

# Guidelines for Paper Stock: PS-2022 (Reviewed February 3, 2022)

## Preamble

These standards and practices apply to paper stock for re-pulping. Transactions may be modified by mutual agreement between Buyer and Seller. Once Buyer and Seller come to an agreement regarding the transaction there will either be a purchase or sales agreement outlining the transaction, terms and conditions which will be used for the signed transactions. This agreement will serve as the "governing document" for the transaction.

### "Good Faith" Relationship between Buyer-Seller

The following principles of "good faith" have been established:

1. Seller must use due diligence to ascertain that shipments consist of properly packed paper stock and that shipments are made during the period specified.
2. Arbitrary deductions, cancellations and/or rejections by the Buyer are counter to acceptable good trade practices.
3. Seller shall provide the quality of paper stock agreed upon but shall not be responsible for the use of the paper stock or of the manufactured product.

## I. The Purchase Agreement

Each transaction covering the purchase or sale of paper stock shall be confirmed by either a purchase or sales agreement which may include the following:

1. **Quality**  
Where possible, purchases shall be specified in accordance with the grade as defined in the latest paper stock section of the ISRI Scrap Specification Circular. Any deviation from the grade listed in the circular should be otherwise specified and agreed upon by both parties in the purchase or sales agreement.
2. **Quantity**
  - a. The Buyer and Seller shall establish minimum weights for each load
  - b. The quantity for the purchase or sale of the paper stock shall always be specified in terms of a definite number of short tons of 2000 pounds each or metric tons of 2204.6 pounds each. In addition, the number of loads shall be specified.
  - c. Packing unit type, such as bales, skids, roles, pallets, boxes, securely tied bundles or loose, should be specified in the Agreement.
3. **Pricing and Terms**  
Each transaction covering the purchase or sale of paper stock shall be confirmed in writing stating the negotiated price and payment terms agreed to by both the buyer and seller.

## 4. Shipping Period, Terms and Instructions

- a. Period shall be understood to be within 30 days of the date of the order unless otherwise specified and subsequently agreed to by both buyer and seller.
- b. Shipping terms shall be indicated by the use of the International Chamber of Commerce's Incoterms for shipping that can be found in the addendum at the end of the preamble.
- c. The Shipping instructions for each load should clearly specify shipping schedule routes, carrier and destination. Shipping instructions shall be provided by the buyer at the time of the order. These instructions should also be included on the bill of lading when shipping for export. Information should include documentation, inspection requirements and pictures if required.

## II. Fulfillment by the Seller

The practice of the Seller shall be in accordance with the following:

1. **Acceptance**  
All orders shall be confirmed.
2. **Grading**  
Paper stock which is sold under the grade names appearing in the paper stock section of the *ISRI Scrap Specifications Circular* shall conform to those grading definitions.
3. **Packing**  
Each unit must be sufficiently secured to ensure a satisfactory delivery.
4. **Tare**  
If agreed to by the Buyer, sides and headers may be used to make a satisfactory delivery of the bales but must not be excessive. The weight of skids, Gaylord boxes and other similar materials shall be deducted from the gross invoice weight.
5. **Loading**  
Paper stock shall be loaded as follows:
  - a. Before they are loaded, railcars, trucks, trailers and containers shall be free from objectionable materials and odors, and shall have clean sound floors and doors.
  - b. All loads should consist entirely of one grade of paper stock unless otherwise agreed to. When two or more grades are included in the same load, units of each grade should be kept together in a separate part of the railcar, truck, trailer or container.
  - c. Paper stock must be loaded in a manner that will minimize shifting and breakage. Excessive breakage due to improper loading can be cause for a claim or rejection.
  - d. Paper stock shall be loaded in accordance with the customer's preferred safe loading practices or industry safety best practices such as outlines in the ISRI/AF&PA Shipping Guide for Baled Paper Products as a reference.

Please refer to the following guide for valuable safety information: <http://www.isri.org/safeshipping>

## 6. Shipping Notice/Bill of Lading

A bill of lading or shipping notice shall accompany each shipment to the Buyer and should include the following:

- a. Date of shipment
- b. Release number (if applicable)
- c. Number of units
- d. Grade of paper units
- e. Weight of load – For combination loads, individual unit weights may be indicated.
- f. Name of trucking company, trailer, rail car or container number and driver's signature
- g. Routing Instruction (If applicable)
- h. Destination (If applicable)
- i. Shipper's signature

## 7. Invoicing

Invoices, if required, should conform to instructions on the order and include the following data:

- a. Date of shipment
- b. Railcar, truck number or container number
- c. Customer's order number
- d. Release Number (if applicable)/Bill of Lading number
- e. Shipper's invoice number
- f. Point of sale
- g. Number of units
- h. Weight and grade
- i. Price and extension
- j. Payment terms, including credit terms and discounts

## 8. Downgrade Claims/Rejections

When notified of a claim/rejection, the Seller should advise the Buyer, within two business days, as to which of the following procedures the Seller has decided upon:

- a. Agree with the Buyer to a compromise acceptance and settlement.
- b. Inspect the quality of the rejected material. The inspection and final disposition by the Seller should take place within five business days of the notification. By mutual agreement, this time limit may be exceeded.
- c. Order repossession of the material (if applicable).
- d. Request that the Buyer agree to submit the rejected shipment to arbitration.

## III. Fulfillment by the Buyer

The practice of the Buyer shall be in accordance with the following:

### 1. The Buyer will confirm all orders

## 2. Unloading

While unloading the shipment the buyer is to inspect the contents so far as possible.

If the shipment appears to be in accordance with the purchase or sales agreement, the buyer shall proceed with the unloading.

The Buyer is obligated to supply the Seller with the weight of all the received material.

If the shipment does not appear to be in accordance with the purchase or sales agreement, the Buyer shall immediately notify the Seller.

## 3. Claims and Rejections

In the event of a claim or rejection, the Buyer shall be responsible for any paper stock used and the freight thereon. The buyer should use due diligence to maintain all controversial or rejected paper stock from external deterioration or contamination.

## M. Miscellaneous Practices

### 1. Ownership

- a. When loaded the shipment is purchased "ex works" shipping point (INCOTerm – EXW) and is in accordance with the purchase agreement covering the transaction, it becomes the property of the Buyer
- b. When the shipment is purchased on a "delivered" basis and is in accordance with the purchase or sales agreement covering the transaction, it remains the property of the Seller until it is delivered to the Buyer and verified with proof of delivery.

### 2. Carrier Selection

- a. When shipment is on an EXW basis, selection of the carrier is at the discretion of the Buyer unless otherwise agreed.
- b. When the shipment is on a delivered basis, selection of the carrier is at the discretion of the Seller unless otherwise agreed.

### 3. Excess Freight and Charges

- a. Any excess freight charges accruing on a shipment due to the failure by the Seller to adhere to the purchase agreement is the liability of the Seller and includes switching and freight charges.
- b. Any excess freight charges accruing on a shipment due to the failure of the Buyer to adhere to the purchase agreement is the liability of the Buyer and includes switching and freight charges
- c. Any demurrage accruing on a shipment due to the failure of the seller to ship in accordance with the purchase agreement except with respect to quality is the liability of the seller
- d. In the event that a rejection for quality stands, any demurrage accruing on the shipment prior to notification to the Seller shall be the Buyer's liability.

#### 4. Weight Discrepancies

In the event of a weight discrepancy between the buyer and seller, the buyer's weight will govern as long as the weight is taken from a certified scale.

In the event that the buyer does not have a certified weight ticket then the seller's weight will govern as long as it is produced from a certified scale.

No adjustments shall be made on any shipment of paper stock when the weight variation is 1% or less for domestic loads and 2% or less for export loads.

If the variation exceeds 1% for domestic loads or 2% for export loads, the Seller may initiate a Weight Review by submitting a certified scale weight (showing the gross, tare and net of the load) and/or a loading tally showing individual bale weights. The Buyer shall then review the data and either:

- a. Adjust the received weight, or
- b. Decline the appeal, in which case the Buyer's weight shall prevail.

#### 5. Moisture Content

All paper must be packed dry with a moisture content of 12% which is deemed to be the maximum dry limit. Prior to shipment the buyer and seller shall agree to a moisture percentage and a method by which moisture is to be tested. The agreement is to be confirmed through the purchase agreement and/or the shipping agreement.

Where and when excess moisture is suspected and determined to be present in the shipment, the Buyer has the right to request an adjustment and if a settlement cannot be reached, the Buyer has the right to reject the shipment. The buyer will conduct testing either by using the mutually agreed upon method or in accordance with the American Forest & Paper Association's Moisture Guide for Measuring Moisture in Recovered Paper Bales. In the event that excess moisture is detected the buyer has the right to request a weight adjustment and if a settlement cannot be reached, the buyer has the right to reject the shipment.

Information: [www.afandpa.org/docs/default-source/one-pagers/bale-moisture-guide.pdf](http://www.afandpa.org/docs/default-source/one-pagers/bale-moisture-guide.pdf)

#### V. Arbitration

In the event of a dispute where agreement cannot be reached between Buyer and Seller, the dispute may be submitted to ISRI arbitration as long as one of the parties is a member of the association. Refer to ISRI Arbitration Services section of this document for further information.

#### VI. Grade Definitions

The definitions which follow describe grades as they should be sorted and packed. Consideration should be given to the fact that paper stock, as such, is a secondary material produced manually and may not be technically perfect. Definitions may not specifically address all types of processes used in the manufacture or recycling of paper products. Specific requirements should be discussed between Buyer and Seller during negotiations.

#### 1. Outthrows

The term "Outthrows" as used throughout this section is defined as "all papers that will make the pack undesirable and unsuitable for consumption as the grade specified."

#### 2. Prohibitive Materials

The term "Prohibitive Materials" as used throughout this section is defined as:

- a. Any materials which by their presence in a packing of paper stock, in excess of the amount allowed, will make the pack unacceptable and unusable as the grade specified.
- b. Any materials that may be damaging to equipment.

#### 3. Zero Tolerance

The term "Zero Tolerance" as used throughout this section is defined as:

Any material that contains any amount of Medical, Organic, Food Waste, Hazardous, Poisonous, Radioactive or Toxic waste and other harmful substances or liquids.

#### 4. Other Acceptable Papers

The term "Other Acceptable Papers" as used throughout this section is defined as "all other papers that are deemed acceptable by the buyer and allowed in that buyer's pack up to the percentage allowed."

#### 5. Glossary of Terms

A supplemental glossary of paper stock terms is located at the end of the Guidelines for Paper Stock. The purpose of this limited list of terms is to help the user better understand specific grade definitions contained within this Circular.

#### (4) Boxboard Cuttings

Consists of new cuttings of paperboard used in the manufacture of folding cartons, set-up boxes and similar box-board products.

Prohibitive Materials may not exceed	1/2 of 1%
Outthrows plus prohibitives may not exceed	2%

#### (5) Mill Wrappers

Consists of paper used as outside wrap for rolls, bundles, or skids of finished paper.

Prohibitive Materials may not exceed	1/2 of 1%
Outthrows plus prohibitives may not exceed	3%

#### (9) Over-Issue News (OI or OIN)

Consists of unused, overrun newspapers printed on newsprint, containing not more than the normal percentage of rotogravure and colored sections.

Prohibitive Materials	None permitted
Outthrows plus prohibitives	None permitted

#### (10) Magazines (OMG)

Consists of coated magazines, catalogues, and similar printed materials. May contain a small percentage of uncoated news-type paper.

Prohibitive Materials may not exceed	1%
Outthrows plus prohibitives may not exceed	3%

**(11) Old Corrugated Containers (OCC)**

Consists of corrugated containers having liners of either test liner or kraft.

Prohibitive Materials may not exceed	1%
Outthrows plus prohibitives may not exceed	5%

**(12) Double-Sorted Old Corrugated (DS OCC)**

Consists of double-sorted corrugated containers, generated from supermarkets and/or industrial or commercial facilities, having liners of test liner or kraft. Material has been specially sorted to be free of boxboard, off-shore corrugated, plastic, and wax.

Prohibitive Materials may not exceed	1/2 of 1%
Outthrows plus prohibitives may not exceed	2%

**(13) New Double-Lined Kraft Corrugated Cuttings (DLK)**

Consists of new corrugated cuttings having liners of either test liner or kraft. Treated medium or liners, insoluble adhesives, butt rolls, slabbed or hogged medium, are not acceptable in this grade.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	2%

**(14) Fiber Cores**

Consists of paper cores made from either recycled paperboard and/or linerboard, single or multiple plies. Metal or plastic end caps, wood plugs, and textile residues are not acceptable in this grade.

Prohibitive Materials may not exceed	1%
Outthrows plus prohibitives may not exceed	5%

**(15) Used Brown Kraft**

Consists of brown kraft bags free of objectionable liners and original contents.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	1/2 of 1%

**(16) Mixed Kraft Cuttings**

Consists of new brown kraft cuttings, sheets and bag scrap free of stitched paper.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	.1%

**(17) Carrier Stock**

Consists of printed or unprinted, unbleached new beverage carrier sheets and cuttings. May contain wet strength additives.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	1%

**(18) New Colored Kraft**

Consists of new colored kraft cuttings, sheets and bag scrap, free of stitched papers.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	1%

**(19) Kraft Grocery Bag (KGB)**

Consists of new brown kraft bag cuttings, sheets and misprint bags.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	1%

**(20) New Kraft Multi-Wall Bag**

Consists of new brown kraft multi-wall bag cuttings, sheets, and misprint bags, free of stitched papers.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	1%

**(21) New Brown Kraft Envelope Cuttings**

Consists of new unprinted brown kraft envelopes, cuttings or sheets.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	1%

**(22) Mixed Flyleaf Shavings**

Consists of trim of magazines, catalogs, inserts and similar printed matter, not limited with respect to groundwood, uncoated or coated stock, and may contain the bleed of cover and insert stock as well as beater-dyed paper and solid color printing.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	2%

**(23) Telephone Directories**

Consists of clean telephone directories printed for or by telephone directory publishers.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	1/2 of 1%

**(24) White Blank News (WBN)**

Consists of unprinted cuttings and sheets of white newsprint or other uncoated white groundwood paper of similar quality.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	1%

**(25) Groundwood Computer Printout (GW CPO)**

Consists of groundwood papers which are used in forms manufactured for use in data processing machines. This grade may contain colored stripes and impact or nonimpact (e.g., laser) computer printing.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	2%

**(26) Publication Blanks (CPB)**

Consists of unprinted cuttings or sheets of white coated or filled groundwood content paper.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	1%

**(27) Coated Flyleaf Shavings**

Consists of lightly printed trim from magazines, catalogs and similar printed matter, not limited with respect to groundwood, uncoated or coated stock. The bleed of cover, insert card stock, and beater-dyed paper may not exceed 2%.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	1%

**(28) Coated Soft White Shavings (SWS)**

Consists of unprinted, coated, and uncoated shavings and sheets of white groundwood-free printing paper. May contain a small percentage of groundwood.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	1%

**(29) (Grade not currently in use)****(30) Hard White Shavings (HWS)**

Consists of shavings or sheets of unprinted, untreated white groundwood-free paper.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	1/2 of 1%

**(31) Hard White Envelope Cuttings (HVEC)**

Consists of groundwood-free cuttings, shavings, or sheets of unprinted, untreated, and uncoated white envelope paper.

Prohibitive Materials None permitted  
Outthrows plus prohibitives may not exceed ½ of 1%

**(32) (Grade not currently in use)****(33) New Colored Envelope Cuttings**

Consists of groundwood-free cuttings, shavings, or sheets of untreated, uncoated bleachable colored envelope paper.

Prohibitive Materials None permitted  
Outthrows plus prohibitives may not exceed 2%

**(34) (Grade not currently in use)****(35) Semi Bleached Cuttings**

Consists of sheets and cuttings of unprinted, untreated, groundwood-free paper such as file folder stock, untreated milk carton stock, or manila tag.

Prohibitive Materials None permitted  
Outthrows plus prohibitives may not exceed 2%

**(36) Unsorted Office Paper (UOP)**

Consists of printed or unprinted paper typically generated in an office environment that may include a document destruction process. This grade may contain white, colored, coated and uncoated papers, manila and pastel colored file folders.

Prohibitive Materials may not exceed 2%  
Outthrows plus prohibitives may not exceed 10%

**(37) 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 and facsimile paper.

Prohibitive Materials may not exceed 1%  
Outthrows plus prohibitives may not exceed 5%

**(38) (Grade not currently in use)****(39) Manifold Colored Ledger (MCL)**

Consists of sheets, shavings, and cuttings of industrially-generated printed or unprinted colored or white groundwood-free paper. All stock must be uncoated and free of nonimpact printing. A percentage of carbonless paper is allowable.

Prohibitive Materials may not exceed ½ of 1%  
Outthrows plus prohibitives may not exceed 2%

**(40) Sorted White Ledger (SWL)**

Consists of uncoated, printed or unprinted sheets, shavings, guillotined books, and cuttings of white groundwood-free ledger, bond, writing, and other paper which has similar fiber and filler content.

Prohibitive Materials may not exceed ½ of 1%  
Outthrows plus prohibitives may not exceed 2%

**(41) Manifold White Ledger (MWL)**

Consists of sheets, shavings, and cuttings of industrially-generated printed or unprinted white groundwood-free paper. All stock must be uncoated.

Prohibitive Materials may not exceed ½ of 1%  
Outthrows plus prohibitives may not exceed 2%

**(42) (Grade no longer in use)****(43) Coated Book Stock (CBS)**

Consists of coated groundwood-free paper, printed or unprinted in sheets, shavings, guillotined books and cuttings. A reasonable percentage of paper containing fine groundwood may be included.

Prohibitive Materials None permitted  
Outthrows plus prohibitives may not exceed 2%

**(44) Coated Groundwood Sections (CGS)**

Consists of printed, coated groundwood paper in sheets, sections, shavings or guillotined books. This grade may not include news quality groundwood paper.

Prohibitive Materials None permitted  
Outthrows plus prohibitives may not exceed 2%

**(45) Lightly Printed Bleached Board Cuttings**

Consists of groundwood-free printed bleached board cuttings, free from misprint sheets, cartons, wax, greaseproof lamination, metallic, and inks, adhesives or coatings that are insoluble.

Prohibitive Materials may not exceed ½ of 1%  
Outthrows plus prohibitives may not exceed 2%

**(46) Printed Bleached Board**

Consists of groundwood-free misprint sheets, cartons and cuttings of bleached board, free from wax, greaseproof lamination, metallic, and inks, adhesives or coatings that are insoluble.

Prohibitive Materials may not exceed 1%  
Outthrows plus prohibitives may not exceed 2%

**(47) Unprinted Bleached Board**

Consists of groundwood-free unprinted, untreated bleached board cuttings, sheets or rolls, free from wax, greaseproof lamination and adhesives or coatings that are insoluble.

Prohibitive Materials None permitted  
Outthrows plus prohibitives may not exceed 1%

**(48) #1 Bleached Cup Stock (#1 Cup)**

Consists of untreated cuttings or sheets of coated or uncoated cup base stock. Cuttings with slight bleed may be included. Must be free of wax, poly, and other coatings that are insoluble.

Prohibitive Materials None permitted  
Outthrows plus prohibitives may not exceed ½ of 1%

**(49) #2 Printed Bleached Cup Stock (#2 Cup)**

Consists of printed, untreated formed cups, cup die cuts, and misprint sheets of coated or uncoated cup base stock. Glues must be water soluble. Must be free of wax, poly, and other coatings that are insoluble.

Prohibitive Materials None permitted  
Outthrows plus prohibitives may not exceed 1%

**(50) Unprinted Bleached Plate Stock**

Consists of groundwood-free bleached coated or uncoated, untreated and unprinted plate cuttings and sheets.

Prohibitive Materials None permitted  
Outthrows plus prohibitives may not exceed ½ of 1%

**(51) Printed Bleached Plate Stock**

Consists of groundwood-free bleached coated or uncoated, untreated printed plates and sheets. Must be free of coatings or inks that are insoluble.

Prohibitive Materials	None permitted
Outthrows plus prohibitives may not exceed	1%

**(52) Aseptic Packaging and Gable-Top Cartons**

Consists of liquid packaging board containers including empty, used, polyethylene (PE)-coated, printed one-side aseptic and gable-top cartons containing no less than 70% bleached chemical fiber and may contain up to 6% aluminum foil and 24% PE film.

Prohibitive Materials may not exceed	2%
Outthrows plus prohibitives may not exceed	5%

**(54) Mixed Paper (MP)**

Consists of all paper and paperboard of various qualities not limited to the type of fiber content, sorted and processed at a recycling facility.

Prohibitive Materials may not exceed	2%
Outthrows may not exceed	3%

**(56) Sorted Residential Papers & News (SRPN)**

Consists of sorted newspapers, mail, magazines, printing and writing papers and other acceptable papers generated from residential programs (such as residential household and apartment collections and drop-off centers) sorted and processed at a recycling facility. Containerboard and brown grades (OCC, Kraft bags, boxboard and Kraft carrier board) will be considered as "Outthrows." *Due to some technical questions, a clarification to the language above was made in August 2019.*

Prohibitive Materials may not exceed	2%
Outthrows may not exceed	3%

**(58) Sorted Clean News (SCN)**

Consists of sorted newspapers from source separated collection programs, converters, drop-off centers and paper drives containing the normal percentages of roto gravure, colored and coated sections. May contain inserts that would normally be included in the newspaper in the proper proportions. Grade must be free of excessive ink, brown grades and non-paper material. (Some mills may require pack to be free of flexographic inks.)

Prohibitive Materials may not exceed	1/2 of 1%
Outthrows plus prohibitives may not exceed	1%
Other papers may not exceed	10%

**Specialty Grades**

The grades listed below are produced and traded in carload and truckload quantities throughout the United States, and because of certain characteristics (i.e., the presence of wet strength, polycoatings, plastic, foil, carbon paper, hot melt glue), are not included in the regular grades of paper stock. However, it is recognized that many mills have special equipment and are able to utilize large quantities of these grades. Since many paper mills around the world do use these specialty grades, they are being listed with appropriate grade numbers for easy reference.

The Paper Stock Industries Chapter of ISRI is not establishing specific specifications, which would refer to such factors as the type of wet strength agent used, the percentage of wax, the amount of polycoating, whether it is on top of or under the printing, etc. The specification for each grade should be determined between Buyer and Seller, and it is recommended that purchase be made based on sample.

These specialty grades are as follows:

- 1—S White Waxed Cup Cuttings
- 2—S Printed Waxed Cup Cuttings
- 3—S Poly Coated Cup Stock
- 4—S Polycoated Bleached Kraft—Unprinted
- 5—S Polycoated Bleached Kraft—Printed
- 6—S Polycoated Milk Carton Stock
- 7—S Polycoated Diaper Stock
- 8—S Polycoated Boxboard Cuttings
- 9—S (This Grade No Longer in Use)
- 10—S Printed and/or Unprinted Bleached Sulphate Containing Foil
- 11—S Waxed Corrugated Cuttings
- 12—S Wet Strength Corrugated Cuttings
- 13—S (This Number Not Currently in Use)
- 14—S Beer Carton Scrap
- 15—S Contaminated Bag Scrap
- 16—S Insoluble Glued Free Sheet Paper and/or Board (IGS)
- 17—S White Wet Strength Scrap
- 18—S Brown Wet Strength Scrap
- 19—S Printed and/or Colored Wet Strength Scrap
- 20—S File Stock
- 21—S (This Number Not Currently in Use)
- 22—S Ruled White
- 23—S Flyleaf Shavings Containing Hot Melt Glue
- 24—S (This Number Not Currently in Use)
- 25—S Books with Covers
- 26—S (This Number Not Currently in Use)
- 27—S (This Number Not Currently in Use)
- 28—S (This Number Not Currently in Use)
- 29—S (This Number Not Currently in Use)
- 30—S Plastic Windowed Envelopes
- 31—S Textile Boxes
- 32—S Printed TMP
- 33—S Unprinted TMP
- 34—S Manila Tabulating Cards
- 35—S Sorted Colored Ledger
- 36—S Computer Printout (CPO)
- 37—S Silicone Release Liner

## Glossary of Paper Stock Terms

The following is a glossary of paper stock terms used within section VI, Grade Definitions, of the Guidelines for Paper Stock. These terms are not intended as a dictionary, but as a guide to help the Circular user better understand specific grade definitions as used in the recovered paper industry.

**ADHESIVES:** Bonding substances that are non-water soluble are considered contaminants in pulp subs, groundwood and deinking grades.

**BEATER-DYED:** Paper dyed or colored during the paper manufacturing process.

**BLEACHED:** Paper that has been whitened by chemicals.

**BOARDS:** Paperboard 0.006 inch or thicker.

**BOGUS:** Paper of inferior quality to a standard grade.

**BOXBOARD:** Paperboard made from a variety of recovered fibers having sufficient folding properties and thickness to be used to manufacture folding or set-up boxes.

**CHEMICAL WOOD-FIBER PULP:** Generic for cellulose fiber isolated and purified by a chemical digestive process.

**CHIPBOARD:** Uncoated, non-folding paperboard made from a variety of recovered papers, having sufficient strength and structural properties to be used to manufacture game boards, book covers, notebook backing and similar products.

**COATINGS:** A layer of adhesives, clays, varnish or any barrier applied to paper.

**CONTAINERBOARD:** Linerboard and corrugated medium used to manufacture shipping containers.

**CORES:** Paper tubes on which rolls of paper may be wound for shipment.

**CORRUGATED CONTAINERS:** Shipping containers made with kraft paper linerboard and corrugated medium.

**CUTTINGS:** Paper stock by-product of paper converting operations.

**FILLER/FILLED:** Denotes papers that have minerals (clays or other pigments) added for improving quality or color.

**FLYLEAF/SHAVINGS:** Trim scrap from printing operations.

**FREESHEET:** Paper that contains less than 10% groundwood fiber (synonym: groundwood-free).

**GROUNDWOOD:** Paper made with fibers produced without chemical pulping.

**GILT:** Metallic (gold or silver) inks used in printing.

**HOGGED:** Paper that has been mechanically torn or ripped to reduce its original size.

**HOT-MELT:** A type of glue or adhesive applied while hot/warm. Considered a contaminant in some grades.

**IMPACT (PRINTING):** A paper printing process that physically applies ink to the paper surface.

**INSOLUBLE GLUES:** Glues that won't dissolve (break down) in water.

**JUTE:** Strong, long-fibered pulp made from hemp.

**KRAFT:** Paper made from sulfate pulp (synonyms: brown and strong).

**LAMINATED:** Paper manufactured by fusing one or more layers of paper together.

**LINERBOARD:** Outside layers of a combination board used to manufacture corrugated shipping containers.

**MANIFOLD:** May denote continuous forms or business forms with several parts (may be interleaved with carbon paper or be carbonless papers).

**MEDIUM:** The inner corrugated fluted material used to manufacture corrugated shipping containers.

**NON-IMPACT:** Papers having printing images formed without impact.

**OFF-SHORE/ASIAN:** Denotes corrugated shipping containers manufactured overseas and containing bogus liners or medium. (Color is somewhat lighter/more yellow than North American produced materials).

**PAPERBOARD:** Denotes paper products used for packaging (corrugated boxes, folding cartons, set-up boxes, etc.).

**ROTOGRAVURE:** A paper printing (intaglio) process typically used to create the highest quality of smoothness on coated and uncoated papers. Excess quantities are considered an outthrow in grades #7, #8, and #9.

**SECTIONS:** Unbound, unused printed material with full ink coverage.

**SHAVINGS:** Trim from converting and bindery operations.

**SIGNATURES:** A section of book obtained by folding a single sheet of printing paper.

**SLABBED:** Type of paper stock normally generated by cutting rolls.

**SULFITE:** Papers and boards made from pulps made from an acid process.

**SULPHATE:** Papers and boards made from alkaline processed pulps.

**TEST LINER:** Liners, which are the outer ply of any kind of paperboard, containing 100% recycled material.

**TMP:** Thermomechanical pulp.

**TREATED:** Paper manufactured with additives.

**TRIM:** Cuttings of paper stock generated at converting or bindery operations which normally have little or no printing.

**ULTRA-VIOLET (UV) INKS/COATINGS:** Papers having inks or coatings dried by utilizing an ultraviolet radiation method. Considered a contaminant in deinking grades.

**WET STRENGTH:** Papers that have been treated with a moisture-resistant chemical that inhibits pulping.