



PROCESSING RULES / GUIDELINES

1. OBSERVATION REPORTS:

- Observation reports are filled out and either uploaded to the website or emailed directly to the customer every time a coil is handled or processed at OPP.
- OPP will do our best to make sure that the customer is receiving accurate information each and every time a coil is handled. However, OPP will not be held responsible for un noted mill related defects.

2. MATERIAL STORAGE:

- Please note that any pickled material stored at OPP may experience storage rust during humid weather or if there is a long period of time between processing and shipping.
- This will affect the O.D./I.D. lap and possibly the edges. We highly recommend that customers ship material out as soon as possible to prevent any type of storage rust.
- If the customer knows the material is going to be stored for an extended period of time they can request a full shrink wrapping be done at the time of processing. Please contact your Inside Sales Representative for details.

3. REPICKLE AGREEMENT (Exhibit A):

- All customers that request to re-pickle a coil must have an authorized representative sign off on our “Re-pickle Agreement” stating that they are aware of the issues that arise during the re-pickle process prior to processing the coil.
- The authorized representative will only have to sign off on the re-pickle agreement the first time and it will be used for all re-pickles in the future. It is the responsibility of the authorized representative to make sure that all parties within their facility are aware of the issues that may arise during the re-pickle process.
- Re-pickling is subject to coil review prior to acceptance.

4. LEVELING AGREEMENT (Exhibit B):

- All customers that request to level a coil must have an authorized representative sign off on our “Leveling Policy” stating that they know what information must be provided on each customer PO.
- If the customer is unable to provide the required information on every PO OPP will process at best effort only.

Ohio Pickling & Processing strongly believes that excellent communication is the key to customer satisfaction. This policy is only meant to help improve the communication between our companies and let all parties involved understand what is expected of one another.

Changes can be made to this document in order to improve our communication. If OPP makes any changes to the Processing Rules/Guidelines customers will be notified of the change. Please take a minute to review all of the items, Agreements and Policies referenced above. Before processing material at OPP please have an authorized representative sign below acknowledging that they received a copy of the Processing Rules/Guidelines on behalf of your company and email a signed copy to sales@ohiopickling.com or fax to (419)-241-4784. Please direct all questions regarding this document to your sales representative.

We truly appreciate all of your business and we look forward to working with you.

Best regards,

Ohio Pickling & Processing Management

Company Name: _____

Ohio Pickling & Processing

Customer Rep: _____
(print)

Sales Rep: _____
(print)

Customer Rep: _____
(sign)

Sales Rep: _____
(sign)

**EXHIBIT A
REPICKLE AGREEMENT**

To: Ohio Pickling & Processing (OPP)

Attn: Sales Department

This is an acknowledgement that you have requested to repickle a coil. Due to the nature of repickling coils, Ohio Pickling & Processing will repickle on best effort basis only. The repickling process is susceptible to causing digs, scratches, scuffmarks and other surface defects. Ohio Pickling & Processing cannot control these defects that may range from very minor to severe in nature during the repickling process.

Copy of blanket agreement will be on file for all future coils that are requested to be repickled by your company.

In reviewing the above, please sign below that you have reviewed and understand the nature of the repickling process and agree not to hold OPP responsible for defects that are associated with the repickling process. Please have this acknowledgement signed by an authorized representative who has the authority to approve this agreement. If any questions need answering please contact your Inside Sales Representative for further information.

Signature _____

Title _____ Date _____

Please return this form by email to sales@ohiopickling.com or fax to (419)-241-4784

**EXHIBIT B
LEVELING AGREEMENT**

Scope

Due to the nature and process of leveling during pickling, the following information is needed to ensure we are able to flatten the material when using the leveler. This policy was implemented to make sure we are setting up the leveler properly in order to provide you with the best possible result.

- In order to properly set the leveler we need to know the mechanical properties (yield, tensile and elongation). The accuracy of the yield is most important.
- By providing the yield strength, it allows us to properly set up the leveler to give an accurate starting point. If variations are seen from the reported yield during processing, adjustments can be made to the leveler to further help flatten the material.
- To achieve the highest capability from the leveler, the stretch and compression must go beyond the yield point of the material. Satisfactory results cannot be achieved if you do not penetrate the material enough to achieve flatness.
- If requested, due to not knowing the mechanical properties, we can cut a sample and submit for testing to one of the accredited labs for an additional fee.
- If material is provided without the mechanical properties best effort is made but we cannot be responsible for the shape of the material.
- As with any type of material we can only flatten as the equipment and material will allow.

By providing and understanding the capability of the leveler, it allows us to perform the leveling process at the greatest ability of the leveler.

In reviewing the above, please sign below that you have reviewed and understand the leveling process. Please have this document signed by an authorized representative who has authority to approve this agreement and email a signed copy to sales@ohiopickling.com or fax to (419)-241-4784. If you have any questions, please contact your Inside Sales Representative for further information.

Company Name: _____

Authorized Representative (print)

Title

Authorized Representative (sign)

Date

Phone Number, email