		<b>DS Smith Recycling</b>
	<b>PfR Guidelines</b>	
DSS PfR G EN WH 01	Version 01. February 2015	Page 1 of 8

# Guideline on the supply of DS Smith Paper Mills with Paper for Recycling (PfR)

## Plant-specific supplement DSS Paper Witzenhausen „DSS PfR G EN WH01“


### Scope / validity:

This document is a supplement to the following general document, and applicable in conjunction with it:

"DSS PfR G DE Allg.-  
Guideline on the supply of Paper Mills of the DS Smith Group"


for supply to DS Smith Paper - Witzenhausen Mill - Germany

This document and the jointly applicable documents are valid in their respective, current version. The current, valid version is to be requested from DS Smith Recycling.

		<b>DS Smith Recycling</b>
	<b>PfR Guidelines</b>	
DSS PfR G EN WH 01	Version 01. February 2015	Page 2 of 8

## Contents

Scope / validity: .....	1
Plant-specific part: Witzenhausen .....	3
1. DS Smith Paper - Witzenhausen .....	3
Address: .....	3
Description of plant: .....	3
Certificates: .....	3
PfR varieties in use .....	4
Acceptance times .....	4
Time window.....	4
<b>Requirements for delivery vehicles.....</b>	<b>5</b>
<b>Additional requirements to bales and delivery form .....</b>	<b>5</b>
<b>Bale dimensions: .....</b>	<b>5</b>
<b>Aschaffenburg bulk deliveries: .....</b>	<b>5</b>
<b>Incoming goods inspection.....</b>	<b>6</b>
<b>Contact at DS Smith Recycling Germany.....</b>	<b>7</b>
<b>Safety rules .....</b>	<b>7</b>
Miscellaneous.....	8

		<b>DS Smith Recycling</b>
	<b>PfR Guidelines</b>	
DSS PfR G EN WH 01	Version 01. February 2015	Page <b>3</b> of <b>8</b>

# Plant-specific part: Witzenhausen

## 1. DS Smith Paper - Witzenhausen


### **Address:**

Kasseler Landstrasse 23  
37213 Witzenhausen  
Germany

### **Description of plant:**

#### Certificates:

- Quality ISO 9001
- Environmental ISO 14001
- Safety OHSAS 18001
- Energy ISO 50001
- FSC® Chain of Custody
- Good Manufacturing Practice

		<b>DS Smith Recycling</b>
	<b>PfR Guidelines</b>	
DSS PfR G EN WH 01	Version 01. February 2015	Page 4 of 8

#### PfR varieties in use

<b>Group EN 643</b>	<b>Designation</b>	<b>Description</b>	<b>Unwanted materials max.</b>	<b>Special characteristics</b>
1.02.00	Mixed recycled paper	Mixture of different paper, cardboard and paperboard types	2.5%, of which max. 1.5% non-paper components*	
1.04.00	Packaging made of paper and cardboard	Used paper and cardboard packaging, containing at least 70% of corrugated cardboard, remainder packaging from paper, cardboard and paperboard products	2.5%, of which max. 1.5% non-paper components*	
4.01.00	Unused paperboard and shavings of corrugated cardboard	Unused packaging, sheets and shavings of corrugated cardboard with liners of kraftliners and/or testliners	0.5%, of which max. 1.5% non-paper components*	

\* Undesired materials see item 1) a) of the General Section

#### Acceptance times

Monday to Friday 06:00 hrs to 20:00 hrs


#### Time window

Supply to the plant is performed by way of a time window regulation at an agreed hour and coordinated by our logistics department.

The logistics department at Raubling must be notified of the potential lapse of the time window as soon as possible. Lapsed time windows do not automatically mean that delivery may take place at a later date.

Contact with the DS Smith Recycling Germany logistics department is required.

Time windows for the supply of bulk produce on specific days must be coordinated with the logistics department at Raubling.

		<b>DS Smith Recycling</b>
	<b>PfR Guidelines</b>	
DSS PfR G EN WH 01	Version 01. February 2015	Page 5 of 8

### **Requirements for delivery vehicles**

Tautliner or curtainsider trucks and trailers must have an interior height of at least 2.60. All regulations regarding roadworthiness as per the German Road Traffic Licensing Regulations (StVZO) and the German Road Traffic Regulations (STVO) must be observed.

Deliveries with "walking floor" / push floor vehicles are only permitted **if side doors are available for unloading.**

### **Additional requirements to bales and delivery form**


The requirements regarding the integrity of the bales in Witzenhausen are high, as the bales will be moved several times and stacked up to 6 bales high.

### **Bale dimensions:**

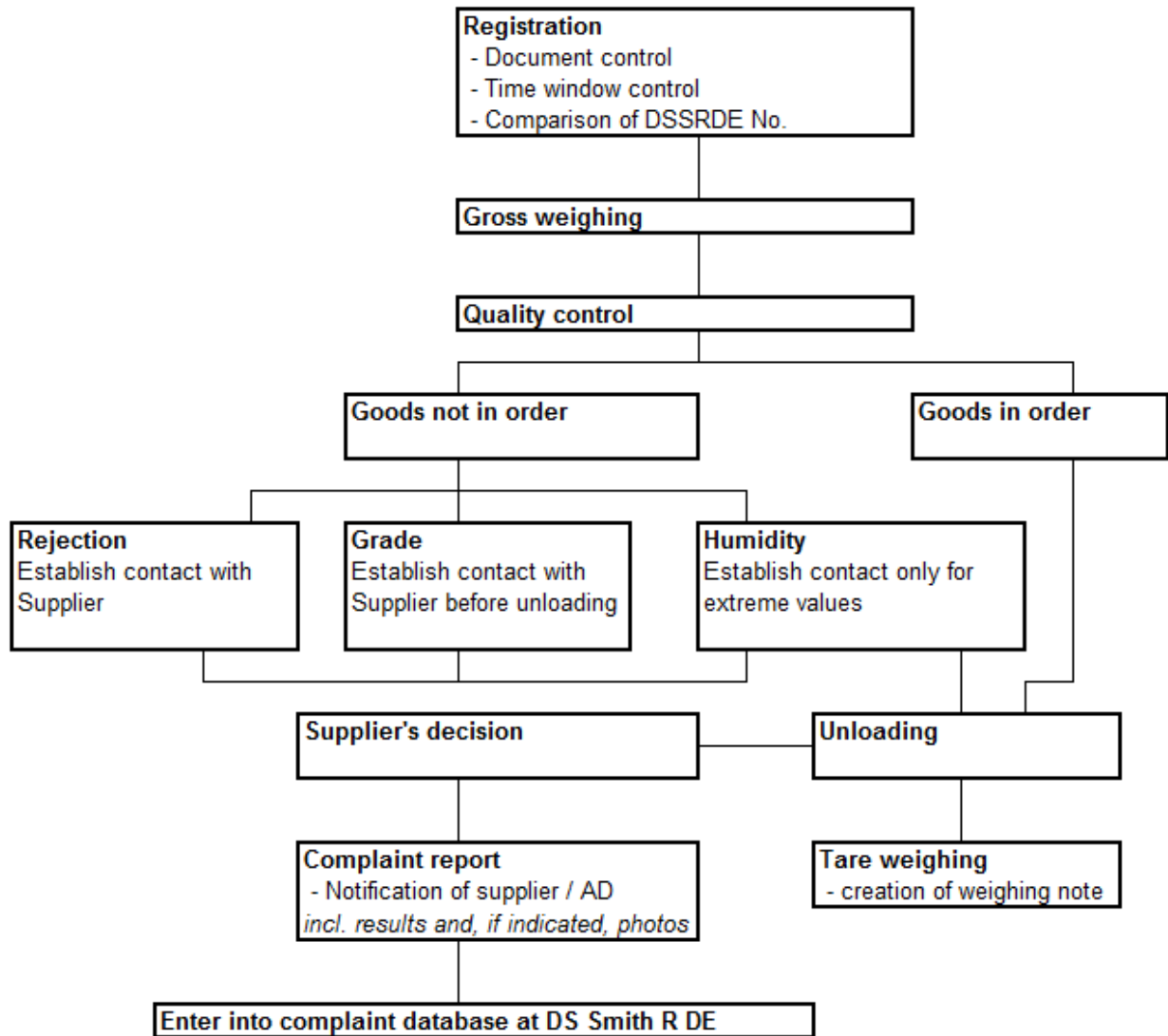
Maximum dimensions (length x width x height)	2500 mm x 1250 mm x 1250 mm
Minimum dimensions (length x width x height)	1000 mm x 750 mm x 750 mm

### **Aschaffenburg bulk deliveries:**


The delivery of bulk Paper for Recycling (PfR) is not possible.

		<b>DS Smith Recycling</b>
	<b>PfR Guidelines</b>	
DSS PfR G EN WH 01	Version 01. February 2015	Page 6 of 8

### Incoming goods inspection



The documents applicable to the on-site incoming goods inspection at the paper mill contain detailed descriptions of the exact inspection sequence.

		<b>DS Smith Recycling</b>
	<b>PfR Guidelines</b>	
DSS PfR G EN WH 01	Version 01. February 2015	Page 7 of 8

### Contact at DS Smith Recycling Germany

Logistics Department Raubling:

Headquarters: +49 8035 8775 -0  
Direct dial: +49 8035 8775 -12  
-14  
-19  
-23  
-37


E-mail: [dispo@dssmith.com](mailto:dispo@dssmith.com)

### Safety rules

The safety rules of the plant must be fully observed at all times. The driver must be able to understand German so they can be explained to him.  
Only roadworthy vehicles in full compliance with the approval conditions are permitted access to the site.

Mandatory personal protective equipment to be worn:

- Safety vest / jacket
- Safety shoes
- **Only the drivers** may enter the site with the delivery vehicle. Other persons are denied access, in particular minors.
- The specific safety rules of the site must be acknowledged when registering at the scale/gate. Compliance is mandatory.
- **No smoking** on the entire site, **including in the vehicle.**

		<b>DS Smith Recycling</b>
	<b>PfR Guidelines</b>	
DSS PfR G EN WH 01	Version 01. February 2015	Page <b>8</b> of <b>8</b>

Miscellaneous