 10% + 1% Toleranz festgelegt
- Feuchtigkeitsreklamation ab 11%.
- Plastikfolien und kunststoffbeschichtete Papiere (z. B. Tiefkühlpackungen) dürfen nicht enthalten sein (Ausnahme: Sulfatkarton)
- Wellpappen, Kartonagen, Kleberücken und Fototaschen dürfen nicht enthalten sein

#### F-Mix-Druckerei:

Sortengemisch aus:

- mindestens 60% Druckereiabfälle (3.02) vorwiegend holzfrei
- max. 20%, bunte Akten (2.06)
- max. 5% Deinkingware (Zeitungen und Zeitschriften) (1.11)
- min. 15% Sulfatkarton (3.09)
- Feuchtigkeitsgehalt max. 11%

#### Papierfremde Bestandteile nicht erwünscht:

- kein Karton und braune Papiere
- keine beschichteten Papiere (z.B.: Tiefkühlverpackungen)
- max. 10 % Multidruck 3.10- K02
- Wellpappen, Kleberücken, Fototaschen, Kartonagen, Plastik, Wachs, Backpapier, Öl durchdrängtest Material, NCR, Plastik, nassfestes Material, PE- und Kunststoffbeschichtetes Material

### Papierfabrik Spremberg:

#### F-Mix => A-Qualität

Sortengemisch aus:


- mindestens 50% Druckereiabfälle (3.02) vorwiegend holzfrei
- 30%, bunte Akten (2.06)
- 10% Deinkingware (Zeitungen und Zeitschriften) (1.11)
- 10% Sulfatkarton (3.09)
- Feuchtigkeitsgehalt max. 11%

#### Papierfremde Bestandteile nicht erwünscht:

- kein Karton und braune Papiere
- keine beschichteten Papiere (z.B.: Tiefkühlverpackungen)
- max. 10 % Multidruck 3.10- K02
- Wellpappen, Kleberücken, Fototaschen, Kartonagen, Plastik, Wachs, Backpapier, Öl durchdrängtest Material, NCR, Plastik, nassfestes Material, PE- und Kunststoffbeschichtetes Material

#### Sondereinbarungen Sorte F-Mix => B

Sortengemisch aus:

 <p>Hamburger Containerboard PRINZHORN GROUP</p>	<p>QM Form <b>Acceptance Terms and Conditions for Recovered Paper</b></p>	<p><b>02.01.2018</b></p>
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- mindestens 50% Druckereiabfällen (3.02)
- 0 bis max. 30% bunten Akten (2.06)
- 10 bis max. 40% Deinkingware (Zeitungen und Zeitschriften) (1.11)
- 10% Sulfatkarton (3.09)
- Feuchtigkeitsgehalt max. 11%
- Karton und braunen Papieren max. 1,5%
- Keine beschichteten Papiere (z. B. Tiefkühlverpackungen )
- Max. 10 % Multidruck 3.10-K02
- 

**Papierfremde Bestandteile nicht erwünscht:**

- kein Karton und braune Papiere
- keine beschichteten Papiere (z.B.: Tiefkühlverpackungen / Multidruck 3.10- K02)
- Wellpappen, Kleberücken, Fototaschen, Kartonagen, Plastik, Wachs, Backpapier, Öl durchdrängtest Material, NCR, Plastik, nassfestes Material, PE- und Kunststoffbeschichtetes Material



Einhaltung der Annahme-und Lieferbedingungen, Anteil der Störstoffe größer als 3% nicht Entladung des LKW's.  
Es erfolgt eine Rücksprache mit dem Lieferanten.  
Bei übersteigendem Anteil von 5% wird der LKW zurückgewiesen.

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## 14.8 Annex 8 – Description of the moisture measurement scanner – Dunaújváros

HPNA - Product brief catalog

# HPNA - Moisture measuring system

### Short description of operation

The **HPNA** system is a microwave moisture measuring system which is able to measure the moisture content of synchronous materials in large quantities. At present two varieties are available, one of them is to determine the moisture content of baled spoilage while the other is to measure the moisture content of baled straw.

Nowadays in paper factories, in plants using straw and in power plants moisture measuring takes place in a subjective way with manual method. In case of manual measuring you can easily get very different results between 0-100% by holding the device in a different position, putting up counter-moves or by measuring areas a bit further away. Certain measuring devices are unable to indicate very low results, for example some of them cannot measure anything under 10%.

A further drawback of manual measuring is that they are able to measure only a very little sample material or only able to weigh the moisture content of the surface. Raw material often arrives on trucks with a possible weight of 15-25 tones or 50-100m<sup>3</sup> of material. An eager recipient is able to examine only a few kilos (well below a m<sup>2</sup>) of material with manual measuring.

The **HPNA** measuring system offers a solution for this problem as most of the truck's load can be examined and the device provides an average moisture content. Measuring takes place with the help of microwave signals. The system radiates the area between the antennas and based on the acquired parameters it calculates the average moisture content of the measured area. With one single measure you can set the moisture content of some m<sup>2</sup> of material.

### Advantages

- fast operation, automatable system
- easy to install, modular
- objective
- examines most part of the supply, there is no any other method for it in normal time interval so far
- reduces the manual moisture measuring task

### Disadvantages

- does not measure supplies stored in metal containers
- the upper limit of the moisture measuring is 35%

### Technical parameters

Technical details of the **HPNA** system:

- measures the baled paper spoilage or baled straw
- gives an average moisture value of the investigated material
- ranges of the moisture measuring: 5-35%
- measuring frequency: 915-925 MHz
- duration of one measuring: ~1sec
- capable to measure single or pass through continuously
- the system radiates only during measuring
- the largest measured level is the tenth of the allowed medical limit
- we could measure approximately 5-6 m<sup>3</sup> of material at the same time

**Partners**

**Budapest University of Technology and Economics**

Power supply, Microwave, Moisture Theory

**TÜV Rheiland**

**"Frédéric Joliot-Curie" National Research Institute for Radiobiology and Radiohygiene**

CE and radiobiology certification

**University of West Hungary - Paper Research Institute**

Controll moisture measurement, Qualification

Contact: **Dunakontroll kft.**

Szilágyi E. u.6, Dunaújváros, 2400, Hungary

info@dunakontroll.hu    www.dunakontroll.hu

### REQUIREMENTS for correct measurements of the HPNA-System

- The truck is fully loaded
- There is only one paper-quality on the truck
- Bales are loaded close together without any gaps
- Density variations of the paper bales within one paper quality of maximum +/- 10 % are accepted
- The speed of the truck passing the measurement gate should not exceed 5 km/h
- Metal bars for load securing to be taken out at both side (wooden bars can remain)

## 14.9 Annex 9 – Description of the PTS Paper Bale Sensor – Dunaújváros



### Quality monitoring of recovered paper



**Problem**

The fluctuating quality of recovered paper is one of the greatest disruptive factors in the preparation of secondary fibre pulp in paper mills. The ash content, the content of tacky contaminants (stickies) and the deinkability of graphic papers vary depending on the composition of the recovered paper.

A fluctuating ash content, for example, influences the strength of the finished paper product. Excessively high bale moisture means losses in purchasing. Charges with unusable materials cause recycling costs, massive losses in quality and reduce equipment availability.

**Solution**

An immediate check of the recovered paper quality in the receiving area makes it possible to react promptly by lodging a complaint or by reducing the value of the delivery.

The PTS Paper Bale Sensor provides the necessary information regarding recovered paper quality. If the bales contain high-quality, homogeneous paper, its surface is checked. If the bales contain mixed paper, a lance probe allows the interior of the bale to be inspected.

**Measurement parameters**

- Moisture • Plastic • Ash • Fibre

**Evaluation**

- Immediate calculation of quality parameters
- Comparison with threshold values and immediate display of results
- Wireless data transfer to tablet PC or server
- Allocation to supplier data
- Archiving of measured data

[www.ptspaper.com](http://www.ptspaper.com)



## PAPER BALE SENSOR: Quality monitoring of recovered paper



Numerical display of measured values on PC



Simple user interface

### Technical data

#### Basic unit

Measurements in the NIR range  
Dimensions: 900 x 90 x 40 mm  
Weight: 2.5 kg  
Power supply with battery packs or AC adaptor  
IP65

#### Measuring lance – used for the interior of bales

Ø 20 mm, length 40 cm



PBS with measuring lance



PBS-Tablet

### Contact

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