





Vendor Requirements Manual for Scrap Purchase

Title: Vendor Requirements Manual for Scrap Purchase	Doc Number: PROC.SOP.SCR.001
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Originating Department: Procurement	
Approved by: Nick Macan	Signature: 
Prepared by: Rupam Baijal	Signature: 

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B. Introduction

Algoma Steel Inc. (“Algoma”, “Algoma Steel”, “the Company”) is a leading Canadian producer of hot and cold rolled steel sheet and plate products, produced from the highest quality scrap available on the market.

As we transition to Electric Arc Furnace (EAF) steelmaking, maintaining a clean, dense scrap charge is essential to producing high quality steel. To support this, all incoming raw materials must meet strict quality standards.

Contaminated, dirty, or oversized materials will not be accepted.

All shipments will be subject to thorough inspection to ensure compliance with our requirements.

C. Objective

The objective of this document is to provide our valued vendors with clear and concise guidelines outlining Algoma’s standards for acceptable raw material quality.

Materials received on site will undergo visual inspection for non-conformance items and radiological scanning for safety. Materials that do not meet our standards may be subject to processing and reloading fees, as well as monetary deductions.

D. Safety

Safety is the #1 priority and a core value at Algoma. All suppliers and third-party contractors are expected to follow the safety precautions set by the Company.

Trucks entering Algoma’s property must be roadworthy and fully insured. Algoma will not be held liable for any personal damage resulting from negligence while on site.

Only the designated driver of the truck is permitted to enter the property. Algoma has a zero-tolerance policy regarding drugs and alcohol.

While outside the vehicle, drivers are required to wear:

- Canadian Standards Association (CSA) approved head, eye and feet protection.
- Long sleeves and full length pants
- A high visibility vest.

The Company will provide a copy of site traffic regulations, which all drivers must follow. Violations of any safety requirements may result in the immediate removal from the site and/or permanent revocation of access privileges.

E. Standards

The quality standards for raw materials are the result of years of experience in generating, purchasing, selling and consuming scrap. These standards are shaped by industry best practices and supported by training personnel to evaluate and grade various types of scrap, including the identification of non-conforming and hazardous materials.

F. Job Procedures

1.1. Purchasing of Raw Materials

The purchasing of raw materials is handled by Algoma's Procurement Department. All inquiries should be support@atmmetals.com

1.2. Pricing

Pricing is outlined on the Purchase Order issued for each shipment. Vendors have 60 days to fulfill their orders. After this period, any open Purchase Orders are subject to renegotiation at the buyer's discretion. Outstanding Purchase Orders are to be fulfilled before shipping against newly issued Purchase Orders. The buyer also reserves the right to short close Purchase Orders (in tons) at their discretion.

1.3. Payments

The number of credit days is outlined on the Purchase Order. All payments will be made via electronic transfer only.

1.4. Raw Material Inspection

All shipments are subject to final approval based on Algoma's scale and visual inspection procedures.

The Scale House will verify that each delivery meets the appropriate grade and quality before allowing trucks to enter the site.

Any truck found to contain radioactivity material will be immediately rejected and returned to the supplier. Trucks may also be returned if the grade or quality differs from what is listed on the Bill of Lading (BOL) at the Company's discretion.

Rail shipments will undergo a top-side visual inspection by the rail scale operator upon arrival, verifying grade and quality. All railcars will be scanned for radioactivity upon entry. Radioactive cars will be isolated and returned to the supplier at their expense. Additional visual inspection will take place during the offloading process. Non-conforming materials may result in monetary deductions and/or suspension of the supplier's account. All materials must be free of dirt, non-ferrous materials, snow and ice. At the Company's discretion, loads containing such materials may be accepted, deducted or rejected entirely. Shipments containing mill scale, swarf, or grinding dust will be fully rejected.

In the event of a dispute, vendors should contact the email address provided on the Purchase Order.

The following materials are strictly prohibited and will be rejected upon discover:

- Radiological items
- Drums, closed containers, pressure vessels, tanks, or cylinders
- Sheared pipe with closed ends
- Transformers, electrical motors, refrigerants, batteries
- Insulation, asbestos, rubber, tires, plastic
- Oil, antifreeze, lead-containing items
- Any material deemed hazardous to employees, contractors, visitors, or the environment

Suppliers will be held responsible for all costs associated with the removal and clean-up of any prohibited materials delivered to Algoma Steel. Closed containers of any kind will not be accepted under any circumstances. Rejected Shipments

Algoma's Scrap Inspector holds the final authority on the acceptance of all scrap deliveries.

If a shipment is rejected, the Company will issue a scrap rejection report to the vendor, including visual documentation outlining the reason(s) for rejection. All costs associated with the return or disposal of rejected material will be the sole responsibility of the vendor.

In the event of a dispute, vendors should contact the email address provided on the Purchase Order.

Fees Associated with the Following Activities:

- **Processing/Sorting:** \$250/hour
- **Reloading:** \$250/hour
- **Hazardous Material Handling:** At Algoma's discretion, based on the severity of the incident, a \$5,000 penalty may be applied. In addition, the vendor will be responsible for all handling and disposal costs. A corrective action plan must be submitted and approved by Algoma before shipments can resume.

1.5. Delivery

Truck deliveries to Algoma must be made to the following address:

105 West Street Sault Ste. Marie, Ontario, P6A 7B4

Upon arrival, all trucks will proceed directly to Gate #3 (Patrick Street Entrance) where they will be processed first through Security, followed by weigh-in at the truck scales. After scaling, drivers will receive direction to the designated offloading location.

1.6. Truck Scale Hours

Algoma's prefers to receive truck shipments during daylight hours. Vendors must confirm Scale House operating hours before dispatching any trucks, as hours are subject to change without notice.

1.7. Rail Car Shipments

All rail shipments require prior notification and approval from Algoma. Unauthorized shipments may be returned at the supplier's expense. . The supplier will also be responsible for any handling, freight, or demurrage charges incurred as a result of unapproved shipments.

All rail cars must be loaded to their maximum allowable limits, except for lighter-density materials such as Machine Turnings and borings. It is shipper's responsibility to:

- adhere to the applicable load limits (outlined below).
- confirm the most current load with the respective rail carrier.
- Ensure compliance with all safety and loading guidelines

CN: Gross Weight - 263,000 lbs

CP: Gross Weight - 268,000 lbs.

Note: Algoma will update load limit requirements as necessary based on the information provided by rail carriers.

1.8. Advance Shipping Notice

Scrap vendors are required to provide a copy of the BOL for each shipment prior to its arrival at Algoma.

A pdf copy of the BOL must be emailed to inboundscrap@algoma.com at the time of shipment. The subject line of the email must include:

- Method of shipment (e.g. truck or rail)

- BOL number
- Grade of material

Failure to comply may result in delays or rejection of the shipment.

For example:

Truck BOL # XXXXX or Rail Car Number

Material: HMS#1 or Shred etc.

Bill of Lading must include:

- Shipper name and address
- Scrap type
- Purchase Order number
- Truck number or rail car number
- Date of shipment
- Any additional relevant details

For rail cars shipped as collect, prior approvals must be obtained from the Company. Unauthorised collect shipments may be rejected or returned at the supplier's expense. Vendors are required to reference the Algoma Steel Inc. Contract Number and bill to:

Algoma Steel Inc., Sault Ste. Marie - Collect, as outlined in the Purchase Order Scrap General Terms and Conditions.

It is the vendor's responsibility to ensure rail cars are loaded to their maximum capacity and do not exceed 263,000 lbs if shipped by CN and 268,000 lbs if shipped by CP. Any penalties incurred due to overweight rail cars will be charged back to the vendor or deducted from the scrap invoice.

All cars will be returned to the original shipping location. Any change to the return destination must be submitted in advance the email addresses: tagona1@algoma.com.

The Purchase Order number must appear on all BOL copies as per the Scrap General Terms & Conditions.

If the Purchase Order price was negotiated as delivered pricing, the Algoma contract is used for billing rail shipments, a charge of actual freight plus a 25% administration fee will be invoiced and deducted from the vendor's scrap payment.

1.9. Scale Weights

Algoma's scale weights (mill weights) are considered final will be used for invoicing purposes.


In the event of a dispute, vendors should contact the email address provided on the Purchase Order.

Note: Vendors are responsible for reviewing and adhering to Scrap Specifications and Rejection Criteria. These can be found in the Scrap Section of the Algoma's website at www.algoma.com.

Scrap Specifications: Annexure A

Exclusion, Hazardous & Toxic: Annexure B

G. Annexure A Scrap Specification

		105 West Street Sault Ste Marie, ON P6A 7B4																																																	
		ORIGINATION DATE January 01, 2025	MATERIAL No. 10000447																																																
		REVISION DATE	REV No 0																																																
NAME OF MATERIAL (GENERIC PROPRIETARY)																																																			
Shredded Scrap																																																			
Brief Description of Product	Homogeneous steel scrap magnetically separated originating from automobiles, consumer goods, unprepared #1 and #1 steel miscellaneous bales and sheet scrap. Free of steel turnings and borings, millscale, iron oxides, cast iron runouts and metallic dirt.																																																		
PRODUCT CHARACTERISTIC AND TOLERANCES All CHEMISTRY IS BASED ON % BY WEIGHT																																																			
<u>Physical:</u>																																																			
Size:	No individual piece will be longer than 1' typical 8" x 8" Scrap will be substantially free of non-metallics such as shredded tires, plastic, insulation, glass, etc. Radioactive scrap is forbidden and is grounds for immediate rejection of the entire load and disposition according to Policy as per purchase order																																																		
Density: lb/cu ft.	75 Lbs. per cubic ft.																																																		
Chemistry::	Name	Element																																																	
	Manganese	Mn	0.80% max																																																
	Copper	Cu	0.20% max																																																
	Tin	Sn	0.010% max																																																
	Silicon	Si	0.3% max																																																
	Non Metallic		3% max																																																
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Instructions:	Supplier and Algoma Steel Inc. to co-ordinate transportation – truck, rail car and/or barge. Weights determined at Algoma Steel Inc, to be the governing weight. Barge carrier to have crane to off load at Algoma Steel Inc. Scrap to be tested for radiation when off-loaded from barge.																																																		





105 West Street
Sault Ste Marie, ON
P6A 7B4

ORIGINATION DATE January 01 2025	MATERIAL No. 100000472
REVISION DATE	REV No 0

NAME OF MATERIAL (GENERIC PROPRIETARY) **#1 Bushelling**

Brief Description of Product New production clean steel scrap including new factory bushelling (IE sheet clippings, stampings etc.)

PRODUCT CHARACTERISTIC AND TOLERANCES **All CHEMISTRY IS BASED ON % BY WEIGHT**

Physical Size: 1/8" maximum thickness, not to be more than 60" X 24". Must be free of any cutting fluids or lubricants.

Density: lb/cu ft. 45-55 Lbs. per cubic ft.

Chemistry:	Name	Element		
	Copper	Cu	0.10% max	Residual Sum Ni, Mo & Cr at 0.25% max
	Tin	Sn	0.01% max	
	Silicon	Si	0.05% max	
	Aluminum	Al	0.035% max	
	Non Metallic		1% max	
	Oil & Grease		0.5% max	
	Spectrographic analysis of shipment assays may be performed as required.			

PRODUCT CHARACTERISTIC AND TOLERANCES

Exclusions:

- ◆ Sealed units or closed containers are specifically excluded and are grounds for immediate rejection of a whole or partial load.
- ◆ Material will not include the following:

Drive train parts	Borings	Rolls	vitreous enamel coatings
Barrels	Electric motors	Scale	no crawler scrap or chain scrap
Engine blocks	Free copper	Heavy lubricates	no obsolete automotive scrap
Fuel tanks	Large appliances –	incl.	
Pipe valves	white goods	Wire mesh	transmissions, rear-ends &
Tinplate	Terne plate	Tanks/cylinders	crank shafts
Cor-ten or similar	Turnings	Filters	farm machinery
High copper or corrosion	High pressure pipe	Boiler tubes	stainless
Resistant material	Oil filled pipes	Babbitt	
		Resulphurized metal	
- ◆ Material will not include non-metallics such as:


Concrete	Dirt	Batteries, Lead
Hazardous wastes	Oils	
Toxic wastes	Wood	
Tires	Plastics	

Any other nonconductor or contaminant not listed above

SPECIAL INSTRUCTIONS PACKAGING/SHIPPING:


Instructions: Supplier and Algoma Steel Inc. to co-ordinate transportation – truck, rail car and/or barge. Weights determined at Algoma Steel Inc, to be the governing weight. Barge carrier to have crane to off load at Algoma Steel Inc. Scrap to be scanned for radiation before leaving Vendor’s site and radiation scan documents included with shipping papers.



		105 West Street Sault Ste Marie, ON P6A 7B4																																																													
		ORIGINATION January 01, 2025 REVISION DATE	MATERIAL No. 100000445 REV No 0																																																												
NAME OF MATERIAL (GENERIC PROPRIETARY) MACHINE TURNING BRIQUETTES																																																															
Brief Description	Hot Compressed steel borings and turnings. Must not contain mill scale or iron oxides.																																																														
PRODUCT CHARACTERISTIC AND TOLERANCES All CHEMISTRY IS BASED ON % BY WEIGHT																																																															
Physical: Size:	Approx. 5" x 2-1/2" Briquettes must be bonded with heat and compression, no binding agents are acceptable. Degradation of briquettes must be less than 2% when received on site.																																																														
Density: lb/cu ft	45-55 Lbs. per cubic ft.																																																														
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NAME OF MATERIAL (GENERIC PROPIETARY)																																																											
#1 Heavy Melting Steel																																																											
Brief Description of Product	Wrought iron or steel scrap originating in a dealer's yard. Obsolete material will constitute part or all of each load.																																																										
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Physical: Size:	60" x 18" max. Must be 1/4" thickness minimum. No one piece may be greater than 500 lbs. Sealed containers such as gas tanks, propane cylinders, hydraulic cylinders, and similar items must be cut in half. Piercing is not acceptable as these items may still hold water, ice, or snow. Heavy wall pipe over 8" ID must be split in half. Railroad wheels must be cut in half. No rebar by visual analysis. Radioactive scrap is forbidden and is grounds for immediate rejection of the entire load and disposition according to Policy as per purchase order																																																										
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105 West Street
Sault Ste Marie, ON
P6A 7B4

ORIGINATION DATE	MATERIAL No.
January 01, 2025	100000413
REVISION DATE	REV No
	0

NAME OF MATERIAL (GENERIC PROPRIETARY)
#1 Prime Bundles (Factory Bundles)

Brief Description of Product: All new production steel, sheet scrap, clippings, skeleton scrap. Hydraulically compressed. Originating in a dealer's yard or direct from stamping/processing operation.

PRODUCT CHARACTERISTIC AND TOLERANCES **All CHEMISTRY IS BASED ON % BY WEIGHT**

Physical:
Size: No more than 24" x 24" x 48" long with individual bundles weighing no more than 4,000 # (ISFPC)
No more than 24" x 24" x 36" long with individual bundles weighing no more than 4,000 # (ISBC)
Compressed mandrel balls or side trim balls are not acceptable.
Radioactive scrap is forbidden and is grounds for immediate rejection of the entire load and disposition according to as per Purchase Order

Density: lb/cu ft. 150 #/ cu ft

Chemistry::	Name	Element		
	Iron	Cu	0.10% max	Residual Sum Ni, Si & Mo at 0.20% max
	Copper	Sn	0.01% max	
	Tin	Si	0.05% max	
	Chromium	Al	0.035% max	
	Non Metallic		1% max	
	Oil & Grease		0.5% max	
	Spectrographic analysis of shipment assays may be performed as required.			

PRODUCT CHARACTERISTIC AND TOLERANCES

Exclusions:

- ◆ Sealed units or closed containers are specifically excluded and are grounds for immediate rejection of a whole or partial load.
- ◆ Material will not include the following:

Drive train parts	Borings	Rolls	Vitreous enamel coatings
Barrels	Electric motors	Scale	No crawler scrap or chain
Engine blocks	Free copper	scrap	
Fuel tanks	Large appliances – white	Heavy lubricates	No obsolete automotive
Pipe valves	goods	scrap	
Tinplate	Terneplate	Wire mesh	transmissions, rear-ends &
Cor-ten or similar	Turnings	Tanks/cylinders	crank shafts
High copper or corrosion	High pressure pipe	Filters	Farm machinery
Resistant material	Oil filled pipes	Boiler tubes	Stainless Steel
		Babbitt	
		Re-sulphurized Iron/Steel	
- ◆ Material will not include non-metallics such as:


Concrete	Dirt	Batteries, Lead
Hazardous wastes	Oils	
Toxic wastes	Wood	
Tires	Plastics	

Any other nonconductor or contaminant not listed above

SPECIAL INSTRUCTIONS PACKAGING/SHIPPING:

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		105 West Street Sault Ste Marie, ON P6A 7B4																																																									
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Brief Description of Product	Hydraulically compressed black, uncoated carbon steel scrap. The presence of white goods, tin cans, rebar, used drums; insulation or electrical wires are specifically excluded and are grounds for immediate rejection at delivery.																																																										
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Physical: Size:	No more than 24" x 24" x 48" long with individual bundles weighing more than 4000 lbs. Sealed containers such as gas tanks, propane cylinders, hydraulic cylinders, and similar items must be cut in half. Piercing is not acceptable as these items may still hold water, ice, or snow even when compressed. No rebar is acceptable and is ground for immediate rejection. Compressed mandrel balls or side trim balls are not acceptable. Radioactive scrap is forbidden and is grounds for immediate rejection of the entire load and disposition according to as per Purchase Order																																																										
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105 West Street
Sault Ste Marie, ON
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ORIGINATION DATE January 01, 2003	MATERIAL No. 100000449
REVISION DATE	REV No 0

NAME OF MATERIAL (GENERIC PROPRIETARY) ISRI # 231, 232
5' Plate & Structural

Brief Description of Product Wrought iron or steel scrap originating in a dealer's yard. Obsolete material will constitute part or all of each load.

PRODUCT CHARACTERISTIC AND TOLERANCES All CHEMISTRY IS BASED ON % BY WEIGHT
Physical:
Size: Maximum Size 60" x 24" wide - must be 1/4" thick minimum.
 MN – maximum size 36" x 18" – must be 1/4" minimum
 No one piece may be greater than 1,000 lbs.
 Sealed containers such as gas tanks, propane cylinders, hydraulic cylinders, and similar items must be cut in half. Piercing is not acceptable as these items may still hold water, ice, or snow.
 Heavy wall pipe over 8" ID must be split in half.
 No rebar is acceptable in Plate and Strip.
 Radioactive scrap is forbidden and is grounds for immediate rejection of the entire load and disposition according to Policy as per Purchase Order.

Density: lb/cu ft. 55 lbs. per cubic ft.

<u>Chemistry:</u>	<u>Name</u>	<u>Element</u>		
	Manganese	Mn	1% max	Non Metallic 1% max
	Copper	Cu	0.18% max	Oil & Grease 1% max
	Tin	Sn	0.01% max	
	Nickel	Ni	0.10% max	
	Molybdenum	Mo	0.02% max	
	Chrome	Cr	0.10% max	

Spectrographic analysis of shipment assays may be performed as required.

PRODUCT CHARACTERISTIC AND TOLERANCES
Exclusions:

- ◆ Sealed units or closed containers are specifically excluded and are grounds for immediate rejection of a whole or partial load.
- ◆ Material will not include the following:

Drive train parts	Borings	Rolls: vitreous enamel coatings
Barrels	Electric motors	Scale: no crawler scrap or chain scrap
Engine blocks	Free copper	Heavy lubricates: no obsolete automotive scrap including transmissions, rear-ends
Fuel tanks	Large appliances – white goods	Wire mesh: transmissions, rear-ends & crank shafts
Pipe valves	Terne plate	Tanks/cylinders
Tinplate	Turnings	Filters: farm machinery
Cor-ten or similar	High pressure pipe	Boiler tubes: stainless
High copper or corrosion	Oil filled pipes	Babbitt
- ◆ Material will not include non-metals such as:

Concrete	Dirt	Batteries, Lead
Hazardous wastes	Oils	
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any other nonconductor or contaminant not listed above

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H. Annexure B: Exclusion, Hazardous and Toxic Material Example

Hazardous Items and other non-conformance items

The following items are considered hazardous & Toxic and will be grounds for immediate rejection and suspension/cancelation of Purchase Order.

1.10. Closed Containers

Including pressure vessels, gas tanks, oil tanks, barrels, propane cylinders, hydraulic cylinders, fire extinguishers, compressed gas cylinders, torque converters, planetary gear hubs, or any other sealed container.



Hazardous Waste Examples:	Toxic Waste Examples
Cleaning Products	Pesticides
Flourescent Tubes	Oil – Based Paint
Pesticides	Bleach
Batteries	Medical Waste
Solvents	Asbestos / Heavy Metal
Biological Waste	Brake Fluid / Petroleum

1.11. Non Metallic

Including dirt, excess snow and ice, concrete, plastic, rubber, insulation and wood.



1.12. Electrical Components

No transformers, electrical motors, electric drive components, electrical panels, computer cabinets, wiring of any kind, circuit boards, or controls.



1.13. Drivetrain Parts

No engines, transmissions, axle assemblies, planetary gear hubs, brake assemblies, shock absorbers, cast iron or aluminum components, and any pieces containing gears & bearings



1.14. Roll Scale, mill scale, sinter fines, swarf, and oxidized slag



I. About Algoma Steel Group Inc.

Based in Sault Ste. Marie, Ontario, Canada, Algoma is a fully integrated producer of hot and cold rolled steel products including sheet and plate. Driven by a purpose to build better lives and a greener future, Algoma is positioned to deliver responsive, customer-driven product solutions to applications in the automotive, construction, energy, defense, and manufacturing sectors. Algoma is a key supplier of steel products to customers in North America and is the only producer of discrete plate products in Canada. Its state-of-the-art Direct Strip Production Complex (“DSPC”) is one of the lowest-cost producers of hot rolled sheet steel (“HRC”) in North America.

Algoma is on a transformation journey, modernizing its plate mill and adopting electric arc technology that builds on the strong principles of recycling and environmental stewardship to significantly lower carbon emissions. Today Algoma is investing in its people and processes, working safely, as a team to become one of North America’s leading producers of green steel.

As a founding industry in their community, Algoma is drawing on the best of its rich steelmaking tradition to deliver greater value, offering North America the comfort of a secure steel supply and a sustainable future.

